



general
purpose
committee

3
section

organisation
and
resources

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ITEM: 29 **Monthly Financial Report - March 2002****FILE NUMBER:** GF011/005/FNC/OGD23NAX.F16**REPORT:****March 2002**

Summarised below, are particulars of both the income received and the expenditure incurred by Council for the month of March 2002. This information is reconciled between the cashbook and the bank statement balance as at the end of March 2002. All expenditure is fully supported by vouchers and invoices which have been duly certified.

A. Cash Book (General Ledger) Reconciliation - March 2002**Cash Book (General Ledger) Reconciliation - March 2002**

Opening Balance as at 1 March 2002	\$218,951.68
Add Receipts for the Month	\$5,455,876.98
Less Payments for the Month	(\$6,101,156.20)
Closing Balance as at end of March 2002	(\$426,327.54)

B. Bank Statement Balance - March 2002**Bank Statement Balance - March 2002**

Statement Balance as at end of March 2002	\$179,166.43
Less Unpresented Cheques	(\$620,536.74)
Add Outstanding Deposits	\$20,119.08
	(\$421,251.23)
Adjustment: Statement entries not yet posted to GL	(\$5,076.31)
Equals balance as per Cash Book	(\$426,327.54)

Commentary

The above reconciliations reflect the cashflow for March 2002. Essentially they are a summary of all of the receipts issued and the payments made during March 2002.

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

The bank account balance may vary significantly from the cashbook balance. The difference is made up of unpresented cheques, outstanding deposits and bank statement entries that have not yet been recorded in the general ledger.

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 entries not yet posted to the GL are mainly 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 - March 2002

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 March 2002. 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	\$26,932,123.16			\$101,085.10	\$27,033,208.26
On Call Funds	\$4,360,000.00	\$950,000.00	(\$1,600,000.00)		\$3,710,000.00
Term Investments	\$3,070,000.00				\$3,070,000.00
TOTAL	\$34,362,123.16	\$950,000.00	(\$1,600,000.00)	\$101,085.10	\$33,813,208.26

Commentary

The official cash interest rate has remained unchanged by the Reserve Bank and still stands at 4.25%. Following the Reserve Banks decision not to increase interest rates in April 2002, Financial Institutions are expecting an increase in interest rates in May 2002.

Geoff Banting
Responsible Accounting Officer

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RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 29 Oooo

ITEM: 30**Richmond Golf Club****FILE NUMBER:**

GC283/070/GMA/OGD23NAX.G13

REPORT:

Attached is a report to the February meeting about the Richmond Golf Club that outlines their request for the Council's assistance in obtaining a longer-term lease of their land.

As a result of the request the Council resolved:

“That a report be prepared for a future meeting investigating the cultural heritage significance of the Richmond Golf Club in order to enable tenure to preserve the site as a golf club.”

Information was also sought on the current rent.

Since the meeting, the Club has written to all members their letter dated 2 April 2002, copy of which is also attached.

In relation to the valuation to assess the current rental at \$30,000.00 (thirty thousand dollars), this was undertaken in July 1997, where the valuer approached the issue “by ascribing a rural land value to the subject property disregarding all improvements on the land constructed at the expense of the lessee. In establishing a land value, they had regard to a number of sales transactions within local and surrounding areas. Whilst contract documents were not sighted, they understood the salient facts to be accurate.”

At the time, they considered the subject land to be worth around \$10,000.00 (ten thousand dollars) per hectare and then proceeded to establish a ground rent to apply to the property. The basis of the valuation is well-founded. What is not considered, which is a matter for the Council as lessee and not for the valuer, is that the land is public land. All the improvements have been undertaken at the Club's expense and should the Club at any time cease to exist then the land and all its significant improvements become a public asset. This is compared to the situation where other lands such as farm lands are rented or leased while crops are grown and then the land returned to its prior existing state. In the current instance, the value could only diminish if there was no future demand for, nor value, in established golf courses. As indicated in their letter, the Club has again sought the Council support in this matter.

There would appear to be considerable implications for the Club to keep operating if a heritage order is progressed and further information is being sought in this regard.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

AT-1 Report to General Purpose Committee of 26 February 2002

AT-2 Copy of letter from Richmond Golf Club of 2 April 2002

Report February GPC

Report February GPC

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Letter from Richmond Golf Club

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ITEM: 31 **Windsor Pre-School - Licence Agreement****FILE NUMBER:** P353/332/CSV/OGD23NBX.C02

REPORT:

Windsor Pre-School Association Incorporated currently occupies Reserve 89601 being Lots 14, 15, and 16 in Deposited Plan 759096 in Church Street, Windsor. The Reserve is Crown land and Council is the Trustee of the land which was dedicated for Child Welfare Purposes in 1975.

The Department of Land and Water Conservation has requested that the use of the site by the Incorporation be formalised by way of a licence under the Crown Lands Act 1989 rather than, or in addition to, the delegation granted under s.377 of the Local Government Act.

The maximum term of lease/licence under the Crown lands Act is 20 (twenty) years and the required minimum rent under the Departments guidelines is \$70.00 (seventy dollars) per annum. Under the current delegation, the Incorporation currently is responsible for paying water rates and usage, electricity and general day to day maintenance of the building. They are required to have \$10 million public liability insurance. Council is responsible for rates and structural maintenance. It is therefore proposed that a licence be entered into under the preceding terms.

