

21 September 2016

His Worship the Mayor & Councillors

**Notice of Policy Committee Meeting of Bathurst Regional Council -
Wednesday, 28 September 2016**

I have to advise that a **Policy Committee Meeting** will be held in the Council Chambers on Wednesday, 28 September 2016 commencing at 6.00 pm.



D J Sherley
GENERAL MANAGER

BUSINESS AGENDA

POLICY COMMITTEE

TO BE HELD ON WEDNESDAY, 28 SEPTEMBER 2016

1. 6:00 PM - MEETING COMMENCES

2. APOLOGIES

3. REPORT OF PREVIOUS MEETING

* MINUTES - POLICY COMMITTEE MEETING - 7 SEPTEMBER 2016

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 ENVIRONMENTAL PLANNING & BUILDING SERVICES' REPORT

* DIRECTOR CULTURAL & COMMUNITY SERVICES' REPORT

6. GENERAL BUSINESS

7. DISCUSSION FORUM - DEVELOPMENT APPLICATION SUBMISSIONS

8. DISCUSSION FORUM OTHER

9. MEETING CLOSE

MINUTE

1 MEETING COMMENCES

Present: Councillors Rush (Chair), Bourke, Coote, Hanger, Morse, North, Westman.

MINUTE

2 APOLOGIES

MOVED: Cr M Coote SECONDED: Cr I North

RESOLVED: That the apology from Cr Aubin be accepted and leave of absence granted.

REPORT OF PREVIOUS MEETING AND MINUTES

POLICY COMMITTEE

1 MINUTES - POLICY COMMITTEE MEETING - 7 SEPTEMBER 2016 (07.00064)

Recommendation: That the Minutes of the Policy Committee Meeting held on 7 September 2016 be adopted.

Report: The Minutes of the Policy Committee Meeting held 7 September 2016, 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 - 7 SEPTEMBER 2016
(07.00064)

MOVED: Cr G Westman SECONDED: Cr I North

RESOLVED: That the Minutes of the Policy Committee Meeting held on 7 September 2016 be adopted.

MINUTES OF THE POLICY COMMITTEE
HELD ON 7 SEPTEMBER 2016

MEETING COMMENCES

1 MEETING COMMENCES 6:00 PM

Present: Councillors North (Chair), Aubin, Bourke, Morse, Westman.

APOLOGIES

2 APOLOGIES
MOVED Cr G Westman and **SECONDED** Cr B Bourke

RESOLVED: That the apologies from Crs Coote, Hanger and Rush be accepted and leave of absence granted.

REPORT OF PREVIOUS MEETING

3 Item 1 MINUTES - POLICY COMMITTEE MEETING - 3 AUGUST 2016 (07.00064)
MOVED Cr B Bourke and **SECONDED** Cr W Aubin

RESOLVED: That the Minutes of the Policy Committee Meeting held on 3 August 2016 be adopted.

DECLARATION OF INTEREST

4 DECLARATION OF INTEREST 11.00002
MOVED Cr B Bourke and **SECONDED** Cr W Aubin

RESOLVED: That the Declaration of Interest be noted.

RECEIVE AND DEAL WITH DIRECTORS' REPORTS

Director Corporate Services & Finance's Report

5 Item 1 GOVERNANCE - PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS (11.00008, 41.00089)
MOVED Cr M Morse and **SECONDED** Cr B Bourke

RESOLVED: That Council:

This is page 1 of Minutes of the Policy Committee held on 7 September 2016

- (a) Adopt the policy as outlined in the report, with the following changes:
- (i) Clause 9 (vii) (b) - Delete the words "for exclusive use"
 - (ii) Clause 19.2 - Delete the words "Shires Association Conference" and amend "Local Government Association (LGA)" to read "Local Government NSW"
 - (iii) Clause 19.5 (c) (ii) - Amend to read "telephone, facsimile and wi-fi costs".
- (b) Is of the opinion that the proposed amendments are not substantial in accordance with Section 253 of the Local Government Act and accordingly Council does not need to place the amendments on public notice.

