



general
purpose
committee

3
section

organisation
and
resources

GENERAL PURPOSE COMMITTEE - ORGANISATION & RESOURCES**Table of Contents****Meeting Date:** 27 November 2003**Page 2**

ITEM	SUBJECT	PAGE
SECTION 3 - ORGANISATION AND RESOURCES.		
96:	General Purpose Financial Report and Special Purpose Financial Report for the period ended 30 June, 2003	
	107/FNC/OGK27NAX.F06	3
97:	Quarterly Review as at 30 September 2003	
	107/FNC/OGK27NAX.F08	10
98:	Monthly Financial Report - October 2003	
	GF011/005/FNC/OGK27NAX.F04	12
99:	Payment of External Organisations	
	GT050/005, GT070/018, GM001/021 Pt14, GC210/014 Pt3/FNC/OGK27NAX.F05	15
100:	Community Donation Program Round 2 (Two) 2003/2004	
	79356/CSV/OGK27NBX.C09	21
101:	Community Cultural Grants Program - October Round	
	79356/CSV/OGK27NBX.C03	27
102:	Proposal for Council to Administer a Memorial Award in Memory of Natalie Burton	
	87688/CSV/OGK27NBX.C01	29
103:	Lease of Shop 2 Hobartville Shopping Centre	
	GC283/006, 78377, 2286, 74406/CSV/OGK27NBX.C02	32

oooO END OF TABLE OF CONTENTS Oooo

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **96****ITEM: 96****General Purpose Financial Report and Special Purpose Financial Report for the period ended 30 June, 2003****FILE NUMBER:** 107/FNC/OGK27NAX.F06

Council's General Purpose Financial Report and Special Purpose Financial Report for the period ended 30 June 2003, have now been completed, audited and advertised in accordance with the provisions of the Local Government Act (1993). The unqualified audit certificate from Council's Auditors, Millington SBS, has been received and is available for inspection by Councillors and the community.

Given below is a summary of Council's financial result under the Australian Accounting Standard 27 (AAS27) for the period ended 30 June, 2003 along with a brief commentary of the reported figures.

Operating Statement	2002/03 \$'000	2001/02 \$'000
Operating Revenue	47,438	50,253
Operating Expenditure	47,589	48,589
Operating Result before Capital Amounts	(151)	1,664
Capital Grants Contributions and Donations	1,872	3,794
Net Surplus (Deficit) for Year	1,721	5,458

The 2002/03 operating result represents a surplus of \$1.721 million as compared to a surplus of \$5.458 million the previous year. Details of revenues and expenses that resulted in the surplus as compared to the previous year can be explained as follows:

Revenues from Ordinary Activities	2002/03 \$'000	2001/02 \$'000
Rates and Annual Charges	26,949	25,521
User Charges and Fees	5,943	7,604
Interest	1,853	1,840
Grants and Contributions provided for Non-Capital Purposes	10,530	12,603
Grants and Contributions - Capital	1,872	3,794
Other Operating Revenues	2,014	2,240
Profit from Disposal of Assets	149	445
Total Revenue from Ordinary Activities	49,310	54,047

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **96**

- Rates & Annual Charges - Rates and annual charges represent about 55% of Council's total revenue. This compares with 47% year. Income received increased due mainly to the annual increase allowed under rate pegging of 3.3% for Rate Income and Sewerage Services, 9.0% increase for Sullage Collection and a 3.9% decrease for Domestic & Business Waste and Recycling Annual Charges.

In addition, an amount of \$850K in revenue was raised as a result of a special environmental and stormwater levy.

- User Charges & Fees - Income received for User Charges & Fees is some \$1.661M less than the previous year due to relinquishing auspice and control over several child care centres and pre-schools. Otherwise a small increase in other user charges & fees resulted in variety of areas including Dog Registration Fees, Road Reinstatement Fees, Leisure Centre Income and Private Works Income.
- Interest Received - Interest on Investments Income received decreased over the 12 month period. Official interest rates have remained generally constant with a slighter higher return achieved in floating interest rates. The average interest rate on investments was around 4.98% for 2002/03 compared with 4.44% in the previous year. However Councils investment portfolio (cash assets) decreased throughout 2002/03 by some \$7.764M.
- Grants & Contributions Received (Operating) - Council received \$10.53M in operating grants and contributions in 2002/03 compared with \$12.60M in the previous year. Council's decision not to consolidate various management committees contributed to a reduction in revenues from this source.
- Grants & Contributions Received (Capital) - Council received \$1.872M in capital grants and contributions in 2002/03 compared with \$3.794M in the previous year. The major reduction between 2001/02 & 2002/03 relate to one off grant income received by Council for the Museum of \$1.15M in 2001/02 and a reduction in capital grants in 2002/03 for bushfire and emergency services of \$656K.
- Other Operating Revenue - There was a decrease in other income of \$226K in 2002/03 primarily from a reduction in lease rental income and as a result of Council's decision not to consolidate various management committees.

Expenses from Ordinary Activities	2002/03 \$'000	2001/02 \$'000
Employee Costs	16,130	16,247
Materials and Contracts	19,949	21,300
Borrowing Costs	293	309
Depreciation and Amortisation	6,223	5,693
Other Expenses from Ordinary Activities	4,994	5,040
Total	47,589	48,589

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **96**

- **Employee Costs** - Employee costs fell from \$48.589M in 2001/02 to \$47.589 in the current year. A major factor for this reduction is due to relinquishing auspice and control over several child care centres and pre-schools. Otherwise an increase would have been recorded reflecting larger than average termination payouts and an increase in salaries and wages in real terms as a result of award salary/wage case increases and Council's salary and wages administration system increases which were allowed for in Council's budget.
- **Materials & Contracts** - Council's budget is based on a "normal" mix of self-constructed and contract works. The process of calling and accepting tenders during the year can result in substantial changes in this mix, resulting in significant variations from one year to the next.
- **Interest Charges** - Interest Charges have decreased due mainly to Council not borrowing funds from financial institutions, electing to borrow internally against reserves.
- **Depreciation and Amortisation** - The amount calculated and charged to depreciation was \$6.223M in 2002/03 representing 13% of total expenses. This compared with \$5.693M (12%) in 2002.
- **Other Operating Expenses** - Total other expenses for 2002/03 amounted to \$4.994M compared with \$5.040M in 2001/02.

