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SECTION 3 - ORGANISATION AND RESOURCES.

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ITEM: 102 **Monthly Financial Report - September 2001**

FILE NUMBER: GF011/005/FNC/OGJ23NAX.F08

REPORT:

September 2001

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

A. Cash Book Reconciliation - September 2001

Cash Book Balance as at 1 September 2001			$584,231.65
Add: Receipts for month of September			$5,945,766.86
			$6,529,998.51
Less:	Payments for month of September		
	Cheque # 76075 - 76433	$2,059,596.59	
	EFT # 19385 - 19696	$2,077,554.19	
	Family Day Care Payments	$53,102.29	
	RTGS (Investment) Transactions	$3,400,000.00	
	Cancelled Cheques	($1,000.00)	
	Miscellaneous (Bank Charges, Dishonours etc)	$38,716.10	$7,627,969.17
Cash Book Balance as at end of September 2001			($1,097,970.66)

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.

RTGS transactions reflect the investments that were made during the month of September as rate revenue was received.

B. Statement of Bank Balances - September 2001

Bank Statement Balance as at end of September 2001		$359,630.31
Less: Unpresented Cheques		($946,125.76)
		($586,495.45)
Add: Outstanding Deposits	$61,512.57	
Statement Credits not Receipted	($572,987.78)	($511,475.21)
Equals balance as per cashbook		($1,097,970.66)

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 - September 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 September 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	$29,299,113.19			$109,700.90	$29,408,814.09
On Call Funds	$4,610,000.00	$1,400,000.00	($3,050,000.00)		$2,960,000.00
Term Investments	$1,070,000.00	$2,000,000.00			$3,070,000.00
TOTAL	$34,979,113.19	$3,400,000.00	($3,050,000.00)	$109,700.90	$35,438,814.09

Commentary

The Reserve Bank cut interest rates by 0.25% on 5 September, reducing the official cash rate to 4.75%. A further 0.25% cut was experienced on 3 October 2001, thereby reducing the official cash rate to 4.50%. The USA official cash rate has been cut to 2.50%. Financial Institutions are expecting further interest rate cuts by the Reserve Bank in the following months.

Geoff Banting
Responsible Accounting Officer

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 102 Oooo

ITEM: 103 **John Morony Correctional Centre**

FILE NUMBER: GT090/003 Pt11/GMA/OGJ23NAX.G01

PREVIOUS ITEM: 73, GPC Section 3 - Organisation & Resources (31.07.2001)

REPORT:

At the Council's August meeting, when considering the matter of a proposed correctional centre for women on the site of the John Morony Correctional Centre at Berkshire Park, Council resolved as follows:

> *"That Council reiterate its opposition to the prison and its name and seek advice from the Minister in relation to how he will support this area if this facility goes ahead in relation to public transport, support services for the discharge program and for the families of the internees."*

The following is the Minister's response in this matter:

> *"I am advised that in accordance with the development application, a shuttle bus service or public transport option will be provided to transport visitors between Windsor railway station and Dillwynia Correctional Centre.*
>
> *The Commissioner of Corrective Services has advised that Inmate Services and Programs Staff will be available to assist inmates in meeting their individual needs and to implement the process known as "Throughcare" which involves the building of strategic relationships with government and non-government agencies to access services to assist rehabilitation. Parole Officers will assist those inmates to be released on parole to develop realistic plans for their release from custody, including links with their own community and accommodation.*
>
> *I am advised that financial assistance for travel and accommodation may be provided to immediate family members every three months, subject to availability of funds and satisfaction of certain criteria. The children of Prisoners Support Group provides child escorts to assist children to visit their mothers.*
>
> *I am further advised that the strategic relationships, already in existence with the local community organisations and groups, working with staff of John Morony Correctional Centre and Emu Plains Correctional Centre will be enhanced, to facilitate the interaction of the community and the expanded correctional complex.*
>
> *The Commissioner has advised me that changes will be made to the signage on the Northern Road outside the complex to reflect the various centres and units which are now within the complex."*

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 103 Oooo

ITEM: 104 **Constitutional Recognition of Local Government**

FILE NUMBER: GE001/001 Pt2/GMA/OGJ23NAX.G03

REPORT:

The Local Government and Shires Association have written requesting Council's assistance in obtaining Constitutional Recognition for Local Government. They intend focussing on this issue in the current year as well as increased funding from the Commonwealth.

The Association's campaign requests assistance with letters to community groups and the completion of petitions to be presented to the newly formed Parliament by mid February 2002.

Local Government is the principle means by which local and regional communities express their identity, enhance their wellbeing, care for their environments and relate to Commonwealth, State and Territory Governments. It is seen as important that Australia's Constitution recognises that the Federal system has three spheres of government working in partnership.

Constitutional Recognition will:

- Guarantee the role of Local Government across Australia, ensuring people have democratically elected persons at the local level.
- Ensure elected representatives cannot be replaced by State appointed administrators.
- Confirm the reality that Local Government is an important part of the public sector.
- Enable Federal and State politicians to more readily consult with Local Government on matters effecting the community.
- Not erode the power of State and Territory Governments. State Parliaments will still be able to determine how and where Local Government operates.
- Strengthen the system of de-centralised community based government, ensuring communities are governed at the appropriate level and that local solutions are developed and adopted where appropriate.

