



# **AGENDA**

## **OPERATIONS COMMITTEE MEETING Tuesday 28 November 2006**

**Chairman: Mr Frank Willan**

**Administrators: Mr Frank Willan  
Ms Lucy Turnbull  
Mr Max Boyd AM**

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## ITEMS FOR CONSIDERATION OF THE COMMITTEE:

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## REPORTS THROUGH THE GENERAL MANAGER

### 01 [GC-OC] Amended Tweed Shire Council Audit Charter

#### ORIGIN:

Corporate Compliance

#### SUMMARY OF REPORT:

At Council's meeting of 7 February 2006, it resolved to establish an Audit Committee and adopt the Audit Committee Charter.

At the Audit Committee's July meeting, amendments were suggested to the Audit Committee Charter. The October Audit Committee meeting endorsed those amendments and now refer the amended Audit Committee Charter to Council for adoption.

The charter provides the Audit Committee with the resources and authority necessary to meet its objectives.

The existence of an Audit Committee is recognised as an essential part of good corporate governance.

#### RECOMMENDATION:

That Council adopts the amended Audit Committee Charter:

##### ***Preamble***

***This Charter establishes the authority and responsibilities conferred on the Audit Committee by Council and explain the role of the Audit Committee within the Council.***

***The Audit Committee is an advisory Committee of the Council and does not have executive power or authority to implement actions.***

***The role of the Audit Committee is to, independently of management, report to Council and provide appropriate advice on recommendations on matters relevant to this Charter.***

##### ***Objectives***

***~~The Audit Committee is an advisory committee of the Council.~~***

*The Audit Committee's primary function is to assist Council to ensure that:*

- *Business Systems and procedures have been established by the Executive Management Team and are effective;*
- *Appropriate risks and exposures are effectively managed;*
- *A culture of adherence to Council policies and procedures is promoted;*
- *Statutory compliance is promoted and monitored;*
- *The audit processes (both internal and external) are effective;*
- *The external reporting is objective and credible;*

#### **Charter**

*The Council and Audit Committee are expected to review the Audit Committee Charter at least annually every four years and no later than six months after a Council election. Only Council can amend the Charter.*

#### **Duties and Responsibilities**

*The Audit Committee's duties and responsibilities are including, is expected, but not necessarily limited to:*

#### **INDEPENDENCE**

- *Have unrestricted access to all information including documents and personnel, and have adequate resources in order to fulfil its oversight responsibilities;*
- *Have the right to seek information from the General Manager, Executive Management Team, Council Personnel ~~Professional Officers~~ and to consult directly with Internal and External Audit.*

#### **FINANCIAL REPORTS**

- *Review significant accounting and reporting issues and understand their impact on the financial report. These issues include:*
  - Complex or unusual transactions and highly judgmental areas;*
  - Major issues regarding accounting principles and financial statement presentations, including any significant changes in the Council's application of accounting principles.*
  - Review and approve all significant accounting policy changes.*
- *Review reports prepared by management setting forth significant financial reporting issues and judgments made in connection with the preparation of the financial report of the Council.*
- *Review with management and the external auditor the results of the audit, including any difficulties encountered. This review will include any restrictions on the scope of the independent auditor's activities or on access to requested information, and any significant disagreements with management.*

**INTERNAL CONTROL**

- ***Have the right to inquire of the General Manager about significant risks or exposures and assess the policies and procedures being taken to minimise such risks.***
- ***Consider the effectiveness of the Council's internal control system, including information technology security and control.***
- ***Understand the scope of internal and external auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations together with management's responses.***

**EXTERNAL AUDIT**

***The Audit Committee has no power of direction over external audit or the manner in which the external audit is planned or undertaken but will act as a forum for the consideration of external audit findings as well as management responses.***

- ***At the completion of the annual financial statements, the Audit Committee shall meet to review the audited statements and External Auditor's General Purpose Financial Report and the Audit Report before the documents are presented to ~~the Operations Committee~~ Council;***

**INTERNAL AUDIT**

- ***The Internal Audit function shall be ~~administratively managed through the Governance Unit~~ administered through the General Manager, however ~~reports are made directly to the General Manager~~ ultimate reporting responsibility is to the Audit Committee;***
- ***Review and approve the Annual Internal Audit Plan. This plan should be risk based and its preparation to the Audit Committee conducted in accordance with AS/NZS4360:2004, with input from the Executive Management Team, External Audit and Internal Audit;***
- ***Monitor the progress of the Annual Internal Audit Plan and review all recommendations in audits completed and the General Manager's implementation of recommendations;***
- ***The Internal Auditor shall have direct contact with the Audit Committee Chairman to discuss sensitive matters and issues in reports prior to Audit Committee meetings, ~~but subsequent to the Executive Management Team agreement to matters raised in the Internal Auditor Reports~~ but with input from the Executive Management Team.***

**COMPLIANCE**

- ***Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance.***
- ***Review the findings of any examinations by regulatory agencies, and any auditor observations.***

- Review the process of communicating the Council's code of conduct and other corruption resistance controls to personnel, and for monitoring compliance therewith.
- Obtain regular updates from management and the Council's legal representatives regarding compliance matters.

#### **Membership**

The Audit Committee shall consist of at least ~~five~~ four members who shall serve at the pleasure of Tweed Shire Council, with any changes to be subject to Council's approval:

The Committee consists of:

- ~~Two Independent Members – appointed by Administrators and;~~
- ~~Two Administrators, including the Chairman of the Operations Committee; and~~
- ~~General Manager or Nominee.~~

#### **EX-OFFICIO MEMBERS**

Council's General Manager, Internal Auditor and External Auditor shall be available to attend all Audit Committee meetings but are not members of the committee and do not have voting rights.

~~All independent appointments members will be appointed by Council for a term of two years. Councillors shall be appointed as part of the annual Committee selection process.~~

#### **INDEPENDENT MEMBER SKILLS**

Independent members must have appropriate skills and time to fulfill their role on the Committee with at least one member having significant qualifications, experience and skills with financial matters. It is desirable that the other independent member has public sector corporate management, legal and risk management qualifications and experience.

#### **INDEPENDENT MEMBER APPOINTMENT PROCESS**

Independent members shall be requested to nominate their services through a public invitation process. The initial evaluation of potential members will be undertaken by the General Manager and Chairman of the Operations Committee, taking into account the experience of the nominees and their ability to apply appropriate analytical and strategic management skills. The General Manager and Chairman of the Operations Committee will then nominate selected independent members to Council for approval.

~~The report on the initial evaluation shall be presented to Council to determine the appointment of the two independent members. Any vacancy of the independent members during the two-year term will follow the same process as at the commencement of the two-year term.~~

A Chairman shall be elected by a majority vote by the members of the Audit Committee.



**The Audit Committee is required to adhere to Council's Code of Conduct and Code of Meeting Practice.**

#### **Powers**

**The Audit Committee can propose and/or request that the General Manager conduct investigations into any matters within the Audit Committee's scope of responsibilities.**

**The Audit Committee may invite ex-officio members, members of the Executive Management Team, other ~~Professional Officers~~ Council Personnel or external parties to attend any meeting and provide pertinent information within the Audit Committee's scope of responsibilities.**

**The Audit Committee has no line responsibilities for the audit function, except for the Chairman of the Audit Committee liaising with the General Manager or Internal Auditor on the establishment of the meeting agenda or discussion on sensitive matters and issues contained in Internal Audit Reports to the Audit Committee.**

#### **Reporting**

**The Audit Committee shall after each meeting report its activities by way of circulation of the confirmed minutes of the ~~previous meeting~~, together with a report explaining any specific recommendations and key outcomes to the ~~Operations Committee~~ Council Committee of the Whole for consideration. ~~Matters of a confidential nature, principally relating to fraud or staff will be reported in the Confidential Section of the Operations Committee.~~**

**The Audit Committee shall after each meeting, report to Council ~~direct on situations where the General Manager has failed to implement an on the status of the Audit Committee's recommendations, which has been adopted by Council.~~**

#### **Meetings**

**The Audit Committee will meet at least four times per year or more frequently as circumstances require. Matters, which must be discussed at a meeting, include:**

- **Review and recommendation of the Annual Internal and External Audit Plan;**
- ~~Review of the Annual Financial Statements and External Auditor's General Purpose Financial Report.~~
- **Review the Annual General Purpose and Special Purpose Financial Reports;**
- **Review and assess Internal Audit Reports; and**
- **Review and assess External Audit management letters.**

**The Chairman may call a meeting if requested to do so by the General Manager or External Auditor.**

**Minutes will be taken at these meetings, detailing matters discussed and action agreed. These minutes will be provided to Council for review and ratification.**

**A quorum shall be three Committee members.**

**In the event of an equality of votes the Chairman shall have the casting vote.**

#### **Meeting Agenda**

**It is the responsibility of the Chairman of the Audit Committee and General Manager to set the Audit Committee meeting agenda. It is the responsibility of the General Manager to distribute to the Audit Committee members reports for consideration at the meeting. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials.**

**Agenda items for consideration at an Audit Committee meeting can be referred to the Chairman of the Audit Committee by Council, General Manager, Audit Committee members, Internal Auditor or External Auditor.**

#### **Assessing Audit Committee's Performance**

**The Audit Committee shall be subject to a review annually. The review shall be conducted by Council's three (3) Administrators and General Manager. The review criteria to be determined by the above Assessing persons but should include the Audit Committee Performance Assessment tool which is described below.**

#### **Ethical Practices**

**Members of the Audit Committee will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity and probity and not engage knowingly in acts or activities that have the potential to bring discredit to the Council.**

**Members must also refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Members must not use Council information for any personal gain for themselves or their immediate families or any manner that would be contrary to law or detrimental to the welfare of the Council.**

**Further, members must not publicly comment on matters relative to activities of the Committee other than as authorised by Council.**

#### **Audit Committee Performance Assessment**

**This simple tool is designed to assist assessing the effectiveness of the audit committee. The tool takes the form of a series of assertions, which should be awarded a rating on a scale of 1 to 5 by individual audit committee members,**

~~or by the committee as a whole. The matters highlighted should be discussed at the next audit committee.~~

~~1 = Hardly ever/Poor, 2 = Occasionally/Below average, 3 = Some of the time/average, 4 = Most of the time/Above average, 5 = All of the time/Fully satisfactory~~

<b>Behaviours</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<del>Understanding of core business All Audit Committee members have a good understanding of the different risks inherent in the Council's business activities.</del>					
<del>Focus on appropriate areas The Audit Committee focuses on the right questions and is effective.</del>					
<del>Quality of interaction with external auditors The Audit Committee actively engages with the external auditors regarding scope of work, audit findings and other relevant matters.</del>					
<del>Understanding of key financial issues The Audit Committee has a good understanding of the key financial issues.</del>					
<del>Rigor of debate Audit Committee meetings encourage a high quality of debate with robust and probing discussions.</del>					
<del>Reaction to bad news The Audit Committee responds positively and constructively to bad news in order to encourage future transparency.</del>					
<del>Quality of Chairmanship The chairmanship operates satisfactorily in terms of promoting effective and efficient meetings.</del>					
<b>Processes</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<del>Members with appropriate skills and experience The Audit Committee comprises members with an appropriate mix of skills and experience, including recent and relevant financial experience.</del>					
<del>Structured and appropriate annual audit plan There is a structured annual audit plan to focus on the appropriate areas.</del>					
<del>Sufficient number of meetings and access to resources The number and length of meetings and access to resources is sufficient to allow the Audit Committee to fully discharge its duties.</del>					

<p><del><b>Concise, relevant and timely information</b></del>  <del><b>Audit Committee papers are concise, relevant and timely and are received sufficiently far in advance of meetings.</b></del></p>					
<p><del><b>Right people invited to attend and present at meetings</b></del></p>					
<p><del><b>Attendance and contribution at meetings</b></del>  <del><b>All Audit Committee members attend and actively contribute at meetings</b></del></p>					
<p><del><b>Sufficient time and commitment to undertake responsibilities</b></del>  <del><b>All Audit Committee members have sufficient time and commitment to fulfil their responsibilities.</b></del></p>					

**REPORT:**

As per summary.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**02 [GC-OC] Tweed Heads - Visitor Information Centre**

**ORIGIN:**

**Business Undertakings**

**SUMMARY OF REPORT:**

The Department of State and Regional Development and Council have agreed, in principle, to develop a Visitor Information Centre at Jack Evans Boat Harbour, Tweed Heads.

This report recommends the approval and signing of a Deed of Agreement between Council and Tourism NSW, a division of the Department of State and Regional Development, for the funding of construction of the Centre.

**RECOMMENDATION:**

That :-

1. **Council approves the Deed of Agreement with Tourism NSW for the development of the Gateway Information Centre, Jack Evans Boat Harbour, Tweed Heads,**
2. **All documentation be executed under the common seal of Council.**

**REPORT:**

Council and the Department of State and Regional Development have agreed in principle to jointly develop a Visitor Information Centre (VIC) within the Jack Evans Boat Harbour precinct.

This project, known as the Gateway Information Centre envisages the VIC being established on the corner of the intersection of Bay and Wharf Streets, Tweed Heads.

Funding in the amount of approximately \$120,000 will be provided in trust to Council for this project, subject to the execution of a Deed of Agreement between Council and Tourism New South Wales – a division of the Department of State and Regional Development.

The Manager of Business and Economic Development recommends Council approves the Deed and executes all documentation in this respect.

**Figure 1:** *Deed of Agreement – Gateway Information Centre*



THIS DEED made the \_\_\_\_\_ day of \_\_\_\_\_, 2006.

**BETWEEN Tweed Shire Council** of the Civic and Cultural Centre, Tumbulgum Road, Murwillumbah in the State of New South Wales (called "**Council**") and **Tourism New South Wales** a division of the Department of State and Regional Development acting for the Crown in right of the State of New South Wales of Tourism House, 55 Harrington Street, The Rocks, Sydney in the State of New South Wales ("**Tourism New South Wales**").

**WHEREAS** it is intended that a regional Gateway Information Centre will be developed at Tweed Heads and Kingscliff (called the "Gateway Information Centre") on the lands described in Schedule 1 (the "Lands").

**AND WHEREAS Tourism New South Wales** has agreed to contribute funding to the construction of the Gateway Information Centre on the basis set out in this Agreement.

**NOW THIS DEED WITNESSETH** as follows:-

- 1) **Tourism New South Wales** will instruct Northern Rivers Tourism as the holder of the Gateway funds, to pay to **Council** an amount of \$..... (the "Grant") plus GST.
- 2) **Council** shall place the Grant in a separate trust account (the "Trust Account") for the Project as set out in Clause 5 and until all funds are spent or the funds are disposed of otherwise in accordance with this Deed the Grant monies are to be maintained in that Trust Account.
- 3) **Council** shall be responsible for the administration of the Project budget in conjunction with the project management by the Gateway Implementation Group, whose membership is described in Schedule 2 (the "GIG")
- 4) The GIG will be responsible for managing all budget aspects of the Project.
- 5) The Gateway Information Centre will be established within Jack Evans Boat Harbour, Tweed Heads and Kingscliff in the locations specified in Schedule 1 and in accordance with plans, specifications and Development Consent approved by all relevant consent authorities and by **Tourism New South Wales** (the "Project").
- 6) The GIG will finalise the preparation of the concept designs, building plans, development application and signage works (signage design, dimensions and location) which will form part of the building works and Council will pay for such building works out of the Grant monies held in the Trust Account referred to in Clause 2 above. **Council** must ensure that all documentation is submitted to **Tourism New South Wales** for approval prior to the lodgement of the development application and commencement of building works.
- 7) The location of the Gateway Information Centre and any other material aspect of the Project may not be varied without the written approval of **Tourism New South Wales** and, where relevant, the statutory consent authority.
- 8) **Council** is authorised to draw funds down from the Trust Account and apply these to expenditure incurred by **Council** in accordance with the Development Consent and approved Building Plans for the Project and to use the Trust Account funds to make progress payments to the contractor for the building works in accordance with the Progress Payments Schedule upon written confirmation being issued by **Tourism New South Wales** that it has received from the GIG satisfactory

documentary proof of the following:

- a) Development Approval being granted for the Gateway Information Centre;
- b) A suitable building works tender having been selected in accordance with all relevant procurement requirements;
- c) A proposed schedule of progress payments for the building works (called the "Progress Payments Schedule"); and
- d) The proposed commencement date of building works.

9) The **Tourism New South Wales** cash contribution to **Council** for the Gateway Information Centre will be limited to..... dollars (.....) plus GST.

10) In addition to the cash contribution for building works specified in Clause 9, **Council** acknowledges that **Tourism New South Wales** has already expended \$20,000 on the Gateway concept development and the Gateway touch screen software, plus \$12,250 on a feasibility study. In addition, \$..... has been spent on the dispersed Gateway model already established in the Tweed.

11) In the event that the Project is not completed by 30 June 2008 then, within 7 days, **Council**, shall refund to **Tourism New South Wales** the unspent portion of the Grant held in the Trust Account.

12) **Council** will be in breach of the Deed, if **Council**:

- a) fails to expend the Gateway Information Centre funds in accordance with the Budget and approvals by the Gateway Implementation Group and **Tourism New South Wales**;
- b) fails to complete the Project in accordance with the Development Consent, approved Building Plans and project timelines specified in clause 11 and approvals by the Gateway Implementation Group and **Tourism New South Wales**.

13) If **Council** is in breach of the Deed, **Tourism New South Wales** may terminate the Deed at any time by giving written notice.

14) Upon termination of this Deed by **Tourism New South Wales** in accordance with Clause 13 of this Deed, following receipt by the Council of a written termination notice:

- a) **Council** will no longer be authorised to expend any further funds out of the Trust Account and within 7 days shall refund to **Tourism New South Wales** all of the funds remaining in the Trust Account as at the date of receipt of the written termination notice; and
- b) **Tourism New South Wales** will not be liable for any consequential loss (including without limitation, loss of profit, business interruption or indirect costs) suffered by **Council** which arises directly or indirectly from the termination of this Deed by **Tourism New South Wales**.

15) Within 28 days of completion of construction and fit-out of the Gateway Information Centre, Council shall advise Tourism New South Wales in writing (electronic advice is acceptable) of such completion and of the proposed commencement dates for operations of the Gateway Information Centres. Any variation to the proposed commencement dates should also be advised in writing. Further **Tourism New South Wales** will be acknowledged in any promotion of the Gateway Information Centre and will be represented at any official opening.

16) Within three (3) months of completion of construction and fit-out of the Project the **Council** shall provide to **Tourism New South Wales** audited accounts showing the disbursement of all Grant monies and all other project costs incurred in the Project. After three

(3) months of operation of the Gateway Information Centre, **Council** must provide a report to **Tourism New South Wales** as to the operation of the Gateway Information Centre including hours of operation, numbers of visitors, and types of enquiries.

17) **Council** acknowledges that there will be no further funding from **Tourism New South Wales** for the operation of the Gateway Information Centre, except as provided for in this Deed.

18) A party is not to be held liable for any failure to observe obligations under this Deed where such failure is wholly or substantially due to any cause beyond the control of that party provided that in any circumstances the party seeking to rely on the benefit of this clause must use its best endeavours to put itself in a position where it is able to meet its obligations under this Deed as quickly as possible.

19) The parties must use reasonable efforts to resolve any dispute, which arises between them under this Agreement, by mediation or by other recognised methods or alternative dispute resolution before commencing court proceedings to resolve this dispute.

20) This Deed will commence on the last execution by the parties and will terminate on the later of one (1) month after receipt by **Tourism New South Wales** of the final report under Clause 16 and 30 September 2008.

21) Except as specifically provided in this Deed, nothing in it is to constitute or be deemed to constitute a partnership among the parties or any party for any other purpose. No party shall have authority to bind another or contract in the name of another in any way or for any purpose.

22) No variation or amendment of or to this Deed shall be binding unless in writing and signed or acknowledged by both parties.

23) No failure to exercise and no delay in exercising any right, power or remedy under this Deed will operate as a waiver nor will any single or partial exercise of any right, power or remedy preclude any other or further exercise of that or any other right, power or remedy

#### SCHEDULE OF LANDS (Schedule 1)

The Gateway Information Centres will be located within Jack Evans Boat Harbour at the NE corner of the intersection of Bay and Wharf Streets, Tweed Heads and also at the Kingscliff Amenities Hall, Kingscliff or such other location as agreed by the GIG, the Council and **Tourism New South Wales**.

#### SCHEDULE 2

The Gateway Implementation Group (the GIG) will comprise:

Trevor Wilson (Chair): Department of State and Regional Development  
Elisbeth Allen: Tourism New South Wales  
Terry Watson: Tweed and Coolangatta Tourism Incorporated  
Richards Adams: Tweed Shire Council  
A representative from Northern Rivers Tourism

EXECUTED AS A DEED

**THE COMMON SEAL of TWEED SHIRE COUNCIL** was hereunto affixed this       day of 2006 in pursuance of the resolution of Council passed on this       Day of       2006.

..... (Signature of witness)	) ) )	.....
..... (Print name of witness)	) )	General Manager
Day of       2006.		

Signed as a deed by       for and on behalf of the Crown in right of the State of New South Wales but not so as to incur any personal liability in the presence of:

..... (Signature of witness)	) ) ) ) )	.....
..... (Print name of witness)	) )	Executive Director and General Manager

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

This report recommends the approval and signing of a Deed of Agreement between Council and Tourism NSW for funding the construction of a Visitor Information Centre at Jack Evans Boat Harbour, Tweed Heads.

**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).*

Nil.

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**03 [GC-OC] Murwillumbah Civic Centre Office Extensions**

**ORIGIN:**

**Acting Director Governance & Corporate Services**

**SUMMARY OF REPORT:**

The major Civic Centre short term extension project is the two storey in-fill behind the Council Chambers.

The Civic Centre works are funded from loan borrowings with a large proportion being repaid from Section 94 Developer Contributions Plan 18 – Council Administration Offices and Technical Support Facilities.

The number of staff requiring housing in the Civic Centre has advanced more rapidly than anticipated, and this request for funding will allow for much needed office accommodation and finalise the short term construction phase of the Civic Centre.

**RECOMMENDATION:**

**That Council:**

- 1. Receives and notes the report; and**
- 2. Votes \$1,500,000 in Loan Funds, for construction of the Civic Centre two Storey in-fill, in the September 2006 Quarterly Budget Review.**

## REPORT:

### Background:

New residential development and population growth, and associated industrial, commercial, retail and other development, will create additional demands for the provision of a range of public services and facilities provided and managed by Tweed Shire Council.

Council's administration offices accommodate most of the staff and office-based needs of a range of services and amenities to the wider community, including Engineering Services, Community Services, financial administration services, Environmental Health services, Development Assessment and Strategic Planning Services, Recreation Services and Emergency Services.

Council's works depot and technical support services facilitate the construction and maintenance of many diverse public amenities and services, mainly related to the provision and maintenance of engineering infrastructure, including roads, drainage, parks and gardens, sewage and water supply, and related staff training, staff accommodation, vehicle maintenance, etc.

From 2005 to 2025 the population of Tweed Shire is expected to grow by 40,000 and this is expected to generate a need for additional Council staff at the rate of 8 staff per 1,000 persons or a total of 320 persons being 142 indoor and 178 outdoor at a 45:55 ratio.

The projected increase in indoor staff at a rate of 8 staff per 1,000 population and a 45:55 indoor/outdoor staff ratio is estimated at:

2005	288
2025	<u>430</u>
Increase	142

### Accommodation Needs for additional Indoor Staff

Based on current demands and other research it is estimated that there is a need for 17m<sup>2</sup> gross floor area (includes 8 to 9m<sup>2</sup> net floor area plus allowance for meeting rooms, amenities, corridors, auxiliary space etc) per staff member.

Total floor space requirement is:  $142 \times 17\text{m}^2/\text{staff} = 2,414\text{m}^2$  of gross office space

It is proposed to build in two stages.

Firstly an interim expansion/optimisation of the existing Council building to increase by 594 m<sup>2</sup> which will provide for (594m<sup>2</sup>/17m<sup>2</sup>) 35 extra staff. This will satisfy needs until about 2008.

Secondly in the longer term, after 2007 provide a new building(s) for the remaining staff  $2,414 - 594 = 1,820 \text{ m}^2$



## Costs of Additional Building

(a) The short term extension costs per m2

Building works	\$1,000
Survey, design, approvals, project management, etc	\$85
Computers, furnishings, etc	\$294
Parking	\$250
	\$1,629 per m2 *

(b) Long term new building costs, 2008

Building works	\$1,700
Survey, design, approvals, project management, etc	\$170
Computers, furnishings, etc	\$294
Land (based on cost of land to relocate SES)	\$121
Parking	\$250
	\$2,535 per m2 *

\* Figures from Section 94 Developer Contributions Plan 18 – Council Administration Offices and Technical Support Facilities

Over the past two years Council has implemented minor short term extensions to the Civic Centre, including:-

- Refurbishment of the old ranger's area to offices;
- Relocation of the Financial Services Unit to top floor;
- New IT Workshop and Records Unit facility;
- Relocation of the IT Services Unit;
- New IT Server room;
- Relocation of the Strategic Planning Unit;
- Refurbish Old Art Gallery building for Community Services; and
- Demolition of Old Bakery building site and excavation to car park.

## Expenditure

2004/05	2005/06	Total to 1 July 2006
\$220,588	\$887,321	\$1,107,909

The major short term extension project is the two storey in-fill behind the Council Chambers. After detailed design it is expected this project will cost \$1,500,000.

