



# **AGENDA**

## **Part 1**

# **OPERATIONS COMMITTEE MEETING**

**Tuesday 13 November 2007**

**Chairman: Mr Garry Payne AM**

**Administrators: Mr Garry Payne AM  
Mr Max Boyd AM**



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**ITEMS FOR CONSIDERATION OF THE COMMITTEE:**

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**REPORTS THROUGH THE GENERAL MANAGER****O1 [GM-OC] Land Development & Disposal of Council Land - Tweed Heads, Bogangar and Murwillumbah****ORIGIN:****Design****SUMMARY OF REPORT:**

At its meeting held on 6 March 2007, Council received a report relating to the development and disposal of several Council owned parcels. The report is attached as a confidential attachment.

It was resolved to pursue various actions to enable the disposal of these parcels and this report is an update on those actions.

**RECOMMENDATION:****That Council:-**

1. **Adopts the Probity Plan prepared by Maddocks Lawyers in relation to the disposal of the Bay Street Road Closure, Lot 1 in DP 848723;**
2. **Adopts the Probity Plan prepared by Maddocks in relation to the sale of Bay Street Fire Station site comprised of Lot 7035 in DP 1053313, Lot 1 in DP 880816 and Lot 8 in Section 2 in DP 759009, Proudfoots Lane site comprised of Lots 1 to 3 in DP 772254 and Lot 4 in DP 772202, Sunnyside Car Park comprised in Lot 1 in DP 709231 and Lot 3 in DP 842350 at Hastings Road, Bogangar;**
3. **Approve entering into negotiations with prospective purchasers following due process by public tender or public auction.**
4. **The ATTACHMENT be treated as CONFIDENTIAL in accordance with Sections 10A(2)(c) and (d) of the Local Government Act, 1993, because:**
  - (c) **information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business;**



- (d) commercial information of a confidential nature that would, if disclosed:**
  - (i) prejudice the commercial position of the person who supplied it, or**
  - (ii) confer a commercial advantage on a competitor of the council, or**
  - (iii) reveal a trade secret.**

## REPORT:

At its meeting held on 6 March 2007, Council received a report relating to the development and disposal of several Council owned parcels. The report is attached as a confidential attachment.

It was resolved to pursue various actions to enable the disposal of these parcels and this report is an update on those actions.

Council's resolution of 6 March 2007 provided:

*"That Council:*

1. *Proceeds with an application to close that part of Bay Street, Tweed Heads currently known as Lot 1 in DP 848723;*
2. *Approves entering into a Contract for Sale for the purchase of Lot 7035 DP 1053313 with the Department of Lands in the sum of \$425,000 and a further report in regards to timing, financing and contractual conditions be prepared.*
3. *Classifies Lot 7035 DP 1053313 as "operational land" pursuant to Section 25 of the Local Government Act 1993.*
4. *Engages a probity officer to manage the disposal of the land parcels subject of this report;*
5. *Engages a marketing strategist/consultant to ascertain the highest and best use of the land parcels subject of this report;*
6. *Council advertises its intentions to market these parcels to achieve the highest and best use in the context of recommendations made by the Tweed Heads Master Plan, DCP B19 and Retail Analysis by Core Economics."*

### **Probity Advice**

In pursuance of its resolution, Maddocks Lawyers were engaged as probity advisors in relation to the disposal of the land parcels.

Maddocks prepared a Confidential Probity Briefing Paper, which is a confidential attachment to this report.

This paper provides a foundation for Council to consider probity obligations and outlines the requirements to establish a disposal process that will support Council's obligations as the owner of public assets and ensure due diligence is accordingly applied to this process.

Probity plans have now been drafted, one specific plan for the Bay Street Road Closure and a generic plan for the remaining parcels at Tweed Heads (Bay Street Fire Station site), Murwillumbah (Proudfoots Lane, Sunnyside) and Bogangar (Hastings Road).

These draft Probity Plans are also confidential attachments to this report. It is recommended that the Plans be adopted and Council proceeds with the necessary steps for the disposal of the lands adhering to the probity requirements of the Plans.

One of the recommendations of the Plans is that a Project Team be created to oversee the implementation of and adherence to the Plan during the course of marketing and negotiations. The Project Team is to be comprised of a Chairperson and Co-ordinator.

It is recommended that the Property & Legal Services Officer be installed as the Chairperson, and the Corporate Compliance Officer be installed as the Co-ordinator with appropriate sub-delegations applied to enable these officers to undertake the tasks required under the Probity Plan to dispose of Council land.

It is to be noted that the Plan applies to Councillors (and Administrators), members of the Project Team, other members of staff and any external advisors engaged to provide services to Council in relation to the disposal of the parcels subject of the Plans.

The Plan also details the roles and responsibilities of those involved in the disposal process and the role of the General Manager, emphasising the role of strict confidentiality and the handling of proprietary information that will arise in relation to the disposal of the parcels. This proprietary information includes expressions of interest and tenders that will be received during the disposal process. The Plan advises that all associated staff must sign a confidentiality agreement and declare any pecuniary interest that may arise at any stage during the disposal process.

### **Marketing**

In response to the Probity Plans provided to Council, valuations are currently being sought to provide a basis of anticipated returns on the parcels, in some cases to update valuations already held by Council and in other cases, fresh valuations for those parcels that have more recently been considered available for sale.

In line with its resolution of 12 March, 2007, Council has recently accepted tenders for the marketing of the parcels subject of this report.

These tenders are under assessment at the time of writing this report.

Below is a summary of the actions taken and proposed to be taken for each parcel:

### **Bay Street Road Closure**

Pursuant to Council's resolution, an application, dated 12 March 2007, was lodged with the Department of Lands to proceed with the closure of the road parcel.

Discussions were held with Maddocks in relation to overtures received by developers representing the owners of Tweed Centro. The report of 6 March referred to these overtures and advice was sought as to Council's position with regard to direct negotiations, the exclusion of competition and the perception of improper conduct in view of ICAC guidelines.

As part of their consideration of the issues, Maddocks recommended that the road closure application be cancelled to avoid a perception of improper conduct, partiality or predetermination of the matter, as the application may be viewed to have been a direct response to the overtures from the Walker Group. A letter was sent to the Department of Lands cancelling the application for road closure on 14 August 2007.



A draft Probity Plan was provided for the disposal of the Bay Street road closure in early September, 2007. As noted above, the Plan is a confidential attachment to this report.

Regular discussions with Maddocks have resulted in their advising that in conjunction with the Department of Lands, there may be a case for direct dealings with the Walker Group. The Plan provides for this process to be undertaken.

It is recommended that Council adopt the Probity Plan for the Bay Street road closure parcel and proceed with discussions with the Walker Group, in accordance with the Probity Plan.

The proceeds of the sale, as it is a road closure parcel, are to be used in accordance with the *Roads Act 1993*, which states in section 43(4) that the proceeds are to be used for road works on public roads or acquiring land for public roads.

It is anticipated that part of the proceeds of the sale are to be directed to the public road component of the Jack Evans Boatharbour, Tweed Heads Masterplan recommendations, and the balance to be determined.

### **Bay Street Fire Station**

It was resolved at the 6 March 2007 meeting to proceed with the purchase of the Bay Street Fire Station parcel, Lot 7035 in DP1053313.

There was a delay in the issue of Contracts, as the Department attended to actions to obtain a title for the land, as no title had issued previously.

The counterpart Contract for the Sale of Land was received from the Department on 16 October 2007.

The counterpart Contract was forwarded to the Department to initiate exchange of Contracts on 25 October 2007. The Contract is unconditional and completion, with vacant possession, will occur twenty eight (28) days following exchange.

The deposit monies, in the sum of \$42,500 came from the Land Development Reserve, and the balance payable on settlement, \$382,500 will be funded temporarily from the ELE Reserve until the parcel is sold.

As noted in the report of 6 March, Council owns land adjacent to the Fire Station site, Lot 8 Section 2 DP 759009 and Lot 1 in DP 880816. These two parcels are to be consolidated with Lot 7035 following completion.

The Department of Planning are currently undertaking a review of the Tweed Heads precinct, including the parcels referred to above. This review is directed to appropriate planning to invigorate development in the precinct and it is recommended that these parcels are retained until the review is completed, anticipated to be in early 2008.

Council has requested a re-assessment of the valuation of the site to reflect the current market climate, this request is made in response to the development that has taken place in the Tweed since the previous valuation, prepared in November 2006.

It is to be noted, that the closed road parcel, Lot 1 in DP 880816, was gazetted as a temporary road for the purposes of car parking, shortly after the road was closed. This was to enable the use of the parcel for parking and the designation as road extended Council's indemnity over public road to extend to the use of the land as a car park.

As for the sale of the Bay Street road closure, a component of the proceeds of the sale (that is, the road closure parcel, Lot 1) must be directed to roadworks on public road or the acquisition of land for roads

It is anticipated that the proceeds of the sale of Lot 1 are to be directed to the public road component of the Jack Evans Boatharbour, Tweed Heads Masterplan and the balance to be determined. The proceeds of the sale of the other two parcels are anticipated to be utilised for the embellishment of the public domain components of the Tweed Heads Master Plan, which includes the Jack Evans Boatharbour.

### **Hastings Road, Bogangar**

It has been established that no statutory trust exists in relation to this parcel as it was properly re-classified as operational land, by gazettal on 11 March 2005.

The Development Control Plan for Bogangar is the subject of a separate report recommending its adoption. It is to be noted that this parcel was identified as being suitable for sale to fund the construction of the multi-level car park to the south, closer to the business precinct of Cabarita.

It is anticipated that some of the proceeds of the sale will be directed to car parking, Main Street and road improvements in the Cabarita Town Precinct, with the balance to be determined at a later date.

The generic Probity Plan recommends that the land be sold by public tender or auction, this is to allow the inherent value of the land to be determined by the market.

### **Proudfoots Lane**

A valuation was obtained for this site, together with advice in relation to the buoyancy of the local commercial market and timing of a potential sale.

The valuation provided a determination indicating that there would be no benefit in delaying the sale to maximise the return. The current market is very strong and has been strong for the last couple of years, and that a sale in the near future would take advantage of the current optimism.

The valuer was also requested to comment on the impact on value due to the need to provide car parking on site to replace what is currently available. The response was that the determination is based on sales evidence of normal and conventional properties, where the purchaser has an unfettered right to use the land as they wish, including redevelopment.

It follows that if the land is thus constrained it will likely have a discount effect on the sale price received.

In light of the interest in the site, it appears that this site is suitable for immediate sale, subject to the excision of the sewer pump station.

The valuer recommended the sale of the site by public auction, however, a marketing agent is to be appointed who will further advise in this respect.

### **Sunnyside Car Park**

In the 6 March report, it was noted that this site has the potential for the construction of a multi-level car park as an adjunct to a future development, where the car parking contributions may be accepted as construction costs, subject to development approval.

The car park, Lot 1 in DP 709231, is burdened by a restriction on use for the benefit of Lot 2 in the same DP, that Lot 1 is to only be used for public car parking purposes.

In the Probity Briefing Paper, it was recommended that Council seek independent legal advice in relation to whether clause 56 of the Tweed LEP impacts on the restriction. The advice obtained by Council indicates that the use of Lot 1 for other purposes will be allowable.

This precludes entering into direct negotiations with the owners of Sunnyside and allows the property to be placed on the open market.

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

Nil.

### **POLICY IMPLICATIONS:**

Nil.

### **UNDER SEPARATE COVER/FURTHER INFORMATION:**

1. **Confidential Attachment** - Council Report dated 6 March 2007; (DW 1550835).
  2. **Confidential Attachment** - Council Resolution dated 6 March 2007; (DW 1555385).
  3. **Confidential Attachment** - Confidential Probity Briefing Paper; (DW 1628673).
  4. **Confidential Attachment** - Probity Plan – Bay Street Road Closure; (DW 1700760)
  5. **Confidential Attachment** - Probity Plan - Residue Parcels; (DW 1700760).
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**O2 [GM-OC] Tweed Tourism Quarterly Performance Report – July to September 2007**

**ORIGIN:**

**Business & Economic Development**

**SUMMARY OF REPORT:**

As required by the current agreement between Tweed Tourism and Council a quarterly performance report and summary financial statement are to be provided for Council's review. This report provides the Tweed Tourism's Quarterly Reports for the quarter 1 July to 30 September 2007.

