



TWEED SHIRE COUNCIL

## **AGENDA**

# **OPERATIONS COMMITTEE MEETING**

**Tuesday 18 November 2008**

**Mayor: Cr J van Lieshout**

**Councillors: Cr B Longland, Deputy Mayor  
Cr D Holdom  
Cr K Milne  
Cr W Polglase  
Cr K Skinner  
Cr P Youngblutt**

THIS  
PAGE  
IS  
BLANK

THIS  
PAGE  
IS  
BLANK

**ITEMS FOR CONSIDERATION OF THE COMMITTEE:**

<b>ITEM</b>	<b>PRECIS</b>	<b>PAGE</b>
	<b>REPORTS THROUGH GENERAL MANAGER</b>	<b>5</b>
	<b>REPORTS FROM THE GENERAL MANAGER</b>	<b>5</b>
<b>O1</b>	<b>[GM-OC] World Rally Championships</b>	<b>5</b>
<b>O2</b>	<b>[GM-OC] Tweed Economic Development Corporation (TEDC) Quarterly Performance Report - July to September 2008</b>	<b>9</b>
<b>O3</b>	<b>[GM-OC] Tweed Tourism Quarterly Performance Report – July to September 2008</b>	<b>15</b>
	<b>REPORTS FROM THE DIRECTOR TECHNOLOGY &amp; CORPORATE SERVICES</b>	<b>25</b>
<b>O4</b>	<b>[TCS-OC] Quarterly Budget Review - 30 September 2008</b>	<b>25</b>
<b>O5</b>	<b>[TCS-OC] Corporate Quarterly Report - July to September 2008</b>	<b>37</b>
<b>O6</b>	<b>[TCS-OC] Monthly Investment Report for Period Ending 31 October 2008</b>	<b>63</b>
<b>O7</b>	<b>[TCS-OC] 2007/2008 Statutory Financial Reports / Audit Report</b>	<b>73</b>
<b>O8</b>	<b>[TCS-OC] 2007/2008 Statutory Annual Report</b>	<b>107</b>
<b>O9</b>	<b>[TCS-OC] Election Funding and Disclosure Act 1981 - Councillors and Mayor Obligation for Reporting</b>	<b>109</b>
<b>O10</b>	<b>[TCS-OC] In Kind and Real Donations - July to September 2008</b>	<b>115</b>
	<b>REPORTS FROM THE DIRECTOR ENGINEERING &amp; OPERATIONS</b>	<b>121</b>
<b>O11</b>	<b>[EO-OC] Renaming of Part of Public Road, Condong Street, Kunghur</b>	<b>121</b>
<b>O12</b>	<b>[EO-OC] Creation of Easement for Sewer Pump Station</b>	<b>137</b>
<b>O13</b>	<b>[EO-OC] Road Closure and Purchase West of Turnock Street</b>	<b>141</b>
<b>O14</b>	<b>[EO-OC] South Tweed Skate Park</b>	<b>145</b>

<b>REPORTS FROM THE DIRECTOR COMMUNITY &amp; NATURAL RESOURCES</b>	<b>149</b>
<b>O15 [CNR-OC] Cooperative Management of Cobaki Broadwater and Catchment – Memorandum of Understanding</b>	<b>149</b>
<b>O16 [CNR-OC] Amwil Park Community Facility - Future Use</b>	<b>153</b>
<b>O17 [CNR-OC] Tweed Community Options - Annual Report 2007/2008</b>	<b>157</b>
<b>O18 [CNR-OC] Urgent Need for a Hospice in Tweed Shire</b>	<b>167</b>
<b>O19 [CNR-OC] Youth Activities at Banora Point</b>	<b>173</b>
<b>O20 [CNR-OC] Waste Management Contracts</b>	<b>177</b>
<b>O21 [CNR-OC] Waste Management Charges</b>	<b>181</b>
<b>O22 [CNR-OC] Request for "In Kind" Support/Waive Fee</b>	<b>183</b>

## **REPORTS THROUGH GENERAL MANAGER**

### **REPORTS FROM THE GENERAL MANAGER**

#### **01 [GM-OC] World Rally Championships**

##### **ORIGIN:**

**General Manager**

**FILE NO: Festivals – World Rally Championships**

##### **SUMMARY OF REPORT:**

Council has received a letter from the Confederation of Australian Motor Sports (CAMS) inviting the General Manager to be a Director of World Rally Australia Pty Ltd. This company is wholly owned by CAMS and has been established to conduct the World Rally Championships in Australia. Other Board members will include representatives of CAMS, Events NSW and NSW business representatives.

Given the potential economic benefits to the region it is likely that there would be some significant advantage in the Tweed being represented at Board level.

##### **RECOMMENDATION:**

**That Council authorises the General Manager to accept the offer from the Confederation of Australian Motor Sports to be a Director of World Rally Australia Pty Ltd.**

**REPORT:**

Council has received a letter from the Confederation of Australian Motor Sports (CAMS) inviting the General Manager to be a Director of World Rally Australia Pty Ltd. This company is wholly owned by CAMS and has been established to conduct the World Rally Championships in Australia. Other Board members will include representatives of CAMS, Events NSW and NSW business representatives.

Given the potential economic benefits to the region it is likely that there would be some significant advantage in the Tweed being represented at Board level.

A copy of the CAMS letter to Council is reproduced below.



12 November 2008

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

Dear Mike

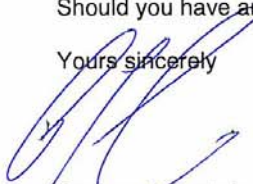
On behalf of the Board of Rally Australia Pty Ltd, I would like to invite you to become a Director of the company. CAMS, as the owner of the company, considers it essential that the local area be represented on the Board. As you have been deeply involved with the organisers for more than two years and have a very good understanding of the issues surrounding the event, we would be delighted if you would be able to accept this appointment.

As you would probably be aware, this position does not attract any remuneration. However, the company would cover the cost of any travel and/or accommodation necessary to fulfil the role of a Director. Most meetings will be held in the area although some might be held in Brisbane and one or two in Sydney.

Upon receipt of your confirmation I shall complete the necessary appointment process and relevant documentation with ASIC. As you would appreciate we are extremely keen to formalise the Board as soon as practicable and I would appreciate your prompt response to this request.

Should you have any further queries in this regard please do not hesitate to contact me.

Yours sincerely



**Graham Fountain**  
Company Secretary  
Rally Australia Pty Ltd

**Confederation of Australian Motor Sport Ltd**

A.B.N. 55 069 045 865

851 Dandenong Road Malvern East Victoria 3145 PO Box 147 Caulfield East Victoria 3145 Australia  
Telephone: 03 9593 7777 Facsimile: 03 9593 7700 www.cams.com.au  
International Tel: +61 3 9593 7777 International Fax: +61 3 9593 7700



**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER:**

Nil.

---



**O2 [GM-OC] Tweed Economic Development Corporation (TEDC) Quarterly Performance Report - July to September 2008**

**ORIGIN:**

**Business & Economic Development**

**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 July to 30 September 2008. All financial information has been provided as a confidential attachment due to the commercial nature of its contents.

Attached to this report is a copy of the TEDC's Business Plan which was submitted to Council in September. This plan outlines the status of all of TEDC's projects.

**RECOMMENDATION:**

**That Council receives and notes the quarterly report from Tweed Economic Development Corporation for the quarter July to September 2008.**

**REPORT:**

**TWEED ECONOMIC DEVELOPMENT CORPORATION LTD  
QUARTERLY REPORT TO TWEED SHIRE COUNCIL  
July to September 2008**

**1. Employment Generating Lands – Master Planned Estates (MPE) – Planning Study**

- TSC approached TEDC to undertake an investigation, and compile an advisory report into Master Planned Estates in the Tweed, in collaboration with council, in preparation of new planning policies for master planned estates.
- This proposal by TSC was suggested as part of the activities to be carried out by TEDC as part of its 2008 business plan. The proposed report is to be completed by December 2008.
- The Draft Document has been completed, and forwarded to TSC/TEDC Director Vince Connell.
- TEDC has organized a presentation to TSC staff on Master Planned Communities by Peter Sippel TEDC Director, and Director of The Heilbron Group.
- A meeting between TSC and TEDC to discuss the report and its recommendations will follow the presentation by Peter Sippel.
- The importance of this study and its ultimate implementation cannot be over emphasised in terms of the job generating investment attraction objectives of TEDC.
- TEDC has established the need to generate up to 25,000 new jobs by 2031 as part of addressing population growth/demographics and also achieving a 50% work participation rate. (Current work participation rate for Tweed at 42% compared with Hunter Valley at 59%, SEQ/Gold Coast at 62.7% and Sydney at 69%.

**2. Telecommunications Infrastructure Action Plan**

- TSC approached TEDC to conduct research and prepare an action plan to provide direction and advice to council on how to provide better telecommunications infrastructure for the Tweed.
- TEDC has conducted significant research on approaches to the broadband connectivity issues by other regions across Australia including projects in Melbourne, Sydney and Brisbane. TEDC has also met with a range of relevant industry experts, including meetings with Telstra, Pivit, and Delfin Lend Lease (which included an inspection of the Varsity Lakes project), and meetings with other relevant industry experts.
- A Stage 1. Draft Overview/Summary Research Report, has been completed by TEDC, and forwarded to TSC for discussion.
- TEDC also met with GDI Consulting, who have previously been commissioned by SEQ Council of Mayors to prepare an action plan for their region. GDI have also completed a range of action plans for Queensland State Government and Brisbane City Council.

- Subsequent to discussions with GDI, it was decided to seek a quote from GDI which would provide input into the Final TEDC Report by providing the information necessary to complete the Implementation Phase of the Action Plan, based on the commercial and practical experience and expertise of GDI in this field. A quote has since been received for \$18,000.00
- This Project has the capacity to facilitate job generation generally, through investment and industry attraction, but also by its capacity to encourage growth of home based businesses in the existing residential and industrial/commercial areas.
- It is expected that the report will propose that all new residential and employment generating land development initiatives in the Tweed, include the latest fibre-optic internet/broad band technology infrastructure as part of the basic infrastructure requirement process.
- The Draft TEDC Report and the GDI submission were discussed at a meeting on Friday October 24th, with Troy Green Dir Technology & Corporate Services, and Mark Tickle of TSC, who endorsed the approach taken by TEDC including the endorsement of the GDI consultancy proposal.
- The project and the GDI Proposal will be discussed at the TEDC Board meeting of October 30th 2008
- The issue and importance of appropriate broadband access is best summarized in a document which identified The Top Seven Intelligent Communities of 2008 (Globally) – Published on 14th January 2008. It makes for interesting reading. It can be downloaded from [www.intelligentcommunity.org](http://www.intelligentcommunity.org)

### **3. Tourism ROI Update**

- The uploading of information onto the Tourism ROI web site has been completed and we are now attempting to monitor development, progress and general feedback on the performance of the site.

### **4. Environmental Resource Education Centre Preliminary Feasibility Research Project**

- TEDC were invited to be part of a TSC steering committee to look at establishing an Environmental Resource Education Centre in the Tweed
- TEDC offered to undertake a preliminary feasibility/scoping research project as part of developing an understanding of the opportunity and challenges presented by such a proposal, including providing examples of similar facilities in Australia and overseas.
- A first draft document is nearing completion and will be presented to the steering committee on completion.

### **5. TEDC Economic Model Update**

- TEDC has not as yet resolved the issues associated with updating the Tweed Transaction Tables and negotiations are continuing with a number of parties including, Professor Guy West & the Western Research Institute
  - TEDC has also arranged a meeting with Professor Christine Smith, Head of the Department of Accountancy, Finance and Economics, Griffith University.
  - The economic impact assessment project for Lismore City Council was delayed due to staff changes at Lismore. This project has now been completed.
-

- The Richmond Valley Council Tables update has now been completed.
- The Richmond Valley Economic Impact consultancy project has commenced.
- As a matter of interest, TEDC consultancy work using the modelling tool has resulted in a gross income to TEDC in the last financial year of \$41,127.00.
- Tweed Shire Holiday Park economic impact assessment completed.

#### **6. TEDC AGM & Dinner Presentation by Tony Pearson.**

- Plans for this event are well underway and TEDC has been successful in attracting major sponsorship for the event with Gold Coast Airport being the Major Sponsor (\$2,500.00) and 6 other sponsors contributing \$1,000.00 each. These include Industry Central (2 packages -\$2,000.00), Mt Warning Industrial Park, North Coast TAFE, TURSA & Northern Rivers Regional Development Board.
- TEDC has sent out 200 direct invitations, including invitations to all councillors and GM's of all Northern Rivers Councils as well as representatives from Gold Coast City Council, and other representatives of the TEDC data base and broader business community. Invitations have also been extended via the extensive TEDC Web Data base.
- There will be several weeks of media exposure leading up to the event, with ads in the Gold Coast Bulletin, Daily News, Tweed Border Mail, Gold Coast Mail and Northern Star and other local publications as well as the TEDC web site, all inviting the local and regional business community to attend the dinner presentation.
- We expect this event to be well attended and the venue can accommodate up to 200 people although numbers are hard to predict at this early stage.
- The TEDC AGM will precede the dinner event.
- Tony Pearson is the Deputy Chief Economist with the ANZ bank and will speak on the state of the national and global economy.

#### **7. Other TEDC Activities**

- Thursday October 2nd TEDC attended Gold Coast Airport Jet Star Flights to Japan and Tokyo official welcome of first flight and project launch.
- EDO Krystal Baker attended EDA Conference in Brisbane on October 8th & 9th.
- TEDC representatives continue to attend the "Tweed" Chamber's breakfast meetings.
- TEDC CEO continues to attend the Murwillumbah Hospital Community Action Group meetings in an advisory capacity.
- TEDC was represented at the Northern Rivers Regional Development Board Awards for Innovation in Lismore on July 7th
- On Wednesday July 16th TEDC met with representatives from the Pilbara in WA who visited the Tweed and SEQ regions as part of a fact finding mission. The representatives advised they are still interested in accessing the economic modelling expertise offered by TEDC.
- Meeting with Representatives of the ANZ Bank including Regional Managers
- Attended Westlawn Finance Launch Murwillumbah.

## **8. Commonwealth Games Proposal**

- A proposal for the Tweed to lend its support to the Gold Coast/SEQ application to host the Commonwealth Games has been forwarded to Gold Coast City Council.
- There are a number of sporting venues in the Tweed Shire which have been used in the past by international teams as training venues. The support for the Gold Coast application is seen as an opportunity to value add to the Tweed economy by offering to support the Gold Coast in hosting of this event, through the provision of sporting venues.

## **9. Tweed Employment Generating Land**

- 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.
- TEDC continues to work with representatives of a number of employment generating estates in the Tweed, by providing data and statistics as well as facilitating business enquiries. These projects include proposals at Chinderah, Murwillumbah and Pottsville.
- Construction has either commenced or is about to commence on a number of buildings in Industry Central and include; Williams River Steel, Bunnings, Scandinavian Cone Company, Rhino Linings and at least 2 other major buildings for lease.

## **10. 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 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.

## **11. Quarterly Meeting TSC**

- In accordance with the TEDC business plan, an update of TEDC current and proposed activities were discussed, and the following resolved;
- That the TEDC business plan be amended to reflect the two projects assigned to TEDC by TSC, namely; The Planning Study & the Telecommunications Study.
- That Rural Land Use Stage 2, be put on hold due to the current workload at TEDC and in view of the uncertainty of being able to access Federal Government Funding at this time.

## **12. TEDC Promotions / Publications**

- TEDC has agreed to take a half page ad in the Northern Rivers Business Magazine at a cost of \$1,095.00. The Tweed region will be the feature region for the month which includes the front page as well as several pages of feature articles on the Tweed and TEDC projects and initiatives.
- TEDC has also been approached by Queensland Business ACUMEN magazine, inviting TEDC to be part of the 2008 Year Book publication. The magazine has widespread circulation and will focus on: What happened in 2008. What happens next? And who is making it happen – and how.
- The TEDC Tweed Pulse publication continues to be well received and in demand from potential new businesses and investors.
- The Tweed Pulse publication has been 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.

### **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** - September 2008 Quarter Balance Sheet and Profit and Loss Statements (DW: 1923401)
  2. **Confidential Attachment** - Tweed Economic Development Corporation Business Plan (DW: 1897450)
-

**O3 [GM-OC] Tweed Tourism Quarterly Performance Report – July to September 2008**

**ORIGIN:**

**Business & Economic Development**

**SUMMARY OF REPORT:**

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

**RECOMMENDATION:**

**That Council endorses the Tweed Tourism Quarterly Report for the quarter July to September 2008.**

---

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

This section is provided in a confidential attachment to this Council report.

**2. Marketing****3. Public Relations – by Karen Ransome, Verve Consulting****National Television Media**

- Australian Fishing Championships – to be aired in December on the Ten Network
- The Cook & The Chef – a total of six half-hour Tweed focussed shows aired between July and September

**Local Print & Radio Media**

Press releases written, distributed and published on:

- Australian Fishing Championships
- The Cook and the Chef
- Tweed Produce List
- Tweed feature (lift-out in Gold Coast Bulletin)
- Tweed Visitors Statistics
- Tweed Tourism Race Day
- General Tweed editorial (Best of the Gold Coast)

Our local print and radio media representatives are incredibly supportive of all our initiatives with regular positive coverage of Tweed Tourism and tourism-related issues appearing in the Daily News, Gold Coast Bulletin, Tweed Sun, Tweed Weekly and the new Tweed Shire Echo, and on ABC North Coast Radio, ABC Gold Coast Radio, 4CRB, Hot Tomato, SEA-FM and Gold FM.

Additionally, we have continued to work with the Daily News, providing ideas for their daily Residential Tourist section and assisting with the establishment of a new weekly feature, Accommodation Review which commences this weekend.

**Media & General Assistance to Members**

Wherever possible we provide individual assistance to members and industry operators on request by distributing notices re events, achievements, etc. and/or by providing contacts and general media/marketing advice. Specifically, we have provided assistance to:

- Catch a Crab
- Shaun Allen Day Tours
- Gold Coast Airport
- Aboriginal It's a Knockout Competition
- Australian Walk of Fame
- Madura Tea
- Fins @ Salt
- Chinderah Jam Shed







## **Tweed Tourism September 2008 Quarter Report**

### **1. Financial**

This section is provided in a confidential attachment to this Council report.

### **2. Marketing**

### **3. Public Relations – by Karen Ransome, Verve Consulting**

#### **National Television Media**

- Australian Fishing Championships – to be aired in December on the Ten Network
- The Cook & The Chef – a total of six half-hour Tweed focussed shows aired between July and September

#### **Local Print & Radio Media**

Press releases written, distributed and published on:

- Australian Fishing Championships
- The Cook and the Chef
- Tweed Produce List
- Tweed feature (lift-out in Gold Coast Bulletin)
- Tweed Visitors Statistics
- Tweed Tourism Race Day
- General Tweed editorial (Best of the Gold Coast)

Our local print and radio media representatives are incredibly supportive of all our initiatives with regular positive coverage of Tweed Tourism and tourism-related issues appearing in the Daily News, Gold Coast Bulletin, Tweed Sun, Tweed Weekly and the new Tweed Shire Echo, and on ABC North Coast Radio, ABC Gold Coast Radio, 4CRB, Hot Tomato, SEA-FM and Gold FM.

Additionally, we have continued to work with the Daily News, providing ideas for their daily Residential Tourist section and assisting with the establishment of a new weekly feature, Accommodation Review which commences this weekend.

#### **Media & General Assistance to Members**

Wherever possible we provide individual assistance to members and industry operators on request by distributing notices re events, achievements, etc. and/or by providing contacts and general media/marketing advice. Specifically, we have provided assistance to:

- Catch a Crab
- Shaun Allen Day Tours
- Gold Coast Airport
- Aboriginal It's a Knockout Competition
- Australian Walk of Fame
- Madura Tea
- Fins @ Salt
- Chinderah Jam Shed



- Australian Wild Escapes

#### **Tweed Tourism Collateral**

- Providing copy for new Press section of Tweed Tourism website
- Offering suggestions for photo list

#### **Industry Liaison**

- Providing Tweed Tourism copy for TourismROI website

#### **Operator Visits**

We continue to keep in touch with members and familiarise ourselves with their operations by doing site visits. Recent visits have included:

- Hillcrest B&B
- Limpinwood Lodge
- Crystal Creek Rainforest Retreat
- Wollumbin Palms

#### **In Progress**

We have been working on a number of exciting initiatives that should come to fruition in the next few months, including:

- Mercurio's Menu – The producers are interested in filming a half hour show on the Tweed for their second series. Unfortunately, there is an extremely high cost involved. Whilst Gold Coast Airport are willing to contribute the lion's share, this may not come off if we cannot secure the remaining funding
- Channel Ten First at Five News – Weatherman, Tim Bailey will visit the Tweed and broadcast live crosses during the evening news on December 3, 4 and 5
- Gold Coast Panache Magazine – We have a Tweed feature coming up in their December issue
- Courier Mail CM2 – Journalist Phil Hammond has expressed an interest in following up a number of stories from our Media Kit. I am just in the process of arranging an itinerary to suit
- Courier Mail CM2 – They are also considering running our general Tweed feature
- Christchurch Press – They are also considering running our general Tweed feature
- Special Interest publications – I have been liaising with a couple of freelancers who write for a number of special interest publications, including 4X4, Go Camping, Holidays with Kids etc. As a result of our story pitches, they have been commissioned to write a number of stories and we I am in the process of designing a suitable itinerary

#### **4. Members**

This section is provided in a confidential attachment to this Council report.

## 5. Visitor Information Centres

Movement in visitor numbers at each VIC previous year

2008 - 2009

	2007/08	2006/07	Variance	2007/08	2006/07	Variance	2007/08	2006/07	Variance
	WHRC			Tweed Heads			Kingscliff		
Sept Qtr	6471	6908	-6.33%	6750	6554	2.99%	2109	1945	8.43%
Dec Qtr									
Mar Qtr									
Jun Qtr									
<b>Total</b>	<b>6471</b>	<b>6908</b>	<b>-6.33%</b>	<b>6750</b>	<b>6554</b>	<b>2.99%</b>	<b>2109</b>	<b>1945</b>	<b>8.43%</b>

- Tweed and Kingscliff both performed well, with both centres showing considerable increases to visitor numbers for the quarter.
- Murwillumbah visitor numbers continue to decrease however September fared better with a decrease of just 1.7% in comparison to the same time last year.
- Visitation from New South Wales increased to all three centres in comparison to previous month. Queensland visitation remained strong.

### Commissions Earned

This section is provided in a confidential attachment to this Council report.

### Quality of service at Visitor Information Centres

- Surveys for the last quarter, results show that 77% of visitors to the VIC's were extremely satisfied, 23% very satisfied with the quality of customer service received. No-one surveyed advised that they were dissatisfied with the quality of customer service.

## 5. Visitor Information Centres

Movement in visitor numbers at each VIC previous year

2008 - 2009

	2007/08	2006/07	Variance	2007/08	2006/07	Variance	2007/08	2006/07	Variance
	WHRC			Tweed Heads			Kingscliff		
Sept Qtr	6471	6908	-6.33%	6750	6554	2.99%	2109	1945	8.43%
Dec Qtr									
Mar Qtr									
Jun Qtr									
<b>Total</b>	<b>6471</b>	<b>6908</b>	<b>-6.33%</b>	<b>6750</b>	<b>6554</b>	<b>2.99%</b>	<b>2109</b>	<b>1945</b>	<b>8.43%</b>

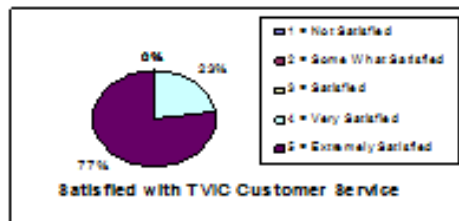
- Tweed and Kingscliff both performed well, with both centres showing considerable increases to visitor numbers for the quarter.
- Murwillumbah visitor numbers continue to decrease however September fared better with a decrease of just 1.7% in comparison to the same time last year.
- Visitation from New South Wales increased to all three centres in comparison to previous month. Queensland visitation remained strong.

### Commissions Earned

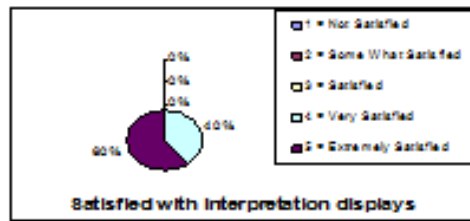
This section is provided in a confidential attachment to this Council report.

### Quality of service at Visitor Information Centres

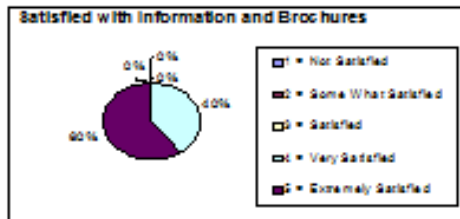
- Surveys for the last quarter, results show that 77% of visitors to the VIC's were extremely satisfied, 23% very satisfied with the quality of customer service received. No-one surveyed advised that they were dissatisfied with the quality of customer service.



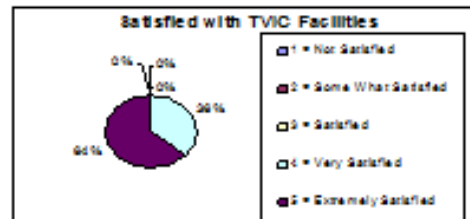
Were our visitors satisfied with our customer service.



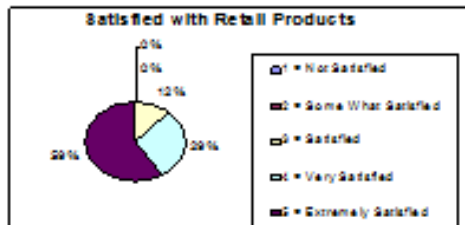
Were our visitors satisfied with our displays.



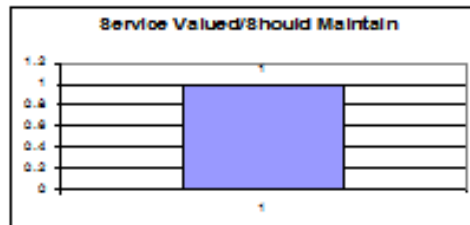
Were our visitors satisfied with our range of information.



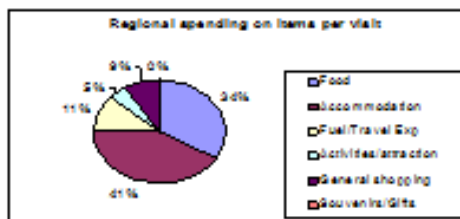
Were our visitors satisfied with our facilities.



Were our visitors satisfied with the quality of retail products



Is our service valued and should it be maintained



Regional spending on items and services in the region.

### Retail Revenue

This section is provided in a confidential attachment to this Council report.

## 6. Product Development

### Current Product Development Projects

- National Landscapes "Australia's Green Cauldron"
- Taste the Tweed – farm tours, Tweed produce list, hampers
- Environment - Bush Walks, Interpretation Centre and Rainforest Way
- Health & Lifestyle
- Business Tourism – MICE
- Festivals
- Surfing
- NSW Tourism
- Indigenous Tourism
- Network Nights

## 7. General

The past three months have seen Tweed Tourism staff moving forward in continuing assistance to its members and industry partners. Closer relationships have been established with organisations such as TEDC, where the GM now sits as a non voting member of the board, and all the business chambers in the region.

Feedback to Tweed Tourism is continuing to be very positive and with many new opportunities continuing to open up, it is a very exciting time for Tourism in the Tweed.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER:**

1. **Confidential Attachment** - Tweed Tourism Sept Qtr 2008 Report to Council - Financial Confidential Attachment (DW 1922767)
-

THIS  
PAGE  
IS  
BLANK

THIS  
PAGE  
IS  
BLANK



## REPORTS FROM THE DIRECTOR TECHNOLOGY & CORPORATE SERVICES

### 04 [TCS-OC] Quarterly Budget Review - 30 September 2008

#### ORIGIN:

Financial Services

#### SUMMARY OF REPORT:

This is the first quarter statutory budget review for this financial year and summarises the estimated expenditure and income changes to the 2008/09 Budget based on projections to 30 June 2009.

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 2009 in the General Fund, Water and Sewer Funds.

#### RECOMMENDATION:

That the:-

1. Quarterly Budget Review Statement as at 30 September 2008 be adopted.
2. Expenditure and income, as summarised below and detailed within the report, be voted and adjusted in accordance with the revised total expenditure and income for the year ending 30 June 2009.

