



general
purpose
committee

3
section

organisation
and
resources

GENERAL PURPOSE COMMITTEE - ORGANISATION & RESOURCES**Table of Contents****Meeting Date:** 27 January 2004**Page 2**

ITEM	SUBJECT	PAGE
SECTION 3 - ORGANISATION AND RESOURCES.		
1:	Australian Water Trading Conference 79351//OGA27NAX.G02	3
2:	Monthly Financial Report - November and December 2003 GF011/005/FNC/OGA27NAX.F03	4
3:	Proposed Acquisition of Land from Hawkesbury City Council for Road Widening from RTA - Windsor Evacuation Route, Lot 33 DP753061 Mulgrave Road, Mulgrave 73932, 107/CSV/OGA27NBX.C01	8
4:	Arthritis Foundation Bike Ride Event 86593/CSV/OGA27NBX.C10	10
5:	Hawkesbury Invitation XI versus NSW Aboriginal XI Cricket Match 84292/CSV/OGA27NBX.C06	12
6:	Local Government Bowls Event 86819/CSV/OGA27NBX.C09	13
7:	Continuation of Funding for Richmond Youth Streetbeat Project 74224/CSV/OGA27NBX.C05	15
8:	Sale of Land for Unpaid Rates 107/FNC/OGA27NBX.F07	16
9:	Funding for Toilets at Comleroy Community School of Arts 16266/CSV/OGA27NCX.C08	17

oooO END OF TABLE OF CONTENTS Oooo

ORGANISATION AND RESOURCES

Meeting Date: 27 January, 2004

Item: 1

ITEM: 1 **Australian Water Trading Conference**

FILE NUMBER: 79351//OGA27NAX.G02

REPORT:

The second A-Z of Australian Water Trading Conference will be held in Melbourne from 10 to 11 March 2004.

The conference will feature contributions from key stakeholders across Australia, including the Victorian Department of Sustainability and Environment, NSW Department of Infrastructure Planning and Natural Resources, Queensland Department of Natural Resources and Mines, South Australian Department of Water, Land and Biodiversity Conservation, WA Department of Environment, Productivity Commission, Victorian Farmers Federation, Australian Dairy Farmers Federation, CSIRO, NSW Irrigators Council, Rice Growers Association and NSW Native Title Services.

An invitation has been extended to the Honourable John Anderson, Deputy Prime Minister, to give the opening Ministerial Address at the conference. Topics to be covered include:

- comparison of water rights arrangements between Australia and overseas;
- water trading in NSW, Queensland, Western Australia, South Australia;
- groundwater trading;
- indigenous rights and interests in water sharing throughout NSW;
- water for environmental flows;
- irrigation communities perspective on trade;
- perspectives from two key water users - Rice Growers Association and Australian Dairy Farmers Federation; and
- finance, investment and infrastructure - Australian Bankers Association.

The cost of attending the conference will be approximately \$1,800.00 (one thousand eight hundred dollars). Councillor Paul Rasmussen has expressed an interest in attending this conference and as he has been appointed to the newly-formed Hawkesbury-Nepean Catchment Management Local Establishment Team, it is recommended that he attend this conference.

RECOMMENDATION:

That Councillor Paul Rasmussen be nominated as a delegate to attend the Second A-Z of Australian Water Trading Conference to be held in Melbourne from 10 to 11 March 2004, at a cost of approximately \$1,800.00 (one thousand eight hundred dollars).

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 1 Oooo

ORGANISATION AND RESOURCES

Meeting Date: 27 January, 2004

Item: 2

ITEM: 2 Monthly Financial Report - November and December 2003**FILE NUMBER:** GF011/005/FNC/OGA27NAX.F03**REPORT:**

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

November 2003**Cash Book (General Ledger) Reconciliation - November 2003**

Opening Balance as at 1 November 2003	\$82,521.78
Add Receipts for the Month	\$7,767,990.32
Less Payments for the Month	(\$6,247,111.31)
Closing Balance as at end of November 2003	<u>\$1,603,400.79</u>

