



POLICY COMMITTEE

24 February 2010

His Worship the Mayor & Councillors

I have to advise that a **Policy Committee Meeting** will be held in the Council Chambers on Wednesday, 3 March 2010 commencing at 5.00 pm.

A handwritten signature in blue ink, appearing to read 'DJS'.

D J Sherley  
**GENERAL MANAGER**

# **BUSINESS AGENDA**

## **POLICY COMMITTEE**

**TO BE HELD ON WEDNESDAY, 3 MARCH 2010**

1. MEETING COMMENCES
2. APOLOGIES
3. REPORT OF PREVIOUS MEETING
  - \* Minutes of The Policy Committee Meeting held 3 February 2010
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
  - \* Director Cultural & Community Services' Report
6. GENERAL BUSINESS
7. MEETING CLOSE

## MINUTE

### 1 MEETING COMMENCES

**Present:** Councilors Toole (Chair), Aubin, Bourke, Carpenter, Hanger, Morse, North, Thompson, Westman.

**In Attendance:** General Manager, Director Corporate Services & Finance, Director Engineering Services, Director Environmental Planning & Building Services, Manager BMEC, Manager Corporate Governance, Manager Water & Waste, Manager Recreation, Parks Operations Manager.

**MINUTE**

**2     APOLOGIES**

Nil.

POLICY COMMITTEE  
REPORT OF PREVIOUS MEETING

**REPORT OF PREVIOUS MEETING TO THE POLICY COMMITTEE MEETING HELD ON 3  
MARCH 2010**

General Manager  
Bathurst Regional Council

**1 MINUTES OF THE POLICY COMMITTEE MEETING HELD 3 FEBRUARY 2010  
(07.00064)**

**Recommendation:** That the Minutes of the Policy Committee Meeting held on 3 February 2010 be adopted.

**Report:** The Minutes of the Policy Committee Meeting held 3 February 2010 are attached.

**Financial Implications:** N/A

**MINUTE**

**3 Item 1 MINUTES OF THE POLICY COMMITTEE MEETING HELD 3 FEBRUARY 2010 (07.00064)**

**MOVED: I North SECONDED: B Bourke**

**RESOLVED:** That the Minutes of the Policy Committee Meeting held on 3 February 2010 be adopted.

**MINUTES OF THE POLICY COMMITTEE**  
**HELD ON 3 FEBRUARY 2010**

**MEETING COMMENCES**

**1 MEETING COMMENCES**

**Present:** Councillors Toole (Chair), Aubin, Bourke, Carpenter, Hanger, Morse, North, Thompson, Westman.

**In Attendance:** General Manager, Director Corporate Services & Finance, Director Cultural & Community Services, Director Engineering Services, Director Environmental Planning & Building Services, Manager Corporate Services, Manager Bathurst Recreation, Manager Bathurst Technical Services, Manager Water & Waste, Manager Environment, Manager Strategic Planning, Manager Development Assessment, Senior Development Control Planner, Environmental Officer, Development Control Planner.

**APOLOGIES**

**2 APOLOGIES**

Nil.

**REPORT OF PREVIOUS MEETING**

**3 Item 1 MINUTES OF THE POLICY COMMITTEE MEETING HELD 2 DECEMBER 2009 (07.00064)**  
**MOVED** Cr Monica Morse and **SECONDED** Cr Tracey Carpenter

**RESOLVED:** That the Minutes of the Policy Committee Meeting held on 2 December 2009 be adopted.

**DECLARATION OF INTEREST**

**4 DECLARATION OF INTEREST**  
**MOVED** Cr Ian North and **SECONDED** Cr Greg Westman

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

**RECEIVE AND DEAL WITH DIRECTORS' REPORTS**

**Director Environmental Planning & Building Services' Report**

**5 Item 1 POLICY UPDATE (41.00089)**  
**MOVED** Cr Tracey Carpenter and **SECONDED** Cr Ian North

**RESOLVED:** That Council adopt the amendments to the Policy Manual as detailed in the report.

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

**6 Item 1 GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT (GIPA ACT) 2009 - DELEGATIONS (18.00171, 41.00088)**



**MOVED** Cr Graeme Hanger

and **SECONDED** Cr Warren Aubin

**RESOLVED:** That the Delegations Register be updated to reflect the introduction of the new Government Information (Public Access) (GIPA ACT) 2009 and the revoking of the Freedom of Information (FOI) Act.

