

24 April 2013

Her Worship the Mayor & Councillors

I have to advise that a **Policy Committee Meeting** will be held in the Council Chambers on Wednesday, 1 May 2013 commencing at 6.00 pm.



D J Sherley  
GENERAL MANAGER

# **BUSINESS AGENDA**

## **POLICY COMMITTEE**

**TO BE HELD ON WEDNESDAY, 1 MAY 2013**

1. 6:00 PM - MEETING COMMENCES
2. APOLOGIES
3. REPORT OF PREVIOUS MEETING
  - \* Minutes - Policy Committee Meeting - 3 April 2013
4. DECLARATION OF INTEREST

To assist the Councillors and committee members in their correct consideration of business before them at the meeting, please give consideration to Section 451 of the Local Government Act, in relation to Declaration of Interest at meetings.
5. RECEIVE AND DEAL WITH DIRECTORS' REPORTS
  - \* Director Corporate Services & Finance's Report
6. GENERAL BUSINESS
7. DISCUSSION FORUM - DEVELOPMENT APPLICATION SUBMISSIONS - Nil
8. DISCUSSION FORUM OTHER - Nil
9. MEETING CLOSE

## **MINUTE**

### **1 MEETING COMMENCES**

Councillors Morse (Chair), Aubin, Bourke, Coote, Hanger, Jennings, North, Rush, Westman.

**MINUTE**

**2     APOLOGIES**

Nil.

POLICY COMMITTEE  
REPORT OF PREVIOUS MEETING

**REPORT OF PREVIOUS MEETING TO THE POLICY COMMITTEE MEETING HELD ON 1  
MAY 2013**

General Manager  
Bathurst Regional Council

**1 MINUTES - POLICY COMMITTEE MEETING - 3 APRIL 2013 (07.00064)**

**Recommendation:** That the Minutes of the Policy Committee Meeting held on 3 April 2013 be adopted.

**Report:** The Minutes of the Policy Committee Meeting held 3 April 2013, are attached.

**Financial Implications:** N/A

**Bathurst 2036 Community Strategic Plan - Objectives and Strategies**

- Objective 32: To ensure Council is supported by an adequate workforce and appropriate governance procedures. Strategy 32.2

**MINUTE**

**3     Item 1   MINUTES - POLICY COMMITTEE MEETING - 3 APRIL 2013 (07.00064)**

**MOVED: G Rush SECONDED: B Bourke**

**RESOLVED:** That the Minutes of the Policy Committee Meeting held on 3 April 2013 be adopted.

**MINUTES OF THE POLICY COMMITTEE**  
**HELD ON 3 APRIL 2013**

**MEETING COMMENCES**

**1 MEETING COMMENCES**

Councillors Morse (Chair), Aubin, Bourke, Coote, Jennings, Rush, Westman.

**APOLOGIES**

**2 APOLOGIES**

**MOVED** Cr B Bourke

and **SECONDED** Cr G Westman

**RESOLVED:** That the apology from Crs Hanger and North be accepted and leave of absence granted.

**REPORT OF PREVIOUS MEETING**

**3 Item 1 MINUTES - POLICY COMMITTEE MEETING - 6 MARCH 2013 (07.00064)**

**MOVED** Cr B Bourke

and **SECONDED** Cr M Coote

**RESOLVED:** That the Minutes of the Policy Committee Meeting held on 6 March 2013 be adopted.

**DECLARATION OF INTEREST**

**4 DECLARATION OF INTEREST 11.00002**

**MOVED** Cr B Bourke

and **SECONDED** Cr M Coote

**RESOLVED:** That the Declaration of Interest be noted.

**RECEIVE AND DEAL WITH DIRECTORS' REPORTS**

**Director Corporate Services & Finance's Report**

**5 Item 1 BATHURST REGIONAL COUNCIL 2012 COMMUNITY SURVEY**

**(23.00103-07)**

**MOVED** Cr M Coote

and **SECONDED** Cr W Aubin





access problems.

