



general
purpose
committee

3
section

organisation
and
resources

GENERAL PURPOSE COMMITTEE - ORGANISATION & RESOURCES

Table of Contents

Meeting Date: 24 June 2003

Page 2

ITEM	SUBJECT	PAGE
SECTION 3 - ORGANISATION AND RESOURCES.		
48:	Monthly Financial Report - May 2003 GF011/005/FNC/OGF24NAX.F03	3
49:	Alternative Accommodation for Macquarie Town Art Society 80153/CSV/OGF24NBX.C06	6
50:	Bligh Park Consultation Plan 26216/CSV/OGF24NBX.C04	8
51:	State Emergency Services (SES) Controller Re-appointment 80520/CSV/OGF24NBX.C01	10
52:	Hawkesbury Residents - Information and Resources Brochure 79356/CSV/OGF24NCX.C05	11

oooO END OF TABLE OF CONTENTS Oooo

ORGANISATION AND RESOURCES

Meeting Date: 24 June, 2003

Item: **48****ITEM: 48 Monthly Financial Report - May 2003****FILE NUMBER:** GF011/005/FNC/OGF24NAX.F03**REPORT:**

Summarised below are particulars of both the income received and the expenditure incurred by Council for the month of May 2003. This information has been reconciled between the cashbook and the bank statement balance as at the end of May 2003. All expenditure is fully supported by vouchers and invoices which have been duly certified.

Cash Book (General Ledger) Reconciliation - May 2003

Opening Balance as at 1 May 2003	(\$335,739.27)
Add Receipts for the month	\$8,312,417.14
Less Payments for the month	(\$7,386,951.35)
Closing Balance as at end of May 2003	<u>\$589,726.52</u>

Bank Statement balance - May 2003

Statement Balance as at end of May 2003	\$397,966.27
Less Unpresented Cheques	(\$133,515.73)
Add Outstanding Deposits	<u>\$371,763.82</u>
	\$636,214.36
Adjustment: Statement entries not yet posted to GL	<u>(\$46,487.84)</u>
Equal balance as per Cash Book	<u>\$589,726.52</u>

Commentary

The above reconciliations reflect the cashflow for May 2003. Receipts include rate payments, fees and charges, grant payments and matured investments. Expenditure for the month typically consists of payments to contractors, employee salaries, purchase of stores and materials and lease/loan repayments.

ORGANISATION AND RESOURCES

Meeting Date: 24 June, 2003

Item: 48

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.

Cash management procedures are in place that ensure adequate funds are available to meet daily expenditure obligations. Active cash management minimises the risk of Council's bank account going into an overdraft situation.

Any surplus funds are invested so as to maximise interest earnings.

Investments - May 2003

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 2003. All investments have been made in accordance with the Act, Regulations and Council's Investment Policy.

May 2003

Investment type	Balance brought forward	Deposits	Withdrawals	Interest added to Investment	Balance End of Month
Managed Funds	\$19,230,661.71			\$103,320.08	\$19,333,981.79
On Call Funds	\$2,150,000.00	\$1,800,000.00	(\$1,950,000.00)		\$2,000,000.00
Term Investments	\$1,235,000.00				\$1,235,000.00
Rolling Investments	\$6,655,760.10	\$500,000.00	(\$514,475.00)	\$17,381.29	\$6,658,666.39
TOTAL	\$29,271,421.81	\$2,300,000.00	(\$2,464,475.00)	\$120,701.37	\$29,227,648.18

Investment Commentary

Managed Fund performance exceeded the benchmark index for the month of May.

Official cash interest rates continue to be on hold (currently at 4.75%). Short term interest rate yields have, however, recently fallen to levels that imply cash rates will be cut to 4.00% by year's end.

Geoff Banting
Responsible Accounting Officer

ORGANISATION AND RESOURCES

Meeting Date: 24 June, 2003

Item: **48**

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 48 Oooo

ITEM: 49 Alternative Accommodation for Macquarie Town Art Society**FILE NUMBER:** 80153/CSV/OGF24NBX.C06**PREVIOUS ITEM:** 95, GPC Section 3 - Organisation & Resources (22.10.2002)**PREVIOUS ITEM:** 95, Ordinary (12.11.2002)

REPORT:

Council at its Ordinary Meeting, 12 November 2002 resolved that Toxana House, located at 147 Windsor Street, Richmond be offered for sale by public auction. Subsequently Toxana House was sold by public auction on Thursday 20 May 2003, the proceeds of which will go towards the funding of Council's new Library/Regional Art Gallery as per Council's resolution.