## **GENERAL BUSINESS**

**7** **FIRE BRIGADE OPERATIONAL HOURS (22.07106)**

**MOVED** Cr

and **SECONDED** Cr

**Cr Thompson** - advised Council needs to ensure has a full understanding of the proposal re 24 hour station operations, including costing impacts.

**The Mayor** provided details on recent meeting with NSW Fire Brigade and noted the Brigades are currently collecting data at this time. This will be available second half of this year.

**8** **ADVENTURE PLAYGROUND (04.00121)**

**MOVED** Cr

and **SECONDED** Cr

**Cr Thompson** - advised fencing is an issue, would like to revisit this matter in the next couple of months.

**9** **ALDENTE COFFEE SHOP (25.00039)**

**MOVED** Cr

and **SECONDED** Cr

**Cr Morse** - asked could Council look at providing a bike rack in this area.

**10** **BEN CHIFLEY DAM CAMPING (32.00005)**

**MOVED** Cr

and **SECONDED** Cr

**Cr North** - advised there is a need for camping in this area, would like Council to further investigate this.

**11** **CARAVAN REST AREA (04.00034)**

**MOVED** Cr

and **SECONDED** Cr

**Cr North** - asked if Council could look at a rest area for caravans as an overnight spot, with a dump point.

**The Director Environmental, Planning & Building Services** noted Council is accredited by the Campervan & Motorhome Club of Australia Ltd.

**12** **MOUNT PANORAMA - DAMAGE CAUSED BY RABBITS (04.00019)**

**MOVED** Cr

and **SECONDED** Cr

**Cr North** - expressed concern with damage rabbits are causing around the circuit.

**The Director Engineering Services** advised he is currently talking to Central Tablelands Rural Lands Protection Board about possible works.

**13** **WATER USAGE(32.00017)**

**MOVED** Cr and **SECONDED** Cr

**Cr North** - would like Council to review water usage in the area, e.g. watering during middle of the day. Request a working Party to discuss this further.

**14** **MOUNT PANORAMA - EVENTS (04.00009)**  
**MOVED** Cr and **SECONDED** Cr

**Cr North** - advised that when a shut-down occurs at Mount Panorama during an event, there is a problem with mail delivery - can we review this.

**The Director Engineering Services** noted this has never been a problem in the past, currently liaising with the contractor.

**15** **TIES CHALLENGE - MOUNT PANORAMA (23.00133)**  
**MOVED** Cr and **SECONDED** Cr

**Cr North** - thanks to everyone for their assistance in this project.

**16** **CREMATORIUM (36.00246)**  
**MOVED** Cr and **SECONDED** Cr

**Cr Bourke** - advised project is going well, thanks to everyone who has been involved.

**17** **BEN CHIFLEY DAM (32.00005)**  
**MOVED** Cr and **SECONDED** Cr

**Cr Bourke** - asked that Council review rules on camping at the dam.

#### **DISCUSSION FORUM - DEVELOPMENT APPLICATION SUBMISSIONS**

**18** **Item 1 DEVELOPMENT APPLICATION NO. 2010/0395 – DEMOLITION OF TWO DWELLINGS AT 424 & 426 HOWICK STREET, WEST BATHURST. APPLICANT: UNIVERSITY OF WESTERN SYDNEY. OWNER: DEPARTMENT OF HEALTH (DA/2010/0395)**  
**MOVED** Cr and **SECONDED** Cr

**The Director Environmental, Planning & Building Services** spoke to the Development Application received by Council.

Discussion included:

**Ian McPherson** (National Trust) - The trust submitted an objection to the demolition. Feels should not consider a Development Application for demolition until the proposal for what is to replace it is received. Requests Council refuse Development Application. Spoke to submission and the linkage of the houses to the Chifley Memorial Housing Scheme. The houses are in perfect order and are suitable for adaptive re-use. The hospital area is a very important area to Bathurst and any action should be sympathetic.