GENERAL BUSINESS

6 Item 1 MOUNT PANORAMA SIGN (04.00028 & 04.00019)

Cr Aubin - asked what is happening with the sign. Can we put money in the 2017/18 Management Plan to make the Bathurst sign permanent.

The Director Engineering Services advised the sign will be painted for the Bathurst 1000 race.

7 Item 2 CONDITION OF ROADS (16.00011)

Cr Aubin - raised concerns about the condition of roads, asked can we get some funding to resheet roads and look at the way we do roads. Can we look at purchasing a pot hole fixing machine?

The General Manager noted reports are being prepared for Council.

The Director Engineering Services spoke to level of rain occurring and works being undertaken in the current climate. When weather is better, heavy patching will occur.

8 Item 3 DEBATE ON FLOOR AT COUNCIL MEETINGS (11.00005)

Cr Westman - raised concerns about number of items being referred to working parties. Councillors seemed to have lost the art of debate. Councillors are provided with Business Papers one week in advance, if have questions, should do homework prior to meeting. Spoke to recent planning decisions, particularly duplexes. Perhaps shying away from debate on the floor, just do not defer.

9 Item 4 CONDITION OF ROADS (16.00011)

This is page 2 of Minutes of the Policy Committee held on 7 September 2016

Cr Morse - understands there are problems with the condition of roads, but this is also a PR issue. Need to publicise the problems such as unusual circumstances.

10 **Item 5 GEORGES PLAINS - QUEEN CHARLOTTE'S VALE (31.00011)**

Cr Morse - requests a report on concerns raised about clearing of the creek come back to Council.

MEETING CLOSE

11 **MEETING CLOSE**

The Meeting closed at 6.16 pm.

CHAIRMAN: _____

MINUTE

4 DECLARATION OF INTEREST 11.00002 MOVED: Cr I North SECONDED: Cr B Bourke

RESOLVED: That the Declaration of Interest be noted.

**DIRECTOR ENVIRONMENTAL PLANNING & BUILDING SERVICES'
REPORT AND MINUTES**

POLICY COMMITTEE

28 SEPTEMBER 2016

1 BATHURST TOWN SQUARE CAR PARKING OPTIONS (28.00034)

Recommendation: That Council:

1. Approve the implementation of three permit car parking zones within the Bathurst Town Square.
 - a. Establish an annual 12 month car park lease offer for the parking spaces identified in Bathurst Town Square Car Parks A and B.
 - b. Install a paid parking permit scheme for Car Park C.
2. Undertake parking enforcement as required following the implementation of the permit parking scheme; and
3. Advertise the final lease fee in Council's Revenue Policy.

Report: As part of the TAFE precinct acquisition, Council acquired land that is currently being used for car parking on an ad-hoc and uncontrolled basis. These areas have the capacity to operate as CBD car parking in the short term whilst a decision is made on the long-term utilisation of the site. Three potential parking areas are identified in the map included as **attachment 1** and detailed below:

- Car Park A: Between 73 William Street and the Australian Fossil and Mineral Museum. Around 14 spaces depending upon final layout.
- Car Park B: Adjacent to former TAFE William Street entry: 6 spaces.
- Car Park C: At rear of former TAFE complex: Around 18 spaces depending upon final layout.

Hence, Council has an excellent opportunity to secure parking availability in the CBD by around 38 parking spaces.

The sites do not meet current safety or design standards for car parks and users have been notified that use of the site will be restricted post 17 October 2016. Some works will be required to the car park A (eg. resurfacing and wheel stops). Such improvements are estimated to cost approximately \$4,000 and are currently unfunded. It is therefore considered appropriate to implement a permit parking system in these areas to cover the cost involved in upgrading the sites, making the sites suitable for parking whilst long-term options for the site are considered.

There are already numerous permit or leased parking spaces on private land in the CBD. Much of this is for the benefit of businesses and their staff or adjacent property owners and tenants. It is Council's understanding that between 30 and 50 spaces are used as long-term leased parking spaces by private landholders. Many of these spaces are leased at around \$1,000 per year, giving an indication of the possible worth of the pre-existing spaces.

The benefit of securing off street parking for staff is that there is a corresponding increase in available on-street public parking for customers and visitors.

