

ITEM NO: 5**SUBJECT: THE APPOINTMENT OF NOMINEES AS MEMBERS OF SECTION 377 HALL AND TENNIS COURT COMMITTEES****FILE NO: F04644 - 09/71510**

Recommendations:

- 1. That Council appoint the nominees to the various committees and approve the honorariums as detailed in Attachment 1 for the ensuing four (4) years.*
 - 2. That Council endorse the recommended delegations as detailed in Attachments 2, 3 and 4.*
 - 3. That Council acknowledge the service of the outgoing committee members with letters of appreciation.*
-

Report by Group Manager, Community & Corporate**Reason for report**

The reason for this report is to present to the Council for consideration and approval the names of nominees to be appointed as members, the recommended honorariums and committee delegations of the various 377 hall and tennis court committees.

Background

In accordance with the Constitution of Committees adopted 27 January 1998 (Minute No. 10) Clauses 10.1 and 11.1, public meetings were held in March 2009 to select not more than twelve (12) nominees for each committee listed below and to recommend to the Council that the nominees be appointed to the committees for the ensuing four (4) years.

- Blackheath Community Centre Committee
- Braemar House and Gallery Committee
- Katoomba/Leura Seniors and Community Centre Committee
- Lennox Park Tennis Club Committee
- Megalong Valley Community Hall & Reserve Committee
- Mid Mountains Community Centre Committee
- Mount Wilson Village Hall Committee
- Mount Victoria Public Hall Committee
- Warrimoo Citizens Hall Committee
- Warrimoo Tennis Court Complex Committee

Committee Nominees

Under Section 380 of the Local Government Act 1993, the Council must review all delegations during the first twelve (12) months of each term of office. This means that Section 377 hall and tennis court committees are to be reappointed after each local government election by way of a resolution of the Council. The delegations that are given to the committees are those that are contained in the resolution at the time of appointment or subsequent resolutions of the Council.

In accordance with the adopted Community Buildings Policy 19 February 2002 (Minute No. 59) council may pay honorariums to booking officers or other committee members, depending on the availability of funds, in recognition of the significant work that is undertaken on behalf of the community in making council facilities accessible to residents.

The proposed honorarium a booking officer or committee member is to receive is determined by the committee in consultation with the proposed recipient and Community Facilities Co-ordinator.

Attachment 1 lists the names of committees, nominees, positions on committees and recommended honorariums. It should be noted that 2 (two) committees did not receive enough nominations to form a committee. The work previously undertaken by those committees will be undertaken by the Council.

The recommended delegations for hall committees are detailed in Attachment 2 with the exception of:

- a) Mid Mountains Community Centre Committee who has a separate Constitution and delegations that is a result of an ongoing Agreement between the Minister for Education, Science and Training and the Council.
- b) Braemar House and Gallery Committee who also have a separate Constitution adopted by the Council 15 July 2008 (Minute No. 554) and separate delegations in keeping with the management of a community gallery. Refer to Attachment 3.
- c) Warrimoo Tennis Court Complex and Lennox Park Tennis Club Committees who require delegations in keeping with the management of tennis courts. Refer Attachment 4.

Sustainability Assessment

Effects	Positive	Negative
Environmental	n/a	n/a
Social	<ul style="list-style-type: none"> • Supports the utilisation of existing services and facilities. • Strengthens sense of local identity and place. • Strengthens community and Council partnerships. • Fosters mutual understanding. 	n/a
Economic	n/a	n/a

Financial implications for the Council

The proposed increase to the overall honorarium allocation of \$3,380 is budgeted in the 2008/2009 and draft 2009/2010 budgets.

Legal and risk management issues for the Council

There are no obvious legal and risk management issues for the Council.

External consultation

External consultation took place by means of a number of public meetings which were held in March 2009.

The purpose of the public meetings was to select not more than twelve (12) nominees for each committee listed in this report and to recommend to the Council that the nominees be formally appointed to the committees for the ensuing four (4) years.

The public meetings were advertised in the Blue Mountains Gazette and on the Council website. The outgoing committee members were also notified via a letter. The advertisement noted that interested persons who were unable to attend the public meetings could nominate by contacting the Community Facilities Co-ordinator.

