



ATTACHMENTS

Economic Development Committee Meeting

5 April 2016

6.45pm

City of Albany Council Chambers

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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (**MOU**) is made on day of 2015 and represents an understanding BETWEEN:

the Western Australian Association of Clubs Inc. 17th National Caravan Clubs Rally Committee (**National Rally Committee**) and the City of Albany (**the City**).

BACKGROUND

The National Association of Caravan Clubs Ltd (NACC) is the National body representing the individual State Associations of Caravan Clubs. Every three years NACC hold a National Rally in a different state which is attended by Caravan club members from every state. NACC have allocated the 2019 the 17th National Caravan Clubs Rally to Western Australia to organise. Apart from social events organised for the participants, the NACC will hold its 2019 Annual General Meeting (Triennial) during the Rally to allow club members present to attend.

The Western Australian Association of Caravan Clubs Inc. (**WAACCI**) which is the state body for the thirty two Caravan clubs in Western Australia has delegated the planning and running of the 17th National Caravan Clubs Rally to the National Rally Committee whose members are drawn from member clubs of WAACCI.

NATIONAL RALLY COMMITTEE OFFICE BEARERS

Executive members of the National Rally Committee are as follows:

- | | |
|---------------|--|
| Chairman | Arthur Pincham |
| | Telephone (08)95378302 |
| Secretary | Helen Thacker |
| | Telephone (08)93311267 |
| | Email a.hkardi@optusnet.com.au |
| Rally Manager | Derek Atkinson |
| | Telephone (08)92753096 Mobile 0439985713 |
| | Email nosnikta1948@bigpond.com |

CITY OF ALBANY HOST TOWN PROPOSAL

In their proposal to the National Rally Committee the City have agreed to be the host town for the 17th National Caravan Clubs Rally in 2019.

ITEMS OFFERED BY THE CITY

1. Premier venue.

The Provision of Centennial Park venue at no cost to event organisers. A huge strength of the venue is the central location in the heart of the town, within easy walking distance and close to all services. The event will add significantly to the existing vibrancy and activity of Albany city commercial centre. Centennial Park is WA's premier sporting venue in the state's south. Immediately following the hosting of the Campervan and Motorhome Club of Australia event in October 2015 the City will undertake a major upgrade of the entire Centennial Park grounds and facilities. The upgrades will include a multi-function venue space specifically designed to cater for events such as the 2019 National Rally. All upgrade works are scheduled to be completed by early 2018. The fully upgraded venue including grounds and club facilities will be available for the National Caravan Club Rally event in 2019 subject to the City negotiating with building tenants and suitable timings.

Provision of venue includes access and use of the main sporting building, grounds parking area for up to 800 caravans, all site power and water consumption costs, and daily garbage removal. The City is also happy to discuss any additional needs including but not limited to traffic management on arrival and departure days, installation of temporary dump points, emergency management support, additional temporary toilets and showers if required.

2. Event Promotion

The City is well resourced to assist in the promotion of the event to potential attendees. Under the Amazing Albany destination brand the City would assist the event organisers in ensuring strong visitation from Caravan Clubs across Australia. This would be in the form of production of dedicated destination marketing collateral, attendance at events in the lead up to the 2019 event (including the 16th NCCR in Canberra between 19-28 September 2016), and active promotion to Caravan Club members.

3. Local Tours Program

The City will implement a comprehensive local tours program that will be charged on a users pays basis. The City regularly coordinates these type of tour program activities for visiting cruise ship visits and is currently compiling a detail tour program for the 2015 CMCA event in October. The 2019 event organisers will be the beneficiaries of this experience. The Albany Visitor Centre is 100% owned and operated by the City of Albany and these visitor information and promotional services will be applied to your event.

4. Dedicated Event Liaison Coordinator

The City will appoint a liaison person to manage the City's event deliverables. This dedicated role will provide the event organisers one point of contact to a high standard of customer service and ensuring a smooth delivery of the event for all stakeholders.

RALLY DATES

The City confirms their advice of 18 May 2015 that the site will be available to the National Rally Committee between the following dates:

Set up of Site	9 th to 13 th October 2019
Rally Commences	14 th October 2019
Rally finishes	22 nd October 2019
Caravanners Depart Site	23 rd October 2019
Cleanup of site	24 th to 29 th October 2019

The City also confirms that the rally set up and cleanup teams will be able to park their caravans on the site between 8 October and 29 October 2019.

Whilst the National Rally Committee believe they have allowed sufficient time for set up and cleanup they undertake to advise the City closer to the event should either dates need to be extended.

LOCATION OF VENUE

Centennial Park Recreation Complex, North Road, ALBANY WA 6330

ALLOCATED AREAS AND FACILITIES

The provision of venue includes access and use of the main sporting building, grounds parking area, with the exception of the main oval as marked on the attached ground plan.

Once the plans for the new facilities are finalised and publicly released the City will provide the National Rally Committee to allow them to plan usage of the associated buildings.

The National Rally Committee is to engage and utilize local caravan park facility operators wherever possible, in particular for use as staging areas pre and post event. The City will assist by providing caravan park operator contact details to the National Rally Committee.

SCHEME WATER AND POWER - CONNECTION AND RETICULATION

All site power and water consumption costs will met by the City, however the National Rally Committee will be responsible for the distribution of electricity and water to individual caravan sites

GREY WATER DISPOSAL

The City Health Department will allow the dropping of "grey" water subject to filters being used and attendees being encouraged to use Shower facilities provided either in the pavilions or Temporary shower blocks.

PETS

The City will allow rally participants travelling with pets to bring them into the rally site provided:

- a) the pets are kept on a leash at all times.
- b) the pets are not allowed in buildings or eating areas
- c) owners are responsible for cleaning up after their pets

TEMPORARY FENCING

The new area will require temporary fencing which the City may be able to assist.

SERVICES FROM THE CITY OF ALBANY

- The City will provide the Centennial Park Venue at no cost to the event organisers,
- The City will provide all site power and water consumption costs at no charge,
- The City will provide a daily garbage removal service at no charge
- The City will arrange a temporary dump point(s)
- The City have a 40 metre by 20 metre Marquee available for use at the rally
- The City have two temporary shower blocks which they may make available subject to availability of existing facilities
- If required the City will discuss assistance with emergency management support

TERM OF THIS MOU

This MOU shall commence on the date herein before written and shall continue until termination by the parties.

2019 ALBANY CARAVAN SHOW

The National Rally Committee confirm that we are negotiating with the Caravan Industry Association and Cameron Caravans Albany to hold the Albany Caravan Show between Friday 18 October to Sunday 20 October 2019 which will take the place of a smaller Trade Show originally planned by the committee.

The City will be provided a standard display stand/space at this trade show event at no cost for promotion of the Amazing Albany destination.

AMENDMENT AND TERMINATION

The MOU may be amended or varied from time to time provided that such amendment is agreed by the parties and is evidenced in writing and signed by the authorised representatives of all parties to this MOU.

Executed by the Parties

Signed on Behalf of the City of Albany:

CEO Andrew Sharpe _____

Signed on Behalf of the National Rally Committee:

Chairman Arthur Pincham _____

Secretary Helen Thacker _____

Rally Manager Derek Atkinson _____