



TWEED SHIRE COUNCIL

AGENDA

OPERATIONS COMMITTEE MEETING

Tuesday 12 August 2008

Chairman: Mr Garry Payne AM

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



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ITEMS FOR CONSIDERATION OF THE COMMITTEE:

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**Current Best Management Practices Coastal Floodplains 08/09
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REPORTS THROUGH THE GENERAL MANAGER

01 [GM-OC] Tweed Tourism Quarterly Performance Report - April to June 2008

ORIGIN:

Business & Economic Development

FILE NO: Tweed Tourism

SUMMARY OF REPORT:

As required by the current agreement between Tweed Tourism and Council a quarterly performance report and summary financial statement are to be provided for Council's review. This report provides the Tweed Tourism's Quarterly Reports for the quarter 1 April to 30 June 2008.

RECOMMENDATION:

That Council endorses the Tweed Tourism Quarterly Report for the quarter from April to June 2008.

REPORT:**Tweed Tourism
June 2008 Quarter Report****1. Financial**

This section is attached to the Council report as a confidential attachment.

2. Marketing

This section is attached to the Council report as a confidential attachment.

Co-operative Activities currently pending:

- SE QLD/Northern NSW Campaign.
- Northern Rivers Tourism will represent the region at Oz Talk NZ and also ATE at no cost to the LGA's.
- Visitor survey ran by Tourism Research Australia for the Kingscliff/Tweed coast region will be released at the end of July

PUBLIC RELATIONS

The past few months have seen a strong focus on public relations, marketing and industry liaison activities.

- Industry famils – UK Emirates Megafamil, Australia Holidays, GO Holidays Incentive Program, Australia Wild Escapes
- Media Famils & Features – Christchurch Press, Voyeur (Virgin In flight magazine), Gold Coast Panache & Luxury Style, Outrigger Twin Towns famil.
- Television Media – The Cook & The Chef, Sydney Weekender, Brisbane Extra, Getaway and Fishing programs.
- Local Media – Flood Relief Campaign, Tugun Bypass Opening, UK Emirates Famil, Gold Coast Bulletin lift out, New Chair of Tweed Tourism, Residential Tourist, Gold Coast Bulletin Tweed feature.
- Member Famils
- PR for Members
- Industry Publications
- Operator Famils
- PR Collateral – updated general Media Kit, Fishing Media Kit, Television Media Kit.

3. Members**Membership Numbers at 30/6/08**

Associate	56
General	122
Corporate	10
Corp Affiliates	31
Reciprocal	5
Total	224



Membership Revenue

This section is attached to the Council report as a confidential attachment.

4. Visitor Information Centres

Movement in visitor numbers at each VIC previous year

2007 - 2008

	2007/08	2006/07	Variance	2007/08	2006/07	Variance	2007/08	2006/07	Variance
	WHRC			Tweed Heads			Kingscliff		
Sept Qtr	6860	7485	-8.35%	6040	6276	-3.76%	1796		
Dec Qtr	5603	6234	-10.12%	5046	4899	3.00%	1791		
Mar Qtr	5728	6736	-14.96%	5524	5602	-1.39%	1915	2123	-9.80%
Jun Qtr	5003	5725	-12.61%	4856	4671	3.96%	1133	1141	-0.70%
Total	23194	26180	-11.41%	21466	21448	0.08%	6635	3264	

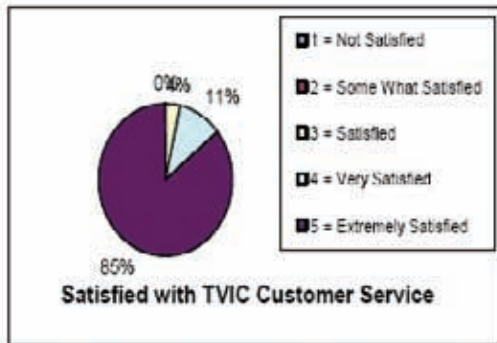
- Visitor numbers to both Murwillumbah have declined noticeably over the past 12 months. Murwillumbah's biggest decrease was during the March quarter, where the inclement weather severely affected numbers frequenting the centre.
- Kingscliff was also affected during the March quarter, resulting in a significant decrease to visitor numbers.
- Tweed achieved very similar visitor numbers overall for the year in comparison to the previous year.

Commissions Earned

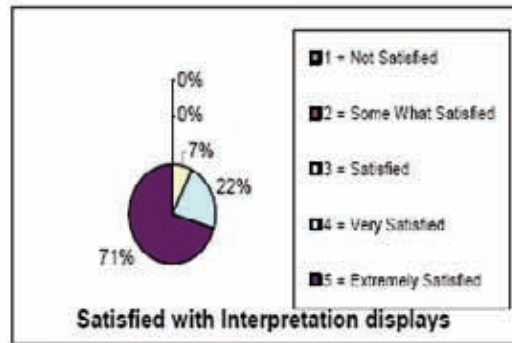
- Commissions revenue represents 10% of total booking value made
- Bookings through the website have been steady with 20.29% of the bookings made in the March quarter were on-line.

Quality of service at Visitor Information Centres

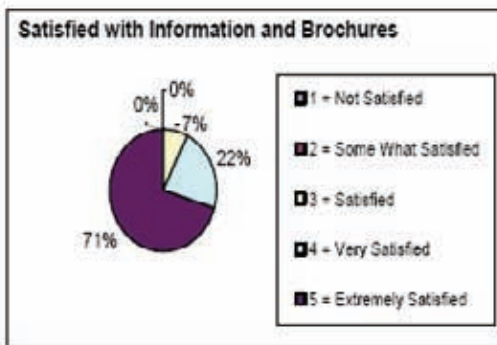
- Surveys for the last quarter, results show that 85% of visitors to the VIC's were extremely satisfied, 11% very satisfied and 4% satisfied with the quality of customer service. No-one surveyed advised that they were dissatisfied with the quality of customer service.



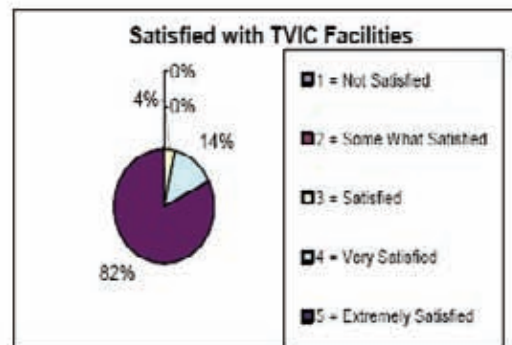
Were our visitors satisfied with our customer service.



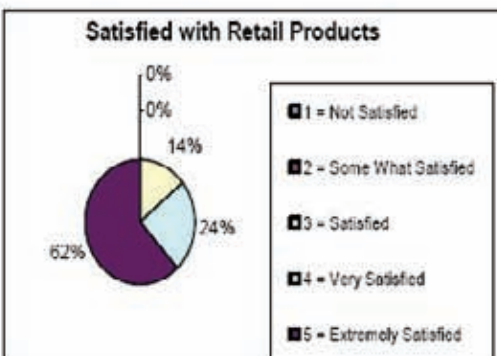
Were our visitors satisfied with our displays.



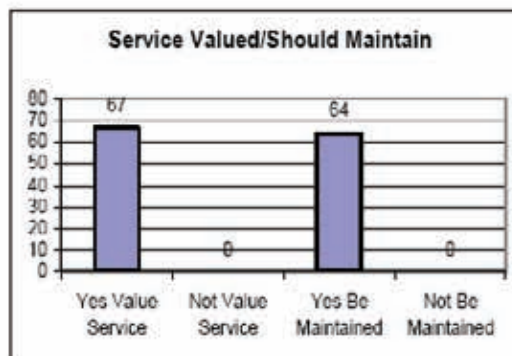
Were our visitors satisfied with our range of information.



Were our visitors satisfied with our facilities.



Were our visitors satisfied with the quality of retail products



Is our service valued and should it be maintained

Retail Revenue

April – June 2008				12 months Year to Date				
4th Quarter	Last Year	Budget	Variance	YTD	Last YTD	Budget	Variance	
\$21,336	\$15,211	\$17,839	\$3397	Retail Sales	\$72,216	\$68,132	\$70,177	\$2039

- Increase in wholesale now maps have been printed. Increase in sales in Tweed with increased stock on display since CWA conference in May.

6. Product Development

Current Product Development Projects

- National Landscapes "Australia's Green Cauldron"
- Taste the Tweed – farm tours, Tweed produce list, hampers
- Environment - National Landscapes, Bird Watching, Bush Walks, Interpretation centre and Rainforest Way
- Health & Lifestyle
- Business Tourism – MICE, Ivory Hotel, BEX Awards
- Festivals
- Surfing
- NSW Tourism & National Parks Taskforce
- Indigenous Tourism
- Network Nights

6. General

The last three months has seen a change in the Tweed Tourism Board, with Rob Smith stepping down as Chairperson and David Parrish stepping up to fill the role temporarily. Michael Tree has now become Vice Chair and Treasurer.

The General Manager has spent more time out and about meeting with industry partners, operators and local businesses building and fostering better relationships. Overall feedback is very positive and with many opportunities opening up in the region, it is a very exciting time for Tourism going forward.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

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

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER:

1. **Confidential Attachment** - Tweed Tourism June 2008 Quarter Financial Statements (DW 1869260).
-

O2 [GM-OC] Tweed Heads Visitor Information Centre – Department of Commerce Preferred Contractors

ORIGIN:

Business & Economic Development

FILE NO: Tweed Heads Visitor Information Centre
Contracts
Local Preference Policy – Procurement / Tender Process

SUMMARY OF REPORT:

The Tweed Heads Master Plan was established by the State Government to guide the revitalisation of the Tweed Heads CBD. One of the main highlights of the plan is the redevelopment of the Jack Evans Boat Harbour as a major tourism destination. This redevelopment is to include an iconic gateway Visitor Information Centre (VIC).

Last year the Tweed Heads VIC concept attracted funding of \$178,000 from Tourism NSW which Council has resolved to match.

A Development application was lodged earlier this year and development consent was granted on 26 June.

The Department of Commerce has been engaged to project manage the design and construction of the project.

This report recommends that Council adopt the Department of Commerce's list of contractors for the design and construction project of the Tweed Heads Visitor Information Centre in accordance with Section 169(8) of the Local Government (General) Regulations 2005.

RECOMMENDATION:

That Council adopt the list of recognised contractors designated on the attached Department of Commerce letter for the purpose of preselecting tenderers for design and construction of the Tweed Heads Visitor Information Centre in accordance with Clause 169 (8) of the Local Government (General) Regulations 2005.

REPORT:

Background

The Tweed Heads Master Plan was established by the State Government to guide the revitalisation of the Tweed Heads CBD. One of the main highlights of the plan is the redevelopment of the Jack Evans Boat Harbour (JEBH) as a major tourism destination. This proposed development will establish an iconic gateway Visitor Information Centre (VIC).

The proposed development will be within the JEBH adjoining the Bay St and Wharf St intersection, the most significant intersection in the Tweed Heads CBD. JEBH, and the surrounding Chris Cunningham Park, immediately adjoins the Queensland – NSW state border, Tweed Heads and Coolangatta CBDs, and the Twin Towns Services Club. This location and its surrounding parkland and the neighbouring commercial hub of Tweed Heads make this a principal attraction of the Tweed as well as the southern Gold Coast.

The Tweed Heads VIC will establish:

- A clearly recognisable gateway to northern New South Wales and the Tweed Shire
- Opportunities for economic development for the region and social participation for the community,
- The first major step in the implementation of the Tweed Heads Masterplan - Gateway Statement to the Park,
- A focal point for tourists to meet/gather/commence their journey through the Tweed,
- A benefit that will cover a wider geographic area - visitors heading south into Northern NSW and north into South East Queensland.

Last year the Tweed Heads VIC concept attracted funding of \$178,000 from Tourism NSW as a Gateway Centre. Council has resolved to match this grant funding. A Development application was lodged earlier this year and development consent was granted on 26 June.

The Department of Commerce have been engaged to project manage the construction of the VIC. In accordance with Clause 169 (8) of the Local Government (General) Regulations 2005 Council may resolve to adopt a list of contractors prepared by another public authority. This list must have undertaken an advertisement process similar to what Council must undertake for the same purposes.

This project will rely on the project management expertise of the Department of Commerce to oversee the design and construction of this development. Subsequently, it is considered important to enable the Department to utilise their list of contractors in this instance.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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

Department of Commerce Advertised List of Preferred Contractors (DW1872907)

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03 [GM-OC] Tweed Economic Development Corporation (TEDC) Quarterly Performance Report - April to June 2008**ORIGIN:****Business & Economic Development****FILE NO: Tweed Economic Development Corporation****SUMMARY OF REPORT:**

As required by the current Tweed Economic Development Corporation (TEDC) Agreement a quarterly performance report and financial statement is to be provided for Council's review. Below is TEDC's Performance Report for the quarter 1 April to 30 June 2008. This report also includes a summary of the outcomes of the Tweed Business Leaders Forum conducted by TEDC earlier this year.

On 22 April 2008 Council considered a comprehensive study on employment lands which reviewed the existing and potential industrial and commercial land within the Tweed. At that meeting it was resolved that the draft Tweed Employment Lands Strategy should be made available for public comment. This exhibition process finished on 27 June 2008 and is yet to be reported to Council.

In the draft Employment Lands Strategy, master planning was identified as an area worth developing into Council's planning policies. It is considered that TEDC are uniquely placed to undertake an advisory report to Council on Master Planned Estates from a business perspective.

Additionally, another project which has been identified for TEDC to consider is the preparation of an action plan which will provide direction and advice to Council on how better telecommunications infrastructure can be implemented in the Tweed.

Accordingly, two briefs for these projects have been drafted and presented to TEDC for consideration. Initial discussions with TEDC regarding these proposed projects have received a very positive response as it would allow TEDC the opportunity to collaborate with Council in developing a strategic direction for these areas.

In agreeing to undertake these projects the resourcing and priorities identified in TEDC's Annual Operating Plan / Business Plan for 2008, which was presented to Council on 3 June 2008, may need to be revised. When the final brief has been agreed all revised priorities and resources to TEDC's Annual Operating Plan / Business Plan will be reported to Council.

RECOMMENDATION:

That Council receives and notes the quarterly report from Tweed Economic Development Corporation for the quarter April to June 2008.

REPORT:**TWEED ECONOMIC DEVELOPMENT CORPORATION LTD
QUARTERLY REPORT TO TWEED SHIRE COUNCIL
April to June 2008****1. Economic Modeling Tool Update****Update on current economic model projects;**

- The economic impact assessment project for Lismore City Council was delayed due to staff changes at Lismore. This project is now in final draft form.
- The Richmond Valley Council Tables update has now been completed.
- TEDC is in the process of arranging for the latest update of the Tweed tables, which will provide data on changes to the Tweed economy since the last update.

2. Tweed Employment Generating Land

- TEDC prepared and lodged a submission with TSC in response to the Employment Generating Land Strategy, and the Residential and Urban Release Strategy, as part of the public exhibition process.
- TEDC continues to deal with inquiries from interested parties on the establishment of business in the Tweed with the majority of inquiries relating to industrial land. (Industry Central in particular)
- TEDC is also part of discussions with private enterprise interests regarding the identification and development of master planned estates in the Tweed.

3. TEDC and Tweed Tourism Discussions Update

- Discussions between TEDC and Tweed Tourism continue to be held regarding joint marketing approach by both organizations through the development of a common Tweed Brand and other joint marketing initiatives.
- As of August 2008 the CEO of TEDC and the General Manager of Tweed Tourism will attend the board meetings of both organisations in a non voting capacity.
- TEDC attended the Tourism Property Market Research Presentation for Salt Village Resorts presented by Colleen Coyne, Property Research analyst.

4. Providing a Welcoming Environment for Potential Investors

TEDC has developed a number of tools to assist and promote investment attraction. These include; the Tweed and Northern Rivers Economic Model; The Tweed Investment Attraction Strategy; The Tweed Regional Profiles; The Tweed Pulse; The Sensis Yellow Pages; The TEDC Web Site and E-Bulletin; These initiatives have created an increased awareness by the development industry of opportunities in the Tweed, and in addition an increased recognition and presence in local and national media.

The TEDC has also promoted the need for investment growth through the master planning process with initiatives such as the Tweed CBD Task Force; The Industry Central Development; Proposed Tourism Product Development including Marina Facilities and the Tweed River Nature Link etc.

These initiatives and documents developed by TEDC form part of the investment attraction strategy by providing relative economic and statistical data as part of the due diligence approach pursued by future potential investors.

5. TEDC Promotions / Publications Update.

- The TEDC Tweed Pulse publication continues to be well received and in demand from potential new businesses and investors.
- The Tweed Pulse publication is currently being reviewed and updated as part of a six monthly review process.
- The TEDC has compiled a publication (The Journey) which outlines some of the initiatives, promotions, projects and strategies developed by TEDC from 1997 to 2008.
- TEDC is in the process of preparing information to be uploaded onto the Tourism ROI Global Web site. The TEDC and the Tweed region has been selected as the pilot region for Australasia as part of this new global initiative of promoting and marketing tourism investment opportunities to the global market place, as part of the Tourism ROI project.
- TEDC Business Plan review has been completed.

6. Public Relations

- The TEDC CEO was invited to presented a paper at the “Riding the Boom” -Harvesting the Wave for a Sustainable Pilbara - Conference in Western Australia on April 30th 2008.
- The TEDC CEO was also invited to present a paper at the Wide Bay Burnett Region of SEQ on May 22nd 2008, as part of a master class presentation to key stake holders including newly elected council representatives and senior officers who were part of the Queensland Local Government amalgamation process which saw 22 councils reduced to five.
- The TEDC CEO was also invited to present a similar paper to local government representatives and other key stakeholders in the Albury-Wodonga region on June 5th 2008.
- Note TEDC will be hosting a delegation from the Pilbara in WA on Wednesday June 16th 2008.

7. Other Meetings

- Attendance at the Tweed Chambers breakfast meetings.
- The Kingscliff TAFE Trade Skills Excellence Presentation May 5th
- TEDC CEO continues to attend the Murwillumbah Hospital Community Action Group meetings in an advisory capacity.
- Attended the Salt Village Resorts Market Outlook Report June 18th
- Meeting with Tourism ROI representatives on June 17th
- Northern Rivers Regional Development Board Awards for Innovation July 7th

6. TEDC – Tweed Business Leaders Forum.

The “Tweed Business Leaders Forums” for Tweed Heads, Murwillumbah and Kingscliff/Tweed Coast have been completed. (See attached report)

9. TEDC Website & E-Bulletin

Monthly visits to the TEDC Web site.

Note: TEDC has changed its web host which has resulted in a more refined system of measuring web traffic.

- The month of April recorded 755 Unique visits
- The month of May recorded 830 Unique visits
- The month of June recorded 1107 Unique visits

- Tweed Industrial locality maps have been uploaded onto TEDC Industrial Estate pages of the web site.

- The Tweed specific Sensis Yellow Pages Online Business Directory is now available on line through TEDC web site.

- Number of Tweed Business Yellow Pages Directory searches;

April 2008	= 29
May 2008	= 30
June 2008	= 46

TWEED BUSINESS LEADERS FORUMS

Summary Report To Tweed Shire Council July 2008

The Tweed Business Leaders Forums were held in an effort to identify and foster the interests of business leaders/owners/managers in economic development within the region. These forums gave TEDC the opportunity to better understand the major issues currently being faced by the business community with an opportunity to potentially identify and develop projects to address some of these issues.

