



general
purpose
committee

3
section

organisation
and
resources

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Item: **61****ITEM: 61 Monthly Financial Report - June 2001****FILE NUMBER:** GF001/005/FNC/OGG31NAX.F07**REPORT:****June 2001**

Summarised below, are particulars of both the income received and the expenditure incurred by Council for the month of June 2001. This information is reconciled between the cashbook and the bank statement balance as at the end of June 2001. All expenditure is fully supported by vouchers and invoices which have been duly certified.

A. Cash Book Reconciliation - June 2001

Cash Book Balance as at 1 June 2001		\$220,491.42
Add: Receipts for month of June		<u>\$5,643,479.85</u>
		\$5,863,971.27
Less: Payments for month of June		
Cheque # 74686 - 75235	\$2,789,968.79	
EFT # 18248 - 18711	\$2,634,626.32	
Family Day Care Payments	\$45,134.92	
RTGS (Investment) Transactions	\$1,500,000.00	
Cancelled Cheques	(\$560,529.24)	
Miscellaneous (Bank Charges, Dishonours etc)	<u>\$26,289.29</u>	<u>\$6,435,490.08</u>
Cash Book Balance as at end of June 2001		(\$571,518.81)

Commentary

The cash book balance reflects the cashflow for the month. Essentially it is a summary of all of the receipts issued and the payments made for the month.

Expenditure for the month typically consists of payments to contractors, employee salaries, purchase of stores and materials and lease/loan repayments.

Expenditure for June is higher than normal. This is attributed to the number of accounts processed prior to the end of the financial year. Payments to creditors typically average 200 per week. In the final week of June, over 400 payments were processed.

Family Day Care payments are processed every fortnight. On average, payments are made to 40 carers with a fortnightly value of approximately \$20,000.00.

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Item: **61****B. Statement of Bank Balances - June 2001**

Bank Statement Balance as at end of June 2001		\$299,109.02
Less: Unpresented Cheques		<u>(\$954,335.06)</u>
		(\$655,226.04)
Add: Outstanding Deposits	\$95,877.38	
Statement Credits not Receipted	<u>(\$12,170.15)</u>	<u>\$83,707.23</u>
Equals balance as per cashbook		(\$571,518.81)

Commentary

The bank account balance may vary significantly from the cashbook balance. The difference is made up of unpresented cheques, outstanding deposits and bank deposits not receipted, as indicated in the above reconciliation.

Unpresented cheques are cheques which have been drawn but have not yet been presented for payment by the payee. Outstanding deposits are monies which have been receipted at the council but have not yet been banked. Statement credits not receipted, are funds which have been directly deposited to Council's bank account which have not been receipted as at the end of the month.

Cash management procedures are in place that ensure adequate funds are available to meet daily expenditure obligations. Any surplus funds from receipts are invested so as to maximise interest earnings. Active cash management minimises the risk of Council's bank account going into an overdraft situation.

C. Investments - June 2001

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 June 2001. All investments have been made in accordance with the Act, Regulations and Council's Investment Policy.

Investment Type	Balance Brought Forward	Deposits	Withdrawals	Interest Paid	Balance End of Month
Managed Funds	\$28,937,764.77			\$121,525.97	\$29,059,290.74
On Call Funds	\$4,260,000.00	\$1,500,000.00	(\$2,050,000.00)		\$3,710,000.00
Term Investments	\$1,070,000.00				\$1,070,000.00
TOTAL	\$34,267,764.77	\$1,500,000.00	(\$2,050,000.00)	\$121,525.97	\$33,839,290.74

Commentary

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The official cash interest rate remained at 5.00% for the month of June. Financial institutions remain mixed in their opinions as to whether there will be any further interest rate movements in the short term (1-6 months).

The investment portfolio decreased during June 2001. The decrease is attributed to the higher than normal expenditure for the month of June following the processing of accounts prior to the end of the financial year.

Geoff Banting
Responsible Accounting Officer

RECOMMENDATION:

That the information be received

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 61 Oooo

ITEM: 62 **Local Government Association of NSW Annual Conference****FILE NUMBER:** GL040/005/PT 07/GMA/OGG31NAX.G02

REPORT:

The Association's Annual Conference this year is to be held from 2.00pm on Saturday, 27 October to 12.30pm on Wednesday, 31 October 2001, in Wollongong. The Association has policies in the area of Community Planning and Services, Finance and Economic Development, Fire and Emergency Services, Industrial Relations and Employment, Planning and Environment, Roads and Transport, Structure and Management and Water Management.

The Conference Program will commence at 2.00pm on Saturday, 27 October 2001, with a forum in the form of a debate on Affordable Housing and Local Government. A number of speakers will address the Conference this year, including the Honourable Carl Scully (Minister for Transport), the Honourable Harry Woods (Minister for Local Government), the Honourable Kerry Chikarovski (Leader of the State Opposition), with presentations from the Illawarra Regional Information Service, Local Government Superannuation and Tourism New South Wales. The conference is important as it reassesses and develops policies for the Association and the industry generally.

Motions to be placed before the Conference should seek to alter existing policy, add new elements to the policy, or to delete elements of the policy. Motions seeking to vary existing policy or to address new or emerging policy issues, will be classified as Category 1 and scheduled for debate at the Conference. To guide this process a copy of the Association's current policy statements (as published in the 2000 Conference decisions book) is held and can be made available to any member upon request.

