



**MINUTES
VISITORS CENTRE WORKING GROUP
MEETING**

17 NOVEMBER 2022

Commencing at 12:00 pm

Committee Room
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

The Chief Executive Officer recommends the endorsement of these minutes at the next Meeting of Visitors Centre Working Group.

Signed:
(CEO)

Date **8 November 2022**

These minutes were confirmed at the Visitors Centre Working Group Meeting held on

Signed:

(Presiding Person at the meeting at which minutes were confirmed)

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyan Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

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Please note that meetings may be recorded for minute taking purposes.

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VISITORS CENTRE WORKING GROUP MEETING

17 NOVEMBER 2022

1. OFFICIAL OPENING

The Presiding Member Dale Stewart declared the meeting open at 12.10pm.

2. RECORD OF ATTENDANCE/APOLOGIES

Committee Members (Voting)

Mr D Stewart – Chief Executive Officer (Presiding Member)

Cr J Early (via phone)

Cr B Seale

Mr R Slater - Visitor Centre

Staff (Non-voting)

Ms S Bell – Community Development Officer

Ms A Prysiaghna – Community Development Support Officer

Apologies

Nil

Absent

Cr D Bradford – Shire of Cuballing

Visitors

Mrs C Mahony – Visitor Centre proxy

3. DECLARATION OF INTEREST BY COMMITTEE MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Name	Item No	Interest	Nature
Nil			

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING OF THE VISITORS CENTRE WORKING GROUP

OFFICER'S RECOMMENDATION

As this is the inaugural meeting of the Working Group, there are no previous minutes to be confirmed.

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The move of the DCVC Visitor Servicing operations is schedule to occur from Monday 14 November 2022 through to Wednesday 16th November 2022.

6. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

7. MATTERS WHICH REQUIRE DECISION

7.1. TERMS OF REFERENCE

File Reference	Dryandra Country Visitors Centre
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	No Previous Items Relate
Date	18 July 2022
Author	Sharon Bell – Acting Manager Community Leisure & Culture
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Terms of Reference	

Summary

Terms of Reference apply to Council Reference Groups, where Council does exercise control (establishment, dissolution etc.). Members of the public are generally unable to attend Reference Group Meetings without prior approval.

Background

Dryandra Country Visitors Centre Incorporated has resolved to wind-up and has requested that the Shire of Narrogin take over administration to continue effective service delivery, volunteer support and management, and to oversee the proposed relocation of Visitors servicing activities to the Narrogin Railway Station in coming months.

It was decided to appoint an interim Working Group to assist in the transition.

Comment

Terms of Reference are provided in Attachment 1.

Consultation

- Chief Executive Officer

- Executive Manager Development and Regulatory Services
- Visitors Centre Working Group

Statutory Environment

There are no known relevant statutory implications.

Policy Implications

Nil

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.2	Increased tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions

Voting Requirements

Simple Majority

<p>OFFICERS' RECOMMENDATION</p> <p>That with respect to the Terms of Reference, the Visitors Centre Working Group note the Terms of Reference approved by the Council.</p> <p>Noted</p>
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7.2. WEBSITE UPDATE

The Shire of Narrogin has sought a quote from Market Creations to have a website developed for the Visitors Centre. This will include the transfer of current information over to a new platform.

It is anticipated that funding for this project will come from the cash component assets of the Visitors Centre dissolution.

Discussion was held regarding the financing of a dedicated Destination website vs an in-house website.

Doug Sawkins, who is managing the existing website, is to be invited to the next Working Group meeting for this subject.

7.3. VOLUNTARY TERMINATION OF DRYANDRA COUNTRY VISITOR CENTRE INC

Cr Seale gave an update on the Termination of the DCVC. Form 7 has been submitted, however DMIRS has apologised for the delay in processing the application, as they are busy working through a backlog. It is anticipated that the application will be completed within two weeks.

The Westnet and Australia Post Box accounts will be cancelled when they expire.

The drone owned by the former DCVC has been scrapped, as it is no longer suitable for purpose. The Shire of Narrogin has purchased a drone that will be used jointly by the Rangers and CDSO.