Forums were held in Tweed Heads, Murwillumbah and at Kingscliff. The major issues identified were:

- Skills shortages in the labour market as well as the difficulty of finding labour. These skill shortages applied specifically to the building construction industry, earth moving and machinery and boat manufacturing. Finding good retail staff was also an issue.
- Issues associated with infrastructure and in particular the road network, including the impact of Tugun By-pass on the Tweed economy; issues associated with Sexton's Hill and the general lack of public transport and the impact of the aging population.
- In respect to Sexton's Hill, TEDC has put forward the suggestion that the combined Tweed Chambers arrange to position traffic counters on Sexton's Hill to monitor changes in traffic. The suggestion was that the media be part of the process of monitoring, and that this approach would provide a basis of fact on changes in traffic numbers which could assist in the current debate relating to timing of Sexton's Hill upgrades.
- Feedback also suggested that Tweed Shire Council needs to be more proactive in facilitating desired regional outcomes, rather than appearing to be re-active in their response to growth pressures. Major concerns over the time taken for Development Approvals and the inconsistencies within the LEP and Section 94 contributions.
- The issue of long term strategic planning was also raised in terms of identifying future retail/shopping centre sites in Murwillumbah located within close proximity to the existing main retail center. The current land tendering process by TSC was raised as part of the discussion.

Housing affordability. The comment was made that major land holders are land banking, restricting supply and driving up costs. Council need to facilitate strategies that move away from simply the rezoning of land to accommodate future growth with the inclusion of sunset clauses or time frames which prevent land banking, and as such the creation and control of land prices. If future residential land zoning and releases are restricted this will have a negative impact on housing affordability and associated job generation with the ultimate impact being on economic sustainability of the Tweed economy. These comments applied to the Tweed generally including Murwillumbah, however other concerns

- expressed by Murwillumbah were lot sizes, net yield of sloping land and need for unit type development
- Lack of tourism product. Tweed Coast businesses struggling, low tourist numbers leads to reduced business. Salt running at under 50% occupancy. Need to create tourism product to keep the visitors here longer and increase the tourism yield. Need to explore opportunities from a tourism branding, marketing and product development perspective.
- The Tweed Coast and in particular Kingscliff are experiencing a number of longer term sustainability issues – business viability, traffic, road access, parking, demographics of the area, seasonal tourist market, potential flooding issues etc.
- One of the major concerns expressed by Kingscliff was lack of direct road access off the motor way directing traffic to Kingscliff. The current arrangement basically creates a bypass of the Kingscliff business area.
- The issue of a future access road as part of the Gales Holdings proposal for Chinderah was also raised as a possible solution to the Kingscliff road access situation.
- A plan of the Gales Holdings proposed Chinderah Redevelopment Master Plan was tabled and discussed. Following discussion it was agreed that a master plan should be developed for the Kingscliff, Chinderah and Tweed Coast area similar to the master planning which has taken place for Tweed Heads and Tweed South and more recently for Murwillumbah.

Many of the issues raised were common to all three forums.

Where to From Here

1. Possible Actions Arising from Issues Raised at Forums.

“TEDC initiate discussions with TSC Planners/Directors on future strategic planning direction to facilitate sustainable economic growth in Tweed Shire as a process for moving forward”.

This suggestion was made on the basis that TEDC has been given the responsibility by TSC to providing leadership and direction to the creation of a broad, diverse and sustainable Tweed economy which is inextricably linked to long term strategic visionary planning.

General consensus confirmed that it is essential that future planning reflects a thorough understand of the current state of the Tweed economy, in terms of future sustainable economic strategic planning. For example the economic facts on the “where are we now” paint a clear picture of the Tweed economy and the need for change in terms of future economic sustainability; and the “where are we going” needs to be a strategy which delivers economically quantifiable and sustainable strategic direction.

It was generally agreed that the current Tweed Shire LEP review process presents a timely opportunity for discussions with TSC senior staff regarding the Tweed

economy and in particular the need for a greater focus on job generating investment attraction, including planning for totally integrated master planned estates as distinct from simply zoning of areas for either residential or employment generation. Included in the master planning process should be precinct planning incentives, as well as DA time approval processes.

Based on the issues raised TEDC propose a number of initiatives including discussions with TSC to address the major concerns of our local business community:

Discussions with TSC could include;

a. The “where are we now” and “where are we going” scenario in economic terms.

b. Discussing and reinforcing the importance of the Planning Institute of Australia’s approach to strategic planning:

- Better understanding the structure of the local, regional and national economy
- Understanding land economics and what drives investment decisions, and
- Facilitating economic growth through appropriate planning controls and incentives.

recognising:

- The importance of promoting the integration of economic research and strategies into all future planning consideration, and
- That planning is about facilitating outcomes rather than control, and
- Based on understanding the economic significance and impacts of their decisions.

c. Providing a Welcoming Environment for Potential Investors

For its part the TEDC has developed a number of tools to assist and promote investment attraction. These include; the Tweed and Northern Rivers Economic Model; The Tweed Investment Attraction Strategy; The Tweed Regional Profiles; The Tweed Pulse; The Sensis Yellow Pages; The TEDC Web Site and E-Bulletin; an increased awareness by the development industry; and an increasing local and national media presence as part of marketing the Tweed.

The TEDC has also promoted the need for investment growth through the master planning process with initiatives such as the Tweed CBD Task Force; the Industry Central Development; Proposed Tourism Product Development including Marina Facilities and the Tweed River Nature Link etc.

These initiatives and documents developed by TEDC promote the opportunity for job generating investment attraction in the Tweed, and also provide relative economic and statistical data as part of the due diligence approach pursued by future potential investors.

As a result of forum comment, it was suggested that the other role in creating a welcoming environment is at the TSC investor/developer interface. It was suggested that TEDC engage with TSC in exploring options towards developing a stronger customer focus at TSC level to support investment attraction and streamline council processes. Options could include a planning workshop/presentations by leaders in the field of investment attraction to discuss their approaches and help facilitate the partnership between TEDC and TSC planning staff and therefore help to build a

collaborative supportive and proactive approach to the TSC planning and approval process, which would assist the investment attraction and facilitation process by TEDC in its role of encouraging economic growth.

1. SKILLS DEVELOPMENT

As a result of forum discussions, TEDC propose to develop a stronger working relationship with the local High Schools and Training Providers initially to understand what options are being provided and then to help facilitate outcomes for the business community.

Currently, the business communities are finding it difficult to recruit trainees and find staff in general. A number of the local high schools offer school based traineeships; we need to ensure that these traineeships are in the professions that are in high demand. We need to liaise with the high schools and training providers on the current skill shortages and the businesses relocating to the area to address future skill needs.

The business communities have a role to play in promoting career opportunities to the youth of the Tweed. Many young people leave the Tweed for the perceived lack of job opportunities. The local career opportunities (boat manufacturing, planning, tourism, health care etc) and their associated training options (SCU, TAFE etc) need to be promoted to retain the Tweed's younger generation.

2. TOURISM PRODUCT DEVELOPMENT

The forums identified a lack of tourism product as an impediment to tourism growth despite the fact that the Tweed and in particular the Tweed Coast now has a range of tourism accommodation options. One of the Tweed's biggest tourism markets is the Brisbane drive tourism market. The region needs to create increased opportunities and encourage the development of tourism product, increasing tourism visitor expenditure and adding money to the Tweed economy.

This fact was again reinforced by Colleen Coyne Property Research Consultant, in her Market research Assessment presentation to Salt Village Resorts on June 18th 2008

The Tweed has recently been named as an iconic national landscape, which will attract major funding and marketing to the region. As part of this process a tourism product audit was undertaken. In partnership with Tweed Tourism, it is proposed to develop up a tourism product Investment Attraction Strategy to help market these opportunities to potential investors. A perfect example of this could be the Tweed River Nature Link Project.

This tourism product investment attraction strategy will further be enhanced by the recent partnership TEDC has formed with Tourism ROI. Tourism ROI is the premier source of information for Travel and Tourism management, development and investment opportunities world wide. This website brings together destinations, business operators, developers and investors from around the world and provides them with the information, research and resources necessary to make informed business and investment opportunities. This is an ideal platform to promote the Tweed and its business opportunities in particular those of the tourism industry.

1. TWEED COAST MASTERPLAN

Concerns were raised that TEDC had initiated master planning approaches for Tweed CBD and Murwillumbah, but none for Kingscliff/Chinderah/Tweed Coast, as originally identified by TEDC in its initial economic development strategy.

In light of the current issues being faced by Chinderah and the Kingscliff/Tweed Coast, the development of a master plan for the Tweed Coast area was seen as urgent and essential.

In terms of moving forward, a brief should be developed outlining the demographics of the area, the issues currently being faced which outline the need to develop a master plan. This document could also outline the associated benefits of planning and the longer term strategic economic benefits for the Tweed Coast. This could be a joint TSC and TEDC project.

TEDC endorses the view that it is essential that a Tweed Coast master plan be developed to feed into the TSC LEP review process

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

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

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER:

1. **Confidential Attachment** - June 2008 Quarter Balance Sheet and Profit and Loss Statements (DW: 1869762)
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O4 [TCS-OC] Quarterly Budget Review - 30 June 2008

ORIGIN:

Financial Services

SUMMARY OF REPORT:

This is the fourth quarter statutory budget review for this financial year and summarises the estimated expenditure and income changes to the 2007/08 Budget to 30 June 2008.

This statutory report is prepared in accordance with the Local Government (General) Regulations 2005, regulation 202 and 203. Council will have a balanced budget as at 30 June 2008 in the General Fund, Water and Sewer Funds.

RECOMMENDATION:

That:-

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

Description	Change to Vote	
	Deficit	Surplus
General Fund		
<u>Expenses</u>		
Operating	350,237	0
Interest	0	0
Capital	0	47,340
Loan Repayments	0	0
Transfers to Reserves	23,467	0
	<hr/>	<hr/>
	373,704	47,340
<u>Income</u>	0	0
Operating	0	335,500
Capital Grants & Contributions	0	0
Loan Funds	0	0
Recoupments	0	15,280
Transfers from Reserves	24,416	0
Asset Sales	0	0
	<hr/>	<hr/>
	24,416	350,780
		<hr/>
Net Surplus/(Deficit)		0



Description	Change to Vote	
	Deficit	Surplus
Water Fund		
<u>Expenses</u>		
Operating	83,925	0
Interest	0	0
Capital	2,743,000	0
Loan Repayments	0	0
Transfers to Reserves	44,575	0
	2,871,500	0
<u>Income</u>		
Operating	0	0
Capital Grants & Contributions	0	0
Loan Funds	0	2,625,000
Recoupments	528,450	0
Transfers from Reserves	0	774,950
	528,450	3,399,950
Net Surplus/(Deficit)		0
Sewer Fund		
<u>Expenses</u>		
Operating	58,325	0
Interest	0	0
Capital	0	5,033,000
Loan Repayments	0	0
Transfers to Reserves	510,675	0
	569,000	5,033,000
<u>Income</u>		
Operating	0	0
Capital Grants & Contributions	0	0
Loan Funds	0	0
Recoupments	3,282,250	0
Transfers from Reserves	1,181,750	0
Asset Sales	0	0
	4,464,000	0
Net Surplus/(Deficit)		0

REPORT:**Budget Review 30 June 2008 (Quarterly Budget Review)**

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

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

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

Report By Responsible Accounting Officer

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

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

1. Variations
 - a) Variations Proposed
 - b) Introduced During Quarter – By Council Resolution
2. Budget Summary – by fund
 - a) By Type (including Available Working Capital)
 - b) By Division

Variations

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

- Variations Proposed
- Council Resolutions

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

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

Income Statement

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

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

Statement of Funding Result Reconciliation

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

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

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

Description	\$	Comments
General Fund		
Natural Resource Management	25,000	Change in salary funding
Kingscliff pool	65,000	Actual costs
Tweed Heads	66,000	Actual costs
Murwillumbah Civic Centre	134,000	Actual costs
Illegal Clearing of Vegetation	11,400	Increase in legal costs
Development Assessment salaries	(115,000)	Vacancies in staff positions
Development Assessment legal expenses	212,500	Increase in legal costs
Planning Reforms operating expenses	(20,000)	Actual costs
Parking infringements	66,000	Actual income
Banora Point Comm Centre income	(1,900)	Increase in income
Art gallery insurance	8,000	Actual costs
Building control income	(383,000)	Actual income
Building control expenses	(68,000)	Actual costs
	0	

Full details:

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
1. Proposed Variations					
General					
1	Ex	Vegetation Management Strategy	479,285	38,750	Transfer from Vegetation Management Plan
1	Ex	Vegetation Management Plan	50,000	(38,750)	Transfer from Vegetation Management Strategy
2	Ex	Natural Resource Management	0	53,009	Transfer from programs below
2	Ex	NRM internal income	0	(9,011)	Transfer from Tweed River Plan
2	Ex	Vegetation Management Plan	50,000	(6,804)	Transfer to Natural Resource Management
2	Ex	Waterways salaries	76,988	(7,194)	Transfer to Natural Resource Management
2	Ex	Catchment water quality	187,170	(5,000)	Transfer to Natural Resource Management
3	Ex	Koala Beach	19,200	29,632	Expenditure of special rate reserve
3	In	Special rate reserve		(29,632)	Transfer from special rate reserve
4	Ex	Water quality control	35,566	2,064	Overexpenditure
4	Ex	Water sample testing	2,800	(2,064)	Transfer to Water quality control
5	Ex	Wharves maintenance	17,600	14,242	Overexpenditure
5	Ex	Waterways asset management	26,600	(14,242)	Transfer to wharves maintenance
6	Ex	Coastline management study/plan	140,152	10,478	Overexpenditure
6	Ex	Coastal management planning	12,000	(10,478)	Transfer to Coastline management study/plan
7	Ex	Sutherland Pt revetment	0	42,194	Transfer budget
7	Ex	Beach vehicle licence expenditure	50,000	(42,194)	Transfer budget
8	Ex	Banora Pt Community Centre	89,300	15,280	Construction of kitchen
8	In	Recoupment from s94		(15,280)	Funding for above
9	Ex	Kingscliff pool	235,600	65,000	Actual costs
10	Ex	Tweed Heads	234,300	66,000	Actual costs
11	Ex	Murwillumbah Civic Centre	425,800	134,000	Actual costs
12	Ex	Tweed Civic Ctr	172,536	24,911	Actual costs
12	Ex	Civic Building asset management	51,828	(48,378)	Actual costs
12	Ex	Transfer to reserve	51,828	23,467	Transfer balance to reserve
13	Ex	Murwillumbah Auditorium	147,840	(8,648)	Actual costs
13	Ex	Tweed Auditorium	53,328	(45,400)	Actual costs
13	In	Asset Management Reserve	0	54,048	Funding for above
14	Ex	Illegal Clearing of Vegetation	0	11,400	Increase in legal costs
15	Ex	Development Assessment salaries	2,106,731	(115,000)	Vacancies in staff positions
16	Ex	Development Assessment legal expenses	264,968	212,500	Increase in legal costs
17	Ex	Planning Reforms operating expenses	653,014	(20,000)	Actual costs
18	In	Parking infringements	(433,877)	66,000	Actual income
19	Ex	Banora Point Comm Centre expenses	89,300	11,600	Increased maintenance costs
19	In	Banora Point Comm Centre income	(13,000)	(13,500)	Increase in income
20	Ex	Art gallery insurance	4,000	8,000	Actual costs
21	Ex	Building control income	(1,374,200)	(383,000)	Actual income
22	In	Building control expenses	1,541,067	(68,000)	Actual costs
				0	
Water Fund					
34	Ex	Various operating expenses		83,925	Major repair works
34	Ex	Various capital works		2,743,000	Timing changes
34	Ex	Transfers to Asset replacement reserve		44,575	Adjust funding arrangements for above



Item	In/Ex	Description	Current Vote	Change to Vote	Comments
34	In	Transfers from Asset Replacement Reserve		(774,950)	Adjust funding arrangements for above
34	In	Transfers from Capital Contributions Reserve		528,450	Adjust funding arrangements for above
34	In	Loan funds utilised		(2,625,000)	Adjust funding arrangements for above
Sewer Fund					
35	Ex	Various operating expenses		58,325	Adjustment due to timing changes
35	Ex	Various capital works		(5,033,000)	Timing changes
35	Ex	Transfers to Asset replacement reserve		510,675	Adjust funding arrangements for above
35	In	Transfers from Asset Replacement Reserve		1,181,750	Adjust funding arrangements for above
35	In	Transfers from Capital Contributions Reserve		3,282,250	Adjust funding arrangements for above
				<u>0</u>	
2. Variations Arising from Council Resolutions					
36	Ex	Job Compacts opening breakfast	0	5,000	Meeting 3/6/08
36	In	Department Aboriginal Affairs grant	0	(5,000)	Funding for above
				<u>0</u>	
Summary of Revotes by Type					
2007/08 Variations				0	
Council Resolutions				0	
Carried forward				<u>0</u>	
Summary of Revotes - by Category					
<u>Expenses</u>					
Operating				492,487	
Interest				0	
Capital				(2,337,340)	
Loan Repayments				0	
Transfers to Reserves				578,717	
				(1,266,136)	
<u>Income</u>					
Operating				(335,500)	
Capital Grants & Conts				0	
Loan Funds				(2,625,000)	
Recoupments				3,795,420	
Transfers from Reserves				431,216	
Asset Sales				0	
				1,266,136	
Net				<u>0</u>	
Summary of Revotes - by Division					
Technology & Corporate Services				0	
Planning & Regulation				(307,500)	
Community & Natural Resources				73,294	
Engineering & Operations				234,206	
General Manager				0	
				<u>0</u>	



Budget Summary

	General Fund		Water Fund		Sewer Fund		
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Total</u>
Income Statement							
-							
Operating Expenses							
Materials & Contracts	14,554	32,551	2,121	2,121	2,564	2,510	37,098
Employee Costs	32,800	32,825	2,800	2,900	4,400	4,500	40,225
Interest Charges	2,664	2,664	2,117	577	1,038	294	3,535
Depreciation	13,088	13,088	7,322	7,322	18,819	18,819	39,229
Other Operating Expenses	8,400	8,612	750	750	850	850	10,212
	71,506	89,740	15,110	13,670	27,671	26,973	130,299
Operating Revenue							
Rates & Annual Charges	38,241	38,541	2,915	2,787	12,985	14,922	56,250
User Charges & Fees	11,972	12,875	10,795	10,594	1,326	1,326	24,795
Interest	2,418	2,418	103	103	103	103	2,624
Other Operating Revenue	750	750	50	50	50	50	850
Grants & Contributions	13,418	16,152	412	412	436	436	17,000
	66,799	70,736	14,275	13,946	14,900	16,837	101,519
 Surplus/(Deficit) before Capital Amounts	(4,707)	(19,004)	(835)	276	(12,771)	(10,136)	(28,780)
 Grants & Contributions (Capital amounts)	8,871	8,310	4,404	4,404	4,126	2,193	14,907
 <i>Surplus/(Deficit) after Capital Amounts</i>	<i>4,164</i>	<i>(10,694)</i>	<i>3,569</i>	<i>4,680</i>	<i>(8,645)</i>	<i>(7,943)</i>	<i>(13,873)</i>
Funding Result Reconciliation							
<i>Add Back non-funded items:</i>							
Depreciation	13,088	13,088	7,322	7,322	18,819	18,819	39,229
Internal Transfers	6,124	6,346	(3,180)	(3,180)	(2,944)	(2,915)	251
	23,376	8,740	7,711	8,822	7,230	7,961	25,607
 Transfers from Externally Restricted Cash	3,712	9,253	2,107	3,187	1,370	7,754	20,722
Transfers from Internally Restricted Cash	1,162	12,232	3,325	6,105	8,009	5,432	22,994
Proceeds from sale of assets	2,400	3,150		0		0	3,150
Loan Funds Utilised	21,626	27,632	29,000	13,545	10,200	0	38,552
Repayments from Deferred Debtors							
	52,276	61,007	42,143	31,659	26,809	21,147	111,025
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget</u>	
 <i>Funds were applied to:</i>							
Purchase and construction of assets	(40,719)	(49,088)	(35,186)	(24,010)	(19,938)	(14,094)	(84,449)
Repayment of principal on loans	(3,622)	(3,622)	(685)	0	(706)	(466)	(4,088)
Transfers to Externally Restricted Cash	(5,218)	(5,218)	(4,404)	(4,404)	(3,911)	(1,896)	(11,518)
Transfers to Internally Restricted Cash	(2,717)	(3,079)	(1,868)	(3,245)	(2,254)	(4,691)	(10,970)
Increase/(Decrease) in Available Working Capital	0	0	0	0	0	0	0
 Available Working Capital Previous Financial Year	1,055	1,055	2,097	2,097	2,038	2,038	5,190
 Available Working Capital as at 30 June 2007	1,055	1,055	2,097	2,097	2,038	2,038	5,190



	General Fund		Water Fund		Sewer Fund		<u>Total</u>
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget</u>	
Summary by Division							
Surplus/(Deficit)							
Technology & Corporate Services	(39,089,028)	(39,099,670)	0	0	0	0	
Planning & Regulation	5,146,243	5,356,600	0	0	0	0	
Community & Natural Resources	7,318,828	6,238,670	0	0	0	0	
Engineering & Operations	24,348,418	25,404,195	0	0	0	0	
General Manager	2,275,539	2,100,205	0	0	0	0	
	0	0	0	0	0	0	

General Fund

The General Fund is expected to remain as a “balanced budget”.

