

## 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 109) 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 \$28,885).
- 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 application form by 30 June 2020.

The NCC will:

- a) Arrange professional printing and delivery of the 15,885 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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Chief Executive Officer  
 Shire of Narrogin

\_\_\_\_\_  
 Date

**Attachments:**

- List of Members eligible for refund to the NCC (109 Businesses)
- Sample Narrogin@Recovery Dollars Voucher
- Sample Letter to Electors
- Sample Letter to Businesses from the Shire