

GENERAL PURPOSE COMMITTEE

SECTION 3 ORGANISATION & RESOURCES

GENERAL PURPOSE COMMITTEE - ORGANISATION & RESOURCES**Table of Contents****Meeting Date:** 27 February 1996

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ITEM: 23 **COUNCIL'S COMPUTER SYSTEM UPGRADE****FILE NUMBER:** GC230/002 PT03/CSV

REPORT:

The Council's present mainframe computer configuration is subject to an operating lease which expires in July this year. The term of the lease is for a period of 3 years, this being consistent with the expected operating life of the equipment and further allows the Council to advance with technological changes at a reasonable time frame. Leasing as approved to capital purchase also allows the operating cost to spread the operating cost over the period rather than a significant cost upfront.

Accordingly, tenders were invited for an operating lease of the replacement mainframe configuration being a Hewlett Packard HP3000/959KS200 Server and associated equipment having a total value of \$286,970.28. The Specification provided for the equipment to be leased again for a period of 3 years with leasing payments to be made over the period on a quarterly basis.

In response, ten tenders were received with the cheapest being from Hewlett Packard Australia Limited, providing for quarterly payments in the sum of \$24,630.29 and is now recommended for approval.

RECOMMENDATION:

That the tender from Hewlett Packard Australia Limited to provide an operating lease of the Council's mainframe computer and ancillary equipment for a three year period at quarterly payments of \$24,630.29 (twenty four thousand, six hundred and thirty dollars and twenty nine cents) be accepted.

ATTACHMENTS:

There are no supporting documents for this report.

FN:OG227NAX.C01

****** END OF ITEM 23 ******

ITEM: 24 AUSTRALIAN PIONEER VILLAGE - QUARTERLY REVIEW**FILE NUMBER:** GC283/107/CSV

REPORT:

In accordance with the terms and conditions of the Agreement with the Management Committee for the operation of the Village the Committee have now submitted their quarterly report for the period ending 31st December, 1995, in the following terms:-

"Since the last Review, new attractions have been entertaining visitors to the Pioneer Village. With these additional attractions, new gate charges have applied which have been designed to encourage visitation from the domestic family market in addition to domestic and inbound tourist markets.

To provide facilities for this entertainment and to attract visitors the following improvement works have been carried out:-

1. Enlargement of Shearing Shed now complete, to accommodate 150 people.
2. Construction of Walkway into Native Animal Enclosure.
3. Regrading of Roads, Car Parks and Main Street.
4. Restoration of Picnic Area with Shelter Sheds relocated and painted.
5. Installation of PA System with remote Microphone.

Since the change of Fee Structure, extensive customer surveys have been carried out to test market reaction. In this regard comments are highly favourable with unfavourable comments in the order of 1%.

Visitation during the review period is consistent with last years attendances although a drop off was experienced in group visitation during December due to inclement weather. The customer survey indicates that 90% of people attending are return visitors or referred by a `friend'.

In regard to Forward Marketing, the intent of the Management Committee has been to develop a "place" and "product" which can be consistently marketed to domestic and inbound markets. A reference is included from Bargo Public School indicating their appreciation of the new Program.

Specialist Consultants have been appointed in regard to -

- i) General Marketing - Initiation and Advice
- ii) Inbound Tourists

The Village attracted International Media coverage on 25th January with "live" transmission to an audience of seven (7) million people in Great Britain by the BBC. The Village staff were overwhelmed when only three days later a couple from Scotland arrived who had seen the transmission and visited due to that exposure. Since that time other visitors have arrived due to that Program.

Attached to this Report is the Financial Statement to 31st January, 1996. Forward projections at this stage, based upon last years attendances indicate expenditure in accordance with Budget and Income in accordance with predictions, although concern is expressed in delays in developing new marketing material based upon the increased attractions.

Provided for Councillors information is the current "kit" at present being mailed to all schools, indicating the current years program.

The Financial Statement indicates payments to Australian Outback Connection and Council should be aware that several management matters are being addressed with this Operator.

It is submitted that a financial structure and attraction have been established at the Pioneer Village to operate in accordance with the Submission made to Council in May, 1995.

In reference to that submission, the Business Plan required the renovation of the Carriage Works as a Function Centre. Whilst priority has been given to completion of the doubling in size of the Shearing Shed, work has continued in regard to the Carriage Works. The building has been cleaned out thoroughly and internal walls dismantled. Cladding of internal walls has commenced with 25% complete and materials in hand to clad 50%. The doors have been re hinged and work is to commence painting the external walls in the near future."

RECOMMENDATION:

That the Quarterly Review of the operation of the Australian Pioneer Village be received.