**The Director of Environmental Building and Planning Services** will review these developments.

**9** **Item 2 GAS WORKS SITE (22.00052)**

**Cr Bourke** - Could we ask the Local Member what is happening with this site?

**The Director of Environmental Planning and Building Services** - advised a Conservation Management Plan is being prepared for the site. When this Plan is received it will be reported to Council

**10** **Item 3 RAILWAY PRECINCT - HOUSE ON CORNER (22.00159)**

**Cr Bourke** - advised that he is concerned that the land is fenced off near old Cottage at the entry to the Railway. What is happening with this site? Could the Local Member be approached about this?

**The Director of Environmental Planning and Building Services** advised he will investigate this matter.

**11** **Item 4 BURNT OUT VEHICLES (30.00005)**

**Cr Aubin** - asked what is Council's Policy on burnt out vehicles?

**The Director of Environmental Planning and Building Services** advised of processes followed to remove vehicles.

**12** **Item 5 CITY ENTRANCE PLANS (07.00097)**

**Cr Aubin** - asked where this is at, particularly near Roads and Maritime Services Offices at Commercial Park.

**The Director of Engineering Services** advised that they are just about to go out and engage contractors for works on this planning documentation.

**13** **Item 6 OVERFLOW CHANNEL AT RAGLAN CREEK (31.00006)**

**Cr Aubin** - Congratulated staff on project works commenced for these works.

**14**      **Item 7 EASTER CAR RACES 04.00125**

**Cr Aubin** - commented that the event went very well and congratulated all involved.

**15**      **Item 8 D2F - MACHATTIE PARK (04.00012)**

**Cr Coote** - asked do D2F pay to use Machattie Park?

**The Director of Environmental Planning and Building Services** advised he would need to check. They are currently monitoring.

**16**      **Item 9 ROUNDABOUT PLANTING (28.00004)**

**Cr Coote** - advised he had concerns expressed about plants and heights thereof at roundabouts.

**The Director of Engineering Services** spoke to processes in place and technical requirements.

**17**      **Item 10 PEDESTRIAN ISLAND - GILMOUR STREET NEAR TRINITY HEIGHTS (25.00031)**

**Cr Coote** - advised a ratepayer is querying when will the Island be installed.

**The Director of Engineering Services** advised works were to be funded by Roads and Maritime Services. They do not have a funding allocation.

**18**      **Item 11 AERODROME LANDING FEES (21.00017)**

**Cr Coote** - advised he has received representations about fees and charges from users.

**19**      **Item 12 AERODROME FEES (21.00017)**

**Cr Westman** - spoke of representations received and that users wish to meet with Councillors to discuss future directions.

**20**      **Item 13 ROUNDABOUT VEGETATION (28.00004)**

**Cr Rush** - The issues of concern extend beyond the roundabout and include the periphery around these points

**The Director of Engineering Services** - spoke to history and type of requests received.

**21**      **Item 14 TAFE BUILDING (22.01387)**

**Cr Rush** - advised there is a lot of interest on this site. Advised he is concerned Council has not yet met on this and considers this to be an urgent matter.

**General Manager** - gave timelines occurring and receipt of studies requested.

**22**      **Item 15 MITRE STREET INTERSECTION (25.00095)**

**Cr Rush** - enquired if a working party had been scheduled.

**General Manager** advised scheduled for May.

**23**      **Item 16 VALE ROAD ORTON PARK - ELM TREES (13.00019)**

**Cr Jennings** - advised there were a number of trees here that have died, could these be checked as they could be a safety hazard?

**24**      **Item 17 CEMETERY SPACES CAPACITY (09.00009)**

**Cr Jennings** - enquired what is the future capacity of interments?

**The Director Engineering Services** - spoke to spaces available at the cemetery.

**25**      **Item 18 KEPPEL STREET FENCING NEAR STATION MASTERS HOUSE (22.00159)**

**Cr Jennings** - advised the Keppel Street community would like to be engaged in any discussion on this site. Noted land is contaminated.

