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ITEM: 122 **Monthly Financial Report - October 2000**

FILE NUMBER: GF011/005/FNC/OGK28NAX.F10

REPORT:

October 2000

Summarised below, are particulars of both the income received and the expenditure incurred by Council for the month of October 2000. This information is reconciled between the cashbook and the bank statement balance as at the end of October 2000. All expenditure is fully supported by vouchers and invoices which have been duly certified.

A. Cash Book Reconciliation - October 2000

Cash Book Balance as at 1 October 2000		($316,299.09)
Add: Receipts for month of October		$7,167,450.20
		$6,851,151.11
Less: Payments for month of October		
Cheque # 71225 - 71630	$1,855,229.96	
EFT # 15467 - 15791	$1,897,120.84	
Family Day Care Payments	$44,747.73	
RTGS (Investment) Transactions	$3,000,000.00	
Cancelled Cheques	($12,483.89)	
Miscellaneous (Bank Charges, Dishonours etc)	$20,073.68	$6,804,688.32
Cash Book Balance as at end of October 2000		$46,462.79

B. Statement of Bank Balances - October 2000

Bank Statement Balance as at end of October 2000		$233,389.51
Less: Unpresented Cheques		($206,156.54)
		$27,232.97
Add: Outstanding Deposits	$55,225.69	
Statement Credits not Receipted	($35,995.87)	$19,229.82
		$46,462.79

C. Investments - October 2000

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 2000. All investments have been made in accordance with the Act, Regulations and Council's investment policies.

Investment Type	Balance Brought Forward	Deposits	Withdrawals	Interest Paid	Balance End of Month
Managed Funds	$24,825,867.69	$3,000,000.00		$168,158.15	$27,994,025.84
On Call Funds	$8,450,000.00		($4,300,000.00)		$4,150,000.00
Term Investments	$1,950,000.00				$1,950,000.00
TOTAL	$35,225,867.69	$3,000,000.00	($4,300,000.00)	$168,158.15	$34,094,025.84

Geoff Banting
Responsible Accounting Officer

RECOMMENDATION:

That the information be received

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 122 Oooo

ITEM: 123 **Information Tracking System**

FILE NUMBER: GC280/005PT 4/GMA/OGK28NAX.G03

REPORT:

The Council has sought a report on information tracking and, specifically, those reports requested by members of the Council.

The current Council system is a hard copy file system with over 70,000 active files within the administrative building and more than 100,000 additional files stored at State Archives at Kingswood. There are over 150,000 items of correspondence in the Records area each year and, in addition, e-mails are running at over 65,000 a year and increasing significantly.

A Records Management Tracking System operates with a weekly audit of all active files that involves staff with barcode readers. This information is then down loaded into the Records Management software.

It is not unusual to have a number of active enclosures on files that are to be actioned by different staff members. To minimise disruption and maximise efficiency, where a staff member knows that an enclosure cannot be actioned in the short term, then some interim response is made and a resubmit noted so that the file returns on a date when the further concluding action can be finalised. If there were to be regular calls on files to check the status of a number of matters then this would disrupt and slow down action times. This is because files have to be moved around the organisation in a systematic way so that their location is always known. Even with this in place, there is the odd misplaced file that disrupts work until it is relocated.

On this basis, the major matters that Council has in action are tracked and a current status noted in the monthly business papers. The majority of the Council’s current software will not be supported beyond the end of next year. Accordingly, specifications are currently being finalised for the calling of tenders for new software and this will be called early in December, closed in February and, following evaluation, a recommendation made to Council in April of next year. The implementation time will be some 6-9 months.

The proposed new Records Management System will see electronic files created where the correspondence will be received and scanned and then forwarded to the actioning staff member, electronically. This will enable an accurate and very responsive tracking system and files will be able to be accessed by any staff member at any time and, therefore, not cause the disruption that occurs within the present system.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 123 Oooo

ITEM: 124 **Redevelopment of Former Hawkesbury Hospital Site**

FILE NUMBER: P731/3005/GMA/OGK28NAX.G12

REPORT:

Since the Council purchased the site from New South Wales Health it has had a master plan for the site's redevelopment prepared and subsequently adopted, had a model for public exhibition and consultation made, had a design brief for a new library completed and recently completed building works for the Bateman Block, which now houses a number of home and community care services.

The model of the site and the redevelopment details have been on exhibition at the last two Hawkesbury Shows and this year in the Windsor Library. There have also been a number of tours of the site at the request of residents and there has only been favourable feedback about the project.

