



general
purpose
committee

3
section

organisation
and
resources

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ITEM: 75 **Monthly Financial Report - July 2001****FILE NUMBER:** GF011/005/FNC/OGH28NAX.F07**REPORT:****July 2001**

Summarised below, are particulars of both the income received and the expenditure incurred by Council for the month of July 2001. This information is reconciled between the cashbook and the bank statement balance as at the end of July 2001. All expenditure is fully supported by vouchers and invoices which have been duly certified.

A. Cash Book Reconciliation - July 2001

Cash Book Balance as at 1 July 2001		(\$571,518.81)
Add: Receipts for month of July		<u>\$4,991,086.89</u>
		\$4,419,568.08
Less: Payments for month of July		
Cheque # 75236 - 75569	\$2,224,155.33	
EFT # 18712 - 18963	\$1,952,648.06	
Family Day Care Payments	\$49,271.99	
RTGS (Investment) Transactions	\$0.00	
Cancelled Cheques	(\$2,100.00)	
Miscellaneous (Bank Charges, Dishonours etc)	<u>\$19,684.86</u>	<u>\$4,243,660.24</u>
Cash Book Balance as at end of July 2001		\$175,907.84

Commentary

The cash book balance reflects the cashflow for the month. Essentially it is a summary of all of the receipts issued and the payments made for the month.

Expenditure for the month typically consists of payments to contractors, employee salaries, purchase of stores and materials and lease/loan repayments.

Family Day Care payments are processed every fortnight. On average, payments are made to 40 carers with a fortnightly value of approximately \$20,000.00

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B. Statement of Bank Balances - July 2001

Bank Statement Balance as at end of July 2001		\$336,641.24
Less: Unpresented Cheques		<u>(\$280,034.80)</u>
		\$56,606.44
Add: Outstanding Deposits	\$122,539.37	
Statement Credits not Receipted	<u>(\$3,237.97)</u>	<u>\$119,301.40</u>
Equals balance as per cashbook		\$175,907.84

Commentary

The bank account balance may vary significantly from the cashbook balance. The difference is made up of unpresented cheques, outstanding deposits and bank deposits not receipted, as indicated in the above reconciliation.

Unpresented cheques are cheques which have been drawn but have not yet been presented for payment by the payee. Outstanding deposits are monies which have been receipted at the council but have not yet been banked. Statement credits not receipted, are funds which have been directly deposited to Council's bank account which have not been receipted as at the end of the month.

Cash management procedures are in place that ensure adequate funds are available to meet daily expenditure obligations. Any surplus funds from receipts are invested so as to maximise interest earnings. Active cash management minimises the risk of Council's bank account going into an overdraft situation.

C. Investments - July 2001

The Local Government (Financial Management) Regulation requires that each month, details of all money that has been invested under section 625 of the Local Government Act, 1993 be reported to a meeting of Council.

The following table outlines the investment portfolio held by Council as at the end of July 2001. All investments have been made in accordance with the Act, Regulations and Council's Investment Policy.

Investment Type	Balance Brought Forward	Deposits	Withdrawals	Interest Paid	Balance End of Month
Managed Funds	\$29,059,290.74			\$123,165.45	\$29,182,456.19
On Call Funds	\$3,710,000.00	\$0.00	(\$2,800,000.00)		\$910,000.00
Term Investments	\$1,070,000.00				\$1,070,000.00
TOTAL	\$33,839,290.74	\$0.00	(\$2,800,000.00)	\$123,165.45	\$31,162,456.19

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Commentary

The official cash interest rate remained at 5.00% for the month of July. There has been no change in the official cash interest rate by the Reserve Bank since April 2001. Financial institutions remain mixed in their opinions as to whether there will be any further interest rate movements in the short term (1-6 months).

The investment portfolio decreased during July 2001. The decrease is attributed to the fact that there are very few rate receipts in July. This will not be the case in August as the 2001/2002 rate notices were issued at the end of July and the due date for the first instalment is 31 August 2001.

Geoff Banting
Responsible Accounting Officer

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 75 Oooo

ITEM: 76 Section 94 Contributions Plan**FILE NUMBER:** GP200/001 PT 8/CSV/OGH28NBX.C10**PREVIOUS ITEM:** 56, GPC Section 3 - Organisation & Resources (26.06.2001)

REPORT:

Council at its Ordinary meeting 10 July 2001 resolved to place the draft Section 94 Development Contribution Plan on exhibition for a period of not less than twenty eight (28) days and in addition Council resolved to have regard to cycleway facilities as part of this plan. The following report is provided.

The Section 94 Contribution Plan is a public document which contains Council's policy regarding developer's contributions. It details the anticipated demand as a result of new development and links this demand to the requirement for public services and amenities. The Section 94 report was advertised for twenty eight (28) days following its most recent review. The review was required due to the downturn in development. This is provided for in the Section 94 Contribution Plan Manual put out by the Department of Planning. *"If a slow down in development occurs or other factors lengthen the time frame developers and rate payers should be made aware of this and possible alternatives to provision. It is essential that all factors that affect the time frame are documented and made public with any changes to the schedule only being made as a result of further public participation in the amendment of the plan"*.

As a result of changes in development growth patterns, the Section 94 Contributions Plan has been revised in 1996, 1998, 2000 and 2001. In 1993 the estimated development growth was set at 2.2%. In the following years revised plans have seen growth from development reduced to 0.37% across all catchments.

During the advertising period, various correspondence has been received. Individual submissions were received from:

1. Louise McMahon, President Comleroy Road School of Arts
2. Steve Foster, Chairperson Yarramundi Community Centre
3. Peter Bell, resident Kurrajong Heights
4. G M Tilden, resident Kurrajong

In addition, support for the allocation of funds towards Comleroy Road School of Arts was received in proforma fashion with twenty nine (29) signatures. Correspondence has also been received from Council's external auditor, Mr Carl Millington.

Catchment 1 Community Facilities

Ms McMahon addressed the Council prior to the advertising of the draft Section 94 Plan (as President of the Comleroy Road School of Arts). Her submission requests that consideration be given to the upgrading and extension of the School of Arts and that the project be given priority

ahead of the scheduled North Richmond Community Centre. In her submission Ms McMahon acknowledges the contributions from new development for additional facilities. *“Since 1992 Council has sought contributions for the provision of community facilities in Kurrajong (variously Kurrajong Heights, Kurrajong/Grose Vale, Kurrajong and Blaxlands Ridge)”*.

The twenty nine (29) proforma responses also requested that contributions from the Comleroy precinct be used to upgrade and improve the Comleroy Road School of Arts as it is an existing community facility and that the use of Section 94 funds would be appropriate.

