



Tweed Shire Council

Annual Report 2007 - 2008



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Table of Contents

TABLE OF CONTENTS	3
INTRODUCTION	5
ADMINISTRATORS' MESSAGE	6
FINANCIAL REPORT	7
STATEMENT OF FINANCIAL POSITION: BALANCE SHEET STATEMENT	7
STATEMENT OF FINANCIAL POSITION: INCOME STATEMENT	8
STATEMENT OF CHANGE IN EQUITY	9
STATEMENT OF CASH FLOWS	10
THE AUDITORS REPORT AND THE 'AUDIT OPINION'	10
JUNE 2004 MINISTERIAL APPROVED RATE VARIATION, YEAR-4 REPORT	11
JUNE 2006 MINISTERIAL APPROVED RATE VARIATION, YEAR-2 REPORT	13
OUTCOMES OF PRINCIPAL WORKS ACTIVITIES FOR 2007-2008	16
CONDITION OF PUBLIC WORKS 2007-2008	20
SUMMARY OF LEGAL PROCEEDINGS	21
ADMINISTRATOR FEES AND EXPENSES	23
SENIOR STAFF REMUNERATION	24
DETAILS OF CONTRACTS AWARDED BY COUNCIL	25
SUMMARY OF ACCESS AND EQUITY ACTIVITIES	26
SUMMARY OF WORKS CARRIED OUT ON PRIVATE LANDS	33
FINANCIAL ASSISTANCE CONTRIBUTIONS TO THE COMMUNITY	33
EXTERNAL BODIES DELEGATED FUNCTIONS BY TWEED SHIRE COUNCIL	34
DETAILS OF OVERSEAS TRAVEL	34
STATEMENT OF COMPANIES WHICH COUNCIL HELD A CONTROLLING INTEREST	34
BUSH FIRE HAZARD REDUCTION ACTIVITIES	34
WRITTEN-OFF RATES AND CHARGES	35
ANNUAL LEVY FOR STORMWATER MANAGEMENT SERVICES	35
PLANNING AGREEMENTS	35
STATEMENT OF PARTNERSHIPS, CO-OPERATIVES OR OTHER JOINT VENTURES	36
HUMAN RESOURCE PLAN	37
EQUAL EMPLOYMENT OPPORTUNITIES PLAN	38
STATEMENT ON ACTIVITIES RELATING TO THE COMPANION ANIMALS ACT AND REGULATIONS	39
LIST OF TWEED SHIRE COUNCILS CATEGORY 1 AND 2 BUSINESS ACTIVITIES	40
COUNCIL'S IMPLEMENTATION OF COMPETITION NEUTRALITY PRINCIPLES	40
APPLICATION OF NEUTRALITY PRICING REQUIREMENTS TO CATEGORY-1 BUSINESS ACTIVITIES	40
COUNCILS CATEGORY-1 AND 2 BALANCE SHEET STATEMENT AS AT 30 JUNE 2008	41
CATEGORY-1 AND 2 INCOME STATEMENTS AS AT 30 JUNE 2008.....	44
CATEGORY-1 BUSINESS ACTIVITY PERFORMANCE COMPARISON	47
MECHANISM FOR COMPETITIVE NEUTRALITY COMPLAINTS	47

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998 (NSW)	48
STATEMENT OF AFFAIRS FREEDOM OF INFORMATION ACT 1989 (NSW)	49
PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR MAYORS AND COUNCILLORS	51

Introduction

I am pleased to be able to deliver this report to Government on behalf of the organisation. Like all public sector organisations, Tweed Shire Council is challenged to meet ever increasing demands for improved and expanded services.

Increasing construction costs and skill shortages continue to be major impediments to timely, cost efficient and quality service delivery.

This Annual Report outlines Council's financial position, details our operational performance in regard to capital works and asset management and provides statements in regard to statutory compliance across a range of government indicators and requirements.

Regards



Mike Rayner
General Manager



A new Sustainable Living Centre was opened in 2008 by the Tweed Shire Council's outgoing Administrators. The eco-friendly designed educational facility comes complete with reception and exhibition areas. The fully functional training room will accommodate up to 60 persons.

Administrators' Message

Whilst there has been some criticism of the administrators during the period of Administration, much positive progress has been made and a sound foundation laid for the new Council.

Major works underway or completed in the 2007/2008 financial year include the:

- Tweed Regional Aquatic Centre at Murwillumbah (\$16 million):
- Waste Water Treatment Plant at Chinderah (\$45 million):
- The new Sustainability Training Centre beside the WWTP at Chinderah:
- The new Water Filtration Plant at Bray Park (\$24 million to date):
- The new pedestrian/cycleway over Cudgen Creek (\$1.5 million):
- Replacement of ancient storm water pipes in Proudfoot Lane in Murwillumbah:
- LEP stage one completed:
- LEP stage two commenced:
- Development control plan for urban & tourist accommodation:
- Laser survey of Tweed River and Coastal creeks (\$286,000):
- Extra funding for surf lifesaving patrols: and
- The establishment of the Natural Resources Management Unit:

Other items worthy of mention in the final Corporate Quarterly report for the 2007/2008 financial year are:-

- 30 kms of unsealed roads resheeted (target 5 km);
- 261 kms of roads graded (target 86 kms);
- 73 youth development projects completed (target 10);
- 540 clients aided through community options (target 500);
- 363 impounded animals returned to owners;
- 22 ageing & disability projects completed (target 18);
- 36.5% volume of recycled domestic waste (target >.25%);
- 56,877 visitors to Art Gallery (target 50,000); and
- 549 development applications determined.

With a budget of around \$200 million, 680 staff serving approx 82,000 residents, Tweed Shire is now one of the largest non metropolitan Councils in NSW.

The 7 Year Plan in place is designed to provide the funds with which to complete a wide range of projects which were identified and widely publicised before the adoption of this plan. Many of those projects have yet to be undertaken.

In conclusion I have been honoured to work as an administrator of Tweed Shire Council along with the Director General of the Department of Local Government, Mr. Garry Payne; Mrs Lucy Turnbull and Mr. Frank Willan and Executive Officer Genevieve Slattery.

I extend best wishes to all new Councillors and to Council's excellent staff.



Max R Boyd, AM

Financial report

Statement of Financial Position: Balance Sheet Statement

Balance Sheet Statement as at 30 June 2008

	Notes	Actual 2008 \$'000	Actual 2007 \$'000
ASSETS			
Current assets			
Cash and cash equivalents	6a	110,602	119,395
Investments	6b	4,045	
Receivables	7	12,567	10,453
Inventories	8	828	892
Other	8	2,146	984
Total current assets		130,188	131,724
Non-current assets			
Investments	6b	16,955	9,248
Receivables	7	2,535	1,230
Infrastructure, property, plant and equipment	9	1,875,995	1,428,479
Investment property	14	2,208	1,685
Intangible assets	23	919	456
Total non-current assets		1,898,612	1,441,098
Total assets		2,028,800	1,572,822
LIABILITIES			
Current liabilities			
Payables	10	16,196	11,370
Borrowings	10	4,053	4,052
Provisions	10	19,570	13,463
Total current liabilities		39,819	28,885
Non-current liabilities			
Payables	10	382	624
Borrowings	10	75,484	43,906
Provisions	10	4,732	5,347
Total non-current liabilities		80,598	49,877
Total liabilities		120,417	78,762
Net assets		1,908,383	1,494,060
EQUITY			
Retained earnings	20	973,065	960,683
Revaluation reserves	20	935,318	533,377
Council equity interest		1,908,383	1,494,060
Total equity		1,908,383	1,494,060

The above Balance Sheet should be read in conjunction with the accompanying notes.

Statement of Financial Position: Income Statement

Income Statement as at 30 June 2008

2008 \$'000		Notes	2008 \$'000	2007 \$'000
Budget	INCOME FROM CONTINUING OPERATIONS		Actual	Actual
	Revenue:			
54,191	Rates and annual charges	3a	56,588	51,657
23,893	User charges and fees	3b	23,656	21,884
6,123	Interest and investment revenue	3c	4,297	8,735
1,000	Other revenues	3d	9,683	1,194
14,266	Grants and contributions provided for operating purposes	3e,f	17,210	15,312
27,401	Grants and contributions provided for capital purposes	3e,f	24,882	30,745
	Other Income:			
	Share of interests in joint ventures and associates using the equity method	19	38	34
126,874	TOTAL INCOME FROM CONTINUING OPERATIONS		136,354	129,561
	EXPENSES FROM CONTINUING OPERATIONS			
40,000	Employee benefits and on-costs	4a	39,930	35,966
5,820	Borrowing costs	4b	3,691	2,560
19,334	Materials and contracts	4c	31,611	25,646
39,229	Depreciation and amortisation	4d	36,563	34,771
10,000	Other expenses	4e	10,172	10,045
	Net Loss from the disposal of assets	5	2,018	136
114,383	TOTAL EXPENSES FROM CONTINUING OPERATIONS		123,985	109,124
12,491	OPERATING RESULT FROM CONTINUING OPERATIONS		12,369	20,437
12,491	NET OPERATING RESULT FOR THE YEAR		12,369	20,437
	Attributable to Council			
12,491	- Council		12,369	20,437
	NET OPERATING RESULT FOR THE YEAR BEFORE GRANTS AND CONTRIBUTIONS PROVIDED FOR CAPITAL PURPOSES			
(14,910)			(12,513)	(10,308)

Note

⁽¹⁾ The original budget as approved by Council - refer Note 16

The above Income Statement should be read in conjunction with the accompanying notes.

Statement of Change in Equity

Statement of change in equity as at 30 June 2008

	Notes Ref	Actual 2008 \$'000			Actual 2007 \$'000		
		Retained Earnings	Asset Revaluation Reserve	Total Equity	Retained earnings	Asset Revaluation Reserve	Total Equity
Balance at beginning of the reporting period	20	960,683	533,377	1,494,060	940,246	98,495	1,038,741
Adjustment	20	13		13			
Transfers to/(from) Asset Revaluation Reserve	9,20		401,941	401,941		434,882	434,882
Net movements recognised directly in equity		960,696	935,318	1,896,014	940,246	533,377	1,473,623
Net operating result for the year		12,369		12,369	20,437		20,437
Total recognised income and expense for the year							
Balance at end of the reporting period	20	973,065	935,318	1,908,383	960,683	533,377	1,494,060
Effect of correction of error in previous years being an increase in retained earnings	20						

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Statement of Cash Flows

Cash Flow Statement as at 30 June 2008

Budget 2008 (\$'000)		Notes	Actual 2008 (\$'000)	Actual 2007 (\$'000)
	Cash flows from operating activities			
	<i>Receipts:</i>			
54,191	Rates and annual charges		56,258	52,210
23,893	User charges and fees		22,385	20,175
6,123	Investment revenue and interest		4,051	8,363
31,487	Grants and contributions		30,480	43,495
1,000	Other		9,683	1,272
	<i>Payments:</i>			
(40,000)	Employee benefits and on-costs		(36,456)	(35,449)
(19,334)	Materials & contracts		(38,028)	(36,163)
(5,820)	Borrowing costs		(3,686)	(2,660)
(10,000)	Other			
41,540	Net cash provided by operating activities	11(b)	44,687	51,243
	Cash flows from investing activities			
	<i>Receipts:</i>			
	Sale of investments		166	2,000
2,400	Sale of infrastructure, property, plant & equipment		1,701	1,389
	Payments from deferred debtor		370	53
	Increase of deposits held in trust		437	1,016
	<i>Payments:</i>			
	Purchase of investments		(13,976)	(4,000)
(95,568)	Purchase of infrastructure property, plant & equipment		(71,237)	(66,646)
	Advances to deferred debtors		(1,676)	(33)
	Refunds of deposits held in trust		(844)	(624)
(93,168)	Net cash used in Investing activities		(85,059)	(66,845)
	Cash flows from financing activities			
	<i>Receipts:</i>			
60,827	Borrowings and advances		35,714	9,751
	<i>Payments:</i>			
(5,012)	Borrowings and advances		(4,135)	(3,781)
55,815	Net cash provided by financing activities		31,579	5,970
4,187	Net increase/(decrease) in cash and cash equivalents		(8,793)	(9,632)
119,395	Cash and cash equivalents at beginning of reporting period	11(a)	119,395	129,027
123,582	Cash and cash equivalents at end of reporting period	11(a)	110,602	119,395

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

The Auditors Report and the 'Audit Opinion'

A full Auditors Report and Audit Opinion have been included as attachments to this report.