**26**      **Item 19 AERODROME CHARGES (21.00017)**

**Cr Jennings** - advised he has received representations on this, encouraged further discussions to occur.

**27**      **Item 20 TOURISM CONFERENCE (18.00105)**

**Cr Jennings** - advised he attended this Conference on behalf of Council and has prepared a report for Council.

**28**      **Item 21 ELECTORAL FUNDING AUTHORITY (EFA) (12.00010)**

**The Mayor** - reminded Councillors that the EFA will be conducting a training session tomorrow at 9.00 am in Council's Chamber.

**29**      **Item 22 SHOW SOCIETY AWARDS (18.00108)**

**The Mayor** - spoke to representations this year on Awards and judging by Councillors. Seeking two (2) Councillors to undertake this. Noted Cr Coote will do judging, if any other Councillor is interested please contact the Mayor.

**MEETING CLOSE**

**30**      **MEETING CLOSE**

The Meeting closed at 6.53 pm.

**CHAIRMAN:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **(17 April 2013)**

**MINUTE**

**4     DECLARATION OF INTEREST 11.00002**

**MOVED: G Rush SECONDED: B Bourke**

**RESOLVED:** That the Declaration of Interest be noted.

POLICY COMMITTEE  
DIRECTOR CORPORATE SERVICES & FINANCE'S REPORT & MINUTES  
1 MAY 2013

**DIRECTOR CORPORATE SERVICES & FINANCE'S REPORT TO THE POLICY  
COMMITTEE MEETING HELD ON 1 MAY 2013**

General Manager  
Bathurst Regional Council

**1 REPORT OF AUDIT AND RISK MANAGEMENT COMMITTEE - 27 MARCH 2013  
(07.00096)**

**Recommendation:** That the information be noted.

**Report:** The minutes of the Bathurst Regional Council Audit and Risk Management Committee Meeting held on 27 March 2013 are shown at **attachment 1**,

**Financial Implications:** Nil.

**Bathurst 2036 Community Strategic Plan - Objectives and Strategies**

- Objective 28: To plan for the growth of the region and the protection of the region's environmental, economic, social and cultural assets. Strategy 28.8
  
- Objective 32: To ensure Council is supported by an adequate workforce and appropriate governance procedures. Strategy 32.2



**MINUTE**

**5 Item 1 REPORT OF AUDIT AND RISK MANAGEMENT COMMITTEE - 27**  
**MARCH 2013 (07.00096)**

**MOVED: I North SECONDED: J Jennings**

**RESOLVED:** That the information be noted.

## **2 AUSTRALIA DAY 2014 (23.00033)**

**Recommendation:** That Council hold a formal function to announce the Citizen and Young Citizen of the Year in December 2013.

**Report:** Council would be aware that on Australia Day each year the Citizen and Young Citizen of the Year are announced. In recent years an official function announcing these prestigious awards has been held in the Wattle Foyer at the Bathurst Memorial Entertainment Centre. This allowed the award recipients to undertake a more formal role in the proceedings on Australia Day rather than being announced on the day and Council hoping they will be in attendance at the event.

In 2012 following a recommendation from the Australia Day Working Party this event was not held. At the recent Australia Day Working Party meeting this matter was reconsidered again. As a result it was felt there was some difficulty on Australia Day ensuring that the award recipients were going to be in attendance at the event. It is also felt that it did not give the recipients the ability to fully participate in the day's proceedings. The Australia Day Working resolved the following:

to recommend to council that council revert to the previous system of holding an official function to announce the Citizen and Young Citizen of the Year Award winners and also incorporate the announcement of the Youth Arts Award recipient in December 2013.

**Financial Implications:** There would be a cost incurred by council in holding an official function to announce the recipients of these awards. This could be funded from the Australia Day Celebrations allocation in the 2013/2014 budget.

### **Bathurst 2036 Community Strategic Plan - Objectives and Strategies**

- Objective 23: To encourage a supportive and inclusive community. Strategy 23.3
- Objective 32: To ensure Council is supported by an adequate workforce and appropriate governance procedures. Strategy 32.2

**MINUTE**

**6     Item 2   AUSTRALIA DAY 2014 (23.00033)**

**MOVED: G Rush SECONDED: W Aubin**

**RESOLVED:** That Council hold a formal function to announce the Citizen and Young Citizen of the Year in December 2013.