Water Fund

The Water Fund remains in a sound financial position with sufficient reserves to meet any unexpected costs and is expected to remain as a balanced budget.

Sewer Fund

The Sewer Fund remains in a sound financial position with sufficient reserves to meet any unexpected costs and is expected to remain as a balanced budget.

**Statutory Statement – Local Government (General) Regulations 2005
(Sections 202 & 203) by “Responsible Accounting Officer”****202 Responsible accounting officer to maintain system for budgetary control**

The responsible accounting officer of a council must:

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

203 Budget review statements and revision of estimates

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

Statutory Statement

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



M A Chorlton

“Responsible Accounting Officer”

Manager Financial Services

Tweed Shire Council

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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

Nil.

O5 [TCS-OC] 2008/2009 Loan Borrowing Program

ORIGIN:

Financial Services

SUMMARY OF REPORT:

It is Council practice to call quotations for the supply of loan funds from various financial institutions. The General and Water Fund loan requirements for 2008/09 total \$63,188,700 as outlined in the body of this report.

RECOMMENDATION:

That :-

- 1. The General Manager and Manager Financial Services be authorised to negotiate acceptance of the loan quotations.**
- 2. The loan documentation be completed under the Common Seal of Council.**
- 3. An amended Loan Schedule be placed on the Tweed Shire Internet site.**

REPORT:

It is Council practice to call quotations for the supply of loan funds from various financial institutions.

In order to distribute the cost of long term facilities over the period which the facilities benefits will be enjoyed, it is usual for Council to finance part of these works from borrowings. This ensures that both current and future ratepayers share the cost of the facility equally.

The 2008/09 Management Plan and Budget included new loan requirements of \$49,673,700 as follows:

NEW LOANS

INFRASTRUCTURE	Bridges	747,500	43,260,500
	Drainage	1,008,000	
	Road Construction	500,000	
	Public Toilets	100,000	
	Boat Ramps	40,000	
	Civic Centre Roof	250,000	
	Roads Asset Management	70,000	
	* Water Fund	40,545,000	
7 YEAR PLAN	Gravel Resheeting of Unsealed Roads	398,000	6,413,200
	Sealed Road Resurfacing	490,300	
	Sealed Road Rehabilitation	688,900	
	Kerb & Gutter Rehabilitation	70,000	
	Footpaths Rehabilitation	266,000	
	Stormwater Drainage Rehabilitation	400,000	
	Sportsgrounds Capital Works Local	200,000	
	Amenities Hall Kingscliff	100,000	
	Coastline Management Plan	150,000	
	Museum Murwillumbah	1,000,000	
	Botanical Gardens Visitors Centre	500,000	
	Cabarita Streetscaping	500,000	
	Pottsville North Drainage Outlet	750,000	
	West Kingscliff Drainage	900,000	

TOTAL BORROWING 49,673,700

* Water Fund Loan

In September 2007 Council called for expressions of interest (EOI) and entered into a loan financing facility of \$69.7m to part fund the construction of the new Bray Park Water Treatment Plant. The loan facility required the following cash draw downs based on expected project expenditures:-

28/09/2007	\$3,640,000
28/12/2007	\$3,640,000
28/03/2008	\$3,640,000
30/06/2008	\$3,640,000
29/09/2008	\$13,515,000
29/12/2008	\$13,515,000
30/03/2009	\$13,515,000
29/06/2009	\$13,515,000
28/09/2009	\$1,080,000
Total	<u>\$69,700,000</u>

The funding of the Bray Park Water Treatment Plant construction is a combination of the above loan funds and Water Fund reserves.

The 2008/09 Draft Budget (page 45) provides \$54,060,000 for construction of the Bray Park Water Treatment Plant this financial year; \$40,545,000 from loans and \$13,515,000 from reserves. Unfortunately the Draft Budget inadvertently omitted the above drawdown of 29 June 2009 of \$13,515,000 and instead disclosed funding this amount from Water Fund reserves. The correct funding should be \$54,060,000 all from Water Fund Loans, with the reserve funds to be used in 2009/10.

As a result, the loans schedule should be:-

Infrastructure	\$56,775,500
7 Year Plan	<u>\$ 6,413,200</u>
TOTAL	\$63,188,700

This funding error was purely due to a timing issue and has no effect on the overall position of the budget.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

As outlined in the report. The changes in funding will be incorporated in the September Quarterly Budget Review.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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Nil.

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O6 [TCS-OC] Corporate Quarterly Report - April to June 2008

ORIGIN:

Corporate Compliance

SUMMARY OF REPORT:

The Corporate Quarterly Report including progress on the 7 Year Infrastructure & Services Plan for the period 1 April to 30 June 2008 is presented for consideration by the Council.

RECOMMENDATION:

That Council receives and notes the Corporate Quarterly Report including progress on the 7 Year Infrastructure & Services Plan for the period 1 April to 30 June 2008.

REPORT:

The following report details the Quarterly Corporate progress, including progress on the 7 Year Infrastructure & Services Plan, for the period April to June 2008 on activities identified to be undertaken during 2007-2008 in the 2007-2010 Management Plan.



Tweed Shire Council Corporate Quarterly Report for April-June 2008

Social Action Plan

Responsibility	Service	Performance Measure	Target	July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Comment
Coordinator Regulatory Services	Impounded Animals	Quarterly number of impounded animals	n/a	249	214	254	227	944	
	Impounded Animals Returned to Owners	Quarterly number of impounded animals returned to owners	n/a	107	94	91	71	363	
	Impounded Animals sold or re- homed	Quarterly number of impounded animals re-homed	n/a	82	77	82	32	273	
Manager Community & Cultural Services	Aboriginal Development	Annual number of Aboriginal Advisory Committee Meetings held	9	2	0	2	2	6	December meeting cancelled due to lack of quorum.
	Ageing and Disability Activities	Quarterly number of complete ageing & disability projects	18	4	3	5	10	22	Exceeded KPI.
	Community Options	Annual number of clients aided	500	135	135	135	135	540	Exceeded KPI.
	Cultural Development Projects	Annual number of projects completed	10	3	3	2	3	11	Exceeded KPI.
	Cultural Halls & Centres Audit	Annual number of completed halls & community centres audit	23	6	7	6	4	23	Figures reflect POPE Licences issued and building works undertaken.
	Festivals & Events	Annual number of projects completed	25	11	8	6	6	31	Exceeds KPI.
	Museums	Annual number of projects completed	10	2	4	2	2	10	
	Public Transport Working Group (PTWG)	Number of meetings of PTWG	6	2	3	1	3	9	Exceeded KPI.
	Regional Art Gallery Exhibitions	Quarterly number of exhibitions conducted	25	7	10	9	7	33	Exceeded KPI



Tweed Shire Council Corporate Quarterly Report for April-June 2008

Responsibility	Service	Performance Measure	Target	July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Comment
	Regional Art Gallery Workshops	Quarterly number of workshops conducted	15	7	11	19	22	59	Exceeded KPI.
	Regional Art Gallery Visitors	Quarterly visitors numbers to the Art Gallery	50,000 per annum	15,282	13,965	11,900	15,730	56,877	Exceeded KPI
Manager Recreation Services	Youth Development	Annual number of projects completed	10	6	22	24	21	73	Original target underestimated.
	Active Recreation	Annual % of completed local recreational capital works	100%	5	0	0	20	25	Finalising planning, funding applications and approvals for projects.
	Passive Recreation	Annual % of completed open space strategies	100%	10	10	10	30	60	Completed strategies that are not subject to external drivers.

Economic Action Plan

Responsibility	Service	Performance Measure	Target	July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Comment
Manager Business & Economic Development	Airfield Complaints	Quarterly complaints received	<10	0	1	0	0	1	Aircraft tie down replaced.
	Saleyard Complaints	Quarterly complaints received	<10	1	0	0	0	1	Saleyard Upgrades currently underway.
	TEDC Agreed Quarterly Reporting	Annual number of quarterly reports supplied	4	1	1	1	1	4	
	Tweed Tourism Agreed Quarterly Reporting	Annual number of quarterly reports supplied	4	1	1	1	1	4	



Tweed Shire Council Corporate Quarterly Report for April-June 2008

Environmental Action Plan: Natural Environment

Responsibility	Service	Performance Measure	Target	July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Comment
Coordinator Natural Resource Management	Water Quality Monitoring	Quarter number of sites monitored	100%	25	25	25	25	100	Two (2) new estuarine water quality monitoring programs commenced.
	Waterways Health Management Plans	Annual % of Cobaki & Terranora Broadwater plan revised	100%	10	20	40	10	80	
	Waterways Health Riparian Projects	Annual riparian rehabilitation projects on public land	>1	0	1	0	1	2	
	Waterways Health, Fish Passage	Annual number of fish passage obstructions removed	1	1	0	0	1	2	
	Waterways Health, Modified Floodgates	Annual number of modified floodgates for free fish passage	6	2	0	1	1	4	
	Waterways Health, NRM projects	Annual number of new NRM projects commenced	4	1	2	1	1	5	
	Waterways Health, River Health Grants	Annual new river health grants to private landholders	20	4	1	3	3	11	
	Waterways Quality, Health Report Card	% of Annual Ecosystem Health Report Card completed	100%	0	10	25	25	60	
	Insect and Pest Control Quarterly Report	Annual number of Entomological Control Reports	4	1	1	1	1	4	
	Insect and Pest Controls, Advisory Services	Annual 'Advisory Service' internet availability	>98%	99	99	99	99	99	



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Environmental Action Plan: Built Environment

Responsibility	Service	Performance Measure	Target	Quarterly Performance					Total	Comment
				July-Sept	Oct-Dec	Jan-Mar	Apr-June			
Coordinator Planning Reforms	Heritage Listed Properties	Update heritage listed properties	100%	40	10	0	0	50	Required major review/overhaul during 2 nd and 3 rd quarter.	
	Land Use Planning Controls	update DCP for urban residential and tourist accommodation	100%	50	25	20	5	100	DCP endorsed by Council on 22 April 2008.	
	Planning Reform LEP stage 1	Review LEP 2000	100%	50	30	0	10	90		
	Planning Reform LEP stage 2	Review LEP 2007	70%	10	50	0	0	60	Unable to proceed without background studies.	
Manager Building & Environmental Health	Building Certificates	Quarterly number of Certificates issued	n/a	31	56	45	36	168		
	Building Complying Development Approvals	Quarterly building complying development approvals	n/a	26	27	21	28	102		
	Building Development Applications	Quarterly number of Development Applications determined	n/a	249	303	295	319	1,166		
	Building Inspections	Quarterly % of building inspections carried out in 48 hours of request	100%	100	100	100	100	100		
	Construction Certificates	Quarterly Construction Certificates approved	n/a	134	147	106	139	526		
	OSSM Failures	Quarterly number of failed OSSM inspections	<10	6	15	5	2	28		
	OSSM Inspections	Quarterly number of OSSM inspections	>15	65	61	78	40	244		
	Pollution clean up notices	Annual number of clean up notices issued	<5	0	1	0	1	2		



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Responsibility	Service	Performance Measure	Target	Quarterly				Total	Comment
				July-Sept	Oct-Dec	Jan-Mar	Apr-June		
	Pollution control	Annual number of PINs issued	<5	1	2	0	0	3	
	Section 68 approvals - Sewer/Water	Quarterly number of approvals	n/a	113	161	138	160	572	
	Timeliness in Issuing Building Complying Development Approvals	Quarterly median days to issue a Complying Development	<15	5	7	8	9	7.25	
	Timeliness in issuing Construction Certificates	% Construction Certificates issued within 39 days or less	<39	100	100	100	95	99	
	Timeliness of determining Building Development Applications	Quarterly median days to determine a Building Development Application	<39	38	42	42	34	39	
	Timeliness of Section 68 approvals - Sewer/Water Development Applications Determined	Approval times not to exceed related Development Approval times	n/a	0	0	0	0	0	
Manager Development Assessment	Sewer/Water Development Applications Determined	Quarterly development DA's determined	n/a	126	174	105	155	549	
	Timeliness of Determining Development Applications	Quarterly median days to determine a development DA	<39	33	33	77	62	51	
Manager Waste	Domestic Waste Volume	Annual % volume of recycled domestic waste to total waste	>25%	37	36	35	37	36.25	Total is average over the four quarters.



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Responsibility	Service	Performance Measure	Target	July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Comment
	Educating on landfill	Annual number of landfill educational tours	5	3	0	0	2	5	
	Waste Education Campaign	Annual % progress on a purpose built education facility	50%	40	35	10	10	95	To be completed by August 2008.
	Waste education in schools	Annual number of school visits	20	6	0	0	2	8	

Infrastructure Action Plan

Responsibility	Service	Performance Measure	Target	July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Comment
Manager Water	Potable Water Lost	Annual % of unaccounted lost water	<15%						15%: for period 1/7/2006 to 30/6/2007.
	Potable Water Quality	Annual % volume of treated water to guideline standard	98%						99%: for period 1/7/2006 to 30/6/2007.
	Potable Water Quality Complaints	Annual number of water complaints per 1000 connections	<10						1: for period 1/7/2006 to 30/6/2007.
	Sewer Main Chokes - Confirmed	Annual chokes per 100 kms	<40						16: for period 1/7/2006 to 30/6/2007.
	Sewer Main Chokes Cleared	Annual % chokes cleared in 8 hours	95%						99%: for period 1/7/2006 to 30/6/2007.
	Sewer Rising Mains, Breaks	Annual breaks per 100 kms	<10						1: for period 1/7/2006 to 30/6/2007.
	Sewerage Efficiency, Overflows	Annual number of dry weather overflows per 100 kms	<10						8: for period 1/7/2006 to 30/6/2007.
	Water Mains Failures	Annual mains failures per 1000 kms	<10						10: for period 1/7/2006 to 30/6/2007.
	Water Mains Service Connection	Annual service failures per 1000 connections	<20						19: for period 1/7/2006 to 30/6/2007.



Tweed Shire Council Corporate Quarterly Report for April-June 2008

Responsibility	Service	Performance Measure	Target	July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Comment
Failures									
Water Supply Availability	Planned Interruptions	Annual % of planned interruptions < 12 hours duration	95%						100%: for period 1/7/2006 to 30/6/2007.
		Annual % of un-planned interruptions < 5 hours duration	95%						100%: for period 1/7/2006 to 30/6/2007.
		Annual frequency of un-planned interruptions per 1000 connections	<50						44: for period 1/7/2006 to 30/6/2007.
Manager Works	Bus Shelters Repaired	Quarterly number of bus shelters attended to	n/a	32	12	3	5	52	Data does not include litter removal jobs.
	Cycle and Pathways Replaced	Annual square metres replaced	500 sq mtrs	38	94	106	298	298	
	Road Maintenance, Kerb & Gutter Repairs	Quarterly linear meters of repaired kerb & gutter	20 mtrs	17	19	3	15	54	
	Road Maintenance, Re-sheeting	Annual kms of unsealed roads re-sheeted	5 kms	0	3.3	8.5	18	30	
	Road Maintenance, Re-surfacing	Annual kms of road resurfaced	20 kms	2.4	12.1	6.6	0	21.1	Program complete. Stuart St & Gray St deferred to 2008/09.
	Road Maintenance, Roads Graded	Quarterly kms of roads graded	86 kms	45	132	38	46	261	
	Stormwater Pollution Device Cleaning	Number of GPTs cleaned in schedule	120	36	62	90	114	114	



Tweed Shire Council Corporate Quarterly Report for April-June 2008

Responsibility	Service	Performance Measure	Target	July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Comment
Senior Planning Infrastructure Engineer	Bus Shelters New Constructions	Annual number of new bus shelters constructed	>10	1	1	0	2	4	New shelters have been delivered and installation in progress completed by August 2008.
	Cycleways Newly Constructed	Annual metres of new construction	820 mtrs	60	220	85	0	365	Cudgen Creek Cycleway tender let June 2008, and Jack Evans Boat harbour Cycleway delayed while detail plans of park being prepared.
	Flood Control Infrastructure	Annual number of floodgates checked and repaired	>30	12	0	0	10	22	Inspections completed Works Program being developed.
	Footpaths Newly Constructed	Annual metres of new construction	500 mtrs	0	0	300	150	450	Ongoing Program.
	Street Lighting	Annual number of new / upgraded street lighting	>20	2	0	0	16	18	County Energy engaged to install 16 new lights in Marine Parade, Kingscliff and Coronation Avenue, Pottsville.

Governance Action Plan

Responsibility	Service	Performance Measure	Target	July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Comment
Chief Information Officer	GIS Availability	% of GIS availability	98%	98	98	98	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	1	1	1	1	Scoping of request is carried out within 1 day of receipt of request.
	IT Installation Timeframes	No. of days to install hardware & devices	5	5	5	4	4	4	Installation is carried out within agreed timeframes.



Tweed Shire Council Corporate Quarterly Report for April-June 2008

Responsibility	Service	Performance Measure	Target	July-Sept 99	Oct-Dec 98	Jan-Mar 98	Apr-June 98	Total	Comment
	IT Services Availability	% of IT service availability	98%	99	98	98	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	95	95	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%	95	95	87	90	87	
Coordinator Revenue & Customer Services	Making of Rates Compliance Obligations	Percentage of making of rate & charges by 1 Aug 2007	100%						100%: the 2007-08 current rates & charges established.
Corporate Compliance Officer	Complaints Received	Complaints registered	n/a	14	15	19	9	57	
	Complaints Unresolved	Unresolved complaints	<5	3	8	9	1	1	Complaint received on 30/6/2008.
	Incoming Correspondence Response Policy	% of responses outside 14-day reply policy	<1%	4	2	1	1	1	
	Internal Audit	No. of audits conducted	5	0	4	5	3	11	
Manager Financial Services	Debt Ratio	Annual Debt Service Ratio %	<18%						6.88% for the 2006/07 result.
	Liquidity Ratio	Annual Unrestricted Current Ratio	>1:1						Ratio is 2.336:1 for the 2006/07 result.



