GENERAL PURPOSE COMMITTEE

SECTION 3

ORGANISATION & RESOURCES

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ITEM: 64 HANLONS ROAD, BILPIN - PROPOSED ROAD CLOSURE

FILE NUMBER: GR080/048 PT01/CSV

REPORT:

In June 1983, Council resolved to seek the dedication of a road 20 metres wide along a track which is now known as Hanlons Road (South), Bilpin. The dedication required various land exchanges between Council and owners of adjoining properties on the affected portion of Hanlons Road with a view to straightening the road. A survey plan later lodged as DP723664 was prepared which showed the status of the six affected lots. However, due to the presence of Prospect Electricity Infrastructure over Lot 4 DP723664, an objection was lodged by Prospect Electricity in respect of the closing of this particular portion of roadway. Prospect has now advised that the infrastructure has been relocated clear of Lot 4 and accordingly, their objection is now withdrawn.

In accordance with the provisions of the Roads Act, 1993 and Council Policy, the proposal to close Lot 4 DP723664 has been publicly advertised and adjoining owners notified. At the close of the advertising period, no submissions have been received.

Having regard to the absence of objections and Council's prior resolution of June 1983, the closure of Lot 4 DP723664 as public road and its incorporation after closure to the property of the adjoining owner, is supported.

RECOMMENDATION:

1. Council, as Road Authority, apply to the Minister for the closure of public road known as Lot 4 DP723664, Parish of Bilpin, County of Cook.

2. A standard Road Closure Deed of Agreement be prepared whereby the portion of closed road be transferred to the adjoining property holder and consolidated with his existing lot.

3. All legal and survey costs in this matter be borne by Council.

4. All necessary documents be completed under the Common Seal of Council.

ATTACHMENTS:

There are no supporting documents for this report.

FN:OG328NBX.C03 ****** END OF ITEM 64 ******

ITEM: 65 SES BUILDING - 325 GEORGE STREET, WINDSOR

FILE NUMBER: GC281/052 PT01/CSV

REPORT:

Negotiations have been proceeding for some time regarding the formalisation of ownership of the State Emergency Services (SES) building in George Street, Windsor. The land is currently in the ownership of the Crown.

Various notes in Council Minutes in 1889 indicate that a deputation was appointed to interview the Minister for Works with a view to having the old Telegraph building (as it was then) given to Council for use as Council Chambers. Further, on 17 July 1889, a report was tabled from the Mayor stating that the Minister will hand over the old Telegraph building in exchange for land known as the Market Reserve. Subsequently, gazettal to Council for use of the site as Council Chambers occurred in 1891 and Council was appointed as Trustee of the site later that year. For reason or reasons unknown, transfer of ownership never occurred.

Council is now in the position of having built the SES building upon land it does not formally own. Consequently, application has been made to the Department of Conservation and Land Management to have this long standing matter resolved. The Department has agreed that the anomaly should be rectified and accordingly, invited Council to submit an offer for purchase of the land. A valuation of the land only component in the amount of $188,500 was forwarded to the Department for its consideration. Advice now at hand indicates that the Department has accepted the valuation and the sale of the Crown Reserve may now proceed in accordance with the terms of the Crown Lands Act, 1989 and the conditions imposed by the Minister responsible for administering this Act. In general terms, the proposal involves Council purchasing Crown Land from the State with the consent of the Trustee of the particular reserve ie. also the Council.

Public advertising of the proposed sale has now occurred and at the closure of the advertising period, no written public submissions were received.

In accordance with the Crown Lands Act, Council as Trustee of the Crown Reserve, is now required to formally resolve to sell the land on specified conditions. These conditions, as imposed by the Act and the Minister, are that:-

1. 10% of the proceeds of the sale are paid to the Public Reserves Management Fund administered by the Department of Conservation & Land Management.

2. The balance be applied to the upgrading of Emergency Service facilities.

Following the sale of the land, Title to same will then be issued by the Land Titles Office with Council then having full rights over the property. That is, it will then own both the land and buildings. The sale and subsequent purchase of the land will provide for upgrading and centralisation of the SES facility at Wilberforce with the George Street site then available for other commercial uses such as leasing and/or redevelopment.

A Concept Plan for possible redevelopment of the site for office accommodation has been prepared for future consideration.