Description	Change to Vote	
	Deficit	Surplus
<b>General Fund</b>		
<u>Expenses</u>		
Operating	2,748,066	0
Interest	0	5,250
Capital	4,187,932	0
Loan Repayments	0	4,948
Transfers to Reserves	0	0
	<u>6,935,998</u>	<u>10,198</u>
<u>Income</u>	0	0
Operating	0	2,791,438
Capital Grants & Conts	0	965,500
Loan Funds	70,000	0
Recoupments	0	2,348,425
Transfers from Reserves	0	890,437
Asset Sales	0	0
	<u>70,000</u>	<u>6,995,800</u>
Net Surplus/(Deficit)		<u><u>0</u></u>

Description	Change to Vote	
	Deficit	Surplus
<b>Water Fund</b>		
<u>Expenses</u>		
Operating	62,687	0
Interest	0	1,179,320
Capital	0	3,407,475
Loan Repayments	0	237,619
Transfers to Reserves	188,766	0
	<u>251,453</u>	<u>4,824,414</u>
<u>Income</u>		
Operating	0	0
Capital Grants & Conts	100,000	0
Loan Funds	2,625,000	0
Recoupments	1,407,527	0
Transfers from Reserves	440,434	0
	<u>4,572,961</u>	<u>0</u>
Net Surplus/(Deficit)		<u><u>0</u></u>

<b>Sewer Fund</b>		
<u>Expenses</u>		
Operating	316,230	0
Interest	0	0
Capital	0	1,127,395
Loan Repayments	0	0
Transfers to Reserves	0	908,335
	<u>316,230</u>	<u>2,035,730</u>



<u>Income</u>		
Operating	0	0
Capital Grants & Conts	280,000	0
Loan Funds	0	0
Recoupments	743,000	0
Transfers from Reserves	696,500	0
Asset Sales	0	0
	<hr/>	<hr/>
	<b>1,719,500</b>	<b>0</b>
Net Surplus/(Deficit)		<hr/>
		<b>0</b>

## **REPORT:**

### **Budget Review 30 September 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
<b>General Fund</b>		
L G Association Membership	5,000	Increased Membership Costs
Community Options programs expenses	57,238	Expenditure of interest on unexpended grants 07/08
Financial Assistance Grant - General	(385,981)	Additional funds received
Roads construction loan repayments	(10,198)	Savings from replacing proposed borrowing with additional grant funds
Visitor information centre Tweed Heads	150,000	Additional funds required
Development Assessment legal expenses	150,000	Ongoing expenses with appeals
Design Unit legal expenses	28,941	Legal expenses for leases and general legal advice/research
Mayor & Councillor expenses	5,000	Council conduct review committee
	0	

**Full details:**

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
<b>1. Proposed Variations</b>					
<b>General</b>					
1	Ex	Depot expenses	109,800	<b>310,000</b>	adjust to reflect actual
1	Ex	Storekeeping	220,000	<b>80,000</b>	adjust to reflect actual
1	Ex	Depot on costs	0	<b>(390,000)</b>	adjust to reflect actual
2	Ex	Building Control other costs	104,643	<b>5,000</b>	Journals and education
2	Ex	Water & food sample testing	10,000	<b>(5,000)</b>	Internal reallocation for above
3	Ex	Kyogle Rd - Palmers Rd to Clarrie Hall Dam		<b>2,231,775</b>	Project not in original budget
3	In	s94 Recoupment Plan 4		<b>(2,231,775)</b>	Funding from above
4	Ex	L G Association Membership	40,163	<b>5,000</b>	Increased Membership Costs
5	Ex	Community Options programs expenses	2,038,821	<b>994,542</b>	Adjust to reflect projected grant expenses
5	In	Community Options programs income	<b>(1,937,931)</b>	<b>(937,304)</b>	Adjust to reflect projected grant income
6	Ex	Recreation services administration	624,544	<b>142,522</b>	Internal restructuring Rec Services
6	Ex	Maintenance - general	277,254	<b>(142,522)</b>	Internal restructuring Rec Services
7	Ex	Maintenance - general	277,254	<b>(130,000)</b>	Redistribution of Rec Services budget
7	Ex	Maintenance - Tweed	691,440	<b>90,000</b>	Redistribution of Rec Services budget
7	Ex	Maintenance - Murwillumbah	583,708	<b>20,000</b>	Redistribution of Rec Services budget
7	Ex	Maintenance - Koala Beach	64,679	<b>20,000</b>	Redistribution of Rec Services budget
8	Ex	Public halls	86,302	<b>(47,540)</b>	Disbursement of budgets to individual halls
8	Ex	Other Property	99,460	<b>(2,545)</b>	Disbursement of budgets to individual halls
8	Ex	Halls (various)	0	<b>50,085</b>	Disbursement of budgets to individual halls
9	Ex	Water Quality Control	31,251	<b>(31,251)</b>	Consolidation of entomology budgets
9	Ex	Insect & Vermin Control	125,407	<b>31,251</b>	Consolidation of entomology budgets
10	In	Financial Assistance Grant - General	<b>(5,702,449)</b>	<b>(385,981)</b>	Advice received from Commission
10	In	Financial Assistance Grant - Roads	<b>(1,878,000)</b>	<b>(252,810)</b>	Advice received from Commission
10	Ex	FAG Roads expenditure	2,184,762	<b>182,810</b>	Expenditure of above
10	In	Roads funding - loans	<b>(570,000)</b>	<b>70,000</b>	Replace borrowing with above
10	Ex	Roads construction loan repayments	221,991	<b>(5,250)</b>	Interest saved by above
10	Ex	Roads construction loan repayments	442,242	<b>(4,948)</b>	Principal repayments saved by above
11	Ex	Recycling expenses	155,220	<b>69,974</b>	Recycled aluminium bin enclosures
11	In	Transfer from Waste reserves	<b>(110,450)</b>	<b>(69,974)</b>	Transfer above from Recycling reserve
12	Ex	Landfill construction		<b>427,959</b>	Stage 4 Landfill cell Bartlett's Quarry
12	In	Transfer from Waste reserves	<b>(110,450)</b>	<b>(427,959)</b>	Transfer above from Landfill Environmental Management Reserve
13	Ex	Environmental Assessment Report		<b>357,504</b>	Landfill & Quarry at Eviron Road site
13	In	Transfer from Waste reserves	<b>(110,450)</b>	<b>(357,504)</b>	Transfer above from various waste reserves
14	Ex	Project Management System		<b>35,000</b>	Hardware, software, travel, training
14	In	Transfer from Car Parking Reserve		<b>(35,000)</b>	Funding for above
15	Ex	Visitor information centre Tweed Heads	341,821	<b>150,000</b>	Additional funds required
16	Ex	Murwillumbah Civic Centre fit-out		<b>113,238</b>	Completion of works
16	Ex	Organisational development	336,505	<b>(113,238)</b>	Funding for above
17	Ex	Development Assessment legal expenses	199,300	<b>150,000</b>	Ongoing expenses with appeals
18	Ex	Design Unit legal expenses		<b>28,941</b>	Legal expenses for leases and general legal advice/research
19	Ex	Mayor & Councillor expenses	197,354	<b>5,000</b>	Council conduct review committee
20	Ex	Wommin Bay Rd drainage	125,000	<b>474,475</b>	Redistribution of infrastructure program
20	Ex	Wharf St drainage	171,000	<b>(100,000)</b>	Redistribution of infrastructure program
20	Ex	Pottsville Waters Canal drainage	614,475	<b>(614,475)</b>	Redistribution of infrastructure program
20	Ex	Darlington Drive drainage	110,000	<b>240,000</b>	Redistribution of infrastructure program
21	Ex	Piggabeen Road	80,000	<b>100,000</b>	Redistribution of infrastructure program
21	Ex	Wooyung Road	271,881	<b>(100,000)</b>	Redistribution of infrastructure program
22	Ex	Cudgen Creek walkbridge	200,000	<b>100,000</b>	Redistribution of infrastructure program
22	Ex	Giddys Bridge	337,636	<b>200,050</b>	Redistribution of infrastructure program

22	Ex	Pottsville Bridge	75,000	<b>6,000</b>	Redistribution of infrastructure program
22	Ex	Perch Creek Bridge	291,750	<b>253,950</b>	Redistribution of infrastructure program
22	Ex	O'Briens Bridge	222,908	<b>(166,340)</b>	Redistribution of infrastructure program
22	Ex	Bridge Construction (non-specified)	243,660	<b>(243,660)</b>	Redistribution of infrastructure program
22	Ex	Timber bridge grants	<b>(197,500)</b>	<b>197,500</b>	Redistribution of infrastructure program
22	Ex	Crabbes Creek Road	616,245	<b>(347,500)</b>	Redistribution of infrastructure program
23	Ex	Flood damage January 2008	59,857	<b>1,215,343</b>	Grant notifications
23	In	Natural disaster grants		<b>(1,215,343)</b>	Grant notifications
24	Ex	Kyogle Road - Palmers Road		<b>750,000</b>	Grant notifications
24	Ex	Kyogle Road - 3km West of Kunghur		<b>280,000</b>	Grant notifications
24	Ex	Cudgen Rd/Tweed Coast Rd signals		<b>50,000</b>	Grant notifications
24	Ex	Terranora Road		<b>83,000</b>	Grant notifications
24	In	Black Spot grants		<b>(1,163,000)</b>	Grant notifications
				<b>0</b>	

**Water Fund**

25	Ex	Various operating expenses		<b>62,687</b>	Increased costs
25	Ex	Loan interest		<b>(1,179,320)</b>	Loan funding less than budget
25	Ex	Loan repayments		<b>(237,619)</b>	Loan funding less than budget
25	In	Loan funding		<b>2,625,000</b>	Loan funding less than budget
25	Ex	Various capital works		<b>(3,407,475)</b>	Projects deferred to future years
25	In	Capital Grants		<b>100,000</b>	Funding adjusted because of deferrals
25	Ex	Transfers to Asset replacement reserve		<b>188,766</b>	Funding adjusted because of deferrals
25	In	Transfers from Asset Replacement Reserve		<b>440,434</b>	Funding adjusted because of deferrals
25	In	Transfers from Capital Contributions Reserve		<b>1,407,527</b>	Funding adjusted because of deferrals

**Sewer Fund**

26	Ex	Various operating expenses		<b>316,230</b>	Increased costs
26	Ex	Various capital works		<b>(1,127,395)</b>	Projects deferred to future years
26	In	Capital Grants		<b>280,000</b>	Funding adjusted because of deferrals
26	Ex	Transfers to Asset replacement reserve		<b>(908,335)</b>	Funding adjusted because of deferrals
26	In	Transfers from Asset Replacement Reserve		<b>696,500</b>	Funding adjusted because of deferrals
26	In	Transfers from Capital Contributions Reserve		<b>743,000</b>	Funding adjusted because of deferrals
				<b>0</b>	

**2. Variations Arising from Council Resolutions**

27	Ex	Purchase road widening land Fraser Drive		<b>116,650</b>	Council meeting 2/9/08
27	In	Recoup from s94 Plan 4		<b>(116,650)</b>	Council meeting 2/9/08
				<b>0</b>	

**Summary of Revotes by Type**

2007/08 Variations	<b>0</b>
Council Resolutions	<b>0</b>
Carried forward	<b>0</b>
	<b>0</b>

**Summary of Revotes - by Category**

<u>Expenses</u>	
Operating	<b>3,126,983</b>
Interest	<b>(1,184,570)</b>
Capital	<b>(346,938)</b>
Loan Repayments	<b>(242,567)</b>
Transfers to Reserves	<b>(719,569)</b>
	<b>633,339</b>



<u>Income</u>	
Operating	(2,791,438)
Capital Grants & Conts	(585,500)
Loan Funds	2,695,000
Recoupments	(197,898)
Transfers from Reserves	246,497
Asset Sales	0
	(633,339)
Net	<u>0</u>

**Summary of Revotes - by Division**

Technology & Corporate Services	(380,981)
Planning & Regulation	150,000
Community & Natural Resources	57,238
Engineering & Operations	131,981
General Manager	41,762
	<u>0</u>

**Budget Summary**

	General Fund		Water Fund		Sewer Fund		Total
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget</u>	
<b><u>Income Statement</u></b>							
<b>Operating Expenses</b>							
Materials & Contracts	24,186	38,733	2,795	2,795	3,313	3,629	45,157
Employee Costs	32,382	32,382	2,600	2,600	4,500	4,500	39,482
Interest Charges	4,056	4,051	3,628	3,628	263	263	7,942
Depreciation	14,001	14,001	7,407	7,407	12,702	12,702	34,110
Other Operating Expenses	5,000	5,178	750	750	750	750	6,678
	<b>79,625</b>	<b>94,345</b>	<b>17,180</b>	<b>17,180</b>	<b>21,528</b>	<b>21,844</b>	<b>133,369</b>
<b>Operating Revenue</b>							
Rates & Annual Charges	43,146	43,146	2,886	2,886	15,782	15,782	61,814
User Charges & Fees	12,543	12,560	11,806	11,806	1,547	1,547	25,913
Interest	2,502	2,502	106	106	106	106	2,714
Other Operating Revenue	1,300	1,300	50	50	50	50	1,400
Grants & Contributions	13,397	16,187	424	424	442	442	17,053
	<b>72,888</b>	<b>75,695</b>	<b>15,272</b>	<b>15,272</b>	<b>17,927</b>	<b>17,927</b>	<b>108,894</b>
Surplus/(Deficit) before Capital Amounts	<b>(6,737)</b>	<b>(18,650)</b>	<b>(1,908)</b>	<b>(1,908)</b>	<b>(3,601)</b>	<b>(3,917)</b>	<b>(24,475)</b>
Grants & Contributions (Capital amounts)	6,544	7,510	5,088	5,088	3,122	2,842	15,440
<b>Surplus/(Deficit) after Capital Amounts</b>	<b>(193)</b>	<b>(11,140)</b>	<b>3,180</b>	<b>3,180</b>	<b>(479)</b>	<b>(1,075)</b>	<b>(9,035)</b>

**Funding Result Reconciliation**

<i>Add Back non-funded items:</i>							
Depreciation	14,001	14,001	7,407	7,407	12,702	12,702	34,110
Internal Transfers	6,733	6,733	(3,440)	(3,440)	(3,093)	(3,093)	200
	<u>20,541</u>	<u>9,594</u>	<u>7,147</u>	<u>7,147</u>	<u>9,130</u>	<u>8,534</u>	<u>25,275</u>
Transfers from Externally Restricted Cash	12,109	15,612	6,038	6,038	3,424	2,681	24,331
Transfers from Internally Restricted Cash	545	13,166	16,617	16,617	5,277	4,581	34,364
Proceeds from sale of assets	1,815	1,815				0	1,815
Loan Funds Utilised	9,129	17,941	40,545	40,545		0	58,486
Repayments from Deferred Debtors	<u>44,139</u>	<u>58,128</u>	<u>70,347</u>	<u>70,347</u>	<u>17,831</u>	<u>15,796</u>	<u>144,271</u>





	General Fund		Water Fund		Sewer Fund		Total
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget</u>	
<i>Funds were applied to:</i>							
Purchase and construction of assets	(31,285)	(45,279)	(60,721)	(60,721)	(10,205)	(9,078)	(115,078)
Repayment of principal on loans	(4,116)	(4,111)	(238)	(238)	(497)	(497)	(4,846)
Transfers to Externally Restricted Cash	(5,308)	(5,308)	(4,989)	(4,989)	(2,392)	(2,392)	(12,689)
Transfers to Internally Restricted Cash	(3,430)	(3,430)	(4,399)	(4,399)	(4,737)	(3,829)	(11,658)
<b>Increase/(Decrease) in Available Working Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Available Working Capital Previous Financial Year	200	2,000	2,000	2,000	2,000	2,000	4,200
<b>Available Working Capital as at 30 June 2009</b>	<b>200</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>4,200</b>

### Summary by Division

Surplus/(Deficit)							
Technology & Corporate Services	(42,905,799)	(43,286,780)	0	0	0	0	0
Planning & Regulation	5,143,714	5,293,714	0	0	0	0	0
Community & Natural Resources	7,813,719	8,369,470	0	0	0	0	0
Engineering & Operations	27,492,226	27,125,694	0	0	0	0	0
General Manager	2,456,140	2,497,902	0	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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:**

As discussed in the report.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

Nil.

---

THIS  
PAGE  
IS  
BLANK

THIS  
PAGE  
IS  
BLANK

**O5 [TCS-OC] Corporate Quarterly Report - July to September 2008**

**ORIGIN:**

**Corporate Compliance**

**SUMMARY OF REPORT:**

The Corporate Quarterly Report including progress on the 7 Year Infrastructure & Services Plan for the period 1 July to 30 September 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 July to 30 September 2008.**

**REPORT:**

The following report details the Quarterly Corporate progress, including progress on the 7 Year Infrastructure & Services Plan, for the period July to September 2008 on activities identified to be undertaken during 2008-2009 in the 2008-2011 Management Plan.



**Tweed Shire Council Corporate Quarterly Report for - July- Sept 2008**

Social Plan Responsibility	Service	Cost Centre	Performance Measure	Target	July-Sept	Total	Comment
Manager Community & Cultural Services	Aboriginal Development projects delivered.	C012	number	5	5	5	
	Clients aided by Community Options.	C012	number	500	250	250	
	Cultural Development projects delivered.	C008	number	7	1	1	
	Disability projects delivered.	C012	number	9	5	5	
	Exhibitions held by the Regional Art Gallery.	C008	number	25	11	11	
	Festivals and events held to promote the Shire.	C031	number	25	12	12	
	Library projects delivered.	C009	number	4	7	7	
	Museum projects delivered.	C010	number	10	2	2	
	Projects, events, activities for Seniors facilitated by Council.	C012	number	10	3	3	
	School holiday activities facilitated by Council.	C012	number	20	3	3	
	Visitors to the Regional Art Gallery.	C008	number	50,000	14,597	14,597	
	Workshops held by the Regional Art Gallery.	C008	number	15	9	9	
	Manager Recreation Services	Youth projects delivered.	C012	number	24	4	4
Local recreation capital works completed on time in budget.		C027	%	100%	10	10	
Requests for parks maintenance.		C027	number	n/a	38	38	
Short-term filming licenses issued.		A029	number	n/a	4	4	
Swimming pool attendance.		C022	number	n/a	4,070	4,070	

**Tweed Shire Council Corporate Quarterly Report for - July- Sept 2008**



Economic Action Plan		Service		Cost Centre	Performance Measure	Target	July-Sept	Total	Comment
Manager Business & Economic Development	Construction Certificates approved for Commercial Development.	D001	number	n/a	16	16			
	Rateable business properties.	A009	number	n/a	1,693	1,693			
<b>Environmental Action Plan: Natural Environment</b>									
Responsibility		Cost Centre	Performance Measure	Target	July-Sept	Total	Comment		
Coordinator Natural Resource Management	Area of coastal vegetation under management.	C016	Ha	100 ha	80	80			
	Biodiversity projects - on-ground.	E016	number commenced	6	4	4			
	Biodiversity projects - planning/others.	E016	number commenced	8	8	8			
	Drain improvement projects delivered.	E013	number	3	4	4			
	Duranbah Beach and environmental management (planning phase).	E020	%	100%	5	5			
	Energy consumption reports for all Council accounts delivered.	C018	number	4	1	1			
	Estuary foreshore projects.	E021	number commenced	4	2	2			
	Kingscliff foreshore EIS approved.	E020	%	100%	40	40			
	NRCMA CSO project delivered.	E020	%	100%	10	10			
	River Health Grants for Catchment Management.	E021	number	20	8	8			
	Trapping control program for Indian Myna.	E016	trap days	300	60	60			
	Upper sub-catchment Management Plans prepared.	E021	number commenced	2	0	0			





**Tweed Shire Council Corporate Quarterly Report for - July- Sept 2008**

Urban Sustainability Project delivered.	C018	%	30%	2	2
Water consumption reports for all Council accounts delivered.	C018	number	2	0	0
Water quality monitoring and reporting.	C018	number	3	0	0

**Environmental Action Plan: Built Environment**

Responsibility	Service	Cost Centre	Performance Measure	Target	July-Sept	Total	Comment
Coordinator Planning Reforms	Strategic Land Use and Locality Plans adopted by Council.	D002	number	3	0	0	
Manager Building & Environmental Health	Average processing time for s68 Approvals, Sewer / Water.	C019	days	n/a	7	7	
	Average processing time to approve a building development applications.	C019	days	<40	38	38	
	Average processing time to approve Complying Development application.	C019	days	<10	7	7	
	Average processing time to determine a Construction Certificate.	C019	days	<15	5	5	
	Building Certificates issued.	C019	number	n/a	22	22	
	Complying Development applications approved.	C019	number	n/a	18	18	
	Construction Certificates approved.	C019	number	n/a	134	134	
	Development Applications approved.	C019	number	n/a	375	375	
	Food shops inspections.	C025	number	800	21	21	
	Mandatory critical building inspections carried out within 48 hrs of request.	C019	%	100%	100	100	
	Number of Development Applications received in the period.	C019	n/a	n/a	375	375	
	On-site sewerage management systems failures as a % of total systems inspected.	D001	%	n/a	3	3	

**Tweed Shire Council Corporate Quarterly Report for - July- Sept 2008**



Manager Development Assessment	Service	Cost Centre	Performance Measure	Target	July-Sept	Total	Comment
Quarterly on-site sewage management systems inspected.	D001	number	100	152	152		
Average turn around time to process DA's.	D001	days	60	70	70		
DA's approved as a % of total DA's determined.	D001	%	n/a	97	97		
Development Applications (DA's) approved.	D001	number	n/a	110	110		
Number of DA's received in the period.	D001	number	n/a	113	113		
s149 Certificates issued.	D001	number	n/a	789	789		
Annual average residential water consumption per connected assessment.	W006	kl/year	<200	201	201	2007/2008	
Annual reused effluent.	S003	%	10%		3.9	2007/2008 Total.	
Annual sewer overflows.	S003	number	<30		53	2007/2008 Total.	
Domestic waste recycled.	G002	%	25	38	38		
Environmental education initiatives and events conducted.	G002	number	n/a	20	20		
Kilograms of recycling per capita.	G002	kg	<140	22	22		
Litres of leachate reprocessed.	G001	litres	n/a	0	0		
Tonnes of green waste reprocessed.	G001	tonnes	n/a	1,589	1,589		
<b>Infrastructure Action Plan Responsibility</b>							
Manager Water	S005	\$	\$473(06/07)		492	2007/2008 (Sewerage Access Charge).	
Average residential sewer bill.	W007	\$	\$318 (06/07)		342	2007/2008 (Access Charge \$95 + 201 KL @ \$1.23).	
Average residential water bill.	S001	number	<40		12.6	2007/2008 Total.	
Confirmed sewer chokes per 100 kms.	S001	number	<10		10.77	2007/2008 Total.	
Dry weather sewer overflows to waterways per 100 kms.	S001	%	95%<12hrs		100	2007/2008 Total.	
Duration of programmed sewer service interruptions.							

**Tweed Shire Council Corporate Quarterly Report for - July- Sept 2008**



Duration of programmed water interruptions.	W006	%	95%<12hrs	100	2007/2008 Total.
Duration of unplanned sewer service interruptions.	S001	%	95%<8hrs	99	2007/2008 Total.
Duration of unplanned water interruptions.	W006	%	95%<5hrs	99	2007/2008 Total.
Frequency of unplanned water interruptions per 1,000 connections.	W006	number	<50	31	2007/2008 Total.
Moderate sewerage environmental incidents reported.	S005	number	0	4	2007/2008 Total (odour).
Moderate sewerage public health incidents reported.	S005	number	0	0	2007/2008 Total.
Moderate water supply environmental incidents reported.	W007	number	0	0	2007/2008 Total.
Moderate water supply public health incidents reported.	W007	number	0	0	2007/2008 Total.
Number of connected water meters.	W006	number	400	317	2007/2008 Total.
Odour complaints per 1,000 connections.	S002	number	<1	0.935	2007/2008 Total.
Percentage of time water restrictions apply.	W001	%	<5%	0	2007/2008 Total.
Quality of effluent meeting DEC (EPA) 90 percentile licence limits.	S003	%	100%	95	2007/2008 Total (6 of 8 plants fully compliant).
Service connections failures per 1,000 connections.	W006	number	<25	20.5	2007/2008 Total.
Sewer rising mains breaks per 100 kms.	S001	number	<10	2	2007/2008 Total.
Total volume of raw water extracted.	W005	ml	10250	9,429	2007/2008 Total.
Total volume of sewerage treated.	S003	ml	7500	7,892	2007/2008 Total.
Total volume of treated water supplied.	W005	ml	9600	8,836	2007/2008 Total.
Treated water to 1996 NHMRC & ARMCANZ Aust. drinking guidelines.	W005	%	100%	99	2007/2008 Total.
Unaccounted for lost water.	W004	%	<15%	14.57	2007/2008 Total



**Tweed Shire Council Corporate Quarterly Report for - July- Sept 2008**

		W006	number	<10	1.2	2007/2008 Total.
	Water complaints per 1,000 connections.	W006	number	<10	9.56	2007/2008 Total.
	Water mains failures per 100 kms of mains.	W004	number	<10	9.56	2007/2008 Total.
<b>Manager Works</b>						
	Kerb and gutter renewed (all programmes).	E009	metres	350	104	104
	Roads resheeted (all programmes).	E009	kms	20	4	4
	Roads resurfaced (all programmes).	E009	kms	50	20.5	20.5
	Unsealed roads graded.	E010	kms	350	37	37
<b>Senior Planning &amp; Infrastructure Engineer</b>						
	Maintenance and repair of floodgates.	E022	number	>30	20	20
	New bus shelters constructed.	E010	number	9	7	7
	New cycleways constructed.	E014	metres	800	287	287
	New footpaths constructed.	E004	metres	1,000	80	80
	Signage in bus shelters renewed.	E014	number	200	0	0
	Street lights upgrades.	E004	number	>10	6	6

**Governance Action Plan**

Responsibility	Service	Cost Centre	Performance Measure	Target	July-Sept	Total	Comment
Chief Information Officer	Core business systems availability.	A004	%	99%	99	99	
	Visitors to Councils Internet Web Site.	A004	number	n/a	40,000	40,000	
Corporate Compliance Officer	Completion of the annual Audit Plan.	A029	%	100%	25	25	3 audits completed in accordance with 2008/2009 Operational Plan.
	Formal complaints received.	A029	number	n/a	18	18	
	Freedom of information requests received.	A029	number	n/a	2	2	
<b>Manager Risk &amp; Human Resources</b>							
	Average duration rate of lost time injury.	A007	days	n/a	10	10	
	Full time employees.	A007	number	n/a	679	679	
	Lost time injury.	A007	number	n/a	16	16	
	Reported incidents.	A007	number	n/a	50	50	
	Workers compensation claims.	A007	number	n/a	23	23	



**Tweed Shire Council Corporate Quarterly Report for - July- Sept 2008**

Human Resource Action Plan		Service	Cost Centre	Performance Measure	Target	July-Sept	Total	Comment
Responsibility	Manager Risk & Human Resources	Average time taken to fill an advertised job vacancy.		days	n/a	37	37	
		Number of employees per 1000 population.		number	n/a	8.05	8.05	679/84325
		Number of job vacancies re-advertised.		number	n/a	2	2	
Equal Employment Opportunity Action Plan		Service	Cost Centre	Performance Measure	Target	July-Sept	Total	Comment
Responsibility	Manager Risk & Human Resources.	% of females employed to total equivalent full time staff.	A007	%	n/a	25	25	173/679
		% of males employed to total equivalent full time staff.	A007	%	n/a	74.5	74.5	506/679
		EEO complaints received.	A007	number	n/a	0	0	
		EEO complaints substantiated.	A007	number	n/a	0	0	

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: July - September 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	89526 Rev	\$89,526	\$16,889	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	\$0	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	\$18,474	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	\$60,000	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 Info. Centre at Kingscliff.	R Adams	25,000 Rev	\$25,000	\$12,500	Kingscliff VIC commenced operations on 15/12/2006.	Four quarterly instalments paid.



**Tweed Shire Council 7-year Infrastructure & Services Plan Progress Report: July - September 2008**

Upgrade Saleyards	Allowance for maintenance of pens, races and other saleyard capital infrastructure.	R Adams	40,000 Rev 16250 C/O	\$56,250	\$19,005	Works underway to upgrade pens and sorting / loading areas to steel fencing.	Under construction.
<b>Business &amp; Economic Development</b>				<b>\$431,776</b>	<b>\$126,868</b>		

**Tweed Shire Council 7-year Infrastructure & Services Plan Progress Report: July - September 2008**



**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 44789 C/O	\$110,789	\$19,017	Development Officer employed. Implementation of programs commenced.	Ongoing.
Administration Officer	Staff costs.	G Corbett	\$96000 Rev 6960 C/O (part of)	\$102,698	\$30,202	Administration Officer employed.	Ongoing.
Amenities hall Kingscliff	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	100000 Loans	\$100,000	\$0	Projects determined and budget approved by Community Development Officer.	complete
Arts Traineeship and Mentorship		G Corbett	3311 C/O	\$3,311	\$0	Cultural Development projects to be implemented awaiting return of Cultural Development Officer.	Cultural Development projects to be implemented awaiting return of Cultural Development Officer.
Carpet Replacement & Refurbishment - Murwillumbah Auditorium	Stage 2 would see works in the auditorium to replace carpet on walls, upgrade of stage.	G Corbett	120000 C/O	\$120,000	\$36,345	Consultants report received on the use of the Tweed and Murwillumbah Auditoria as a performing arts and mixed use space. Draft EIS complete. Draft Emergency Action Plan complete. Awaiting grant outcome.	Consultant has now been advised of cost. Currently reviewing cost quoted. Report to be dealt with by EMT.
Coastline Management Plan Implementation		J Lofthouse	150000 Grant, 150000 Loans	\$300,000	\$25,000		Place EIS on public exhibition.





**Tweed Shire Council 7-year Infrastructure & Services Plan Progress Report: July - September 2008**

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	105000 Rev 13786 C/O	\$118,786	\$6,088	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	\$0	\$1,966	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	18809 C/O	\$18,809	\$0	Plans and Strategies developed by Responsible Officer.	Awaiting implementation.
Duranbah Beach Plan of Management	Redesign stormwater including quality improvements, amenity	J Lofthouse	200000 Grant, 250000 Revenue	\$450,000	\$0	Detailed design and approvals.	construct redesigned stormwater system.
Improved Services for Shire Youth	The employment of a Youth Development Officer arose from needs identified from	G Corbett	76,000 Rev 525 C/O	\$76,525	\$18,308	Youth Development Officer employed. Implementation of programs commenced.	Ongoing.

**Tweed Shire Council 7-year Infrastructure & Services Plan Progress Report: July - September 2008**



Museum - Tweed Heads	the Social Plan.	G Corbett	250000 C/O	\$250,000	\$0	Architect engaged. Detailed design 90% complete. DA complete and ready for lodgement. Council notified of grant under the Better Regions Program.	Lodge Development Application. Liaise with Department of Lands regarding the lease arrangements.
Museum Murwillumbah	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	1000000 Loans	\$1,000,000	\$0	Council resolved to proceed with 2 storey concept.	Engage architect to prepare concept drawings and model.
Tweed Coast Estuaries Management Plan	Implementation of Coast Estuaries Management Plan	J Lofthouse	64286 Revenue	\$64,286	\$0	Proposal received for ecological health assessment of Cudgera Creek, awaiting outcome of ASS grant application.	Commence ecological health monitoring, commence ASS research project.
Vegetation Management Strategy	This program is critical to ensuring the best practice management of vegetation, and hence landscape, in the Tweed Valley.	J Lofthouse	278570 Rev / 450715 Grnt / 158834 C/O	\$888,119	\$25,056	4 on-ground projects commenced. 8 Planning or other projects commenced. Funds committed to pending grant projects not yet commenced.	Priority Actions: Stage 2 of LEP reforms; continued NRM project inventory; commence Biodiversity DCP; establish on-ground incentives program.
Waterways Asset Replacement	Replacement of Waterways Assets.	J Lofthouse	30,000 Rev 60,000 C/O	\$90,000	\$0	Tendering for replacement and new pontoons for Foysters Jetty, Dry Dock Road Jetty and Tumbulgum.	Commission, construct and install pontoons.

**Tweed Shire Council 7-year Infrastructure & Services Plan Progress Report: July - September 2008**



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 6131 C/O	\$18,631	\$2,839	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 22565 C/O	\$37,565	\$3,364	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.
<b>Community &amp; Natural Resources</b>				<b>\$3,749,519</b>	<b>\$168,185</b>		

Tweed Shire Council 7-year Infrastructure & Services Plan Progress Report: July - September 2008



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	85,000 Rev/85,000 Grant 50442 C/O	\$220,442	\$0	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 150463 C/O	\$250,463	\$91,277	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.
Botanical Gardens Visitors Centre		S Brawley	500000 Lns	\$500,000	\$0	To be considered after construction of hydraulic works.	
Bushland maintenance officer		J Lofthouse	67900 Revenue	\$67,900	\$0		
Cabarita Streetscaping		P Morgan	500000 Lns	\$500,000	\$6,611		

**Tweed Shire Council 7-year Infrastructure & Services Plan Progress Report: July - September 2008**



Carpark/Pool upgrade	The upgrade of the 40 year old Murwillumbah pool complex will provide a facility that will serve the region for the foreseeable future. New facilities will include a hydrotherapy pool, a 25m heated lap pool, which will allow all year use of the facility.	P Knight	4902845 C/O	\$4,902,845	\$5,378,090	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.
Coastal Landscape Strategy	Implement Kingscliff Foreshore Landscape Plan; Develop & implement Landscape Plan for Ambrose Brown Park, Pottsville.	S Brawley	283835 C/O	\$283,835	\$17,306	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		\$0	\$228,285	Foundation issues resolved. Substructure complete.	Superstructure construction.
Flood studies coastal creeks 2D		P Morgan	37500 Rev, 37500 Grt	\$75,000	\$0		

**Tweed Shire Council 7-year Infrastructure & Services Plan Progress Report: July - September 2008**



Footpaths rehabilitation	Rehabilitate footpaths in accordance with condition assessment.	I Kite	266,000 Lns C/O	\$312,789	\$21,485	Program complete.	Nil.
Gravel Re-sheeting of Unsealed Roads	Re-sheet unsealed roads with gravel identified by condition assessments.	I Kite	398,000 Lns	\$398,000	\$50,358	Program complete.	Nil.
Kerb & gutter rehabilitation	Rehabilitate kerb and gutter in accordance with condition assessment.	I Kite	70,000 Lns	\$70,000	\$19,002	Program complete.	Nil.
Kingscliff Pool upgrade	Shade structure + upgrading of Pool Facilities.	S Brawley	936 C/O	\$936	\$0	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	100000 C/O	\$100,000	\$0	No current acquisitions.	Continued review of further land acquisitions.
Laser Survey Tweed River & Coastal Creeks	Undertake survey of Tweed River and Coastal Creeks for incorporation of information in Council's GIS system.	P Morgan		\$0	\$1,680	Contract for survey completed. Information has been included in Councils GIS system.	Project Complete.

**Tweed Shire Council 7-year Infrastructure & Services Plan Progress Report: July - September 2008**



Lot 500 Bushland	Maintenance to Dune Vegetation - Casuarina.	S Brawley	8,200 Rev 6777 C/O	\$14,977	\$66	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 Revenue 10614 C/O	\$54,364	\$3,524	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	\$41,750	\$8,616	New BBQ and shelter. Replacement of bollarding to park at Ray Pascoe Park-Tweed Heads.	Continued replacement of equipment in accordance with budget allocation.
Pottsville North drainage outlet - Elanora		I Kite	750000 Lns	\$750,000	\$0		
Recreation asset management		S Brawley	30000 Rev 33950 C/O	\$63,950	\$63,950	Draft asset plans commenced.	completion of 1st iteration of asset management plans
Regional Sport & Recreational Facilities	Complete Feasibility/Master Plan study - Arkinshall Park; Proceed to further studies dependant on results of Feasibility Study.	S Brawley	866156 C/O	\$866,156	\$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 80628 C/O	\$769,528	\$155,240	Program complete apart from Hogan's Rd slip repair to be in 2008/2009.	Nil.