The funds from the former DCVC have been placed in a trust fund by the Shire, until DMIRS determines who the funds should go to.

There is still no access to the DCVC Facebook account, Cr Seale will contact the former manager so that full access can be granted to a DCVC volunteer and the CDSO.

7.4. RELOCATION

Relocation is planned for 16 November 2022. The CDSO Anna Prysiashna is managing this.

- Centre is closed from 14 – 17 November
- Pack up 14-15 November
- Relocate 16 November
- Unpack 17 November
- Soft opening 18 November.

Currently there is no telephone connection at the Railway Station, with the process of porting the number across from the old building in progress. Unfortunately this is taking a little time from Telstra's end.

The installation of the trainset is a work in progress.

7.5. RENAMING OF VISITORS CENTRE

File Reference	Dryandra Country Visitors Centre
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	No previous items relate
Date	18 July 2022
Author	Sharon Bell – Community Development Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	
Nil	

Summary

It is proposed to change the name of the Dryandra Country Visitor Centre to better reflect its new location and direction.

Background

Dryandra Country visitors Centre was formed with the financial backing of the Shires of Narrogin, Cuballing, Pingelly, Wickepin and Wandering, with management and Visitors servicing activities

provided by an Incorporated Organisation – the Dryandra Country Visitors Centre Incorporated. Currently only two Shires contribute to the organisation; the Shires of Narrogin and Cuballing.

With the relocation of the Visitors Centre to the Narrogin Railway Station, it is deemed that it is the appropriate time to rename the Visitors Centre

Comment

A short-list of names has been selected, with the Working Group tasked to short-list these to three. These will be recommended to the Council, who will decide on the name. Variations of the below can also be considered:

- Narrogin Visitor Centre
- Narrogin Rail Heritage Centre
- Narrogin Heritage Rail Centre
- Narrogin Cultural Heritage Centre
- Narrogin Rail and Art Gallery Centre
- Great Southern Heritage and Rail Centre
- Great Southern Rail and Heritage Centre
- Narrogin Station Arts and Visitors Centre
- Wheatbelt Railway Museum and Gallery
- Narrogin Historical Rail Centre and Art Gallery
- Narrogin Historical Railway Station and Information Centre.

Consultation

Consultation has occurred with the following:

- Chief Executive Officer; and
- Volunteers of the Dryandra Country Visitors Centre

Volunteers from the DCVC were consulted, and suggested that the name start with ‘Narrogin’ and contain either ‘Visitor Centre’ or ‘Tourism’ and did not contain either ‘Great Southern’ or ‘Wheatbelt’.

Statutory Environment

There are no known relevant statutory implications.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.2	Increased tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions

Voting Requirements

Simple Majority

WORKING GROUP RECOMMENDATION

That with respect to the re-naming of the Visitors Centre, the Visitors Centre Working Group have selected the following names, to be sent to Australia's Golden Outback for feedback, and for the Working Group to get consensus before going to Council:

- Narrogin Visitor Centre
- Narrogin Station Arts and Visitor Centre
- Narrogin and Districts Visitor Centre
- Narrogin and Dryandra Visitor Centre
- Narrogin Tourism and Rail Centre
- Narrogin Visitor and Rail Centre

Carried 4/0

8. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Volunteer updates:

- Need more volunteers. CDO to advertise on Facebook and in Narrogin Narrative encouraging people to volunteer. Also encourage Elected Members to volunteer for a shift.
- Volunteers name badges. These will be organised once name of VC is determined.
- Plants. See if Manger of Works has any planting containers at the depot suitable for the Station that geraniums can be planted into. Volunteers will take care of plants.
- Request to hang existing information panels on the walls. Agreed to.
- Hot Water System in kitchen not working. Switch inside of cupboard was not turned on.
- Waiting on installation of keypad lock for VC and master key for toilets.

VC Operations Manual. This is being compiled by CDSO, with a copy to go to CEO next week.

Walk through of VC after conclusion of meeting.

9. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 2.00 pm.

The next meeting will be held on a date to be determined, after feedback has been received from Australia's Golden Outback.