



general
purpose
committee

3
section

organisation
and
resources

GENERAL PURPOSE COMMITTEE - ORGANISATION & RESOURCES

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ITEM: 54 Monthly Financial Report - May 2002**FILE NUMBER:** GF011/005/FNC/OGF25NAX.F08**REPORT:****May 2002**

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

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

Opening Balance as at 1 May 2002	(\$147,455.32)
Add Receipts for the Month	\$11,422,986.78
Less Payments for the Month	(\$10,534,732.06)
Closing Balance as at end of May 2002	<u>\$740,799.40</u>

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

Statement Balance as at end of May 2002	\$760,812.95
Less Unpresented Cheques	(\$301,370.53)
Add Outstanding Deposits	\$306,002.22
	<u>\$765,444.64</u>
Adjustment: Statement entries not yet posted to GL	(\$24,645.24)
Equals balance as per Cash Book	<u>\$740,799.40</u>

Commentary

The above reconciliations reflect the cashflow for May 2002. Essentially they are a summary of all of the receipts issued and the payments made during May 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 - May 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 May 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	\$27,109,596.28			\$91,053.68	\$27,200,649.96
On Call Funds	\$2,360,000.00	\$4,100,000.00	(\$1,400,000.00)		\$5,060,000.00
Term Investments	\$2,070,000.00				\$2,070,000.00
TOTAL	\$31,539,596.28	\$4,100,000.00	(\$1,400,000.00)	\$91,053.68	\$34,330,649.96

Commentary

The official cash interest rate was increased by 0.25% by the Reserve Bank during the month of May. Financial Institutions had predicted this increase along with the expectation of further interest rate increases in the ensuing months.

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 54 Oooo

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ITEM: 55 **Exemption from Rating, Hawkesbury Christian Centre, 190 Macquarie Street, Windsor**

FILE NUMBER: P0260/0110/FNC/OGF25NBX.F07

REPORT:

An application has been received from Hawkesbury Christian Centre requesting exemption from rating for the property known as 190 Macquarie Street, Windsor. (Lot 1 DP 1026856 - Property Number 34130)

This property is the amalgamation of the two properties previously known as 190 Macquarie Street, Windsor (Lot 1 DP 563820) and 43 Brabyn Street, Windsor (Lot 2 DP 563820).

The original property 190 Macquarie Street was previously exempt from rates. Hawkesbury Christian Centre have demolished the residence that use to be on 43 Brabyn Street and have built their new chapel on this property as an extension.

The Hawkesbury Christian Centre is recognised as a religious organisation. Accordingly it satisfies the requirements of the Local Government Act, 1993 in respect to rates exemption.

- "S.555 (1) The following land is exempt from all rates;*
(e) Land that belongs to a religious body and is occupied and used in connection with :
(i) a church or building used or occupied for public worship

It is proposed that the exemption from rating be granted from 1 July 2001 being the date that the amalgamated parcel was due to be rated from. The rates for 2001/02 total \$319.00 (three hundred and nineteen dollars) and will need to be abandoned.

RECOMMENDATION:

That:

1. The Hawkesbury Christian Centre be granted exemption from rating for the amalgamated property known as 190 Macquarie Street, Windsor from 1 July 2001.
2. The amount of \$319.00 (three hundred and nineteen dollars) be written off in respect of the rates for the period 1 July 2001 to 30 June 2002.

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ATTACHMENTS:

There are no supporting documents for this report.

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Item: **56****ITEM: 56** **2002/2003 Insurance Renewals****FILE NUMBER:** G1001/004/CSV/OGF25NBX.C02**REPORT:**

General insurance policies (with the exception of motor vehicle) are due for renewal on 30 June 2002.

Council will be aware that in respect of Industrial Special Risks Cover (Building), Hawkesbury joined with 179 other Councils and County Councils as a member of the Statewide Property Mutual Scheme for this cover.

Jardine Lloyd Thompson, Council's Insurance Brokers, have now submitted the following renewal terms:

Policy	2001/2002	2002/2003
Industrial Special Risks	\$89,357.74	\$142,574.51
Marine Hull – Lower Portland Ferry	\$1,411.28	\$1,887.00
Marine Hull – Small Plant	\$516.16	\$1,316.86
Workers Compensation Excess of Loss	\$34,375.00	\$29,745.50
Total	\$125,660.18	\$175,523.87

The insurance market is still coming to terms with the full impact of losses in 2001 with most insurance rates across all classes showing significant increases.

In addition, in recent years there has been a gradual contraction in the number of underwriters available to write these types of covers.

RECOMMENDATION:

That the specific category of insurance as detailed above, be renewed from 30 June 2002, at a premium of \$175,523.87 (one hundred and seventy five thousand five hundred and twenty three dollars and eighty seven cents).

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 56 Oooo

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ITEM: 57 **Cultural Grants Program - June 2002 Round**

FILE NUMBER: G021/218/CSV/OGF25NBX.C01

REPORT:

A total of five applications were received under Council's June round of the Cultural Grants Program requesting a total of approximately \$11,153.00 (eleven thousand one hundred and fifty three dollars) from the \$25,000.00 (twenty five thousand dollars) annual budget. These applications are detailed below.

