

**NOTICE OF AN ORDINARY MEETING OF COUNCIL**

Dear Council Member

The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes will be held on **Thursday, 30 January 2020** in Council Chambers commencing at 5.30pm

E Denniss, Acting CEO



Date

22 January 2020

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## **AGENDA**

For an Ordinary Meeting of Council to be held in Council Chambers on Thursday, 30 January 2020 commencing at 5.30pm

*Meeting to be opened by the Presiding Member*

### **Acknowledgment of Country – Presiding Member**

*On behalf of the Councillors, staff and gallery, I acknowledge the Noongar People, the Traditional Custodians of the land on which we are gathered, and pay my respects to their Elders past, present and emerging.*

### **Attendance, Apologies and Leave of Absence**

President	- Cr J Nicholas
Councillors	- J Bookless - J Boyle - B Johnson - J Moore - J Mountford - A Pratico - P Quinby - A Wilson
In Attendance	- E Denniss, Acting Chief Executive Officer - M Larkworthy, Executive Manager Corporate Services - T Lockley, Executive Assistant

### **Attendance of Gallery**

**Responses to Previous Questions Taken on Notice** - Nil

### **Public Question Time**

### **Petitions/Deputations/Presentations**

### **Comments on Agenda Items by Parties with an Interest**

### **Applications for Leave of Absence**

## **Confirmation of Minutes**

### **C.01/0120 Ordinary Meeting held 19 December 2019**

*A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 19 December 2019 as a true and correct record.*

## **Announcements by the Presiding Member Without Discussion**

### **Notification of Disclosure of Interest**

Section 5.65 or 5.70 of the Local Government Act requires a Member or Officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

A Member who makes a disclosure under Section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allows a Member to speak, the extent of the interest must also be stated.

## **Questions on Agenda Items by Elected Members**

## **Consideration of Motions of which Previous Notice has been Given**

### **Reports of Officers**

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Corporate Services
- Development & Infrastructure
- Community Services

## CEO's Office

<b>ITEM NO.</b>	C.02/0120	<b>FILE REF.</b>	228
<b>SUBJECT</b>	Sustainability Advisory Committee Membership		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	24 December 2019		

### OFFICER RECOMMENDATION

*That Council appoints Doreen Mackman as a member of the Sustainability Advisory Committee.*

### Summary/Purpose

There is currently a vacancy on the Sustainability Advisory Committee and the Committee has recommended that former member Doreen Mackman be appointed.

### Background

The objectives and role of the Sustainability Advisory Committee are:

1. To provide advice to the Council on sustainable natural environment, social and economic issues such as:
  - Air Quality
  - Biodiversity
  - Land Degradation
  - The Built Environment
  - Water
  - Waste Management
  - Community Infrastructure
  - Community Engagement
2. To provide advice to Council on the possible introduction of incentives, initiatives and recommendations which can be introduced into the daily operations of the Shire, Policy setting process, Strategic Plans and Town Planning Schemes to :-
  - Reduce the impacts on the natural environment
  - Reduce the impacts on the climate
  - Initiate sustainable management of resources
3. To identify for the consideration of Council strategies which increase real and sustainable behaviour change in residents, businesses and other members of the community (including tourists) in order to improve environmental outcomes.

The Instrument of Appointment and Delegation for the Sustainability Advisory Committee allows for 7 community members. When re-establishing the Committee in October 2019 only 6 community members were appointed with a notation made that one vacancy remained.

### Officer Comment

At its meeting held on 20 November 2019 the Sustainability Advisory Committee passed a recommendation to Council that Doreen Mackman be appointed to fill the

vacancy. Ms Mackman was a councillor member of the Committee for many years up until the end of her term as councillor in October 2019.

Statutory Environment

Section 5.10 of the Local Government Act 1995 for the appointment of a member to a Council Committee.