**RECOMMENDATION:**

**That Council endorses the Tweed Tourism Quarterly Report for the quarter from July to September 2007.**



**REPORT:**



**Tweed Tourism  
September Quarter 2007 Report**

**1. Financial**

July-September 2007				3 months Year to Date				
1st Quarter	Last Year	Budget	Variance		YTD	Last YTD	Budget	Variance
\$161,907	\$157,247	\$171,807	-\$9,900	Revenue	\$161,907	\$157,247	\$171,807	-\$9,900
\$9,207	\$8,897	\$8,985	\$222	Cost of Goods Sold	\$9,207	\$8,897	\$8,985	\$222
<b>\$152,700</b>	<b>\$148,350</b>	<b>\$162,822</b>	<b>-\$10,122</b>	<b>Gross Profit</b>	<b>\$152,700</b>	<b>\$148,350</b>	<b>\$162,822</b>	<b>-\$10,122</b>
\$140,983	\$121,385	\$148,666	-\$7,683	Expenses	\$140,983	\$121,385	\$148,666	-\$7,683
<b>\$11,717</b>	<b>\$26,965</b>	<b>\$14,156</b>	<b>-\$2,439</b>	<b>Net Income</b>	<b>\$11,717</b>	<b>\$26,965</b>	<b>\$14,156</b>	<b>-\$2,439</b>

**Reasons for Variance**

**Revenue**

- -\$7,750 Co-operative Marketing – limited marketing due to budgetary situation
- -\$2,936 Membership due to change in way that membership is accounted for. Previously membership counted as revenue for July, now amortised across year

**Expenditure**

- -\$1,969 Administration
- -\$5,084 Co-operative Marketing
- -\$1,417 Murwillumbah VIC

**2. Tweed Visitation**

**Year Ending June 2007**

**Domestic Overnight Visitors**

- Visitors 380,000 -11.63% vs y/e June 2006
- Visitor nights 1.98million + 16.81% vs y/e June 2006

**Day Trips**

- Visitors 713,000 -10.99% vs y/e June 2006

**International Visitors**

- Visitors 17,521 -16.66% vs y/e June 2006
- Visitor nights 193,000 + 9.41% over y/e June 2006

**3. Marketing**

**Description and value of co-operative contributions**

July-September 2007				3 months Year to Date				
1st Quarter	Last Year	Budget	Variance		YTD	Last YTD	Budget	Variance
\$2,250	\$3,150	\$10,000	-\$7,750	Revenue	\$2,250	\$3,150	\$10,000	-\$7,750
\$20,196	\$18,008	\$25,280	-\$5,084	Co-op Marketing Revenue	\$20,196	\$18,008	\$25,280	-\$5,084
				Marketing Expenditure				

Marketing Committee meeting held on 23<sup>rd</sup> August with attendance from:

- Narelle Eichorn – Director Sales & Marketing Outrigger Resorts
- Ellen Coventry – National Marketing Manager, Mantra and Breakfree



- Richard Adams – Tweed Holiday Parks
- Lee Eyre – Catch a Crab
- Kelly Patterson – Tropical Fruit World
- Ray Fien – Madura Tea
- Jackie Dorahy – SALT Village Marketing
- Cameron Arnold – Domain Resorts
- Karen Ransome – Verve Media
- Frances Cream – Domestic Marketing Manager, Gold Coast Airport
- Dean Gorrdard – Tourism NSW

Good reception with notable increase in interest from players for working co-operatively on campaigns.

Co-Operative Activities undertaken

- Attended Ekka in Brisbane – in conjunction with Twin Towns and 5 co-operative partners
- Co-ordinated Virgin Blue Fly Drive Campaign with TNSW – 2 partners, total contribution \$40,000

Co-operative Activities currently in train:

- South East Queensland Campaign – initiated and currently driving campaign for South East Queensland and Northern NSW campaign with a range of Tweed and regional stakeholders. Expecting to raised around \$160,000 with a view to being in market before Easter 2008.
- Gold Coast Airport – working with Gold Coast Airport to review TT and Gold Coast Airport Marketing Plans and discuss potential co-operative activity

A range of opportunities was developed and offered to the industry with no take up including Event Connection QLD, Sydney on Sale (Aust Event Expo now), Caravan & Camping Shows, Regional NSW & SE QLD, Sydney & Brisbane Bridal Expos, Sydney Fishing & Great Outdoors Expo and Kidz Expos

**a. Public Relations**

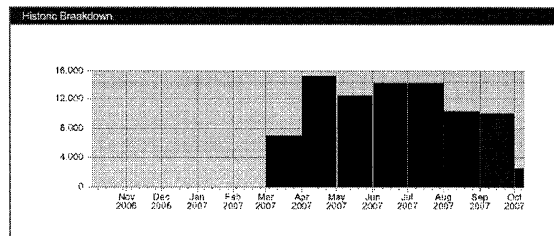
**Copies of media coverage about tourism in the Tweed**

- Huge effort over past quarter with features including Sun Herald Travel Section, Courier Mail, Sunday Telegraph, Sydney Weekender and Getaway

**Progress / status of the TT website upgrade activity plan**

- New Tweed Tourism website and BookEasy Reservations system now live. Uptake by operators substantially better than old system.

**Visitation of website**





No comparisons with previous year available as system was implemented in February

#### 4. Members

##### Membership Numbers at 30/09/07

Service -	39
TACTIC -	100
Corporate -	5
Corp. Affiliates -	14
Reciprocal -	4
<b>Total:</b>	

Around half a dozen members still to renew.

##### Membership Revenue

July-September 2007					3 months Year to Date			
1st Quarter	Last Year	Budget	Variance		YTD	Last YTD	Budget	Variance
\$10,108	\$41,582	\$13,044	-\$2,936	Membership	\$10,108	\$41,582	\$13,044	-\$2,936

- Change in way Membership is accounted with membership now amortised across full year vs historical recording of membership revenue in July. Overall membership appears to be going well with lower non-renewals compared to previous years

#### 5. Visitor Information Centres

##### Movement in visitor numbers at each VIC vs previous year

2007 - 2008

	2007/08	2006/07	Variance	2007/08	2006/07	Variance	2007/08
	WHRC			Tweed Heads			Kingscliff
Sept Qtr	6860	7485	-8.35%	6040	6276	-3.76%	1796
Dec Qtr							0
Mar Qtr							0
Jun Qtr							0
<b>Total</b>	<b>6860</b>	<b>7485</b>	<b>-8.35%</b>	<b>6040</b>	<b>6276</b>	<b>-3.76%</b>	<b>1796</b>

- Murwillumbah YTD shows a considerable decline in visitor numbers in comparison to the previous year, however Tweed visitor numbers are on par with the previous year. A great result for Tweed Heads considering relocation of centre.
- Kingscliff numbers continue to increase as awareness of the centre grows.

##### Commissions Earned

- Commissions revenue represents 10% of total booking value made

July-September 2007					3 months Year to Date			
1st Quarter	Last Year	Budget	Variance		YTD	Last YTD	Budget	Variance
\$15,497	\$12,936	\$14,263	\$1,234	Travel Commissions	\$15,497	\$12,936	\$14,263	\$1,234

- Bookings through website have been increasing steadily with 37.21% of the bookings made in September on-line via BookEasy.

##### Quality of service at Visitor Information Centres

- Surveys have been implemented over past quarter. Results being compiled

##### Retail Revenue





July-September 2007					3 months Year to Date			
1st Quarter	Last Year	Budget	Variance		YTD	Last YTD	Budget	Variance
\$16,933	\$16,649	\$17,781	-\$848	Retail Sales	\$16,933	\$16,649	\$17,781	-\$848

## 6. Product Development

### *Current Product Development Projects*

- Taste the Tweed
- Environment
  - National Landscapes
  - Bird Watching
  - Bush Walks
  - Rainforest Way
- Health & Lifestyle
- Business Tourism

## 7. Meetings/workshops with TEDC, Council and other stakeholders and outcomes of those meetings

- Presentation to TEDC Board set for 25<sup>th</sup> October
- TEDC to present to Tweed Tourism Board on 1<sup>st</sup> November
- General Manager attended a meeting of stakeholders in Sydney regarding strategies for MICE (Meetings, Incentives, Conferences, Exhibitions) in regional NSW.
- Meeting held with Strategic review into Tourism in NSW group and provided written submission. The review report is due end September 2007.
- Facilitating working with Northern Rivers Tourism Manager's. Have consolidated everyone's working action plans and fine tuning areas for engagement. Several meetings have been held.
- Attended workshop for development of Strategic Tourism Management Plan for Byron
- Met with Gold Coast Tourism (Pavan Bhatia, CEO, Steve Holle, Director Corporate Relations and Development and Amanda Rogers, Membership Co-ordinator) on 11<sup>th</sup> September to discuss potential membership for TT and gauge interest in working together. Very little interest expressed by GCT.
- Met with Byron United to establish working partnership. Agreement to have reciprocal membership
- Initiated dealings with Beaudesert Country Tourism resulting in agreement for reciprocal membership

## 8. Other

- GM attended lunch with GM Daily News
- GM attended launch of Air Asia X





**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

This report recommends Council endorse the quarterly performance review required by Tweed Tourism's funding agreement.

**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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**O3 [TCS-OC] Review of Council Policies**

**ORIGIN:**

**Corporate Compliance**

**SUMMARY OF REPORT:**

Council at its meeting held 23 October 2007 resolved that:

*"... Council defers this item to next meeting to be held on Tuesday 13 November 2007".*

This report is resubmitted for consideration by Council.

**RECOMMENDATION:**

**That Council:**

- 1. Confirms the recommended status and accordingly adopts the document as either Policy, Protocol or Procedure;**
- 2. Adopts the inclusion of the words for:**
  - Art Gallery Collections;**
  - Building Line Variation/Setback; and**
  - Jetties and Public Foreshores;**



**REPORT:**

**BACKGROUND:**

Council's Corporate Management Team has undertaken an extensive review of Corporate Policies and has recommended that in future the Corporate Management documents be categorised in accordance with the following colloquial terms:

- Policy Document            A program and set of principles, adopted by Council.
  
- Protocol Document        A set of detailed correct and appropriate processes, to be approved by the Executive Management Team, Corporate Management Team or Division Director.
  
- Procedure Document      An established method of doing things, to be approved by the Executive Management Team, Corporate Management Team or Division Director.

The majority of the Corporate Policies were adopted by Council at its meeting of 15 December 2004, however the review has identified that a number of these documents now do not comply with the Policy document category definition.

All Policies adopted by Council since 15 December 2004 have remained as a Policy document. Policies will continue to be available to the public via the internet site, while protocols and procedures will be available to internal stakeholders via the intranet.

There are a number of policy documents which require some modification and a further report will be presented to Council to adopt the changes. The classification of these documents, as recommended, is to enable Council to be more proactive in maintaining currency with legislation and other business issues.

The information contained in the section below outlines the result of the review including recommendations for a number of documents to be moved to protocol or procedure, amended as a result of changes to legislation, or replaced by other documents or to be deleted as they are now not utilised by Council.