The request from Peter Bell of Kurrajong Heights also supported Comleroy Road School of Arts in the belief that *“money is available from developers contributions”* and requests that the School of Arts be renovated as it is a real *“gem”*.

Correspondence received from G M Tilden urged Council to upgrade Comleroy Road School of Arts and preserve a building of historical significance from Section 94 Plans.

As advised at the previous General Purpose Committee and in response to Ms McMahon, it is considered inappropriate to utilise Section 94 funds for the renovation, upgrade, improvement or preservation of the Comleroy Road School of Arts which is situated on Crown Land and held in trust by Comleroy Road School of Arts Inc. This advice has been supported by Council’s solicitor, Abbott Tout, who provided that it would not be prudent for Council to allocate Section 94 funds to a facility not owned or delegated to care, control and management under the Local Government Act. Further, the advice received raised concerns over the future maintenance, access and financial security of the facility.

As stated earlier, the Section 94 Contributions are for the provision of public services and amenities. The Local Government Act 1993 defines that *“public land means any land vested in or under the control of Council but does not include:*

- (b) land to which the Crown Land Act 1989 applies; or*
- (d) land subject to the trustees of School of Arts Enabling Act 1902.”*

The committee formed to recommend use of Section 94 funds for community facilities, recreational buildings and park improvements includes:

- The Director Community and Corporate Services
- Manager Community Services
- Manager Building Services
- Manager Parks and Recreation
- Management Accountant
- Two (2) community representatives

In relation to concerns raised over the equity of funds allocated in Catchment 1, Council is reminded that in excess of two hundred thousand dollars (\$200,000.00) was spent providing additions to the Community Centre at Blaxlands Ridge in 1997/1998. The additions at Blaxlands Ridge were identified in the 1996 Section 94 Plan review. In that Plan, priority was then given to the North Richmond Community Centre extension as next in line.

The North Richmond Community Centre extension is located in William Street, North Richmond and offers a range of facilities and services to the local community. The Centre operates three (3) funded projects (community development, youth programs and out of school hours). The Centre also provides a venue for twenty nine (29) diverse groups and delivers eleven (11) different and distinct services. The extensions at North Richmond should provide a purpose built venue catering for the needs of the population of Catchment 1.

The request from Steve Foster, Chairperson Yarramundi Community Centre pertained to the availability of funds for minor projects in relation to the opening ceremony for the Community Centre. These requests do not meet the purpose for which Section 94 funds are collected.

It is recommended that the extensions to North Richmond Community Centre, which has undergone extensive community consultation over many years, proceed.

Accountability of Developers Contributions

Correspondence has been received from Council's auditor, Mr Carl Millington, noting with some concern an article in the Hawkesbury Gazette Wednesday 1 August 2001 titled "*Our Money's Missing*" by reporter Ms Louise McMahon. Mr Millington's correspondence includes the concerns that "*public comment has been made in such a way as to unduly arouse community anxiety*" and has requested further details from an audit perspective ensuring the integrity and reliability of Council's management. As Council's auditor, Mr Millington has been provided with all records and registers pertaining to developers contributions and the expenditure since the inception of the first Section 94 Plan to ensure that they have been properly recorded. Council's external audit for the financial year 2000/2001 commences on 27 August 2001.

Cycleways

It has been requested that provision of cycleways be considered for inclusion in the Section 94 Plan.

Council's annual budget for establishing and improving the bicycle network within the City is currently \$100,000, of which \$50,000 is provided by the RTA. The current network comprises some 90km of local roads and approximately 48km of regional roads. The network concentrates on linking the major populated areas with recreation areas, education precincts and shopping areas. To date works have concentrated on the following:

- elimination of dangerous "squeeze points";
- linking gaps in the existing network;
- shoulder reconstruction on local roads;
- linemarking & signage; and
- initial work on "off road" networks.

The fundamental principles of any Section 94 levy are that

- (a) there must be a nexus between the development and the provision of or increased demand for public amenities and public services within the area; and

- (b) Section 94 cannot require a level of contributions from new development over and above what can be defined as reasonable for that development, bearing in mind other users.

To establish a reasonable levy based on the above principles, a calculation needs to take into account the existing level of service provision, any existing "backlog" of services and the apportionment of the cost of new facilities to new development. Given Council's current annual budget of one hundred thousand dollars (\$100,000.00) it is reasonable to assume that this amount is required to meet the "backlog" and establish a reasonable level of service provision. The estimate population growth rate over the four catchments over the next five (5) years one thousand and twenty (1020) people or 1.845% over five (5) years or 0.37% per year.

On the above assumptions (and taking into account apportionment as required by Section 94) the total contributions which could be levied is three hundred and seventy dollars (\$370.00) per year. There is an administration cost to Council for all contributions, and cost of levying this amount is likely to exceed the actual contribution. As an alternative, Council could establish a higher level of service, however there would need to be a proportional increase in Council expenditure to match contributions.

It is therefore considered that a Section 94 levy for cycleways across all catchments would not be a viable proposition. However, for specific release areas, such as the Pitt Town Urban Investigation Area individual Section 94 plans will be prepared and these may include cycleway networks within the development area and contributions for linkages to other cycle destinations. This is considered to be the most effective way of providing cycleways for population growth.

RECOMMENDATION:

That the Section 94 Contribution Plan 2001 be adopted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 76 Oooo

ITEM: 77 Inquiry into the Hawkesbury-Nepean Catchment Management Trust

FILE NUMBER: GR060/075 Pt4/GMA/OGH28NAX.G08

REPORT:

The General Purpose Standing Committee of the Legislative Council is to inquire into and report upon the Hawkesbury-Nepean Catchment Management Trust. The Terms of Reference are as follows:

- (a) *the reasons for the abolition of the Trust,*
- (b) *the level and adequacy of the consultation undertaken on abolition of the Trust,*
- (c) *whether any act or omission of the Trust may have impacted on the decision to abolish the Trust, and in particular the Trust's opposition to the proposed development of the ADI site at St Mary's and other major developments in the south Creek catchment of the Hawkesbury Nepean,*
- (d) *the impact of the abolition of the Trust on the environment of the Hawkesbury Nepean Catchment,*
- (e) *the effectiveness of the Trust in improving the health of the Hawkesbury Nepean Catchment,*
- (f) *the effect of Government activities on the ability of the Trust to carry out its functions,*
- (g) *the costs and benefits of transferring the functions of the Trust to the Department of Land and Water Conservation,*
- (h) *the level of public confidence in the ability of the Department of Land and Water Conservation to carry out the functions and programs of the Trust,*
- (i) *the appropriateness of the Department of Land and Water Conservation to implement the Hawkesbury Nepean Strategic Plan prepared by the Trust,*
- (j) *the appropriateness of the Department of Land and Water Conservation to fulfil the major strategic role identified for the Trust in delivering the goals of the proposed Statement of Joint Intent for the Hawkesbury Nepean River System.*