Motions reaffirming existing policy or calling for action to be taken within existing policy will be classified as Category 2. Motions in Category 2 will be included in the Conference Business Paper and may be individually brought forward to be debated with the agreement of the Conference. Otherwise, they will be referred to the Executive of the Association for consideration. Where appropriate, some may even be actioned before the Conference.

Councils need to submit their motions with supporting documentation by 5.00pm on Friday, 31 August 2001.

Also, at this year's Annual Conference Dinner a special ceremony is proposed to present Outstanding Service Awards to recipients who have completed a cumulative total of at least 20 years service in Local Government in NSW as an elected. For those who continue to serve, and at retirement have completed 25 or more years, a "Bar" to be affixed to the original medal is available with the total number of years served inscribed upon it.

The Council is entitled to four (4) voting delegates and they should be elected at this meeting. The Council might also wish to indicate areas it would like to have policy matters placed on the agenda so that these can be worked up over the next few weeks.

RECOMMENDATION:

That:

1. The information be received.
2. Council elect four (4) voting delegates and other Councillors to attend the Local Government Association Annual Conference in Wollongong in October this year.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 62 Oooo

ITEM: 63 Enquiry into Australia's Urban Water Management**FILE NUMBER:** GW020/007 Pt 4/GMA/OGG31NAX.G11

REPORT:

The Senate Standing Committee on Environment, Communications, Information Technology and the Arts is enquiring into:

1. The management of water in Australian cities.
2. The progress and adequacy of Australia's policies to reduce urban water use and improve water quality.
3. Environmental performance of urban stormwater management.
4. Potential for Australia to improve water quality and environmental outcomes.

Water needs to be managed using a holistic approach, beginning by protecting the catchments where water is collected and finishing with seeing the wastewater as a resource and thus recycled or discharged appropriately to a water course (river) or the ocean. There needs to be a goal of delivering sustainable water services within an environmental management regime. The management of water systems now and for the future needs to be within a framework where ecological integrity is sustained and not compromised. Within this framework, the management of both water, wastewater and stormwater needs to be integrated at the outset in planning. There needs to be more efficient use of the resource rather than considering the building of new dams.

In terms of progress and adequacy of policies, there are a number of areas in which it is seen that the demand for water can have improved management. Firstly, within a pricing policy. The price of pottable water is cheap and does little to encourage its improved management and the use of recycled water. There is no doubt that there could be more efficient operating fixtures and appliances and an education program across the whole area of water use. There may also be the need for evaluation of restrictions on water usage within an overall framework, including both pottable and treated water to ensure healthy river systems.

In terms of stormwater, the current management structure is very fragmented and reflects the varying decisions made by the numerous owners over the period of the city's development. As well as the forty-seven (47) councils there are Government agencies, catchment trusts and some private operators of stormwater. In recent years a major issue has been the minimisation of flooding and the impact of stormwater on water quality in terms of both public health and waterway health.

The State Government has recognised this in its waterways package, including where the Environment Protection Authority is responsible for the coordination of the planning process for stormwater management plans.

The community's expectation of stormwater management is that waterways will not be polluted and individuals' properties will not be affected by stormwater flows that should be within a properly designed and managed system. There is no doubt that the fragmentation of ownership of stormwater assets, a lack of uniform planning/performance including standards and the absence of an efficient and equitable funding system, provides an impact and impediment to good stormwater management.

In terms of improving water quality and environmental outcomes, the Commonwealth Government's reintroduction of funding for back-log infrastructure could see significant improvements provided.

RECOMMENDATION:

That the Council submit to the Senate Standing Committee on Environment, Communications, Information Technology and the Arts in relation to its enquiry into Australia's urban water management that water needs to be managed using a holistic approach, beginning by protecting the catchments where water is collected and finishing with seeing the wastewater as a resource and thus recycled or discharged appropriately to a water course or the ocean. In terms of policies, there are a number of areas where the demand for water can be improved. The areas needing addressing are:

- The pricing policy (where water is cheap and price does little to encourage its improved management).
- The use of recycled water (need for a wide-ranging education program about the value of water and its use and the need to evaluate restrictions on water usage within an overall framework).
- That the fragmented planning and management of stormwater in large metropolitan areas is unsatisfactory.
- That the Commonwealth needs to reconsider its position on the financing of back-log sewerage, particularly to improve water quality and environmental outcomes.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 63 Oooo

ITEM: 64 Rural Fire Service - District Service Level Agreement**FILE NUMBER:** GF010/061 Pt 01/GMA/OGG31NAX.G16**REPORT:**

As part of the changes to the relationship between the Council and the Rural Fire Service, there is a requirement for a District Service Level Agreement between the Council and the Commissioner. The proposed agreement is quite detailed and once executed will run until 30 June 2004. Prior to the expiration, the parties may agree to extend the term of the agreement for a further period. The agreement addresses issues of:

- Liaison Committee. This Committee monitors the performance of the agreement, reviews the annual budget and business plan and the quarterly financial and performance reports.
- Provides for the provision of fire services by the Commissioner for an annual fee of \$1.00 (one dollar).
- Provides for the Council to provide land and buildings to the Commissioner.
- Fire fighting equipment. Council agrees that it will during the agreement make available fire fighting equipment listed in various schedules.
- Administrative, accounting and maintenance services. Council will agree, for an annual fee of \$1.00 (one dollar), to provide these services.
- Finance. Council provides the Fire Control Officer with functions, powers and duties to enable utilisation of the Council's approved administrative, accounting and maintenance services.
- It also requires that the Council, in conjunction with the Commissioner will, by no later than 30 September each year, submit estimates for the following financial year. The service has been advised that this is an unreasonable requirement given that the Council's budget cycle starts in February of the year immediately prior to the financial year.
- Insurance and related covenants. This requires Council to maintain insurances as set out in a schedule with the New South Wales State-wide Local Government Mutual Liability Scheme. The requirement is unreasonable given Council's membership of Westpool and accordingly, the service has been requested to amend the schedules acknowledging the extent of existing Council-approved insurances.
- Annual Report and Review. The Commissioner is required to submit an Annual Report to the Council within six (6) weeks of the end of the financial year that is to include performance statements as agreed between the two (2) parties.