Statement of Finance Position (Balance Sheet)

The Statement of Financial Position discloses the assets, liabilities and equity of Council. It depicts the accounting term 'Assets - Liabilities = Equity'.

The table below displays Council's reported Statement of Financial Position under AAS27.

Statement of Financial Position	2002/03 \$'000	2001/02 \$'000
Current Assets	25,579	35,782
Non Current Assets	315,070	309,286
Total Assets	340,649	345,068
Current Liabilities	6,924	9,441
Non Current Liabilities	3,120	3,341
Total Liabilities	10,044	12,782
Net Assets	330,605	332,286
Equity	330,605	332,286

Council's Statement of Financial Position reports a strong position similar to that portrayed at the conclusion of 2001/02. Specific details relating to financial performance are detailed below.

Debt Service

Council's outstanding external load principal was only \$112,000 at the end of the financial year. This has enabled Council to achieve a debt service ratio of 0.89%. This ratio is used in assessing the degree to which revenues are committed to the repayment of debt. With the retirement of a significant amount of debt during 2000/01, the debt service ratio has fallen and provides Council with the flexibility of utilising debt funds if and when it needs to in the future. Moreover, the ratio achieved is well below the Group 6 of Councils average for 2002 of 4.07%.

Current Ratio

The Statement of Financial Position also illustrates that Council has a high ratio of current assets to current liabilities (Current Ratio). The Current Ratio currently stands at 3.69:1 This ratio is used to determine a councils adequacy and ability to satisfy financial obligations in the short term. Hawkesbury City Council's high Current Ratio means that it is in a strong position to meet its short term financial commitments and has flexibility in making strategic decisions for the future.

Unrestricted Current Ratio

As a modification to the current ratio, the unrestricted current ratio is a more rigorous measure of Council's ability to meet future short term commitments as it excludes those assets and liabilities restricted for specific purposes such as sewerage and waste. Even the unrestricted current ratio is a high 3.31:1. Moreover, this indicator reflects a strong increase on the average of the previous three years of 2.05:1 and is well above the Group 6 of Councils average for 2002 of 1.97%.

Budget Result

The budget result, based on the movement in available funds, was reported with the review of Council's Management Plan at the Ordinary Meeting of Council held on 12 August, 2003. The available funds result for the period ending 30 June 2003 is a deficit of \$467,341. This compares with a previously estimated deficit result of \$382,764. The variance to the final result and the previously reported result is due to a number of minor favourable and unfavourable variations in various Council components relating to salaries and maintenance expenses.

FINANCIAL POSITION As at 30 June 2003	GENERAL FUND	SEWER FUND	TOTAL
Total Income	68,941,385.17	13,978,091.73	82,919,476.90
Total Expenditure	69,408,726.38	13,978,091.73	83,386,818.11
Budget Surplus/ (Deficit) for Year	(467,341.21)	0	(467,341.21)

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **96**

Accumulated funds position as at 30/6/02	1,185,690.00	249,085.00	1,434,775.00
Accumulated funds position as at 30/6/03	718,348.79	249,085.00	967,433.79

Converting Councils AAS 27 Reported Operating Result back to Councils Budget Result

Operating Result (AAS 27)	\$1,720,720.29
Less - Consolidations (S355/377)	637,177.00
- Hawkesbury Sports Council	87,486.48
Unconsolidated Result	<u>\$2,445,383.77</u>
 Add: Capital Income	
- Sale of Assets	\$1,173,044.21
- Depreciation	\$6,005,167.82
- Transfers from reserve	\$24,706,514.01
- Long term debtors repaid	\$78,742.88
- Loan income	\$308,447.49
Total	<u>\$32,271,916.41</u>
 Less: Capital Expenditure	
- Purchase of Assets	\$12,893,629.37
- Transfers to reserve	\$21,577,331.69
- Loan repayments	\$380,617.30
- Net ELE Movement	\$333,063.03
- Long term debtors raised	\$0
Total	<u>\$35,184,641.39</u>
 Budget result	<u>(\$467,341.21)</u>

The budget result is a reflection of the movement in available cash. The purchase and sale of assets and transfers to and from reserve affect the availability of cash, however, do not effect the operating result of Council. The table below summarises the movement to and from Council reserves during the period.

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **96**

Reserve	Balance 01-Jul-2002	Movement	Balance 30-Jun-2003
Sewer -Asset Replacement	214,799.78	119,930.48	334,730.26
Bligh Park Reserve	4,100,659.73	87,355.44	4,188,015.17
Council S94 Allocation	378,918.71	(4,543.73)	374,374.98
ELE Reserve	1,491,600.32	(688,686.56)	802,913.76
Election Reserve	98,328.07	35,617.84	133,945.90
Environmental Plan Reserve	525,449.29	23,040.03	548,489.33
Ext. Industries Reserve	845,185.99	105,548.67	950,734.66
Garbage Reserve	(65,947.92)	641,394.84	575,446.92
Information Technology Reserve	216,700.95	96,323.71	313,024.66
Kerb & Gutter Reserve	171,030.62	122,101.70	293,132.32
Loan Reserve	3,537,991.16	(476,481.27)	3,061,509.89
Parks & Gardens Reserve	26,005.61	437.14	26,442.75
Plant Reserve	410,681.29	51,236.80	461,918.09
Property Development Reserve	2,596,549.71	375,448.02	2,971,997.73
Risk Mgt Reserve	184,894.35	(35,640.29)	149,254.05
Road works Reserve	238,814.19	1,706.80	240,520.99
S94 Car Parking Reserve	313,684.18	13,732.19	327,416.37
S94 Comm. Facilities Reserve	3,102,645.09	59,428.96	3,162,074.05
S94 Drainage Reserve	38,779.14	18,339.37	57,118.51
S94 Park Imp Reserve	564,724.63	(24,903.15)	539,821.48
S94 Rec Buildings Reserve	661,487.36	112,035.69	773,523.05
S94 Road Works Reserve	553,295.55	25,907.26	579,202.81
S94 Bushfire Reserve	30,208.52	1,322.44	31,530.96
Sullage Reserve	(88,899.81)	(30.74)	(88,930.55)
Sewer -Treatment Works Reserve	7,258,884.27	(3,957,938.27)	3,300,946.00
Workers Comp Self-Ins. Reserve	1,368,075.46	108,131.24	1,476,206.70
Sewer - Operating Reserve	384,497.35	(384,497.35)	0
Environmental Stormwater Res.	0	487,189.13	487,189.13