### **3 POLICY MANUAL UPDATE - MOBILE DEVICES POLICY (41.00089, 11.00015)**

**Recommendation:** That Council adopt the amendments to the Mobile Devices Policy and update the Policy Manual.

**Report:** A review of the Council's Mobile Devices has been undertaken. There have been some minor changes, with the major change being in the area of use of personal mobile devices by Council staff on Council business. Council has requirements under various pieces of legislation to maintain proper records of its activities. If personal mobile devices are used by council staff Council has no control over the records that can be kept and thus the integrity of Council's records system is diminished.

The following clause has been inserted into the Policy under the Definitions section.

***Personal Devices** - (also referred to in the industry as BYOD – Bring Your Own Device) means mobile devices belonging to an individual that are not supplied by Council.*

The following clauses have been inserted into the Policy under the Eligibility section.

*The purchase of iPhones must be approved by the responsible Director **prior to purchase.***

*The use of Personal Devices (BYOD) for council business is not permitted under this Policy. Where such access is required, Council supplied equipment is to be used.*

The following clause was deleted from the User Awareness section

*All mobile telephones issued must be authorised by the Director of Corporate Services and Finance.*

It is recommended that Council adopt the amendments to the Mobile Devices Policy as detailed above and include them in the Policy Manual. The revised Policy is shown at **attachment 1.**

**Financial Implications:** Nil.

#### **Bathurst 2036 Community Strategic Plan - Objectives and Strategies**

- Objective 28: To plan for the growth of the region and the protection of the region's environmental, economic, social and cultural assets. Strategy 28.8
- Objective 32: To ensure Council is supported by an adequate workforce and appropriate governance procedures. Strategy 32.2

**MINUTE**

**7 Item 3 POLICY MANUAL UPDATE - MOBILE DEVICES POLICY (41.00089, 11.00015)**

**MOVED: G Westman SECONDED: M Coote**

**RESOLVED:** That Council adopt the amendments to the Mobile Devices Policy and update the Policy Manual.

Yours faithfully



R Roach  
**DIRECTOR  
CORPORATE SERVICES & FINANCE**

POLICY COMMITTEE  
GENERAL BUSINESS

**MINUTE**

**8 Item 1 RAILWAY PRECINCT - CNR KEPPEL AND HAVANNAH STREETS**  
**(22.00159)**

**Cr Bourke** - Enquired if there were any further progress in this matter? Could we contact the Local Member on this matter.

**The Director of Environmental Planning and Building Services** advised Council is awaiting a response from John Holland and then will go to Local Member with response.

**MINUTE**

**9      Item 2    GAS WORKS SITE (22.00052)**

**Cr Bourke** - Advised there is a lot of graffiti on this site and needs some action. Someone must have seen who did this?

**The Director of Environmental Planning and Building Services** noted Conservation Management Plan is currently being drafted. When this is received a report will come to Council.



**MINUTE**

**10     Item 3   CAUTIONARY SPEED LIGHTS NEAR SCHOOL AREAS (28.00011)**

**Cr North** - Understands more cautionary speed signs (lights) near school areas are going up in Orange, is there a plan for Bathurst? Could we follow this up.

## MINUTE

### 11 Item 4 MUSEUM YEPPOON IN QLD (21.00050)

**Cr North** - Advised this museum is closing and items are being auctioned off. Was Council aware of this, as there is some very good motor racing memorabilia?

**The Director of Cultural and Community Services** advised Council is aware Mr Champion is auctioning off his collection. Bathurst Regional Council expressed some interest, but at this time they are selling the collection in its entirety as one lot. Council does not have the available funds.

## MINUTE

### 12 Item 5 B2B EVENT (23.00128)

**Cr North** - Has received concerns from residents about the late notice of closure of roads. Can this occur earlier so people are aware? Requested Bathurst Regional Council talk to B2B Committee.