The number of staff requiring housing in the Civic Centre has advanced more rapidly than anticipated, and this request for funding will allow for much needed office accommodation and finalise the short term construction phase of the Civic Centre.

The Civic Centre works are funded from loan borrowings with a large proportion being repaid from Section 94 Developer Contributions Plan 18 – Council Administration Offices and Technical Support Facilities.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

As per report.

**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).*

Nil.

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**04 [GC-OC] Quarterly Budget Review - 30 September 2006**

**ORIGIN:**

**Financial Services**

**SUMMARY OF REPORT:**

This is the first quarter statutory budget review for this financial year and summarises the estimated expenditure and income changes to the 2006/07 Budget based on projections to 30 June 2007.

This statutory report is prepared in accordance with the Local Government (General) Regulations 2005, Regulation 202 and 203. Based on current projections, Council will have a balanced budget as at 30 June 2007 in the General Fund, Water and Sewer Funds.

**RECOMMENDATION:**

**That the:**

- 1. Quarterly Budget Review Statement as at 30 September 2006 be adopted.**
- 2. Expenditure and income, as summarised below and detailed within the report, be voted and adjusted in accordance with the revised total expenditure and income for the year ending 30 June 2007:**

Description	Change to Vote	
	Deficit	Surplus
<b>General Fund</b>		
<b><u>Expenses</u></b>		
Operating - Materials, Contracts, Labour	5,982,328	
Capital	7,836,462	0
Transfers to Reserves		40,000
	13,818,790	40,000
<b><u>Income</u></b>		
Operating - User Charges & Fees		23,000
Operating - Grants & Contributions		1,943,739
Capital - Grants & Conts		1,460,288
Loan Funds		4,938,070
Recoupments	0	721,900
Transfers from Reserves	0	5,057,929
Asset Sales	366,136	0
	366,136	14,144,926

Net Surplus/(Deficit) 0

Description	Change to Vote	
	Deficit	Surplus
<b>Water Fund</b>		
<b><u>Expenses</u></b>		
Operating - Materials, Contracts, Labour	67,426	
Capital		13,131,000
Loan Repayments		
Transfers to Reserves		424,426
	67,426	13,555,426
<b><u>Income</u></b>		
Recoupments from s64/s94 funds	10,755,200	
Transfers from Reserves	2,732,800	
	13,488,000	0
<b>Net Surplus/(Deficit)</b>		<u>0</u>
<b>Sewer Fund</b>		
<b><u>Expenses</u></b>		
Operating - Materials, Contracts, Labour	37,624	
Capital	6,391,118	
	6,428,742	0
<b>Income</b>		
Recoupments from s64/s94 funds		4,772,618
Transfers from Reserves		1,656,124
Asset Sales		0
	0	6,428,742
<b>Net Surplus/(Deficit)</b>		<u>0</u>

## **REPORT:**

### **BUDGET REVIEW 30 SEPTEMBER 2006 (QUARTERLY BUDGET REVIEW)**

In accordance with Regulation 203(1) of the Local Government (General) Regulation 2005, a Budget Review Statement and revision of the estimates of income and expenditure must be submitted to Council within two months of the close of each quarter.

The Regulation requires that the quarterly financial review must include the following:

- A revised estimate for income and expenditure for the year; and
- A report as to whether or not such statements indicate that the financial position of the Council is satisfactory and if the position is unsatisfactory, make recommendations for remedial action.

### **REPORT BY RESPONSIBLE ACCOUNTING OFFICER**

The Quarterly Budget Review Reports are prepared to provide Council and the community with information in relation to Council's financial performance and proposed amendments to its budget and forward estimates. The reports are prepared under accrual accounting principles in accordance with the requirements of the Local Government Act 1993.

The Financial reports included in the Quarterly Budget Review are as follows:

1. Variations
  - a) Variations Proposed
  - b) Introduced During Quarter – by Council Resolution
  - c) Funds carried forward from 2005/06
2. Budget Summary
  - a) By Type (including Available Working Capital)
  - b) By Corporate Goal

### **Variations**

There are three variations reports included in the Quarterly Budget Review during this quarter:

- Variations Proposed;
- Council Resolutions;
- Funds carried forward.

The Variations Proposed report details all of the recommended changes to budget that have been put forward by management at this review for Councils consideration.

The Council Resolutions report is provided as information to the Council and the community to explain the adjustments that have been included in the approved Budget during the quarter.

A Funds carried forward report is included to show projects incomplete in 2005/06 that are proposed to be expended in 2006/07.

### **Statement of Financial Performance**

The Statement of Financial Performance measures Council's financial performance over the period and shows whether or not Council has earned sufficient revenues to support its activities during that period, and whether or not surpluses have been created to fund additional or replacement assets to service community needs.

The statements show where Council's money comes from (Revenue) and how that revenue is consumed (Expenses) in providing the ordinary activities and services of the Council.

### **Statement of Funding Result Reconciliation**

The Funding Statement provides information about the source of cash and "cash like" funds, and how they have been (or are budgeted to be) applied in the Management Plan.

The "source" of funds includes the surplus or deficit (a negative source) from ordinary activities of Council as expressed in the Statement of Financial Performance. In other words all of the ordinary activities of Council including collection of rates and other general income and provision of services are netted off and the remainder is available to provide a source of funds for other expenditure such as asset acquisition, loan repayments and transfer to reserve for future expenditure programs.

### **Budget Summary**

The budget summary reports provides the 2006/07 estimates of income and expenditure by accounting category and by Council Corporate Goals, for each individual fund.

### **Unrestricted Working Capital**

The Unrestricted Working Capital report provides details of the underlying cash position of each fund.

Unrestricted Working Capital is the level of cash available, and needed, by Council to continue to operate until receipts from rate payments are collected to fund the new financial years' budget.

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
<b>1. Proposed Variations</b>					
<b>General</b>					
1	In	RTA bridges funding	(1,000,000)	(137,513)	Additional funding from Regional Rds block grant
1	Ex	Perch Creek Bridge	45,000	137,513	Expenditure of above
2	Ex	Wollumbin St Traffic signals	0	80,000	Black Spot funding
2	Ex	Condong St median island	0	50,000	Black Spot funding
2	In	Black Spot funding	0	(130,000)	Black Spot funding
3	Ex	Regional roads maintenance	1,669,000	(104,000)	Grant less than anticipated
3	In	Regional roads grant	(1,669,000)	104,000	Grant less than anticipated
4	Ex	Traffic facilities classified roads	214,000	6,000	Grant more than anticipated
4	In	Traffic facilities grant	(214,000)	(6,000)	Grant more than anticipated
5	Ex	Road safety officer	71,218	6,950	Grant less than anticipated
5	Ex	Road safety officer ancillary	8,000	(4,500)	Grant less than anticipated
5	Ex	Road safety officer programs	19,000	(18,866)	Grant less than anticipated
5	In	Road safety officer grant	(59,000)	16,416	Grant less than anticipated
6	Ex	Bogangar precinct toilets	15,200	12,000	Reflect actual 2005/06 costs
7	Ex	Pottsville precinct toilets	17,300	17,000	Reflect actual 2005/06 costs
8	In	Sale of Tyalgum pre-school land	0	(133,864)	Proceeds of sale
9	In	Financial Assistance Grant - general component	(5,876,297)	206,325	Grant less than anticipated
10	In	Financial Assistance Grant - roads component	(1,830,000)	(25,825)	Grant more than anticipated
10	Ex	Financial Assistance Grant roads expenditure	1,830,000	25,825	Grant more than anticipated
11	Ex	Tweed District Rescue Squad	23,100	20,000	Request for additional funds
12	Ex	Workers Compensation Insurance	2,000,000	(230,000)	Savings
13	In	Section 94 Administration Levy	(128,551)	(186,000)	s94 income more than anticipated 3rd administrator not budgeted for, Administrator Payne funded by DLG
14	Ex	Administrators' fees & expenses	185,000	50,000	Contribution higher than earlier advice
15	Ex	Richmond Tweed Regional Library	1,501,154	15,768	Fencing/remediation works
16	Ex	Tweed Heads Cemetery	0	30,000	Funding for above
16	In	Cemeteries asset management reserve	0	(30,000)	Tweed Roads Contributions Plan item
17	Ex	Scenic Drive diversion	0	300,000	Funding for above
17	In	Recoupment from s94 funds	(760,000)	(300,000)	New cell, environmental controls, rehabilitation
18	Ex	Solid waste cell, Bartletts Quarry	0	360,000	Funding for above
18	In	Environmental management reserve	0	(330,000)	Funding for above
18	In	Rehabilitation reserve	0	(30,000)	Funding for above
18	Ex	Stotts Creek landfill/transfer station	0	663,000	Monitoring, environmental controls, rehabilitation
18	In	Environmental management reserve	0	(150,000)	Funding for above
18	In	Rehabilitation reserve	0	(413,000)	Funding for above
18	In	Recycling reserve	0	(100,000)	Funding for above
18	Ex	Stotts Creek inert waste	0	120,000	Rehabilitation, drainage
18	In	Environmental management reserve	0	(100,000)	Funding for above
18	In	Rehabilitation reserve	0	(20,000)	Funding for above
18	Ex	Eviron future landfill sites	0	100,000	Management plan, EIS
18	In	Management plan reserve	0	(70,000)	Funding for above

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
18	In	EIS reserve	0	(30,000)	Funding for above
18	Ex	Domestic Waste employee costs	165,900	40,000	Additional clerical assistant
18	Ex	Domestic Waste provision for future expenses	1,051,937	(40,000)	Funding for above
19	Ex	Proclaim One revival project	0	318,089	Proclaim database project
19	In	Software & equipment reserve	0	(208,000)	Funding for above
19	Ex	IT salaries (vacant position)	1,049,016	(50,089)	Funding for above
19	Ex	Data cleansing	100,000	(60,000)	Funding for above, see item 140
20	Ex	Nullum Street property	13,400	10,000	Roof repairs
20	In	Community facilities asset management reserve	0	(10,000)	Funding for above
21	In	Building control legal income	(2,000)	(8,000)	Projected income
21	In	Advertising fees (Building)	0	(10,000)	Projected income
21	In	Modifying Dev Consent fees (Building)	0	(5,000)	Projected income
22	Ex	Parks asset management	0	10,000	Vehicle running costs
23	Ex	Plans of Management - Community Land	0	20,000	In conjunction with proposed open space strategy
24	Ex	Tugun Bypass consent conditions	0	10,000	Monitoring costs
25	Ex	Blossom bat habitat replacement	0	200,000	Casuarina Beach DA
25	In	Contribution from developer	0	(200,000)	Funding for above
26	Ex	Fire brigade contribution	300,152	(2,412)	Advice received
27	Ex	Byrill Creek catchment restoration	0	205,000	Grant/council funded project
27	Ex	Transfer from other catchment projects	0	(105,000)	Council funds for above
27	In	Grant income	0	(100,000)	Grant funding for above
28	Ex	7 Year Plan Regional Sport & Rec facilities	1,666,667	(500,000)	Transfer budget to Coastal Landscape Strategy below
28	Ex	7 Year Plan Coastal Landscape Strategy	0	500,000	Transfer budget from above
28	Ex	7 Year Plan Coastline Management Plan	500,000	(500,000)	Funding source not available (see below)
28	In	Coastline Man Plan Income	(500,000)	500,000	Funding source not available
29	Ex	Cycleways budget	187,000	(187,000)	Transfer budget to specific items below
29	Ex	Condong St	0	60,500	Specific program identified after grants advised
29	Ex	Nullum St	0	68,000	Specific program identified after grants advised
29	Ex	Jack Evan Boatharbour	0	185,900	Specific program identified after grants advised
29	In	Grant funding cycleways	(93,500)	(34,450)	Additional funding for above
29	In	s94 funding cycleways	(88,261)	(92,950)	Additional funding for above
30	Ex	Tweed Heads South locality plan	0	130,000	Studies required to complement/facilitate LEP review
31	Ex	Pottsville locality plan	0	84,183	Studies required to complement/facilitate LEP review
32	Ex	Civic Centre Extensions	0	1,500,000	Civic Centre extensions – refer report to this Council meeting
32	In	Civic Centre loans	0	(1,500,000)	Loan funding for above



Item	In/Ex	Description	Current Vote	Change to Vote	Comments
<b>Water Fund</b>					
33	Ex	Various capital works	28,669,700	(13,131,000)	Deferrals and adjustments
33	Ex	Operating Expenses	5,126,831	67,426	Adjustment to estimates
33	Ex	Transfers to Asset replacement reserve	2,264,629	(424,426)	Adjustment to funding estimates
33	In	Transfers from Asset Replacement Reserve	(8,911,550)	2,732,800	Adjustment to funding estimates
33	In	Transfers from Capital Contributions Reserve	(17,887,775)	10,755,200	Adjustment to funding estimates
<b>Sewer Fund</b>					
34	Ex	Various capital works	40,707,150	6,391,118	New items and net increase to estimates
34	Ex	Operating Expenses	7,026,039	37,624	Adjustment to estimates
34	Ex	Transfers from Revenue reserve	(1,025,717)	(797,324)	Adjustment to funding estimates
34	In	Transfers from Asset Replacement Reserve	(12,521,100)	(858,800)	Adjustment to funding estimates
34	In	Transfers from Capital Contributions Reserve	(22,762,000)	(4,772,618)	Adjustment to funding estimates
				<u>0</u>	

**2. Variations Arising from Council Resolutions**

35	Ex	Estuary management plans	0	27,800	Council meeting 12 April 2006
35	In	Northern Rivers Catchment Management grant		(27,800)	Council meeting 12 April 2006
35	Ex	Coastline management plan		22,500	Council meeting 12 April 2006
35	In	Northern Rivers Catchment Management grant		(22,500)	Council meeting 12 April 2006
36	Ex	Shire wide community facilities program	0	50,000	Council meeting 25 July 2006
36	In	Community facilities fund no 96	0	(50,000)	Council meeting 25 July 2006
37	Ex	Civic Precinct Planning	0	10,000	Council meeting 4 July 2006
37	In	Community facilities asset management reserve	0	(10,000)	Council meeting 4 July 2006
38	In	Jack Evans Boatharbour cycleway	0	185,900	Council meeting 25 July 2006
38	Ex	Grant funding for above	0	(92,950)	Council meeting 25 July 2006
38	In	CP 22 s94 funding for above	0	(92,950)	Council meeting 25 July 2006
39	Ex	Tyalgum Road pavement rehabilitation	0	185,000	Council meeting 17 October 2006
39	Ex	Bilambil Creek Road pavement rehabilitation	0	275,000	Council meeting 17 October 2006
39	Ex	Coronation Avenue pavement rehabilitation	0	190,000	Council meeting 17 October 2006
39	Ex	Wardrop Valley Road widening/strengthening	0	378,110	Council meeting 17 October 2006
39	In	Roads to Recovery Supplementary Program grant	0	(1,028,110)	Council meeting 17 October 2006

0

**3. Proposed Works Carried Forward to 2006/07**

**3a Loans**

40	Ex	Open Space		152,769	
40	In	Open Space Loan funding		(152,769)	
41	Ex	Chillingham Village Common		79,237	
41	In	Chillingham Village Common Loan funding		(79,237)	

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
42	Ex	Server room fitout (was Data Cabling)		97,156	
42	In	Software - Data Cabling Loan funding		(97,156)	
43	Ex	Tweed Heads Skate Park		26,456	
43	In	Tweed Heads Skate Park Loan funding		(26,456)	
44	Ex	Tweed Respite Centre		986,160	
44	In	Tweed Respite Centre Loan funding		(986,160)	
46	Ex	Bilambil Sports Field		30,561	
46	In	Bilambil Sports Field Loan funding		(30,561)	
47	Ex	Public Toilets		40,424	
47	In	Public Toilets Loan funding		(40,424)	
48	Ex	Museum		293,850	
48	In	Museum Loan funding		(293,850)	
49	Ex	Tweed Depot		289,389	
49	In	Tweed Depot Loan funding		(289,389)	
50	Ex	Building renovations (was Records Management)		300,000	
50	In	Records Management Loan funding		(300,000)	
51	Ex	Office Extensions		43,310	
51	In	Office Extensions Loan funding		(43,310)	
52	Ex	Pottsville drainage		13,121	
52	In	Pottsville drainage Loan funding		(13,121)	
53	Ex	Lavender Creek Flood Pumps		173,512	
53	In	Lavender Creek Flood Pumps Loan funding		(173,512)	
54	Ex	Flood Mitigation		222,300	
54	In	Flood Mitigation Loan funding		(222,300)	
55	Ex	Voluntary Purchase 2:1		18,969	
55	In	Voluntary Purchase 2:1 Loan funding		(18,969)	
56	Ex	Byangum Bridge		22,981	
56	In	Byangum Bridge Loan funding		(22,981)	
57	Ex	Quinns Bridge Reserve Creek		229,632	
57	In	Quinns Bridge Reserve Creek Loan funding		(229,632)	
58	Ex	Boatharbour Bridge		99,681	
58	In	Boatharbour Bridge Loan funding		(99,681)	
59	Ex	Wadamp Boat Ramps - Lakes Drive 50%		4,651	
59	In	Wadamp Boat Ramps - Lakes Drive 50% Loan funding		(4,651)	
60	Ex	Wadamp Boat Ramps - Public Jetties 50%		41,925	
60	In	Wadamp Boat Ramps - Public Jetties 50% Loan funding		(41,925)	
61	Ex	Boat ramps		53,445	
61	In	Boat ramps Loan funding		(53,445)	
62	Ex	Coastline Management Plan		218,541	
62	In	Coastline Management Plan Loan funding		(218,541)	

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
<b>3b Grants</b>					
63	Ex	Sustainable Regions Prg Develop		20,500	1
63	In	Sustainable Regions Prg Develop		(20,500)	
64	Ex	Tweed Heads Masterplan Implementation		174,611	
64	In	Tweed Heads Masterplan Implementation		(174,611)	
65	Ex	TV Transport Info Service		1,000	
65	In	TV Transport Info Service		(1,000)	
66	Ex	International Womens Day		900	
66	In	International Womens Day		(900)	
67	Ex	NSW State Emerg mgmt C'tee - Nat Disaster Mitigation Pgm		22,727	
67	In	NSW State Emerg mgmt C'tee - Nat Disaster Mitigation Pgm		(22,727)	
68	Ex	Ministry for Arts - City of the Arts		49,305	
68	In	Ministry for Arts - City of the Arts		(27,611)	
69	Ex	Special Purpose Grant 2005		9,125	
69	In	Special Purpose Grant 2005		(9,125)	
70	Ex	Special Purpose Grant 2006		54,000	
70	In	Special Purpose Grant 2006		(54,000)	
71	Ex	Museums & Galleries Foundation of NSW		328	
71	In	Museums & Galleries Foundation of NSW		(191)	
72	Ex	Ministry for Arts - Strat. Apprch Hist. & Museums		4,445	
72	In	Ministry for Arts - Strat. Apprch Hist. & Museums		(4,445)	
73	Ex	Heritage Study		1,690	
73	In	Heritage Study		(845)	
74	Ex	Sustainable Living Project		1,406	
74	In	Sustainable Living Project		(1,406)	
75	Ex	COP Other		38,831	
75	In	COP Other		(38,831)	
76	Ex	Youth Week		988	
76	In	Youth Week		(988)	
77	Ex	Anti-Racism & Community Harmony		1,818	
77	In	Anti-Racism & Community Harmony		(1,818)	
78	Ex	Volunteerism		119	
78	In	Volunteerism		(119)	
79	Ex	SAS - AMP		8,919	
79	In	SAS - AMP		(8,919)	
80	Ex	SAS - CC		251	
80	In	SAS - CC		(251)	
81	Ex	COMPACKS		97,646	
81	In	COMPACKS		(97,646)	
82	Ex	COMPACKS - Winter Bed Strategy		14,784	
82	In	COMPACKS - Winter Bed Strategy		(14,784)	

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
83	Ex	COPS Veterans Brokerage Project		231,416	
83	In	COPS Veterans Brokerage Project		(231,416)	
84	Ex	Env Trust - Coastal Vegetation		8,460	
84	In	Env Trust - Coastal Vegetation		(8,460)	
85	Ex	Bitou Bush		1,460	
85	In	Bitou Bush		(1,460)	
86	Ex	Acid Soil Action - Ti Tree/Pasture		1,990	
86	In	Acid Soil Action - Ti Tree/Pasture		(1,990)	
87	Ex	Acid Soil Action - Tanglewood		11,900	
87	In	Acid Soil Action - Tanglewood		(11,900)	
88	Ex	Acid Soil Action - Cudgen Lake Catchment		10,397	
88	In	Acid Soil Action - Cudgen Lake Catchment		(10,397)	
89	Ex	Hot Spots Program		1,845	
89	In	Hot Spots Program		(1,845)	
90	Ex	Nth Rivers Catchmt - Blacks Drain& Tidal Floodgate		47,789	
90	In	Nth Rivers Catchmt - Blacks Drain& Tidal Floodgate		(47,789)	
91	Ex	Nth Rivers Catchmt - Coastal Floodplain & ASS Mgmt Projects Cont. No. 22		17,764	
91	In	Nth Rivers Catchmt - Coastal Floodplain & ASS Mgmt Projects Cont. No. 22		(11,369)	
92	Ex	NSW Dept Primary Indust - Fish Habitat Program		13,807	
92	In	NSW Dept Primary Indust - Fish Habitat Program		(7,987)	
93	Ex	Nth Rivers Catchmt - Terranora Bwtr Mgmt Floodgated Wetland		38,108	
93	In	Nth Rivers Catchmt - Terranora Bwtr Mgmt Floodgated Wetland		(38,108)	
95	Ex	Brett/Boyd St R'bout		11,132	
95	In	Brett/Boyd St R'bout		(11,132)	
96	Ex	FAG		928,665	
96	In	FAG		(928,665)	
97	Ex	Nat Black Spot Pgm 2005		23,397	
97	In	Nat Black Spot Pgm 2005		(11,231)	
98	Ex	Nat Black Spot Pgm 2005		56,185	
98	In	Nat Black Spot Pgm 2005		(28,092)	
99	Ex	Repair Kyogle Rd/Numinbah Rd		17,883	
99	In	Repair Kyogle Rd/Numinbah Rd		(8,941)	
100	Ex	High School		12,165	
100	In	High School		(6,083)	
101	Ex	Cycleways - Terranora Tce		21,305	
101	In	Cycleways - Terranora Tce		(10,653)	
102	Ex	Chillingham Foot/Cycleway		12,831	
102	In	Chillingham Foot/Cycleway		(12,831)	
103	Ex	Wommin Bay Cycleway		1,464	
103	In	Wommin Bay Cycleway		(732)	

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
104	Ex	NSW Coastline Cycleways (DIPNR)		13,270	
104	In	NSW Coastline Cycleways (DIPNR)		(6,635)	
105	Ex	Cycleway 2006 Greenway/Machinery Dr		3,305	
105	In	Cycleway 2006 Greenway/Machinery Dr		(802)	
106	Ex	Cycleway 2006 Coronation Ave- Seabreeze		27,505	
106	In	Cycleway 2006 Coronation Ave- Seabreeze		(13,753)	
107	Ex	Pedestrian Safety		4,866	
107	In	Pedestrian Safety		(4,866)	
108	Ex	PAMP - Pedestrian Facilities- 2005		30,966	
108	In	PAMP - Pedestrian Facilities- 2005		(13,315)	
109	Ex	Safety around Schools - Mbah High		11,656	
109	In	Safety around Schools - Mbah High		(5,828)	
110	Ex	Temp Rd Safety Banners		2,983	
110	In	Temp Rd Safety Banners		(2,983)	
111	Ex	SAS -Minor Traffic Fac - Cudgen Primary		5,512	
111	In	SAS -Minor Traffic Fac - Cudgen Primary		(2,756)	
112	Ex	SAS - Minor Traffic Fac - Clothiers Ck Rd		4,926	
112	In	SAS - Minor Traffic Fac - Clothiers Ck Rd		(2,463)	
113	Ex	Mooball/Crabbes Crk		112,200	
113	In	Mooball/Crabbes Crk		(112,200)	
114	Ex	Country Pass Transp Infra 2004 - Interchange upgrade		34,702	
114	In	Country Pass Transp Infra 2004 - Interchange upgrade		(34,702)	
115	Ex	Country Pass Trans Infra 2005 - Interchange		86,636	
115	In	Country Pass Trans Infra 2005 - Interchange		(86,636)	
116	Ex	Envirofund Coast Care Project - Hastings Pt Dune Care		24	
116	In	Envirofund Coast Care Project - Hastings Pt Dune Care		(24)	
117	Ex	Coast care 98/99		106	
117	In	Coast care 98/99		(106)	
118	Ex	NRCMA Estuary Grants		22,000	
118	In	NRCMA Estuary Grants		(22,000)	
119	Ex	Lower Twd Rvr Mgt		617,295	
119	In	Lower Twd Rvr Mgt		(411,530)	
120	Ex	Byrrill Creek Riparian Restoration Project		40,000	
120	In	Byrrill Creek Riparian Restoration Project		(40,000)	
121	Ex	Tweed Coast Estuaries Mgt		35,212	
121	In	Tweed Coast Estuaries Mgt		(17,606)	
122	Ex	Road Safety Direct Prog 50%		5,187	
122	In	Road Safety Direct Prog 50%		(2,593)	