RECOMMENDATION:

That Council strongly support the Constitutional Recognition of Local Government and assist the Local Government and Shires Association's campaign in this regard.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 104 Oooo

ITEM: 105 **Outstanding Receivables - Arrears of Rates and Charges 2000/2001**

FILE NUMBER: GF001/001/FNC/OGJ23NAX.F10

REPORT:

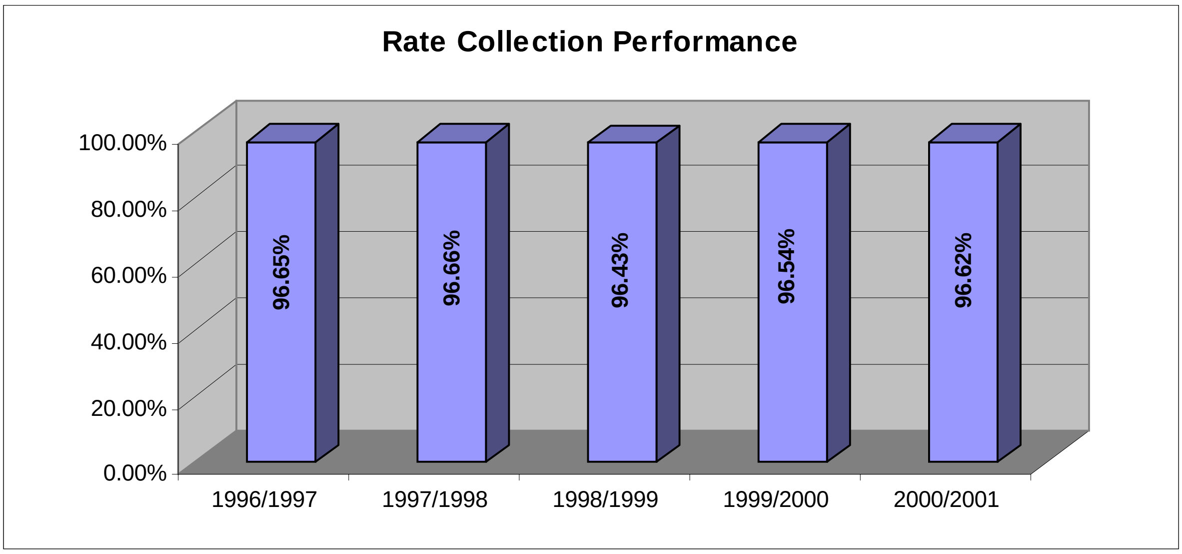
Outstanding Rates and Charges

Detailed below is a summary of the gross outstanding rates and charges as at 30 June 2001.

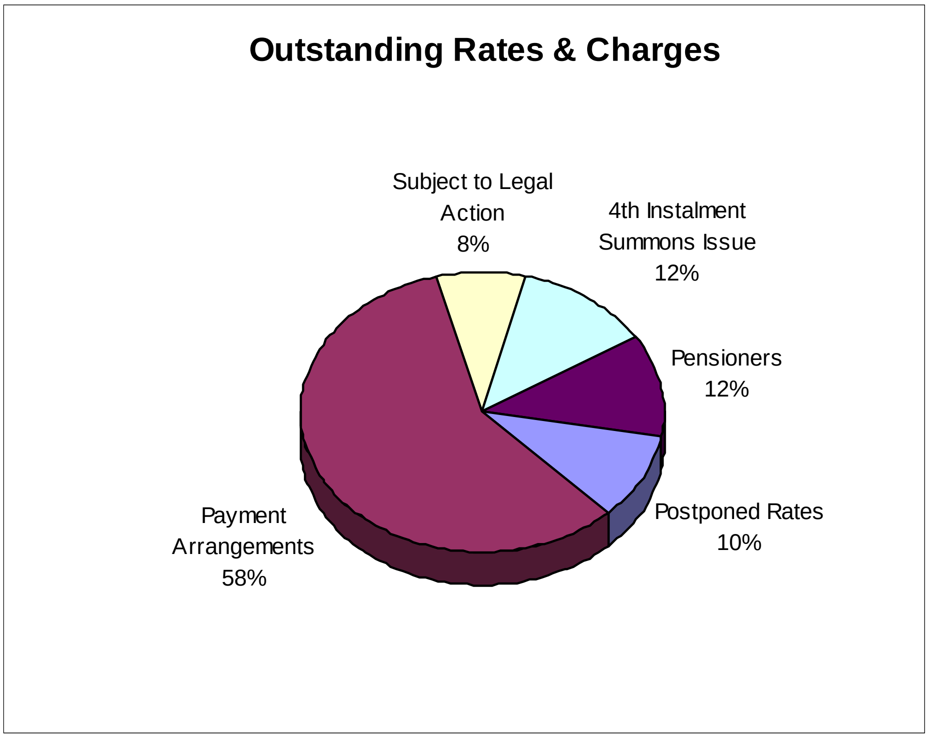
Rates	$364,752.53
Interest	$110,298.80
Sewer	$59,089.14
Garbage	$227,410.69
Sanitary	$133,088.99
Sub - Total	**$894,640.15**
Less Credit Balances	($68,456.39)
Gross Arrears	**$826,183.76**

Collection Performance

The rates and charges levied in 2000/2001 combined with the gross arrears brought forward from 1999/2000 resulted in a total collectable amount of $24,692,702.67. For 2000/2001 total collections of $23,859,194.70 were received. This resulted in a collection performance of 96.62%. Collection performance over the past 5 years has been maintained at a relatively constant rate.



The outstanding rates and charges are accounted for as follows:



Abandonment of Receivables

Rates and Charges totalling $48,333.77 were abandoned during the year as a result of postponed rates write offs, changes in rating classification, waste service abandonments, removal of incorrect interest charges and legal costs and end of year small balance write offs. Provision for the writing-off of these amounts is contained in the *Local Government Act, 1993.*

In addition to the above rates and charges, other receivables totalling $65,149.09 have proved irrecoverable either at law, economically or otherwise and are now recommended for abandonment.