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **96**

Reserve	Balance 01-Jul-2002	Movement	Balance 30-Jun-2003
Heritage Reserve	30,946.91	(21,691.25)	9,255.66
Other Reserves	173,470.90	(20,997.94)	152,472.96
Internal Loans	(135,000)	0	(135,000)
	29,228,461.42	(3,129,182.33)	26,099,279.09

RECOMMENDATION:

Council exercising its delegation as a Committee of the Whole recommend that Councils General Purpose and Special Purpose Financial Reports and Special Schedules for the period ended 30 June 2003 be adopted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 96 Oooo

ITEM: 97 Quarterly Review as at 30 September 2003**FILE NUMBER:** 107/FNC/OGK27NAX.F08**REPORT:**

The September Quarterly Review of the Management Plan 2003/2004 financial year is reported to Council in accordance of the requirements of the Local Government Act 1993.

The September Quarterly Financial Statements discloses a deficit result of \$173,835, when comparing actual income and expenditure to Council's adopted budget for 2003/2004 financial year to date. The main variations from the adopted budget occurred in the following areas:

- Unbudgeted contract payments for sub-division inspectors \$40,000.
- Favourable adjustment of \$5,468 towards Council's contribution to the Environmental Planning Authority.
- An allocation of \$30,000 for the Pitt Town Masterplan Study to effect Council's decision in July 2003.
- Unexpected increase in Health Services legal expenses of \$5,000 in relation to a prosecution for polluting waters.
- Net decrease in revenue received of \$ 17,965 from the Financial Assistance Grant. The general purpose component revenue decreased by \$43,041 and the roadworks component increased by \$25,076.
- Unbudgeted increase in Hawkesbury River County Council annual fees by \$7,500.
- Additional expenditure of \$13,000 for capital works performed at Richmond Pool to meet OH&S requirements.
- Increase of \$7,316 towards the Council's contribution to the NSW Fire Brigades Fire District Estimates for 2003/2004.
- Additional expenditure of \$59,530 for the NSW Fire Service Contribution for 2003/2004.
- Expenditure funded by Risk Management Reserve to ensure compliance of OH&S legislative requirements.

These variations are discussed in more detail in the 2003/2004 Management Plan and Financial Statement September Quarterly Review.

RECOMMENDATION:

That the quarterly review of 2003/2004 Management Plan and Financial Statement for the period ending 30 September 2003 be adopted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 97 Oooo

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **98****ITEM: 98 Monthly Financial Report - October 2003****FILE NUMBER:** GF011/005/FNC/OGK27NAX.F04**REPORT:**

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

Cash Book (General Ledger) Reconciliation - October 2003

Opening Balance as at 1 October 2003	(\$763,456.81)
Add Receipts for the Month	\$7,119,567.62
Less Payments for the Month	(\$6,273,589.03)
Closing Balance as at end of October 2003	<u>\$82,521.78</u>

Bank Statement balance - October 2003

Statement Balance as at end of October 2003	\$192,200.10
Less Unpresented Cheques	(\$292,611.55)
Add Outstanding Deposits	\$215,552.91
	<u>\$115,141.46</u>
Adjustment: Statement entries not yet posted to GL	(\$32,619.68)
Equal balance as per Cash Book	<u>\$82,521.78</u>

Commentary

The above reconciliations reflect the cashflow for October 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.

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.

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **98**

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

October 2003

Investment Type	Balance Brought Forward	Deposits	Withdrawals	Interest Added to Investment	Balance End of Month
Managed Funds	\$17,140,205.22			\$83,688.16	\$17,223,893.38
On Call Funds	\$4,550,000.00	\$1,000,000.00	(\$2,700,000.00)		\$2,850,000.00
Term Investments	\$1,235,000.00				\$1,235,000.00
Rolling Investments	\$8,728,450.99			\$18,138.15	\$8,746,589.14
TOTAL	\$31,653,656.21	\$1,000,000.00	(\$2,700,000.00)	\$101,826.31	\$30,055,482.52

Investment Commentary

Managed Fund performance exceeded the benchmark index for the month of October. Official cash interest rates were increased earlier this month by 0.25% to 5.00%. With Australia's current low level of unemployment (5.6%) and high household spending that has been buoyed from an increase in household wealth in the form of higher house prices, the increase in interest rates has been viewed by economists as an economic turning point. Current consensus suggests that official interest rates could rise to 5.50% by mid 2004.

The investment portfolio is diversified across a number of investment types. This includes a number of managed funds, term deposits, rolling rate investments, floating rate notes and on-call accounts.

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **98**

The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Comparisons are made between existing investments with available products that are not part of Council's portfolio. Independent advice is sought on new investment opportunities.

Geoff Banting
Responsible Accounting Officer

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 98 Oooo

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **99****ITEM: 99 Payment of External Organisations**

FILE NUMBER: GT050/005, GT070/018, GM001/021 Pt14, GC210/014
Pt3/FNC/OGK27NAX.F05

REPORT:

Set out below are the summarised financials as at 30 September 2003, of external organisations that Council resolved to allocate funds for economic development service delivery and projects for 2003/2004.

Organisations (Unaudited Result)	Operating Income	Operating Expenses	Surplus (Deficit)
Hawkesbury Sports Council Inc.	\$396,198.37	\$109,708.73	\$286,489.64
Hawkesbury City Chamber of Commerce Inc.	\$ 44,016.90	\$ 33,339.16	\$ 10,677.74
Tourism Hawkesbury Inc.	\$162,456.16	\$140,367.90	\$ 22,088.26
Hawkesbury Harvest Inc.	\$ 14,622.82	\$ 2300.36	\$ 12,322.46
Hawkesbury Economic Development Advisory Committee	\$ 6,695.00	\$ 10,963.04	(\$ 4,268.04)

Hawkesbury Sports Council Incorporated (HSCI)

HSCI has reported an operating surplus for the period ending 30 September 2003 of \$286,489.64 (two hundred and eighty six thousand, four hundred and eighty nine dollars and sixty four cents). HSCI continues to maintain, manage and improve Council's sporting facilities including mowing, cleaning, repairs and security as well as collecting fees from users of the facilities. Council's funding allocation for 2003/2004 to HSCI was \$752,301.51 (seven hundred and fifty two thousand, three hundred and one dollars and fifty one cents) which included \$200,000.00 (two hundred thousand dollars) for Capital expenses.