Any submission has to be with the Committee by the 31 August 2001, and the Committee intends to report by 30 November 2001. The Committee members are:

The Hon Richard Jones MLC (Chair)	Independent
The Hon Jan Burnswoods MLC Deputy Chair	Australian Labor Party
The Hon Richard Colless MLC	National Party
The Hon John Jobling MLC	Liberal Party
The Hon John Johnson MLC	Australian Labor Party
The Hon Malcolm Jones MLC	Outdoor Recreation Party
The Hon Janelle Saffin MLC	Australian Labor Party

RECOMMENDATION:

That the Legislative Council's General Purpose Standing Committee inquiry into the Hawkesbury-Nepean Catchment Management Trust be advised that the Council saw the Trust undertook an

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advocacy role for the river that was not and is not undertaken by other agencies, and that it was the basis for providing a number of localised on-ground volunteer programs that will be difficult to replace.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 77 Oooo

ITEM: 78 **Code of Meeting Practice****FILE NUMBER:** GC 070/005 PT 12, GR020/008/CSV/OGH28NBX.C06

REPORT:

The Local Government Act provides that Council may adopt a Code of Meeting Practice incorporating requirements of the Act and Regulations concerning the conduct of meetings.

On adopting the Code, General Purpose Committee and Council Meetings must be conducted in accordance with the provisions of the Code. The Code was last updated in April 1999 and due to subsequent legislative changes and the request for a revamped format for the document, the Code is currently under review.

Notwithstanding this, the question was raised at a recent Council Meeting regarding provisions related to the recording of the meeting proceedings and the time frame in which they will be destroyed. In respect of this issue, the current document notes as follows:

For the purpose of compiling the minutes of General Purpose Committee and Ordinary Meetings, each meeting shall be taped with the tapes being destroyed three months after the adoption of the minutes by Council, in accordance with the General Records Disposal Schedule for Local Government in New South Wales. Access to the tapes, by the public shall be through Council's Freedom of Information Policy. The minutes of meetings can be viewed by the public under supervision of an employee designated by the General Manager.

It has been suggested that this provision is not consistent with Council resolutions associated with the review of the Code in early 1999. Investigations have revealed that the wording is in fact incorrect and the following wording as it appeared in the Code prior to the review in 1999, is still applicable:

For the purpose of compiling the minutes of General Purpose Committee and Ordinary Meetings, each meeting shall be taped and the tapes are to be kept until minutes of the meeting are ratified by Council. Access to the tapes, by the public shall be through Council's Freedom of Information Policy.

It is pointed out that the oversight is a result of suggestions at the time that the Code be reviewed and tapes be destroyed three months after adoption of the minutes by Council. Also, when the Code was placed on public exhibition, there was a submission suggesting that the tapes be retained for a period of not less than three years. This being on the basis that they are essential to provide accurate information for any investigations by the Department of Local Government and provide protection for Councillors against hearsay. It being understood that the Department of Local Government does not pursue breaches of the Code of Conduct and the Act after three years.

Taping of meetings is permissible under the Local Government Act and Regulations and they are generally taped to ensure the accurate recording of the minutes of meetings.

Attached is a copy of the resolution of the Council Meeting held on 9 March 1999 which in Part 2 recommends the taping of Committee and Council Meetings continue. Subsequently, this resolution effectively provides that the tapes of meetings be kept until the minutes of meetings are ratified by Council, as documented in the Code of Meeting Practice prior to April 1999.

RECOMMENDATION:

That:

1. The information be received and noted.
2. That tapes of General Purpose Committee and Council Meetings be kept until the minutes of meetings are ratified.

ATTACHMENTS:

AT-1 Extract - Minutes of Council's Ordinary Meeting held on 9 March 1999.

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Extract of Minutes 9 March 1999

oooO END OF ITEM 78 Oooo

ITEM: 79 **Application for Sponsorship of Kurrajong Scarecrow Festival to be held 12 October to 27 October 2001**

FILE NUMBER: GC030/007 PT7/CSV/OGH28NBX.C01

REPORT:

A request has been received for sponsorship of the Year 2001 Kurrajong Scarecrow Festival to be held in Kurrajong and district 12 October to 27 October 2001. The event is being presented by the Kurrajong Small Business and Community Forum, which has secured a high degree of community and commercial support.

In addition to the previous printing of 10,000 newsletters, an application has been made under the Fruits of the Hawkesbury Festival for \$600 (six hundred dollars). This application is specifically in support of the Spectacle of Scarecrows to be held in Centennial Park, Kurrajong on 21 October 2001, and will be considered by the Cultural Committee at its meeting of 15 August 2001.

The organisers are also seeking the following cash and in-kind support:

- **Printing** 10,000 leaflets (approximate value \$250.00 [two hundred and fifty dollars])
- **Delivery of leaflets** Contribution of \$650.00 (six hundred and fifty dollars)
- **Signage** Updating information on previously supplied banners
- **PA System** Contribution of \$600.00 (six hundred dollars) towards hiring charges

The Kurrajong District Scarecrow Festival is entering its fifth year. It has proven itself to be a popular community event, well supported by Hawkesbury residents and visitors, and having a significant impact on the revitalisation of the Kurrajong district.

The request can be met from the existing Art and Historical budget. The organisers have been advised that requests for future funding are to be directed to the Community Cultural Grants Program.

RECOMMENDATION:

That assistance in cash and in-kind to the value of \$1,600.00 (one thousand six hundred dollars) be provided to the organisers of the Kurrajong Scarecrow Festival, such funds to be appropriated from the existing Art and Historical budget.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 79 Oooo

ITEM: 80 **Juleve's Cafe - 22 Fitzgerald Street, Windsor****FILE NUMBER:** GC283/031 PT3/CSV/OGH28NBX.C04

REPORT:

The Council owned premises located at 22 Fitzgerald Street, Windsor and operating as Juleve's Cafe, also include public amenities facilities within the premises.

The premises are currently leased to Ms Julie Dobson and Mr Steve Balfour on a three year basis, with a five year option. The agreement commenced in January 2001 at a rental of \$400.00 per week plus GST for the initial year of the term, and the rental is to be reviewed to the Consumer Price Index for Sydney on annual basis. The Lease Agreement provides that the lessees are required to maintain the public amenities facilities within the premises on the Council's behalf and to ensure the facilities are available to the public whilst the business is operating. Council provides at no charge to the lessees, all consumables ie, soaps, toilet paper, etc and cleaning materials as well as covering the cost of the sanitary service. The current and previous tenants have all been advised of this responsibility during the lease negotiation process. However, once the lease commences operating, the tenants have realised the full impact of this requirement and a number of related issues and concerns have been raised.