**Tweed Shire Council 7-year Infrastructure & Services Plan Progress Report: July - September 2008**



		I Kite	490,300 Lns	\$490,300	\$55,118	Program complete.	Nil.
Sealed road resurfacing	Reseal sealed roads in accordance with condition assessment.	I Kite	490,300 Lns	\$490,300	\$55,118	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 C/O	\$395,816	\$5,432	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	\$400,000	\$31,745	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 C/O	\$72,782	\$830	Casuarina Beach included in patrols contract. Shirewide Beach Audit and action plan adopted. Extended lifeguard services commenced.	Recommendations of plan to be implemented through Beach Safety Liaison Committee.
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	\$19,267	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.





**Tweed Shire Council 7-year Infrastructure & Services Plan Progress Report: July - September 2008**

Tweed Coast Depot	I Kite	30000 C/O	\$300,000	\$160,309
West Kingscliff drain - Gates/Bowling club	I Kite	900000 Lns Other	\$1,000,000	\$0
<b>Engineering &amp; Operations</b>			<b>\$12,911,833</b>	<b>\$6,318,191</b>

**Tweed Shire Council 7-year Infrastructure & Services Plan Progress Report: July - September 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). See A1502	\$0	\$0	Administration Officer appointed 25 March 2008.	Officer now providing support to Environmental Health section and maintaining Essential Services register.
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	\$19,194	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 5266 C/O	\$35,266	\$6,949	Officer resigned. The position was re-advertised and currently being shortlisted.	Interviews for position to be undertaken.

**Tweed Shire Council 7-year Infrastructure & Services Plan Progress Report: July - September 2008**



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	\$17,951	Compliance Officer employed. Proposed new structures in parks are being assessed by officer with existing structures audited. Complaints being attended to. Currently inspections being undertaken for renewal of licences to operate. Officer employed. Currently auditing On-site sewage management systems.	Continue above mentioned actions and assist Environmental Health Officers in auditing processes for data entry into Proclaim system.
Environmental Health Compliance Officer		R Cameron	84700 Revenue	\$84,700	\$21,625	Health & Building Surveyor employed. Has undertaken fire safety audits, inspections for places of public entertainment, Building Certificates and general inspections associated with building works. Officer now assigned to South area.	Continue to audit existing On-site sewage management systems.
Health & Building Surveyor.	An additional employee is required to maintain a satisfactory level of service to perform regulatory functions including the assessment of applications for construction certificates, complying development, development applications, sewer applications etc.	R Cameron	84700 Rev	\$84,700	\$29,727	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.
LEP Review Stage 2 (was Rural housing strategy).	Comprehensive review of Council LEP.	I Lonsdale		\$0	\$0		



**Tweed Shire Council 7-year Infrastructure & Services Plan Progress Report: July - September 2008**

LEP Reviews.	The State Government requires that the Tweed LEP is reviewed and updated.	I Lonsdale	\$0	\$0	\$0	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	0	\$0	\$13,438	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 enhancement of the character of the Tweed. All of Council's urban design policies and controls require updating.	I Lonsdale	0	\$0	\$0	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: July - September 2008**

Residential Development Strategy.	Adopted in 1991, a major review of the Strategy is required to ensure infrastructure plans and growth is coordinated.	I Lonsdale	67240 C/O	\$67,240	\$7,000	Draft report completed. Report to Council in April 2008 for exhibition.	Publicly exhibit draft strategy.
<b>Planning &amp; Regulations</b>				<b>-\$407,706</b>	<b>\$115,884</b>		
<b>Grand Total</b>				<b>\$17,500,834</b>	<b>\$6,729,128</b>		

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

Nil.

---

**O6 [TCS-OC] Monthly Investment Report for Period Ending 31 October 2008**

**ORIGIN:**

**Financial Services**

**SUMMARY OF REPORT:**

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

Council had \$119,384,340 invested as at 31 October 2008 and the net return on these funds was \$583,553 or 4.88% annualised for the month. The net return on funds invested this month is slightly up.

**RECOMMENDATION:**

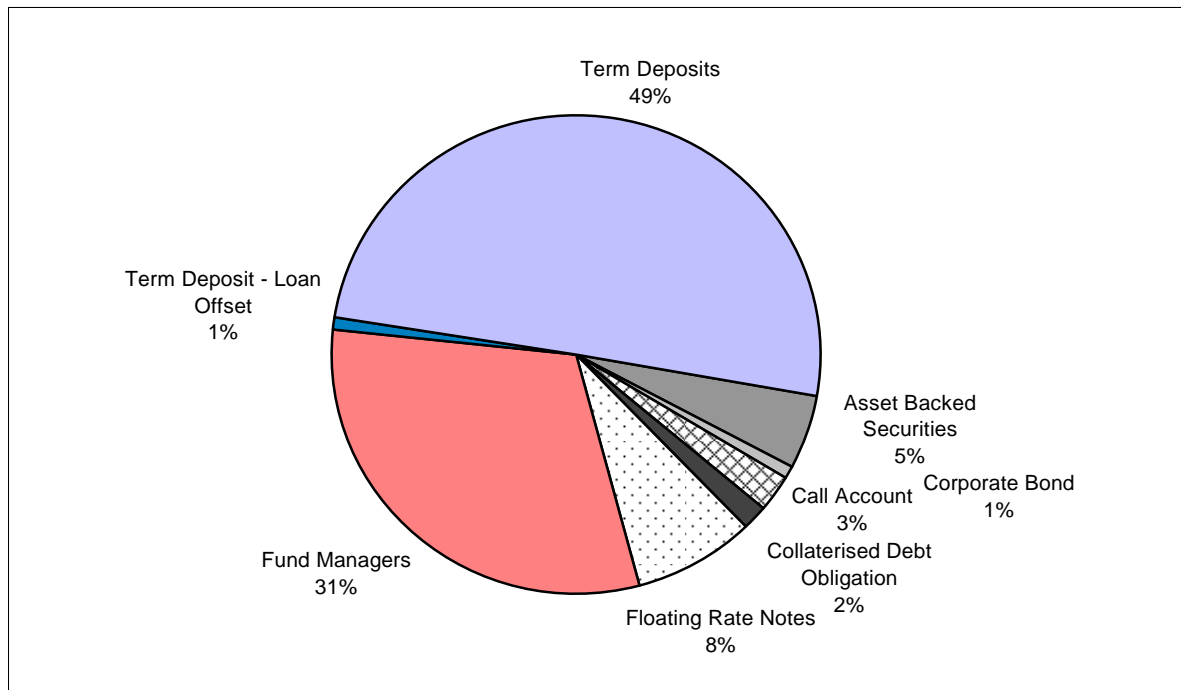
**That in accordance with Section 625 of the Local Government Act 1993 the monthly investment report as at 31 October 2008 totalling \$119,384,340.06 be received and noted.**

**REPORT:**

**Report for Period Ending 31 October 2008**

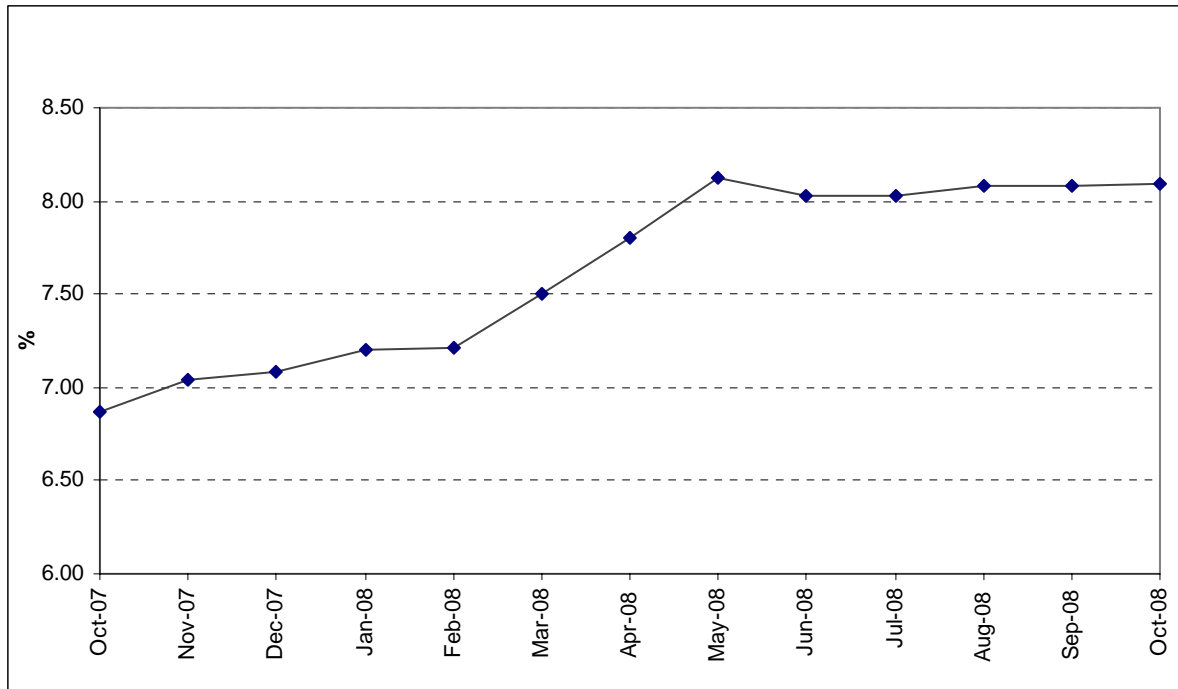
The "Responsible Accounting Officer" must report monthly to Council, setting out details of all the funds Council has invested and certification has been made in accordance with Section 625 of the Local Government Act (1993), Clause 212 of the Local Government (General) Regulations and Council policies.

**1. CURRENT INVESTMENT PORTFOLIO BY CATEGORY**

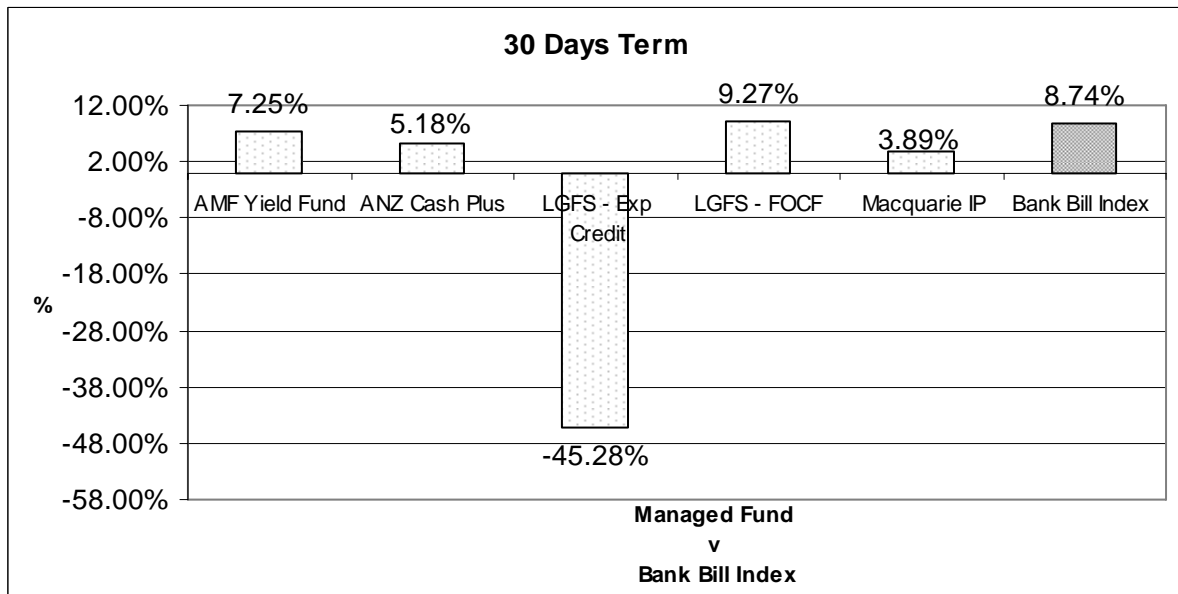




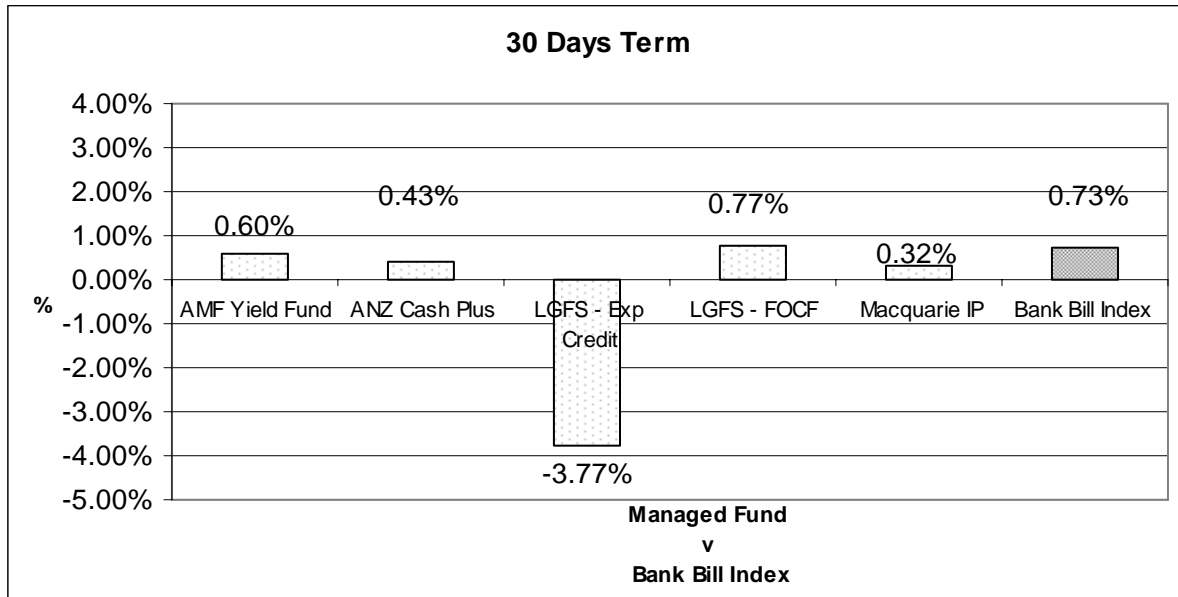
**2. INVESTMENT RATES - 90 DAY BANK BILL RATE (%)**



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



**4. FUND MANAGERS END OF MONTH BALANCE**



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

Fund	Credit Rating	Percentage of Total Fund Managers Current Month	Fund Managers Balance end of Previous month	Fund Managers Balance end of Current month	Distribution for Month/Quarter
AMF Yield Fund	AAA	2.90%	\$1,060,963	\$1,067,371	\$6,408 Monthly
ANZ Cash Plus	AA	2.46%	\$902,656	\$906,533	\$9,532 Monthly
LGFS - Exp Credit	n/a	9.82%	\$5,903,734	\$3,616,204	\$6,523 Monthly
LGFS - FOCF	AA-	56.48%	\$20,638,185	\$20,793,740	\$140,057 Quarterly
Macquarie IP	A	28.34%	\$10,398,474	\$10,432,223	\$27,459 Quarterly
<b>Total</b>		<b>100%</b>	<b>\$38,904,012</b>	<b>\$36,816,071</b>	<b>\$189,978</b>

\* \$10m Redemption AMF Yield Fund September

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

Institution	Short Term Credit Rating	Amount Invested	Term	% Return	Estimated interest due on maturity \$
Adelaide Bendigo Bank	A2	\$2,000,000.00	181	7.900	78,350.68
Bank of Queensland	A2	\$2,000,000.00	60	7.750	25,479.45
Bank of Queensland	A2	\$2,000,000.00	70	7.750	29,726.03
Bank of Queensland	A2	\$1,000,000.00	245	7.700	51,684.93
BankWest	A1	\$4,000,000.00	190	7.400	154,082.19
BankWest	A1	\$3,000,000.00	180	7.800	115,397.26
BankWest	A1	\$2,000,000.00	106	7.800	45,304.11
BankWest	A1	\$4,000,000.00	91	7.710	76,888.77
BankWest	A1	\$2,000,000.00	90	7.800	38,465.75
Commonwealth Bank	A1+	\$951,625.00	182	5.220	24,769.36
Commonwealth Bank Local Government Financial Services	A1+	\$3,000,000.00	overnight cash	5.950	N/A
Macquarie Bank	A	\$2,000,000.00	91	7.800	38,893.15
National Australia Bank	A1	\$5,000,000.00	180	8.080	199,232.88
National Australia Bank	A1+	\$2,000,000.00	98	7.700	41,347.95
National Australia Bank	A1+	\$4,000,000.00	180	8.000	157,808.22
National Australia Bank	A1+	\$4,000,000.00	189	8.000	165,698.63
St George Bank	A1	\$3,000,000.00	93	7.700	58,857.53
St George Bank	A1	\$5,000,000.00	95	7.990	103,979.45
Suncorp Metway	A+	\$3,000,000.00	90	7.940	58,734.25
Suncorp Metway	A+	\$4,000,000.00	105	7.900	90,904.11
Suncorp Metway	A+	\$2,000,000.00	180	7.840	77,326.03
Suncorp Metway	A+	\$1,000,000.00	365	8.390	83,900.00
Suncorp Metway	A+	\$3,000,000.00	1095	8.300	747,000.00
Total		63,951,625.00		Total	2,463,830.73

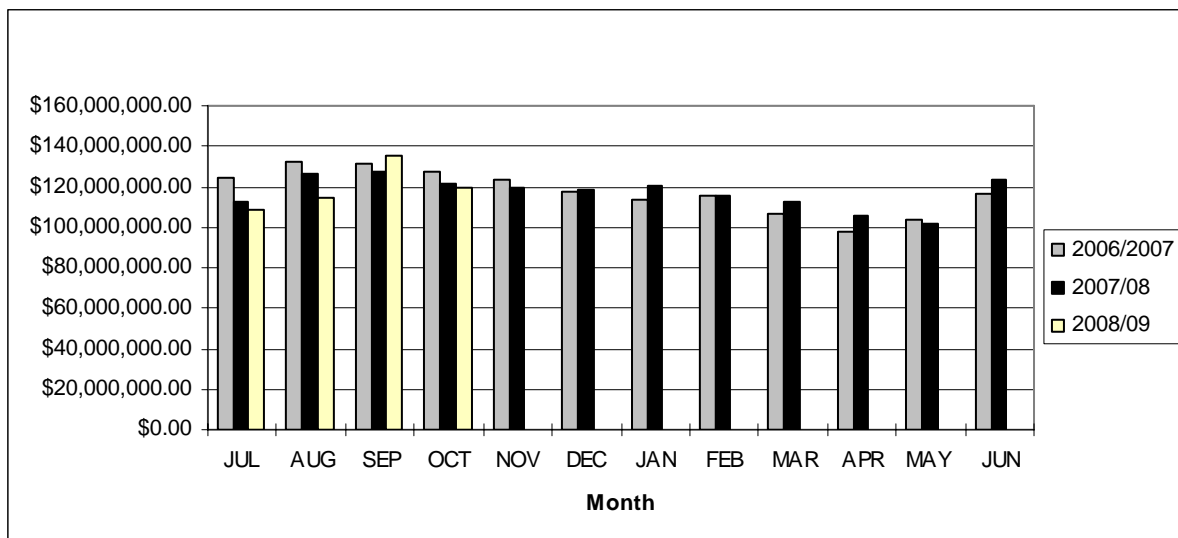
**7. PORTFOLIO PERFORMANCE**

Counterparty/ Product Name	Face Value	Marked to Market Value	Next Quarterly or Final Coupon	% Return on Face Value	Direct Security Type	Maturity Date
Adelaide - ANZ	\$1,000,000.00	\$1,002,833.00	\$17,787.37	8.195	FRN	22/05/09
ANZ	\$991,550.00	\$978,536.00	\$18,484.40	7.577	FRN	17/08/10
ANZ - Fixed Rate Note/Bond	\$994,010.00	\$1,054,960.00	\$456,770.22	8.650	FRN	22/04/13
CBA - Colonial FRN	\$991,649.95	\$972,850.11	\$14,577.03	6.010	FRN	20/07/10
CBA	\$2,000,000.00	\$1,984,174.31	\$31,363.00	6.340	FRN	21/01/11
Deutsche Bank Macquarie - Members Equity Sub-ordinated debt	\$1,000,000.00	\$916,157.00	\$18,682.07	8.270	FRN	23/11/12
Macquarie/HSBC	\$2,000,000.00	\$1,656,420.00	\$33,838.62	8.285	ABS	8/03/12
Merril Lynch - Argon Capital	\$2,004,300.00	\$1,810,513.49	\$37,600.64	8.330	FRN	24/01/11
Merril Lynch - Argon Capital	\$6,000,000.00	\$4,193,743.72	\$84,177.93	6.185	ABS	22/01/18
NAB	\$2,000,000.00	\$2,017,836.64	\$38,183.55	7.590	FRN	26/11/10
Westpac CDO Shield Series 18	\$2,017,700.00	\$2,028,620.00	\$40,992.02	8.195	CDO	4/12/08
<b>Total</b>	<b>\$20,999,209.95</b>	<b>\$18,616,644.27</b>				

**Legend:**

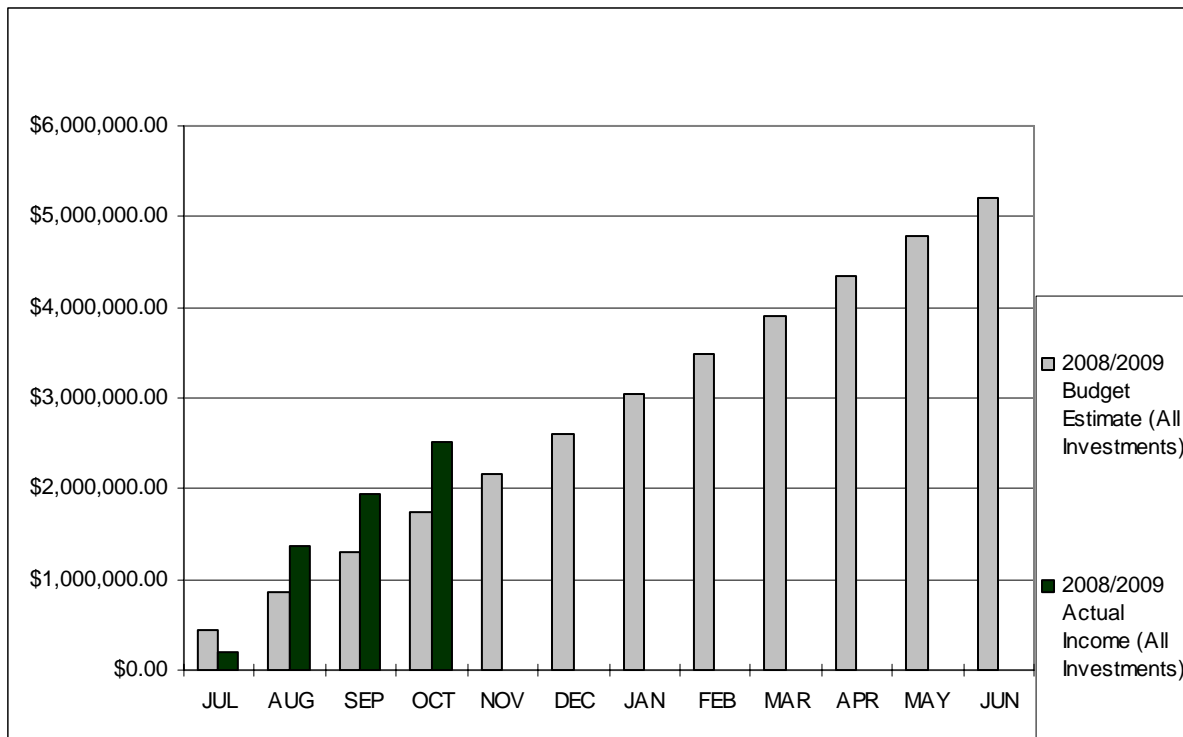
ABS = Asset Backed Security  
 CDO = Collateralised Debt Obligation  
 FRN = Floating Rate Note

**8. TOTAL FUNDS INVESTED**



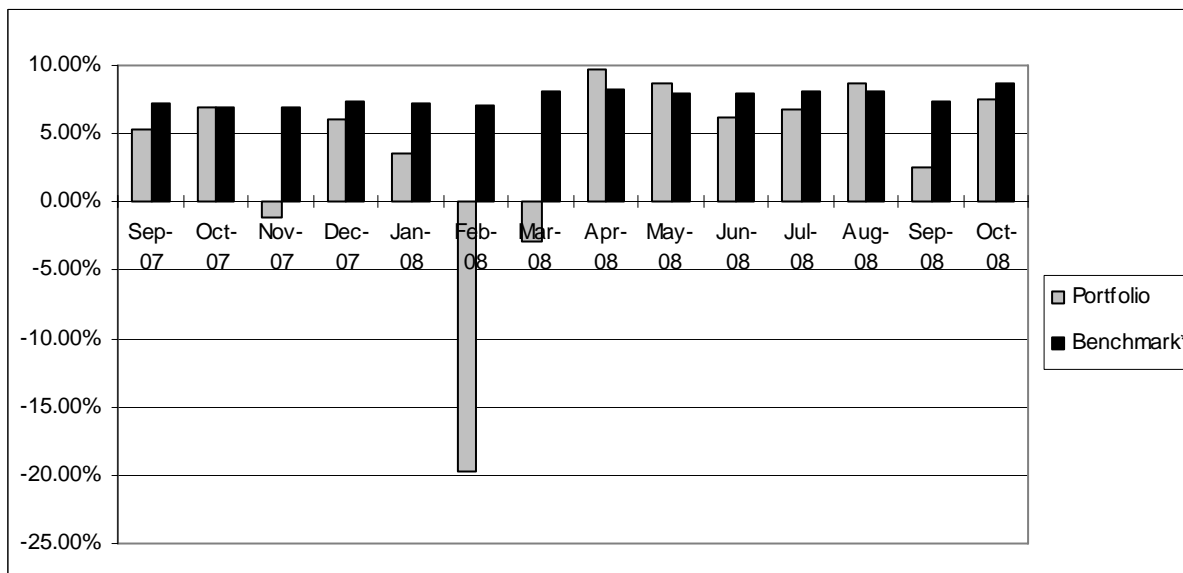
**9. TOTAL PORTFOLIO INCOME**

Managed funds net distributions, term deposits accrued interest and direct securities accrued coupons

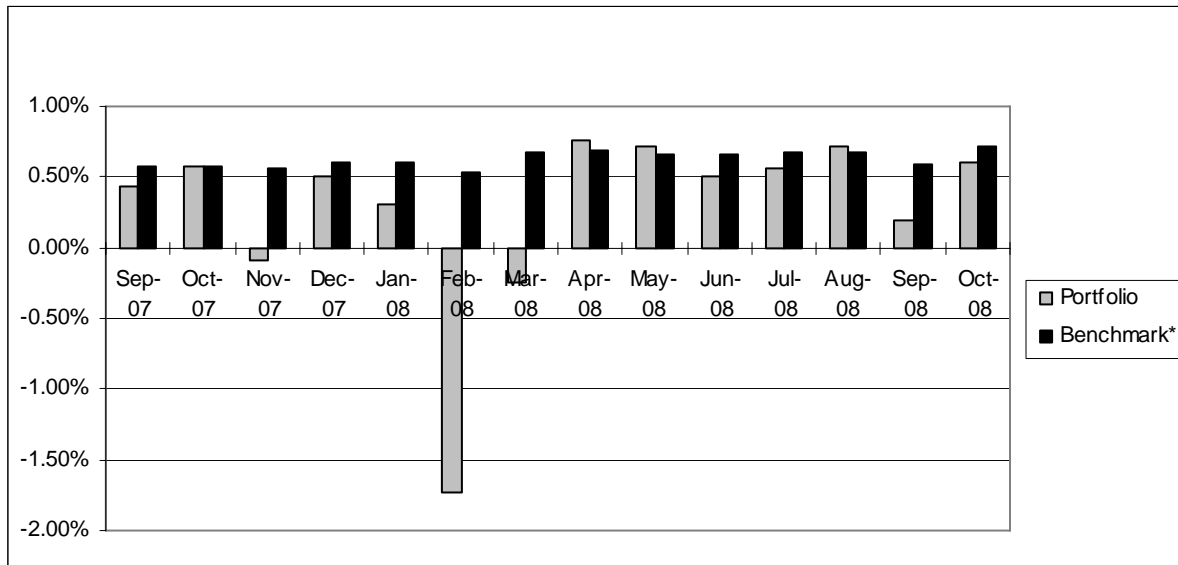


**10. PORTFOLIO PERFORMANCE**

Current month annualised return



**11. PORTFOLIO PERFORMANCE**  
**Current month actual return**



**12. MARKET COMMENTARY**

**Domestic Economy**

The deteriorating outlook for world growth has contributed to broad-based falls in world commodity prices over recent months. Oil has traded at around US\$65 a barrel during October, down from a peak of US\$140 in July. Base metal prices are down by an average of more than 30% since the start of 2008 and rural commodity prices have also fallen. Based on these developments, it is clear that Australia's terms of trade have now peaked and movements in the terms of trade are likely to subtract noticeably from national income growth over the year ahead.

Rising fuel costs and financial turmoil prompted the needed moderation in demand after a period of rapid growth. Moderating domestic demand has removed some upward pressure on inflation. The slowdown in domestic spending has been led by the household sector.

**Global Economy**

World financial markets have come under severe stress during October. Strains in credit markets escalated in early September and the period since has been marked by further large declines in equity prices and exceptional volatility across a range of markets. In response to these developments, a number of governments have announced measures to strengthen their financial systems which could stabilise conditions over time.

The renewed turmoil was sparked by the failure or near failure of a number of financial institutions. In the United States the largest mortgage institutions were effectively nationalised in September along with one of the world's major insurance companies. September also saw the demise of several large US investment banks.

In the United Kingdom and Europe several large financial institutions came under stress and required government assistance.

These events saw an intensification of the credit tightening that was already beginning to take hold in a number of countries. The renewed turmoil caused a serious tightening in credit availability to develop. As confidence in the financial sector deteriorated, banks became more uncertain about their ability to sustain their funding and this in turn made it more difficult for them to lend to sound borrowers in the non-financial sector. In some countries this was exacerbated by a lack of funding in the banking system.

### Council's Investment Portfolio Performance

Term deposits and floating rate notes this month experienced reduced returns as the cash rate diminished however continued to moderate the volatile returns experienced by the managed funds held in Council's investment portfolio. The cash rate was cut to 5.25% in early November and this will translate to a further reduction in returns from bank bill linked investments such as term deposits and floating rate notes.

Extreme volatility is still apparent in financial markets, although the effects have been mitigated significantly this month in Council's investment portfolio by sourcing new term deposits and reducing the amount held in managed funds. On average term deposits returned 7.76% pa to Council during October.

The \$6m Argon Asset Backed Security is currently valued by Oakvale Capital at \$4,193,744. The Helium Note component of this structured deal continues to decline on a marked to market basis.

The Portfolio Performance graph at Point 9 above shows 7.45% annualised return for the month of October as opposed to September's 2.49%. This highlights the significant effect of increased investment in term deposits and floating rate notes at this time compared with managed funds. Interestingly, capital values for most managed funds increased during the month and this also had a positive effect on Council's October Portfolio Performance.

A clearer indication of Portfolio performance is provided by disregarding changes in capital values. For example, Council had \$119,384,340 invested as at 31 October 2008 and the net return on these funds was \$583,553 or 4.88% annualised for the month. The net return on funds invested this month is slightly up this month due to a reduction in the amount available for investment and overall higher returns.