- Dispute Resolution. Provision is made for this should there be an issue between the two (2) parties with the result that if mediation is unsuccessful, the Minister or, eventually the Premier, will resolve matters.

There is then a detailed list of schedules setting out duties, functions and responsibilities imposed upon the Council:

- Premises that the Commissioner will occupy.
- Services that the Rural Fire Service will provide to the district.
- Services to be delivered by the Council.
- Provision of staff.

Staff, with the exception of those who work weekends and public holidays, have now been transferred to the service and agreement reached regarding the permanent part-time staff at least for this year. Undoubtedly, the service will be looking at rationalising its control centres and after hours call out procedures. A control centre to each Local Government Area is obviously unsustainable and not required given the size of some districts. While there have been some savings to the Council as a result of the staff transfer, there will also be costs particularly in terms of hazard reduction, where the service will now only advise and the Council will have to execute these notices and works. The Council will be kept informed of the financial provisions, with the likely consequences being known by the end of this calendar year.

At this stage it is recommended that the Council agree to execute the District Service Level Agreement, subject to the clarification of the matters mentioned, particularly the insurances.

RECOMMENDATION:

That:

1. Council execute the District Service Level Agreement with the Rural Fire Service subject to resolution of the issues raised, particularly relating to insurances.
2. The Council Seal be placed on the document.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 64 Oooo

ITEM: 65 **Visitors Centre, Offices and Works Depot for the National Parks and Wildlife Service**

FILE NUMBER: GP010/021 PT 1/GMA/OGG31NAX.G15

REPORT:

The National Parks and Wildlife Service (NPWS) has had an options analysis undertaken for the provision of a Visitors Centre with associated offices and works depot for their operations within the Hawkesbury area. The analysis involved identifying relevant issues, undertaking comprehensive environmental assessment, providing management recommendations and identifying a preferred option based on a comparison of four (4) options. The four (4) were:

- Bellbird Hill Lookout, Kurrajong Heights.
- Adjacent to the Community Hall at Bilpin.
- The Truck Stop on Bell's Line of Road approximately six (6) kilometres west of Kurrajong Heights.
- Shaw's Farm on Yellomundee Regional Park.

The current operations exist from Bowman's Cottage in Richmond which now, from a number of points of view, is not suited for the NPWS operations.

The Hawkesbury office manages the Lower Blue Mountains National Park, southern portions of Wollemi and Yengo National Parks, Yellomundee Regional Park and Parr State Recreation Area. The reserves being managed include both World Heritage and wilderness areas.

The proposal was also assessed in the context of the Greater Blue Mountains receiving World Heritage listing last year. The values for which the area was selected include its wide and balanced representation of Eucalypt habitats from wet and dry sclerophyll, mallee, heathlands as well as localised swamps, wetlands and grassland. The listing also recognised the area contains the highest biodiversity in Australia and globally for a temperate forest environment. Further, the area also contains a significant number of rare and threatened species, many endemic to the area. Ninety-one (91) species of Eucalypts (13 per cent of the global total) occur in this area. Twelve (12) of these are believed to occur only in the Sydney sandstone region. Presenting the World Heritage Area to the public is one of the primary goals when managing the values of the property.

If the site along Bell's Line of Road is chosen the consultants estimate that initially there will be 140,000 vehicles potentially stopping at the facility and this increasing to 425,000 vehicles annually. This represents 10 to 30 per cent of passing traffic.

The report outlines a number of values that are unique to the sites considered in the options assessment, with the main ones being as follows:

Truck Stop - Bell's Line of Road:

- High visibility from road.
- Located within Wollemi National Park and the World Heritage Area.
- Potential for interpretive walks.
- Views of the heritage area.
- Best site distance for vehicles entering and exiting the site.

Bilpin Community Hall Site:

- Located within Wollemi National Park and the World Heritage Area.
- Close to Bilpin township.
- Provides a pleasant bush setting.

Bellbird Hill:

- High profile site.
- Unique position on the edge of the escarpment.
- Site is already quite modified.
- Panoramic views of Cumberland Plain.

Shaw's Farm:

- Opportunity for adaptive reuse of buildings.
- Rich in Aboriginal Cultural Heritage.
- Excellent potential for cultural heritage interpretation.

As a result of the comparative analysis, the preferred site is the Truck Stop on Bell's Line of Road, with it achieving highest ranking for a number of criteria including:

- Proximity to high service areas for the NPWS operations.
- Provision of a natural setting.
- Maximum opportunity for interpretation of World Heritage values.

- Well-placed as a gateway to the Greater Blue Mountains World Heritage Area.