Wendy Douglas on behalf of Hawkesbury Creative Arts Centre applies for \$4,053.00 (four thousand and fifty-three dollars) to assist with promotion of the Centre, including press advertisements, membership of Tourism Hawkesbury and signage. The Centre is run by volunteers and provides an outlet for the sale of work by Hawkesbury artists and craftspeople. The Centre also has a gallery which is regularly used for public exhibitions of painting, photography, and an annual Doll and Bear show.

Ken Parsons on behalf of Kurrajong Small Business and Community Forum applies for \$1,000.00 (one thousand dollars) cash, plus approximately \$2,000.00 (two thousand dollars) in-kind (including printing of programs, banners, and use of stage) for use by the Kurrajong Scarecrow Festival, incorporating a scarecrow-making competition; Spectacle of Scarecrows (with entertainment and stalls), Scarecrow Ball, Back To The Kurrajong Historical Society, Music Festival (Grose Vale) and Bowen Mountain music festival.

Lisa Parslow on behalf of Richmond Players Inc. applies for \$1,000.00 (one thousand dollars) towards the association's 50th Anniversary celebrations, specifically, the publication of a history of the group. The booklet would include details of past productions, interviews and photographs.

Bindi Woodland on behalf of Hawkesbury Earthcare Centre applies for \$3,000.00 (three thousand dollars) for the "Celebrating Sustainability" Fair to be held at UWS-Hawkesbury on Saturday 21 September 2002. This event features stalls, workshops and seminars showcasing sustainable living products and practices as well as puppetry, live local music, drumming workshops and story-telling.

Sheila Sharp on behalf of Macquarie Town Arts Society Inc. applies for \$100.00 (one hundred dollars) for a watercolour workshop with Leeka Gruzdeff to be held 27 and 28 July 2002. The workshop is for both experienced painters and beginners and provides an opportunity to try watercolour painting with quality materials and an experienced tutor.

Applications were assessed using a set of criteria developed in line with Council's current Grants and Donations Policy.

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Summary of Grant Applications - Recommendations For Approval

Applicant	Activity/Project	Grant Requested	Grant Recommended	Comments
Hawkesbury Creative Arts Centre	Promotion of facility (signage and press advertising)	\$4,053.00	\$1,000.00	Suggested that the provision of \$1000 be made to assist with promotional support.
Kurrajong Small Business and Community Forum	Kurrajong District Scarecrow Festival	\$1000.00 cash plus approximately \$2000.00 in-kind	\$3,000.00	A worthwhile event which brings the Kurrajong community together, encourages local business, and attracts large numbers of visitors.
Richmond Players Inc.	50th Anniversary celebrations (book component)	\$1,000.00	\$1,000.00	Recommended in support and recognition of a community cultural group which has provided continuous community theatre for half a century.
Hawkesbury Earthcare Centre	"Celebrating Sustainability" Fair	\$3,000.00	\$1,000.00	Recommended in support of a worthwhile initiative which needs support and sponsorship from other sources. Funds to be directed for payment of artists and costs.
Macquarie Towns Arts Society Inc.	Leeka Gruzdeff Watercolour workshop	\$100.00	\$100.00	Project encourages emerging artists and skills development.

RECOMMENDATION:

That a total of \$6,100.00 (six thousand one hundred dollars), as detailed in the report, be allocated as grants under the Community Cultural Grants Program - June 2002 Round. Funding to be taken from the 2002-2003 Cultural Grants program budget.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 57 Oooo

ITEM: 58 **Proposed Markets at the Village Community Shopping Centre at Glossodia****FILE NUMBER:** GC283/056 Pt3//OGF25NBX.C05

REPORT:

A letter has been received from the Glossodia Village Shopping Centre shop owners regarding a proposal to hold markets in the square centre of the shopping centre on a once a month basis, with the second Saturday being the nominated day, between the hours of 8.00am to 3.00pm. The proposal states that the markets would predominantly be for new wares, arts and crafts, plants, with a minimum of 12 (twelve) stalls scattered in the square.

The main objective of the markets is to advertise and promote the shops contained within the Village Community Shopping Centre by inviting the people of the Hawkesbury area, especially the immediate surrounding areas, to experience the quality of the shops and shop keepers within the Centre. Advertising would be done through newspapers (mainly local), school notices through Freeman's Reach, North Richmond, Kurmond, Kurrajong and Colo Schools, leaflet drops (in Glossodia mainly), 2 (two) banners, (1) one at the Freeman's Reach entry into Glossodia and the other located at Terrace Road, North Richmond. It is proposed that removable signs also be located at the end of Golden Valley Drive.

It is also proposed that a minimum fee of \$10 to \$15 (ten to fifteen dollars) be charged to the stall holders which will cover the cost of advertising. Any additional costs will be covered by the shop owners. A small Market Committee would be formed with the intentions of having more than one person responsible for the smooth running of the markets. It is also further proposed that if requests arise, the Market Committee may hold car boot markets for those who want to be part of the markets, mainly concentrating on the sale of recycled goods.