Delegation has previously been granted for the Responsible Accounting Officer to approve the abandonment of debts below $500.00. Any debts over this amount may be written off only by resolution of the Council. Debts which were written off under delegated authority totalled $2,469.48.

A schedule will be tabled providing details of the receivables for 2000/2001 totalling $62,679.61 requiring a resolution of Council for abandonment.

RECOMMENDATION:

That:

1. The report on the outstanding receivables and arrears of Rates and Charges for 2000/2001 be received.

2. Rate and Charges totalling $48,333.77 (forty eight thousand, three hundred and thirty three dollars and seventy seven cents) be abandoned against the 2000/2001 rating year in accordance with the Local Government Act, 1993.

3. The abandonment of other receivables totalling $2,469.48 (two thousand, four hundred and sixty nine dollars and forty eight cents) under delegated authority to the Responsible Accounting Officer be noted.

4. Other receivables totalling $62,679.61 (sixty two thousand, six hundred and seventy nine dollars and sixty one cents) requiring a resolution of Council be written off in accordance with the *Local Government (Financial Management) Regulation, 1993.*

ATTACHMENTS:

AT-1 Schedule of other receivables submitted for abandonment will be tabled at the meeting.

oooO END OF ITEM 105 Oooo

ITEM: 106 **New Commercial Lease - Shop 4, Hobartville Shopping Centre**

FILE NUMBER: GC283/008 PT3/CSV/OGJ23NBX.C06

REPORT:

An application has been received from Mr Steve Gresham and Mrs Jo-Anne Gresham of East Kurrajong to lease Shop 4, Hobartville Shopping for the purposes of a retail liquor outlet.

The current shop is 45sqm and the applicants propose to extend the shop to accommodate the extra cool room space they require and to close in the rear service yard for additional storage space. The proposed extensions would be subject to development approval and it is intended to match construction type so that the additions will blend in appropriately with the existing premises. It is proposed that the tenant will pay for all construction costs.

The proposed lease term is 5 (five) years with a 5 (five) year option. The commencing rent is $190.00 per week (one hundred and ninety dollars) ($9,880.00 per annum plus GST) (nine thousand eight hundred and eighty dollars) to be reviewed annually to CPI for Sydney and to market at the commencement of the fourth year and at the commencement of the option. Outgoings are also payable at the rate of 8.77% of centre outgoings and are currently estimated at $1,410.00 per annum (one thousand four hundred and ten dollars).

Public liability insurance in the sum of $10 million and plate glass and workers compensation insurance is required to be supplied by the tenant.

The applicant is required to have approval to lease the premises and development approval prior to making an application for a licence under the Liquor Act.

RECOMMENDATION:

That:

1. That a new lease be granted to Mr and Mrs Gresham for Shop 4, Hobartville Shopping Centre for the purposes of a retail liquor outlet.

2. The lease term is 5 (five) years with a 5 (five) year option. The commencing rent is $190.00 (one hundred and ninety dollars) per week ($9,880.00 [nine thousand eight hundred and eighty dollars] per annum plus GST) to be reviewed annually to CPI for Sydney and to market at the commencement of the fourth year and at the commencement of the option. Outgoings are also payable at the rate of 8.77% of centre outgoings and are currently estimated at $1,410.00 (one thousand four hundred and ten dollars).

3. Public liability insurance in the sum of $10 million and plate glass and workers compensation insurance is required to be supplied by the tenant.

4. All construction costs, application fees and Council's lease preparation and registration fees are payable by the applicant.

5. The lease is subject to the applicant obtaining development approval and a Liquor Licence for the premises.

6. The seal of Council be affixed to necessary legal documents.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 106 Oooo

ITEM: 107 **Land in Greenway Crescent, Windsor**

FILE NUMBER: P740/15 PT3, GC283/086 PT2/CSV/OGJ23NBX.C09

REPORT:

At the recent meeting with Councillors to discuss the Property Development Strategy, future options for No. 1A Greenway Crescent, Windsor were discussed and it was agreed to further investigate proposals.

The site is located behind St Matthews Church Hall and residential properties in Greenway Crescent, Windsor and, as highlighted on the attached plan, has access to both Greenway Crescent and James Ruse Close. The site has an area of 1.534 hectares and is currently zoned Environmental Protection Scenic 7(d1). The property was originally acquired from the Anglican Property Trust in 1985 for the then market value of $59,160.00 (fifty nine thousand one hundred and sixty dollars) and has since been leased for agistment purposes. However, following the termination of the most recent agreement for agistment, the following options have been investigated:

- Continue leasing the site for agistment purposes.
- Investigate development of the site.
- Utilising the site for public open space.
- Sale of the site as is.

Subsequently, a proposal was prepared for residential subdivision development of the site, however the proposal could not be supported due to a number of planning and environmental issues. Notwithstanding this, the site could be sold with a single building entitlement and this option is supported. It is considered that the site only provides benefit to a limited number of residents as it is not accessible to the general public and due to the undulation, would be difficult to maintain for public open space. Also, more than two-thirds of the subject land is subject to flood affectation which would also restrict development of a dwelling to the higher ground in the area marked on the attached plan and generally backing onto the residents in Greenway Crescent.

In view of the current strong market conditions, limited supply of residential land, its close proximity to the town centre and the outstanding views over the floodplain, it is anticipated that there would be significant demand for the property. K D Wood Valuations have indicated that the site with a building entitlement, has a value in the range of $350,000.00 (three hundred and fifty thousand dollars) to $400,000.00 (four hundred thousand dollars) and accordingly, the property was recommended as a high priority for disposal in the Property Development Strategy.

