

**O20 [EC-OC] Tweed Heads Civic Centre Site - Proposed Use by Southern Cross University**

**ORIGIN:**

**Director**

**SUMMARY OF REPORT:**

Council at its meeting of 17 October 2006 resolved as follows:-

*that Council:-*

- 1 *Exhibits a proposal for the Tweed Heads Civic Centre Precinct which analyses alternatives for the long term retention and expansion of the Southern Cross University on its present Tweed Heads Campus site for public comment.*
2. *Canvas public comment about the possibility of a:*
  - a) *long term lease; or*
  - b) *sale of a strata interest (but not a freehold interest)*

*in a portion of land on the corner of Brett and Wharf Streets which will enable the construction of a new university building in the Tweed Heads Civic Centre Precinct.*

Via an article in the Tweed Link on 24 October 2006 Council has invited comment on the proposal for Southern Cross University to occupy or partly occupy the south western corner of the civic centre site with the construction of a six storey building.

Submissions closed on 17 November and this report deals with those submissions.

**RECOMMENDATION:**

**That Council advises Southern Cross University that it is prepared to negotiate with the University to establish a long term lease or the University establishing a strata title interest in land at the corner of Wharf and Brett Streets, Tweed Heads, at market rates.**

**REPORT:**

Council via an article in the Tweed Link on 24 October 2006 has invited comment on a proposal for Southern Cross University to occupy or partly occupy the south western corner of the civic centre site with the construction of a six storey building by leasing on a longer term basis or buying a strata interest.

The following is an extract from that article:-

*The education facility has plans to construct a six-storey building on the site in the future to allow the campus to increase its student numbers and is seeking in principle support from Council.*

*The aim is to canvas public attitudes about the University leasing Council-owned land on a long-term basis or buying a strata interest. Under this second option, Council would retain ownership of the University's preferred site at the corner of Brett and Wharf Streets, and the University would be able to invest in a building on that site by purchasing a strata interest.*

The closing date for submissions was 17 November.

The submissions in the form of letters and petition documents represent 143 individuals, a garden club, the Tweed District Residents & Ratepayers Association, and an Incorporated Environment Group. It also included an anonymous letter which has not been included in this analysis.

**AGAINST PROPOSAL:**

There are 131 individuals, a garden club, the Tweed District Residents & Ratepayers Association and an Incorporated Environment Group represented in the submissions directly against the proposal.

The issues raised in objection to the proposal are summarised as follows with a comment in relation to each.

- a) The project uses public parkland and parking space and the lack of parking space.

**Comment:**

The proposal does occupy part of and change the open space nature of the current site usage, however some of this will be retained on the site and the locality has other open space around the boat harbour and the Tweed river frontage.

Any parking taken over will need to be replaced and full parking levels required will have to be provided as part of the development approval process. Several submissions raised the matter of students and staff currently using the civic centre car park. As the hirer of Council's facilities three days per week it would be expected the university students and staff would be using the civic centre car park as would any other hirer.

- b) Possible future loss of civic centre and library.

**Comment:**

It is not proposed that this occur and Council has indicated it needs space to expand the library. Any development of the site will need to take this into consideration.

- c) Congested parking because of existing facilities in the precinct eg. university, hospital and bowls club during major events.

**Comment:**

The on street parking in this vicinity certainly is an issue, however it is largely influenced by the lack of parking for the hospital. Excess need for parking from the other facilities is not on a regular basis and mainly relates to significant events when some need for on street parking can be anticipated but is exacerbated by the continuing need for more parking for the hospital. This matter needs to be part of ongoing discussions with the relevant authorities to reach a long term resolution which does not affect other land parcels such as the civic centre site.

- d) Against further development of the area with this and other "high rise" development. Overdevelopment. Downgrading of the existing area.

**Comment:**

The suitability of any proposal will have to be part of a development assessment proposal. The locality has been indicated for six storeys in the Tweed Heads Masterplan. Council in any agreement will reserve the right to have a say in the design outside the normal development processes.

- e) Need a "gateway" to Tweed Heads at the corner of Brett and Wharf Streets. The aesthetic effect of a six storey building in this location.

**Comment:**

No doubt a six storey building in this location changes the open appearance of this corner, however a developed corner can still provide an attractive "entry" point. This is one reason why Council, if it comes to an agreement for development, needs to retain a right to approve of the design outside the normal development assessment process as Council may wish to incorporate design features beyond those normally considered as part of the development assessment. This is particularly important as Council may not be the consent authority.

- f) The traffic congestion at this locality, existing and future.

**Comment:**

Traffic management will be an item to be assessed at any development assessment. The site is adjacent to a major roadway in Wharf Street.

g) Land should be retained by Council.

**Comment:**

Council's proposal is to retain an interest in the land with current occupancy over a major part and allow occupancy over part by either lease or strata.

h) Need the space for recreation as population expands.

**Comment:**

This is not an area for recreation but is open space suitable for retreat from surrounding activities and to allow open vistas. This will be impacted by the proposal but sympathetic design should still allow for a pleasant environment. See comments on Council role in design under (e) above.

i) Downgrading/overwhelming of existing facilities.

**Comment:**

This should not be allowed to occur in sympathetic design and some of these facilities may be moved to any new building. See comments on Council's role in design under (e) above.

j) Student numbers will intimidate elderly residents.

**Comment:**

This should not be an issue beyond normal social issues in the community. Students would not be expected to be difficult social elements, although some aged persons may have this perception.

k) Retain Brett Street site as open space and sell recreation ground.

**Comment:**

This submission was made on the basis that a developing Tweed Heads needs open space yet offers a solution of disposing of a larger parcel of open space.

l) Council will need space for expansion. The civic centre will be taken over.

**Comment:**

There is still opportunity for expansion of Council's facilities and expansion of Council's facilities may occur as part of any development.

m) The development will make parking areas more difficult for disabled in wheelchairs using the library.

**Comment:**

This matter can and should be taken into consideration as plans for development are progressing. See comments on Council's role in design under (e) above.

n) The university should be relocated with more room for expansion.

**Comment:**

This campus has been planned to be a CBD type location with integration into the town centre for provision of associated services. The matter of further land for expansion is no doubt a commercial decision for Southern Cross University (SCU).

o) Previously advised at meetings when original university was planned that the university would not be expanded further.

**Comment:**

It is unclear who may have made this statement and upon what authority as the contracts for sale of the original SCU site allow for the university to have first offer should Council decide to sell the civic centre site with Council having a similar first offer should SCU decide to sell. This surely was not an indication that there would categorically be no further expansion of the university.

p) Council should not be subsidising the university.

**Comment:**

It is intended that any tenure offered to the university will be at market rates, not subsidised.

**IN SUPPORT:**

There were 12 persons represented in submissions in favour of the proposal. These generally supported the further development on this site in light of the benefits a university provide to the community.

Relocation of the library and civic centre to other locations were suggested, being nearer the major shopping centres and also in the Jack Evans Boat Harbour precinct and allowing full use of the current site was suggested.

The proposal before Council does not propose any relocation of Council's facilities.

These submissions emphasised the need to ensure any development has sufficient parking. This is supported for the project and should not be confused with the current issue of parking associated with the usages of the precinct. These need to be addressed separately.

The car parking for any development will be a development consent requirement.

**NEUTRAL:**

There was one submission which did not express support of or opposition to the project but emphasised the need that if the decision is to proceed with the proposal, adequate parking be provided.

**SUMMARY:**

The decision for Council at this stage is whether to agree to indicate to SCU that the land on the corner of Wharf and Brett Streets will be able to be strataed for sale or lease to

SCU. This information has been requested by SCU to allow it some certainty of being able to further develop in Tweed Heads before it commences on its second building on the current SCU site.

There is no doubt the expansion of the university will be a significant economic driver for Tweed Heads.

There is also no doubt the proposal will change the character of the current site, however proper urban design with the open space still available can still create an attractive people friendly site.

Tweed Economic Development Corporation has provided a report "The Economic Impact of Southern Cross University Tweed Gold Coast Campus on the Economy of Tweed". Excerpts from the summary report are as follows:-

**Table 16: Value of the SCU Tweed Gold Coast Campus, 2010**

Indicator	Direct	Indirect	Total
<b>Output (\$)</b>			
SCU TGCC Operations 2010	20,076	5,760	25,836
Student Expenditure 2010	6,744	5,629	12,376
<b>Total</b>	<b>26,820</b>	<b>11,389</b>	<b>38,212</b>
<b>Value Added (\$)</b>			
SCU TGCC Operations 2010	7,030	2,369	9,399
Student Expenditure 2010	2,874	2,305	5,180
<b>Total</b>	<b>9,904</b>	<b>4,674</b>	<b>14,579</b>
<b>Income (\$)</b>			
SCU TGCC Operations 2010	3,784	1,505	5,289
Student Expenditure 2010	1,853	1,358	3,214
<b>Total</b>	<b>5,637</b>	<b>2,863</b>	<b>8,503</b>
<b>Employment in FTE</b>			
SCU TGCC Operations 2010	65	49	114
Student Expenditure 2010	57	46	103
<b>Total</b>	<b>122</b>	<b>95</b>	<b>217</b>

**Table 17: Output, SCU Tweed Gold Coast Campus, 2005, 2008 and 2010**

	Direct \$m	Indirect \$m	Total \$m
<b>2005</b>			
SCU TGCC Operations	5.752	1.631	7.382
Student Expenditure	2.940	2.454	5.394
<b>Total</b>	<b>8.692</b>	<b>4.085</b>	<b>12.776</b>
<b>2008</b>			
SCU TGCC Operations	9.436	2.708	12.144
Student Expenditure	3.170	2.658	5.828
<b>Total</b>	<b>12.606</b>	<b>5.366</b>	<b>17.972</b>
<b>2010</b>			
SCU TGCC Operations	20,076	5,760	25,836
Student Expenditure	6,744	5,629	12,376
<b>Total</b>	<b>26,820</b>	<b>11,389</b>	<b>38,212</b>

**Table 18: Employment, SCU Tweed Gold Coast Campus, 2005, 2008 and 2010**

	Direct FTE	Indirect FTE	Total FTE
<b>2005</b>			
SCU TGCC Operations	45	14	59
Student Expenditure	25	20	45
<b>Total</b>	<b>70</b>	<b>34</b>	<b>104</b>
<b>2008</b>			
SCU TGCC Operations	57	23	80
Student Expenditure	27	22	49
<b>Total</b>	<b>84</b>	<b>45</b>	<b>129</b>
<b>2010</b>			
SCU TGCC Operations	65	49	114
Student Expenditure	57	46	103
<b>Total</b>	<b>122</b>	<b>95</b>	<b>217</b>

The full report and summary report are attached to this business paper.

The issue of current parking congestion in the precinct is of considerable concern. This matter needs to be further pursued with the combined resources of the parties involved. This particularly applies to the impacts from parking to the hospital area.

If this project is to proceed, it should be able to stand alone in conjunction with other usage on that land parcel to determine the car parking levels required. It needs to be borne in mind that what is currently raised as use by SCU patrons of the parking area at the civic centre is largely valid use in conjunction with SCU hiring of the civic centre facilities as any other hirer would use that car parking.

**CONCLUSION:**

While there were a number of individual submissions opposing the proposal, many of the issues raised relate to matters that would be assessed on merit as part of any development application or part 3A lodged in regard to a more specific and detailed proposal.

The economic benefits of the SCU to Tweed Heads are well documented.

On balance, this report recommends that Council resolves to agree in principle to the lease or strata sale of land at the corner of Wharf and Brett Streets, Tweed Heads, at market rates.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

To view any "**non confidential**" attachments listed below, access the meetings link on Council's website [www.tweed.nsw.gov.au](http://www.tweed.nsw.gov.au) or visit Council's offices at Tweed Heads or Murwillumbah (from Friday the week before the meeting) or Council's libraries (from Monday the week of the meeting).