RECOMMENDATION:

That:

1. A licence agreement be granted to Windsor Pre-School Association Incorporated for the use of Reserve 89601, Church Street, Windsor for a term of 20 (twenty) years. The rental will be \$70.00 (seventy dollars) per annum with the Incorporation responsible for water rates and usage, electricity and general maintenance of the building. They are to provide \$10 million public liability insurance. Council is to be responsible for Council rates and structural maintenance.
2. The Council Seal be affixed to all necessary documents.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 31 Oooo

ITEM: 32 **Proposal to Establish an Alcohol Free Zone**

FILE NUMBER: GP070/001/CSV/OGD23NBX.C04

REPORT:

In accordance with the provisions of the Local Government Act, 1993, Council proposes to consider the establishment of an Alcohol Free Zone for a period of 18 (eighteen) months in area of George Street (from the corner of Bridge Street to corner of Arndell Street), Windsor.

The current Alcohol-Free Zones, located within the Hawkesbury District, will expire on 31 December 2003. Accordingly, it is proposed to establish an Alcohol Free Zone along George Street (from the corner of Bridge Street to the corner of Arndell Street), Windsor commencing 1 July 2002 and expiring 31 December 2003, after which time it would be proposed to re-establish all Alcohol Free Zones for another 3 (three) year period.

RECOMMENDATION:

That:

1. In accordance with the provisions of the Local Government Act, 1993, the consumption of alcohol in area of George Street (from the corner of Bridge Street to the corner of Arndell Street), Windsor be prohibited for the period 1 July 2002 to 31 December 2003.
2. Public notification (including erection of signage and an advertisement in the Hawkesbury Gazette) be given of the prohibition.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 32 Oooo

ITEM: 33 **Homelessness in the Hawkesbury - Update**

FILE NUMBER: GC130/001/CSV/OGD23NBX.C06

PREVIOUS ITEM: 43, GPC Section 3 - Organisation & Resources (29.05.2001)

REPORT:

In May 2001, the Local Government & Shires Association (LGSA) wrote to all councils requesting that councils give consideration to adopting the *Local Government Model Policy on Homelessness*. At its General Purpose Committee meeting held on 29 May 2001, Council resolved to refer the *Model Policy* to the Hawkesbury Housing Forum to facilitate the development of a homelessness policy for the Hawkesbury and the planning of initiatives to respond to homelessness.

Advice has been received from the Hawkesbury Housing Forum recommending that Hawkesbury Council adopt the LGSA Policy in total. The adoption of the policy would require the contribution of some resources from Council to assist the Forum to implement a number of the strategies identified in the Policy. As part of the Hawkesbury Community Planning Strategy the Forum was asked to consider the strategies contained in the *Model Policy* and identify priorities for inclusion in the *Community Needs Report 2002-2003*. The Forum identified two strategies - the development of an accessible directory of accommodation and support services for people in housing crisis, and the implementation of an education strategy to increase community awareness in responding to people who are homeless. These strategies were incorporated into the *Community Needs Report 2002-2003* and Council staff are currently working with the Forum to fund and implement these recommendations.

The adoption of the Model Policy by Council would also require that Council give consideration in its planning and urban design to ensuring that future facilities and public spaces are accessible to and do not discriminate against the needs of homeless people. This approach is in keeping with recent developments in government responses to homelessness.

Homelessness refers to a set of circumstances where people are unable to access safe, secure and affordable accommodation. Homelessness is associated with a range of factors - mental illness, substance abuse, domestic violence, poverty, family breakdown, unemployment and health problems. These causal factors are primarily the product of state and national (macro-level) economic and social policies. The incidence of homelessness reflects the difficulty of ensuring that people facing these life challenges can access (at an early stage) a network of appropriate support services. If 'untreated' these factors conspire to prevent people from accessing safe and secure accommodation: chronically homeless people do not have the life skills and experience to maintain secure housing.

Providing short term 'bricks & mortar' accommodation is one aspect of dealing with homelessness. To break the cycle of homelessness, homeless people need support services to deal with the factors that contribute to their homelessness.

Historically, governments have responded to homelessness by ;

- managing visibility - viewing homeless people as an 'unsightly problem' who need to be 'moved on' by employing strategies like alcohol free zones, anti-loitering provisions etc
- alleviation - accepting that homeless people are members of the community who require support services

Commonwealth and state governments hold the legislative responsibility for funding services to assist homeless people. These can be direct services like refuges funded through the Supported Accommodation Assistance Program (SAAP) or social housing projects funded by the Office of Community Housing; or 'indirect' services which target the causes of homelessness - i.e. employment programs, income support, alcohol and mental health counselling, family reconciliation, skills training etc.

Local government does not have the resources to supply or maintain such services. Local government can alleviate homelessness (and its impacts) by:

- Adopting residential planning strategies which encourage and support the availability of affordable housing.
- Developing local initiatives to support the work of state and federally funded programs.
- Mediating between homeless people and other stakeholders to resolve conflicts arising from the contested use of public spaces.

To date Hawkesbury City Council has implemented the following strategies to respond to homelessness in the Hawkesbury:

- Increasing the stock of affordable rental housing - Council staff sit on the Board of the *Wentworth Community Housing Association*. The Association secured funding to lease an additional 14 (fourteen) 'social housing' properties in 2000/2001 in the Hawkesbury.
- Submitted for funds to the Affordable Housing Services for an *Affordable Housing Pilot Project* to assess the feasibility of developing suitable council sites for an affordable housing demonstration project (developing multi unit housing to be managed by the Wentworth Community Housing Association).
- Working in collaboration with the Department of Community Services and the Womens Housing and Information Service to develop and pilot a 'brokerage' crisis accommodation service for women escaping domestic violence.
- Working with the Hawkesbury Housing Forum to develop and fund local 'homeless' initiatives.