In recent times quantity surveyors, Casey and Byrne, were engaged to supply estimates of the project costs. Auditors, Deloitte Touche Tohmatsu, were engaged to provide a report for the Council on its ability to fund the works and there have been meetings with representatives of the Friends of the Hawkesbury Art Collection and the Hawkesbury Museum regarding the Museum and Art Gallery functions and consultancy expressions invited for curator services.

The planning estimates of project costs are as follows:

Item	**$M**
Archeological analysis (if required)	0.28
Restoration of heritage buildings	2.50
Fencing including restoration of heritage fence	0.11
Roadworks - internal	0.08
Landscaping including paving	0.26
Library and commercial building with fit-out and parking under	7.90
Museum/art gallery establishment	0.38
Professional fees	0.88
Launch/opening celebration	0.10
Sub total	12.49
Contingency	0.51
TOTAL	**13.00**

Sources of funds for the project are:

Source	**$M**
Bligh Park Reserve	4.608
Section 94	1.983
Heritage Grant	0.300
Library Grant	0.100
Property sales	4.907
Property reserve	0.928
Loan	0.174
TOTAL	**13.00**

The properties that form the $4.907M are:

- Groves Avenue recently sold for $1.470M
- Woods Road recently sold for $0.388M
- the proposed sale of the Museum in Thompson Square $0.741M
- former Library building at the corner of Fitzgerald Street and Union Lane $0.408M
- the Bligh Park site $1.400M
- the sale of Toxana in Windsor Street, Richmond $0.500M

Should the Council give approval at this time it is possible to have the restoration of the areas to be made available for the art gallery and museum by early 2002. The only question on the timing of this would be if an extended archeological investigation was required. The library building could then be completed by mid-2003.

The new library will be a significant increase on the size of the current building and is also proposed to open increased hours to assist the whole precinct operations. This would see operations on 7 days including Saturday from 10.00am to 5.00pm and Sunday 10.00am to 4.00pm. To achieve this, an additional 3.5 full time equivalent staff would be required. Provision has also been made in the costings for a precinct/site manager to ensure that the necessary coordination takes place. The auditors have made comment regarding management of the site and this is an attachment to this report. The two current volunteer groups (Hawkesbury Museum and Friends of the Hawkesbury Art Collection) have some very enthusiastic members with a range of skills and one group has run the museum on a volunteer basis for many years. It would be unreasonable for the Council to expect however, that they could continue to operate such a large complex on a seven day a week basis and it is therefore intended to ensure that both the museum and art gallery are established with sufficient security to require minimal staffing particularly during quieter times of operations. It is also intended to create partnerships with other similar facilities that would have a number of advantages including access to professional staff and other exhibitions. Very preliminary discussions in this regard have already been held with staff at Penrith Council who own the Lewers

Gallery.

The current library operating expenditure is $1.59M per annum. The new building with the increased opening hours and size will see increases in salaries, superannuation, recurrent expenditure, depreciation and overheads to bring the total operating expenditure to just over $2.0M. To offset this there will be additional operating income from the site and commercial income from the new commercial premises, the proposed refreshment rooms and the former matron’s cottage and the Johnson Wing of approximately $350,000. In addition, there would be the income from the current library building, for which only preliminary work has been undertaken. An initial investigation has been made into turning the building into a motel style accommodation establishment for which the conversion costs would be around $600,000 subject to detailed design being undertaken, for which it is likely to see an income well in excess of $100,000 a year.

The current vote for new library materials, including books each year, has remained static for some time. This has seen a deterioration in the quantity and quality of materials available and to bring the collection up to a reasonable standard for the current population there would need to be an injection of around $400,000 in the first year of operations.

Briefs are currently being prepared for the various consultancy services that would be necessary to engage to have the site’s development proceed and these would be advertised as soon as Council approval is gained.

At this time the Council’s approval for the principle of the project moving forward is sought, including the global allocation of the funding.

In funding terms, the auditors have concluded that from the work they have undertaken, it would appear that the Council does have the ability to fund the construction of a library, art gallery and museum buildings on the former hospital site. However, if the future funding sources outlined are not received, then other internal projects may have to be cancelled or postponed.

Following this approval, the briefs for the necessary consultancies would be issued and then reported to the Council for approval. In the meantime, work would continue on scheduling works for the restoration of the former buildings.

RECOMMENDATION:

That:

1. Council allocate funds of $13M (thirteen million dollars) towards the redevelopment of the former Hawkesbury Hospital site for a library, museum/art gallery, refreshment rooms and commercial offices.