**Sue Armstrong** (adjoining owner) - No objection to redevelopment, however, wish it

to be consistent with development in the area. Would like some of the trees saved on the site.

**Lachlan Sullivan (ratepayer)** - Concern at adequate provision of parking. There are problems with the health Service parking in the area. Need to ensure sufficient parking is provided, local resident amenity is an issue.

**Bob Triming (ratepayer)** - Parking is a major issue in this location. Often cars are parked on footpath and if there is an expansion of facility, problem will be worse.

**John Bonanno - University of Western Sydney (applicant)** - Tabled a proposal document. Purpose of project is to link with medical training school at Campbelltown. Working on proposals at Lismore, Bathurst & Blacktown, also looking at Dubbo and Broken Hill as a whole of government initiative. Site is critical as it is near the hospital. The initiative is funded by the government stimulus package. Spoke to government timeframes set for utilising funds.

**Charles Vella - University of Western Sydney (applicant)** - Have provided further information (pictures) of variations to other buildings in the area. Trees around perimeter of development will be retained. Will try to work into existing streetscape amenity. Will need to remove trees in middle of block, 2 houses will be built. Each will accommodate six students. Adaptive re-use was assessed, but was not practical as work was required by extending out the front to get the capacity. Off street car parking will be provided at back - 5 spaces. The proposal is also working within funding that is available. Front of buildings are single story and two story to the back. Communal area is provided out the back. Residences will be 'disable friendly', this is extremely difficult, particularly with one of the dwellings. Spoke of condition of existing dwellings. Buildings will initially have 8 students, will move to 12 students. Car parking will be managed. Intention is not to change streetscape, will look at materials, access, etc.

## **MEETING CLOSE**

### **19 MEETING CLOSE**

The Meeting closed at 5.52 pm

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

**Date:** \_\_\_\_\_ **(17 February 2010)**

**MINUTE**

**4     DECLARATION OF INTEREST (11.00002)**

**MOVED: Cr M Morse SECONDED: Cr B Bourke**

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

POLICY COMMITTEE  
DIRECTOR CORPORATE SERVICES & FINANCE'S REPORT  
3 MARCH 2010

**DIRECTOR CORPORATE SERVICES & FINANCE'S REPORT TO THE POLICY  
COMMITTEE MEETING HELD ON 3 MARCH 2010**

General Manager  
Bathurst Regional Council

**1 PURCHASING MANUAL (15.00008, 41.00089)**

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

**Report:** As part of Council's ongoing commitment to improve its governance, a review of the Purchasing Manual has been undertaken. The revised Manual is shown at **attachment 1**.

The major changes include:

- introduction of levels of expenditure which will govern the method used to procure goods (refer Section 6).
- Receipt of goods - clearer delineation of responsibilities in relation to ability to sign orders and receipt goods (refer Section 5.2).
- Review of Tendering Guidelines (refer Section 7).
- introduction of new procedures for contracts between \$20,000 and \$150,000 (Refer to Section 9).

**Financial Implications:** Nil.

**MINUTE**

**5     Item 1   PURCHASING MANUAL (15.00008, 41.00089)**

**MOVED: B Bourke SECONDED: I North**

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

## **2 REVISED POLICY - SECTION 356 DONATIONS (18.00004, 41.00089)**

**Recommendation:** That Council adopt the revised Policy - Section 356 Donations.

**Report:** As part of the ongoing review of Council's Policy Manual, the above Policy has been amended and the changes are identified below:

### **1. Revision of Guidelines**

Councillors held a Working Party on 11 November 2009 to review the Section 356 Donation Procedures. At this Working Party it was suggested that formal requirements for submissions were required.