Projects commenced in 2003/2004:

- Storage facility extension to Tamplin Field
- Extensions to toilet at Icely Park

Projects due to commence in the near future:

- S94 Project - Extensions to Mileham Netball
- S94 Project - Extensions to Turnbull Oval

Hawkesbury City Chamber of Commerce Inc. (HCCCI)

HCCCI has reported an operating surplus for the period ending 30 September 2003 of \$10,677.74 (ten thousand, six hundred and seventy seven dollars and seventy four cents). Council's funding allocation for 2003/2004 was \$125,000.00 (one hundred and twenty five thousand dollars).

A summary of HCCCI actions, incorporating the Mainstreet Program - July 2003 to September 2003 include:

- Facilitate and assist with monthly meeting of the 4 (four) Mainstreet committees, complete and distribute minutes, agendas, organize venues, complete action points for committees as required.
- Distribute council surveys on shopping centre development to 4 (four) major town centre businesses.
- Co-ordinate street decorations for Richmond Crazy Day Sale, Hawkesbury Carnivale and Hawkesbury Jazz and Waratah festival.
- Coordinate sale of 500 (five hundred) Waratahs to Richmond Mainstreet businesses to cross- promote the Jazz /Waratah Festival.
- Supervise pavement pressure cleaning for Richmond Mainstreet Committee.
- Produce monthly mainstreet newsletters.
- Prepare strategic plans and budgets for the 4 (four) Mainstreet Committees with Chamber executive.
- Supervise 'shopping centre' signage upgrade for the Windsor Shopping Centre.
- Assess all Integral Energy boxes on Hawkesbury main streets for graffiti damage and request Integral to repaint boxes throughout the LGA.
- Liaise with Department of State and Regional Development to secure funding to assist Kurrajong town centre.
- Coordinate South Windsor Mainstreet promotion with a 'Family Fun Day' in South Windsor funded by the Commonwealth 'Families First Program'.
- Install 32 (thirty two) 'Fruits of the Hawkesbury' banners over 5 (five) towns.
- Liaise with Council (Chris Daley) and Manager of MacDonalds in Richmond to recess bus shelter back from street level.
- Liaise with Council (Sonia Porter) and Windsor Mainstreet Committee to promote Vinegar Hill historic celebrations in Windsor in February 2004.
- Replant mainstreet planters on South Windsor mainstreet with assistance of Work- for-the-Dole clients.
- Liaise with Council (Richard Vaby) on installation of new bins to South Windsor Mainstreet and North Richmond, also extra bins for Richmond.
- Attend town centre manager's conference in Hurstville (September).
- Liaise with Council (Chris Daley) on repaving South Windsor pavements in current capital works budget.
- Coordinate 4 (four) - 8 (eight) page features on town centres in Hawkesbury Gazette.
- Promote Mainstreet achievements and issues to local press through draft press releases.
- Continue to work with Council on 'Linking Richmond' Project in Richmond Park.
- Support Chamber staff with office functions, servicing the needs of members, Chamber meetings, and recruiting new members.

- Survey retailers in the purchase of appropriate Christmas decorations for the town centres. Purchase and distribute 200 (two hundred sets) sets of Christmas lights to mainstreet businesses.

Tourism Hawkesbury Inc. (THI)

THI has reported an operating surplus for the period ending 30 September 2003 of \$22,088.26 (twenty two thousand and eighty eight dollars and twenty six cents). Council's funding allocation for 2003/2004 was \$172,000.00 (one hundred and seventy two thousand dollars).

The September Quarter 2003 represents the final reporting Quarter for the current THI Board, as the full Board is to be re-elected at the forthcoming November AGM.

The current Board has recently completed the 2003 Marketing plan and 2 (two) year Business plan for the organisation. These tools and the professional management and staffing of the centre should allow for a smooth changeover in executive.

Operations of Tourism Hawkesbury Inc. for the term of the current Board have been highlighted by:

- Awards for Excellence in General Tourism Services at the Western Sydney Industry Awards 2002 and 2003.
- The Wendy O'Donoghue NSW Young Achiever in Tourism Award being won by THI's Tourism Manager Karina Groth.
- Represented of the association and the Hawkesbury region on various committees.
- Successfully in gaining a \$50,000 (fifty thousand dollars) grant from the Federal Government to aid in branding and marketing the Hawkesbury region.
- P.R. and cooperative marketing campaigns developed for the Hawkesbury Valley.
- Tourism NSW admitting the "Hawkesbury Region" into its short Breaks program for the first time.
- Development of the Duncan Galbraith Award for outstanding UWS tourism students.

Council funding for the Quarter ended 30 September 2003 has been allocated directly against the running costs of the Visitors Information Centre. September financial results show that the Information Centre Overheads were \$56,050 (fifty six thousand and fifty dollars) against which the Council Grant for the period of \$43,000 (forty three thousand dollars) were allocated. The shortfall of \$13,050 (thirteen thousand and fifty dollars) represents a direct contribution from THI member funds towards the running of the centre.

The current Board would like to take this opportunity to thank HCC Councillors and Staff for the co-operation extended to THI over the course of the past 2 (two) years. The new Board will need to continue to work in close partnership with HCC as the next 2 (two) years will see the opening of the World Heritage Interpretative Centre, Hawkesbury Art Gallery and the new Museum. These new attractions will require additional resources and associated PR and marketing.

Hawkesbury Harvest Inc. (HHI)

HHI has reported an operating surplus for the period ending 30 September 2003 of \$12,322.46 (twelve thousand three hundred and twenty two dollars and forty six cents). Council's funding

allocation for 2003/2004 was \$40,000.00 (forty thousand dollars).