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
123	Ex	MAA - Arrive Alive		13	
123	In	MAA - Arrive Alive		(13)	
124	Ex	Cycleway map development		5,000	
124	In	Cycleway map development		(5,000)	
125	Ex	Natural Disaster Funding - 30 June Flood		65,734	
125	In	Natural Disaster Funding - 30 June Flood		(64,113)	
126	Ex	Far Nth Coast Regional Strategy Grant		10,000	
126	In	Far Nth Coast Regional Strategy Grant		(10,000)	
127	Ex	Regional Arts NSW - Multi Arts Perf. Proj - Disability Arts Group		7,940	
127	In	Regional Arts NSW - Multi Arts Perf. Proj - Disability Arts Group		(7,940)	
128	Ex	MFA - Migration Heritage		11,000	
128	In	MFA - Migration Heritage		(11,000)	
129	Ex	Visual Arts & Crafts Ministry for Arts		16,000	
129	In	Visual Arts & Crafts Ministry for Arts		(16,000)	
130	Ex	Wooyung Coastal Veg Mgmt Plan		3,565	
130	In	Wooyung Coastal Veg Mgmt Plan		(2,004)	
131	Ex	Tweed Floodgate Modification Project		42,910	
131	In	Tweed Floodgate Modification Project		(42,910)	
132	Ex	Floodplain project work		32,287	
132	In	Floodplain project work		(32,287)	
133	Ex	Cudgera Creek Road Reseal		82,683	
133	In	Cudgera Creek Road Reseal		(82,683)	
134	Ex	SAILS		7,284	
134	In	SAILS		(7,284)	
135	Ex	Portable Beach lockers		12,400	
135	In	Portable Beach lockers		(12,400)	
136	Ex	Domestic abuse awareness		7,500	
136	In	Domestic abuse awareness Works carried forward		(7,500)	
137	In	reserve		(382,293)	
<b>3c Works Carried Forward Reserve</b>					
138	Ex	Members' Equipment		12,484	
139	Ex	New Business Systems - GIS Project		20,000	
140	Ex	New Business Systems - HR/OHS Dataworks		20,000	
141	Ex	New Computer Items - Data Cleansing		100,000	less 60000 to Proclaim project Item 19
142	Ex	New Computer Items - Asset Management System		140,000	
143	Ex	Records Compliance/ Back Scanning		90,000	
144	Ex	Richmond Tweed Council Co-operation		1,460	
145	Ex	North Coast Safety Group NCSG		4,492	
146	Ex	Civic Liaison/Consultation		21,332	
147	Ex	Shire Newsletter		20,140	

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
148	Ex	Pt Danger Lighthouse Asset Mgt		17,000	
149	Ex	Murwillumbah Aerodrome		9,000	
149	Ex	Murwillumbah Cattle saleyards (previously Aerodrome)		20,000	
150	Ex	Murwillumbah Main Street		30,000	
151	Ex	Tourism & Promotion		23,489	
152	Ex	Village projects		109,966	
153	Ex	Wardrop Valley Project		70,081	
154	Ex	Bus Route Rate Rise Surplus/Deficit - Rolling Balance		12,749	
155	Ex	Drainage Rate Rise surplus/deficit		77,957	
156	Ex	Footpath repairs (Rate Rise)		46,276	
157	Ex	Asphalt Resheeting (Rate Rise)		(4,984)	
158	Ex	Community Project Officer		2,373	
159	Ex	Public Toilets Capital		19,476	
160	Ex	Cultural Development Fund		23,578	
161	Ex	Tweed Shire Comm. Based Heritage Study		3,380	
163	Ex	Knox Park Pond Project		98,624	
164	Ex	Youth Support		15,405	
165	Ex	Youth Survey		88,000	
166	Ex	Anti Drugs Campaign		36,105	
167	Ex	Health Education & Equip		3,529	
168	Ex	Sportsfields Capital Work		39,356	
169	Ex	Oxley Cove Traffic/Access		20,317	
170	Ex	Botanic Gardens		11,162	
171	Ex	Pottsville Env Park (Bond Inc)		53,141	
172	Ex	Krekelberg Environmental Park		7,000	
173	Ex	Cudgen Lake Acid Mgt		16,650	
174	Ex	Reafforestation Committee		4,410	
175	Ex	Significant Tree Identification		7,631	
176	Ex	North Arm Road		94,811	
177	Ex	Footpaths		104,239	
179	Ex	Koala Beach Stg7 LEP Amendment		3,500	
180	Ex	Cudgen Lake Acid Management		18,264	
181	Ex	Art Gallery Extensions		60,742	
182	Ex	Museum operating expenses		4,200	
183	Ex	Historical signage - allocate to Web Site/Education Kit		7,041	
184	Ex	Boat ramp maintenance		6,000	
185	Ex	Wharves maintenance		8,000	
186	Ex	Canal maintenance		10,000	
187	Ex	Community project officer		4,615	
188	Ex	Civic Liaison		21,332	
189	Ex	Cultural development fund		23,549	
190	Ex	City of the Arts		70,361	
191	Ex	Risk management		51,464	
192	Ex	Risk management signage		65,495	
193	Ex	Fire control expenses		83,426	
194	Ex	Community worker costs		6,677	
195	Ex	Koala Beach LEP 57		19,719	
196	Ex	Kyogle Road LEP 30		6,957	
197	Ex	Acquisitive Prize BAP		2,600	
198	Ex	CPM Exhibition		2,600	

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
199	Ex	Olive Cotton		10,440	
		Urban Road Reconstruction			
200	Ex	05/06		468,486	
		Rural Road Reconstruction			
201	Ex	05/06		376,285	
		Works Carried Forward			
202	In	Reserve		(2,822,382)	
<b>3d Other Reserves</b>					
203	Ex	Revolving Energy Fund		84,863	
		Revolving Energy Fund			
204	In	reserve		(84,863)	
205	Ex	Access funding	47,700	171,172	
		Access funding - Committee			
206	Ex	expenditure	12,000	23,140	
207	In	Access funding reserve		(194,312)	
208	Ex	Museum capital		73,079	
		Museum asset management			
208	In	reserve		(73,079)	
<b>Summary of Revotes by Type</b>					
		2006/07 Variations		0	
		Council Resolutions		0	
		Carried forward		0	
				<u>0</u>	
<b>Summary of Revotes - by Category</b>					
<b>Expenses</b>					
		Operating - Materials, Contracts, Labour		6,087,378	
		Capital		1,096,580	
		Transfers to Reserves		(464,426)	
				6,719,532	
<b>Income</b>					
		Operating - User Charges & Fees		(23,000)	
		Operating - Grants & Contributions		(1,943,739)	
		Capital - Grants & Conds		(1,460,288)	
		Loan Funds		(4,938,070)	
		Recoupments		5,260,682	
		Transfers from Reserves		(3,981,253)	
		Asset Sales		366,136	
				(6,719,532)	
		Net		<u>0</u>	
<b>Summary of Revotes - by Corporate Goal</b>					
		Community		567,577	
		Economy		192,455	
		Environment		475,883	
		Infrastructure		1,107,862	
		Governance		(2,343,777)	
				<u>0</u>	



**Financial Summary**

	General Fund		Water Fund		Sewer Fund		Total
	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget	
<b>Statement of Financial Performance</b>							
<b>Operating Expenses</b>							
Materials & Contracts	19,567	25,549	1,155	1,155	573	611	27,315
Employee Costs	26,600	26,600	3,300	3,300	5,100	5,100	35,000
Interest Charges	2,200	2,200			321	321	2,521
Depreciation	15,419	15,419	6,551	6,551	4,748	4,748	26,718
Other Operating Expenses	8,475	8,475	385	385	640	640	9,500
	<b>72,261</b>	<b>78,243</b>	<b>11,391</b>	<b>11,391</b>	<b>11,382</b>	<b>11,420</b>	<b>101,054</b>
<b>Operating Revenue</b>							
Rates & Annual Charges	32,002	32,002	2,696	2,696	12,518	12,518	47,216
User Charges & Fees	13,041	13,064	8,574	8,574	475	475	22,113
Interest	1,279	1,279	100	100	100	100	1,479
Other Operating Revenue	674	674	50	50	5	5	729
Grants & Contributions	10,586	12,529	400	400	370	370	13,299
	<b>57,582</b>	<b>59,548</b>	<b>11,820</b>	<b>11,820</b>	<b>13,468</b>	<b>13,468</b>	<b>84,836</b>
Surplus/(Deficit) before Capital Amounts	<b>(14,679)</b>	<b>(18,695)</b>	<b>429</b>	<b>429</b>	<b>2,086</b>	<b>2,048</b>	<b>(16,218)</b>
Grants & Contributions (Capital amounts)	4,815	6,275	1,672	1,672	2,108	2,108	10,055
Surplus/(Deficit) after Capital Amounts	<b>(9,864)</b>	<b>(12,420)</b>	<b>2,101</b>	<b>2,101</b>	<b>4,194</b>	<b>4,156</b>	<b>(6,163)</b>

**Funding Result Reconciliation**

*Add Back non-funded items:*

Depreciation	15,419	15,419	6,551	6,551	4,748	4,748	26,718
Internal Transfers	5,455	5,455	(2,890)	(2,890)	(2,565)	(2,565)	0
	<b>11,010</b>	<b>8,454</b>	<b>5,762</b>	<b>5,762</b>	<b>6,377</b>	<b>6,339</b>	<b>20,555</b>
Transfers from Externally Restricted Cash	3,789	4,511	17,888	17,888	22,762	27,535	49,934
Transfers from Internally Restricted Cash	1,377	6,435	8,912	8,912	13,547	15,203	30,550
Proceeds from sale of assets	1,800	1,434				0	1,434
Loan Funds Utilised	13,704	17,256				0	17,256
Repayments from Deferred Debtors							
	<b>31,680</b>	<b>38,090</b>	<b>32,562</b>	<b>32,562</b>	<b>42,686</b>	<b>49,077</b>	<b>119,729</b>

	General Fund		Water Fund		Sewer Fund		
	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget	
<i>Funds were applied to:</i>							
Purchase and construction of assets	(24,704)	(31,154)	(28,670)	(28,670)	(40,707)	(47,098)	(106,922)
Repayment of principal on loans	(3,239)	(3,239)			(439)	(439)	(3,678)
Transfers to Externally Restricted Cash	(1,761)	(1,761)	(1,627)	(1,627)	(1,540)	(1,540)	(4,928)
Transfers to Internally Restricted Cash	(1,976)	(1,936)	(2,265)	(2,265)		0	(4,201)
<b>Increase/(Decrease) in Available Working Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Available Working Capital Previous Financial Year	2,068	2,068	3,517	3,517	2,073	2,073	7,658
Available Working Capital as at 30 June 2007	<u>2,068</u>	<u>2,068</u>	<u>3,517</u>	<u>3,517</u>	<u>2,073</u>	<u>2,073</u>	<u>7,658</u>

**Summary by Corporate Goals**

Surplus/(Deficit)							
Community	13,771	13,771	0	0	0	0	0
Economy	1,597	1,597	0	0	0	0	0
Environment	6,650	6,650	0	0	0	0	0
Infrastructure	13,596	13,596	0	0	0	0	0
Governance	(35,614)	(35,614)	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**General Fund**

Based on current projections the General Fund is expected to remain as a “balanced budget”. Furthermore, any approval for funding of additional programs has been offset by a reduction in an alternative program.

**Water Fund**

The Water Fund remains in a sound financial position with sufficient reserves to meet any unexpected costs and is expected to remain as a balanced budget. It should be noted that major capital expenditure for the Murwillumbah Water Treatment Plant is programmed for the next 2 – 3 years.

**Sewer Fund**

The Sewer Fund remains in a sound financial position with sufficient reserves to meet any unexpected costs and is expected to remain as a balanced budget. It should be noted that major capital expenditure for the Kingscliff Sewerage Treatment Plant is programmed for the next 2 – 3 years.

**Statutory Statement – Local Government (General) Regulations 2005  
(Sections 202 & 203) by “Responsible Accounting Officer”**

**202 Responsible accounting officer to maintain system for budgetary control**

*The responsible accounting officer of a Council must:*

- (a) *establish and maintain a system of budgetary control that will enable the council’s actual income and expenditure to be monitored each month and to be compared with the estimate of the council’s income and expenditure, and*
- (b) *if any instance arises where the actual income or expenditure of the council is materially different from its estimated income or expenditure, report the instance to the next meeting of the council.*

**203 Budget review statements and revision of estimates**

- (1) *Not later than 2 months after the end of each quarter, the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the management plan that the council has adopted for the relevant year, a revised estimate of the income and expenditure for that year.*
- (2) *A budget review statement must include or be accompanied by:*
  - (a) *a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and*
  - (b) *if that position is unsatisfactory, recommendations for remedial action.*
- (3) *A budget review statement must also include any information required by the Code to be included in such a statement.*

**Statutory Statement**

**I consider that the financial position of Council is satisfactory “having regard to the original estimate of income and expenditure”.**



M A Chorlton  
**“Responsible Accounting Officer”**  
**Manager Financial Services**  
Tweed Shire Council

**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).*

Nil.

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**O5 [GC-OC] Monthly Investment Report for Period Ending 31 October 2006**

**ORIGIN:**

**Financial Services**

**SUMMARY OF REPORT:**

This report is provided to Council to advise details of monies Council has invested in accordance with Section 625 of the Local Government Act 1993.

**RECOMMENDATION:**

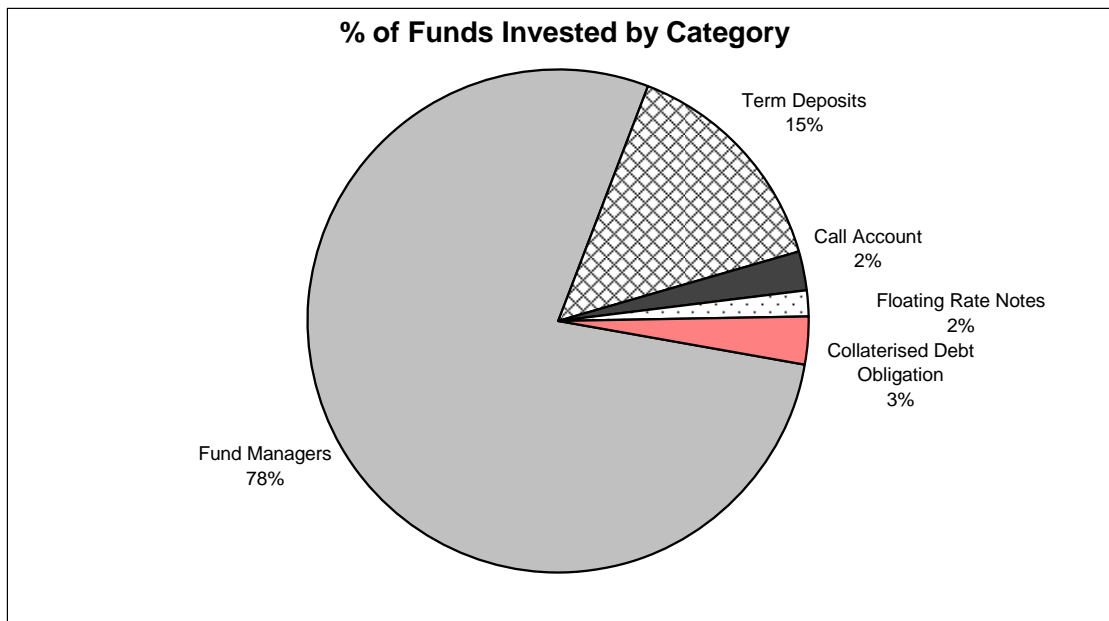
**That in accordance with Section 625 of the Local Government Act 1993 the monthly investment report as at 31 October 2006 totalling \$127,666,828.15 be received and noted.**

**REPORT:**

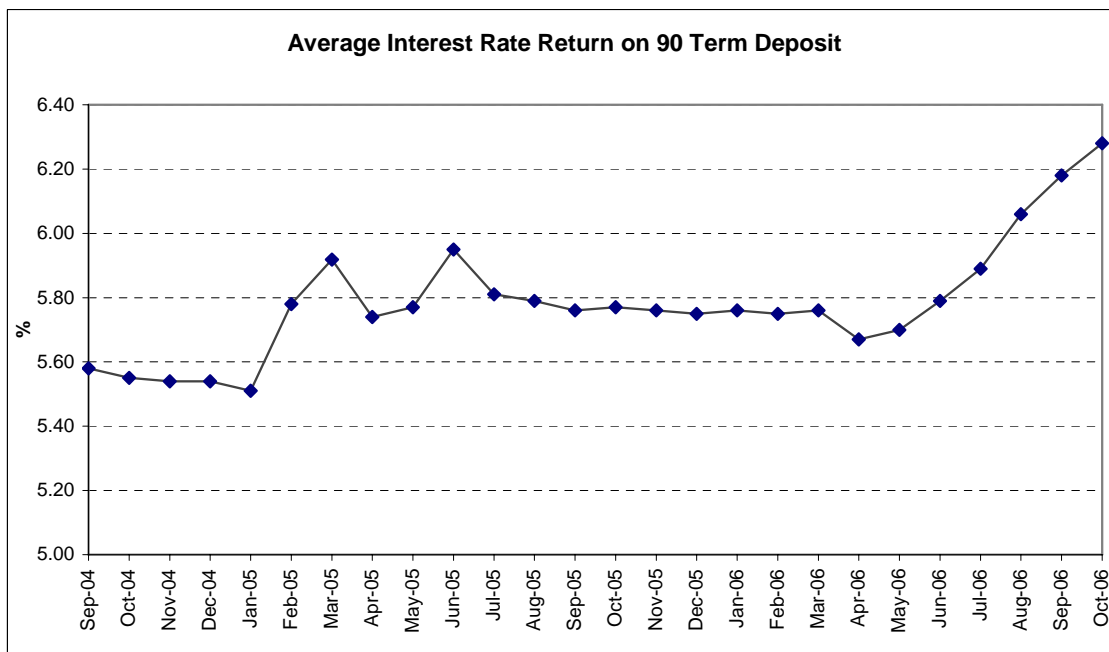
**Report for Period Ending 31 October 2006**

The "Responsible Accounting Officer" must report monthly to Council, setting out details of all the funds Council has invested and certification has been made in accordance with Section 625 of the Local Government Act (1993), Clause 212 of the Local Government (General) Regulations and Council policies.

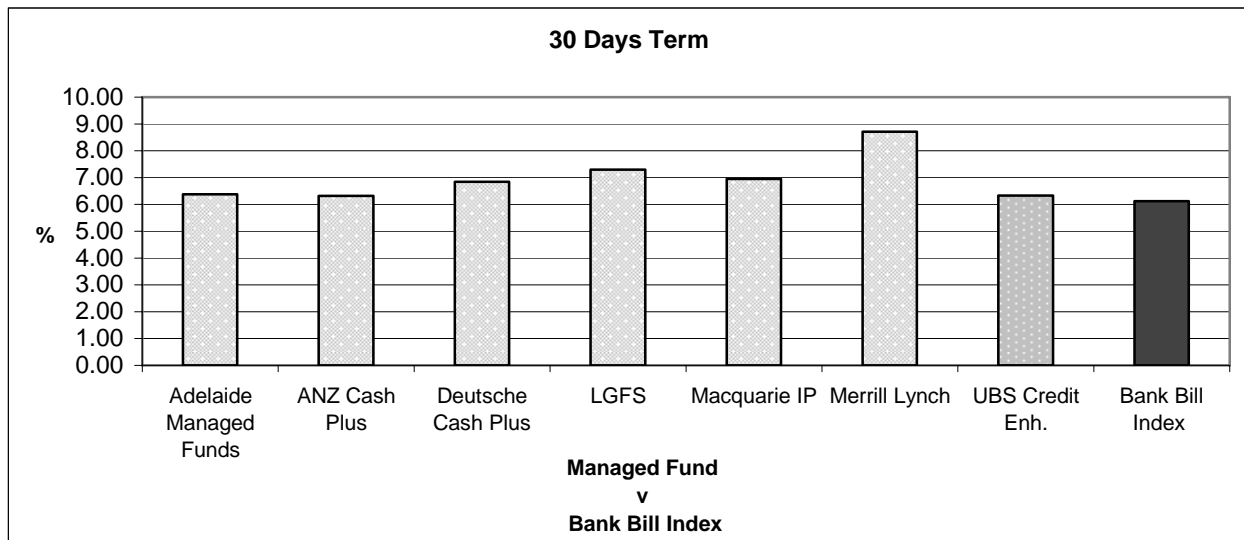
**1. CURRENT INVESTMENT PORTFOLIO BY CATEGORY**



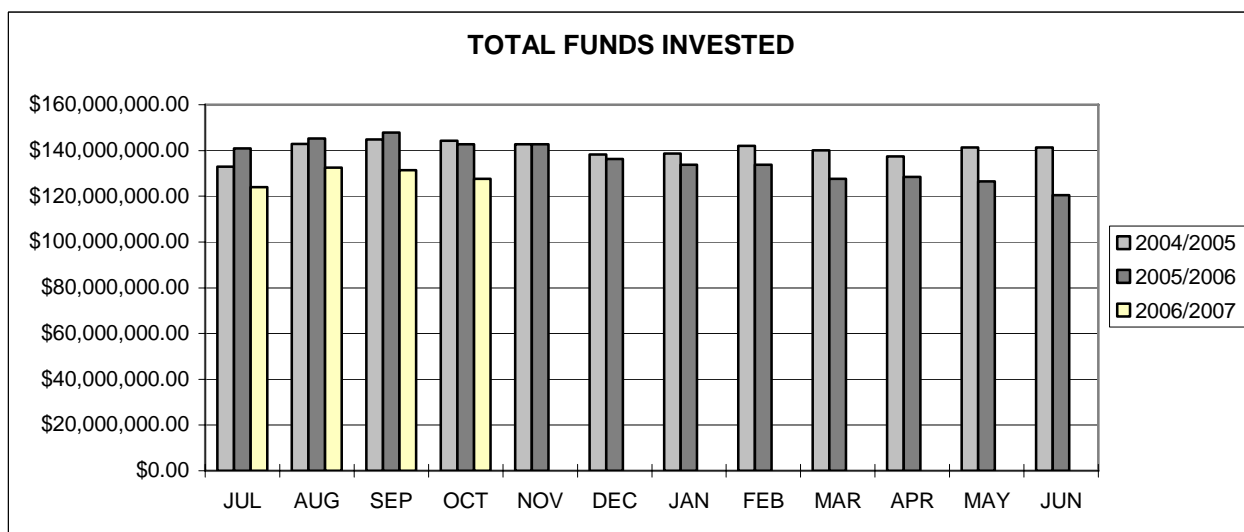
**2. INVESTMENT RATES - 90 DAY BANK BILL RATE (%)**



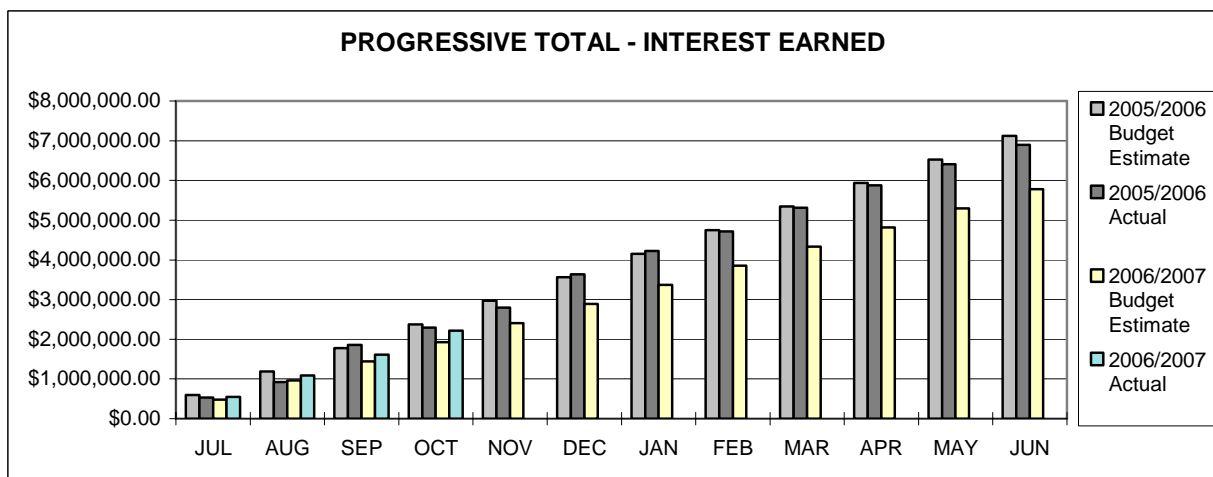
**3. ANNUALISED RATE OF RETURN FOR FUNDS MANAGERS - NET OF FEES**



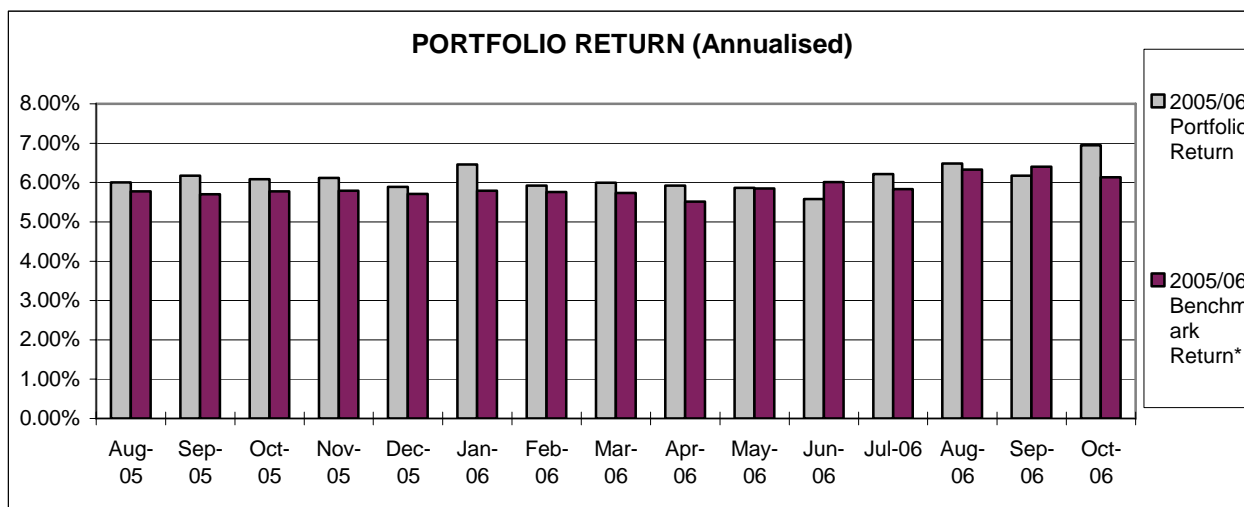
**4. MONTHLY COMPARISON OF TOTAL FUNDS INVESTED**



**5. ANNUAL PROGRESSIVE TOTAL OF INTEREST ON TOTAL FUNDS INVESTED**



**6. PORTFOLIO PERFORMANCE**



\*UBS Warburg AUD Bank Bill Index

**7. MARKET COMMENTARY**

**Domestic Economy**

The Consumer Price Index for the September Quarter rose to 3.9% for the year. Underlying inflation continued to trend upward due to strong global growth, high upstream price pressures, low levels of spare capacity and robust demand for credit. The Reserve Bank of Australia raised interest rates on 8 November to 6.25% pa.