The Policy has been updated to include the following details which must be provided by each applicant making a submission:

#### Part A - Annual Submission

- (a) information about their organisation, including purpose of organisation and membership
- (b) financial information about their organisation
- (c) If an event, budget for the event
- (d) Contribution to the Bathurst community

#### Part B - Special Financial Considerations, to include

- (a) Reason why application was not submitted by due date
- (b) information about their organisation, including purpose of organisation and membership
- (c) financial information about their organisation
- (d) If an event, budget for the event
- (e) Contribution to the Bathurst community

### **2. Bathurst Memorial Entertainment Centre - Hire**

The details of Council's contribution to the Bathurst Eisteddfod Society has been clarified as follows:

That Council charge the Bathurst Eisteddfod Society the normal fees applicable to the hire of the venue and further that Council donate to the Eisteddfod Society under Section 356, the difference between the total fee charged and a set fee of \$10,000 per annum to be paid by the Eisteddfod Society.

A copy of the revised Policy is shown at **attachment 1**.

**Financial Implications:** Nil.



**MINUTE**

**6 Item 2 REVISED POLICY - SECTION 356 DONATIONS (18.00004, 41.00089)**

**MOVED: T Carpenter SECONDED: M Morse**

**RESOLVED:** That Council adopt the revised Policy - Section 356 Donations as presented with the following additional information required to be submitted with a request for funding:

- details of other sources of public funding
- details of any previous funding from Council

Yours faithfully



R Roach  
**DIRECTOR  
CORPORATE SERVICES & FINANCE**

POLICY COMMITTEE  
DIRECTOR CULTURAL & COMMUNITY SERVICES' REPORT  
3 MARCH 2010

**DIRECTOR CULTURAL & COMMUNITY SERVICES' REPORT TO THE POLICY  
COMMITTEE MEETING HELD ON 3 MARCH 2010**

General Manager  
Bathurst Regional Council

**1 BATHURST MEMORIAL ENTERTAINMENT CENTRE (BMEC) - TICKETING  
(21.00060)**

**Recommendation:** That Council:

- (a) Accept the proposal of Seat Advisor Box Office (SABO) for the provision of in house and local ticketing at BMEC.
- (b) Council prepare and issue an Expression of Interest to Ticketek , Ticketmaster and any other national ticketing service to provide an agency in BMEC for external ticket sales only.
- (c) Enact this resolution immediately.

**Report:** BMEC has, since 1999, been contracted to Ticketek for BMEC venue ticket sales, together with being an agency for events Ticketek markets across the country. This relationship has been beneficial for BMEC and Ticketek, however changing technologies and shifting priorities have identified alternate options for consideration.

Together with the major ticketing companies Ticketek and Ticketmaster, several smaller companies have joined the market providing greater options for BMEC, in particular Seat Advisor Box Office (SABO) and Pro Venue. Both SABO and Pro Venue are international organisations with offices and support staff based in Australia.

All of BMEC's ticketing requirements are currently met by Ticketek, meaning theatre events at BMEC have ticketing available through each Ticketek agency across NSW, and from the Ticketek website. Whilst being potentially advantageous, the reality is that the greatest majority of tickets to these events are purchased through the Bathurst box office. The current contract negotiations have been taking place over previous months in an effort to reach an acceptable position to all parties. The current contract expired on 1 February 2010.

BMEC is acutely aware of the community service it is providing to members of the Bathurst Region in being a Ticketek agency. However this dependence on local face to face access has diminished in past years as a result of changing demographics, changing performances available and the introduction of sales via the world wide web.

In 2008-2009 the cost of providing tickets to the theatre events at BMEC via Ticketek was \$25,291. This is only the administration fees associated with the tickets, and is in no part the entrance fee for a show.

The other component of the Ticketek contract is the commission Council receives for ticket sales to external events, for example the football, V8 races and a variety of concerts and shows. In 2008-2009 this commission totalled \$8,060.

Online sales during this period for BMEC events were only 5%. This is significantly below other regional facilities and has been largely a result of the additional transaction fees (\$6.95) imposed on this service, together with the difficulties in finding the events on the Ticketek website.

Whilst this arrangement initially met the major ticketing needs of BMEC, local community groups have been severely disadvantaged in ticketing their events. The costs associated with this contract have been prohibitive and form the basis of many community complaints to BMEC and Council.