Report to HCC for Quarter ending 30 September 2003 is as follows:

Replacement of Marketing and Promotions Manager

Action to replace Kate Faithorn who resigned at the end of April 2003 was restricted until the last week of June 2003 when it became officially known that funding was to be provided to HH by the Hawkesbury, Baulkham Hills and Hornsby Councils for the 2003/04 financial year. It was decided that the position should be upgraded to that of Executive Officer as the organisation was at an appropriate stage of development for this level of input. Recruitment action resulted in 25 (twenty five) enquiries, 16 (sixteen) applications and 6 (six) interviews. The successful applicant was Margaret Down.

Margaret is a resident of the NW sector and lives at Kellyville. Margaret's background is in the hospitality industry. For the past 3 (three) years she has been the General Manager of the Cove Sports and Community Club at Castle Cove, a not-for-profit organisation. During that time Margaret has taken a struggling organisation with 3 (three) employees to a thriving operation employing 11 (eleven) people including 5 (five) casuals. Margaret is especially community-oriented and is a Director of Membership First Credit Union at Merrylands. She commenced duties on 25 August 2003 and since that time has been coming to grips with the organisation, meeting its members and promoting HH's expansion across the NSW sector. Margaret's business experience is very evident.

Agribusiness Tour

Hawkesbury Harvest members played a pivotal role in the successful agribusiness visit to the Hawkesbury by 40 people representing 20 (twenty) countries, industry and the finance sector. The members visited were Elf Farm Supplies, Kurrajong Kitchens and Loxley on Bell Bird Hill. Blue Mountain Natural Spring Water was also on the agenda, however, the bus was too large for the road to the business so John Digges, Principal, addressed the visitors over lunch at Loxley. The event was organised by Sydney West Marketing. Council, Tourism Hawkesbury and UWS-Hawkesbury were also local partners in the day.

Jazz and Waratah Festival

Hawkesbury Harvest participated in this event by providing a display at Richmond Park on Sunday, 28 September. An effort was made to sell fresh produce, however, again it was demonstrated that people who go to such events do not go with food shopping in mind.

BASI Award

Hawkesbury Harvest received the Business Advisory Services Inc. (BASI) 2003 Agri-business Leadership Award at a gala event sponsored by St George on 24 September at the Castle Hill RSL. This is the first award that HH has received and did not have to apply for. This, I believe, says a great deal about how the organisation is perceived in the wider community.

Workshops

During July 2 (two) workshops were held. The first one on 1 July involved 25 (twenty five) people who included HH members and other targeted people with particular skills and expertise. The purpose of that workshop was to determine three to 4 (four) strategic objectives that would hasten the establishment of an income stream so the organisation could at least meet the private good costs

associated with its activities. The 4 (four) objectives were regional branding, standards and structure. Efforts to achieve the first 2 (two) had already commenced so it was heartening to have those efforts ratified.

The nature of the lobbying is to be very positive - what HH is about rather than taking an aggressive stand and to take people with us on our journey. In regard to structure was agreed if the organisation is to become business oriented (which it is bound to do as agreed to in committee and the Regional Assistance Program contract HH has with the Federal Government for Stage II - Paddock to Plate) its structure needs to be altered.

The recommended structure is a business-oriented board with a number of sub-committees such as the Farm Gate Trail Committee, Branding Committee, Farmers Markets Committee and Special Events Committee. Chairs of those committees would work with and/or be a member of the Board. The members of the committees would be charged with maintaining the focus and doing much of the work agreed upon.

The outcomes of the 1 July workshop were taken to the second workshop held on 29 July. All level II and III members were invited to this workshop. 21 (twenty one) people attended. A great deal of interaction occurred and people really enjoyed contributing to setting directions for the future.

The main outcomes of the workshop were that people were provided the opportunity to contribute to determining:

- Where they have come from, where they were at and where they would like to be with HH and the associated challenges.
- What format they think the new Trail map should take.
- What standards should apply to the various categories of HH members.

Again the proposed change in the structure was presented. The final stage of the process of changing the structure will occur at the AGM, which will be held 22 October 2003.

Hawkesbury Economic Development Advisory Committee (HEDAC)

HEDAC has reported an operating deficit for the period ending 30 September, 2003 of \$4,268.04 (four thousand two hundred and sixty eight dollars and four cents). Council's funding allocation for 2003/2004 is \$26,780.00 (twenty six thousand seven hundred and eighty dollars). The deficit for the first quarter can be attributed mainly to the payment of sponsorship payments for:

- Hawkesbury Business Enterprise Centre - \$6,180.00 (six thousand, one hundred and eight dollars).
- Greater Western Sydney Ambassador Program - \$1,800.00 (one thousand and eight hundred dollars).

HEDAC has continued to work towards promoting tourism within the local area as well as encouraging business and agricultural sustainability. HEDAC's Home Base Business Connection (HBBC) Project is due to finish in January 2004 with the continuation of the initiative to occur through the Hawkesbury City Chamber of Commerce and Industries Inc.

Major issues still confronting HEDAC include the recent release of the RAAF Base Richmond Economic Impact Study Stage 1 Report and the finalisation of the Stage 2 Report. HEDAC's Chairperson was also invited to give evidence at the recent public hearing on the RAAF Base Richmond Reinvestment Project, which has been approved by the Federal Government. \$35,000,000 (thirty five million dollars) will be spent on the Project.

Initiatives commenced by HEDAC include a submission to the University of Western Sydney (UWS) supporting the establishment of a Community Board to discuss issues relating to the courses on offer and the future direction of the Richmond Campus. This Community Board has now been established with HEDAC's Chairperson being a member of the board

HEDAC also held strategic workshop for its committee members to discuss a broader marketing program for the Hawkesbury LGA which Council approved at its February Strategic Planning weekend. Funding for the program has been made available in the 2003/2004 budget. The UWS has been invited to help with the program and a sub-committee has been formed to focus specifically on achieving a positive outcome, which will be reported back to Council.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 99 Oooo

ITEM: 100 **Community Donation Program Round 2 (Two) 2003/2004****FILE NUMBER:** 79356/CSV/OGK27NBX.C09

REPORT:

As part of the Donations Policy that came into effect on 1 July 2001, the Community Donations Program now has 3 (three) funding rounds annually. Residents are reminded of due dates through advertisements in the local paper. Applications are available from libraries, Council offices and on the website.

A total of 10 (ten) applications were received in Round 2 (Two) of the 2003/2004 Program requesting a total of \$39,820 (thirty nine thousand, eight hundred and twenty dollars).