<b>Document Name</b>	<b>Current Status</b>	<b>Recommended Status</b>
Aboriginal Statement	Policy	Policy
Access to Information	Policy	Policy
Accidents - Council Vehicles - Reporting of	Policy	Change to Procedure
Anzac Day	Policy	Change to Procedure
Area Based Teams for Application Assessment	Policy	Change to Protocol
Art Gallery <i>Collections</i>	Policy	Policy, word " <i>Collections</i> " to be included
Audit Committee Charter	Policy	Policy
Beach Vehicles	Policy	Policy

Document Name	Current Status	Recommended Status
Bitumen Sealing - Contribution	Policy	Policy
Builders Solid Waste in Multi Storey Construction - Collection	Policy	Policy
Building Excavation	Policy	Delete - not applicable
Building Extensions in Flood Prone Areas	Policy	Change to Protocol
Building Line / <i>Setback</i>	Policy	Policy, word " <i>Setback</i> " to be included
Building Work Adjacent to Canal Revetment Walls	Policy	Policy
Business Ethics	Policy	Policy
Cemeteries and Burial	Policy	Policy
Charities / Sponsorship	Policy	Policy
Charity Fundraising	Policy	Policy
Civil Actions taken by and against Council	Policy	Change to Procedure
Civic Buildings - Civic and Cultural Centre	Policy	Change to Procedure
Code of Conduct	Policy	Policy
Code of Meeting Practice	Policy	Policy
Collection Policy - Tweed River Regional Museum	Policy	Policy
Committees - Policies and Procedures	Policy	Delete - replaced in Code of Meeting Practice
Communication	Policy	Policy
Community Buildings	Policy	Change to Procedure
Community Consultation - Best Practice Guidelines	Policy	Change to Protocol
Community Requests Management	Policy	Delete - replaced in Customer Service Charter
Competitive Neutrality - Complaints	Policy	Change to Procedure
Complaints and Appreciation Register	Policy	Change to Procedure
Complaints Handling	Policy	Policy
Composting	Policy	Change to Protocol
Conflict and Policy	Policy	Delete - replaced in Code of Conduct
Construction Certificate & Complying Development Certificate Approvals	Policy	Change to Procedure
Consultation	Policy	Delete - duplication of Community Consultation Protocol
Contaminated Land	Policy	Policy
Corporate Values	Policy	Policy
Correspondence - Response to Council Land	Policy	Policy
		Change to protocol - delete reference to Sale, replaced in Disposal of Land Policy



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<b>Document Name</b>	<b>Current Status</b>	<b>Recommended Status</b>
Council Meetings	Policy	Delete - replaced in Code of Meeting Practice
Councillors	Policy	Policy, delete reference to payment of expenses and provision of facilities - separate Policy
Councillors - Payment of Expenses and Provision of Facilities for Mayors and Councillors	Policy	Policy
Council's Logo and Coat of Arms	Policy	Policy
Cultural Policy	Policy	Policy
Customer Service Charter	Policy	Policy
Development Assessment Panel and Delegation of Authority	Policy	Change to Protocol
Development Control	Policy	Policy
Disposal of Assets	Policy	Policy
Disposal of Land	Policy	Policy
Distribution of Copies of Correspondence to Councillors and Senior Management	Policy	Delete - covered in Code of Conduct and Access to Information Policy
Donations	Policy	Policy
Donations and Subsidies	Policy	Policy
Driveway Access to Property - Construction Specification	Policy	Policy
Driveway Access to Property - Design Specification	Policy	Policy
Driveway Access to Property - Guidelines	Policy	Policy
Easements	Policy	Policy
Electronic Communication - Guidelines for the use by Staff	Policy	Change to Protocol
Enforcement - Unlawful Activity	Policy	Policy
Executive Management Team	Policy	Delete
Fencing	Policy	Policy
Fencing Public Reserves	Policy	Change to Protocol
Festivals	Policy	Policy
File Notes and Memorandum	Policy	Delete
Filling of Land for Residential Development	Policy	Change to Protocol
Film Location Guidelines	Policy	Change to Protocol
Finance	Policy	Change to Protocol
Fleet Procurement for Passenger Vehicles	Policy	Policy
Flood and Floor Levels for Residential Buildings - Flood Prone Areas	Policy	Delete - replaced by DCP 5
Flood Liable Land	Policy	Policy
Flora and Fauna	Policy	Change to Protocol
Footpath Dining	Policy	Policy

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Document Name	Current Status	Recommended Status
Footpath Trading	Policy	Policy
Fraud Prevention	Policy	Policy
Garbage and Other Solid Wastes - Code for Storage and Disposal	Policy	Policy
Garbage Chutes in Multi Storey Developments	Policy	Delete - covered by BCA
Gifts to Council	Policy	Delete - not applicable
Incinerators	Policy	Policy
Information	Policy	Delete - replaced by a number of Protocols
Information received from Ombudsman	Policy	Delete - covered by Code of Conduct and Access to Information Policy
Internal Reporting	Policy	Policy
Investment	Policy	Policy
<i>Jetties</i> / Foreshores	Policy	Policy, word " <i>Jetties</i> " to be included
Legal Briefs	Policy	Delete - covered by Code of Conduct and Access to Information Policy
Motor By-pass	Policy	Delete
Naming of Streets and Roads	Policy	Policy
Noise Complaints concerning Animals and Birds	Policy	Change to Procedure
Objectors to Proposals	Policy	Delete - covered in Access to Information Policy
Office Facilities	Policy	Delete - covered in new Mayor and Councillor Facilities Policy
Paper Recycling	Policy	Delete - replaced by Office Waste Minimisation Protocol (New)
Pecuniary Interest - Dealing with Breaches of the Local Government Act	Policy	Delete - covered in Code of Conduct
Placemaking and Public Art	Policy	Policy
Policy Review	Policy	Delete - covered by Legislation
Privacy Management Plan	Policy	Policy
Private Structures on Public Roads	Policy	Change to Protocol
Private Works - Environment & Community Services	Policy	Delete
Private Works - Governance	Policy	Change to Protocol
Procurement	Policy	Policy
Public Places of Entertainment	Policy	Delete
Quality Customer Service	Policy	Policy, delete reference to Quality Customer Service Standards, replaced by new Policy
Standards and Dealing with Difficult People		
Rainwater Tanks	Policy	Policy



<b>Document Name</b>	<b>Current Status</b>	<b>Recommended Status</b>
Records Management Confidential Correspondence	Policy	Change to Protocol
Risk Management	Policy	Change to Protocol
Riverbanks	Policy	Policy
Road Closures and Private Purchase	Policy	Change to Protocol
Roads - Corporate	Policy	Change to Protocol
Roadside Tributes	Policy	Policy
School Bus Route Signs - Rural Environment	Policy	Change to Procedure
Secondary Employment	Policy	Policy
Sewerage	Policy	Policy
Smoking in the Workplace	Policy	Delete - covered in Human Resources Protocol
Sporting Events on Highway and Major Roads	Policy	Policy
Sportsfields and Reserves - Corporate	Policy	Change to Protocol
Sportsfields and Reserves - Environment and Community Services	Policy	Policy
Storage of Materials on Road Reserve	Policy	Change to Protocol
Strata Subdivisions - Compliance with Building	Policy	Delete - covered by Legislation
Strategic Asset and Service Management Program	Policy	Policy
Street Lighting	Policy	Change to Protocol
Subdivisions	Policy	Delete - duplication of Fencing Public Reserves Policy
Subdivisions - Environment and Community	Policy	Delete - covered in DCPs, Biting Midges and Subdivisions
Sump Oil on Roads Application	Policy	Change to Protocol
Swimming Pools	Policy	Policy
Tenders & Quotations	Policy	Delete - to be by a new Tenders / Quotations Protocol
Tennis Court Lighting	Policy	Change to Protocol
Trade Waste Management	Policy	Change to Protocol
Trees	Policy	Change to Protocol
Unregistered Moveable Dwellings - Entry Porches	Policy	Policy
Unregistered Moveable Dwellings and Annexes on Flood Liable Land	Policy	Policy
Vending of Food on Public Reserves, Streets and Roads	Policy	Policy
Water Charging Policy - Defective Services	Policy	Policy



Document Name	Current Status	Recommended Status
Water Supply Catchment Stream Bank Protection	Policy	Policy
Workplace Management System	Policy	Change to Protocol
Workshops	Policy	Change to Protocol

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Policies will be reviewed on an ongoing basis.

Protocols and Procedures will be able to be updated via an internal process.

**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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**O4 [TCS-OC] Payment of Expenses and Provision of Facilities to Mayor and Councillors**

**ORIGIN:**

**Corporate Compliance**

**SUMMARY OF REPORT:**

Council is required in accordance with the provisions of Section 252 (1) of the Local Government Act 1993, within five months of the end of the financial year to adopt its Payment of Expenses and Provision of Facilities to Mayor and Councillors Policy.

Council at its meeting of 19 December 2006 adopted an amended policy, which is in accordance with the Department of Local Government guidelines contained in Circular No 06-57.

A review of Council's Payment of Expenses and Provision of Facilities to Mayor and Councillors Policy has been undertaken. It is recommended that no changes be made to the policy and accordingly there is no requirement to advertise the policy, the only action being confirmation of the current policy.

**RECOMMENDATION:**

**That Council confirms the current Payment of Expenses and Provision of Facilities to Mayor and Councillors Policy in accordance with section 252 (1) of the Local Government Act 1993.**



**REPORT:**

Council at its meeting of 19 December 2006 adopted an amended policy, which is in accordance with the Department of Local Government guidelines contained in Circular No 06-57:

## **Councillors – Payment of Expenses and Provision of Facilities for Mayors and Councillors**

### **PART 1 INTRODUCTION**

#### **Purpose of the Policy**

The purpose of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.

#### **Objectives and coverage of the Policy**

In accordance with Section 439 of the Local Government Act 1993, Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under this Act or any other Act.

Furthermore, it is to ensure that the Councillors would not be financially or otherwise disadvantaged in undertaking their civic responsibilities.

#### **Legislative Compliance**

The Local Government Act 1993 has statutory requirements which describe what fees, expenses and facilities may be paid or provided to Councillors.

Information on the pertinent sections applicable to this policy is contained in the Department of Local Government's Circular 06-57 - Guidelines for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

#### **Other NSW Government policy provisions**

There are a number of publications which provide assistance to Councillors in complying with the provisions of this policy.

#### **DLG Guidelines for payment of expenses and provisions of facilities**

Section 252(5) of the Local Government 1993, the Council expenses policy must comply with these guidelines issued under Section 23A of the Act.

#### **Model Code of Conduct**

This policy is consistent with the Model Code of Conduct for Local Councils in NSW in particular with the use of Council resources.

#### **DLG Circulars to Councils**

Circular 05/08 Legal assistance for Councillors and Council employees  
Circular 02/34 Unauthorised use of Council resources

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**Adopted at Council Meeting held 19 December 2006 at Minute Numbers O327 and 230**

**Page 1 of 10**

**ICAC publications**

No Excuse for Misuse, preventing the misuse of Council resources.

**PART 2 PAYMENT OF EXPENSES**

**GENERAL PROVISIONS**

**Civic duties are defined as:**

- Council and Committee Meetings;
- Community Meetings approved by the Mayor or General Manager;
- Meetings with the staff approved by the General Manager; and
- Conferences, seminars, training courses, formal and social functions where representing Council, approved by the Council, Mayor or General Manager;
- Meeting with constituents in the course of discharging duties as Mayor and Councillor.

Where a Councillor must use a form of transport other than own vehicle for travel within the local government area, then such approval must be obtained in advance from the Mayor or General Manager.

**Allowances and expenses**

No annual, monthly or daily allowance or expenses type allowance payment shall be payable in any circumstances.

**Reimbursement and reconciliation of expenses**

Reimbursement of expenses shall only be made upon the production of appropriate receipts and tax invoices and the completion of the required claim forms.

All reimbursement of expenses must be approved by the General Manager.

All expenses being reimbursed must be in accordance with the provisions of this policy.

A Councillor seeking reimbursement of expenses must lodge a claim within three months of the expense being incurred.

**Payment in advance**

This policy does not provide for cash payments being advanced to Councillors in anticipation of expenses being incurred in the conduct of their civic duties.

**Establishment of monetary limits and standards**

Monetary limits applying to this policy include:

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**Adopted at Council Meeting held 19 December 2006 at Minute Numbers O327 and 230**  
**Page 2 of 10**

- **Mobile Telephone**

Council will meet the cost of providing the mobile telephone, maintenance, monthly service and access fees, and call charges up to a maximum of \$400 per month for the Mayor and \$200 per month for other Councillors made in the conduct of the civic duties only.

- **Care and other related expenses**

The maximum entitlement for such expenses is \$2,000 per annum.

**Incidental expenses incurred in attending related Council business, approved conferences, seminars, training and educational courses**

Facsimile -	to and from Council Office or residence only;
Internet Charges -	maximum daily limit \$5.00;
Laundry and Dry Cleaning-	maximum daily limit \$10.00;
Newspapers -	maximum daily limit \$2.00;
Taxi Fares -	from transport destination to accommodation and/or conference venue
Parking Fees -	include airport parking when plane travel is being used,

Any other costs incurred by a Councillor in addition to the daily limits, are the responsibility of the individual Councillor.