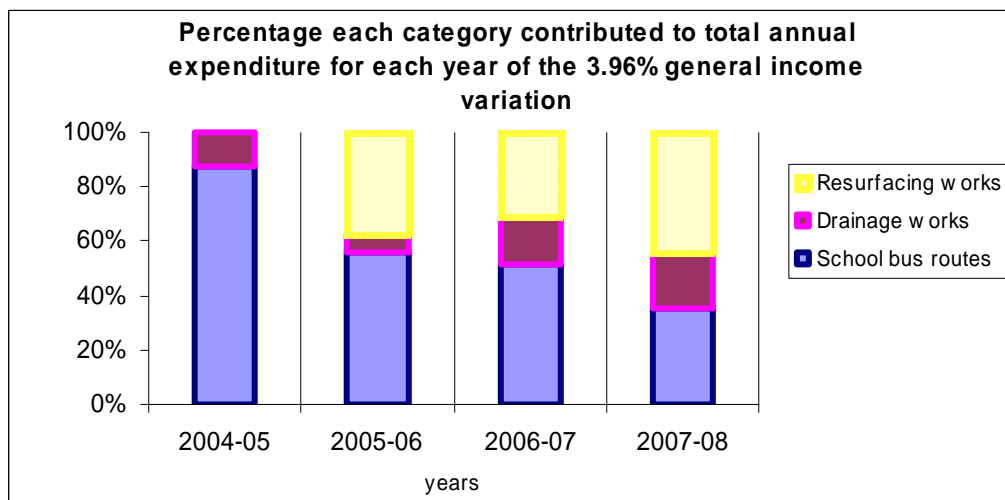
June 2004 Ministerial approved rate variation, year-4 report

Outcomes and expenditure report for year-4 of an existing 3.96% general income variation over 7-years to assist with costs associated with asset maintenance in general and sealing of unsealed roads.

- The total funds available from year-4 of the variation were \$1,003,600.
- Expenditure on projects to 30 June 2008 totalled \$1,161,840.
- Surplus funds from the variation accumulated to 30 June 2008 totals \$145,620.

Project	Expenditure	Outcome
School bus routes sealing		
South Pumpenbil Rd	236,884	Completed
Swifts Rd	162,900	Completed
Duroby Crk Rd	385	Completed
	400,169	
Footpath replacement works		
Wharf St, Tweed Heads	10,335	Completed
Endiandra Cl, Pottsville	2,104	Completed
Brisbane St, Murwillumbah	19,601	Completed
	32,040	
Drainage works		
Sunrise Pl, Uki. New pipeline & pits	60,949	Completed
Gollan Dr, Tweed Heads West. Internal reline of pipeline	35301	Completed
Barrett St, Tweed Heads West. Pit reconstruct	3,800	Completed
Morley St, Tweed Heads West. Pit & manhole reconstruct	7,500	Completed
Beltana Dr, Bilambil. Additional inlet pit	4,500	Completed
Boundary St, Tweed Heads. Pit reconstruct & overland flow path	6,600	Completed
Brett St, Tweed Heads. Pit reconstruct	3,800	Completed
Fairmont Cr, Banora Point. Additional pits & pipeline in sag	18,901	Completed
Fraser Dr, Banora Point. Revetting of open drain	60,462	Completed
Herford St, Kingscliff. Pit reconstruct	3,500	Completed
Kennedy Dr, Tweed Heads West. Pit reconstruct	4,500	Completed
North Point Ave, South Kingscliff. Pit reconstruct	3,200	Completed
Recreation St, Tweed Heads. Pit reconstruct	3,800	Completed
Seaview St, Kingscliff. Pit reconstruct & driveway	6,500	Completed
Proudfoots Lane	4,229	Completed
Meridian Way	352	Completed
	227,814	
Resurfacing works asphalt		
Alamanda Ave, Bogangar	7,070	Partial complete
Oleander Ave, Bogangar	17,180	Partial complete
Ti-Tree Ave, Bogangar	18,120	Completed
Banksia Ave, Bogangar	7,194	Completed
Towners Ave, Bogangar	8,548	Completed
Tweed Coast Rd, Bogangar (access road from Banksia Ave)	6,316	Completed
Terrace St, Chinderah	9,089	Completed
Cudgen Rd, Kingscliff	7,742	Partial complete
Turnock St, Kingscliff	49,895	Completed
Ozone St, Chinderah	7,525	Completed
Sand St, Kingscliff	12,548	Completed
Dune St, Fingal Head	7,587	Completed
Lagoon Rd, Fingal Head	16,890	Completed
Wommin Lake Cr, Fingal Head	2,770	Completed
Diana Ct, Pottsville	9,406	Completed
Hampton Ct, Pottsville	12,549	Completed
Joshua St, Murwillumbah	14,678	Completed
Linden Ct, Murwillumbah	5,354	Completed
Kendon Ave, Murwillumbah	16,311	Completed
Samuel Ct, Murwillumbah	7,205	Completed

Project	Expenditure	Outcome
Elouera Tce, Murwillumbah	13,014	Completed
Warana Ave, Murwillumbah	3,411	Completed
Eveleigh St, Murwillumbah	4,269	Completed
Murwillumbah St, Murwillumbah (culdesac)	3,442	Completed
Waterloo St, Murwillumbah	5,230	Completed
Kyndalyn Ct, Nunderi	7,587	Completed
Fawcett St, Tumbulgum	4,962	Completed
Sunrise Pl, Uki	7,577	Completed
Captains Way, Banora Point	21,459	Completed
Megan St, Tweed Heads South	20,229	Completed
Philp Pde, Tweed Heads South	25,242	Completed
Lakeview Tce, Bilambil Heights	9,489	Completed
Peninsula Dr, Bilambil Heights	29,583	Completed
Mountbatten Crt, Pottsville	2,512	Completed
Royal Dr, Pottsville	37,636	Completed
Tudor Crt, Pottsville	6,161	Completed
Victoria Ave, Pottsville	50,990	Completed
Windsor Crt, Pottsville	3,783	Completed
	501,736	
Total expenditure	1,161,840	



June 2006 Ministerial approved rate variation, year-2 report

Outcomes and expenditure report for year-2 of an existing 7-year general income variation to fund the "7-Year Infrastructure and Services Plan".

- Total funds available from year-2 of the variation were \$2,611,137.
 - Total expenditure on projects for the year ending 30 June 2008 totalled *\$16,525,249.
- (* several projects are loan funded with the repayments to come from the \$2,611,137 above)

Program	Expenditure	Outcomes
Business and Economic Development		
Corporate Planning	\$78,688	Business Plan completed May 2008
Economic Development Support	\$86,822	Various economic development projects
Economic Marketing & Promotion	\$70,000	Funding to TEDC for economic development projects
Economic Marketing & Promotion Tourism	\$120,000	Funding to Tweed Tourism to undertake tourism marketing and promotion of Tweed
Kingscliff Visitors Information Centre	\$25,000	Opened 15 January 2006
Upgrade Saleyards	\$3,750	Upgrade of pens and sorting loading areas to steel fencing
Business and Economic Development Total Expenditure	\$384,260	

Community and Natural Resources Program		
Aboriginal Community Development	\$53,323	Development Officer employed. Programs commenced
Administration Officer	\$49,747	Administration Officer commenced
Arts Traineeship and Mentorship	\$0	Projects yet to commence
Carpet Replacement & Refurbishment - Murwillumbah Auditorium	\$0	Consultants report received. Costs to be revised
Community Building Maintenance	\$16,214	Works undertaken included: Piggabeen Hall, Bray Park Community Centre, Limpinwood Community Hall and Reserve Creek Hall
Community Centre Murwillumbah	\$20,890	Concept drawing completed for application for additional Federal Funding Project. Project Manager engaged
Cultural Arts Seed Funding	\$2,200	Program developed
Improved Services for Shire Youth	\$79,690	Youth Development Officer employed
Youth Activities Program	\$11,940	Current program in progress and held at Banora Point Community Centre
Youth Transport	\$5,784	In progress
Museum - Tweed Heads	\$105,318	Architect engaged to complete detailed concept plans. Council notified of grant under the Better Regions Program
Vegetation Management Strategy	\$41,190	Biodiversity Program commenced
Waterways Asset Replacement	\$0	Tendering for replacement and new pontoons for Foysters Jetty, Dry Dock Road Jetty at Tumbulgum
Community and Natural Resources Total Expenditure	\$386,296	

Engineering and Operations Program		
Asset management Levees & Floodgates	\$9,558	Data collected - remainder of project on hold awaiting implementation of asset management system. Maintenance inspections are continuing with results held in MEX and repairs being undertaken as required.
Botanic gardens	\$47,977	Draft hydraulic plan for botanic gardens core area completed. Commenced hydraulic plan for 'gateway gardens'
Carpark/Pool upgrade	\$10,511,977	Works to Pool Hall is 80% completed, Works for pool construction 60% completed

Program	Expenditure	Outcomes
Coastal Landscape Strategy	\$33,363	Completed areas: Draft Kingscliff Foreshore Masterplan and Wommin Bay Memorial Walkway and viewing platform; Cabarita foreshore footpath; cafe entry design and construction; Tweed Coastal furniture design and documentation; Ambrose Brown Park
Cudgen Creek Walk Bridge, Kingscliff	\$1,508,649	Foundation issues resolved. Substructure works complete
Footpaths rehabilitation	\$219,211	Program complete
Gravel Re-sheeting of Unsealed Roads	\$340,559	Program complete
Kerb & gutter rehabilitation	\$88,349	Program complete
Kingscliff Pool upgrade	\$33,509	Shade structure installed
Knox Park Upgrade	\$0	Funding postponed
Land Purchase Open Space-Requests to purchase 6a/6b zoned land.	\$0	No current acquisitions
Laser Survey Tweed River & Coastal Creeks	\$261,667	Contract for survey completed. Information has been entered into the GIS system
Lot 500 Bushland	\$1,423	Regeneration works commenced in line with Lot 500 dune Management Plan
Park Asset Maintenance	\$53,347	Upgraded play equipment in numerous parks in accordance with priorities identified in condition assessment audit
Parks Asset renewal	\$93,074	New BBQ and shelter along with replacement of bollarding at Ray Pascoe Park-Tweed Heads.
Regional Sport & Recreational Facilities	\$0	After consultation with major stakeholders, Councils Administrators and the Sports Advisory Committee the Draft Master Plan was endorsed. The Traffic Plan is complete
Sealed road rehabilitation	\$707,191	Program complete. Hogan's Rd slip repair to be in 2008/2009
Sealed road resurfacing	\$515,592	Program complete
Sportsgrounds Capital Works (Local)	\$4,184	Capital Works Program was endorsed by the Sports Advisory Committee
Stormwater drainage rehabilitation	\$202,087	Captains Way work to be deferred to future program. Remainder of program complete
Surf Life Patrols	\$1,218	Casuarina Beach included in patrols contract. Shirewide Beach Audit commenced with preliminary assessment complete
Surf Life Saving Strategy 2020	\$22,377	Commenced revision of beach emergency signage. Audit completed of all beach access points. Support of Surf Lifesaving Clubs through provision of warning signage, emergency phone and reimbursement for fuel costs associated with emergency rescues
Engineering and Operations Total Expenditure	\$14,655,312	
Planning and Regulations Program		
Administration Officer.	\$0	Administration Officer position advertised.
Building Compliance Officer.	\$49,287	Compliance Officer employed. Officer attending to all complaints and notice of intention from private certifiers in a timely manner. Procedures for complaint lodgements implemented
Emergency Management Plan Implementation.	\$24,734	Officer commenced 21/04/08
Environmental Health Compliance Caravan Parks.	\$59,813	Compliance Officer employed. Structure approvals in parks have been assessed with existing structure audited. Complaints being attended to. Currently inspections being undertaken for renewal of licences to operate

Program	Expenditure	Outcomes
Health & Building Surveyor.	\$73,051	Health & Building Surveyor employed. Undertaking fire safety audits, inspections of public entertainment, Building Certificates and general inspections associated with building works
LEP Review Stage 2 (was Rural housing strategy).	\$90,301	Background strategic planning studies nearing public exhibition or adoption. Draft LEP being progressed on finalisation of studies
LEP Reviews	\$113,785	Draft LEP Stage 1 complete. Awaiting feedback from Department of Planning to enable formal public exhibition of the Draft Plan
Locality Plans	\$35,442	Draft Murwillumbah Locality DCP complete. Report to Council in April for adoption.
Residential and Tourist Visitor Accommodation DCP.	\$26,801	Draft DCP completed. Report to Council in April for adoption
Residential Development Strategy.	\$47,318	Draft report completed. Report to Council in April 2008 for exhibition
Planning and Regulations Total Expenditure	\$520,532	
Sub Total	\$15,946,400	
Loan Repayments	\$565,784	
Recurring Costs	\$13,065	
Grand Total	\$16,525,249	

Tweed Regional Aquatic Centre



Work in progress at the new \$16-million Tweed Regional Aquatic Centre funded as a project from the “7-Year Infrastructure and Services Plan”.