1. The Economic Impact of Southern Cross University Tweed Gold Coast Campus on the Economy of the Tweed ~ Full Report(DW 1499166)
  2. The Economic Impact of Southern Cross University Tweed Gold Coast Campus on the Economy of the Tweed ~ Summary Report (DW 1499044)
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**O21 [EC-OC] Tweed Shire Family Day Care - Licence to Occupy Land**

**ORIGIN:**

**Environment & Health Services**

**SUMMARY OF REPORT:**

Council has previously approved the use of part of the Recreation Ground in Tweed Heads for the construction of an administration and child care centre for the Tweed Shire Family Day Care. The construction work has now been completed and a licence agreement has been prepared for the use of the centre. The Management Committee has requested a 20 year agreement and as the land is classified as Community land, any agreement over 5 years must be given public notice.

**RECOMMENDATION:**

**That Council gives public notice, as per Section 47 of the Local Government Act 1993, of the proposal to enter into a licence agreement for twenty (20) years with Tweed Shire Family Day Care for the occupation of the premises constructed on the Recreation Ground, Recreation Street, Tweed Heads inviting submissions within 28 days.**

**REPORT:**

Council has previously approved the use of part of the Recreation Ground in Tweed Heads for the construction of an administration and child care centre for the Tweed Shire Family Day Care. The construction work has now been completed and a licence agreement has been prepared for the use of the centre. Naturally, the Day Care Management Committee has requested a long term agreement and while this is supported, it is advised that as the land is Community land by virtue of Section 47 of the Local Government Act, any agreement for a period exceeding five (5) years requires public notification. The Management Committee has indicated that it prefers a twenty (20) year agreement.

Thus, to comply with Section 47 the Council must give public notice as specified and invite submissions. Then, before granting any agreement, it must consider any submission received.

If a submission objects to the proposal then no agreement can be granted without the Minister's consent.

Accordingly it is recommended that Council proceeds to give public notice of this proposal as per Section 47 of the Local Government Act.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**O22 [EC-OC] Tweed Theatre Company Inc - Request for Reduced Fee for Tweed Heads Civic Centre Auditorium**

**ORIGIN:**

**Environment & Health**

**SUMMARY OF REPORT:**

The Tweed Theatre Company Inc have requested permission to rehearse and perform three (3) shows at Tweed Heads Civic Centre auditorium during 2007 at reduced rates of \$10 per rehearsal and 10% of ticket door sales for auditorium use.

This request fits within the current guidelines used for fee reductions for Council's auditoriums, meeting rooms and halls.

**RECOMMENDATION:**

**That Council approves the use of the Tweed Heads Civic Centre Auditorium by the Tweed Theatre Company Inc to rehearse and perform three (3) shows at the rate of \$10 per rehearsal and auditorium hire equal to 10% of ticket door sales.**

**REPORT:**

The Tweed Theatre Company Inc have requested use of the Tweed Heads Civic Centre Auditorium as set out in the letter below.

A similar request has been previously approved by Council and the request also complies with Council's guidelines for fee reductions for the use of Council's auditoriums and meeting rooms.

Under the current guidelines rehearsals are at a minimum fee of \$10 per rehearsal so that rehearsal costs would be \$120.00.

The cost for a local production is normally \$198.00, thus the fee would be \$3,564.00. Under the current guidelines Council can accept a ticket deal, generally 10% in lieu of the normal hire fee. As the number of patrons that would attend a show is difficult to estimate it is impossible to estimate the fee that Council would receive.

Accordingly, it is recommended that Council agrees to the request of the Tweed Theatre Company Inc for the use of the Tweed Heads Civic Centre auditorium.

To  
The General Manager,  
Tweed Shire Council,  
P.O Box 861,  
MURWILLUMBAH  
2484

From.  
Mrs. Coral Kelly  
Tweed Theatre Company Inc  
P.O. Box 209  
TWEED HEADS 2485

TWEED SHIRE COUNCIL	
FILE NO	CIVIC CTR - T. HEADS - HIRE
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Attention Mr. Geoff Edwards,

12<sup>th</sup> July, 2006

Dear Geoff,

I am writing to ask permission for Tweed Theatre Company Inc. to rehearse and perform 3 shows at Tweed Heads Civic Centre during 2007 at previously granted Community Rates, that is \$10 per rehearsal and 10% of ticket/door sales.

David has kindly pencilled in the dates below and awaits the Councils decision

We would appreciate use of Meeting Room if Auditorium is professionally booked.

**January – April 2007**

**Pantomime “Alice in Wonderland” cast of 40 local children & adults**

**Auditions**

Monday 22<sup>nd</sup> January 7pm - 9pm

**Rehearsals**

Mondays and Thursdays 7pm – 9pm

**Put Set on stage and Dress Rehearsal**

Sunday April 15<sup>th</sup> 1pm – 8pm

**Performances**

April 20<sup>th</sup> 21<sup>st</sup> 22<sup>nd</sup> 27<sup>th</sup> 28<sup>th</sup> 29<sup>th</sup> – 6 shows (4 at 8pm – 10-30pm, 2 at 2pm- 4-30pm)

**April – July 2007**

**Musical “The Sound of Music” big cast of local children & adults**

**Auditions**

Sunday April 1<sup>st</sup> 11am – 3pm

**Rehearsals**

Mondays and Thursdays 7pm – 9pm

**Put Set on stage and Dress Rehearsal**

Sunday July 15<sup>th</sup> 1pm – 9pm

**Performances**

July 20<sup>th</sup> 21<sup>st</sup> 22<sup>nd</sup> 27<sup>th</sup> 28<sup>th</sup> 29<sup>th</sup> - 6 shows (4 at 8pm – 10-30pm, 2 at 2pm – 4-30pm)

**August – October 2007**

**An Australian Play cast local adults**

**Auditions**

Monday August 6<sup>th</sup> 7pm – 9pm

**Rehearsals**

Mondays and Thursdays 7pm – 9pm

**Put Set on stage and Dress Rehearsal**

Sunday October 14<sup>th</sup> 1pm – 9pm

**Performances**

October 19<sup>th</sup> 20<sup>th</sup> 21<sup>st</sup> 26<sup>th</sup> 27<sup>th</sup> 28<sup>th</sup> – 6 shows (4 at 8pm-10-30pm, 2 at 2pm-4-30pm)

In appreciation of your continued support to Community Live Theatre in Tweed Heads

Yours sincerely, *Coral Kelly*  
President – 5536 2556

TWEED THEATRE COMPANY Inc  
P O Box 209 TWEED HEADS 2485

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Loss of Income for Tweed Heads Civic Centre.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**O23 [EC-OC] Request for "In Kind" Support/Waive Fee**

**ORIGIN:**

**Environment & Health Services**

**SUMMARY OF REPORT:**

Council has received requests from various organisations asking that Council provides in-kind support/waives the fees for room hire. Details of the requests are reproduced in the body of this report.

In accordance with Section 356 of the Local Government Act 1993 - Donations, Council resolved on 6 October 2004 that:-

*".... in future, all donations made by Council, whether in cash or in kind, be made by way of a resolution of Council."*

**RECOMMENDATION:**

**That Council :-**

- 1. Provides a 50% reduction of the fee for the hire of the Tweed Heads Civic Centre auditorium by Wintersun.**
- 2. Confirms the use of the Banora Point Community Centre by the Rotary Club of Tweed Heads South Inc for its art show held on 6, 7 and 8 October 2006 at no cost.**
- 3. Provides a 50% reduction of the hire fee for the Tweed Heads Civic Centre auditorium for the Fingal Head Public School on 28 and 29 November 2006.**
- 4. Provides a 50% reduction of the hire fee of the Kingscliff Amenities Hall for use by the Kingscliff Lions Club on 8 December 2006.**
- 5. Provides a 50% reduction of the hire fee for Twin Towns Friends Association Inc. for the once monthly use of the HACC meeting rooms and the use of the Community Hall at South Tweed Heads on 24 May 2007, 30 May 2007, 18 July 2007 and 6 November 2007.**
- 6. Declines the request from Burleigh Gardens Seventh Day Adventist Church for free use of the Murwillumbah and Tweed Heads Civic Centre auditoriums.**

**REPORT:**

Council has received requests from various organisations asking that Council provides in-kind support/waives the fees for room hire. Details of the requests are reproduced as follows:-

Organisation	Request	Est \$ Amount of Waiver	Application Summary	Meet Guidelines?
Wintersun Festival	Reduction of 50% of hire of Tweed Heads Civic Centre auditorium	\$1,462.25	Again requests a 50% reduction in the hire cost of the Tweed Heads auditorium.	No. However, Council has previously supported Wintersun by providing a 50% reduction for use of the Tweed Heads auditorium.
Rotary Club of Tweed Heads South Inc.	Waiving of fee for art show to be held at Banora Point Community Centre on 6, 7 and 8 October 2006.	\$330.00	The Club is conducting an art show with all proceeds going to the four surf clubs in the Tweed.	No. However, the Club has advised that part of any proceeds will be directed to help fund an open stage area proposed to be constructed on site of Banora Point Community Centre.
Fingal Head Public School	Requesting reduction in use of Tweed Heads Civic Centre auditorium for school's awards and concert night.	\$170.00	The school requests reduction in fees for hire of Tweed Heads auditorium on 28 and 29 November for the purpose of their award and concert night.	Yes. For a 50% reduction of hire fee.
Kingscliff Lions Club	Use of Kingscliff Amenities Hall	\$78.00	The Club requests to the use of the Kingscliff Amenities Hall for its Christmas Party to be held on 8 December 2006	Yes For a 50% reduction of hire fee.
Twin Towns Friends Association Inc.	Use of HACC Centre and Community Hall, South Tweed Heads during 2007	\$286.00 (HACC) \$262.40 (Sth Tweed Hall)	Advising of use of both the HACC Centre and Community Centre at South Tweed Heads during 2007 and requesting a reduction in fee for these uses	Yes For a 50% reduction of the hire fee.
Seventh Day Adventist Church at Burleigh Gardens	Request for free use of Murwillumbah & Tweed Heads auditoriums.	\$352.00	The Church seeks a donation from Council towards the hire of the two auditoriums to assist with fundraising for a program to help communities in India	No, therefore no reduction recommended.



**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Should requests be approved for the waiving of fees for room hire, the income for the meeting room will be impacted by the amount of the fee reduction.

Should requests for "in kind" support be approved, this will impact on the costing of Council's involvement in the activity.

**POLICY IMPLICATIONS:**

In considering this request, reference should be made to:-

Festivals Policy.

Donations Policy.

Guidelines for Fee Reduction, Auditoriums, Meeting Rooms and Halls.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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1. Wintersun (DW 1444369)
  2. Rotary Club of South Tweed Heads Inc. (DW 1454569)
  3. Fingal Head Public School (DW 1463755)
  4. Kingscliff Lions Club (DW 1476235)
  5. Twin Towns Friends Association (DW 1477526)
  6. Burleigh Gardens Seventh Day Adventist Church (DW 1485526)
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**O24 [EC-OC] Annual Agreement for Surf Life Saving Patrols**

**ORIGIN:**

**Environment & Health**

**SUMMARY OF REPORT:**

Council has historically provided surf life saving patrols on certain Tweed Coast beaches at Easter and Christmas each year. Tenders have been called for surf life saving patrols between Christmas 2006 and Easter 2009 by the open tender method. One tender only was received from Surf Life Saving Services Pty Ltd as follows:

Three year total - \$494,669.21 (GST excl.)

This can be further broken down as follows:

Christmas and Easter 2006/07	-	\$156,913.31 (GST excl.)
Christmas and Easter 2007/08	-	\$164,758.98 (GST excl.)
Christmas and Easter 2008/09	-	\$172,996.92 (GST excl.)