### 13. INVESTMENT SUMMARY AS AT 31 OCTOBER 2008

#### GENERAL FUND

COLLATERISED DEBT OBLIGATION	2,028,620.00	
CORPORATE BOND	1,054,960.00	
FLOATING RATE NOTE	9,682,900.55	
ASSET BACKED SECURITIES	5,850,163.72	
FUND MANAGERS	3,129,089.22	
LOAN OFFSET	951,625.00	
TERM DEPOSITS	60,000,000.00	
CALL	3,000,000.00	<b>85,697,358.49</b>

#### WATER FUND

TERM DEPOSITS	0.00	
FUND MANAGERS	31,187,934.35	<b>31,187,934.35</b>

**SEWERAGE FUND**

TERM DEPOSITS	0.00	
FUND MANAGERS	2,499,047.22	<b>2,499,047.22</b>
<b>TOTAL INVESTMENTS</b>		<b><u>119,384,340.06</u></b>

It should be noted that the General Funds investments of \$85 million are not available to be used for general purpose expenditure. It is virtually all restricted by legislation and council resolution for such purposes as unexpended loans, developer contributions, unexpended grants and various specific purpose reserves such as domestic waste, land development and employee leave entitlements.

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

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



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

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

Nil.

---



**07 [TCS-OC] 2007/2008 Statutory Financial Reports / Audit Report**

**ORIGIN:**

**Financial Services**

**SUMMARY OF REPORT:**

Council's Statutory General Purpose Financial Reports in accordance with Section 413 (2) (c) of the Local Government Act, 1993 for the financial year ended 30 June 2008 have been completed and audited. The Reports, including significant accounting policies and associated independent Audit Report from Thomas, Noble and Russell (TNR), presents Council with a financial overview of its operations for the year 2007/08.

The financial result for the year reveals that Council's finances are in a favourable position and that the internal financial management practices are sound.

The Financial Reports for 2007/08 are now presented to Council for adoption.

**RECOMMENDATION:**

**That Council:-**

- 1. Adopts the tabled 2007/08 Financial Reports.**
- 2. Executes the Statement under Section 413(2)(c) on the annual financial report.**

## REPORT:

Council's General Purpose Financial Report, including significant accounting policies for year ended 30 June 2008 have now been completed and the auditor's report received.

A copy of the Financial Reports will be tabled to this meeting.

These reports were completed by Council and audited by Council's auditors, Thomas Noble and Russell.

## Legislation Requirements

The Local Government Act, 1993 ("the Act") relating to the preparation of Council's annual financial reports requires that: -

1. Section 413 – A council must prepare financial reports for each year, and must refer them for audit as soon as practicable after the end of that year.
2. Section 413 (2) – A council's financial reports must include:
  - (a) a general purpose financial report;
  - (b) any other matter prescribed by the regulations; and
  - (c) a statement in the approved form by the council as to its opinion on the general purpose financial report.
3. Section 413 (3) – The general purpose financial report must be prepared in accordance with the Act and the regulations and the requirements of:
  - (a) the publications issued by the Australian Accounting Standards Board, as in force for the time being, subject to regulations; and
  - (b) such other standards as may be prescribed by the regulations.
4. Section 416 – A council's financial reports for a year must be prepared and audited within the period of 4 months after the end of that year.
5. Section 418 – Upon receiving the Auditor's Report, the Act requires the Council to give at least 7 days public notice of the meeting at which it proposes to present its audited financial reports, together with the Auditor's Report, to the public.
6. Section 420 – Any person may make a submission to the Council with respect to the Council's audited financial reports or with respect to the Auditor's Report.
7. Section 428(2)(a) – The audited financial reports must be included in the Council's annual report.
8. Clause 215 of the Local Government (General) Regulation, 2005 requires that the Statement under Section 413(2)(c) on the annual financial report must be made by resolution of the Council and signed by the Mayor, at least one (1) other member of Council, the General Manager and the Responsible Accounting Officer.

9. It is a requirement of the Department of Local Government that lodgement of the Audited Financial Statements and the Auditors Report be submitted to the Director General by 7 November of each year.

Due to the requirements to revalue Operational Land and Buildings, Council sought and received an extension from the Department of Local Government for submission of the Audited Financial Statements and the Auditors Report to the 30 November 2008.

### **Council's Responsibility**

Council is responsible for the preparation of the financial reports and adequate disclosures. This includes the maintenance of adequate accounting records and internal controls, the selection and application of accounting policies, and the safeguarding of the assets of Council. As the Responsible Accounting Officer, the Manager Financial Services, Mr Michael Chorlton has stated the accounting records have been maintained in accordance with Section 412 of the Act and in a manner that permitted the preparation of the General and Special Purpose Financial Reports for the year ended 30 June 2008.

Update No. 16 to the Local Government Code of Accounting Practice and Financial Reporting was issued in June of this year and is relevant to accounting periods ending 30 June 2008.

### **Benefits and Purpose of Annual Financial Reporting**

The primary benefits of financial reporting are:

- It makes Council accountable to the community for its financial management
- It provides the community and other interested parties with access to information about the current financial status of Council and its operational performance for the period in question.

The purpose of financial reporting, or the preparation of annual financial statements, is to communicate information about the financial position and operating results of Council to those who need to know or have an interest in Council operations.

Parties who have an interest in, or need to know financial reporting information include:

- councillors and management;
- residents/ratepayers;
- government departments and public authorities;
- community groups; and
- financial institutions

The users of financial reporting information are varied and financial statements must, therefore, be structured to meet all their respective requirements. This is achieved through conformity with the Australian Accounting Standards, which apply to the majority of business operations in Australia.

## **ANNUAL FINANCIAL REPORTING SYSTEM**

### ***General Purpose Financial Reports***

Under the requirements of Australian Accounting Standards, Council is required to prepare the following reports for each financial year.

#### ***Income Statement***

This shows the operating result and change in net assets from operations for the year.

#### ***Balance Sheet***

This discloses the assets, liabilities and equity of Council.

#### ***Statement of Changes in Equity***

This reconciles opening and closing balances for each class of equity during the reporting period and gives details of any movement in these classes of equity.

#### ***Cash Flow Statement***

This shows information about cash flows associated with Council's operating, financing and investing activities.

#### ***Notes to the Financial Statements***

These disclose the accounting policies adopted by Council and provide additional material necessary for evaluating and interpreting the financial statements.

In addition to the General Purpose Financial Reports, Council must also submit the Auditor's Reports in accordance with Section 417(1) of the Act and Council's Certificate in accordance with Section 413(2)(c) of the Act.

#### ***Special Schedules***

The Department of Local Government, the Local Government Grants Commission and the Department of Water and Energy require a series of schedules. These provide additional details on Council's net cost of services; internal and external loans; operating statements and statements of net assets committed for water and sewerage services; and information on water and sewerage rates and charges.

## **AUDIT MANDATE**

Council's Auditors, Thomas Noble and Russell, have completed the audit of Council's general purpose financial reports for the year ended 30 June 2008 under Section 417 of the Local Government Act 1993.

The audit included:

- An examination of the financial information for the purpose of expressing and opinion on financial statements to help establish the credibility of those statements
- An examination of financial information for the purpose of reporting on the legality and control of operations and the probity of those dealing with public funds, and including the expression of an opinion on an entity's compliance with the statutory requirements and regulations that govern the activities of Council.

Council's auditor must prepare two reports to Council (Section 417 (1)): -

- A report on the general purpose financial report, and
- A report on the conduct of the audit.

As soon as practicable after receiving the auditor's reports, Council must send a copy of the audited financial reports and the auditor's reports to the NSW Department of Local Government.

### **MANAGEMENT RESPONSIBILITY - AUDIT**

The performance of an audit or the provision of an audit report does not in any way absolve or relieve management of its responsibility in the maintenance of adequate accounting policies and the preparation of financial information such as budget preparation and the quarterly budget reviews submitted to Council each three months. Council has strong internal management reporting practices in place that ensures all costs and income are monitored and acted upon.

Management has the responsibility to safeguard Council assets and prescribe policies and procedures that are consistent with the economic and efficient use of resources.

### **PERFORMANCE INDICATORS**

Council remains in a sound financial position regarding its short-term liquidity. The key financial performance ratios, as shown in the statements and listed in the following table, remain at satisfactory levels.

<b>Performance Indicators</b>	<b>2007/08</b>	<b>2006/07</b>	<b>2005/06</b>
Unrestricted Current Ratio	2.378	2.325	2.250
Debt Service Ratio	7.35%	6.88%	6.91%
Rates and Annual Charges Coverage Ratio	41.50%	40.28%	42.45%
Rates and Annual Charges Outstanding	4.98%	4.79%	5.28%

To clarify the meaning and implication, a basic definition of each indicator is listed below.

- a) Unrestricted Current Ratio – The total current cash or cash convertible assets available, divided by current liabilities, excluding assets and liabilities, which relate to activities that are restricted to specific purposes by legislation. This is a measure of Council's liquidity.
- b) Debt Service Ratio – The amount used to repay borrowings as a percentage of total operating revenues. The indicator shows the amount of revenue necessary to service annual debt obligations.
- c) Rates and Annual Charges Coverage Ratio – This percentage is based on rates and annual charges revenues as a percentage of total operating revenues. This is a measure of Council's dependency on rate income.

- d) Rates and Annual Charges Outstanding Percentage – This percentage is based on the amount outstanding as a percentage of the amount to be collected for rates and annual charges. This indicator measures the effectiveness of Council in recovering legally owed debts.

**FINANCIAL OVERVIEW - GENERAL COMMENTS**

While the above performance indicators reflect a sound position, the result has only been achieved through tight control over Council finances. Council’s infrastructure needs continue to exceed available funds and the demand for works and services continue to grow as the population of the Shire increases. As experienced during the recent deliberations for the 2008/09 Management Plan & Budget, funding for operational and capital works continues to remain tight.

**INCOME STATEMENT**  
for the year ended 30 June 2008

Original budget <sup>(1)</sup> 2008 \$'000		Notes	Actual 2008 \$'000	Actual 2007 \$'000
<b>INCOME FROM CONTINUING OPERATIONS</b>				
<i>Revenue:</i>				
54,191	Rates and annual charges	3a	56,588	51,657
23,893	User charges and fees	3b	23,656	21,884
6,123	Interest and investment revenue	3c	4,297	8,735
1,000	Other revenues	3d	9,683	1,194
14,266	Grants and contributions provided for operating purposes	3e,f	17,210	15,312
27,401	Grants and contributions provided for capital purposes	3e,f	24,882	30,745
<i>Other Income:</i>				
	Share of interests in joint ventures and associates using the equity method	19	38	34
126,874	<b>TOTAL INCOME FROM CONTINUING OPERATIONS</b>		136,354	129,561

<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
40,000	Employee benefits and on-costs	4a	39,930	35,966
5,820	Borrowing costs	4b	3,691	2,560
19,334	Materials and contracts	4c	31,611	25,646
39,229	Depreciation and amortisation	4d	36,563	34,771
10,000	Other expenses	4e	10,172	10,045
	Net Loss from the disposal of assets	5	2,018	136
<b>114,383</b>	<b>TOTAL EXPENSES FROM CONTINUING OPERATIONS</b>		<b>123,985</b>	<b>109,124</b>
<b>12,491</b>	<b>OPERATING RESULT FROM CONTINUING OPERATIONS</b>		<b>12,369</b>	<b>20,437</b>
<b>12,491</b>	<b>NET OPERATING RESULT FOR THE YEAR</b>		<b>12,369</b>	<b>20,437</b>
12,491	Attributable to Council - Council		12,369	20,437
<b>(14,910)</b>	<b>NET OPERATING RESULT FOR THE YEAR BEFORE GRANTS AND CONTRIBUTIONS PROVIDED FOR CAPITAL PURPOSES</b>		<b>(12,513)</b>	<b>(10,308)</b>

Note:

<sup>(1)</sup> The original budget as approved by Council - refer Note 16

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

## BALANCE SHEET as at 30 June 2008

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

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



**COUNCIL OF TWEED SHIRE**  
**STATEMENT OF CHANGES IN EQUITY**  
for the year ended 30 June 2008

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

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

## CASH FLOW STATEMENT for the year ended 30 June 2008

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

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



Lismore, 18 November 2008

The Mayor & Councillors  
Tweed Shire Council  
Civic and Cultural Centre  
MURWILLUMBAH NSW 2484

Dear Madam Mayor

We advise that we have completed our audit of the Council's general purpose and special purpose financial reports for the year ended 30 June 2008 under section 417 of the Local Government Act 1993.

In accordance with that section we now report on the conduct of the audit.

#### 1. AUDITORS' RESPONSIBILITIES

In order that you may appreciate our responsibilities as auditors, we take this opportunity to briefly discuss the scope of our audit.

In accordance with our contractual arrangements with Council we have undertaken to perform an attest (risk based) audit. The definition of an attest audit is:

"the minimum audit work necessary to enable an opinion to be expressed as to whether the financial report is presented fairly in accordance with the requirements of the Local Government Act 1993, Australian Accounting Standards and Accounting Interpretations so as to present a view which is consistent with an understanding of the Council's financial position, the results of its operations and its cash flows."


#### Forming an opinion

Our function as auditors is to examine the general purpose and special purpose (National Competition Policy) financial reports presented to us by the Council. Our audit responsibility does not extend to:

- the original budget information included in the income statement, cash flow statement, Note 2(a) and Note 16 budget variation explanations in the general purpose financial report,



31 Keen Street, Lismore NSW 2480 PO Box 106 Lismore NSW 2480  
Telephone +61 (0)2 66218544 Facsimile +61 (0) 2 66219035  
Email: [lismore@tnr.com.au](mailto:lismore@tnr.com.au) Website: [www.tnr.com.au](http://www.tnr.com.au)

Thomas Noble & Russell is a member of  International. A world-wide organization of accounting firms and business advisers

- the best practice disclosures in Notes 2 & 3 to the special purpose financial report, and
- information presented at Note 17 to the general purpose financial statements relating to projected future contributions, cost of works and over / (under) funding.

Accordingly, we do not express an audit opinion on this information.

As auditors of the Council we are not responsible for the preparation of the financial reports nor for the maintenance of proper and adequate accounting records and proper systems of internal control. These responsibilities, together with the requirement to present financial reports which give a true and fair view of the state of the Council's affairs and of its results are imposed on the General Manager and Councillors by the Local Government Act and Regulations 1993.

As auditors of Council we are not required to:

- 1) Review and assess the adequacy of Council's:
  - a) management plans;
  - b) quarterly budget reviews;
  - c) insurance cover; and
  - d) infrastructure improvement / maintenance planning and monitoring.
- 2) Form an opinion on or advise Council on the probity of its decisions, however we ensure that the financial effect of Councils decisions are adequately disclosed in the general purpose and special purpose financial reports in accordance with applicable Accounting Standards, Accounting Standards Interpretations and other mandatory professional requirements.

The responsibility of the abovementioned rests with Council.

## 2. FINANCIAL MANAGEMENT PRACTICES

In accordance with the requirements of the Local Government Act and Regulations Council must prepare detailed budgets for all operations. As part of the budgetary process Council is responsible for authorising all expenditures and variations to budget. Council's policy in general fund is to operate with a balanced budget.

The quarterly review of Council's budget progress is a very important process in ensuring that the financial targets established by Council are satisfied. We are aware that management place a high level of importance in ensuring that budgets are complied with. To maintain Council's financial position there needs to be a continued level of accountability and responsibility by senior management.

All decisions of Council need to be made with appropriate consideration of their financial impact.

**3. OPERATING RESULT**

Council's surplus from all activities for 2008 totalled \$12,369,000. This compares to a surplus in 2007 of \$20,437,000. This result can be summarised as follows:

	2008 \$'000	2007 \$'000	2006 \$'000	2005 \$'000
Revenues from continuing operations	106,055	98,772	91,519	84,793
Expenses from continuing operations	(85,404)	(74,217)	(71,205)	(63,836)
Result from continuing operations before depreciation	20,651	24,555	20,314	20,957
Less Depreciation expense	(36,563)	(34,771)	(22,400)	(22,350)
<b>Operating result before capital amounts</b>	<b>(15,912)</b>	<b>(10,216)</b>	<b>(2,086)</b>	<b>(1,393)</b>
<b>Capital Revenue &amp; Other Non-Operating Items</b>				
Capital grants and contributions	24,882	30,745	20,703	41,070
Fair value gains and losses on investments	(2,058)	44	0	0
Significant items	7,475	0	0	0
Loss on disposal of assets	(2,018)	(136)	(1,569)	(328)
<b>Surplus from all activities</b>	<b>12,369</b>	<b>20,437</b>	<b>17,048</b>	<b>39,349</b>

**3.1 OPERATING RESULT BEFORE CAPITAL AMOUNTS**

**Variations to 2007 by Revenue/ Expenditure**

The result from continuing operations before capital amounts, gain/(loss) on disposal of property, plant and equipment and significant items has increased from a deficit of \$10,216,000 for the 2007 year to a deficit of \$15,912,000 in the 2008 financial year. Some of the components contributing to the deterioration in the result from continuing operations before capital amounts include:

Account	Increase / (Decrease) \$'000	Effect on Operating Result \$'000	Reason for Increase / Decrease
<b>Revenue</b>			
General rates	3,290	3,290	General rates have increased due to a rate-pegged increase of 3% plus a special variation approved by the Minister for Local Government of 5%.
Sewer Annual Charges	1,092	1,092	Revenue has increased due to an increment in the annual charge per assessment from \$473 in 2007 to \$492 in 2008.
Laboratory Revenue	326	326	Tweed laboratory income increased by \$326,000 due to greater demand for its services.

Account	Increase / (Decrease) \$'000	Effect on Operating Result \$'000	Reason for Increase / Decrease
Operating Grants & Contributions	1,898	1,898	Operating grants and contributions have increased after receipt of RTA funding used for roads maintenance purposes and flood damage restoration.
Interest revenue	(2,336)	(2,336)	Interest revenue (excluding investment fair value adjustments) has decreased as some returns on investments are dependent on the performance of their underlying assets.
<b>Expenses</b>			
Employee costs	3,964	(3,964)	Employee costs have increased in conjunction with an award increment of 3.2%.
Finance Costs	1,131	(1,131)	Finance costs have increased in conjunction with the drawdown of \$9.751 million in loans at the end of the 2007 financial year.
Materials and contracts	5,965	(5,965)	Materials and contract expenses have largely increased as Council has expended \$2.2 million on asset maintenance as part of the seven year management plan together with approximately \$1.1 million expenditure associated with the damage caused by the 2008 flood.
Depreciation Expense	1,792	(1,792)	The revaluation of water and sewer infrastructure as at 30 June 2007 together with a reassessment of useful lives has resulted in an increased depreciation expense in the 2008 financial year.

### 3.2 CAPITAL REVENUE AND OTHER NON-OPERATING ITEMS

The surplus from all activities has been influenced by capital grants and contributions, losses on the disposal of assets and other non-operating items. We provide an understanding of the non-operating items that have materially impacted the 2008 surplus.

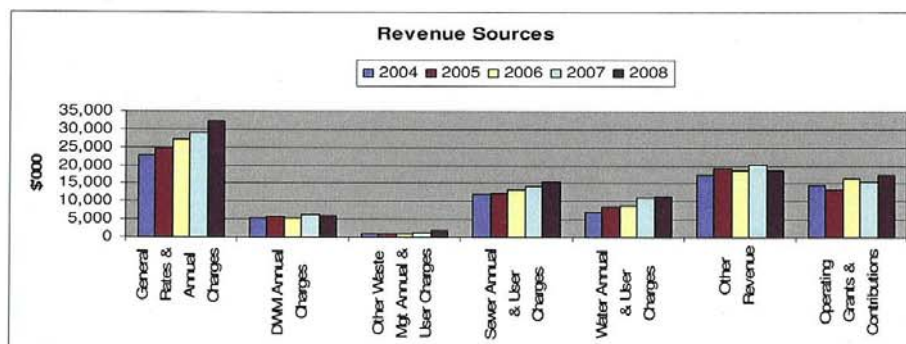
**a) Fair Value Gains and Losses on Investments**

One of the contributing factors to the reduction in surplus from all activities is due to the decline in the fair value of Council's investment portfolio. The United States sub-prime mortgage led downturn in the financial credit markets has seen the fair value of Council's investments fall by \$2,058,000 during the 2008 financial year. In accordance with Council's adoption of Australian Accounting Standards the reduction in the value of its investments impacts the operating result and is recognized as an expense in the income statement.

**b) Significant Items**

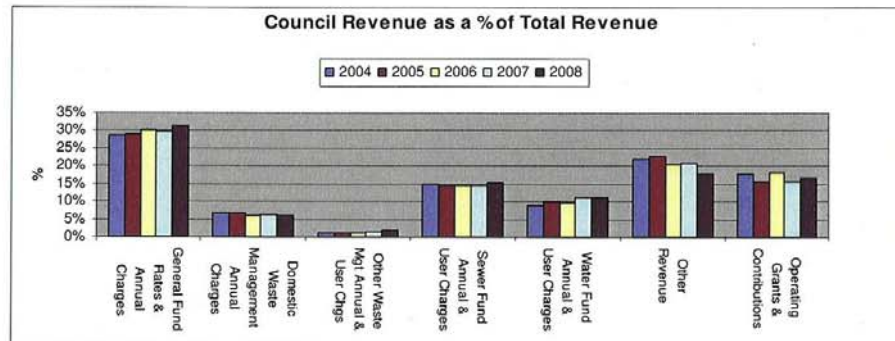
Council has recognised significant revenue of \$7,475,000 during the 2008 financial year. This revenue relates to the recognition of water and sewer infrastructure assets not previously identified.

### 4. COUNCIL REVENUE SOURCES



The above graph illustrates the sources of Council revenue streams excluding capital grants and contributions. The revenue from Council's general rates and annual charges continues to trend upwards as a result of special rate variations to fund infrastructure and other special projects. When analysing Council's revenue streams as a proportion to total revenue the following observations can be made:

- general rates and annual charges continues to trend upwards to allow funding of operations and Minister approved special projects throughout the Shire
- water annual and user charges increasing in conjunction with continued population growth and usage of water
- other user charges reducing largely attributable to a reduction in interest revenue caused by falling interest rates and the amount of funds invested as they are utilised to fund infrastructure works.



The above graph illustrates that revenues (excluding capital grants and contributions) have remained in proportion to one another over the last 4 years excluding general fund rates and annual charges and other user revenues for the reasons discussed above.

### 5. CAPITAL CONTRIBUTIONS

Capital contributions received during the period amounted to \$23,964,000. This can be broken down as follows:-

	2008 \$'000	2007 \$'000	2006 \$'000	2005 \$'000
Developer Infrastructure Dedications	11,267	4,128	9,034	21,494
Section 94 Contributions - cash	3,953	10,476	2,502	7,551
Section 64 Contributions - cash	5,637	13,039	2,912	9,313
RTA Contributions	468	0	0	525
Other contributions	2,639	926	2,791	672
<b>TOTAL</b>	<b>23,964</b>	<b>28,569</b>	<b>17,239</b>	<b>39,555</b>

Developer cash contributions have reduced significantly this year due to the completion of large residential developments during the 2007 financial year. Developer infrastructure dedications represent roads, drainage, water and sewer infrastructure transferred to Council's control upon completion of a subdivision or other project by a developer.

#### Section 94 and 64 Contributions

At 30 June, 2008 Council had \$29,739,000 held as a restricted asset for S94 contributions. S64 receipts are treated as a recoupment of infrastructure constructed in prior years and accordingly there are no unexpended S64 contributions. Council places all such receipts into internal reserves.



Unexpended S94 contributions as at 30 June 2008 comprised:

	2008 \$'000	2007 \$'000	2006 \$'000	2005 \$'000
Open Space	9,708	9,123	7,533	7,292
Community Facilities	2,921	3,056	2,429	2,280
Car Parking	1,455	1,395	987	1,101
Roads & Associated Infrastructure	11,727	12,913	10,405	9,152
Drainage	890	1,051	971	913
Other	3,038	2,172	743	1,359
<b>TOTAL</b>	<b>29,739</b>	<b>29,710</b>	<b>23,068</b>	<b>22,097</b>

**6. GAIN / (LOSS) ON SALE OF ASSETS**

Council's loss on sale of assets comprise the following items.

	2008 \$'000	2007 \$'000	2006 \$'000	2005 \$'000
Profit on sale of plant and equipment	306	199	151	32
Loss on disposal of infrastructure	(2,611)	(336)	(1,489)	(2,650)
Profit / (loss) on sale of property	287	1	(231)	2,290
<b>Total</b>	<b>(2,018)</b>	<b>(136)</b>	<b>(1,569)</b>	<b>(328)</b>

Loss on disposal of infrastructure represents the written down value of assets replaced or reconstructed during the financial year.

7. WATER SUPPLIES

(i) *Operating Result*

Water supply activities can be summarised as follows:-

Water	Actual 2008 \$'000	Actual 2007 \$'000	Actual 2006 \$'000
Rates and service availability charges	2,919	2,798	2,482
User charges	8,890	8,292	6,507
Interest	1,297	1,611	2,206
Other	1,262	1,191	901
Government grants	359	363	382
Capital contributions	7,813	8,068	2,209
<b>Total Revenue</b>	<b>22,540</b>	<b>22,323</b>	<b>14,687</b>
Management expenses	4,471	4,093	3,902
Operating costs	4,562	4,259	3,365
Other	339	321	339
Depreciation	7,830	7,423	3,464
Loss/(Gain) on disposal of assets	454	106	503
Interest expense	394	0	0
<b>Total Expenses</b>	<b>18,050</b>	<b>16,202</b>	<b>11,573</b>
<b>Operating Result</b>	<b>4,490</b>	<b>6,121</b>	<b>3,114</b>

	2008 \$	2007 \$	2006 \$
Average Rate / Service Availability Charge Per Assessment	89	88	74
Management & Operating Costs Per Assessment	274	263	217

(ii) *Explanations for Significant Variances to Prior Year*

*Revenue*

Water service availability charges have increased as the Shire's population grows whilst user charges have also increased after the price per kilolitre was varied upwards from \$1.04 to \$1.23. Interest revenue has reduced in conjunction with lower interest rates paid on Council investments. Capital contributions fluctuate from year to year dependent on the number and size of developments.

*Expenditure*

Management and operating expenses have increased on prior years because of energy and other operating costs associated with the running of the Bray Park water treatment plant. Depreciation expense has increased after the infrastructure revaluation and reassessment of lives as at 30 June 2007.

**8. SEWERAGE SERVICES**

*(i) Operating Result*

Sewerage Services activities can be summarised as follows:-

Sewerage	Actual 2008 \$'000	Actual 2007 \$'000	Actual 2006 \$'000
Rates and service availability charges	14,674	13,526	12,267
User charges	1,018	1,054	992
Interest	1,471	1,924	2,720
Other	1,409	814	597
Grants - PWD	45	132	544
- Other	354	357	364
Capital Contributions	10,687	7,461	2,133
<b>Total Revenue</b>	<b>29,658</b>	<b>25,268</b>	<b>19,617</b>
Management Expenses	3,864	3,394	3,101
Operating Costs	7,009	5,675	5,754
Other	434	476	200
Depreciation	14,207	13,447	5,217
Loss/(Gain) on Disposal of Assets	1,537	170	513
Interest	318	278	360
<b>Total Expenses</b>	<b>27,369</b>	<b>23,440</b>	<b>15,145</b>
<b>Operating Result</b>	<b>2,289</b>	<b>1,828</b>	<b>4,472</b>

*(ii) Explanations for Significant Variances to Prior Year*

*Revenue*

Rates and service availability charges revenue has increased due to an increment in the annual charge per assessment from \$473 in 2007 to \$492 in 2008. Other revenue has increased as a result of Council entering into an agreement to provide certain infrastructure on a deferred payment arrangement to allow electricity co-generation operations.

*Expenditure*

Operating expenses have increased in conjunction with higher energy and maintenance costs whilst the level maintenance of infrastructure can vary from year to year and influence expenditure levels considerably.

**9. COUNCIL'S FINANCIAL POSITION**

**9.1 CASH AND INVESTMENTS**

Council has net current assets of \$90,369,000 as at 30 June 2008. Net current assets includes Council's cash and investments which comprise the following restricted cash and investments assets:

	\$'000
Total cash and cash equivalents	110,602
Total investments	21,000
Less: Externally restricted cash & investments	(105,241)
Less: Internally restricted cash & investments	<u>(26,161)</u>
Unrestricted cash and investments	<u>200</u>

Unrestricted cash and investments represents the amount available for satisfying day to day operations. All other cash is restricted for use on certain projects either by legally binding agreements, legislation or Council resolution.

**9.2 INVESTMENTS**

Council's investments are recognised and accounted for at their fair value. The volatility in credit markets over the last year has resulted in Council recognising reductions in the value of its investments totalling \$2,058,000. Whilst Council has complied with the Minister's Investment Order issued under Section 625 of the Local Government Act 1993 the events relating largely to the US sub-prime mortgage led credit crisis has impacted the type of investments held during the financial year.

**Investment Products Held**

At balance date Council held the following investment types:

	2008 \$'000
<i>Investments</i>	
Collateralised Debt Obligations	4,044
Asset Backed Securities	4,276
Floating Rate Notes	11,687
Long-term deposits	<u>993</u>
Total Investments at 30 June 2008	<u>21,000</u>

**Investment Classification In the Financial Report**

In accordance with Australian Accounting Standards Council has designated all of its investments as "at fair value through the profit & loss"

***At Fair Value Through the Profit & Loss***

Note 1 to the financial statements provides information relating to investments designated at the time of purchase as "at fair value through the profit & loss". Once Council designates its investments as at fair value through the profit and loss it must recognize each investment at its fair (market) value in the balance sheet and the movements in fair value throughout the year are recognised as revenues or expenses in the income statement.

A summary of the movement in Council's investments is as follows:

	<i>At Fair Value Through the Profit &amp; Loss</i>	
	<b>2008</b>	<b>2007</b>
	<b>\$'000</b>	<b>\$'000</b>
Fair value of investments at beginning of the year	9,248	7,204
Investments purchased during the year	13,976	4,000
Investments sold or redeemed	(166)	(2,000)
Movement in fair value of investments	(2,058)	44
Fair value of investments at the end of the year	<u>21,000</u>	<u>9,248</u>

**Audit Opinion for 2008**

At 30 June 2008, Council's investment portfolio totalled \$21,000,000 which largely consisted of securities that have been impacted by market volatility over the last twelve months. The impact on individual securities varies depending on their degree of exposure to affected markets.

Many securities purchased by local government authorities such as CDO's do not have market values that are independently quoted and they are not widely traded at this point in time. Independent market valuations are not readily available and in many cases, values are assessed based on estimates from issuers and/or valuation models for which there is limited market evidence available to verify their reasonableness. Further, the ongoing volatility of financial markets creates greater uncertainty to the valuation process and determination of future cash flows that can be attributed to these securities.

At balance date Council's investment portfolio included CDO securities totalling \$4,044,000 and on the 29<sup>th</sup> July 2008 approximately half of this value was redeemed thereby providing us with evidence of their carrying value as at 30 June 2008.

For local government authorities where the value of CDO's and other investments have been difficult to determine in accordance with Australian Accounting Standards we have been unable to obtain sufficient and appropriate audit evidence to satisfy ourselves as to their fair value and recoverability which has led us to issue a qualified audit opinion.

Tweed Shire Council's exposure to investment instruments that are difficult to value are not material to the value of total cash and investments at balance date. As a result, we have issued an unqualified audit opinion for the 2008 financial year.

**9.3 NON-CURRENT ASSETS AND LIABILITIES**

Council has a net non-current asset position of \$1,818,014,000 which consists largely of infrastructure, property, plant and equipment, loans and provisions for employee entitlements. In 2007 Council's net non-current assets was \$1,391,221,000. Land and building infrastructure revaluations in 2008 have greatly contributed to the increase in non-current asset values on 2007.

#### 9.4 ASSETS PURCHASED AND CONSTRUCTED

During the year Council capitalised the following property, plant and equipment:

	2008 \$'000	2007 \$'000	2006 \$'000
<i>Developer Infrastructure Dedications</i>			
Open Space	870	815	244
Roads and Drainage Network	4,969	835	6,986
Water Supply Network	2,204	674	731
Sewerage Network	2,817	1,804	839
<i>Non-cash Grants/contributions</i>			
Bush Fire, Subsidised Schemes etc.	407	903	348
<i>Council Constructed / Purchased Assets</i>			
Land and Buildings	9,674	2,933	3,012
Plant and Equipment	5,867	6,149	4,122
Roads and Drainage	9,029	11,768	10,573
Water Supply Network	6,097	8,600	6,867
Sewerage Network *	48,718	7,368	1,882
Other Structures	41	570	371
Work in Progress	33,228	40,636	25,603
	123,921	83,055	61,578

\* During the year the Kingscliff sewer treatment plant was completed and capitalised in the Council's financial records at a total cost of approximately \$40 million.