2. Work on the restoration of the former buildings continue.

3. Briefs be issued for consultancies to enable the remainder of the project to proceed.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 124 Oooo

ITEM: 125 **Validation and Re-funding of Hawkesbury Community Transport Service**

FILE NUMBER: GC200/002/CSV/OGK28NCX.C07

REPORT:

In August 1999, Hawkesbury City Council assumed responsibility for the management and operation of the Hawkesbury Community Transport Service. Council assumed the interim auspice of the Service at the request of the previous Management Committee and the funding body (the Department of Transport). At the time of the transfer of auspice, the Service was experiencing serious financial and operational difficulties and had been formally designated by the funding body as a “service of concern”.

As part of the interim auspice agreement with the funding body, Council staff were required to undertake a comprehensive review of the Service and identify recommendations to secure its long-term future. A review document containing 25 recommendations covering staffing and vehicle fleet arrangements, fee and transport schedules, and budget and operational matters was endorsed for implementation by Council in March 2000.

In the last six months, Council staff, in conjunction with the staff of the Hawkesbury Community Transport Service have been progressively implementing the recommendations contained in the Review document. To assess the effectiveness of the new operating regime, a decision was made for the Service to participate in the first National HACC (Home and Community Care) Standards Monitoring Validation Process. This process involves the independent validation of the Community Transport Service against the HACC National Standards using the HACC National Standards Monitoring Instrument.

On 15 November 2000, the Hawkesbury Community Transport Service was assessed by an independent validator from the Department of Transport. On 16 November 2000, advice was received from the Department of Transport that the Hawkesbury Community Transport Service had achieved the highest validation grading. This grading qualifies the Service to receive a three-year Funding Agreement.

This achievement will ensure the long-term future of the Service. It reflects credibly on the professional approach of the Service’s staff and on Council’s commitment in undertaking the difficult task of restructuring the Service. Less than 15 months ago, the Hawkesbury Community Transport Service was designated a "service of concern" by the funding body. It has now been awarded the highest validation grading and three-year funding commitment from the same funding body.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 125 Oooo

ITEM: 126 **Proposed Establishment of Community Transport Fund - Hawkesbury Community Transport Service**

FILE NUMBER: GC200/002/CSV/OGK28NBX.C05

REPORT:

The provision of safe and affordable transport services has been consistently identified as a major concern by residents of the Hawkesbury. One in three of the households responding to the *Hawkesbury Household Survey* identified the lack of reliable public transport as an issue within the locality in which they live.

To address this gap, the State Government provides funds to eligible organisations to provide subsidised community transport services. These funds are generally targeted at specific population groups - the frail aged and persons with disabilities and their carers. Hawkesbury City Council currently receives funds from the Department of Transport to operate the Hawkesbury Community Transport Service to meet the needs of these target groups.

Council staff have recently finalised negotiations with the Department to levy a yearly Project Management Fee of $3,000 on the Hawkesbury Community Transport Service to reimburse Council's Community Services Branch for the substantial amount of hours allocated by the Branch to support the operation of the Community Transport Service. This Project Management Fee was not included in Council's 2000/2001 estimates and represents additional income.

Council also makes available for community use the Council-owned *Community and Youth Access Bus*. The Bus is managed on behalf of Council by the Hawkesbury Community Transport Service. Residents can hire the bus at the advertised fee outlined in Council's *2000/2001 Revenue Pricing Policy*. In the absence of funding, contributions or direct financial support from Council to subsidise the day to day operation of the Access Bus, the scheduled fee has been set to cover the costs of operating the Bus. Unfortunately, some groups within the community (eg young parents, well-aged pensioners, and other groups who fall outside of the groups targeted by transport funding bodies) are unable to meet the full cost of hiring the Access Bus.

To respond to this shortfall, Council staff have identified an opportunity to establish a *Community Transport Fund*. It is proposed that the net surplus generated from the hire of the *Community and Youth Access Bus* (estimated at approximately $750 a quarter) be allocated to the Community Transport Fund. It is further proposed that the $3,000 income derived from the Project Management Fee (levied on the Hawkesbury Community Transport Service) also be allocated for use by the Community Transport Fund. In total, the revenue to be made available to support the Community Transport Fund will be in the order of $6,000. The proposed *Community Transport Fund* will be self-sustaining and not reliant upon additional Council outlays (it is in effect cost-neutral).

The *Community Transport Fund* would be used to subsidise the hire of Council's Access Bus by groups within the community which do not currently have access to funding support. It is proposed that Council advertise for expressions of interest from eligible groups and individuals who may require subsidised transport services (Council has already received an approach from the Hawkesbury District Health Service enquiring as to the possibility of providing a subsidised transport service for a young parents group).