Integrated Planning

- Strategic Community Plan – Not applicable
- Corporate Business Plan - Nil
- Long Term Financial Plan – Not applicable
- Asset Management Plans – Not applicable
- Workforce Plan – Not applicable
- Other Integrated Planning - Nil

Policy Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management - Not Applicable

Voting Requirements – Absolute Majority

<b>ITEM NO.</b>	C.03/0120	<b>FILE REF.</b>	209
<b>SUBJECT</b>	Rolling Action Sheet		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	21 January 2020		

Attachment 1          Rolling Action Sheet

**OFFICER RECOMMENDATION**

*That the information contained in the Rolling Action Sheet be noted.*

**Summary/Purpose**

The presentation of the Rolling Action Sheet allows Councillors to be aware of the current status of Items/Projects that have not been finalised.

**Background**

The Rolling Action Sheet has been reviewed and forms an Attachment to this Agenda.

Statutory Environment – Nil

**Integrated Planning**

- Strategic Community Plan - Nil
- Corporate Business Plan - Nil
- Long Term Financial Plan – Not applicable
- Asset Management Plans – Not applicable
- Workforce Plan – Not applicable

➤ Other Integrated Planning - Nil

Policy Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

### **Corporate Services**

<b>ITEM NO.</b>	C.04/0120	<b>FILE REF.</b>	134
<b>SUBJECT</b>	Significant Matter Raised in Audit Report		
<b>OFFICER</b>	Executive Manager Corporate Services		
<b>DATE OF REPORT</b>	19 January 2020		

Attachment 2      2019 Report on Significant Adverse Trend

Attachment 3      Minutes of the Audit Committee Meeting Held 19 December  
2019

#### **COMMITTEE RECOMMENDATION that Council:**

- 1. Receives the report on the significant matter raised in the 2018/2019 Audit Report as presented in Attachment 2.*
- 2. Authorises the CEO to forward a copy of this report to the Minister and publish the report on Council's official website.*

#### **Summary/Purpose**

To provide Council with a report regarding the matter identified as “significant” in the 2018/2019 Audit Report, pursuant to Section 7.12A of the Local Government Act 1995.

#### **Background**

Section 7.2 of the Local Government Act 1995 requires that the accounts and annual financial report of a local government for each financial year are to be audited by an auditor appointed by the local government.

Section 7.12A(4) of the Local Government Act 1995 requires that a local government must:

- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
- (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*

Section 7.12A(5) further requires that:

*Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

The Auditor's Report for the year ended 30 June 2019 includes a significant adverse trend in relation to the Shire's Operating Surplus Ratio. This ratio is below the Department's standard and has been for the last three consecutive years.

#### Officer Comment

Commencing in 2018 the Auditor General has included adverse trends in the Audit Report (rather than the Management Report as previously done) when Council does not meet Department ratio benchmarks for a period of three consecutive years.

The significant adverse trend contained in the 2018/2019 Audit Report in relation to the financial position of the Shire of Bridgetown-Greenbushes referred to:

*"In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:*

- a. The operating surplus ratio as reported in Note 29 of the financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard of zero for the last three financial years."*

A key indicator of a local government's financial performance is measured by the 'Operating Surplus Ratio'. This ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes. This ratio is discussed further in the attached report (Attachment 2).

The Local Government Act, Section 7.12A(4) requires local governments to examine the audit report it receives and implement appropriate actions in respect to any significant matter raised. A report addressing the significant matter identified in the audit report has been prepared in accordance with Section 7.12A(4) and was considered by the Audit Committee at its meeting held 19 December 2019 where the following recommendation was carried:

*"Committee Decision* *Moved Cr Bookless, Seconded Cr Moore*  
*AC.02/1219 The Audit Committee recommends that Council:*

- 1. Receives the report on the significant matter raised in the 2018/2019 Audit Report as presented in Attachment 2;*
- 2. Authorises the CEO to forward a copy of this report to the Minister and publish the report on Council's official website.* *Carried 3/0"*

#### Statutory Environment

Section 6.4 of the Local Government Act 1995 requires a local government to prepare financial reports including an annual financial report. Regulation 50 of the Local Government (*Financial Management*) Regulations 1996 specifically requires the inclusion of seven financial ratios as developed by the Department to be included in the annual financial report. These statutory ratios are also included in Council's long term financial plan and are key sustainability measures. The Department's Integrated Planning and Reporting Advisory Standard includes benchmarks in

relation to the ratios that sets minimum regulatory requirements that ensure an acceptable minimum standard of practice.