**Global Economy**

Strong momentum in the global economy has continued. The major risk facing the global economy is the failure of inflation to moderate in many economies. As interest rates increase globally, major central banks are faced with the decision regarding the pace of their tightening schedule.

**Oakvale Capital Investment Portfolio Monthly Review**

The unemployment rate held steady at 4.8% in September, while the October unemployment rate dropped to 4.6% pa. Labour market conditions remained tight and businesses are reporting high levels of capacity usage.

The Board of the Reserve Bank of Australia judged the risk of inflation exceeding 2% to 3% over the medium term remained significant. Monetary policy has been responding to these risks for some time, with increases in interest rates in May and August. Some effect of these measures is becoming evident in demand for credit by households. Nonetheless, the Board's judgement on 8 November was that a more restrictive stance on monetary policy was required to moderate inflation over time and thereby secure sustainable growth.

*Source: Oakvale Capital October Economic Commentary*



**8. INVESTMENT SUMMARY AS AT 30 OCTOBER 2006**

<b>GENERAL FUND</b>				
	TERM DEPOSITS		17,117,125.00	
	FUND MANAGERS		39,121,658.76	
	COLLATERISED DEBT OBLIGATION		4,034,820.00	
	FLOATING RATE NOTE		2,013,480.00	
	CALL		3,000,000.00	<b>65,287,083.76</b>
<b>WATER FUND</b>				
	TERM DEPOSITS		0.00	
	FUND MANAGERS		25,778,132.35	<b>25,778,132.35</b>
<b>SEWERAGE FUND</b>				
	TERM DEPOSITS		2,000,000.00	
	FUND MANAGERS		34,601,612.04	
	CALL		0.00	
	FLOATING RATE NOTE		0.00	<b>36,601,612.04</b>
		<b>TOTAL INVESTMENTS</b>		<b>127,666,828.15</b>

It should be noted that the General Funds investments of \$65 million are not available to be used for general purpose expenditure. It is virtually all restricted by legislation and council resolution for such purposes as unexpended loans, developer contributions, unexpended grants and various specific purpose reserves such as domestic waste, land development and employee leave entitlements.

**Statutory Statement - Local Government (General) Regulation 2005 Clause 212**

I certify that Council's investments have been made in accordance with the Local Government Act 1993, the Local Government (General) Regulations and Council's investment policies.



**Chief Financial Officer (Responsible Accounting Officer)**

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**06 [GC-OC] Corporate Quarterly Report - July to September 2006**

**ORIGIN:**

**Corporate Performance**

**SUMMARY OF REPORT:**

The Management Plan is the strategic mechanism in the Local Government Act within which planning, policy making and management takes place.

In accordance with Section 407 of the Local Government Act the General Manager must report to Council each quarter as to the extent to which the performance targets set by the Council's current Management Plan have been achieved during that quarter.

In accordance with the conditions imposed by the Minister regarding the Section 508A(4) special rate variation approval for 2006-2008, Council must clearly report outcomes and expenditure in its annual report. A quarterly update report on outcomes of a current 7-year plan has been included in Appendix A of this report.

The Corporate Quarterly Report for the period 1 July to 30 September 2006 is presented for consideration by Council.

**RECOMMENDATION:**

**That the Corporate Quarterly Report for the period 1 July 2006 to 30 September 2006 be received and noted.**

## **REPORT:**

In accordance with Section 407 of the Local Government Act, the General Manager must report to Council each quarter as to the extent to which the performance targets set by the Council's current Management Plan have been achieved during that quarter.

The Management Plan is the strategic mechanism in the Local Government Act within which planning, policy making and management may take place.

The Quarterly Corporate Report provides progress feedback on designated priorities within the principle activity categories as specified in the 2006-2009 Management Plan. These Quarterly Reports will be combined at the conclusion of the financial year and included in the annual report to the Department of Local Government, Council and the community.

### **2006-2008 Special Rate Variation (7 Year Plan)**

In accordance with the conditions imposed by the Minister regarding the Section 508A(4) special rate variation approval for 2006-2008, Council must clearly report outcomes and expenditure in its annual report. A detailed quarterly update report on outcomes of a current 7-year plan has been included in Appendix A of this report, following is a summary of progress to 30 September 2006.

#### Business & Economic Development

Tweed and Coolangatta Inc. (TACTIC) have commenced work on the Kingscliff Visitor Information Centre. The centre is expected to be open before Christmas. TACTIC are also completing their marketing plan which will present a marketing and promotion plan for the Tweed. This plan will be presented to Council on 28 November.

Negotiations have been continuing with Tweed Economic Development Corp. (TEDC) regarding a revised agreement which reflects the increased funding amount.

Council is undertaking the preparation of a Corporate Plan. This is a process which will involve all levels of Council's management. It is currently at initial levels of discussion and planning. This process will be reported back to Council separately in due course.

Council's internal support for economic development has been continuing with the establishment of the new Economic and Business Undertakings Unit.

#### Environment & Community Services

Preliminary design is proceeding on the Tweed Heads Museum building and will be commencing in December 2006 for the Community Centre at Murwillumbah.

As part of Council's social plan, delivery a Youth Development Officer and Aboriginal Development Officer have both been recruited to commence in November/December 2006 to enhance the development of services in these areas.

Work is proceeding in preparation to carry out additions to the Banora Point SES premises.

### Planning & Development

The LEP Review process has commenced. The Planning Reform Unit has been established to oversee the successful completion of this project. The project is to be undertaken in 2 stages. First stage is to marry up Council's existing LEP provisions with the Standard LEP Template provided by the Department of Planning. The first stage of the LEP is expected to be ready for public exhibition by March 2007. Second Stage is to undertake a major review of the Shire LEP which will involve a review of various Council's existing land use, economic, environmental and social strategies. This phase of the project is expected to be ready for public comment by Mid 2008.

The Murwillumbah Plan has just commenced and is expected to be completed mid 2007. Briefs have been prepared to commence the Plans for Pottsville and Tweed Heads South with completion of these projects expected late 2007.

Review of Council's urban design guidelines is being undertaken through DCP – "Residential and Tourist Development Code" and is proposed to be exhibited over December and January.

### Engineering & Operations

Pre-construction works for major capital projects are progressing satisfactorily. Designs for the Murwillumbah pool complex and Cudgen Creek footbridge are well advanced, DAs for these projects are expected to be submitted late 2006, with tenders to be called and contracts let in the first half of 2007.

Preparation of plans for Kingscliff Foreshore, Jack Evans Boatharbour Landscape and the Regional Sport & Recreational Facilities (Arkinstall Park) are all progressing satisfactorily.

A contract for aerial laser scanning to provide a 0.5m contour plan of land in Tweed Shire is expected to be completed in the first half of 2007. This plan will provide a base topographical plan for future strategic land use planning and flood modelling throughout the Shire.

The roadworks programmes, including gravel resheeting of unsealed roads, resurfacing sealed roads and sealed road, kerb & gutter and footpath rehabilitation is progressing well with 25% of the program complete.

### **CORPORATE QUARTERLY PERFORMANCE REPORT – 1 JULY 2006 TO 30 SEPTEMBER 2006**

The following report details the progress for the period July to September 2006 on activities identified to be undertaken during 2006-2007 in the 2006-2009 Management Plan.

These actions assist Council to work towards its vision of “a premier area in which to live, work and visit”.

**1 Community action plan**

Vision: To maximise community wellbeing, public health and safety

**Recreation program**

1.0 Recreation

**Health and community services program**

- 1.1 Waste management
- 1.2 Public health and safety
- 1.3 Community development
- 1.4 Community facilities

Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Continued design phase of the Tweed Heads Master Plan relating to Jack Evans Boat Harbour	To rejuvenate the Tweed Heads 'CBD' for social & economic outcomes	% of design completed	75%	Stage 1 concept design completed
Development of the Coastal Landscape Strategy	Outcome of the Coastline Management Plan to improve the visual & recreational amenities of coastal park lands	% completed		-Kingscliff master plan draft is complete -Cabarita foreshore plan 70% -Andrew Ave. Pottsville 70%
Regional Sport Facilities Plan & implementation	To plan for the provision of sporting facilities at a regional or higher level till 2022	Stages completed		Feasibility study and Master Plan study completed
Preparation of an Open Space Recreational Strategy	To engage the community to provide information that will enable council to adequately plan for the acquisition & embellishment of open space. Thereby effectively catering for the needs of the community	% of strategy completed to adoption by council	0%	Not commenced

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Upgrade of local sports facilities	To improve the usability of sporting facilities throughout the shire	Number of projects completed	50%	50% of local facilities upgraded
Continue implementation of the Coastal Weed Control Program	To control environmental weeds in coastal areas	Approximate area controlled	100ha	Ongoing project, satisfactory progress
<b>Waste management</b>				
Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Continue domestic waste minimisation education & facilitation	Total domestic waste currently sent to landfill recycled	% of total domestic waste recycled	20%	Ongoing
Continue commercial & industrial waste minimisation education & facilitation	> 60% of total commercial & industrial waste currently sent to landfill recycled	% of commercial & industrial waste recycled	10%	Ongoing
Construction of new solid waste landfill cell at Stotts Creek	Provide an environmentally secure landfill cell for disposal of solid waste materials	% of work completed	0%	To be commenced March 2007
Rehabilitation of old landfill site at Stotts Creek	Rehabilitation of site to match surrounding native vegetation & landscape	% of rehabilitation work completed	75%	To be completed December 2007
Preparation of a Management Plan for Eviron Road, future landfill site	Plan & prepare future landfill sites	% of plan completed	80%	To be completed end November 2006
<b>Public health and safety</b>				
Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Upgrade of public toilets (PT)	Continual implementation of the public toilet infrastructure upgrade works Programmes	% of program completed	40%	-Tumbulgum PT completed. -Stokers Sidings PT, development consent obtained -Cabarita Beach Surf Life Saving Club completion due end 2006, the existing PT will then be demolished

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Risk assessment for emergency management services	To minimise risk of identified hazards to the community	% completed	75%	Draft document completed with community consultation under way
Study of odour impact from a Flying Fox colony in the Dallas Park locality	In response to community concerns of health and amenities	% completed	10%	The project is on hold until environmental conditions are satisfactory for a field study
<b>Community development</b>				
<b>Work activity</b>	<b>Outcome objective</b>	<b>Performance indicator</b>	<b>YTD status</b>	<b>Progress notes</b>
Annual review of the Social Plan	Reflect current community needs in social planning strategies	% of review completed	10%	Aiming for completion before the Budget process begins
Implement priorities identified in the Youth Needs Analysis Study	Support for the youth of the shire	% of priorities implemented	10%	Progress depends on new Youth Development Officer
Ageing Project	Identify strategies to meet the needs of an ageing population	% of project completed		Establishment of an on-going working group comprising Council, Aging & Disability Dept. and Southern Cross University. Meetings held three monthly
Community Safety & Crime review Strategy	Ensure the safety of the general community and defined target groups	% of strategy developed	50%	Draft to be review for March approval
Sustainable Local Transport Plan	Develop strategies of sustainable modes of transport within the shire	% of plan completed to adoption	50%	Draft to be review – progress depends on EMT support
Affordability Housing Strategy	Develop strategies to increase the provision of affordable housing for defined target groups	% of strategy developed	10%	Linked to new LEP preparation
Community Infrastructure 10-year Program	Plan for human services needs to satisfy a growing population	% of program completed to adoption	20%	Consultants to be appointed for 3-month study/plan preparation

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**Community facilities**

Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Tweed Respite Centre construction	Respite Centre for the Tweed	% of construction completed	0%	Plans are being amended
Murwillumbah community centre initial planning & design	A relevant and sustainable facility designed to service the community in the longer-term	% of project planning & design completed	5%	Architect brief drafted
Design of Murwillumbah car park & swimming pool	Completion of design work	% of design completed	75%	Expression of interest called for contractors. Award contract in March 2007
Murwillumbah Civic Centre two-storey extension	Increased office space	% of construction completed	95%	Call Tenders in November 2006. Complete construction by May 2007
Public hall upgrade and maintenance program	To provide well maintained public halls for community enjoyment	% of program completed	0%	Budgeted annual funds for ongoing hall maintenance.
Expansion of workshop programs provided by the Art Galley	More art & cultural workshops for community involvement	Number of workshops conducted per quarter	12	18 workshops offered, 12 were conducted
Redevelopment of the Tweed River Regional Art Gallery	Allow the Galley to exhibit more portraits and other works from its current collection	% of construction completed	100%	Stage 2 opened 15 September 2005
	Allow larger exhibitions to be accepted & displayed	Number of exhibitions per quarter	8	
Development of the Tweed River Regional Museums	Plan & design suitable buildings to house & safe guard museum pieces depicting the history of the Tweed	% of design work completed	5%	Initial concept stage (stage 1)

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
	Establishment of the new Tweed River Regional Museums at Tweed Heads & Murwillumbah	% of project planning & design completed	0%	
	Documentation of the Museum's collection	% of documentation project completed	5%	Collection Assistant to be engaged for a three year part funded position (Ministry for the Arts)

**2 Economic Action Plan**

Vision: To promote a strong economy with diverse employment opportunities

**Economic development**

Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Review of TEDC performance quarterly	To observe performance of sponsored agent	Comparison of plan to actual outcomes, reported quarterly	Ongoing	New 4-year funding and performance contract has been drafted and being negotiated with TEDC. Manager Business & Economic Development has been assigned responsibility to oversee TEDC performance
Review of TACTIC performance standards quarterly	To observe performance of sponsored agent	Comparison of plan to actual outcomes, reported quarterly	Ongoing	New 4-year funding and performance contract has been signed with TACTIC Manager Business & Economic Development has been assigned responsibility to oversee TACTIC performance
Participation rates to visitors information centres	To improve quality of information & services offered at all information centres	% change in participation rates over a quarter		Quarterly report per contract not due until 30/10/2006
Facilitate and implement Reserve Trust resolutions in relation to caravan park maintenance and development	100% of resolutions implemented	Resolutions implemented within agreed timeframe	Ongoing	

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Tourism strategy	To balance tourism growth with community lifestyle preferences	% of strategy completed		New agreement requires TACTIC to prepare Strategic Plan by 28 February 2006
Enterprise land release study	Balance population growth with employment generation	% of release study completed		Discussions with TEDC regarding responsibilities over the development of an industrial land strategy to be finalised

**3 Environment Action Plan**

Vision: To conserve biodiversity and natural beauty utilising ecologically sustainable development practices

**Natural and built environment program**

- 3.1 Natural environment
  - Coastal & waterways management
  - Flood plain management
- 3.2 Built environment (urban planning)
- 3.3 Development assessment and building controls

**Natural environment**

Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Implementation of Tweed Coasts Estuaries Management Plan	Maintain & improve estuarine environment in the three coastal creeks	% completed. Target 75% of budget expended	10%	
Implementation of Tweed River Management Plans	Maintain & improve freshwater & estuarine environment to the Tweed River & its tributaries	% completed. Target 50% of budget expended	15%	
Implementation of Coastline Management Plan	Competition of Environmental Impact Statements (EIS) for management of Kingscliff beach	% completed	25%	Consultant engaged to prepare EIS for Kingscliff Beach
Coastal flood plain & acid sulfate soil (ASS) management plan (\$60K)	<ul style="list-style-type: none"> <li>▪ 2 modified floodgates</li> <li>▪ 150 ha floodplain under active management</li> <li>▪ 12 primary producers</li> </ul>	% of projects completed	80%	Major project works completed. Final report due end of October 2006.

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
	adopting best management practices <ul style="list-style-type: none"> <li>Increased landowner &amp; community awareness, Natural Resource Management &amp; ASS</li> </ul>			
Coastal floodplain & acid sulfate soil management plan fast track (\$40K)	<ul style="list-style-type: none"> <li>2 modified floodgates</li> <li>150 ha floodplain under active management</li> </ul>	% of projects completed	100%	Works completed July 2006 and final report has been submitted
Coastal floodplain and acid sulfate soil management plan extension (420K)	<ul style="list-style-type: none"> <li>1 modified floodgate</li> <li>80 ha floodplain under active management</li> </ul>	% of projects completed	100%	Works completed July 2006 and final report has been submitted
Fish habitat grant program (\$60K)	3 modified floodgates	% of projects completed	70%	Two of the three tidal floodgates installed. Works to be completed January 2007. Final report due February 2007
Environmental Trust (\$100K)	10 modified floodgates	% of projects completed	20%	One of 10 tidal floodgates installed. 50% of works are to be completed by May 2006. Final report due May 2008.
Australian Research council linkage (\$1.25M including in-kind)	Reduce export of acid sulfate soil contaminants to coastal waters	% of project completed	40%	The research team has submitted the second report to the Tweed River Committee. Research is continuing in the Blacks Drain Catchments, Murwillumbah.
Greenhouse gas fluxes from sugarcane soils & nitrogen fertiliser (\$620K)	Measure emissions from greenhouse gases from acid sulfate soil under sugarcane production & investigate emissions from different fertilisers & placement in soils	% of project completed	40%	The Tweed phase of the data collection is complete. The next phase will be on non-ASS in Qld where data will be collected over 12 months.

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<b>Built environment</b>				
<b>Work activity</b>	<b>Outcome objective</b>	<b>Performance indicator</b>	<b>YTD status</b>	<b>Progress notes</b>
Local Environmental Plan (LEP) 2000	Review & update LEP 2000	% of review completed	10%	
Residential development strategy review	Strategies for residential development in the shire	% of review completed to adoption	0%	Not commenced
Rural land use study	Review of rural land use to balance population growth & community needs	% of study completed to adoption	0%	Not commenced
Community heritage study	Identify & conserve heritage items	% of study completed	90%	To be exhibited prior to end of year
<b>Locality plans</b>			10%	
▪ Kingscliff		% of planning completed	0%	Not commenced
▪ Pottsville			70%	
▪ Cabarita				Subject to State Govt. legislation
▪ Tweed Heads				Subject to State Govt. legislation
▪ Kings Forest	A coordinated statement of the future character of nominated localities & the necessary mechanisms to achieve character including: land use controls & infrastructure provisions		90%	Budget locked for commencement 2007
▪ Area E Terranora				Scope study
▪ Tweed Heads South		% of planning completed	100%	Stage 1 completed, stage 2 commenced, stage 3 to be completed 2007
▪ Burringbar				
▪ Murwillumbah				
▪ Uki			100%	Urban design review panel formed
Urban design charter	Design of development in the Shire is a critical element for retention & enhancement of the character of the Tweed. All of Council's urban design policies & controls require updating to ensure contemporary design	% of charter completed		

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Seaside City Local Environmental Plan (LEP) amendment	outcomes are achieved To ensure high quality urban design outcomes	% of amendment completed	100%	Completed
Full inspection of all OSSM	All active OSSM systems fully inspected and maintained according to guidelines	Number of OSSM systems inspected over quarter % of OSSM systems which failed inspection in the quarter	82 0%	No system failed through the quarter
To reduce stormwater pollution of waterways	Cleaning gross pollutant traps (GPT)	Cleaning of gross pollutant traps (GPT) in accordance with schedule	As per schedule	Manual cleaning of GPTs occurs monthly on a rotating schedule, with major GPT cleaning by contractor every quarter
<b>Development assessment and building controls</b>				
Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
<b>Development assessment</b>				
Review administrative processes associated with development applications	To ensure administration & assessment procedures meet all legislative requirements and are consistently applied	% of review undertaken & recommended changes implemented	10%	Ongoing
Review assessment processes for development applications		% of review undertaken & recommended changes implemented	10%	Ongoing
Customer Service Survey Design	To ensure continual improvements in customer service standards	Survey completed		Customer service form to be reviewed
Customer Service Survey Results		Review of survey results completed		Customer service form to be reviewed
<b>Building services</b>				
Review of administrative processes associated with all applications dealt with by the Building Services Unit	To ensure quality customer service, optimise staff and ensure legislative requirements are met	% of review undertaken and changes implemented where necessary		Ongoing

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Review of administrative processes associated with all applications dealt with by the Building Services Unit	To streamline procedures and ensure that they meet all legislative requirements	% of review undertaken and changes implemented where necessary		Ongoing
Continuous review of assessment & approval processes				Ongoing
- Development applications				Ongoing
- Complying development applications				Ongoing
- Construction certificate applications				Registration of buildings to comply with BASIX to DPNIR implemented
- Applications for sewer connections				176 issued 221 received 7-10 days processing
- Applications for building certificates				Ongoing
Implement program for fire safety audits on buildings	Ensure public safety	% of review undertaken and changes implemented where necessary		Ongoing
Continue registration of backflow devices and schedules of fire safety measures in buildings	Ensure public safety	% of review undertaken and changes implemented where necessary		Ongoing All registered on receipt

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**4 Infrastructure Action Plan**

Vision: To provide infrastructure of a high standard that supports community wellbeing, economic growth and environmental quality

**Infrastructure program**

- 4.0 Infrastructure planning
- 4.1 Roads and transport
- 4.2 Water
- 4.3 Sewerage

**Infrastructure planning**

Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Update the Tweed Road Contribution Plan (TRCP) contribution rates	Update of Tweed road contribution rates	% of update completed	10%	Consultants work load doesn't allow commencement of revisions until 7/12/06, completed date 28/02/07
Preparation of the Tweed Valley Floodplain Risk Management Study	Prepare & adopt a Tweed Valley Floodplain Risk Management Plan	% of study completed	20%	Parts 1 & 2 complete Parts 3 & 4 in draft for consideration of floodplain management committee
Formulate a risk management plan based on recommended options from Tweed Valley Floodplain Risk Management Study		% of plan completed	20%	Risk management plans are subject to completion of each part of the risk management study
Creation of an asset database for floodgates in the Shire	Floodgate asset management system	% completed	10%	All assets inspected by field staff to allow creation of database
Establish a maintenance program for shire floodgates		% completed	10%	All assets inspected by field staff to allow maintenance program to be developed
Create a two-dimensional flood modelling of Cudgen, Cudgera & Mooball Creeks	Flood study of Coastal Creeks	% of model completed	5%	Tenders called for airborne laser scanner to create basis for hydraulic model

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Prepare a Coastal Creeks Floodplain Risk Management Study	Adopted Coast Creeks Floodplain Risk Management Plan	% of study completed	0%	Awaiting completion of modelling
Formulate a Risk Management Plan based on recommendations from the Risk Management Study		% of formulated plan completed	0%	Modelling and risk management study is a prerequisite for commencement
<b>Roads and transport</b>				
Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Gravel re-sheeting of unsealed roads	To provide properly maintained road networks in the shire	% of network area treated per year	2%	Program 25% completed
Resurfacing of sealed roads		% of network area treated per year	1%	Program 10% completed
Area maintenance of roads including culvert & table drain clearing, gravel surface patching & grading, and sealed surfaced defect repair	To provide properly maintained road networks in the shire	All areas visited by maintenance gang 5 times per year	As per schedule	Maintenance currently on 9 week rotation
Levelling of uneven footpaths	To provide properly maintained footpath networks in the shire	All reported trip hazards greater than 30mm are repaired	Ongoing	Grinding of uneven joints as required. Footpath renewal program commenced
Routine bridge inspection & minor maintenance of all bridges. Major repairs identified & scheduled	To maintain bridges economically in a safe & serviceable condition	All bridges inspected once per year	Ongoing	-Bridge inspection and minor maintenance in progress -Replacement of girders in Byrill Cr Rd bridge. -Quotations for replacement of cathodic protection systems
Slashing of roadsides & trimming of trees	To control roadside vegetation to maintain safety & amenity	-Slashing of roadsides 2m from edge of seal. -Sight lines maintained by trimming of trees	As per schedule	
Street & footpath sweeping in commercial areas	To maintain commercial areas streets in a tidy condition & reduce	Streets & footpaths swept in accordance with schedule	As per schedule	