#### 9.5. ASSET MANAGEMENT

##### Asset Revaluations

The Department of Local Government has mandated that all infrastructure assets including land and buildings are to be recognised in Council's financial records at their fair value. Fair value represents the written-down replacement cost of each asset using modern day equivalent materials and design.

Council is to revalue its assets in accordance with the following timeframe:

Asset Type	Date of Revaluation
Water & Sewer Infrastructure	30 June 2007
Operational Land and Buildings	30 June 2008
Roads and Drainage Infrastructure	30 June 2009
Other Structures	30 June 2009
Community Land and Buildings	30 June 2010

In complying with the Department of Local Government revaluation programme Council revalued its operational land and buildings as at 30 June 2008. The revaluation of operational land and buildings resulted in an increase to the carrying value of these assets of \$376,868,000. Subsequent to revaluation Council is required to index the carrying value of its assets so that they continue to reflect their fair value. As part of this process Council indexed the value of its water and sewer infrastructure during the 2008 financial year which resulted in an increase to the carrying value of the assets and the asset revaluation reserve of \$25,073,000.

#### **Asset Management**

The revaluation process undertaken in the 2008 financial year has enabled Council to accurately assess the cost of replacing its operational land and building assets as well as providing a reliable estimate of the current condition and remaining useful lives of its buildings. The information obtained from this revaluation needs to be captured and utilised by Council to assist in the management of land and buildings.

Asset management is an important part of Council's operations. Council's infrastructure assets represent the largest item on Council's balance sheet and the depreciation expense attaching to Council's assets represents one of the largest expense items in the income statement. To ensure accurate budgeting for maintenance and renewal Council needs to perform regular condition assessments for each asset to determine their remaining service potential to the organisation.

#### **Asset Revaluations for 2009**

Council is required to revalue its roads, drainage and other structure assets during the year ending 30 June 2009. The revaluation of these assets is a large and complex process with the final result being the establishment of an accurate and detailed asset register that will ensure best practice asset management is adopted and adhered to into the future.

It is important that Council creates a detailed project plan to ensure the completeness and accuracy of these revaluations. A detailed project plan document should be prepared that addresses, as a minimum:

- the methodology for identify all assets under Council's control,
- the methodology used to value each asset,
- the creation of condition assessment models that will allow for identification of each asset's remaining useful life and the ongoing assessment of its performance, and
- the creation of comprehensive policies and procedures supporting accounting and asset management practices.

### **9.6. LOANS LIABILITY**

#### **Total Loan Liability**

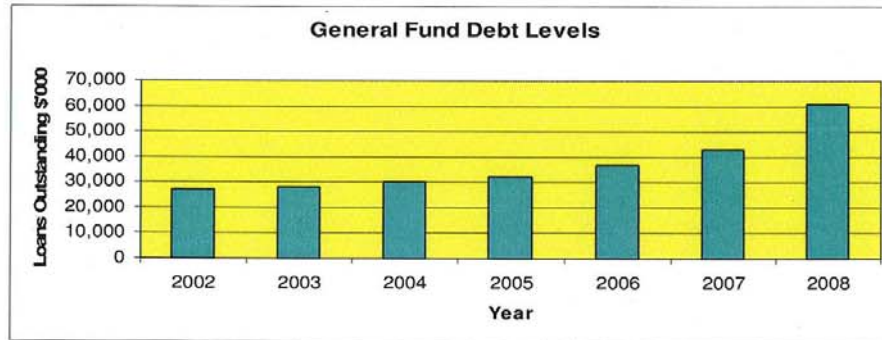
Council has a total loan liability as at 30 June 2008 of \$79,537,000. This loan liability is attributable to:

	\$
General Fund	60,639,000
Water Fund	14,560,000
Sewer Fund	<u>4,338,000</u>

**General Fund Loan Liability**

79,537,000

The movement in General Fund borrowings since 2002 is illustrated in the graph below:



General Fund debt levels have increased by \$17,484,000 on 2007. During the 2008 financial year Council's General Fund borrowed \$21,154,000 to fund the following projects:

	<b>2008</b> <b>\$'000</b>
Open Space	100
Roads, Bridges, Footpaths & Cycleways	3,613
Civic Centre Extension	100
Drainage	2,000
Murwillumbah Carpark / Swimming Pool Upgrade	14,728
Flood Mitigation	273
Sportsgrounds Improvements	200
Public Toilets and Boat Ramps	140
	<hr/> 21,154 <hr/>

**10. PERFORMANCE INDICATORS**

Council's performance can be measured using selected indicators. We provide an analysis of key performance indicators as disclosed at Note 13 to the general purpose financial statements.

***Unrestricted Current Ratio***

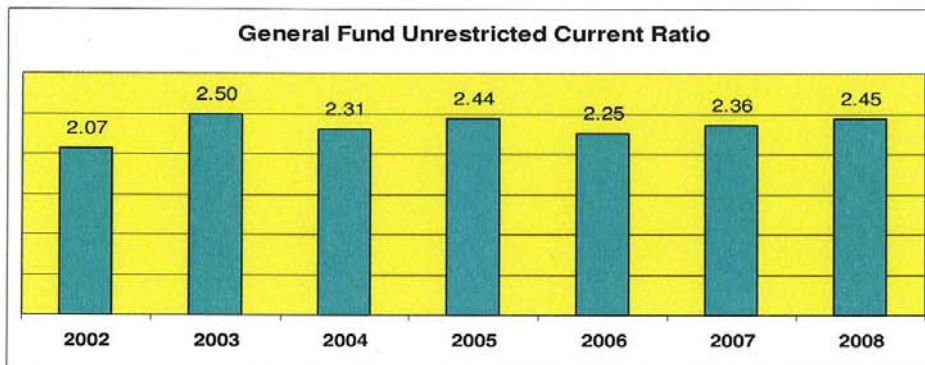
The unrestricted current ratio represents Council's capacity to meet its commitments from current assets net of externally restricted cash, investments and receivables.



Factors influencing Council's unrestricted current assets ratio include:

- planning and budgetary controls
- cash management and the timing of cash flows
- the level of internally restricted assets
- credit management policies and economic circumstances

*General Fund Unrestricted Current Ratio*

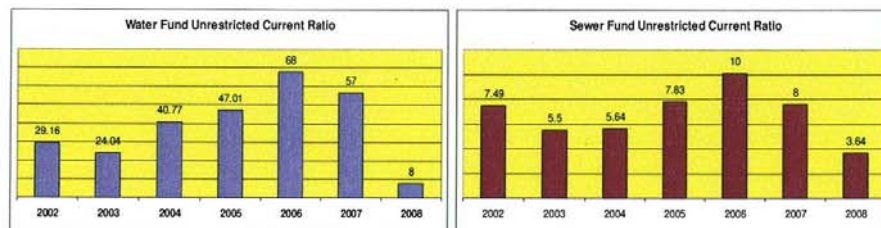


Council's general fund unrestricted current ratio at balance date remains at an acceptable level of 2.45. This means that Council has \$2.45 in liquid assets for every \$1 in current liabilities. The trending of this ratio over the last seven years highlights the stability of the general fund unrestricted current ratio and illustrates Council's sound short-term financial position.

*General Fund Long-Term Objectives*

It is important to note that the unrestricted current ratio does not reflect Council's capacity to fund long term infrastructure needs nor the state of the infrastructure itself. Council needs to assess its infrastructure requirements and develop strategies to ensure the long-term viability (ability to provide services) of its assets.

*Sewer and Water Funds Unrestricted Current Ratio*

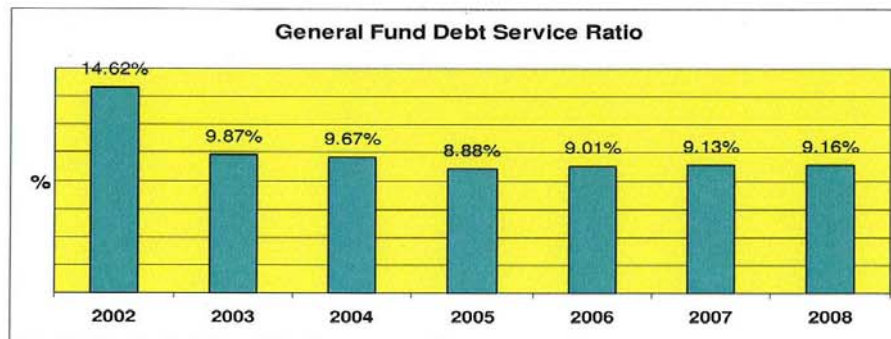


The unrestricted current ratio for water and sewer activities may fluctuate significantly. Yearly variations in the ratio may result from the build up of internal reserves and the impact of lower debt levels and will continue to fluctuate in the future as further funds are collected and expended on infrastructure improvements.

**Debt Service Ratio**

This indicator assesses the degree to which revenues from continuing operations are committed to the repayment of debt. Factors influencing a council's debt service ratio include:

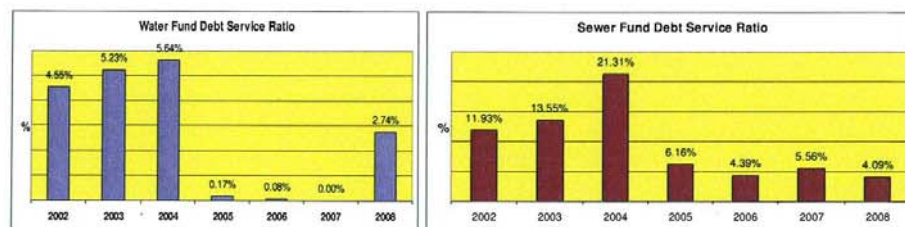
- the rate of new development in the shire
- Council's debt policy
- interest rate movements and loan terms
- capital investment strategies and capital contributions policies
- the level of cash reserves available to reduce the level of borrowings
- the state of Council's infrastructure/age of assets.



Council's debt service ratio represents total debt service costs as a percentage of revenues (excluding specific purpose grants and contributions as well as capital revenue). The above graph illustrates Council's management of debt service levels over the past seven years. Council's general fund debt service ratio has remained relatively static at approximately 9% since 2003 however is expected to increase in the 2009 financial year as Council commences repayment of borrowings totalling \$21.154 million that were drawn-down at the end of the 2008 financial year.

The current general fund debt service ratio is acceptable for a council with high population growth and corresponding infrastructure needs.

**Water and Sewer Funds Debt Service Ratio**

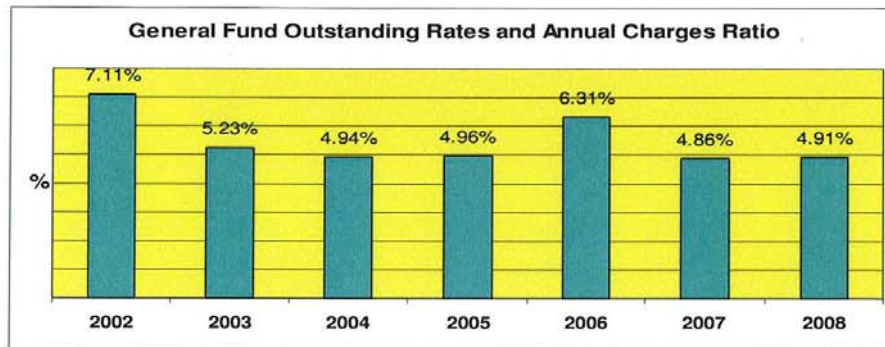


The above graphs illustrate the periodic borrowings to fund Council's capital works programmes for water and sewer funds. Water fund's debt service ratio has increased in conjunction with borrowings of \$14,560,000 drawn-down during the 2008 financial year. The Sewerage fund did not borrow any money during the 2008 financial year.

**Rates and Annual Charges Outstanding Percentage**

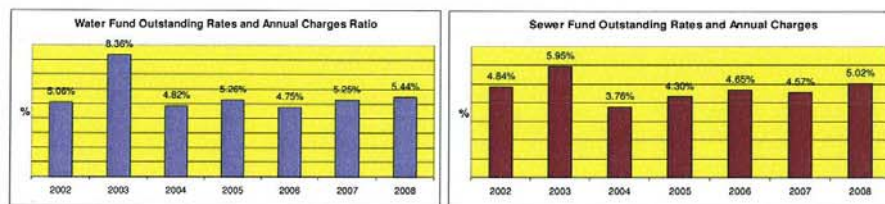
This indicator assesses the effectiveness of Council's revenue collection. Factors influencing Council's rates and annual charges outstanding ratio include:

- Council's rating policy
- credit management policies
- the socioeconomic characteristics of the area
- environmental factors influencing ratepayers ability to satisfy their obligations.



Council's general fund rates and annual charges outstanding percentage has remained static over the last six years. This ratio illustrates that Council has sound debt collection policies and procedures in place.

**Water and Sewer Funds Rates & Annual Charges Outstanding**



The above graphs illustrate the rates and annual charges outstanding ratio for water and sewer funds and reflects sound debt collection management practices.

## 11. OTHER CURRENT MATTERS

### 11.1 ASSET MANAGEMENT

As discussed at 9.4 of this report, Council is required to revalue infrastructure assets on a regular basis. Asset management is integral to ensuring that infrastructure standards are managed and utilisation of Council's resources is maximised.

In 2009 Council is required to revalue roads and drainage infrastructure as well as other structures. We recommend that Council commence planning for this revaluation to ensure asset management practices are implemented in conjunction with the revaluation process. For those asset valuations already performed by Council such as water and sewer, an annual indexation of value together with a reassessment of useful life is required.

The introduction of improved asset management practices may require additional resources to ensure ongoing systems maintenance and upgrade.

### 11.2 INTERNAL CONTROL ENVIRONMENT

#### Results of Testing Council's Financial Reporting Systems

No significant breakdowns of internal control were encountered during the course of our audit nor did we become aware of the existence of items comprising material error, sufficient to cause us to issue a qualified audit opinion.

### 11.3 LEGISLATIVE COMPLIANCE

The Local Government Act 1993 requires Council to adopt its financial reports and have them audited on or before 31 October. Council has been unable to satisfy this legislative requirement for the 2008 financial year due to the delays in receiving land and buildings valuation information from third party sources.

Subject to the foregoing comments the books of account and records of the Council were maintained in good order and condition and the information and explanations required during the course of our work were readily supplied by the General Manager and his staff.

Yours faithfully  
**THOMAS NOBLE & RUSSELL**

Per:

.....  
K R FRANEY (Partner)



**COUNCIL OF TWEED SHIRE  
GENERAL PURPOSE FINANCIAL REPORT  
INDEPENDENT AUDIT REPORT**

**Matters Relating to the Electronic Presentation of the Audited Financial Report**

This audit report relates to the general purpose financial report of Tweed Shire Council for the year ended 30 June 2008 included on Council's web site. The Council is responsible for the integrity of its web site. We have not been engaged to report on the integrity of the Council's web site. The audit report refers only to the statements named below. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on this web site.

**Report on the Financial Report**

We have audited the accompanying financial report of Tweed Shire Council (the Council), which comprises the balance sheet as at 30 June 2008, the income statement, statement of changes in equity and cash flow statement for the year then ended, a summary of significant accounting policies, other explanatory notes and the Statement by Councillors' and Management.

**Council's Responsibility for the Financial Report**

The Council is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Local Government Act 1993. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Council's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Council, as well as evaluating the overall presentation of the financial report.

Our audit responsibility does not extend to the original budget information included in the income statement, cash flow statement, note 2(a), note 16 budget variation explanations and note 17 forecast information, and accordingly, we do not express an opinion on such. In addition, our audit did not include an analysis of the prudence of business decisions made by Council or management.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Independence*

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

*Audit Opinion*

In our opinion:

- (a) the Council's accounting records have been kept in accordance with the requirements of the Local Government Act 1993, Chapter 13 part 3 Division 2; and
- (b) the financial report:
  - (i) has been presented in accordance with the requirements of this Division;
  - (ii) is consistent with the Council's accounting records;
  - (iii) presents fairly the Council's financial position as at 30 June 2008, the results of its operations and its cash flows for the year then ended; and
  - (iv) are in accordance with applicable Accounting Standards, Interpretations and other mandatory professional reporting requirements in Australia.
- (c) all information relevant to the conduct of the audit has been obtained; and
- (d) there are no material deficiencies in the accounting records or financial report that have come to light during the course of the audit.

This opinion must be read in conjunction with the rest of our audit report.

**THOMAS NOBLE & RUSSELL  
CHARTERED ACCOUNTANTS**

.....  
K R FRANEY (Partner)  
Registered Company Auditor

Dated at Lismore this 18th day of November 2008.





**COUNCIL OF TWEED SHIRE COUNCIL  
SPECIAL PURPOSE FINANCIAL REPORT  
INDEPENDENT AUDIT REPORT**

**Matters Relating to the Electronic Presentation of the Audited Financial Report**

This audit report relates to the special purpose financial report of Tweed Shire Council for the year ended 30 June 2008 included on Council's web site. The Council is responsible for the integrity of its web site. We have not been engaged to report on the integrity of the Council's web site. The audit report refers only to the statements named below. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on this web site.

**Report on the Financial Report**

We have audited the accompanying special purpose financial report of Tweed Shire Council (the Council), which comprises the balance sheet as at 30 June 2008, the income statement for the year then ended, a summary of significant accounting policies, other explanatory notes and the Statement by Councillors' and Management.

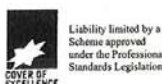
**Council's Responsibility for the Financial Report**

The Council is responsible for the preparation and fair presentation of the financial report in accordance with the Local Government Act 1993 and has determined that the accounting policies described in note 1 to the financial statements, which form part of the financial report, are appropriate to meet the financial reporting requirements of Department of Local Government. The Council's responsibility also includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the Council's financial reporting obligations. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement. Our audit responsibility does not extend to the best practice management disclosures in note 2 and note 3, and accordingly, we do not express an opinion on such.

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.



Liability limited by a Scheme approved under the Professional Standards Legislation

Thomas Noble & Russell is a member of  International. A world-wide organization of accounting firms and business advisers



An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Council's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Council, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to the Council and the Department of Local Government for the purpose of fulfilling the requirements of National Competition Policy reporting. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the Council or the Department of Local Government, or for any purpose other than that for which it was prepared.

Our audit did not include an analysis of the prudence of business decisions made by Council or management.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Independence*

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

*Audit Opinion*

In our opinion, the special purpose financial report of Tweed Shire Council:

- (a) has been prepared in accordance with the requirements of those applicable Australian Accounting Standards detailed in note 1 and the Local Government Code of Accounting Practice and Financial Reporting;
- (b) is consistent with the Council's accounting records; and
- (c) presents fairly, in all material respects, the financial position of Council's nominated Business Activities as at 30 June 2008 and the results of their operations for the year then ended.

**THOMAS NOBLE & RUSSELL**  
**CHARTERED ACCOUNTANTS**

.....  
K. R. FRANEY (Partner)  
Registered Company Auditor

Dated at Lismore this 18th day of November 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](http://www.tweed.nsw.gov.au) or visit Council's offices at Tweed Heads or Murwillumbah (from Friday the week before the meeting) or Council's libraries (from Monday the week of the meeting).*

Nil.

---

THIS  
PAGE  
IS  
BLANK

THIS  
PAGE  
IS  
BLANK

**08 [TCS-OC] 2007/2008 Statutory Annual Report**

**ORIGIN:**

**Corporate Compliance**

**SUMMARY OF REPORT:**

In accordance with Section 428(1) of the Local Government Act 1993, Council must within five months after the end of each financial year prepare a report as to its achievements with respect to the objectives and performance targets set out in its Management Plan for that year.

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

Council's Annual Report for 2007/2008 has been prepared in accordance with the provisions of Section 428 of the Local Government Act 1993 and is ready for forwarding to the Department of Local Government as required by Section 428(3).

Information on the Annual Report will be published in the Tweed Link and the document will be displayed on Council's Internet site. Copies of the document will be made available at the libraries and to the public upon request.

**RECOMMENDATION:**

**That Council receives and notes the production of the 2007/2008 Annual Report.**

**REPORT:**

As per summary.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

1. 2007/2008 Statutory Annual Report (DW 1931339)
  2. State of the Environment 2008 Report (DW 1931312)
-

**O9 [TCS-OC] Election Funding and Disclosure Act 1981 - Councillors and Mayor Obligation for Reporting**

**ORIGIN:**

**Director Technology & Corporate Services**

**SUMMARY OF REPORT:**

Council has received correspondence from the Election Funding Authority advising that Councillors have been advised of their responsibilities under the Election Funding and Disclosure Act 1981. A copy of this advice is included in the report for Council's information.

Each Councillor is required to submit their declarations under this Act.

**RECOMMENDATION:**

**That Council acknowledges receipt of the advice from the Election Funding Authority with regard to elected members obligations under the Election Funding and Disclosure Act 1981 for bi-annual reporting.**

**REPORT:**

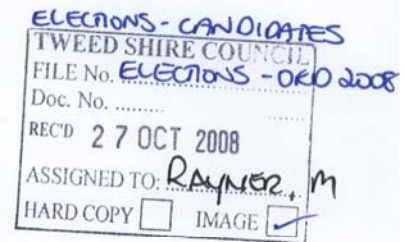
Council has received correspondence from the Election Funding Authority advising that Councillors have been advised of their responsibilities under the Election Funding and Disclosure Act 1981. A copy of this advice is included in the report for Council's information.

Each Councillor is required to submit their declarations under this Act.

22 October 2008



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



Dear Mr Rayner

**Election Funding and Disclosure Act 1981 – councillors and mayors obligations for reporting**

I write to inform you that we have written to each of the recently elected councillors in your local government area to advise them of their obligations under the *Election Funding and Disclosure Act 1981* with respect to the bi-annual reporting conditions.

A copy of the letter provided to each councillor is enclosed.

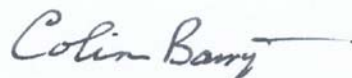
You may consider adding this item to a meeting of council to ensure that all councillors have acknowledged that they have received the correspondence and that they are aware of their obligations under the above Act.

There are significant penalties for any councillor who fails to lodge a declaration every six months.

I note that General Managers have no obligation regarding the administration of these provisions. General Managers should not undertake to submit declarations to the Authority on behalf of their councillors.

If you require additional information regarding the funding and disclosure provisions please visit our website at [www.efa.nsw.gov.au](http://www.efa.nsw.gov.au).

Yours sincerely



Colin Barry  
Chair



Name  
Street  
Suburb Postcode

22 October 2008

Dear First Name,

I write to inform you that as a Local Government Councillor in New South Wales, you must comply with the provisions of the *Election Funding and Disclosure Act 1981* ('the Act'). You must submit to the Election Funding Authority ('the Authority') a declaration of political donations received and electoral expenditure incurred every six months. The following information is a guide to your obligations, but it is not a substitute for the law. Further information regarding your obligations is to be found on the Authority's website at [www.efa.nsw.gov.au](http://www.efa.nsw.gov.au).

Between now and 30 days after the 2012 Local Government Election, you cannot receive political donations or incur electoral expenditure totalling or exceeding \$1,000 unless you have a campaign account and an official agent. 'Electoral expenditure' includes any expenditure of your own private funds on your campaign in the lead-up to the 2012 Election.

If you are required to have an official agent, you may either retain the agent you appointed prior to the recent Local Government Election or appoint a fresh one.

If you wish to appoint a fresh official agent, he or she must complete the prescribed on-line training and assessment available through the Authority's website. If you are endorsed by a Registered Political Party, you may wish to appoint as your official agent "the party agent" of that party.

If you are required to appoint an official agent, the agent is the only person authorised to operate your campaign account, handle the receipt of political donations and make payments for electoral expenditure. You are required to immediately inform the Authority in writing if, at any time, any of the following occur:

- you revoke the appointment of your official agent;
- you appoint a fresh official agent;
- your agent dies; or
- your agent resigns.

The agent is required to make the appropriate disclosures to the Authority. The declaration for the current disclosure period (1 July 2008 to 31 December 2008) must be lodged between 1 January and 25 February 2009. In the event that you have no donations or expenditure to disclose in the current disclosure period, you are nevertheless required to lodge a 'nil' declaration.





Your campaign account must be separate from any personal account(s). The official agent must keep a record of all donations and expenses (and loans of or in excess of \$1,000) associated with your campaign. Donations of \$1,000 or more must be receipted to the donor and disclosed to the Authority. This includes multiple donations received from a single source within one financial year which together equal or exceed \$1,000.

Whether or not you are required to appoint an official agent, the total amount of individual 'small donations' (each being of an amount less than \$1,000) must be disclosed to the Authority, as must the total number of persons who made those donations.

Whether or not you are required to appoint an official agent, loans of \$1,000 or more from any source (other than a bank or financial institution) must be disclosed to the Authority. This includes multiple loans received from a single source within each six month period (ending on 30 June and 31 December each year) which together equal or exceed \$1,000.

Donations 'in kind' of office accommodation, vehicles, computers, advertising or other equipment usable in election campaigns and any of which have a value of in excess of \$1,000 are prohibited. Multiple 'in kind' donations received from a single source within one financial year are aggregated for this purpose.

If at any time you are required to appoint an official agent and establish a campaign account, you must maintain these arrangements until the 2012 Local Government Election. These arrangements must be maintained even if you do not receive any political donations or incur any electoral expenditure during a particular six-month period. In the event that you have no donations or expenditure to disclose in a particular six-month period, you are nevertheless required to lodge a 'nil' declaration. If it is necessary for whatever reason to replace your official agent (e.g. because your original agent resigns, dies or their appointment is revoked by you), you must ensure that all relevant records maintained by the original agent are transferred to the new agent.

Please be aware that failure to lodge a disclosure declaration every six months will result in either you or your official agent (as applicable) being in breach of the Act and liable to a penalty of up to \$22,000.

For more information go to the Authority's website [www.efa.nsw.gov.au](http://www.efa.nsw.gov.au). The handbook and frequently asked questions will answer most of your enquiries.

From now on you should regularly monitor the EFA website for additional information regarding your disclosure obligations.

Yours sincerely



Brian DeCelis  
Acting Director  
Funding and Disclosure

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

Nil.

---

**O10 [TCS-OC] In Kind and Real Donations - July to September 2008**

**ORIGIN:**

**Financial Services**

**SUMMARY OF REPORT:**

Details of in kind and real donations for the period July to September 2008 are reproduced in this report for Council's information.

**RECOMMENDATION:**

**That Council notes total donations of \$142,559 for the period July to September 2008.**

**REPORT:**

Council maintains a register of in kind and real donations. Details of these donations for the period July to September 2008 are reproduced as follows:-

**Financial Assistance**

Amount	Recipient	Donated Item	Date
\$10,000.00	Tweed Kenya Mentoring Program	Budget Allocation	15/07/2008
\$11,440.00	Kingscliff Australian Volunteer Coast Guard Association	Budget Allocation	30/07/2008
\$5,200.00	North Coast Academy of Sports	Budget Allocation	30/07/2008
\$50.00	Uki Public School	Donation - Schools Debate	07/08/2008
\$100.00	Murwillumbah Primary School	Donation - Schools Debate	07/08/2008
\$21,632.00	Northern Rivers Inc Regional Arts Board	Budget Allocation	26/08/2008
\$580.00	Banana Festival - Fashion Parade	Hire Cat Walk	04/09/2008
\$1,000.00	Camp Quality	First Round Donations 08/09	11/09/2008
\$2,000.00	Riding for the Disable NSW Tweed Valley Centre	First Round Donations 08/09	11/09/2008
\$2,000.00	Murwillumbah Showground Trust	First Round Donations 08/09	11/09/2008
\$1,848.00	Tweed Gold Coast Family History & Heritage Assoc Inc	First Round Donations 08/09	11/09/2008
\$1,200.00	Uki Public Hall & Recreation Reserve Trust	First Round Donations 08/09	11/09/2008
\$1,500.00	Mount Warning Community Pre School	First Round Donations 08/09	11/09/2008
\$2,000.00	Crabbes Creek Community Hall Inc	First Round Donations 08/09	11/09/2008
\$7,000.00	Speed on Tweed Festival	First Round Donations 08/09	11/09/2008
\$7,000.00	Tweed Shire Senior Citizens Week Committee	First Round Donations 08/09	11/09/2008
\$2,000.00	Gold Coast Malibu Club	First Round Donations 08/09	11/09/2008
\$1,300.00	Murwillumbah Community Centre	First Round Donations 08/09	11/09/2008
\$7,000.00	Tweed Banana Festival	First Round Donations 08/09	11/09/2008
\$7,000.00	Wollumbin Aboriginal & Torres Strait Islander Community	First Round Donations 08/09	11/09/2008
\$1,300.00	Emergency Services Day in the Park	First Round Donations 08/09	11/09/2008
<b>\$83,150.00</b>			

**Goods and/or Materials**

Amount	Recipient	Donated Item	Date
\$80.00	Mt St Patricks & St Josephs Schools	20 Shrubs	08/07/2008
\$68.00	St Anthony's School	17 Shrubs	22/07/2008
\$24.00	Clothiers Creek Volunteer	6 Shrubs	25/07/2008
\$96.00	Pottsville State School	12 Trees	29/07/2008
\$60.00	Tyalgum Public School	10 Shrubs	12/08/2008
\$48.00	Joey's Pouch Pre-School	6 Trees	19/08/2008
\$32.00	East Murwillumbah Public School	8 Shrubs	08/09/2008
\$150.00	Welcoming the Babies Ceremony	100 Tubestock	23/09/2008
<b>\$558.00</b>			

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

Amount	Recipient	Donated Item	Date
\$294.30	Murwillumbah Hospital Rally	Provision of Labour & Council Plant	11/07/2008
\$78.79	SES Kyogle Road	Provision of Labour & Council Plant	22/08/2008
\$325.48	Banana Festival	Provision of Labour & Council Plant	29/08/2008
\$570.48	Kanga Steiner (Tempory Fence - Fire)	Provision of Labour & Council Plant	26/09/2008
\$651.92	Life Education Van Relocation	Provision of Labour & Council Plant	July/Aug 2008
\$34,239.31	Speed On Tweed Festival	Provision of Labour & Council Plant	Sept 2008
<b>\$36,160.28</b>			

**Rates**

Amount	Recipient	Donated Item	Date
\$286.30	Trustees Literary Institute Tyalgum	Commerical Garbage Rates 2008/2009	11/09/2008
\$979.60	Bilambil Literary Society	Council Rates 2008/2009	11/09/2008
\$1,335.58	Trustees Literary Institute Tyalgum	Council Rates 2008/2009	11/09/2008
\$1,073.70	Legacy Club of Coolangatta/Tweed Heads	Council Rates 2008/2009	11/09/2008
\$2,900.10	Legacy Club of Coolangatta/Tweed Heads	Council Rates 2008/2009	11/09/2008
\$1,517.00	Uki Hall Reserve Trust	Council Rates 2008/2009	11/09/2008
\$1,489.50	Trustees Burringbar School of Arts	Council Rates 2008/2009	11/09/2008
\$682.30	Murwillumbah Autumn Club Inc	Council Rates 2008/2009	11/09/2008
\$1,846.50	Twin Towns Police & Community Youth Club	Council Rates 2008/2009	11/09/2008
\$746.70	Crabbes Crrek Hall Pty Ltd	Council Rates 2008/2009	11/09/2008
\$7.38	Trustees Burringbar School of Arts	Council Water Rates 2008/2009	11/09/2008
\$77.49	Tweed Coast Community Centre	Council Water Rates 2008/2009	11/09/2008
\$17.22	Trustees Literary Institute Tyalgum	Council Water Rates 2008/2009	11/09/2008
\$168.51	Twin Towns Police & Community Youth Club	Council Water Rates 2008/2009	11/09/2008
<b>\$13,127.88</b>			