The contract amount for Christmas and Easter 2005/06 was \$150,427.89 (GST excl.). Council's 2006/07 budget allocation is \$155,000.

Surf Life Saving Services Pty Ltd has satisfactorily provided beach patrols in Tweed Shire in previous years.

**RECOMMENDATION:**

**That :**

- 1. Council accepts the tender provided by Surf Life Saving Services Pty Ltd for the provision of beach life saving services, as outlined in this report, between Christmas 2006 and Easter 2009 at the tender price of \$494,669.21 (GST exclusive).**
- 2. All necessary documentation be executed under the Common Seal of Council.**

## REPORT:

Council has historically provided surf life saving patrols on certain Tweed Coast beaches at Easter and Christmas each year. Tenders have been called for surf life saving patrols between Christmas 2006 and Easter 2009 by the open tender method.

The following beaches are proposed to be patrolled under the contract:

### Christmas Patrols

- Cudgen Beach
- Cabarita Beach
- Fingal Beach
- Duranbah Beach
- Hastings Beach
- Pottsville Beach
- Casuarina Beach

### Easter Patrols

- Duranbah Beach
- Hastings Beach
- Pottsville Beach

Note that those beaches with surf clubs are patrolled over the Easter weekend in any event. It is further noted that Casuarina Beach is proposed to be patrolled at Christmas but not at Easter. In previous years, the 'developer' has contributed \$10,000 towards the cost of these patrols. The developer has declined to provide such a contribution this season.

### Tender Submission and Budget Allocation

One tender only was received from Surf Life Saving Services Pty Ltd as follows:

Three year total	-	\$494,669.21 (GST excl.)
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This can be further broken down as follows:

Christmas and Easter 2006/07	-	\$156,913.31 (GST excl.)
Christmas and Easter 2007/08	-	\$164,758.98 (GST excl.)
Christmas and Easter 2008/09	-	\$172,996.92 (GST excl.)

The contract amount for Xmas and Easter 2005/06 was \$150,427.89 (GST excl.).

Council's 2006/07 budget allocation is \$155,000.

Clause 11(1)(b) of the Local Government (Tendering) Regulation, 1999 also requires that Council specify the criteria on which assessment of tenders will be based. Part 10 of Council's Procurement Policy states that tenders will be evaluated on certain criteria, not all of which are applicable in this case. In this instance tenders are to be evaluated on the following criteria:

- Price
- Capability of organisation, including experience and 'track record'
- Compliance with Council's OHS & R Policy
- Ability to train and supervise patrol staff
- Willingness to accept Council's contract requirements
- Payment terms
- General suitability of tender submission

Surf Life Saving Services Pty Ltd have satisfactorily provided beach patrols in Tweed Shire in previous years, and are deemed to satisfy the above criteria.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

Nil.

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**O25 [EC-OC] Markets on Public Land - Sale of Food and Drinks**

**ORIGIN:**

**Environment & Health**

**SUMMARY OF REPORT:**

Council has received two written requests for additional food vans to operate at the markets at Pottsville and Tweed Heads. The requests are contrary to Council's existing Policy for the Vending of Food on Public Reserves, Streets and Roads and related previous resolutions of Council. Council policy has historically not permitted the sale of food and drink, such as 'commercial' or conventional fast foods, at markets held on public lands.

However, in 2000 Council resolved to permit the operation of two food vans at the markets at Pottsville, Kingscliff, Knox Park and Recreation Street. On 17 July 2002 Council also approved the operation of four food vans at the Knox Park market only.

Provision of food at markets may however be deemed to compete with or undermine the success of local food shops on market day. Most modern markets on public land in adjoining local government areas permit food stalls to operate and in fact it appears that the most successful markets permit multiple and varied food stalls/vans to operate.

Council may wish to consider varying the current Policy to permit the operation of four (4) only approved food vans which sell conventional foods and drinks at the markets at Pottsville, Kingscliff, Knox Park Murwillumbah and Recreation Street Tweed Heads. It is considered necessary that any proposed variation be advertised to assess public comment.

**RECOMMENDATION:**

**That Council advertises the proposal to vary the existing policy, Vending of Food on Public Reserves, Streets and Roads, to permit the operation of four (4) only approved food vans which sell conventional foods and drinks at the markets at Recreation Street Tweed Heads.**

## REPORT:

Council has received two written requests for additional food vans to operate at the markets at Pottsville and Tweed Heads. One request is from the operator of the Recreation Street Tweed Heads Market, the Police and Community Youth Club (PCYC). The other request is for the owner of a food van which sells squeezed juices and smoothies, to operate at the markets at Pottsville (copies at the end of this report).

The requests are contrary to Council's existing Policy for the Vending of Food on Public Reserves, Streets and Roads and related previous resolutions of Council (the full current Policy is included at the end of this report). Council policy has historically not permitted the sale of food and drink, such as 'commercial' or conventional fast foods, at markets held on public lands as these goods could be purchased from local established shops.

However, on 1 November 2000 Council resolved to permit the operation of two food vans at the markets at Pottsville, Kingscliff, Knox Park and Recreation Street, as follows

*'Where Council approval has been granted for the conducting of a market or similar, on a regular basis on a reserve, then approval is given for the operation of a maximum of two (2) food and drink vendors which comply with the requirements of the "Code for the Vending of Food at Markets and One Day Events'.*

On 17 July 2002 Council also approved the operation of four food vans at the Knox Park market only, due to the reported marginal success of that market.

Provision of food at markets may however be deemed to compete with or undermine the success of local food shops on market day. The current policy objective states:

*'To control the vending of food on public reserves, streets and roads to maintain the highest levels of public health, safety and convenience of persons using public reserves, streets and roads **and to cause minimum financial impact to nearby retail outlets.**'*

Part of the case previously put to Council seeking permission for food stalls was that market patrons could not even purchase a small cold drink during very hot conditions. Now however, Council has permitted two stalls per market to cater for food and beverage needs. If a patron wishes to purchase a more substantial meal or the like then they can approach one of the many established cafes or food premises available.

The contrary argument to this would be that additional and varied food vendors could attract more patrons to the markets and then have "spin offs" to the local retailers

The request for an additional food stall may be considered in light of the interest of permanent local retailers who have established businesses, employ people and are likely to work long hours, seven days per week (particularly in the take away food trade).

Approved markets exist in the Shire on private land, such as at 'Club Banora'. The main product for sale at such markets is fresh produce and food/drinks. Also, most modern



markets on public land in adjoining local government areas permit food stalls to operate and in fact it appears that the most successful markets permit multiple and varied food stalls/vans to operate. Provided the vans concerned have been inspected and approved to operate in the Shire, there is no reason to suspect that safe and hygienic food will not be produced.

There are local food retailers in reasonably close proximity to the markets at Pottsville, Kingscliff and Knox Park, Murwillumbah. In the case of Pottsville, a number of new shops have recently been constructed immediately opposite where the markets are located in Philip Street. The markets at Recreation Street, Tweed Heads do not have any food shops in close proximity.

It should be noted that it is at the approved market operator's discretion as to which food vans operate at the market, i.e. while the number of permissible vans may increase, Council does not decide which vans will operate at an individual market.

It may be that Council receives objections to the proposed Policy variation to permit additional food vans. Therefore it is proposed that any variation be placed on public advertisement to gauge the level of support or otherwise.

Council is also advised that the current approvals for markets with the current restriction commenced from July 2006 for a period of three (3) years and a change at this stage would appear a windfall for the operators at the disadvantage of the local traders. However, the work carried out by the PCYC and their location warrants reconsideration in this case

**Options:**

There are several options available to Council:

1. Resolve not to vary the current policy
2. Resolve to vary the policy and permit an unlimited number of food vans to operate at each market.
3. Resolve to vary the policy and permit four or a greater number of food vans to operate at each market.
4. Resolve to vary the policy to permit four or a greater number of food vans at the Recreation Street, Tweed Heads markets due to its individual circumstances (e.g. remote from competing shops and charitable operator).

**Conclusion:**

Should Council consider varying the current Policy it is suggested that consideration be given to permitting the operation of say four (4) only approved food vans which sell conventional foods and drinks at the markets at Recreation Street Tweed Heads and make no change in relation to the other markets.

06-NOV-2006 13:58 FROM TWINTOWNSPCYC TO 0266702590 P.01/01



REGISTER

MARKETS - TWIN TOWNS POLICE COMM YOUTH CLUBS

6 November 2006

General Manager  
Tweed Shire Council  
PO Box 816  
Murwillumbah 2484  
Attention: Peter Ainsworth  
Fax: 02 6670 2590

TWEED SHIRE COUNCIL	
FILE No	Food Vendors
Doc No	
REC'D	7 NOV 2006
ASSIGNED TO	AINSWORTH, P
HARD COPY	<input type="checkbox"/>
IMAGE	<input checked="" type="checkbox"/>

Dear Peter

**Food stalls at Tweed Heads PCYC Markets**

Due to requests from some food stallholders wishing to participate in our markets, we wish Council to consider increasing the number of food stalls that we are able to operate (currently limited to two).

I understand that the limit on the two food vendors does not include stallholders selling locally grown (fruit and vegetables) or produced food (jams, cakes, etc).

I also understand that the markets at Knox Park, Murwillumbah which is also on crown land has permission to operate four food stalls.

As our markets are conducted only between 7 am and midday NSW time on Sundays (with our larger markets on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of the month) the impact on local retailers would be minimal.

I look forward to Council's reply. Please contact me if you require further information.

Regards

Mark Madden  
Manager

**Tweed Heads Police & Community Youth Club**  
Florence Street (cnr Adelaide Street), PO Box 380 Tweed Heads NSW 2485  
Telephone: 07 5599 1714 Fax: 07 5599 5738  
Email: [tweedheads@pcycnsw.org.au](mailto:tweedheads@pcycnsw.org.au)  
ACN 000 041 058 \* Donations of \$2 and over are tax deductible \* ABN 89 401 152 271

TOTAL P.01

Geoff Edwards  
Tweed Shire Council  
PO Box 816  
Murwillumbah  
NSW  
2484

FOOD VENDING

TWEED SHIRE COUNCIL	
FILE No.	MARKETS - POTTSVILLE
Doc. No.	.....
REC'D	05 OCT 2006
ASSIGNED TO:	EDWARDS, G
HARD COPY	<input type="checkbox"/>
IMAGE	<input checked="" type="checkbox"/>

Dear Geoff :

My name is Jason Rawnsley and together with Nick Dillon own the Juice Kombi Byron Bay. We are a very small business that makes freshly squeezed juices and smoothies off of the back of our purpose built Kombi Ute.

The reason we are writing to you is to ascertain whether you and The Tweed Council would be open to allowing a third food stall at the Pottsville markets. I have spoken to both John Wheatley and Peter Ainsworth and they have pointed me towards you, as has Lee Robertson, manager of the Pottsville Markets.

I am aware, and understand, the Tweed Council policy in regard to protecting the retail outlets that are part of any town that holds markets, and would expect protection from my council also. However, I think there are some genuine reasons why our business should be considered to operate at the Pottsville Markets

First, after talking with Lee about her market, she has conveyed that there aren't any healthy alternative food or drink choices. The stalls that do attend sell canned drinks; take away style foods and ice creams. While I do not wish to judge these stall holders for what they sell, we believe a healthy alternative of fresh made juices would be a responsible way to promote any market, and provide a healthy option for those seeking one.

The second point that is worthy of consideration is that the local fruit and vegetable shop is the only outlet that sells fresh juices in Pottsville and they are closed on Sundays. Given that we are only a small one person operation that can only produce so many units no matter how busy the market is, and that any direct competition is closed on the day we wish to attend market, we think that our impact on any retail outlet would be minimal, if at all.