Section 7.12A(4) & (5) of the Local Government Act 1995 requires that a report addressing any matters identified as significant by the auditor in the audit report be prepared. Section 7.12A(5) requires a local government to forward any report prepared in accordance with Section 7.12A(4) being provided to the Minister and published on the local government's official website.

#### Integrated Planning

- Strategic Community Plan  
Key Goal 5 – Our leadership will be visionary, collaborative and accountable  
Objective 5.2 – We maintain high standards of governance, accountability and transparency  
Strategy 5.2.6 – Ensure the future financial sustainability of the Organisation
- Corporate Business Plan  
5.2.6.2 – Implement the Council endorsed action plan designed to achieve compliance to financial ratios
- Long Term Financial Plan – Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

Policy Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Not applicable

#### Risk Management

Failure to meet the Department's financial ratio benchmarks will put the Council at risk of being classified as unsustainable particularly if it cannot demonstrate improvement in ratio performance over the medium to long term. Implementation of the actions contained within the Ratio Improvement Action Plan will aid Council in its endeavour to meet the Department's financial ratio benchmarks.

Voting Requirements – Simple Majority

<b>ITEM NO.</b>	C.05/0120	<b>FILE REF.</b>	131
<b>SUBJECT</b>	December 2019 Financial Activity Statements and List of Accounts Paid in December 2019		
<b>OFFICER</b>	Senior Finance Officer		
<b>DATE OF REPORT</b>	15 January 2019		

Attachment 4      December 2019 Financial Activity Statements  
Attachment 5      List of Accounts Paid in December 2019

#### OFFICER RECOMMENDATIONS

1. That Council receives the December 2019 Financial Activity Statements as presented in Attachment 4.
2. That Council receives the List of Accounts Paid in December 2019 as presented in Attachment 5.

#### Summary/Purpose

Regulation 34 of the Local Government (*Financial Management*) Regulations 1996 (the Regulations) requires a local government to prepare each month a statement of financial activity reporting on the sources and applications of its funds. Further, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal and trust funds, a list of those accounts paid in a month are to be presented to the council at the next ordinary meeting (see Reg 13 of the Regulations).

#### Background

In its monthly Financial Activity Statement a local government is to provide the following detail:

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) of the Local Government Act;
- (b) budget estimates to the end of the month to which the statement relates;
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.

Each of the Financial Activity Statements is to be accompanied by documents containing:

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
- (b) an explanation of each of the material variances referred to in sub-regulation (1)(d); and
- (c) such other supporting information as is considered relevant by the Local Government.

The information in a statement of financial activity may be shown:

- (a) according to nature and type classification;
- (b) by program; or

- (c) by business unit.

The Financial Activity Statement and accompanying documents referred to in sub-regulation 34(2) are to be:

- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and  
(b) recorded in the minutes of the meeting at which it is presented.

#### Statutory Environment

Section 6.4 (Financial Report) and Section 6.8 (Expenditure from municipal fund not included in annual budget) of the Local Government Act 1995, and Regulations 13 (List of Accounts) and 34 (Financial activity statement report) of the Local Government (*Financial Management*) Regulations 1996 apply.

#### Integrated Planning

- Strategic Community Plan  
Key Goal 5: Our leadership will be visionary, collaborative and accountable  
Objective 5.2: We maintain high standards of governance, accountability and transparency  
Strategy 5.2.8: Ensure all legislative responsibilities and requirements are met
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

#### Policy Implications

F.6. Purchasing Policy - To ensure purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability.