In accordance with Council policy, it is proposed that the method of disposal be via public auction and it is intended to invite local agencies to submit proposals to auction the property on Council's behalf.

RECOMMENDATION:

That Council dispose of No. 1A (Lot 161 DP716680) Greenway Crescent, Windsor by public auction, with the reserve for the auction to be determined by the Mayor and General Manager in consultation with Council's valuers and the appointed agents in the lead up to the auction. Further, the seal of Council be affixed to any necessary documentation.

ATTACHMENTS:

AT-1 Locality Plan

Locality Plan

oooO END OF ITEM 107 Oooo

ITEM: 108 **Buckingham Street, Pitt Town**

FILE NUMBER: 0268/R/CSV/OGJ23NBX.C02

REPORT:

The Department of Land & Water Conservation have advised that their records indicate that Buckingham Street, Pitt Town is, in fact, a Crown Road.

Subsequently, they have requested Council accept transfer of ownership of this road as a public road in accordance with the Roads Act 1993. It is noted that the road was originally constructed by Council and is included in maintenance programs. No compensation is payable for the transfer of the road.

RECOMMENDATION:

That Council accept the transfer of Buckingham Street, Pitt Town.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 108 Oooo

ITEM: 109 **Community Cultural Grants**

FILE NUMBER: G021/218/CSV/OGJ23NBX.C11

REPORT:

The community cultural grants program has been established in the interests of greater transparency and fairness in the way public moneys are awarded to groups and individuals for the purpose of community cultural development.

Guidelines have been established, and requests for assistance are to be made on an application form and submitted within 4 (four) funding rounds per annum.

Two applications for assistance have been received in the current round:

1. From Hawkesbury District Health Service Youth Health Team for $5,000.00 (five thousand dollars) in support of a festival to be held at Colbee Park McGraths Hill in Youth Week 2002. The "Big Thing Youth Festival" is to be a one-day event, with band competitions, dance music tent, markets, fire-twirling, BMX competition, skateboarding competition, rock-climbing, food stalls etc. The organisers are a sub-committee of Hawkesbury Youth Interagency, and hope to attract $6,000.00 (six thousand dollars) in commercial sponsorship towards a projected budget of $15,000.00 (fifteen thousand dollars). A further $3,000.00 (three thousand dollars) will be provided from Council's youth budget.

2. From Kurrajong-Comleroy Historical Society for $500.00 (five hundred dollars) in support of "Back To The Kurrajong". This is a one-day event including a photographic/memorabilia display designed to re-awaken interest in one of the oldest settlements in Australia and provide a focus for tourists and residents. This group successfully applied for $500.00 (five hundred dollars) under the Fruits of the Hawkesbury Festival for the same event.

These applications meet with the guidelines and may be accommodated from within the budget established for the purpose.

Grants previously approved by Council in this financial year include Hawkesbury Jazz Festival ($7,000.00 [seven thousand dollars]) and St Matthews Family Fun Day/ABC for Kids concert ($3,000 [three thousand dollars]).

RECOMMENDATION:

That applications received in the September round of the Community Cultural Grants Program be approved.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 109 Oooo

ITEM: 110 **Community Donations Program**

FILE NUMBER: GF008/001/CSV/OGJ23NBX.C12

REPORT:

As part of the new Donations Policy that came into effect on 1 July 2001 the Community Donations Program has two funding rounds. The closing date of the first round was Friday 28 September 2001. Over 300 (three hundred) organisations and individuals were notified via a direct mail campaign of the new changes. A total of 22 (twenty two) applications were received requesting a total of approximately $92,000.00 (Ninety two thousand dollars) from the $28,000.00 (Twenty eight thousand dollars) annual budget. These applications are detailed below.

Pastor Carl Moses on behalf of the Hawkesbury Food For All Committee applies for $5,000.00 (Five thousand dollars) to assist with the purchase of equipment (totalling $48,900.00 [Forty eight thousand nine hundred dollars]) for the Food For All Market which is to be established at Windsor Baptist Church Facilities. The Markets aim is to provide low cost, healthy food to people in difficult financial circumstances including families serviced by the Department of Housing, pensioners, people with disabilities, youth unemployed and families with low income.

A committee appointed by Windsor District Baptist Church would manage the project and volunteers would supplement a paid manager. Several local care agencies who distribute food vouchers to clients who can go to designated supermarkets to purchase food, will now be directing the vouchers to the Food For All Market.

Pastor Carl Moses as Community Chaplain of Baptist Churches NSW & ACT applies for $3,000.00 (Three thousand dollars) for the provision of a fund which would pay for the cost of accommodation to cover 30 (thirty) nights accommodation over a 12 (twelve) month period and the administration costs of managing the program. The program would involve providing emergency housing to people in need, evaluating individual circumstances and where necessary, placement for those in need into a motel for a short time while further assistance is sought.

Several agencies such as DoCS and Hawkesbury Community Kitchen provide such a service although specific to certain conditions. That is, DoCS has an emergency fund which can be accessed 24 hours a day available to house victims of domestic violence, and the Kitchen has beds however restricted to men only.

Dr Warwick Mackay applies for $1,000.00 (One thousand dollars) for the Camp Quality Caper, a Charity Motorway Adventure held each October through South Eastern Australia. Camp Quality is a registered charity based outside the Hawkesbury Area which supports and enriches the lives of children who have cancer. Council has previously given $1,000.00 (One thousand dollars) per year for approximately 5 (five) years.