The applications were assessed by a staff committee and are ranked below in order according to the criteria defined in the Policy. Recommendations for amounts of donations are provided as well as comments.

MacDonald Valley Association requests \$1,000 (one thousand dollars) for seed funding for the "Art is for the Birds" Project. The long term project involves the production and sale of Greeting Card Sets using images created by local artists. The fundraising from the sale of card sets would be used for a noxious weed program that has been ongoing for 4 (four) years raising over \$8,000 (eight thousand dollars).

The aim of this project is to make the cultural heritage of the local area a major focus, giving work to local artists, create a continuous fundraising mechanism, which will be able to be reproduced with other artists work and fundraise for an important environmental project. Producing high quality artwork for the benefit of the tourist trade, the Association is committed to contributing \$600 (six hundred dollars) if the Council will donate the requested amount to start the project.

A donation of \$1,000 (one thousand dollars) was given in 2001/2002 for a monograph to be printed of the St Nortons Bridge at St Albans celebrating its 100th Anniversary.

Windsor Pre-School Association Inc. requests \$700 (seven hundred dollars) to provide and erect a double sided metal sign to be placed in front of the building. This will inform the public and prospective clients of the name and purpose of the service and that the service is community managed under the auspice of Council.

Note: Similar signage was provided as a donation last financial year to Colo Wilderness Committee for signs at the Kurrajong Before and After School Care Service. The Building Services budget normally provides these types of signs when new community facilities are built, but this centre is now 20 (twenty) years old.

NSW Floral Art Association Inc. applies for \$5,000 (five thousand dollars) to assist in the hosting of the third Australian National Floral Art Show, which is a 3 (three) day competition for state, interstate and overseas delegates. The committee lobbied long and hard to have the Show held in the Hawkesbury region strongly advertising the local history aspect.

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **100**

The show will be held at the Windsor Function Centre in 2004 and aims to promote floral art in all its forms through demonstrations by the talented artists. The event is to be promoted nationally and internationally and is deemed to assist tourism in the Hawkesbury for the event. The requested amount is less than one-sixth of the total cost of staging the event.

Note: Council has supported similar national events such as Rescue Expo in 2002 and 1997 for \$10,000 (ten thousand dollars) and Unique Horse sports in 2000 for \$10,000 (ten thousand dollars). These events are held as 1 (one) off events in the Hawkesbury and are given support to assist the local community organisations that organise them and to bring tourism dollars into the area.

Nova Employment and Training Program Inc. request \$3,245 (three thousand, two hundred and forty five dollars) to purchase a NEC VT 660G Projector to assist with the Job Club Program run by the organisation. This community based, non profit organisation is also a registered charity and provides specialist support to young people with an intellectual disabilities, assisting special needs students at local high schools develop the skills necessary to enter the workforce. The purchase of this projector will enable Nova staff to present material used in Job Club in a readily understandable visual format.

Bridgewater Baptist Church at North Richmond applies for \$5,000 (five thousand dollars) to provide a maintenance trailer with a lockable hood and equip with a variety of tools such as lawnmower, chainsaw, power tools, yard and house cleaning equipment. The trailer and equipment is to be used by volunteer labour to carry simple property maintenance to assist those in the community who are elderly, disabled or experiencing other forms of hardship.

The organisation believes they will benefit the community by filling a practical need and by building stronger relationships between individuals and businesses giving them an opportunity to be involved in the project through their support.

The Church will then seek funds to acquire a vehicle to tow the trailer and in the meantime will use volunteer vehicles. Those in need of the service will at first be found by word of mouth, but plans for an application form to enable the organisation to assess applicants that are in genuine need of the services will be developed.

Autism and Aspergers Support Group Inc. apply for between \$2,500 (two thousand, five hundred dollars) and \$5,000 (five thousand dollars) for the community education and awareness of Autism Spectrum Disorders. The group would like to either purchase a photocopier or have in-kind printing donated by Council to provide educational information through kits and the monthly newsletter. The organisation has a membership base of 100 (one hundred) members who reside in the Hawkesbury and provides support through information sharing, monthly newsletter and meeting with guest speakers and counselling for members.

Kurrajong Branch of the Country Women's Association apply for \$2,000 (two thousand dollars) for the purchase of 2 (two) upright stoves for the CWA hall, which is owned by branch members. The current stoves are over 50 (fifty) years old and were second hand when donated. Currently members are cooking in their own homes and bringing food to the hall to be warmed up with great difficulty.

These stoves would be of benefit to the community and to the CWA members who donate their time and service running an efficient catering service. The aims of the organisation include improving the welfare and conditions of children and to provide better facilities and education through fundraising efforts. A local electrician has agreed to donate his labour to connect the stoves.

MacDonald Valley Public School applies for \$475 (four hundred and seventy five dollars) for an excursion to visit the NSW Art Gallery, Aquarium and to see the theatre production of the Lion King. Cheaper tickets were ordered for the Lion King but due to a mix up, ended costing the school double the original amount. The school asks for the shortfall to be paid as a donation to the school which provides educational experiences for students living in an isolated rural area.

Comleroy School of Arts applies for \$2,500 (two thousand, five hundred dollars) for the basic repair and replacement of both doors and door supports for those on the men's and women's toilets ripped off their hinges in the September gale force winds.

The work will require moving and replacing electrical cables also as they need to be altered in order to fix the cubicles.

The project seeks to restore basic privacy for those using the toilets. It is not possible to continue to hold community events until the cubicles are repaired and the cost is well beyond the financial resources of the management committee. The rise in cost of public liability insurance means that fundraising efforts are continually focused on this purpose.

The Sydney Showjumping Club Inc. applies for \$14,900 (fourteen thousand, nine hundred dollars) for the installation of a sewerage treatment plant (septic tank) - \$4,700 (four thousand, seven hundred dollars) and connection to the mains at the Hawkesbury Equestrian Centre including trenching, material, pipe and labour to the mains - \$10,200 (ten thousand, two hundred dollars).

This treatment system will enable the installation of toilet facilities for the caretaker. (Amenities block currently on the site). The centre currently provides a facilities for approx 430 (four hundred and thirty) residents of the Hawkesbury and surrounding areas.