The current tenants in realising the cost of providing the service and associated issues, have requested a subsidy or reduction of rental of \$100.00 per week for the maintaining of the public amenities. They note that as a result of public usage, they are required to clean the facilities more regularly than originally anticipated and during peak time employ additional staff to ensure health regulations are being adhered to, ie, serving and food preparation staff are not involved in cleaning. In recognition of their role in providing and cleaning the amenities for general public usage, it was suggested to the tenants that a \$50.00 per week reduction in rental may be more appropriate, given that the amenities are also provided for the convenience of their customers and the provision of the amenities is a requirement of the use of the premises. Also, as noted above, Council is already meeting the cost of consumables, cleaning materials and the sanitary service. Despite this proposal, the tenants have requested that consideration be given to their original request of a \$100.00 per week reduction in rental as a subsidy for cleaning the public amenities.

It is noted that a complaint was made to Council staff and at the last Council meeting, by a member of the public, regarding the mothers' room within the premises no longer being available. Whilst a mothers' room was originally provided within the premises, there is no requirement under the lease to provide same in addition to the public amenities. The tenants however have confirmed that they closed the facility as users of the room were leaving the facilities in an unpleasant condition following baby changing and other activities. As a result, complaints were received from other users. The tenants are not in a position to clean the mess on demand whilst they are attending to customers and especially whilst preparing and serving food. It is understood that the demand for the use of this facility is fairly minimal and the signs indicating public amenities are available within the premises, do not indicate baby change room facilities are available. Accordingly, closure of the mothers' room is supported.

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In relation to the request for a reduction in rental, whilst recognising the tenant provides a service through cleaning the amenities facilities for general public use, consideration needs to be also given to the fact that the amenities are also provided and cleaned for the convenience of their customers and this is a requirement of the use of the premises. Subsequently, a reduction of rental of \$50.00 per week is considered fair and reasonable.

RECOMMENDATION:

That Council advise the tenants of 22 Fitzgerald Street, Windsor that in recognition of their role in the cleaning of the public amenities facilities available within the premises, Council is prepared to reduce the rental by \$50.00 per week.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 80 Oooo

ITEM: 81 **Review of Fees and Charges - Hawkesbury Community Transport Service**

FILE NUMBER: GC200/002/CSV/OGH28NBX.C02

PREVIOUS ITEM: 39, GPC Section 3 - Organisation & Resources (29.05.2001)

PREVIOUS ITEM: 325, Ordinary (12.12.2000)

PREVIOUS ITEM: 224, Ordinary (11.07.2000)

REPORT:

Hawkesbury City Council assumed the interim auspice for the Hawkesbury Community Transport Service in June 1999. The purpose of the interim auspice was to enable Council to undertake a review of the Service in order to identify a restructure plan to secure the effective operation and long-term financial viability of the Service.

In February 2000, a Draft Review document (outlining a restructure plan for the Service) was prepared and released for public consultation. In March 2000, Council endorsed the implementation of 25 recommendation outlined in the Review Document. The core thrust of the recommendations included:

- \$ the employment of casual drivers to provide for greater flexibility and efficiency in the delivery of transport services;
- \$ the leasing of a vehicle fleet to avoid the accrual of a crippling vehicle replacement liability; and
- \$ the introduction of revised transport schedules to lower the cost of transport services to the Services core client group.

As reported to Council in May 2001, the restructure of the Service has been completed. At this meeting, Council resolved to delegate responsibility for the day-to-day management of the Service to Peppercorn Services Inc. (an incorporated association established to provide a professional board of management for the Service). Council staff are currently working with community organisation to finalise the membership and operation of Peppercorn Services Inc.

On the basis of the restructure plan outlined in the March 2000 Review, a proposed schedule of fees and charges was adopted for the 2000/2001 financial year. The existing schedule was re-adopted in May 2001 (with some minor amendments) for implementation in the 2001/2002 financial year.

In order to assess the full impact of the restructure, Council staff adopted a conservative budgetary position for 2000/2001. The preliminary financial result for the 2000/2001 financial year (the first full twelve-month accounting period since the implementation of the restructure plan) points to a very positive financial outcome for the Service. A combination of reduced employee costs, operating efficiencies and cost-effective fleet management is likely to create scope for reducing fees and charges for the remainder of the last three quarters of 2001/2002 financial year.

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Following discussions with the Service staff and the interim board of Peppercorn Service Inc., it is proposed to fund service enhancements to increase the capacity of the Service to meet the needs of residents in outlying areas and to reduce fees and charges.

It is proposed to trial these service enhancements for the remainder of the 2001/2002 financial year to determine if they can be sustained over the longer term. Service staff are confident that with the implementation of further operating efficiencies, the lower unit-cost for transport services can be maintained. Council staff are also currently negotiating with the funding body to secure additional recurrent funding to support the Service's 'isolated residents project'.

The following table summarises the proposed changes to the schedule of fees and charges (GST Exclusive):

Category	Current Charge	Proposed Charge
Senior/Dementia Day Care (GST Exempt)	\$5.50 per head	\$3.30 per head
Eligible HACC Groups (GST Exempt)	70c for first 150km, then 45c km for each kilometre over 150km (plus cost of driver where applicable).	50c for first 100km, then 25km for each kilometre over 100km (plus cost of driver where applicable).
Youth Groups	90c for first 100km, then 45c km for each kilometre over 100km (plus cost of driver and petrol).	65c for first 100km, then 25km for each kilometre over 100km (plus cost of driver and petrol).
Not for Profit Community Groups	135c for first 100km, then 45c km for each kilometre over 100km (plus cost of driver - if used - and petrol).	75c for first 100km, then 50c km for each kilometre over 100km (plus cost of driver - if used- and petrol).
Commercial Hire	135c for first 100km, then 45c km for each kilometre over 100km (plus cost of driver - if used - and petrol).	135c for first 100km, then 50c km for each kilometre over 100km (plus cost of driver - if used - and petrol).
Individual Transport Shopping (GST Exempt)	Less than 1km - \$2.50 1 to 5km - \$5.00 5 to 7km - \$7.50 7.5 to 10km - \$10.00	Less than 1km - \$2.50 1 to 5km - \$4.00 5 to 7km - \$6.00 7.5 to 10km - \$8.00
Individual Transport Medical (GST Exempt)	Less than 25km (50c per km) 25 to 50km - \$25.00 51 to 75km - \$30.00 76 to 100km - \$35.00 101 to 150km - \$40.00 151 to 200km - \$50.00 201 to 250km - \$60.00 over 250km (POA)	Less than 25km (50c per km) 25 to 50km - \$25.00 51 to 75km - \$30.00 76 to 100km - \$34.00 101 to 150km - \$38.00 151 to 200km - \$47.00 201 to 250km - \$56.00 over 250km (POA)

This proposed schedule of fees and charges represents a significant reduction in the cost to clients of individual and group transport services - indeed the charges are substantially less than those that were operating at June 1999 when Council assumed the interim auspice of the Hawkesbury Community Transport Service.