F.7. Reporting Forecast Budget Variations Policy - To set a level of reporting detail (in Financial Activity Statement) that ensures that the council is satisfied with the implementation of its annual budget.

#### Budget Implications

Expenditure incurred in December 2019 and presented in the list of accounts paid, was allocated in the 2019/20 Budget as amended.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

## Development & Infrastructure

<b>ITEM NO.</b>	C.06/0120	<b>FILE REF.</b>	RD4
<b>SUBJECT</b>	Proposed Road Renaming – Gomm Lane, Yornup & Sunnyside		
<b>PROPONENT</b>	Shire of Bridgetown-Greenbushes		
<b>OFFICER</b>	Manager Planning		
<b>DATE OF REPORT</b>	14 January 2019		

Attachment 6      Public Submission  
Attachment 7      Proposed Road Naming Advertisement

### OFFICER RECOMMENDATION That Council:

- Notes the single submission received, as per Attachment 6, and pursuant to section 26 of the Land Administration Act 1997 supports the renaming of Gomm Lane as Gomm Lane, in the localities of Yornup and Sunnyside, as per Attachment 7.*
- Directs the Chief Executive Officer to seek support from the Minister for Lands through Landgate's Geographic Names Committee in relation to Point 1. above.*

### Summary/Purpose

Council in October 2019 resolved to commence the process the rename Gomm Lane as Gomm Lane, in the localities of Yornup and Sunnyside. Following public consultation whereby one submission was received objecting to the change, the matter is presented to Council for further consideration, whereby it is recommended that the proposed road name change be supported and formal approval sought from the Minister for Lands.

### Background

Council most recently at the Ordinary Meeting on 31 October 2019 resolved "C.03/1019 That Council commence the process the change the name of 'Gomm Lane' to 'Gomm Lane' to reflect the correct spelling of the Gomm family it represents."

As reported to Council in October 2019, Gomm Lane was named after JC Gomm. Further information provided by Landgate shows that JC Gomm was the owner of Nelson Location 1845 on the southern side at the junction of South Western Highway, in around 1917.

As background, correspondence on the road file contains letters using "Gomm's" and "Gomm". Gomm Lane was officially named in 1974 by the State's (former) Nomenclature Advisory Committee, recognising the locally known road name of Gomm Lane dating back to the 1950s.

Council in 1997 resolved to seek a change to the road name suffix from Gomm Lane to Gomm Lane. The State's Geographic Names Committee initially rejected that request and sought the Shire's view of changing the road name to Gomm Road or Gomm Lane.

Based on the Shire's response to not support the road name change, the Geographic Names Committee in 1998 then supported the suffix change from Road to Lane, recognising the preference of the Shire and local residents at that time to not change the road name of Gommès.

#### Officer Comment

Pursuant to the October 2019 resolution of Council, the proposed road renaming was advertised for public comment, with correspondence forwarded directly to thirteen landowners with properties having direct frontage to the subject road. An advertisement was also published in the Manjimup-Bridgetown Times on 20 November 2019 plus notices posted on the Shire's noticeboards and website. Written submissions were invited up to and including 12 December 2019 and noting a number of conversations with interested landholders, only one submission of objection was received (see Attachment 6).

The objection to the road name change was received from Jennifer Watt and on behalf of her husband Mitchell Watt, owners of Lot 6657 Gommès Lane, Yornup. Whilst the submitters have no problem with the current spelling, if a drastic change of name was proposed, they may see the benefit as they consider the name to be pretty bland. The submitters consider the simple change from Gommès to Gomm as a waste of time and resources, and with all the red tape and confusion it will cause government departments and others who have far more important priorities than changing their records and data relating to properties on this lane. The submitters consider there will be confusion created and hoops for residents to jump through to sort these problems created by the name change. The submitters highlighted errors in the Shire's correspondence which was incorrectly addressed with Shire staff having already apologised.