By working in partnership with bodies such as the Hawkesbury Housing Forum, and the Wentworth Area Community Housing Association, Council can make a small but significant contribution to the identification of the needs and issues facing homeless people and developing initiatives to support the work of federal and state governments in responding to homelessness.

RECOMMENDATION:

That:

1. The information be received.
2. Council adopt the Local Government & Shires Association (LGSA) *Local Government Model Policy on Homelessness*.
3. Council continue to work in partnership with the Hawkesbury Housing Forum to prioritise and implement strategies as detailed in the *Local Government Model Policy on Homelessness*.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 33 Oooo

ITEM: 34 **National Aboriginal and Islander Day of Celebration (NAIDOC) 14 July 2002 - Request for funding and in-kind support**

FILE NUMBER: GF008/001/CSV/OGD23NBX.C08

REPORT:

Hawkesbury City Council has received a letter from the Hawkesbury NAIDOC Day Planning Committee thanking Council for its support of NAIDOC Week celebrations held in 2001. The Committee has also made representations for funds from Council to support the staging of NAIDOC celebrations to be held on 14 July 2002.

The NAIDOC Committee reported that NAIDOC Week 2001 was a very positive and rewarding event. The NAIDOC Day activities were well attended by participants and spectators who talked "in glowing terms of the concert and the wonderful celebration that the Hawkesbury had provided for this special week".

In their letter, the Hawkesbury NAIDOC Planning Committee also highlighted the importance of NAIDOC Week to indigenous people as it provides the opportunity for them to share their culture, history and lifestyles with other Australians.

The NAIDOC Day Planning Committee is seeking \$2,850.00 (two thousand eight hundred and fifty dollars) to support the staging of a "*free public concert with information stalls, bush tucker food and children's activities*". The funding is to be used for advertising, the hire of sound equipment and the purchase of materials for a program of Children's activities.

The NAIDOC Day Planning Committee is also seeking in-kind donations to cover the costs and logistics of hiring Richmond Oval. The Hawkesbury Sports Council Inc. has agreed to waive the hire charges for the use of the oval and grandstand. Council staff have also indicated an ability to provide in-kind support through the provision of additional waste bins, stage hire and installation.

The NAIDOC Day Planning Committee has also requested that the Aboriginal and Torres Strait Islander flags be flown at the Council Chambers, Friendship Park Clarendon and the Richmond Park Cenotaph.

It is recommended that funds made available to Council - by the Department of Urban Affairs and Planning - for Council's Aboriginal & Torres Strait Islander (ATSI) Community Access Project be used to provide the monetary contribution requested by the NAIDOC Planning Committee.

The provision of funds for this purpose will enable Council to meet a recommendation received from the Hawkesbury Aboriginal Community Support Group as part of the Hawkesbury Community Planning Strategy. The recommendation for Council to support and resource NAIDOC Week Celebrations was reported in the Community Needs Report 2002/2003 and subsequently endorsed by Council for inclusion in the 2002/2003 Management Plan.

RECOMMENDATION:

That:

1. The information be received.
2. Hawkesbury City Council allocate \$2,850.00 (two thousand eight hundred and fifty dollars) as a contribution to the cost of staging NAIDOC Week Celebrations for 2001.
3. Hawkesbury City Council provide in-kind support to facilitate the staging of NAIDOC Day Concert (as requested by the NAIDOC Day Planning Committee).
4. The Aboriginal and Torres Strait Islander flags be flown at Council Chambers, Friendship Park Clarendon and the Richmond Park Cenotaph during NAIDOC week.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 34 Oooo

ITEM: 35 **Women in Local Government****FILE NUMBER:** GP021/001 PT6/CSV/OGD23NBX.C09

REPORT:

Council has received correspondence from the Federal Minister for Regional Services, Territories and Local Government the Honorary Wilson Tuckey MP presenting, the National Framework for Women in Local Government.

The framework is the culmination of investigations into the historically low participation rate of Women in Local Government both elected and management level staff.

The Minister encourages Council to consider the framework and endorse the Statement of Commitment, Goals and Objectives. As detailed below.

“Statement of Commitment

1. *We acknowledge that in Local Government women are under represented both as elected members and as senior members of administrations, and that their increased participation in both of these arenas should be encouraged.*
2. *We agree to review our own policies and practices to ensure that no discrimination or impediment exists, and will take action to ensure that barriers to women's full participation in Local Government are removed.*
3. *We will work to create and support an environment in Local Government which is harassment-free and that encourages the expression of and respect for a wide range of views.*

Goals

1. *To increase the number of and participation of women in Local Government so that Councils more clearly represent and/or reflect the communities they serve, by:*
 - (a) *Increasing the number of women as elected members and Mayors, and*
 - (b) *Increasing the number of women as CEO/General Managers, second and third level managers.*

Objectives

1. *To create Councils and communities where women feel able to fully participate and share their skills, knowledge and experience.*
2. *To work towards harassment-free, participative Councils where opinions and differences are respected.*
3. *To develop a climate of understanding among Councillors, CEOs/General Managers and senior staff of the need for the initiatives in this framework and to enlist their support.*
4. *Where women choose women-only training and networking, to gain acceptance and support of their participation in these activities.”*

The document as a whole is available for review by Councillors.

The Minister encourages Council to actively develop and implement a strategy to achieve these goals and objectives.

It should be noted that plans have already been put in place to provide pre-election support and education for all candidates and elected members training for all Councillors for the Council election to be held 2003. Also that in regard to staff Council has in place an Equal Employment Opportunity practices and provides considerable opportunity for part-time and job share positions.