My last point would be that according to the Tweed Shire Social Plan, the population of the Tweed Shire will increase by 17 000 people from 2004 to 2014, 60 000 people in Tweed Heads and 30 000 on the coast by 2011. Given that this increase will and is happening, does that leave room for another food stall at local markets; in this case Pottsville, without impacting the retail sector, which is what the policy of two stalls only, is based?

Our business has received permission to operate in the Tweed Shire through John Wheatley and Brad Pearce. We strive to maintain a clean and hygienic operation while providing a healthy product for consumption. We have public liability insurance up to \$10 000 000 and provide a unique and original way to buy a fresh juice or smoothie at the markets.

We are hoping that you can help us, if not permanently, at least on a trial basis as an additional food stall at the Pottsville Markets. We are very keen to reach a mutually agreeable outcome. Lee has mentioned that you approved a few markets last Christmas period for a third food stall, an option we would like to pursue if other avenues become closed.

Thanks for your time

Jason Rawnsley and Nick Dillon  
The Juice Kombi Byron Bay  
Abn 35801026624  
0423725422

## **Policy:**

### **VENDING OF FOOD ON PUBLIC RESERVES, STREETS AND ROADS**

#### **Objective**

To control the vending of food on public reserves, streets and roads to maintain the highest levels of public health, safety and convenience of persons using public reserves, streets and roads and to cause minimum financial impact to nearby retail outlets.

#### **Policy**

Approval will not be given for the vending of food on Public Reserves, Streets and Roads within the Tweed Council area except in the following circumstances:

1. Where a specific one-off event has been approved by Council then the organising body may apply for approval for the vending of food. Such approval will be subject to the vendors complying with Council's "Code for the Vending of Food at Markets and One-Day Events".
2. Where Council approval has been granted for the conducting of a Market or similar on a regular basis on a reserve only "home made" or "home grown" produce may be sold, provided "home made" products are correctly pre-packaged and labelled and their sale complies with the "Code for the Vending of Food at Markets and One Day Events".
3. Where Council approval has been granted for the conducting of market or similar, on a regular basis on a reserve, then approval may be given for the sale of drinks provided there are no nearby retail outlets that may be affected and the sale of drinks complies with the requirements of the "Code for the Vending of Food at Markets and One Day Events"

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Vending of Food on Public Reserves, Streets and Roads Policy

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

*To view any "**non confidential**" attachments listed below, access the meetings link on Council's website [www.tweed.nsw.gov.au](http://www.tweed.nsw.gov.au) or visit Council's offices at Tweed Heads or Murwillumbah (from Friday the week before the meeting) or Council's libraries (from Monday the week of the meeting).*

Nil.

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**O26 [EC-OC] Tender EQ2006-162 - Crushing of Concrete Rubble at Stotts Creek Landfill Facility**

**ORIGIN:**

**Environment & Health**

**SUMMARY OF REPORT:**

Tenders were called in accordance with Local Government (General) Regulations 2005 for the crushing of concrete rubble at Stotts Creek Landfill Facility, Leddays Creek Road, Eviron. Tenders closed 8 November 2006.

Three (3) tenders were received by the advertised closing date and time.

This report considers the tenders received and recommends the tender most beneficial to council.

**RECOMMENDATION:**

**That :-**

- 1. Council awards contract EQ2006-162 to Solo Resource Recovery for the crushing of concrete rubble at Stotts Creek Landfill facility for the rate of \$11.66/m<sup>3</sup> incl. GST.**
- 2. The Director of Environment and Community Services be given delegated authority to approve variations up to 20% of contract sum.**

**REPORT:**

In order to recover and reuse concrete rubble stockpiled at Stotts Creek Landfill Facility, the material must be crushed and screened. The recovered material is then used for purposes on-site, including the construction of new landfill cells.

Tenders were called, and closed on 8 November 2006. Three (3) tenders were received as follows;

Palmers Earthmoving  
Porta Crush Recycling Pty. Ltd  
Solo Resource Recovery

All tenders complied with the specifications.

**LEGAL/RESOURCE/FINANCIAL/IMPLICATIONS:**

The cost of the crushing of concrete rubble is included in the 2006/2007 Stotts Creek Landfill operating budget.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

*To view any "**non confidential**" attachments listed below, access the meetings link on Council's website [www.tweed.nsw.gov.au](http://www.tweed.nsw.gov.au) or visit Council's offices at Tweed Heads or Murwillumbah (from Friday the week before the meeting) or Council's libraries (from Monday the week of the meeting).*

1. **Confidential Attachment** - Supplementary Information for EQ2006-162 Crushing of Concrete Rubble at Stotts Creek Landfill Facility (DW 1497801)
-



**O27 [EC-OC] DPI Funding for Floodplain Officer**

**ORIGIN:**

**Environment & Health Services**

**SUMMARY OF REPORT:**

The Department of Primary Industries (DPI) has offered \$30,000 to assist in the appointment of a Floodplain Officer to assist in the maintenance and installation of modified floodgates and associated monitoring.

**RECOMMENDATION:**

**That Council accept the \$30,000 funding from the Department of Primary Industries to assist in the employment of a Floodplain Officer for 12 months.**

**REPORT:**

Tweed Shire Council has won several contracts to install modified floodgates including \$100,000 from Environmental Trust and \$30,000 from DPI - Fish Habitat. These projects are managed by Councils Floodplain Officer and are progressing to plan. DPI has a new project called 'Bringing Back the Fish' and the Tweed would be entitled to a portion of this funding for further floodgate works. In discussions with DPI it was identified that Council was reluctant to accept further funding because the Floodplain Officer was fully committed on current projects. They offered to assist with funding an assistant Floodplain Officer for 12 months to enable the ongoing delivery of floodgate and floodplain management (Offer attached).

Council has reserve funding from past project management costs (approximately \$37,000) to match the DPI funding and employ the proposed Assistant Floodplain Officer for 12 months.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

*To view any "**non confidential**" attachments listed below, access the meetings link on Council's website [www.tweed.nsw.gov.au](http://www.tweed.nsw.gov.au) or visit Council's offices at Tweed Heads or Murwillumbah (from Friday the week before the meeting) or Council's libraries (from Monday the week of the meeting).*

1. Offer of funding support from the Bringing Back the Fish Program (DW 1496999)
-

**O28 [EC-OC] Tweed Shire Social Plan - Review 2006**

**ORIGIN:**

**Environment & Health Services**

**SUMMARY OF REPORT:**

This report presents the findings of community consultations carried out for the 2006 update of the adopted Social Plan. The findings show that currently community members and service providers are most concerned about public transport, youth issues, people with a disability and affordable housing.

The report concludes that actions to implement the adopted Social Plan should be prioritised in these areas by the establishment of new or strengthened working groups with additional resources. These findings support the current emphasis on youth issues in the Tweed Youth Needs Analysis, and the current reconstitution of the Public Transport Working Group.

The report has been considered by EMT and the following recommendations made.

**RECOMMENDATION:**

**That Council:**

- 1. Notes the attached Summary of Submissions and the Consultation Report of the Social Plan Review 2006.**
- 2. Authorises officers to carry out the consequential actions, strategy changes and responses outlined in the Consultation Report subject to funding.**
- 3. Considers the issues raised in the Consultation Report during its deliberations on the 7-Year Infrastructure & Services Plan by considering funding provision for public transport enhancement, youth issues, disability and affordable housing projects.**
- 4. Defers the formation and operation of the proposed Working Groups in the terms outlined until such time as the recently appointed Manager Community & Cultural Services has reviewed the Unit's direction and priorities.**

## REPORT:

The 2006 Review is not only an update of the current social issues but is a stage in the future evolution of the Social Plan 2005-2009. The purpose of this report is to consult with the community and incorporate the feedback received.

### 1. The Social Plan in 2005

The Social Plan 2005-2009 was adopted in late 2004 with Strategies on four themes: Council's Role, Provision of Community Facilities, Provision of Community Services, and Consulting Community Groups. It relied on a Needs Assessment for each of the 'mandatory' social groups specified in Local Government guidelines, and social data from the updated Community Profile.

The Quality of Life Program was developed as an 'Action Plan' for a selection of projects from the community/cultural side of Council that could be implemented over five years with Council and external funding. No Budget funding was allocated for implementation in 2005, but projects from the Program have been included in the proposed 7-Year Infrastructure and Services Plan.

The concept of a Social Plan Coordinating Committee was also developed by the former Strategic Planning Unit to meet the need for an ongoing implementation mechanism for the Social Plan; this is still under consideration.

A number of social issues needed to be addressed by the Social Plan during 2005:

- There was pressure from parts of the local community for a youth facility at Pottsville, for which the Council sought external funding and also commissioned a Youth Needs Analysis to enable a consistent youth policy for the whole Shire,
- A working group was established with Dept. of Ageing, Disability, & Home Care to address ageing and disability services issues,
- A Healthy Ageing Officer was appointed, working on transport for older people, and participation in social, recreational and health activities.

Changes to the Social Plan are taking place in the fluid context of a new Council Administration which replaced the elected Councillors in May 2005. This has introduced a different approach in many areas, including proposals for a Long Term Financial Plan (7 years) with a fresh review of funding issues.

Other changes have been affecting the Management Plan process, with a stronger emphasis now being placed on the 'Access & Equity' aspects of the Local Government regulations.

The Tweed Futures Strategic Plan introduced in 2005 places a greater emphasis on planning for sustainability compared to the previous strategic plan, and integrates social issues more closely with economic and environmental objectives. Locality Plans are seen as important, which presents a way of integrating community issues with economic and environmental elements at the local scale.

## **2. Consultation Feedback**

The scope of issues covered in the existing Social Plan, and the scope of issues raised in the current consultations (see the Consultation Report attached) indicates that the community expects Council to be fully involved in local social issues and to play a significant role in setting directions. Council's leadership role is already set out in the Social Plan.

The submissions received cover all seven of the Local Government Department's "mandatory target groups" (children 0-11, young people 12-24, women, older people, people with a disability, ATSI people, people from culturally and linguistically diverse backgrounds), plus transport, employment and affordable housing. The issues raised most frequently give an indication where most concern lies, the scores are:-

Transport	24 issues raised
Young people	13 issues
Affordable Housing	10 issues
People with a disability	10 issues

### **Transport**

Availability of adequate and accessible transport services is a key issue that has arisen in all community surveys recently. It is a key issue because it affects people's ability to meet all their basic needs, and to participate in community activities and affairs. The "transport poor" who do not or cannot use private transport includes around half the population, made up of older people, people with a disability, most young people under 17 years, people on low incomes or pensions, and many visitors.

The particular transport issues raised are:-

- Lack of awareness/information about transport services
- Transport service improvements
- Footpath system improvements
- Improved transport options for non-drivers
- Assistance to enable sight-impaired and people with other disabilities to use the transport system

### **Young People**

The age group 12-24, particularly the 12-18 section, has been prioritised in the Social Plan as being subject to high risk and relatively neglected by Government assistance. It includes the critical period between school and work/higher education, where some young people become alienated from the mainstream of community life.

The particular youth issues raised are:-

- Isolation due to inadequate transport for work, education or recreation
- Lack of activities and educational opportunities
- Homelessness due to family breakdown or dysfunctionality
- Anti-social behaviour, mainly by young males
- Neglect of young men's issues, and lack of role models for them

### **Affordable Housing**

While affordability in the region generally has deteriorated in recent years with rapidly escalating property prices and rents, some groups have been subject to severe housing stress, and virtually forced to relocate or down grade their accommodation. This issue also deters people from moving to the region.

The particular housing issues are:

- Escalating prices and rents,
- Lack of affordable housing for low income groups,
- Secondary effects such as longer commuting, lower community participation, dysfunctional households or homelessness,
- Lack of short-term crisis housing.