RECOMMENDATION:

1. Council, as Trustee of Crown Reserve known as Lot 4 Section 12 Town of Windsor, apply to the Minister for Conservation & Land Management for the sale of the land on the following conditions:

   a. 10% of the sale price to be allocated to the Public Reserves Management Fund.

   b. The balance of the sale price to be applied to the upgrading of Emergency Service facilities.

2. Council purchase the land in the amount of $188,500 (one hundred and eighty eight thousand five hundred) with funding for same to be drawn from unallocated funds for land acquisition.

3. Upon purchase, the land be classified as operational.

4. All documents be completed under Seal of Council.

ATTACHMENTS:

There are no supporting documents for this report.

FN:OG328NBX.C05 ****** END OF ITEM 65 ******

ITEM: 66 CUSTOMER SERVICE

FILE NUMBER: GP90/024 PT01/CSV

REPORT:

Background

A two part customer service research program has been undertaken to examine customer service issues within the organisation. Part one of the research was reported to Council on 8 March 1994, at which time it was resolved to further report the matter in twelve months time. The findings of part two of the project which researched staff views in relation to customer service improvement is now complete and a number of customer service initiatives have been introduced as a result of the report. This report provides an update of customer service improvements.

Customer Service Perspectives - Stage II

The findings of the second stage of the customer service research have been assessed and appropriate measures are being taken to address areas requiring attention.

Findings of Stage II

Part two of the customer service review identified a number of areas requiring attention, some of which have already been actioned and others which will require continuing attention.

Stage II study identified the need to upgrade the organisation's telephone system and staff telephone technique. As previously reported, the organisation's PABX is being replaced with the new system expected to be on line by June 1995. In conjunction with the system implementation, training will be given to all staff in the use of the system and customer service techniques.

Training in the areas of negotiation, general communication skills and problem solving were seen as priority areas. The provision of an additional interview room on the ground floor has provided another area for staff to manage confidential customer enquiries.

The report also found a need for a clearer complaint and feedback procedure. As a result of this finding, a set of organisational standards is being formulated to clearly define the complaints and feedback procedure and also to set expected standards in relation to written correspondence and the provision of verbal information to customers. These standards will compliment the Code of Conduct.

The introduction of more plain English information pamphlets to provide support material for staff was also seen as an area which could be improved.

Stage II research suggested that there is a need for some improved organisation systems which will help staff to be able to provide more efficient service delivery. Work has already begun on identifying some processes which can be streamlined, particularly in the Environment and Development area, where there has already been two customer feedback forums and customers who are submitting applications for building or development approval are currently being invited to complete a feedback form regarding their experience.

The need for improved communication within and between departments was also identified. In this regard, the internal staff newsletter has been reinstated.

Customer Service Forums

Three successful customer feedback sessions have been held in relation to Environment and Development services and also to look at cultural directions in the City.

These have proven to be successful means of receiving direct feedback and have been used to adjust procedures where appropriate (eg While-You-Wait 149 Certificates). In addition, the customer forums are being used as a tool for longer term planning.

Increasing Customer Information Facilities

The Hawkesbury Access Committee which was originally established to look at issues relating to disabled access to services and facilities has now been expanded with a working party to look at access by residents from non-English speaking backgrounds.

Improving customer facilities in libraries has also been implemented though the introduction of services like the `self checker' which allows borrowers to check out their own books with an easy to use self service station which also provided a receipt listing the titles borrowed and the due date.

Customers in the City's libraries now also have access to word processing, spreadsheets, NSW legislation on CD-ROM and games (suitable for ages three years upward). CD-ROM also allows easy access to family history research data.

Land title searches is another service introduced to improve the range of services offered in the libraries. A 24-hour turn around is offered for this information.

Corporate Image

Members will already be aware of the improvements and standardisation of the public foyer area. In addition, the single counter service is continuing to be popular with customers. Further, corporate image has been enhanced by the introduction of corporate attire, an initiative which has been well received by staff.

RECOMMENDATION:

The information regarding the Customer Service Survey be noted and that initiatives to improve customer service standards be endorsed.

ATTACHMENTS:

There are no supporting documents for this report.

