



AGENDA FOR THE SPECIAL COUNCIL MEETING

10 August 2021



Ordinary Council Meeting Notice Paper

10 August 2021

An Ordinary Meeting of Council is called for Tuesday, 10 August 2021, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm. Members of the public are most welcome to attend.

Nils Hay
Chief Executive Officer
6 August 2021

DISCLAIMER

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Mingenew expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

PROCEDURE FOR PUBLIC QUESTION TIME, DEPUTATIONS, PRESENTATIONS AND PETITIONS AT COUNCIL MEETINGS

Council thanks you for your participation in Council Meetings and trusts that your input will be beneficial to all parties. Council has a high regard for community input where possible, in its decision making processes.

<p>Petitions A formal process where members of the community present a written request to the Council.</p>	<p>Deputations A formal process where members of the community request permission to address Council or Committee on an issue.</p>	<p>Presentations An occasion where awards/gifts may be accepted by the Council on behalf of the community, when the Council makes a presentation to a worthy recipient or when agencies may present a proposal that will impact on the Local Government</p>
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PROCEDURE FOR DEPUTATIONS

The Council allows for members of the public to make a deputation to Council on an issue related to Local Government business. Any person or group wishing to be received as a deputation by the Council shall send to the CEO an application:

- I. Setting out the agenda item to which the deputation relates;
- II. Whether the deputation is supporting or opposing the officer's or Committee's recommendation; and
- III. Include sufficient detail to enable a general understanding of the purpose of the deputation.

Notice of deputations need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact the Shire via telephone on 99281192 or email governance@mingenew.wa.gov.au to arrange your deputation.

Where a deputation has been agreed to, during the meeting the Presiding Member will call upon the relevant person(s) to come forward and address Council.

A Deputation invited to attend a Council meeting:

- I. is not to exceed five (5) persons, only two (2) of whom may address the Council, although others may respond to specific questions from Members;
- II. is not to address the Council for a period exceeding ten (10) minutes without the agreement of the Council; and
- III. additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.

Council is unlikely to take any action on the matter discussed during the deputation without first considering an officer's report on that subject in a later Council agenda.

PROCEDURE FOR PRESENTATION

Notice of presentations being accepted by Council on behalf of the community, or agencies presenting a proposal, need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact the Shire via telephone on 99281102 or email governance@mingenew.wa.gov.au to arrange your presentation.

Where the Council is making a presentation to a worthy recipient, the recipient will be advised in advance and asked to attend the Council meeting to receive the award.

All presentations will be received / awarded by the Shire President or an appropriate Councillor.

PROCEDURE FOR PETITIONS

MINGENEW SHIRE COUNCIL SPECIAL MEETING AGENDA – 10 August 2021

Please note the following protocol for submissions of petitions. Petitions must:

- be addressed to the Shire President.
- be made by electors of the district.
- state the request on each page of the petition.
- contain the names, addresses and signatures of the elector(s) making the request, and the date each elector signed.
- contain a summary of the reasons for the request.
- state the name and address of the person whom arranged the petition for correspondence to be delivered to, as correspondence is not sent to all the signatures on the petition.

Where a petition does not relate to or conform to the above it may be treated as an 'informal' petition and the Chief Executive Officer may at his discretion forward the petition to Council accompanied by an officer report.

PROCEDURE FOR PUBLIC QUESTION TIME

The Council extends a warm welcome to you in attending any meeting of the Council. Council is committed to involving the public in its decision-making processes whenever possible, and the ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective.

Council (as required by the Local Government Act 1995) sets aside a period of 'Public Question Time' to enable a member of the public to put up to two (2) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Shire President may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

Having regard for the requirements and principles of Council, the following procedures will be applied in accordance with the Shire of Mingenew Standing Orders Local Law 2017:

1. Public Questions Time will be limited to fifteen (15) minutes.
2. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following "Responses to Previous Public Questions Taken on Notice".
3. Each member of the public asking a question will be limited to two (2) minutes to ask their question(s).
4. Questions will be limited to two (2) per person.
5. Please state your name and address, and then ask your question.
6. Questions should be submitted to the Chief Executive Officer in writing by 5pm on the day before the meeting and be signed by the author. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward.
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