The state-of-the-art facility features a year-round indoor heated 25-metre lap pool incorporating a diving pool; learn to swim pool and hydrotherapy pool. Outside, the 50-metre pool has been refurbished and upgraded to eight lanes, a new children’s leisure pool with interactive features and water slide. The facility also features a café accessible from both inside and outside the facility.

Outcomes of Principal Works Activities for 2007-2008

Service	Performance Measure	Target	Actual	Comment
Social Action Plan				
Impounded Animals	Quarterly number of impounded animals	n/a	944	
Impounded Animals Returned to Owners	Quarterly number of impounded animals returned to owners	n/a	363	
Impounded Animals sold or re-homed	Quarterly number of impounded animals re-homed	n/a	273	
Aboriginal Development	Annual number of Aboriginal Advisory Committee Meetings held	9	6	December meeting cancelled due to lack of quorum.
Ageing and Disability Activities	Quarterly number of complete ageing & disability projects	18	22	Exceeded KPI.
Community Options	Annual number of clients aided	500	540	Exceeded KPI.
Cultural Development Projects	Annual number of projects completed	10	11	Exceeded KPI.
Cultural Halls & Centres Audit	Annual number of completed halls & community centres audit	23	23	Figures reflect POPE Licences issued and building works undertaken.
Festivals & Events	Annual number of projects completed	25	31	Exceeds KPI.
Museums	Annual number of projects completed	10	10	
Public Transport Working Group (PTWG)	Number of meetings of PTWG	6	9	Exceeded KPI.
Regional Art Gallery Exhibitions	Quarterly number of exhibitions conducted	25	33	Exceeded KPI.
Regional Art Gallery Workshops	Quarterly number of workshops conducted	15	59	Exceeded KPI.
Regional Art Gallery Visitors	Annual visitors to the Regional Art Gallery	50,000	56,877	Exceeded KPI
Youth Development	Annual number of projects completed	10	73	Original target underestimated.
Active Recreation	Annual % of completed local recreational capital works	100%	25%	Finalising planning, funding applications and approvals for projects.
Passive Recreation	Annual % of completed open space strategies	100%	60%	Completed strategies that are not subject to external drivers.
Economic Action Plan				
Airfield Complaints	Quarterly complaints received	<10	1	Aircraft tie down replaced.
Saleyard Complaints	Quarterly complaints received	<10	1	Saleyard upgrades currently underway.
TEDC Agreed Quarterly Reporting	Annual number of quarterly reports supplied	4	4	
Tweed Tourism Agreed Quarterly Reporting	Annual number of quarterly reports supplied	4	4	
Natural Environment Action Plan				
Water Quality Monitoring	Quarter number of sites monitored	100%	100%	2 new estuarine water quality monitoring programs commenced.
Waterways Health Management Plans	Annual % of Cobaki & Terranora Broadwater plan revised	100%	80%	
Waterways Health Riparian Projects	Annual riparian rehabilitation projects on public land	>1	2	
Waterways Health,	Annual number of fish	1	2	

Service	Performance Measure	Target	Actual	Comment
Fish Passage	passage obstructions removed			
Waterways Health, Modified Floodgates	Annual number of modified floodgates for free fish passage	6	4	
Waterways Health, NRM projects	Annual number of new NRM projects commenced	4	5	
Waterways Health, River Health Grants	Annual new river health grants to private landholders	20	11	
Waterways Quality, Health Report Card	% of Annual Ecosystem Health Report Card completed	100%	60%	
Insect and Pest Control Quarterly Report	Annual number of Entomological Control Reports	4	4	
Insect and Pest Controls, Advisory Services	Annual 'Advisory Service' internet availability	>98%	99%	
Built Environment Action Plan				
Heritage Listed Properties	Update heritage listed properties	100%	50%	Required a major review during the 2 nd and 3 rd quarter.
Land Use Planning Controls	update DCP for urban residential and tourist accommodation	100%	100%	DCP endorsed by Council on 22 April 2008.
Planning Reform LEP stage 1	Review LEP 2000	100%	90%	
Planning Reform LEP stage 2	Review LEP 2007	70%	60%	Unable to proceed without background studies.
Building Certificates	Quarterly number of Certificates issued	n/a	168	
Building Complying Development Approvals	Quarterly building complying development approvals	n/a	102	
Building Development Applications	Quarterly number of Development Applications determined	n/a	1,166	
Building Inspections	Quarterly % of building inspections carried out in 48 hours of request	100%	100%	
Construction Certificates	Quarterly Construction Certificates approved	n/a	526	
OSSM Failures	Quarterly number of failed OSSM inspections	<10	28	
OSSM Inspections	Quarterly number of OSSM inspections	>15	244	
Pollution clean up notices	Annual number of clean up notices issued	<5	2	
Pollution control	Annual number of Penalty Infringement Notices issued	<5	3	
Section 68 approvals - Sewer/Water	Quarterly number of approvals	n/a	572	
Timeliness in Issuing Building Complying Development Approvals	Quarterly median days to issue a Complying Development	<15	7.25	
Timeliness in issuing Construction Certificates	% Construction Certificates issued within 39 days or less	<39	99	
Timeliness of determining Building Development Applications	Quarterly median days to determine a Building Development Application	<39	39	
Timeliness of Section 68 approvals - Sewer/Water	Approval times not to exceed related Development Approval times	n/a	0	

Service	Performance Measure	Target	Actual	Comment
Development Applications Determined	Quarterly development DA's determined	n/a	549	
Timeliness of Determining Development Applications	Quarterly median days to determine a development DA	<39	51	
Domestic Waste Volume	Annual % volume of recycled domestic waste to total waste	>25%	36 %	Total is average over the four quarters.
Educating on landfill	Annual number of landfill educational tours	5	5	
Waste Education Campaign	Annual % progress on a purpose built education facility	50%	95%	To be completed by August 2008.
Waste education in schools	Annual number of school visits	20	8	
Infrastructure Action Plan				
Potable Water Lost	Annual % of unaccounted lost water	<15%	15%	Period 1/7/2006 to 30/6/2007.
Potable Water Quality	Annual % volume of treated water to guideline standard	98%	99%	Period 1/7/2006 to 30/6/2007.
Potable Water Quality Complaints	Annual number of water complaints per 1000 connections	<10	1	Period 1/7/2006 to 30/6/2007.
Sewer Main Chokes - Confirmed	Annual chokes per 100 kms	<40	16	Period 1/7/2006 to 30/6/2007.
Sewer Main Chokes Cleared	Annual % chokes cleared in 8 hours	95%	99%	Period 1/7/2006 to 30/6/2007.
Sewer Rising Mains, Breaks	Annual breaks per 100 kms	<10	1	Period 1/7/2006 to 30/6/2007.
Sewerage Efficiency, Overflows	Annual number of dry weather overflows per 100 kms	<10	8	Period 1/7/2006 to 30/6/2007.
Water Mains Failures	Annual mains failures per 1000 kms	<10	10	Period 1/7/2006 to 30/6/2007.
Water Mains Service Connection Failures	Annual service failures per 1000 connections	<20	19	Period 1/7/2006 to 30/6/2007.
Water Supply Availability Planned Interruptions	Annual % of planned interruptions < 12 hours duration	95%	100%	Period 1/7/2006 to 30/6/2007.
Water Supply Availability, Un-Planned Interruptions	Annual % of un-planned interruptions < 5 hours duration	95%	100%	Period 1/7/2006 to 30/6/2007.
Water Supply Un-Planned Interruptions Frequency	Annual frequency of un-planned interruptions per 1000 connections	<50	44	Period 1/7/2006 to 30/6/2007.
Bus Shelters Repaired	Quarterly number of bus shelters attended to	n/a	52	Data does not include litter removal jobs.
Cycle and Pathways Replaced	Annual square metres replaced	500 sq mtrs	298	
Road Maintenance, Kerb & Gutter Repairs	Quarterly linear meters of repaired kerb & gutter	20 mtrs	54mtrs	
Road Maintenance, Re-sheeting	Annual kms of unsealed roads re-sheeted	5 kms	30kms	
Road Maintenance, Re-surfacing	Annual kms of road resurfaced	20 kms	21kms	Program complete. Stuart St & Gray St deferred to 2008/09.
Road Maintenance, Roads Graded	Quarterly kms of roads graded	86 kms	261kms	
Stormwater Pollution Device Cleaning	Number of GPTs cleaned in schedule	120	114	
Bus Shelters New Constructions	Annual number of new bus shelters constructed	>10	4	New shelters have been delivered. Installation in

Service	Performance Measure	Target	Actual	Comment
				progress. Project to be completed by August 2008.
Cycleways Newly Constructed	Annual metres of new construction	820 mtrs	365 mtrs	Cudgen Creek Cycleway tender let June 2008. Jack Evans Boat harbour cycleway delayed while detail plans of park are prepared.
Flood Control Infrastructure	Annual number of floodgates checked and repaired	>30	22	Inspections completed. Works program ongoing.
Footpaths Newly Constructed	Annual metres of new construction	500 mtrs	450 mtrs	2007 -2008 program completed.
Street Lighting	Annual number of new / upgraded street lighting	>20	18	County Energy engaged to install 16 new lights in Marine Parade, Kingscliff and Coronation Avenue, Pottsville.
Governance Action Plan				
GIS Availability	% of GIS availability	98%	98%	Unavailability is normally through scheduled maintenance carried out 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	4	Installation is carried out within agreed timeframes.
IT Services Availability	% of IT service availability	98%	98%	Target has been achieved during normal business hours. Scheduled maintenance is carried out during evenings or over weekends.
IT Support Centre	% of reported faults investigated in 8 hours	95%	95%	Faults are investigated within agreed time frames. Resolution of the fault can be longer if equipment needs to be replaced.
Records Management	% of new correspondence delivered next day	90%	87%	
Making of Rates Compliance Obligations	Percentage of making of rate & charges by 1 Aug 2007	100%	100%	100%: the 2007-08 current rates and charges established.
Complaints Received	Complaints registered	n/a	57	
Complaints Unresolved	Unresolved complaints	<5	1	Complaint received on 30/6/2008.
Incoming Correspondence Response Policy	% of responses outside 14-day reply policy	<1%	1%	
Internal Audit	No. of audits conducted	5	11	
Debt Ratio	Annual Debt Service Ratio %	<18%	6.88%	6.88% for the 2006/07 result.
Liquidity Ratio	Annual Unrestricted Current Ratio	>1:1	2.336	Ratio is 2.336:1 for the 2006/07 result.
Rates as a % of Revenue	Annual Rates Coverage Ratio %	n/a	40.228%	40.228% for the 2006/07 result.
OHS Claims	Annual number of OH&S claims	90	88	
OHS Claims Cost	Cost of OH&S claims	450,000	292,496	
OHS Claims Where Time was Lost	Lost time injury (LTI)	55	57	
OHS Days Lost	Annual lost days	1150	691	
OHS Incident Frequency	Frequency rate	50	50.43	
OHS Rate of Incidents	Incident rate	9.5	8.38	