### **People with a Disability**

With an older population increasing in numbers, around 25% of the total, the Shire has a need to further gear its services and infrastructure for less mobile people with high support needs.

The particular disability issues are:

- Insufficient capacity of disability support services
- Accessibility of the transport system

Proposed actions to address each of the issues are set out in detail in the Consultation Report.

### **3. Consolidating the Social Plan Issues - Working Groups**

The current Social Plan has attempted to cover issues and needs comprehensively to ensure no significant issue is neglected. This inevitably tends to produce a dense and detailed plan with few clear imperatives and probably lessened public appeal. As the Plan evolves it may need to focus selectively on fewer issues, both for reasons of clarity or impact, and in recognition of limited resources for implementation. The Review should therefore aim to present for Council adoption general policies on the broader social issues (eg Youth, Transport, Affordable Housing).

The broad general policies should be initiated by a small number of Working Groups (6-8 internal and external members) on adopted socio-economic policies identified by the Social Plan, but independent of it, reporting to a Council Director or Manager, meeting monthly, with a brief to achieve community outcomes for that topic, using all available resources, within 12 months:

- Working Group on Public Transport (existing, re-constituted).
- Working Group on Youth and Family Relationships,
- Working Group on Affordable Housing,

Working Groups could administer relevant Quality of Life Program funds, could implement any other projects in the relevant field (such as Community Safety & Crime

Prevention Strategy, or Sustainable Local Transport Plan), and would input to relevant Locality Plan proposals.

After 12 months the Working Group would report to Council for a decision whether to continue working on that policy, or to vary the policy or discontinue the Working Group.

This report also recommends Council endorses continuation of the Quality of Life Program. Possible funded projects in the 7-Year Financial Plan may come under the auspices of the proposed Working Groups.

#### **4. Action on the Feedback**

##### **Adjustment of Strategies:**

Initial intentions were to amend the existing adopted Strategies set out in the Social Plan, but there are some problems in doing this. It would weaken the overall structure of the Social Plan, and create inconsistencies. It is considered more practical to regard the 2006 consultations as a 'supplement' to the 5-Year Plan, to be used to guide implementation actions.

##### **Responses to Submissions:**

A Consultation Report, including a schedule of proposed actions to address the feedback issues is attached to this report. (A Letter of Acknowledgement, designed to include the Consultation Report, with action to be taken on each issue, will be sent to each submitter).

A Summary of the Submissions is also attached, which coalesces the sometimes lengthy and disparate submissions into an easily-comprehended form.

The establishment of Working Groups for the major issues will facilitate more effective action on those issues. The less prominent issues will still be addressed by ongoing activities under the Social Plan and other Council plans.

Changes to other Council plans, or their implementation, can also be envisaged as a result of this Review. These plans include the Tweed Futures 04/24 Strategic Plan, the draft Affordable Housing Strategy and the Community Safety & Crime Prevention Strategy currently in preparation.

Detailed changes to the delivery of a number of human services or community facilities by Council or other agencies may also be outcomes of the consultation.

##### **LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

##### **POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

To view any "**non confidential**" attachments listed below, access the meetings link on Council's website [www.tweed.nsw.gov.au](http://www.tweed.nsw.gov.au) or visit Council's offices at Tweed Heads or Murwillumbah (from Friday the week before the meeting) or Council's libraries (from Monday the week of the meeting).

1. **Confidential Attachment** - Summary of Submissions (DW 1427668)
  2. Consultation Report (DW 1427670)
  3. Needs Assessment & Strategies (DW 1427672)
-



**029 [EC-OC] Tweed Shire Salt Cultural Arts Fund**

**ORIGIN:**

**Community & Cultural Services**

**SUMMARY OF REPORT:**

The Tweed Shire Salt Cultural Arts Fund has been initiated by the Ray Group in partnership with Tweed Shire Council and is funded by the fees and charges derived from SALT Central Park major events. The fund was initiated by the late Brian Ray to encourage and support cultural activities within the Tweed Shire.

The Fund aims to support Tweed Shire Council's cultural policy by funding a broad range of cultural and arts related projects that reflect the spirit of the policy's eight strategic elements and guiding principles and contributes to the cultural well-being of the community.

The Tweed Shire Salt Cultural Arts Fund will be administered by Tweed Shire Council twice a year and comprises two separate funding categories:

- (a) Community Projects
- (b) Individual Initiatives and Arts & Cultural Incentives Program

A limited number of small grants of between \$500 and \$3,000 will be available to organisations and individuals who comply with the guidelines and criteria of the grant.

**RECOMMENDATION:**

**That Council adopts the attached Tweed Shire Salt Cultural Arts Fund Guidelines and Application Form and administers the funds in accordance with the Guidelines.**

## REPORT:

The Tweed Shire Salt Cultural Arts fund will be an exemplary initiative designed to create long-term cultural, economic and social benefits for the people of the Tweed Shire. The Cultural Fund was initiated by the Ray Group in partnership with Tweed Shire Council and is funded by the fees and charges derived from SALT Central Park major events.

The Fund is a lasting tribute to the late Brian Ray, former Managing Director of the Ray Group who wanted to encourage and support cultural activities within the Tweed Shire. Mr Ray's vision was to set up an arts and cultural fund, "as a vehicle for distributing funds to fledging arts and cultural groups and activities in the Tweed".

The Fund also aims to support Tweed Shire Council's cultural policy by funding a broad range of cultural and arts related projects that reflect the spirit of the policy's eight strategic elements and guiding principles.

It is envisaged that the Tweed Shire Salt Cultural Arts Fund is administered by Tweed Shire Council twice a year and comprises two separate funding categories.

- (a) Community Projects
- (b) Individual Initiatives and Arts & Cultural Incentives Program - This category is designed for individuals or unincorporated "groups" who require funds to assist their creative and/or professional development. The key objectives of this program are to provide professional development opportunities for arts and cultural practitioners and enable artistic exchanges and interaction.

Both categories have separate eligibility and criteria requirements.

It is not the Ray Group's expectation that all artists who receive a grant via the Tweed Shire Salt Cultural Art Fund need to perform and/or exhibit at SALT Central Park. Rather than be prescriptive, the Ray Group wish to promote the arts and cultural talent of the broader Tweed region.

The key objectives of the Tweed Shire Salt Cultural Art Fund aim to:

- Create opportunities for new, innovative and exciting cultural concepts
- Assist locally determined community cultural development activities
- Provide locally-based groups and individuals with the opportunity to further their artistic and cultural talents
- Nurture sustainable cultural, economic and social development outcomes
- Support the development of partnership projects
- Strengthen cultural networks, information exchange and co-operative relationships
- Maximise employment and professional development opportunities for local cultural industry workers
- Increase skills development

A limited number of small grants of between \$500 and \$3,00 will be available to organisations and individuals who comply with the guidelines and criteria of the grant. It is envisaged that there are two rounds of funding per year, these are:

- Last Friday in February for projects starting after 1 July of the same year.
- Last Friday in July for projects starting after 1 January of the following year.

The funding applications will be processed and assessed by the Tweed Shire Council's Community Cultural Development Advisory Committee who will accordingly make recommendations to Council.

The Fund currently holds a total of \$25,000 derived from a major event held at SALT Central Park in 2004.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

*To view any "**non confidential**" attachments listed below, access the meetings link on Council's website [www.tweed.nsw.gov.au](http://www.tweed.nsw.gov.au) or visit Council's offices at Tweed Heads or Murwillumbah (from Friday the week before the meeting) or Council's libraries (from Monday the week of the meeting).*

1. Tweed Shire Salt Cultural Arts Fund - Guidelines (DW1498051)
  2. Tweed Shire Salt Cultural Arts Fund - Application for Financial Assistance 2006-2007 (DW1497948).
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**O30 [EC-OC] Tweed River Regional Museum Collection Policy**

**ORIGIN:**

**Community & Cultural**

**SUMMARY OF REPORT:**

The Tweed River Regional Museum resolved at its meeting held 28 September 2006 to recommend to Council that it adopt the draft Tweed River Regional Museum Collection Policy.

**RECOMMENDATION:**

**That the Tweed River Regional Museum Collection Policy be adopted as follows.**



# TWEED RIVER REGIONAL MUSEUM

## COLLECTION POLICY

Prepared by Sally Watterson, July 2006  
Amended Draft at 18/09/2006  
Adopted.....

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## 1. INTRODUCTION

### 1.1 Aims

The Collection Policy guides the decision-making process for shaping the collections of Tweed River Regional Museum ('the Museum').

The Collection Policy is a set of principles that guides collecting, loans and de-accessions.

The Collection Policy is a reference document that should be used in conjunction with appropriate available professional expertise and resources.

The Collection Policy shall be reviewed every five years for its relevance and accuracy in relation to the *International Council of Museums Code of Ethics for Museums*<sup>1</sup> and within the framework of the NSW Heritage Office *Movable Heritage Principles*<sup>2</sup>, and to ensure strategic collecting priorities reflect the changing nature of the Tweed.

This policy has been prepared in consultation with Kylie Winkworth, Museum Consultant, with members of the Historical Societies of Murwillumbah, Tweed Heads and Uki & South Arm, the Tweed River Regional Museum Advisory Committee and officers of Tweed Shire Council.

This Plan supercedes the *Interim Collection Policy of the Tweed River Regional Museum Strategic Plan, 2004*.<sup>3</sup>

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<sup>1</sup> *Code of Ethics for Museums*, International Council of Museums, 2002

<sup>2</sup> *Movable Heritage Principles*, New South Wales Heritage Office & NSW Ministry for the Arts, 2000

<sup>3</sup> Winkworth K, *Tweed River Regional Museum Strategic Plan, 2004*

### **1.2 Purpose and Nature of the Collection**

The purpose of the Collection is to create a set of physical and electronic resources that can be used to;

- Enrich knowledge, understanding and experience of the history of the Tweed Region
- Contribute to and foster critical historical and cultural debate
- Create a sense of place
- Interpret thematically the history and development of the district
- Conserve heritage for the benefit of the community and future generations
- Contribute to the development of an outstanding museum for the Tweed Region
- Provide an educational and research facility for the community

#### **Nature of the Collection:**

In 1999 the historical societies at Murwillumbah, Tweed Heads and Uki & South Arm began working together to create a single sustainable regional museum for the Tweed operating over three sites, resulting in a Memorandum of Understanding with Tweed Shire Council in 2004.

The Collection of Tweed River Regional Museum was created in 2004 by an amalgamation and transfer of ownership to Council of the collections of the historical societies of Murwillumbah, Tweed Heads and Uki & South Arm.

Each separate collection evolved over time and a range of factors lead to the shaping of the collections as they are today. Over many decades, museum volunteers in the Tweed Shire have built an outstanding cultural resource about the people, places and history of the area. This includes significant object and photograph collections as well as archives, research files and oral histories.

This Collection Policy aims to enhance strategically the depth and importance of the Collection by approaching collecting in a manner that reflects the Tweed Region as a whole, single entity.

The Collection Policy of Tweed River Regional Museum will have a primary focus on collecting for exhibitions, educational purposes, research and archiving.

## 2. POLICY

### 2.1 General Principles

All collecting activity and collection management processes will be conducted in accordance with the ICOM *Code of Ethics for Museums*<sup>4</sup> and within the framework of the NSW Heritage Office *Movable Heritage Principles*.<sup>5</sup>

The Museum will undertake targeted and coordinated collecting in order to enhance the depth and value of its collection as a reflection of the history of the Tweed Region.

The Collection will reflect traditional, recent and evolving areas of the history of the Tweed Region and it's cultural diversity and personal histories.