Tweed Shire Council Corporate Quarterly Report for April-June 2008

Responsibility	Service	Performance Measure	Target	July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Comment
	Rates as a % of Revenue	Annual Rates Coverage Ratio %	n/a						40.228% for the 2006/07 result.
Manager Risk & Human Resources	OHS Claims	Annual number of OH&S claims	90	22	42	66	88	88	
	OHS Claims Cost	Cost of OH&S claims	450,000	60,902	83,118	44,090	104,386	292,496	
	OHS Claims Where Time was Lost	Lost time injury (LTI)	55	16	31	45	57	57	
	OHS Days Lost	Annual lost days	1150	197	301	503	691	691	
	OHS Incident Frequency	Frequency rate	50	12.31	23.85	33.09	50.43	50.43	
	OHS Rate of Incidents	Incident rate	9.5	2.46	4.77	6.62	8.38	8.38	

Human Resource Action Plan

Responsibility	Service	Performance Measure	Target	July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Comment
Manager Risk & Human Resources	Rate of Job Vacancies	No. of advertised vacancies	n/a	39	17	28	37	121	
	Rate of Job Vacancy Re-advertisements	No. of vacancies readvertised	<5	2	1	1	4	8	
	Rate to Fill a Job Vacancy	Working days taken to fill an advertised vacancy	<40	36	40	35	37	37	
	Rate to Fill a Job Vacancy In-House	% of vacancies filled in-house	n/a	4	67	39	16	31	



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Responsibility	Service	Performance Measure	Target	July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Comment
	Traineeships & Apprentices	No. of apprentices & traineeships within Council	n/a	25	24	24	24	24	
	Training and Staff Development	% of training budget expended	25%	20	22	23	21	21.5	
	Training Time Allocated to Staff	Hours of training per FTE	n/a	1.62	3	3	3	10.62	

Equal Employment Opportunity Action Plan

Responsibility	Service	Performance Measure	Target	July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Comment
Manager Risk & Human Resources	Equal Employment	% of women employed	n/a	25.3	24.7	25	26	25	
	Equal Employment Opportunity Education	No. of EEO awareness seminars & training sessions	n/a	0	5	6	7	18	Sessions incorporated into Corporate Induction.
	Equal Employment Opportunity Policy Reviews	No. of policies & codes of practice reviewed	5	4	2	4	3	10	Flexible Work, Private Use of Motor Vehicle and Vehicle Lease.
	Equal Employment Opportunity Sub-Committee	No. of sub-committee meetings	4	0	0	0	0	0	
	Equal Employment Opportunity Training	No. of staff completing EEO training	n/a	0	13	51	25	89	
	Equal Opportunity Employment Complaints	Complaints received	0	1	0	1	0	2	



Tweed Shire Council Corporate Quarterly Report for April-June 2008

Responsibility	Service	Performance Measure	Target	July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Comment
		No. of substantiated complaints	0	0	0	0	0	0	
	Equal Opportunity Employment Confirmed Complaints								

Performance outcomes are reported on a 'Quarterly' basis unless otherwise stated in the performance measure.



Tweed Shire Council 7-Year Infrastructure & Services Plan Progress Report: April-June 2008

Business & Economic Development

Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
Corporate Planning Unit	Develop a Business Plan.	R Adams	83,126 Rev	\$83,126	\$78,688	Employment costs for Economic, Corporate Planner and Consultancy Fees for Council 10-Year Business Plan.	Planner employed. Business Plan completed May 2008.
Economic Development Support	Council's Internal Economic Development Projects.	R Adams	71,000 Rev 71,000 C/O	\$142,000	\$86,822	Undertake various economic development projects as endorsed by the General Manager.	HTW supplied land valuations, Council endorsed HPMEC consultancies, and \$23,000 was provided as a one-off additional contribution to Tweed Tourism.
Economic Marketing & Promotion	Contribution to TEDC Projects.	R Adams	70,000 Rev	\$70,000	\$70,000	Funding to TEDC to undertake economic development projects identified in the Economic Growth Management Strategy.	Four payments made in quarterly instalments. Marketing Strategy provided.
Economic Marketing & Promotion - Tourism	Tweed Tourism Support.	R Adams	120,000 Rev	\$120,000	\$120,000	Funding to Tweed Tourism to undertake tourism marketing and promotion of Tweed.	Four payments made in quarterly instalments. Administrators have approved Tweed Tourism Marketing Plan.
Kingscliff Visitors Information Centre	Develop and operate a Visitor Information Centre at Kingscliff.	R Adams	25,000 Rev	\$25,000	\$25,000	Kingscliff VIC commenced operations on 15/12/2006.	Four quarterly instalments paid.
Upgrade Saleyards	Allowance for maintenance of pens, races and other saleyard capital infrastructure.	R Adams	20,000 Rev	\$20,000	\$3,750	Works underway to upgrade pens and sorting / loading areas to steel fencing.	Under construction.



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Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
Business & Economic Development							
				\$460,126	\$384,260		



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Community & Natural Resources

Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
Aboriginal Community Development	As outlined in the Social Plan. Coordinate development of community and council related issues.	G Corbett	66,000 Rev 32,111 C/O	\$98,111	\$53,256	Development Officer employed. Implementation of programs commenced.	Ongoing.
Administration Officer	Staff costs.	G Corbett	\$96000 (part of)	\$96,000	\$49,729	Administration Officer employed.	Ongoing.
Arts Traineeship and Mentorship	This project, would initiate accredited traineeships and mentorship in arts and cultural areas, targeted at youth and students. It would operate in partnership with key tertiary institutions to develop and implement an arts-based mentorship package.	G Corbett	3,311 C/O	\$3,311	\$0	Projects determined and budget approved by Community Development Officer.	Cultural Development projects to be implemented.
Carpet Replacement & Refurbishment - Murwillumbah Auditorium	Stage 2 would see works in the auditorium to replace carpet on walls, upgrade of stage.	G Corbett	120,000 Res	\$120,000	\$0	Consultants report received on the use of the Tweed and Murwillumbah Auditoria as a performing arts and mixed use space.	Consultant has now been advised of cost. Currently reviewing cost quoted. Report to be dealt with by EMT.

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Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
Community Building Maintenance	This provision will allow major upgrading works to the many community buildings for which Council has a responsibility in lieu of the current repair on a needs basis provided for under current budget constraints.	G Corbett	30,000 Rev	\$30,000	\$16,017	A report is to be undertaken to ascertain the condition of the Shire's Council owned Community Halls. Work currently carried out on Piggabeen Hall, Bray Park Community Centre, Limpinwood Community Hall and Reserve Creek Hall	To determine the list of priorities for the refurbishment and maintenance of the Community Halls.
Community Centre Murwillumbah	The upgrade of the Community Centre located in Knox Park, Murwillumbah will provide a focus for the numerous community services that are now provided in a number of scattered locations within Murwillumbah.	G Corbett	994,500 dependant on sales & grants	\$994,500	\$20,890	Concepts drawings completed for Better Regions application for Federal Funding. Project Manager engaged.	Work plan to be devised by Murwillumbah Community Centre Project Manager for approval by Council.
Cultural Arts Seed Funding	This project would enable further arts-based community-driven initiatives to be encouraged, following the expiry of the Tweed City of the Arts activities.	G Corbett	15,000 Rev 6,008 C/O	\$21,008	\$2,200	Plans and Strategies developed by Responsible Officer.	Programs initiated will enhance the quality of current and on-going programs.



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Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
Improved Services for Shire Youth	The employment of a Youth Development Officer arose from needs identified from the Social Plan.	G Corbett	76,000 Rev 4,215 C/O	\$80,215	\$79,662	Youth Development Officer employed. Implementation of programs commenced.	Ongoing.
Museum - Tweed Heads	It is planned to build a significant new building at Tweed Heads and the refurbishment of the Murwillumbah Museum. The Museum will house and exhibit the extensive collections of the Tweed River Regional Museum.	G Corbett	0	\$0	\$0	Architect engaged to complete detailed concept plans. Council notified of grant under the Better Regions Program	Complete Development Application. Liaise with Department of Lands regarding the lease arrangements and zoning of land parcel.
Vegetation Management Strategy	This program is critical to ensuring the best practice management of vegetation, and hence landscape, in the Tweed Valley.	J Lofthouse	161,274 Rev / 318,011 Grnt	\$479,285	\$41,167	Biodiversity Program commenced. Note Biodiversity Team Leader temporarily seconded to other duties.	Priority Actions: Stage 1 and Stage 2 of LEP reforms; continued monitoring and evaluation database, establish on-ground incentives program; commencement of Bushland Officer position.
Waterways Asset Replacement	Replacement of Waterways Assets.	J Lofthouse	30,000 Rev 30,000 C/O Loans	\$60,000	\$0	Tendering for replacement and new pontoons for Foysters Jetty, Dry Dock Road Jetty and Tumbulgum.	Commission, construct and install pontoons.



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Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
Youth Activities Program	Part of a package of youth-oriented projects in the Quality of Life Program, this project would provide \$12,500 to fund youth activities as identified by the Youth Development Officer.	G Corbett	12,500 Rev 5,571 C/O	\$18,071	\$11,940	A program of activities is currently progressing. Projects devised and implemented as previous programs are completed. Activities have been devised and implemented at Banora Point Community Centre. Funding sourced from CDSE.	Implemented plan to further work with young people in Pottsville, Uki, Chillingham, Tyalgum, Banora Point, Murwillumbah and Tweed Heads to identify and run projects/activities.
Youth Transport	Allied to the Youth Activities Program, this project would provide \$15,000 specifically for enabling transport by young people, primarily aged 12-18 in line with Council's draft Youth Needs Analysis.	G Corbett	15,000 Rev 13,348 C/O	\$28,348	\$5,784	Program is being implemented.	In partnership with Youth Services and agencies identified and developed responses that support young people's access to services and events. Responded to on-going demands and needs.
Community & Natural Resources				\$2,028,849	\$280,645		

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Engineering & Operations

Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
Asset management Levees & Floodgates	The program is initially to provide a computer based asset management plan followed by remediation (catch up) works in following years.	P Morgan	70,000 Rev/Gmt 50,000 C/O	\$120,000	\$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.	Implementation delayed due to change in asset management system from MEX to Technology One 'Works and Assets'. Work is progressing with Technology One regarding changeover.
Botanic gardens	Council has resolved to develop a botanical garden on land it owns at Eviron as part of a strategy for rehabilitation of parts of the land that will be used for landfill and in conjunction with that part of the land that forms the Tweed Valley Cemetery.	S Brawley	100,000 S94 98,440 C/O	\$198,440	\$16,595	Draft hydraulic plan for botanic gardens core area completed. Commenced hydraulic plan for 'gateway gardens'.	LEGS to produce engineering detail and specifications for hydraulic works.
Carpark/Pool upgrade	The upgrade of the 40 year old Murwillumbah pool complex will provide a facility that will serve the region for the foreseeable future. New facilities will include a hydrotherapy pool, a 25m heated lap pool, which will allow all	P Knight	15,285,856 Lns/S94/Cont. 686,988 C/O	\$15,972,844	\$9,400,603	Contract awarded, contractor commenced project. Works to Car Park 80% completed, works to Pool Hall and pool construction 60% completed.	Fortnightly monitoring of project through design group meetings and monthly contract status report meetings.



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Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
	year use of the facility.						
Coastal Landscape Strategy	Implement Kingscliff Foreshore Landscape Plan; Develop & implement Landscape Plan for Ambrose Brown Park, Pottsville.	S Brawley	316,439 C/O	\$316,439	\$30,401	Completed are: 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.	Implementation of plans.
Cudgen Creek Walk Bridge, Kingscliff	Replacement of the bridge with a wider, safer, low maintenance structure is included on Council's Timber Bridge Replacement Program priority list, with an estimated cost of \$1.4 million.	I Kite	650,000 Lns/Don 557,501 C/O	\$1,207,501	\$1,508,631	Foundation issues resolved. Substructure complete.	Superstructure construction.



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Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
Footpaths rehabilitation	Rehabilitate footpaths in accordance with condition assessment.	I Kite	266,000 Lns	\$266,000	\$216,802	Program complete.	Nil.
Gravel Re-sheeting of Unsealed Roads	Re-sheet unsealed roads with gravel identified by condition assessments.	I Kite	398,000 Lns 9,091 C/O	\$407,091	\$340,517	Program complete.	Nil.
Kerb & gutter rehabilitation	Rehabilitate kerb and gutter in accordance with condition assessment.	I Kite	70,000 Lns	\$70,000	\$88,349	Program complete.	Nil.
Kingscliff Pool upgrade	Shade structure + upgrading of Pool Facilities.	S Brawley	34,445 C/O	\$34,445	\$33,509	Shade structure installed. \$400,000 reallocated to Murwillumbah Swimming Complex as per Council resolution 31/07/2007.	No further action.
Knox Park Upgrade	Planned upgrade of Knox Park to improve linkages with Murwillumbah CBD and improve the amenity and usability of the park	S Brawley	0	\$0	\$0	Funding postponed and redirected to Murwillumbah Swimming Complex as per Council resolution 31/07/2007.	No further action.
Land Purchase Open Space- Requests to purchase 6a/6b zoned land.	Purchase land in 6a/6b zoned land.	I Munro	100,000 C/O	\$100,000	\$0	No current acquisitions.	Continued review of further land acquisitions.



Tweed Shire Council 7-Year Infrastructure & Services Plan Progress Report: April-June 2008

Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
Laser Survey Tweed River & Coastal Creeks	Undertake survey of Tweed River and Coastal Creeks for incorporation of information in Council's GIS system.	P Morgan	155,350 C/O (\$100K dependant on grants)	\$155,350	\$286,643	Contract for survey completed. Information has been included in Councils GIS system.	Project Complete.
Lot 500 Bushland	Maintenance to Dune Vegetation - Casuarina	S Brawley	8,200 Rev	\$8,200	\$1,423	Regeneration works commenced in line with Lot 500 dune management plans.	Continuation of regeneration works.
Park Asset Maintenance	Addressing playground compliance issues in line with Australian Standards.	S Brawley	43,750 Rev 43,750 C/O	\$87,500	\$53,347	Upgraded play equipment in numerous parks in accordance with priorities identified in condition assessment audit.	Upgrading of further equipment in parks.
Parks Asset renewal	Replace ageing/failing assets - Playground Equipment, BBQ & Shelters.	S Brawley	41,750 Rev 27,785 C/O	\$69,535	\$93,074	New BBQ and shelter. Replacement of bollarding to park at Ray Pascoe Park-Tweed Heads.	Continued replacement of equipment in accordance with budget allocation.
Regional Sport & Recreational Facilities	Complete Feasibility/Master Plan study - Arkinstall Park; Proceed to further studies dependant on results of Feasibility Study.	S Brawley	1,166,156 C/O	\$1,166,156	\$0	Draft Master Plan options presented to stakeholders. Draft Plan endorsed by stakeholders, Sports Advisory Committee and discussed with Administrators. Traffic Plan completed.	Completion of Business Plan and Feasibility Study based on Master Plan.
Sealed road rehabilitation	Rehabilitation of sealed roads in accordance with condition assessment.	I Kite	688,900 Lns 64,336 C/O	\$753,236	\$626,479	Program complete apart from Hogans Rd slip repair to be in 2008/2009.	Nil.

Tweed Shire Council 7-Year Infrastructure & Services Plan Progress Report: April-June 2008



Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
Sealed road resurfacing	Reseal sealed roads in accordance with condition assessment.	I Kite	490,300 Lns 11,690 C/O	\$501,990	\$515,592	Program complete.	Nil.
Sportsgrounds Capital Works (Local)	Represents the difference between the planned Capital Works Program for local sporting facilities (lights, change rooms etc) and funds available through Section 94 Developer Contributions.	S Brawley	200,000 Lns	\$200,000	\$1,944	Capital Works Program endorsed by Sports Advisory Committee.	Plan to roll funding into 2008/09 to accumulate sufficient funds to construct amenities and lighting at Walter Peate Field, Kingscliff.
Stormwater drainage rehabilitation	Rehabilitate stormwater drainage throughout the Shire, identified by condition of assets.	I Kite	400,000 Lns 43,465 C/O	\$443,465	\$496,359	Captains Way work to be deferred to future program. Remainder of program complete.	Nil
Surf Life Patrols	Provision for increase in fees due to the demand for additional areas to be provided with paid lifeguards	S Brawley	12,000 Rev 50,000 C/O	\$62,000	\$1,218	Casuarina Beach included in patrols contract. Shirewide Beach Audit commenced with preliminary assessment completed.	Draft detailed audits of selected beaches to be received and reviewed.



Tweed Shire Council 7-Year Infrastructure & Services Plan Progress Report: April-June 2008

Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
Surf Life Saving Strategy 2020	With 40km of coastline under its care and control, Council needs to develop ways for identifying where and when beach safety measures should be employed and how the issue of beach and surf safety should be provided to residents and visitors.	S Brawley	10,000 S94 10,000 C/O	\$20,000	\$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.	Review revision of signage and beach access points. Implementation of projects identified in the review in accordance with budget allocation.
Engineering & Operations				\$22,160,192	\$13,743,421		

Tweed Shire Council 7-Year Infrastructure & Services Plan Progress Report: April-June 2008



Planning & Regulations

Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
Administration Officer.	Staff Costs.	R Cameron	96,000 (part of)	\$96,000	\$0	Administration Officer position advertised.	Administration Officer appointed 25 March 2008.
Building Compliance Officer.	An additional employee is required to carry out inspections and take action in regard to general complaints received by Council from the public in relation to miscellaneous matters such as stormwater issues, retaining walls, use of land and buildings etc.	R Cameron	67,900 Rev	\$67,900	\$49,266	Compliance Officer employed. Officer attending to all complaints and notice of intention from private certifiers in a timely manner. Procedures for complaint lodgements implemented.	Continue to follow up complaints in a timely manner and review processes.
Emergency Management Plan Implementation.	This program will result in the regular review of the Tweed Disaster Plan, the provision of support to the various emergency agencies such as the State Emergency Service and the Rural Fire Services.	R Cameron	30,000 Rev	\$30,000	\$24,709	Original Officer resigned. The position was re-advertised.	Replacement Officer commenced 21 April 2008.

Tweed Shire Council 7-Year Infrastructure & Services Plan Progress Report: April-June 2008



Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
Environmental Health Compliance Caravan Parks.	This will allow a proactive approach to the issues that arise within caravan parks. These include installations of structures on site. This will assist in reducing possible impacts from major events such as flooding, storms, etc.	R Cameron	67,900 Rev	\$67,900	\$59,785	Compliance Officer employed. Structure approvals in parks have been assessed by officer with existing structure audited. Complaints being attended to. Currently inspections being undertaken for renewal of licences to operate.	Continue above mentioned actions and assist Environmental Health Officers in auditing processes for data entry into Proclaim system.
Health & Building Surveyor.	An additional employee is required to maintain a satisfactory level of service to perform regulatory functions including the assessment of applications for construction certificates, complying development, sewer applications, sewer applications etc.	R Cameron	72,400 Rev	\$72,400	\$73,021	Health & Building Surveyor employed. Has undertaken fire safety audits, inspections for places of public entertainment, Building Certificates and general inspections associated with building works.	Continue above mentioned duties and carry out assessments for various approvals. Officer now appointed to Southern District carrying out assessment of various applications.
LEP Review Stage 2 (was Rural housing strategy).	Comprehensive review of Council LEP.	I Lonsdale	100,000 Rev	\$100,000	\$89,106	Background strategic planning studies nearing public exhibition or adoption. Draft LEP being progressed on finalisation of studies.	Refer draft plan to Dept. of Planning for s.65 authority to exhibit.



Tweed Shire Council 7-Year Infrastructure & Services Plan Progress Report: April-June 2008

Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
LEP Reviews.	The State Government requires that the Tweed LEP is reviewed and updated.	I Lonsdale	89,596 C/O	\$89,596	\$87,301	Draft LEP Stage 1 complete. Awaiting feedback from Department of Planning to enable formal public exhibition of the draft plan.	Undertake formal public exhibition of the draft plan.
Locality Plans	A major theme of Tweed Futures and the Management Plans is the preparation of Locality Plans. The aim of these Plans is to present a coordinated statement of the future character of a locality and the necessary mechanisms to achieve that character.	I Lonsdale	50,000 Rev	\$50,000	\$23,880	Draft Murwillumbah Locality DCP complete. Report to Council in April for adoption.	Implement through LEP/DCP process.
Residential and Tourist Visitor Accommodation DCP.	Consultancy to upgrade current controls. The design of development in the Shire is a critical element for the retention and enhancement of the character of the Tweed. All of Council's urban design policies and controls require updating.	I Lonsdale	20,000 C/O	\$20,000	\$25,951	Draft DCP completed. Report to Council in April for adoption.	Implement DCP Shirewide - review in 12 months.



Tweed Shire Council 7-Year Infrastructure & Services Plan Progress Report: April-June 2008

Project Name	Planned Works	Responsible Officer	Funds Source	Allocated Funds	Expenditure	Status	Next Action
Residential Development Strategy.	Adopted in 1991, a major review of the Strategy is required to ensure infrastructure plans and growth is coordinated.	I Lonsdale	100,000 Rev	\$100,000	\$47,318	Draft report completed. Report to Council in April 2008 for exhibition.	Publicly exhibit draft strategy.
Planning & Regulations				\$693,796	\$480,337		
GRAND TOTAL				\$25,342,963	\$14,888,663		

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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07 [TCS-OC] General Fund Loan Restructure

ORIGIN:

Financial Services

SUMMARY OF REPORT:

In May 2008 Council called for Expressions of Interest for a Debt Facility to investigate any benefits in refinancing a portion of Councils existing General fund loans.