RECOMMENDATION:

That the Statement of Commitment Goals and Objectives be endorsed and that Council continue to develop and implement strategies to enhance the level of participation of women in Local Government.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 35 Oooo

ITEM: 36 **Tourist Railway Association Kurrajong (TRAK)**

FILE NUMBER: GT050/005 PT12/CSV/OGD23NBX.C07

PREVIOUS ITEM: 26, GPC Section 3 - Organisation and Resources (26.03.02)

REPORT:

At the Ordinary meeting of Council held on 9 April 2002, it was resolved that this matter be deferred to the General Purpose Committee to allow the applicant to address the Council. The report is reproduced in full for Council's consideration.

"The Tourist Railway Association Kurrajong (TRAK) received Council funding for economic development purposes for 2001/2002 of \$5,000.00. The funding was provided on a dollar for dollar basis to engage a consultant to address the planning, environment, effluent disposal, engineering and private property access issues associated with the proposed North Richmond to Kurrajong Village Tourist Railway Project.

As a result, TRAK engaged McKinlay Morgan & Associates Pty Limited, consulting surveyors and project managers. McKinlay Morgan have finalised their investigation into the possible route of a tourist railway to link North Richmond and Kurrajong. This information is reported to Council;

Route Location

The possible alternative locations were determined by the parameters of origin; Redbank Road, North Richmond destination Kurrajong - maximum gradient 1:33 (3%) minimum radius of curvature 160 metres. These options are delineated on the plan attached. The routes investigated are:

- Option 1** *Linking Bells Line of Road through the Public Reserve at Kemsley Downs, there to the south of Greggs Road and to the western side of Grose Vale Road.*
- Option 2** *From the Public Reserve at Kemsley Downs westerly along the alignment of the original Kurrajong Railway north of Greggs Road.*
- Option 3** *Generally along the southern/south western side of Bells Line of Road from Redbank Road intersection to Old Bells Line of Road at Kurrajong.*

Route Analysis**1. Gradient**

In Options 1 and 3, the gradients are considered excessive, particularly in Option 1. All routes to the west of Bells Line of Road along Redbank Road have excessive grades.

In Option 2 the gradients along the route of the Old Railway from the Public Reserve in Kemsley Downs to the point where the line crosses Greggs Road are obviously satisfactory. This alignment comprises of about 4km of the Old Railway.

2. Vegetation

The area commented upon is therefore only that 4km section defined above. Since time of last usage of the railway, some forty five years has elapsed, significant stands of eucalypts occur towards the western end of the section being discussed. Other parts of the line are overgrown with lantana and other noxious weeds.

3. Land Use

The land is presently zoned, principally 1(c1) rural with each extremity of land zoned 1(b) rural and the land zoned 1(c1) developed as rural residential with further small allotments by the closure of the original Railway.

Development Constraints**a) Acquisition**

The proposal is to construct a Private Railway, therefore the likelihood for TRAK to acquire lands is limited to private treaty. The powers of Council and the State could not be conferred on TRAK other than by special legislation.

To acquire small parcels of land the width of the permanent way and to sever the existing holdings in this manner, would require an amendment to the current Hawkesbury Local Environmental Plan and which likely may not be supported by Planning NSW. Without the power to resume, TRAK would no doubt meet with individual opposition. An alternative approach would be to acquire a "Right of Way" over the various properties along the proposed route.

This method would not require any amending legislation, instead the negotiation of a private arrangement between TRAK and the various landowners.

b) Vegetation

It would be reasonable to argue that the effect on vegetation with the construction of such a

relatively narrow band would not be significant.

c) *Fragmentation of Land Use Pattern*

The suggested method of access by a “Right of Way” would not sever ownerships patterns.

d) *Soil and Water Quality*

Several sections of the proposed alignment are located within 40 metres of a “stream” under the Rivers and Foreshore Improvement Act 1948, as such a 3A Permit would be required. However in all these matters current engineering practice would provide simple management of these concern.’

Subsequently, TRAK have advised Council that they wish to continue examination of Option 2, outlined above, and that they have an understanding of the difficulties associated with the proposal. TRAK have requested Council’s support for their resolution to continue to explore Option 2 from the Public Reserve at Kemsley Downs westerly along the alignment of the original Kurrajong Railway north of Greggs Road.

It is recommended that the information be received and that support, in principal, be provided to the Tourist Railway Association Kurrajong to continue exploration of Option 2 identified in this report.”

RECOMMENDATION:

It is recommended that the information be received and that support, in principal, be provided to the Tourist Railway Association Kurrajong to continue exploration of Option 2 identified in this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 36 Oooo

ITEM: 37 **Auspice Arrangements - Children's Services funded by the Department of Community Services.**

FILE NUMBER: GC120/006//OGD23NBX.C11

REPORT:

Council has received correspondence from the NSW Department of Community Services (DoCS), in relation to its auspice arrangements for the following Children's Services:

- Elizabeth Street Extended Hours Pre-School;
- Hobartville Long Day Pre-School;
- Richmond Pre-School;
- Wilberforce Pre-School;
- Windsor Pre-School;
- Wilberforce Early Learning Centre;
- McGrath's Hill Children's Centre;
- Greenhills Child Care Centre;
- Golden Valley Child Care Centre.

Council is currently the auspice body for these services but in practice is not involved in the day-to-day operation of these Services. These Services are managed by autonomous incorporated associations who also act as the Licensee in accordance with the *Centre Based and Mobile Child Care Regulations (No 2) 1996*. Under this arrangement Council's role is restricted to that of 'landlord' as these service operate from Council-owned facilities. In addition, as part of its community service obligation, Council also provides an advisory and consultancy service for these Services (and has in the past worked with the Committees of these Services to successfully resolve financial and industrial issues).