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Maintenance & repair of damaged street furniture	stormwater pollution To maintain upgraded street furniture to enhance commercial areas appearance	Observed or reported damaged furniture maintained & repaired	Ongoing	Maintenance carried out with a weekly inspection. Major damage reported to carpenters
Approved capital works program delivered for roads, drainage, bridges & designated water supply & sewerage projects	To deliver capital works on time & in budget	Approved programs completed	Ongoing	Capital works program in progress
Undertake agreed road safety campaigns & programs	To promote safe behaviour by all road users	Successful delivery of road safety programs	Ongoing	Preparation for RRrisk Program. Successful application for Stay Upright motorcycle safety campaign
Construct cycle ways in accordance with usage patterns & to provide connectivity	To provide cycleway networks in accordance with Council's adopted plan	Completion of approved cycle ways	Ongoing	Nullum St cycleway completed. Condong St cycleway near completion.
Construct paved footpaths in accordance with adopted plan & annual program	To provide paved footpath networks in accordance with Council's adopted plan	Completion of approved footpaths	Ongoing	Riverview St, Mahers Lane, Oleander Av, Kingscliff St, Sutherland St footpaths completed.
Construct pedestrian facilities in accordance with adopted plan & annual program	To improve pedestrian access facilities as identified in the adopted plan	Completion of approved pedestrian facilities	Ongoing	6 ramps in William Street constructed. Path and ramp in Eyles Av completed.
Construct new bus shelters in accordance with priority determined by the Public Transport Committee	To provide bus shelters in priority locations	Completion of approved bus shelters	Ongoing	Tenders invited for the supply of new shelters. Quotations for concrete slab and installation have been invited.
Ensure asset comply with relevant RTA standards. Consultation with Traffic Committee as	To maintain & improve traffic facilities throughout the shire	-Traffic Committee recommendations implemented -Traffic management devices maintained in accordance with	As per schedule	-Recommendations implemented -Devices are maintained as per schedule

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
required Identify & prioritise street lighting upgrades	To provide street lighting in urban areas	schedule or as required New subdivision are illuminated to relevant standards	Ongoing	Appropriate lighting standard nominated for referred subdivisions
Operation of council quarries in accordance with the Quarries Business Plan	To provide road materials to council works at market rates	-Quarries operated within approval & environment standards. -Materials complies with relevant standards	Ongoing	Environmental improvement works at Quarry Rd had been implemented -Monitoring at other sites. -Gravel quality matched to appropriate standard.
Plant fleet is well maintained, modern & relevant	To provide all plant equipment necessary to facilitate operational activities of council	-Plant item downtime at acceptable level. -80% plant item utilisation. -Replacement of fleet items in accordance with schedule	Ongoing	-Annual monitoring only - Replacements in progress – rollers, trucks, screening plant, motor vehicles.
Appropriate stocked store	To provide the materials & tools to facilitate the operational activities of council	-Required items are readily available. -Stock inventory kept at a minimum	Ongoing	Commenced Review of stock minimum & maximum levels
Undertake survey investigation & design of transport routes, cycle ways & pedestrian safety	To ensure infrastructure asset improvements are consistent with population growth & community needs	% of planning completed		-Tweed Heads master plan released by RTA for public exhibition. -Planning/design of Kingscliff boardwalk in progress.
<b>Water</b>				
Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Completion of design for the Bray Park Water Treatment Plant	Upgrade plant capacity to 100ML per day To improve water quality for Tyalgum	% of design completed	90%	
Upgrade of Tyalgum water treatment plant	To improve water quality for Tyalgum	% of the upgrade completed	5%	
Construction of a second reservoir at Bilambil Heights	Increase in water storage capacity	% of construction completed	0%	Work not yet commenced
Preparation of a Water Supply Activity Management Plan (AcMP)	To improve water management & service delivery through the development of an	-Completed plan adopted by Council -Acceptance of adopted plan by the Department of	50%	AMP's placed on Exhibition

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
	integrated water service delivery plan	Energy, Utilities & Sustainability - Completion of community consultation - Adoption of strategic direction		IWCM Strategy and Context Study placed on exhibition
Preparation & implementation of an Integrated Water Cycle Management Plan	To more effectively manage the integration of water supply, sewerage & stormwater to maximise benefits for the community & environment	% completed of a Bulk Water Supply Strategy incorporation Demand Management Strategies to Council adoption		Draft Yield Study Completed
Review Developer Services Plan (DSP) for the Tweed	Review of developer charges for levied water rates in the Tweed	-Complete preparation of a Water Sharing Plan with the Catchments Authority (CMA) % of plan review completed	0%	Council received advise of Macro Water Sharing Plan rules Not yet commenced
Review of the long-term financial plan in accordance with the Developer Services Plan	To ensure long-term financial sustainability of water infrastructure in the Tweed	% of plan reviewed	0%	Not yet commenced
Determine strategic loan funding requirements		Completed by December 2006		To be finalised for next years budget
Continue implementation of DUES water best practice guidelines	Ensure healthy & sustainable management of water infrastructure in the shire	% of guideline implemented	60%	
<b>Sewerage</b>				
Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Completion of Kingscliff sewerage treatment plant	To provide sewerage infrastructure with capacity to service Kingscliff for the longer term	% of plant completed	20%	
Upgrade of	Aim of 100% effluent reuse	% of project completed	60%	

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Murwillumbah sewerage treatment plant to tertiary level treatment – "Condong Mill Co-generation" project	from Murwillumbah STP to be supplied to Condong sugar mill to be used as process water in cooling towers	-Completed plan adopted by Council -Acceptance of adopted plan by the Department of Energy, Utilities & Sustainability in meeting their requirements	50%	AMP's placed on Exhibition
Preparation of a Sewerage Activity Management Plan	To improve sewerage services management & service delivery through the development of an integrated sewerage service delivery plan	- Completion of community consultation - Adoption of strategic direction -Completion of a Effluent Re-Use Strategy to council adoption	100%	IWCM Strategy and Context Study placed on exhibition Strategy Adopted by Council
Preparation & implementation of an Integrated Water Cycle Management Plan	To more effectively manage the integration of water supply, sewerage & stormwater to maximise benefits for the community & environment	% of plan reviewed	0%	Not yet commenced
Review of the long-term financial plan in accordance with the Developer Services Plan	To ensure long-term financial sustainability of sewerage infrastructure in the Tweed	Completed by December 2006	0%	Not yet commenced
Determine strategic loan funding requirements	Provide commercial rate of return to sewer funds	% of turnover required to sewer fund		On target for \$200k return to Sewer Fund
Maintain long-term objectives at the Tweed laboratory Centre				

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Implementation of the new integrated business systems geographical information system (GIS), asset management & modelling systems	Provide information systems to support sewerage & water infrastructure planning & operations	% of systems implemented	50%	
Continue implementation of DUES sewerage best practice guidelines	Ensure healthy & sustainable management of sewerage infrastructure in the shire	% of guideline implemented	60%	

**5 Governance**

Vision To ensure sound corporate governance through effective strategic financial planning, budget control, and statutory compliance and organisation management

**Governance program**

- 5.0 Occupational health & safety risk management
- 5.1 Financial management
- 5.2 Information services
- 5.3 Corporate performance

**Occupation health & safety risk management**

Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Review of Operational Management Systems procedures	To effectively manage operations risk to Council workers, the community & the environment	% of procedures reviewed	100%	
Improve Operational Management Systems internal audit procedures	To improve compliance with procedures	Number of audits per quarter	1	
Improve State Cover OHS systems evaluation 2005 benchmarks	To achieve legislative compliance with OHS laws and regulations	Target: 80% compliance	73%	

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Accident / incidents reported and investigated	To measure compliance with procedures	% of accidents / incidents reported in 12 hours, reported quarterly	89%	
Statistical techniques	To provide benchmarks with other councils in the North Coast Safety Group	Lost injury time (LIT) -Days lost -Incident rate -Frequency rate -Duration rate -Total claims -Total cost	8 57 4.9 24.6 7 17 \$45,060	
<b>Financial management</b>				
Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Implementation of an integrated Asset Management system across the organisation	An asset management system which matches best practice standards	% of asset data entered into the new system		Feasibility study of Mex and Finance One to commence November 06
Update Long Term Financial Plan with changes in strategic and corporate planning	A long term financial plan that is aligned with Council's strategic plan	Long Term Financial Plan completed		Awaiting finalisation of 2005/06 results
Improve the financial reporting process – Finance One & Cognos	Improved flexibility in end of year and management reporting	% of user satisfaction		Masterview planned for October 06, Cognos December 06
Tender for Banking Services	Reduction in transaction costs. Update to new electronic technologies	Bank tender completed	Complete	Bank Tenders complete – currently with Banks
Tender for Audit Services	Local Government Act 1993 (NSW) requirement. Independent analysis of Financial Position / Procedures	Audit Tender completed		Audit Tender for 2007/08 onwards. Tender to be completed Mar 07
Investigate and implement On-line payment options	Improved payment options available to residents.	Number of payment transactions on line		Awaiting Proclaim Upgrade to 9.07

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Ensure compliance with financial legislation requirements, including new Australian International Financial Reporting Standards	Full compliance with financial legislative requirements.	No breach of financial legislative requirements	Ongoing	Ongoing compliance required. Auditors conduct compliance checks on a regular basis
Application for 7 year infrastructure and services plan (rate increase)	To provide sufficient revenues for capital and operational services	Ministerial approval of application	Complete	Complete – Approval for 2006/07 & 2007/08 received
<b>Information services</b>				
<b>Work activity</b>	<b>Outcome objective</b>	<b>Performance indicator</b>	<b>YTD status</b>	<b>Progress notes</b>
Proclaim One business system upgrade	To provide software applications which aid Council to meet strategic business goals	Proclaim business application upgrade completed by July 06	Project plan nearing complete	Report to EMT November 2006
Relocation of computer room	Relocation to a central point on level-two	Data and Telephony services to be terminated in new facility	In progress	On target for completion by 1 November 2006
Intranet site redevelopment	Working party established to define requirements	Project scheduled for completion in September 2006	Complete	Intranet site launched 13 October 2006
On-line DA processing	Provide online services for lodgement of development applications	Project scheduled for completion in November 2006	Deferred	Incorporated into Regulation Reduction Incentive Fund. Deferred until completion of Proclaim business upgrade.
Records management compliance	Scheduling lists of records eligible for disposal under State Records Act	Back scanning older records still requiring retention	In progress	Back scanning of day boxes nearing completion. Next stage is back scanning Roads hard copy files into Dataworks
Software upgrade to MS Office 2003	Upgrade to current version of Microsoft Office	Project scheduled for completion in August 2006	Testing in progress Staff resource redirect	Completion date 30 June 2007

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Software upgrade of exchange	Upgrade to current version of Microsoft Exchange	Project scheduled for completion in May 2006	Complete	Completed 30 September 2006
Implementation of waste management – energy efficiency actions	Resource efficient office practices	% Reduction in paper consumption		Ongoing, increase use of electronic media in place of hardcopies
<b>Corporate performance</b>				
Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
Incoming correspondence	Reply to correspondence within 14 working days	% of incoming correspondence outstanding at end of quarter	3%	16,141 items received 438 outstanding
Customer Work Requests	Attention to requests within 14 working days	% of requests still outstanding at end of quarter	5%	17,038 received 100 outstanding
Processing of film applications	Processing of film applications within 5 working days	% of applications processed in 5 days		No applications received
Internal audit	Completion of annual audit plan	Number of audits conducted over a quarter	5	In compliance with audit plan
Audit Committee	Committee to meet at least four-times yearly	Number of meetings conducted	1	In compliance with audit charter
Complaints handling	To resolve all complaints in a timely manner in accordance with the complaints handling policy	-Number of complaints received over a quarter -Number of complaints unresolved over a quarter	26 12	
Freedom of Information	To complete applications in accordance with Act timeframes	% of applications completed	100%	Completed within 21 days
Policy reviews	Undertake review of policies by 31 December 2006	Number of policies reviewed, reported December quarter	1	Councillors expenses policy reviewed & draft on exhibition
Risk management	Implement risk management strategies & policies that relate to strategic assets & management program (SAMP) & enterprise risk	Target 90% compliance		

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Work activity	Outcome objective	Performance indicator	YTD status	Progress notes
	management procedures including: - Disaster recovery - Business continuity plans			

**Human Resources Plan**

Activity	Target	Achieving outcome	Performance report	Result	Progress notes	
Planning & staffing	Attraction of staff	Review of recruitment & selection policies which are EEO based & take into consideration legislative requirements as well as market conditions	Professional trainee pathways introduced & implemented	Implemented successfully	Cadet program introduced	
	Retention		Salary packaging provider sourced & implemented	Continues to be popular	Approximate 10% take up rate	
	Motivation		Career Pathways investigation	Adoption of revised salary structure	Provides more job grades	
	Operational flexibility		Flexibility work policy introduced & implemented	Implemented and Accessed by employees for various reasons		
Employee training & development	Training & skills to improve productivity	Annual performance appraisal & review	Structured formal appraisal & review process reviewed	New 6 month system implemented	First review due December 2006	
			Delivery of training	Implementation of an Annual Training Plan	Continuous	Schedule developed and effected
			Access to professional development	Circulation of opportunities via Council's Intranet & HR Bulletin	Continuous	
Employment support	Improved quality of work life	Consistent application of EEO principles	Audit of processes	Systematic audit process implemented and as required	HR Policy training provided	
			Ensuring the provision of a healthy & supportive work environment	Employee Assistance Program EEO sub-committee reconstituted EEO Contact Officers appointed	Utilised regularly	
			Legal compliance	-Attendance at the Employment Law conferences	Completed March and	National Industrial Relations Society Conference and LGSA

Corporate quarterly report

Activity	Target	Achieving outcome	Performance report	Result	Progress notes
Compliance		Commonwealth legislation & regulations -NSW Local Government (State) Award  -NSW Industrial Relations Act 1996 -OH & S Act 2000 & regulations 2001 -Local Government Act 1993 (NSW) Workplace Relations Amendment (Work Choices) Act 2005	-Attendance at relevant workshops -Award & relevant Acts available on the Human resources internal intranet site	May 2006  June 2006  Completed and updated as required	Employment Law conference attended.  Office of Employment Advocate Work Choices workshop attended
Systems implement maintenance & review	Contemporary HR policies & procedures available to all employees	Regular review of all policies & procedures	Ensure all current HR policies & procedures are available on Council's internal intranet web site	-Training provided on all policies delivered to all staff -Forms part of induction program	Continuous improvement exercised
	Effective consultative committee		All meeting recommendations made are followed through	Continuous	
Systems implement maintenance & review continued	Effective industrial relations sub-committee	Hold regular monthly meetings	All meeting recommendations made are followed through	Continuous	
	Effective training & development sub-committee	Hold regular monthly meetings	All meeting recommendations made are followed through	Continuous	

Corporate quarterly report

Activity	Target	Achieving outcome	Performance report	Result	Progress notes
Implementation of records management system into Human Resources	To ensure all Human Resource documents are safely secured in Council's records management system	Conversion of files into Council's records management system	Full conversion of files into Dataworks format	Commenced	Workflows established
<b>Equal Opportunities Plan</b>					
Systems implement, & maintenance & Review	Effective EEO sub-committee	Regular monthly meetings	All recommendations followed through	Commenced	EEO induction to be presented by EEO Contact Officers on a rotational basis during HR Induction Program
Compliance	Legal compliance	Ensuring adherence to all State & Commonwealth legislation & regulations -NSW Local Govt. (State) Award -NSW Industrial Relations Act 1996 -OH & S Act 2000 & regulations 2001 -Local Government Act 1993 (NSW) -Workplace Relations Amendment (Work Choices) Act 2005 -Disability Discrimination Act 1992	Attendance at the Employment Law conferences Attendance at relevant workshops Award & relevant Acts available on the Human resources internal intranet site	Completed March and May 2006 June 2006 Completed and updated as required	National Industrial Relations Society Conference and LGSA Employment Law conference attended. Office of Employment Advocate WorkChoices workshop attended

Corporate quarterly report

**Appendix A: Expenditure report of a 2006 –2007 rates variation**

▪ **Business and economic development**

Project	Planned Works	Allocation	Funding	Exp to Date	Current Status	Next Action
Economic Marketing & Promotion Economic	Contribution to TEDC Projects	\$70,000	Revenue	\$0	Awaiting execution of TEDC: TSC Agreement	Discuss Agreement with TEDC Board
Corporate Planning Unit	Develop Corporate Plan	69,474	Revenue	0	Initial planning work being undertaken for Corporate Plan	Prepare to undertake internal discussions with operational management Undertake Council endorsed economic projects
Economic Development Support Kingscliff Visitors Information Centre	Council's Internal Economic Development Projects	71,000	Revenue	0	Undertake support for economic development	Undertake Council endorsed economic projects
Economic Marketing & Promotion	TACTIC Support	25,000	Revenue	12,500	TACTIC to establish Kingscliff VIC as per funding agreement Funding to TACTIC to undertake tourism marketing & promo of Tweed	TACTIC to establish VIC at Kingscliff Hall before Christmas 2006 Payment made in 1/4 instalments, commencing approval of TACTIC Marketing Plan presentation 28/11/2006

▪ **Environment & Community Services**

Project	Planned Works	Allocation	Funding	Exp to Date	Current Status	Next Action
Cultural Arts Seed Funding	This project would enable further arts-driven initiatives to be encouraged, following the imminent expiry of the Tweed City of the Arts activities.	\$15,000	Revenue	\$0	Plans and Strategies being developed.	Programs will be implemented during the first half of 2007.

Corporate quarterly report

Project	Planned Works	Allocation	Funding	Exp to Date	Current Status	Next Action
Arts Trainee and mentorship	This project, would initiate accredited traineeships and mentorship in arts and cultural areas, targeted at youth and students. It would operate in partnership with key tertiary institutions to develop and implement an arts-based mentorship package.	5,000	Revenue	0	Plans and Strategies being developed.	Program to be developed for implementation in 2007.
Youth Activities Program	Part of a package of youth-oriented projects in the Quality of Life Program, this project would provide \$12,500 to fund youth activities devised by youth workers at Council community facilities, such as South Tweed, Banora Point and Pottsville.	12,500	Revenue	0	Program to be developed when Youth Officer appointed.	Program to be developed and implemented following the commencement of duties of the Youth Development Officer on 4 December 2006
Youth Transport	Allied to the Youth Activities Program, this project would provide \$15,000 specifically for enabling transport by young people, primarily aged 12-18 in line with Council's draft Youth Needs Analysis	\$15,000	Revenue	\$0	Program to be developed when Youth Officer appointed.	Program to be developed and implemented following the commencement of duties of the Youth Development Officer on 4 December 2006.

Corporate quarterly report

Project	Planned Works	Allocation	Funding	Exp to Date	Current Status	Next Action
Improved Services Shire Youth	Social Plan. Youth Officer. Council currently funds the Family Centre Community Project, a non-grant organisation to provide eight hours per week on youth issues. Considering the number of youth within Tweed Shire this is considered inadequate.	76,000	Revenue	0	Interviews for Youth Officer to be held on 27 October 2006.	Youth Development commences 4 December 2006.
Aboriginal Community Development	As outlined in the Social Plan. Coordinate development of community and council related issues.	66,000	Revenue	0	Position currently being advertised.	Aboriginal Community Development Officer commences 20 November 2006.
Administration Officers	Staff Costs	42,000	Revenue	0	PD completed and forwarded for evaluation.	Recruitment in progress.
Community Centre Murwillumbah	The upgrade of this community centre located in Knox Park Murwillumbah will provide a focus for the numerous community services that are now provided in a number of scattered locations within Murwillumbah.	1,000,000	Grant/ Sales	0	Consultant's brief drafted	The draft brief has been forwarded to relevant staff for finalisation at a meeting to be held 23 November 2006.
Dog Pound Additions	These additions to the pound located at Stotts Creek will provide facilities that meet with the standard as required by regulation and will be able to handle the increasing animal numbers that will be a result of the current inc	60,000	Ln4 S94	0	14/9 MEH requested to detail actions	Project to be reviewed.

Corporate quarterly report



Project	Planned Works	Allocation	Funding	Exp to Date	Current Status	Next Action
SES Operations Centre Banora Point	human population. Operations area is currently inadequate to conduct emergency work and an improved facility is required. Grant funding may be available.	75,000	Grants\$ 94	0	Building plans being prepared.	Quotations to be sought for construction.
Compliance Officer Caravan Parks	This will allow a proactive approach to the issues that arise within caravan parks. These include installations of structures on site. This will assist in reducing possible impacts from major events such as flooding, storms etc.	50,000	Revenue	0	Position currently being advertised.	Recruitment to be finalised and activities commenced.
Emergency Management Plan Implementation	This program will result in the regular review of the Tweed Disaster Plan, the provision of support to the various emergency agencies such as the State Emergency Service and the Rural Fire Services	\$30,000	Revenue	\$0	PD completed and forwarded for evaluation.	Recruitment.
Kingscliff Pool upgrade	Shade structure	35,000	Revenue	0	Quotes being obtained	Contractor to be selected and work carried out.
Surf Life Saving Patrols	Provision for increase in fees due to the demand for additional areas to be provided with paid lifeguards	50,000	Revenue	0	Casuarina Beach included in current tender process	Report to be submitted Council 28 November 2006.

Corporate quarterly report

Project	Planned Works	Allocation	Funding	Exp to Date	Current Status	Next Action
Surf Living Strategy 2020	With 40km of coastline under its care and control, Council needs to develop ways for identifying where and when beach safety measures should be employed and how the issue of beach and surf safety should be provided to residents and visitors.	10,000	S94	0	Action plan being developed in conjunction with Beach Safety Liaison Committee.	Finalisation of Action Plan.
Botanic Gardens	Council has resolved to develop a botanical garden on land it owns at Eviron as part of its strategy for rehabilitation of those parts of the land that will be used for landfill and in conjunction with that part of the land that forms the Tweed Valley Cemetery	100,000	S94	0	Brief for hydraulic design prepared and now being tendered	Appoint successful tenderer . design work to commence.
Building Compliance Officer	An additional employee is required to carry out inspections and take action in regard to general complaints received by Council from the public in relation to miscellaneous matters such as stormwater issues, retaining walls, use of land and buildings, etc	37,900	Revenue	0	PD completed and forwarded for evaluation.	Recruitment.

Corporate quarterly report

▪ **Planning & Development**

Project	Planned Works	Allocation	Funding	Exp to Date	Current Status	Next Action
LEP Reviews	The State Government requires that the Tweed LEP is Reviewed and updated.	\$140,000	Revenue	\$1,208	Review Environmental Zones for LEP Review Murwillumbah Town Centre Tender reported to Council and resolved to appoint Architects to undertake the project.	Coordinate inception meeting to commence Murwillumbah Town Centre Project
Urban design guidelines charter	Consultancy to upgrade current controls. The design of development in the Shire is a critical element for the retention and enhancement of the character of the Tweed. All of Council's urban design policies and controls require updating	20,000	Revenue	0	Reviewing status of this project	

▪ **Engineering & Operations**

Project	Planned Works	Allocation	Funding	Exp to Date	Current Status	Next Action
Land Purchase open Space		\$100,000	Loans	\$0	Proposal to purchase a 6m wide strip of land. Land valuation to be determined	Reports to council seek determination by Valuer General.
Carpark/Pool Upgrade Murwillumbah	The upgrade of the 40-year-old Murwillumbah pool complex will provide a facility that will serve the region for the foreseeable future. New facilities will include a hydrotherapy pool, a 25m heated lap pool, which will allow all year use of the facility.	1,000,000	Loans	176,000	Expression of interest for contractors to be advertised 5/10.	Tenders to be called February 2007
Park Asset Maintenance	Addressing playground compliance issues in line with Australian Standards	43,750	Revenue		Playground audit and condition rating completed	Commence upgrades in accordance with audit priorities

Corporate quarterly report

Project	Planned Works	Allocation	Funding	Exp to Date	Current Status	Next Action
Parks Asset Renewal	Replace ageing/failing assets - Playground Equipment, BBQ & Shelters	41,750	Loans		Awaiting finalisation of park furniture design	Replace selected facilities in maintenance mode
Lot 500 Bushland	Maintenance to Dune Vegetation - Casuarina	8,200	Revenue		Regeneration works to commenced	Regeneration works to be on-going in maintenance mode
Regional Sport & Recreational Facilities	Complete feasibility Masterplan study - Arkinhall Park; Proceed to further studies dependant on results of Feasibility Study	1,666,668	Loans & S94		Master plan and feasibility study commenced	Presentation of draft master plan options
Tweed Heads Masterplan	Implementation of Jack Evans Boatharbour Landscape Plan	3,000,000	Loans		JEBH concept plan approved. cost review being finalised	Advertise consultancy brief for design development and documentation of the stage 1 landscape works including Qld Border Caravan Park, new boardwalk and Wharf and Bay Streets plaza area
Coastline Management Plan Implementation	Implement Kingscliff Foreshore Landscape Plan; Develop & Implement Landscape Plan for Ambrose Brown Park Pottsville	\$500,000	Loans		Landscape plan for Kingscliff foreshore and Ambrose Brown Park complete pending council approval late Nov. 2006	Construction planned to commence Jan. 2007
Waterways Asset Replacement	Replacement of Waterways Assets	30,000	Loans		Application lodged to replace Wharf at Tumbulgum	Await advice from Waterways.
Laser Survey Tweed & Coastal Creeks		200,000	Revenue grants		Tender documents being prepared for Laser survey of all Tweed Shire area	Call tenders
Asset Management Levees & Floodgates	The program is initially to provide a computer based asset management plan followed by remediation (catch up) works in following years	50,000	Revenue grants		Program not yet commenced	Collect data 2007

Corporate quarterly report

Project	Planned Works	Allocation	Funding	Exp to Date	Current Status	Next Action
Stormwater drainage Rehabilitation Cudgen Creek Walk Bridge, Kingscliff	Replacement of the bridge with a wider, safer, low maintenance structure is included on Council's Timber Bridge Replacement Program priority list, with an estimated cost of \$1.4 million.	400,000	Loans	49,535	Of 15 projects, 4 completed	4 projects in survey – investigations design phase
Gravel Resheeting of Unsealed Roads		200,000	Loans	85,928	Detailed design near complete	Lodge DA, call tenders for bridge piles
Sealed Road resurfacing		223,700	Loans	47,478	Of 8 projects, 7 completed	Progress through uncompleted projects
Sealed Road Rehabilitation		813,900	Loans	240,674	Of 34 projects, 15 completed	Resealing program will be completed by Christmas 2006
Kerb & Gutter Rehabilitation		70,000	Loans	714	Of 21 projects, 9 completed	Progress through uncompleted projects
Footpaths Rehabilitation		350,000	Loans	51,314	Of 6 projects, 1 is completed	Progress through uncompleted projects
					Of 27 projects, 7 completed	Work in progress on remaining projects

Corporate quarterly report

**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).*

Nil.