FN:OG328NBX.C06 ****** END OF ITEM 66 ******

ITEM: 67 AUSTRALIAN PIONEER VILLAGE - FUTURE OPERATION

FILE NUMBER: GC283/107 PT03/CSV

REPORT:

Background

The Australian Pioneer Village opened in 1970, being owned and operated by its founder, who also operated the adjoining Tropicana Hotel. Following the death of the owner in 1971, the Village was separated from the Hotel in 1984 and was subject to a number of changes of ownership which did not necessarily provide for a period of financial stability.

Council purchased the Village in 1985 on the basis that without its intervention, the Village collection would be broken up and the district would lose what was considered to be a unique and outstanding tourist attraction. Capital was injected into the Village to improve the facility.

Since the purchase by Council, the Village has operated at an annual loss. Over this period, the operating loss is in the order of $1m. Subsequently, various operational strategies have been utilised to minimise the loss in ensuing years. It is recognised that there is a trade off between reducing expenditure and the level of attendances. The overall strategy has been to reduce expenditure whilst still maintaining overall appeal as reflected in visitor numbers. Whilst it is possible to directly control expenditure levels it is recognised that the Village operates in an economy, which over the previous few years has witnessed cutbacks in discretionary spending, which has seen income levels fluctuate and several similar type tourist attractions cease to trade.

One operational strategy to reduce Council's exposure to such operating losses was the calling of expressions of interest for the sale or lease/management of the facility, as resolved by Council at its meeting of 12 November 1991. A number of submissions were received for the lease/management option, however, no submission satisfactorily met the required criteria. The Friends of the Australiana Pioneer Village expressed an interest in assuming operation of the Village and discussions were later held. Whilst the Friends were unable to assume operations of the Village, Council at its meeting of 11 August 1992 adopted the recommendation that:-

"1. *Council continue to operate the Village for a further period of 3 (three) years, and this commitment be addressed in conjunction with the preparation of the 1993 Estimates.*

2. *Following the expiration of the period, the Friends of the Australiana Pioneer Village be offered the Management of the Australiana Pioneer Village.*

3. *The Friends be advised that Council is prepared not to offer the Village for sale for a period of 3 (three) years in order to provide a period of security of ownership."*

The three year period expires in August 1995.

In anticipation of the August 1995 deadline, over the past months a strategic plan has been developed by the Village Manager and Promotions Officer. (A copy of the plan is circulated separately to the members). Recently, two unsolicited submissions have been lodged by business interests seeking consideration by Council of the lease of the site and, in accordance with Council's August 1992 resolution, the Friends of the Australian Pioneer Village have been contacted and requested to give consideration to managing/operating the Village.

In accordance with Council's resolution at its meeting of 21 March 1995 being:-

> "That the 2 (two) current expressions of interest, together with the Business Plan for the Village, be reported to the Council."

Details on the proposals are now reported for Council's consideration.

<u>Report</u>

It is recognised that the issue of the continuing ownership/management of the Village is one which requires careful consideration and will evoke emotive responses irrespective of any chosen future course of action. There is debate as to whether the Village should be considered to be a commercial operation or be considered as a recreational/community service venue. This then impacts on the financial operation of the venue; that is, should the Village be run on a break even/profit basis or should it be permitted to run at an operating loss. Therefore, there needs to be balanced financial considerations of a commercial lease through the receipt of an income stream and the continuing availability and functional integrity of an affordable historical and recreational venue for the use of the local and wider communities.

1. Management by the Friends

The Friends of the Australian Pioneer Village were requested to consider assuming management of the Village. Whilst the Friends were still expecting to have until August to consider their options, they have advised that at this time they are not in a position to assume management of the Village. In their submission, they also give an overview of their efforts to date which have been considerable. The Friends level of support for a private operator of the Village would most likely be non-existent.

2. Strategic Plan

The strategic plan is submitted on the basis of Council continuing ownership of the Village and therefore cannot be directly compared with the leasing proposals because the plan does not identify, in dollar terms, an income stream as a result of the plan being implemented. However, working within current expenditure levels, the plan which is the culmination of several months work, provides strategies to further reduce the operating loss of the Village in the long term whilst at the same time appealing to new markets which has the effect of broadening the income base by moving away from the traditional reliance on gate takings. Preliminary estimates for income and expenditure for the 1995/1996 financial year indicate a deficit in the vicinity of $70,000. With regard to income estimates, these have been revised in accordance with the current trends in attendance levels; overall there will be a reduction in estimated income over the current period.