- **During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.**
- **Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Council.**
- **Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Council is not permitted without the permission of the Presiding Member.**

MINGENEW SHIRE COUNCIL SPECIAL MEETING AGENDA – 10 August 2021

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**AGENDA FOR THE SPECIAL MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON
10 AUGUST 2021 COMMENCING AT 4.30PM**

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
- 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE
- 3.0 PUBLIC QUESTION TIME/PUBLIC STATEMENT TIME
- 4.0 APPLICATIONS FOR LEAVE OF ABSENCE
- 5.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS
- 6.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION
- 7.0 DECLARATIONS OF INTEREST

8.0 REPORTS BY THE CHIEF EXECUTIVE OFFICER

8.1 EXPRESSIONS OF INTEREST ROUND 2 – MINGENEW TOURIST CENTRE

Location/Address:	54 (Lot 430) Midlands Road, Mingenew
Name of Applicant:	Mingenew Community Resource Centre
Disclosure of Interest:	Nil
File Reference:	CP.LSO.5
Date:	6 August 2021
Author:	Erin Greaves, Governance and Community Manager
Voting Requirement:	Simple Majority

Summary

To consider the submission received by the Mingenew Community Resource Centre (CRC) in response to the Shire's Expression of Interest – Round 2 notice seeking proposals for interested parties to lease and operate the Mingenew Tourist Centre for the upcoming 2021 tourist season.

Key Points

- An original notice seeking Expressions of Interest (EOI) was advertised, closing 12 July 2021. One submission was received which was not accepted by Council.
- A second round of EOIs was advertised, with submissions due 6 August 2021, which saw one new submission received by the Mingenew CRC.
- The CRC submission proposes a 12-month lease of the Tourist Centre on a peppercorn lease of \$1 per annum, and requests a \$14,000 Shire investment to cover human resourcing and events.

OFFICER RECOMMENDATION – ITEM 11.1

That Council;

1. **Accepts the Expression of Interest proposal from the Mingenew Community Resource Centre for tourism information and community engagement services and the Tourist Centre lease for the 2021 tourist season, at a cost of \$14,000.00 excluding GST; and**
2. **Authorises the Chief Executive Officer to enter into a lease with the Mingenew Community Resource Centre for \$1 for the Mingenew Tourist Centre located at 54 (Lot 430) Midlands Rd, Mingenew; and**
3. **By Absolute Majority, reallocates \$14,000 from the following budget allocations to TOUR – Visitor Centre Contribution [2130211] to fund the proposal:**
 - \$7,000 from OTH CUL – TOUR – Public Relations & Area Promotion [2130240]
 - \$3,500 from OTH CUL – Community Grants Scheme [2110718]
 - \$3,500 from OTH GOV - Other Consultancy [2040252].

Attachment

11.2.1 Round 2 Expression of Interest – Public Notice

11.2.2 Mingenew CRC Expression of Interest Submission

Background

The Shire received advice in April 2021 from the Mingenew Tourist & Promotions Committee outlining that due to a decline in volunteer capacity and the increase in visitor numbers, they did not anticipate being able to run tourist information services from the Mingenew Tourist Centre during the 2021 season.

In July 2021, the Shire invited Expression of Interests for interested parties (individual, group, business or organisation) to take on tourist and information services and the lease of the facility under a different model.

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Following the close of submissions on Monday, 12 July 2021 the Shire was in receipt of one application which was presented to the Ordinary Council meeting on 21 July 2021. The submission by Euphorium proposed a 12-week lease of \$1 and requested a Council contribution of \$20,000. As the only proposal before Council, and meeting a range of desirable Strategic Community Plan outcomes, the proposal was recommended for approval.

Between issuing the Council meeting Agenda and holding the meeting, the Shire was in receipt of several letters from community members indicating that they felt the proposal by Euphorium did not meet the brief by seeking a Council contribution (although it is noted that the original EOI flyer did not indicate an such restricted and was intentionally left open) and that a clarification on this point might open up opportunities for local community groups or businesses to consider an alternative proposal.