Condition of Public Works 2007-2008

Asset Class	Asset Category (as determined by Council)	Depreciation Expense (%) (specific rate or range of rates) Per Note 1	Depreciation Expense \$'000 Per Note 4	Cost \$'000	Valuation \$'000	Accumulated Depreciation and impairment \$'000	WDV \$'000	Asset Condition (refer details attached)	Estimated cost to bring to a satisfactory standard \$'000	Required Annual Maintenance \$'000	Current annual Maintenance \$'000
Public Buildings	Council Offices	1%	154		15,579	4,121	11,458	Fair/Good	nil	590	76
	Council Works Depot	2%	77		3,942	1,413	2,529	Fair/Good	300	110	117
	Council Halls	2%	68		3,418	579	2,839	Fair	450	250	85
	Council Houses	2%	13		655	224	431	Fair	110	8	29
	Museum	2%	1		100	86	14	Poor	4,000	60	29
	Library	2%	54		3,434	555	2,879	Satisfactory	nil	500	28
	Childcare Centre(s)	2%	3		182	77	105	Good	Not funded by Council		
	Art Gallery	2%	106		5,604	270	5,334	Good	nil	50	89
	Amenities/Toilets	2%	130		6,714	2,741	3,973	Fair/Good	400	130	206
				606		39,628	10,066	29,562		5,260	1,698
Public Roads	Sealed Roads	2.5%	5,676	227,761		144,977	82,784	Fair	22,000	5,949	3,170
	Unsealed Roads	1%	125	12,502		7,895	4,607	Fair	5,500	1,639	1,100
	Sealed Roads Structure	0.67%		237,605		50,764	186,841	Fair	nil	nil	nil
	Bridges	1.25%	589	48,321		15,598	32,723	Fair/Good	11,000	1,700	277
	Footpaths/Cycleways	2%	85	8,766		847	7,919	Fair	2,000	550	267
	Kerb & Gutter	5%	1,667	33,668		18,253	15,415	Fair	8,500	320	101
	Traffic Facilities	5%		417			417	Satisfactory	nil	234	150
			8,142	569,040		238,334	330,706		49,000	10,392	5,065
Water	Treatment Plants	2%	590		23,048	18,412	4,636	Satisfactory	nil	1,099	989
	Water Connections	6.67%						Satisfactory	nil	561	957
	Reservoirs	1.43%	382		30,855	9,600	21,255	Satisfactory	nil	149	39
	Dams	1%	94		55,497	1,591	53,906	Satisfactory	nil	324	365
	Pipeline	1.43%	6,023		377,938	135,795	242,143	Satisfactory	nil	1,177	2,105
	Pump Stations	5%	684		26,180	9,319	16,861	Satisfactory	nil	819	873
	Dam Site										
			7,773		513,518	174,717	338,801		nil	4,129	5,328
Sewerage	Pump Stations	5%	3,375		115,787	54,336	61,451	Satisfactory	nil	1,841	1,922
	Pipeline	1.45%	5,770		398,639	122,137	276,502	Satisfactory	nil	1,144	1,065
	Treatment Works	2%	4,945		151,022	37,120	113,902	Good	nil	3,223	2,987
			14,090		665,448	213,593	451,855		nil	6,208	5,974
Drainage Works	All Infrastructure	1.25%	1,678	133,275		43,173	90,102	Fair	3,500	1,200	487
			1,678	133,275		43,173	90,102		3,500	1,200	487
Total - Classes	Total - All Assets		32,289	702,315	1,218,594	679,883	1,241,026		57,760	23,627	17,513

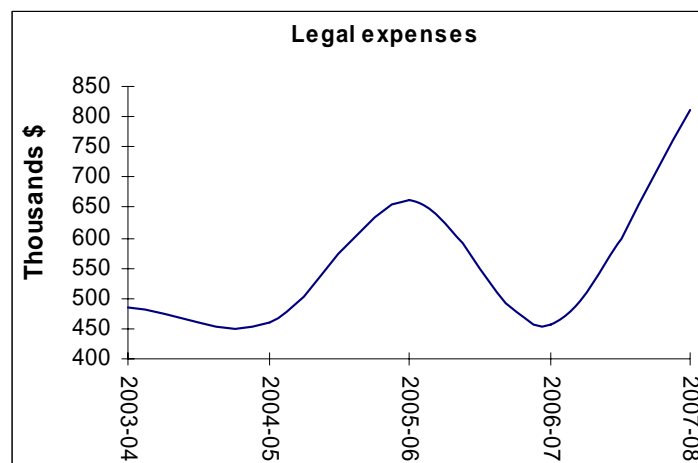
Summary of Legal Proceedings

Legal costs incurred by Council amount to \$810,656 for the year ending 30 June 2008.

Matter	Outcome for Council	Cost
Regulatory Functions		
Appeal Dangerous Dog Order	Settled	\$1,849
Appeal Dangerous Dog Order	Settled	\$1440
Appeal Dangerous Dog Order	Settled	\$3,350
Appeal Dangerous Dog Order	Settled	\$656
Appeals		
Class 4 Appeal; DA03/1038 LEC 10855 of 2004 <i>Geographe Point Pty Ltd & Rivercolt Pty Ltd</i>	Won: Costs ordered in Councils favour	\$3,182
Class 1 Appeal; DA06/1323 LEC 10092 of 2007 <i>Bolster</i>	Won: Appeal dismissed with development refused	\$1,366
Class 4 Appeal; DA06/0413 <i>Hasting Point Progress Association</i>	Won: Challenge unsuccessful	\$8,188
Class 1 Appeal; DA06/0751 LEC 10018 of 2008 <i>Fitzmaurice M R</i>	Won: Appeal under s96 dismissed	\$6,735
Class 4 Appeal; DA5150/540 LEC 40433 of 2007 <i>Reysson Pty Ltd</i>	Settled	\$23,325
Class 2 Appeal <i>Blackington, Caraco and Tschannen</i>	Settled	\$36,254
LEC 40089 of 2008 Illegal clearing <i>Coles</i>	Settled	\$11,442
Class 1 Appeal; DA07/0022 <i>Hasting Point Progress Association Inc</i>	Discontinued	\$2,972
Class 1 Appeal; D90/0436.04 LEC 10560 of 2007 <i>Suncoast Homes & Realty</i>	Discontinued	\$742
Class 3 Appeal against <i>Murwillumbah Pool/Carpark project</i>	Discontinued	\$1,000
Class 1 Appeal; DA07/0055 LEC 40785 & 40967 <i>South East Excavations</i>	Discontinued	\$10,230
Class 1 Appeal; DA07/0529 LEC 11300 of 2007 <i>Salan Pty Ltd</i>	Discontinued	\$3,193
DA05/0271 LEC 11037 of 2005 <i>Gales Holding Pty Ltd</i>	Discontinued	\$2,266
Class 1 Appeal; DA05/1498 LEC 10484 of 2006 <i>Partridge</i>	Discontinued	\$233
Class 1 Appeal; DA07/0471 LEC 10519 of 08 <i>Charminn Pty Ltd</i>	Discontinued	\$0
Class 1 Appeal; DA07/0770 LEC 10473 of 2008 <i>ProDevelop 3 Pty Ltd</i>	Discontinued	\$2,445
Class 1 Appeal; DA07/0122 LEC 10775 of 07 <i>Gales Holding Pty Ltd</i>	Lost: Appeal upheld subject to conditions. Each party to pay own costs.	\$90,371

Matter	Outcome for Council	Cost
Gales Appeal to High Court <i>Gales Holdings Pty Ltd</i>	Lost	\$27,793
Class 4 Appeal; DA07/0022 LEC 40785 & 40967 <i>Hasting Point Progress Association Inc</i>	Lost: Development consent void and invalid	\$2,707
SC12223/03 <i>MW Allen & Associates</i>	In Progress. Matter remitted back to Local Court for determination	\$29,773
Class 4 Appeal LEC 40959 of 2007 <i>Sharples vs Minister for Local Government</i>	In progress	\$24,446
Class 1 Appeal; DA06/1054 LEC 11063 of 2007 <i>Zimmer Land Pty Ltd</i>	In progress	\$27,666
Class 1 Appeal; DA08/0024 LEC 10214 of 2008 <i>Metricon (Qld) Pty Ltd</i>	In progress	\$89,568
DA04/0725 <i>Coleman; unauthorised development</i>	In progress	\$553
DA04/1028 District Court 62/07 <i>Abbott; Building encroachment</i>	In progress	\$7,594
SC1227/07 Transfer of road parcel in Terranora <i>Terranora Resort Management</i>	In progress	\$8,075
Class 1 Appeal; DA05/0004 LEC 10264 of 2005 <i>Gales Holdings Pty Ltd</i>	Costs determination in progress	\$353,600
Payment of costs <i>Gales Holdings Pty Ltd</i>		\$27,642
Total		\$810,656

Comparison of Councils Annual Legal Expenses



Administrator Fees and Expenses

Administrator fees and expenses for the year ending 30 June 2008 totalled \$81,724.

Description	Value
Salaries and on-costs	\$44,966
Insurance	\$9755
Provision of office equipment and stationery	\$49
Telephone calls	\$922
Advertising	\$0
Travel, airfares and car hire	\$20,558
Accommodation	\$646
Meeting expenses and catering	\$3,432
Other sundry expenses	\$1,396
Attendance at seminars, conferences, training	\$0
Interstate visits representing Council	\$0
Overseas travel representing Council	\$0
Spouse or child care expenses	\$0
Total	\$81,724

The remuneration of appointed Tweed Shire Council Administrators is based on reasonable travel and other expenses that are incurred in connection with the duties of Administration. Payment of expenses is in accordance with a proclamation made by the NSW Governor on commencement of the Administration. Tweed Shire Council has adopted a policy for the payment of expenses and provisions to Councillors in accordance with s.252 of the Local Government Act 1993 (NSW).

Refer to [Appendix B](#) for the Tweed Shire Council Councillor Policy.

Senior Staff Remuneration

Tweed Shire Council employed 5 senior staff positions to 30 June 2008.

General Manager

Director Engineering and Operations

Director Community and Natural Resources

Director Planning and Regulations

Director Technology and Corporate Services

The amounts stated below are total remuneration packages Council provided to each senior staff.

The package amounts include:

- The total value of the salary component of the package.
- Total amounts of any bonus payments, performance or other payments that do not form part of the salary package.
- Total amounts payable for superannuation both salary sacrificed or employer contributions.
- Total values of any non-cash benefits.
- Total amounts payable and inclusive of Fringe Benefit tax for non-cash benefits.

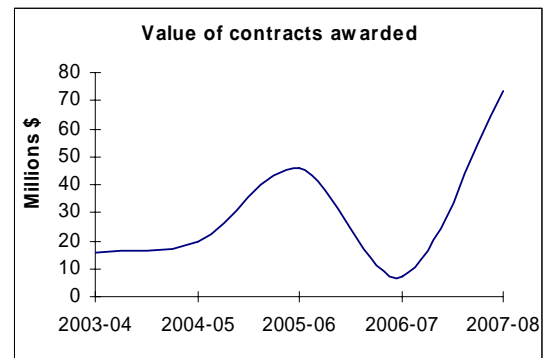
Senior Position	Salary
General Manager	\$234,253
Director Engineering and Operations	\$180,063
Director Community and Natural Resources	\$178,974
Director Planning and Regulations	\$152,625 (Retired 25/04/2008)
Director Technology and Corporate Services	\$158,316

Details of Contracts Awarded by Council

Tweed Shire Council awarded 13 contracts exceeding \$150,000 to the value of \$73,418,363 for the year ending 30 June 2008.

Name of contractor	Nature of contract	Contract value (excl GST)
MWH Australia Pty Ltd	Banora Point STP upgrade, options close-out and design specifications	140,250
Hopedale Services Pty Ltd	Upgrade of Lavender Creek flood Pump Station Murwillumbah	194,308
Reed Constructions Australia Pty Ltd	Bray Park Water Treatment Plant construction	\$56,292,997
Aspect Solutions Pty Ltd	Jack Evans Boat Harbour Stage 1 Design Development	\$363,134
R & J Percy TA Fluid Conveyancing Pty Ltd	Construction of SPS 4035 Turnock Street Kingscliff	\$387,328
Multispan Australia Pty Ltd	Murwillumbah Memorial Pool upgrade	\$14,562,477
Sutton Excavations Pty Ltd	Design and construction of retaining wall at Warringa Drive Bilambil Heights	\$189,764
Reinforced Concrete Pipes (QLD) Pty Ltd	Manufacture, supply and delivery of 375-1200mm diameter stormwater pipes	\$196,419
Insituform Pacific Pty Ltd	Sewer rehabilitation various locations in the shire	\$250,058
Davbridge Constructions	Piling for Giddy's Bridge Urliup Road, Bilambil	\$158,180
BMT WBM	Tweed Valley Floodplain Risk Management Study and Plan	\$269,700
JD & LF Reeve	Cudgen Creek abutment fill and revetment	\$152,266
Hewlett Packard Aust Pty Ltd	Department of Commerce Contract No: ITS2007 for the supply of IT equipment	\$261,482
Total		\$73,418,363

Kingscliff Wastewater Treatment Facility



A new \$45-million Wastewater Treatment Facility at Kingscliff was opened in 2008 by Tweed Shire Council's outgoing Administrators. This world class facility has the capacity to service 50,000 persons and designed to discharge low levels of nutrients into the Tweed Estuary at Chinderah due to its complex multi stage filtration systems. Planning is well underway to provide the neighbouring Chinderah Golf Course with treated wastewater.