In its correspondence, the Department of Community Services has indicated that this arrangement is anomalous in that Council, as the auspicing body, cannot fulfil its legal obligations as outlined in the Department's Funding and Performance Agreement. The Department has come to the view that as Council has no involvement in the day-to-day operation of these Services (given that the incorporated associations are the Licensees and control all the programming and financial aspects of the services), then it is not in a position to fulfil its legal obligations as set out in the DoCS Funding and Performance Agreement (which Council signs on behalf of the nominated Services).

The Department has also indicated that unless this matter is resolved by April 2002, then it will not be possible for the Department to continue funding the nine services involved and that funding will cease as from 30 June 2002. The Department's motive in relation to this matter is to bring Council's relationship with 'its' funded children's services in line with accepted auspicing arrangements operating elsewhere.

There are two options available to Council to resolve this matter:

1. To retain the funding auspice of the nine childrens services and to fulfil the legal obligations associated with being the auspice. This would require Council to become the Licensee of the nine services and to control the financial and programming aspects of service provision. This would mean that Council would be directly responsible for the performance of the Services and for ensuring that services operate in accordance with *Child Care Regulations*. Council would become responsible for the safety of child care centres, the proper maintenance of records, compliance with staffing standards and code of conducts. In practice this could only be achieved if the employees of child care centres were to become employees of Hawkesbury City Council (as is currently the arrangement operating at Penrith City Council). This option will have significant resourcing and financial implications for Council.
2. Council to relinquish the funding auspice of the nine childrens services. This would require Council to negotiate the transfer of funding auspice to the respective incorporated associations. In practice this would reflect the status-quo (as historically Council has not become involved in the day-to-day operation of Services unless requested to do so by either DoCS or the incorporated associations). Council would still be in a position to provide the same level of service (in terms of its role as landlord and in an advisory and consultancy capacity).

On the 9 April 2002 Council staff met with representative of the nine affected services and with a DoCS representative to discuss this matter. After a consideration of the issues, a consensus was reached that Council should relinquish its funding auspice. It was also agreed that Council would develop a 'service partnership agreement' with the nine services to formalise the relationship between Council and the nine services (after Council relinquishes its auspice). The Agreement would commit Council staff to provide the same levels of service as are currently made available to the management committees of the Incorporated Associations. Provisions in the Agreement would cover the maintenance of child care centres, the provision of consultancy services and requests for intervention to assist services resolve financial, industrial or other matters. The ratification of the agreement will ensure that the nine services will continue to receive the same level of support currently afforded to them.

For a number of years, Council staff have been discussing options for the future management of child care centres in response to the increasing demands being placed on volunteer management committees by funding and regulatory bodies. Council staff are currently preparing a discussion paper canvassing the option of establishing a professional board of management (Hawkesbury Children's Services Inc.) which will have responsibility for the planning and management of affiliated childrens services. Under this arrangement, the management committees of the nine children's service might choose to voluntarily relinquish their formal management responsibilities to the Board. The Board would become the managing agent for these services with the parent committees acting in an advisory committee (each advisory committee would have a nominated representatives to sit on the Board). It is intended that a report will be prepared for Council regarding this proposed development following consultation with stakeholders.

RECOMMENDATION:

That

1. Hawkesbury City Council prepare written correspondence to the Department of Community Services confirming its willingness to relinquish its auspice of the nine childrens services funded by the Department, which are currently managed by Incorporated Associations.
2. Council staff to draft a 'service partnership agreement' with the nine affected services to formalise the relationship between Council and these services to ensure that the nine services will continue to receive the same level of Council support currently afforded to them.

ATTACHMENTS:

- AT-1** Letter from Director Partnerships and Planning, Nepean Network Office, Department of Community Services.

ORGANISATION AND RESOURCES

Meeting Date: 23 April, 2002

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Letter from DOCS

ORGANISATION AND RESOURCES

Meeting Date: 23 April, 2002

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Second page of DOCS letter

oooO END OF ITEM 37 Oooo

ITEM: 38 **Hawkesbury Community Transport Service - auspice arrangements**

FILE NUMBER: GC200/02/CSV/OGD23NBX.C05

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

PREVIOUS ITEM: 6, GPC Section 3 - Organisation & Resources (29.01.2002)

REPORT:

In August 1999 Hawkesbury City Council became the managing agent for the Hawkesbury Community Transport Service (HCTS). Council agreed to assume responsibility for the Unit to review the Service and to identify a restructure plan which could secure the effective operation and long-term viability of the Service.

In February 2001, Hawkesbury City Council also agreed to become the managing agent for the *Hawkesbury Youth Transport Service* while in April 2001 responsibility for the operation of the *Forgotten Valley Community Transport Program* was transferred to the Hawkesbury Community Transport Service.

Council staff (in conjunction with staff of the Service) have consulted with service users and with funding bodies to identify the best ways of securing the longer-term future of these services and better ways of responding to the needs of people who rely on these services.

Council staff prepared a number of review documents and released them for public comment. These documents included:

- Review of the Hawkesbury Community Transport Service (February 2000)
- Review of the Forgotten Valley Community Transport Program (October 2000)
- Review of the Hawkesbury Youth Transport Program (August 2001)

Each of these documents summarised the issues facing the service and contained recommendations for the restructure of the service. These documents were subsequently endorsed, and Council staff have been working to progressively implement the recommendations contained in each of the three reports.