The preferred site for the Works Depot is adjacent to the Bilpin Community Hall site. The reasons for this are:

- High ranking in the comparative analysis process.
- Close proximity to the preferred Visitors Centre to enable effective operations for the area.
- Close proximity to high-use visitor areas to facilitate efficient management and maintenance by Works staff.
- Close proximity to town facilities.
- Superior communications reception for NPWS operations.

It is now necessary for the NPWS to undertake and publicly exhibit a review of environmental factors which at this stage is expected by November 2001.

RECOMMENDATION:

That Council advise the National Parks and Wildlife Service (NPWS) that subject to a positive review of environmental factors and community consultation, it concurs with the location of the proposed Visitors Centre at the Truck Stop site on Bell's Line of Road, approximately six (6) kilometres west of Kurrajong Heights and the Works Depot at Bilpin.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 65 Oooo

ITEM: 66 **Application for Sponsorship of a Jazz Concert to be held in Richmond Park on 18 November 2001**

FILE NUMBER: GR030/003 PT2/CSV/OGG31NBX.C09

REPORT:

A request has been received for sponsorship of a Jazz Concert to be held in Richmond Park on Sunday 18 November 2001. The event is being coordinated by Liz Holtham, who has secured a high degree of community and commercial support for the proposal, which is seen as a means of providing free quality musical entertainment for the community.

This matter has come before the Committee because although the Grants and Donations Policy came into effect on 1 July 2001, the first round of funding applicable to this request closes 30 September 2001, too late for planning of this event.

A communication plan is currently being implemented to advise the community of the new policy but a period of grace will be necessary because of the lead time involved in planning major events.

The concert has been planned around the availability of the RAAF band, a popular drawcard which offers an impeccable standard of musicianship. Local groups have also been approached to perform, including the St Paul's Grammar School Band and the Zoo International Youth Big Band. A number of professional artists would be engaged to complete the program.

This is the second year of this event, which went ahead in 2000 despite inclement weather. The efforts of the organisers to salvage the event, including moving various acts into local cafes and arcades, were very impressive.

A direct result of this initiative is the formation of the Hawkesbury Jazz Club, which now has thirty financial members and has made a significant contribution to the cultural life of the area. The club has assisted other groups and events, including the Bilpin Bite and the St Matthews Church Restoration Appeal.

It is expected that approximately three thousand dollars (\$3,000.00) will be raised by appeals to local businesses, and a further three thousand dollars (\$3,000.00) has been applied for under the Western Sydney Arts Incentive Scheme.

Sponsorship of seven thousand dollars (\$7,000.00) is considered appropriate and can be accommodated from the existing cultural (performing arts) budget.

RECOMMENDATION:

That seven thousand dollars (\$7,000.00) be made available to the Hawkesbury Jazz Club to assist with the staging of the second Hawkesbury Jazz Festival.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 66 Oooo

ORGANISATION AND RESOURCES

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Item: 67

ITEM: 67 **Application for Financial Assistance from St Matthews Catholic Primary School P & F Association for a Family Fun Day to be held on 16 September 2001**

FILE NUMBER: F008/001/CSV/OGG31NBX.C10

REPORT:

A request for assistance has been received from St Matthews Catholic Primary School P & F Association for support of a Family Fun Day.

This matter has come before the Committee because although the Grants and Donations Policy came into effect on 1 July 2001, the first round of funding applicable to this request closes 30 September 2001, after the date of this event.

A communication plan is currently being implemented to advise the community of the new policy but a period of grace will be necessary because of the lead time involved in planning major events.

The event is to be held in McQuade Park, Windsor on Sunday 16 September 2001.

The Association has secured an ABC For Kids production, and an attendance of 6,000 - 8,000 is anticipated.

This free, outdoor concert is open to the public. Other attractions including rides, displays, book signings, celebrity guests and stalls will enable the association to fundraise, with all profits to be used in support of the school.

In support of their request, the organisers undertake to present a well-organised family event available free of charge to Hawkesbury residents and visitors. ABC For Kids concerts are known for the high quality of their productions, and it is on these grounds that support is indicated.

RECOMMENDATION:

That two thousand, five hundred dollars (\$2,500.00) in cash be forwarded to the organisers of the St Matthews Family Fund Day, with a further in-kind contribution of approximately five hundred dollars (\$500.00) worth of litter bins and waste disposal. Funds are available from existing arts & cultural budgets.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 67 Oooo

ITEM: 68 Allocation of Funding for Economic Development Projects**FILE NUMBER:** GM001/021 PT15, GF008/001 PT25/CSV/OGG31NBX.C14**REPORT:**

In conjunction with the preparation of budgets for 2001/2002, Council considered funding applications from external bodies for economic development service delivery and projects.

As a result, Council allocated in total \$305,600.00 to organisations including Hawkesbury Economic Development Advisory Committee, Hawkesbury City Chamber of Commerce - Mainstreet Program, Tourism Hawkesbury Incorporated and Hawkesbury Harvest.

TRAK

A submission was also received from the Tourist Railway Association Kurrajong (TRAK) and although the submission was received before the deadline, it was inadvertently misplaced and subsequently not reported for Council's consideration. Accordingly, in view of the circumstances it is considered appropriate to give consideration to the proposal from TRAK.