Mr Julian Canny of Euphorium (applicant to have submitted an EOI in round 1) addressed Councillors prior to the Council meeting, indicating that Euphorium would be withdrawing their application in support of local community groups or organisations should they be provided the opportunity to submit an application. The proposal by Euphorium was not accepted by Council at the meeting and subsequently proposed that a second round be promoted, clarifying that applications proposing a Council contribution may be considered.

One application in Round 2 of the EOIs was received from the Mingenew CRC.

Comment

The CRC's proposal outlines a clear alignment with various Strategic Community Plan (SCP) strategies which claims to provide benefits to visitors, local businesses and the broader community. Some of the initiatives outlined include:

- Opening the Tourist Centre 16 August to 1 October 2021 (or as required)
- Creating an up-to-date Local Business Directory
- Creating and maintaining a Community Calendar of Events
- Creating a Business Information sharing platform
- Collaboration with local community groups and regional businesses e.g. Mingenew Tourist & Promotions Committee, North Midlands Project, Euphorium, tour providers etc.
- Opportunity for hot desk / meeting space to be established off-season

The proposal for the 12-month lease gives the CRC an opportunity to undertake some strategic planning and testing to potentially present a more sustainable model into the future.

In the absence of any other applications, the alternative would be for the Tourist Centre to remain closed, or for the Shire to recruit its own staff to operate the centre, which would carry a cost component, and take time.

In the event that the Shire keeps the centre closed, Shire staff will ensure that whiteboards are kept up to date and brochure holders refilled. We will also make the space available for any volunteers who wish to provide tourist information services throughout the season. This will likely result in increased demand on Shire staff to provide tourist advice however, as it's expected enquiries will flow through to the office in greater volume.

It is therefore, recommended that the Tourist Centre be leased under a peppercorn lease arrangement (as proposed for \$1 per annum) and the CRC be given an opportunity to trial their proposal over the next 12 months.

Statutory Environment

The Local Government Act 1995 and Local Government (Functions and General) Regulations 1996 prescribe requirements around disposal of property (including disposal by lease) however the Mingenew CRC is considered be exempt from the requirements as per Regulation 30(2)(b) given the CRC is a registered not for profit and charitable organisation of which its board members are not entitled to receive any pecuniary profit.

Policy Implications

Nil

Financial Implications

As outlined in the report to Council in July 2021, the initial intent was for the leasing of the centre to be cost-neutral to Council.

Following the initial round of Expressions of Interest for leasing the Mingenew Tourist Centre to provide tourist information services for 2021, Council determined to offer a second round, encouraging local applicants to apply and consider developing partnerships that may enhance service delivery and community benefits. No budget was set at that time. Clarifying that applications that included a request for a Council contribution would be considered but as with Round 1, applications will be expected to demonstrate value for money and meet all other criteria.

Unlike Round 1, Council now has an adopted Budget but no allocation has specifically made for any such proposal. Therefore, as with the original application, funds are proposed to be reallocated as follows:

- \$7,000 from the Tourism and Area Promotions budget
- \$3,500 from the Community Grants Scheme budget (noting that this does not include the portion allocated to the Community Assistance Scheme but the discretionary funds generally allocated for sundry donations and waivers)
- \$3,500 from Other Consultancy

Strategic Implications

As per the submission, the project addresses the Strategic Community Plan 2019-2029 in several ways:

2.3.1 Develop arts spaces and programs to enliven community spaces and deepen experiences of visitors and community

2.3.2 Capture more value from tourism – build local experiences and products, tourism infrastructure and connections, build new day trip and tour markets

2.3.3 Enhance our natural and built environment and promote and protect the history and heritage within Mingenew

2.4.1 Support community volunteers to maximise impact of their contributions

2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle

3.2.1 Central business/community hub development

4.2.1 Facilitate the sustainability and growth of existing community and regional events, and encourage new ones to develop

4.3.1 Continue and deepen Tourism promotion and development and “see you in Mingenew” campaign

4.3.2 Support development of Tourism infrastructure to support deepening of local product

4.3.3 Capture more value from tourism – build local experiences and products, including astrotourism, farm tourism and food tourism

5.2.2 Enable small business support services to assist local businesses to grow



REQUEST FOR EXPRESSIONS OF INTEREST LEASE OF MINGENEW TOURIST CENTRE Round 2

Date of Issue: Friday 22 July 2021
Closing Date & Time: 9.00am Friday, 6 August 2021
Lodgement Address: governance@mingenew.wa.gov.au
More Information: www.mingenew.wa.gov.au/resources

Council

Following an initial round of Expressions of Interest for leasing the Mingenew Tourist Centre to provide tourist information services for 2021, Council have determined to offer a second round, encouraging local applicants to apply and consider developing partnerships that may enhance service delivery and community benefits.