ATTACHMENTS:

There are no supporting documents for this report.

FN:OG227NAX.C11

****** END OF ITEM 24 ******

GENERAL PURPOSE COMMITTEE - ORGANISATION & RESOURCESMeeting Date: **27 February 1996**Item: **25****ITEM: 25** MONTHLY FINANCIAL STATEMENTS - JANUARY 1996**FILE NUMBER:** GF011/005 PT04/FNC**REPORT:**A. CASH EXPENDITURE WARRANT No. 1/1996SUMMARY - Accounts Paid

General Fund Nos.	40395 -	41140	4,423,107.24
Trust Fund Nos.	4530 -	4540	1,332,842.92
			5,755,950.16

CERTIFICATE BY RESPONSIBLE ACCOUNTING OFFICER

This summary Warrant presented above is fully supported by Vouchers and Invoices which have been duly certified as to the receipt of goods and/or rendition of services and as to prices, computations and costings and the amounts shown were due for payment. The detailed Warrant is available upon request.

L M Weatherstone
Director Community Management and Finance

GENERAL PURPOSE COMMITTEE - ORGANISATION & RESOURCESMeeting Date: **27 February 1996**Item: **25****B. STATEMENT OF BANK BALANCES AND GENERAL MANAGER'S CERTIFICATE**

STATEMENT OF BANK BALANCES AS AT 31 JANUARY 1996

GENERAL FUND	CR. 98,270.51
TRUST FUND	CR. 46,197.42

CR. 144,467.93

FORM 2

GENERAL

Balance - Cash Account as at 1 January 1996	CR. 794,818.79
Receipts for period ended 31 January 1996	DR. 6,716,451.68

DR. 5,921,632.89

Payments for period ended 31 January 1996	CR. 6,624,173.28
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CR. 702,540.39

Limit of overdraft arranged with bank	\$800,000.00
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RESPONSIBLE ACCOUNTING OFFICER

I hereby certify that the Cash Book and Bank Statements have been reconciled in all funds as at 31 January 1996.

L M Weatherstone
Director Community Management and Finance

C. INVESTMENTS

Hereunder is the list of amounts invested:

Bank Bills

Interest

<u>Period</u>	<u>Due Date</u>	<u>Rate</u>	<u>Interest A/C</u>	<u>Amount</u>
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Term Deposits

31 Days	19.02.96	7.55%	Sewerage Fund	2,976,319.84
31 Days	19.02.96	7.55%	General Fund	23,680.16
63 Days	19.02.96	7.57%	Sewerage Fund	1,000,000.00
180 Days	27.02.96	7.75%	Sewerage Fund	1,230,000.00
180 Days	27.02.96	7.75%	General Fund	770,000.00
185 Days	29.02.96	7.83%	General Fund	1,000,000.00
185 Days	04.03.96	7.71%	General Fund	780,000.00
185 Days	04.03.96	7.71%	General Fund	300,000.00
91 Days	15.04.96	7.52%	General Fund	1,140,000.00
91 Days	15.04.96	7.52%	General Fund	660,000.00
365 Days	15.08.96	8.05%	General Fund	850,000.00
547 Days	09.05.97	8.00%	General Fund	800,000.00
547 Days	09.05.97	8.00%	General Fund	200,000.00
594 Days	25.06.97	8.00%	General Fund	1,000,000.00

Australian Treasury Corporation

04.08.97	8.45%	Workers Comp Board	950,000.00
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<u>Short Term Investments</u>	General Fund	9,955,000.00
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\$23,635,000.00

RESPONSIBLE ACCOUNTING OFFICER

I hereby certify that the investments listed above are the total of all money that have been invested and that the investments have been made in accordance with the Act, Regulations and Council's investment policies.

L M Weatherstone
Director Community Management and Finance

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

FN:OG227NAX.F05

****** END OF ITEM 25 ******

ITEM: 26 BELLBIRD HILL LOOKOUT**FILE NUMBER:** P243/5425 PT01/CSV

REPORT:

An approach has been received from R & L Solutions to be granted permission to install and maintain coin operated binoculars at the Bellbird Hill Lookout.

The proposal is on the basis of R & L Solutions purchasing, installing and maintaining the binoculars, proposed to be located on the lookout platform and any revenue generated being retained by that Company. A license fee in the amount of \$250 has been negotiated for the initial year of installation, with the fee to be subject to review at the end of the initial twelve (12) month period, following submission of financial returns for the proceeding year. The Company projects at this stage that the binoculars would generate on average \$7 per day in revenue, on the basis of a charge of \$1 per usage.

It is considered that the installation of the binoculars will increase interest and visitation at the lookout, which commands spectacular views of the region and the distant metropolitan area. The support of the Kurrajong - North Richmond Rotary Club, which constructed the viewing platform, is also being sought for the proposal.