**Tweed Link Advertising**

Amount	Recipient	Donated Item	Date
\$121.50	Various Community Notices	Advertising	01/07/2008
\$54.00	Various Community Notices	Advertising	08/07/2008
\$74.25	Various Community Notices	Advertising	15/07/2008
\$67.50	Various Community Notices	Advertising	22/07/2008
\$209.25	Various Community Notices	Advertising	29/07/2008
\$74.25	Various Community Notices	Advertising	05/08/2008
\$81.00	Various Community Notices	Advertising	12/08/2008
\$81.00	Various Community Notices	Advertising	19/08/2008
\$67.50	Various Community Notices	Advertising	02/09/2008
\$108.00	Various Community Notices	Advertising	09/09/2008
\$81.00	Various Community Notices	Advertising	23/09/2008
\$202.50	Various Community Notices	Advertising	30/09/2008
<b>\$1,221.75</b>			

**Room Hire**

<b>Amount</b>	<b>Recipient</b>	<b>Donated Item</b>	<b>Date</b>
\$88.50	Writers Festival	Room Hire - Murwillumbah Civic Centre	29/07/2008
\$1,903.00	Banana Festival	Room Hire - Murwillumbah Civic Centre	30/08/2008
\$67.70	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	01/09/2008
\$67.70	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	03/09/2008
\$67.70	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	08/09/2008
\$183.20	Department of Education	Room Hire - Murwillumbah Civic Centre	11/09/2008
\$67.70	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	15/09/2008
\$67.70	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	17/09/2008
\$106.00	CWA Craft Show	Room Hire - Murwillumbah Civic Centre	20/09/2008
\$67.70	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	22/09/2008
\$67.70	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	23/09/2008
\$67.70	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	24/09/2008
\$135.40	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	28/09/2008
\$67.70	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	29/09/2008
\$67.70	Northern Rivers Symphony Orchestra	Room Hire - Tweed Heads Civic Centre	02/07/2008
\$83.60	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	03/07/2008
\$370.00	NAIDOC Week	Room Hire - Tweed Heads Civic Centre	06/07/2008
\$83.60	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	07/07/2008
\$67.70	Northern Rivers Symphony Orchestra	Room Hire - Tweed Heads Civic Centre	09/07/2008
\$83.60	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	10/07/2008
\$383.00	NAIDOC Week Dinner	Room Hire - Tweed Heads Civic Centre	11/07/2008
\$109.50	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	13/07/2008
\$97.50	Twin Towns Garden Club	Room Hire - Tweed Heads Civic Centre	14/07/2008
\$83.60	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	14/07/2008
\$67.70	Northern Rivers Symphony Orchestra	Room Hire - Tweed Heads Civic Centre	16/07/2008
\$120.00	Tweed Quota Craft Show	Room Hire - Tweed Heads Civic Centre	19/07/2008
\$119.50	Northern Rivers Symphony Orchestra	Room Hire - Tweed Heads Civic Centre	20/07/2008
\$67.70	Northern Rivers Symphony Orchestra	Room Hire - Tweed Heads Civic Centre	23/07/2008
\$187.50	South Tweed Rotary Art Show	Room Hire - Tweed Heads Civic Centre	27/07/2008

**Room Hire**

<b>Amount</b>	<b>Recipient</b>	<b>Donated Item</b>	<b>Date</b>
\$67.70	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	28/07/2008
\$67.70	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	31/07/2008
\$202.00	Tweed Heads Ladies Hospital Aux	Room Hire - Tweed Heads Civic Centre	04/08/2008
\$67.70	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	04/08/2008
\$67.70	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	07/08/2008
\$714.00	Antique Fair	Room Hire - Tweed Heads Civic Centre	10/08/2008
\$97.50	Twin Towns Garden Club	Room Hire - Tweed Heads Civic Centre	11/08/2008
\$67.70	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	11/08/2008
\$67.70	Northern Rivers Symphony Orchestra	Room Hire - Tweed Heads Civic Centre	13/08/2008
\$67.70	Northern Rivers Symphony Orchestra	Room Hire - Tweed Heads Civic Centre	20/08/2008
\$77.70	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	21/08/2008
\$67.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	25/08/2008
\$67.70	Northern Rivers Symphony Orchestra	Room Hire - Tweed Heads Civic Centre	27/08/2008
\$67.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	28/08/2008
\$67.70	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	01/09/2008
\$67.70	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	04/09/2008
\$97.50	Twin Towns Garden Club	Room Hire - Tweed Heads Civic Centre	08/09/2008
\$67.70	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	11/09/2008
\$67.70	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	15/09/2008
\$67.70	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	18/09/2008
\$132.80	Twin Towns Garden Club Flower Show	Room Hire - Tweed Heads Civic Centre	19/09/2008
\$18.80	Twin Towns Garden Club Flower Show	Room Hire - Tweed Heads Civic Centre	20/09/2008
\$67.70	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	22/09/2008
\$67.70	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	25/09/2008
\$67.70	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	29/09/2008
\$27.90	Twin Towns Friends	Room Hire - South Tweed HACC	09/07/2008
\$27.00	Twin Towns Friends	Room Hire - South Tweed HACC	13/08/2008
\$27.00	Twin Towns Friends	Room Hire - South Tweed HACC	10/09/2008
\$138.00	NAIDOC Week Baby Show	Hall Hire - South Tweed Heads Community Hall	10/07/2008

---

**Room Hire**

<b>Amount</b>	<b>Recipient</b>	<b>Donated Item</b>	<b>Date</b>
\$71.40	Twin Towns Friends	Hall Hire - South Tweed Heads Community Hall	30/07/2008
\$78.70	Tweed Heads Hospital Ladies Aux	Room Hire - Tweed Heads Meeting Room	07/07/2008
\$67.30	Tweed Quota Graft Show	Room Hire - Tweed Heads Meeting Room	18/07/2008
\$67.30	Tweed Quota Graft Show	Room Hire - Tweed Heads Meeting Room	19/07/2008
\$67.30	Aboriginal Advisory Committee	Room Hire - Tweed Heads Meeting Room	01/08/2008
\$67.70	Tweed Theatre Company	Room Hire - Tweed Heads Meeting Room	14/08/2008
\$67.30	South Sea Islander Meeting	Room Hire - Tweed Heads Meeting Room	16/08/2008
\$57.30	Tweed Theatre Company	Room Hire - Tweed Heads Meeting Room	08/09/2008

---

**\$8,341.10**

---

**\$142,559.01 Total Donations 1st Quarter (July, August, September 2008)**

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER:**

Nil.

---



## REPORTS FROM THE DIRECTOR ENGINEERING & OPERATIONS

011 [EO-OC] Renaming of Part of Public Road, Condong Street, Kunghur

### ORIGIN:

Director Engineering & Operations

FILE NO: GS5/1 Pt5

### SUMMARY OF REPORT:

Council at its meeting of 15 July 2008, resolved to publicise its intention to rename Condong Street, Kunghur, as "*Pomaderris Place*" and allowed one month for objections to the proposal.

Several objections were received, all of which requested that the road be named "Browns Lane". Firstly Council's policy on naming of public roads, derived from the guidelines set down by Geographical Names Board, notes that name duplication within the local government area should be avoided. Browns Lane is an existing road name within the Tweed Shire and the Department of Lands have advised Council that Browns Lane will not be regarded as an acceptable name due to this fact. Secondly the purpose of renaming Condong Street, Kunghur is to avoid the confusion which has arisen from the duplication of this name within the shire.

It would therefore be recommended that the name "*Pomaderris Place*" be adopted for the renaming purposes of Condong Street, Kunghur.

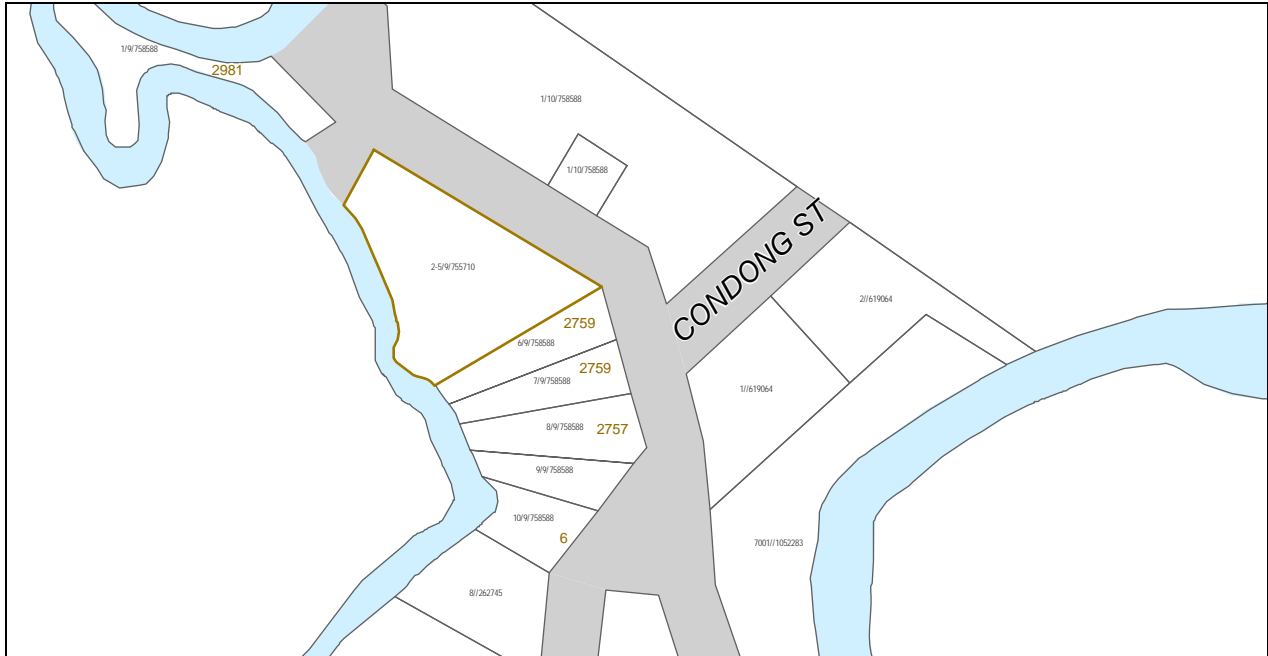
### RECOMMENDATION:

That:-

1. Council adopts the name of "*Pomaderris Place*", for renaming purposes of Condong Street, Kunghur; and
2. The naming of the public road be gazetted under the provisions of the Roads (General) Regulation, 1994 and the Roads Act, 1993.

**REPORT:**

As per Summary of Report. The location plan is shown below for ease of referral:-



The road naming protocol used is as follows:-

**Council Road Naming Protocol**

Pursuant to Section 162 of the *Roads Act 1993* (the Act), a roads authority may name and number all public roads for which it is the roads authority. As defined under the Act a roads authority means a person or body that is, by or under this Act, declared to be a roads authority and, in relation to a particular public road, means the roads authority for that road. Council is the roads authority for all roads that are not Crown Roads nor freeways or motorways.

The *Roads (General) Regulation 2000* sets out under Part 2, Division 2, the procedures required to be taken by a roads authority in the naming or renaming of a public road. The procedure requires public notice to be given of a proposed name inviting submissions, the receipt of submissions and notice to be given of any new road name to the relevant authorities.

Council's Road Naming Policy, adopted in November 2007, has been derived directly from the guidelines as set down by the Geographical Names Board, a copy of which is attached.

Council, as the roads authority for the Tweed Shire, name and rename roads that currently exist as well as name those roads dedicated to Council in plans of subdivision.

When naming or renaming existing roads within the Shire the following procedure is followed;

1. A written submission/request for the naming or renaming of a road is received by Council which will sometimes include a suggested name. If no name has been suggested an advertisement will be placed in the Tweed Link seeking suitable submissions within a 30 day period. All submissions received are checked against Councils Road Naming Policy to ensure that they are suitable.
2. A report is then submitted to Council for consideration noting the relevant names and providing a recommendation.
3. Upon approval by Council a further advertisement is placed in the Tweed Link of the proposed name and seeking submissions or objections to same within a 30 day period.
4. Letters are sent to Department of Lands and Australia Post, being the relevant authorities, advising of the proposed road name seeking submissions or objections to same.
5. If any objections are received and are in accordance with Councils Road Naming Policy a report is submitted to Council for consideration. If Council resolve to select an alternate name then a further advertisement is placed in the Tweed Link of the proposed name (as per point 4).
6. If no objections to the road name are received a report is sent to Council recommending that the road name be adopted and gazetted under the provisions of the Roads (General) Regulation, 1994 and the Roads Act 1993.
7. Upon resolution the road name is advertised in the Government Gazette and the Tweed Link.
8. Notification of the gazettal is then sent to the relevant authorities.

In the case of new roads dedicated to Council in a plan of subdivision, delegated authority has been provided to the Development Assessment Manager to assess and approve the names as recommended by the relevant Council Officer.

The process is very similar to that set out above however the developers of the subdivision are required to submit road names to Council for consideration. It is suggested that these names follow a theme suitable to the area being subdivided and in the case of staged subdivisions that the theme be carried on throughout each stage.

The names, upon submission, are checked against Councils Road Naming Policy to ensure that they are suitable. A memo is then forwarded to the Manager of Development Assessment for further consideration and approval. Once approved an advertisement is placed in the Tweed Link providing a period of 14 days to submit any objections to the new road names. The relevant authorities are also notified of the proposed road names.

Should objections be received they will be considered in accordance with Councils Road Naming Policy and if substantial the developer will be requested to provide an alternate name and the process is started again.



If no objections are received to the road names a further memo is sent to the Manager of Development Assessment recommending his/her approval to the gazettal of these road names. Once approval has been received the road names are Gazetted and advertised in the Tweed Link and the relevant authorities are then notified.

Together with the above requirements if a road name is suggested, either for an existing road or a new road, which is of Aboriginal derivation then approval is sought from the Local Aboriginal Land Council prior to any advertising or recommendations to Council. The Local Aboriginal Land Council will consider if the name is relevant to the area which includes, inter alia, local dialect. If the Local Aboriginal Land Council approves the name then the process continues as normal, if however they object to the name then an alternate road name is sought.

There are occasions where no suitable road names are suggested after advertising. In these instances Council Officers utilise a list of suggested road names. A copy of the list is attached for information purposes.

# Guidelines for the naming of roads



 Department of Lands 

## Road names

When naming and renaming of roads and streets the following guidelines should be observed.

## Uniqueness

- 1.1 Name duplication within a local government area should be avoided. If possible duplication of names in proximity to adjacent local government areas should also be avoided. Similarity in road names within these areas is also discouraged (eg. White Street and Whyte Street).
- 1.2 However, roads crossing council boundaries should have a single and unique name.

## Sources

- 2.1 Preferred sources for road names include:
  - Aboriginal names
  - local history
  - early explorers, pioneers, settlers and other eminent persons
  - war/casualty lists
  - thematic names such as flora, fauna or ships.
- 2.2 Names should be appropriate to the physical, historical or cultural character of the area concerned.
- 2.3 The origin of each name should be clearly stated and subsequently recorded.
- 2.4 The Local Aboriginal Land Council should be consulted when choosing Aboriginal names unless the road naming authority already has an agreed list of appropriate names.

## Propriety

- 3.1 Names of living persons should not be used.
- 3.2 Names which are characterised as follows are to be avoided.
  - Offensive or likely to give offence.
  - Incongruous – out of place.
  - Commercial or company.

## Communication

- 4.1 Names should be reasonably easy to read, spell and pronounce in order to assist both service providers and the travelling public.

- 4.2 Unduly long names and names composed of three or more words, including the road type, should be avoided. Roads names should be limited to less than 40 characters which include any spaces and the road type.
- 4.3 A given name should only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names should generally be avoided.
- 4.4 Roads with double destination names should be progressively renamed.

## Spelling

- 5.1 Where it is intended that a road have the same name as a place or feature with an approved geographical name, then particular care should be taken to ensure that the correct spelling is adopted.
- 5.2 Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form.
- 5.3 Spelling which is sanctioned by general usage should be adopted.
- 5.4 Generally road names proposed or approved should not contain abbreviations e.g. the Creek in Wallaby Creek Road must not be abbreviated. There is, however, one exception. ST should always be used in place of Saint.

## Form

- 6.1 The apostrophe mark ' must be omitted in the possessive case e.g. Smith's Road should be Smiths Road.
- 6.2 It is further preferable to deter a possessive S unless the euphony becomes harsh e.g. Smith Road.
- 6.3 The use of hyphens, slashes and other diacritical marks should be avoided if possible.
- 6.4 The use of numbers and roman numerals in a road name should be discouraged, when numbers are applied to a name it should be in alpha rather than numeric form.
- 6.5 No spaces should be embedded in words within the road name, single spaces only are allowed between words and no spaces are allowed to surround hyphens.

[www.lands.nsw.gov.au](http://www.lands.nsw.gov.au)



## Road type

Proposals for road names should include an appropriate road type suffix.

Road type suffixes are grouped into three categories, Culs-de-sac, Open ended and Either. The use of appropriate types is strongly encouraged to assist the travelling public, delivery companies and emergency services. Existing exceptions to these rules are often the result of particular circumstances, and similar use is not encouraged.

Road types in the singular or plural form (e.g. GARDEN or VIEWS etc) to those included in these lists are strongly discouraged except in presently existing cases.

Road types should not be abbreviated when being proposed, advertised and gazetted. It is acceptable to use Road Type Codes on mail, road signs and maps.

## Culs-de-sac

The types of cul-de-sac and a description are as follows.

Road type	Code	Description
BRAE	BRAE	A roadway running along a hill area.
CLOSE	CL	A short enclosed roadway.
COURT	CT	A short enclosed roadway.
COURTYARD	CTYD	An enclosed area
COVE	COVE	A short enclosed roadway
CUL-DE-SAC	CSAC	A street or road with only one entrance and exit.
END	END	A roadway that has a definite finishing point.
GREEN	GRN	A roadway often leading to a grassed public recreation area.
GROVE	GR	A roadway which features a group of trees standing together.
LOOKOUT	LKT	A roadway leading to or having a view of fine natural scenery.
MEWS	MEWS	A roadway having houses grouped around the end.
NOOK	NOOK	A short, secluded roadway with limited frontage indicating privacy.
PLACE	PL	A short sometimes narrow enclosed roadway.
PLAZA	PLZA	A roadway enclosing the four sides of an area forming a market place or open space.
POCKET	PKT	A short roadway leading to an intimate village environment.
POINT	PNT	A roadway leading to a focal point or river frontage.
PORT	PORT	A small roadway abutting a harbour, inlet, marina etc. in a coastal development.
REST	REST	A short roadway with limited residential frontage creating a quiet secluded environment.
RETREAT	RTT	A roadway forming a place of seclusion.
SHUNT	SHUN	A short, dead-end track used in State Forests only.
TARN	TARN	A roadway surrounding or leading to a lake or some other water feature.
TOP	TOP	A roadway constructed at the highest part of an area.
TOR	TOR	A roadway along a rocky height or hillside.

## Open ended streets

The type of open ended street and a description are as follows.

Road type	Code	Description
APPROACH	APP	A roadway leading to an area of community interest i.e. public open space, commercial area, beach etc.
ARCADE	ARC	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
ARTERIAL	ARTL	A major roadway within a city, generally of high capacity and providing connectivity between collector roads and limited access freeways.
ARTERY	ARTY	A major roadway within a city, generally of high capacity and providing connectivity between collector roads and limited access freeways.
AVENUE	AV	A broad roadway, usually planted on each side with trees.
BANAN	BA	Aboriginal word meaning 'Street' or 'Path'.
BEND	BEND	A roadway containing a bend.
BOULEVARD	BVD	A wide roadway, well paved, usually ornamented with trees and grass plots.
BRACE	BR	A small roadway, which connects other roads or a major road to another feature.
BREAK	BRK	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.
BYPASS	BYPA	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.
CENTRE	CTR	A roadway, which runs into or around a group of buildings forming the central point of an area of activity i.e. commercial, community, public open space, etc.
CIRCLE	CIR	A roadway, which forms a circle or part of a circle.
CIRCUIT	CCT	A roadway enclosing an area.
CIRCUS	CRCS	A circular open place where many roadways come together.
CONCOURSE	CON	A roadway which runs around a central area, e.g. public open space or a commercial area.
CRESCENT	CR	A crescent thoroughfare allowing traffic without many cross streets.
DRIVE	DR	A wide thoroughfare allowing a steady flow of traffic without many cross streets.
EDGE	EDGE	A roadway constructed along the edge of a cliff or ridge.
ENTRANCE	ENT	A roadway connecting other roads.
ESPLANADE	ESP	A level roadway, often along the seaside or a river.
EXPRESSWAY	EXP	An express, multi-lane highway, with limited or controlled access.
FAIRWAY	FAWY	A short open roadway between other roadways.
FOLLOW	FOLW	A roadway meandering through wooded or undulating country.

FORMATION	FORM	A formed surface, once a timber railway which now provides vehicular access.
FREEWAY	FWY	An express, multi-lane highway, with limited or controlled access.
GATE	GTE	A roadway leading into an estate, main entrance to a focal point, public open space.
GRANGE	GRA	A roadway leading to a country estate, or focal point, public open space, shopping area, etc.
HIGHROAD	HIRD	A main road; a highway.
HIGHWAY	HWY	A main road or thoroughfare, a main route.
INTERCHANGE	INTG	A highway or freeway junction designed so that traffic streams do not intersect.
JUNCTION	JNC	A roadway making a transition from a major to a minor road in an estate, etc. A through road leading from one minor road to another as a link.
LINE	LINE	A generally long and straight road.
LINK	LINK	A roadway which links similar land uses i.e. pockets of residential, other roadway, etc.
LOOP	LOOP	A roadway that diverges from and rejoins the main thoroughfare.
MALL	MALL	A sheltered walk, promenade or shopping precinct.
MEANDER	MNDR	A sinuous winding roadway, wandering at random through an area or subdivision.
MOTORWAY	MTWY	A highway, usually between cities, designed to carry large traffic volumes. Predominantly dual-carriageway, with three or more lanes in each direction and grade-separated access.
PARADE	PDE	A public promenade or roadway which has good pedestrian facilities along the side.
PARKWAY	PWY	A roadway through parklands or an open grassland area.
PASS	PASS	A roadway connecting major thoroughfares or running through hills.
PATH	PATH	A roadway usually used for pedestrian traffic.
PATHWAY	PWAY	A narrow roadway of any length meandering through an estate.
PROMENADE	PROM	A roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.
QUADRANT	QDRT	A loop road forming a circular path or a curved deviation from another road.
QUAYS	QYS	A roadway leading to a landing place alongside or projecting into water.
RAMBLE	RMBL	A roadway that meanders from place to place.
RIDGE	RDGE	A roadway along the top of a hill.
ROAD	RD	A place where one may ride, an open way or public passage for vehicles, persons and animals, a roadway forming a means of communication between one place and another.

ROTARY	RTY	An intersection of two or more carriageways at a common level where all traffic travels around a central island.
ROUTE	RTE	A roadway allowing steady traffic flow with limited cross streets.
ROW	ROW	A roadway with a line of professional buildings on either side.
RUE	RUE	French for street or road
STREET	ST	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.
SUBWAY	SBWY	An underground passage or tunnel that pedestrians or vehicles can use for crossing under a road, railway, river, etc.
TERRACE	TCE	A roadway usually with houses on either side raised above the road level.
THOROUGHFARE	THFR	A main road or public highway.
TOLLWAY	TLWY	A road on which a toll authority collects a fee for use.
TRACK	TRK	A roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (eg Tasmania) these are more often associated with walking rather than vehicular movement.
TRAIL	TRL	See TRACK
TURN	TURN	A roadway containing a sharp bend or turn.
UNDERPASS	UPAS	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
VIADUCT	VIAD	A roadway which crosses a bridge consisting of several small spans.
WALK	WALK	A thoroughfare with restricted vehicle access used mainly by pedestrians.
WALKWAY	WKWY	A roadway on which traffic travels at a slow pace.
WAY	WAY	An accessway between two streets.
WYND	WYND	A short narrow roadway or alley.

### Either culs-de-sac or open ended streets

When these types are used for a cul-de-sac it is essential that a 'No Through Road' sign also be erected.

The types and descriptions are as follows.

Road type	Code	Description
ACCESS	ACCS	A minor road built specially to give access to a house, motorway, etc.
ALLEY	ALLY	A usually narrow roadway for people or vehicles in cities and towns. A minor roadway through the centre of city blocks or squares.
ALLEYWAY	ALWY	A narrow street or passageway between or behind city buildings.
AMBLE	AMBL	A public road with pavements and buildings at the side or sides, especially in a town.
BOARDWALK	BWLK	A promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.

BROW	BROW	A roadway that runs along or over the top of a hill.
BYWAY	BYWY	A little travelled side road, usually in the country, not regularly used by people or traffic.
CAUSEWAY	CSWY	A road raised above water, marshland or sand.
CHASE	CH	A roadway leading down to a valley.
COPSE	CPS	A roadway running through or to a public open space or woodland area.
CORNER	CNR	A roadway containing a sharp bend or corner.
CREST	CRST	A roadway running along the top or summit of a hill.
CROSS CUTTING	CRSS CUTT	A roadway forming a 'T' or cross. A road through a narrow excavation made through high ground.
DALE	DALE	A roadway situated between hills.
DIP	DIP	Short roadway through a steep valley or gully.
DRIVEWAY	DVWY	A private road that connects a house/s, or garage/s, or other buildings with the street.
ELBOW	ELB	A roadway containing a sharp bend or turn.
FOOTWAY	FTWY	A walkway or path for pedestrians.
FRONTAGE	FRTG	A roadway passage a point of interest or significance with lots fronting only one side e.g. public open space, coastline, etc.
GAP	GAP	A roadway that traverses a passage or a pass through a ridge or hill.
GARDENS	GDNS	A roadway with special plantings of trees, flowers etc. and often leading to a place for public enjoyment.
GLADE	GLDE	A roadway usually in a valley of trees.
GLEN	GLEN	A roadway usually in a valley of trees.
HEIGHTS	HTS	A roadway traversing high ground.
HILL	HILL	A roadway going up a natural rise.
KEY	KEY	A roadway serving
LANE	LANE	A narrow way between walls, buildings etc. a narrow country or city roadway.
LANEWAY	LNWY	A narrow street or alley running between or behind urban buildings, especially houses or stores.
OUTLOOK	OTLK	A roadway leading to an area which affords a view across surrounding areas.
PASSAGE	PSGE	A narrow street.
PIAZZA	PIAZ	A public square or paved open space, without grass or planting, often in front of shops or significant buildings.
RISE	RISE	A roadway going to a higher place or position.
SERVICEWAY	SVWY	A narrow lane or access way to provide services or access to adjacent properties.
SPUR	SPUR	A minor roadway running off at less than 45 degrees.
SQUARE	SQ	A roadway bounding the four sides of an area to be used as open space or a group of buildings.

VALE	VALE	A roadway along low ground between hills.
VIEW	VIEW	A roadway commanding a wide panoramic view across surrounding areas.
VISTA	VSTA	A road with a view or outlook.
WHARF	WHRF	A roadway running alongside a water feature creating a wharf-like impression.

## Prefixes

Road name prefixes should not be used. A notional prefix that relates directly to a locality name may be included as part of a road name (e.g. Lower Plenty Road, where Lower Plenty is a gazetted locality). However, where a directional or similar device is used to uniquely define road extremities, it should be used as a road suffix (e.g. Palmerston Road West).

## Segments

While directionals (e.g. Smith Road East and Smith Road West) used to achieve uniqueness for segments of the same road name are acceptable, where such segments are unconnected, such as where an intervening segment of road is unconstructed or where they are separated by a barrier and are likely to remain unconnected for the foreseeable future, consideration should be given to renaming one or each of the unconnected segments.

## References

Standards Australia/Standards New Zealand, 26 October 2006, Amendment No. 1 to AS/NZS 4819:2003 Geographic information – Rural and urban addressing.

## Legislation

The Roads Act 1993 - Section 162 provides the authority for the naming of roads.

The Roads (General) Regulation 2000 (Government Gazette No 112) Part 2; Division 2 sets out the procedures to be observed when naming roads.

## For further advice or assistance

For further advice or assistance on the naming of roads in NSW contact the GNB.