Applications that include a request for Council contribution will be considered but as with Round 1, applications will be expected to demonstrate value for money and meet all other criteria.

Overview

The Tourist Centre is located at 54 Midlands Road, Mingenew. It is the western end of the former post office building, now occupied by the Mingenew Irwin Group.

In previous years Mingenew's Tourist and Promotions Committee volunteers have manned the building during wildflower season, but a year-on-year reduction in volunteer availability – and increase in visitors has meant that this year we will be trialing a different model.

The Tourist Centre will be made available for an individual, group, business or organisation to lease – and utilise as they wish, provided that during tourist season the building be open, and the occupants assist with the provision of tourist information.

The space is ground floor level and consists of two main rooms (totalling ~25sqm) as well as a 3sqm storeroom and toilet/washroom. During operating hours, the lessee would also be able to utilise the covered area in front of the Centre. It is intended to be leased as-is.

The Vision

The intent of leasing this space is to further the delivery of the Shire's Strategic Community Plan 2019-2029 vision:

"Mingenew Shire is a safe, inclusive and connected community with a thriving local economy that provides opportunity for all to succeed."

To that end, we will preference applications which are aligned with the Strategic Community Plan's goals and values. This will include (but not be limited to) proposed uses which:

- Support economic growth and social strengthening for Mingenew
- Provide services, goods and spaces to meet community and visitor needs
- Further develop of the community's diverse culture and heritage
- Generate employment within the area especially for the youth
- Encourage people and families to move to the area
- Build on, and promote agriculture and local products within the region
- Encourage tourists to spend more time in Mingenew and the region
- Promote and enable local businesses to grow and prosper

Your Submission

The following information is to be included in the Expression of Interest response:

- The name and contact details of the proponent
- Profile and previous relevant experience
- The vision for the venture and physical space
- How this vision links to and supports the Shire's Strategic Community Plan 2019-2029
- The preferred term of the lease and options
- Commencement date of lease and proposed opening hours
- Proposed rent per annum range

The application will be assessed according to:

- Alignment with Community Strategic Plan
- Experience and capacity for applicant to deliver on vision
- Perceived community benefit
- Proposal value for money

A copy of the Application Form can be found at: www.mingenew.wa.gov.au/resources.

Making an Enquiry or Submission

Any enquiries, regarding the Expression of Interest process, including requests to inspect the building, should be directed to Erin Greaves, Governance and Community Manager:

T: (08) 9928 1102

E: governance@mingenew.wa.gov.au

Submissions can be emailed to the above address, posted to PO Box 120 Mingenew WA 6522 or delivered by hand to 21 Victoria Street, Mingenew WA 6522.

To view a copy of the Strategic Community Plan 2019-2029, visit www.mingenew.wa.gov.au/strategic-plan/ or visit the Shire office for a hard copy.

More information, including a copy of the Application Form can be found at www.mingenew.wa.gov.au/resources, or by contacting the Shire directly.

Expressions of Interest will be received up to 9.00 am Friday, 6 August 2021 and the matter will be decided at a Special Council Meeting the following week. Any submissions received after the designated closure date will not be accepted.

Applicant Details

Please provide some information about you and your organisation.

Applicant name:	Mingenew Community Resource Centre
Phone:	08 9928 12 64
Email:	crcmanager@mingenew.wa.au
Address:	50 Midlands Road, Mingenew WA 6522
ABN (if held):	40207815052

Organisational/Personal Profile

Describe your organisation/group (attach extra pages if needed):

Mingenew Community Resource Centre (CRC) is one of over 100 centres operating throughout Western Australia, forming the Western Australian Community Resource Centre Network (WACRN), which is supported by the Department of Primary Industries and Regional development (DPIRD). We are a member of Linkwest, the peak body for community resource centres and neighborhood centres in WA.