Summary of Access and Equity Activities

Services, programs and activities undertaken by Tweed Shire Council for the year ending June 30 2008 to promote access and equity in the community and meet the goals of:

- A fair and equitable distribution of resources.
- Support services essential in meeting the basic needs and improving quality of life in the community.
- Improve opportunities for unrepresented and marginalised community groups.

Activities undertaken to promote services, programs and access to services are promoted for:

- Children (0-11yrs).
- Young people (12-24yrs).
- Women.
- Older people.
- People with disabilities including those with HIV/AIDS and mental illness.
- People from culturally and linguistic diverse backgrounds.
- Aboriginal and Torres Strait Islander (ATSI) people.

Group	Activity	Achieved outcomes
Children (0-11 yrs)	Participation in Families NSW programme	<ul style="list-style-type: none"> ▪ Ongoing facilitation of works programs to provide early intervention child care services throughout the Shire, and monitoring and reporting on these services.
Young People (12-24 yrs)	Affordable housing for young people	<ul style="list-style-type: none"> ▪ Youth Forum identified affordable housing as a major issue. ▪ Ongoing facilitation of a Working Group to address homelessness, housing stress and youth safety issues.
Young People (less than 18 yrs.)	Initiate and facilitate projects services and groups that <ul style="list-style-type: none"> - identify and respond to needs of Young People - address service provision and gaps in services for Young People in Tweed Shire 	Shire Wide Youth Crime Prevention Forum in partnership with NSW Police. Establishment and facilitation of <ul style="list-style-type: none"> ▪ Coolheads Street Outreach Project Working Party. ▪ Drug & Alcohol Working Party. ▪ Safe Affordable Housing working Party. ▪ Gangs Working Party. Youth week activities <ul style="list-style-type: none"> ▪ Pottsville activities day. ▪ TVRS (Tweed Valley Respite Service) Art Show. ▪ Wheelchair Disco Tweed Heads South. ▪ Banora Point Open day. ▪ Chillingham Youth festival. ▪ Young Women's Art Therapy group and exhibition. Public Meetings <ul style="list-style-type: none"> ▪ Pottsville re establishment of Youth space. ▪ Tyalgum re activities for Young People. ▪ Chillingham re activities for Young People (YP). Youth committees established at the villages of: <ul style="list-style-type: none"> ▪ Pottsville. ▪ Tyalgum. ▪ Chillingham. Submissions to <ul style="list-style-type: none"> ▪ CDSE for activities Banora Point (6mths). ▪ Council for 6mts funding to develop a model for Coolheads Street Outreach. ▪ Federal Attorney General's Dept for three year funding for Coolheads Street Outreach in collaboration with Working Party. ▪ Foundation for Young Australians with Chillingham Youth Committee. ▪ SAILS Crime prevention Project completed. ▪ Duke of Edinburgh Crime prevention imitative completed.
Services and individuals who work with young	Establish a Youth Services Network <ul style="list-style-type: none"> - "The Tweed Shire 	<ul style="list-style-type: none"> ▪ Development of structure and purpose for network in collaboration with the members. ▪ Coordination and facilitation of Bi-monthly 4hr Meetings for services and individuals who work with young people.

Group	Activity	Achieved outcomes
people	Youth Services Network will be a reference point for council and other levels of government around issues impacting on Young People. It will be a group of action that will use its collective power and influence to advocate for Young People and create change."	<ul style="list-style-type: none"> ▪ Information Share. ▪ Issues identified and discussed. ▪ Time limited subcommittees formed when needed to action issues that are identified at meetings. ▪ Professional Development. ▪ Between meetings information disseminated to network regarding events, funding and training.
Young People	Support of youth by providing access to cultural, recreational, leisure activities & facilities	Transport to monthly PCYC (Police Citizens Youth Centre) Dance Parties from Murwillumbah and Pottsville and pick up points in between.
Young People and community	Develop mechanisms for consultations with Young People to ensure that they have input into Council matters that impact on them	<ul style="list-style-type: none"> ▪ Knox Park re-development Needs Analysis survey with input from approximately 70 young people in the Murwillumbah area. ▪ Establishment of internal Council Youth Policy Working Party. ▪ Policy adopted by Council.
People with Disabilities	<p>Disability Access Committee - to raise community awareness about people with disabilities, and advise Council on issues of access and participation</p> <p>Community Worker Aged & Disability</p>	<ul style="list-style-type: none"> ▪ Facilitation of Tweed Disability Access Advisory Committee – due to resource issues meetings temporarily ceased April 2008, however, all projects are continuing. ▪ Ongoing financial commitment to Disability Access Committee to fund ongoing committee projects. ▪ Completion of Tweed Shire 'Mobility Map' to be launched in 2008. ▪ Provided advice to local business on disabled access. ▪ Ongoing distribution of Council's 'Missed Business' booklet to encourage local business to make their organisations more accessible. Missed Business was launched in August 2007. ▪ Inaugural Tweed Shire Access Awards to encourage local business to improve/provide disability access. This project was launched in August 2007. Awards presented in Dec. 2007. <p>Council formed partnerships with several organisations and supported and facilitated the following events to celebrate International Day of "People with a Disability" 2007.</p> <ul style="list-style-type: none"> ▪ Sunday 2 December 2007 Kids in Need Dragon Boat Festival at Jack Evans Boat Harbour (21st year!). ▪ Monday 3 December – Friday 14 December 'Live Life' Photographic Exhibition of entries in the Tweed 'Live Life' Disability Photo Competition at Tweed Heads Library, Brett Street, Tweed Heads. ▪ Monday 3 December 2007 - Photo competition entrants invited to a sausage sizzle and prize-giving to celebrate the competition winners and launch the photo exhibition. ▪ Monday 3 December 2007 - Tweed Shire Council presentation to entrants of the 2007 Tweed Shire Access Awards at Tweed Civic Centre. Prizes totalling \$5000, sponsored by Tweed Valley Respite Service and Tweed Shire Council, were presented to the Access Award winners. ▪ Sunday 9 Dec 10am Disabled Surfers "Cockys Classic" at Kingscliff Main Beach. A hand on day of surfing for people with a disability. ▪ Council maintained and advertised 2 beach wheel chairs. Both are free of charge to people with disabilities. ▪ Continued support, in partnership with Murwillumbah Community Centre, of the 'Audio Information Service' whereby volunteers read to tape Councils Newsletter, local news & activities happening in the Shire and elsewhere. ▪ Ongoing provision and updating of a Disability Information Directory for local service providers and people with disabilities in Tweed.

Group	Activity	Achieved outcomes
Aged & Frail Aged	Seniors EXPO 2008 - to provide accurate timely information to aged persons so they may make informed decisions	<p>topics on health, driving, safety, wills, funerals, sleep disorders, relationships, cooking for one, hearing, and pre-op preparation for knee/hip surgery. Mobile phone workshops were held with local school students teaching seniors how to use their phones – this attracted over 70 seniors for one to one sessions.</p> <p>Tweed Seniors Expo has become a much-anticipated event on the Tweed annual calendar. Expo 2008 was also again used to conduct research survey for the North Coast Area Health Service Falls Prevention Project.</p> <ul style="list-style-type: none"> ▪ In 2007 Council facilitated the formation of a partnership of local stakeholders to address healthy ageing issues. The group meets regularly to discuss relevant issues. ▪ Tweed Healthy Ageing Strategy – in 2008, planning commenced to develop a strategy and response to the issues facing Tweed seniors. ▪ Ongoing compilation of seniors physical and social activities information for an aged activities and services brochure. ▪ Healthy Ageing Transport Project - to address issues of isolation. Following on from the success of this project in 2007, Council officers worked with Officers from Dept of Veterans Affairs to facilitate a further Transport Day to provide information to seniors.
	Healthy Ageing Project Officer Tweed Aged Interagency - to address service provision and gaps in services for the aged Seniors Gentle Exercise Project - to provide a gentle form of exercise for seniors, particularly those from culturally diverse backgrounds. Murwillumbah on the Move Provide community development support for Tweed Seniors groups and committees Planning meetings between senior officers of Tweed Shire Council & Dept of Ageing Disability & Home Care to address future service provision for aged and disability sector in Tweed Shire Dept of Ageing Disability & Home Care annual HACC planning rounds	<ul style="list-style-type: none"> ▪ Council staff continued to attend interagency meetings to address relevant issues. ▪ Ageing interagency working groups continued to address transport, respite and abuse issues of the elderly. ▪ Council supported Murwillumbah Community Centre to facilitate this project. ▪ Working in partnership with Department of Health, Council continued to support establishment and continuance of this project. Currently over 50 senior walkers enjoy companionship and a good walk in Murwillumbah each Wednesday and Saturday. Brochures (available for download on Councils website) have been developed outlining walks and historical sites in Murwillumbah. ▪ Council supported many seniors groups to increase membership and increase committee membership numbers. ▪ Ongoing meetings to address planning issues. ▪ Council officers attended 2008 HACC planning round and provided input on identified needs. ▪ Council submitted relevant documentation to support Tweed needs for 2008 Aged Care Approvals Round.
Aboriginal & Torres Strait Islander Community	Continued liaison with the Aboriginal & Torres Strait Islander Community through the Aboriginal Advisory Committee	<ul style="list-style-type: none"> ▪ NAIDOC Week was very successful and many people attend the many events that the Tweed Aboriginal & Torres Strait Islanders community held. ▪ Newly formed Tweed Aboriginal Transport Working Group has now adopted the Terms of Reference and PD for Coordinator (on going). ▪ Tweed Shire Council Aboriginal & Torres Strait Islander Service Providers Information (on going updating) and can be found on Council

Group	Activity	Achieved outcomes
Aboriginal & Torres Strait Islander Community		<p>web site.</p> <ul style="list-style-type: none"> ▪ Representative on the Kingscliff Eco Resort Development, Aboriginal Reference Group (no more meetings to be held). ▪ Aboriginal & Torres Strait Islander flags given to Gary Corbett so that they can be hung in Council Chambers. ▪ Representative on the Wollumbin Consultative Group re: Plan of Management for Wollumbin Mountain (on going). ▪ Representative on the steering committee for the NSW Aboriginal Rugby League Knockout (on going). ▪ Tweed Shire Council Aboriginal Advisory Committee meets the first Friday of each month at the Tweed Heads Civic Centre in the South Sea Islander Room commencing at 9am. The Committee invites special guest speakers and resolved many issues relating to the Aboriginal and Torres Strait Islander Community. The Committee nominates representatives of the Committee to assist and or work with the wider community of project which have Aboriginal & Torres Strait Islander content and to assist in Cultural Assessments walk over in relation to Development Applications. The Committee also nominates Elders to perform "Welcome to Country" and or "Traditional Welcome to Country". ▪ I "Acknowledge Country" at Council events. ▪ The Aboriginal & Torres Strait Islander Community understand Local Government and Council follows Aboriginal protocols when workshopping and or consulting with the Community. ▪ I attend the Tweed Shire Council Cultural Advisory Committee meetings and also the Tweed Shire Council Museum Advisory Committee meetings (on going).
	<p><i>Sunshine Days Project</i> -To provide a special day for people with cancer, and provide information on complementary medicine and to establish links between Council and palliative service providers</p>	<ul style="list-style-type: none"> ▪ Council supported Tweed Palliative Support Group and The Bright Side to run a Sunshine Day in August 2006. This event was so successful that Council funded a further day, and has applied to CDSE (Community Development Support Expenditure) funding to fund a further 4 days during 2007/2008. It is anticipated that the success of these days over a significant period will present funding opportunities from the Health Department. Council is also now assisting both groups to consider establishment of a Hospice in Tweed Shire. ▪ Council continues to support the Community Worker Aged & Disability & Council's Healthy Ageing Officer with a budget for identified projects. ▪ Council continued to support Tweed Palliative Support Group and The Bright Side of Life to run further Sunshine Days in 2007/2008. Council was successful in gaining funding to facilitate another 4 days during 2007/2008. In October 2007, Sunshine Days was nominated and placed 2nd (from a field of 70 nominations) in the Tweed Gold Coast Quality Awards to recognize excellence in patient outcomes and service delivery. ▪ Council continues to work with community organisations to establish a Hospice in Tweed Shire - relevant submissions were made in Feb 2008 to both State and Federal Governments. ▪ Council continues to support the Community Worker Aged & Disability & Council's Healthy Ageing Officer with a budget for identified projects.
Wider Community	Linguistic & culturally diverse backgrounds	<p>Display in Council premises of Home and Community Care (HACC), non-English speaking background (NESB) support service brochures to promote services for the aged and disabled. Council through the Tweed Aged and Disability Interagency also distributes HACC NESB brochures, which are facilitated by Council's Community Worker Aged & Disability. Maintenance, display and distribution throughout the community of Council Community Services brochures that include health, welfare and cultural contacts.</p>
	Operation of Public Transport Working Group	<ul style="list-style-type: none"> ▪ Submission to Ministry of Transport for passenger infrastructure works made to 2008/9 Community Public Transport Infrastructure Grants Scheme. ▪ Promotion of public transport usage by older people through participation in the Healthy Ageing Transport Project and the Seniors Expo. Four Transport Information Days were held at shopping centres in

