

MEMORANDUM OF UNDERSTANDING

COVID-19 RECOVERY @ NARROGIN Narrogin Dollars Agreement

Between

Shire of Narrogin

and

Narrogin Chamber of Commerce (NCC)



1. Purpose

The purpose of the Memorandum of Understanding (MOU) is to agree to the arrangements for the distribution of Narrogin@Recovery Dollars funded by the Shire of Narrogin (the Shire) and jointly administered by the Shire and Chamber of Commerce (NCC).

The Project will provide much needed injection of approximately \$158,850 to local businesses directly within the three months of its operation, and also provide additional direct ongoing benefit, of approximately \$35,000, to an estimated 130 businesses of the Shire with free membership of the Chamber for an additional 12 months, as well as be a valuable and timely promotional tool to encourage new and ongoing sustainability of the Chamber and the principle of Narrogin Dollars, an existing well received buy-local initiative.

2. Operation Dates

This MOU commences as of 29 April 2020 and ceases 31 December 2020.

3. Establishment

3.1. Variations and new initiatives to the Memorandum

Variations may be made at any time by the mutual consent of the Shire and the NCC.

3.2. Legal document or contract

The MOU is intended as a formal agreement between the Shire and the NCC.

3.3. Definitions

CEO means the Chief Executive Officer of the Shire of Narrogin.

Committee means the Narrogin Chamber of Commerce Board.

Council means the elected members of the Shire as the context requires.

Electors means a person over the age of 18 and on the WA Electoral Residents Roll or Shire of Narrogin Owners and Occupiers Roll as at 20 April 2020.

NCC means the Narrogin Chamber of Commerce.

Shire means the Shire of Narrogin.

Vouchers means COVID-19 Recovery@Narrogin Vouchers.

4. Key Principles and Outcomes

4.1. Agreement and conditions

The Shire will:

- a) Design COVID-19 Recovery@Narrogin Vouchers with an expiry date of 31 August 2020 and the donated design assistance of Thompson Design, a local business.
- b) Purchase five (5) \$10 face value Recovery@Narrogin COVID-19 Vouchers for every Elector of the Shire registered with the WA Electoral Commission and on the Shire's Owners and Occupiers Roll as at a certain date (indicatively a total of 3,177 persons as at 20 April 2020, so $5 \times 3,177 = 15,885$ vouchers) from the NCC, worth approximately \$158,850, INCLUSIVE of GST, in May 2020, and be presented by the NCC with a tax invoice to that effect.
- c) Assist promote the Vouchers to NCC Businesses and local Businesses on social media and local media including the Narrogin Observer.
- d) Write to all Electors of the Shire in mid May 2020 at its cost, (estimated at \$3,000 plus administrative time) advising them of the Vouchers and encouraging their use at NCC Members.
- e) Manage stock of the Vouchers promptly, efficiently and securely at the Shire's cost and distribute using Shire employees or local contractors from 2 June 2020, using the Electoral Rolls and signing off issuance and receipt of specific vouchers to those presenting in person with sufficient photographic ID at a venue selected and promoted by the Shire, such as the Shire Library. Specific processes for managing distribution of the Vouchers, including approvals for those infirmed or unable to present in person will be authorised by the Chief Executive Officer.
- f) On receipt of a NCC tax invoice, reimburse the NCC for all members per the attached list (totalling 110) of existing businesses deemed eligible for 'free membership' of the NCC for another 12 months from 1 April 2020 at the rate they paid in 19/20, being \$265 each INCLUSIVE of GST (estimated at \$29,150).
- g) On receipt of a NCC tax invoice, reimburse the NCC for all members that sign up for another 12 months from 1 April 2020 to 30 June 2020, based on 19/20 membership fees, estimated at \$5,300 (20@\$265), who are eligible as follows;
 - They have 15 employees or less; and
 - Are registered with an ABN and as being based in the townsites of Narrogin or Highbury; and
 - Regularly employ someone other than the business owner or a member of their immediate family; and/or
 - Have a shopfront or retail or service business office regularly available to the public in the Townsites of Narrogin or Highbury; and
 - Are not a multi-national business, government organisation or political party; and
 - Register with the NCC on the NCC Covid 19 application form by 30 June 2020.

The NCC will:

- a) Arrange professional printing and delivery of the 16,000 consecutively and individually numbered Vouchers (3 to an A4 page) at its cost and securely provide them to the Shire on or before 29 May 2020 (estimated at \$1,500). This process will also reduce likelihood of theft and unauthorised reproduction of the Vouchers.
- b) Widely promote to its members the requirement to honour the Vouchers upon presentation if redeemed by 31 August 2020.

