
Memorandum of Understanding (MoU)

For

Pioneers' Pathway Advisory Committee

1 July 2017-30 June 2020

Agree to a memorandum of understanding to establish the Pioneers' Pathway Advisory Committee currently between the participating Shires of Goomalling, Dowerin, Merredin, Nungarin, Toodyay, Trayning and Wyalkatchem.

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Memorandum of Understanding

This document represents an agreement between

Shire of Dowerin; and
Shire of Goomalling; and
Shire of Merredin; and
Shire of Nungarin; and
Shire of Toodyay; and
Shire of Trayning; and
Shire of Wyalkatchem

These local governments are working as an advisory committee of the participating Councils.

1. Description of collaborating organisations

The seven (7) partner organisations are all Local Government Authorities under the *Local Government Act 1995* (as amended).

2. Objectives and scope

To provide a ribbon of economic development into the heart of regional Western Australia.

The project aims to work with councils along the Pioneers' Pathway route (from Toodyay to Merredin), collaboratively developing tourism in the region by promoting a self-drive trail from Perth reminiscing the path of Pioneers' during the gold rush in eastern goldfields.

The Pioneers' Pathway Advisory Committee (**'the committee'**) comprises seven local government authorities who share a common interest (Pioneers' Pathway self-drive trail) and regional boundaries.

3. The nature of the collaboration

The project objectives include:

- 3.1. Identify the current and future tourism infrastructure
- 3.2. Establish the cost to meet marketing/promotional needs for the various communities in the committee.

- 3.3. Identify opportunities to work with third party providers (e.g. local businesses)
- 3.4. Identify opportunities for collaborative marketing with other drive trails and/or tourism product (e.g. Wheatbelt Way).
- 3.5. Develop a short-term strategic plan to develop the pathway and strengthen tourism within the participating communities and across the region.
- 3.6. Increase economic impact of tourism in the region by developing a collaborative tourism product (Pioneers' Pathway) that capitalise on natural and built assets throughout the community with a focus on pioneering.

In summary, the project will have the following broad outcomes:

- Development of the Pioneers' Pathway a collaborative tourism product, to attract tourists to the region and create a ribbon of economic development in the heart of the eastern Wheatbelt
- Project planning and implementation of pathway upgrade commencing in 2017/18 financial year.

All funding is to be centralised at the Shire of Goomalling ("**Lead Agency**"), in a dedicated bank account. The Lead Agency will be responsible for the financial reporting requirements as per the funding agreements.

4. The terms of the agreement

This MOU is valid from date of signing to 30 June 2020. This can be extended on mutual agreement of all signatories to the MOU.

5. Organisation and management of the agreement

The responsibilities of each of the partner organisations will be as follow:

5.1. Lead Agency – will be responsible for:

- 5.1.1. Overall project planning and coordination.
- 5.1.2. Management of a dedicated bank account for the sole purposes of this project, and all income and expenditure related to it.
- 5.1.3. Reviewing and balancing the collective funding budget – income and expenditure statements will be provided to the committee on request.
- 5.1.4. Financial record keeping for the purposes of the reporting as required.
- 5.1.5. Overall financial acquittals and auditing as required for the external funding bodies.
- 5.1.6. Processing financial claims from partner organisations in the committee.

5.2. Executive Officer – Pioneers' Pathway Advisory Committee ("the committee")
– will be responsible for:

- 5.2.1. Record keeping for the purposes of the committee.
- 5.2.2. Sourcing and applying for external funding to support project implementation (as mutually agreed to by the committee).
- 5.2.3. Completion of external funding requirements to include progress reports, final reports and financial acquittals.
- 5.2.4. Project management (including, but not limited to, all planning, engaging suitably qualified consultants)
- 5.2.5. Preparation of quarterly and annual report for Pioneers' Pathway Advisory Committee to be disseminated to participating Councils.

5.3. All partner organisations will be responsible for:

- 5.3.1. Day to day project management of the project (overall supervision of development in their respective local government.)
- 5.3.2. Local financial record keeping to enable financial recouping of costs incurred relevant to the project – provision of expenditure statements with supporting documentation to the Lead Agency.
- 5.3.3. Updates on progress to be provided at the committee meetings will be provided by each partner organisations to assist the Lead Agency with funding body reporting as required.
- 5.3.4. Ensuring that the infrastructure once built, feature on the respective Asset Management Plan, or are provided for in the Third Party Provider Asset Management Plan (i.e. owner occupier of facility.).
- 5.3.5. The committee recognises the primacy of Council Decisions and local government budgets; where additional financial contributions are necessary to complete projects or support the work of the Lead Agency, each member Council of this regional alliance will Decide to make a contribution of an equal amount, or any other amount the member Council may decide.
- 5.3.6. Updating relevant information with the Lead Agency for marketing and promotion of the tourism trail including relevant site and local information, photos, videos, maps etc as requested, in a timely manner.
- 5.3.7. Providing a summary of relevant data and statistics from your respective community as required to assess the effectiveness of the project.
- 5.3.8. Financial commitment of \$3500 per annum including \$1500 per annum for pathway development \$2000 per annum for employment of an Executive Officer.