The projected operating loss for the 1994/95 financial period will be in the order of $55,000. The difference of some $15,000 represents additional building and roadworks proposed for next year.

The success of the strategic plan will be achieved through the creation of business centres within the Village, these focussing on commercial, educational and tourism activities. The continuing existence of any centre being dependent upon the income it generates. This will allow management to change direction at any given time, with very little notice and almost no trouble.

The plan concludes that from an historical standpoint, the future of the Village must be assured with ownership of the Village to be retained in public hands.

3. Leasing proposals

When expressions of interest have been invited previously, their assessment has been conducted in accordance with a specification. That is, there are certain attributes which ideally should be addressed in each submission. This helps to ensure that all applicants meet a standard which is considered to be the minimum to ensure that the Village continues to operate in an acceptable manner having regard to Councils original intent when purchasing the property.

A summary of the key attributes is listed below. The list does not represent a ranking in order of importance.

- What is the overall concept?
- Will the integrity of the venue be retained?
- What will happen to the historical artefacts, many of which have been donated or are on loan?
- What experience has the potential lessee in operating a business, particularly tourism ventures?
- What is the lease term?
- What income stream is offered?
- What provision is there for rental reviews?
- What outgoings are to be borne by the lessee and lessor?
- Is there a provision for purchase? If so, what are the terms?
- Are capital improvements planned? If so, what are they, how much will they cost, when are they proposed and who will retain ownership at the end of the lease term?
- Will existing staff/contractors continue to be employed/hired?
- What role will the businesses operating within the Village play?
- What arrangements are to be made regarding use of plant and equipment?
- What role will the volunteer groups play under the proposed lease?

The leasing proposals now before Council are unsolicited. The proposers have been granted full access to attendance figures, income/expenditure details and have been provided with a full stock inventory. The proposers are sensitive to the role of the Village in the community and their proposals have been developed having due regard to monetary and non monetary considerations. However, ultimately as a business proposal, their success must be financially based. A precis of each proposal is provided below.

Proposal by Mr Chris Wells and Mr John Stephens

The proposers *"believe we can rejuvenate the Village and provide a promising future through investment, new management and by repositioning it in the tourist market by employing different activities. We believe our plan will take three years of hard work, innovation and energy before it will provide any financial return. We want to resurrect the Village and operate it as a business whilst maintaining its current theme and facilities for use by our local community and visitors to the Hawkesbury."*

The proposal highlights the greater use of existing buildings and facilities as activity centres rather than as static displays. Some examples include:-

- Increase baby animal displays and provide hands on experience to children
- Increase emphasis on farming heritage
- Feature local produce
- Add more retailers focused on history and add more local arts/crafts
- Re-equip catering facilities and provide more food outlets
- Introduce plant nursery specialising in cottage garden and old fashioned plants
- Extend hours of operation to encourage functions such as weddings
- Provide an all weather facility for functions to accommodate approximately 50 people

It is restated that "*the overall theme will remain `Australian' with a focus on any activity that promotes our local pioneering heritage."*

The grounds would be maintained to at least the current standard. More trees would be planted and cottage style gardens would be planted around each cottage. The perimeter fence would be upgraded to provide better security and the upper floor of the Oxboro Inn would be converted for residential use to permit a caretaker to reside on-site. To achieve these goals, an amount of $100,000 will be spent over the initial three year term with the items of capital expenditure to remain the property of Council at the end of the lease term. A detailed schedule of proposed works is submitted. Having regard to the capital injection, which will rejuvenate the Village and give it greater market appeal, the proposers request an initial lease of three years with nil rental to be payable in the first two years. A rental of $15,600 is proposed in the third year. At the end of the initial term there is requested a first option to buy the site at a fixed price of $350,000 or if the option is declined/refused, a lease for a further fifteen years be granted. The proposers indicate they are prepared to meet all outgoings including rates/taxes, and all consumption charges for phone, power and water. Council, as owner of the property, would remain responsible for building insurance and structural responsibility.