While the restructure of the Service did generate community concern (as all change processes do) the commitment given by Council to secure the long-term viability of the Service through the provision of cost-effective services has been realised. The achievement of these aims has enabled Council to reduce the costs of these services and to ensure that Peppercorn Services Inc. will take on responsibility for managing an efficient and effective community transport service.

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RECOMMENDATION:

That the proposed revised schedule of fees and charges for the Hawkesbury Community Transport Service be advertised.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 81 Oooo

ITEM: 82 **Temporary Road Closure - Freedom of the City Parade**

FILE NUMBER: GC030/008 PT 2/CSV/OGH28NBX.C12

REPORT:

On Saturday 1 September 2001 the RAAF Richmond will be exercising their right to Freedom of the City of Hawkesbury.

The parade is scheduled to marshal in Holland's Paddock, adjacent to Johnston Street at 10.20am. It will step off at 10.30am entering the Terrace, turning into Fitzgerald Street and will proceed southbound down George Street. The Parade will halt for a ceremonial challenge at Christie Street and proceed right into McQuade Park for further formalities.

In order to minimise disruption to traffic along the route, intersections will be closed by a system of rolling closures.

Approval is sought for the following temporary road closures in Windsor on Saturday 1 September 2001 between 10.20am and 11.15am:

- The Terrace between Johnson and Fitzgerald Street;
- Fitzgerald Street between The Terrace and George Street; and
- George Street between Fitzgerald Street and midway between Richmond Road and Dight Streets.

Special Event Clearways will also need to be implemented between 7.00am and 11.15am on the eastern side of George Street between Fitzgerald street and Richmond Road and on the Western side of George Street between Catherine Street and midway between Tebbutt Street and Richmond Road.

Local Police, the Chamber of Commerce and the Roads and Traffic Authority will be advised of this event.

RECOMMENDATION:

That:

1. The following temporary road closures be permitted in Windsor on Saturday 1 September 2001 between 10.20am and 11.15am:
 - The Terrace between Johnson and Fitzgerald Street
 - Fitzgerald Street between The Terrace and George Street

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- George Street between Fitzgerald Street and midway between Richmond Road and Dight Streets
2. Special Event Clearways be approved to be implemented between 7.00am and 11.15am on the eastern side of George Street between Fitzgerald Street and Richmond Road and on the Western side of George Street between Catherine Street and midway between Tebbutt and Richmond Road.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 82 Oooo

ITEM: 83 **Hawkesbury Heritage Farm (formerly Australian Pioneer Village)****FILE NUMBER:** GC283/107 PT7/CSV/OGH28NBX.C05

REPORT:

It is noted that the initial five year lease between Mr Chris Wells and Council in respect of Hawkesbury Heritage Farm (HHF), will expire on 31 December 2001.

The Agreement provides for two five year option periods, with Mr Wells indicating that he wishes to exercise the first five year option from January 2002. Mr Wells has requested that there be a nil commencement rental on the basis that he is responsible for all outgoing associated with the business and premises and the day to day grounds and buildings maintenance. It is pointed out that no rental was payable for the first two years of the current term on the basis that he was to inject significant expenditure on improvements to the facility and marketing and promotion. The rent free period was later extended for a third year and Mr Wells has been required to pay rental of \$15,600 for last year and the current year plus outgoings and maintenance expenses. Due to trading difficulties and the high cost of operating the site as a tourist facility, Mr Wells has not been able to meet current rental and some of the outgoings commitments under the lease. At present, \$43,415.60 in rental and outgoings plus \$12,445.00 in rates are outstanding. However, he is due a credit for electricity consumption associated with the sewerage treatment plant located within Hawkesbury Heritage Farm, which is metered and paid on the same account as for the farm. It is expected that the credit will be in the order of \$18,000.00 and therefore the current debt is approximately \$38,000.00. In relation to the land in Pitt Street, Windsor that Mr Wells leases from Council for agistment purposes, the arrears in rental have been cleared.

Australian Pioneer Village, as the facility was formerly known was acquired by Council in 1985 and managed and operated initially as a Council run facility and later during the two years prior to leasing of the facility, it was managed by The Friends of APV. During the period the facility was managed by Council, operational losses regularly exceeded \$50,000.00 per annum and The Friends of APV also experienced difficulty meeting budget and operational targets. Subsequently, despite the arrears accumulated by Mr Wells, Council is in a more favourable financial position having leased the facility over the past five years. Given the trading difficulties, it is proposed that the rentals for the last two years be waived and that nil rental be applied for at least the initial twelve months of the new term with Mr Wells, subject to audited financial statements being provided to Council for inspection on an annual basis and a rental may be applied if there is an improvement in trading. This proposal is also subject to Mr Wells meeting all the operational expenses associated with the village and outgoings including Council rates on the property, sewer and garbage charges which for the current financial year amount to \$5,851.00.

Investigations have revealed that the majority of theme parks and venues similar to HHF experience trading difficulties due to the high cost of staffing, promoting and maintaining the facilities to a standard to attract visitors. Also, significant capital investment is required to upgrade facilities or provide new visitor experiences to generate return trade. In fact, Sovereign Hill located in Ballarat, Victoria and Old Sydney Town have required significant investment from the respective State Governments to continue their operations and Fairfield City Farm incurs operational losses of

approximately \$500,000 per annum. Leyland Brothers World and Timbertown located on the NSW North Coast, have both closed down. As a result, it is expected that there would be little demand from other parties for the leasing of the facility or the purchase of the site as an ongoing concern.

RECOMMENDATION:

That:

1. Council permit Mr Chris Wells to exercise the five year option available under the lease of Hawkesbury Heritage Farm, and the seal of Council be affixed to all the relevant documentation.
2. The rental for 2000 and 2001 of \$15,600.00 per annum be reversed and that no rental be applied for the first year of the option period, with rental to be reassessed at the end of the first year following the provision of audited financial statements for the operation of the facility.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 83 Oooo

ITEM: 84 **Application for Sponsorship of a Jazz Concert to be held in Richmond Park on 18 November 2001**

FILE NUMBER: GR030/003 PT2/CSV/OGH28NBX.C14

PREVIOUS ITEM: 66, GPC Section 3 - Organisation & Resources (31.07.2001)

REPORT:

Council at its Ordinary meeting 14 August 2001 resolved to defer this matter to the next General Purpose Committee. The report is reproduced below:

“A request has been received for sponsorship of a Jazz Concert to be held in Richmond Park on Sunday 18 November 2001. The event is being coordinated by Liz Holtham, who has secured a high degree of community and commercial support for the proposal, which is seen as a means of providing free quality musical entertainment for the community.