“On behalf of Mitchell Conservatorium I would like to whole heartedly express my support for an in-house ticketing system; the numerous benefits are immediately obvious. Currently the extra expenses associated with ticketing local events at BMEC through Ticketek are a negative factor when considering this community facility as a venue.” Fiona Thompson, Executive Director, Mitchell Conservatorium.

Consultation with venues around the country of similar size to BMEC has shown that there are many benefits in using an in-house system such as SABO or Pro-Venue. These systems allow the venue more direct control of ticketing and associated costs. For example for online sales through SABO a ticket buyer is not redirected to the Ticketek website but remains on the venue website so that the relationship remains clear and direct. Instead of a \$6.95 transaction fee there is no transaction fee for the patron and only \$0.15 for the venue.

Consultation has revealed that an in-house system reduces costs for the patron; for organisations hiring the venue, especially local groups; while still allowing the venue to increase revenue. It has also shown that the venue is able to keep and utilise data it collects on ticket buyers to inform them of similar events that they might be interested in. This, until now, has not been possible with Ticketek.

With an in-house system the venue is able to decide what the booking fee will be. This allows the venue to decide to reduce costs for local community organisations if it chooses, in line with its general revenue policy. It is able to do this but still increase revenue for the venue because it is not sharing 50% of the booking fee as is currently the case with Ticketek.

In 2009 for the Carillon Theatrical Society production of Les Miserables \$6,348.00 of ticketing revenue was charged as a booking fee. Of this \$3,179.40 was paid to Ticketek and \$3,174 was paid to BMEC

With an in-house system, with BMEC able to determine the fees, the booking fee would have been \$4,761.00. Carillon would have saved \$1,592.40 and BMEC would have increased its revenue by \$529 to \$3,703.00.

Being a Ticketek Agency for external state and national sales has been a useful service facility for the Bathurst Community, despite this service running at a loss for BMEC. It has meant local people get good access to tickets with face to face service and knowledge. Discussions with Ticketek have been initiated to retain the Ticketek agency at BMEC should BMEC move to another in-house ticketing service. However, Ticketek has threatened to remove the Agency if the exclusive contract for in house sales is not renewed with them. In order to retain a similar but alternative service for the community BMEC has contacted Ticketmaster who would be happy to install an Agency without the need for access to in house ticketing revenue.

Ticketek currently has access to the ticketing for more sporting events that would interest Bathurst residents whereas Ticketmaster has more clients for the major musicals and theatre events. These things tend to wax and wain over time. For example the Bathurst V8 race was with Ticketmaster, is now with Ticketek and in time the license may be swapped again. Ticketmaster clients of most interest to NSW ticket buyers in NSW include:

- Venues:** Sydney Entertainment Centre, Star City - Lyric Theatre, Star City - Star Theatre, State Theatre, Capitol Theatre, CarriageWorks, Sydney Opera House, Luna Park, Centennial Park, Manuka Oval – AFL, Sydney Turf Club
- Promoters:** Australian Football League , Andrew McManus Presents, Michael Coppel Presents, Future Entertainment, Frontier Touring, Michael Edgley International, Michael Coppel Presents, Paul Dainty, Michael Chugg Presents
- Other Events:** ANZ Ladies Masters, Australian Outback Spectacular, Big Day Out, Dreamworld & Whitewaterworld, Seaworld, Movieworld and Wet'n'Wild, Summafielddayze, V Festival, Sydney Festival, A Day on the Green concerts.

BMEC has requested Ticketek provide a list of NSW clients, however this is yet to arrive. BMEC is aware they currently have the contracts for Acer Arena, ANZ Stadium, Sydney Football Stadium, Sydney Cricket Ground, Enmore Theatre and the Hordern Pavillon.

The expiration of the contract with Ticketek allows Council to consider options for the future. From a business and community perspective it appears that other ticketing systems, offer better value for in-house sales, not only in financial terms, but also from a general ticketing service perspective. Ticketek has been asked to match these but has not been able to do so.

Council staff have assessed all proposals provided for its in-house ticketing services with SABO being clearly the most beneficial for BMEC and the communities use. This system allows for greater flexibility in ticket sales, collection of data for marketing and general use by staff. The obvious savings in ticket production and hence administrative events will enable Council to offset large losses it is currently experiencing.