6. Lead Agency

For the purposes of this committee, the Shire of Goomalling will be the Lead Agency and provide the Project Coordinator for the Pioneers' Pathway product. The primary contact will be the appointed Executive Officer of the Pathway:

or

Tahnee Bird
Community Development Officer

Shire of Goomalling
PO BOX 118
GOOMALLING WA 6460

Ph: 9629 1101 M: 0400 495 173
E: cdo@goomalling.wa.gov.au;

7. Partner organisations

The partner organisations to this MOU and their relevant contact details are as follows:

Shire of Dowerin
CDO – Adim Hajat
PO Box 111
DOWERIN WA 6461

Ph: 08 9631 1202
E: cdo@dowerin.wa.gov.au

Shire of Merredin
Manager – Central Wheatbelt Visitor Centre – Robyn McCarthy
PO Box 42
MERREDIN WA 6415

Ph: 08 9041 1666
E: visitor@merredin.wa.gov.au

Shire of Nungarin
Councillor – Bev Palmer
Railway Avenue
NUNGARIN WA 6490

Ph: 08 9046 5006 Home: 08 9046 5098
E: shoebox@activ8.net.au

Shire of Toodyay
CDM -Audrey Bell
PO Box 96
TOODYAY WA 6566

Ph: 08 9574 9390 M: 0448 230 391
E: mcd@toodyay.wa.gov.au

Shire of Trayning
CEO- Graham Merrick
PO Box 95
TRAYNING WA 6488

Ph: 08 9683 1001 M: 0428 831 035
E: ceo@trayning.wa.gov.au

Shire of Wyalkatchem
CEDO –Tegan McCarthy
PO Box 224
WYALKATCHEM WA 6485

Ph: 08 9681 1166
E: admin3@wyalkatchem.wa.gov.au

8. Communication and exchange of information

Information dissemination in relation to the project is largely via email. Records are to be retained as per the Record Keeping Plan of the respective local government. Agendas and minutes are to be retained in a hard copy as well as electronic version by the Project Coordinator of the committee.

9. Intellectual property

Rights to the intellectual property as produced will be retained by the committee of all work produced as part of the project.

10. Appendix

Reference is to be made to the following documents:

- Pioneers' Pathway Action Plan March 2017 to June 2017

11. Effective dates and signatures

This MOU is effective from 20 October 2017 (date of signing)

ANDREA SELVEY
Signature

Chief Executive Officer
Shire of Dowerin

[Signature]
Print Full Name of Authorised Person

DALE E METCALF
Signature

President
Shire of Dowerin

DALE E METCALF
Print Full Name of Authorised Person

[Signature]
Signature

Chief Executive Officer
Shire of Gooma

CORNELIS CLEMENT JOHN KERP
Print Full Name of Authorised Person

[Signature]
Signature

President
Shire of Gooma

GARRY JOHN HAYWOOD
Print Full Name of Authorised Person

[Signature]
Signature

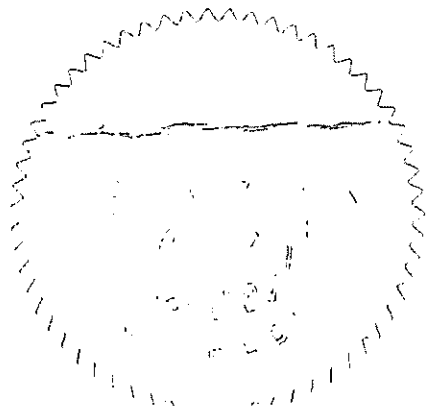
Chief Executive Officer
Shire of Merredin

GREG PEARSON
Print Full Name of Authorised Person

[Signature]
Signature

President
Shire of Merredin

KENNETH ANDREW HOOPER
Print Full Name of Authorised Person



W.M. Fensome
Signature
WILLIAM MICHAEL FENSOME
Print Full Name of Authorised Person

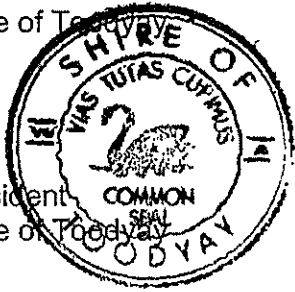
Chief Executive Officer
Shire of Nungarin

* ABN: 89 098 923 408 *

R O'Connell
Signature
RENIRA EILEEN O'CONNELL
Print Full Name of Authorised Person

President
Shire of Nungarin

Stan Scott
Signature
STAN SCOTT
Print Full Name of Authorised Person

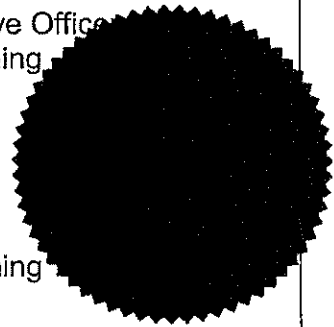
Chief Executive Officer
Shire of Toodyay

COMMON SEAL
SHIRE OF TOODYAY

David R. Dow
Signature
DAVID ROSS DOW
Print Full Name of Authorised Person

President
Shire of Toodyay

Freda Tarr
Signature
GRAHAM MCKENZIE
Print Full Name of Authorised Person

Chief Executive Officer
Shire of Trayning



Ian McCase
Signature
IAN MC CASE
Print Full Name of Authorised Person

President
Shire of Trayning

Quentin Davies
Signature
C QUENTIN DAVIES
Print Full Name of Authorised Person

Chief Executive Officer
Shire of Wyalkatchem