Hawkesbury Radio applies for $5,000.00 (Five thousand dollars) for Hawkesbury Radio Communications Cooperative Society Ltd increasing transmission tower site and broadcast costs. Commercial transmitter site fees are in the order of $15,000.00 (Fifteen thousand dollars) plus outgoings such as power etc. The organisation has managed to cap fees to $10,500.00 (Ten thousand five hundred dollars) plus outgoings through cross servicing, which they intend to perform for Miles Communications in power emergency situations. Council has previously given donations of approximately $1,600.00 (One thousand six hundred dollars) per year to assist with transmission costs.

Nova Employment and Training Inc applies for an in kind donation for advertising, support and promotion of the new IT centre established at the Richmond Branch. The centre would initially employ 4 (four) people who are currently on a disability pension. These employees will concentrate on Web Page design, maintenance and repair. The assistance with the promotion of this unfunded project (Nova Employment itself is a free service funded by the Department of Family and Community Services) would ensure its ongoing viability.

Similar not for profit, community based organisations in the Hawkesbury (sporting, academic, cultural and community) will have the service made available to them as required. The in kind donation would include printing of brochures, advertising and illustrative literature. Council has previously prepared artwork and printed letterhead and folders for Nova Employment, Richmond Branch.

University of the Third Age applies for $2,000.00 (Two thousand dollars) to purchase a photocopier. U3A is an organisation which contributes to the welfare of persons over the age of 55 (fifty five) years by offering study courses run on a voluntary basis. U3A runs out of the Senior Citizens Centre. Council has previously supported U3A with a 2001 Equity and Access seeding grant for $2,000.00 (Two thousand dollars) which was used for the purchase of a computer. U3A will have access to the photocopier currently being transferred from Peppercorn Place to the Senior Citizens Centre for the seniors use.

Hawkesbury District Health Service applies for $3000.00 (Three thousand dollars) for funds for marketing and resource development of the Hawkesbury Film Project. The film is aimed at youth and is to be used to educate school students on the consequences of Drug and Alcohol use. It is a joint initiative between Hawkesbury District Health Service and NSW Police Service. The current budget of $10,000.00 (Ten thousand dollars) granted by Wentworth Area Health Service and Integral Energy will cover the production of the film.

Council has previously supported the District Health Service with funds of $14,000 (Fourteen thousand dollars) through Road Safety Initiatives for Safer Celebrations, Designated Driver Programs and Party parks. For this film project Council has already waived filming fees of $750.00 (Seven hundred and fifty dollars).

Maraylya Progress Association applies for $1,200.00 (One thousand, two hundred dollars) to supplement existing funds to carpet Maraylya Community Hall. The Hall Management Committee is a delegate of the Progress Association which looks after the running of the community hall. The Hall was renovated by Council in 1999 and is in constant use by the playgroup, TAFE and sporting groups as well as being used for functions.

The hall now has timber floorboards which are in need of revarnishing/polishing. As a result of the bare walls and floorboards, the echo and acoustics are "extremely bad and the noise is unbearable with a crowd". The committee receives many complaints about this problem. Advice has been received that carpet on the floor would alleviate the problem and a quote for the job has come to

$3,260.00 (Three thousand two hundred and sixty dollars) of which the Committee can provide $2,000.00 (Two thousand dollars).

St John Ambulance applies for up to $2,796.00 (Two thousand, seven hundred and ninety six dollars) for the purchase of radio equipment to be compatible with the St John Ambulance Communication System. 2-3 Tait - Orca Portable Radios (at $931.70 each [Nine hundred and thirty one dollars and seventy cents]) are requested, to assist the Ambulance Group to directly communicate their need for Ambulance and Police via St John Radio Room whilst still at the scene of a casualty event, rather than race to the fixed phones in cars. At some events these cars are some distance away. The first aid and communication support for outside duties are undertaken at events such as Hawkesbury Show, and for activities in the event of floods and fires.

Windsor Presbyterian Preschool requests $15,000.00 (Fifteen thousand dollars) for the purpose of extending the children's bathroom to allow easier wheelchair access, bars for physically disabled to hold, hand basins and 3 (three) flick turn taps for those with fine motor skills. Plumbing and retiling with steps would be required with the completion date set for January 2002.

The Preschool is run under the auspice of the Presbyterian Church NSW Property Trust. DOCS gave the organisation's most recent grant in 2000 of $6,419.00 (Six thousand four hundred and nineteen dollars) for the purchase of equipment for special needs children.

Life Education NSW applies for $5,000.00 (Five thousand dollars) to assist in the provision of Life Education NSW Drug Education Programs to approximately 10,000 (ten thousand) students in the Hawkesbury Area. The funding would be used for salaries, providing worksheets, mobile classroom towing, insurance and maintenance. The Drug Education program includes safe and unsafe living, making positive health choices, discussing everyday drugs and the potential for misuse, dealing with harassment, smoking dangers and alcohol misuse.

$1.6 million partial funding is provided by NSW Health Department for the year which is approximately 28% of the total funds needed. Donations have been received from a number of clubs and other Councils. Council currently supports the local Hawkesbury Life Education with $1,000.00 (One thousand dollars) towards the costs including their annual financial audit.

St Matthew's Anglican Church Stables Task Force applies for $2,000.00 (Two thousand dollars) to assist in raising finances for restoration and preservation of the 1828 rectory stables of St. Matthew's Anglican Church Windsor by presenting "The Cavalcade of Fashion" 1840- 1940. This would be a fundraising event to be held in 2002 at the Windsor Function Centre. Funds would finance the deposit of $250.00 (Two hundred and fifty dollars) to the group putting on the show, the hire of the facility $750.00 (Seven hundred and fifty dollars), and $1,000.00 (One thousand dollars) for administration costs such as tickets, programs, flyers and advertising.