The Club has recently completed the purchase and installation of an amenities facility on the grounds to the value of \$64,150 (sixty four thousand, one hundred and fifty dollars) partially funded by the Department of Sport and Recreation for \$30,000 (thirty thousand dollars) and the balance through members funds. In 2002/2003 Council donated the cost of the development application for the facility to the value of \$2,401.00 (two thousand, four hundred and one dollars).

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **100****Summary of Donation Requests**Recommendations For Approval

Applicant	Activity / Project	Donation Requested	Donation Recommended	Comments
MacDonald Valley Association	Art is for the Birds	\$1,000.00	\$1,000.00	Seeding Grant for project which supports both cultural and environmental issues.
Windsor Pre-School Association Incorporated	Sign for Pre-School	\$700.00	\$700.00	Council responsibility to provide appropriate signage for their buildings.
New South Wales Floral Art Association Inc	Australian National Floral Art Show	\$5,000.00	\$5,000.00	Supporting National events brings tourism and business to area. One-off event in Hawkesbury.
Bridgewater Baptist Church North Richmond	Maintenance trailer	\$5,000.00	\$500.00	Donations towards tools for community support program. No capacity to show ongoing support and maintenance for trailer.
Autism and Aspergers Support Group	Purchase of photocopier	\$2,500.00 - \$5,000.00	\$500 in-kind towards printing	Encourage to apply for Equity and Access seeding grant for additional equipment.
Kurrajong Branch of Country Women's Association	2 new upright stoves	\$2,000.00	\$500.00	Contribution towards fundraising for equipment required.
Macdonald Valley Public School	Excursion to Sydney	\$475.00	\$150.00	Inappropriate to start a precedent funding shortfalls, but a small donation supports the fundraising efforts of school to cover the balance.

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **100****Other applications**

Applicant	Activity / Project	Donation Requested	Donation Recommended	Comments
Nova Employment & Training Program Incorporated	Purchase projector	\$3,245.00	Nil	Recommend group apply for Equity and Access seeding grant.
Comleroy Community School of Arts	Fixing men's & women's toilets	\$2,500.00	Nil	Large capital expenditure for infrastructure required, total hall in a poor state of repair, other funding bodies not supporting.
Hawkesbury Equestrian Centre Sydney Showjumping Club	Sewerage treatment plant & connection to sewer mains	\$14,900.00	Nil	Beyond the capabilities of this budget to fund large infrastructure projects.

The total Community Donations budget is \$35,000 (thirty five thousand dollars). Committed funds allocated to date are \$18,173.97 (eighteen thousand one hundred and seventy three dollars and ninety seven cents).

With the recommended amount of \$8,350 (eight thousand, three hundred and fifty dollars) being approved in this report, the amount available for the final round of the program in 2004 would be \$8,476.03 (eight thousand, four hundred and seventy six dollars and three cents).

RECOMMENDATION:

That as part of Round 2 (two) of Community Donations 2003/2004 a total of \$8350 (eight thousand, five hundred and fifty dollars) be paid as donations as follows:

1. MacDonald Valley Association receive \$1,000.00 (one thousand dollars) towards their Arts is for the Birds Project.
2. Windsor Pre-School Association Inc. receive \$700.00 (seven hundred dollars) to provide and erect a double sided metal sign for the front of their building.
3. NSW Floral Art Association Inc receive \$5000.00 (five thousand dollars) towards the staging of the third Australian national Floral Art Show.

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **100**

4. Bridgewater Baptist Church receive \$500.00 (five hundred dollars) towards the cost of tools towards their community garden and home maintenance program.
5. Autism and Aspergers Support Group Inc. receive \$500.00 (five hundred dollars) in-kind printing for their monthly newsletters etc.
6. Kurrajong Branch Country Women's Association receive \$500.00 (five hundred dollars) towards the purchase of two upright stoves for their catering fundraising project.
7. MacDonald Valley Public School receive \$150.00 (one hundred and fifty dollars) towards fundraising efforts to cover the cost of shortfall in excursion fees to Sydney.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 100 Oooo

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **101**

ITEM: 101

Community Cultural Grants Program - October Round

FILE NUMBER: 79356/CSV/OGK27NBX.C03

REPORT:

Three (3) committee members attended the meeting of 29 October to consider the two (2) applications received under the October round of Council's Community Cultural Grants Program.

A summary of applications received is as follows:

Ellen Manning, on behalf of Chorella Inc, applies for \$1,000 (one thousand dollars) towards professional fees for Mr Anthony Linden-Jones to enable him to act as musical director of the group, which was formed in May 2003. The applicant advises that the grant would assist in raising the standard of singing through community and professional performances, workshops, future commissions (composers), liaison with school choral and musical groups.

Patricia Watson, on behalf of Mountain Opera, a Blue Mountains-based, unincorporated group, applies for \$1,000 (one thousand dollars) towards the staging of a performance of Mozart's Don Giovanni at the Richmond School of Arts. The applicant advises that the grant would give residents the opportunity to attend an enjoyable cultural event, performed to a high standard, at reasonable cost and without the need to travel to Sydney.

In arriving at its recommendation, the committee considered the following:

1. The limited funds available.
2. The fact that Mountain Opera is neither a Hawkesbury-based group nor an incorporated association and that two other opera productions have been staged in the Richmond School of Arts in recent months.

Summary of Grant Applications

Recommendations For Approval

Title	First Name	Last Name	Company	Amount	Project	Assessment
Ms	Ellen	Manning	Chorella Inc.	\$1,000	Musical Director professional fees	Recommended \$500
Ms	Patrica	Watson	Mountain Opera	\$1,000	Don Giovanni	Not recommended.

The Cultural Committee meets quarterly to consider applications for funding under the Fruits of the Hawkesbury Festival small grants program and the Community Cultural Grants Program.

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **101**

Total Budget allocation for the Cultural Grants program is \$25,000 (twenty five thousand dollars). Funds expended in this financial year are \$17,000 (seventeen thousand dollars).