Macquarie Town Art Society (MTAS), who are the basement tenants of Toxana House, were notified that the premises would be sold by public auction and as such would have to vacate the premises. MTAS currently have a lease agreement with Council to lease the basement of Toxana House, which rests on correspondence, with a lease figure at a "Peppercorn Rental Rate" of \$1.00 (one dollar) per annum. As MTAS have been established for a number of years and have been a great benefit to the local community in promoting local artists and art work within the Hawkesbury, Council has looked for alternative accommodation on their behalf until the new Regional Art Gallery is completed.

A property located in Lennox Street, Richmond, which backs onto the Richmond Market Place Centre, is currently available for leasing. The centre manager, Mr John Moore, met with Council officers and members of the MTAS to ascertain the building suitability for the purpose of temporary accommodation for the Society. Ms Sheila Sharp, President of the MTAS and members of the Committee were in agreement that the property would be ideal for their purposes in the short term and were very happy with the aspects of parking, security and street access to the building.

The building is currently used for storage and for the building to be tenanted out, alternative arrangements would have to be found for the storage items. Mr Moore has stated that if it were possible for two car spaces in the current Richmond Market Centre underground parking area be converted into a lockable storage facility, then the building in Lennox Street could be leased to Council on behalf of the MTAS. Advice has been received from Council Planning staff that the Richmond Market Centre has in excess of its requirements for carparking spaces, therefore it would be possible to convert two carparking spaces into a lockable storage facility.

A development application would need to be submitted, it would be fast tracked, determined under delegation of authority and the approval could be granted within a twenty four hour turnaround.

Mr Moore has advised Council that the leasing of the property in Lennox Street would cost \$4,000.00 (four thousand dollars) per annum and it would be available for an 18 (eighteen) month period, with an extension of that to occur on a month by month basis, until the new Library/Regional Art Gallery is completed at Windsor.

RECOMMENDATION:

That

1. Macquarie Town Art Society be advised that the property in Lennox Street, Richmond will be available for operating their activities.
2. The \$4,000.00 (four thousand dollar) per annum lease fee be funded through Council's Cultural Donations Program.
3. A lease of 18 (eighteen) months be taken out on the premises by Council on behalf of Macquarie Town Art Society for a period of 18 (eighteen) months and thereafter on a month by month basis until the new Library/Regional Art Gallery is completed, allowing the Macquarie Town Art Society to relocate its activities to the new centre.
4. All documents be executed under the common seal of Council.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 49 Oooo

ITEM: 50 **Bligh Park Consultation Plan**

FILE NUMBER: 26216/CSV/OGF24NBX.C04

PREVIOUS ITEM: 96, Ordinary (10.06.2003)

REPORT:

At the Ordinary Meeting held on 10 June 2003, Council resolved:

'that a consultation plan be prepared to canvass the views of residents regarding the requirement for retail space at 139 Colonial Drive, Bligh Park'

A draft consultation plan was presented to Councillors at an informal Council meeting held on the 17 June 2003. This report has been prepared to seek Councils approval to implement the draft consultation plan.

The recommended core elements of the draft consultation plan included:

- the use of written surveys as the primary consultation tool for the collection of information from residents, coupled with a consultation meetings with business owners and other stakeholders - these approaches has been recommended due to resource considerations (the costs of telephone interviews and other consultative methods are prohibitive);
- a recognition that any consultation strategy/survey should incorporate generally accepted principles of 'good' survey design - these principles include usefulness, relevance, neutrality, inclusiveness, simplicity and measurability; and
- an acceptance that there may be several target audiences for the consultation strategy which would require different consultation tools. The draft consultation strategy was based on the premise that seeking information from residents about the Colonial Drive site, may raise wider issues about the question of the most appropriate location and kinds of large retail complexes that could be approved for construction in the City of Hawkesbury.