It is recognised that Tweed River Regional Museum is not solely a collecting institution so this policy must be applied in the context of the broader mission of the Museum as an educational and research facility and a community space.

The Collection Policy is to be applied in the context of the collections of other museums, galleries, libraries, keeping places, archives and heritage organisations in the district and in New South Wales and neighboring south eastern Queensland.

The Museum recognises that there are alternatives to collecting which will be considered in cases where collection is not appropriate.

The Museum will actively pursue non-collecting initiatives, such as assisting the community to document and care for heritage collections in their original context, and by collecting electronic and/or duplicated copies of materials held in other institutions or in private collections.

No objects shall be acquired from significant heritage sites and buildings where acquisition and removal would diminish the significance of the place, except in circumstances where the object is at risk.

Acquisitions, loans and de-accessions will be considered in the context of the digital age and contemporary technology utilised where appropriate.

Materials will only be acquired when the Museum can provide appropriate resources and storage to ensure their safety.

Materials may be acquired as donations, bequests, purchases, or transfers.

No materials should be acquired with conditions or restrictions on the way they might be used or displayed in the future.

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<sup>4</sup> op. cit.

<sup>5</sup> op. cit.

The Museum does not accept conditional donations. In some cases the proposed donation may be eligible for tax deductions under the Cultural Gifts Program. The Cultural Gifts Program encourages gifts of significant cultural items to public art galleries, museums and libraries by offering donors a tax deduction for the market value of their gifts, under Subdivision 30-A of the Income Tax Assessment Act 1997. For further information see their website on [www.dcita.gov.au/cgp](http://www.dcita.gov.au/cgp).

## **2.2 Acquisition Principles**

Objects are considered for acquisition where they fall into the following categories; three dimensional objects, documents and printed material, original artworks, original maps, original photographs, engravings, film footage, born digital materials and images that depict or are associated with people, places and events significant or unique to the Tweed Region's history. (Hereafter referred to as 'Objects')

The Museum collects Objects that are relevant to the Tweed Region, with an emphasis on items provenanced to the Region and related to people closely associated with the area at key periods in history.

The Museum also collects in areas of its curatorial expertise, such as maritime history, river transport and the development of dairying.

The Museum will only acquire Aboriginal cultural Objects of significance to the region in circumstances where the object is provenanced and in consultation with the Aboriginal Community.

To be considered for acquisition by purchase or donation, an Object must be of a quality and condition that is relevant to this Acquisition Policy.

Acquisition is dependant on the availability of support documentation or other evidence of the provenance of the Object.

In some exceptional cases, Objects may be acquired without provenance to a Tweed Region family, place, person, institution or firm if the Object was typically used in the Tweed or if the Object elucidates taste or style associated with or unique to the Tweed Region.

Objects without provenance in rare circumstances will only be accepted where they assist in the interpretation of the Region's history, via one of the identified criteria and/or have an educational role.

### **2.3 Acquisition Criteria**

Objects will be considered if they fall in to the following prioritised criteria:

#### **2.3.1 Criteria 1 – Historic**

Being an Object provenanced to the Tweed Region during one of the six major chronological phases of the history of the Region:

- Natural History
- Pre European contact, mapping and colonisation to 1844
- The arrival of the cedar getters, selection and the development of primary industry and the growth of towns and villages 1844 -1900
- Federation to the end of the Wars 1901 – 1945; Federation, local government, the depression and wars
- Post War transformation of the Tweed Region 1946 – 1980; including migration, beach culture and the alternative movement
- The migration to the coast, 1981 onwards. Including the development of coastal communities, retirees and Sea Change

### 2.3.2 Criteria 2 - Thematic

Within the historical scope, the Museum has an interest in particular themes, against which Objects may be considered for collection including;

- Natural Environment: geology, geography, climate, topography
- Industry: agriculture, pastoralism, forestry, tourism, fishing
- People, events, leisure, sport, religion and culture of the district
- Aboriginal history
- South Sea Islander history
- The built environment, towns and villages
- Land development and environmental change
- Maritime and river history
- Radio and communications – a specialist collection at Murwillumbah
- Photography
- Children's and women's history
- Government and the border zone
- Health and services
- Law and order
- The Tweed Region and wars
- Locally invented, made and improvised objects

The Heritage Collections Council significance assessment method and criteria will be used as a general framework for assessment against criteria of proposed acquisitions.<sup>6</sup>

The primary assessment criteria are:

- Historic significance
- Aesthetic significance
- Scientific or research significance
- Social or spiritual significance

The comparative criteria are:

- Provenance
- Representation
- Rarity
- Condition, intactness, integrity
- Interpretive potential

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<sup>6</sup> Russell & Winkworth, *Significance*, Heritage Collections Council and Department of Communications, Information Technology and the Arts, 2001

#### **2.4 De-accession Principles**

De-accessioning is the process of de-registering an Object from the collection for clearly stated reasons, and disposing of it in accordance with approved policies.

Caution and transparency are essential in the de-accessioning process.

In its early stages, Tweed River Regional Museum will undertake an active program of de-accessioning to ensure that materials held are only those relevant, and appropriate to the future directions of the Museum.

In the longer term, de-accessions will be minimised through careful, strategic collection.

#### **2.5 De-accession Criteria**

The assessment criteria for de-accessioning are:

- Little or no relevance to the Collection Policy and Acquisition Criteria
- Little or no significance
- Poor condition and lack of provenance or documentation
- Duplication in the Museum Collection or other relevant collection
- Inability to safely store and manage the Object
- Acquisition of a like Object of greater significance rendering earlier acquisition redundant

In exceptional circumstances, items may be de-accessioned where the Object is of particular indigenous cultural significance and its return to this community will support the maintenance and renewal of cultural traditions.

### **2.6 Loans Principles**

Loans may only be made or accepted for fixed periods and for specific purposes.

No Objects will be accepted on indefinite or long term loan.

Loans will be accepted/permitted for a period of up to twelve months for the purposes of exhibition or research to /from appropriate institutions, or as determined by the Senior Museum Curator.

Loans will be accepted or made on a case-by-case basis, ensuring all loans are returned by the date indicated on the loan documentation.

With the agreement of both parties loans can be re-negotiated prior to the return date.

The Museum reserves the right to request an Object's return if the need arises.



### 3. PROCEDURES

#### 3.1 Acquisition Procedure

- The first point of contact is the Senior Museum Curator.
- The potential Donor will be required to record the history, associations, context and significance of the object by completing a *Proposal for Donation Form*.<sup>7</sup>
- An interim *Object Receipt* will be issued if an Object is agreed by the Senior Museum Curator to be received for appraisal and consideration.<sup>8</sup>
- The Senior Museum Curator will appraise the Object against the Acquisition Criteria for its suitability to the collection. The Senior Museum Curator may also seek consultation with members of Tweed Shire Council, members of the Historical Societies, and/or with appropriate experts and colleagues.
- The Museum Advisory Committee will accept or declined the Proposal for Donation based on the recommendation of the Senior Museum Curator.
- On approval of the proposed donation by the Advisory Committee, the Donor is required to sign a *Gift Acknowledgement Form* that assigns legal ownership for the Object to the Museum.<sup>9</sup>
- Upon handover of the Objects to the Museum, the items are subject to a *Condition Report* and assessed for conservation.<sup>10</sup>
- A *Letter of Thanks* is issued to the Donor.<sup>11</sup>
- The Object is recorded in a bound Accession Register and allocated an accession number.
- The Object will be numbered, photographed and catalogued and contextual information collated in an Object File both in hard copy and on the Museum Collection Database.

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<sup>7</sup> Appendix 7.1 Proposal for Donation Form

<sup>8</sup> Appendix 7.2 Object Receipt

<sup>9</sup> Appendix 7.4 Gift Acknowledgement Form

<sup>10</sup> Appendix 7.3 Condition Report - Acquisitions

<sup>11</sup> Appendix 7.5 Letter of Thanks to Donor

### 3.2 De-accession Procedure

- An accessioned Object must meet one or more of the De-accession Criteria above to be selected for de-accessioning.
- A report outlining the reasons for de-accessioning will be prepared by the Senior Museum Curator and tabled to the Museum Advisory Committee.
- The Museum Advisory Committee will formally endorse/not endorse de-accessioning, on the recommendation of the Senior Museum Curator.
- There will be a 'cooling off period' of 90 days before disposal.
- If de-accessioned Objects are sold, the proceeds go into acquisition funds.
- The accession number of de-accessioned Objects will not be reused.

The following methods of disposal are in order of desirability:

1. Return to the Donor or Donor's closest family
2. Transfer to another museum or appropriate institution
3. Change of status to Education Resource
- 4 Sell/Auction
5. Destroy or recycle

All disposals will be executed in accordance with Tweed Shire Council *Disposal of Assets Policy*.<sup>12</sup>

No staff, committee members or volunteers may benefit or in any way acquire Objects that have been de-accessioned unless these persons are the original Donor or Donor's family (as referred to in item 1 above).

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<sup>12</sup> Appendix 7.12 *Disposal of Assets Policy*, Tweed Shire Council

### 3.3 Loans Procedures

#### 3.3.1 Inward Loans Procedure

- All inward loans will have the appropriate documentation completed.<sup>13</sup>
- The *Inward Loan Agreement* will be completed in duplicate, one copy being held by the lender, and the other by Tweed River Regional Museum.
- The *Inward Loan Agreement* will indicate the agreed value and condition of the material for replacement or repair in the event of loss or damage.
- A photograph of the material will accompany the *Inward Loan Agreement*, and a copy of the *Condition Report - Loans* will be completed for each object.<sup>14</sup>

#### 3.3.2 Outward Loans Procedure

- All outward loans will have the appropriate documentation completed.<sup>15</sup>
- The *Outward Loan Agreement* will be completed in duplicate, one copy being held by the borrower, and the other by the Museum.
- The *Outward Loan Agreement* will indicate the agreed value and condition of the material for replacement or repair in the event of loss or damage.
- A photograph of the material will accompany the *Outward Loan Agreement* and a copy of the *Condition Report - Loans* will be completed for each object.

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<sup>13</sup> Appendix 7.7 Inward Loan Agreement

<sup>14</sup> Appendix 7.9 Condition Report - Loans

<sup>15</sup> Appendix 7.8 Outward Loan Agreement

#### 4. RESEARCH COLLECTION STRATEGY

Over the years, the historical societies have amassed and filed a large collection of ephemera, secondary sources, copied items and oral histories that is an irreplaceable and valuable research resource.

While the physical nature of these files does not warrant accessioning in to the Collection proper, the materials as a whole warrant the status of a Research Collection, and access, and future inclusions will be managed to maintain the accessibility of the collection for research and ensure its appropriate use.

The purpose of the Research Collection is to accept and store ephemera, books, photographs, images, serials and manuscripts relating to the history of the Tweed Region and to provide access to this collection as an information resource and service.

Items accepted into the Research Collection may be originals or copies of originals.

Material may be included in the Research Collection without provenance to a Tweed Region family, place, person, institution or firm if the material contains information associated with or unique to the Tweed Region.

Though items accepted into this collection are not accessioned into the Museum Collection, they are assessed against the Collection Policy Acquisition Criteria as a guide.

Areas of research interest include: people, companies, institutions, public agencies and families that elucidate or exemplify some aspect of Tweed Region's history whether typical or exceptional and records relating to births, deaths, marriages, cemeteries, shipping lists, council documents, postal directories, maps, oral histories, family histories and other similar items that would not be acquired in the Collection proper.

Original documents and images may in some cases be accepted into this collection, where their condition is sound and significance is dependant on their being one part of part of a body of associated research material.