This matter has come before the Committee because although the Grants and Donations Policy came into effect on 1 July 2001, the first round of funding applicable to this request closes 30 September 2001, too late for planning of this event.

A communication plan is currently being implemented to advise the community of the new policy but a period of grace will be necessary because of the lead time involved in planning major events.

The concert has been planned around the availability of the RAAF band, a popular drawcard which offers an impeccable standard of musicianship. Local groups have also been approached to perform, including the St Paul's Grammar School Band and the Zoo International Youth Big Band. A number of professional artists would be engaged to complete the program.

This is the second year of this event, which went ahead in 2000 despite inclement weather. The efforts of the organisers to salvage the event, including moving various acts into local cafes and arcades, were very impressive.

A direct result of this initiative is the formation of the Hawkesbury Jazz Club, which now has thirty financial members and has made a significant contribution to the cultural life of the area. The club has assisted other groups and events, including the Bilpin Bite and the St Matthews Church Restoration Appeal.

It is expected that approximately three thousand dollars (\$3,000.00) will be raised by appeals to local businesses, and a further three thousand dollars (\$3,000.00) has been applied for under the Western Sydney Arts Incentive Scheme.

Sponsorship of seven thousand dollars (\$7,000.00) is considered appropriate and can be accommodated from the existing cultural (performing arts) budget.”

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Meeting Date: 28 August, 2001

Item: **84**

RECOMMENDATION:

That seven thousand dollars (\$7,000.00) be made available to the Hawkesbury Jazz Club to assist with the staging of the second Hawkesbury Jazz Festival.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 84 Oooo

ITEM: 85 General Purpose Financial Report and Special Purpose Financial Report for 2000/2001**FILE NUMBER:** GF001/001 PT3, GF001/007 PT1/FNC/OGH28NBX.F03

REPORT:

Council's General Purpose Financial Report and Special Purpose Financial Report for the period ended 30 June 2001, have now been completed. In accordance with the Local Government Act (1993) and the Code of Accounting Practice and Financial Reporting, a resolution by Council is required to have both sets of reports referred to Council's Auditors, Millington SBS, for audit.

The General Purpose Financial Report has been drawn up in accordance with:

- the Local Government Act 1993, and Regulations;
- the Local Government Code of Accounting Practice and Financial Reporting;
- the applicable Australian Accounting Standards and any other mandatory professional reporting requirements; and
- the Local Government Asset Accounting Manual

whilst the Special Purpose Financial Report has been drawn up in accordance with:

- the Local Government Code of Accounting Practice and Financial Reporting;
- the applicable Australian Accounting Standards and any other mandatory professional reporting requirements; and
- the Local Government Asset Accounting Manual.

The Annual Financial Reports are required to be referred to the Auditor within 2 months of the end of each Financial Year.

A detailed report of results from operations will be submitted following completion and receipt of the Auditor's report.

RECOMMENDATION:

That the Statement in the approved form on the General Purpose Financial Report and the Special Purpose Financial Report for the period ended 30 June 2001, be endorsed in accordance with Section 413 of the Local Government Act and the Local Government Code of Accounting Practice and Financial Reporting. Further, that the Committee exercise its delegation of the Whole Council to resolve this matter.

ATTACHMENTS:

- AT-1** Statement by the Council on the General Purpose Financial Report and Special Purpose Financial Report for the year ended 30 June 2001.

ORGANISATION AND RESOURCES

Meeting Date: 28 August, 2001

Item: **85**

Statement by Council on General Purpose Financial Report

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Statement by Council on Special Purpose Financial Report

oooO END OF ITEM 85 Oooo

ORGANISATION AND RESOURCES

Meeting Date: 28 August, 2001

Item: **86****ITEM: 86 Payment of External Organisations****FILE NUMBER:** GC210/014 PT3, GC155/001 PT3, GM001/021
PT14/FNC/OGH28NBX.F09**PREVIOUS ITEM:** 213, Special (24.06.2000)

REPORT:

Set out below are the summarised financials as at 30 June 2001 for the external organisations Council resolved to allocate funds for economic development for 2000/2001 at its Special Council Meeting on 24 June 2000.

Organisations (Unaudited Results)	Operating Income	Operating Expenses	Surplus (Deficit)
Hawkesbury Sports Council Inc	\$455,121.82	\$502,563.10	(\$47,441.28)
Hawkesbury City Chamber of Commerce	\$166,376.40	\$167,576.61	(\$1,200.21)
Tourism Hawkesbury Inc	\$201,579.48	\$224,772.60	(\$23,193.12)
Hawkesbury Skills Inc	\$25,983.00	\$7,656.92	\$18,326.08
Hawkesbury Economic Development Advisory Committee	\$30,000.00	\$14,911.89	\$15,088.11
Hawkesbury Harvest Inc	\$59,594.00	\$6,256.87	\$53,337.13

Hawkesbury Sports Council Inc.

Hawkesbury Sports Council Inc (HSCI) has reported an operating deficit for the period ending 30 June 2001 of \$47,441.28 (forty seven thousand, four hundred and forty one dollars and twenty eight cents). The operating loss has been funded from previous reporting surpluses.

HSCI continues to maintain and manage Council's sporting facilities including mowing, cleaning and repair, as well as collecting fees from users of the facilities. Security of the facilities are also the responsibility of HSCI. Council's funding allocation for 2000/2001 was \$544,809.00 (five hundred and forty four thousand, eight hundred and nine dollars).

Projects completed by HSCI over the last twelve (12) months include:

- Upgrades of Woodlands Park, Icely Park & Richmond Park amenities.
- New amenities at Kemsley Downs.
- New fencing at Tamplin Field and Colbee Park Baseball Grounds.
- Awnings to the amenities at Bensons Soccer, Bensons Softball, Bensons Cricket, Tamplin Field and Turnbull Oval.

- Bench seating to Vineyard Park, Bensons Softball, Turnbull Soccer, Bensons 6 & 7 cricket wickets & Bounty Reserve.
- Floodlights to Colonial Reserve.
- Erection of a grandstand at Bensons Soccer Ground.
- Installation of water storage facility and upgrade of the Bensons Lane irrigation system.
- Upgrade of electrical supply to Bensons Cricket Building, Turnbull Tennis & Netball Courts.
- Icely Park power supply.