Once SABO is accepted by Council, further negotiations will be undertaken with Ticketek and Ticketmaster to secure a state and national ticketing service for the residents of Bathurst and the region.

**Financial Implications:** Two new ticket printers will need to be purchased for \$3,990 (\$1,995 each). Funding for this item is contained within existing budgets.

**MINUTE**

**7 Item 1 BATHURST MEMORIAL ENTERTAINMENT CENTRE (BMEC) - TICKETING (21.00060)**

**MOVED: R Thompson SECONDED: I North**

**RESOLVED:** That Council:

- (a) Accept the proposal of Seat Advisor Box Office (SABO) for the provision of in house and local ticketing at BMEC.
- (b) Council prepare and issue an Expression of Interest to Ticketek , Ticketmaster and any other national ticketing service to provide an agency in BMEC for external ticket sales only.
- (c) Enact this resolution immediately.

Yours faithfully



Annabell Miller  
**DIRECTOR**  
**CULTURAL & COMMUNITY SERVICES**

POLICY COMMITTEE

GENERAL BUSINESS

3 MARCH 2010

**MINUTE**

**8      SKATEPARK (04.00037)**

**Cr Bourke** - asked is the state of this facility deteriorating.

**The Director Engineering Services** advised was not aware of any substantial problems, will undertake an assessment.



**MINUTE**

**9     ST VINCENTS HOSPITAL (22.02195)**

**Cr Bourke** - expressed concern at advice of closure.

**MINUTE**

**10     HOCKEY FIELDS (36.00364)**

**Cr North** - asked how new turf is going.

**The Director Engineering Services** advised there were problems with the shockpads. This is being worked on by the contractor. Timeframe for completion end of March 2010.

**MINUTE**

**11     CATHEADS (13.00002)**

**Cr North** - advised has been receiving comments about catheads in various areas.

**The Director Engineering Services** confirmed there is a problem with catheads, growth of grass can limit this. Council concentrates on clearing playing areas - resources is a limiting factor.

## MINUTE

### 12 VEHICLE MOVEMENT - MOUNT PANORAMA (04.00028)

**Cr Aubin** - asked if Council had any statistics on the number of vehicles travelling around Mount Panorama.

**The General Manager** advised that approximately 300,000 tourists are believed to visit Mount Panorama annually.

Cr Aubin asked could promotional signage be installed around the race track, outside of race periods.

## MINUTE

### 13 ADVENTURE PLAYGROUND - TOILET BLOCK (04.00121)

**Cr Carpenter** -stated this area presents an opportunity for signage - what is intended. Perhaps could be used as a public art project.

**The Director Engineering Services** advised the proposal is to put a dinosaur in this area and a sign stating 'Adventure Playground'.

**MINUTE**

**14     TOURISM CONFERENCE (29.00010)**

**Cr Carpenter** - asked who was attending.

**Cr Morse** advised she was attending.

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to the Policy Meeting 03/03/2010

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GENERAL MANAGER

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MAYOR  
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## MINUTE

### **15 NSW COMBINED HIGH SCHOOLS CRICKET CHAMPIONSHIPS (04.00033, 04.00014, 04.00045, 04.00042, 04.00007)**

**Cr Hanger** - advised these Championships are being held in Bathurst. It is an exciting opportunity for the town and brings in many visitors and the booking of accommodation. Thanked the outdoor staff for efforts they have put into preparing grounds and also thanked the schools for provision and preparation of their grounds.

**MINUTE**

**16     ST VINCENTS HOSPITAL CLOSURE (22.02195)**

**Mayor** - spoke to current details of this matter and the proposed closure on 1 June 2010. Two issues  
- capital shortfall and operational losses need to be addressed.

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to the Policy Meeting 03/03/2010

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GENERAL MANAGER

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MAYOR  
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**MINUTE**

**17    MEETING CLOSE**

The Meeting closed at 5.52pm.

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

**Date:** \_\_\_\_\_ **(17 March 2010)**