In view of these matters a four stage consultation strategy was recommended.

Stage 1

A survey of local residents in the eastern half of Bligh Park (the Bligh Park Residents Survey). The Survey would canvass the views of residents who are likely to be most affected by the development of 139 Colonial Drive.

Stage 2

An area wide (random) survey of households across the Hawkesbury (The Hawkesbury Shopping Centre Survey). This survey would canvass the views of the wider Hawkesbury community about the kinds and location of shopping centre developments that should be approved for development in the Hawkesbury.

Stage 3

Consultation with business owners and other stakeholders. In view of the strongly held views of business owners regarding not only the Colonial Drive site, but the wider issue of shopping centre developments in the City of Hawkesbury, it is recommended that consultations be held with this important group. The purpose of the consultations would be to present the findings of the resident surveys and to record the views and responses of business owners. It would also provide the opportunity for business owners and stakeholders to discuss and raise issues in an open forum.

Stage 4

The preparation of a final report summarising the findings of the survey and consultations with business owners. This would be tabled at a Council Meeting and if appropriate could be publicly exhibited and submissions received prior to its final adoption.

It is envisaged that the Consultation Strategy could be implemented in July and August with the final report tabled at the August General Purpose Committee Meeting.

RECOMMENDATION:

That:

1. Council, sitting as a Committee of the Whole, approve the implementation of the Bligh Park Consultation Plan.
2. A further report summarising the outcomes of the Bligh Park Consultation Plan be reported to the August General Purpose Committee Meeting, 2003.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 50 Oooo

ORGANISATION AND RESOURCES

Meeting Date: 24 June, 2003

Item: 51

ITEM: 51 **State Emergency Services (SES) Controller Re-appointment**

FILE NUMBER: 80520/CSV/OGF24NBX.C01

REPORT:

The State Emergency Service Act requires the appointments of Local Controllers to be renewed every 2 (two) years, with 1 August this year being the due date for the next renewal.

The Director-General of the Service in appointing the officer considers that the Council's views are an important part of the process.

In support of the reappointment it is noted that Mr Jones has been with the local SES since 1974 and has been the Local Controller for the last 5 years. Mr Jones was awarded Hawkesbury Citizen of the Year Award in 2003 and was a recipient of the Centenary Medal. Hawkesbury SES are the current State champions of SES Rescue and are recent winners of the Sydney Western Division Rescue Competition.

Mr Kevin Jones, has performed the role in an excellent manner and continues to see the local organisation grow and continue its high degree of success.

RECOMMENDATION:

That Council advise the Director-General of the State Emergency Service that it recommends Mr Kevin Jones to continue as Hawkesbury State Emergency Services Controller.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 51 Oooo

ITEM: 52 **Hawkesbury Residents - Information and Resources Brochure**

FILE NUMBER: 79356/CSV/OGF24NCX.C05

REPORT:

A review has been conducted on how information is presented to new residents of Hawkesbury City and as a result a 24 (twenty four) page, easy to read document entitled "Hawkesbury Residents - Information and Services", and an "A to Z of Services" web page, have been produced by the Policy and Corporate Communications Branch with the assistance of an intern from the University of Western Sydney. Advance copies of the publication have been issued to Councillors.

The Hawkesbury Residents - Information and Services brochure aims to concisely present the services and facilities available within the area with directions included on how more comprehensive information can be found. The brochure also contains useful background information on the Council and the local area.

A local real estate agent volunteered to survey a sample of new residents regarding the content of the brochure and suggestions were taken into consideration in the final draft of the document.

The new residents brochure will be distributed to local real estate agents, government housing and accommodation agencies, libraries, community centres and the RAAF and displayed in a specially designed stand.

In conjunction with the development of this brochure, a comprehensive A to Z index of Council services and facilities and general information was compiled and put on Council's website. This information can be regularly updated and forms an excellent reference for all local residents.

A media launch of the guide was held recently and follow up media releases will be issued over the next few weeks to promote the guide.

RECOMMENDATION:

That the report on the Hawkesbury Residents Information and Services brochure be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 52 Oooo