In response to the above, the proposed road name change from Gommès to Gomm aims to correctly acknowledge JC Gomm, an early landowner and most likely a farmer, and after whom the road was originally named. Removal of the letters 'es' may seem like a small change however it is significant to the Gomm family and best recognises the origin of the road name.

Should the change be supported by Council and ultimately the Minister for Lands, the Shire in consultation with Landgate will allocate any new rural street addresses, and confirm these in writing for affected landowners and relevant government and service agencies. Landowners will need to update any personal or business contacts however that is considered a minor inconvenience and not a valid reason not to proceed with the proposed change. Importantly digital Certificates of Title are automatically updated by Landgate at no cost to the affected landowners.

Noting the above, it is recommended that Council support the proposed renaming of Gommès Lane and Gomm Lane, with support to be sought from the Minister for Lands through Landgate's Geographic Names Committee.

#### Statutory Environment

- Land Administration Act 1997

Under Part 2, Division 3 of the Land Administration Act 1997, section 26 states (in part):

“(2) Subject to section 26A, the Minister may by order —

(c) name, rename and cancel the name of any topographical feature, road or reserve.

(3) An order made under subsection (2) may include such matters enabled to be effected under an order made under another provision of this Act as the Minister thinks fit.

Furthermore, section 26A states (in part):

“(5) A person must not –

(a) assign a name to the area or road unless the name is first approved by the Minister;

(b) alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.”

Section 26 of the Land Administration Act therefore provides the local government power to initiate road renaming through a public consultation process. Following consultation the local government can then resolve to name a road through a formal request to the Minister for Lands. The final decision therefore for any road naming rests with the Minister for Lands, on advice from Landgate’s Geographic Names Committee.

### Integrated Planning

#### ➤ Strategic Community Plan

Key Goal 5: Our leadership will be visionary, collaborative and accountable

- Objective 5.1 Our community actively participates in civic life
- Strategy 5.1.1 The community is involved in local decision making
- Strategy 5.1.4 People receive Shire information, services and opportunities according to their needs

The proposed road renaming was advertised for public comment and referred directly to the landowners of adjoining freehold properties, with one submission received objecting to the proposed change.

#### ➤ Corporate Business Plan 2019/23

Key Goal 5 - Our Leadership will be Visionary, Collaborative and Accountable

- Strategy 5.1.1 The community is involved in local decision making
- Strategy 5.1.4 People receive Shire information, services and opportunities according to their needs

The proposed road renaming was advertised for public comment and a decision of Council is required to then seek support from the Minister for Lands, in accordance with relevant legislation.

#### ➤ Long Term Financial Plan - Nil

- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

#### Policy Implications

- Landgate's Policies and Standards for Geographical Naming in Western Australia

The 'Policies and Standards for Geographical Naming in Western Australia,' version 01: 2015, released by Landgate's Geographic Names Committee (GNC), requires all road naming proposals to have strong local community support, preferred name sources including features, pioneers, war casualties and historical events and names from Aboriginal languages identified with the general area.

Genitive apostrophes (ie. Butcher's) and duplication of names or similar sounding names within the Shire or an adjoining Shire are not permitted and all naming proposal must be accompanied by an alternative name should the GNC not approve the primary request. Road naming changes should conform to the relevant policy and have the support of those residents affected by the name change. Local government support is required, however ultimately the Minister for Lands is the final authority.

The proposed road renaming is considered consistent with Landgate's requirements, noting that a correction to the current road name is suggested only, with the alternative be to retain the current name if not supported by Landgate.

#### Budget Implications

Should Council support the renaming, costs of approximately \$200 per sign would be incurred for appropriate road signage, with funds available in the current budget.