The growth of the Service under Council's administration has meant that the HCTS is now a large and complex entity. The future management of this Service will require a professional and skilled community based management body. In 2001, Council staff initiated discussions with the Wentworth Area Health Service, the Hawkesbury District Health Service, Home Care NSW, Anglicare and others to set up a professional board of management.

Peppercorn Services Inc. was established in March 2001. In June 2001, Hawkesbury City Council resolved to delegate responsibility for the day-to-day operation of the HCTS to Peppercorn Services Inc. Between June and December 2001, the Interim Board of Peppercorn Services Inc. met on a

regular basis to negotiate the transfer of management responsibility which was completed on 7 January 2002. On 18 April 2002, the Mayor of Hawkesbury City Council - Councillor (Dr) Rex Stubbs - formally transferred management responsibility for the HCTS to the Board of Peppercorn Services Inc. From this date HCTS will operate as an autonomous unit of Council with Peppercorn Services Inc. as the managing agent.

The initial agreement entered into between Hawkesbury City Council and the NSW Department of Transport, provided for Council to act as an interim auspice. At the conclusion of this temporary arrangement (due to expire on 30 June 2002) the Department was to seek a permanent auspice for the Service through a competitive expression of interest process.

The Department of Transport has recently initiated discussions with Council staff regarding the future of the Hawkesbury Community Transport Service. In view of Council's success in implementing restructure plans which have delivered flexible and low-cost community transport options to meet the diverse needs of its client groups (while at the same time satisfying the requirements of funding bodies), the Department has written to Council to request that Council consider auspicings the funded community transport programs operated by HCTS on a permanent basis.

Given the current arrangement whereby responsibility for the operation of HCTS has been delegated to the Board of Peppercorn Services Inc., the impact of responding favourably to this request will be minimal and will have no financial implications for Council. Acceptance of the request will leave these existing arrangements unaltered - Council will retain responsibility as the funding auspice (which will require it to ensure that HCTS complies with its funding obligations) while Peppercorn Services Inc. will manage the Service on a day-to-day basis.

RECOMMENDATION:

That Hawkesbury City Council provide written advice to the Department of Transport confirming its willingness to auspice the funded programs operated by the Hawkesbury Community Transport Service on a permanent basis as from 1 July 2002.

ATTACHMENTS:

AT-1 Letter from Manager Community Transport, Contracts and Compliance, Department of Transport

ORGANISATION AND RESOURCES

Meeting Date: 23 April, 2002

Item: **38**

Letter from Manager Community Transport,
Contracts and Compliance, Department of Transport

oooO END OF ITEM 38 Oooo

ITEM: 39 Proposed Reclassification of Council Land**FILE NUMBER:** GL010/006/CSV/OGD23NBX.C15

REPORT:

At the introduction of the Local Government Act in 1993, councils were required to classify, by resolution, all public land owned or under the control of Council as either "Community" or "Operational" except roads, Crown land, a common or land subject to the Trustees of Schools of Arts Enabling Act 1902. Council adopted a schedule of land to be classified on 14 June 1994. Any land acquired subsequent to the Act must be classified by resolution prior to, or within, three months of acquisition, subject to 28 (twenty eight) days public notification, otherwise it would automatically be classified as Community land.

Community land would normally comprise land such as a public park and Operational land would generally comprise land held as a temporary asset or an investment, land which facilitates the carrying out of its functions or land which may not be open to the general public such as a works depot. Community land cannot be sold, leased or licensed for more than 21 years and may only be leased or licensed for more than 5 years if public notice is given and, if in the event that an objection is made, the Minister's consent must be obtained. No such restrictions apply to Operational land.

Community land which has been dedicated under Section 94 of the Environmental Planning and Assessment Act and is subsequently found to be unsuitable for the provision of public amenities and services because of its size, shape, topography, location or access difficulties may be reclassified by resolution of Council. Land that was not classified upon acquisition or does not fall into the above category must be re-classified by Local Environmental Plan.

Former Hawkesbury Heritage Farm

Council resolved at the Special Meeting on 11 February 2002 to offer Lot 22 in DP 829589, being Hawkesbury Heritage Farm, along with the adjoining property, being Lot 3 in DP 709166, for sale to Mr James Kelly. After a review of Council's property portfolio with regard to the classification of land, issues have arisen as to whether the land is Operational or Community.

For the sale of the Hawkesbury Heritage Farm site (Lot 22 in DP 829589) to proceed, it is required to be reclassified from Community land to Operational land. The land is currently zoned Open Space Private Recreation (6c) and it is not proposed to alter the zoning.

Hawkesbury Sports Stadium and Tennis Courts

Hawkesbury Leisure Centre Incorporated comprises of the Indoor Sports Stadium and the Oasis Aquatic and Fitness Centre. The Hawkesbury Sports Stadium is located on Lot 3 in Deposited Plan 816809 being 2 Stewart Street, South Windsor and South Windsor Tennis Courts are located on Lot 4 in Deposited Plan 816809 being 16 Stewart Street, South Windsor and have also been identified

as being classified Community land. It is considered that they could be better managed if they were classified Operational. An Operational classification would allow councils to enter into appropriate leasing arrangements with operators with fewer restrictions.

The Oasis Aquatic Centre is located on Crown land which is not required to be classified under the Local Government Act.

Richmond Tennis Courts and Tourism Information Centre

The Richmond Tennis Courts, which are located at the Richmond end of Ham Common, were vested in Council from the Crown in 1977 and are also classified as Community land. They are currently leased to the Hawkesbury District Tennis Association and the five year lease is due to expire in June 2002. Hawkesbury Tourism Incorporated currently leases the Visitors Centre and Tea Rooms located within Ham Common for a period of five years and the lease is due to expire in December 2002.