Council received three responses to the expressions of interest and it is now appropriate to obtain formal quotations and payout/break costs of existing loans to ascertain any financial advantage in proceeding with the refinancing.

RECOMMENDATION:

- 1. That the General Manager and Manager Financial Services be authorised to negotiate acceptance of the loan quotations and payout/break costs should it be financial advantageous and;**
- 2. The loan documentation be completed under the Common Seal of Council.**

REPORT:

In May 2008 Council called for Expressions of Interest for a Debt Facility to investigate any benefits in refinancing a portion of Councils existing General fund loans.

Council received three responses to the expressions of interest and it is now appropriate to obtain formal quotations and payout/break costs of existing loans to ascertain any financial advantage in proceeding with the refinancing.

The existing loans are for a variety of purposes, terms and interest rates and total \$25,102,521.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

The financial implications will not be known until comparisons are made between Councils existing repayment cashflows and the new quoted cashflows, however Council will not proceed with the refinancing unless it is financially beneficial to Council.

The results of any refinancing will be reported to Council in the September Budget Review

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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Nil.

08 [TCS-OC] Council Picnic Day

ORIGIN:

Human Resources & Risk

SUMMARY OF REPORT:

This report recommends the establishment of annual Council Picnic Day arrangements, whereby Council's Picnic Day is alternated between Melbourne Cup Day and a date confirmed by the Consultative Committee.

RECOMMENDATION:

That:-

- 1. Council adopts an annual Council Picnic Day which alternates between:**
 - a) Melbourne Cup Day commencing 4 November 2008; and**
 - b) A date nominated by the United Services Union delegate and confirmed by the Consultative Committee, as per past standard practice, commencing in 2009.**
- 2. Council Offices to remain open and staffed as required with employees who work accruing a day in lieu, as per past practice for Picnic Day.**

REPORT:

At the March 2008 meeting of the Industrial Relations Sub-Committee consideration was given to the continuing implementation of Council Picnic Day. It was proposed by the United Services Union that, due to both financial constraints and the fact that not all members had families, it would better suit union members to have their formal Council Picnic Day function every second year.

It is proposed that on the alternate year, Council Picnic Day be scheduled for Melbourne Cup Day with no formal function organised. Council will be aware that the designated Council Picnic Day is for all staff members, with the union members specifically contributing towards an organised picnic day union function. It is further noted that only financial union members are entitled to attend the union organised picnic on this day. It was felt that a formal picnic day suited those members with families and that the alternate year held on Melbourne Cup day suited all members. The Sub-Committee was in agreement with the proposal in principle and recommended that all union delegates poll their members.

Subsequently, at the May and June Industrial Relations Sub-Committee meetings the United Services Union delegates and the Development & Environmental Professionals' Association (DEPA) delegate reported that their members voted in favour of the proposal. The Local Government Engineers Association (LGEA) delegate reported to the Chief Human Resources Officer in the following week that a majority of LGEA members were also in favour of the proposal.

With the enactment of the Workplace Relations Act and Regulations in March 2006, Union Picnic Days were classified as prohibited content of any Awards or Notional Agreements Preserving State Awards – in Tweed Shire Council's case, the Notional Agreement Preserving the State Award, Local Government State Award 2004. Any alternative arrangement needs to be authorised by Council Agreement. As well, under the Freedom of Association provisions any 'picnic' day must be granted to all employees regardless of Union affiliation.

Council in the past has maintained customer and other essential services on picnic day. Any employees who are requested to work are entitled to a day in lieu.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Services to be maintained by Management organising staffing levels for the day.

POLICY IMPLICATIONS:

Minimal adjustment to Human Resources protocol required.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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09 [EO-OC] Regional Road Block Grant 2008/2009

ORIGIN:

Works

SUMMARY OF REPORT:

The Roads & Traffic Authority of NSW has advised Council of its allocation for the 2008/2009 Regional Roads Block Grant. The total amount is \$2,045,000. A copy of the Roads & Traffic Authority of NSW offer follows at the end of this report.

RECOMMENDATION:

That Council:-

- 1. Accepts the Regional Road Block Grant for \$2,045,000 under the terms of the "Arrangements with Councils for Road Management" and authorises the General Manager to sign the documents.**
- 2. Votes the expenditure.**

REPORT:

The Roads & Traffic Authority of NSW has advised Council of its allocation for the 2008/2009 Regional Road Block Grant. The total amount is \$2,045,000. The funding is provided for maintenance of Regional Roads, traffic facilities and includes the former 3 x 3 funding component for Regional Roads.

Council's Regional Roads are as follows:-

Kyogle/Nimbin Road
Tweed Valley Way
Tweed Coast/Cudgera Creek Road
Terranora Road
Numinbah Road
Tomewin Road
Minjungbal Drive

A copy of the Roads & Traffic Authority of NSW offer follows at the end of this report.

This allocation is an increase of 3.2% on last year's allocation of \$1,982,000.

438.2006-10RR & M2629;3 File No (812258)
David Bell



The General Manager
Tweed Shire Council
PO Box 816
MURWILLUMBAH NSW 2484

ROADS - GENERAL AGREEMENTS.

TWEED SHIRE COUNCIL
FILE No. GOVT. GRANT - ROADS.
Doc. No. 1860861
RECD 17 JUL 2008
ASSIGNED TO: KITE, I
HARD COPY IMAGE

SUBJECT: Regional Road Block Grant 2008/2009.

Dear Sir

Attached in duplicate is the **Agreement for Block Grant of Assistance to Council for Regional Roads 2008/2009**. The Agreement is in accordance with "Arrangements with council for Road Management".

Changes to the Agreement from last year are as noted below:

Clause 13 – Notices

- References to "telex" removed.

Schedule 3 – Certificate of Expenditure

- An additional "Clause d" added that requires any expenditure under item c of Schedule 3 to be included in Council's Schedule 4A report on Expenditure and Output for 2008/09.

Schedule 4A Regional Road Expenditure and Output for 2008/09.

- The source of funding question (item 2.2) has been clarified to capture Federally funded road grants administered through the RTA such as Auslink grants.
- An additional reporting item (item 7) has been included for Disaster Restoration to pick up disaster restoration expenditure not already captured in other categories. A significant number of councils are reporting disaster restoration under the "Other Expenditure" category.
- The description of each expenditure type is included in the form rather than as a separate note.

Roads and Traffic Authority



31 Victoria Street
Grafton NSW 2460

PO Box 576
Grafton NSW 2460

T 02 6640 1300

www.rta.nsw.gov.au

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The first payment is on the July Grant Payment Invoice to be sent to council in early July. Council is advised that the subsequent payments, in October 2008, January 2009 and April 2009 as provided for in the Agreement, are conditional on council signing the Agreement, and the initial payment will be refundable in the event that the Agreement is not signed.

Council is also reminded that the October and subsequent payments are also conditional on council submitting reports as required under Section 6 & 7 of the 2007/2008 Agreement. These reports (Schedule 3, 4A and 4B) cover council reporting of total expenditure on Regional Roads and details of road inventory and usage.

A council may only carry over unspent funds beyond 31 July 2009 where council has demonstrated exceptional circumstances that has caused it to be unable to spend its funds efficiently and effectively, and where it has given the Regional Manager adequate notice well before the end of the financial year.

It is requested that the duplicate agreements be signed and **both** returned to this office.

The Regional Manager will then sign the Agreements and one copy will be returned to Council for your records.

Should any further information be required please contact Mr Brett Butcher on telephone (02) 66401395 or email Grafton_Regional_Office@rta.nsw.gov.au.

Yours faithfully



David Bell
Regional Manager Northern Region

Encl 1 5 JUL 2008

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

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Nil.

O10 [EO-OC] Flood Awareness Program**ORIGIN:****Planning & Infrastructure****SUMMARY OF REPORT:**

In the 2004/2005 financial year, Council was successful in obtaining a grant of \$30,000 under the Natural Disaster Mitigation Program (NDMP) to implement a community flood awareness program for the Tweed Valley.

The program was to run over three (3) financial years from 2004/05 to 2006/07.

At its meeting of 16th February 2005, Council adopted a program for the three years and resolved to allocate \$5,000 from its flood mitigation maintenance budget in each of those years to provide the necessary matching funds as required by the conditions of the NDMP grant.

The program has only been partially carried out with the erection of 8 flood awareness signs and the distribution of flood awareness information in the Tweed Link newsletter.

Therefore the funds have still not been fully expended. It is proposed to extend the program by obtaining approval for an extension and variation of the program from the State Emergency Management Committee (SEMC).

RECOMMENDATION:**That Council:-**

- 1. Seeks approval from State Emergency Management Committee (SEMC) to complete the Tweed Valley Community Flood Awareness Program over the next three financial years of 2008/09 to 2010/11 utilising the remainder of the \$30,000 Natural Disaster Mitigation Program (NDMP) grant.**
- 2. Allocate matching funds of up to \$15,000 from Council's existing budgets for Flood Mitigation Maintenance over the next three financial years.**
- 3. Implements the proposed program including erection of flood awareness signage as outlined in the report.**

REPORT:

Discussions with the State Emergency Management Committee (SEMC) representatives indicate that Council may seek approval to utilise the NDMP grant funds for the Tweed Valley Community Flood Awareness Program, despite extending beyond the original timetable.

A copy of the previously adopted program is attached and includes the erection of flood marker boards, media releases, a website, distribution of pamphlets and targeted displays by Council.

Council may seek approval from SEMC to ensure funds do not lapse.

The process is likely to take some months as it involves an application to SEMC outlining a new timetable and an updated summary of the proposed program which is then referred to the relevant State and Federal Ministers.

If Council resolves to proceed with such an application, the approval would hopefully be forthcoming prior to the end of 2008 which would enable the program to start before the next flood season in early 2009.

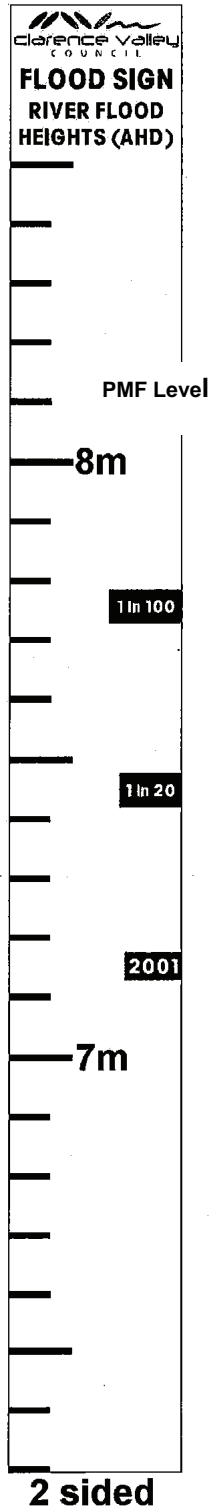
Council is presently in the process of developing a Tweed Valley Floodplain Risk Management Plan which will actually include a component for community flood awareness. An extension of time for the Flood Awareness Program will compliment this process.

It is proposed to erect flood awareness signs that show various flood heights including the 1 in 100 year flood level, the 1954 flood height (where known), the PMF level and levee height (if applicable) and other relevant indicators appropriate to each site.

Each Year for 3 years	Nov	Jan	Feb	Mar	Apr	May
1. Media Campaign through Council newsletter (Tweed Link) which is distributed to every household weekly	1 st article plus press release	Shire Wide flood Pamphlet included in Tweed Link	2 nd article plus release		3 rd article plus release	4 th article plus release
2. Installation of Floodmarkers throughout the Shire (Approx 34) indicating flood heights	Additional Markers and/or information on markers following evaluation campaign to date					
3. Display Boards at Council offices and libraries including photos and general flood information	Display for month of November			Display for month of March		
4. Preparation of TSC specific flood pamphlets	Prepare Pamphlets	Publish Pamphlets in Tweed Link				
5. Preparation of Flood Awareness Web Site	Commence enhancement of Web Page			Complete Web Page and Publish	Complete Web Page and Publish	
6. Community Contact through community groups, schools and festivals. This operation would be carried out by SES	Display at Tweed River Festival	As required	As required	As required	As required	As required

An example of the proposed “totem pole” style is shown below:-





LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Council's matching component for the grant is \$15,000 in total. Previously, Council resolved to allocate \$5,000 from each of the three financial years but at this stage it is recommended that the Director of Engineering and Operations be authorised to expend up to a total of \$15,000 over the three years to allow some flexibility from year to year within the overall total.

POLICY IMPLICATIONS:

Nil.

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Nil.

O11 [EO-OC] EC2008-087 Supply of Retail Electricity

ORIGIN:

Contracts

FILE NO: EC2008-087

SUMMARY OF REPORT:

This report outlines the reasons for Councils consideration of a Late Agenda Item at the Council meeting scheduled for 12 August 2008.

The tender is for Supply of Retail Electricity to Contestable Sites and the Non Metered Street Lighting Network with a 9 month operation of contract commencing 01 October 2008 and finishing on 30 June 2009.

Due to the current volatility and uncertain future of the electricity market, tenderers have identified that their offers may only be valid for up to 7 days from the closing date of the tender being 6 August 2008.

RECOMMENDATION:

That a report including a detailed tender evaluation be dealt with as a late item.

REPORT:

BACKGROUND

Council Tender EC2008-087 Supply of Retail Electricity invited responses for the provision to Supply Retail Electricity to Contestable Sites and the Non Metered Street Lighting Network with a 9 month operation of contract commencing 01 October 2008 and finishing on 30 June 2009.

Due to the current volatility and uncertain future of the electricity market, tenderers have identified that their offers may only be valid for up to 7 days. Hence the requirement to table the recommendation Report to Council at a meeting within 7 days of the Tender closing date of 06 August 2008.

TENDER EVALUATION

The assessment will be based on Value for money, Conformity, Reliability & Quality of Supply, Innovation and the ability to provide a proven Energy Management System. A shell report and evaluation has been drafted and will be finalised upon opening of tenders.

The Tender Evaluation will be conducted by Council's Tender Evaluation Panel. A copy of the Tender Evaluation Report will be included in Attachment A of the Late Item Report and will be marked as Confidential in accordance with Section 10A(2)(c) or 10A(2)(d) of the Local Government Act 1993, because it will contain commercial information of a confidential nature that would, if disclosed:-

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

This tender process is in accordance with Section 55 of the Local Government Act 1993 and Part 7 (Tendering) of the Local Government (General) Regulation 2005.

POLICY IMPLICATIONS:

The recommendations in this report are consistent with Council's Procurement Policy, Procurement Procedure, Contracts Management Process document and Tenders Procedure.

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012 [EO-OC] EC2007-046 Quarterly Variation Report on Contract - Construction of the Murwillumbah Regional Memorial Pool Complex and Car Park

ORIGIN:

Design

FILE NO: GC12/5-2007046

SUMMARY OF REPORT:

At the Council Meeting of 7 September 2007, a contract was awarded to Multispan Australia Pty Ltd for the construction of the Murwillumbah Regional Memorial Pool Complex and Car Park.

Construction commenced on 27 September 2007 and is scheduled to be finished in November 2008.

The Council decision required reporting, on a quarterly basis, on variations approved under delegation by the Director of Engineering and Operations. The total approved variations to the end of June 2008 is \$137,601.25 (GST Excl.). This is within the current limit of delegated authority of 5% of the original contract sum (i.e. \$723,325.00 - GST exclusive).

In addition to the variations detailed in this report for the quarter to 30 June 2008, there are a number of other variations (and potential variations) under consideration resulting from additional works. This will result in further variations to the contract sum, potentially of the order of \$200,000.00. These potential variations are still within the current limit of delegated authority.

RECOMMENDATION:

That the June 2008 Quarterly Variations of \$216,856.66 (exclusive of GST) for Contract EC2007- Construction of the Murwillumbah Regional Memorial Pool Complex and Car Park, be received and noted:-

- a) **Variation No.11 - Prepare Queen Street embankment for landscaping. (\$48,243.15 GST Excl.)**
- b) **Variation No.12 - Preparation of operations manual for completed Tweed Regional Aquatic Centre consisting of System Procedures, Integrated Management Software System and Management hard ware for the Aquatic Centre Management, Installation and Training, Branding, Marketing and Café for the Aquatic Centre Management, Centre Fit out and Management. (\$99,308.06 GST Excl.)**
- c) **Variation No.13 - Lighting of Leisure pool. (\$17,740.15 GST Excl.)**

- d) **Variation No.14 - Internal stainless steel handrail to hydrotherapy pool (\$10,912.30 GST Excl.)**
- e) **Variation No.15 - Electronic key pad security devices (\$4,410.00 GST Excl.)**
- f) **Variation No.16 - Turnstiles changed from manual to accept proximity card readers. (\$4,410.00 GST Excl.)**
- g) **Variation No.17 - Sheet piling of Queen Street retaining wall required due to poor ground conditions. (\$30,080.00 GST Excl.)**

REPORT:

Following the awarding of Contract EC2007-046 to Multispan Australia Pty Ltd for the Construction of the Murwillumbah Regional Memorial Pool Complex and Car Park, construction commenced 27 September 2007.

1. Quarterly Variation Report 3

In accordance with the Council decision requiring a quarterly report on variations, the subject variations, during the March quarter 2008, are listed for Councils information, as follows:-

Variation No.	Description	Amount (Exc GST)	Status
11.	Prepare Queen Street embankment for landscaping.	\$48,243.15	Approved
12.	Preparation of operations manual for completed Tweed Regional Aquatic Centre consisting of the following:- System Procedures, Integrated Management Software System and Management hard ware for the Aquatic Centre Management, Installation and Training, Branding, Marketing, Café for the Aquatic Centre Management, Centre Fit out and Management	\$99,308.06	Approved
13.	Lighting of Leisure pool.	\$17,740.15	Approved
14.	Internal stainless steel handrail to hydrotherapy pool. Recommended by physiotherapists to increase functionality of pool.	\$10,912.30	Approved
15.	Electronic key pad security devices. Operational safety OHS Requirement for staff.	\$4,410.00	Approved
16.	Turnstiles changed from manual to accept proximity card readers.	\$6,163.00	Approved
17.	Sheet piling of Queen Street retaining wall required due to poor ground conditions.	\$30,080.00	Approved

The total variations for the June quarter 2008 are \$216,856.66.

2. Quarterly Variation Report 2

In accordance with the Council decision requiring a quarterly report on variations, the subject variations, during the March quarter 2008, are listed for Councils information, as follows:-

Variation No.	Description	Amount (Exc GST)	Status
7.	Epoxy coating to pool hall floor providing operational, safety and aesthetic benefits.	\$109,357.25	Approved
8.	Piles in excess of 15 metres in length. The Tender price provided a variation for piles greater than 15 metres long.	\$19,792.30	Approved
9.	Kerb and gutter and drainage to Ferryview Lane. Works required to provide adequate drainage for the lane.	\$30,561.04	Approved
10.	Filter media upgraded from sand to zeolite to provide greater water quality and clarity.	\$12,835.00	Approved

The total variations for the March quarter 2008 are \$172,545.59.

3. Variations reported in the December quarter 2007 were:-

Variation No.	Description	Amount (Exc GST)	Status
1.	Revised calculation of Contract amount based on final submission by preferred Contractor.	-\$266,862.00	Approved
2.	Grubbing & removal of tree stumps. Trees removed by Council Staff had to have their stumps removed prior to earthworks commencing.	\$3,724.00	Approved
3.	Additional Asbestos Removal. As demolition commenced more asbestos than detailed in the tender documents was discovered and had to be removed.	\$3,675.00	Approved
4.	CCTV conduiting to Car Park. Conduiting to enable future CCTV surveillance of the car park was not included in the contract.	\$6,682.00	Approved
5.	Kiosk Unisex Disabled WC Plumbing. A disabled toilet for the kiosk was not included in the contract.	\$245.00	Approved
6.	Stormwater line alteration to CWA. As Earthworks were undertaken a stormwater line from the CWA building was found to clash with the car park footings, which necessitated its relocation.	\$735.00	Approved

The net result of the approved variations for the December 2007, March 2008 and June 2008 Quarters is an increased cost of \$137,601.25 (GST Excl.). This is within the current limit (\$723,325 GST Excl.) of delegated authority given to the Director of Engineering and Operations.