It is proposed that the Community Transport Fund be co-ordinated by the Hawkesbury Equity and Access Planning Committee which will be responsible for developing eligibility criteria and funding guidelines. On a day to day basis, the Fund would be administered by the Hawkesbury Community Transport Service to meet the difference between the cost of providing subsidised community transport services (using Council's Access Bus) and the full costs incurred by the Service in providing this subsidised service. In practice, a group taking advantage of the community transport subsidy would simply be invoiced the net cost of the service (ie the full cost of the service less the applicable subsidy).

The establishment and funding of the *Community Transport Fund* represents a small but clearly targeted and practical initiative to respond to the needs of transport disadvantaged groups within the Hawkesbury. It also reaffirms Council's commitment to the principles of equity and access and the aims of the Hawkesbury Social Plan.

RECOMMENDATION:

That:

1. Council endorse the establishment of the *Community Transport Fund*.

2. An amount of $6,000 (six thousand dollars) be allocated to the Community Transport Fund for the 2000/2001 financial year with funds to be derived from revenues gained from the operation of Council's Community and Youth Access Bus and the Project Management Fee levied on the Hawkesbury Community Transport Service.

3. The Hawkesbury Equity and Access Planning Committee be delegated the responsibility for co-ordinating the implementation of the *Community Transport Fund.*

4. An evaluation of the operation of the *Community Transport Fund* be undertaken in July 2001, and the outcomes reported to Council.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 126 Oooo

ITEM: 127 **"Spirit of the Hawkesbury" Centenary of Federation Project**

FILE NUMBER: GE030/002 PT5/CSV/OGK28NBX.C04

REPORT:

In 1999, Federal Government funding under the 'Federation Community Projects Program' was awarded to four projects in the Hawkesbury local government areas. One of the successful projects was the "Spirit of the Hawkesbury Community Arts Project" which is under the auspice of Hawkesbury City Chamber of Commerce and co-ordinated by a volunteer group of community members.

This project will culminate in the installation of a public artwork which will reflect the cultural diversity of the Hawkesbury area and the many stories and themes that have emerged as part of an extensive community consultation program. A design based on a sundial is currently being finalised, with a view to construction and installation by March 2001.

As part of the initial funding application for this project in 1998, Hawkesbury City Council was asked to contribute towards costs of the project. This was taken into consideration in the current budget and an amount of $15,000 was allocated to this project.

In its original submission for funding, the project committee suggested that the artwork could take the form of a series of pergolas in Richmond Park. However, after consultation with the Hawkesbury Heritage Committee, Council staff and the community it was determined that the preferred site for this project is Hanna Park and that the artwork will be based on the creation of an interactive sundial featuring Hawkesbury sandstone.

Local architect, David Jones, is designing the installation in conjunction with the project committee. Drawings and specifications will be forward to Council in the near future.

The project committee has advised that Council's contribution to the project will be used to fund construction work, earthworks, laying of concrete and aggregate, purchase and installation of markers and signage.

RECOMMENDATION:

The modification to the "Spirit of the Hawkesbury" Centenary of Federation community art project be noted and that incorporation of the project into the master plan for Hanna Park be arranged by continued liaison with Council Parks and Recreation/Corporate Communication staff.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 127 Oooo

ITEM: 128 **Request for Donation**

FILE NUMBER: GF008/001/CSV/OGK28NBX.C11

REPORT:

Correspondence has been received from the Hawkesbury Museum and Tourist Information Centre Windsor requesting a donation of $1000.00 towards the running costs of the Centre.

The Museum has financial commitments including the payment of a cleaner for the interior, the annual insurance for Public Liability and annual insurance for Fire and Burglary.

The Museum, being situated in Thompson Square, attracts numerous people from Australia and abroad, annual enquiries being as high as 17,000. The interest in family history has grown and the volunteer workers aim to keep the Museum operating seven days a week to cater for the local community and beyond.

Whilst it is recognised that considerable expenditure will be contributed to the proposed new museum/art gallery interpretive centre at the former Hawkesbury Hospital over the next twelve months, it is appropriate to ensure that the volunteer efforts of the Hawkesbury Museum and Tourist Information Centre are supported in the interim period.

RECOMMENDATION:

That Hawkesbury City Council support the financial commitments of the Hawkesbury Museum and Tourist Information Centre Windsor by donating $1000.00 towards the running costs. Expenditure to be from the Donations Budget.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 128 Oooo

ITEM: 129 **Women's Cottage**

FILE NUMBER: GC283/061/CSV/OGK28NBX.C01

REPORT:

A question without notice was raised at the October Ordinary Meeting regarding the proposed new rental for the Women's Cottage located at 22 Bosworth Street, Richmond and the methodology applied in determining rentals.