With regard to existing staff, there is no commitment to providing full-time employment. The proposers note that if they are to have any chance of success, they must be free to choose their own staff. However, in recognition of the current Manager/Curator's knowledge, there is the offer of part-time employment on a consultancy basis.

Local groups would be encouraged to use the facility and it is intended that they be involved in decisions pertaining to the Village. It is noted that this includes the Friends, the Historical Society and pioneer family groups. There would be a subsidy to groups such as schools, the disabled, the elderly, the Fire Brigade and State Emergency Service.

An executive committee or board of management comprising of local people would be formed to ensure the greatest use and benefit of the Village for the proposers and the local community.

The proposal contains a number of caveats or special conditions required by the proposers.
These include:-

1. That Council continue to operate the waste water treatment plant at its cost.
2. There is the assumption that none of the tenants at the Village have Lease Agreements and further that rental my be reviewed by the proposers, who may also give notice to quit.
3. All items on the inventory provided to the proposer shall remain at the Village. Those that are on loan will be returned or an agreement negotiated.
4. The proposers will retain the necessary insurances.
5. The proposers shall have the right to sub-lease any part of the Village or assign the lease.
6. The proposers have free and total control over the activities at the Village save for normal health, safety and building regulations.
7. Council will be responsible for repairing flood damage. The proposers will absorb any loss of income caused by floods. Council to initiate timely repairs in the event of flood.

<u>Proposal by Australian Outback Connection</u>

Operators of the Australian Outback Connection have indicated that they propose to retain the current overall theme of the Village but divide the grounds into three distinct and marketable areas; these being picnic grounds, historic theme park and animal displays including sheep dog trials and sheep shearing area.

The proposers request a 6 (six) by 6 (six) year lease term and in recognition of proposed capital improvement an initial rent free period of one year is sought. Rental in the subsequent years shall be $20,000 per annum plus a percentage of gate takings, this being 10% in the first three years rising to 20% in the following three years. The proposers indicate a weekly gate taking of $2,500. There is an alternative option proposed which involves Council becoming a business partner on a profit sharing basis. However, overall control of the business would remain with Australian Outback Connection.

In regard to staffing, the proposers indicate that they would retain their own staff including an on-site caretaker. Management of the Waste Water Treatment Plant would remain the responsibility of Council. In regard to outgoings, the proposers would meet all usual outgoings, however Council would remain responsible for the payment of rates and taxes and building insurances.

There is recognition of the role of the volunteer groups which operate at the Village and the proposers, if granted a lease, intend to hold discussions with the groups as to a mutually agreeable working arrangement. The future of the retail businesses currently operating in the Village will be subject to assessment within the first three months of operation.

There is also the recognition in this proposal that there needs to be an injection of capital to improve the built structures and to reposition the image of the Village.

A comprehensive plan is submitted in regard to the first twelve months operation. For example, in the first three months, internal fencing will occur to separate the three activities and contacts will be made with various tour operators. Daily programs will be organised as will staffing and assessment of the retail facilities currently operating in the grounds. The plan includes the conduct of various ground improvements, staging of events and promotional activities. All existing bookings would be honoured.

Comparison of Proposals

As noted earlier in this report, it is not possible to compare the contents of the strategic plan with the leasing proposals as their methods of operation are not similar. Comparison of the leasing proposals comprises two elements - firstly a financial projection of returns to Council; and secondly an evaluation of non-financial considerations including those by attributes detailed earlier in this report. With regard to these items it is considered that special conditions be incorporated into the Lease Agreement to ensure performance of these items including the provision of a suitable Bank Guarantee.

1. Financial Projections

The following is a simplified financial analysis based on information provided by proposers.

Proposal One - Chris Wells & John Stephens

Year	$ Rental Income	$ Gate Takings	$ Rates & Taxes	$ Building Insurance	$ Saving CapEx	$ Total Cash Flow
1				(300)	33,333	33,033
2				(300)	33,333	33,033
3	15,600			(300)	33,333	48,633
4						
5						
6						
Net Income Over Life of Lease						114,699
Net Present Value of Lease						93,167

Notes

A. Lessee to provide $100,000 of capital improvements over first three years, which contributes to low rental of $300/week (for year 3 only). Note that years 1 - 2 are rent free periods.

B. Option to purchase APV made available in Year 4, or option for 15 year lease with annual rent reviews based on Consumer Price Index movements.