Councillors are to use their mobile telephones for all calls including business and private. Special circumstances will be permitted, when mobile telephone reception does not allow the use of a mobile telephone.

The daily limit for meals (including refreshments) will be in accordance with the Australian Taxation Office allowance guideline.

**Spouse and partner expenses**

Council will not normally reimburse the expenses of spouses, partners and accompanying persons for attendance at any Council function.

Council may reimburse expenses of spouse, partners and accompanying persons in certain and special circumstances at any Council approved function, with prior approval being sought from the Mayor and General Manager.

Accommodation (shared basis) will be met by Council, provided that there are no additional costs incurred by Council.

Mayor and Councillors must make separate arrangements for the payment of expenses incurred by a spouse or partner.

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**Adopted at Council Meeting held 19 December 2006 at Minute Numbers O327 and 230**

**SPECIFIC EXPENSES FOR MAYORS AND COUNCILLORS****Attendance at dinners and other non-Council functions**

Consideration may be given to meeting the cost of Councillors attendance at dinners and other non-Council functions which provide briefings to Councillors from key members of the community, politicians and business.

Approval to meet expenses will only be given when the function is relevant to Council's interest and attendance at the function is open to all Councillors.

No payment will be reimbursed for any component of the ticket that is additional to the service cost of the function, such as a donation to a political party or candidate electoral fund or some other private benefit.

An additional payment to a registered charity may be acceptable as part of the cost of the function.

Councillors seeking reimbursement for this type of expense, must have it approved by Council and not the General Manager.

**Attendance at seminars and conferences**

Attendance at conferences and seminars by Councillors must be authorised in advance by a Council Resolution. An exception may occur in an emergency, then such attendance must be authorised by the Mayor and General Manager.

The exception will only apply to short term (1 day) events and be organised within the local region.

Council will be responsible for the following expenses to be incurred by a Councillor in attending an approved conference or seminar.

- **Registration Expenses**

Including official luncheons, dinners and tours relevant to the conference, seminar or training course.

- **Travel Expenses - Local or Outside Local Government area**

As detailed within this policy.

- **Accommodation Expenses**

Accommodation for attendance at approved conferences, seminars and training courses will only be authorised on the following basis:

- venue where the conference, seminar and training course is being conducted;

**Adopted at Council Meeting held 19 December 2006 at Minute Numbers O327 and 230**

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- where venue is unavailable, then the alternative venue is up to a standard of four star NRMA rating;
- night before and after depending on the event and travel circumstance, such approval must be obtained in advance from the General Manager;
- Council to make the relevant accommodation booking.

- **Meals and Other Incidental Expenses**

Outlined in the establishment of monetary limits and standard provisions contained in this policy.

- **Attendance at training and educational courses**

Attendance at training and educational courses by Councillors must be authorised in advance by a Council Resolution. An exception may occur in an emergency, then such attendance must be authorised by the Mayor and General Manager.

The exception will only apply to short term (1 day) events and be organised within the local region and facilitated by the Local Government & Shires Association, Independent Commission Against Corruption or Department of Local Government.

Council will be responsible for the following expenses to be incurred by a Councillor in attending an approved training or educational courses.

- **Registration Expenses**

Including official luncheons, dinners and tours relevant to the training or educational course.

- **Travel Expenses - Local or Outside Local Government area**

As detailed within this policy.

- **Accommodation Expenses**

Accommodation for attendance at approved training or educational courses will only be authorised on the following basis:

- venue where the training or educational course is being conducted;
- where venue is unavailable, then the alternative venue is up to a standard of four star NRMA rating;
- night before and after depending on the event and travel circumstance, such approval must be obtained in advance from the General Manager;
- Council to make the relevant accommodation booking.

- **Meals and Other Incidental Expenses**

Outlined in the establishment of monetary limits and standards provisions contained in this policy.

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**Local travel arrangements and expenses**

Councillors will be entitled to be reimbursed for travel from their home whilst undertaking civic duties at the rate per kilometre as set out in the Notional Agreement Preserving the State Award, Local Government (State) Award 2004.

**Travel outside local government area including interstate travel**

Councillors must obtain approval from Council for all travel outside of the Local Government Area, including interstate travel.

Councillors will be entitled to travel to official engagements at Council's expense by the most practical method, i.e. aircraft, Council vehicle or private vehicle.

Councillors when travelling by air will travel Economy Class or as determined by the General Manager.

All "Frequent Flyer" points accrued are to remain the property of Council.

A Councillor who travels in his/her own vehicle will be reimbursed at the appropriate per kilometre rate or airfare whichever is the lower.

**Telephone costs and expenses**

Councillors will be provided with a mobile telephone to assist in undertaking civic duties.

Council will meet the cost of providing the mobile telephone, maintenance, monthly service and access fees, and call charges up to a maximum of \$400 per month for the Mayor and \$200 per month for other Councillors made in the conduct of their civic duties.

Individual Councillors must meet the cost of all non- business calls and any additional Council calls above the limits.

Councillors will be provided with a fax machine to assist in undertaking civic duties. Council will meet the cost of providing the fax machine, maintenance and rental charges for one (1) home facsimile line, together with fax paper.

**Computer Facilities**

Councillors will be provided with computer facilities to assist in undertaking civic duties.

**Postage of Official Councillor Correspondence**

Councillors will be reimbursed for official postage, provided expenses can be verified and where it is impractical to use the Council's own mail system.

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**Adopted at Council Meeting held 19 December 2006 at Minute Numbers O327 and 230**

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Applications for reimbursement of postage expenses must contain verification information and be authorised by the General Manager

**Internet**

Council will meet the cost of Internet charges involved in the conduct of the Mayor and Councillors civic duties.

**Care and other related expenses**

Councillors are entitled to the reimbursement of carer expenses that were necessary to enable Councillors to undertake their civic duties.

The maximum entitlement for such expenses is \$2,000 per annum.

**Insurance expenses and obligations**

Councillors are to receive the benefit of insurance cover for:

**• Personal Injury**

Whilst on Council business, covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death and capital limits as specified in the Councillors and Officers Liability Insurance Policy. Also covering permanent disablement, temporary total disability and temporary partial disability.

**• Professional Indemnity**

For matters arising out of Councillors' performance of civic duties or exercise of their functions as Councillors provided the performance or exercise of the relevant civic duty or function in the opinion of Council is bona fide and/or proper and is carried out in good faith, as required under 731 of the Local Government Act.

**• Public Liability**

For matters arising out of Councillors' performance of civic duties or exercise of their functions as Councillors, being carried out in good faith.

**Legal expenses and obligations**

Legal expenses for a Councillor may be either paid or reimbursed by the Council only if the matter is authorised by the Local Government Act 1993 either expressly or because it is supplemental or incidental to or consequential upon the exercise of its functions.

Council may therefore indemnify or reimburse the reasonable expenses of:

- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act (Section 731) ; or
- a Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act ; or

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**Adopted at Council Meeting held 19 December 2006 at Minute Numbers O327 and 230**

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- a Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or investigative body and where the finding is substantially favourable to the Councillor.

Council will not indemnify or reimburse the legal expenses of Councillor arising merely from something that a Councillor has done during his or her term in office.

Council will not meet the costs of an action in defamation taken by a Councillor as a plaintiff in any circumstances.

Council will not meet the costs of a Councillor seeking advice in respect of possible defamation or in seeking a non-litigious remedy for possible defamation.

#### **Additional Mayoral Expenses**

##### **Provision of a dedicated motor vehicle**

A motor vehicle bearing no markings or identification will be provided for the sole use of the Mayor.

The motor vehicle is and shall remain the property of Council and shall be surrendered to Council by the Mayor in the event that the person is no longer the Mayor.

The Mayor is to be given unrestricted use of such vehicle with the Council servicing and maintaining such vehicle, paying registration and insurance (including full comprehensive cover) and providing fuel. Private use means that the Mayor and his/her spouse or other licensed driver (provided the Mayor or Mayor's spouse is in the car) or any other Council employee are allowed to drive the vehicle.

The type of vehicle that will be provided is to be at a standard in accordance with Council's Motor Vehicle Lease Policy, and sets a standard for energy efficiency.

The vehicle is to be replaced at the most economically beneficial time as determined by the Works Manager.

##### **Other equipment, facilities and services**

Other equipment, facilities and services that are to be provided by Council for the use of the Mayor are as follows:

- An experienced person suitably qualified to provide secretarial support to the Mayor.
- Mayoral letterhead, envelopes and stationery generally

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**Adopted at Council Meeting held 19 December 2006 at Minute Numbers O327 and 230**  
**Page 8 of 10**

- Where appropriate assistance with the organisation of functions, meetings and briefings to which the Mayor is invited to attend.
- A furnished office will be provided at the Council Administration Office, to enable the Mayor to undertake the civic duties appropriate to that position.
- Limited refreshments will be provided in the Mayoral Office for entertainment purposes.
- An allotted parking space will be provided at the Council Administration Offices for the parking of the Mayoral vehicle.

### **PART 3 PROVISIONS OF FACILITIES**

#### **GENERAL PROVISIONS**

##### **Provision of facilities generally**

Council will provide facilities and equipment to each Councillor to ensure that they can undertake their civic duties in an appropriate manner. The facilities and equipment include:

##### **Stationery**

Provision of personalised Councillor letterhead and envelopes exclusively for Council related business

##### **Business cards**

Provision of 250 business cards (replacement on request)

##### **Christmas cards**

Maximum of 100 per year

##### **Name badges**

Councillors to be provided with a name badge

##### **Filing cabinet**

Councillors to be provided with a home filing cabinet if required.

Filing cabinet is to be returned if the person ceases to be a Councillor.

##### **Meetings meals and refreshments**

Provision of meals and refreshments associated with Council, committee and working party meetings where appropriate

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**Adopted at Council Meeting held 19 December 2006 at Minute Numbers O327 and 230**

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**Meeting rooms/ Councillor room**

Provision of meeting room facilities, including telephone, computer network facilities and access to a photocopier in the Administration Centre for the purpose of Council, committee and working party meetings and for meeting with constituents.

**Secretarial support**

Provision of secretarial support, as necessary for Councillors to undertake their civic duties.

**Private use of equipment and facilities**

A Councillor must not use any of the facilities allocated by Council for their private use.

A Councillor may use their mobile telephone or facsimile machine for their private use however payment is to be made to Council for such use.

Any contravention of this policy will result in the matter being reviewed against the provisions of Council's Code of Conduct.

**PART 4 OTHER MATTERS**

**Acquisition and returning of facilities and equipment by Councillors**

Councillors are to return to Council, where appropriately practicable, after the completion of their term of office or entering extended leave of absence or at the cessation of their civic duties all facilities and equipment that have been allocated by Council.

Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.

**Status of the Policy**

The provisions of the Councillors- Payment of Expenses and Provision of Facilities for Mayors and Councillors shall remain valid until revoked or amended by Council.

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**Adopted at Council Meeting held 19 December 2006 at Minute Numbers O327 and 230  
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**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 [TCS-OC] Quarterly Budget Review - 30 September 2007****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 2007/08 Budget based on projections to 30 June 2008.

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 2008 in the General Fund, Water and Sewer Funds.