Conclusion

Membership on a 377 hall and/or tennis court committee is open to interested residents from the local community. Appointed 377 Committees work in partnership with the Council in managing community facilities. This partnership fosters mutual understanding and committees operating within their delegations are provided with the protection and support of Council in meeting their objectives. Therefore, it is recommended that the Council:

1. Appoint the nominees for the various committees for the ensuing four (4) years and approve the honorariums as detailed in Attachment 1.
2. Endorse the recommended delegations as detailed in Attachments 2, 3 and 4.
3. Acknowledge the service of the outgoing committee members with letters of appreciation.

* * * * *

Attachments x 4

Attachment 1

Names of nominees, name of committees, positions on committees and recommended honorariums.

An * beside a name indicates a new nominee.

A ● beside an honorarium indicates an increase.

Blackheath Community Centre Committee

Name of Nominee	Position on Committee	Honorarium Per Annum
<i>Executive Officers:</i>		
Wayne Kelly	Chairperson	
*Robert Reid	Vice Chairperson	
*Judy Finch	Secretary	
Helen Graham	Booking Officer	●\$2,600
<i>Committee Members:</i>		
Lois Collier		
Delia Broun		
Myfanwy Christmas		

Braemar House & Gallery Committee

Name of Nominee	Position on Committee	Honorarium Per Annum
<i>Executive Officers:</i>		
Petr Malek	Chairperson	
Lucy Dixon	Deputy Chairperson Treasurer	\$1,000
Coralie Faye	Secretary	\$1,500
David Howell	Exhibitions Co-ordinator	\$1,500
Pam Crafoord	Volunteers Co-ordinator	\$ 500
<i>Committee Members</i>		
*Christeen Hull		
Patricia Jennings		
Collin Jennings		

Note: The Honorariums for the Braemar House & Gallery Committee positions were adopted by the Council 15 July 2009 (Minute No: 554)

Katoomba/Leura Seniors and Community Centre Committee

Name of Nominee	Position on Committee	Honorarium
<i>Executive Officers</i>		
Merle Williams	Chairperson	
Jan Godfrey	Vice Chairperson	
Helen Stevens	Secretary	
Maureen Timms	Booking Officer	● \$3,640

<i>Committee Members</i>		
John Bentley		
*Maureen McPherson		
*Sharon Halls		
Leslie Brown		

Lennox Park Tennis Club Committee

Name of Nominee	Position on Committee	Honorarium Per Annum
<i>Executive Officers:</i>		
Reginald Moore	Chairperson Courts Maintenance Officer	\$1,040
Margaret Moore	Secretary / Booking Officer	\$ 400
<i>Committee Members:</i>		
*Michael Page		
*Alan Butler		

Megalong Valley Community Hall and Reserve Committee

Name of Nominee	Position on Committee	Honorarium Per Annum
<i>Executive Officers:</i>		
Keith Duncan	Chairperson	
David Bosworth	Vice Chairperson	
Norma Carlon	Secretary	
Christine Bundy	Booking Officer	Declined honorarium
<i>Committee Members:</i>		
Kerry Bundy		
Karen Carlon		
Bill Mills		
Margaret Marshall		

Mid Mountains Community Centre Committee

Name of Nominee	Position on Committee	Honorarium Per Annum
<i>Executive Officers</i>		
Mick Barrett	Chairperson	
Carmel Blackburn	Secretary	
<i>Committee Members</i>		
Delphine Annett		
*Donna Smith		

Mount Wilson Village Hall Committee

Name of Nominee	Position on Committee	Honorarium Per Annum
<i>Executive Officers</i>		
Ron Green	Chairperson	
Judy Tribe	Vice Chairperson	
Beth Raines	Secretary	
Milba Mewburn	Booking Officer	\$1,040 (New)
<i>Committee Members</i>		
Darryl Conybeare		
Helen Freeman		

Note: This is the first time an honorarium has been paid to the Mount Wilson Village Hall Booking Officer.

Mount Victoria Public Hall Committee

Three (3) nominations were received. As the minimum membership of a committee is four (4) members there were insufficient number of nominees to form a committee.

Warrimoo Citizens Hall Committee

No nominations received.