C. Lessee to meet all outgoings other than Building Insurance of $300 per annum, which is to be borne by Council.

Proposal Two - Australian Outback Connection

Year	$ Rental Income	$ Gate Takings	$ Rates & Taxes	$ Building Insurance	$ Saving CapEx	$ Total Cash Flow
1		13,000	(3,000)			10,000
2	20,000	13,000	(3,000)			30,000
3	20,000	13,000	(3,000)			30,000
4	20,000	26,000	(3,000)			43,000
5	20,000	26,000	(3,000)			43,000
6	20,000	26,000	(3,000)			43,000
Net Income Over Life of Lease						199,000
Net Present Value of Lease						131,226

Notes

A. First year of lease to be rent free.

B. Gatetakings based on:

10% for Years 1 - 3) Assuming takings of $2,500 per week
20% for Years 4 - 6)

C. Lessee to meet all outgoings other than Rates and Taxes of $3,000 per annum.

Conclusion

Based on the above information, it is difficult to compare the two proposals. It should be noted, however, that Proposal 1 (Chris Wells) is prepared to provide $100,000 of capital improvements to the APV over the first three years, and this needs to be considered in reaching a decision.

2. Evaluation of Non-Financial Considerations

What is the overall concept?

The Wells/Stephens proposal provides for a similar operation to that which currently exists. The Australian Outback Connection (AOB) proposal diversifies the existing facility through the addition of additional major activities including sheep dog trials and sheep shearing.

Will the integrity of the venue be retained?

Both proposals retain the basic integrity of the Village as an historical theme park and recreation venue.

What will happen to the historical artefacts, many of which have been donated or are on loan?

Both proposals recognise the ownership of the artefacts and display items and have requested consideration be given to reassessing their display and retention. This would be subject to further discussions between the lessee and the owners of each item in question.

What experience has the potential lessee in operating a business, particularly tourism ventures?

Resumes were attached to the proposals. From these it is noted that Chris Wells has local business interests and is active on the Windsor Economic Development Board. From a business perspective, there is a management background and a track record in sales, service and marketing, business development and improving profitability and operating efficiency of organisations in which Mr Wells has been involved.

Mr Stephens has a career in advertising and marketing and has been either director or co-founder of various restaurants. Mr Stephens is also president of the Windsor Economic Development Committee.

The principals of the Australian Outback Connection have had a history of being involved in the tourism industry. They currently operate as part of the Koala Park at West Pennant Hills and previously have been extensively involved in the operation of Tobruk Station. Numerous references accompanying their resumes attest to their activities and successes in these areas.

Will existing staff/contractors continue to be employed/hired?

Both proposals reserve the right to employ their own staff although it is noted that the Wells/Stephens proposal has indicated potential employment for the current Manager/Curator.

What role will the businesses operating within the Village play?

Both proposals recognise the existence of the businesses but reserve the right to reassess their continuing operation, set rental and other lease terms. The businesses currently operate under a licence agreement.

What arrangements are to be made regarding use of plant and equipment?

The AOB proposal requests that various plant and equipment utilised on the site; for example slasher, mowers etc be retained on site, with full maintenance responsibilities to be met by the AOB. Some further discussions would be required as to precisely what items would remain. There is no specific mention in the Wells/Stephens proposal regarding responsibility for the supply and/or maintenance of items of plant.

What role will the volunteer groups play under the proposed lease?

Both proposers indicate a willingness to continue recognition of those groups and incorporate them in future decisions.

General Comments

The strategic plan provides Council with the opportunity to continue ownership and control of the Village. However, initially there will continue to be an operating deficit associated with this proposal which it is anticipated will be reduced in later years.

The lease proposals represent an opportunity for Council to significantly reduce its financial exposure to the operation of the Village in the short term with a positive cash flow in the medium term, although there is a reduction in control of the operation of the Village. The inclusion of special conditions in a Lease Agreement can assist in ensuring that the lessee performs its various tasks and activities to the satisfaction of Council. Whilst the provision of a positive cashflow is appealing, some level of caution must be applied. That is, if Council has not been successful in operating the venue at a break even or profit basis, this begs the question of how another operator can do so and still provide a significant financial return through a rental stream.

