



Annual Report

2008 / 2009

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Introduction

Council is pleased to be able to provide this report in accordance with the requirements of the Local Government Act 1993. Like all public sector organisations, Tweed Shire Council is challenged to meet ever increasing demands for improved and expanded services.

In September 2008 a seven member Council was elected. Tweed Shire Council had previously been under administration since May 2005. During its time under Administration, Council obtained approval from the Minister for Local Government for a seven year structured rate rise in accordance with section 508A of the *Local Government Act 1993* (NSW).

The Seven Year Infrastructure and Services Plan commenced in 2006. The newly elected Council resolved to continue with the fourth year of the Plan for 2009/2010.

Significant highlights for 2008/2009 are provided below.

Transport and Works Projects

- **Wommin Bay Road project** involved a complete makeover of the street including provision of underground drainage, road reconstruction and roadside planting at a cost of \$2.25 million.
- **Kyogle Road project** involved completion of the first stage of the project to widen and realign a section of Kyogle Road west of Uki, a known accident blackspot at a cost of \$2.1million.
- **Murwillumbah Drainage project** involved the completion of the project to eliminate drainage culverts running through private property fronting Wharf Street and Murwillumbah Street from Commercial Road to Queen Street. The project involved the construction of a large diameter underground pipe system within the roads at a cost of \$0.7 million.
- **Timber Bridge Replacement Program** involved the replacement of two deteriorated timber bridges with new concrete structures at Perch Creek, Kyogle Road and Giddys Bridge, Urliup Road at a cost of \$2.3 million.



Governance Projects

- **Telecommunications Infrastructure Action Plan** - Council, in collaboration with Tweed Economic Development Corporation (TEDC) developed a comprehensive Telecommunications Infrastructure Action Plan with the aim of addressing and facilitating better access to broadband (both fixed line and wireless) for businesses and residents through strategic partnerships and through the planning process.

Planning Highlights

- **Adoption of the Tweed Urban and Employment Lands Release Strategy 2009**
This important strategic planning document was adopted by Council in March 2009. The document is a guide to future land release and development of residential and employment

lands throughout the Tweed Shire in a more sustainable, efficient and accountable manner over the next 20-30 years.

- **Initial advancement of new Locality Plans and Development Control Plan for Hastings Point and Pottsville**

Following earlier investigations and the generation of widespread community interest, Council's Planning Reform Unit gave high priority to advancing the preparation of locality based development controls for these environmentally sensitive areas. Draft controls have been produced, and are now expected to be publicly exhibited and finalised by early 2010.

- **E Planning Advancements**

Significant progress has been made on Council's e planning initiatives, including successful delivery of new Development Applications preparation guide and enhanced planning/development/building web site information, as well as new electronic web site services (property enquiry, Development Application tracking and increased mapping functions).

Community Projects

- **Community Halls**

The Shire's unique and loved but little used community halls received a major lift. Halls such as Fernvale Hall and Pottery Works, Crystal Creek Hall, Bray Park centre, Tumbulgum Hall and Kunghur Hall were upgraded.

- **Tweed River Regional Art Gallery**

The Gallery exceeded all expectations with an incredible number of nearly 60,000 visitors. The Gallery has cemented its reputation as the premier visual arts facility within South Eastern Queensland and the Northern Rivers. The Gallery presents a busy and challenging program of temporary exhibitions, public programs and workshops. The Gallery is supported by a keen and supportive Friends, Foundation and volunteer base.

- **Tweed Regional Aquatic Centre**

The new Tweed Regional Aquatic Centre (TRAC) in Murwillumbah opened on Friday, November 28 2008. The complex is a state-of-the-art facility featuring a new pool hall, which contains the change rooms a heated 25 metre lap pool incorporating diving pool, a learn-to-swim pool and hydrotherapy pool. The hydrotherapy pool is the only public hydrotherapy pool in the region and meets all the relevant standards for use for rehabilitation by the aged and those with disabilities. Outside, the 50 metre pool has been refurbished and upgraded to eight lanes. A new children's leisure pool with interactive features is provided for families, while the existing water slide has been retained.

- **Multi-level carpark**

Adjacent to TRAC a new three-storey car park, comprising a steel frame and reinforced concrete deck, provides approximately 280 car spaces for both pool patrons and the CBD of Murwillumbah.



- **Tourism**

Successfully negotiated funding for new Visitor Information Centre at Tweed Heads. Design completed and construction contract let. The new centre opened on 2 November 2009.

Water and Sewerage Projects

- **Kingscliff Wastewater Treatment Plant**

The new Kingscliff Wastewater Treatment Plant and Sustainable Living Centre was recognised by the Newcastle Division of the Institution of Engineers Australia for excellence in a regional community. This project combines state of the art treatment technology with an interactive community education facility covering topics such as sustainability, biodiversity, water cycle, and solid waste.