Warrimoo Tennis Court Complex Committee

Name of Nominee	Position on Committee	Honorarium Per Annum
<i>Executive Officers:</i>		
Patricia Mungovan	Chairperson	
John Hollis	Vice Chairperson	
Allan Bewley	Secretary	
Lorraine Bewley	Booking Officer	Declined honorarium
<i>Committee Members:</i>		
Sue Brand	Treasurer	
David Kennedy	Courts & Grounds Maintenance Officer	\$1,200

Attachment 2**Delegations - Hall Committees:**

- Report maintenance issues to Council via a Customer Service Request (CSR).
- The preparation of advice to Council on Capital Works initiatives.
- The preparation of advice to Council on Fees and Charges.
- Promote use of the facility in keeping with Council policies.
- Receive Income and Expenditure Statements and understand the financial position of the facility.
- Monitor the standard of cleaning and report any problems to Council
- Ensure building security.
- Have an understanding of usage levels.

Attachment 3**Delegations - Braemar House and Gallery Committee**

The Braemar Gallery is part of Braemar House and is the only Council managed visual arts Gallery in the Blue Mountains. Therefore, it is necessary for the Braemar House and Gallery Committee to have delegations relevant to the operation of a cultural programme.

- Arrange a calendar of exhibitions ranging through various media to promote local artists and introduce exhibitions of high quality from outside the area to the community as a community service.
- Make appropriate arrangements for a booking and payments system.
- The preparation of advice to Council on Fees and Charges.
- Promote use of the building, consistent with Council's Policies.
- Develop a marketing strategy in conjunction with the cultural values of Braemar.
- Arrange for the handover and the collection of keys, as deemed appropriate, for the purpose of implementing the exhibitions and events programmes.
- Provide a report on the Gallery programme and visitor / usage levels to Council on an annual basis.
- Ensure building security at all times.
- Receive the financial reports for Braemar House and Gallery and understand the financial position of the community facility.
- Report maintenance issues to Council via a Customer Service Request (CSR).
- Monitor the standard of cleaning and report any problems to Council.
- The preparation of advice to Council on Capital Works initiatives.

Attachment 4**Delegations - Warrimoo Tennis Court Complex and Lennox Park Tennis Club Committees:**

- Make appropriate arrangements for a booking and payments system.
- Arrange for the handover and collection of keys.
- Arrange for reports on the state of the courts after usage.
- Report court and club house maintenance issues to Council via a Customer Service Request (CSR).
- The preparation of advice to Council on capital works initiatives.
- The preparation of advice to Council in relation to fees and charges.
- Promote use of the facility in keeping with Council policies.
- Receive Income and Expenditure Statements and understand the financial position of the facility.
- Have an understanding of usage levels.
- Ensure court and club house security.

ITEM NO: 6**SUBJECT:** VISITOR INFORMATION - BLUE MOUNTAINS CULTURAL CENTRE**FILE NO:** F03616 – 09/074178

Recommendations:

- 1. That the Council note the current planned provision for visitor information for the Blue Mountains Cultural Centre.*
 - 2. That the Council endorse the inclusion of the Visitor Information Booth as outlined in this report (Option 1) within the Cultural Centre noting the financial implications for yearly upgrades.*
 - 3. That the Council note the cost implications of providing an expanded tourism function within the Cultural Centre as outlined in this report (Option 2) and should the Council want to explore this option a further more detailed report be prepared in conjunction with BM Tourism.*
 - 4. That the Council commission a report into the requirements of visitors to Katoomba Town Centre taking into account the role of the Cultural Centre in providing visitor information.*
-

Report by Group Manager Community & Corporate**Reason for Report**

This report has been prepared to respond to the following Council resolution:

“That a report comes to Council detailing the cost and possibility of including a Visitor Information Centre or a Visitor Information Booth in the new Cultural Centre building.”

(Minute No. 58, 17/2/09)

Background

In December 1999, Blue Mountains City Council commissioned Jenny Rand & Associates to investigate the possibility of establishing a Visitor Information Centre as part of the Cultural Centre development proposed for the TAFE East site in Parke Street Katoomba. This report was not formally adopted by the Council.