**RECOMMENDATION:****That Council :-**

- 1. Adopts the Quarterly Budget Review Statement as at 30 September 2007.**
- 2. Votes the expenditure and income, as summarised below and detailed within the report, and as adjusted in accordance with the revised total expenditure and income for the year ending 30 June 2008.**

<b>Description</b>	<b>Change to Vote</b>	
	<b>Deficit</b>	<b>Surplus</b>
<b>General Fund</b>		
<u>Expenses</u>		
Operating	1,531,210	0
Interest	0	0
Capital	1,104,348	0
Loan Repayments	0	0
Transfers to Reserves	400,000	0
	<hr/>	
	3,035,558	0



<u>Income</u>	0	0
Operating	0	792,826
Capital Grants & Contributions	0	24,000
Loan Funds	0	52,023
Recoupments	0	515,000
Transfers from Reserves	0	901,709
Asset Sales	0	750,000
		<hr/>
	0	3,035,558
		<hr/>
Net Surplus/(Deficit)		<b>0</b>

Description	Change to Vote	
	Deficit	Surplus
<b>Water Fund</b>		
<u>Expenses</u>		
Operating	0	35,385
Interest	0	1,301,590
Capital	0	12,516,500
Loan Repayments	0	420,878
Transfers to Reserves	783,932	0
	<hr/>	
	<b>783,932</b>	<b>14,274,353</b>
<u>Income</u>		
Operating	329,221	0
Capital Grants & Contributions	0	0
Loan Funds	17,830,000	0
Recoupments	0	705,340
Transfers from Reserves	0	3,963,460
	<hr/>	
	<b>18,159,221</b>	<b>4,668,800</b>
		<hr/>
Net Surplus/(Deficit)		<b>0</b>
<b>Sewer Fund</b>		
<u>Expenses</u>		
Operating	0	173,634
Interest	0	447,574
Capital	5,396,350	0
Loan Repayments	0	144,682
Transfers to Reserves	924,942	0
	<hr/>	
	<b>6,321,292</b>	<b>765,890</b>
<u>Income</u>		
Operating	0	1,633,780
Capital Grants & Contributions	0	249,322
Loan Funds	6,129,000	0
Recoupments	0	7,560,750
Transfers from Reserves	0	2,240,550
Asset Sales	0	0
	<hr/>	
	<b>6,129,000</b>	<b>11,684,402</b>
		<hr/>
Net Surplus/(Deficit)		<b>0</b>

**REPORT:****Budget Review 30 September 2007 (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.
- 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 Councils 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
2. Budget Summary – by fund
  - a) By Type (including Available Working Capital)
  - b) By Division

**Variations**

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

- Variations Proposed
- Council Resolutions

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.

## 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.

The programs that have had an effect on revenue are:-

Description	Change to Vote	Comments
<b>Program</b>	<b>\$</b>	<b>Comments</b>
Regional organisations	<b>(20,500)</b>	Suspension of SOUTHROC membership
41 Boyd Street	<b>(750,000)</b>	Sale of land Above funds committed in previous budget review
Working capital reserve	<b>400,000</b>	
Tweed Heads Visitor Information Centre	<b>180,000</b>	Council's contribution
South Tweed skate park	<b>118,418</b>	Cost of construction
Loans and contributions	<b>(52,023)</b>	Unexpended loans
Infringement revenue	<b>(18,563)</b>	Regulatory services mobile data solution Outsourcing of IT services by Tweed
Info Tech. Internal charges recovered	<b>28,000</b>	Laboratory Centre
Contingency reserve	<b>(172,042)</b>	Original budget surplus
Financial Assistance Grant - General Purpose	<b>34,793</b>	Advice received
Infrastructure contributions administration	<b>51,000</b>	Omitted from original budget
NSW Fire Brigade	<b>12,101</b>	Advice received
Art gallery electricity	<b>14,000</b>	Based on 06/07 actuals
Indoor salaries (various)	<b>326,922</b>	Increased Workers Compensation costs
Apprenticeships and traineeships	<b>53,712</b>	Unexpended subsidies from prior years

Administrators' expenses	<b>(100,000)</b>	Adjustment in administrators costs
Bushfire grant/reimbursement	<b>(24,387)</b>	Advice received
Storm event 30/6/2005 grant	<b>(99,300)</b>	Advice received
Contribution to Bankstown court costs	<b>17,869</b>	Council meeting 21/8/07
	<b>0</b>	

Full details:

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
<b>1. Proposed Variations</b>					
<b>General</b>					
1	Ex	Regional organisations	54,700	<b>(20,500)</b>	Suspension of SOUTHROC membership
2	In	41 Boyd Street	0	<b>(750,000)</b>	Sale of land
2	Ex	Working capital reserve		<b>400,000</b>	Above funds committed in previous budget review
2	Ex	Tweed Heads Visitor Information Centre		<b>180,000</b>	Council's contribution
3	Ex	South Tweed skate park	100,000	<b>118,418</b>	Cost of construction
3	In	Loans and contributions	<b>(100,000)</b>	<b>(52,023)</b>	Unexpended loans
4	Ex	Civic Liaison	77,340	<b>(30,848)</b>	Staff vacancy
4	Ex	Civic Liaison		<b>30,848</b>	Corporate communications report
5	In	Infringement revenue		<b>(148,877)</b>	Regulatory services mobile data solution
5	Ex	Regulatory services vehicle expenses		<b>30,000</b>	Additional rangers' vehicle
5	Ex	Regulatory services vehicle expenses		<b>10,800</b>	Additional vehicle expenses
5	Ex	Regulatory services software		<b>69,000</b>	PinForce software purchase
5	Ex	Regulatory services maintenance		<b>20,514</b>	Software & equipment maintenance
6	Ex	Jack Evans Boatharbour		<b>400,000</b>	Improvements
6	In	Contribution Plan 26		<b>(400,000)</b>	Funding for above
7	In	Info Tech. Internal charges recovered	<b>(3,205,420)</b>	<b>28,000</b>	Outsourcing of IT services by Tweed Laboratory Centre
8	Ex	Contingency reserve	187,807	<b>(172,042)</b>	Original budget surplus
9	In	Environmental Enforcement Levy (Dev)	<b>(50,000)</b>	<b>(150,000)</b>	Correct original budget
9	In	Environmental Enforcement Levy (Bld)		<b>(100,000)</b>	Correct original budget
9	Ex	Administration staff (Dev)		<b>150,000</b>	Expenditure of above
9	Ex	Compliance staff (Bld)		<b>100,000</b>	Expenditure of above
10	In	Financial Assistance Grant - General Purpose	<b>(5,787,542)</b>	<b>34,793</b>	Advice received
10	In	Financial Assistance Grant - Roads	<b>(1,866,600)</b>	<b>(85,055)</b>	Advice received
10	Ex	Financial Assistance Grant - Roads	1,866,600	<b>85,055</b>	Expenditure of above
11	Ex	Chillingham public toilets		<b>36,000</b>	Construction
11	In	Chillingham public toilets		<b>(24,000)</b>	Contribution from Community Association
11	Ex	Access budget		<b>(12,000)</b>	Transfer for disabled facility
12	Ex	Agenda 21		<b>4,000</b>	Enviro-saver program
12	Ex	State of Environment report	14,146	<b>(4,000)</b>	Funding for above
13	Ex	Infrastructure contributions administration		<b>51,000</b>	Omitted from original budget
14	Ex	Cemeteries operations	521,502	<b>200,000</b>	See report 21/8/07
14	In	Cemeteries fees	<b>(288,000)</b>	<b>(200,000)</b>	See report 21/8/07
15	Ex	Agenda 21	0	<b>92,792</b>	Sustaining the Tweed program
15	In	Agenda 21/Smart House reserves	0	<b>(92,792)</b>	Funding for above
16	Ex	NSW Fire Brigade	300,000	<b>12,101</b>	Advice received
17	Ex	Art gallery electricity	66,000	<b>14,000</b>	Based on 06/07 actuals
18	Ex	Road reserve inspections	0	<b>20,000</b>	No current budget
18	In	Hoardings, ground anchor fees	0	<b>(20,000)</b>	No current budget



**OPERATIONS COMMITTEE MEETING DATE: TUESDAY 13 NOVEMBER 2007**

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
19	Ex	Art Gallery power sub-station	0	<b>40,875</b>	Upgrade sub-station
19	In	Art Gallery construction (pledges) reserve	0	<b>(40,875)</b>	Funding for above
20	Ex	Beach access	0	<b>50,000</b>	funds for Sutherland Pt revetment
20	In	Beach vehicle licence reserve	0	<b>(50,000)</b>	Funding for above
21	Ex	Workers Comp Premium	1,850,000	<b>685,000</b>	Premium adjustment
21	Ex	Workers Comp oncosts	<b>(2,100,000)</b>	<b>(685,000)</b>	Distribution of above
21	Ex	Indoor salaries (various)		<b>326,922</b>	Increased Workers Compensation costs
22	Ex	Apprenticeships and traineeships	0	<b>53,712</b>	Unexpended subsidies from prior years
23	Ex	Administrators' expenses	235,000	<b>(100,000)</b>	Adjustment in administrators costs
24	In	Bushfire grant/reimbursement	<b>(167,900)</b>	<b>(24,387)</b>	Advice received
25	In	Storm event 30/6/2005 grant		<b>(99,300)</b>	Advice received
26	Ex	Community Profile/s94 plans		<b>20,000</b>	Update with census figures
26	In	Section 94 recoupment		<b>(20,000)</b>	Recoup above from s94 plans
27	Ex	Domestic Waste Management		<b>96,000</b>	Preparation of contract
27	In	DWM reserves		<b>(96,000)</b>	Funding for above
28	Ex	Tweed Tourism admin & operations		<b>23,000</b>	One-off supplementary payment
28	Ex	Economic Development (7 year plan)		<b>(23,000)</b>	Funding for above
29	Ex	Land purchase		<b>450,000</b>	Tweed Heads
29	In	Land development reserve		<b>(45,000)</b>	Funding for above
29	In	Employee leave reserve		<b>(405,000)</b>	Funding for above (temporary)
<b>Water Fund</b>					
30	In	Annual charges		<b>78,093</b>	Adjustment to income
30	In	User charges		<b>251,128</b>	Adjustment to income
30	Ex	Various capital works		<b>(12,516,500)</b>	Net adjustments and deferrals
30	Ex	Loan repayments		<b>(420,878)</b>	Change in loan requirement
30	Ex	Contribution to salaries		<b>(35,385)</b>	Adjustment due to change in capital budget
30	Ex	Transfers to Asset replacement reserve		<b>783,932</b>	Funding adjustment capital works
30	In	Loan funding		<b>17,830,000</b>	Change in loan requirement
30	In	Transfers from Asset Replacement Reserve		<b>(3,963,460)</b>	Funding adjustment capital works
30	Ex	Interest payments		<b>(1,301,590)</b>	Change in loan requirement
30	In	Transfers from Capital Contributions Reserve		<b>(705,340)</b>	Funding adjustment capital works
<b>Sewer Fund</b>					
31	Ex	Various operating expenses		<b>19,000</b>	Minor adjustments
31	In	Annual charges		<b>(1,633,780)</b>	Adjustment to income
31	Ex	Various capital works		<b>5,396,350</b>	Carry forwards and adjustments
31	Ex	Loan repayments		<b>(144,682)</b>	Change in loan requirement
31	Ex	Contribution to salaries		<b>(192,634)</b>	Adjustment due to change in capital budget
31	In	Capital Grants		<b>(249,322)</b>	Funding adjustment capital works
31	In	Loan funding		<b>6,129,000</b>	Change in loan requirement
31	Ex	Transfers to Asset replacement reserve		<b>924,942</b>	Funding adjustment capital works
31	In	Transfers from Asset Replacement Reserve		<b>(2,240,550)</b>	Funding adjustment capital works
31	Ex	Interest payments		<b>(447,574)</b>	Change in loan requirement
31	In	Transfers from Capital Contributions Reserve		<b>(7,560,750)</b>	Funding adjustment capital works
				<b>(17,869)</b>	

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
<b>2. Variations Arising from Council Resolutions</b>					
32	Ex	Contribution to Bankstown court costs		17,869	Council meeting 21/8/07
33	Ex	Bridge Club Car Park		85,000	Council meeting 21/8/07
33	In	Contribution Fund 96		(85,000)	Council meeting 21/8/07
34	Ex	Purchase crown land (Cobaki Creek)		10,000	Council meeting 21/8/07
34	In	Contribution Plan 4		(10,000)	Council meeting 21/8/07
				17,869	
<b>Items <u>not</u> Included</b>					
35	Ex	Footpath Tweed Valley way, Greenhills lodge to Smith St		65,000	Community request - defer to 08/09 for budget consideration
<b>Summary of Revotes by Type</b>					
		2007/08 Variations		(17,869)	
		Council Resolutions		17,869	
		Carried forward			
				<u>0</u>	
<b>Summary of Revotes - by Category</b>					
		<u>Expenses</u>			
		Operating		1,322,191	
		Interest		(1,749,164)	
		Capital		(6,015,802)	
		Loan Repayments		(565,560)	
		Transfers to Reserves		2,108,874	
				(4,899,461)	
		<u>Income</u>			
		Operating		(2,097,385)	
		Capital Grants & Conts		(273,322)	
		Loan Funds		23,906,977	
		Recoupments		(8,781,090)	
		Transfers from Reserves		(7,105,719)	
		Asset Sales		(750,000)	
				4,899,461	
		Net		<u>0</u>	
<b>Summary of Revotes - by Division</b>					
		Technology & Corporate Services		298,911	
		Planning & Regulation		55,571	
		Community & Natural Resources		78,352	
		Engineering & Operations		(663,837)	
		General Manager		231,003	
				<u>0</u>	