As Council may be aware, TRAK's objective is to rebuild the former rail link from North Richmond to Kurrajong Village as a tourist facility for the Hawkesbury. They consider that the project is financially feasible and that the railway can be built in stages as a viable and successful ongoing proposition. Their proposal is to run initially from North Richmond to Kemsley Downs as well as build a heritage theme park and museum facility. They are of the view that the project will draw tourists to the area and provide economic benefits and spin-offs for the local tourism and hospitality industry and other small businesses. TRAK has requested that Council consider a grant of \$100,000.00 to continue and complete the following pre-development work. The funds would be utilised as follows -

- \$45,000.00 for the continuation, development and completion of the business plan (TRAK will also commission an EIS in parallel with this).
- \$5,000.00 for a further independent audit of the financial analysis.
- \$30,000.00 for restoration and further acquisition of heritage carriages.
- \$20,000.00 for the collection and transporting of heritage items such as North Richmond Station buildings and similar structures.

TRAK notes that it is a non-profit organisation and projected profits will be returned to the community both directly via their proposed volunteer equity fund and indirectly by community support programs.

It is considered that part of the request meets Council's principles and criteria established for the allocation of funding for economic development i.e. assistance for the completion of the business

plan and independent audit of the financial analysis. However, funds requested for the restoration and the acquisition of heritage carriages and for the collection and transporting of heritage items does not appear to meet the criteria. It was acknowledged at a recent meeting with representatives of TRAK that the proposal could potentially be a significant tourism attraction for the Hawkesbury, however, prior to proceeding there are a number of issues outside of the financial analysis to be addressed including access to private and public properties, planning, environmental, effluent disposal and engineering considerations.

Agencies including the Department of Land and Water Conservation, Roads and Traffic Authority and DUAP will need to be consulted in this process. Subsequently, it was agreed at this meeting that it would be appropriate to address these issues which are the core to the project prior to finalising any business or feasibility plans. Accordingly, as it is considered that the project has the potential to increase tourism and visitation to the Hawkesbury area, it is suggested that economic development funding be allocated towards engaging a consultant to address the planning, environmental and engineering elements of the project as well as accessing private properties. It is anticipated that the cost of addressing these issues would be in the order of \$10,000.00 and as a sign of commitment from TRAK, it is suggested that Council allocate 50% of this expense i.e. up to a maximum of \$5,000.00. Further, subject to favourable reports suggesting that these issues can be overcome, Council then consider contributing to the finalisation of a business plan, independent audit, providing support in kind through resources being allocated to the project team and accessing any Council properties along the final route.

Hawkesbury Harvest

A submission has also been received from Hawkesbury Harvest and its members, seeking a review of the allocation from Council for 2001/2002.

It is noted that Council allocated up to \$30,600.00 for Hawkesbury Harvest over the next financial year including \$18,000.00 for administrative costs and up to \$12,600.00 on a dollar for dollar basis for maps. Additionally, Council acceded to the request from Hawkesbury Harvest to carry forward funds provided for, but not expended, in 2000/2001 and to advise Hawkesbury Harvest that this allocation is given as seed funding to assist in the establishment of the initiative and that any future submissions will be assessed in accordance with Council's economic development funding criteria.

Attached is a submission from the Chair of Hawkesbury Harvest, Mr David Mason, outlining their response to the amount allocated and requesting a total of \$39,345.00 in funding which includes \$18,000.00 as granted for administration costs plus \$21,345.00 for the production of seasonal maps for the remainder of 2001 and 2002, one glossy publication in 2001 and one Farm Gate Trail Directory in 2002. It is pointed out that Hawkesbury Harvest is requesting a further allocation of \$8,745.00 in addition to the \$30,600 granted.

Additionally, Hawkesbury Harvest has requested an allocation of approximately \$3,000.00 to conduct a workshop to explore the potential for growing native foods on small acreage within the Hawkesbury area. The cost would cover speakers and promotion and equipment associated with the workshop. In the longer term it is proposed to seek commonwealth funding through the Regional Assistance Program to investigate the potential for the growing of sustainable produce within the Hawkesbury.

Funding for these initiatives is available from the unallocated surplus, 2001/2002 budget.

RECOMMENDATION:

That:

1. Council allocate funding of up to \$5,000.00 (five thousand dollars) on a dollar for dollar basis to engage a consultant to address the planning, environmental, effluent disposal, engineering and private property access issues associated with the North Richmond to Kurrajong Village Tourist Railway project. Further, subject to positive outcomes from the investigation, Council consider allocating additional funds towards completion of the business plan and feasibility study as well as an independent financial analysis of the project and the provision of support in kind through allowing access to any Council property along the route and the provision of resources to the project.
2. Council allocate an additional \$8,745.00 (eight thousand seven hundred and forty five dollars) to Hawkesbury Harvest for production of seasonal maps for the remainder of 2001 and 2002, one glossy publication for 2001 and one Farm Gate Trail Directory in 2002 plus up to a further \$3,000.00 (three thousand dollars) for the proposed workshops conducted by Hawkesbury Harvest to explore the potential for growing sustainable produce on small acreage within the Hawkesbury.
3. Council allocate these funds from the unallocated surplus, 2001/2002 budget.

ATTACHMENTS:

AT-1 Submission from Hawkesbury Harvest.

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oooO END OF ITEM 68 Oooo

ITEM: 69 **National Australia Bank Purchasing Card System****FILE NUMBER:** GF002/008 PT 3/FNC/OGG31NBX.F06

REPORT:

A review of Council's purchasing process has been undertaken with procurement alternatives being investigated.

