

CP013 – Waroona Visitor Centre

1. Intention

To provide guidelines for the control of consignment stock.

2. Scope

This policy applies only to the Waroona Visitor Centre.

3. Statement

The exhibition space within the Waroona Visitor Centre is not the primary role of the Centre and therefore should not reduce space designated for tourism related items, with the exception of Council approved events. Contributors of items sold at the Waroona Visitor Centre will complete a Consignment Agreement prior to stock being displayed and follow all conditions that apply.

The Chief Executive Officer has the ability to amend the Consignment Agreement where necessary, or display and sell wares that are of a charitable or fund raising nature without the requirement of commission on a case by case bases.

Commission will be deducted from the sale of items stocked within the Visitor Centre on the following basis:

- 10% commission will be deducted where the Contributor acts as a volunteer with a minimum of one half day shift per month.
- 25% commission will be deducted where the Contributor does not act in a volunteer capacity.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division		Community			
Policy Number		CP013			
Contact Officer		Visitor Centre Manager			
Related Legislation		Nil			
Related Shire Documents		Nil			
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted	25/10/2016			OCM16/10/115	

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
CORP026 – Visitor Centre Operations 2.16 – Visitor Centre Operations		