---

to the Policy Meeting 01/05/2013

---

GENERAL MANAGER

---

MAYOR  
Page 27

**MINUTE**

**13     Item 6     FUTURE DIRECTIONS - LOCAL GOVERNMENT DOCUMENT (18.00145)**

**Cr North** - Advised this is a very interesting document and we need to consider the issues raised. Council needs to have a working party and then meet with other Council's so Bathurst Regional Council is on the front foot.

---

to the Policy Meeting 01/05/2013

---

GENERAL MANAGER

---

MAYOR  
Page 28

**MINUTE**

**14    Item 7    WOMENS COMMITTEE (11.00005)**

**Cr North** - Requests a report on this or a Working Party.

---

to the Policy Meeting 01/05/2013

---

GENERAL MANAGER

---

MAYOR  
Page 29

**MINUTE**

**15    Item 8    LIGHT STANDARDS (28.00014)**

**Cr Aubin** - Advised it was nice to see painting occurring.

---

to the Policy Meeting 01/05/2013

---

GENERAL MANAGER

---

MAYOR  
Page 30

## MINUTE

### 16 Item 9 BATHURST BASE HOSPITAL - SURGICAL BEDS (22.01047)

**Cr Coote** - Advised five (5) beds are to be closed. Other areas appear to be being downgraded. We need to talk to Local Members - State and Federal.

**The Mayor** noted that the Mayor and General Manager met this week with the new CEO of Western NSW Health Service, as a courtesy meeting. The Health Service will provide information to Council and will be meeting with the Council to discuss various issues in the future.

---

to the Policy Meeting 01/05/2013

---

GENERAL MANAGER

---

MAYOR  
Page 31

**MINUTE**

**17 Item 10 INTERSECTION OF SUTTOR, MITRE AND LAMBERT STREETS**  
**(25.00095)**

**Cr Rush** - Congratulated the Director of Engineering Services on the Report prepared for the Working Party to be held 8 May 2013.

---

to the Policy Meeting 01/05/2013

---

GENERAL MANAGER

---

MAYOR  
Page 32



## MINUTE

### 18 Item 11 SUNNY CORNER (20.00050)

**Cr Jennings** - Circulated a report to Councillors on first Grand Prix event. Would like to see a sign that maps out race heritage circuits at Sunny Corner and the development of an event next year related to motor racing history at Sunny Corner.

## MINUTE

### 19 Item 12 COAL SEAM GAS (02.00018)

**Cr Jennings** - Was aware that Council put a submission into the Inquiry. This is a complicated issue. Most damage is because people are not aware of the issue. Request a report be put together for Council on the current state of play eg. cover the interim protocol. Perhaps the State member could give some advice on how the application is going.

**MINUTE**

**20     Item 13    COUNCIL'S GRANT TO LANDHOLDERS (14.00394)**

**Cr Jennings** - Could we look at linking this into the effluent reuse from the sewerage works eg. case studies to be carried out. Effluent reuse has a dollar value.

## MINUTE

### 21 Item 14 2015 CELEBRATIONS (20.00153)

**Cr Jennings** - Advised a number of issues should be looked at:-

1. Link 2015 into the V8 telecast that year;
2. Web link/Digital link to the telecast screen for 2015;
3. Revamp Victors Walk for 2015;
4. Top Gear had an article on bevelling road so tyres play a tune, perhaps this may be a possibility for Bathurst.

**MINUTE**

**22    Item 15    ANZAC DAY (23.00076)**

**Cr Jennings** - Advised a lamp was out next to Carillon. Could we please look at this.

**MINUTE**

**23     Item 16   GRAFFITI WALLS (20.00045)**

**Cr Jennings** - Enquired if we have looked at designated areas for graffiti.

**The Director of Cultural and Community Services** advised that graffiti is covered as part of the Community Safety Plan. There are no plans to develop a graffiti wall, the Safety Plan does not recommend this.

**MINUTE**

**24     MEETING CLOSE**

The Meeting closed at 6.30 pm.

**CHAIRMAN:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **(15 May 2013)**