Current members are:

Councillors

Councillor Glenys Gilling;
Councillor Joan Woods;
Councillor Les Sheather; and
Councillor Paul Rasmussen

Community representatives

Ms Sheila Sharp	Macquarie Towns Arts Society
Mr Craig Laffin	formerly coordinator, Kurrajong Scarecrow Festival
Mr Greg Hansell	Friends of the Hawkesbury Art Collection
Ms Johneen Hibbert	University of Western Sydney
Ms Louise McMahon	Kurrajong-Comleroy Historical Society

Staff representatives

Alannah Norman
Prue Charlton

RECOMMENDATION:

That:

1. A total of \$500 (five hundred dollars) as detailed in the report be allocated as grants under the Community Cultural Grants Program - October Round.
2. Funding be provided from the Community Cultural Grants Program.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 101 Oooo

ITEM: 102**Proposal for Council to Administer a Memorial Award in Memory of Natalie Burton****FILE NUMBER:** 87688/CSV/OGK27NBX.C01**REPORT:**

An application has been received from Julie Lawrance of Narrandera for Council to administer a perpetual Memorial Award in memory of her daughter-in-law, Natalie Burton.

The proposal is for the award to be given to 1 (one) student from a secondary school within the Hawkesbury City Council area around the time of the School presentations every year.

Schools would be encouraged to submit nominations of students for the award, which Council would process. Although some memorial awards are set up within schools in memory of students who undertook their education there, this method would mean that no one school would be advantaged or disadvantaged over another, due to the procedure being officiated by an independent organisation.

Natalie Burton was born and lived in the Hawkesbury District until she completed her HSC exam and spent much time here again after being diagnosed with a brain tumour in 1996. She won a Hawkesbury Healthy City award for her work promoting a healthy lifestyle including volunteering her time to visit Hawkesbury General Practitioners to raise awareness of a cancer information service that was available to doctors in the region.

She was a student of St Monica's Catholic Primary School and dux of Colo High in 1987. In 1993, Natalie received her Bachelor of Science (Veterinary) with first class honours, in 1994 a Bachelor of Veterinary Science with first class honours and awarded a fellowship to Cornell University in the USA where she studied Epidemiology. In 1995 she was awarded the Australian College of Veterinary Scientists College Medal and invited to become a member of the Epidemiology Chapter of the College. During her years as a veterinary student, Natalie supported herself working as a veterinary nurse at several Sydney practices including Enfield, Guildford and Bondi Junction veterinary hospitals.

In 1996 Natalie was diagnosed with a grade 3 (three) astrocytoma and developed a keen interest in cancer research while undergoing highly invasive brain surgery and radiation treatment. She volunteered her time to the activities of Cancer for Young Adults (CanYA) and the NSW Cancer Council. In 1999, she participated in a pilot study for the use of thalidomide to restrict the growth of brain tumours. She appeared in the ABC 7:30 Report to promote the Andrew Ollie Memorial Trust.

Natalie had a profound sense of optimism towards her disease. She continued to follow her dreams of travelling and adventure, climbing lower levels of the Himalayas and cycling around Australia and overseas.

In 2000, Natalie's courage and desire to continue her academic life led her back to Sydney University to study a Masters of Health. She was granted her Masters on 17 March 2003, the day before she died.

Proposed Award

The Natalie Burton Memorial Award for Application and Determination.

Recipient

This award is to be made to a student in secondary school in the Hawkesbury District, who, through application and determination, has overcome adversity to achieve.

Criteria

This award is intended for a recipient who has faced a challenging circumstance and through their application and determination, overcome this adversity, to succeed. This circumstance could be a disability, illness, serious accident, loss of a family member or other situation.

This award is not restricted to academic achievement. It may take the form of academic achievement, community achievement, sporting achievement or general achievement and improvement.

It is proposed that the individual secondary schools in the Hawkesbury District will nominate a student for the award each year and the recipient be chosen from these nominations either by Hawkesbury City Council, or by School representatives or by a committee with representatives of both.

The Award

It is proposed that the award be a perpetual plaque - "The Natalie Burton Memorial Award", which has individual blank plates for the name of the recipient to be engraved each year. The plaque will remain in the school of the recipient for the year.

The recipient will receive a certificate, a monetary award for \$50.00 (fifty dollars) and their name will be engraved on the perpetual Natalie Burton Memorial Award.

Hawkesbury City Council would coordinate and administer this trust, which Mrs Lawrance intends to initially fund for at least 10 (ten) years to the value of \$500 (five hundred dollars) - \$600 (six hundred dollars). This will include the perpetual plaque, funds for engraving, and for the monetary award each year. The Lawrances are willing to prepare a nomination form, which would be sent to schools early in Term 4 (four) each year.

Due to the timing of school presentations fast approaching, Council would need to make a decision on this proposal immediately for the process to be initiated.

RECOMMENDATION:

That Council, as a Committee of the Whole, resolve to administer The Natalie Burton Memorial Award for Application and Determination with the procedure and process to be as outlined in the report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 102 Oooo

ORGANISATION AND RESOURCES

Meeting Date: 27 November, 2003

Item: **103**

ITEM: 103 **Lease of Shop 2 Hobartville Shopping Centre**

FILE NUMBER: GC283/006, 78377, 2286, 74406/CSV/OGK27NBX.C02

REPORT:

An application has been received from Mr Nicholas and Mrs Amba Rosman for the lease of Shop 2 (two) Hobartville Shopping Centre as the current tenant, Mrs Hazel Grosman is in the process of selling the business located therein.

Mr and Mrs Rosman has requested a 1 (one) year lease with a 1 (one) year option and a commencing annual rental of \$7,145 (seven thousand, one hundred and forty five dollars) plus GST. The rent would be subject to market valuation at the commencement of the option and the tenant would be responsible for 8.77% (eight point seven seven) of the total centre outgoings, which currently equates to \$104.63 (one hundred and four dollars and sixty three cents) per month, plus GST.

As the business is currently experiencing financial difficulties, Mr and Mrs Rosman have requested a rent-free period of 2 (two) months to allow for renovations of the shop and promotion of the business.

RECOMMENDATION:

That:

1. The premises be leased to Mr Nicholas and Mrs Amba Rosman for an annual rental of \$7,145.00 (seven thousand, one hundred and forty five dollars) per annum, plus 8.77% (eight point seven seven) of centre outgoings.
2. Mr and Mrs Rosman be allowed a rent-free period of 2 (two) months for renovations and the promotion of the business.
3. The Common Seal of Council be affixed to all necessary documents.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 103 Oooo