Having regard to the details in the submissions received, and balancing the financial return with the items considered in the preceding checklist, the submission lodged by Mr Chris Wells and Mr John Stephens is supported.

RECOMMENDATION:

Council lease the Australian Pioneer Village Animal and Recreation Park to Mr Chris Wells and Mr John Stephens on the following terms:-

1. A lease of 3 (three) years shall apply with a commencement date of 1 July 1995.

2. Nil rental will be payable for 2 (two) years.

3. Rental in the third year shall be $15,600 (fifteen thousand six hundred).

4. Following the expiration of the initial lease term, the lessee be offered first option to purchase the property at a value to be negotiated at that time; the value having due regard to current market forces, capital improvements undertaken during the lease term and the value of stock and fittings. Should the option to purchase be declined, a further lease period of 15 (fifteen) years be offered to the lessee on a 5 (five) by 5 (five) by 5 (five) year basis with rental in the first year of the new term to be assessed at market level.

5. The lessee be responsible for outgoings including the consumption of all services separately metered or consumed on the site; power, telephone, water, gas and the payment of all rates and taxes levied on the property.

6. The lessor be responsible for outgoings including building insurance.

7. The lessee be responsible for building maintenance with Council responsible for items of structural repair.

8. The lessee be responsible for all costs associated with grounds maintenance with the grounds to be maintained at all times to Council's satisfaction.

9. The lessee be responsible for the payment of insurances including public liability in the amount of $50 million (fifty) and Workers' Compensation Insurance.

10. The lessee be responsible for compliance with the licence conditions in respect of the keeping of animals, operation of the miniature train with all costs associated with compliance to be met by the lessee.

12. The lessor be responsible for the operation of the Waste Water Treatment Plant and spray irrigation area with all operation and maintenance costs to be met by the lessor. The lessor shall have free right to enter the property and service the plant.

13. The lessee be responsible for the payment of legal costs associated with the preparation of the lease documentation.

14. A security bond in the amount of $20,000 (twenty thousand) be lodged.

15. All necessary documents be completed under the Common Seal of Council.

ATTACHMENTS:

There are no supporting documents for this report.

FN:OG328NBX.C08 ****** END OF ITEM 67 ******

ITEM: 68 CULTURAL WORKSHOP

FILE NUMBER: GR030/001 PT03/CSV

REPORT:

Following Council's previous resolution, a community meeting was held at Windsor Function Centre on 15 March to discuss the future cultural direction of the Hawkesbury. The response to the meeting was excellent with over 100 people in attendance.

Representatives from a wide range of areas participated, including artists, music groups, sculptors, writers, tourism operators, business people, craft workers, quilters, as well as interested residents and staff.

The need for a communication network for cultural organisations was identified by the group to assist in providing a coordinated and less fragmented approach to activities in the Hawkesbury. Cultural activities were seen to have an integral role in economic and community development in the City, particular in relation to tourism.

The following issues were seen as priorities for the Hawkesbury:

* Increase promotion of existing local music, art and cultural groups
* Establishment of a coordinating cultural body in the Hawkesbury
* Multi-purpose rehearsal and exhibition area required
* Regional Art Gallery for the area
* Assist tourism market by making it easy to find cultural attractions
* Greater integration between cultural groups, eg between writers, artists and musicians
* Extensions to the library for literary and local history development
* There is a need to enhance the `sense of the village' in the region
* More arts cultural projects for youth

Many at the cultural workshop expressed interest in being involved in a cultural network and endorsed the idea of establishing a cultural committee as an advisory body to Council.

The next stage of this cultural development initiative is to distribute the results of the meeting to all those present and to arrange a second stage meeting to develop an action plan.

RECOMMENDATION:

The information be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.
FN:OG328NCX.C07 ****** END OF ITEM 68 ******

ITEM: 69 MONTHLY FINANCIAL STATEMENTS - FEBRUARY 1995

FILE NUMBER: GF001/004 PT4/FNC

REPORT:

A. CASH EXPENDITURE WARRANT **m** 2/1995

SUMMARY - Accounts Paid

General Fund Nos.	33583	-	32986	8,585,686.60
Trust Fund Nos.	4323	-	4335	1,648,477.00
				____________
				10,234.163.60
				____________

CERTIFICATE BY RESPONSIBLE ACCOUNTING OFFICER

This summary Warrant presented above is fully supported by Vouchers and Invoices which have been duly certified as to the receipt of goods and/or rendition of services and as to prices, computations and costings and the amounts shown were due for payment. The detailed Warrant is available upon request.