Works programmed subject to section 94 allocation and Government Grants approval include:

- Detailed assessment of all grounds under Sports Council's control.
- Purchase of additional land at Bensons Lane.
- Training lights at Bensons Soccer.
- Bensons Baseball & Berger Road Reserve shade awnings to amenities.
- Shade shelters at Woodlands Park, Kemsley Downs & Colbee Park.
- Upgrade of existing and inclusion of disabled toilet facility at Icely Park.
- Safety signs for all grounds.
- Closure of underneath Bensons Grandstand for storage.
- Practice cricket nets at various grounds.
- Colbee Park baseball back nets.
- Landscaping to Bensons Lane Complex, Colbee BMX & Colbee Baseball.
- Turnbull Oval improvements.
- Irrigation to Berger Road Reserve.

The operating loss has been funded from previous reporting surpluses.

Hawkesbury City Chamber of Commerce

Hawkesbury City Chamber of Commerce (HCCC) has reported an operating deficit for the period ending 30 June 2001 of \$1,200.21 (one thousand, two hundred dollars and twenty one cents). Council's funding allocation for 2000/2001 was \$80,000.00 (eighty thousand dollars).

A summary of HCCC actions incorporating the Mainstreet Program for the period reported include:

- Organised and implemented the successful Mother Days - shopping promotion.
- Developed the Hawkesbury Mainstreet Banner Strategy in collaboration with Hawkesbury Event Action Team (HEAT) members.
- Compiled reviews of "where shoppers come" for Businesses as a result of past shopping promotions.
- Assisted Tax Officers in the Council offices and at the Windsor office for four (4) days to supply information and assistance to local business on completing BAS statements.
- Engaged in, and encouraged ongoing communications between retailers on Mainstreet issues.
- Attending HEAT meetings at Hawkesbury City Council.
- Distributed flyers on mainstreets for Safety Committee Meeting.

- Collaborated with Hawkesbury City Council and Hawkesbury Harvest for Red Shield Appeal, through distributing flyers to businesses on Mainstreet and to members.
- Collaborating with Hawkesbury City Council to design and construct signage on Windsor Mall - have completed Inventory of businesses on the Mall and in process of securing participants.
- Collaborating with Hawkesbury City Council and retailers on George Street to activate the Coles facade and pavement improvement project.
- Erected White bows for Mothers Day across Windsor & Richmond Mainstreet.
- Contributed to the "Healthy Cities Hawkesbury Visioning Project" by attending meetings and workshops. This is a collaborative research project being undertaken by Joanna Moylan, a graduate of UWS Hawkesbury.
- Collaborating with Carnivale committee for Sunday 16 September - plans for Chamber Mainstreet float in parade and to assist with schools Maypole Project.
- Re-energising the Mainstreet Committees (Windsor, North Richmond, South Windsor) and collaborating with already existing Richmond Committee to establish a co-ordinated strategy for the expenditure of the Mainstreet budget.

Tourism Hawkesbury Inc.

Tourism Hawkesbury Inc. (THI) has reported an operating deficit for the period ending 30 June 2001 of \$23,193.12 (twenty three thousand, one hundred and ninety three dollars and twelve cents). The loss has been covered by accumulated funds held from previous years. Council's funding allocation for 2000/2001 was \$90,000.00 (ninety thousand dollars).

Operations of THI for the twelve (12) month period was highlighted by the first place awarded to TMI in the Western Sydney Tourism awards.

The Visitors Information Centre at Clarendon has continued its focus on improved customer service and image with the introduction of a new uniform and training for staff and ambassadors.

The distribution of visitors guides has continued at a rate which far outweighs expectations. It is anticipated that this will have a positive impact in making people aware of the highlights of the Hawkesbury area and will in turn, increase the number of visitors to the area.

THI's Tourism Manager has continued to develop co-operative programs with other regional Tourism associations. This is an ongoing program and should once again promote the Hawkesbury area in a positive manner.

The Hawkesbury Community Website has continued to increase its usage through numerous changes occurring to the search engines. Expressions of interest have occurred in a number of areas on the site, including the booking and enquiry section.

Hawkesbury Skills Inc.

Hawkesbury Skills Inc. (HSI) has reported an operating surplus for the period ending 30 June 2001 of \$18,326.08 (eighteen thousand, three hundred and twenty six dollars and eight cents). Council's

funding allocation for 2000/2001 was \$21,183.00 (twenty one thousand, one hundred and eighty three dollars).

Progress on the Agricultural Database funded by Council (also known as the Hawkesbury Food Grower and Sydney Retailer Directory) is as follows:

- The directory will be printed and distributed by late August. Delays relate to University research interns not managing work loads consistent with the financial year and doing blocks of work in the University break.
- Data gathering is finalised and formatting is in progress. There has been a successful response from growers offering a wide range of produce.
- Resistance from retailers in participating caused HSI to compile lists of other useful marketing options such as Sydney food processors, regional markets and e-grocers.
- The directory will be in A5 format and be of approximately 70 pages.
- Hawkesbury Harvest has agreed in principle to take on the directory and facilitate its evolution and HSI is discussing the viability of this action at present.
- A final project report will be presented when the project is completed. This report will include research findings that will identify positive directions for improving Hawkesbury agriculture's economic viability.
- It is estimated that there will be cost savings in printing due to a smaller directory than first envisaged, which will be returned to Council. These savings will be in the vicinity of \$3,500.00 (three thousand, five hundred dollars). It is envisaged that the cost of internships will still be incurred as payment will go to UWS - Linkwest for the guaranteed outcome of a directory.
- As the directory has an established data gathering website and expectations of continuity of the directory in one form or another are present in the community, the re-allocation of the unexpended funds to Hawkesbury Harvest for furthering this initiative is recommended to Council by HSI.
- It is felt that as the directory is used, many more people would be willing to become involved.

HSI has asked that Council give consideration in allowing them sufficient time to complete the project.

Hawkesbury Economic Development Advisory Committee

Hawkesbury Economic Development Advisory Committee (HEDAC) has reported an operating surplus for the period ending 30 June 2001 of \$15,088.11 (fifteen thousand, eighty eight dollars and eleven cents). Council's funding allocation for 2000/2001 was \$30,000.00 (thirty thousand dollars).

The surplus represents unexpended funds allocated to the Aerospace and Defence Industry Cluster Project i.e. \$5,000.00 (five thousand dollars) and the balance of \$10,000.00 (ten thousand dollars) has been set aside as a matching contribution for the Tourism Infrastructure Investment Project. The funding application for this project is currently being considered by the Commonwealth Government.