The Mingenew CRC are also the service providers of the Mingenew Education and Care Centre and the Mingenew Post Office.

Across the 3 services we employ 9 staff in various roles, including 2 trainees working towards their Diploma in Early Childhood Education.

Overseeing the Mingenew CRC is a passionate board of volunteers who have a drive to see Mingenew succeed as a vibrant and inclusive community.

The role of the CRC network is to provide information, services, activities and initiatives to improve skills and capacity to foster economic growth, and to create or improve community connectedness and capacity.

Our funding through DPIRD is reliant upon meeting annual targets that include - referrals, provision of services and access to government information, business and economic development initiatives, community initiatives and projects through training and workshops.

Previous Relevant Experience

Tell us about similar operations you have been involved with (attach extra pages if needed):

Tourism:

Mingenew CRC has worked closely with the Tourist and Promotion Committee over the years, with a CRC staff representative attending committee meetings and some staff, in their own time volunteering in the tourist centre.

Over the busy tourist season the CRC assists visitors on a daily basis with queries for local information including accommodation, wildflower reports and road information as well as selling visitor souvenirs at the Post Office. Our staff are professional and prompt in relaying information to the customer and positively promoting Mingenew and the surrounding region.

The Mingenew CRC also shares and creates social media content during tourist season and in 2019 created the Kids Wildflower Hunt to engage children in the natural beauty of our local flora.

Events and collaborations:

Our staff are equipped with the skills to run events and initiatives utilising existing procedures in administration, finance, marketing and Human Resources. We have established collaborations and relationships within the Arts and Creative, Health, Business and Social Service sector which provide us with inspiration and professional direction to ensure success of our endeavors.

Several examples of recent community and business events presented through the CRC include: RSM Business Planning, Estate Planning, First Aide Course, Good Governance, Food Sensations, Heavy Vehicle Pilots Licence course, WA Opera, ANZAC Day, Clean up Australia Day.



Expression of Interest Form – Mingenew Tourist Centre Lease Round 2

Vision for Mingenew Tourist Centre

Please outline your vision for the building and its operations (attach extra pages if needed):

Proposed use:

Part 1. Operation of the Tourist Centre for the specific purpose of providing tourist information and events for the duration of the wildflower season Monday 16th August - Friday 1st October 2021.

Mingenew CRC acknowledges the commitment of volunteers over many years to establish the Mingenew Tourist Centre and will work collaboratively with the Tourist and Promotion Committee and the Shire of Mingenew to ensure visitors to our region are supported with up to date information and a vibrant space that showcases the best of Mingenew.

The CRC envisages the centre will become a meeting place for tourists and locals.

During the tourist season Mingenew CRC will open the centre Monday-Friday, 9am - 3pm (based on the previously successful model created by the T&P committee) with a mix of CRC staff and volunteers. The centre will house tourist information in the form of brochures, magazines and information boards and outdoor seating will provide a welcoming space to enjoy the friendly Mingenew hospitality.

Our proposal includes but is not limited to;

- A departure point for tours, collaborating with established tour operators New Leaf Connect and Midwest Adventures to provide a weekly timetable to explore the Midwest.
- Promotion of self tour's - Mingenew Historical Society's Ant Trail and Mingenew Irwin Groups' DIY Crop Tour.
- Scheduled 'locals chats' to showcase Mingenew landmarks, history and culture - engaging with, sharing and celebrating the knowledge of our locals.
- The creation of an evolving art piece that visitors and locals collectively build upon to become a snap shot in time of Mingenew during wildflower season.
- Art gallery to display and sell - collaboration with Mingenew Art group and other regional artists.
- North Midlands Project collaboration - Springtime at the Coalseam event.
- Euphorium Creative collaboration - working with local businesses to create a ticketed event.
- Collation and distribution of wildflower information through social media, website and Mingenew Matters.
- Collection of tourist data, providing the Shire of Mingenew, Mingenew Tourist & Promotion and Mingenew CRC with informative data to build on future tourism endeavors.

Part 2. Utilising the Tourist Centre infrastructure outside of the tourist season to create a CRC Hub to provide opportunities for community engagement, events and collaborations.