The approved variations have been or will be incorporated into the works.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

The subject variations are within the total project budget.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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013 [EO-OC] Regional Partnerships Funding - South Tweed Skate Park

ORIGIN:

Recreation Services

SUMMARY OF REPORT:

Council has received advice from the Department of Infrastructure, Transport, Regional Development and Local Government that it is ineligible for funding for the South Tweed Skatepark as announced in November 2007 under the Regional Partnerships Program as Council was unable to demonstrate that commitments were entered into in good faith based on the advice of the previous government.

Council did not enter into a contract for the construction of the skate facility prior to the election to comply with the eligibility requirements of the former Federal Government. The current Federal Government has subsequently advised that because Council did not enter into a contract for construction of the facility prior to the election it is ineligible for the funding by the current Federal Government.

RECOMMENDATION:

That Council receives and notes the advice from the Department of Infrastructure, Transport, Regional Development and Local Government in relation to no funding available for the South Tweed Heads Skatepark.

REPORT:**Background**

Council, in consultation with representatives of the local youth and licensed clubs, has been planning the construction of a skate facility on an area of community land on the corner of Minjungbal Drive and Heffernan Street, South Tweed Heads. Funding of \$250,000 was available to plan and construct the facility consisting of \$75,000 from the clubs through the CDSE program and \$175,000 from Council.

A concept plan was completed through a community consultation process which identified a facility comprising of two distinct sections being a bowl section and a 'street' section connected by a skate-able path. However, the estimate for the whole facility was well in excess of available funding. The facility was therefore considered on a staged basis to allow for the construction of at least one section with the available funding.

In 2007, Council was encouraged to apply for funding through the Regional Partnerships Program to enable the construction of both stages of the facility. Council also applied for funding through the NSW Department of Sport and Recreation Capital Assistance Grants. The applications were for \$100,000 and \$30,000 respectively. A condition of the Regional Partnerships Program is that no works can commence or contracts be entered into until the funding is announced and "funding contracts" with the Commonwealth Department signed.

On 16 October 2007, Council received a letter from the then Federal Minister; Hon Mark Vaile advising that approval had been given for up to \$110,000 (GST inclusive) under the Regional Partnerships Program for the SK8 Tweed project. However, the funding was conditional on a commitment of co-funding from the NSW Department of Sport and Recreation. The offer stipulated that no expenditure commitments should be entered into in reliance upon the funding until the agreement has been executed. This was reinforced in communications with Department officers.

Prior to the funding agreement being executed, the Federal elections resulted in a change of Government. Council subsequently received a letter dated 13 May 2008 from the Hon Gary Gray advising Council that the offer for funding from the former Government had been withdrawn.

Council then received another letter from the Hon Gary Gray dated 29 May 2008 advising that the Government had reviewed their advice of 13 May 2008 and that the project would be eligible for funding if it is satisfied the project meets the Regional Partnerships Program criteria and the Council had entered into commitments in good faith based on the advice of the previous Government.

Council has subsequently received a letter dated 1 August from Department of Infrastructure, Transport, Regional Development and Local Government advising that it is ineligible for funding for the South Tweed Skatepark as announced under the Regional Partnerships Program as it was unable to demonstrate that commitments were entered into in good faith based on the advice of the previous government.

In summary, Council did not enter into a contract for the construction of the skate facility prior to the election to comply with the eligibility requirements of the former Federal Government. The current Federal Government has subsequently advised that because Council did not enter into a contract for construction of the facility prior to the election it is ineligible for the funding by the current Federal Government.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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

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O14 [EO-OC] Park Naming Guidelines Review**ORIGIN:****Design****SUMMARY OF REPORT:**

At its meeting held on 24 June 2008, Council resolved to advertise the revised Policy for the Naming of Public Reserves.

The Policy was publicly exhibited from 2 July to 30 July 2008 at both the Murwillumbah and Tweed Civic Centres, and a notice was placed in the Tweed Link on 1 July inviting submissions in relation to the revised Policy.

No submissions were received and it is recommended that the Policy for the Naming of Public Reserves be adopted by Council.

RECOMMENDATION:

That Council adopts the Policy for the Naming of Public Reserves as follows:

NAMING OF COUNCIL PUBLIC PARKS

Objective: *To provide a consistent, transparent and standard procedure for the naming of Public Parks under the control of Council*

Policy: *That Council adopt the following guidelines when considering and approving the naming of Public Parks under the control of Council where each application is to be assessed on its own merits.*

1. Application

Council requires an application for the naming of Public Park under the control of Council to be in writing providing the following information:

- (i) a clear description of the public park to be named, including street address, locality and/or property particulars;***
- (ii) the proposed name and the reason for the choice of that proposed name, particularly if the proposed name relates to flora, fauna, or contains any descriptive element relating to the Tweed Shire area;***

- (iii) any history of the land set aside for public park relative to the name proposed;*
- (iv) any history or historical involvement with the Tweed Shire area of the person or organisation after whom the naming is sought;*
- (v) contributions by the person or organisation to the Tweed Shire community which may warrant consideration for the proposed name;*
- (vi) any history of service to the Tweed Shire community that was on a voluntary basis;*
- (vii) any detailed information in relation to the service and its contribution to the betterment of the Tweed Shire community;*

2. Assessment Criteria

- (a) Council will not consider the names of living persons in accordance with the guidelines of the Geographical Names Board;*
- (b) No duplication of names within the Tweed Shire local government area;*
- (c) The person after whom the naming is sought should have made a significant and long term contribution to the Tweed Shire community;*
- (d) The person after whom the naming is sought must be widely known and respected within the community;*
- (e) The person after whom the naming is sought must have a recognised historical link with the locality or is generally acknowledged as having made a significant contribution to the social, economic, sporting or cultural development of the community;*
- (f) The person after whom the naming is sought must have been a resident of the Tweed Shire;*
- (g) Names of Aboriginal origin associated with the locality or associated with the historical background of the locality will be highly regarded, but must be accompanied by written approval of the name from the Local Aboriginal Land Council existing in the locality of public reserve to be named;*
- (h) Prior ownership of the land is not sufficient reason to apply the owner's name, personal or corporate, to the public park;*

- (i) *The proposed descriptive name refers to flora, fauna or other descriptive elements refers to local indigenous species and relates directly to the Tweed Shire area.***

3. *Approval Process*

- (1) *If Council approves the application against the criteria listed above, then a report will be made to Council for a resolution to advertise the name in the Tweed Link or any other local newspaper inviting submissions from the public for a twenty eight (28) day submission period. Any submissions received will be considered in a further report to Council.***
- (2) *Proposal to be assessed against any submissions received and a recommendation for approval or otherwise to be made in report to Council.***

REPORT:

At its meeting held on 24 June 2008, Council resolved to advertise the revised Policy for the Naming of Public Reserves.

The Policy was publicly exhibited from 2 July to 30 July 2008 at both the Murwillumbah and Tweed Civic Centres, and a notice was placed in the Tweed Link on 1 July inviting submissions in relation to the revised Policy.

No submissions were received and it is recommended that the Policy for the Naming of Public Reserves be adopted by Council. The draft guidelines are as follows:

NAMING OF COUNCIL PUBLIC PARKS

Objective: *To provide a consistent, transparent and standard procedure for the naming of Public Parks under the control of Council*

Policy: *That Council adopt the following guidelines when considering and approving the naming of Public Parks under the control of Council where each application is to be assessed on its own merits.*

1. Application

Council requires an application for the naming of Public Park under the control of Council to be in writing providing the following information:

- (i) a clear description of the public park to be named, including street address, locality and/or property particulars;*
- (ii) the proposed name and the reason for the choice of that proposed name, particularly if the proposed name relates to flora, fauna, or contains any descriptive element relating to the Tweed Shire area;*
- (iii) any history of the land set aside for public park relative to the name proposed;*
- (iv) any history or historical involvement with the Tweed Shire area of the person or organisation after whom the naming is sought;*
- (v) contributions by the person or organisation to the Tweed Shire community which may warrant consideration for the proposed name;*
- (vi) any history of service to the Tweed Shire community that was on a voluntary basis;*
- (vii) any detailed information in relation to the service and its contribution to the betterment of the Tweed Shire community;*

2. Assessment Criteria

- (a) Council will not consider the names of living persons in accordance with the guidelines of the Geographical Names Board;*

- (b) *No duplication of names within the Tweed Shire local government area;*
- (c) *The person after whom the naming is sought should have made a significant and long term contribution to the Tweed Shire community;*
- (d) *The person after whom the naming is sought must be widely known and respected within the community;*
- (e) *The person after whom the naming is sought must have a recognised historical link with the locality or is generally acknowledged as having made a significant contribution to the social, economic, sporting or cultural development of the community;*
- (f) *The person after whom the naming is sought must have been a resident of the Tweed Shire;*
- (g) *Names of Aboriginal origin associated with the locality or associated with the historical background of the locality will be highly regarded, but must be accompanied by written approval of the name from the Local Aboriginal Land Council existing in the locality of public reserve to be named;*
- (h) *Prior ownership of the land is not sufficient reason to apply the owner's name, personal or corporate, to the public park;*
- (i) *The proposed descriptive name refers to flora, fauna or other descriptive elements refers to local indigenous species and relates directly to the Tweed Shire area.*

3. Approval Process

- (1) *If Council approves the application against the criteria listed above, then a report will be made to Council for a resolution to advertise the name in the Tweed Link or any other local newspaper inviting submissions from the public for a twenty eight (28) day submission period. Any submissions received will be considered in a further report to Council.*
- (2) *Proposal to be assessed against any submissions received and a recommendation for approval or otherwise to be made in report to Council.*

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Incorporation of new policy into Council procedures.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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O15 [EO-OC] Acquisition of Crown Land - Dunbible Creek, Dunbible**ORIGIN:****Design****SUMMARY OF REPORT:**

Council are upgrading Richards Bridge on Stokers Road over Dunbible Creek at Dunbible. During the initial investigation it was noted that part of the bridge has been and will continue to be, located within the riverbed which is Crown Land. It is now necessary to complete the acquisition of the riverbed, being part Crown Reserves R56146 and R1011268, from Department of Lands to rectify the encroachment. A plan of acquisition has been registered for the area. It is shown as Lot 1 in DP 1127753. The Department have provided their concurrence to the acquisition of Lot 1 as required.

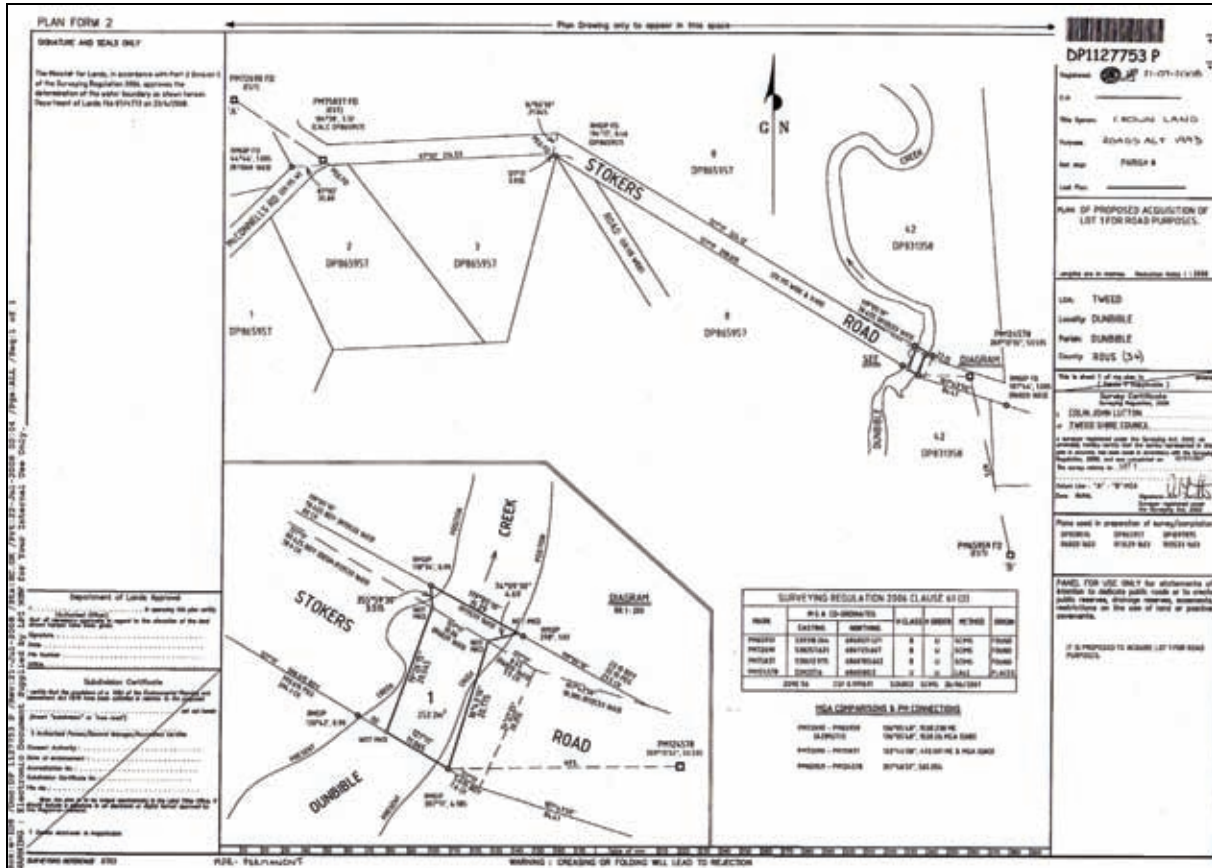
The acquisition is to proceed under the provisions of the Land Acquisition (Just Terms Compensation) Act, 1991 whereby an application is to be made to the Department of Local Government for approval to the acquisition.

RECOMMENDATION:**That:-**

- 1. Council approves the acquisition of Lot 1 in DP 1127753 under the provisions of the Land Acquisition (Just Terms Compensation) Act 1991 for the purposes of the Roads Act, 1993 and the making of the necessary application to the Minister and/or Governor;**
- 2. Lot 1 in DP 1127753 be dedicated as road following gazettal of the acquisition; and**
- 3. All necessary documentation be executed under the Common Seal of Council.**

REPORT:

As per Summary of Report.



LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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Nil.

O16 [EO-OC] Road Closure Application - Broadwater Esplanade, Bilambil Heights**ORIGIN:****Design****FILE NO: GR3/12/7****SUMMARY OF REPORT:**

Council at its meeting of 2 February 2005 resolved to approve the closure of part of the road reserve adjacent to Lot 352 in DP 31041, Broadwater Esplanade, Bilambil Heights for the purpose of construction of a bridge access and garage.

The original plan of road closure showed an area of 7m deep by 6m wide, however upon survey of the area it has now been determined that to allow construction of a bridge to access the property it would be required to close and purchase an area 10m deep.

Council officers have inspected the site and held discussions with the land owner and surveyor and agree with the necessity of closing an area of 10m deep x 8m wide.

RECOMMENDATION:**That:-**

- 1. Council approves the closure of part of the road reserve adjacent to Lot 352 in DP 31041, Broadwater Esplanade, Bilambil Heights being an area of 10m deep x 8m wide from the North Eastern boundary point;**
- 2. The applicant bears all survey and legal costs and purchases the subject land as determined in value by the State Valuation Office;**
- 3. The title of the closed road be consolidated with the adjacent land;**
- 4. Easements be created over public authority reticulation services, if any; and**
- 5. All necessary documentation be executed under Common Seal of Council.**

REPORT:

Council at its meeting of 2 February 2005 resolved to approve the closure of part of the road reserve adjacent to Lot 352 in DP 31041, Broadwater Esplanade, Bilambil Heights for the purpose of construction of a bridge access and garage.

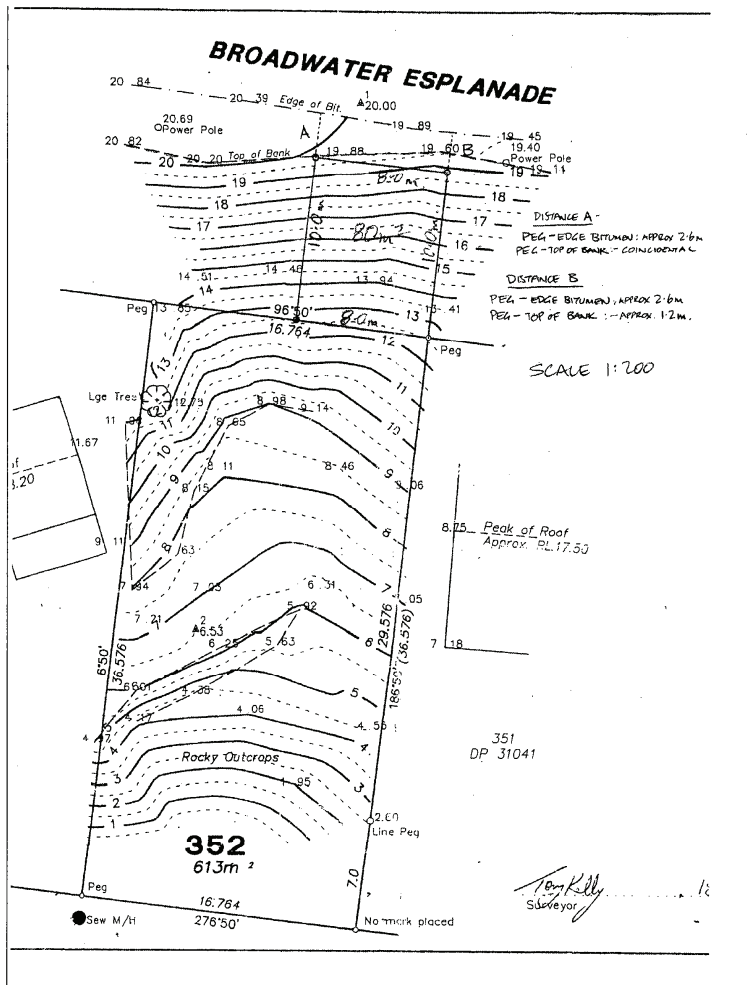
The original plan of road closure showed an area of 7m deep by 6m wide, however upon survey of the area it has now been determined that to allow construction of a bridge to access the property it would be required to close and purchase an area 10m deep.

Council officers have inspected the site and held discussions with the land owner and surveyor and agree with the necessity of closing an area of 10m deep x 8m wide.

The formation of Broadwater Esplanade is approximately 8m wide. The distance from the kerb formation to the top of the bank adjacent to Lot 352 is between 1.2m and 2.6m and then the remainder of the road reserve at this point drops immediately down the slope to the property boundary line.

Closing an area with a depth of 10m from the property boundary still allows the variable distance of between 1.2m and 2.6m from the proposed new boundary line, which is the top of the bank to the kerb formation of the road reserve.

Below is a preliminary survey plan showing the area of road reserve proposed to be closed:-



LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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017 [EO-OC] Application for Gate across Public Road - Corkwood Road, North Tumbulgum

ORIGIN:

Design

FILE NO:

SUMMARY OF REPORT:

Council at its meeting of 24 June 2008 resolved to advertise the proposal for a public gate across Corkwood Road, approximately 40m south east of Lot 1 in DP 589498 inviting written submissions for a period of 28 days.

No submissions or objections were received in this period and it is therefore recommended that Council approve the application.

Pursuant to section 128 of the Roads Act 1993, the owner of Lot 1 in DP 589498 will be required to attach a notice to both sides of the gate bearing the words "PUBLIC GATE" in letters at least 75mm high and ensure that the gate and notices are maintained in good condition.

RECOMMENDATION:

That :-

- 1. Council approves the granting of a permit to the applicant for a public gate across Corkwood Road, North Tumbulgum approximately 40m south east of Lot 1 in DP 589498; and**
- 2. All necessary documentation be executed under the Common Seal of Council.**

REPORT:

As per summary of Report.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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Nil.