#### Whole of Life Accounting - Nil

#### Risk Management - Nil

#### Voting Requirements - Simple Majority

## Community Services

<b>ITEM NO.</b>	C.07/0120	<b>FILE REF.</b>	
<b>SUBJECT</b>	Visitor Centre Membership Contributions to External Stakeholders		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Executive Manager Community Services		
<b>DATE OF REPORT</b>	20 January 2020		

Attachment 8 Correspondence from the Southern Forests Blackwood Valley Tourism Association (SFBVA)

### OFFICER RECOMMENDATION

1. That Council note the correspondence received from the Southern Forests Blackwood Valley Tourism Association at Attachment 8 regarding Visitor Centre memberships.
2. That Council determine not to contribute a pro-rata portion (\$25) per Visitor Centre membership to the Association for the current financial year (2019-2020).
3. That Council determine not to contribute a portion (\$50) of the Visitor Centre memberships to the Association for the 2020-2021 financial year.
4. That Council determine to cease the historic provision of \$25 per Visitor Centre membership to the Bridgetown-Greenbushes Business and Tourism Association commencing from the 2020-2021 financial year.

### Summary/Purpose

The recommendations seek to determine Council's views with regard to existing and requested financial contributions donated/provided for from income secured by the sale of Visitor Centre memberships.

### Background

The Shire took over operation of the Visitor Centre from the (then) Bridgetown-Greenbushes Tourism Association in the 2005/2006 financial year.

The Shire has paid the BGTA (now BGBTA) a portion of each Visitor Centre membership since 2005/2006. Originally the sum allocated was \$10 per membership; in 2010 this was increased to \$25 per membership.

Like the Shires of Manjimup and Nannup, the Bridgetown-Greenbushes Shire Council has committed to fund the SFBVA for a 5 year period. The Shire contributions are as follows:

Shire	Year 1 2018-2019	Year 2 2019-2020	Year 3 2020-2021	Year 4 2021-2022	Year 5 2022-2023
Bridgetown-Greenbushes	\$30,800	\$45,320	\$52,819	\$39,852	\$26,914
Manjimup	\$46,200	\$67,980	\$79,229	\$59,778	\$40,371
Nannup	\$19,250	\$28,325	\$33,012	\$24,098	\$16,822

The Shire of Bridgetown-Greenbushes is the only Shire operated Visitor Centre within the region. This means that the proposed Visitor Centre membership contributions are not, with the exception of the Shire of Bridgetown-Greenbushes, being requested to be met by the same organization. That is to say that the Visitor Centre contributions on membership fees are being met by privately managed Visitor Centres separate to the funding being allocated by the Shires in which those other Centres operate. Should Council wish to contribute a portion of income derived from each Visitor Centre membership sold to the SFBVTA this would be in addition to the funding already committed to as outlined in the table on the first page of this report.

#### Officer Comment

Shire officers plan to commence a review of the product offering, including pricing, of the Visitor Centre memberships in February. It is anticipated that the review of the membership product and pricing will be presented to Council at the March 2020 Concept Forum. However, due to the letter received from the Southern Forests Blackwood Valley Tourism Association (SFBVTA), the officer determined it prudent to seek Council guidance on key factors, in particular the portion, if any, of Visitor Centre memberships that will be donated/provided to external groups (being the BGBTA and SFBVTA) as this will have an impact on any proposed changes to the Visitor Centre membership fee.

Councillors may be interested, in considering this matter, to be aware of preliminary officer considerations with regard to the review of the Visitor Centre product offering/pricing which are:

- Awareness of feedback from current, existing, and previous members that the perceived value for money on the existing membership products is low (i.e. that the memberships are overpriced).
- This is likely to result in recommending a reduced fee with clear membership benefits including online presence (booking service), brochure racking, quarter window displays (on a rotating basis where members have provided relevant display material),
- The current tiered level of memberships being recommended to cease, with a two tiered membership being proposed (full membership and affiliate membership); with exact member benefits to be assessed through the review.
- Commission for sale of event tickets and stock along with other minor fees (unrelated to memberships including floor display, brochure racking, accommodation/tour bookings etc.) to remain.