Geographical Names Board  
 Panorama Avenue  
 Bathurst NSW 2795  
 T 1800 025 700  
 F 02 6332 8217  
 E gnb@lands.nsw.gov.au  
 www.gnb.nsw.gov.au

**Department of Lands**  
**Head office**  
 1 Prince Albert Road  
 Queens Square  
 SYDNEY NSW 2000

T 13000 LANDS  
 61 2 9228 6666  
 F 61 2 9233 4357





**SUGGESTED STREET NAMES NOT ALREADY USED**

8 AUGUST 2003

Category	Street Name	Approved Location
Aboriginal names	Balangani <i>died</i>	
Aboriginal names	Boneen <i>porcupine animals 1962-present</i>	
Aboriginal names	Boombi	
Aboriginal names	Buckeebar <i>different types of bags</i>	
Aboriginal names	Bugaw <i>stinks</i>	
Aboriginal names	Bula Bula <i>together, &amp; two</i>	
Aboriginal names	Bulany <i>meat, cattle</i>	
Aboriginal names	Bundan <i>stone axe</i>	
Aboriginal names	Bundjalung <i>tribes</i>	
Aboriginal names	Bunj Bunj <i>whirlywind</i>	
Aboriginal names	Burrong <i>boomerang</i>	
Aboriginal names	Caalabas <i>water vessel</i>	
Aboriginal names	Coodjingburra <i>horde group</i>	
Aboriginal names	Cooradgi <i>clever man</i>	
Aboriginal names	Coorooman <i>kangaroo animals 1954-past</i>	
Aboriginal names	Coowarragum <i>bora ring</i>	
Aboriginal names	Djali <i>trees Others 1962-present</i>	
Aboriginal names	Djamba <i>try</i>	
Aboriginal names	Djer <i>big, much, loud, fast</i>	
Aboriginal names	Djum <i>tobacco, cigarette</i>	
Aboriginal names	Dulloom <i>different types of bags</i>	
Aboriginal names	Gabay <i>honey bee</i>	
Aboriginal names	Gala Njay <i>this I</i>	
Aboriginal names	Gaybir <i>hungry</i>	
Aboriginal names	Gehr <i>cockatoo birds 1962-present</i>	
Aboriginal names	Gibinj <i>sick</i>	
Aboriginal names	Ginikbi <i>swan birds 1962-present</i>	
Aboriginal names	Gunnepi <i>swan birds 1954-past</i>	
Aboriginal names	Guram <i>Perhaps</i>	
Aboriginal names	Guriyababu <i>long time</i>	
Aboriginal names	Gurumun <i>kangaroo animals 1962-present</i>	
Aboriginal names	Guygum <i>salt, sea &amp; sand</i>	
Aboriginal names	Jalgun <i>shield</i>	
Aboriginal names	Jali <i>tree, sticks</i>	
Aboriginal names	Jalum <i>fish Others 1962-present</i>	
Aboriginal names	Julum <i>fish Others 1954-past</i>	
Aboriginal names	Julunjahlayn <i>drink</i>	
Aboriginal names	Jumbar <i>fly</i>	
Aboriginal names	Jungar <i>pelican birds 1962-present</i>	
Aboriginal names	Karr <i>cockatoo birds 1954-past</i>	
Aboriginal names	Kirrin Kirrin <i>Murdering Creek</i>	
Aboriginal names	Maar <i>Black duck</i>	
Aboriginal names	Maar <i>duck birds 1954-past</i>	
Aboriginal names	Magil <i>water lizard</i>	
Aboriginal names	Mahr <i>duck birds 1962-present</i>	
Aboriginal names	Main Badjining <i>those hit</i>	

Category	Street Name	Approved Location
Aboriginal names	Mala Gula <i>that bring</i>	
Aboriginal names	Marahn <i>bird</i>	
Aboriginal names	Marugan <i>initiated man</i>	
Aboriginal names	Moogin <i>stone axe</i>	
Aboriginal names	Moorung Moobar <i>horde group</i>	
Aboriginal names	Mugal <i>lazy stubborn</i>	
Aboriginal names	Muli <i>hill</i>	
Aboriginal names	Muli Muli <i>small hill</i>	
Aboriginal names	Naba <i>to hit, to throw</i>	
Aboriginal names	Nama <i>to hold, to catch, to grab, to touch</i>	
Aboriginal names	Nanjajm <i>food</i>	
Aboriginal names	Nganduwal <i>tribe - Tweed Aborigines</i>	
Aboriginal names	Njabar <i>quick, fast</i>	
Aboriginal names	Njamal <i>goanna animals 1962-present</i>	
Aboriginal names	Njay Mala <i>look that</i>	
Aboriginal names	Nje <i>yes, keep going</i>	
Aboriginal names	Njehn <i>who</i>	
Aboriginal names	Nungeramah <i>spring water place Others 1954-past</i>	
Aboriginal names	Tallee <i>trees Others 1954-past</i>	
Aboriginal names	Tewang <i>spear</i>	
Aboriginal names	Toonung <i>pademelon stick</i>	
Aboriginal names	Ulittarra <i>good spirit place Others 1954-past</i>	
Aboriginal names	Wagahyn <i>crow birds 1962-present</i>	
Aboriginal names	Wagun <i>bush turkey</i>	
Aboriginal names	Wakkan <i>crow birds 1954-past</i>	
Aboriginal names	Wana Wadji <i>don't tell</i>	
Aboriginal names	Wandarral <i>inner perimeter of bora ring</i>	
Aboriginal names	Wangie <i>dingo animals 1954-past</i>	
Aboriginal names	Wobul <i>creek near Dulguigan Creek</i>	
Aboriginal names	Woggara <i>stone axe</i>	
Aboriginal names	Woolia <i>Red Cedar</i>	
Aboriginal names	Wulum <i>out there, the bush</i>	
Aboriginal names	Yahna <i>to sit, to stay, to camp</i>	
Aboriginal names	Yana <i>to walk, to go</i>	
Aboriginal names	Yanjma <i>to swear, to abuse, curse</i>	
Aboriginal names	Yaraman <i>horse animals 1962-present</i>	
Aboriginal names	Yargin <i>dingo animals 1962-present</i>	
Aboriginal names	Yarraman <i>horse animals 1954-past</i>	
Aboriginal names	Yirihj <i>lazy, slow</i>	
Aboriginal names	Yladara <i>deity</i>	
Aboriginal names	Yowahr <i>dance</i>	
Aboriginal names	Yoway <i>yes</i>	
Aboriginal names	Yugambah <i>no</i>	
Aboriginal names	Yukar <i>pelican birds 1954-past</i>	
Birds	Bittern	
Birds	Boo-book	
Birds	<del>Bowerbird</del>	
Birds	Brahminy	

Category	Street Name	Approved Location
<del>Birds</del>	<del>Wren</del>	
Birds	Yellow Robin	
Bush tucker	Bidgee Widgee	
Bush tucker	Blackberry	
Bush tucker	Breadfruit	
Bush tucker	Cicada	
Bush tucker	Cordyline	
Bush tucker	Foxtail	
Bush tucker	Fuschia	
Bush tucker	Gooseberry	
Bush tucker	Hyacinth	
Bush tucker	Kunzea	
Bush tucker	Lasiandra	
Bush tucker	Limacia	
<del>Bush tucker</del>	<del>Lomandra</del>	
Bush tucker	Lotus	
Bush tucker	Maidenhair	
Bush tucker	Melastoma	
Bush tucker	Midjin	
Bush tucker	Nardoo	
Bush tucker	Passiflora	
Bush tucker	Purslane	
Bush tucker	Solanum	
Bush tucker	Sowbane	
Bush tucker	Sugarwood	
Bush tucker	Tetraphylla	
Bush tucker	Tilopea	
Bush tucker	Waxberry	
Bush tucker	Worgi	
Bush tucker	Zamia	
Cedar ships	Absolom	
<del>Cedar ships</del>	<del>Aeolus</del>	
<del>Cedar ships</del>	<del>Aeolus</del>	
Cedar ships	Arrow	
Cedar ships	Avenger	
Cedar ships	Bee	
Cedar ships	Bertha	
Cedar ships	Boorawong	
Cedar ships	Cecilia	
<del>Cedar ships</del>	<del>Clara</del>	
Cedar ships	Comet	
Cedar ships	Courier	
Cedar ships	Effort	
Cedar ships	Eliza	
Cedar ships	Favourite	
Cedar ships	Fenney Morris	
Cedar ships	Flibberty	
Cedar ships	Flirt	
Cedar ships	Flying Cloud	

Category	Street Name	Approved Location
Birds	Bronzewing	
Birds	Brush Turkey	
Birds	Catbird	
Birds	Chowchilla	
Birds	Coucal	
Birds	Crane	
Birds	Cuckoo	
Birds	Dabchick	
Birds	Dollarbird	
Birds	Dotterel	
Birds	Egret	
Birds	Fairy Martin	
<del>Birds</del>	<del>Firetail</del>	
Birds	Gannet	
Birds	Godwit	
Birds	Goshawk	
Birds	Green Pidgeon	
<del>Birds</del>	<del>Harrier</del>	
<del>Birds</del>	<del>Honeyeater</del>	
Birds	Koel	
Birds	Landrail	
Birds	Lark	
Birds	Leatherbird	
Birds	Lorikeet	
Birds	Lyrebird (Prince Albert)	
Birds	Magpie	
Birds	Nightjar	
<del>Birds</del>	<del>Oriole</del>	
Birds	Pardalote	
Birds	Parrot	
Birds	Pheasant	
Birds	Pipit	
Birds	Pitta	
Birds	Rainbowbird	
Birds	Redbill	
Birds	Riflebird	
Birds	Scrub Bird	
Birds	Spinebill	
Birds	Spoonbill	
Birds	Swamphen	
<del>Birds</del>	<del>Thornbill</del>	
Birds	Thrush	
Birds	Triller	
Birds	Warbler	
Birds	Whipbird	
Birds	Willy Wagtail	
Birds	Wompoo	
Birds	Wonga Wonga	
Birds	Wooduck	

Category	Street Name	Approved Location
Cedar ships	Fortune	
Cedar ships	Fox	
Cedar ships	Francis George	
Cedar ships	Friends	
Cedar ships	Glendwart	
Cedar ships	Golden Fleece	
Cedar ships	Gypsy	
Cedar ships	Hannah	
Cedar ships	Heroine	
Cedar ships	Hundes	
Cedar ships	Jane	
Cedar ships	Juliet	
Cedar ships	Koh-i-noor	
Cedar ships	Lark	
Cedar ships	Lola Montez	
Cedar ships	Louisa	
Cedar ships	Marie Louise	
Cedar ships	Ocean of Queen	
Cedar ships	Pymont	
Cedar ships	Resolute	
Cedar ships	Rose of Eden	
Cedar ships	Waterwitch	
Fish	Bass	
Fish	Bream	
Fish	Catfish	
Fish	Crayfish	
Fish	Cuttlefish	
Fish	Drummer	
Fish	Flathead	
Fish	Garfish	
Fish	Gudgeon	
Fish	Herring	
Fish	Jewfish	
Fish	Mackerel	
Fish	Mullet	
Fish	Schnapper	
Fish	Shrimp	
Fish	Swallowtail	
Fish	Tailor	
Fish	Whiting	
Flowers and plants	Bulrush	
Flowers and plants	Buttercup	
Flowers and plants	Callistemon	
Flowers and plants	Clematis	
Flowers and plants	Crinum	
Flowers and plants	Cunjevoi	
Flowers and plants	<del>Dryandra</del>	
Flowers and plants	Hoya	
Flowers and plants	Laburnum	

Category	Street Name	Approved Location
Flowers and plants	Liana	
Flowers and plants	Lobelia	
Flowers and plants	Rhododendron	
Flowers and plants	Vanda	
Flowers and plants	Violet	
Flowers and plants	Westringia	
Indigenous Trees	Acmena	
Indigenous Trees	Acronychia	
Indigenous Trees	Alata	
Indigenous Trees	Albizia	
Indigenous Trees	Alectryon	
Indigenous Trees	Angophora	
Indigenous Trees	Araucaria	
Indigenous Trees	Backhousia	
Indigenous Trees	Baeckea	
Indigenous Trees	Bamboo	
Indigenous Trees	Beefwood	
Indigenous Trees	Belah	
Indigenous Trees	Bollygum	
Indigenous Trees	Bopple	
Indigenous Trees	Callicoma	
Indigenous Trees	Citronella	
Indigenous Trees	Doughwood	
Indigenous Trees	Drosera	
<del>Indigenous Trees</del>	<del>Dryandra</del>	
Indigenous Trees	Duboisia	
Indigenous Trees	Endiandra	
<del>Indigenous Trees</del>	<del>Euodia</del>	
Indigenous Trees	Flindersia	
Indigenous Trees	Foambark	
Indigenous Trees	Fortunella	
Indigenous Trees	Icewood	
Indigenous Trees	Laceflower	
Indigenous Trees	Lepiderema	
Indigenous Trees	Lisea	
Indigenous Trees	Macaranga	
Indigenous Trees	Malletwood	
Indigenous Trees	Mangrove	
Indigenous Trees	Marblewood	
Indigenous Trees	Marksiana	
Indigenous Trees	Nardoo	
Indigenous Trees	Nothofagus	
Indigenous Trees	Omafanthus	
Indigenous Trees	Pittosporum	
Indigenous Trees	Planchonella	
Indigenous Trees	Podocarpus	
Indigenous Trees	Premma	
Indigenous Trees	Pulchella	
Indigenous Trees	Quandon	

Category	Street Name	Approved Location
Indigenous Trees	Santalum	
Indigenous Trees	Serratifolia	
Indigenous Trees	Soapy box	
Indigenous Trees	Socketwood	
Indigenous Trees	Wheel of fire	
Shells	Clam	
Shells	Cockle	
Shells	Conch	
Shells	Cowrie	
Shells	Eugarie	
Shells	Kelp	
Shells	Mussel	
Shells	Periwinkle	
Shells	Seagrass	
<del>Significant names</del>	<del>Benson, John early cedar getter</del>	
<del>Significant names</del>	<del>Benson, Mary Ann to 29/7/1849 - first white female born on Tweed</del>	
<del>Significant names</del>	<del>Black, James early arrival</del>	
<del>Significant names</del>	<del>Bozior, William early cedar getter</del>	
<del>Significant names</del>	<del>Brady, Jon early cedar getter</del>	
<del>Significant names</del>	<del>Bray, Joshua early landowner &amp; member of parliament</del>	
<del>Significant names</del>	<del>Burgess, John early cedar getter</del>	
<del>Significant names</del>	<del>Caffrey, Thomas early cedar getter</del>	
<del>Significant names</del>	<del>Cameron, Allan early arrival</del>	
<del>Significant names</del>	<del>Chatfield, Charles early arrival</del>	
<del>Significant names</del>	<del>Collins, John murdered at Murdering Creek</del>	
<del>Significant names</del>	<del>Gillett, Henry early Tweed shipbuilder</del>	
<del>Significant names</del>	<del>Gray, Samuel early landowner &amp; member of parliament 1863</del>	
<del>Significant names</del>	<del>Harper, Richard early cedar getter</del>	
<del>Significant names</del>	<del>Hindmarsh, John early arrival</del>	
<del>Significant names</del>	<del>McLeod, John early arrival</del>	
<del>Significant names</del>	<del>Pheeny, Hughey murdered at Murdering Creek</del>	
<del>Significant names</del>	<del>Roberts, Francis Surveyor of State Border Q/NSW</del>	
<del>Significant names</del>	<del>Rowland, Isaiah Surveyor of State Border Q/NSW</del>	
Significant names	Skinner, Henry early cedar getter, bangalow palm reserve, Nth Tumbulgum	

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

1. **Confidential Attachments** - Letters in objection (DW 1875576; 1882487; 1884615).
-



**012 [EO-OC] Creation of Easement for Sewer Pump Station****ORIGIN:****Design****SUMMARY OF REPORT:**

The Riveroak Drive Sewer Pump Station 1022 was constructed in 1993 as part of the Housing Commission subdivision in West Murwillumbah. The mechanical and electrical components of the pump station were sized to service the West Murwillumbah catchment, excluding the Bellevue Heights estate.

With new subdivision developments, such as the Hundred Hills subdivision and Sovereign Heights subdivision coming on line, the existing mechanical and control equipment requires upgrading to service the expanded catchment. This upgrade will require construction of a new electrical control building to be located above 1 in 100 year flood level and demolition of the existing electrical control tower as it is not large enough to contain the upgraded mechanical and control equipment.

Sewer Pump Station 1022 is constructed on Lot 49 in DP 830595, a Public Reserve, vested in Council when the Housing Commission subdivision was registered in 1993. The *Local Government Act 1993* (NSW) ("the Act") commenced shortly thereafter and the land was classified as community land, pursuant to the Act, notwithstanding the existing sewage infrastructure within the parcel.

Section 46 of the Act provides that an estate, lease or licence in respect of community land may be granted for the provision of public utilities and works associated with or ancillary to public utilities. An "estate" in this context is an "interest, right or encumbrance". An easement, by definition is a "right enjoyed by the owner of one piece of land to carry out some limited activity (short of taking possession) on another piece of land".

It is intended to create an Easement for Pump Station variable width within Lot 49 in DP 830595 to enable the construction of a new electrical control building, by the registration of a Transfer Granting Easement.

It is necessary to resolve to approve the creation of the easement and to sign all documentation under the Common Seal of Council.

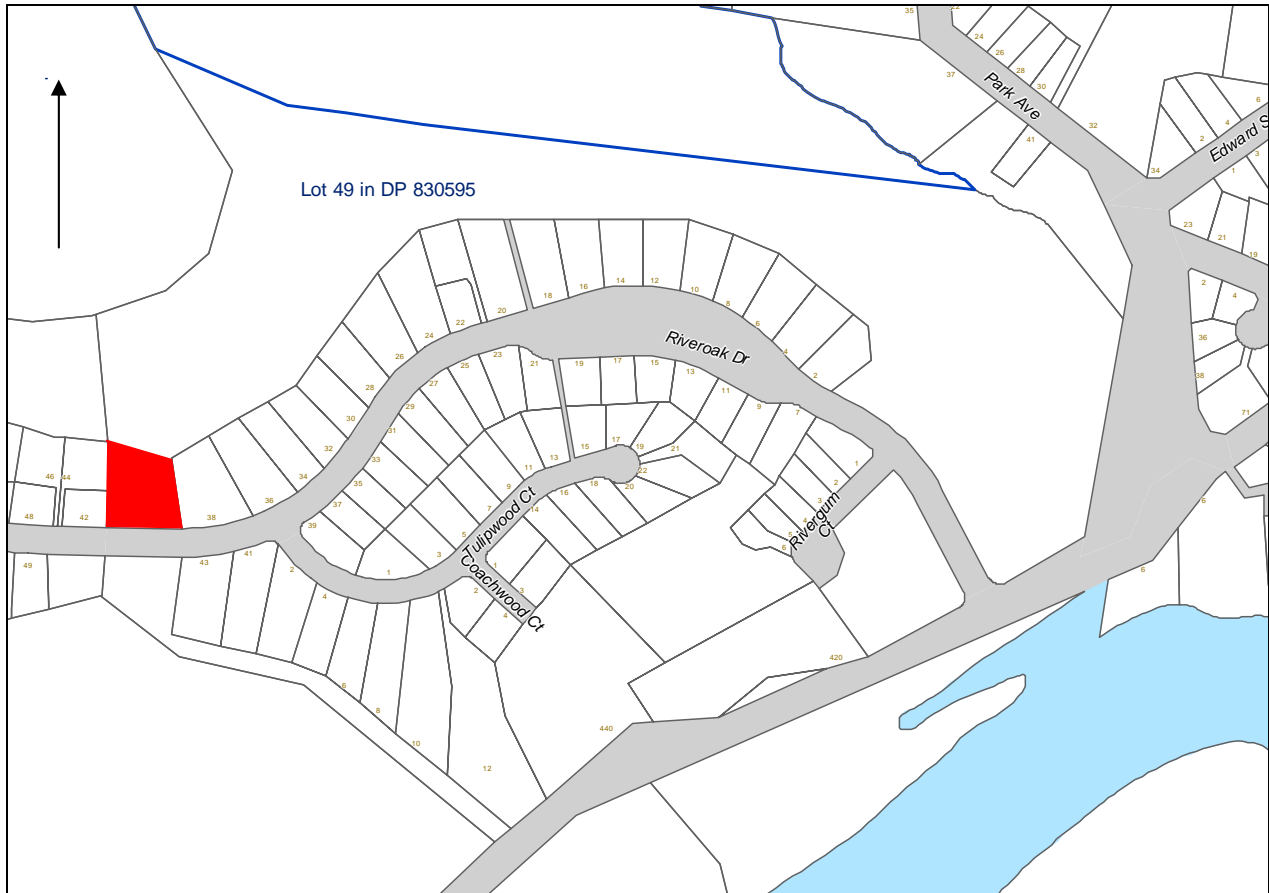
**RECOMMENDATION:****That:-**

- 1. Council approves the creation of an Easement for Pump Station Variable Width within Lot 49 in DP 830595; and**

2. **All necessary documentation be executed under the Common Seal of Council.**

**REPORT:**

As per Summary of Report, the plan below shows the area subject of the proposed Easement for Pump Station Variable Width highlighted in the south western corner of Lot 49:-



**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

Nil.

THIS  
PAGE  
IS  
BLANK

THIS  
PAGE  
IS  
BLANK

**O13 [EO-OC] Road Closure and Purchase West of Turnock Street**

**ORIGIN:**

**Design**

**FILE NO: GR3/12/6 Pt4**

**SUMMARY OF REPORT:**

Council has received an application to close and purchase part of an unformed road reserve, adjacent to and west of the Turnock/Quigan Street and Elrond Drive roundabout, Kingscliff.

The application is in accordance with Council's Policy for Road Closure and Private Purchase and it is recommended that Council approve the application subject to the written approval of the owner of the adjoining parcel being Lot 102 in DP 870722.

**RECOMMENDATION:**

**That:-**

- 1. Council approves the closure of the road reserve, which runs north to south separating Lot 26D in DP 10715 from Lot 11 in DP 871753 and the road reserve which runs east to west separating Lot 11 in DP 871753 from Lot 102 in DP 870722 subject to the written approval of the owner of Lot 102 in DP 870722;**
- 2. The applicant bears all the survey and legal costs and purchases the subject land as determined in value by a local registered valuer;**
- 3. The title of the closed road be consolidated with the adjacent land at the applicants cost;**
- 4. Easements be created over public authority reticulation services, if any; and**
- 5. All necessary documentation be executed under Common Seal of Council.**

## REPORT:

Council has received an application to close and purchase part of an unformed road reserve, adjacent to and west of the Turnock/Quigan Street and Elrond Drive roundabout, Kingscliff.

The applicant originally wrote to Council requesting the road closure on 12 February 2008. This application was initially rejected as it was considered that the closure could be undertaken concurrently with any future development of the land. The applicant then requested that the matter be reconsidered in a letter dated 24 October 2008.

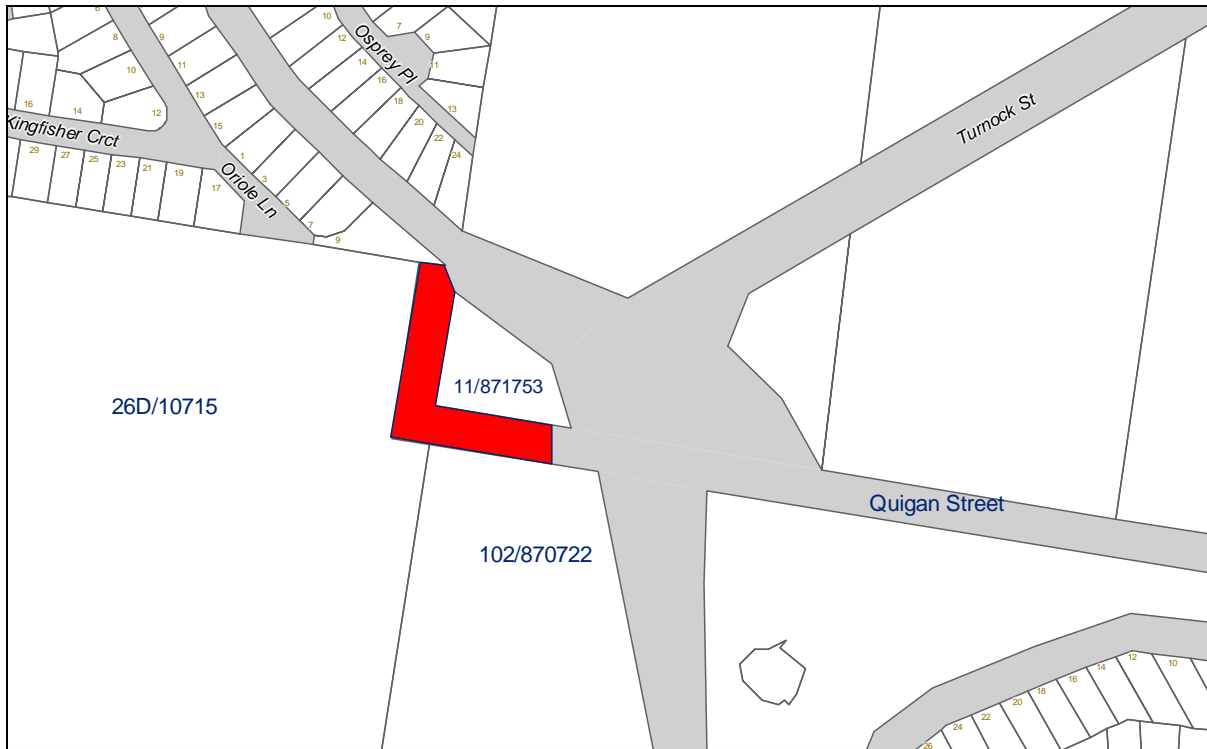
The applicant owns the majority of the land surrounding the subject road reserve and intends to incorporate the closed road with the surrounding land to facilitate potential development of the land which would include the construction of appropriate road corridors. In accordance with Councils Road Closure policy an application will be considered for closure of a road reserve where the proponent is opening a more negotiable corridor serving the same access role.

It is a requirement of all applications made to Department of Lands for the closure of public roads that written evidence be provided by the applicant that any other adjoining land owners have no objection to the closure and purchase of the road by the applicant. An adjoining land owner must also be provided with the opportunity to apply for the closure and purchase of part of any road reserve which adjoins both properties.

The southern section of the road reserve which runs west from Turnock Street separates Lot 102 in DP 870722 from the applicants parcel Lot 11 in DP 871753. The applicant would therefore be required to provide to Council written evidence that the owner of Lot 102 does not object to the closure and purchase of the subject road or notification of a concurrent application. A section of the road reserve partly constructed and forming part of the roundabout will be excluded from the portion of the road reserve proposed to be closed.

The application is in accordance with Council's Policy for Road Closure and Private Purchase and it is recommended that Council approve the application subject to the written approval of the owner of the adjoining parcel being Lot 102 in DP 870722.

The plan below shows the subject road reserve sought to be closed and purchased:



**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

Nil.

THIS  
PAGE  
IS  
BLANK

THIS  
PAGE  
IS  
BLANK



**O14 [EO-OC] South Tweed Skate Park**

**ORIGIN:**

**Recreation Services**

**SUMMARY OF REPORT:**

In August 2008, Council let a contract for the detailed design and construction of a skate facility at South Tweed Heads. The design is based on user consultation and is to allow for staged development. Stage 1 comprises of a 'bowl' component and will fully consume available funds. Stage 2 is currently designed as a 'street plaza' component but remains unfunded and will not be constructed in the foreseeable future.

The report is provided for Councillors information.

**RECOMMENDATION:**

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

## REPORT:

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 Heffron Street, South Tweed Heads. Funding of \$250,000 was available consisting of \$75,000 from the clubs through the CDSE program and \$175,000 from Council.

A concept plan was undertaken 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 for funding assistance 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 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 then received a letter dated 1 August 2008 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.

### **Current Status**

After confirmation in August 2008 that the amount available for the facility was \$280,000 being \$75,000 CDSE, \$175,000 Council and \$30,000 NSW Department Sport and Recreation, Council proceeded with a contract with Convic Skateparks for detail design and construction. The design is to cater for a staged construction process with the first stage being constructed with the funds available. Construction of Stage 2 would be subject to additional funding being available in the future.

A Skate Bowl catering for beginner level skaters and intermediate was determined as the most suitable option for Stage 1. Detailed survey of the site has been undertaken and a plan developed that incorporates the requirements for both bowl and street elements. The design allows for staged construction in a more constrained site than the original concept plans.

Stage 1 of the skate park in the current Design & Construct contract includes:-

- Skate Bowl, steel coping, drainage
- Entry steps and pavement
- Seating, rubbish bin and drinking fountain
- Entry signage with conditions of use panel

Included in the detailed concept plans are illustrations of possible landscape treatments. These works are not funded within the current contract and are estimated to cost an extra \$190,000.00 and are therefore unfunded and will not proceed at this time.

- These extra landscape concepts include:-
  - Integrated refuges/viewing areas
  - Entry ramps complying with DDA requirements are proposed at the periphery
  - Feature seating, hand rails and barriers to control activity and delineate between active use and general pedestrian access
  - Shade structures in two locations
  - Adjacent BBQ area for general parkwide
  - Realigned bike path
  - Integrated planting and shade trees

Stage 2 of the Skate Park (instead of the 'street section' proposed in the concept plans) is a connecting path with sculptural banks and ledges integrating art work. This is proposed to be a 70m long skateable 'urban plaza' styled skate path and is estimated to cost \$92,000.00. This part of the Skate Park as well as the extra landscaping can be added at some later date if and when funds become available.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

1. South Tweed Skate Facility Convic Draft Design Layout (DW 1928506).
-

## **REPORTS FROM THE DIRECTOR COMMUNITY & NATURAL RESOURCES**

### **015 [CNR-OC] Cooperative Management of Cobaki Broadwater and Catchment – Memorandum of Understanding**

#### **ORIGIN:**

**Natural Resource Management**

#### **SUMMARY OF REPORT:**

A Memorandum of Understanding (MOU) has been developed in conjunction with the NSW Department of Environment and Climate Change for the cooperative management of Cobaki Broadwater and its catchment.

This MOU provides a formal mechanism for coordination and integration by the various land managers and other stakeholders and will complement the Management Plan currently being developed by the Tweed River Committee on behalf of Tweed Shire Council.

The MOU establishes the Cobaki Coordinating Group (CCG), to be facilitated by the Tweed River Committee/Tweed Shire Council, with meetings to be held twice a year. The CCG will be convened through the Tweed River Committee and be chaired by the convenor of the Tweed River Committee.

#### **RECOMMENDATION:**

**That Council:-**

- 1. Signs the Memorandum of Understanding for the cooperative management of Cobaki Broadwater with amendments:-**
  - a) requiring community representation (two members) on the Cobaki Coordinating Group.**
  - b) stating that the Cobaki Coordinating Group is convened through the Tweed River Committee and not a subgroup of the Tweed River Committee.**
- 2. Writes to all parties advising that Council will support the process with a view towards meeting in early 2009.**
- 3. Calls for expressions of interest from the community for two community representatives of the Cobaki Coordinating Group.**

## **REPORT:**

A Memorandum of Understanding (MoU) has been developed in conjunction with the NSW Department of Environment and Climate Change for the cooperative management of Cobaki Broadwater and its catchment.

A range of land tenures exist across the Broadwater and its catchment. The Broadwater and surrounding lands are subject to a number of existing and proposed land uses and activities. Incremental development and disparate management regimes have contributed to habitat loss and resource degradation, potentially compromising the values and beneficial uses of the area.

This MoU provides a formal mechanism for coordination and integration by the various land managers and other stakeholders and will complement the Management Plan currently being developed by the Tweed River Committee on behalf of Tweed Shire Council.

The MOU establishes the Cobaki Coordinating Group (CCG), to be facilitated by the Tweed River Committee/Tweed Shire Council, with meetings to be held twice a year. The CCG will be convened through the Tweed River Committee and be chaired by the convenor of the Tweed River Committee.

The purpose of the MOU is to:-

1. Identify those Government agencies and other bodies with responsibilities or major roles in the planning, management or utilisation of the Cobaki Broadwater and catchment;
2. Articulate a set of fundamental overarching principles to guide the parties planning, management and utilisation of the area; and
3. Provide a framework for the parties to foster and enhance communication, cooperation and collaboration related to the planning, management and utilisation of the area.

There are two concerns with the proposed MOU; one being the lack of community representation, and the second being the statement that the CCG is a subgroup of the Tweed River Committee. It is suggested that the community should have representation on the CCG in the form of two members elected by the CCG. It is also recommended that the CCG could not operate as a subgroup of the Tweed River Committee as this would make it a committee of Council and that the Tweed River Committee could act as the convener of the group.

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

Nil.

## **POLICY IMPLICATIONS:**

Nil.

---

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

1. Cooperative Management of Cobaki Broadwater and Catchment Memorandum of Understanding (DW 1893550)
-

THIS  
PAGE  
IS  
BLANK

THIS  
PAGE  
IS  
BLANK



**O16 [CNR-OC] Amwil Park Community Facility - Future Use****ORIGIN:****Community & Cultural Services****SUMMARY OF REPORT:**

Murwillumbah Boxing Club has been operating from Amwil Park, Murwillumbah, for approximately 6 years. The Hall was leased by the Scout Association to the Murwillumbah Boxing Club. Rent was fixed at \$40 per week for the first 4 years. In recognition of the "not-for-profit" nature and philosophy of the Boxing Club and the number of mostly disadvantaged young people supported through this organisation there has been no rent charged in the past two years.

The Scout Association offered the Murwillumbah Boxing Club the use of the Amwil Park premises when they in turn relocated to the Brisbane Street Hall. The Boxing Club is used by up to 10 young people each afternoon at a fee of \$5.00. All equipment and materials are supplied by the Boxing Club as are all travel expenses incurred in participation in competition. The Club would be arguably non viable if provision of all materials and expenses continued and a rental fee was introduced.

During the Murwillumbah Boxing Clubs tenancy Tweed Shire Council has incurred no costs specific to this property. Insurance cover applies as per other facilities of this nature.

**RECOMMENDATION:****That:**

- 1. Council approves entering into a Lease with Murwillumbah Boxing Club for the premises located at Amwil Park, 9 Amwil Avenue, Murwillumbah for a term of two years at a lease fee of \$1.00 per annum including maintenance responsibilities.**
- 2. All documents to be executed under the Common Seal of Council.**

## **REPORT:**

Murwillumbah Boxing Club has been operating from Amwil Park, 9 Amwil Avenue, Murwillumbah (being Lot 19 DP 21679), for approximately 6 years. The Hall was leased by the Scout Association to the Murwillumbah Boxing Club. Rent was fixed at \$40 per week for the first 4 years. In recognition of the Not-for-Profit nature and philosophy of the Boxing Club and the number of mostly disadvantaged young people supported through this organisation there has been no rent charged in the past two years.

The Boxing Club was established in an area under the Murwillumbah Gym and operated there for some years. The building is very prone to flooding, mostly from drains backing up and as a consequence the gym was often wet and muddy. The Scout Association offered the Murwillumbah Boxing Club the use of the Amwil Park premises when they in turn relocated to the Brisbane Street Hall. The Boxing Club is used by up to 10 young people each afternoon at a fee of \$5.00. All equipment and materials are supplied by the Boxing Club as are all travel expenses incurred in participation in competition. The Club would be arguably non viable if provision of all materials and expenses continued and a rental fee was introduced.

The Manager of the Murwillumbah Boxing Club has personally undertaken costs and services to the Amwil Park property as follows:

- Payment of electricity accounts
- Painting internal and external walls
- Supply of new guttering
- Internal renovations including strengthening of walls
- Replacement of window panes (mower damage)
- Regular cleaning of building, toilet and shower facilities
- Cleaning materials
- Security watch in partnership with neighbours to Amwil Park

During the Murwillumbah Boxing Clubs tenancy Tweed Shire Council has incurred no costs specific to this property. Insurance cover applies as per other facilities of this nature.

The Boxing Club's Manager has supplied proof of current membership of the Far North Coast Amateur Boxing Association and their insurance coverage by OAMPS Insurance Brokers.

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

Nil.

## **POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

Nil.

---

THIS  
PAGE  
IS  
BLANK

THIS  
PAGE  
IS  
BLANK

**O17 [CNR-OC] Tweed Community Options - Annual Report 2007/2008**

**ORIGIN:**

**Community & Cultural Services**

**SUMMARY OF REPORT:**

Tweed Community Options has experience significant growth over the past five years. Since 2005/2006 an annual report, based on the case management activities and the statistics of clients receiving services utilising Commonwealth and/ State Grant funds, is made available to Council Members and the wider community via Council's website.