Council's Design and Mapping Services Department in conjunction with Council's Policy and Corporate Communications Department applies for $17,000.00 (Seventeen thousand dollars) for the purchase and installation of 3 (three) sets of banner poles to advertise community events on, around the Hawkesbury. Previously Council approved $6,000.00 (Six thousand dollars) for the purchase of the banner poles and a banner policy was formulated for the more equitable promotion of community events. The cost of production and installation for this purpose has now been more correctly quoted in the vicinity of $17,000.00 (Seventeen thousand dollars).

Richmond Club Ltd applies for $10,000.00 (Ten thousand dollars) towards funds raised to purchase a community bus which would be readily available to transport disabled and elderly residents of nursing homes and people in nursing homes suffering from accidents and trauma. The funds would be added to $1,000.00 (One thousand dollars) pledged by Richmond Rotary, $50,000.00 (Fifty thousand dollars) pledged by Richmond Club and the proceeds from the Richmond Club Charity Race Day.

SIDSNSW applies for $800.00 (Eight hundred dollars) to educate families on the risk of SIDS. This would be done by educating staff in family day care centres, childcare centres, staff in local hospitals and community groups. The organisation is based in the Guildford area and services the whole of NSW. The amount requested however would be the production costs associated directly with training Hawkesbury personnel.

Dwelling Place applies for $4,500.00 (Four thousand, five hundred dollars) for the purchase of light fittings for the Earth Care Education Centre. The Dwelling Place promotes environmentally and socially sustainable building practice and works as a partner with the Earthcare Education Centre. Council previously donated $2,000.00 (Two thousand dollars) towards roofing materials in 1999.

Hawkesbury City Chamber of Commerce Hawkesbury Mainstreets applies for $3,000.00 (Three thousand dollars) for lighting of public areas and shop windows at Christmas. The Chamber will contribute a further $1,000.00 (One thousand dollars). The 4 (four) teams (Windsor, South Windsor, Richmond and North Richmond) are developing plans and strategies to promote and develop their main streets.

It is planned to light 3 (three) trees in Windsor Mall, 2 (two) trees in South Windsor and 2 (two) trees in either North Richmond, Wilberforce or McGraths Hill depending on suitable tree access and power. Council has supported Hawkesbury Mainstreets in 2000/2001 through funding the Mainstreet program, $1,000.00 (One thousand dollars) in Fruits and Carnivale funding and $7,000.00 (Seven thousand dollars) as part of the Hawkesbury banner strategy.

Friends of the Hawkesbury Art Collection Inc applies for $2,500.00 (Two thousand, five hundred dollars) to assist in the care and maintenance of the Hawkesbury City and FOHAC art collections and to create a digital record of the art collections. The funds would be used to assess priorities, obtain professional quotations for specific artworks and initiate the necessary maintenance of artworks. The digital photographic records would be for archival, cataloguing, advertising, promotional materials and websites. Council has previously supported FOHAC through numerous grants and sponsorships of exhibitions.

"The Big Thing" Youth Festival Committee through the Youth Health Team applies for $2,000.00 (Two thousand dollars) for the Festival. The Festival to be held in Youth Week 2002 on April 6 at Colbee Park, McGraths Hill will include bands, a dance music tent, markets, skateboarding, BMX riding, youth health promotion, food stalls and similar youth focused activities. The committee is made up of a committed group of Youth Workers from North Richmond Youth Project, Colo Wilderness Mobile Resource Unit, Bligh Park Youth Project, Forgotten Valley Mobile Resource Centre and the Hawkesbury Youth Health Team whose aim is provide a positive alcohol and drug free event for the local youth.

Kurrajong East Public Schools 125 year Committee applies for $500.00 (Five hundred dollars) to assist volunteers to research archives, gather information and produce publications to celebrate 125 (one hundred and twenty five) years of education at the School. This will create an archive of information which will be kept as a historical record. The financial support would be used for charges by libraries and other bodies to research and copy documentation required and assist in the photocopying and administration associated with the compiling of a commemorative book.

Pitt Town Residents Group applies for $4,000.00 (Four thousand dollars) for the purposes of the purchase of stationary, hire of hall, insurances, incorporation costs, advertising and website for dissemination of information. The Pitt Town Residents Group is a non-politically aligned organisation constituted for the purpose of maintaining this historic Macquarie Town as a rural/resident precinct with predominately rural values.

Hawkesbury Candles by Candlelight Organisers (Hawkesbury Christian Centre) apply for $2,500.00 (Two thousand, five hundred dollars) towards funds needed for the open-air event held annually at Windsor drawing approximately 9,000 (nine thousand) people. This non-profit event is organised by Hawkesbury Christian Centre with assistance from Churches of the Hawkesbury, local schools and businesses, St Johns Ambulance and Rotary. This free event will provide an occasion where families can come together for an alcohol free event and donate to charities in the area. Council has previously supported this event with small donations since 1996.

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

Summary of Donation Requests Recommendations For Approval

Applicant	Activity/Project	Donation Requested	Donation Recommended	Comments
Nova Employment Inc	New Disability IT Centre promotion	In kind support printing of materials	$200.00	Suggested that the provision of $200.00 be made to assist with promotional support.
Pastor Carl Moses-Food For All Committee (Windsor District Baptist Church)	Food For All Market at Windsor	$5,000.00	$2,900.00	Given the limited funds available for donation, recommend funding one display refrigerator.
Hawkesbury District Health Service	Hawkesbury Film Project	$3,000.00 for marketing and resource material.	$500.00	Given the limited funds available for donation a contribution of $500.00 towards promotion and an offer of in kind Public Relations support would be appropriate. Funding of $500.00 may also be available in Youth Week 2002 from the Community Services Department.