Group	Activity	Achieved outcomes
Wider Community	Community Facilities	<p>August/September 2007, and a fifth Day in May 2008.</p> <ul style="list-style-type: none"> ▪ Liaison with transport operators to assist the upgrading and extension of public transport services. ▪ Ongoing provision of advice to Council, Council officers, developers and members of the public on public transport matters. ▪ Updating and improvement of Tweed Shire Public Transport Network Guide, and distribution as a brochure and via the internet. ▪ Completion of planning stages for extension of Murwillumbah Community Centre, and appointment of building design consultant. ▪ Consultation with potential users of the extended facility. ▪ Implementation of projects from the Tweed/Coolangatta Community.
	Community safety initiatives	<ul style="list-style-type: none"> ▪ Safety Action Plan, including: - Mobile Beach Safety Lockers trial, the Sails Project with young people at risk of offending, and the Healthy Relationships Project in schools. ▪ Renewal of the expired Tweed/Coolangatta Community Safety Action Plan. ▪ Initiation of Tweed Shire Community Safety Action Plan (rest of Shire). ▪ Annual consultation for the 2007/8 Review of the 2005-2009 Social Plan carried out in early 2008 to identify emerging socio-economic issues.
	Identify current community needs through regular and effective community consultation	
	Tweed Cultural Trail – stage 2 Designed to promote the Tweed shire's growing arts and cultural identity and provide tourists with enhanced experiences of the Shire's unique environment	<ul style="list-style-type: none"> ▪ The project has delivered stage 2 of the Tweed Cultural Trail Project and has delivered two new cultural Trails and brochures. <ol style="list-style-type: none"> 1. Village Timber Art Trail (VTAT). The Village Timber Art Trail has produced a series of five (5) public artworks in the rural villages of Chillingham; Uki; Mooball; Burringbar and Stokers Siding. <ul style="list-style-type: none"> ▪ The project was developed in collaboration with five Rural Village Community Residents Associations. ▪ The VTAT was designed to connect and link the five villages to a broader tourism trail. ▪ Four local artists have received short-medium term employment. ▪ 10,000 glossy self-drive tourist brochures have been produced. ▪ A ten-minute DVD documentary has been produced advocating the development of this project. 2. Festivals Trail. The Tweed Festivals Trail is a guide to the Tweed's dynamic calendar of festivals and events. 10,000 glossy self-drive brochures detailing 30 of the Shire's annual festival and events have been produced.
	Integrated Cultural Opportunities Survey (ICOS) Designed to achieve a relevant program of public art across the Tweed	<ul style="list-style-type: none"> ▪ The ICOS was designed as an integral component of Tweed Shire Council's Public Art Policy and has delivered a procedure for all new public art, commissions, acquisitions and bequests. ▪ The ICOS provides a basis for the evaluation and assessment of all New Works in Council's ownership, care or on Council controlled land. ▪ The ICOS will ensure a balance between the protection of cultural heritage and the development of local areas.
	Valuing the City of the Arts Designed to provide a Critical and Statistical Analysis of the Tweed Shire City of the Arts 2003 -2005 cultural program	<ul style="list-style-type: none"> ▪ Completed Tweed Shire City of the Arts 2003-2005 Artistic Report. ▪ Quantitative Survey finalized and statistics compiled. ▪ Qualitative assessment is currently being compiled.
Professional Development Program Designed to provide ongoing advisory, information and workshop services targeting community	<p>Delivered a rotating series of Professional Development workshop programs targeting community and cultural/arts groups and individuals, including:</p> <ul style="list-style-type: none"> ▪ Cultural/Arts funding – writing applications. ▪ Business development – Promotions and marketing. ▪ Filmmaking and editing. 	

Group	Activity	Achieved outcomes
	arts/cultural groups and individuals	
Wider Community	Tweed Shire Festival & Events Work Plan - to increase the quality and effectiveness of all the Tweed Festivals & Events	<ul style="list-style-type: none"> ▪ Professional development training for festival & event organisers in Event Management and Business Planning. ▪ Event Risk Management Seminar presented by State-wide Insurance. ▪ Economic impact research of 4 Tweed festivals by TEDC (Tweed Economic Development Corporation). ▪ Implementing recommendations in SCU (Southern Cross University) Audience Development Research of 9 Tweed festivals. ▪ Joint marketing of Tweed Festivals & Events in brochure and on website. ▪ Work experience opportunities for TAFE and SCU Event Students. ▪ Multi year funding introduced for major festivals – Wintersun. ▪ Increased Council funding for small to medium community festivals. ▪ Developing regional Event Officer network of Northern Rivers Councils. ▪ Supporting Arts Northern Rivers community event information network ▪ Encouraging cooperation among similar festivals & events in the region.
	Mobile Phone Workshop at Seniors Expo	<ul style="list-style-type: none"> ▪ Young people seen in a positive light by seniors and wider community.

Tweed River Regional Museum

A new “Friends of the Tweed River Regional Museum Group” was launched in May 2008. The group will complement the creation of the proposed Tweed River Regional Museum to be built in Tweed Heads. The group will add an exciting creative facet to existing cultural activities in the Tweed.



Flagstaff Hill, overlooking the mouth of the Tweed River is the proposed site for the new multi-million dollar Tweed River Regional Museum.

Summary of Works carried out on Private Lands

Tweed Shire Council resolved to subsidise under section 67 the following program for the year ending June 2008:

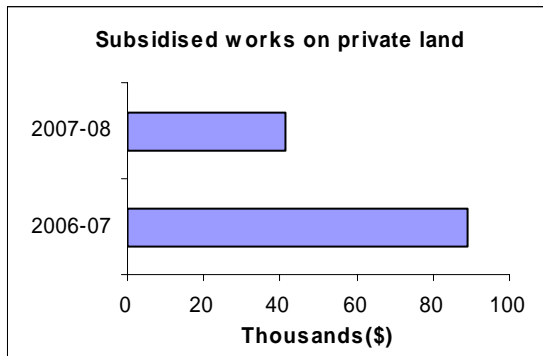
- Subsidised \$41,374 in materials and works to private landowners that included:
 - 100 hours in bush generation works,
 - 2,480 metres of fencing materials and
 - 200 trees,

Private landowners at 8 locations were subsidised for the purpose of undertaking riparian rehabilitation works to manage stream banks in a way to protect the integrity of the Tweed Shires raw water supply.

Works	Value
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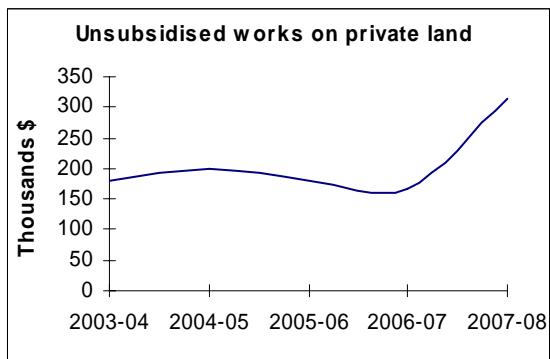
Subsidised works on private lands

- Rehabilitation projects
- | | |
|-------|----------|
| Total | \$41,374 |
|-------|----------|



Non-subsidised works on private lands

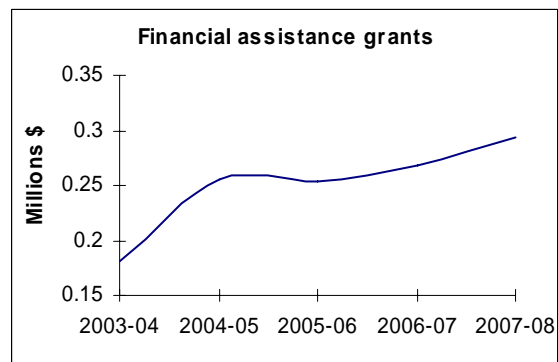
Total	\$314,279
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Financial Assistance Contributions to the Community

Tweed Shire Council provided \$293,401 in financial assistance under section 356 to the community for the year ending 30 June 2008. Council reports monthly on all Financial Assistance contributions.

Assistance	Contribution
Financial assistance	\$178,544
Goods or materials	\$2,556
Provision of labour or plant	\$71,924
Rates	\$14,892
Tweed Link advertising	\$4,718
Room hire	\$20,767



External Bodies Delegated Functions by Tweed Shire Council

Body	Function
Far North Coast County Council	Weed control
Richmond Tweed Regional Library	Library services
Tweed Economic Development Corporation	Economic development in the Tweed
Tweed Tourism	Tourism and development in the Tweed
Land care and dune care groups	Land care and weed control
Community Options Program	A brokerage service for the community

Details of Overseas Travel

Four employees from Tweed Shire Council's Water Unit visited the Waikato Water Treatment Plant, Tuakau North Island New Zealand from 20th to 23rd May 2008 at a total cost of \$5,295.

The visit enabled the Tweed Shire Council employees to see and learn lessons from technology associated with Ultra Filtration Membranes used in the water treatment plant. Similar membranes are being installed in the new Bray Park Water Treatment Plant. Council employees were accompanied by 3 staff from Reed Construction Australia contracted to build the Shires new Water Treatment Plant.

Statement of Companies which Council held a controlling interest

Tweed Shire Council did not hold a controlling interest in a private company for the year ending 30 June 2008.

Bush Fire Hazard Reduction Activities

- The Rural Fire Service (RFS) Tweed District carried out 6 significant hazard reduction burns during the reporting period totalling approximately 7 hectares.
- 1,695 fire permits were issued. The majoring (1,262) of these permits were issued for sugar cane harvesting.
- The RFS also assessed and addressed 15 bush fire hazard complaints in the reporting period and issued 10 hazard reduction certificates.
- During the reporting period the District recorded 9 significant wildfires exceeding 1,100 Ha.
- Hazard reduction was down due to the fire season starting early last year in July 2007.

Written-off Rates and Charges

Tweed Shire Council has written-off rates and charges to the value of \$3,345,617 for the year ending 30 June 2008.

Items written-off	Total (\$'s)
Pensioner rates	
Farmland	24,631
Residential	1,604,666
Postponed rates	
Farmland	32,321
Residential	269,389
Pensioner water rates	360,292
Pensioner sewerage charges	639,269
Burringbar	3,864
Pensioner waste charges	
Service	254,663
Administration	108,769
Landfill	47,753
Total	\$3,345,617

Annual Levy for Stormwater Management Services

Tweed Shire Council did not introduce an annual levy for stormwater management for the year ending 30 June 2008.

Planning Agreements

Tweed Shire Council has a contractual planning agreement with the developer of Seaside City, south Kingscliff. Development works have just commenced. This contractual planning agreement relates to the collection and refunding of contributions which have yet to be realised. For the year ending June 2008, Tweed Shire Council has nothing to report in relation to compliance with and effect of this planning agreement.

Statement of Partnerships, Co-operatives or other Joint Ventures

Company	Purpose of venture
Statewide Mutual	A self insurance pool covering public liability and professional indemnity insurance. The scheme established by the Local Government and Shire Association consists of most Council's throughout the state of NSW. Its purpose is to reduce insurance costs to members.
State Cover	Self insurance pool covering workers compensation. The scheme established by the Local Government and Shire Association, consists of most Council's through the State of NSW.
State Forests of NSW	Joint venture plantation forestry located on a Byrill Creek property.
New LOG	A joint venture with other North Coast Council's to control overloading of vehicles on local roads.
Northern Rivers Catchment Management Authority	Council works with the Northern Rivers Catchment Management Authority (NRCMA) to implement natural resource management projects throughout the Shire. In certain cases Council contributes funding to the NRCMA which they allocate to on-ground component of riparian rehabilitation projects under their management. The NRCMA have funded planning components of projects subsequently delivered on-ground by Council.
Work Environment Day	A partnership between Council and the Caldera Environment Centre. The annual festival highlights local environmental issues and promotes community involvement in addressing these issues.
Community Development and Support Expenditure (CDSE) scheme	A partnership between the Tweed Clubs to facilitate the delivery of funds to cultural and social organisations for the benefit of the residents in the Tweed.
Fieldforce Environmental	Delivery of free retrofit program to households and businesses in the shire. Service includes free supply and installation of compact fluorescent light globes, three star water efficient showerheads, aerators for kitchen taps and cistern weights for single flush toilets.
Tweed Coolangatta Crime Prevention Action Team	A partnership between Tweed Shire Council and Gold Coast City Council and other relevant State and Non-Government Organisations (NGO) to advise on crime prevention matters.
Arts Northern Rivers	A partnership between Tweed Shire Council, Byron Bay Shire, Ballina Shire, Clarence Valley Council, Kyogle Shire and Lismore City Council. To facilitate and deliver regional cooperative ventures and cultural services.