Council currently allow the running of the Windsor Mall Markets on Sundays, which attract a fee payable to Council of \$10 (ten dollars) per stall, and this fee is proposed to rise to \$20 (twenty dollars) per stall in Council's current 2002/2003 Draft Fees and Charges. The Windsor Mall Markets are controlled by an extensive list of regulations that stall holders and market organisers must abide by. A similar list of regulations would be compiled for the Glossodia Village Community Shopping Centre Markets. The markets may be a way of attracting more clientele for the shop keepers at Glossodia. There are a number of shop keepers who are currently experiencing financial difficulty and the markets may ease some of that burden.

RECOMMENDATION:

That:

1. Council allow a 6 (six) month trial of the Glossodia Village Community Shopping Centre Markets

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to be held on the second Saturday of each month between the hours of 8.00am to 3.00pm.

2. A list of regulations be compiled in consultation with the Market Committee and be reported back to Council for approval.
3. Council seek no fee from the Markets for the 6 (six) month trial period until the markets are established.
4. Appropriate Public Liability Insurance cover be taken out by the Glossodia Village Shopping Centre Market Committee to a minimum of \$10 million (ten million dollars) cover.
5. A Council staff member attend the initial Market Committee meetings to ensure that there are no problems with the initial running and setting up of the markets.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 58 Oooo

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ITEM: 59 Fruits of the Hawkesbury Festival**FILE NUMBER:** GC030/007/CSV/OGF25NBX.C06**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 early in the New Year, 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 applications were considered in 2002:

Group Name	Amount applied for	Event	Comments
Arkadian Bilpin Performers	\$500-\$700	Phantom of the Music Hall	Approved.
Bilpin Garden Club Inc.	\$360	Bilpin Spring Flower Show	Approved.
Friends of the Hawkesbury Art Collection Inc.	\$554	"Top Crop" from Hawkesbury Artists art exhibition	Approved.
Fruits of the Hawkesbury Patchwork Group	\$500	Fruits of the Hawkesbury Indoor/Outdoor Quilt Show	Approved.
Hawkesbury Creative Art Centre	\$420	Young Artist in the making	Approved.
Hawkesbury Earthcare Centre Fair Committee	\$500	"Celebrating Sustainability" Fair	Need to determine (prior to issue of funds) from the group what can be achieved with just \$500 if the \$3,500 applied for is not forthcoming.
Hawkesbury Family History Group	\$210	Tracing Your Irish Ancestors lecture	Approved.
Hawkesbury Jazz Club Inc.	\$500	Jazz Afloat	Approved.
Hawkesbury Valley Baptist Church	\$500	Sacred Moments Arts Festival	\$250 approved. The committee agreed to sponsor a specific element or prize for the event rather than the whole event.
Kurrajong Small Business & Community Forum Inc.	\$500 (plus HCC assistance via Cultural Grants)	Kurrajong District Scarecrow Festival	Approved.
Life Drawing Group (of Community Arts Workshop)	\$500	Fruits of the Figure	\$300 approved due to concerns about the small number of participants/beneficiaries.
Macquarie Towns Orchestra	\$460	Festival	Further information required on event and budget or no funds to be allocated.

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Group Name	Amount applied for	Event	Comments
Macquarie Towns Arts Society Inc.	\$100	Watercolour Workshop with Helen Goldsmith	Approved.
Macquarie Towns Arts Society Inc.	\$150	Budding Junior Artists' Exhibition	Approved.
South Windsor Mainstreet	\$350	Spring Flower pots on South Windsor Mainstreet	Plan for maintenance, watering etc required prior to any sponsorship being offered.
St Matthews Anglican Church Restoration & Repair Committee	\$500	The Ragged Band Concert	Approved.
The Song Company Pty Ltd	\$500	Royal Fireworks (concert)	Arrange a purchase of ticket deal to enable tickets to be used for competitions / VIPS / Media and to issue to disadvantaged in community.
Bowen Mountain Association	\$386	Scarecrow Music Festival	Approved.
St Albans Gallery	\$200	"Recycled" Exhibition	Approved.
St Albans Gallery	\$200	"Putting Down Roots" Carol Gill (Solo Exhibition)	Approved.

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, with additional promotional displays to be placed strategically in Windsor Library, Windsor Town Centre, North Richmond Community Centre and Richmond Marketplace.

The official launch of the festival will take place at a special performance of "Royal Fireworks" by the internationally acclaimed Song Company at the Richmond School of Arts on Sunday 8 September.

As a further special "drawcard event" and unique opportunity for skills development in addition to those described above, arrangements have been made with Roger Woodward and the Performance and Exhibitions Committee of UWS-Hawkesbury for Mr Woodward to perform a piano recital and masterclass at the Memorial Hall on Friday 15 November. The recital will feature favourite works by Chopin, Bach and Debussy, and the masterclass will be offered free of charge to a small number of talented musicians either resident in the Hawkesbury LGA or attending UWS-Hawkesbury.

Fruits of the Hawkesbury is funded from existing budget allocations for art/historical undertakings.

RECOMMENDATION:

That the 2002 Fruits of the Hawkesbury program and sponsorships be endorsed.

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ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 59 Oooo