Many New South Wales Councils are considering purchasing card systems to enhance and streamline the purchasing process. Purchasing cards can be used to compliment on-line procurement, being introduced with Council's new business systems, for low value, low risk items. The advantage of the purchasing card is to reduce paper flow and enhance cashflow requirements for both Council and their suppliers.

Private organisations already utilise purchasing cards for low value transactions and in recent years, a number of Councils and Government Departments have also demonstrated that significant efficiencies can be achieved through the introduction of Purchase Cards. Research into the use of Purchase Cards has included discussions with Blue Mountains City Council, Campbelltown City Council, Fairfield City Council and North Sydney City Council. All of these Councils have expressed their support and recognised cost benefits from the introduction of Purchasing Cards.

Most of the major banks, including Council's current banking service provider, the Commonwealth Bank, provide corporate Purchase Cards. However, only the National Australia Bank Purchasing Card provides a complete Card Management System. The National "Flexi Purchase" software appears more comprehensive than other available solutions and will allow Council to monitor the transactions and usage patterns of card users, maintain transaction history as well as approve and dispute transactions. The National "Flexi Purchase" software will integrate with Council's new Financial Management Information System (FMIS) software which will be implemented later this year. This integration will allow Council to update purchase information, which many other Councils do manually. The card system offered by the Commonwealth Bank is internet based and can be very slow when accessing the program.

Other major cost saving benefits available to Hawkesbury City Council, with the introduction of the National Australia Bank Purchasing Card, include:

Improved Customer Service

This can be provided through the ability to respond to those requests that require minor expenditure immediately. Purchase Cards will eliminate the need to raise separate manual orders and/or establish credit facilities with businesses that Council may not deal with on a regular basis.

Reduced Administrative Effort and Cost Savings

There have been a number of cost analyses undertaken that indicate that the traditional purchasing method of raising a requisition, issuing a purchase order, receiving and matching an invoice to the order, drawing a cheque and authorising payment costs around the \$120 to \$130 per payment. These same cost analyses have priced the processing of payments made through the use of Purchase Cards at approximately \$35 to \$40 per payment. This gives an indication of the potential savings that may be achieved in administrative costs through the use of Purchase Cards. The pilot implementation will provide Council with some indication of the savings that may be gained by using this facility.

Greater On Time Payment

This will be an outcome of using Purchase Cards as merchants, (i.e. the businesses that Council deals with), will receive their payment almost immediately. Not only is this beneficial to our local businesses, but it may also put Council in a position where additional discounts can be negotiated due to the improved payment arrangements.

The Accuracy of Management Reports

This will be improved as a result of transactions being updated to our general ledger on a more timely basis. The existing purchase practice is that orders are not raised in many cases until after the invoice arrives for the goods and/or services acquired by Council. This may result in some transactions, and incurred expenditure, not being updated to the ledger for up to 60 days after purchase. The use of Purchase Cards will make transactions available to Council electronically on the day after purchase, which will enable timely updating of the ledger that will lead to more accurate cost reports.

Improved Cash Management

This will be achieved as the total of all payments is only taken out of Council's bank account on the designated day of each month (to be determined). This will allow better investment options to be undertaken with the knowledge that the funds will not be required until that time.

There are often concerns regarding the security of Purchase Cards and how the use of the cards can be controlled to ensure that they are not used for personal means. Strict procedures will be introduced to provide extensive monitoring and control over card use. Employees will be reminded that the use of this facility is still governed by Council's Code of Conduct. All cards will be barred from allowing cash withdrawals.

The initial supply and installation of the National Bank Flexi Purchase software would usually cost between \$13,000 to \$15,000. However, the National Bank has made a special offer to waive the cost of the National Bank Flexi Purchase software for Hawkesbury City Council. However, the following conditions will apply -

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- Six month trial period after which time if Hawkesbury City Council is not completely satisfied with the results, the Purchasing Card System can be disbanded.
- A card fee of \$60 per year, per card for a minimum of 25 cards
- An annual licence fee commencing in the second year of operation of \$1,920 will apply, which includes all upgrades and new releases. There is also an optional \$480 annual maintenance fee charge.

RECOMMENDATION:

That:

1. the introduction of the National Australia Bank Purchasing Card system be undertaken as a Pilot Project and review to take place after six (6) months to evaluate its effectiveness;
2. the use of the Purchasing Card is limited to the procurement of goods and/or services of \$1,000 or less; and
3. Purchase Card transaction limits be reviewed at six monthly intervals.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 69 Oooo

ITEM: 70 Purchase of Waste Collection Vehicle**FILE NUMBER:** GT020/411 PT 1/EVD/OGG31NBX.V13

REPORT:

Tenders for the purchase of a new waste collection vehicle closed on 7 June 2001. Seven (7) submissions were received in relation to the tender, with three from compaction body manufacturers, and the remaining four from cab/chassis suppliers, who included the quotes from the three compaction body manufacturers in their submissions.

A spreadsheet of the quotes submitted, has been supplied to all Councillors in a separate document, as a number of the submitting companies have stated that their quotes are "commercial-in-confidence" and should not appear in a public document.

Significant assessment of the submitted quotes, and further site assessments were undertaken by a team, consisting of, the Manager of Environment and Waste Services, the Waste Collection Supervisor and the Plant Superintendent. After testing certain units in our particular terrain and extensive discussions with other Councils about the use of the different types of equipment, the assessment team recommends that Council accepts the quote from International Trucks with a Superior Pak compaction unit, with an after trade-in cost of \$215,847.00.