The current leases were entered into prior to changes in the Local Government Act with regard to leasing of Community land, and in order to give the club more flexibility in the lease terms, it is proposed that the section of land which relates to the tennis club, courts and parking areas be reclassified as Operational land. The land is currently under Old Systems title and is known as the Former Reserve 68540. It is proposed that the appropriate action be taken to bring the land under torrens title to assist with identification and register the appropriate plan at the Land Titles Office to identify the lease area from the rest of the reserve.

It is also proposed to reclassify the area of land on which the Tourism Information Centre occupies to provide more flexibility in the lease terms.

292 - 296 George Street, Windsor

Council recently purchased 292 - 296 George Street, Windsor (Lot X and Y in DP 163621) which contains three residential flats and a commercial/retail space below which is currently leased to Windsor Pine Furniture. The confidential reports to Council did not contain the requirement to classify the land and as the purchase settled on 24 January 2002, the three month deadline to classify the property as Operational and comply with the advertising requirements cannot be met.

Part Governor Philip Park - Upper Hawkesbury Power Boat Club

The Upper Hawkesbury Power Boat Club Limited currently leases the clubhouse which is located on Lot X in Deposited Plan 161237 being part of Governor Phillip Park. The five year lease is due to expire in August 2002 and in order to enable more flexible lease terms, it is proposed to re-classify to operational the area of the reserve which is occupied by the club house.

Richmond Pool

Richmond Pool, located at 71 East Market Street, (Lot 2 in Deposited Plan 202288), is currently classified as Community land. Verbal legal advice has indicated that the operation of the pool site would

be more appropriately served as operational land and would allow flexibility in potential leases for the kiosk and other related matters. It is noted that the site is subject to a proposal to subdivide the unused portion for residential re-development and final concept plans are being developed in this regard, prior to public consultation being initiated.

Residential Properties on the Driftway and Reynolds Road, Londonderry

Council purchased seven residential properties opposite the South Windsor Waste Depot to form a buffer zone and the classification of the land was not addressed at the time of acquisition. Five of the properties are currently leased, one is vacant and one is leased for agistment. A number of them have been identified in the property development strategy for redevelopment. The properties are Lot 18, 19, 20, 21, 22 and 24 in Deposited Plan 25020, and Lot 1 in Deposited Plan 25981.

14 Havelock Street, McGraths Hill - Sewer Pump Station

Council acquired 14 Havelock Street, McGraths Hill (Lot 11 in Deposited Plan 861071) which contained an existing sewer pump station from R E T Enterprises. The issue of classification was not addressed at the time of acquisition and as such it has automatically become Community land. Given the type of use and that all of Council's other sewer pump stations are Operational land it would be appropriate if this parcel was reclassified appropriately.

As none of the above parcels meet the criteria for reclassification by resolution, the land must be reclassified by a Local Environmental Plan under the Environmental Planning and Assessment Act 1979.

Given that the reclassification of the land does not alter the development or the development controls relating to the zone of each parcel of land, it is considered that a local environmental study is not required prior to the preparation of the draft local environmental plan. Accordingly, it is proposed to commence preparation of a draft local environmental plan and to arrange a public hearing as required under the Local Government Act, and under section 68 of the Environmental Planning and Assessment Act 1979 to reclassify the above Community land as Operational.

RECOMMENDATION:

1. A draft local environmental plan be prepared in accordance with the Department of Urban Affairs and Planning Best Practice Guidelines to reclassify the following lots from Community to Operational land.
 - Lot 22 in DP 829589 being 496 Wilberforce Road, Wilberforce.
 - Lot 3 in Deposited Plan 816809 being 2 Stewart Street, South Windsor.
 - Lot 4 in Deposited Plan 816809 being 16 Stewart Street, South Windsor.

- Part of the Former Reserve 68540, being that which is occupied by the Richmond Tennis Courts, associated buildings, parking areas and the Hawkesbury Visitors Centre.
 - Lot X and Y in DP 163621 being 292 - 296 George Street, Windsor.
 - Lot X in Deposited Plan 161237 being that part of Governor Phillip Park, Windsor occupied by the Club House.
 - Lot 2 in Deposited Plan 202288 at 71 East Market Street, Richmond being the Richmond Pool site.
 - Lot 18, 19, 20, 21, 22 and 24 in Deposited Plan 25020, and Lot 1 in Deposited Plan 25981 being residential properties on the Driftway and Reynolds Road, Londonderry.
 - Lot 11 in Deposited Plan 861071 being 14 Havelock Street, McGraths Hill, Sewer Pump Station.
2. A local environmental study not be prepared.
 3. Council exercise its delegation in respect of Sections 65 and 69 of the Environmental Planning and Assessment Act 1979.
 4. A public hearing under section 68 of the Environmental Planning and Assessment Act 1979 in respect of the proposed reclassification in the draft local environmental plan be advertised and arranged.
 5. Appropriate action to bring the Former Reserve 68540 under Torrens Title and to identify the areas to be leased be taken.
 6. All necessary documents be executed under the Common Seal of Council.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 39 Oooo

ITEM: 40 **Youth Week 2002 - The 'Big Thing'**

FILE NUMBER: GG012/079//OGD23NCX.C10

REPORT:

Youth Week is an annual national event celebrating the contribution of young people. In 2002, it was held between April 7 - 14.

Planning for Youth Week 2002 began in May 2001 with the formation of the Youth Week Planning Group (made up of representatives of the Hawkesbury Youth Interagency and young people from Council's Youth Advisory Committee). The Planning Group conceived the idea of holding a youth festival.