The report made the following findings:

- The Katoomba Town Centre Charrette identified the need for improved information services in Katoomba. This observation was confirmed by the findings of the study;
- The existing information distribution infrastructure servicing the Mountains is both extensive and comprehensive. The Visitor Information Centres, which form part of this infrastructure, are well located and readily accessible to the majority of visitors to the Mountains;

- The problems with information services in Katoomba occur primarily at the local level and are largely the result of:
 - Inadequate signage and information at the major gateways/entry points into town and within the town centre;
 - Lack of promotional information on the town centre – there is a well developed distribution network in place but no promotional information on Katoomba to distribute;
 - Lack of appropriate visitor information at Katoomba Railway Station – this is the main point of arrival for visitors accessing the mountains by train; and
 - Negative attitudes by segments of the local business community to visitors and their requests for information;
- The information needs of the majority of market segments visiting the Mountains are met by the existing Visitor Information Centre network. The main gap in access to information on arrival in the Mountains is for visitors arriving by train; and
- The forecast patronage for the proposed Cultural Centre is not sufficient to support a Visitor Information Centre as part of the complex. The Parke Street location is considered to be highly marginal for the establishment of a Visitor Information Centre. The location:
 - Is not directly accessible or visible from the main visitor activity nodes in and around Katoomba;
 - Does not address the immediate gap in the market – the need for information services at the point of arrival for rail travellers;
 - Will not address the longer term issue of the need to maximise exposure of Blue Mountains products to Great Western Highway traffic and to encourage this traffic to stop in the area; and
 - Is highly dependent on the ability to re-route visitor traffic down Parke Street and on the ability of the proposed Cultural Centre to attract visitors.

The market assessment found that while there is a need for improved information services for visitors to Katoomba, the development of a Visitor Information Centre in Parke Street as part of the Cultural Centre development would not address the fundamental issues nor resolve the existing problems.

While this research is now nearly ten years old, many of its conclusions remain relevant. This report recommends that wider consideration be given to the issue of provision of improved information services for visitors to Katoomba which incorporates Council's current work on way finding and signage.

As a result of this report by Jenny Rand & Associates, the current plan is for the Cultural Centre to provide Visitor Information without being a fully fledged Visitor Information Centre that would duplicate the VIC at Echo Point.

The costs and possibilities of incorporating an enhanced general visitor information facility into the Cultural Centre need to be considered in relation to the current planned visitor information provision.

Current planned Visitor Information provision in the Blue Mountains Cultural Centre

The Council's Technical Brief for the Cultural Centre is a component of the Deed of Development and describes what is planned and/or required for most aspects of the Cultural Centre and its fit out. Its current facilities for visitor information are designed to:

- Meet Council's aims for the role of the Cultural Centre in the Katoomba town centre, the City of Blue Mountains and surrounding regions;
- Encourage regular visitation from local residents and their visitors, Sydney Metropolitan and regional visitors; and
- Attract a high level of visitation from Australian and international tourists.

To meet these requirements, there is provision for:

- an interpretive display space focusing on the Blue Mountains natural environment, heritage, indigenous and non-indigenous culture and lifestyle;
- a cultural information service (foyer based); and
- a visitor information facility (electronic, foyer based).

The current proposal is intended to provide foyer based visitor information about the City's cultural assets and events, cultural and educational programming and general visitor information in electronic format.

Alternative Options

There is an opportunity to enhance the general visitor information through the first two options outlined below. The third option, seeks further information, initiated by BM Tourism, to be provided through a commissioned report to the Council.

Option 1: Provision of Enhanced Visitor Information Booth

Preliminary Research into Touch Screen Information Facilities

Currently there are a number of touch screen systems available and preliminary research has provided some indicative costs as at March 2009.

The 'information booth' is a free standing interactive touch screen system that can be customised to Council's specific brand and is operated by synchronization to an existing website (or multiple sites) enabling daily updates. A company that specialises in developing systems for Visitor Information Centres has presented to 22 Councils in the past few months and the system has been trialled in Goulburn Visitor Information Centre. They are also in the process of developing an 'after hours' component for the system that is operated by a touch pad on a window.