Therefore, it is recommended that proposed Car Parks A and B (around 20 spaces) be offered as long-term lease car parking. Due to the desirable central location, it is suggested that these be leased per year at the rate of \$30 per week.

It is recognised that Car Park C at the rear of the Fossil Museum could be better utilised for short term parking for customers of local businesses and visitors to the Australian Fossil &

Mineral Museum. It is therefore proposed to implement a timed permit parking zone in this location through the installation of a permit parking machine. Persons can pay to secure a parking space for a few hours, or at a discounted rate, park all day. Rates are estimated to be for around \$2 per hour or \$10 per day (8.30am to 6.00pm). Parking permit machines are now quite user friendly, having coin, credit card and pay wave payment options as well as some machines being able to provide local tourist information or give discounts if required. There is also a capability for museum visitors to park for free. Council has sufficient space to provide authorised parking zones for staff of the Fossil Museum as required. To ensure the ongoing security of the site, the area will continue to be closed outside of normal access hours of 8.00am to 6.30pm, seven days per week.

The cost to bring the 3 car parks up to current standards have not been fully calculated, though it is expected that the cost of upgrading the car parks, installing signage and a permit machine (approximately \$14,000) would be recovered in 2-5 years through the permit and lease scheme and help contribute to the ongoing maintenance of these areas, which is currently unfunded. The Bathurst Town Square car parks would be monitored by Council's Rangers as part of the normal CBD car park patrol, with penalty notices issued where appropriate.

This proposal seeks to differentiate the Bathurst Town Square car parks from other possible car parking available in the CBD. This is important as the long-term considerations for reuse of the former TAFE site might identify better uses, other than parking, for the land.

Financial Implications: The upgrade of the car parks to current standards, installation and maintenance of permit parking machines is currently unfunded. Funding will be identified in future Operating Plan reviews.

The patrolling of the new car parks by Councils Rangers could be completed within existing allocations.

Bathurst 2036 Community Strategic Plan - Objectives and Strategies

- Objective 3: To protect a vibrant CBD and support and grow retail diversity. Strategy 3.5
- Objective 28: To plan for the growth of the region and the protection of the region's environmental, economic, social and cultural assets. Strategy 28.2, 28.8
- Objective 29: To guide the construction and provision of new infrastructure/facilities and services and the management and upgrading of existing assets and service levels. Strategy 29.3

MINUTE

5 Item 1 BATHURST TOWN SQUARE CAR PARKING OPTIONS (28.00034)
MOVED: Cr G Westman SECONDED: Cr M Morse

RESOLVED: That Council:

1. Approve the implementation of three permit car parking zones within the Bathurst Town Square.
 - a. Establish an annual 12 month car park lease offer for the parking spaces identified in Bathurst Town Square Car Parks A and B.
 - b. Install a paid parking permit scheme for Car Park C.
2. Undertake parking enforcement as required following the implementation of the permit parking scheme; and
3. Advertise the final lease fee in Council's Revenue Policy.

Yours faithfully



R Denyer
ACTING DIRECTOR
ENVIRONMENTAL, PLANNING & BUILDING SERVICES

**DIRECTOR CULTURAL & COMMUNITY SERVICES' REPORT AND
MINUTES**

POLICY COMMITTEE

28 SEPTEMBER 2016

1 POLICIES - VACATION CARE (09.00005)

Recommendation: That Council adopt the Vacation Care policies as outlined in the report.

Report: Bathurst Regional Council's Vacation Care Program's Policies were endorsed by Council in December 2004, as part of the Children's Services Policies adopted for all of Council's Child Care Services.

Vacation Care Policies, at **attachment 1**, provide an update for the Vacation Care Program in line with current legislation, Education and Care National Regulation 2106 and Education and Care National Law 2010, and child care trends within the industry.