## Budget Summary

	General Fund		Water Fund		Sewer Fund		Total
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget</u>	
<b>Statement of Financial Performance</b>							
<b>Operating Expenses</b>							
Materials & Contracts	14,554	20,488	2,121	2,121	2,564	2,290	24,899
Employee Costs	32,800	33,451	2,800	2,800	4,400	4,500	40,751
Interest Charges	2,664	2,664	2,117	2,117	1,038	591	5,372
Depreciation	13,088	13,088	7,322	7,322	18,819	18,819	39,229
Other Operating Expenses	8,400	8,414	750	750	850	850	10,014
	<b>71,506</b>	<b>78,105</b>	<b>15,110</b>	<b>15,110</b>	<b>27,671</b>	<b>27,050</b>	<b>120,265</b>
<b>Operating Revenue</b>							
Rates & Annual Charges	38,241	38,241	2,915	2,915	12,985	14,619	55,775
User Charges & Fees	11,972	12,420	10,795	10,795	1,326	1,326	24,541
Interest	2,418	2,418	103	103	103	103	2,624
Other Operating Revenue	750	898	50	50	50	50	998
Grants & Contributions	13,418	13,595	412	412	436	436	14,443
	<b>66,799</b>	<b>67,572</b>	<b>14,275</b>	<b>14,275</b>	<b>14,900</b>	<b>16,534</b>	<b>98,381</b>
Surplus/(Deficit) before Capital Amounts	<b>(4,707)</b>	<b>(10,533)</b>	<b>(835)</b>	<b>(835)</b>	<b>(12,771)</b>	<b>(10,516)</b>	<b>(21,884)</b>
Grants & Contributions (Capital amounts)	8,871	8,895	4,404	4,404	4,126	4,375	17,674
<b>Surplus/(Deficit) after Capital Amounts</b>	<b>4,164</b>	<b>(1,638)</b>	<b>3,569</b>	<b>3,569</b>	<b>(8,645)</b>	<b>(6,141)</b>	<b>(4,210)</b>
<b>Funding Result Reconciliation</b>							
<i>Add Back non-funded items:</i>							
Depreciation	13,088	13,088	7,322	7,322	18,819	18,819	39,229
Internal Transfers	6,124	6,324	(3,180)	(3,180)	(2,944)	(2,944)	200
	<b>23,376</b>	<b>17,774</b>	<b>7,711</b>	<b>7,711</b>	<b>7,230</b>	<b>9,734</b>	<b>35,219</b>
Transfers from Externally Restricted Cash	3,712	4,132	2,107	2,107	1,370	8,931	15,170
Transfers from Internally Restricted Cash	1,162	2,064	3,325	3,325	8,009	10,249	15,638
Proceeds from sale of assets	2,400	3,150				0	3,150
Loan Funds Utilised	21,626	21,678	29,000	29,000	10,200	4,071	54,749
Repayments from Deferred Debtors							
	<b>52,276</b>	<b>48,798</b>	<b>42,143</b>	<b>42,143</b>	<b>26,809</b>	<b>32,985</b>	<b>123,926</b>
<b>Funds were applied to:</b>							
Purchase and construction of assets	(40,719)	(36,793)	(35,186)	(35,186)	(19,938)	(25,334)	(97,313)
Repayment of principal on loans	(3,622)	(3,622)	(685)	(685)	(706)	(561)	(4,868)
Transfers to Externally Restricted Cash	(5,218)	(5,218)	(4,404)	(4,404)	(3,911)	(3,911)	(13,533)
Transfers to Internally Restricted Cash	(2,717)	(2,765)	(1,868)	(1,868)	(2,254)	(3,179)	(7,812)
<b>Increase/(Decrease) in Available Working Capital</b>	<b>0</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400</b>
Available Working Capital Previous Financial Year	1,055	1,055	2,097	2,097	2,038	2,038	5,190
<b>Available Working Capital as at 30 June 2007</b>	<b>1,055</b>	<b>1,455</b>	<b>2,097</b>	<b>2,097</b>	<b>2,038</b>	<b>2,038</b>	<b>5,590</b>





	General Fund		Water Fund		Sewer Fund		<u>Total</u>
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget</u>	
<b>Summary by Division</b>							
Surplus/(Deficit)							
Technology & Corporate Services	(39,089,028)	(38,790,117)	0	0	0	0	
Planning & Regulation	5,146,243	5,201,814	0	0	0	0	
Community & Natural Resources	7,318,828	7,397,180	0	0	0	0	
Engineering & Operations	24,348,418	23,684,581	0	0	0	0	
General Manager	<u>2,275,539</u>	<u>2,506,542</u>	0	0	0	0	
	<b>0</b>	<b>0</b>	0	0	0	0	

### 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 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.

**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:**

As discussed in the 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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**O6 [TCS-OC] Corporate Quarterly Report - July to September 2007**

**ORIGIN:**

**Corporate Compliance**

**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 Section 508(2)(b) of the Local Government Act conditions imposed with respect to a current 2006-2008 rates variation, Council must clearly report outcomes and expenditure in its annual report. Quarterly update reports on outcomes and expenses to date of the 7-year plan have been included in [Appendix A](#) of this report.

**RECOMMENDATION:**

**That the 2007-2008 Management Plan update, July to September 2007 be received and noted.**



**REPORT:**

The Quarterly Corporate Report provides progress feedback on designated priorities within the principle activity categories, as specified in the 2007-2008 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.

**CORPORATE QUARTERLY PERFORMANCE REPORT – 1 JULY 2007 TO 30 SEPTEMBER 2007**

The following report details the progress for the period July to September 2007 on activities identified to be undertaken during 2007-2008 in the 2007-2010 Management Plan.

In addition, there is a specific report on the progress of the 2006-2008 Section 508(A) Special Rate Variation.

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

**Tweed Shire Council Corporate Quarterly Report for July- Sept 2007**

Action Plan	Responsibility	Service	Performance Measure	Target	July-Sept	Comment
Social Action Plan	Coordinator Regulatory Services	Impounded Animals	Quarterly number of impounded animals	n/a	249	
		Impounded Animals Returned to Owners	Quarterly % of impounded animals returned to owners	n/a	43	
		Impounded Animals sold or rehomed	Quarterly % of impounded animals rehomed	n/a	33	
	Manager Community & Cultural Services	Aboriginal Development	Annual number of Aboriginal Advisory Committee Meetings held	9	2	
		Ageing and Disability Activities	Annual number of complete ageing & disability projects	18	4	
		Community Options	Annual number of clients aided	500	135	
		Cultural Development Projects	Annual number of projects completed	10	3	
		Cultural Halls & Centres Audit	Annual number of completed halls & community centres audit	23	6	
		Festivals & Events	Annual number of projects completed	25	11	
		Museums	Annual number of projects completed	10	2	
	Manager Recreation Services	Public Transport Working Group (PTWG)	Number of meetings of PTWG	6	2	
		Regional Art Gallery Exhibitions	Quarterly number of exhibitions conducted	25	7	
		Regional Art Gallery Workshops	Quarterly number of workshops conducted	15	7	
Regional Art Gallery Visitors		Annual visitors numbers to the Art Gallery	50,000	15,282		
Youth Development		Annual number of projects completed	10	6		
Active Recreation		Annual % of completed local recreational capital works	100%	5		
Passive Recreation		Annual % of completed open space strategies	100%	10		
Airfield Complaints		Quarterly complaints received	<10	0	no complaints received	
Saleyard Complaints		Quarterly complaints received	<10	1		
Economic Action Plan		TEDC Agreed Quarterly Reporting	Annual number of quarterly reports supplied	4	1	
	Tweed Tourism Agreed Quarterly Reporting	Annual number of quarterly reports supplied	4	1		
Natural Environment	Coordinator Natural Resource	Insect and Pest Control Quarterly Report	Annual number of Entomological Control Reports	4	1	

**Tweed Shire Council Corporate Quarterly Report for July- Sept 2007**

Action Plan	Responsibility	Service	Performance Measure	Target	July-Sept	Comment		
Action Plan	Management	Insect and Pest Controls, Advisory Services	Annual 'Advisory Service' internet availability	>98%	99			
		Water Pollution Clean Up Notices	Annual number of Clean Up Notices issued	<5	0	No notices were issued over the period		
		Water Pollution Control	Annual number of PIN's issued	<5	1			
		Water Quality Monitoring	Quarter number of sites monitored	100	25			
		Waterways Health Management Plans	Annual % of Cobaki & Terranora Broadwater plan revised	100%	10			
		Waterways Health Riparian Projects	Annual riparian rehabilitation projects on public land	>1	0			
		Waterways Health, Fish Passage	Annual number of fish passage obstructions removed	1	1			
		Waterways Health, Modified Floodgates	Annual number of modified floodgates for free fish passage	6	2			
		Waterways Health, NRM projects	Annual number of new NRM projects commenced	4	1			
		Waterways Health, River Health Grants	Annual new river health grants to private landholders	20	4			
		Waterways Quality, Health Report Card	% of Annual Ecosystem Health Report Card completed	100%	0			
		Built Environment Action Plan	Coordinator Planning Reforms	Heritage Listed Properties	Update heritage listed properties	100%	50	
				Land Use Planning Controls	update DCP for urban residential and tourist accommodation	100	50	
				Planning Reform LEP stage 1	Review LEP 2000	100%	50	
Planning Reform LEP stage 2	Review LEP 2007			70%	10			
Building Certificates	Quarterly Construction Certificates approved			n/a	134			
Building Certificates	Quarterly number of certificates issued			n/a	31			
Building Complying Development Approvals	Manager Building & Environmental Health	Building Complying Development Approvals	Quarterly building comply approvals issued	n/a	26			
		Building Development Applications	Quarterly number of Development Applications determined	n/a	249			



**Tweed Shire Council Corporate Quarterly Report for July- Sept 2007**

Action Plan	Responsibility	Service	Performance Measure	Target	July-Sept	Comment
Built Environment Action Plan	Manager Building & Environmental Health	Building Inspections	Quarterly % of building inspections carried out in 48 hours of request	100%	100	
		OSSM Failures	Quarterly number of failed OSSM inspections	<10	6	
		OSSM Inspections	Quarterly number of OSSM inspections	>15	65	
		Section 68 approvals - Sewer/Water	Quarterly number of approvals	n/a	113	
		Timeliness in Issuing Building Complying Development Approvals	Quarterly median days to issue a Complying Development	<15	5	
		Timeliness in issuing Construction Certificates	Quarterly median days to issue a Construction Certificate	<39	0	
		Timeliness of determining Building Development Applications	Quarterly median days to determine a Building Development Application	<39	38	
		Timeliness of Section 68 approvals - Sewer/Water	Approval times not to exceed related Development Approval times	n/a	0	
		Development Applications Determined	Quarterly development DA's determined	n/a	126	
		Timeliness of Determining Development Applications	Quarterly median days to determine a development DA	<39	33	
		Domestic Waste Volume	Annual % volume of recycled domestic waste to total waste	>25%	37.4	
		Educating on landfill	Annual number of landfill educational tours	5	3	
		Waste Education Campaign	Annual % progress on a purpose built education facility	50%	40	
Infrastructure Action Plan	Manager Water	Waste education in schools	Annual number of school visits	20	6	
		Potable Water Lost	Annual % of unaccounted lost water	<15%	15.31	For Period 17/1/2006 to 30/6/2007
		Potable Water Quality	Annual % volume of treated water to guideline standard	98%	99	For Period 17/1/2006 to 30/6/2007
		Potable Water Quality Complaints	Annual number of water complaints per 1000 connections	<10	0.97	For Period 17/1/2006 to 30/6/2007
		Sewer Main Chokes - Confirmed	Annual chokes per 100 kms	<40	15.8	For Period 17/1/2006 to 30/6/2007
		Sewer Main Chokes Cleared	Annual % chokes cleared in 8 hours	95%	99	For Period 17/1/2006 to 30/6/2007
		Sewer Rising Mains, Breaks	Annual breaks per 100 kms	<10	0.7	For Period 17/1/2006 to 30/6/2007