Mingenew CRC create and annual calendar of services, referrals and events for the residents of Mingenew and the Midwest. Having a street front presence will open possibilities for the CRC to engage with and promote to a wider audience - value adding to our business plan and the Shire of Mingenew Strategic Plan - see alignment to Strategic plan attached for proposed actions.

We are an adaptable and creative team that will also take advantage of opportunities as they arise.

Expected hours/days of operation:

Tourist season - Monday - Friday, 9am - 3pm

Outside tourist season - dependent on planned events, external bookings and collaborations. However our hope will be to see the centre being used on a regular basis.

Anticipated employment details or use of volunteers:

Worker Type	Estimated # Full Time Equivalent (FTE)
Employee	0.7 FTE (28 hours per week of tourist season)
Volunteer	0.25 - 0.5 FTE (10-20 hours per week of tourist season)



Expression of Interest Form – Mingenew Tourist Centre Lease Round 2

Connection to Mingenew Shire’s Strategic Community Plan 2019-2029

How does your vision support our Strategic Community Plan? (Attach extra pages if needed):

Attached is an outline of how the Mingenew CRC tourist centre proposal aligns with the Shire of Mingenew Strategic Community Plan.

Budget

Please provide a budget indicating proposed expenses and funding sources, including rent and in-kind and unconfirmed income sources. (Attach extra pages if needed)

<i>Description</i>	<i>Expense Amount</i>	<i>Income Amount</i>
Proposed Shire Investment		
Tourist Centre Staff and volunteer hours	\$9,800.00	
Events and collaborations	\$4,200.00	
Mingenew CRC 12 Month Investment		
Staff	\$18,900.00	
Events, Collaborations, Administration	\$3,000.00	

Preferred Lease Arrangements

Tell us what your preferred lease arrangements would be (noting that this will be negotiated with the successful applicant):

Proposed commencement date:

Monday 16th August 2021

Proposed term (default term is 12 months):

12 months , \$1 peppercorn lease (run by not for profit community organisation)

Other details/comments

Please provide any additional information, or further attachments, that you think may support your application:

The Mingenew Community Resource Centres' future is reliant upon meeting targets set by DPIRD. In a small community there is a balance of providing the required amount of activities and events but also to not overburden our community.

We believe that the success of our proposal to run the Tourist Centre will allow us to delve into other opportunities through collaborations that will not only benefit our organisation but a much broader spectrum of the community.

Our proposal requires an investment from the Shire of Mingenew of \$14,000, which is less than half of the total costs to complete our objectives for the centre over the next 12 months.

The CRC would like to see a realistic and sustainable tourism model built upon this investment. After 12 months the Mingenew Community Resource Centre will provide the Shire of Mingenew with a comprehensive report/acquittal of funds.

Conditions:

The following must be met:

- Part of use, during tourist season at least, must be to provide visitor information
 - The Shire will assist by providing brochures and collateral to give to visitors
- You may request a \$1 peppercorn lease, but please justify this request (e.g. community purpose)
- No fresh food or drinks to be sold from the Centre (local produce, preserves etc. may be permitted)
- Appropriate insurance must be in place

Assessment Criteria:

The application will be assessed according to:

- Alignment with Community Strategic Plan
- Experience and capacity for applicant to deliver on vision
- Perceived community benefit
- Proposal value for money
- Applications due by 9am Friday, 6 August 2021

Please feel free to add attachments/additional pages that may support your application.

More Information and Lodgement of Submissions:

Access online at www.mingenew.wa.gov.au/resources/ or contact Erin Greaves, Governance & Community Manager on (08)9928 1102, by email governance@mingenew.wa.gov.au or visit in person at 21 Victoria St Mingenew WA 6522.

EoI Tourist Centre – Shire of MingeneW Strategic Plan Alignment

Mingenew Community Resource Centre Vision: *Empowering community connection, vibrancy, and growth*