Human Resource Plan

Council undertook the following human resource activities for the year ending 30 June 2008

Permanent	618	Temporary	28	Permanent Part-time	33
Males	483	Males	19	Males	4
Females	135	Females	9	Females	29

- Average number of employees on the weekly payroll was 679, inclusive of temporary, casual and permanent part-time staffs
- 33 staff worked on a permanent part-time basis.
- 53 people left the organisation during the year.
- Average labour turnover rate for the year was approximately 8%.
- Council provided 29 work experience placements during the year to TAFE, University and High School students.
- Total wages paid for the year was \$36,514,608.

Council provided professional and skill development training during the year ranging from statutory training, including confined space entry and traffic control through to committee training, negotiation skills, new legislation briefings and various workshops and conferences.

The formalised training of all field staff in safe working practices as part of the organisation wide Workplace Safety Management Systems has continued.

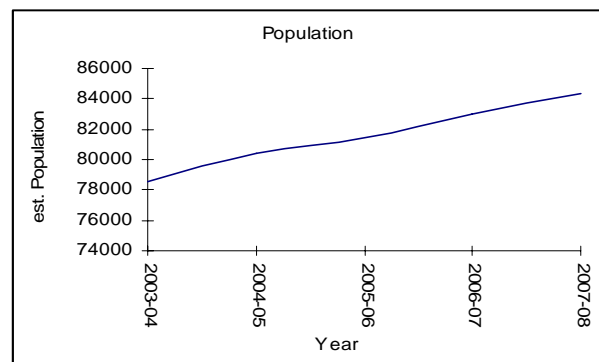
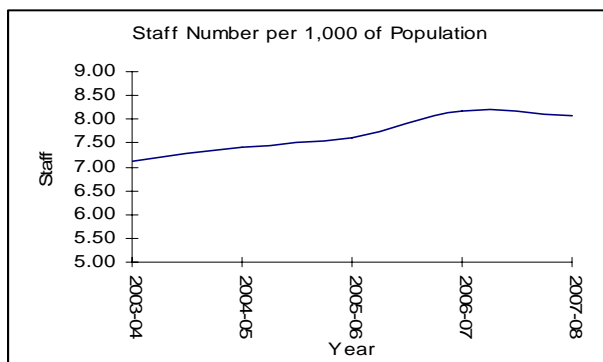
Service	Performance Measure	Target	Actual
Rate of Job Vacancy Re-advertisements	No. of vacancies readvertised	<5	8
Rate to Fill a Job Vacancy	Working days taken to fill an advertised vacancy	<40	37days
Rate to Fill a Job Vacancy In-House	% of vacancies filled in-house	n/a	31%
Traineeships & Apprentices	No. of apprentices & traineeships within Council	n/a	24
Training and Staff Development	% of training budget expended	100%	86%
Training Time Allocated to Staff	Hours of training per FTE	n/a	10.62 hours

Equal Employment Opportunities Plan

An EEO Management Plan provides a strategy and guidance for all employees. Council is committed to ongoing improvements of EEO practice and principles in all work areas through:

- Formal training provided for EEO Contact Officers.
- Recruitment and Selection Policy has been updated to reflect current EEO policy and principles particularly in respect of casual employment within Council.
- EEO training for selection panel members and chairpersons to /reinforce EEO practices, principles and responsibilities.
- Women continue to be underrepresented in the Tweed Shire Council overall staff numbers and in particular at senior levels of the organisation. Women continue to constitute the vast majority of positions in the lower level clerical and administrative functions within Council's structure.
- While representations of members of other equal employment opportunity, target groups remain representative of the community these employees continue to be clustered at lower levels within the organisation.

Service	Performance Measure	Target	Total	Comment
Equal Employment	% of women employed	n/a	25%	
Equal Employment Opportunity Education	No. of EEO awareness seminars & training sessions	n/a	18	Sessions incorporated into Corporate Induction.
Equal Employment Opportunity Policy Reviews	No. of policies & codes of practice reviewed	5	10	Flexible Work, Private Use of Motor Vehicle and Vehicle Lease.
Equal Employment Opportunity Training	No. of staff completing EEO training	n/a	89	
Equal Opportunity Employment Complaints	Complaints received	0	2	
Equal Opportunity Employment Confirmed Complaints	No. of substantiated complaints	0	0	



Statement on Activities Relating to the Companion Animals Act and Regulations

- Tweed Shire Council submitted all pound data returns to the Department of Local Government by the required lodgement date.
- Council reported 12 dog attacks to the Department of Local Government for the year ending 30 June 2008.
- Council spent \$89,137 on activities relating to companion animal management for the year ending 30 June 2008.

Council undertook educational programs for:

- Local schools.
- Education talks to the general public.
- Frequent activities published in Councils weekly free newsletter delivered to all residents in the Shire.

Council has the following strategies in place to promote and assist the desexing of dogs and cats:

- All animals sold from the Tweed Council Pound are desexed before release.
- Animals released back to their owners from the Tweed Council Pound, the owners are given the opportunity to have the animal desexed at reduced rates.

Council has the following strategies in place to comply with the requirements under section 64 of the Companion Animals Act to seek alternatives to euthanasia for unclaimed animals:

- All animals that meet the criteria to be re-homed after behavioural assessment and veterinarian checks are offered for sale to the public from the Pound or re-homed through a Tweed Shire charity organisation called "Friends of the Pound".
- Council provides 15 off-leash exercise areas within the Shire and are listed below.

South Kingscliff Beach	Turnock Park Chinderah
Boyds Family Park, Tweed Heads West	Riverbank reserve Old Ferry Rd. Oxley Cove
Public park, Frangella Dr. Murwillumbah	Reserve cnr of Naponyah Rd & Bilambil Rd Terranora
Public park between 73-89 River St. Murwillumbah	Tree area Arkinstall Park Tweed Heads South
South Cabarita Beach	Reserve cnr Darlington Dr & Amaroos Dr Banora Point
South Pottsville Beach	Reserve at Bushland Dr. Banora Point
South Fingal / Kingscliff Beach	Ducat Park, Tweed Heads
	Corowa Park, Chinderah

Funds made available from the Companion Animal Fund for the management and control of animals within the shire totalled \$89,137. Monies received from the Fund have been utilised for purposes associated with the management and control of the Companion Animals Act and include:

- Dog Pound management.
- Purchase and maintenance of resources used by the Rangers in the performance of their duties under the Companion Animals Act.
- Partial wages for employees under the Companion Animals Act.

List of Tweed Shire Councils Category 1 and 2 Business Activities

Tweed Shire Council category 1 and 2 business activities are:

Category-1 business activities	Category-2 business activity
<ul style="list-style-type: none">▪ Water▪ Sewerage▪ Tweed Coast Caravan Parks	<ul style="list-style-type: none">▪ Commercial Waste

Council's implementation of competition neutrality principles

The principles of competitive neutrality require Local Government business activities to operate without advantage over private business and to encourage fair and effective competition in the supply of goods and services.

National competition principles which Tweed Shire Council applies:

- Competition neutrality principles need not be applied where the benefits are outweighed by the costs of the implementation.
- Competitive neutrality principles apply to all Council business activities.
- Includes debt guarantee fees, where the business benefits from Councils borrowing positions by comparison with commercial rates.
- Disclose returns on investments.
- Make any subsidies provide to customers and the funding of these subsidies explicit.
- Operate within the same regulatory framework as other businesses.
- Include in their costs the same Federal, State and Local Government taxes and charges as do private businesses.

Application of Neutrality Pricing Requirements to Category-1 Business Activities

Council has adopted competitive neutrality pricing requirements to all Category-1 business activities through:

- Taxation equivalent payments Sewerage.
- Debt guarantee fees.
- Corporate taxation equivalents and returns on capital.

Councils Category-1 and 2 Balance Sheet Statement as at 30 June 2008

Category 1: Water Supply Business Activity Balance Sheet for the year ending 30 June 2008

	Actual 2008 \$'000	Actual 2007 \$'000	Actual 2006 \$'000
ASSETS			
Current assets			
Cash and cash equivalents	35,284	32,092	29,037
Investments			
Receivables	4,990	4,898	4,004
Inventories			
Other			
Non-current assets classified as held for sale			
Total current assets	40,274	36,990	33,041
Non-current assets			
Investments			
Receivables			
Inventories			
Infrastructure, property, plant and equipment	394,818	348,595	161,592
Investments accounted for using equity method			
Investment property	1,069	450	450
Other			
Total non-current assets	395,887	349,045	162,042
Total assets	436,161	386,035	195,083
LIABILITIES			
Current liabilities			
Payables	5,286	653	488
Interest bearing liabilities			
Provisions			
Total current liabilities	5,286	653	488
Non-current liabilities			
Payables			
Interest bearing liabilities	14,560		
Provisions			
Total non-current liabilities	14,560		
Total liabilities	19,846	653	488
Net assets	416,315	385,382	194,595
EQUITY			
Retained earnings	198,373	193,879	187,757
Revaluation reserves	217,942	191,503	6,837
Council equity interest			
Minority equity interest			
Total equity	416,315	385,382	194,594

Category 1: Sewerage Business Activity Balance Sheet for the year ending 30 June 2008

	Actual 2008 \$'000	Actual 2007 \$'000	Actual 2006 \$'000
ASSETS			
Current assets			
Cash and cash equivalents	16,833	22,300	46,355
Investments			
Receivables	2,591	1,149	1,668
Inventories			
Other			
Non-current assets classified as held for sale			
Total current assets	19,424	23,449	48,023
Non-current assets			
Investments			
Receivables			
Inventories			
Infrastructure, property, plant and equipment	506,181	448,039	173,551
Investments accounted for using equity method			
Investment property	634	140	140
Other			
Total non-current assets	506,815	448,179	173,691
Total assets	526,239	471,628	221,714
LIABILITIES			
Current liabilities			
Payables	486	2,633	4,305
Interest bearing liabilities		465	439
Provisions	4,439		
Total current liabilities	4,925	3,098	4,744
Non-current liabilities			
Payables	668		
Interest bearing liabilities	3,854	4,338	4,803
Provisions		1,541	1,561
Total non-current liabilities	4,522	5,879	6,364
Total liabilities	9,447	8,977	11,108
Net assets	516,792	462,651	210,606
EQUITY			
Retained earnings	207,302	205,013	203,184
Revaluation reserves	309,490	257,638	7,422
Council equity interest			
Minority equity interest			
Total equity	516,792	462,651	210,606

Category 1: Tweed Holiday Parks Business Activity Balance Sheet for the year ending 30 June 2008 and

Category 2: Commercial Waste Business Activity Balance Sheet for the year ending 30 June 2008

	Actual 2008 Tweed Holiday Parks (Cat 1) \$'000	Actual 2008 Commercial Waste (Cat 2) \$'000	Actual 2007 Tweed Holiday Parks (Cat 1) \$'000	Actual 2007 Commercial Waste (Cat 2) \$'000
ASSETS				
Current assets				
Cash and cash equivalents	8,732	1,643	7,568	1,630
Investments		,369		645
Receivables	174		131	
Inventories				
Other	83		76	
Non-current assets classified as held for sale				
Total current assets	8,989	3,012	7,775	2,275
Non-current assets				
Investments				
Receivables				
Inventories				
Infrastructure, property, plant and equipment	98,299	2,761	20,043	1,830
Investments accounted for using equity method				
Investment property				
Other				
Total non-current assets	8,299	2,761	20,043	1,830
Total assets	107,288	5,773	27,818	4,105
LIABILITIES				
Current liabilities				
Payables	1,570	64	1,257	57
Interest bearing liabilities	320	75	283	70
Provisions	82	127	65	30
Total current liabilities	1,972	266	1,605	157
Non-current liabilities				
Payables				
Interest bearing liabilities	868	166	1,181	242
Provisions	39	1,097	37	737
Total non-current liabilities	907	1,263	1,218	979
Total liabilities	2,879	1,529	2,823	1,136
Net assets	104,409	4,244	24,995	2,969
EQUITY				
Retained earnings	19,713	3,059	18,271	2,174
Revaluation reserves	84,696	1,185	6,724	795
Council equity interest				
Minority equity interest				
Total equity	104,409	4,244	24,995	2,969