Bank Statement balance - November 2003

Statement Balance as at end of November 2003	\$1,269,476.45
Less Unpresented Cheques	(\$153,871.16)
Add Outstanding Deposits	\$574,333.17
	<u>\$1,689,938.46</u>
Adjustment: Statement entries not yet posted to GL	(\$86,537.67)
Equal balance as per Cash Book	<u>\$1,603,400.79</u>

ORGANISATION AND RESOURCES

Meeting Date: 27 January, 2004

Item: 2

December 2003**Cash Book (General Ledger) Reconciliation - December 2003**

Opening Balance as at 1 December 2003	\$1,603,400.79
Add Receipts for the Month	\$8,615,634.19
Less Payments for the Month	(\$10,157,721.71)
Closing Balance as at end of December 2003	<u>\$61,313.27</u>

Bank Statement balance - December 2003

Statement Balance as at end of December 2003	\$86,651.78
Less Unpresented Cheques	(\$84,699.92)
Add Outstanding Deposits	\$30,228.20
	<u>\$32,180.06</u>
Adjustment: Statement entries not yet posted to GL	<u>\$29,133.21</u>
Equal balance as per Cash Book	<u>\$61,313.27</u>

Commentary

The above reconciliations reflect the cashflow for November and December 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.

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.

ORGANISATION AND RESOURCES

Meeting Date: 27 January, 2004

Item: 2

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

November 2003

Investment Type	Balance Brought Forward	Deposits	Withdrawals	Interest Added to Investment	Balance End of Month
Managed Funds	\$17,223,893.38			\$67,210.77	\$17,291,104.15
On Call Funds	\$2,850,000.00	\$2,650,000.00	(\$100,000.00)		\$5,400,000.00
Term Investments	\$1,235,000.00				\$1,235,000.00
Rolling Investments	\$8,746,589.14			\$17,993.29	\$8,764,582.43
TOTAL	\$30,055,482.52	\$2,650,000.00	(\$100,000.00)	\$85,204.06	\$32,690,686.58

December 2003

Investment Type	Balance Brought Forward	Deposits	Withdrawals	Interest Added to Investment	Balance End of Month
Managed Funds	\$17,291,104.15			\$77,314.33	\$17,368,418.48
On Call Funds	\$5,400,000.00	\$3,200,000.00	(\$4,100,000.00)		\$4,500,000.00
Term Investments	\$1,235,000.00				\$1,235,000.00
Rolling Investments	\$8,764,582.43			\$20,020.15	\$8,784,602.58
TOTAL	\$32,690,686.58	\$3,200,000.00	(\$4,100,000.00)	\$97,334.48	\$31,888,021.06

Investment Commentary

Managed Fund performance exceeded the benchmark index for the months of November and December 2003. Official cash interest rates were increased in early November 2003 by 0.25% to 5.00% and again in early December 2003 by a further 0.25% to 5.25%.

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.

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 2 Oooo

ITEM: 3 **Proposed Acquisition of Land from Hawkesbury City Council for Road Widening from RTA - Windsor Evacuation Route, Lot 33 DP753061 Mulgrave Road, Mulgrave**

FILE NUMBER: 73932, 107/CSV/OGA27NBX.C01

REPORT:

The Roads and Traffic Authority has advised that they intend to compulsorily acquire land, which forms part of the Windsor Evacuation Route. The land to be acquired by the Roads and Traffic Authority has been identified as proposed road acquisition in part of Deposited Plan 753061 Lot 33. A location plan is attached.

This land is owned by Council and is classified as operational land. The Roads and Traffic Authority have requested Council's concurrence to the acquisition of the land, subject to the payment of compensation to be determined by the Valuer General for Council's interest.

In order to construct the project, the Roads and Traffic Authority require a lease over the area for a period of 3 (three) years and then if necessary, quarter to quarter until the land has been permanently acquired and construction completed. The rental amount will be \$3,300.00 (three thousand and three hundred dollar) per annum and is expressed on a GST inclusive basis. This lease will allow the RTA and its contractor the right to enter the land for the purpose of road construction and necessary property adjustments, whilst action is taken to have the land acquired.

During the lease period the Roads and Traffic Authority will prepare survey plans to define the final road boundaries. Following completion of the final boundary survey the Roads and Traffic Authority will then advise of the permanent land acquisition requirement and the acquisition procedures involved.