		Action 16 th August 2021 – 15 th August 2022
Strategy 2: Love Living in MingeneW		
2.3 Culture & Heritage	<p>2.3.1 Develop arts spaces and programs to enliven community spaces and deepen experiences of visitors and community</p> <p>2.3.2 Capture more value from tourism – build local experiences and products, tourism infrastructure and connections, build new day trip and tour markets</p> <p>2.3.3 Enhance our natural and built environment and promote and protect the history and heritage within MingeneW</p>	<ul style="list-style-type: none"> • Create a vibrant hub, for all to enjoy, in the main street of MingeneW. • MingeneW Painting Group Gallery for display and sales of artwork. • Collaboration with local indigenous artist. • Evolving piece of creative artwork to become a snapshot in time – tourist season. • Collaboration with tour providers - New Leaf Connect and Midwest Adventures, promotion and scheduling. Tourist season and beyond. • Support local tourism initiatives. • Departure Point for self-lead tours – MingeneW Irwin Group 'DIY Crop Tour' and MingeneW Historical Society 'Ant Trail'. • Scheduled 'locals chats' to showcase MingeneW landmarks, history and culture. • Display of tourist information – pamphlets, magazines etc. • Biggest Morning Tea Community Event – May 2022. • Tourist souvenirs and local creator wares sold at MingeneW Post Office. • Promotion of events and opportunities through social media and MingeneW Matters.
2.4 Sense of Community	<p>2.4.1 Support community volunteers to maximise impact of their contributions</p> <p>2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle</p>	<ul style="list-style-type: none"> • Volunteers – skill matching database, incentive, retention and recognition program. • Rostered hours (Tourist Centre) paid back to MingeneW Tourist and Promotion Committee. • Outdoor seating.

		<ul style="list-style-type: none"> Establishment of outdoor meeting spaces with community garden bed.
Strategy 3: Growing Mingeneu		
3.2 Development	3.2.1 Central business/community hub development	<ul style="list-style-type: none"> Utilise the Tourist Centre Building year-round – keep tidy, vibrant and adaptable. Provide hot desk space – add to CRC booking system. Pop up shop space –include advertising package. Collaborate with Euphorium Creative – Creator’s night market, October/Nov. Commercial meeting place – accountant, banking, farm advisor etc. Street front promotion of Mingeneu CRC and Mingeneu Post Office – activities, products and services.
Strategy 4: See you in Mingeneu		
4.2 Events	4.2.1 Facilitate the sustainability and growth of existing community and regional events, and encourage new ones to develop	<ul style="list-style-type: none"> Community Calendar of Events Collaboration with North Midlands Project – Springtime in the Midwest at the Coalseam. Collaboration with Euphorium Creative and local business – Long Table luncheon (Tourist season) – ticketed event. Provide initiatives to improve community and business connectedness and capacity – CRC funding requirements
4.3 Tourism Assets	<p>4.3.1 Continue and deepen Tourism promotion and development and “see you in Mingeneu” campaign</p> <p>4.3.2 Support development of Tourism infrastructure to support deepening of local product</p> <p>4.3.3 Capture more value from tourism – build local experiences and products, including astrotourism, farm tourism and food tourism</p>	<ul style="list-style-type: none"> Open Tourist Centre 16th August to 1st October (longer if required). Collate and distribute wildflower information on a weekly basis or more regularly if available. Collect and analyse data over tourist season – build on future tourism endeavours. Collaborate with Mingeneu Irwin Group for future tourism/education opportunities.

		<ul style="list-style-type: none"> • Assist with promotion and support of agri and astro tourism business endeavours.
<p>Strategy 5: Making Business Easy in Mingeneu Goal: Ensure Mingeneu is supporting local businesses to grow and maintain employment within the community</p>		
5.2 Economic Development	5.2.2 Enable small business support services to assist local businesses to grow	<ul style="list-style-type: none"> • Establish Local Business Directory • Collaborate with Euphorium Creative and RSM Local Business to provide business workshops and advice. • Increase sales opportunities at the Mingeneu Post Office – souvenirs, local creators. • Develop business information sharing platform – useful for funding opportunities, employment issues, government announcements etc • Support new business through promotion, design and referrals.

MINGENEW SHIRE COUNCIL SPECIAL MEETING AGENDA – 10 August 2021

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN/FOR CONSIDERATION AT FOLLOWING MEETING

Nil.

10.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

11.0 CONFIDENTIAL ITEMS

12.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 18 August 2021 commencing at 4.30pm.

13.0 CLOSURE

The meeting was closed at _____pm.

These minutes were confirmed at an Ordinary Council meeting on 18 August 2021.

Signed _____
Presiding Officer

Date: _____