The following individual policies form the Vacation Care Program's revised Policy and Procedure Manual and are itemised below:

Policy Number	Policy
1	Acceptance and Refusal of Authorisation Policy
2	Behaviour and Guidance Policy
3	Child Protection Policy
4	Child Safe Environment Policy
5	Code of Conduct Policy
6	Complaint Management Policy
7	Delivery and Collection of Children Policy
8	Educational Program and Practice Policy
9	Electronic Devices Policy
10	Emergency & Evacuation Procedures
11	Enrolment and Orientation Policy
12	Excursion Policy
13	Fee Policy
14	First Aid Policy
15	Governance & Management of Service Policy
16	Hygiene and Infection Control Policy
17	Illness and Infectious Disease Policy
18	Incident, Injury, Trauma and Illness Policy
19	Inclusion and Equity Policy
20	Interactions with Children Policy
21	Medical Conditions Policy
22	Medication Policy
23	Nutrition and Food Handling Policy
24	Privacy and Confidentiality Policy
25	Responsible Person Policy
26	Students on Practicum Policy
27	Sun Safety Policy
28	Supervision Policy
29	Sustainability Policy

Financial Implications: There are no financial implications resulting from this report.

Bathurst 2036 Community Strategic Plan - Objectives and Strategies

- Objective 21: To support the provision of community services and facilities to meet the needs of specific community sectors and the community as a whole.

Strategy 21.7

MINUTE

- 6 Item 1 POLICIES - VACATION CARE (09.00005)
MOVED: Cr G Westman SECONDED: Cr B Bourke

RESOLVED: That Council adopt the Vacation Care policies as outlined in the report.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Alan Cattermole', with a stylized flourish at the end.

Alan Cattermole
DIRECTOR
CULTURAL & COMMUNITY SERVICES

GENERAL BUSINESS

POLICY COMMITTEE

MINUTE

7 Item 1 MOUNT PANORAMA - BATHURST SIGN (04.00028 & 16.00147)

Cr Coote - requests future budgets (2017/2018) include provision for the placement of a "Bathurst" sign under the existing "Mount Panorama" sign.

MINUTE

8 Item 2 SIGNAGE AROUND WALLS ON MOUNT PANORAMA (04.00028 & 04.00001)

Cr Coote - asked is it possible for Council to use the spaces on walls around Mount Panorama for Council purposes. Further, has provision been made for parking for October race, given current weather provisions.

The Director Corporate Services & Finance advised discussions are being held with Supercars as to parking for 2017.

MINUTE

9 Item 3 SUPERCARS TRUCK PARADE (04.00073)

Cr North - noted shops have been told that William Street will be closed from 5.00 am for the truck parade. This seems unreasonable, could Council talk to businesses concerned?

MINUTE

10 Item 4 ROADWORKS (16.00011)

Cr North - congratulated staff on works that are currently being undertaken, given current weather conditions. Would like a report back to Council on how Council does roadworks into the future.

MINUTE

11 Item 5 GASWORKS SITE (22.00052)

Cr Bourke - raised concerns at condition of the fence around the gasworks. The fence needs to be made secure, feels it is an accident waiting to happen. There have been emails from Jemena, but they haven't fixed the problem. The relevant laws need to be applied to the gasworks site.

MINUTE

12 Item 6 NATURAL DISASTER- FORBES (13.00031)

Cr Bourke - noted there are major problems out in this area due to flooding. A fund has been set up to help the people in the area. Will be setting up a donation centre at the former Clancy Motors site. Seeks Council assistance, like previously done for the Lithgow appeal, perhaps Council could start the appeal off with a donation of \$2,500 to \$3,000.

MINUTE

13 **Item 6.01 NATURAL DISASTER- FORBES (13.00031)**
MOVED: Cr B Bourke SECONDED: Cr I North

RESOLVED: That Council deal with the matter of funding for the Forbes flood appeal as a matter of urgency, in Accordance with Clause 241 (3) (b) of the Local Government (General) Regulation 2005.

MINUTE

14 **Item 6.02 NATURAL DISASTER- FORBES (13.00031)**
MOVED: Cr B Bourke SECONDED: Cr M Morse

RESOLVED: That Council donate \$3,000 to the Forbes Council flood appeal fund.
The donation to be funded from Section 356 Donations.

MINUTE

15 MEETING CLOSE

The Meeting closed at 6.20 pm.

CHAIRMAN: _____