This decision is based on the following:

1. Council currently has a fleet of Superior Pak compaction units on International Cab/Chassis, which are performing to a high standard and showing reduced maintenance costs.
2. International Cab/Chassis have better performance on the more hilly areas of our city. This fact is supported by the greater torque ratios, when comparing the manufacturers specifications.
3. The Superior Pak system of pendulum packing, as opposed to the paddle packing systems of the other units quoted, is preferred for its durability, high compaction ratios and simplicity.

The recommended quote is the second cheapest quote submitted, with a difference of approximately six thousand dollars (\$6,000.00) between it, and the lowest quote. For the reasons stated in this report, it is suggested that the additional cost for the recommended unit is well justified.

RECOMMENDATION:

That:

1. The quote for the supply of a Cab/Chassis and Garbage Collection Compaction Unit be accepted by Council from International Trucks Australia Limited, at an after trade-in price of two hundred and fifteen thousand, eight hundred and forty seven dollars (\$215,847.00).

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2. All unsuccessful tenderers be notified of the outcome of the tender process and thanked for their submission.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 70 Oooo

ITEM: 71 **“Recreate” Artistic design competition****FILE NUMBER:** GW010/015 PT 2/EVD/OGG31NBX.V18

REPORT:

It is proposed that Hawkesbury City Council hold a "Waste Recreation" Competition during the month of November 2001, which will be designed to inspire local artists to view waste as an alternative medium for design and artistic expression. The competition appropriately titled "*RECREATE*" is adopted from a similar competition held in the NSW Hunter as a joint project of the Hunter Waste Planning and Management Board, Hunter Resource Recovery (an Initiative of Lake Macquarie, Cessnock, and Maitland City Councils), Port Stephens Council and Newcastle City Council.

The objectives of the competition are to:

- promote a changing attitude towards viewing waste as a resource with alternative uses.
- promote reuse and recycling of waste materials
- encourage creativity among the community including schools, TAFE and university.
- bring the art community together and promote new interests within the community
- provide an avenue for people to explore art as a way of expressing their own creativity
- Promote the waste reuse and minimisation message to an otherwise untapped audience
- Make waste a fun and interesting resource

The competition targets all age groups and audiences and will include three categories:

- **2D/3D:** object created out of discarded items that no longer have a use
- **Multimedia:** web page or designs promoting the waste reduction message
- **KidzART:** open to ages 15 and under incorporating either of the above categories

The proposal is to invite artists to express their inspiration for creating their piece, and hold an exhibition at the completion of the competition for public viewing and award presentations. It is envisaged the entire Hawkesbury art community will embrace this competition with enthusiasm. The competition held in the Hunter attracted over 250 entries, many of these suitable to exhibit professionally.

It is suggested that local art critics be invited to judge the entries. It is proposed that Council seeks sponsorship from local businesses for the donation of prizes. In appreciation of the donation, businesses will be provided with the following promotional opportunities dependant upon the monetary value of the prize:

Category One: Donations worth \$350.00 and over

The organisation's logo printed on all promotional material and media advertising. A representative will also be invited to the prize presentations and exhibition to display and promote your products.

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Category Two: Donations between \$200.00 and \$350.00

The organisation's name on all promotional material and posters at the prize presentation and exhibition.

Category three: Donations under \$200.00

The organisation's name displayed at the prize presentation and exhibition.

Costs associated with promotion material and advertising will be drawn from the Waste Education & Promotion budget.

RECOMMENDATION:

That Council endorse this art competition with funding being provided from the Waste Education & Promotion budget.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 71 Oooo

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ITEM: 72

Tender applications for the removal of stolen vehicles, recovery of disabled Council plant and removal of derelict and disused vehicles, to replace existing contract

FILE NUMBER:

GE020/070 PT 1/EVD/OGG31NBX.V12

REPORT:

Tenders were recently called for the removal of stolen vehicles, recovery of disabled Council plant, and the removal of derelict and disused vehicles, to replace the existing contract.

Tenders closed on 12 July 2001 and submissions were received from:

4. Hawkesbury City Motors Pty Ltd
5. Western Truck & Trailer Repairs/Wescity Heavy Towing.

Tenderers were afforded the opportunity to submit tenders based on providing all or part of the services.

The following table shows what each company tendered for, and the prices quoted to provide such services:

Company	Road Hazards Abandoned Stolen Vehicles Plant up to & including 4.5 Tonnes		Derelict Disused Vehicles		Council Cars		Council Plant up to 7 T Unladen		Council's Plant 8-12 T Unladen		Council's Plant over 12 T Unladen	
	Area 1	Area 2	Area 1	Area 2	Area 1	Area 2	Area 1	Area 2	Area 1	Area 2	Area 1	Area 2
Hawkesbury City Motors Pty Ltd *Prices are GST inclusive	\$45	\$60	\$55	\$75	No Charg e	No Charg e						
Wescity Heavy Towing *Prices are GST inclusive	-	-	-	-	-	-	\$165	\$220	\$176	\$231	\$220	\$330
In the event of Council plant being towed to Waste Depot to be unloaded an extra cost of \$100 will apply. In the event that a Council plant is to be towed outside the Hawkesbury City, an extra cost of \$110 will apply. In the event that a Council plant is to be salvaged from a bogged situation: Area 1, \$330 per tow truck used Area 2, \$440 per tow truck used												

Both these companies have provided those services for the past three (3) years without problems.