- c) Widely promote to member businesses and non-member businesses the opportunity to participate in Narrogin Dollars and Recovery@Narrogin Vouchers specifically.
- d) After 31 August 2020, and within 30 days of the Shire issuing to the NCC a tax invoice to the total value of any Vouchers (INCLUSIVE of GST) not issued to electors, refund that amount to the Shire.
- e) Refund participating businesses any submitted Vouchers within 30 days of them being presented to the NCC.
- f) Provide to the Shire an acquittal report each calendar month from 31 July 2020 to 31 December 2020 with details of the total overall and value of Vouchers presented to each business and claimed back from the NCC. For clarity, Vouchers must have been presented to the participating business by 31 August 2020. The NCC should not under any circumstance refund businesses that have allowed redeeming of Vouchers beyond their expiry date.

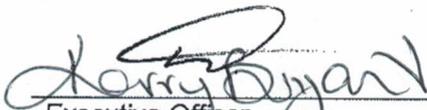
4.2. Other Matters

- a) Nil

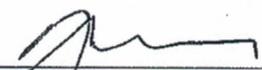
4.3. Disagreement

- a) Should a disagreement arise in relation to this MOU affecting both the Shire and the NCC, it is to be referred to the Chairperson of the NCC and the Shire President and CEO of the Shire of Narrogin to be resolved.
- b) Should the issues not be resolved in point 4.3(a), then the resolution is to be presented to the Shire of Narrogin Council with an invitation for the NCC to make a presentation.

5. Execution


 Executive Officer
 Narrogin Chamber of Commerce

1/5/20
 Date

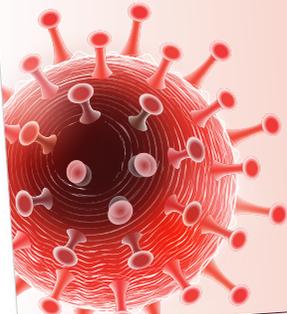

 Chief Executive Officer
 Shire of Narrogin

1/5/20
 Date

Attachments:

- List of Members eligible for refund to the NCC (110 Businesses)
- Sample Narrogin@Recovery Dollars Voucher
- Sample Letter to Electors
- Sample Letter to Businesses from the Shire

\$10.00
Ten dollars



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COVID-19 RECOVERY @ NARROGIN

VOUCHER

Redeemable with all participating Narrogin Chamber of Commerce Member businesses.
Strictly between 2 June and 31 August 2020.

Redeemed at: _____

\$10.00
Ten dollars

We're all in this together





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Office Use:

Spend Local!
Please go and spend these Narrogin Dollars with a local business. You will be doing a great deed to stimulate Narrogin's economy. By spending money at a locally-owned business, the money stays in the community and will get spent again – maybe once – maybe twice. This is called the 'multiplier effect' and keeps Narrogin's businesses buoyant and locals employed.

Please always think about your 'buy local' options first

Terms & Conditions
This Narrogin Dollars voucher is redeemable for merchandise or services at any Narrogin Chamber of Commerce business. It cannot be replaced if lost or stolen and it will not be exchanged for cash. This voucher expires 31 August 2020. When redeemed, it must be redeemed in full and no change will be given by the vendor.

\$Narrogin Dollars
Did you know that you can buy \$Narrogin Dollars from the Narrogin Chamber of Commerce and you can give them as a gift? You will be giving the recipient a convenient gift of the great choices of local businesses in Narrogin where the voucher can be redeemed for merchandise or services. You can feel satisfied as your money will have been spent in a way that bolsters the community in which you live. For more info, contact the Chamber on 0474 924 337, or email admin@narroginchamber.com.au.

Authorised by:

NCC Members:
To receive reimbursement, please issue your invoice and return with voucher to NCC PO Box 374 Narrogin WA 6312.

Your ref:
Our ref:
Enquiries: Customer Service Officers



89 Earl Street, Narrogin
Correspondence to:
PO Box 1145, Narrogin WA 6312
T (08) 9890 0900
E enquiries@narrogin.wa.gov.au
W www.narrogin.wa.gov.au

DATE IN HERE

To the Narrogin Elector(s)
Address 1
TOWN STATE POSTCODE

Dear Narrogin Elector

COVID-19 RECOVERY@ NARROGIN – \$50 TO SPEND NOW!

Your Council, together with the Narrogin Chamber of Commerce, sees tremendous value in stimulating our local economy in order to protect our highly valued local business in these unusual and difficult times.

As a result, your Council has reprioritised some spending within its current Budget and I am pleased to request your in-person attendance at the RW (Bob) Farr Memorial Library on Fortune Street, between the hours of 9.00am – 4.30pm, Monday to Friday. If you do so, which I sincerely hope you do, you may collect Recovery@Narrogin Dollars in the form of five \$10 vouchers, totalling \$50.00. Please note that ID, in the form of a driver's license or similar, will be required.