##### 4. 1 Research Collection Procedure

Additions to this collection are made only where the donor agrees the material can be placed on general access and permission for all forms of use and reproduction of this material for research, publication or exhibition is granted upon donation via completing the *Research Collection Receipt*<sup>16</sup> and/or an *Oral History Release Form*.<sup>17</sup>

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<sup>16</sup> Appendix 7.10 Research Collection Receipt

<sup>17</sup> Appendix 7.11 Oral History Release Form

## 5. EDUCATION RESOURCES STRATEGY

An item not considered appropriate for formal acquisition to the Collection or Research Collection may be accepted as an Education Resource.

This includes items that:

- Have not been acquired by the Museum
- Do not meet the Collection Policy selection criteria for acquisition
- May be used as a 'hands on' or 'extra' in an exhibition or public program
- Will not be stored with acquired Objects
- Can be disposed of at any time without following the guidelines set out in the De-accession and Disposal Policy.

### 5.1 Education Resources Procedure

- Education Resources will be numbered and recorded in the Education Resources Register, but will not be entered in the Acquisition Register.
- Each Education Resource will be physically numbered in the same manner as objects.
- The Education Resource numbers will be identified by the prefix 'E' appearing before the number.
- If Education Resources are disposed of this information should be recorded in the Education Resources Register.

**6. REFERENCES**

Historic Houses Trust of New South Wales, *Acquisitions and Donations Policy*, website, 2006

ICOMOS Australia, *The Australia ICOMOS Charter for Places of Cultural Significance* (Burra Charter), Canberra, 1999

ICOMOS International Tourism Committee, *International Cultural Tourism Charter*, 2002

International Council of Museums, *Code of Ethics for Museums*, 2002

NSW Heritage Office & NSW Ministry for the Arts, *Movable Heritage Principles*, 2000

Museums & Galleries NSW, *MGnsw Collection Policy Template*, 2005

Newcastle Regional Museum, *Collection Policy*, website, 2006

NSW Heritage Office, *Local Government Heritage Guidelines*, 2002

Russell R & Winkworth K, *Significance, a guide to assessing the significance of cultural heritage objects and collections*, Heritage Collections Council and Department of Communications, Information Technology and the Arts, 2001

Schultz, R, *Collections Policy*, St George Regional Museum, Hurstville City Council, 2002

Winkworth, K & Rennie SJ, *Rethinking the Collection – MGnsw Collection Policy Explanatory Notes*, Museums and Galleries NSW, 2005

Winkworth, K, *Tweed River Regional Museum Strategic Plan*, Tweed Shire Council, 2004

## 7. APPENDECIES

- 7.1 Proposal for Donation Form
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7.1 Proposal for Donation Form

**TWEED RIVER REGIONAL MUSEUM**



**PROPOSAL FOR DONATION**

- Section 1, Section 2 and Section 3 of this form to be completed by the principal person proposing a donation to Tweed River Regional Museum  
**Completing this form does not transfer ownership to the Museum**
- On the basis of the information provided on this form, the Senior Museum Curator will assess the suitability of the Proposal. Please be as precise and detailed as possible.
- If the Proposal for Donation is assessed as suitable, the Senior Museum Curator will contact you to arrange for formal acquisition and receipt of the proposed object/s.
- Should you require assistance, please contact the Museum on (02) 6670 2440.
- Thank you for assisting Tweed River Regional Museum.

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**Section 1 – Object details** *(to be completed by the donor)*

Description of object/s proposed for donation to Tweed River Regional Museum:

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Attach Photograph *(if possible)*

Number of pieces or parts: \_\_\_\_\_

Dimensions of Object/s *(high, width, depth in centimetres)*:

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**Section 2 – Donor details** *(to be completed by the donor)*

Donor/Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ P/code \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax No. \_\_\_\_\_

Do you own the object/s *(circle)* YES / NO

Do you own copyright to the object/s *(circle)* YES / NO

What is your relationship to the object? *(family heirloom, personal possession, something you purchased or acquired)*

\_\_\_\_\_  
\_\_\_\_\_

Are you aware of the history of the object/? If so, please write down as much detail as possible and attach to this document.

\_\_\_\_\_  
\_\_\_\_\_

**Section 3 – Permission** *(to be completed by the donor)*

I am willing to give ownership and/or copyright of the object/s to be accessioned into the collection of Tweed River Regional Museum should the object/s be assessed as suitable under the Museum's Acquisition Criteria.

The personal information indicated on this document may be available for public access and/or disclosure under NSW Government legislation.

Dated this.....day of ....., 20.....

Donor signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of witness: \_\_\_\_\_

Print Name: \_\_\_\_\_

**OFFICE USE ONLY**

*To be completed in duplicate. Original to be retained by the Museum; One copy to be retained by the Donor.*

Accepted: YES / NO Object Receipt No: \_\_\_\_\_ Accession Number: \_\_\_\_\_

Donor Advised ( Date ): \_\_\_\_\_ By: \_\_\_\_\_

7.2 Object Receipt Form

**TWEED RIVER REGIONAL MUSEUM**



**OBJECT RECEIPT**

Donor/Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Proposed Method of Acquisition:

- Donation                       Bequest                       Purchase  
 Exchange                       Other (*specify*) \_\_\_\_\_

Objects on receipt are being held for consideration only and are not yet formally accepted into the collection. Potential Donors will be notified when the decision is made regarding acquisition of the potential gift.

Description of object:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Warrant to the Museum that I am the sole beneficial and unencumbered owner of the goods and property described above, free from all claims and encumbrances.

The personal information indicated on this document may be available for public access and/or disclosure under NSW Government legislation.

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receiver's signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**OFFICE USE ONLY**

Object acquisition assessment:

The object/s is/are accepted into the Tweed River Regional Museum collection:

- Yes.....Record Accession Number \_\_\_\_\_  
 No.....Return object/s to the donor.

Donor's Signature upon return of object: \_\_\_\_\_

Senior Museum Curator Signature: \_\_\_\_\_

**HISTORY OF OBJECT** (attach page if space insufficient)

Significance of the Object

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History of the Owner and/or Donor

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Donor's and/or Owner's Recollections about the Object

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Other possible sources of information about the Object

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7.3 Condition Report - Acquisitions

**TWEED RIVER REGIONAL MUSEUM**



**CONDITION REPORT - Acquisitions**

Date: \_\_\_\_\_ Accession Number: \_\_\_\_\_

Object Name: \_\_\_\_\_

Object Dimensions: \_\_\_\_\_

**Completeness:** Complete:  Incomplete:

**General condition:** Excellent:  Good:  Fair:  Poor:  Stable:  Unstable:

**Material:** Ceramic:  Glass:  Ivory, bone etc:  Leather:  Metal:   
Paper:  Photograph:  Stone:  Textile:  Wood:   
Other: \_\_\_\_\_

**Condition note:** Bent:  Brittle:  Chipped/gouged:  Creased:   
Corroded/tarnished:  Faded:  Frayed:  Worn:   
Insect attack:  Mould:  Stained/soiled:  Scratched:

Insert  
Photograph

Other: \_\_\_\_\_  
Detail flaws: \_\_\_\_\_

High:  Medium:  Low:

**Object treatment:** (i.e. fumigation) \_\_\_\_\_

**Packing & handling requirements:**

**Storage requirements:**

**Other comments:** \_\_\_\_\_

**Name of Person completing report:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

7.4 Gift Acknowledgement Form

**TWEED RIVER REGIONAL MUSEUM**



**GIFT ACKNOWLEDGEMENT FORM**

I (Full name of Donor) .....  
(Please Print)

of .....  
(Full address of donor) (hereinafter called "the Donor")

for myself, and my executors, administrators, assigns and heirs, HEREBY GIVE to Tweed Shire Council as administrator of **Tweed River Regional Museum** (hereinafter called "the Museum") the goods and property described in the schedule below, and I the Donor do:

1. Warrant to the Museum that I am the sole beneficial and unencumbered owner of the goods and property described in the Schedule hereunder, free from all claims and encumbrances.
2. Hereby give, convey, dispose and deliver to the Museum all my right title and interest in the goods and property described in the Schedule hereunder including all rights of copyright, if applicable, to the Museum absolutely.
3. Declare that this gift shall not be determined upon my death and shall bind my legal personal representatives.
4. Declare that this gift shall ensure for the benefit of the Museum, its successors, assigns and transferees in perpetuity.
5. Declare that I have entered into this gift of my own free will, voluntarily and without influence.
6. Declare that I have held or obtained all permits and licenses of/and incidental to the goods and property.

The personal information indicated on this document may be available for public access and/or disclosure under NSW Government legislation.

Dated this..... day of ....., 20.....

Donor Signature: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_

SCHEDULE OF GOODS AND PROPERTY

The Schedule
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ACKNOWLEDGEMENT OF MUSEUM

The Museum hereby accepts the gift of goods and property described by the Donor in the Schedule above.

Senior Museum Curator Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Position: \_\_\_\_\_

OFFICE USE ONLY

To be completed in duplicate  
Original to be retained by the Museum; One copy to be retained by the Donor

A copy of the original document to be forwarded to Tweed Shire Council Records Department

Object Receipt No: \_\_\_\_\_ Accession Number: \_\_\_\_\_

7.5 Letter of Thanks to Donor



**Tweed River Regional Museum**  
PO Box 816  
Murwillumbah  
NSW 2484

Ms Kind Donor  
4 Object Street  
Uki 2484

Monday, 23 October 2000

Dear Ms Donor,

I would like to take this opportunity to thank you for your kind donation to Tweed River Regional Museum. Your generosity means that this gift will enhance the value and depth of our collection.

*SMC to insert appropriate words here, SMC to insert appropriate words here  
SMC to insert appropriate words here SMC to insert appropriate words here  
SMC to insert appropriate words here*

We appreciate this gift to the Museum and we look forward to seeing you at Tweed River Regional Museum in the future.

Yours faithfully,

**Senior Museum Curator**  
**Tweed River Regional Museum**

7.6 Object De-accession Form

**TWEED RIVER REGIONAL MUSEUM**  
**OBJECT DE-ACCESSION FORM**



Object Number: \_\_\_\_\_ Location of Object: \_\_\_\_\_

Object Name:  
\_\_\_\_\_

Object Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conservation note:  
\_\_\_\_\_  
\_\_\_\_\_

Completeness:  
\_\_\_\_\_

Donor Details:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contacted Donor: (please circle) Yes / No  
Response of Donor:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for de-accession:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

De-accession date: \_\_\_\_\_ Disposal date: \_\_\_\_\_



**Disposal method:**

- Return to donor/donor family                       Sell/auction
- Change of status to prop or education tool     Transfer
- Destroy/recycle
- Other \_\_\_\_\_

Authorised signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Position: \_\_\_\_\_

Disposal recipient: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Recipient signature: \_\_\_\_\_

The personal information indicated on this document may be available for public access and/or disclosure under NSW Government legislation.

**Photograph here**



**Recipient signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

7.7 Inward Loan Agreement

**TWEED RIVER REGIONAL MUSEUM**



**INWARD LOAN AGREEMENT**

Object Number: \_\_\_\_\_

Object Name: \_\_\_\_\_

Object Description: \_\_\_\_\_  
\_\_\_\_\_

Agreed value: \_\_\_\_\_  
\_\_\_\_\_

(For further objects please provide a separate sheet)

Conservation note: (attached Condition Report Form 7.9)

Date: \_\_\_\_\_

Duration of loan: \_\_\_\_\_

Reason for loan: \_\_\_\_\_  
\_\_\_\_\_

Lender: \_\_\_\_\_  
\_\_\_\_\_

Position : \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_  
\_\_\_\_\_

**Inward Loan Conditions**

1. The Museum will give the same care and protection to borrowed objects as it does to objects in its own collection
2. Evidence of damage at the time of receipt or while in the museum's custody will be promptly reported to the lender.
3. The Museum will not clean, repair, restore, or otherwise alter the objects without the lender's written permission.
4. The lender certifies that the objects lent are in good condition and able to withstand the ordinary strains of packing, shipping and handling.
5. All loans are subject to prior agreement with the senior museum curator concerning appropriate arrangements for packing and transport.
6. The Museum will provide insurance for damage or loss for each loan item up to the value specified against it on the form, for the full period of absence from the lender, including transport to and from the loan destination, unless otherwise indicated on the form.
7. Where a loan item is exhibited or an illustration of it published a suitable acknowledgment of the lender must accompany the exhibit or picture, the exact form of wording to be agreed with the lender.