L M Weatherstone
Divisional Manager of Finance

B. STATEMENT OF BANK BALANCES AND GENERAL MANAGER'S CERTIFICATE

STATEMENT OF BANK BALANCES AS AT 28 FEBRUARY 1995

GENERAL FUND	985,356.41 CR
TRUST FUND	34,967.53 CR
	1,020,323.94 CR

FORM 2

GENERAL

Balance - Cash Account as at 1 February 1995	1,050,958.42 CR
Receipts for period ended 28 February 1995	10,552,300.32 DR
	9,501,341.90 DR
Payments for period ended 28 February 1995	9,121,347.94 CR
	379,993.96 DR

Limit of overdraft arranged with bank $800,000.00

RESPONSIBLE ACCOUNTING OFFICER

I hereby certify that the Cash Book and Bank Statements have been reconciled in all funds as at February 1995.

L M Weatherstone
Divisional Manager of Finance

C. INVESTMENTS

Hereunder is the list of amounts invested:

Bank Bills

Period	Due Date	Rate	Account	Amount

Term Deposits

Period	Due Date	Rate	Account	Amount
37 Days	02.03.95	8.15%	Sewerage Fund	266,737.47
37 Days	02.03.95	8.15%	General Fund	103,262.53
37 Days	02.03.95	8.15%	General Fund	190,000.00
183 Days	03.03.95	6.36%	Sewerage Fund	839,582.37
183 Days	03.03.95	6.36%	General Fund	260,417.63
37 Days	08.03.95	8.04%	Sewerage Fund	400,000.00
37 Days	08.03.95	8.04%	General Fund	300,000.00
184 Days	08.03.95	6.33%	General Fund	380,000.00
30 Days	08.03.95	7.89%	General Fund	660,000.00
30 Days	08.03.95	7.89%	General Fund	1,140,000.00
180 Days	13.03.95	6.57%	General Fund	900,000.00
185 Days	20.03.95	6.58%	Sewerage Fund	700,000.00
90 Days	22.03.95	8.31%	General Fund	490,000.00
90 Days	22.03.95	8.31%	General Fund	680,000.00
63 Days	24.04.95	8.13%	Sewerage Fund	300,000.00
63 Days	24.04.95	8.13%	General Fund	200,000.00
63 Days	28.04.95	7.95%	General Fund	100,000.00
63 Days	28.04.95	7.95%	General Fund	600,000.00
81 Days	08.05.95	8.29%	Sewerage Fund	700,000.00
90 Days	16.05.95	8.33%	General Fund	500,000.00
90 Days	16.05.95	8.39%	General Fund	500,000.00
91 Days	29.05.95	8.01%	General Fund	300,000.00
91 Days	29.05.95	8.01%	General Fund	700,000.00
120 Days	28.06.95	8.17%	Sewerage Fund	2,000,000.00
397 Days	03.07.95	6.20%	General Fund	500,000.00
397 Days	03.07.95	6.20%	General Fund	500,000.00
730 Days	06.07.94	5.91%	General Fund	2,000,000.00
750 Days	26.07.94	5.86%	General Fund	2,000,000.00
730 Days	28.07.94	5.86%	General Fund	500,000.00
365 Days	15.09.95	7.80%	General Fund	1,000,000.00
396 Days	09.10.95	7.35%	General Fund	3,500,000.00

Australian Treasury Corporation

03.08.95	5.31%	Workers' Comp Board	200,000.00
03.08.95	7.26%	Workers' Comp Board	750,000.00
Short Term Investments		General Fund	1,050,000.00
			$25,210,000.00

RESPONSIBLE ACCOUNTING OFFICER

I hereby certify that the investments listed above are the total of all money that have been invested and that the investments have been made in accordance with the Act, Regulations and Council's investment policies.

L M Weatherstone
Divisional Manager of Finance

RECOMMENDATION:

The information be received.

ATTACHMENTS:

There are no supporting documents for this report.

FN:OG328NCX.F01 ****** END OF ITEM 69 ******