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**07 [GC-OC] 2005/2006 Statutory Annual Report**

**ORIGIN:**

**Corporate Compliance**

**SUMMARY OF REPORT:**

In accordance with Section 428 of the Local Government Act 1993, Council must within five months after the end of each year prepare a report as to its achievements with respect to the objectives and performance targets set out in its Management Plan for that year.

The Annual report must address a number of requirements, contained within Section 428(2) of the Local Government Act 1993.

Council's Annual Report for 2005/2006 has been prepared in accordance with the provisions of Section 428 of the Local Government Act 1993 and is ready for forwarding to the Department of Local Government.

Information on the Annual Report will be published in the Tweed Link and the document will be displayed on Council's Internet site.

**RECOMMENDATION:**

**That this report be received and noted.**

**REPORT:**

As per summary

**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. 2005/2006 Statutory Annual Report (DW1498380).
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**O8 [GC-OC] In Kind Register - July to September 2006**

**ORIGIN:**

**Financial Services**

**SUMMARY OF REPORT:**

Details of "In Kind" and real donations for the period July to September 2006 are reproduced in this report for Council's information.

**RECOMMENDATION:**

**That this report be received and noted.**

**REPORT:**

Council maintains a Register of "In Kind" and real donations. Details of these donations for the period July to September 2006 are reproduced as follows:-

**Financial Assistance:**

<b>Amount</b>	<b>Recipient</b>	<b>Donated Item</b>	<b>Date</b>
\$5000.00	North Coast Academy of Sport	Budget Allocation Council Resolution 21/9/2006 - Kenya	31/07/2006
\$10000.00	International Riverfoundation	Mentoring Project	02/08/2006
\$50.00	Kingscliff High School	2nd Prize - School Debate	03/08/2006
\$100.00	Wollumbin High School	1st Prize - Tweed Schools	03/08/2006
\$100.00	Banora Point Public School	1st Prize - Tweed Schools Debate	03/08/2006
\$50.00	Mt St Patricks Primary School	2nd Prize - Tweed Schools Debate	03/08/2006
\$2000.00	Tweedlesea Day Care Club	Ist Round Donation 2006/2007	17/08/2006
\$500.00	University of the Third Age	Ist Round Donation 2006/2007	17/08/2006
\$1000.00	Burringbar RSL Sub Branch	Ist Round Donation 2006/2007	17/08/2006
\$500.00	Women's Golf Murwillumbah	Ist Round Donation 2006/2007	17/08/2006
\$2000.00	Westpac Life Saver Helicopter	Ist Round Donation 2006/2007	17/08/2006
\$1000.00	Tweed Palliative Support Blind & Vision Impaired	Ist Round Donation 2006/2007	17/08/2006
\$1750.00	Support	Ist Round Donation 2006/2007	17/08/2006
\$2000.00	First Chinderah Scouts Group	Ist Round Donation 2006/2007	17/08/2006
\$2000.00	Twin Towns Friends Association	Ist Round Donation 2006/2007	17/08/2006
\$2000.00	Friends of the Pound (Tweed) Inc	Ist Round Donation 2006/2007	17/08/2006
\$1500.00	St Joseph's Community Centre	Ist Round Donation 2006/2007	17/08/2006
\$2000.00	Scouts Association	Ist Round Donation 2006/2007	17/08/2006
\$2000.00	Camp Quality NSW	Ist Round Donation 2006/2007	17/08/2006
\$1895.00	Uki Village & District Residents Association	Ist Round Donation 2006/2007	17/08/2006
\$8500.00	Tweed Valley Banana Festival & Harvest Week	Ist Round Donation 2006/2007	17/08/2006
\$5500.00	Tweed Shire Senior Citizens Week - Senior's Expo	Ist Round Donation 2006/2007	17/08/2006
\$2000.00	Lions Club Cabarita Beach & Pottsville Beach - Greenback	Ist Round Donation 2006/2007	17/08/2006
\$5000.00	Wollumbin Dreaming Inc - Wollumbin Festival	Ist Round Donation 2006/2007	17/08/2006
\$5500.00	Speed on Tweed Inc	Ist Round Donation	17/08/2006

		2006/2007	
\$2000.00	Tweed Training & Enterprise Co - Tweed Shire Youth Festival	Ist Round Donation 2006/2007	17/08/2006
\$4000.00	Whole Woman	Ist Round Donation 2006/2007	17/08/2006
\$1900.00	Murwillumbah Community Centre - Harmony Day	Ist Round Donation 2006/2007	17/08/2006
\$11000.00	Australian Volunteer Coast Guard - Kingscliff Flotilla	Budget Allocation	17/08/2006
\$10000.00	Volunteer Marine Rescue - Point Danger	Budget Allocation	14/09/2006
\$6800.00	Tweed River Agricultural Society	Council Resolution Minute No. 508 - 7/09/05	26/09/2006
\$400.00	Australian Paralympic Committee	Donation - Connect 1000	28/09/2006
\$473.00	Pottsville Beach Tennis Club	Donation - 06/07 Sewerage Charge	28/09/2006
\$50.00	Tweed River High School	Donation - Annual Whole School Presentation	28/09/2006
<b>\$100,568.00</b>			

**Goods and/or Material:**

Amount	Recipient	Donated Item	Date
\$32.00	Australian Citizens	4 x \$8 Plants	04/07/2006
\$80.00	Lakeside Christian College - Plant Ark Day	20 x \$4 Mixed Shrubs	24/07/2006
\$80.00	Stokers Siding Public School - Plant Ark Day	20 x \$4 Mixed Rainforest Plants	24/07/2006
\$40.00	Tyalgum Primary School - Plant Ark Day	10 x \$4 Mixed Shrubs	24/07/2006
\$80.00	Fingal Primary School - Planet Ark Day	20 x \$4 Mixed Shrubs	24/07/2006
\$8.00	Australian Citizen	1 Plant	25/07/2006
\$80.00	St James Banora Pt Primary School - Plant Ark Day	20 x \$4 Mixed Shrubs	25/07/2006
\$80.00	Bogangar Primary School - Planet Ark Day	20 x \$4 Mixed Shrubs	26/07/2006
\$120.00	Tweed Heads Public School - Planet Ark Day	30 x \$4 Mixed Rainforest Plants	28/07/2006
\$80.00	Pottsville Primary School	10 x \$8 Plants	03/08/2006
\$40.00	Australian Citizens	5 x \$8 Plants	23/08/2006
\$4.00	Australian Citizens	1 x \$4 Plant	29/08/2006
\$60.00	Justine Elliott ( MP )	60 Tubes @ \$1	31/08/2006
\$200.00	Justine Elliott ( MP ) Welcoming the Babies	100 x \$2 Large Tubes	01/09/2006
\$80.00	Tweed River High	20 x \$4 Shrub	07/09/2006
\$16.00	Australian Citizens	2 x \$8 Plants	07/09/2006
\$8.00	Australian Citizens	1 x \$8 Plant	26/09/2006
\$120.00	Possum's Pre-School	30 x \$4 Shrubs	28/09/2006
<b>\$1,208.00</b>			

**Provision of Labour and/or Plant & Equipment:**

Amount	Recipient	Donated Item	Date
\$834.11	Banana Festival	Provision of Labour & Plant	Aug/Sept 2006
\$45906.00	Speed on Tweed	Provision of Labour & Plant	September
\$531.55	Life Education Van Relocation	Provision of Labour & Plant	July/Aug/Sep/06
<b><u>\$47,271.66</u></b>			

**Rates:**

Amount	Recipient	Donated Item	Date
\$576.95	Autumn Club	Council Rates	14/08/2006
\$526.20	Kunghur Hall	Council Rates	18/07/2006
\$629.75	Stokers Siding Hall	Council Rates	25/08/2006
\$1522.00	Uki School of Arts	Council Rates - 2004/2005	18/07/2006
\$1539.00	Uki School of Arts	Council Rates - 2005/2006	18/07/2006
\$1517.60	Uki School of Arts	Council Rates - 2006/2007	25/08/2006
\$1327.15	Burringbar School of Arts	Council Rates	25/08/2006
\$755.95	Crabbes Creek Hall	Council Rates	25/08/2006
\$266.00	Trustees Literary Institute Tyalgum	Council Garbage Rates	28/08/2006
\$1174.60	Trustees Literary Institute Tyalgum	Council Rates	28/08/2006
\$1809.00	Tweed Coast Community Centre	Council Rates - 2005/2006	12/09/2006
\$1981.30	Tweed Coast Community Centre	Council Rates - 2006/2007	12/09/2006
\$2435.60	Legacy Club of Coolangatta/Tweed Heads	Council Rates	12/09/2006
\$901.70	Legacy Club of Coolangatta/Tweed Heads	Council Rates	12/09/2006
<b><u>\$16,962.80</u></b>			

**Tweed Link:**

Amount	Recipient	Donated Item	Date
\$81.00	Various Community Notices	Advertising	04/07/2006
\$87.75	Various Community Notices	Advertising	11/07/2006
\$74.25	Various Community Notices	Advertising	18/07/2006
\$175.50	Various Community Notices	Advertising	25/07/2006
\$67.50	Various Community Notices	Advertising	01/08/2006
\$121.50	Various Community Notices	Advertising	08/08/2006
\$74.25	Various Community Notices	Advertising	22/08/2006
\$175.50	Various Community Notices	Advertising	29/08/2006
\$108.00	Various Community Notices	Advertising	05/09/2006
\$121.50	Various Community Notices	Advertising	12/09/2006
\$81.00	Various Community Notices	Advertising	19/09/2006
\$195.75	Various Community Notices	Advertising	26/09/2006
\$81.00	Various Community Notices	Advertising	03/10/2006
\$60.75	Various Community Notices	Advertising	10/10/2006
\$87.75	Various Community Notices	Advertising	24/10/2006
\$135.00	Various Community Notices	Advertising	31/10/2006
<b><u>\$1,728.00</u></b>			

**Room Hire:**

<b>Amount</b>	<b>Recipient</b>	<b>Donated Item</b>	
\$170.00	Writers Festival for Schools Murwillumbah Theatre Company	Murwillumbah Civic Centre	07/08/2006
\$47.00	Banana Festival Fashion Parade	Murwillumbah Civic Centre	07/08/2006
\$133.00	Banana Festival Fashion Parade	Murwillumbah Civic Centre	16/08/2006
\$133.00	Banana Festival Fashion Parade	Murwillumbah Civic Centre	17/08/2006
\$274.00	Banana Festival Fashion Parade	Murwillumbah Civic Centre	18/08/2006
\$293.00	Banana Festival Battle of the Bands Murwillumbah Theatre Company	Murwillumbah Civic Centre	19/08/2006
\$47.00	Banana Festival Performing Arts Concert	Murwillumbah Civic Centre	21/08/2006
\$38.00	Banana Festival Performing Arts Concert	Murwillumbah Civic Centre	22/08/2006
\$198.00	Banana Festival Performing Arts Concert	Murwillumbah Civic Centre	23/08/2006
\$105.00	Banana Festival Ball	Murwillumbah Civic Centre	25/08/2006
\$368.00	Banana Festival Ball Murwillumbah Theatre Company	Murwillumbah Civic Centre	26/08/2006
\$47.00	Murwillumbah Theatre Company - Equipment Training	Murwillumbah Civic Centre	28/08/2006
\$124.00	Murwillumbah Theatre Company	Murwillumbah Civic Centre	02/09/2006
\$47.00	Murwillumbah Theatre Company	Murwillumbah Civic Centre	04/09/2006
\$47.00	Murwillumbah Theatre Company	Murwillumbah Civic Centre	05/09/2006
\$47.00	Murwillumbah Theatre Company	Murwillumbah Civic Centre	09/09/2006
\$47.00	Murwillumbah Theatre Company	Murwillumbah Civic Centre	11/09/2006
\$47.00	Murwillumbah Theatre Company	Murwillumbah Civic Centre	12/09/2006
\$47.00	Murwillumbah Theatre Company	Murwillumbah Civic Centre	13/09/2006
\$30.00	CWA Murwillumbah Craft Fair Set Up	Murwillumbah Civic Centre	15/09/2006
\$58.50	CWA Murwillumbah Craft	Murwillumbah Civic Centre	16/09/2006
\$170.00	Public Schools Awards Night Murwillumbah Theatre Company	Murwillumbah Civic Centre	20/09/2006
\$143.00	Murwillumbah Theatre Company	Murwillumbah Civic Centre	23/09/2006
\$47.00	Murwillumbah Theatre Company	Murwillumbah Civic Centre	25/09/2006
\$47.00	Murwillumbah Theatre Company	Murwillumbah Civic Centre	27/09/2006

\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	03/07/2006
\$47.00	Northern Rivers Symphony Orchestra	Tweed Heads Civic Centre	04/07/2006
\$47.00	Northern Rivers Symphony Orchestra	Tweed Heads Civic Centre	05/07/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	06/07/2006
\$368.40	Naidoc Week Dinner Dance	Tweed Heads Civic Centre	07/07/2006
\$47.00	Northern Rivers Symphony Orchestra	Tweed Heads Civic Centre	09/07/2006
\$47.00	Twin Towns Garden Club	Tweed Heads Civic Centre	10/07/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	10/07/2006
\$47.00	Northern Rivers Symphony Orchestra	Tweed Heads Civic Centre	11/07/2006
\$47.00	Northern Rivers Symphony Orchestra	Tweed Heads Civic Centre	12/07/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	13/07/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	17/07/2006
\$47.00	Northern Rivers Symphony Orchestra	Tweed Heads Civic Centre	19/07/2006
\$94.00	Northern Rivers Symphony Orchestra	Tweed Heads Civic Centre	23/07/2006
\$47.00	Northern Rivers Symphony Orchestra	Tweed Heads Civic Centre	26/07/2006
\$94.00	Northern Rivers Symphony Orchestra	Tweed Heads Civic Centre	30/07/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	30/07/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	03/08/2006
\$185.00	Tweed Heads Hospital AGM	Tweed Heads Civic Centre	07/08/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	07/08/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	10/08/2006
\$47.00	Twin Towns Garden Club	Tweed Heads Civic Centre	14/08/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	14/08/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	21/08/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	24/08/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	28/08/2006

**TWEED SHIRE COUNCIL OPERATIONS COMMITTEE MEETING HELD TUESDAY 28 NOVEMBER 2006**

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\$47.00	Twin Towns Garden Club	Tweed Heads Civic Centre	04/09/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	04/09/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	07/09/2006
\$146.40	Twin Towns Garden Club - Flower Show	Tweed Heads Civic Centre	08/09/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	11/09/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	14/09/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	18/09/2006
\$47.00	Northern Rivers Symphony Orchestra	Tweed Heads Civic Centre	19/09/2006
\$47.00	Northern Rivers Symphony Orchestra	Tweed Heads Civic Centre	20/09/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	21/09/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	25/09/2006
\$47.00	Northern Rivers Symphony Orchestra	Tweed Heads Civic Centre	26/09/2006
\$47.00	Northern Rivers Symphony Orchestra	Tweed Heads Civic Centre	27/09/2006
\$47.00	Tweed Theatre Company	Tweed Heads Civic Centre	28/09/2006
\$11.55	Twin Towns Friends	South Tweed HACC	12/07/2006
\$11.55	Twin Towns Friends	South Tweed HACC	09/08/2006
\$129.50	NAIDOC Week	South Tweed Heads Community Hall	04/07/2006
\$259.00	NAIDOC Week	South Tweed Heads Community Hall	06/07/2006
\$31.85	Twin Towns Friends	South Tweed Heads Community Hall	26/07/2006
\$54.00	Tugun Cobaki Alliance	South Tweed Heads Community Hall	29/07/2006
\$61.00	Tweed Heads Hospital Ladies Auxiliary	Tweed Heads Meeting Room	03/07/2006
\$61.00	South Sea Islander Meeting	Tweed Heads Meeting Room	08/07/2006
\$47.00	Tweed Theatre Company	Tweed Heads Meeting Room	31/08/2006
\$61.00	Tweed Heads Hospital Ladies Auxiliary	Tweed Heads Meeting Room	04/09/2006
\$61.00	South Sea Islander Meeting	Tweed Heads Meeting Room	09/09/2006
\$47.00	Northern Rivers Symphony Orchestra	Tweed Heads Meeting Room	13/09/2006
<b><u>\$6,122.75</u></b>			

Total Donations 1<sup>st</sup> Quarter = \$173,861.21

**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).*

Nil.

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**09 [GC-OC] Tweed Economic Development Corporation (TEDC) Quarterly Performance Report - July to September 2006**

**ORIGIN:**

**Business Undertakings**

**SUMMARY OF REPORT:**

As required by the current Tweed Economic Development Corporation (TEDC) agreement a quarterly financial statement is to be provided for Council's inspection. Please find attached TEDC's quarterly profit and loss statement, balance sheet and budget comparisons.

**RECOMMENDATION:**

**That this report be received and noted.**

**REPORT:**

**TEDC Quarterly Report to  
Tweed Shire Council  
July to September 2006**

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**1. Annual General Meeting**

The AGM of the TEDC will be held at the Tweed Regional Art Gallery on Friday 20<sup>th</sup> November 2006 from 6.00 pm to 7.30 pm.

**2. TEDC Website Update**

The TEDC website upgrade is now completed and the site is a totally TEDC content managed site. TEDC continues to produce the monthly TEDC eBulletin. TEDC is now in the process of adding the TEDC Tweed industry database to the website.

**3. Tweed and Northern Rivers Economic Modelling Tool.**

- The 2004/05 update has been completed and a copy of the report presented to TSC Administrators and TSC General Manager.
- TEDC has now completed three consultancy projects (at the request of private enterprise) on projects of state significance.
- TEDC has also completed a further assessment on the final Ballina/Byron motorway by-pass.
- TEDC has also completed an economic assessment of the current value of the Tweed Heads Campus of the Southern Cross University (SCU) and assessments of potential increases in economic contribution to the Tweed economy as a result of expansion proposals by SCU at the current Tweed Heads Civic Precinct site.
- In response to a request from TSC, TEDC is conducting economic impact assessments on the four (4) Tweed Festivals including: Speed on Tweed, Tweed Banana Festival, Tweed River Festival and Tyalgum Music Festival.
- TEDC, as part of its original contractual obligations, has arranged for the 2004/05 data update of all participating Councils of the Tweed and Northern Rivers Economic Modelling Project.

**4. Tweed/Northern Rivers/SouthRoc Marine Supply Chain Project**

This project is nearing completion and the information developed to date has the potential to facilitate growth in the emerging Tweed boat manufacturing industry.

**5. Joint TEDC/TSC Growth Management Strategy**

Review of the Strategy is complete and has been submitted to TSC for endorsement.

**6. Tweed Heads CBD Masterplan/Project Facilitation Team**

TEDC continues to be an active partner of the CBD Project Facilitation Team which is currently facilitating outcomes on two CBD projects: the Tweed Heads Civic Precinct

including SCU expansion proposals and redevelopment plans for Jack Evans Boat Harbour.

**7. Gold Coast/Tweed Regulation Reduction Incentive Fund Project (RRIF) Seamless Borders Project**

- TSC have now engaged Mr Daniel Westall (formerly Assistant Project Manager of the Seamless Borders Project) to assist TSC in compiling the relevant data necessary to inform and be implemented into the computer database which will form the hub of the project known as “Toolbox”.
- This project will have substantial benefits for small business operators wanting to develop and/or expand new and/or existing businesses in Tweed Shire by helping them comply with licensing and regulatory compliance costs by an on-line database access system.  
Marketing material is currently being prepared which will help inform small business of the website and how the website access can assist them in their business compliance issues.
- This project has the capacity to be expanded across NSW and Queensland.

**8. Murwillumbah Masterplan**

TEDC will be working with TSC on the proposed Murwillumbah Locality Plan.

**9. Industrial Land & Other Tweed Business Enquiries**

TEDC continues to respond to an increasing number of business enquiries who are seeking out TEDC to request information and assistance in possible business re-location considerations or local business expansion plans.

**10. Core Economics – Draft Detailed Retail Analysis Murwillumbah**

TEDC has submitted a response to TSC on the Draft Retail Analysis.

**11. Other TEDC Project include:**

- The development of a Plan of Management and re-development of the Tweed Heads southern Boat Harbour in partnership with the Dept of Lands.
- Reviewing the original Tweed River Nature Link proposal as part of developing river based tourism related product.
- Working in partnership with TSC on various projects as part of the Tweed LEP review process.

**TWEED ECONOMIC DEVELOPMENT CORPORATION**

**Balance Sheet**

**As of September 2006**

20/10/20  
10:38:21 AM

<b>1-0000 Assets</b>		
1-1000	Current Assets	
1-1100	Cash On Hand	
1-1110	Cash at Commonwealth Bank	\$100,762.69
1-1117	Cash at CBA - Tweed Slipway	\$10,047.30
1-1118	Cash at CBA-Sthn Boat Harbour	\$24,991.97
1-1130	Cash on Hand	\$50.00
	Total Cash On Hand	<u>\$135,851.96</u>
	Total Current Assets	\$135,851.96
1-2000	Other Assets	
1-2200	Prepayments	\$64.63
	Total Other Assets	<u>\$64.63</u>
		\$64.63
1-3000	Property & Equipment	
1-3100	Buildings	
1-3110	Leasehold Improvements	\$8,209.04
1-3120	Less Provn for Depreciation	<u>-\$5,650.17</u>
	Total Buildings	\$2,558.87
1-3300	Furniture & Fixtures	
1-3310	Office Equipment - at Cost	\$70,285.46
1-3320	Less Prov'n for Depreciation	<u>-\$32,653.67</u>
1-3330	Items less than \$1,000	\$7,875.49
1-3340	Less Provn for Depreciation	<u>-\$3,577.18</u>
1-3350	Computer Software - at Cost	\$2,405.01
1-3360	Less Provn for Depreciation	<u>-\$2,405.01</u>
	Total Furniture & Fixtures	\$41,930.10
	Total Property & Equipment	<u>\$44,488.97</u>
	Total Assets	<u>\$180,405.56</u>
<b>2-0000 Liabilities</b>		
2-1000	Current Liabilities	
2-1200	Trade Creditors	\$6,830.45
2-1210	Accrued Expenses	\$2,200.00
2-1220	Prov for Annual & LS Leave	\$25,418.82
2-1255	Transport Aviation Project	\$4,159.59
2-1260	Tweed Slipway Project	\$12,605.28
2-1265	Southern Boat Harbour Project	\$24,999.97
2-1300	GST Liabilities	
2-1310	GST Collected	\$9,465.00
2-1330	GST Paid	<u>-\$3,919.00</u>
	Total GST Liabilities	\$5,546.00
2-1400	Payroll Liabilities	
2-1420	PAYG Withholding Payable	\$7,199.00
	Total Payroll Liabilities	<u>\$7,199.00</u>
	Total Current Liabilities	\$88,959.11
2-2000	Long-Term Liabilities	
2-2400	Contra	\$0.00
	Total Long-Term Liabilities	<u>\$0.00</u>
	Total Liabilities	\$88,959.11
	Net Assets	<u>\$91,446.45</u>
<b>3-0000 Equity</b>		
3-8000	Retained Earnings	\$95,746.89
3-9000	Current Year Surplus/Deficit	<u>-\$4,300.44</u>
	Total Equity	<u>\$91,446.45</u>

## TWEED ECONOMIC DEVELOPMENT CORPORATION

### Profit & Loss [With Year to Date]

July 2006 through September 2006

20/10/2006  
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		Selected Period	% of Sales	Year to Date	% of YTD Sales
4-0000	Income				
4-2000	Interest Received	\$1,215.71	1.3%	\$1,215.71	1.3%
4-5100	Tweed Shire Council Funding	\$82,148.95	87.9%	\$82,148.95	87.9%
4-5200	Economic Model Consultancy	\$5,000.00	5.3%	\$5,000.00	5.3%
4-8000	Miscellaneous Income	\$5,100.00	5.5%	\$5,100.00	5.5%
	<b>Total Income</b>	<b>\$93,464.66</b>	<b>100.0%</b>	<b>\$93,464.66</b>	<b>100.0%</b>
6-0000	Expenses				
6-1050	Accountancy	\$1,539.60	1.6%	\$1,539.60	1.6%
6-1130	Bank Charges	\$105.41	0.1%	\$105.41	0.1%
6-1190	Depreciation	\$3,507.64	3.8%	\$3,507.64	3.8%
6-1480	General Expenses	\$787.24	0.8%	\$787.24	0.8%
6-1600	General Ins & Workers' Comp	\$2,481.38	2.7%	\$2,481.38	2.7%
6-1910	Marketing Expenses	\$6,011.00	6.4%	\$6,011.00	6.4%
6-2000	Employment Expenses				
6-2020	Superannuation	\$6,139.32	6.6%	\$6,139.32	6.6%
6-2030	Wages & Salaries	\$68,862.87	73.7%	\$68,862.87	73.7%
	<b>Total Employment Expenses</b>	<b>\$75,002.19</b>	<b>80.2%</b>	<b>\$75,002.19</b>	<b>80.2%</b>
6-2100	Postage & Stationery	\$959.84	1.0%	\$959.84	1.0%
6-2300	Rent	\$3,600.00	3.9%	\$3,600.00	3.9%
6-2315	Repairs & Maintenance	\$574.00	0.6%	\$574.00	0.6%
6-2330	Special Projects	\$1,664.00	1.8%	\$1,664.00	1.8%
6-2400	Telephone	\$1,532.80	1.6%	\$1,532.80	1.6%
	<b>Total Expenses</b>	<b>\$97,765.10</b>	<b>104.6%</b>	<b>\$97,765.10</b>	<b>104.6%</b>
	<b>Net Surplus / (Deficit)</b>	<b>-\$4,300.44</b>	<b>(4.6%)</b>	<b>-\$4,300.44</b>	<b>(4.6%)</b>

TWEED ECONOMIC DEVELOPMENT CORP LTD							
COMPARISON BUDGET TO ACTUAL 3 MONTHS TO 30 SEPTEMBER, 2006							
		ACTUAL		BUDGET		VARIANCE	NOTES
		\$		\$		\$	
<b>INCOME</b>							
TSC FUNDING RE TEDC		82149		82500		-351	
INTEREST		1216		1000		216	
MISCELLANEOUS		5100		4500		600	
ECON MODEL INCOME		5000		10000		-5000	1
TOTAL		93465		98000		-4535	
<b>EXPENDITURE</b>							
AUDIT		0		2000		2000	2
ACCOUNTANCY		1540		1080		-460	
BANK CHARGES		105		50		-55	
DEPRECIATION		3508		2500		-1008	
GENERAL EXPENSES		787		1000		213	
INSURANCE INCL W/COMP		2481		3500		1019	
EMPLOYMENT EXPENSES							
SALARIES INCL MV		68863		68562		-301	
EMPL S/ANNUATION		6139		5625		-514	
MARKETING		6011		5000		-1011	
PRINTING & STATIONERY		960		1250		290	
RENT		3600		3725		125	
R & M		574		300		-274	
TELEPHONE		1533		1000		-533	
SPECIAL PROJECTS		1664		0		-1664	
WEBSITE		0		8800		8800	3
TOTAL		97765		104392		6627	
EXCESS/(SHORTFALL)		-4300		-6392		-11162	
<b>NOTES</b>							
1. The \$5000 is a fee for the modelling of the Pacific Highlands project							
2. The audit costs have been incurred but not yet billed. Technically, we should accrue these.							
3. The website upgrade costs have been incurred but not yet billed. Technically, we should accrue these costs, actual of \$8800, that were paid in October 2006							

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**010 [EO-OC] Application to Close Part of Road Reserve - Parish of Wollumbin**

**ORIGIN:**

**Design**

**FILE NO: GR 3/12/8**

**SUMMARY OF REPORT:**

An application to close a section of Crown road reserve, which runs through Lot 31 in DP 859810, has been made to Department of Lands by the adjoining landowner, The Mt Warning Co-op Society.