As background information, it is noted that 22 Bosworth Street was originally acquired in 1985 in conjunction with the adjoining property leased to Hawkesbury Motor World, for the purpose of providing car parking within the Richmond commercial area. However, there has been insufficient demand to date for the property to be developed for its original purpose and accordingly, in 1985, Council agreed to lease the property to the Women's Cottage. The current agreement with the Women's Cottage is for a period of two years which commenced on 1 January 1999 and expiring on 31 December 2000. The rent for this period had been set at $200.00 per week based on the funding grant provided by the Department of Community Services and they are also responsible for Council and water rates and charges. Prior to the current agreement, a subsidised rental of $130.00 per week was paid by the Women's Cottage for the whole of the six year period from January 1993 to December 1998. The current market rental for the premises is estimated to be between $275 to $300 per week.

As the current agreement expires at the end of this year, an offer was forwarded to the Women's Cottage to initiate negotiations for renewal of the lease for a further term of two years, with a proposed rental of $225.00 per week. As is the case with all leases, GST is payable in addition to the rental and it was also proposed that they continue to be responsible for all water rates and water usage charges, garbage services and 50% of Council rates, as per the current agreement.

The Women's Cottage have since indicated that their funding grant from DOCS would not cover the rental increase. Accordingly, it is proposed that the rental and outgoings continue to be linked to the funding grant, in recognition of the services the Women's Cottage provides to our community, particularly disadvantaged groups. However, as with all projects funded under the DOCS Community Services Grants Program, the Women's Cottage has received an annual increase in its DOCS funding grant to offset CPI increases. In addition all DOCS funding grants have recently been grossed up by 10% to offset the introduction of the GST. On this basis there is the capacity to increase the rental levied on the Women's Cottage to take into account both CPI increases and the introduction of the GST. On this basis it is recommended that the rental be offered at $206.50 per week plus GST.

The Women's Cottage have also requested a five year lease term as a two year term does not provide security of tenure or scope for long term planning of service delivery. Given that it is unlikely the site will be required for carparking over the next five years, this request is supported. Additionally, as a measure to save legal costs of approximately $1,200 for a formal lease, the Women's Cottage have requested that the agreement rest on correspondence. It is pointed out that this form of arrangement has been acceptable in the past, with appropriate terms and conditions incorporated in the agreement.

In relation to the question concerning the policy for determining rentals, it is noted that a consultant valuer is engaged to advise the current market rental when a review is due or premises become available and the valuation is used as the basis for negotiating with tenants. Once agreement is reached, the proposed rental is reported to Council. In situations where a subsidised or minimal rental applies, opinions are also sought in regard to what the current market rental is for a property and this amount is taken into consideration when determining an appropriate rental.

RECOMMENDATION:

That Council offer the Hawkesbury Women's Cottage a fresh five year lease of 22 Bosworth Street, Richmond, commencing 1 January 2001. Further, that the rental for the term be linked to the subsidy provided by the NSW Department of Community Services at $206.50 (two hundred and six dollars and fifty cents) per week indexed annual with CPI plus GST, with the lessees also responsible for all water rates and water usage charges, garbage services and 50% of Council rates, as per the current agreement. Additionally, the agreement rest on correspondence.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 129 Oooo

ITEM: 130 **Childcare Funding**

FILE NUMBER: GG021/012 PT 3/GMA/OGK28NCX.G02

REPORT:

At its 10 October 2000 meeting, the Council resolved to make representations to the Federal Member for Macquarie, Mr Kerry Bartlett, regarding childcare affordability and funding. Mr Bartlett has responded as follows:

> *"On the issue of Government assistance for families, the situation is better than it has been for quite some time. Under the new childcare benefit, assistance has increased significantly for low and middle income families. Low income families can now receive up to $122 for one child, $255 for 2 children and $398 for 3 children in full time care.*
>
> *"On the cost side of childcare, the recent CPI figures have demonstrated a large fall in costs since July 1 2000.*
>
> *"So with greater assistance and reduced costs, the affordability of childcare services is improving.*
>
> *"Regarding Council's specific motion on Federal Government funding for childcare, I have ascertained from the Office of the Hon. Larry Anthony, Minister for Community Services that there is no intention to reduce Government funding for childcare. In fact the Government has committed $5.6 billion over the next four years, an unprecedented amount which demonstrates the Coalition's commitment to ensuring availability of quality childcare."*

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 130 Oooo