The report for the financial year, 2007/2008 is now ready for distribution.

**RECOMMENDATION:**

**That the Tweed Community Options Annual Report for 2007/2008 be placed on Council's website under the banner "Tweed Community Options".**

## **REPORT:**

### **Introduction:**

During the period, July 2007 through to 30 June 2008, the activities and achievements of Tweed Community Options, and its capacity to respond to the needs of the HACC client group (who identify as having complex care requirements) needing priority of access to the HACC service system, produced impressive results given the level of core funding for case management that has historically made up the Grant budget for case management work.

Client requirements for linkages into the HACC service system, together with attention to the other factors that impact on client capacity to remain living at home safely, (avoiding premature entry into the residential service system), provided challenges to the case managers who work at Tweed Community Options. In particular priority listing and review of referrals on the wait list became a constant challenge to ensure fairness and equity of access to available resources.

Minister Keneally, Minister, the Department of Ageing Disability and HomeCare (DADHC), announced on 16<sup>th</sup> June 2008, that additional HACC growth funds of \$150,000 would be allocated to Tweed Shire Council to enhance the existing Grant budget they have for Tweed Community Options. This amount now becomes part of our recurrent funding from DADHC. In the coming financial year 2008/2009 the growth funds will allow Tweed Community Options to have the capacity to provide more speedy access to case management support for HACC eligible residents of the Tweed Shire by having more staff and resources. Further it will ensure that a reasonable level of support is available to eligible and priority clients who are in need of case management.

### **Major Achievements:**

- Tweed Community Options commenced working with the 2 year Grant for the new Commonwealth and State initiative, Support Coordination Project (for Older Parent Carers), by implementing the service across the Far North Coast, in partnership with Clarence Valley Community Options and Richmond Community Options. It is a two year project funded by State and the Commonwealth Governments to support 'hidden' carers and low level service users who are ageing and also parenting a son or daughter who has a disability. Case Managers participated in the review of the draft Guidelines for this project and participated in workshops and meetings with other NSW providers of this service.
- Case Managers commenced providing Podiatry services to HACC eligible clients who responded to our advertising that funds are available in this financial year to assist those with complex care needs who are unable to access podiatry services. Up to 102 clients received services and a wait list at the end of the year will ensure the final funding allocation of \$20,000 will also be utilized quickly. These funds are from DADHC via an agreement with NSW Health and then allocated to Tweed Community Options.

- The Veterans funding remaining as at the end of June 2007, was approved to be carried over into this financial year. Therefore an additional 50 Veterans received case management services utilizing these funds. The main needs of this group were that of social support and linkages into other local HACC services.
- Tweed Community Options continue to provide ComPacks services utilizing funding from NSW Health. These services focused on referrals from the Tweed Hospital, but later in the year the Murwillumbah Hospital also. This work commenced the financial year with a contract to provide 188 ComPacks clients with services on discharge from hospital, but increased to 300 in September 2007, and later again to 600 in February 2008. These services will continue at 600 clients per year until the review of the contract with NSW Health in July 2010.
- Tweed Shire Council accepted funding in May 2007 for a one-off Episodic case management project - most of the 34 clients who received services via this funding from DADHC were provided support during the 2007/2008 financial year.

**Other Activities and Achievements this year included:**

- Continued implementing the FileMaker electronic Case Management system
- Staff attended the Annual ComPacks Review Meeting in Sydney along with all other COPS projects and hospital staff who implement this work in their areas.
- Tweed Case Managers participated in Teleconferences relevant to ComPacks and the review of ComPacks Guidelines, along with other COPS projects.
- Disability and Aged Community Care Forums are held monthly and or bi-monthly in the Tweed Shire and attended by Tweed Community Options.
- DADHC coordinated Respite Forum that Tweed Community Options' staff participated at, together with also attending its subsequent meetings that aimed to review and improve the coordination of access for clients into the various types of respite funding available to frail aged and people with disabilities and their carers.
- Case Managers attended and contributed to the DADHC facilitated HACC Triennial Plan 2008/2011 'planning day' in August to advocate for the unmet needs of HACC clients living in the Tweed Shire.
- Participated in various surveys and information sessions relevant to current issues, such as: difficulties associated with the growing number of HACC clients who identify as 'financial disadvantage' (in order to advocate for a review and policy redesign aimed at supporting this client group who otherwise decline services based largely on an inability to manager the fees associated with the services).

- Staff participated in the NSW Health initiative of 'Clinical Health Re-design' aimed at identifying improved strategies to support the efficiency and quality of hospital services including discharge planning (which links to ComPacks and community care services).
- Staff participated in survey of DADHC funded services that aimed to identify skills and training needs of the industry.
- Community Options' service agreements allow for continued quality care to be available via these contracts, with more than 20 local service providers, who on our behalf directly implement HACC services such as domestic support, personal care, shopping support, transport, meals preparation etc. for clients across our various funding streams. Monitoring of the agreements is ongoing at Tweed Community Options.
- Staff attended all Regional Meetings of the network of Community Options Projects in the Northern Region of NSW.
- Tweed Community Options hosted the regional meeting in May 2008.
- In October Tweed Community Options successfully submitted an Open Tender to DADHC – responding to their advertisement of \$150,000 recurrent funding available for HACC Case Management for the Tweed Shire. These funds were identified as required to bring the Tweed Shire in line with other similar projects as Tweed had been under-funded for many years.
- Tweed Community Options continues to participate as a consortium member of the STOP Program (Short term Time Out respite funding) which includes its allocation meetings.
- Staff attend the FROC (Flexible Respite Options Consortium) which meet regularly to review and allocate respite funds across the Northern Region, including Tweed Shire.
- Tweed Shire Council management assisted Tweed Community Options staff to lobby for the outcome of the Open Tender for additional HACC case management funding as the need for these resources became critical at times during the second half of this financial year. These funds were announced mid June 2008 and subsequently allocated to Tweed Shire Council. They now enhance the original funding that Council has for HACC Case Management service to the Tweed Shire.
- Staff work closely with NSW Health staff in ACAT Team, in-hospital services and in Community Health services, to ensure all potential referrals and or service system supports are considered when working in the disability and aged care sectors.
- Tweed Community Options further strengthened its intake and screening process to ensure transparency and accuracy with assessment of referrals and priority on our wait list for HACC Case Management support.



- Staff attended many training programs relating to skills development, to ensure staff are able to respond to the contemporary needs of HACC clients and provide best practice care planning and monitoring of resources and supports. These included: Elder Abuse Training; Mental Health First Aid training; Assessment Tool Training (ONI); Overview of Depression workshop; Continence workshop; Crisis Housing workshop; 'Stronger Communities' presentation; Life Moves Information session; and Council provided increased level of support to enable 5 Case Managers to attain post graduate certificate qualifications through Charles Stuart University (external enrolment).
- Other training included: Carers NSW Conference; Case Management Post Graduate Courses (both TAFE and University levels);
- Staff hosted many information sessions on contemporary matters relating to our HACC work, including: Mental Health, Carers' services; Down Syndrome;
- Staff attended and participated in the Seniors Expo held in Murwillumbah by Tweed Shire Council in May 2008.

**Identified Unmet Needs for the Tweed Shire:**

Tweed Community Options participates in forums and meetings aimed at data collection and the general identification of gaps in services that are required to support the Aged and Disability clients and their carers who are living in the community. Many of these services are available but not able to meet the needs due to being 'at capacity' with their resources. They have been identified by our case managers and include:

- Dementia Day Care
- Financial Support
- Occupational therapy
- Affordable Housing options
- Shopping Support
- Increase funding for Home Maintenance or Modifications
- Social Support
- Affordable Transport options (Community Transport)
- Palliative Care affordable services and Hospice services
- Additional HACC funded Lawn Mowing and Domestic Help services
- Experienced support staff to work with Mental Health clients.

**Core Business: – DADHC Funded Case Management**

Number of clients receiving 68  
services as at 1 July 2007

Number of Referrals 316  
requesting COPS case  
management received during  
the year.

Number of Referrals not taken 54  
into any of our case  
management services.

Average number at any one 4-6  
time, of high priority clients on  
a wait list for a case manager  
to assist them.

Number of Clients as still 51  
receiving services as at 30  
June 2008.

Total Number of clients who 330 (last year 168 Clients)  
received case management  
services utilizing our core  
funding or the episodic one-off  
funds or the Support  
Coordination Project funds.

Number of frail aged clients 211 (that is, 211 of the 330 clients)  
who received services

Number of clients with a 119 (that is, 119 of the 330 clients)  
disability who received  
services

**Other Business:**

Total number of Aboriginal 11  
clients from Tweed Shire that  
were assisted through the  
partnership funding held by  
Richmond Community Options

Total number of clients 102 An additional 19 referrals were on a  
assisted with the DADHC wait list for services once further  
**Podiatry Funding** in this funding became available.  
financial year (note: two year's

funds available in this particular 12 month period

Total number of clients 8  
assisted with the DADHC  
**(Support Coordination  
Project Funding Tweed Only)**  
in this financial year

Total number of clients 50  
assisted with the DADHC  
**Veterans Funding** in this  
financial year

Total number of clients 310  
assisted with the NSW Health  
Funding for COMPACKS  
Services - referrals from the  
Tweed and Murwillumbah  
Hospitals

Total number of clients who 34  
received services via the  
**Episodic Case Management  
funding grant**

Total number of formal complaints 2  
received across all projects in the  
financial period

Total number of clients who received 845  
services from Tweed Community Options  
during the financial year, 1 July 2007 to 30  
June 2008

### **Staffing and Funding Levels:**

The following staffing positions were filled throughout the financial year:

- Coordinator 35 hours per week
- Two Case Managers working 28 hours per week from September 2007 (previously working 35 hours per week)
- One Case Manager working a contracted for 28 hours per week (actually averaging 35 hours per week)

- One Case Manager working a contracted minimum 21 hours per week (actually averaging 28 hours per week)
- One Case Manager working a contracted minimum 14 hours per week (actually working up to 28 hours most weeks)
- Three casual case managers working up to 28 hours per week (average 21 hours per week)
- One Administration and Care Coordination Officer working 28 hours per week
- One Care Coordination Officer working 35 hours per week most weeks (some at 28 hrs)
- Administration Assistant working as required
- Finance Officer working 35 hours per week commencing in January 2008 (prior to this finance officer's work was shared between Coordinator, Administration Officer, Care Coordination Officer and Council's Grants Officer)

**Summary:**

Statistics within this report demonstrate that resources for case management hours for Intake; care planning; care implementation, care coordination, and monitoring; then case closure were utilized to a maximum given the outcomes for the 330 clients receiving services in the DADHC funded case management; and 310 clients receiving services in the NSW Health funded ComPacks service; together with 205 clients receiving services across other funded programs at Tweed Community Options – **allowing 845 people to receive support during the financial year.**

This high level of case management support and allocation /links to available resources has not occurred at anywhere near this level in past years. The staff at Tweed Community Options consists of a strong multi- disciplinary team of case managers. They are dedicated to ensuring that the most vulnerable members of the community, who are also eligible for services within the various funding Guidelines of our Grants, have priority of access to support. The work of our ComPacks services continues to grow, as it strengthens the available supports to patients who are discharging from The Tweed Hospital. It also enables The Tweed Hospital and the community care system to improve supporting those community members who require community care services to be planned for on discharge from hospital.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

---

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

Nil.

---

THIS  
PAGE  
IS  
BLANK

THIS  
PAGE  
IS  
BLANK

**O18 [CNR-OC] Urgent Need for a Hospice in Tweed Shire****ORIGIN:****Community & Cultural Services****SUMMARY OF REPORT:**

The NSW Cancer Registry 2000-04 identified that the overall numbers of people with cancer on the Far North Coast of NSW were "Greater than the NSW average". In 2006, a network of representatives working in palliative care was established to assess the palliative care needs in Tweed. The multi-disciplinary team of professionals identified an urgent need for a hospice in Tweed.

In 2007, it was identified by the network that The Bright Side of Life in Murwillumbah, a purpose-built respite facility for people with cancer, already fulfilled infrastructure requirements of a hospice, and much of the professional care, support groups and equipment were already established.

The Bright Side of Life is a purpose-built facility nestled amongst sub-tropical rainforest on 7.5 acres in Dulguigan, 10kms from Murwillumbah. Owned and Managed by RN Gillian Cooper, The Bright Side of Life has operated for over 5 years as a respite centre for people with cancer, and established a well-respected record of professional care for both respite and palliative/end of life care. Much of this care was funded by the generosity of Ms Cooper.

In December 2007 a Steering Committee was established, and in January 2008, a proposal to restructure The Bright Side of Life to government-funded hospice status was forwarded to relevant State and Federal Ministers. The offer has been open for ten months. The proposal identified the need for recurrent funding of \$1.55 million per annum to operate the 4-bed facility as a hospice. This included annual rental of the facility of \$110,000.

In May 2008, the State Government acknowledged the proposal and advised they would not be responding to the offer.

In June 2008, the office of the Federal Minister for Health and Ageing, Nicola Roxon, acknowledged receipt of the proposal, and advised The Bright Side of Life would be informed of developments. Ms Cooper has advised that, to date, no further correspondence has been received from Minister Roxon's office.

Unfortunately Ms Cooper's health is now compromised and The Bright Side of Life has been placed on the open market for \$1.69 million. Owing to Ms Cooper's ill health, Council is advised that all communication regarding this matter be referred to Ms Meredith Dennis, President, Tweed Palliative Support Inc.

**RECOMMENDATION:**

**That Council:**

- 1. Thanks Ms Gillian Cooper for the time, funds and effort she has put into providing respite and end of life care to the people of Tweed Shire.**
- 2. Writes to relevant Federal Ministers to identify the urgent need for a hospice in Tweed, and request consideration that the Federal Government purchase The Bright Side of Life and provide ongoing funding to operate the facility as a hospice for the people of Tweed Shire.**
- 3. Writes to the relevant State Minister requesting reconsideration of their non support for funding the proposal to establish The Bright Side of Life as a Hospice serving the Tweed Shire and surrounding districts.**



## REPORT:

Council is advised there is an urgent need to establish a hospice in Tweed Shire. A hospice is a facility that provides specialised care for people diagnosed with a life-threatening illness and who are near the end of life and require palliative care.

The NSW Cancer Registry 2000-04 identified that the overall numbers of people with cancer on the Far North Coast of NSW were "Greater than the NSW average".

In 2006, The Bright Side of Life, in partnership with Tweed Palliative Support Inc, established a network of representatives to assess the palliative care needs in Tweed. Working with a multi-disciplinary team of professionals it was identified that, from the Queensland border to Newcastle in NSW, there are no accredited "stand-alone" hospice facilities and that a hospice service was a glaring omission for our community.

In mid 2007, it was identified that The Bright Side of Life, a purpose-built respite facility near Murwillumbah for people with cancer, already fulfilled infrastructure requirements of a hospice, and much of the professional care, support groups and equipment were already established. In short, The Bright Side of Life, over the years, had evolved into a hospice in all but name and funding.

In December 2007 a Steering Committee of relevant professionals was established to oversee the restructure of The Bright Side of Life into an accredited hospice.

Established in 2003, The Bright Side of Life is a purpose-built facility nestled amongst sub-tropical rainforest on 7.5 acres in Dulguigan, 10kms from Murwillumbah. Owned and Managed by RN Gillian Cooper, The Bright Side of Life has operated for over 5 years as a respite centre for people with cancer, and established a well-respected record of professional care for both respite and palliative/end of life care. It is noted that, owing to a lack of government respite funding for palliative care, much of this professional care was provided free over the years by the generosity of Ms Cooper.

In January 2008, while The Bright Side of Life was still operating, a proposal to restructure the facility to government funded hospice status was forwarded to relevant Ministers within both State and Federal Governments – including the Federal Minister for Health & Ageing Nicola Roxon, the State Member for Health Reba Meagher, and the Minister assisting the Minister for Health (cancer) Verity Firth. A copy of the proposal was sent to the Minister for Ageing Justine Elliot for her information. The proposal was supported by Thomas George, State Member for Lismore and Geoff Provest, State Member for Tweed who both visited the facility.

In January 2008, Ms Cooper was hospitalised and, owing to diagnosis, advised the Steering Committee she was unable to continue to provide care for patients requiring respite/end of life care at The Bright Side of Life. Ms Cooper, rather than selling the facility, decided to keep open the offer to the Federal & State Governments to lease The Bright Side of Life from her and establish a state-of-the-art hospice in Tweed. The offer has now been open for ten months. Ministers who received the proposal were advised of Ms Cooper's illness and the need for timely response.

The proposal outlined the cost-effective benefits for the government to lease and "take-over" an existing building and run The Bright Side of Life as a hospice. It was identified this would alleviate pressure on local hospitals, and provide a more appropriate palliative care service in Tweed.

The proposal (with amendments) identified the need for recurrent funding of \$1.55 million per annum to operate the 4-bed facility as a hospice. This included annual rental of the facility from Ms Cooper of \$110,000. As with many hospices, a Management Committee would oversee the running/staffing of the hospice, and additional income would be sourced from bequests, fundraising and grants. Owing to the low socio-economic status of Tweed, the proposal did not identify income from health funds as relevant income.

In May 2008, the State Government acknowledged the proposal and advised they would not be responding to the offer.

In June 2008, the Assistant Secretary Chronic Disease & Palliative Care Branch, Jennie Roe, responded on behalf of the Minister for Health and Ageing, Nicola Roxon and acknowledged receipt of the proposal, and that The Bright Side of Life hospice (sic) would be informed of appropriate developments. Ms Cooper has advised that, to date, no further correspondence has been received on the matter from Minister Roxon's office.

Council is advised that Ms Cooper and a representative from Tweed Palliative Support Inc, Meredith Dennis, have made considerable efforts to elicit response from relevant Ministers.

In recent weeks Ms Cooper's health has deteriorated. Ms Cooper has advised she is no longer in a position to provide the lease option identified in the proposal. In consequence, The Bright Side of Life has now been placed on the open market for \$1.69 million.

Notwithstanding the change in lease component of the proposal, it is apparent that, should the Federal Government agree to purchase the existing purpose-built facility and fund ongoing costs as identified in the proposal, it would be a cost-effective way of providing a much-needed hospice in Tweed. Owing to Ms Cooper's ill health, Council is advised that all communication regarding this matter be referred to Ms Meredith Dennis, President, Tweed Palliative Support Inc.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

Nil.

---

THIS  
PAGE  
IS  
BLANK

THIS  
PAGE  
IS  
BLANK

**O19 [CNR-OC] Youth Activities at Banora Point****ORIGIN:****Community & Cultural Services****SUMMARY OF REPORT:**

Since December 2007 Council, through the Youth Development Officer, and in partnership with St Joseph's Youth Service, has facilitated the running of activities titled the "Things to Do" at the Banora Point Community Centre after school and during school holidays.

These activities have been funded by various small grants and thus there has been no capacity for forward planning or consolidation of a model of program delivery. A consequence of the uncertain funding has been a fluctuation in staffing levels and a high turn over of staff. This has resulted in reactive behaviour by the Young People.

Since the end of July 2008 there has been consistency of staff and operations that has vastly improved youth participation levels.

To build onto the success of this program, secure funding of \$81,632 over a period of two years will facilitate a budgeted, realistic forward plan thus maximising program output to budget. At the conclusion of two years, Council will then be positioned to accurately calculate future planning for Youth Activities across the Shire.

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

- 1. Council endorses expenditure of \$81,632 from the Youth Support and Youth Development programs.**
- 2. Council contracts St Joseph's Youth Service to continue delivering Youth Activities Programs at Banora Point Community Centre from November 2008 until 30 October 2010.**
- 3. At the conclusion of the contract period, the Banora Point activities are used as an assessment tool to ascertain the budget for further youth programming that respond to needs as identified in Council's Social Plan and Management Plan (Access and Equity Statements).**

## REPORT:

### **Purpose of the “Things to Do” Project:**

- To develop community activities at the Banora Point Community Centre through projects/programs that engages all Young People and their families.
- To promote the Centre as a community facility that is user friendly, welcoming and appropriate for Young People to gather.
- To encourage ownership of the Community Centre as a shared community resource for all participants and break down barriers between Young People and other sections of the Community particularly seniors.

### **History of Program:**

**27 February 2007** - Youth Crime Prevention Forum identifies Banora Point as a “hot spot” in relation to Young People and anti-social and/or offending behaviour. Police, service providers and local residents identify contributing factors as: “fast growing”; known drug houses; lack of resources and services for Young People; low socio economic area; isolated and stressed families with no networks; hostility and fear of older residents; visibility of Young People and no sense of community or belonging by Young People.

**April – May 2007** - Young People who attended Youth Week activities were surveyed to identify needs and types of activities. Meetings were held with service providers, schools, police and other interested parties. And as a result several funding applications were submitted

**July 2007** - Tweed Shire Council receives \$20,000 from CDSE to employ staff to commence the “Things to Do” project.

**5 November 2007** - Part time coordinator is employed for 20 hours a week on a fixed term contract until 2 May 2008.

**December 2007 – May 2008** - The participant numbers constantly rose from 3 to 5 on the first open afternoons in December 2007 to 18-20 in April 2008. Early participants were mainly boys so a Girls Group commenced on the 13 February 2008. The challenging behaviour of the Young People attending the centre necessitated introducing the guideline of three staff for each structured activity session as a risk management strategy. From February 2008 St Joseph’s Youth Service provided a youth worker supporting the project one afternoon per week during school term, one day a week during school holidays and provided case management follow up and support for participants as required as well as sharing art and craft supplies some consumables. Volunteers were used when possible and additional budget for extra staffing outside the grant came from the Youth Development Officer's Youth Activities budget.

**2 May 2008 - Coordinator contract runs out, funds are exhausted.** The project is kept going but is fragmented and inconsistent. The Young People’s behaviour becomes more challenging as staff changes and routine is broken.

**Late May 2008** - Funding from multiple sources including \$10,000 from Council is acquired and Council contracts St Joseph's Youth Service to deliver the program until November 2008.

**June – July 2008** - Due to staffing issues the program is again erratic with high turn-over of staff multiple complaints from Young People, staff and community members are received. Numbers drop dramatically, anti-social behaviour escalates in and around the Centre. Graffiti around the Centre targets the Centre and mud is thrown at windows on two occasions.

**July – November 2008** - Staffing is stable and Young People are actively involved in the planning and are starting to share responsibility for respectful behaviour. Structured group activities are run Monday and Wednesday and the skate equipment is put out on Thursday between 2.30pm and 5.30pm. During the school holidays 2 days of in-Centre sessions are run as well as excursions. **658 Young People between the ages of 12 and 16 have attended the Centre during this time. The weekly average for the last 12 weeks has been 48.25 per week.**

### **Conclusions:**

- Participation levels have proven the need for youth activities in the area. Young People are willing to plan and organise activities when the program is stable and they have a sense of ownership and pride in the space.
- Stable, suitable staff, negotiated guidelines and routines are essential to address challenging behaviour.
- Ownership of the space assists with damage and antisocial behaviour. On Friday, 7 November 2008, a lot of damage was done to buildings in the area including broken windows at the Centre. Approximately twenty (20) young people were spoken to by the Police and security, none of whom attend activities at the Centre.

### **Rationale for continuation of existing partnership:**

- St Joseph's Youth Service is a legal entity. They are a registered charity and not for profit that has operated a Supported Accommodation Assistance Program (SAAP) funded service for about 25 years across the Shire. They work with Young People aged 13 to 25, providing a range of Supported Accommodation options and outreach services.

- The reason we have only sought prices from one provider is because it is an ongoing partnership. Since the beginning of the program, St Joseph's Youth Service has contributed both staffing support to a minimum of one Youth Worker once a week for at least 5 hours. They also provide follow-up case management for young people requiring ongoing support; mentoring support and professional development for the coordinator, as well as food for afternoon tea for the Young People and contribute to resources like art supplies. For the last 11 months of partnership, they have not taken any administration component out of the bits and pieces of funding. The program has never been funded to a level to be able to function without the "in kind support". Other service providers who work with Young People either do not have the capacity or mandate to work with the challenging demographic who attend the Centre and offer the "in kind" support. The two year proposal of \$81,632 is not sufficient funding to deliver the program without the "in kind" support although it does contain 10% administration. The full administration cost is estimated at \$20,000 per year.

### **Future Direction**

The funding provided for in this report will support the program until 30 October 2010. At the conclusion of this, Council and other potential funding partners will need to assess and consider its future.

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

The budget allocation of \$81,632 will come from existing funds in the Social Works Program as follows: A2386 Youth Support (\$66,604) and A1513 Youth Transport (\$15,028).

### **POLICY IMPLICATIONS:**

Nil.

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

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

1. Copy of Agreement (DW 1929933)
-



**O20 [CNR-OC] Waste Management Contracts**

**ORIGIN:**

**Waste**

**SUMMARY OF REPORT:**

Council's current contract for the Provision of Waste Management Services expires on 30 November 2009. In order to provide adequate lead in time, Council needs to commence the tender process for new Waste Management Contracts.

Council's Domestic Solid Waste Management Strategy outlines 35 recommendations which build upon Council's commitment to best practice waste management, with a strong emphasis on resource recovery and recycling. Quadro Australia was engaged in October 2007 to assist Council in developing contract documents to meet the recommendations of the Strategy, Council's needs, and community expectations.

**RECOMMENDATION:**

**That Council commences the tender process and advertises separate contracts for:-**

- 1. Collection of Municipal Solid Waste, Collection and Processing of Recyclables, Collection of Organics, Collection of Bulky Wastes and Collection of Public Place Bins.**
- 2. Management of Stotts Creek Landfill Facility.**
- 3. Provision of Greenwaste Processing and Marketing Services.**

## **REPORT:**

Council's current contract for the Provision of Waste Management Services is due to expire on 30 November 2009. This Contract allows for the kerbside collection of domestic waste, recyclables, and green organics, park and litter bin collection, and also the landfill and recycling operations at Stotts Creek Landfill. The contract also covers nightsoil collection services, chemical closet services, septic tank effluent, and hazmat container collection. In order to develop new contract documents it was pertinent to develop a waste management strategy for domestic solid waste in the Tweed Shire.

### **Waste Management Strategy**

The Domestic Solid Waste Management Strategy January 2007 provided 35 recommendations after extensive quantitative and qualitative research. Four required adoption by Council, and on 22 June 2007 it was resolved to:-

1. Introduce a new fully co-mingled recycling service in a 240 litre bin collected fortnightly to all residents receiving a waste collection service commencing on 1 December 2009.
2. Extend the current garden waste collection service to single households in urban areas in a 240 Litre bin collected fortnightly if requested by the individual residents, commencing on 1 December 2009.
3. Offer the garden waste collection service to medium and high density dwellings if requested by individual management committees.
4. Offer residents a 140 Litre bin as the Standard Service with the option of a differential service rate for an 80 Litre or 240 litre bin in the interests of social equity. The price differential for these three options will be assessed once the tender for the Domestic Waste Services is finalised, commencing on or around 1 December 2009.

Of the remaining recommendations, many build upon Council's commitment to best practice waste management, with a strong emphasis on resource recovery and recycling. A significant number have already been implemented.

Council engaged Quadro Australia to assist in the development of new contract documents based on the Department of Environment & Climate Change model contract. The contract documents were developed to meet the recommendations of the Strategy, Council's needs, and community expectations. The contracts aim to achieve a high standard of performance in the provision of the services by the contractor using best practice methods and systems.

### **Contract Development**

**Collection of Municipal Solid Waste, Collection and Processing of Recyclables, Collection of Organics, Collection of Bulky Wastes and Collection of Public Place Bins**

The contract term is for seven years to collect municipal solid waste, recyclables, organics, bi-annual hard rubbish clean up materials, and street/park litter bins, and take the materials to the Stotts Creek Landfill. The contract also incorporates the processing of recyclables, meaning the contractor is responsible for marketing the recyclables to a recycling processor, or processing the recyclables themselves. The contractor must provide Council with adequate evidence that the recyclables are being used for maximum beneficial use purposes.

The contract has a number of environmental credentials such as ensuring the collection vehicles meet Clean Fleet emissions standards. The mobile garbage bins must be made out of (a percentage) of recycled plastics.

There are stringent key performance indicators to minimise missed services and early starts (noise complaints), while reporting criteria will ensure Council is kept fully informed.

### **Management of Stotts Creek Landfill Facilities**

Council's current operation at Stotts Creek Landfill has approximately three years of life remaining, with an estimated end of life approximately 2011. It is with this in mind that the contract for Management of Stotts Creek Landfill Facilities has been drafted as a one year period, with the option to extend for a further one year at the absolute discretion of Council. This enables Council to award a contract with a life to coincide with the life of the landfill.

Council staff are currently facilitating an Environmental Assessment for a new quarry and landfill development at an adjacent site to the current Stotts Creek Landfill. The approval process, which commenced with a project meeting in November 2007, is complex and timely. It is not uncommon for this process to take upwards of two years. This draft contract will allow for the approval, management plan, and environmental protection licence to be sought for the new landfill.

The contract has strict performance criteria to manage environmental performance, and includes the continuation of buy back centre (tip shop) operations.

Council, through a separate long term contract with LMS, retains the gas to energy infrastructure, which produces enough electricity from the garbage to power 400 homes each year.

### **Provision of Greenwaste Processing and Marketing Services**

This contract aims to recover all green organics collected from the fortnightly kerbside collection and the green organic material dropped off at Stotts Creek Landfill. The contract term is for seven years. The location of the contract is at a designated area on Stotts Creek Landfill site. The contractor will be paid a determined rate per tonne of processed green organic material leaving the Stotts Creek Landfill site.

The key performance indicators will ensure beneficial reuse, and minimise odour and litter.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Managed through the Waste Fund, delivered by the Waste Management Unit.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER:**

Nil.

---

**O21 [CNR-OC] Waste Management Charges**

**ORIGIN:**

**Waste**

**SUMMARY OF REPORT:**

Council at its meeting of 2 September 2008 resolved as follows:-

***RESOLVED** that in accordance with Section 610F(1)(3) of the Local Government Act 1993, the proposed fee of \$160/tonne to dispose of asbestos contaminated material received from outside Tweed Shire boundaries be placed on public exhibition for 28 days.*

The proposed fee has been advertised for 28 days and no objections received, therefore it is recommended that the proposed fee of \$160/tonne to dispose of asbestos contaminated material received from outside Tweed Shire boundaries be adopted.

**RECOMMENDATION:**

**That Council adopts the disposal fee of \$160/tonne to dispose of asbestos contaminated material received from outside Tweed Shire boundaries at Stotts Creek Landfill.**

**REPORT:**

Council at its meeting of 2 September 2008 resolved as follows:-

**RESOLVED** that in accordance with Section 610F(1)(3) of the Local Government Act 1993, the proposed fee of \$160/tonne to dispose of asbestos contaminated material received from outside Tweed Shire boundaries be placed on public exhibition for 28 days.

The proposed fee has been advertised for 28 days and no objections received, therefore it is recommended that the proposed fee of \$160/tonne to dispose of asbestos contaminated material received from outside Tweed Shire boundaries be adopted.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Minimal.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

Nil.

---

**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 The Tweed Hospital, provides the Tweed Heads Civic Centre Auditorium free of charge for the Volunteers' Christmas Party on 12 December 2008, and that Council's support is recognised with the following acknowledgement "This programme has been supported by Tweed Shire Council".**
- 2. With reference to the request from The Tweed Hospital, provides the Tweed Heads Civic Centre Auditorium free of charge for the Remembrance Service on 20 November 2008, 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?
The Tweed Hospital, North Coast Area Health Service	Request fee be waived for hire of Tweed Heads Civic Centre Auditorium for the Volunteers' Christmas Party on 12 December 2008.	\$347	That the fee of \$347 be waived.	Yes.
The Tweed Hospital, North Coast Area Health Service	Request fee be waived for hire of Tweed Heads Civic Centre Auditorium for the Remembrance Service on 20 November 2008.	\$191.50	That the fee of \$191.50 be waived.	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:**

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

1. The Tweed Hospital, North Coast Area Health Service (DW 1921713)
2. The Tweed Hospital, North Coast Area Health Service (DW 1921714)