RECOMMENDATION:

That:

1. Council enter into a three (3) year contract with Hawkesbury City Motors Pty Ltd in accordance with the requirements of the tender specification and the tender submitted, for the removal of road hazards, abandoned vehicles, Council's plant weighing up to and including 4.5 tonnes (four point five tonnes), removal of stolen, derelict and disused vehicles, and the towing of Council's cars;
2. Council enter into a three (3) year contract with Wescity Heavy Towing in accordance with the requirements of the tender specification and the tender submitted, for the removal and/or towing of Council's plant weighing in excess of 4.5 tonnes (four point five tonnes); and
3. The contracts be executed under the Seal of Council.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 72 Oooo

ITEM: 73 **Proposed Correctional Centre for Women****FILE NUMBER:** GT090/003 Pt11/GMA/OGG31NCX.G04

REPORT:

The following is the text of a letter received regarding the above matter from the Minister for Corrective Services, John Watkins MP.

“The Government is committed to exploring alternatives to full-time custody for minor, non-violent offenders, indigenous offenders, offenders with an intellectual disability and offenders with a mental illness, regardless of gender.

The Government has repeatedly demonstrated its commitment to providing a range of sentencing alternatives to full-time imprisonment, such as home detention, fines, periodic detention, Community Service Orders, probation supervision and suspended sentences. Such options continue to be reviewed and where possible extended to ensure prison is indeed a sanction of last resort. However, even with the diversionary sentencing options currently in place, there is a need for beds, particularly beds for women on remand, as the Department of Corrective Services has no option other than to accept those whom the courts sentence to a term of imprisonment.

Notwithstanding the numerous sentencing alternatives which are available, it has to be recognised that there will always be some offenders for whom the only realistic option is imprisonment. The priority of the Government is to ensure that those inmates who are given a custodial sentence are contained securely but humanely with access to rehabilitation programs. This is not currently possible for women inmates at Mulawa in its present condition.

The Department employs full-time psychologists, welfare officers, alcohol and other drug counsellors and educators at the two correctional centres for women, Mulawa and Emu Plains. Additionally, there are large numbers of part-time teachers and community based workers who are also involved in providing various programs and services to female inmates.

The Department has already significantly improved conditions for women offenders through such initiatives as the domestic style cottages at Emu Plains, the Mothers and Children’s Program and the establishment of a Transitional Centre, both of which were commended by the Select Committee. However, there is a need to replace the cramped and outdated conditions which have compromised the safe management and delivery of services, for women at Mulawa Correctional Centre.

The Department is constantly seeking to expand its range of programs in its effort to provide offenders, both male and female, with opportunities for acquiring skills which will help them

avoid re-offending and assist in their re-integration into the community. It is with this intention that the facilities at Emu Plains Correctional Centre will be expanded to include an additional transitional centre for women.

The new facility at Windsor will be the State's first purpose-built women's centre. Women sentenced to imprisonment for serious offences will no longer be consigned to substandard accommodation but will benefit from an enhanced range of rehabilitative programs delivered in an appropriate environment which, through modern design, space and innovative management, encourages self-responsibility and community involvement.

As you would be aware, in the recent State budget, \$48 million, including \$20 million in 2001/02, was allocated for the new women's facility at Windsor, construction of which will begin later this year. I can also advise that on 21 June 2001, applications for tenders were invited from a list of pre-approved contractors."

As a result of Council's resolution of 12 June 2001 that "... meetings be held with both our State Members of Parliament to discuss this issue", Mr Kevin Rozzoli, Member for Hawkesbury, will be attending this Committee meeting. Mr Jim Anderson, Member for Londonderry is currently overseas and unable to attend.

RECOMMENDATION:

That the information be received

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 73 Oooo

ITEM: 74 Bligh Park Development**FILE NUMBER:** GT130/001 PT 17/GMA/OGG31NCX.G17

REPORT:

There has been discussion within the Council and the community regarding the Bligh Park development and, in particular, the funds received by the Council. This is not a financial report but one setting out, in rounded figures, the results. There are published formal financial statements for the end of each year of the venture.

In the early 1980's the State was looking for land to develop where part could be particularly targeted as first home buyers. The land now known as Bligh Park (formerly known as the Rifle Range) was a large area of Crown Land that was being evaluated. One of the requirements for any urban development was the construction of a new sewerage treatment plant. The Council put a proposal to the State that it could assist in the development by providing the sewerage treatment plant based on an agreed level of land releases where the cashflows would meet the funding requirement for the treatment plant facility. Subsequently a joint venture agreement was signed between the Council and the State and works commenced in 1984. As part of the agreement, the joint venture partners (Council and then Landcom) were to acquire from the State the land for each precinct then jointly sharing the development costs and subsequently sharing any profits or losses that may occur. There were profits in all precincts.

Of the profits received by the Council, the largest expenditure was the repayment of Council held loans in the order of \$9.2 million. This enabled the establishment of a capital works program where works have proceeded over the whole of the Local Government area that to date exceeds \$20.4 million.

The remainder, nearly \$5 million was expended on the Sports Stadium and Swimming Centre \$855,000.00 on purchasing land for a proposed treatment plant for the Three Towns Sewerage and the remainder of \$4.6 million allocated to the library, museum and art gallery project.

RECOMMENDATION:

Information regarding the Bligh Park joint venture be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 74 Oooo