Category-1 and 2 Income Statements as at 30 June 2008

Category1: Income Statement for Water Business Activity for the year ending 30 June 2008

	Actual 2008 \$'000	Actual 2007 \$'000	Actual 2006 \$'000
Income from continuing operations			
Access charges	2,920	2,798	2,482
User charges	8,890	8,472	6,507
Fees	832	767	473
Interest	1,297	1,610	2,206
Grants and contributions provided for non capital purposes	608	363	382
Profit from the sale of assets			
Other income	182	245	428
Total income from continuing operations	14,729	14,255	12,478
Expenses from continuing operations			
Employee benefits and on-costs	2,700	2,582	2,022
Borrowing costs	394		
Materials and contracts	5,763	5,274	4,765
Depreciation and impairment	7,838	7,424	3,464
Water purchase charges			
Loss on sale of assets	454	106	503
Calculated taxation equivalents	490	213	212
Debt guarantee fee (if applicable)	73		
Other expenses	803	717	725
Total expenses from continuing operations	18,515	16,312	11,691
Surplus (deficit) from continuing operations before capital amounts	(3,786)	(2,057)	787
Grants and contributions provided for capital purposes	7,812	8,068	2,209
Surplus (deficit) from continuing operations after capital amounts	4,026	6,011	2,996
Surplus (deficit) from discontinued operations			
Surplus (deficit) from all operations before tax	4,026	6,011	2,996
Less Corporate Taxation Equivalent (30%) [based on result before capital]			236
Surplus (deficit) after tax	4,026	6,011	2,760
Opening retained profits	193,883	187,757	184,644
Adjustments for amounts unpaid			
Taxation equivalent payments	490	213	212
Debt guarantee fees	73		
Corporate taxation equivalent	0		236
Less:			
– TER dividend paid	(99)	(98)	(95)
– Surplus dividend paid			
Closing retained profits	198,373	193,883	187,757
Return on Capital %	-0.9%	-0.6%	0.5%
Subsidy from Council	-	-	-
Calculation of dividend payable:			
Surplus (deficit) after tax	4,026	6,011	2,760
Less: Capital grants and contributions (excluding developer contributions)	7,812	8,068	2,209
Surplus for dividend calculation purposes	(3,786)	(2,057)	551
Dividend calculated from surplus	-	-	-

Category 1: Income Statement for Sewerage Business Activity for the year ending 30 June 2008

	Actual 2008 \$'000	Actual 2007 \$'000	Actual 2006 \$'000
Income from continuing operations			
Access charges	14,673	13,525	12,371
User charges			
Liquid trade waste charges	1,018	903	847
Fees	1,109	778	536
Interest	141	2,265	2,811
Grants and contributions provided for non capital purposes	354	357	364
Profit from the sale of assets			
Other income	506	22	11
Total income from continuing operations	17,801	17,850	16,940
Expenses from continuing operations			
Employee benefits and on-costs	4,503	3,839	3,537
Borrowing costs	318	293	360
Materials and contracts	5,672	4,751	4,565
Depreciation and impairment	14,207	13,447	5,206
Loss on sale of assets	1,537	170	513
Calculated taxation equivalents	819	182	184
Debt guarantee fee (if applicable)	22	24	26
Other expenses	1,039	847	897
Total expenses from continuing operations	28,117	23,553	15,288
Surplus (deficit) from continuing operations before capital amounts	(10,316)	(5,703)	1,652
Grants and contributions provided for capital purposes	11,857	7,418	2,677
Surplus (deficit) from continuing operations after capital amounts	1,541	1,715	4,329
Surplus (deficit) from discontinued operations			
Surplus (deficit) from all operations before tax	1,541	1,715	4,329
Less Corporate Taxation Equivalent (30%) [based on result before capital]			496
Surplus (deficit) after tax	1,541	1,715	3,833
Opening retained profits	205,013	203,186	199,085
Adjustment on adoption of IFRS			(384)
Adjustments for amounts unpaid			
Taxation equivalent payments	819	182	184
Debt guarantee fees	22	24	26
Corporate taxation equivalent			496
Less:			
- TER dividend paid	(93)	(92)	(56)
- Surplus dividend paid			
Closing retained profits	207,302	205,015	203,184
Return on Capital %	-2.0%	-1.2%	1.2%
Subsidy from Council			
Calculation of dividend payable:			
Surplus (deficit) after tax	1,541	1,715	3,833
Less: Capital grants and contributions (excluding developer contributions)	11,857	7,418	2,677
Surplus for dividend calculation purposes	(10,316)	(5,703)	1,156

Category 1: Income Statement for Tweed Holiday Parks Business Activity for the year ending 30 June 2008 and

Category 2: Income Statement for Commercial Waste Business Activity for the year ending 30 June 2008

	Actual 2008 Tweed Holiday Parks (Cat 1) \$'000	Actual 2008 Commercial Waste (Cat 2) \$'000	Actual 2007 Tweed Holiday Parks (Cat 1) \$'000	Actual 2007 Commercial Waste (Cat 2) \$'000
Income from continuing operations				
Access charges		1,154		356
User charges		907		1,289
Fees	5,720		5,312	
Interest	555		438	
Grants and contributions provided for non capital purposes				
Profit from the sale of assets				
Other income	247	399	187	
Total income from continuing operations	6,522	2,460	5,937	1,645
Expenses from continuing operations				
Employee benefits and on-costs	576	266	617	43
Borrowing costs	84	19	36	(45)
Materials and contracts	830	956	690	927
Depreciation and impairment	474	304	474	101
Loss on sale of assets				
Calculated taxation equivalents	1,508	23	262	15
Debt guarantee fee (if applicable)	6	1	7	2
Other expenses	2,194	30	2,157	342
Total expenses from continuing operations	5,672	1,599	4,243	1,385
Surplus (deficit) from continuing operations before capital amounts	850	861	1,694	260
Grants and contributions provided for capital purposes				
Surplus (deficit) from continuing operations after capital amounts	850	861	1,694	260
Surplus (deficit) from discontinued operations				
Surplus (deficit) from all operations before tax	850	861	1,694	260
Less Corporate Taxation Equivalent (30%) [based on result before capital]	255	258	508	78
Surplus (deficit) after tax	595	603	1,186	182
Opening retained profits	18,271	64	17,179	(213)
Adjustments for amounts unpaid				
Taxation equivalent payments	1,508	23	262	15
Debt guarantee fees	6	1	7	2
Corporate taxation equivalent	255	258	508	78
Less:				
– TER dividend paid	(922)		(871)	
– Surplus dividend paid				
Closing retained profits	19,713	949	18,271	64
Return on Capital %	1.0%	31.9%	8.6%	11.7%
Subsidy from Council	13,811		1,275	60
Calculation of dividend payable:				
Surplus (deficit) after tax				
Less: Capital grants and contributions (excluding developer contributions)				
Surplus for dividend calculation purposes				
Dividend calculated from surplus				

Category-1 Business Activity Performance Comparison

Category 1	Budget (\$'000)	Actual (\$'000)
Water		
Expenses	15,211	17,952
Revenue	21,180	22,541

- Expenses variation due to higher operational expenditure and lower capital expenditure

Category 1	Budget (\$'000)	Actual (\$'000)
Sewer		
Expenses	27,665	27,276
Revenue	22,226	29,658

- Income variation due to higher than expected capital, grants and contributions

Category 1	Budget (\$'000)	Actual (\$'000)
Holiday Parks		
Expenses	3,960	4,158
Revenue	5,802	6,522

Mechanism for Competitive Neutrality Complaints

Council has implemented a three-tier complaints handling policy to support the speedy resolution of all complaints. The complaints policy responds to all written and verbal complaints. Competitive neutrality complaints are uniquely recording and monitored. Staff only trained in the principles of National Competition Policy deal with competitive neutrality complaints.

Council complaint handling policy is advertised on Councils internet and at all Council Officers.

No Competitive Neutrality Complaints were received for the year ending 30 June 2008.

Privacy and Personal Information Protection Act 1998 (NSW)

The Privacy & Personal Information Protection Act 1998 (NSW), the Act, provides for the protection of personal information and privacy for individuals. A requirement of the Act is for Local Government to prepare and implement a Privacy Management Plan. Tweed Shire Council reviewed and adopted a new Privacy Management Plan in 2007.

The Act provides for the protection of personal information by adopting twelve information protection principles. These principles cover the collection, retention, access, alteration, accuracy, use and disclosure of personal information.

Application of the Act applies to Councillors, Council staff, Consultants and Contractors, Council owned businesses and Council Committees. Council has provided training sessions on the Act requirements. All staff is fully informed on their responsibilities to compliant to the twelve information protection principles.

Disclosure of personal information contained in Public Registers. The Act permits personal information held in Public Registers to be disclosed only when in accordance with the intended purpose for which the information was originally collected. The Local Government Authority Code of Practice relaxed this requirement by allowing any persons to inspect a copy of a single entry or page of a Public Register held by Council without the need to provide purpose of the intended use of the information. If substantial information is required from the Registers, the code requires the names and addresses of all previous and current property owners to be suppressed. Council has procedures in place to support access to Public Registers.

Council has had no requests for internal review under Part 5 of the Act.

Statement of Affairs Freedom of Information Act 1989 (NSW)

Section A			
Number of new FOI requests			
	Personal	Other	Total
New (including transferred in) Including requests brought forward	1	7	8
Total to be processed	1	7	8
Completed	1	6	7
Transferred out		1	1
Withdrawn		1	1
Total processed	1	7	8
Unfinished carried forward			

Section B			
What happened to completed requests?			
Results of FOI requests	Personal	Other	
B1 Granted in full			3
B2 Granted in part	1		1
B3 Refused			2
B4 Deferred			
B5 Completed	1		6

Section C			
Ministerial certificates			
	Personal	Other	
C1 Ministerial certificates issued	0		0

Section D			
Formal consultations			
	Issued	Total	
D1 Number of requests requiring formal consultations	0	1	

	Total
E1 Results of amendment – agreed	
E2 Results of amendment – refused	
Total	0

	Total
F1 Number of requests for notation	
Total	0

Section G			
FOI requests granted in part or refused			
Basis of disallowed or restricted access	Personal	Other	
s. 19 [application incomplete, wrongly directed]			
s. 22 [deposit not paid]			
s. 25(1)(a)(1) [diversion of resources]			
s. 25(1)(a) [exempt]	1		1
s. 25(1)(b), (c), (d) [otherwise available]			2
s. 28(1)(b) [documents not held]			
s. 24(2) [deemed refused over 21 days]			
s. 31(4) [released to medical practitioner]			
Total	1		3

Section H Costs and fees of requests processed		
	Assessed costs	FOI fees received
Completed requests	\$540	\$150

Section J Days to process		
	Personal	Other
0 – 21 days	1	5
22 – 35 days		1
Over 36 days		
Total	1	6

Section K Processing time		
	Personal	Other
0 – 10 hours	1	6
11 – 20 hours		
21 – 40 hours		
Over 40 hours		
Total	1	6

Section L Reviews and appeals		
Number of internal reviews finalised		
Number of Ombudsman reviews finalised		
Number of District Court appeals finalised	0	0

Details of internal review results				
Basis of internal review	Personal		Other	
	*Upheld	*Varied	*Upheld	*Varied
Grounds on which internal review was requested				2
Access refused				
Deferred				
Exempt matter				
Unreasonable charges				
Charge unreasonably incurred				
Amendment refused				
Total	0	0	0	0

Note: * relates to whether or not the original agency decision was upheld or varied by the internal review

Payment of Expenses and Provision of Facilities for Mayors and Councillors

Adopted 22 April 2008

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

ICAC publications

No Excuse for Misuse, preventing the misuse of Council resources. PART 2 PAYMENTS 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:

- 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
Laundry & dry cleaning	Maximum daily limit \$10
Newspapers	Maximum daily limit \$2
Taxi fares	From transport destination to accommodation and or conference venue
Parking fees	Includes airport 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.

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;
- 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.
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.

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 Councillor defending an action arising from the performance in good faith of a function under the Local Government Act (Section 731); or
- 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
- 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
- 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

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.