In considering the implications and outcomes associated with the impending review of Visitor Centre member product offering and pricing it is noted that should Council determine to fund the requested \$50 per Visitor Centre membership (SFBVA) and continue to fund \$25 per Visitor Centre member to the BGBTA, then the Visitor Centre membership product offering can be marketed to include memberships to both associations as a 'benefit of Visitor Centre membership'.

However, it is the officer's view that given the significant financial contribution of the Shire to support the SFBVA, the declining income stream the Shire derives from

Visitor Centre memberships (which may or may not be reversed after the review of membership product and pricing) and ongoing exploration of the possibility of outsourcing visitor information service delivery, it may be timely to consider a cessation of payments to external stakeholders based on income generated by membership sales.

The officer is cognizant of the fact that Councillors may wish to continue to provide financial support to the BGBTA as a local association, and notes that financial support is extended to the BGBTA in most financial years via the provision of community grants and/or service agreements.

#### Statutory Environment – Not Applicable

#### Integrated Planning

##### ➤ Strategic Community Plan

#### Key Goal 1 - Our Economy will be Strong, Diverse and Resilient

Objective 1.1 - A diverse economy that provides a range of business and employment opportunities

##### ➤ Corporate Business Plan

Strategy 1.1.2 - Develop and implement strategic plans and actions that attract economic development

Action 1.1.2.1 - Review visitor centre/information service delivery including management model and location

Strategy 1.1.9 – Support tourism activities that focus on events, adventure, agriculture, food, heritage and the natural environment

Action 1.1.9.1 – Fund the Southern Forest Blackwood Valley Tourism Association

Action 1.1.9.2 - Provide a proportion of Visitor Centre membership fees to the BGBTA to enable it to progress business and tourism initiatives

➤ Long Term Financial Plan – The Shire’s financial contributions to the SFBVTA as stated in the background of this report are reflected in the Long Term Financial Plan. The contributions requested by the SFBVTA in their letter attached to this report are not.

➤ Asset Management Plans - Nil

➤ Workforce Plan – Nil

➤ Other Integrated Planning – Nil

#### Policy Implications - Nil

#### Budget Implications

There are no budget implications arising from the officer recommendations.

#### Whole of Life Accounting

There are no whole of life accounting implications arising from the officer recommendations.

### Risk Management

Council's exposure to risk has been considered by the officer in developing the recommendations. The recommendations aim to reduce Council's exposure to financial commitment (risk) during a review of current Visitor Centre membership product offering (and pricing) in conjunction with the commitment already made to fund the SFBVA. The risk assessment has also included awareness that the future 'ownership' of the delivery of visitor information servicing is also currently in review. As a result of these issues (and unknown outcomes) a conservative approach has been taken in preparing the recommendations in order to reduce Council's exposure to both financial and reputational risk.

Voting Requirements – Simple Majority

**Receival of Minutes from Management Committees** – Nil

**Urgent Business Approved by Decision**

**Responses to Elected Member Questions Taken on Notice** - Nil

**Elected Members Questions With Notice**

**Notice of Motions for Consideration at the Next Meeting**

**Matters Behind Closed Doors (Confidential Items)**


### Closure

*The Presiding Member to close the Meeting*

### **List of Attachments**

<b>Attachment</b>	<b>Item No.</b>	<b>Details</b>
1	C.03/0120	Rolling Action Sheet
2	C.04/0120	2019 Report on Significant Adverse Trend
3	C.04/0120	Minutes of the Audit Committee Meeting Held 19 December 2019
4	C.05/0120	December 2019 Financial Activity Statements
5	C.05/0120	List of Accounts Paid in December 2019
6	C.06/0120	Public Submission
7	C.06/0120	Proposed Road Naming Advertisement
8	C.07/0120	Correspondence from the Southern Forests Blackwood Valley Tourism Association (SFBVA)

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Agenda Papers checked and authorised by E Denniss, Acting CEO		22.1.20
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