Lender's signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Senior Museum Curator: \_\_\_\_\_

---

**RETURN OF OBJECT(S) IS HEREBY ACKNOWLEDGED**

Return date: \_\_\_\_\_

Received in good order: Yes /No

Signature of Lender: \_\_\_\_\_ Print Name: \_\_\_\_\_

Senior Museum Curator signature: \_\_\_\_\_

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To be completed in duplicate.  
Original to be retained by the Museum; One copy to be retained by the Owner.

7.8 Outward Loan Agreement

**TWEED RIVER REGIONAL MUSEUM**



**OUTWARD LOAN AGREEMENT**

Object Number: \_\_\_\_\_

Object Name: \_\_\_\_\_

Object Description:  
\_\_\_\_\_

Insurance value:  
\_\_\_\_\_

(For further objects please detail on schedule A and attach).

Conservation note: (attached Condition Report Form 7.9)

Date: \_\_\_\_\_

Duration of loan: \_\_\_\_\_

Reason for loan:  
\_\_\_\_\_

Loan recipient:  
\_\_\_\_\_

Position: \_\_\_\_\_

Address:  
\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail  
\_\_\_\_\_

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**Outward Loan Conditions**

1. All loans are subject to prior agreement with the Senior Museum Curator concerning appropriate arrangements for packing and transport.
2. All loan items must be returned by the due date unless a new loan agreement has been negotiated.
3. The loan recipient is authorised to enter this loan agreement on behalf of the recipient organisation.
4. The loan recipient will provide insurance for damage or loss for each loan item up to the value specified against it on the form, for the full period of absence from the Museum including transport to and from the loan destination. A copy of the insurance cover note is to be provided prior to the loan taking place.
5. Loan items must be clearly identified as belonging to the Museum, be housed securely, and remain in the borrowing institution for the duration of the loan.
6. Where a loan item is exhibited or an illustration of it published a suitable acknowledgment of the Museum must accompany the exhibit or picture, the exact form of wording to be agreed with the lending curator.
7. Where artifacts or images held by the Museum are published, the borrower will forward an agreed number of copies of all publications to the Museum, including full bibliographic details. Conditions of use must be agreed with the Museum prior to use in print/publication or media
8. The Museum reserves the right to request the object's return if the need arises, particularly in the case of long-term loans.

Recipient Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Loan Approved by: \_\_\_\_\_

---

**RETURN OF OBJECT(S) IS HEREBY ACKNOWLEDGED**

Return date: \_\_\_\_\_

Received in good order: Yes /No

Signature of Borrower: \_\_\_\_\_ Print Name: \_\_\_\_\_

Senior Museum Curator signature: \_\_\_\_\_

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To be completed in duplicate  
Original to be retained by the Museum; One copy to be retained by the Borrower.

Schedule A - Objects on Loan

Name of Lender:

\_\_\_\_\_

Object Number	Dimensions	Date	Medium	Insurance Value	Photograph	Packing and installation requirements

7.9 Condition Report - Loans

**TWEED RIVER REGIONAL MUSEUM**



**CONDITION REPORT - LOANS**

Date: \_\_\_\_\_ Accession Number: \_\_\_\_\_

Object Name: \_\_\_\_\_

Object Dimensions: \_\_\_\_\_

**Completeness:** Complete:  Incomplete:  \_\_\_\_\_

**General condition:** Excellent:  Good:  Fair:  Poor:  Stable:  Unstable:

**Material:** Ceramic:  Glass:  Ivory, bone etc:  Leather:  Metal:

Paper:  Photograph:  Stone:  Textile:  Wood:

Other: \_\_\_\_\_

**Condition note:** Bent:  Brittle:  Chipped/gouged:  Creased:

Corroded/tarnished:  Faded:  Frayed:  Worn:

Insect attack:  Mould:  Stained/soiled:  Scratched:

Other: \_\_\_\_\_

*Insert  
Photograph  
If applicable*

Detail flaws: \_\_\_\_\_

**Object treatment:** (i.e. fumigation) \_\_\_\_\_

**Packing & handling requirements:** \_\_\_\_\_

**Display requirements:** (including lighting) \_\_\_\_\_

**Storage requirements:** \_\_\_\_\_

**Other comments:** \_\_\_\_\_

Name of Person completing report: \_\_\_\_\_ Signature: \_\_\_\_\_

7.10 Research Collection Receipt Form

**TWEED RIVER REGIONAL MUSEUM**



**RESEARCH COLLECTION RECEIPT**

I (Full name of Donor) .....  
(Please Print)

of .....  
(Full address of donor) (hereinafter called "the Donor")

for myself, and my executors, administrators, assigns and heirs, HEREBY GIVE to Tweed Shire Council as administrator of **Tweed River Regional Museum** (hereinafter called "the Museum") the goods and property described in the schedule below, and I the Donor do:

1. Warrant to the Museum that I am the sole beneficial and unencumbered owner of the goods and property described in the Schedule hereunder, free from all claims and encumbrances.
2. Hereby give, convey, dispose and deliver to the Museum all my right title and interest in the goods and property described in the Schedule hereunder including all rights of copyright, if applicable, to the Museum absolutely.
3. Declare that this gift shall not be determined upon my death and shall bind my legal personal representatives.
4. Declare that this gift shall ensure for the benefit of the Museum, its successors, assigns and transferees in perpetuity.
5. Declare that I have entered into this gift of my own free will, voluntarily and without influence.
6. Declare that I have held or obtained all permits and licenses of/and incidental to the goods and property.

The personal information indicated on this document may be available for public access and/or disclosure under NSW Government legislation.

Dated this.....day of ....., 20.....

Donor signature: \_\_\_\_\_

Signature of witness: \_\_\_\_\_

Print Name: \_\_\_\_\_



SCHEDULE OF GOODS AND PROPERTY

<p><b>THE SCHEDULE</b> (Please Tick)    <input type="checkbox"/> Address   <input type="checkbox"/> Family History   <input type="checkbox"/> Interview   <input type="checkbox"/> Library Book   <input type="checkbox"/> Printed Matter</p> <p><input type="checkbox"/> Other (specify) _____ _____ _____ _____ _____</p> <p><b>Photograph/s:</b> (Please tick)   <input type="checkbox"/> Original    <input type="checkbox"/> Original for copy and return    <input type="checkbox"/> Digital</p> <p>_____ _____ _____ _____ _____</p> <p>[ Original returned to owner: (circle) YES / NO ]</p>
--

ACKNOWLEDGEMENT OF MUSEUM

The Museum hereby accepts the gift of goods and property described by the Donor in the Schedule above.

Museum Representative: Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

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**OFFICE USE ONLY**

To be completed in duplicate.  
Original to be retained by the Museum; One copy to be retained by the Donor.

Original document/s returned to Owner on .....day of.....20.....

Signature of Owner: .....

Signature of Museum Representative: .....

7.11 Oral History Release Form

**TWEED RIVER REGIONAL MUSEUM**

**ORAL HISTORY RELEASE FORM**

To be developed



## 7.12 Tweed Shire Council Disposal of Assets Policy

**Tweed Shire Council Policy Document**  
**Adopted at Council Meeting held 14 December**  
**2005 at Minute No O 213**  
wp\policies\Disposal Of Assets.Doc



### Objectives

The objectives of Tweed Shire Council's Disposal of Assets Policy is as follows:-

- To clearly define a framework, responsibilities and guidelines for Council Officers to manage the disposal of assets and scrap materials.
- This Policy does not apply to Disposal of Land, as there is a separate Disposal of Land Policy.
- Sourcing Of Council Policy.
- The Disposal of Assets Policy is listed on the Council's Intranet and Internet under Policies.
- Legal Requirements.
- The disposal of goods and services by Council is not prescribed in the Local Government Act other than: Section 55 of the Local Government Act 1993

This section of the Act does not apply in respect to:-

- a contract for the sale of goods by Council at public auction.

### **Disposal of Plant, Equipment and Goods**

The General Manager has the delegation to authorise the sale of items of plant, equipment and goods.

Internal controls for goods with a value over and under \$1,000 have been developed to manage disposal of assets, which includes scrap materials.

Value over \$1,000 Council will dispose of plant, equipment and goods with an apparent value of \$1,000 or more by auction or by invitation of tenders or quotations with the Unit Director or Manager recommending the most appropriate method of disposal.

The General Manager must authorise the sale of the item of plant, equipment or goods.

Tweed Shire Council Policy Document in determining the most appropriate method of disposal, the Unit Director or Manager must evaluate the best value for money return on the item being disposed.

The Officer will take into consideration the costs that Council will incur if the item was being disposed of separately, in comparison to bottom line of change-over price of the replacement item being purchased.

The Council Officer responsible for disposing of the item of plant, equipment or goods must advise the Finance Section – Assets of the item being disposed to enable the Asset Register to be managed effectively and efficiently.

#### Value under \$1,000

The method of disposal of plant, equipment and goods with an apparent value of under \$1,000 shall be at the discretion of the Unit Director or Manager.

Council Officers are to ensure that they determine the most appropriate method of disposing of these assets, managing potential risks of corruption and that the process is documented.

### **Low Value Assets and Scrap Materials**

#### Definition

Consumable materials – sand, gravel, chemicals, paint, turf, hardware items, pavers;

Off-cut materials – pipe, cables, timber, plumbing fittings;

Recyclable metals- scrap metals, steel posts, brass, street signs; Office Furniture;

Technology – IT equipment, mobile phones, cameras, calculators, computers, printers

Council has identified low value assets and scrap materials as potential targets for misappropriation of its assets.

Council Officers will monitor the disposition of low value assets and scrap materials to ensure that no inappropriate activities are being conducted by employees.

### **Disposal of Assets Administration**

This policy has identified who is responsible for managing the processes for disposing of the assets.

Council actively encourages employees to come forward when they suspect corrupt conduct or waste of its resources.

Employees are to return from the work site with goods and materials resources that have been purchased and not used on the project. These items must be placed in the relevant compound or left on vehicles to be used on the next project.

Where Council has established storage facilities for scrap materials, employees are to ensure that surplus goods and materials are placed in the storage facilities upon return to the depot and not left for potential misuse.

Adopted at Council Meeting held 14 December 2005 at minute No O 213.

**REPORT:**

The Development of a Collection Policy to guide acquisitions and deaccessioning is a key action identified in the Tweed River Regional Museum Strategic Plan (adopted 2004). The Collection Policy is the key document that guides and determines the future of the collection of the Museum. The Policy identifies the key criteria against which objects proposed for acquisition or deaccession are appraised, and facilitates the development of a strategically focussed collection that will enhance the depth and value of the existing collection.

The Policy was drafted by Senior Curator, Sally Watterson in consultation with Museum Consultant Kylie Winkworth with input from the members of the Historical Societies of Uki and South Arm, Murwillumbah and Tweed Heads, and from members of the Museum Advisory Committee.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Tweed River Regional Museum Collection Policy.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

*To view any "**non confidential**" attachments listed below, access the meetings link on Council's website [www.tweed.nsw.gov.au](http://www.tweed.nsw.gov.au) or visit Council's offices at Tweed Heads or Murwillumbah (from Friday the week before the meeting) or Council's libraries (from Monday the week of the meeting).*

Nil.

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