Applicant	Activity/Project	Donation Requested	Donation Recommended	Comments
St John Ambulance	2-3 Tait Orca Portable Radios	$2,796.00	$1,863.40 for 2 portable radios	This kind of one off equipment support to a non-profit organisation is not funded under any other program of Council.
SIDS NSW	Educating staff of health care facilities about the risk of SIDS	$800.00	$150.00	Council currently donates to Richmond High School's fundraising efforts for SIDS. Training for child care centre staff is already undertaken.
Hawkesbury Christian Centre	Administration and Production Costs of hosting Hawkesbury Carols by Candlelight	$2,500.00	$500.00	Council has previously donated $500.00 to support this event which attracts wide community support.
Kurrajong East Public School 125 yrs Committee	Research and compiling of book for celebrations	$500.00	$250.00	Part funding of this one-off project is recommended.
St Matthew's Anglican Church Stables Task Force	"Cavalcade of Fashion"- fundraising event	$2,000.00 for production and administration costs	$750.00	In line with Council's practice of making the Windsor Function available for community use, funds be provided for hire costs to the value of $750.00.
Pitt Town Residents Group	The start up of ongoing administration fees of the organisation	$4,000.00	$150.00	Recommend a small donation of $150.00 towards start up costs of this organisation.
Hawkesbury City Chamber of Commerce Hawkesbury Mainstreets	Lighting of public areas and shop windows of four Mainstreets in prominent towns of Hawkesbury.	$3,000.00	$1,500.00	Annually Council helps support Christmas lighting in the Hawkesbury. This strategic approach will cover more area and have more exposure. $1,500.00 to be provided from the donations budget and an additional $1,500.00 from the PR and Promotion budget.
Dr Warwick Mackay	Camp Quality Caper	$1,000.00	$150.00	Due to the organisation's broader reach geographically, a smaller donation than previous is recommended so that in line with the new policy more funds are available to directly support Hawkesbury residents.

For other considerations

Applicant	Activity/Project	Donation Requested	Donation Recommended	Comments
Life Education NSW	Provision of ongoing service of Drug and Alcohol education to school children	$5,000.00	Nil for this application. $1,000.00 for local organisation.	Due to the organisation's broader reach geographically it is recommended that the $1,000.00 financial donation towards the audit of the local Hawkesbury Life Education be given instead (when required).
Hawkesbury Radio	Community Radio Transmitter Site Fees and ongoing costs	$5,000.00	Nil from Donations budget	The Policy is intended to fund primarily seed projects or initiatives and is not designed to cater for providing organisations funds for ongoing fees. A separate budgetary allocation for the Radio Transmission fees of $1,600.00 has been allocated and it is recommended that this continue.
"The Big Thing" Youth Festival Committee	Youth Festival for Youth Week 2002	$2,000.00	Nil from Donations budget	Council has committed funds of $3,000.00, to this project through the Community Services Department and $5,000.00 is recommended through the Cultural Grants Program.
Pastor Carl Moses as Community Chaplain of Baptist Churches NSW & ACT	Emergency Housing Administration Fund	$3,000.00	Be referred	In light of the fact that several other agencies administer funds of this nature, it is recommended that this proposal be referred to the Hawkesbury Housing Forum for advice on the suitability of the project and best practice systems for management of this type of project.
Maraylya Progress Association	Carpeting the Maraylya Community Hall	$1,200.00 to subsidise $3260.00 cost.	Nil from Donations Budget	The policy does not have provision for the purchase of this type of improvement. It would be more appropriate for a budget allocation to be considered for the Building Maintenance Program.

Applicant	Activity/Project	Donation Requested	Donation Recommended	Comments
Richmond Club	Purchase of a bus for transporting elderly and disabled residents of three nursing homes in the Hawkesbury.	$10,000.00	Nil	Hawkesbury Community Transport currently provides the Community Access bus which can be hired for similar purposes, but which at the moment is under utilised. This service also has appropriate support infrastructure and an ongoing maintenance program. A more appropriate option would be to allocate funds to nursing homes to purchase community transport services.
HCC	Banner poles and installation	$17,000.00	Nil	Due to limited funding within the donations budget that this matter referred for consideration in the Works Program for 2002/2003.
University of the Third Age	Photocopier	$2,000.00	Nil	Funding available through State and Federal sources for purchase of equipment and infrastructure. Also with a successful grant given this financial year for the purchase of a computer and the group's access to a photocopier in the same centre it is recommended that priority be given to other projects.
Dwelling Place Inc	Light fittings for the Earthcare Education Centre	$4,500.00	Nil	Given limited funds available and limited broader community benefit, recommend funds be allocated in other areas.
FOHAC	Assist in Care and Maintenance of the collections and create a digital record of the collections	$2,500.00	Nil	With the prospective changes taking place at the Cultural Precinct on the Old Hospital Site, it would seem prudent to wait for the appointment of a professional curator to facilitate these tasks through official Council channels. The projects are of a cultural nature and not applicable to funds from this source.
Windsor Presbyterian Preschool	Building extensions for accessibility and renovations to bathroom facilities	$15,000.00	Nil	Suggested that organisation to be directed to apply for other State and Federal Grants for this purpose and to apply for an Equity and Access Funding Grant in 2002.

It should be noted that from the community donations budget of $28,000.00 (Twenty eight thousand dollars), allocations of $14,800.00 (Fourteen thousand eight hundred dollars) have already been committed towards donations approved by Council including support of the Hawkesbury District Eisteddfod to the value of $12,656.00 (Twelve thousand six hundred and fifty six dollars). As Council has an established Policy to support this event it has been in the past funded from the donations budget. Given the large proportion it is recommended that a separate budget allocation be made in the 2002/2003 budget to support this event.