RECOMMENDATION:

That:

1. Council's concurrence be granted to the compulsory acquisition of part Lot 33 in the Deposited Plan 753061 being for a newly constructed evacuation route.
2. Council's concurrence to lease for the period of 3 (three) years then if necessary, quarter to quarter until acquisition is completed. The rent payable will be \$3,300.00 (three thousand, three hundred dollars) per annum, including GST.
3. The Common Seal of Council be affixed to any necessary documents.

ATTACHMENTS:

AT-1 Sketch Plan SW0590.

ORGANISATION AND RESOURCES

Meeting Date: 27 January, 2004

Item: **3**

AT-1 - Sketch Plan SW0590

oooO END OF ITEM 3 Oooo

ORGANISATION AND RESOURCES

Meeting Date: 27 January, 2004

Item: 4

ITEM: 4 **Arthritis Foundation Bike Ride Event**

FILE NUMBER: 86593/CSV/OGA27NBX.C10

REPORT:

A Question Without Notice was received from Councillor Finch in September 2003 regarding the Arthritis Foundation Trike Ride Event, which is being held over 2.5 (two and a half) years beginning in Sydney on 18 April 2004.

Investigations were made and it was discovered that a Hawkesbury location was not on the official itinerary and, therefore, not able to be supported with funds through our current donation policy.

A new request has just been received that states that the organisers have added Windsor to their trip and are scheduled to visit the Hawkesbury on Tuesday, 29 June 2004.

The "Trike Around Australia" event involves a middle-aged couple, Garry and Doreen Fletcher, travelling 55,000 (fifty five thousand) kilometres around Australia with their mobile video team, visiting 608 (six hundred and eight) towns on their custom built VW motorised trike, raising funds and awareness for Arthritis Australia.

The secondary goal of the trip is to highlight small outback towns, their history and places of interest in an attempt to improve tourism. Every town visited will be put onto the event's website as part of a journaling activity.

The couple would like to invite the Mayor to participate in a small ceremony at Windsor on the Tuesday, 29 June 2004 and in return are requesting either complimentary accommodation, meals, fuel or any other assistance Council can provide. The couple will also visit the smallest primary school in Windsor to provide education and awareness of Arthritis Australia and its fundraising program.

At each location the customised built trike will be available for short rides in return for a donations and commemorative photos. Small promotional items will also be given as gifts for donations.

RECOMMENDATION:

That:

1. Council provide in-kind support i.e. accommodation and meals for the couple on 29 June 2004 in Windsor. Funding to be provided from the donations budget and the value of the donation not exceed \$350.00 (three hundred and fifty dollars).
2. Council provide a small welcoming ceremony on Tuesday, 29 June 2004 encouraging the local community to attend. Funding be provided from the Community Celebrations budget.

ORGANISATION AND RESOURCES

Meeting Date: 27 January, 2004

Item: 4

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 4 Oooo

ORGANISATION AND RESOURCES

Meeting Date: 27 January, 2004

Item: 5

ITEM: 5 **Hawkesbury Invitation XI versus NSW Aboriginal XI Cricket Match**

FILE NUMBER: 84292/CSV/OGA27NBX.C06

REPORT:

A request has been received from Graham Galloway representing Rotary Club of Windsor in regards to Council sponsorship of the Hawkesbury Invitation XI versus NSW Aboriginal XI cricket match to be held on Wednesday, 25 February 2004. The match will be held on McQuade Oval at Windsor from 10.00am to 6.00pm.

As far as the organisers are aware, this is the first time a touring Aboriginal side has visited to play in the Hawkesbury and this therefore, creates an event of historic significance. The Aboriginal team, to be chosen at end of this month, will go on to represent NSW at the Aboriginal State Tournament to be held at Alice Springs.

Hawkesbury Cricket Association is assisting with the arrangements for the month including the selection of a Hawkesbury Cricket team. The Council's Aboriginal and Torres Strait Islander Community Access Worker is providing contacts to Rotary of the Hawkesbury Aboriginal community groups to enable an invitation to be sent encouraging them to be involved.

Rotary requests that Council sponsor a lunch at Council Chambers during the proceedings of the day's match. This would be for approximately 40 (forty) people including the players of both teams, officials and representatives from Tourism NSW.