RECOMMENDATION:

That permission be granted to R & L Solutions of Kurrajong Heights, to install one set of coin operated binoculars at the Bellbird Hill Lookout, Kurrajong Heights, subject to the following terms and conditions:

- i. The Company meeting the full cost of the purchase, installation and maintenance of the binoculars.
- ii. The Company having \$5 (five) million public liability insurance cover, which also indemnifies the Council in respect of the use of the equipment.
- iii. Payment of an initial license fee of \$250 (two hundred and fifty dollars) per annum, which is to be reviewed annually on the basis of audited financial statements being provided by the Company.
- iv. Support for the proposal being obtained from the Kurrajong - North Richmond Rotary Club.
- v. The arrangement rest on correspondence.

ATTACHMENTS:

There are no supporting documents for this report.

FN:OG227NBX.C02

****** END OF ITEM 26 ******

ITEM: 27 ALCOHOL FREE ZONE CREATION AT McGRATHS HILL**FILE NUMBER:** GP070/001 PT05/CSV

REPORT:

It is proposed to create an Alcohol Free Zone on the block bounded by Redhouse Crescent, Phillip Place and the Community Centre in McGraths Hill. A map indicating the proposed zone shall be displayed at the meeting.

The creation of the zone has been requested by the local shopkeepers of the McGraths Hill Shopping Centre, as instances of vandalism, littering and breaking of bottles have been reported.

Community consultation has been undertaken with notification of the proposal being advertised in the local paper, and proposals forwarded to the local Police, McGraths Hill Community Centre, Licensee of the Australian Hotel and representative community organisations. Two responses in support of the proposal were received from the McGraths Hill Community Centre and Windsor Police who have expressed commitment in enforcing the zone when established.

The Alcohol Free Zone may only be established to include the roads, footpaths and carpark for a maximum period of three years. It is noted that provision exists for consideration to be given to the re-establishment of the zone when it expires.

It is suggested that the zone be in operation until 31 December 1997, so that it may be considered for renewal at the same time as the other Alcohol Free Zones operating throughout the City of Hawkesbury.

RECOMMENDATION:

That an Alcohol Free Zone be created for the roads, footpaths and carpark of the block bounded by Redhouse Crescent, Phillip Place and the Community Centre in McGraths Hill, for operation until 31 December 1997.

ATTACHMENTS:

There are no supporting documents for this report.

FN:OG227NBX.C06

****** END OF ITEM 27 ******

ITEM: 28 **WINDSOR RUGBY LEAGUE COMPLEX - PROCEEDS OF SALE****FILE NUMBER:** GC283/032 PT2/CSV**REPORT:**

Council at its Ordinary meeting on 12 December 1995, considered a report in regard to the allocation of the proceeds of the proposed sale of the Windsor Rugby League Complex to Windsor Leagues Club Limited and resolved *"that the information be received" and that the matter be reported to Council at a latter date.*

Subsequently, the original report is reproduced in full as follows for reconsideration:-

"As a result of the Council resolution to reclassify the site known as the Windsor Rugby League Complex on Rifle Range Road, South Windsor, to allow its sale to Windsor Leagues Club Limited, Hawkesbury Sports Council has requested that the proceeds of the sale be made available to them for the maintenance and improvement of active public recreation areas throughout the City.

It is noted that the terms of the sale provide for a contract price of \$200,000, with a mortgage to be secured over the property for a period ten years at an interest rate of 5% per annum. Proceeds from the sale of Council properties are normally placed in accordance with Policy into the property development reserve for the purchase of other income producing properties, including some open space and recreational areas. Subsequently, it is suggested that the proceeds of this sale be placed in accordance with that Policy.

In any event, the sale is not expected to be completed until about mid next year due to the timeframe involved in the reclassification of the land from community to operational.

Recommendation

That the proceeds of the sale of Lot 1 in Deposited Plan 582018 to Windsor Leagues Club Limited be allocated to the property development reserve for the purchase of further recreational facilities."

RECOMMENDATION:

That the proceeds of the sale of Lot 1 in Deposited Plan 582018 to Windsor Leagues Club Limited be allocated to the property development reserve for the purchase of further recreational facilities.

ATTACHMENTS:

There are no supporting documents for this report.

FN:OG227NBX.C08

****** END OF ITEM 28 ******

ITEM: 29 **LEASING OF SHOP 1 - WILBERFORCE SHOPPING CENTRE****FILE NUMBER:** GC283/139 PT01/CSV

REPORT:

Expressions of interest have been sought for the leasing of Shop 1 in Wilberforce Shopping Centre, being newly completed premises which comprises an area of 49m².