The Big Thing Youth festival was held at Colbee Park, McGraths Hill on Saturday, 6 April from 10am to 5pm. It was the major event for Youth Week 2002 in the Hawkesbury.

The Mayor officially launched the event - Council were the main sponsors of the event, contributing over \$8,000 (eight thousand dollars).

The day attracted between 2,000 (two thousand) and 3,000 (three thousand) people, mostly young people, but also some young families.

A range of entertainment was provided on the day. Local youth bands & D.Js provided the music. Other attractions included: the recently updated BMX track, graffiti art demonstration mural, Council's skate ramp, and other extreme sport activities such as horizontal bungee, human fly wall & rock climbing wall.

Hawkesbury Community Transport provided drivers and the Community and Youth Access Bus with over 200 (two hundred) people using the service across the day.

Planning is already underway for The Big Thing 2003 with a promotional video being made to attract more local sponsors.

Hawkesbury City Council provided the majority of the funds to stage the 'Big Thing'. A grant of \$1,500 (one thousand five hundred) was received from the Department of Education, Employment and Training as a contribution to the costs of Youth Week. \$1,000 (one thousand) was also received from the Penrith Plaza. Other 'in kind' sponsors included Edge Adventure Sports, Scream Disco and Bilpin Apple Juice.

RECOMMENDATION:

That the information be noted.

ORGANISATION AND RESOURCES

Meeting Date: 23 April, 2002

Item: **40**

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 40 Oooo

ORGANISATION AND RESOURCES

Meeting Date: 23 April, 2002

Item: **41**

ITEM: 41 **Enhancement of Library Services - Forgotten Valley Mobile Resource Unit**

FILE NUMBER: GC200/004//OGD23NCX.C14

PREVIOUS ITEM: 33, GPC Section 3 - Organisation & Resources (24.04.2001)

REPORT:

As previously reported to Council, staff of the Forgotten Valley Mobile Resource Unit (FVMRU) have been canvassing options (with users of the Unit) for improving the library services made available from the Unit. This work has been undertaken in conjunction with the Hawkesbury City Council Library Service.

This report has been prepared to provide additional information to Council regarding the status of library services at FVMRU. The report addresses the issues raised by the President of the Wiseman's Ferry Community Centre who spoke at the Council meeting held on 24 April 2001 about this matter and her objection to the proposal to re-configure the library services at the Unit by relocating the community library and establishing a internet/research booth.

Prior to April 2001, the only library service offered by FVMRU was a community library. The library was established some five years ago from books donated by residents. It contains approximately 1,200 (one thousand two hundred) book titles. Over the past 12 (twelve) months FVMRU has expanded the library services made available to residents by establishing a Book Depot, Mobile Parenting Library and Special Needs Service. Comparative figures for the usage of these services (and the existing community library) over the past twelve months are summarised below.

Service	Number of registered users (1)	Number of loans
Book Depot	20	274
Mobile Parenting Library	22	57
Special Needs Services	13	230
Community Library	1	0

(1) who have used service in past twelve months.

The figures indicate that the introduction of new services has delivered a significant enhancement in the library services being made available to residents of Forgotten Valley (usage of library services have increased substantially over the past twelve months). In contrast the community library continues not to be patronised by residents despite efforts to advertise the service in the *Forgotten Valley News*.

In March 2002, the Manager of the Hawkesbury City Council Library Service was commissioned to undertake a review of the community library to identify strategies for improving the patronage of the service. The Library Manager reported that a random check of individual items revealed that the majority of items had never been borrowed and were more than 10 (ten) years old. Since 1996 only 18 (eighteen) items had been borrowed. The Library Manager also advised that according to industry standards, a library catering for the size of the population of Forgotten Valley should contain at least 6,000 (six thousand) book titles.

On the basis of the library selection and weeding policies adopted by the Hawkesbury City Council, the Library manager concluded that the majority of the library stock should be withdrawn from circulation. The Library Manager identified a number of options for enhancing library services. These included the provision of an internet access point, the development of on-line linkages with one or more of the four library council libraries servicing the Wisemans Ferry Area and the maintenance of the existing Book Depot and Special Needs Service.

To explore options for the provision of alternate library services FVMRU conducted a customer survey of users its services (including the library service). In August 2001, Surveys were sent to the 84 (eighty four) households who currently use FVMRU services and responses were received from 53 (fifty three) households (a 63% [sixty three] response rate). One of the questions in the Survey canvassed the preferred type of library resource or service that customers would like FVMRU to provide. The most preferred library service was to maintain the recently established Book Depot (47% [forty seven] of preferences), followed by the establishment of a community access internet booth (38% [thirty eight] of preferences). The retention of the community library in its current format received 15% (fifteen) of preferences.

In view of the usage levels of library services over the past twelve months, the recommendations of the Library Manager and the findings of the Customer Survey, FVMRU will be relocating the community library to an alternate venue to provide the space required to establish an internet/research booth with on-line access to the Hawkesbury City Council Library Service. FVMRU is currently negotiating with local agencies who have indicated an interest in housing the community library.

This proposed re-configuration of library service will not breach the existing lease agreement entered into with the Wisemans Ferry Community Centre. FVMRU will continue to provide library services (as provided for in the lease). The re-configuration of library services will consolidate the improvements made to date and will ensure that residents continue to have access to current titles (through the Book Depot and Special Needs Service) and the technology to better address their information and recreation needs.

RECOMMENDATION:

That the information be received.

ORGANISATION AND RESOURCES

Meeting Date: 23 April, 2002

Item: **41**

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 41 Oooo