Due to the time needed for preparation and organisation, it is requested this decision be made as a Committee of the Whole.

RECOMMENDATION:

Council exercising its delegation as a Committee of the Whole resolve to provide a lunch to celebrate the Hawkesbury Invitation XI versus NSW Aboriginal XI Cricket Match. Funds to be taken from the Civic Ceremonies budget, for an amount, not exceeding \$800.00 (eight hundred dollars).

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 5 Oooo

ITEM: 6 Local Government Bowls Event**FILE NUMBER:** 86819/CSV/OGA27NBX.C09

REPORT:

The Metropolitan Local Government Bowls Day has taken place in the Hawkesbury for the last 25 (twenty five) years and is traditionally held on the Annual Picnic Day of the Municipal Employees' Union. This year the event is proposed for Friday, 12 March 2004 to be held at Windsor Bowling Club.

The Bowls day involves an invitation to be sent to all Sydney metropolitan Councillors, Council staff and former elected members to be players in groups of 4 (four). Council sends letters to local businesses inviting them to donate goods for prizes and the Mayor presents the trophies at a ceremony held in the latter part of the afternoon.

The Windsor Men's Bowling Club organise the event with the participants paying \$10 (ten dollars) each, with Council traditionally providing administration support and a donation of gifts to be used as prizes for the participants to the value of between \$800 (eight hundred dollars) to \$1000 (one thousand dollars). This year the Club has also asked for permission to raise the charge from \$10 (ten dollars) to \$12 (twelve dollars).

In 1980, the Local Government Bowls Day event organisation was transferred from Fairfield City Council to Colo Shire Council, as they were that year's competition winners. While the event transferred to Hawkesbury Shire Council in 1981 when Colo Shire Council amalgamated with Windsor Municipality Council and has been held ever since no written evidence could be found for continued Council approval.

It is proposed that due to the length of time the event has been held in the Hawkesbury that this event be moved around to other Council areas. The event really holds benefit only to the players, the Bowling Club and the local Council having the honour to sponsor it, with little justified benefit to the greater community as a whole. Due to the level of preparation needed for this years event, it is asked that Council make the decision as a Committee of the Whole.

RECOMMENDATION:

Council exercising its delegation as a Committee of the Whole resolve that:

1. Council support the Local Government Bowls Day for 2004 with a donation of prizes to not exceed the value of \$800.00 (eight hundred dollars) to be taken from the Civic Ceremonies Budget and administration support.
2. Council give permission to the organisers for the costs charged per participant, to be raised from \$10 (ten dollars) to \$12 (twelve dollars).

ORGANISATION AND RESOURCES

Meeting Date: 27 January, 2004

Item: **6**

3. That the organisers be advised that Council will not sponsor this event in the future and are requested to seek other Councils' sponsorship and hosting of the event for future years.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 6 Oooo

ORGANISATION AND RESOURCES

Meeting Date: 27 January, 2004

Item: 7

ITEM: 7 **Continuation of Funding for Richmond Youth Streetbeat Project**

FILE NUMBER: 74224/CSV/OGA27NBX.C05

PREVIOUS ITEM: 16, GPC Section 3 - Organisation & Resources (25.02.2003)

REPORT:

At its General Purpose Committee Meeting held on 25 February 2003, Council resolved to submit an application to the NSW Attorney General's Department to further extend the Hawkesbury Crime Prevention Plan for 12 (twelve) months and seek an additional 12 (twelve) months of funding for the Richmond Youth Streetbeat Project. Council also resolved to maintain its contribution of \$15,500 (fifteen thousand five hundred dollars) to the Richmond Youth Streetbeat Project for the 2003/2004 financial year.

The Hawkesbury Crime Prevention Plan was developed in 1998 and on the 12 February 1999 the Plan was formally endorsed by the NSW Attorney General as a Safer Community Compact under Part 4 of the Children (Protection and Parental Responsibility) Act 1997. The endorsement of the Plan enabled Council to secure funding from the Attorney General's Department for a number of projects including the Richmond Youth Streetbeat Project. In April 2002, the Attorney General extended Council's Crime Prevention Plan for a further 12 (twelve) months.