Two applications from local business concerns were received, an application for a second hand shop dealing in small furniture and appliance items and an application for a health food outlet including a range of related products.

Both applications showed merit, however, with consideration given to the current tenant mix of Wilberforce Shopping Centre it is considered that the health food outlet is suitable as it compliments the sale of perishables and the convenience style shopping that the Centre offers.

It is, therefore, recommended that the application received from Messrs T & J and Mrs L Fowler be accepted. The Fowler family from Ebenezer have been operating a concrete contracting business for the past 20 years and have provided suitable references from their accountant and a creditor with whom they have had a long standing account.

The lease period shall be 3 years with an option for a further term of 3 years at a commencement rental for the first year of \$612.50 per month plus an estimated contribution to outgoings of \$42.50 per month. The rental shall be reviewed annually in accordance with the CPI for Sydney and to market at the end of the initial 3 year period.

RECOMMENDATION:

That:-

1. Shop 1 in Wilberforce Shopping Centre be leased to Messrs T and J and Mrs L Fowler as a health food outlet, for a lease period of 3 x 3 (three by three) years at \$7,350 (seven thousand three hundred and fifty dollars) per annum reviewed annually and to include a contribution of 2.9% (two point nine) to Council Rates and 3.7% (three point seven) to Centre outgoings.
2. All necessary documents be completed under the Seal of Council.

ATTACHMENTS:

There are no supporting documents for this report.

FN:OG227NBX.C10

****** END OF ITEM 29 ******

ITEM: 30 BUSH FIRE ESTIMATES 1996/97**FILE NUMBER:** GF10/44 PT6/FNC

REPORT:

Estimates for Bush Fire Services for the 1996/97 period are put forward at this time to meet requirements of the Department of Bush Fire Services by 31 March 1996.

The report into the major 1994 fires is proposed to be released on Wednesday the 28 February 1996. At this stage it is understood it will recommend some quite significant changes to the Bush Fire Organisation. These may or may not be adopted by the Bush Fire Organisation.

The Fire Control Officer has submitted two proposals for funding under Bush Fire Services and Council's 1996/97 Budget programs:-

PROPOSAL A which is presented in the attachment recognises:-

- i) contribution of the five year plan to upgrade major equipment
- ii) the "Standards of Fire Cover" survey conducted by the Department of Bush Fire Service in February 1993.

The proposal would allow Council to provide Brigades with considerable major improvements in the form of:-

- a) replacement of three major heavy tankers;
- b) replacement of two light tankers;
- c) replacement of a personnel carrier; and
- d) alterations to a Brigade station to accommodate a heavy tanker.

Provision has been made for station security due to the vulnerability of a number of stations in remote locations and the spate of thefts of Brigade equipment over recent years.

Similarly, funds are provided to allow for the changeover of radio activated paging equipment in use by Brigades due to the move from the present VHF radio network to the GRN System this year.

The cost to Council under this proposal would be \$469,748.

PROPOSAL B provides additional funding requirements to Proposal A with funding from Council to cover the issue of personal safety and wet weather gear for fire crews. The increase requested would be:-

Boots	\$12,875
Turnout Jackets	25,373
Wet Weather Clothing	<u>16,100</u>
	<u>\$54,348</u>

The total cost to Council under this proposal would be \$524,096.

PROPOSAL C is a further option to include the personal safety and wet weather gear as items include in the program for funding from the Department of Bush Fire Services. The increase in cost would be \$6,684 being 12.3% of the request. The total cost under this proposal would be \$476,432.

This proposal also sees the Council providing full funding of \$38,000 to provide a Group Officer vehicle and replace the catering vehicle, \$20,000 for extensions to the Wilberforce Station, \$30,000 for allweather access to the Upper Colo Station, \$12,000 for overalls and blankets, \$6,000 for training equipment, \$3,500 for computer equipment, funding for 5 staff and significant increases to vehicle running expenses and telephone costs.

The allocations from the Department of Bush Fire Services will be reported to Council when they become known following the outcome of the State Budge for 1996/97. If approved by the Department, in full, these will be a commitment from Council of \$476,432, that is \$69,575 or 17.4% over the 1995/96 Budget allocation.

RECOMMENDATION:

That Proposal C be adopted, including the request for additional funding from the Department of Bush Fire Services for personal safety and wet weather gear. The cost to Council for inclusion with the 1996/97 Estimates be noted at \$476,432 (four hundred and seventy six thousand, four hundred and thirty two dollars).

ATTACHMENTS:

AT-1 Fire Control 1996/97 Estimates

FN:OG227NBX.F09

****** END OF ITEM 30 ******