HEDAC is currently in the process of reviewing its mission statement, aims and objectives and determining its priorities for 2001/2002 and the outcomes will be reported to Council following its "Marketing Workshop" scheduled for 7 September 2001. Notwithstanding this, some of the major achievements/projects HEDAC has been involved with over the past twelve months include:

- Completing Stage One of the Aerospace and Defence Industry Cluster Project including Marketing Strategy and Investment Prospectus.
- Developed concept for Tourism Infrastructure Investment Project.
- Successful lobbying in relation to the Windsor Road Upgrade Project and NSW Water Reforms.
- Joined with other agencies such as Hawkesbury Harvest, Chamber of Commerce, Tourism Hawkesbury, Richmond Club and Hawkesbury Skills, to investigate joint measures to market the Hawkesbury.
- Joined Greater Western Sydney Ambassadors Program which focuses on joint marketing opportunities for the region.
- Continued support for small business through sponsoring the Hawkesbury Business Enterprise Centre, sponsorship of Hawkesbury Business Awards and conducting an E-Commerce for Exporting Seminar.
- Identified and reported to Council the need for an increase in the supply of employment generating land in the City.

Hawkesbury Harvest Inc.

Hawkesbury Harvest Inc. (HHI) has reported an operating surplus for the period ending 30 June 2001 of \$53,337.13 (fifty three thousand, three hundred and thirty seven dollars and thirteen cents). Council's funding allocation for 2000/2001 was \$20,000.00 (twenty thousand dollars). It should be noted, that a balance of \$14,355.00 (fourteen thousand, three hundred and fifty five dollars) from Council's 2000/2001 contribution remains unexpended as well as a balance of \$37,868.00 (thirty seven thousand, eight hundred and sixty eight dollars) remains unexpended from the Commonwealth Grant received for the employment of the Project Officer.

During the period under review, the Autumn Farm Gate Trail Map was finalised and was distributed during the first week of May. The first print run was for 10,000, and due to the high level of interest, the printing of a further 10,000 maps was necessary.

HHI took part in the following events:

- Law Week Promotion
- Red Shield Appeal
- Penrith Valley Open Day
- Display at Tourism Hawkesbury

All events provided good exposure for the Farm Gate Trail and involved media coverage and during May the official launch of the Website also took place.

The Project Officer has also commenced a regular segment titled "Weekly Farm Gate Tip" on ABC's 2BL as part of the Weekend Programme at 8.50am on Saturday mornings.

RECOMMENDATION:

That:

1. The information be received.
2. Hawkesbury Skills Incorporated (HSI) be advised that Council will grant an extension for the completion of the directory project and, on completion of the project, HSI provide Council with a final report and a refund of any unexpended economic development funding.
3. Any unexpended funds from HSI be reallocated to Hawkesbury Harvest Inc., to carry on the directory and facilitate its evolution.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 86 Oooo

ITEM: 87 **Fruits of the Hawkesbury Festival****FILE NUMBER:** GC030/007/CSV/OGH28NCX.C13

REPORT:

Fruits of the Hawkesbury is an annual Spring festival which aims to showcase local talent, develop skills, provide access to high-quality cultural activities and attract visitors.

Expressions of interest are invited, and local groups and individuals may apply for small grants to assist with the presentation of an event. Those applications are considered by professional staff in consultation with the Cultural Committee.

The following groups have been offered financial assistance in 2001:

- Arkadian Bilpin Performers
- Beltane Folk Festival
- Bowen Mountain Association
- Camer Arts (Operetta)
- Friend of the Hawkesbury Art Collection
- Fruits of the Hawkesbury Quilters
- Hawkesbury Harvest
- Hawkesbury Jazz Club
- Hawkesbury Valley Baptist Church
- Hawkesbury Waratah Festival
- Kurrajong Small Business & Community Forum
- Kurrajong-Comleroy Historical Society
- Macquarie Towns Music Club
- Macquarie Towns Orchestra
- Macquarie Towns Arts Society
- Hawkesbury Mainstreet
- St Albans Gallery
- Sydney Showjumping
- The Craft Barn
- The Richmond Players
- St Matthews Anglican Church Restoration & Repair Committee
- The Bilpin Garden Club Inc

The festival is promoted by advertising and a brochure which is distributed through direct mail, tourism outlets, libraries, and the participating groups' own networks. In partnership with Tourism Hawkesbury and the Hawkesbury Mainstreet Program, a number of street banners promoting the festival will also be installed throughout the main town centres. Fruits of the Hawkesbury is funded from existing budget allocations for art/historical undertakings.

ORGANISATION AND RESOURCES

Meeting Date: 28 August, 2001

Item: **87**

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 87 Oooo

ITEM: 88 Organisational Matters**FILE NUMBER:** GM001/003 Pt2/GMA/OGH28NAX.G11

REPORT:

In a steadily growing Local Government Area like Hawkesbury, and with increased community interest in Government issues there is the normal increase in workload. Some of this is handled by technological advances, together with continuous organisational review to ensure that matters are dealt with and grouped in appropriate areas, sometimes with additional resources. Two areas that have seen significant increases in the last two years have been the work involved in responding to enquiries for information and attending to issues arising from Council Meetings. The Freedom of Information area has seen a considerable increase in workload and, while this only involves a few members of the community seeking information, the workload is significant.

Both Committee and Council Meetings have increased in time significantly over the last two years, involving approximately 4.5 (four point five) hours per month with more than a 200% (two hundred per cent) increase in questions without notice. Further resources are required to ensure a satisfactory and timely response. At this stage one administrative position is required and this, with some adjustments that can be made to current positions, should adequately address current workloads.

At last year's Annual Local Government Association Conference, it was resolved:

"All Councils in New South Wales provide no less than 12 weeks full paid maternity leave to employees who have given at least 12 months service".

Subsequently, the Shires Association resolved not to support such a position. Just over 40% (forty per cent) of the Council's total staff are female, with approximately 15% (fifteen per cent) of these in the age group likely to take maternity leave. In the last six years, 17 (seventeen) staff have been granted maternity leave with only seven returning to full time or part-time work. There has been a very positive response to returning staff from maternity leave to part-time or job share positions, with a significant benefit to Council as well as to the staff member. It is of considerable benefit in the skilled and professional areas where there was some difficulty in recruiting and retaining appropriate staff members. At least 12 (twelve) councils are currently paying some form of maternity leave and it is considered appropriate and beneficial for Hawkesbury to consider the position at this time. As a starting point it is recommended that Council pay two weeks full pay maternity leave for each year of service, with this capped at 12 (twelve) weeks.

RECOMMENDATION:

That:

1. Provision be made for one additional administrative staff person, in lieu of the significant increase in work emanating from the community through the Council, in seeking information.
2. Payment be made for maternity leave on the basis of 2 (two) weeks for each year of service to a maximum of 12 (twelve) weeks.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 88 Oooo