In May 2003, advice was received from the NSW Attorney General that an Order has been granted extending the Hawkesbury Crime Prevention Plan as a Safer Community Compact for a further 12 (twelve) months and that Council's application for additional funding under the Plan could now be considered. Advice has now been received from the NSW Attorney General's Department that a further allocation of \$44,200 (forty four thousand and two hundred dollars) for the 2004/2005 financial year has been approved for the Richmond Youth Streetbeat Project. These funds will enable the Project to continue to operate in 2004/2005.

RECOMMENDATION:

That:

1. The information be received.
2. Council execute a funding agreement with the NSW Attorney General's Department to accept a further 12 (twelve) months of funding amounting to \$42,000 (forty two thousand dollars) for the Richmond Youth Streetbeat Project.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 7 Oooo

ITEM: 8 Sale of Land for Unpaid Rates**FILE NUMBER:** 107/FNC/OGA27NBX.F07**REPORT:**

The Local Government Act NSW 1993 contains provisions for the sale of land for unpaid rates and charges. Section 713 (2) (a):

- "(2) *A council may, in accordance with this Division:*
- (a) *Sell any land (including vacant land) on which any rate or charge has remained unpaid for more than 5 years from the date on which it became payable,"*

The sale of parcels of land for the purposes of recovering unpaid rates and charges is a process of last resort and is only actioned when all other means of debt recovery have been exhausted.

There are currently 9 (nine) properties that have rates and charges that are outstanding greater than 5 (five) years. The combined value of the outstanding rates and charges for the 9 (nine) properties exceeds \$45,000 (forty five thousand dollars). For all of these properties, either the owners of the property can not be located or all other avenues of recovery have been unsuccessful. It is recommended that Council proceed with the sale of these properties in order to recover the unpaid rates and charges.

Before selling land for unpaid rates and charges, the Act requires that Council give notice of the proposed sale by means of an advertisement published in the Government Gazette and in at least 1 (one) newspaper. Council must also fix a convenient time and place for the sale (being not more than 6 (six) months and not less than 3 (three) months from the publication of the newspaper advertisement).

RECOMMENDATION:

That Council advertise the 9 (nine) properties for sale for unpaid rates and charges in accordance with the provisions of the *Local Government Act NSW 1993*.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 8 Oooo

ITEM: 9 **Funding for Toilets at Comleroy Community School of Arts**

FILE NUMBER: 16266/CSV/OGA27NCX.C08

PREVIOUS ITEM: 100, Ordinary (09.12.2003)

REPORT:

At the December 2003 Ordinary Meeting as part of the Community Donations Program Report, it was resolved that:

A further report be provided to Council in relation to funding for toilet doors at Comleroy School of Arts.

Comleroy Community School of Arts suffered damage to their toilet doors as part of gale force winds striking in September 2003. While they have been applying to various funds to provide a general upgrade to the toilets, the damage recently done requires immediate action in order to continue to hold events at the hall.

Comleroy Community School of Arts is administered by a Management Committee which holds the building in trust for the community. This works in a similar way to the School of Arts buildings in Richmond, East Kurrajong, Grose Vale Community Centre and the Kurrajong Country Women's Association (CWA) Hall. These buildings mentioned, including Comleroy Community School of Arts, receive a donation for their rates every year as part of the Community Donations Rate Reimbursement Program.

As such, Council does not own the building and is not obligated to look after its maintenance. Richmond School of Arts when wanting to undertake extra construction works for extensions on their building, arranged for Council to provide a loan to them after demonstrating the capacity and ability to be able to repay the funds.

Damage to community owned and operated structures is the responsibility of these groups in conjunction with their insurance companies.

RECOMMENDATION:

That Council advise Comleroy Community School of Arts Management Committee that it is unable to allocate ratepayers funds as requested for in this item.

Council further advises that in reaching this decision, it recognises the shortfall in the provision of toilet amenities for the North Richmond Shopping Centre that currently exists, and that Comleroy Community School of Arts is not a public facility and is under the control of trustees.

ORGANISATION AND RESOURCES

Meeting Date: 27 January, 2004

Item: **9**

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 9 Oooo