Mount Warning Road runs parallel to the Crown road reserve and provides access to the Mount Warning National Park as well as several private residences located in the vicinity.

The Crown Road reserve through Lot 31 in DP 859810 has dense tree coverage and provides extensive topographical restraints for future development or construction of the road reserve.

The Mount Warning Co-op Society proposes to close this section of Crown Road reserve and consolidate it with the adjoining lot.

Council's policy on Road Closure and Private Purchase indicates under item 1 of exceptions to road not eligible for closure that;

"Applications will be considered for closure of roads which are demonstrably redundant in terms of access if not otherwise ineligible"

Insofar as this clause provides, the Crown road reserve has steep slopes with changes in elevation in excess of 10m and therefore is demonstrably redundant, as the formation and construction would prove virtually impossible.

Department of Lands require Council to provide either its concurrence or objection to road closure applications. In this instance it is recommended that Council provide no objection to the closure of the Crown road reserve within Lot 31 DP 859810.

**RECOMMENDATION:**

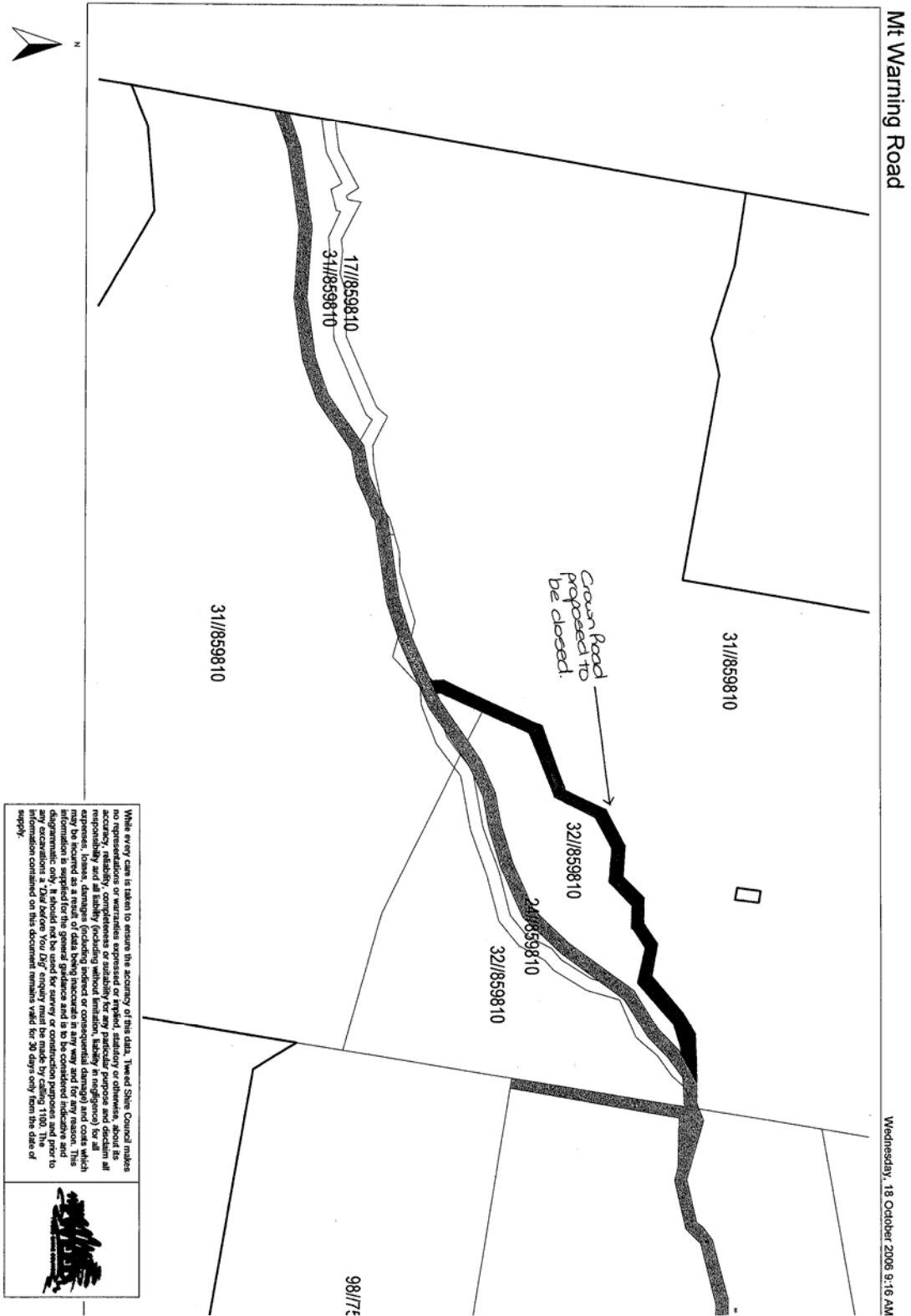
**That:-**

- 1. Council does not object to the closure of the road reserve, which runs through Lot 31 DP 859810;**

2. The applicants bear all the survey and legal costs and purchases the subject land as determined in value by the State Valuation Office;
3. The title of the closed road be consolidated with the adjacent land at the applicants cost;
4. Easements be created over public authority reticulation services, if any; and
5. All necessary documentation be executed under Common Seal of Council.

**REPORT:**

As per Summary of Report. Plan below showing proposed Road Closure:-



**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**011 [EO-OC] Naming of Council Public Road**

**ORIGIN:**

**Design**

**FILE NO: GS5/1 Pt 4**

**SUMMARY OF REPORT:**

Council at its meeting of 22 March 2006 resolved to publicise its intention to name the newly created road reserve coming off Kyogle Road, Uki as Nursery Lane.

The proposed road naming was advertised in the Tweed Link on 19 September 2006 requesting any written objections to the proposed naming be submitted within a one-month period.

Several objections were received. The written objections noted that this section of road, and in particular the corner realigned on Kyogle Road and thus creating this road reserve, has been commonly known as Tarcoola Corner since the same naming of the adjacent property some 43 years ago.

The preferred suggestion of "Tarcoola Lane" was submitted, and pays tribute to the late property owner Mr Lionel Mitchell, whose property "Tarcoola" remains adjacent to the road reserve.

Due to the written objection received it is now necessary to publicise the newly submitted name of "Tarcoola Lane" for consideration.

**RECOMMENDATION:**

**That:-**

- 1. Council publicises its intention to name the newly created road reserve coming off Kyogle Road, Uki as "Tarcoola Lane" allowing one month for objections to the proposal;**
- 2. Council notifies the relevant authorities under the provisions of the Roads (General) Regulation 1994.**

**REPORT:**

Council at its meeting of 22 March 2006 resolved to publicise its intention to name the newly created road reserve coming off Kyogle Road, Uki as Nursery Lane.

The proposed road naming was advertised in the Tweed Link on 19 September 2006 requesting any written objections to the proposed naming be submitted within a one-month period.

Several objections were received. The written objections noted that this section of road, and in particular the corner realigned on Kyogle Road and thus creating this road reserve, has been commonly known as Tarcoola Corner since the same naming of the adjacent property some 43 years ago.

The preferred suggestion of "Tarcoola Lane" was submitted, and pays tribute to the late property owner Mr Lionel Mitchell, whose property "Tarcoola" remains adjacent to the road reserve.

Due to the written objection received it is now necessary to publicise the newly submitted name of "Tarcoola Lane" for consideration.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**012 [EO-OC] Pesticide Use Notification Plan**

**ORIGIN:**

**Recreation Services**

**FILE NO: Dangerous Goods**

**SUMMARY OF REPORT:**

Changes to the NSW Pesticide Regulations (1995) mean all Public Authorities that manage publicly accessible land must prepare a 'Pesticide Use Notification Plan'. This is based on the principle that people should know when pesticides are used in nearby public areas. The plan must be in place by 1 February 2007.

A draft Tweed Shire Council Pesticide Use Notification Plan has been prepared and is attached to this report.

The plan must be placed on public consultation for 28 days. Following a review of public comments, and with amendments made where appropriate, the plan must be announced in the NSW Government Gazette and the Department of Environment and Conservation advised by letter that the plan is in place.

**RECOMMENDATION:**

**That the draft Tweed Shire Council Pesticide Use Notification Plan be placed on public exhibition for 28 days.**

## REPORT:

Changes to the NSW Pesticide Regulations (1995) mean all Public Authorities managing outdoor public places such as parks and roadsides must prepare a Pesticide Use Notification Plan. This is based on the principle that people should know when pesticides are used in nearby public areas. The plan must be in place by 1 February 2007 as without it, from this date Council cannot use pesticides in public areas.

A draft Tweed Shire Council Pesticide Use Notification Plan has been prepared and is attached to this report. Outdoor public places include parks, sporting fields, swimming pools, coastal dunes, bushland, river foreshores, Tweed Coast Holiday Parks, roadsides, footpaths, drains, landfill sites and cemeteries. Public buildings are not covered by the plan. Pesticides can include herbicides, insecticides, fungicides, bactericides, baits and other products used to control pests. Pests can include weeds, diseases in plants, insects and larger animals such as rabbits.

Prior notification methods will include Council's Website, Tweed Link, letters/emails or personal contact. Signs will also be displayed onsite during most pesticide applications.

Key aspects of the Plan include:-

- For low volume applications of pesticide during regular maintenance (spot or directed spraying), no prior notification is proposed. Notification occurs through onsite signs during the application. Examples include weed control along roadside kerbs and garden beds. The pesticide generally used in these situations is a non selective herbicide (Glyphosate).
- For programmed broadscale pesticide applications (booms sprays, aerial spraying etc) or certain specific situations, prior notification will be provided through a notice on Councils website and in the Tweed Link. Letters will also be sent to nearby sensitive places (see below) and groups licensed to use a park or sportsfield.
- Specific arrangements are proposed for individual locations. This depends on the amount and type of public use in that area, the pesticide being applied, and the nature of the site. For example, signs will be placed at the entrance to swimming pools if urgent bindii or ant control is required during the swimming season.
- 'Sensitive places' are defined by the Regulation and include schools, childcare centres, hospitals and nursing homes. For programmed broadscale pesticide applications, sensitive places within 200 metres will receive prior notification. For emergency broadscale applications, phone calls or direct contact will be made immediately before the application.
- Organic farms and people with medical concerns also receive special consideration, although this is not specified by the Regulation. The plan proposes ways to minimize pesticide application adjacent to such areas, but gives no commitment to not spray.
- These notification requirements will also apply to contractors, lessee's or other groups working on Council's behalf.



**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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1. Draft Tweed Shire Council Pesticide Use Notification Plan (November 2006) (DW 1498285).
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**013 [EO-OC] NEWLOG Weight of Loads Group - Information Report**

**ORIGIN:**

**Works**

**SUMMARY OF REPORT:**

At the meeting held 26 September 2006 the following was resolved:-

That:-

- "1. Pursuant to Section 377 of the Local Government Act, 1993 Council appoints as its agent any authorised officer within the meaning of the Road Transport (General) Act 2005 who is at the time in the employ of the Ballina Shire Council for the purposes of Sections 136, 137, 138, 140, 171, 173 of the Road Transport (General) Act, 2005:-
2. Council completes the Delegation of Functions and Authority to Ballina Shire Council under the Common Seal of Council.
3. A report to be brought forward as to the action that has been taken."

This report provides Council with an overview of the operations of the NEWLOG Weight of Loads Group.

**RECOMMENDATION:**

**That this report be received and noted.**

## **REPORT:**

### **Introduction**

This report provides Council with an overview of the operations of the NEWLOG Weight of Loads Group, which is administered by Ballina Shire Council.

### **Overview of the Group**

The North East Weight of Loads Group, or NEWLOG, operates with the cooperation and participation of the RTA and all 8 North Coast Councils, from the Queensland Border in the north, west to Tenterfield and south to the Clarence Valley Council boundary with Coffs Harbour. The aims and objectives of NEWLOG are to preserve the road asset and promote road safety by encouraging heavy vehicles to comply with weight regulations on local and RTA owned roads.

The Roads Act and Road Transport (General) Regulations set down a schedule of maximum weights for various types of vehicles, which are designed to protect the road structure and ensure vehicles operate within the manufacturers specifications for safety.

### **The effects of overloading**

Engineers design and build roads taking into account many factors in the *design life* of a road. Heavy vehicle use is one such factor. Heavy vehicles exceeding the design mass limit for the pavement will hasten the deterioration of a road and cause a reduction in the actual life achieved by the pavement, with a consequential increase in maintenance costs and the need to rebuild the pavement at an earlier age at dramatically increased whole of life cost than that intended.

Local roads are typically designed with a 20 year design life. A 10% overload by a heavy vehicles will increase the damage caused by 45% and reduce this working life to 13.8 years, and a 50% overload will cause a 285% increase in damage with a resultant reduction in the working life to 5.2 years.

### **The NEWLOG operation**

NEWLOG operates with 4 full time inspectors who are trained and authorised by the RTA, and are complemented by casual inspectors who are available to provide relief for leave and other absences. They operate as an autonomous work team from two vehicles, by patrolling the road system or setting up the scales as a "weigh in motion" sites at fixed locations.

The inspectors endeavour to spend an equal amount of time in each Council area and also respond to seasonal freight movements and the overloading concerns of individual members. The member councils are Tweed, Byron, Ballina, Kyogle, Richmond Valley, Lismore City, Clarence Valley and Tenterfield.

As well as carrying out enforcement work, the group also provides an industry education and information role. The inspectors also police operational issues such as b-doubles off route and vehicles on load limited roads and bridges. This function has been very helpful in reducing the number of commercial vehicles using Kingscliff residential streets to access the northern Casuarina/SALT area.

### **Funding**

The operation is funded by an annual fee from each member council , a grant from the RTA and income received by fines. The annual contributions have been indexed to increase in line with rate pegging increase, and the RTA has indexed its grant in line with the CPI. It is advised that fees for each member Council can be paid from its Block Grant allocation from the RTA as an eligible item.

### **Success of the operation**

Since NEWLOG commenced operation in 1995, the number of overloaded vehicles has decreased from 15 in every hundred to about 3 in every hundred, and the magnitude of grossly overloaded vehicles has decreased significantly. A paper prepared in 1984 by the Chief Engineer of the RTA calculates the cost benefit of the operation at in excess of 8:1 – this means that the current annual cost of the NEWLOG operation of \$400,000 provides a saving of in excess of \$3.2 million in pavement repair costs.

### **Administration of NEWLOG**

NEWLOG operates under a Committee of Management with representation from each Council.

The Committee of Management meets twice per year and the meetings are now held in conjunction with the Regional Directors Group Meetings.

The operation is managed by the Executive Engineer, Ballina Council and operates as an autonomous work group under the direction of a team leader who is one of the inspectors. Administrative procedures have been simplified and much of the data entry is carried on in the field which has reduced the operational cost and freed administrative staff for other duties.

A major challenge facing NEWLOG is the declining revenue from fines as the operation has been successful in raising compliance to approximately 97%. Improvements introduced such as Weigh in Motion (WIMO) weighing which allows a much larger number of vehicles to be weighed and the ability for the team leader to schedule patrols based on heavy vehicle and industry movements rather than rigid area based rosters is being successful in maintaining breach numbers.

### **Recent Legislative Changes**

The introduction of the Road Transport(General ) Regulation 2005 has tied the penalties for overloading more closely with the damage caused to the road system by introducing 3 levels of fines- minor, substantial and severe:-

- *Minor mass breaches* are defined as less than 5%,to compensate for unrecovered road wear;
- *Substantial breaches* are greater than 5%, and cause an appreciable risk to infrastructure and appreciable unfair competition in freight rates
- *Severe mass breaches* are greater than 20%, and will cause an appreciable risk to infrastructure, vehicle safety and unfair competition and result in an automatic court appearance.

### Conclusion

NEWLOG operates to preserve the road asset by encouraging heavy vehicles to comply with weight regulations on local and RTA roads. It has been shown that the operation of Weight of Loads Groups area a cost effective means of preventing damage to the road system by overloading, and NEWLOG's operation represent a saving of \$2.8 million per annum in the local area.

Recent restructuring of the operational staff, combined with operational efficiencies and indexation of contributions indicate that the operation will continue to be financially viable and be able to maintain its role in providing a very cost effective means of reducing damage to Councils road network.

### 2005/2006

Tweed Shire Council					
COMPLIANCE BY LOAD TYPE AND ROAD CLASSIFICATION					
Load Type	Road Type	Vehicles Stopped	Vehicles Weighed	Vehicles Breached	Compliance %
AGGREGATE	Classified	12	7	0	100%
	Local	12	7	2	83%
	ALL	24	14	2	92%
BRICKS/TILES	Classified	7	1	0	100%
	Local	2	1	1	50%
	ALL	9	2	1	89%
CEMENT	Classified	10	6	0	100%
	Local	4	2	0	100%
	ALL	14	8	0	100%
CONCRETE	Classified	10	3	0	100%
	Local	18	6	0	100%
	ALL	28	9	0	100%
FUEL	Classified	8	2	0	100%
	Local	1	0	0	100%
	ALL	9	2	0	100%
GENERAL	Classified	79	21	2	97%
	Local	108	56	23	79%
	ALL	187	77	25	87%
GRAIN	Classified	3	0	0	100%
	Local	1	0	0	100%
	ALL	4	0	0	100%
GRAVEL	Classified	14	7	0	100%
	Local	5	4	2	60%
	ALL	19	11	2	89%
LIVESTOCK	Classified	2	0	0	100%
	Local	1	0	0	100%
	ALL	3	0	0	100%
LOGS	Classified	3	1	1	67%
	Local	0	0	0	100%
	ALL	3	1	1	67%
MACHINERY	Classified	27	3	0	100%
	Local	27	8	5	81%
	ALL	54	11	5	91%
PERISHABLE	Classified	6	1	0	100%
	Local	2	1	1	50%
	ALL	8	2	1	88%
REFRIGERATED	Classified	8	3	2	75%
	Local	15	7	5	67%
	ALL	23	10	7	70%
SAND/SOIL	Classified	31	11	1	97%
	Local	46	29	5	89%
	ALL	77	40	6	92%
STEEL/SCRAP METAL	Classified	17	3	0	100%
	Local	9	5	4	56%
	ALL	26	8	4	85%
SUGAR CANE	Classified	2	1	1	50%
	Local	44	44	4	91%
	ALL	46	45	5	89%
TIMBER	Classified	13	8	1	92%
	Local	7	3	2	71%
	ALL	20	11	3	85%
EMPTY	Classified	17	1	0	100%
	Local	11	1	0	100%
	ALL	28	2	0	100%
TOTAL	Classified	269	79	8	97%
	Local	313	174	54	83%
	ALL	582	253	62	89%

**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).*

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**014 [EO-OC] Flood Mitigation Program Grant Funding**

**ORIGIN:**

**Planning & Infrastructure**

**FILE NO: Government Grant - Flood Mitigation**

**SUMMARY OF REPORT:**

Council has received four offers for grant funding to undertake flood mitigation projects in the 2006-2007 financial year.

**RECOMMENDATION:**

**That Council formally accepts the following grant monies and votes the necessary amounts to match the Government grants for each project:**

<b>Grant Program</b>	<b>Project</b>	<b>Funding Ratio</b>	<b>Total Grant Funding</b>	<b>Required Council Funding</b>
<b>Regional Flood Mitigation Program (RFMP)</b>	<b>Murwillumbah Voluntary Purchase Scheme</b>	<b>1:1:1</b>	<b>\$20,000</b>	<b>\$10,000</b>
<b>NSW Floodplain Management Program (State Only)</b>	<b>Mooball-Crabbes Creek FM Works (joint application with Byron Shire Council - refer report for details)</b>	<b>2:1</b>	<b>\$20,000</b>	<b>\$0</b>
	<b>East Murwillumbah and Dorothy St Levee Flood Mitigation</b>	<b>2:1</b>	<b>\$10,000</b>	<b>\$5,000</b>
	<b>Tweed Flood Warning System</b>	<b>2:1</b>	<b>\$40,000</b>	<b>\$20,000</b>

**REPORT:**

Council is in receipt of four offers for flooding grants for 2006-2007. These offers are detailed as follows:

<b>Grant Program</b>	<b>Project</b>	<b>Funding Ratio</b>	<b>Total Grant Funding</b>	<b>Required Council Funding</b>
Regional Flood Mitigation Program (RFMP)	Murwillumbah Voluntary Purchase Scheme	1:1:1	\$20,000	\$10,000
NSW Floodplain Management Program (State Only)	Mooball-Crabbes Creek FM Works	2:1	\$20,000	\$0
	East Murwillumbah and Dorothy St Levee Flood Mitigation	2:1	\$10,000	\$5,000
	Tweed Flood Warning System	2:1	\$40,000	\$20,000

**Project Details**

Murwillumbah Voluntary Purchase Scheme

Council's 1989 Murwillumbah Floodplain Management Plan identified 39 properties in River Street, South Murwillumbah within a high hazard flood area, where destruction of houses has occurred during past floods. Council adopted a voluntary purchase scheme to address this flood hazard, and to date 26 of these properties have been purchased. Further purchases (including 5 remaining houses) are dependant on the participation of the land owners.

Mooball-Crabbes Creek FM Works

This is a joint application with Byron Shire Council to resolve issues involving the enlargement of waterway area at Kallaroo Circuit Bund. Historically TSC has been responsible for the management of the grant applications, with Byron S.C. responsible for planning and undertaking approved works. Tweed Shire Council is not required to allocate funds to match the Government Grants.

East Murwillumbah and Dorothy St Levee Flood Mitigation

Construction of the East Murwillumbah and Dorothy St levees concluded in the 2006-07 financial year, and this grant funding has been provided to cover the costs of completion and finishing works (e.g. landscaping).