RECOMMENDATION:

That:

1. A total of $9,914.00 (Nine thousand nine hundred and fourteen dollars) as detailed in the report be allocated as donations under the Community Donations Program Round 1.

2. Consideration be given to providing a separate budget allocation for support of the Hawkesbury District Eisteddfod in 2002/2003.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 110 Oooo

ITEM: 111 **Progress Report on the Implementation of New Business Systems Software**

FILE NUMBER: GT020/401/CSV/OGJ23NCX.C04

PREVIOUS ITEM: 51, Ordinary (17.04.2001)

REPORT:

Background

For the past 12 years Council has utilised the Genasys Local Government's suite of software modules to provide an integrated solution for the management of computerised information systems. In 1998 Genasys was placed into receivership and consequently the company has been through two sale processes since that time. The current owners Sandersons, indicated that while the existing software would be supported without further development, the Genasys software would not be supported indefinitely.

As Council would be aware, following this decision, a tender for the provision of software for various functions was prepared.

Earlier this year Council accepted Tenders from Technology One for Financials, Payroll, Rates, Property, Regulatory and Core systems, from Advanced Data Integration Pty Ltd for Records and Electronic Document Management Systems, and Environmental Systems Research Institute (Esri) for Mapping. The Esri System was to replace Council's Genasys Mapping System which had also been in place since 1989.

Implementation for the new systems commenced with preliminary work being carried out in July and August with the set up of Management Project Teams, Implementation Teams, Project Plans, contacting of like Councils and general preparation work. Kathy Hassall, formerly Council's Information Services Manager, is Council's Project Manager and is working well with each of the Tender organisation Project Managers and Council Teams.

Training for system custodians is continuing, key Information Services staff have been trained in Structured Query Language (SQL) administration, new servers have been installed, new computers delivered, operating systems upgraded and new log-ins and security created. Existing processes have been documented and the capabilities of new systems explained in order to change work practices and get the best out of the new systems.

During September and October conversions of data from old to new systems has taken place with work Teams checking the data. Key Council staff will be training other users in the new systems in late October and during November. This is important as the success of the implementation is partly dependent upon how well staff accept and learn how to use the new systems. It should be noted that the training approach using key staff to train other staff instead of consultants will, gain more flexibility and technology, save Council resources and increase ownership of the new system.

However, with the increasing amount of administration work required by the Information Services staff to keep the systems up and running, additional pressure will be placed on existing service levels and budgetary constraints within Information Services.

The target "live" date for Financials, Payroll, Rates, Property, Regulatory and Core systems is Monday 3 December 2001. Despite a few outstanding issues this date is expected to be met and every effort is being made to achieve this deadline. Provided as an attachment to this report is the proposed program for training and implementation. The 3 December "live" date does not include Electronic Document Management (EDM), E-Business Enhancements or the upgraded Business Paper System.

The new Electronic Document Management system (EDM) is planned to be introduced between April and June 2002. Preparation work and pilot projects are expected to start prior to that date. The EDM system (from Advanced Data Integration Pty Ltd) will replace Council's existing records system providing a more streamlined administration for incoming electronic documents with a high level of customer service. In addition the advantages of this solution provide an integrated approach to "at risk corporate information" and the provision of work flow and work enablement.

In relation to web development and interactive facilities Council were advised in July 2000 that "*the development of HCC web site has been a progressive project whereby features and facilities have been added over time. This approach has given the opportunity for in-house skills to be developed while taking advantage of the benefits that the technology has to offer*". Since July 2000 Council has appointed a Web Co-ordinator and has created a Web Development Committee that considers all matters that are to be provided on Council's web site. During this process a number of items where there was scope for improvement have, with the implementation of new business systems and the work of the Web Co-ordinator and Web Committee progressed.

Sending notification to customers via electronic data interchange including rate notices, application approvals, invoices, statements, correspondence, responses to works for service requests and general information will be available following the implementation of the new business systems however, time and resources will need to be allocated to these tasks. These notifications will be available through both E-mail and Internet communication. Requests for works or information and the tracking of development applications will not be available until the Electronic Document Management is completed. As previously advised this will occur after June 2002. Payment of rates via electronic medium will require agreements with service providers to be entered into and can be implemented following the December 3 timetable for Financial, Rating and Property systems. The Web Committee has currently commenced a format for standard Council application forms where two-way information with constituents can be commenced but not automated until the Electronic Document Management system is completed in June 2002.

In 1999 Council invited Expressions of Interest for an upgraded automated business paper system following advice that the existing Advansys product was not Year 2000 compliant and future support and development of the product would not be available.

As a result, Council accepted a quote from a company known as A Computer Training Company (ACT) for its Automation 2000 product. The benefit of this product being an upgraded viewing system. The product utilises Microsoft Word (which is the corporate standard) rather than

WordPerfect, ongoing support and development was being made available and the system is Year 2000 compliant. However, prior to the completion of the project, the Company experienced financial difficulties and was eventually acquired by another organisation, Infosphere. Infosphere has submitted a financial proposal for the completion of the project but not including the viewing system, which is an additional expense. The proposal is being investigated including live demonstrations. Dataworks who are providing the new Workflow and Records Management system due for implementation between April and June 2002, have also been requested to provide information and demonstrations of their business paper module which is being utilised by a number of Councils. It is considered that this option may provide greater benefits to the organisation through integration with workflow systems. The outcomes of the investigations will be reported to Council.

It is recommended that the information be received.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

AT-1 ProClaim One Project Plan
AT-2 Finance One Project Plan

ProClaim One Project Plan

ProClaim One Project Plan

ProClaim One Project Plan

Finance One Project Plan

Finance One Project Plan

oooO END OF ITEM 111 Oooo