Should you be infirmed, or for some reason unable to collect your vouchers in person, then special arrangements can be made with our customer service officers via email recovery@narrogin.wa.gov.au or telephone 9890 0900, however, as they are cash, they will not be mailed.

The vouchers are available to all residents and ratepayers of Narrogin over the age of 18, who are on the residents or owners and occupiers electoral rolls for the Shire as at 20 April 2020.

Once you collect your vouchers, you can redeem them at more than 100 participating Narrogin Chamber of Commerce businesses for either merchandise or services. This program runs for a limited time starting 2 June and finishing strictly on 31 August 2020. A current list of participating business is available here <https://www.narroginchamber.com.au/directory/member-businesses/>.

Our hope is that you will use local businesses that you believe have been most impacted by the current COVID Pandemic. We want you to spend your vouchers at the business of your choice, but spend it soon and spend it now. Local businesses are waiting and they need your help NOW!

Vouchers cannot be redeemed for cash, nor change given, and have a deliberate short term expiry date of 31 August 2020. I encourage you to get your vouchers early and spend it soon, in order that it will maximise the benefit and stimulation to our local economy and highly valued Narrogin business community.

If you have any questions about this program, please call the Shire Administration on 9890 0900 or email your question to recovery@narrogin.wa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Leigh Ballard', is written over a faint, large watermark of the word 'RECOVERY'.

Leigh Ballard
Shire President

5 May 2020

Dear Chamber Member/Narrogin Business Owner



COVID-19 RECOVERY@ NARROGIN – \$50 TO SPEND NOW!

The Shire of Narrogin, in collaboration with the Narrogin Chamber of Commerce, has announced an immediate major injection of cash worth \$160,000 of *COVID-19 Recovery@Narrogin* Dollars into the local business community with effect from 2 June 2020. I refer to the enclosed letter to Electors to further explain how this will work.

All businesses, that are currently members of the Chamber of Commerce, are potentially able to benefit from this injection, as well as any new business that signs up as a member of the Chamber between now and 30 June 2020.

In addition, the Shire of Narrogin has agreed with the Narrogin Chamber of Commerce to fully subsidise the next full year of Chamber membership (on 2019/20 levels) for 110 existing targeted Chamber of Commerce businesses. If you are one of these businesses, you will have already been contacted directly by the Chamber with this good news.

If you are an existing Chamber member, or registered as a Member as at 31 March 2020, you do not need to do anything. You are eligible for participation in *COVID-19 Recovery@ Narrogin* Dollars right now.

Further, if you are *not currently a Chamber member*, and you wish to participate in *COVID-19 Recovery@Narrogin* Dollars and or the benefits of being a Chamber member, potentially for free up to 12 months (to 31 March 2021), then we encourage you to sign up now.

There is no cost to your business (the Shire will be paying it), if your business meets the following eligibility criteria:

- You have 15 employees or less; and
- Are registered with an ABN and as being based in the townsites of Narrogin or Highbury; and
- Regularly employ someone other than yourself or a member of your immediate family; and/or
- Have a shopfront or retail or service business office available to the public in the Townsites of Narrogin or Highbury; and
- Are not a multi-national business, government organisation or political party; and
- You register with the Chamber on their application form by 30 June 2020.

However, if your business is not eligible, for example you have over 15 employees, you can still participate. Simply join the Narrogin Chamber of Commerce and pay the annual subscription of \$265.

Please complete the attached membership form and email today to admin@narroginchamber.com.au.

In summary 15,785 *COVID-19 Recovery@Narrogin* vouchers, worth \$10 each, are being made available to Electors of Narrogin, who will start redeeming them at participating Narrogin Chamber of Commerce businesses for either merchandise or services, starting 2 June and finishing strictly on 31 August 2020.

I encourage you to also get on board with the Shire and Chamber with this program and perhaps think of ways to thank the customers who choose you when redeeming their voucher, such as a competition draw, a small giveaway or in-store discount, for example.

Please note: Terms & Conditions do apply to being eligible for free (paid) membership and any determination of the Shire and Chamber is final.

If you have any questions about this program, please call Kerry at the Narrogin Chamber of Commerce on 0474 924 337 or email admin@narroginchamber.com.au .

Yours sincerely

ADD E-SIGNATURE



Bevan Steele
Chairperson

Leigh Ballard
Shire President

Enc: Copy of letter to Electors re *COVID-19 Recovery@Narrogin* vouchers
Narrogin Chamber of Commerce Membership form