Tweed Flood Warning System

The Tweed Valley Flood Warning System project incorporates the Tweed Valley Floodplain Risk Management Study and Plan. Funding is available to employ consultants to undertake further flood modelling of development and flood mitigation scenarios for the Tweed Valley Floodplain, review and update existing management plans and projects, and compile study documents. This funding is additional to that obtained under

the Natural Disaster Mitigation Program (NDMP) for 2006-07 (refer Council report 26 September 2006).

Letters of acceptance for the above grants, endorsed by the General Manager, were sent to the respective Government bodies on 13 November 2006, in order to meet the grant acceptance deadlines. Completed Funding Agreements will be returned to Council in due course.

It is recommended that Council formally accepts the grant monies, and votes the necessary amounts to match the grant funding for each project as listed in the above table.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Funds are available in the current 2006/2007 budget to match the grant offers.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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**O15 [EO-OC] Vesting of Land Pursuant to Section 50 (4) of the Local Government Act 1993 - Lot 22 Section 15 DP 28390 - Glenys Street, Tweed Heads South**

**ORIGIN:**

**Design**

**SUMMARY OF REPORT:**

Lot 22 was created in DP 28390 in 1958 and was marked on the plan as a "Public Garden and Recreation Space". However, the land had never been transferred to Council, it is still in the name of the developer, Terranora Lakes Pty Ltd.

Section 50(2) of the *Local Government Act 1993* (NSW) states that land set aside for this purpose in plans pre-dating 15 June 1964 may:-

- be conveyed or transferred to Council;
- if the land is adjacent to Crown Land and dedicated for public recreation, may be surrendered to the Crown, or

Sub-section (4) provides that the land may:-

- be vested in Council by gazettal.

The land is not adjacent to any Crown Land, and Terranora Lakes Pty Ltd is now a deregistered company, so the most expedient option is to vest the land in Council by gazettal rather than pursuing the registration of a Transfer for the land.

It had always been presumed that the land was in Council ownership and when the *Local Government Act 1993* (the *Act*) was introduced, the land was included in those parcels of Council land classified as "community land".

There is an argument that the prior classification was not effective as the land was not within Council ownership at the time of classification, and that the land will not be in Council ownership until gazettal of the vesting pursuant to section 50(4) of the *Act*.

Further, Schedule 7 of the *Act*, provides in Clause 6(4) that a resolution to classify land that is not owned by Council must not be made without the consent of the owner. A search of Council records has resulted in there being no evidence that consent was sought from the landowner.

In 1979/1980 a water reservoir/tower was constructed within Lot 22 to provide pressure to the surrounding properties, as they were higher than the reservoir located on Hillcrest Avenue to the south.

Due to the use of the land, it is recommended that Lot 22 be classified as 'operational' following gazettal to reflect the current use of the land.

Council has been approached by a telecommunications company to install wireless broadband infrastructure on the tower and it is a result of this request that prompted Council officers to closely investigate the status of the land.

The lease with the company will be a standard agreement that Council has entered into with other telecommunication providers. The term of the lease will be five years comprising one year with two options for two years each. The first year will be rent free, with the first year of the first two year option to commence on a rental of \$5,000 per annum to be thereafter increased annually by CPI.

**RECOMMENDATION:**

**That:-**

- 1. Council approves the advertising of its intention to vest Lot 22 Section 15 DP 28390 in Council pursuant to section 50(4) of the *Local Government Act 1993*, and to classify the land as 'operational' following the gazettal of the vesting of the land;**
- 2. Council approves entering into a lease agreement with Omninet Wireless Pty Ltd for a total term of five years commencing with a one year term with two options of two years following gazettal and classification of the land; and**
- 3. All necessary documentation be executed under the Common Seal of Council.**

**REPORT:**

As per Summary of Report. The plan below shows the subject land:-



**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**016 [EO-OC] Numinbah Road - Land Acquisition for Road Widening**

**ORIGIN:**

**Design**

**FILE NO: Numinbah Road**

**SUMMARY OF REPORT:**

Under the NSW Roads & Traffic Authority (RTA) funded regional repair program, Council's Works Unit has recently completed the realignment of a section of Numinbah Road and is in the process of reconstructing a section of Nobby's Creek Road in the vicinity of the Boat Harbour Bridge.

The reconstruction of Numinbah Road involved the realignment of a section of the road to avoid a sharp corner deemed unsafe to motorists for a length of approximately 200 metres. These works have improved driving conditions and driver safety.

One land acquisition was required to achieve this aim; being 3000 square metres from Lot 8 DP 1022295, zoned 1(a) Rural. A further 1500 square metres of land was severed from Lot 8 as a result of the road realignment.

After consultation with the landowner in early 2004, Council proposed to grant an area of approximately 3000 square metres of closed road reserve to compensate for the loss of the above-mentioned land. The landowner was to also retain the severed 1500 square metres, which he had intended to use for cattle grazing in times of flood. As part of this agreement, Council was to erect gates in the new fenced road reserve to allow movement of the stock to this area during flood periods.

In the course of preparing the development application for the road works, an environmental assessment of the vicinity by Council's Environmental Scientist revealed that there was significant vegetation and fauna habitat within the portion of severed land.

In light of the result of the environmental assessment, Council pursued further discussions with the landowner and reached agreement whereby Council will:-

- acquire 3,159 square metres for the road reserve as previously agreed upon,
- acquire 1,500 square metres of severed land with the total sum of \$13,540 to be paid in compensation, and
- retain the closed road reserve
- the sum of \$13,540 is the pro-rata value of the severed land which has been approved and agreed upon by the land owner.

**RECOMMENDATION:**

**That:-**

- 1. Council approves the acquisition of an area of 4659 square metres from the owner of Lot 8 in DP 1022295 to be created by the registration of a plan of subdivision for road widening and that compensation in the sum of \$13,540 be payable upon registration of the plan; and**
- 2. All necessary documentation be executed under the Common Seal of Council.**

**REPORT:**

Under the NSW RTA funded regional repair program, Council's Works Unit has recently completed the realignment of a section of Numinbah Road and is in the process of reconstructing a section of Nobby's Creek Road in the vicinity of the Boat Harbour Bridge.

The reconstruction of Numinbah Road involved the realignment of a section of the road to avoid a sharp corner deemed unsafe to motorists for a length of approximately 200 metres. These works have improved driving conditions and driver safety.

One land acquisition was required to achieve this aim; being 3000 square metres from Lot 8 DP 1022295, zoned 1(a) Rural. A further 1500 square metres of land was severed from Lot 8 as a result of the road realignment.

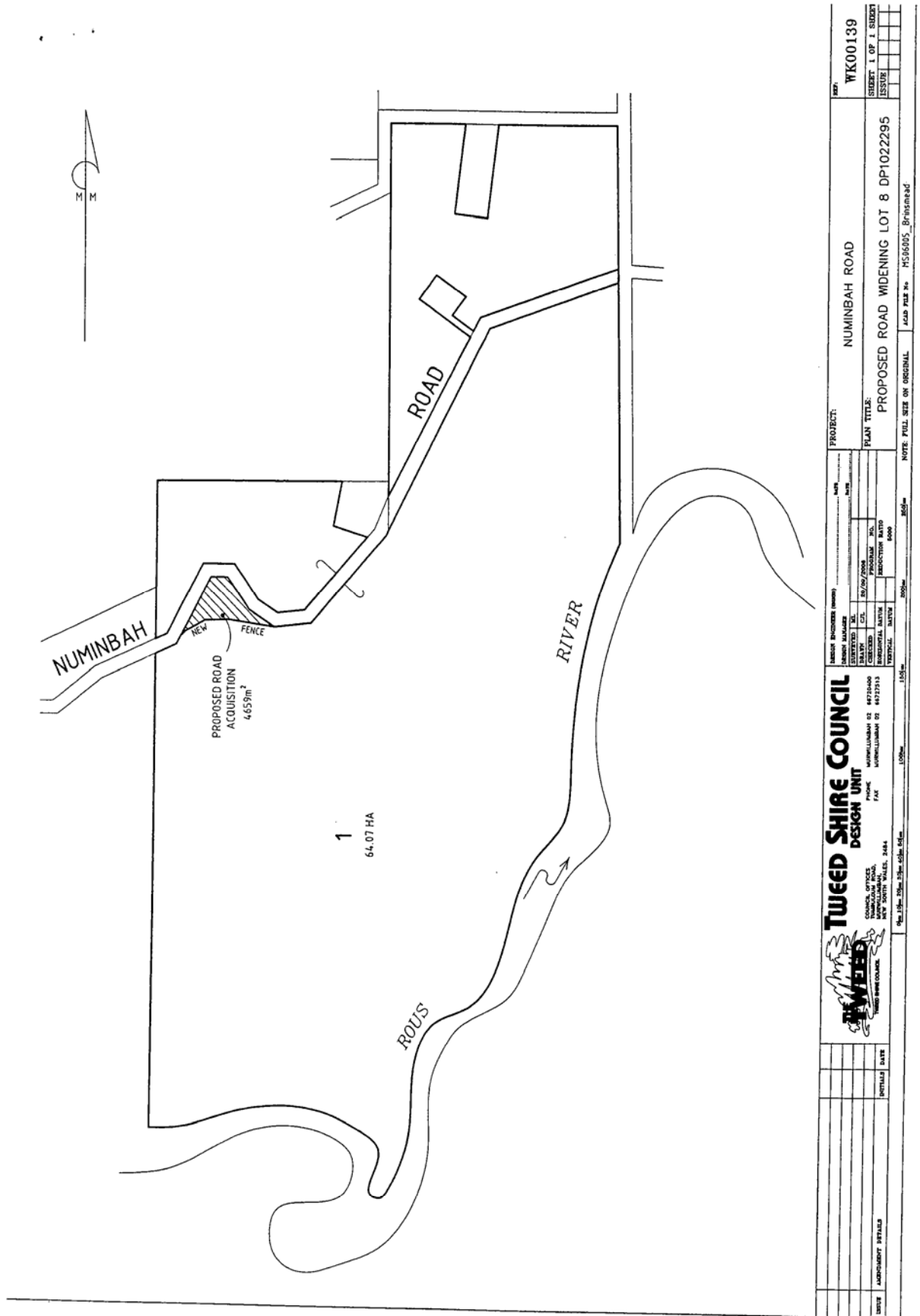
After consultation with the landowner in early 2004, Council proposed to grant an area of approximately 3000 square metres of closed road reserve to compensate for the loss of the above-mentioned land. The landowner was to also retain the severed 1500 square metres, which he had intended to use for cattle grazing in times of flood. As part of this agreement, Council was to erect gates in the new fenced road reserve to allow movement of the stock to this area during flood periods.

In the course of preparing the development application for the road works, an environmental assessment of the land by Council's Environmental Scientist revealed that there was significant vegetation and fauna habitat within the portion of severed land.

In light of the results of the environmental assessment, Council pursued further negotiations with the landowner and reached agreement whereby Council will:

- acquire 3,159 square metres for the road reserve as previously agreed upon,
- acquire 1,500 square metres of severed land with the total sum of \$13,540 to be paid in compensation, and
- retain the closed road reserve
- the sum of \$13,540 is the pro-rata value of the severed land which has been approved and agreed upon by the land owner.

The plan below shows the proposed road acquisition:-



The following provides the reasoning behind the re-negotiated agreement with the landowner:

1. *Significance of vegetation within the Numinbah and Nobby's Road reserves and compensation for the loss of some significant vegetation and fauna habitat as a result of vegetation clearing for Numinbah and Nobby's Road reconstructions.*

Within the Numinbah and Nobby's Creek Road reserves, the endangered ecological community Lowland Rainforest on Floodplain occurs. Additionally, viable populations of several rare and threatened plants have been recorded, namely, Davidson's Plum (*Davidsonia jerseyana*), Rusty Rose Walnut (*Endiandra hayesii*), Rough-shelled Bush Nut (*Macadamia tetraphylla*), Durobby (*Syzygium moorei*), Medicosma (*Medicosma cunninghamii*), Veiny Laceflower (*Archidendron muellerianum*) and Milkbush (*Neisosperma poweri*).

Road reconstruction works for Numinbah Road required removal of 300 square metres of Lowland Rainforest on Floodplain and reconstruction works for Nobby's Creek Road required removal of 160 square metres of this same endangered community. Whilst workers took due care, this community also suffered some minor damage through direct and indirect impacts.

Whilst the design of Numinbah Road was altered as much as feasible to avoid threatened plants, two Rough-shelled Bush Nuts (*Macadamia tetraphylla*), could not be avoided and were transplanted outside of the affected area. These transplantations have been successful to date.

Within the road reserves, many trees of significant size and habitat value occur, providing important resources for fauna and seed sources for regeneration. Additional to the removal of Lowland Rainforest on Floodplain, further removal of vegetation was required within wet sclerophyll forest with an emerging rainforest understorey. Within this area a number of mature habitat and seed source trees were cleared including Twin-leaved Coogera (*Arytera distylis*), Hairy Rosewood (*Dysoxylum rufum*), Hard Quandong (*Elaeocarpus obovatus*), Tallowwood (*Eucalyptus microcorys*), Guioa (*Guioa semiglauca*), Foambark (*Jagera pseudorhus*) and Brushbox (*Lophostemon confertus*).

To compensate for the loss of approximately 460 square metres of Lowland Rainforest on Floodplain, Council proposed to rehabilitate existing Lowland Rainforest on Floodplain within the road reserves of Numinbah and Nobby's Creek Roads. This would involve removal of understorey weeds, Camphor Laurel and exotic vines in the canopy to improve the ecological integrity of this community.

Targeted weed management around threatened species would also improve the long-term viability of these populations. A budget of \$10,000 would be allocated to the rehabilitation of this area from the project budget.

The allocation of project funds for the protection of significant roadside vegetation would better compensate for the loss of an endangered ecological community and mature habitat trees.

2. *Ecological significance of vegetation and habitat within the road reserve to be allocated to the landowner.*

Vegetation within the existing road reserve is considered Lowland Rainforest, an endangered ecological community (preliminary determination only by the NSW Scientific Committee). Whilst the area is fragmented and has a moderate incidence of environmental weeds, including Camphor Laurel and Lantana, there is relatively high species diversity. There are a number of mature habitat trees and rainforest seed-source trees. A brief survey has revealed the presence of three significant plant species being Rusty Rose walnut (*Endiandra hayesii*), Red Lilly Pilly (*Syzygium hodgkinsoniae*), and Long-leaved Tuckeroo (*Cupaniopsis newmanii*). A more detailed survey could reveal the presence of further significant species.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Funding for the Numinbah and Nobbys Creek Road reconstruction was provided in the regional repair programme for 2006.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**017 [EO-OC] Water Supply and Sewerage Performance Report**

**ORIGIN:**

**Water**

**FILE NO: Water Management - Policy - Pricing, Sewerage Management - General**

**SUMMARY OF REPORT:**

Tweed Shire Council reports annually at a state level on its water supply and sewerage performance. Comparison reports against specific criteria are subsequently issued.

These reports have again been consolidated into a single Water Supply and Sewerage Performance Monitoring Report 2004/2005 for Tweed Shire Council.

**RECOMMENDATION:**

**That Council:-**

- 1. Notes the Water Supply and Sewerage Performance Report for 2004/2005.**
- 2. Places copies of the report in the Murwillumbah and Tweed Heads Civic Centres and advises of such in the Tweed Link.**

**REPORT:**

Tweed Shire Council reports on a wide range of operating criteria on an annual basis to the Minister for Energy and Utilities. In response to the data provided Council receives performance comparison reports against all NSW water and sewerage authorities.

For the benefit of reporting to Council and the community these reports have again been consolidated in the Water Supply & Sewerage Performance Monitoring Report 2004/2005. A copy of the report has been provided separately to Administrators. This report recommends that copies of the report be made available at both Civic Centres. A full report of the 2004/2005 NSW Water Supply and Sewerage Performance Comparisons report is available from the Director Engineering & Operations.

The table below details Council's performance against the average from NSW Non Major Utilities.

**Tweed's Performance Comparison with NSW Non Major Utilities**

<b>Criteria</b>	<b>Tweed</b>	<b>Average</b>
Average Residential Consumption (kL/property/year)	221	213
Unaccounted for Water (%)	14	13
Water - Economic Real Rate of Return (%)	4.2	2
Water Quality Complaints (per 1,000 properties)	7	6
Water Customer Interruption Frequency (per 1,000 properties)	74	34
Water Average Customer Outage Time (mins)/Connected Property	9	9
Water – Number of Breaks (per 100km main)	7	12
Water Operating Costs (\$/property)	243	272
Sewer Economic Real Rate of Return (%)	6.2	3
Sewage Overflows (per 100km main)	5	12
Sewer Operating Cost (\$/property)	310	288
Business Performance – Water - Debt to Equity(%)	0	4.12
Business Performance – Sewer - Debt to Equity (%)	2.8	8.5
Average Water Bill for Residential Customers (\$/property)	241	299
Average Sewer Bill for Residential customers (\$/property)	423	373

2005/2006 and 2006/2007 comparisons of the Water and Sewer Residential Charge, for a single dwelling, of local NSW Shire Councils has been included in the attached report.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.



**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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1. Water Supply and Sewerage Performance Monitoring Report 2004/2005. (DW1488909).
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**018 [EO-OC] Murwillumbah Memorial Pool Complex and Car Park - Selection of Tender Panel for Principal Contractors**

**ORIGIN:**

**Design**

**FILE NO: GC12/5-2006158**

**SUMMARY OF REPORT:**

Expressions of Interest (EOI) were received from 5 (five) construction companies for inclusion on the tender panel for the construction of the Murwillumbah Memorial Pool Complex and Car Park Works. The EOI document indicated that the tender panel would comprise '3 or 4' contractors.

The selection panel for the short listing of suitable Contractors comprised members of the project team from Tweed Shire Council.

Tenderers were assessed against pre-determined selection criteria as indicated in the expression of interest documentation. A weighted scoring system was used to assess each of the criteria in detail to provide an overall score.

Although all companies are considered suitable to be short listed for the proposed work it is recommended that the four highest scoring companies be short listed and be invited to submit detailed tenders for the project. It is further recommended that Telfer and Co Pty Ltd be kept as a reserve in case any of the four short listed companies advise that they will not be submitting a tender prior to tenders for the project being called.

**RECOMMENDATION:**

**That Council:-**

- 1. Approves short-listing the following four companies for invitation to submit Detailed Tenders for Principal Contractor for the Murwillumbah Memorial Pool Complex and Car Park Works: -**

**Seymour Whyte Constructions Limited  
Multispan Australia Pty Ltd  
Buildcorp Queensland Pty Ltd  
GlENZEIL Pty Ltd**

- 2. Advises Telfer and Co that they may be considered for short listing if any of the four short listed companies pull out of the project prior to tenders for the project being called.**

**REPORT:**

Expressions of Interest (EOI) were received from 5 (five) construction companies for inclusion on the tender panel for the construction of the Murwillumbah Memorial Pool Complex and Car Park Works. The EOI document indicated that the tender panel would comprise '3 or 4' contractors.

Submissions responding to the EOI Documents were received from the following companies:

Seymour Whyte Constructions Limited  
Multispan Australia Pty Ltd  
Buildcorp Queensland Pty Ltd  
Glenzeil Pty Ltd  
Telfer and Co Pty Ltd

The selection panel for the short listing of suitable Contractors comprised members of the project team from Tweed Shire Council.

Tenderers were assessed against pre-determined selection criteria as indicated in the expression of interest documentation. A weighted scoring system was used to assess each of the criteria in detail to provide an overall score.

Under the scoring methodology used, the top four ranked Contractors were:

Seymour Whyte Constructions Limited  
Multispan Australia Pty Ltd  
Buildcorp Queensland Pty Ltd  
Glenzeil Pty Ltd

It is recommended that these four companies be short listed and be invited to submit detailed tenders for the project.

The next phase in the tender process is to undertake the completion of the contract documentation. Council's Design Unit is currently exploring whether to base the contract on the NSW State Government's General Conditions of Contract GC21 or AS 2124, which is Council's usual method.

This GC21 process has recently been undertaken by the Department of Commerce for the Shannon Creek Dam Project that is valued at \$70M and has resulted in a savings of approximately 10% on the contract outcome. As well, Council's Water Unit is currently using this process for the Bray Park Water Treatment Plant.

If the GC21 process is used for this project, it is proposed to undertake two workshops with the short-listed companies. The aim of the work-shops will be to provide draft documentation for review and to openly discuss risk allocation within the specification prior to submission of Tender pricing. This process will allow each party to become fully aware of all obligations required under the contract.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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1. **Confidential Attachment** - Supplementary Information weighted scoring system for contractor assessment. (DW 1499412).
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**019 [EO-OC] Pottsville Foreshore Masterplan, Ambrose Brown Park Concept**

**ORIGIN:**

**Recreation Services**

**SUMMARY OF REPORT:**

As part of the *Tweed Coastline Landscape Strategy*, a Concept Plan for the redevelopment of Ambrose Brown Park, located in Pottsville, has been developed. The Concept Plan is based on an option endorsed by the Pottsville Community Association meeting on 31 October 2006. The Concept Plan incorporates the proposed extension of the Pottsville South Holiday Park, relocation of the Pottsville Kiosk (identified in the Tweed Shire Heritage Study), upgraded facilities, formalised car parking areas and new playground.

**RECOMMENDATION:**

**That:-**

- 1. Council endorses the Ambrose Brown Park Concept Plan.**
- 2. Documentation be developed for Ambrose Brown Park, based on the endorsed Concept Plan.**

## REPORT:

In July 2005, Tweed Shire Council (TSC) adopted the *Tweed Shire Coastline Management Plan* prepared by Umwelt Environmental Consultants. The implementation of the prioritised strategic actions within the Plan will guide the improvement of the coastline open space, facilities and infrastructure.

Implementation of the *Coastline Management Plan* incorporates a series of projects, the core one being the development of a *Tweed Coastline Landscape Strategy* that covers the various coastal villages. The scope of the Landscape Strategy for Pottsville will include Ambrose Brown Park. Other foreshore areas will be covered in the Landscape Design Manual.

In 2001, the Tweed Coast Holiday parks initiated negotiations with the Pottsville community regarding the proposal to expand the Pottsville South Holiday Park. Expansion of the Holiday Park would necessitate the removal or relocation of existing Pottsville Kiosk built in 1927. The Kiosk was then nominated in the *Tweed Shire Community Based Heritage Study* (to be endorsed by Council) as having significant cultural value to the community and a landmark building. The Hardy family, who have historical links to the Pottsville Kiosk, were very resistant to the proposition of doing anything to the building.

In November 2005, a General Meeting of the Pottsville Community Association was held and a motion passed that:

*We are prepared for them to move the Kiosk to a new site within the Ambrose Brown Park, while keeping the same northerly aspect and to restore, maintain and clean the Kiosk for the future.*

In December 2005 a structural assessment of the Kiosk was undertaken, and the asbestos roof was considered to be unsafe. Contractors were employed to seal the roof as an interim measure prior to removal at a later date.

In May 2006 initial site analysis and consultation was conducted with the Pottsville Community Association in regard to Ambrose Brown Park. The site analysis plan is attached (**attachment 1**).

In order to facilitate the relocation of the Kiosk and retain its function as a landmark building within the foreshore, Paul Uhlmann Architects were commissioned to develop various options to present to the Pottsville Community Association. PUA presented three (3) options (**attachment 2**) with a fourth variation developed by TSC Landscape Architect, Leigh Abernethy. At the Pottsville Community Association meeting 31<sup>st</sup> October 2006, a majority voted for Option 4 (**see attachment 3**).

Option 4 comprises of the following elements:-

- removal of parking from within the park itself and creation of a formal carpark area,
- a boardwalk connecting the relocated Kiosk to the creek,
- removal/thinning of some vegetation to create a larger recreational park space,
- creation of an informal amphitheatre adjacent to the renovated Kiosk
- new playground



- new pedestrian crossing point, using pedestrian refuge islands, to connect to the Community Centre
- supplemental dune vegetation planting
- closure of vehicle access from north
- replacement of all existing furniture with the new Coastal Furniture range
- retention of all significant trees
- creation of rock seating walls adjacent to creek swimming area.

The detail of the Ambrose Brown Park Concept Plan will be finalised during the construction-drawing phase, as the vegetation has to be assessed individually for significance and protection. Updated plans will be circulated to the community via the Pottsville Community Association, as they become available.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Recreation Services has allocated a budget of \$200,000 for the construction costs within the park identified in the 2006/2007 Coastline Landscape Strategy budget. Tweed Coast Holiday Parks will also be contributing to Kiosk relocation costs.

**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. Site Analysis Plan - Attachment 1 (DW 1497569).
  2. Paul Uhlmann Architects Options (DW 1497570).
  3. Option 4 prepared by Leigh Abernethy (DW 1497562).
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**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**

	<b>Direct FTE</b>	<b>Indirect FTE</b>	<b>Total FTE</b>
<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)
-

**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:**

*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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**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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REC'D	13 JUL 2006
ASSIGNED TO	EDWARDS, G.
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IMAGE	<input checked="" type="checkbox"/>

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:**

*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. 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:**

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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/m3 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:**

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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:**

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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:**

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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
- 7.2 Object Receipt Form
- 7.3 Condition Report - Acquisitions
- 7.4 Gift Acknowledgement Form
- 7.5 Letter of Thanks to Donor
- 7.6 Object De-accession Form
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- 7.12 Tweed Shire Council Disposal of Assets Policy

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: \_\_\_\_\_

\_\_\_\_\_

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

---

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: \_\_\_\_\_

---

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:

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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>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</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>_____</p> <p>_____</p> <p>_____</p> <p>_____</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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