O18 [EO-OC] Naming of Public Road Tweed Heads - Wharf Street and Kennedy Drive

ORIGIN:

Design

FILE NO: GS5/1 Part 5

SUMMARY OF REPORT:

Council at its meeting of 13 May 2008, resolved to publicise its intention to formally name the following road reserves;

1. The road which runs from River Terrace to the intersection of Wharf Street as **“Terranora Terrace”**, at Tweed Heads.
2. The on ramp leading from Kennedy drive to Wharf Street as **“Wharf Street”**, at Tweed Heads and;
3. The off ramp leading from Wharf Street to Kennedy Drive as **“Kennedy Drive”** at Tweed Heads.

A period of one month was allowed for objections to the proposal.

No objections were received to this proposal.

RECOMMENDATION:

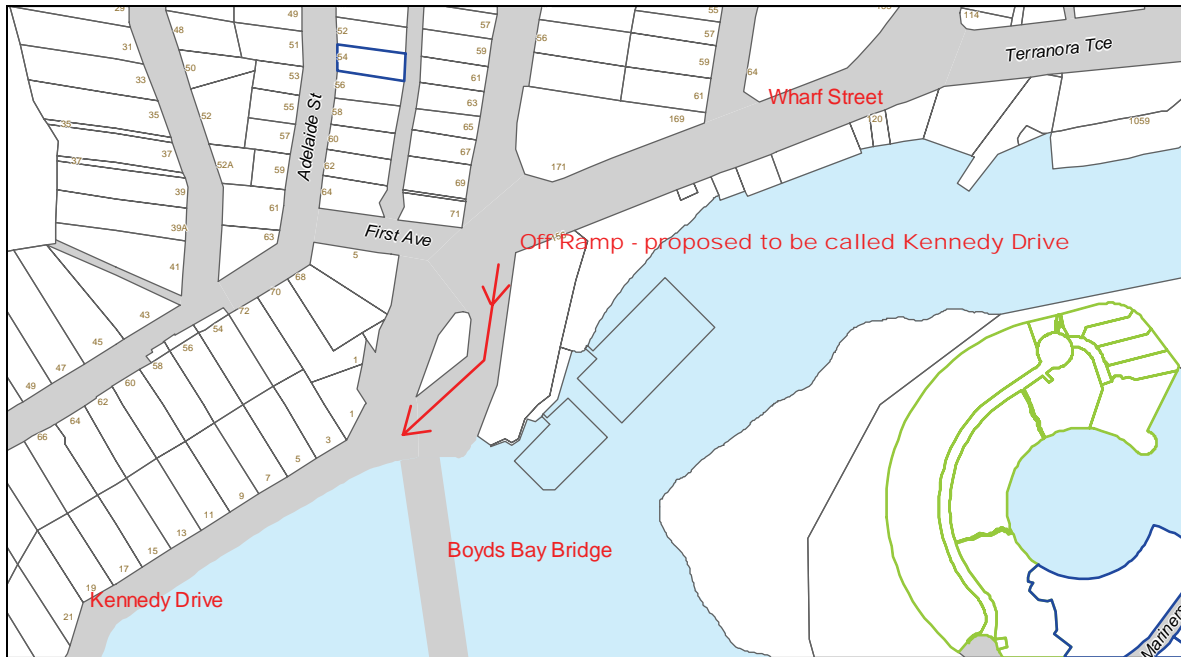
That:-

1. **Council adopts the name of “Terranora Terrace”, being the road which runs from River Terrace to the intersection of Wharf Street at Tweed Heads and**
2. **Council adopts the name of “Wharf Street”, being the on ramp leading from Kennedy Drive to Wharf Street at Tweed Heads and**
3. **Council adopts the name of “Kennedy Drive”, being the off ramp leading from Wharf Street to Kennedy Drive at Tweed Heads and**
4. **The naming of the public roads be gazetted under the provisions of the Roads (General) Regulation, 1994 and the Roads Act, 1993.**

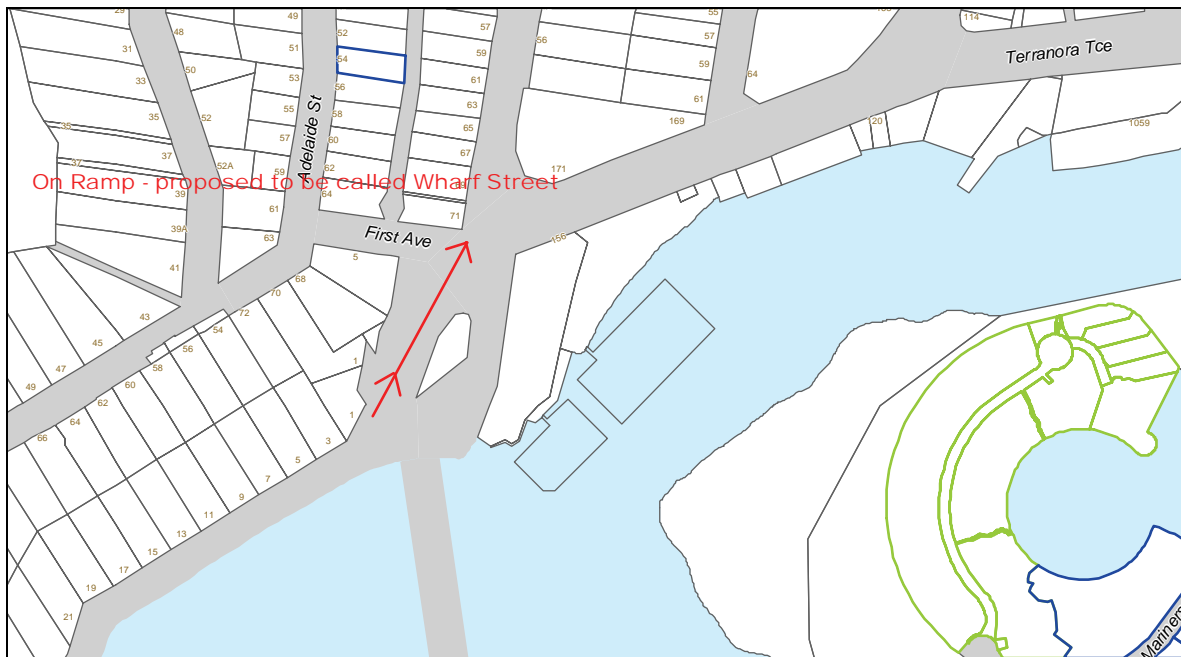
REPORT:

As per summary of report.

Wharf Street Tweed Heads



Kennedy Drive Tweed Heads



LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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019 [CNR-OC] Contract (EC2008-068) Removal & Disposal/Reuse of Biosolids from Banora Point Wastewater Treatment Plant & Kingscliff Wastewater Treatment Plant

ORIGIN:

Water

SUMMARY OF REPORT:

This report outlines the tender for the Removal and Disposal/Reuse of Biosolids from Banora Point Wastewater Treatment Plant and Kingscliff Wastewater Treatment Plant.

A tender was called for this project in accordance with the NSW Local Government (General) Regulations 2005 and Council's Procurement Policy.

Recommendations have been formulated based on the Selection Criteria which is contained in the Tender Evaluation, Pricing Report included in **CONFIDENTIAL ATTACHMENT A**. A summary of the Selection Criteria is also included in the body of this report. It is recommended that Council accepts the tender of Arkwood Organic Recycling for Removal and Disposal/Reuse of Biosolids from Banora Point Wastewater Treatment Plant and Kingscliff Wastewater Treatment Plant.

ATTACHMENT A is **CONFIDENTIAL** in accordance with Section 10A(2)(c) or 10A(2)(d) of the Local Government Act 1993, because it contains commercial information of a confidential nature that would, if disclosed:-

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret

RECOMMENDATION:

That:-

1. **Council awards Contract EC2008-068 (Removal and Disposal/Reuse of Biosolids from Banora Point Wastewater Treatment Plant and Kingscliff Wastewater Treatment Plant) for the Scheduled rates of (Rate 1) \$35.90 per wet tonne (excl GST) for Biosolids reused within Tweed Shire and surrounding Shires (Byron, Lismore, Ballina, Beaudesert and Gold Coast) and (Rate 2) \$59.20 per wet tonne (excl GST) for Biosolids reused in the localities other than those listed in Rate 1 to Arkwood Organic Recycling.**

2. **ATTACHMENT A is CONFIDENTIAL in accordance with Section 10A(2)(c) or Section 10A(2)(d) of the Local Government Act 1993, because it contains commercial information of a confidential nature that would, if disclosed:-**
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business**
 - (d) commercial information of a confidential nature that would, if disclosed:**
 - (i) prejudice the commercial position of the person who supplied it, or**
 - (ii) confer a commercial advantage on a competitor of the council, or**
 - (iii) reveal a trade secret**

REPORT:**Background**

Tweed Shire Council is seeking a Contractor to collect, transport and dispose via beneficial reuse all biosolids produced from the Banora Wastewater Treatment Plant and Kingscliff Wastewater Treatment Plant in an Environmentally Sustainable manner that is approved/licensed by the relevant State Environment Protection Authority for a period of 2 years with an option to extend the Contract period for a further 2 years. The Contractor will be required to undertake routine analysis of the biosolids as required under EPA guidelines to confirm level of contamination and stabilisation.

Council Tender EC2008-068 invited responses for the provision of a technical service to Remove and Dispose/Reuse Biosolids from Banora Point Wastewater Treatment Plant and Kingscliff Wastewater Treatment Plant.

Tenders Received

A total of four responses were received for tender EC2008-068.

Transpacific Industries Pty Ltd
CM & SM Fraser Pty Ltd
Veolia Environmental Services
Arkwood Organic Recycling

Selection Criteria

The following selection criteria and weightings were determined prior to the issuing of the Tender:

No	Criteria	Weighting
1	Tendered Rates based on a realistic Disposal Pattern Estimate	50%
2	OH&S & Risk Management	20%
3	Environment & Quality Systems	20%
4	Previous Experience & Economic Stability	5%
5	Key Site Personnel (Technical Experience)	5%

Tender Evaluation

The tender evaluation was conducted by Council's Tender Assessment Panel. A copy of the Tender Evaluation Report is included in **ATTACHMENT A** which is **CONFIDENTIAL** in accordance with Section 10A(2)(c) or 10A(2)(d) of the Local Government Act 1993, because it contains commercial information of a confidential nature that would, if disclosed:-

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

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

Based on the Tender Panels Evaluation, it is recommended that Tenderer Arkwood Organic Recycling be nominated for the Removal and Disposal/Reuse of Biosolids from Banora Point Wastewater Treatment Plant and Kingscliff Wastewater Treatment Plant.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

This tender process is in accordance with Section 55 of the Local Government Act 1993 and Part 7 (Tendering) of the Local Government (General) Regulation 2005.

Funding is provided within the 2008/2010 Budget for Water and Sewerage Operations.

The contract period will be 2 years commencing from the date set forth in the Letter of Acceptance.

POLICY IMPLICATIONS:

The recommendations in this report are consistent with Council's Procurement Policy, Procurement Procedure, Contracts Management Process document and Tenders Procedure.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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1. **CONFIDENTIAL ATTACHMENT A** - EC2008-068 Supplementary Confidential Information to Agenda Item EC2008-068 Removal and Disposal/Reuse of Biosolids from Banora Point Wastewater Treatment Plant and Kingscliff Wastewater Treatment Plant (DW 1871280)
-

O20 [CNR-OC] Tweed River Estuary Recreational Boating Study

ORIGIN:

Natural Resource Management

SUMMARY OF REPORT:

The Tweed River Committee commissioned the Tweed River Estuary Recreational Boating Study to determine the level of public boating facilities and services required to encourage an appropriate level of boating utilisation of the Tweed River estuary. The strategic provision of facilities and services needs to recognise the need for the level of boating utilisation to be managed within economic, social and environmental constraints.

The purpose of the study is to provide guidance for Council in the provision and maintenance of public boating facilities and provide timely advice in the consideration of larger commercial boating facilities within the context of market demand and carrying capacity of the Tweed River estuary.

RECOMMENDATION:

That the Tweed River Estuary Recreational Boating Study 2008 be utilised as an advisory document for the purposes of asset management planning for public boating infrastructure and to assist consideration of proposed large-scale commercial boating facility operations.

REPORT:

The Tweed River Committee commissioned the Tweed River Estuary Recreational Boating Study to determine the level of public boating facilities and services required to encourage an appropriate level of boating utilisation of the Tweed River estuary. The strategic provision of facilities and services needs to recognise the need for the level of boating utilisation to be managed within economic, social and environmental constraints.

This study was commissioned in recognition of the need to cater for existing and medium term future demand. The purpose of the study is to provide guidance for Council in the provision and maintenance of public boating facilities and provide timely advice in the consideration of larger commercial boating facilities within the context of the demand and carrying capacity of the Tweed River estuary.

The strategy is comprised of two components; the study document and a software program that enables the storage and interrogation of large amounts of data relating to boating facilities, existing and proposed. The visionMAKER files should be viewed in conjunction with reading of the report to provide the graphical interpretation of infrastructure requirements detailed in the report.

The purpose of the Study is the formulation of integrated short term and long term strategic options that will address the current and future needs and requirements of recreational boating within the Tweed River estuary including a program of works and actions.

The study includes:

- Demand analysis;
- Inventory of existing public infrastructure;
- Assessment of existing infrastructure and potential developments;
- Environmental capacity for recreational boating; and
- Boating infrastructure strategy.

The **market demand analysis** was undertaken investigating the current demand for boating facilities and infrastructure and projection of anticipated demand over 20 years. Local data was used to develop an understanding of the distribution of different types of boating activities and the spatial distribution of these activities on the estuary.

The conservative demand analysis identified marina berthing of between 150 to 200 berths by 2016 and dry stack storage for 100 to 150 vessels.

The **inventory of existing facilities** identified a lack of service provision in the Tweed River estuary. Infrastructure assessed were:

- Boat ramps,
- Marinas and swing moorings,

- Wharves and jetties, and
- Ancillary services.

Potential **development sites** for provision of major facilities and services in the lower estuary were identified and appraised against a number of criteria.

The **environmental carrying capacity** of the Tweed estuary was assessed. The study states that “with the ongoing provision of facilities on the Tweed Estuary the corresponding increase in boat usage on the river will put pressure on the environmental values of the estuary.” Therefore, controls on the level of infrastructure provided can assist in controlling levels of boating activity.

The total environmental carrying capacity for the Tweed River estuary was estimated at being approximately **650** vessels.

This capacity estimate considers only the capacity of the inshore waterway. The study estimates that at least 50% of boating use involves offshore activities. Therefore, dependent on the distribution and type of boating activities favoured, the use of the Tweed River estuary could accommodate up to a total of approximately 1300 vessels.

The distribution of boating activities is important to understand and this is graphically represented in the visionMAKER files. The analysis of current boating usage shows that the carrying capacity of the upper reaches of the estuary is already potentially being exceeded locally during peak demand periods. This is primarily a result of the level of water ski and other towing activities around Tumbulgum. Towing activities require a much larger waterway area than other boating activities such as fishing.

Ongoing monitoring is required to ensure that environmental objectives are not compromised due to either a general reduction in estuary health or boating usage increases, or a combination of the two factors.

The **boating infrastructure strategy** identifies that the management of the implementation of boating infrastructure can be used to control levels of boating within the estuary. This section has general implementation recommendations with an indicative program of works for each site outlined in the **Strategy Works Implementation Program**.

The final section of the report discusses a number of scenarios based on potential marina sites for provision of sufficient wet berths (up to 200 in the conservative scenario) and ancillary services to provide for the current boating demand to 2016. It should be noted that this is for discussion purposes only as Council will not be providing these facilities nor is it likely to be the consent authority for marina facilities of any size within the Tweed River.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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1. **Tweed River Estuary Recreational Boating Study (DW 1872479)**
-

O21 [CNR-OC] Northern Rivers Catchment Management Authority Current Best Management Practices Coastal Floodplains 08/09 (Tweed) Contract No. IS 8-9-S-5 (a)

ORIGIN:

Natural Resource Management

SUMMARY OF REPORT:

The Northern Rivers Catchment Management Authority (NRCMA) has offered Council a \$45,000 contract to undertake Floodplain Management works on the Tweed Floodplain. This project will facilitate through on-ground works and extension outcomes the active management of flood gated drains and floodplains and will be managed by Council's Floodplain Officer.

RECOMMENDATION:

That Council accepts the contract from Northern Rivers Catchment Management Authority of \$45,000 to undertake floodplain management works and votes the expenditure.

REPORT:

The NRCMA has been funding Floodplain projects and Council has been successful in securing a number of grants. The next round of funding is offering Council a \$45,000 contract to continue this work. The Project Outcomes are:

- Reduction of ASS products from the Tweed Floodplain
- Adoption of farmers implementing ASS Best Management Practices
- Increased awareness and understanding by farmers and community of ASS/NRM sustainable management practises on the floodplain

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Tweed Shire Council Financial Contribution as per contract.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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

1. NRCMA contract (DW 1869494)
-

O22 [CNR-OC] Request for "In Kind" Support/Waive Fee**ORIGIN:****Community & Cultural Services****SUMMARY OF REPORT:**

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

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

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

RECOMMENDATION:**That Council:-**

- 1. With reference to the request from Tweed Valley Jazz Club Inc, provides the Murwillumbah Civic Centre free of charge for the High Schools Workshops on 9 September 2008, and that Council's support is recognised with the following acknowledgement "This program has been supported by Tweed Shire Council".**
- 2. With reference to the request from Murwillumbah Evening Branch of Country Women's Association of NSW, provides the Murwillumbah Civic Centre for a reduced fee of \$106 being 50% of the full fee of \$212 for the Annual Craft Fair Expo on 19 and 20 September 2008, and that Council's support is recognised with the following acknowledgement "This program has been supported by Tweed Shire Council".**
- 3. With reference to the request from Tweed Valley Banana Festival & Harvest Week, provides the Murwillumbah Civic Centre Auditorium free of charge for Banana Festival activities from 18 to 30 August 2008, and that Council's support is recognised with the following acknowledgement "This programme has been supported by Tweed Shire Council".**
- 4. With reference to the request from United Hospital Auxiliaries of NSW Inc (Tweed Heads Branch), provides the Tweed Heads Civic Centre:**

(a) South Sea Islander Room (including kitchen) free of charge for the 2009 meetings (10) to be held on 2 February, 2 March, 6 April, 4 May, 1 June, 7 July, 7 September, 5 October, 2 November and 7 December 2009;

(b) Auditorium free of charge for the Annual General Meeting to be held on 3 August 2009;

(c) Auditorium for a reduced fee of \$106.50 being 50% of the full fee of \$213 for the fashion parade to be held on 25 May 2009;

(d) Auditorium and South Sea Islander Room for a reduced fee of \$325 being 50% of the full fee of \$650 for the set up of the Annual Hospital Fete on 8 and 9 October 2009 and for the Fete to be held on 10 October 2009;

and that Council's support is recognised with the following acknowledgement "This programme has been supported by Tweed Shire Council".

REPORT:

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

Organisation Name	Request	Est \$ Amount of Waiver	Recommendation	Meet Guidelines?
Tweed Valley Jazz Club Inc	Request fee be reduced for hire of Murwillumbah Civic Centre for the High Schools Workshop on 9 September 2008.	\$183.20	That the fee of \$183.20 be waived.	Yes
Murwillumbah Evening Branch of Country Women's Association of NSW	Request fee be waived or reduced for hire of Murwillumbah Civic Centre for the annual Craft Expo on 19 and 20 September 2008.	\$106	That the fee be reduced to \$106 being 50% of the full fee of \$212.	Yes
Tweed Valley Banana Festival & Harvest Week Inc	Request fee be waived for hire of Murwillumbah Civic Centre for Banana Festival events from 19 to 30 August 2008.	\$2,847.10	That the fee of \$2,847.10 be waived.	Yes
United Hospital Auxiliaries of NSW Inc (Tweed Heads Branch)	Request fee be waived and reduced for hire of Tweed Heads Civic Centre for 2009 meetings (10), fashion parade on 25 May 2009, Annual General Meeting on 3 August 2009, set up of Fete on 8 and 9 October and Fete on 10 October 2009.	\$1,462	That the fee of \$1,030.50 be waived for the 2009 meetings and the Annual General Meeting and that the fee be reduced to \$431.50 being 50% of the full fee of \$863 for the fashion parade and fete.	Yes

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

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

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

POLICY IMPLICATIONS:

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

Festivals Policy.