**Tweed Shire Council Corporate Quarterly Report for July- Sept 2007**

Action Plan	Responsibility	Service	Performance Measure	Target	July-Sept	Comment	
Infrastructure Action Plan	Manager Water	Sewerage Efficiency, Overflows	Annual number of dry weather overflows per 100 kms	<10	7.6	For Period 17/7/2006 to 30/6/2007	
		Water Mains Failures	Annual mains failures per 1000 kms	<10	10.45	For Period 17/7/2006 to 30/6/2007	
		Water Mains Service Connection Failures	Annual service failures per 1000 connections	<20	18.9	For Period 17/7/2006 to 30/6/2007	
		Water Supply Availability Planned Interruptions	Annual % of planned interruptions < 12 hours duration	95%	99.6	For Period 17/7/2006 to 30/6/2007	
		Water Supply Availability, Un-Planned Interruptions	Annual % of un-planned interruptions < 5 hours duration	95%	100	For Period 17/7/2006 to 30/6/2007	
		Water Supply Un-Planned Interruptions Frequency	Annual frequency of un-planned interruptions per 1000 connections	<50	43.5	For Period 17/7/2006 to 30/6/2007	
		Manager Works	Bus Shelters Repaired	Quarterly number of bus shelters attended to	n/a	32	
			Cycle and Pathways Replaced	Annual square metres replaced	500 sq mtrs	40	
			Road Maintenance, Kerb & Gutter Repairs	Quarterly linear meters of repaired kerb & gutter	20 mtrs	1	
			Road Maintenance, Re-sheeting	Annual kms of unsealed roads re-sheeted	5 kms	0	Not yet commenced
Senior Planning Infrastructure Engineer	Road Maintenance, Re-surfacing	Annual kms of road resurfaced	20 kms	2.4			
	Road Maintenance, Roads Graded	Quarterly kms of roads graded	86 kms	45			
	Stormwater Pollution Device Cleaning	Number of GPTs cleaned	120	36			
	Bus Shelters New Constructions	Annual number of new bus shelters constructed	>10	1			
	Cycleways Newly Constructed	Annual metres of new construction	820 mtrs	60			
	Flood Control Infrastructure	Annual number of floodgates checked and repaired	>30	12			
	Footpaths Newly Constructed	Annual metres of new construction	3,200 mtrs	0	not yet commenced		
	Street Lighting	Annual number of new / upgraded street lighting	>20	2			
	Governance Action Plan	GIS Availability	% of GIS availability	98%	98	Unavailability is normally through scheduled maintenance carried out	

**Tweed Shire Council Corporate Quarterly Report for July- Sept 2007**

Action Plan	Responsibility	Service	Performance Measure	Target	July-Sept	Comment		
Governance Action Plan	Chief Information Officer					outside normal business hours.		
		GIS Custom Requests	Median days from lodgement to scoping of GIS request	1	1	Scoping of request is carried out within 1 day of receipt of request.		
		IT Installation Timeframes	No. of days to install hardware & devices	5	5	Installation is carried out within agreed timeframes.		
		IT Services Availability	% of IT service availability	98%	99	Target has been achieved during normal business hours. Scheduled maintenance is carried out during evenings of over weekends.		
		IT Support Centre	% of reported faults investigated in 8 hours	95%	95	Faults are investigated within agreed timeframes. Resolution of the fault can be longer if equipment needs to be replaced.		
		Records Management	% of new correspondence delivered next day	90%	95	95% of new correspondence is either hand delivered or electronically delivered through Dataworks by the next business day		
		Making of Rates Compliance Obligations	Percentage of making of rate & charges by 1 Aug 2007	100%	100			
		Coordinator Revenue & Customer Services	Corporate Compliance Officer	Complaints Received	Complaints registered	n/a	14	
				Complaints Unresolved	Unresolved complaints	<5	3	
				Incoming Correspondence Response Policy	% of responses outside 14-day reply policy	<1%	4	
				Internal Audit	No. of audits conducted	5	0	No audits were conducted during the quarter, due to the resignation of the Internal Auditor in June 2007, replaced in September 2006/07 Result
		Manager Financial Services		Debt Ratio	Annual Debt Service Ratio %	<18%	6.88	2006/07 Result
				Liquidity Ratio	Annual Unrestricted Current Ratio	>1:1	2.336	2006/07 Result (ratio: 2.336:1)
				Rates as a % of Revenue	Annual Rates Coverage Ratio %	n/a	40.228	2006/07 Result
Manager Risk &		OHS Claims	Annual number of OH&S claims	90	211			

**Tweed Shire Council Corporate Quarterly Report for July- Sept 2007**

Action Plan	Responsibility	Service	Performance Measure	Target	July-Sept	Comment
Governance Action Plan	Human Resources	OHS Claims Cost	Cost of OH&S claims	450,000	504,557	
		OHS Claims Where Time was Lost	Lost time injury (LTI)	55	90	Period 31/07/2006 to 16/07/2007
		OHS Days Lost	Annual lost days	1150	734	Period 31/07/2006 to 16/07/2007
		OHS Incident Frequency	Frequency rate	50	45.38	
		OHS Rate of Incidents	Incident rate	9.5	9.07	
		Rate of Job Vacancies	No. of advertised vacancies	n/a	39	
		Rate of Job Vacancy Re-advertisements	No. of vacancies re-advertised	<5	2	
		Rate to Fill a Job Vacancy	Days taken to fill an advertised vacancy	<40	36	
		Rate to Fill a Job Vacancy In-House	% of vacancies filled in-house	n/a	3.9	
		Traineeships & Apprentices	No. of apprentices & traineeships within Council	n/a	25	
Human Resource Plan	Manager Risk & Human Resources	Training and Staff Development	% of training budget expended	25%	20	
		Training Time Allocated to Staff	Hours of training per FTE	n/a	1.62	
		Equal Employment	% of women employed	n/a	25.3	Total staff 740 - 187 Female - 553 Male
		Equal Employment Opportunity Education	No. of EEO awareness seminars & training sessions	n/a	0	
		Equal Employment Opportunity Policy Reviews	No. of policies & codes of practice reviewed	5	4	
		Equal Employment Opportunity Sub-Committee	No. of sub-committee meetings	4	0	First quarter meeting to be held
		Equal Employment Opportunity Training	No. of staff completing EEO training	n/a	0	
		Equal Opportunity Employment Complaints	Complaints received	0	1	
		Equal Opportunity Employment Confirmed Complaints	No. of substantiated complaints	0	0	
		EEO Plan	Manager Risk & Human Resources	Equal Employment Opportunity Education	No. of EEO awareness seminars & training sessions	n/a
Equal Employment Opportunity Policy Reviews	No. of policies & codes of practice reviewed			5	4	
Equal Employment Opportunity Sub-Committee	No. of sub-committee meetings			4	0	First quarter meeting to be held
Equal Employment Opportunity Training	No. of staff completing EEO training			n/a	0	
Equal Opportunity Employment Complaints	Complaints received			0	1	
Equal Opportunity Employment Confirmed Complaints	No. of substantiated complaints			0	0	

**Tweed Shire Council Seven-year Infrastructure & Services Plan progress report for July - September 2007**

**Business & Economic Development**

Project Name	Planned Works	Project Job Number	Responsible Officer	Allocated Funds	Current Expenditure	Status	Next Action
Corporate Planning Unit	Develop a Business Plan.	A1538	R Adams	83,126 Rev	\$24,205	Employment costs for Economic, Corporate Planner and Consultancy Fees for Council 10-Year Business Plan.	Planner employed, Consultant appointed and 10% of brief completed, final report due late March early April 2008.
Economic Development Support	Council's Internal Economic Development Projects.	A0537.3503	R Adams	71,000 Rev 71,000 C/O	\$16,000	Undertake various economic development projects as endorsed by the General Manager.	HTW supplied land valuations, Council endorsed HPMEC consultancies, and \$23,000 was provided as a one-off additional contribution to Tweed Tourism.
Economic Marketing & Promotion	Contribution to TEDC Projects.	A0536.0046	R Adams	70,000 Rev	\$35,000	Funding to TEDC to undertake economic development projects identified in the Economic Growth Management Strategy.	Two payments made in quarterly installments. New funding contract signed.
Economic Marketing & Promotion - Tourism	TACTIC Support.	A0541.1858	R Adams	120,000 Rev	\$60,000	Funding to TACTIC to undertake tourism marketing & promotion of Tweed.	Two payments made in quarterly installments, Administrators have approved Tweed Tourism Marketing Plan.
Kingscliff Visitors Information Centre	Develop a Visitor Info. Centre at Kingscliff.	A0541.3505	R Adams	25,000 Rev	\$12,500	Kingscliff VIC commenced operations on 15/12/2006.	Two quarterly installments paid.
Upgrade Saleyards	Allowance for maintenance of pens, races and other saleyard capital infrastructure.	A1565.0001	R Adams	20,000 Rev	\$0	Saleyard lessee requested to provide works plan and cost estimate.	Waiting on works plan and cost estimate.



**Tweed Shire Council Seven-year Infrastructure & Services Plan progress report for July - September 2007**

**Community & Natural Resources**

Project Name	Planned Works	Project Job Number	Responsible Officer	Allocated Funds	Current Expenditure	Status	Next Action
Aboriginal Community Development	As outlined in the Social Plan. Coordinate development of community and council related issues.	A1515	G Corbett	66,000 Rev 32,111 C/O	\$16,671	Development Officer employed, implemetation of programs.	Continuation of current status.
Administration Officer	Staff costs	A1502	G Corbett	\$96000 (part of)	\$14,947	Administration Officer employed.	Continued implementation of current status.
Arts Traineeship 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. I	A1501	G Corbett	3,311 C/O	\$0	Three Projects determined and budget approved in partnership with the Festivals & Events Officer, Art Gallery & Community Development Officer.	Projects to be implemented.
Carpet Replacement & Refurbishment - Murwillumbah Auditorium	Stage 2 would see works in the auditorium to replace carpet on walls, upgrade of stage	A1560	G Corbett	120,000 Res	\$0	Deferred pending safety audits at Tweed & Murwillumbah Civic Centres.	To be reviewed after receipt of safety audit.
Community Building Maintenance	This provision will allow major upgrading works to the many community buildings for which Council has a responsibility in lieu of the current repair on a needs basis provided for under current budget constraints.	A1561	G Corbett	30,000 Rev	\$0	Engagement of consultant to review needs of community buildings.	To be review after receipt of consultants report.
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.	A1505	G Corbett	994,500 dependant on sales & grants	\$22,850	Concepts drawings completed for ACC application for Federal Funding.	Engage project manager.
Cultural Arts Seed Funding	This project would enable further arts-based	A1500	G Corbett	15,000 Rev 6,008	\$600	Plans and Strategies to	Development of program



**Tweed Shire Council Seven-year Infrastructure & Services Plan progress report for July - September 2007**

Project Name	Planned Works	Project Job Number	Responsible Officer	Allocated Funds	Current Expenditure	Status	Next Action
	community-driven initiatives to be encouraged, following the expiry of the Tweed City of the Arts activities.			C/O		be developed by Responsible Officer.	that will enhance the quality of current proposals.
Improved Services for Shire Youth	The employment of a Youth Development Officer arose from needs identified from the Social Plan	A1514	G Corbett	76,000 Rev 4,215 C/O	\$25,417	Youth Development Officer employed, implementing programs.	Continuation of current status.
Museum - Tweed Heads	It is planned to build a significant new building at Tweed Heads and the refurbishment of the . The Museum will house and exhibit the extensive collections of the Tweed River Regional Museum	A1557	G Corbett	3,000,000 Lns/Grts	\$0	Architect engaged for concept plans. Draft concepts and indicative costs completed ready for presentation to NRACC for Federal Funding.	Review plans and create model for Murwillumbah Museum concept.
Vegetation Management Strategy	This program is critical to ensuring the best practice management of vegetation, and hence landscape, in the Tweed Valley.	A1564	D Buckley	479,285 Rev/Grnt	\$6,906	Strategy being prepared.	Determine actions identified in the strategy.
Waterways Asset Replacement	Replacement of Waterways Assets	A1534	D Buckley	30,000 Rev	\$0	Strategy being prepared.	Implement current status.
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 as identified by the Youth Development Officer	A1512	G Corbett	12,500 Rev 5,571 C/O	\$6,008	Work plan being developed.	Implement plan to work with young people in Pottsville, Uki, Chillingham, Tyalgum, Banora Point to identify and run programs.
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	A1513	G Corbett	15,000 Rev 13,348 C/O	\$3,173	Program is being developed in consultation with strategic partners.	Implement needs and requests identified in the program.