Indicative Information Booth

On site operating requirements for the ‘information booth’ are high speed internet access with broadband or ADSL for reliability and speed, access to Google maps, and a 240 volt power outlet for each unit in use. The hardware consists of a free standing, vandal and scratch proof unit which can be bolted to the floor for security, the touch screen, internal computerised system and an LCD screen. The software is customised to include the Council brand and provides a link to one or more websites to allow information to be ‘browsed’ through by the user. In addition to the booth a dedicated phone line to the Echo Point VIC and brochure information could be provided.

Costs

A cost of \$20,000 for the first unit includes hardware, customised software, installation, two year warranty on the computer equipment, technical support. A further \$7,000 will purchase an additional unit. Other associated costs include website enhancement of \$20,000 and an uninterrupted power supply charge of \$1,000 plus usage.

Running costs depend on usage and are therefore difficult to estimate, however if visitors access the website to ‘browse’ the costs should be minimal. Accessing Google maps will increase the costs as this will increase download usage. In an interactive public environment it will be critical that information is always up to date so it will be necessary to allow approximately \$15,000 per annum for ongoing maintenance and updating of the website.

The total cost for the set up is \$63,000 which will be catered for in the Cultural Centre fit out budget. Additional annual operating costs of approximately \$20,000 per annum will need to be budgeted for from 2011/12.

Option 2: Expanded tourism functions within the Cultural Centre (co-managed by Blue Mountains City Tourism)

The current planned operation for the front of house for the Cultural Centre is that it will be operated by volunteers and overseen by Cultural Centre staff. It is proposed that for the expanded tourism function the appropriate visitor information expertise would need to be provided by Blue Mountains City Tourism staff in co-management with the Cultural Centre Director. This would necessitate the employment of additional Tourism staff.

The cost estimation for a seven day per week/ seven hour per day operation staffed by one person would require a staffing level of 1.8 FTEs, (incorporating penalties, lunch relief etc) which would equate to a cost for personnel of \$100,000 per annum.

The Tourism staff would be able to provide visitor information and direct people to the services of the Visitor Information Booth for more detailed information. The staff would also provide a link between the Cultural Centre and the Visitor Information Centre at Echo Point.

Option 3: Research into the requirements of visitor information for the top end of Katoomba

A third option is that a report be commissioned by BM Tourism to be reported back to the Council in 2010 into the requirements for providing additional of information services for visitors to Katoomba. This report would be based on the information collected previously and in particular address the specific requirements of visitors arriving at Katoomba and the role of Cultural Centre visitor information with other potential options within the Town centre.

Sustainability Assessment (Triple Bottom Line Reporting):

Effects	Positive	Negative
Environmental	The provision of Visitor Information services within the Cultural Centre will enable visitors to access information regarding the Blue Mountains World Heritage area.	Nil
Social	The provision of Visitor Information services within the Cultural Centre will enhance the visitor experience for visitors to Katoomba.	Nil
Economic	Visitors attracted to the Cultural Centre visitor information services are likely to add to the economic sustainability of the Cultural Centre and the Katoomba Town Centre and environs.	Nil

Financial implications for the Council

The provision of a Visitor Information Booth within the Cultural Centre outlined in Option 1 has been identified and assumed in the early stages of planning for the Cultural Centre; however the establishment of a staffed Visitor Information Booth in the Cultural Centre is unplanned and is an unbudgeted cost. The unbudgeted elements are:

- Option 1 - ongoing maintenance from 2010 – 2011; and
- Option 2 - staffing costs of \$100,00 P/A and ongoing maintenance.

Legal and risk management issues for the Council

There are no known significant legal issues associated with the recommendations in this report.

External consultation

Information included in this report was sourced from: *Proposed Parke Street Visitor Information Centre Market Assessment & Design Considerations Report* (Jennifer Rand & Associates, December 1999).

Conclusion

The Blue Mountains Cultural Centre is currently planned to provide extensive cultural information for visitors as well as general visitor information through an electronic Visitor information Booth. Additional services that would enhance the visitor experience of the Katoomba Town centre could be provided at additional cost to the Council as outlined in this report. this report recommends that further strategies would also need to be undertaken to address the gaps in information provision in Katoomba. It is therefore recommended that the Council give favourable consideration to Options 1 and 2 of this report and that a report be prepared and presented to the Council by BM Tourism outlining a strategic approach to the issue of visitor information provision in the Katoomba Town Centre.

* * * * *