Donations Policy.

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

UNDER SEPARATE COVER/FURTHER INFORMATION:

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1. Tweed Valley Jazz Club Inc (DW1856731)
 2. Country Women's Association of NSW (DW1862306)
 3. Tweed Valley Banana Festival & Harvest Week Inc (DW1788643)
 4. United Hospital Auxiliaries of NSW Inc (Tweed Heads Branch) (DW1869798)
-

O23 [CNR-OC] Proposed Service Improvement Funding

ORIGIN:

Community & Cultural Services

SUMMARY OF REPORT:

Council is in receipt of correspondence dated 25 June 2008 from Department of Ageing Disability and Home Care (DADHC) informing Council of additional non-recurrent Service Improvement Funding. DADHC has approved an additional \$8,694 for Community Options and \$517 for the Community Worker (HACC), a total of \$9,201.

RECOMMENDATION:

That Council accepts the Service Improvement Funding from Department of Ageing, Disability and Home Care of \$9,201 and votes the expenditure.

REPORT:

Council is in receipt of correspondence dated 25 June 2008 from DADHC informing Council of additional non-recurrent Service Improvement Funding. DADHC has approved an additional \$8,694 for Community Options and \$517 for the Community Worker (HACC), a total of \$9,201.

The purpose of the grant is a one-off allocation to enhance the provision of services to assist the needs of frail aged people, younger people with a disability and their carers.



**Department
of Ageing,
Disability &
Home Care**

Service Provider ID: 413

Mr Mike Rayner,
General Manager
Tweed Shire Council
PO Box 816
MURWILLUMBAH NSW 2484

DISABLED MATTERS -
CULTURAL DEV - FUNDING

TWEED SHIRE COUNCIL	
HACC	
DATE: 25 JUN 2008	
APPROVED TO	CORBET, G
DATE: 25 JUN 2008	INITIALS: <input checked="" type="checkbox"/>

D08/8455

Service Improvement Funding

Dear Service Provider

I am pleased to advise that non-recurrent funding has been approved for service(s) auspiced by your organisation. A schedule providing details of the approved payments for each service as well as the updated Schedule 1 Part B of the Service Description Schedule is attached.

These funds are sourced from Service Improvement funding made available in the 2007/08 Home and Community Care (HACC) Annual Plan.

The above HACC program funds will be directly deposited into service bank accounts. A variation to Service Funding Agreements is not required unless funding exceeds \$50,000 or is over 15% of total service HACC funding, whichever is the greater. Service Description Schedules are not required for this expenditure.

This funding is payable to services which were operational on the 16 May 2008.

The funds may be used for service improvements including:

- support for volunteers including reimbursement of volunteers, training and recruitment;
- workforce planning and development, including training;
- improvements in access for special needs groups;
- any other service improvements that can be effectively supported with non-recurrent funding

It is recognised that it may not be possible for your organisation to expend the funds in the 2007/08 financial year and that funds may need to be carried forward for expenditure in the 2008/09 financial year. It is requested however that these funds are included with other DADHC funding in your 2007/08 acquittal and are identified in your acquittal as a separate stream of funding. Please attach a copy of this letter to your 2007/08 acquittal as approval to carry forward unexpended funding.

Level 5, 83 Clarence Street, Sydney NSW 2000 Phone (02) 8270 2000
DX 10485 SSE TTY (02) 8270 2167 (for people who are hearing impaired)
Website www.dadhc.nsw.gov.au

DataWorks Document Number: 1846683

Should you require any further information regarding this funding please do not hesitate to contact Ms Claudia Kennedy, Manager Program Policy, on (02) 8270 2404.

I trust that this funding will greatly assist the local community in meeting the needs of frail aged people, younger people with a disability and their carers.

Yours sincerely

Janett Milligan
Executive Director
Strategic Policy and Planning

18 June 2008.



SCHEDULE 1 Part B of the SERVICE DESCRIPTION SCHEDULE

Rev 1a

Funded Service Report for 2007-2008 Financial Year

Tweed Shire Council

A.B.N.: 90 178 732 496

List of Services for which Funding is Provided

Service Id and Name	Period of Agreement	Start Date	End Date	Funding Stream	Installment Type	Recurrent	CYE	Non Recurrent
496 Tweed Shire Community Options								
	3	01-Jul-2007	30-Jun-2009	Home and Community Care	Q	\$14,311	\$14,311	\$0
	3	01-Jul-2007	30-Jun-2009	Home and Community Care	Q	\$433,784	\$433,784	\$0
2376 Tweed Council - Community Worker (HACC)								
	3	01-Jul-2007	30-Jun-2009	Home and Community Care	Q	\$25,814	\$25,814	\$0
	3	01-Jul-2007	30-Jun-2009	Home and Community Care	Q	\$851	\$851	\$0
16208 Support Coordination for Older Parent Carers								
	FT	01-Jul-2007	30-Jun-2008	Disability Services	Q	\$568,150	\$568,150	\$0
Tweed Shire Council Total:						\$1,042,910	\$1,042,910	\$0



Ref: D08/8455

Service Improvement Funding Schedule



Provider ID	Service Provider Name	Service ID	Service Name	Amount
413	Tweed Shire Council	496	Tweed Shire Community Options	\$8,684
413	Tweed Shire Council	2376	Tweed Council - Community Worker (HACC)	\$517
	Tweed Shire Council Total			\$9,201

Department of Ageing, Disability and Home Care, June 2008

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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

Nil.

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O24 [CNR-OC] Youth Policy for Tweed Shire**ORIGIN:****Community & Cultural Services****SUMMARY OF REPORT:**

After discussion within the Manager of the Community and Cultural Services Unit, the Youth Development Officer formed a Youth Policy Project Team within Council to "Guide and oversee the development of a Youth Policy and implementation plan for Tweed Shire Council."

RECOMMENDATION:**That Council:**

1. **Adopts the Youth Policy as follows;**

Background:

In the 2004 Youth Survey undertaken by Council, the following benefits of developing a Youth Policy were identified.

- ***Increased awareness of Council and staff of the value and importance of including young people in Council decisions that impact on their lives***
- ***A clearly articulated commitment by Council, agreed with and visible to young people, and an Action Plan to do things that respond to the issues they raise***
- ***Consultation not only engaged local young people to help work out responses but also identified opportunities for enhanced collaboration and partnerships***
- ***Resources are more effectively targeted to where there is the greatest priority need***
- ***The participatory process and increased awareness empowered young people to make decisions about what they wanted, and fostered a sense of worth and belonging in their local community***
- ***Information is being used as a lobbying tool, and to improve co-ordination between Council functions and with Government and non-government agencies externally (LGA of South Australia. September 2005)***

The Tweed Shire Youth Needs Analysis 2006 states "Council can lead the way by including Young people in the planning and decision-making process. Given that Young people under 18 years cannot legally vote, Local Governments throughout Australia have developed alternative ways for including young people in decisions that impact on their lives." (p23) Recommendation 1.1 of the Needs Analysis was

“That Council develops a clear policy position on Council’s role in youth affairs in response to the issues and recommendations identified in this Youth Needs analysis. This could take the form of a Tweed Shire Council Youth Policy. The Youth Policy should address the key action areas identified in the Youth Needs Analysis and include measures for monitoring its implementation”.

Purpose:

The purpose of this policy is to recognise young people’s needs in existing consultative, planning and service functions and to ensure that young people’s needs are catered for in accordance with the principles of access and equity identified in the existing Tweed Shire Council Social Plan and Local Government Association (LGA) guidelines.

To provide a framework for all Tweed Council employees and elected members to engage with and include Young people of the Tweed Shire in all Council activities. It should also provide a reference point for the recognition of and inclusion of Young people in the broader community context.

Principles:

Tweed Shire Council recognises young people as community members aged between 12 and 25 years, whilst acknowledging the differential age and developmental span needs between a 12 and 25 year old. It affirms its respect for all young people and supports their right to be engaged in matters which impact on their quality of life and aspirations for the future.

To demonstrate this Council acknowledges:

- the important role young people play in the social, economic, political and cultural life of the community;***
- the diversity of young people’s interests and cultural backgrounds, and their need for cultural and artistic expression;***
- the central role education, training, employment, and access to social support play in enabling young people to participate in community life and equip them for the future; and***
- that Council has a leadership role in understanding and responding to the needs of young people, and representing their interests to other spheres of Government and the broader community.***

Council supports:

- participatory structures and memberships that reflects the diverse interests and cultural backgrounds of young people;***
- the participation of young people in healthy, enjoyable and rewarding activities that enable them to learn new skills and develop the capacity to participate in community life; and***

- *responsive and flexible approaches to address emerging youth issues in culturally appropriate ways by reviewing and monitoring trends and best practice in service provision.*

Objectives:

- *Foster a safe community where young people are respected, have opportunities to belong, and feel they are valued and understood by the community;*
- *Create access to appropriate and legitimate spaces for young people and foster affordable and safe activities;*
- *Enhance communication with young people by listening, responding and provide feedback about matters that impact on their quality of life;*
- *Develop appropriate, timely consultative mechanisms that provide real opportunities and encouragement for young people to actively participate in civic life and planning;*
- *Encourage active and equitable participation in creative and cultural development by young people;*
- *Promote a positive image about the role young people play in the community and celebrate their achievements;*
- *Represent the needs of young people to community agencies and other spheres of Government, and advocate for the provision of infrastructure to enable young people to access accommodation, social, educational, health and employment opportunities, and support services irrespective of their background or ability;*
- *Develop partnerships and shared responsibility between Council, other spheres of government and community agencies to foster collaborative responses and enhanced access to affordable community services and support for young people.*

2. **Instigates the development of a five year implementation plan.**

REPORT:

The Youth Policy Project Team met every six to eight weeks between May 2007 and March 2008. Project team members were Margaret Strong (facilitator), Gary Corbett, Leigh Abernethy/Stewart Brawley, Lesley Mye, Lesley Buckley and Christopher Davis.

THE PURPOSE OF THE POLICY IS TO RECOGNISE YOUNG PEOPLE'S NEEDS IN EXISTING CONSULTATIVE, PLANNING AND SERVICE FUNCTIONS AND TO ENSURE THAT YOUNG PEOPLE'S NEEDS ARE CATERED FOR IN ACCORDANCE WITH THE PRINCIPLES OF ACCESS AND EQUITY IDENTIFIED IN THE EXISTING TWEED SHIRE COUNCIL SOCIAL PLAN AND LOCAL GOVERNMENT ASSOCIATION (LGA) GUIDELINES.

THE INTENTION IS TO PROVIDE A FRAMEWORK FOR ALL COUNCIL EMPLOYEES AND ELECTED MEMBERS TO ENGAGE WITH AND INCLUDE YOUNG PEOPLE OF THE TWEED SHIRE IN ALL COUNCIL ACTIVITIES. IT SHOULD ALSO PROVIDE A REFERENCE POINT FOR THE RECOGNITION OF AND INCLUSION OF YOUNG PEOPLE IN THE BROADER COMMUNITY CONTEXT.

Draft Youth Policy July 2008**Background:**

In the 2004 Youth Survey undertaken by Council, the following benefits of developing a Youth Policy were identified.

- Increased awareness of Council and staff of the value and importance of including young people in Council decisions that impact on their lives
- A clearly articulated commitment by Council, agreed with and visible to young people, and an Action Plan to do things that respond to the issues they raise
- Consultation not only engaged local young people to help work out responses but also identified opportunities for enhanced collaboration and partnerships
- Resources are more effectively targeted to where there is the greatest priority need
- The participatory process and increased awareness empowered young people to make decisions about what they wanted, and fostered a sense of worth and belonging in their local community
- Information is being used as a lobbying tool, and to improve co-ordination between Council functions and with Government and non-government agencies externally (LGA of South Australia. September 2005)

The Tweed Shire Youth Needs Analysis 2006 states "Council can lead the way by including Young people in the planning and decision-making process. Given that Young people under 18 years cannot legally vote, Local Governments throughout Australia have developed alternative ways for including young people in decisions that impact on their lives." (p23) Recommendation 1.1 of the Needs Analysis was "That Council develops a clear policy position on Council's role in youth affairs in response to the issues and recommendations identified in this Youth Needs analysis. This could take the form of a Tweed Shire Council Youth Policy. The Youth Policy should address the key action areas identified in the Youth Needs Analysis and include measures for monitoring its implementation".

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Principles:

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To demonstrate this Council acknowledges:

- the important role young people play in the social, economic, political and cultural life of the community;
- the diversity of young people's interests and cultural backgrounds, and their need for cultural and artistic expression;
- the central role education, training, employment, and access to social support play in enabling young people to participate in community life and equip them for the future; and
- that Council has a leadership role in understanding and responding to the needs of young people, and representing their interests to other spheres of Government and the broader community.

Council supports:

- participatory structures and memberships that reflects the diverse interests and cultural backgrounds of young people;
- the participation of young people in healthy, enjoyable and rewarding activities that enable them to learn new skills and develop the capacity to participate in community life; and
- responsive and flexible approaches to address emerging youth issues in culturally appropriate ways by reviewing and monitoring trends and best practice in service provision.

Objectives:

- Foster a safe community where young people are respected, have opportunities to belong, and feel they are valued and understood by the community;
- Create access to appropriate and legitimate spaces for young people and foster affordable and safe activities;
- Enhance communication with young people by listening, responding and provide feedback about matters that impact on their quality of life;
- Develop appropriate, timely consultative mechanisms that provide real opportunities and encouragement for young people to actively participate in civic life and planning;
- Encourage active and equitable participation in creative and cultural development by young people;
- Promote a positive image about the role young people play in the community and celebrate their achievements;

- Represent the needs of young people to community agencies and other spheres of Government, and advocate for the provision of infrastructure to enable young people to access accommodation, social, educational, health and employment opportunities, and support services irrespective of their background or ability;
- Develop partnerships and shared responsibility between Council, other spheres of government and community agencies to foster collaborative responses and enhanced access to affordable community services and support for young people.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Funds will be required in the 2009/2010 budget year for the purpose of implementing the plan. Council will need to consider the quantum of this following the completion of the Implementation Plan.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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Nil.

O25 [CNR-OC] Tweed Shire Community Crime Prevention Action Plan 2008

ORIGIN:

Community & Cultural Services

SUMMARY OF REPORT:

This report describes the submissions received following exhibition of the draft Tweed Shire Community Crime Prevention Action Plan, and recommends its adoption in the present form.

RECOMMENDATION:

That Council:

- 1. Adopts the Tweed Shire Community Crime Prevention Action Plan 2008 as exhibited.**
- 2. Sends a copy of the Action Plan 2008 to the Attorney General's Department requesting its endorsement.**
- 3. Authorises the formation of the Tweed Shire Crime Prevention Action Committee as a broad forum for the coordination of crime prevention activities within the Shire, with appropriate representation from key community stakeholder groups, and supported by Council officers.**

REPORT:**Background:**

Following renewal of the Tweed Heads/Coolangatta Community Safety Action Plan, attention has been given to a wider plan to address the different crime and community safety issues in the remainder of the Shire, covering about half of the Shire population (40,000 people).

The Draft Action Plan has been prepared by Blaze Consulting in conjunction with Council officers following a series of six public meetings held around the Shire in the latter part of 2007 to enable community members to express their concerns.

A total of 46 persons attended meetings. The consultants carried out a total of 24 interviews with key individual stakeholders, and 5 with community organisations. Following the meetings, 13 additional written submissions were received.

The Draft Action Plan:

The Plan reviews the concerns expressed and suggestions made by community members and organisations, and proposes a range of projects to address the issues raised. It includes:

- A statistical profile of the Tweed community
- A profile of local crime statistics
- An assessment of the perceptions of safety expressed by members of the community
- Anecdotal information about local crime activity
- A summary of key crime issues by locality
- Discussion of each issue
- Proposals for forming a Crime Prevention Action Committee
- A draft Plan containing 15 detailed projects to address the 5 key issues, which are:
 - Engaging the community to better support policing efforts, by increasing the reporting of crime and crime-related activity
 - Engaging the community to better support policing efforts, by increasing community awareness of and participation in crime prevention
 - Engaging the community to shift perceptions about young people and support their positive development and involvement in community life
 - Preventing crime and increasing safety within the Shire through better environmental design
 - Working collaboratively with key stakeholders to effectively address alcohol management issues in and around licensed premises, and in public spaces.

Exhibition and Submissions:

The Council resolved on 3 June 2008 to exhibit the Draft Action Plan for 30 days to receive further feedback from the community. A notice was placed in the Tweed Link. Copies were exhibited at Council offices and libraries from 17 June until 17 July. The Draft Plan was also available on Council's website.

Following exhibition, six (6) further written submissions commenting on the issues raised were received. It is considered these do not require the Action Plan itself to be amended, but should be referred to the Action Committee when formed to consider in relation to proposed crime prevention projects.

Submission 1:

- Comments on the "general reluctance to report crime" that many people do not have a good experience in reporting crime and rarely receive feedback.
- Suggests that few community groups have participated (list of participants was not exhibited).
- Disagrees that opportunities for legal street art reduces graffiti, and advocates rapid removal.
- Supports many of the initiatives, but feels there is no attempt to address the social causes of crime – better parenting, sense of community and civic pride.

Submission 2:

- Agrees most community problems have been identified.
- Refers to continuing increase in population, expresses community perception of a lack of police presence in Pottsville and remoteness from police stations; notes lack of police attendance at Neighbourhood Watch, and PACT meetings could be more community/education based; suggests use of Tweed Link, and local resident police officers to engage with the community.
- Raises problems relating to two local alcohol outlets being unchecked, suggesting community and youth education, and warning signs of crime in the area such as theft from motor vehicles.

Submission 3:

- Concerns about lack of police resources, and lack of links between Council Rangers and staff re vandalism of Council property.
- Limited opening hours of Kingscliff Police Station and lack of response when crime is reported. Urges Council to report all vandalism to Police.
- Willing to pay additional cost of more adequate policing, which could reduce Council rates.
- State Government concentrates Police in Sydney, and a dedicated Regional Police Force positioned within the community is preferred.

Submission 4:

- The structures for crime prevention, including Police, politicians, public servants, Court officials and Corrective Services are no longer working to the standard expected. They exclude the members of the community, and the community should take a more active role in reporting and providing evidence.
- Suggests signage to encourage community involvement in reporting, which improves statistics and acts as a deterrent.

Submission 5:

- Considers the Draft Plan does not reflect concerns expressed at the public meeting.
- It fails to address the serious under-staffing of the Police Command, with lower than State average numbers, and inability to provide timely response.
- The Draft Report paints a more rosy picture of the situation in Banora Point than was expressed at the meeting, omitting a list of 10 issues of concern, and recommendations are unsatisfactory to place pressure on the State Government.

Submission 6:

- Press for greater police presence in Murwillumbah, with concerns for young children wandering streets late at night.
- Give support to Rosie's soup kitchen.
- Initiate a Drop-In Centre with activities at night.
- Re-establish a Blue Light Disco.
- Re-establish the BMX track and improve the facilities in William Street.
- Engaging neglected teenagers is a very important strategy.

The proposed Crime Prevention Action Committee:

After the Plan is adopted, an Action Plan Committee is proposed to be formed to determine the specific details of projects and appropriate funding sources, and to form partnerships to implement them on an ongoing basis, until the Plan is further reviewed in 3 year's time.

Conclusions:

The Draft Action Plan has been based on the input received from community consultation, and closely reflects the concerns of the community. Consequently, the proposed issues and projects are appropriate for addressing the perceived needs of the community for its safety and wellbeing. Once adopted by Council, the Action Plan needs to be forwarded to the NSW Attorney General's Department for comment/endorsement.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Council officers will provide ongoing support to the Action Plan Committee.

POLICY IMPLICATIONS:

The Action Plan will help Council to implement its aim to consult with and give leadership to the community.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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

1. Tweed Shire Community Crime Prevention Action Plan, April 2008 (DW1827138).
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