**Engineering & Operations**



**Tweed Shire Council Seven-year Infrastructure & Services Plan progress report for July - September 2007**

Project Name	Planned Works	Project Job Number	Responsible Officer	Allocated Funds	Current Expenditure	Status	Next Action
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.	A1539	P Morgan	70,000 Rev/Grnt 50,000 C/O	\$8,348	Data collected, remainder of project on hold awaiting implementation of asset management system.	Review pending implementation of asset management system.
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 Cem	A1524	S Brawley	100,000 S94 98,440 C/O	\$36,727	Draft hydraulic plan for Botanic gardens core area completed. Commencing hydraulic plan for 'gateway gardens'.	Review project upon completion of all plans.
Carpark/Pool upgrade	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	A1503	P Knight	12,600,000 Lns/S94/ Cont. 686,988 C/O	\$14,920,477	Contract awarded, contractor commenced project.	Weekly monitoring of project.



**Tweed Shire Council Seven-year Infrastructure & Services Plan progress report for July - September 2007**

Project Name	Planned Works	Project Job Number	Responsible Officer	Allocated Funds	Current Expenditure	Status	Next Action
	the facility,						
Coastal Landscape Strategy	Implement Kingscliff Foreshore Landscape Plan; Develop & implement Landscape Plan for Ambrose Brown Park Pottsville	A1552	S Brawley	316,439 C/O	\$39,586	Draft Kingscliff Foreshore Masterplan completed; Wommin Bay Memorial walkway and viewing platform completed; Cabarita foreshore: footpath and cafe entry design and construction; Tweed Coastal furniture design and documentation completed; Ambrose Brown Park.	Implementation of plans.
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.	A1540	I Kite	650,000 Lns/Don 557,501 C/O	\$17,106	Final test drilling found significant strata weakness at centre pile location requiring foundation redesign. Rock revetment completed.	Finalise revised foundation design for centre pier, commence construction after finalise of design.
Footpaths rehabilitation	Rehabilitate footpaths in accordance with condition assessment.	A1550	I Kite	266,000 Lns	\$160,419	Section of footpath in Coolman St Tyalgum renewed. Pram ramps at Wollumbin St (Sunnyside) renewed.	Complete footpath renewal in Dry Dock Rd.
Gravel Resheeting of Unsealed Roads	Resheet unsealed roads with gravel, identified by condition assessments.	A1542	I Kite	398,000 Lns 9,091 C/O	\$257,532	18 of 22 road segments have been resheeted with gravel.	Resheet Uriup, McCabes, Coalmine and Byrrill Creek Roads to complete program.
Kerb & gutter rehabilitation	Rehabilitate kerb and gutter in accordance with condition assessment.	A1548	I Kite	70,000 Lns	\$85,227	Kerb renewal at Keith Compton Dr complete. Median replacement in Gollan Dr in progress.	Complete Gollan Dr project.
Kingscliff Pool	Shade	A1511	S Brawley	400,000	\$26,960	Shade structure installed.	No further



**Tweed Shire Council Seven-year Infrastructure & Services Plan progress report for July - September 2007**

Project Name	Planned Works	Project Job Number	Responsible Officer	Allocated Funds	Current Expenditure	Status	Next Action
upgrade	structure + upgrading of Pool Facilities.			Lns 34,445 C/O		\$400,000 reallocated to Murwillumbah Swimming Complex.	action.
Knox Park Upgrade	Planned upgrade of Knox Park to improve linkages with Murwillumbah CBD and improve the amenity and usability of the park	A1569	S Brawley	300,000 Lns	\$0	Funding postponed and redirected to Murwillumbah Swimming Complex.	No further action.
Land purchase open space- Requests to purchase 6a/6b zoned land	Purchase land in 6a/6b zoned land.	A1518	I Munro	100,000 C/O	\$0	Request received for purchase of 6m wide strip of 6a land. Request being reviewed.	Continued review of further land acquisitions.
Laser Survey Tweed River & Coastal Creeks	Undertake survey of Tweed River and Coastal Creeks for incorporation of information in Council's GIS system.	A1530	P Morgan	155,350 C/O	\$287,735	Contract for project completed. Information to be included on Councils GIS system.	Include information on GIS system, anticipated completion date January 2008
Lot 500 Bushland	Maintenance to Dune Vegetation - Casuarina	A1523	S Brawley	8,200 Rev	\$0	Regeneration works commenced in line with Lot 500 dune management plans.	Continuation of regeneration works.
Park Asset maintenance	Addressing playground compliance issues in line with Australian Standards	A1520	S Brawley	43,750 Rev 43,750 C/O	\$39,332	Upgraded play equipment in numerous parks in accordance with priorities identified in condition assessment audit.	Upgrading of further equipment in parks.
Parks Asset renewal	Replace ageing/failing assets - Playground Equipmenb, BBQ & Shelters	A1521	S Brawley	41,750 Rev 27,785 C/O	\$68,122	New BBQ and shelter and replacement of bollarding to park at Ray Pascoe Park-Tweed Heads.	Continued replacement of equipment in accordance with budget allocation.
Regional	Complete	A1525	S Brawley	1,166,156	\$0	Draft master plan options	Council

**Tweed Shire Council Seven-year Infrastructure & Services Plan progress report for July - September 2007**

Project Name	Planned Works	Project Job Number	Responsible Officer	Allocated Funds	Current Expenditure	Status	Next Action
Sport & Recreational Facilities	feasibility/ masterplan study - Arkinstall Park; Proceed to further studies dependant on results of Feasibility Study			C/O		presented to stakeholders. Draft plan endorsed by stakeholders, Sports Advisory Committee and discussed with Administrators.	approval to be sought for public exhibition of draft master plan.
Sealed road rehabilitation	Rehabilitation of sealed roads in accordance with condition assessment.	A1546	I Kite	688,900 Lns 64,336 C/O	\$281,995	9 projects completed, 2 in progress, 8 remaining to be completed.	Complete program including slip repairs and pavement rehabilitations.
Sealed road resurfacing	Reseal sealed roads in accordance with condition assessment.	A1544	I Kite	490,300 Lns 11,690 C/O	\$88,635	Resealing program commenced.	Completion of program.
Sportsgrounds Capital Works (Local)	Represents the difference between the planned capital works program for local sporting facilities (lights, change rooms etc) and funds available through Section 94 Developer Contributions.	A1566	S Brawley	200,000 Lns	\$0	Capital works program endorsed by Sports Advisory Committee.	Implementation of endorsed program.
Stormwater drainage rehabilitation	Rehabilitate stormwater drainage throughout the Shire, identified by condition of assets.	A1532, A1600, A4644	I Kite	400,000 Lns 43,465 C/O	\$197,870	6 projects completed including repairs to flood culvert at Overall Dr Pottsville.	Engage contractor to complete 2 remaining pipe relining projects.
Surf Life Patrols	Provision for increase in fees due to	A1516	S Brawley	12,000 Rev 50,000	\$1,118	Casuarina Beach included in patrols contract. Tender to undertake	Review results of beach audit tender.



**Tweed Shire Council Seven-year Infrastructure & Services Plan progress report for July - September 2007**

Project Name	Planned Works	Project Job Number	Responsible Officer	Allocated Funds	Current Expenditure	Status	Next Action
	the demand for additional areas to be provided with paid lifeguards			C/O		Shirewide Beach Audit let and commenced.	
Surf Life Saving 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.	A1517	S Brawley	10,000 S94 10,000 C/O	\$8,562	Commenced revision of beach emergency signage. Audit completed of all beach access points. Support of SLS clubs through provision of warning signage, provision of emergency phone and reimbursement for fuel costs associated with emergency rescues.	Review revision of signage and beach access points. Implementation of projects identified in the review in accordance with budget allocation.

**Planning & Regulations**

Project Name	Planned Works	Project Job Number	Responsible Officer	Allocated Funds	Current Expenditure	Status	Next Action
Administration Officer.	Staff Costs.	A1583	R Cameron	96,000 (part of)	\$0	Administration Officer employed.	Continuation of current status.
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.	A1529	R Cameron	67,900 Rev	\$6,099	Compliance Officer employed.	Continuation of current status.
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	A1510	R Cameron	30,000 Rev	\$14	Council Officer commenced review of Tweed Disaster Plan.	Liaison with various emergency services.

**Tweed Shire Council Seven-year Infrastructure & Services Plan progress report for July - September 2007**

Project Name	Planned Works	Project Job Number	Responsible Officer	Allocated Funds	Current Expenditure	Status	Next Action
	and the Rural Fire Services.						
Env Health Compliance 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.	A1509	R Cameron	67,900 Rev	\$18,782	Compliance Officer employed.	Continuation of current status.
Health & Building Surveyor.	An additional employee is required to maintain a satisfactory level of service to perform regulatory functions including the assessment of applications for construction certificates, complying development, development applications, sewer applications etc.	A1563	R Cameron	72,400 Rev	\$14,673	Health & Building Surveyor employed.	Continuation of current status.
LEP Review Stage 2 (was Rural housing strategy).	Comprehensive review of Council LEP	A1576	E Butron	100,000 Rev	\$0	Council resolution to undertake LEP process. Awaiting DoP advice to formally commence LEP process. Background strategic planning studies to complement LEP have been progressed and nearing draft Plan stage.	Undertake consultation with state agencies in accordance with S62 of the Act.
LEP Reviews.	The State Government requires that the Tweed LEP is reviewed and updated.	A1536	E Butron	89,596 C/O	\$12,000	Draft LEP Stage 1 complete. Awaiting feedback from Department of Planning to enable formal public exhibition of the draft plan.	Undertake formal public exhibition of the draft plan.
Locality Plan - Murwillumbah.	A major theme of Tweed Futures and the Management Plans is the preparation of	A1575	E Butron	50,000 Rev	\$50,000	Murwillumbah Town Centre draft	Organise workshop/information

**Tweed Shire Council Seven-year Infrastructure & Services Plan progress report for July - September 2007**

Project Name	Planned Works	Project Job Number	Responsible Officer	Allocated Funds	Current Expenditure	Status	Next Action
	Locality Plans. The aim of these plans is to present a coordinated statement of the future character of a locality and the necessary mechanisms to achieve that character.					complete. Discussed with Council. Draft plan was on exhibition until 6 November 2007.	session with Murwillumbah community and report to Council.
Residential and Tourist Visitor Accommodation DCP.	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.	A1537	E Butron	20,000 C/O	\$15,000	draft DCP completed, public exhibition undertaken. Reviewed submissions and amended document accordingly.	Publicly re-exhibit draft DCP in November/ December.
Residential Development Strategy.	Adopted in 1991, a major review of the Strategy is required to ensure infrastructure plans and growth is coordinated.	A1574	E Butron	100,000 Rev	\$15,000	Preliminary economic analysis completed. Preliminary mapping and planning analysis completed.	Draft Strategy to be workshopped with Council officers and consultation to be undertaken with DoP. Formally publicly exhibit draft Strategy.

**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 [TCS-OC] 2006/2007 Statutory Annual Report**

**ORIGIN:**

**Corporate Compliance**

**SUMMARY OF REPORT:**

In accordance with Section 428(1) 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 2006/2007 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 Council receives and notes the production of the 2006/2007 Annual Report.**



**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. 2006/2007 Statutory Annual Report (DW 1701378)
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