- **Burringbar Mooball Sewerage Scheme**

In recognition of the impact on public health of the inadequate on-site sewage systems in the Villages of Burringbar and Mooball, Council in 1995 commenced the process that would lead to the provision of a centralised sewage collection, conveyance and treatment system. In 1997 Council received subsidy for the investigation phase of the Scheme from the NSW Government. The current estimate for the provision of a sewerage scheme for Burringbar Mooball is \$6.28million.

Natural Resource Management Projects

- **Report Cards**

An estuary and catchment health investigation in Cobaki and Terranora Broadwaters resulted in the release of a report card detailing the condition of these waterways. The results ranged from good to poor, highlighting the need for Council and the community to work together to improve our report card ratings in the coming years.

- **Carpooling**

A regional carpooling network was established, commencing with local governments, TAFE campuses and health services. This will be released to the general public early in 2010.

- **Bush Futures**

The Tweed Byron Bush Futures project, funded through the Urban Sustainability Program of the NSW Government, will see a marked improvement in the rehabilitation and management of publicly owned urban and peri-urban bushland. Many of these remnant islands of biodiversity and important habitat are degraded because of the numerous pressures put on them from our urban areas. This project will identify those pressures and provide actions to address them.

- **Vehicle Fleet**

2008/2009 saw the results of a program to reduce the vehicle size and fuel consumption of Council's vehicle fleet come to fruition. The greener fleet has resulted in fuel savings of 97,000 litres of fuel, a reduction in CO₂ emissions of 120 tonnes, and \$270,000 savings in operating costs per year.

Waste Management Projects

Council awarded a seven-year contract based on the NSW Government and industry best practice model contract to collect municipal waste, recycling and green organics. The contract will provide efficiencies and initiatives to significantly improve recycling rates and decrease waste to landfill.

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

Financial Statements

A full copy of councils audited financial reports prepared in accordance with the *Local Government Code of Accounting Practice and Financial Reporting* has been provided as an additional document with this Annual Report. Included are:

- The Auditors report and Auditors Opinion and
- The Condition of Public Works for 2008-2009.

State of the Environment Report

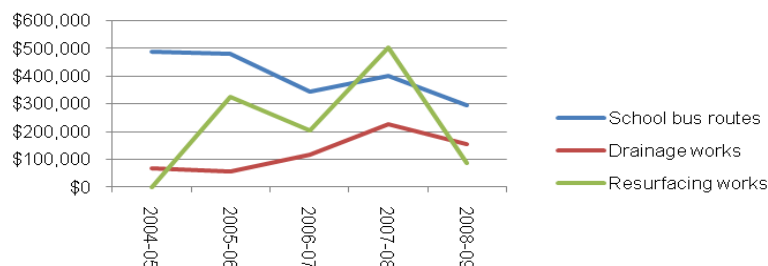
A comprehensive State of the Environment Report has been provided as an additional document with this Annual Report.

June 2004 Ministerial Approved Rate Variation, year-5 Report
Outcomes and expenditure report for year 5 of a 3.96% variation to general income over 7 years to assist with costs associated with asset maintenance in general and sealing of unsealed roads.

- Total funds available from year 5 of the variation were \$1,038,726.
- Total expenditure on projects to 30 June 2009 was \$542,389.
- Surplus funds accumulated to 30 June 2009 are \$637,440.

Project	Expenditure	Outcome
School bus routes sealing		
Doon Doon Road.	\$74,653	Completed.
Limpinwood Valley Road.	\$30,333	Partially complete.
Hopkins Creek Road.	\$188,909	Partially complete.
Footpath replacement works		
Brisbane Street Murwillumbah.	\$7,925	Completed.
Drainage works		
Riverview Street, Murwillumbah. New pipeline system and inlets.	\$92,384	Completed.
Parkes Lane Terranora. Additional inlets and pipeline.	\$27,599	Completed.
Fraser Drive Banora Point. Rock revetting and inlet modifications.	\$33,889	Completed.
Resurfacing works asphalt		
Alamanda Ave, Bogangar.	\$6,641	Completed.
Oleander Ave, Bogangar.	\$15,244	Completed.
Poinciana Ave, Bogangar.	\$22,084	Completed.
Cudgen Rd, Kingscliff.	\$4,045	Completed.
Kingscliff La, Kingscliff.	\$10,495	Completed.
Wommin Bay Rd, Kingscliff.	\$28,188	Completed.
	\$542,389	

Annual comparison of expenditure of the 3.96% variation to General Income



June 2006 Ministerial Approved Rate Variation, year-3 Report

Outcomes and expenditure report for year 3 of a 7 year variation to general income to fund the projects and activities identified in the Seven Year Infrastructure and Services Plan.

- Total funds available from year-3 of the variation were \$14,076,446.
- Total expenditure on year-3 projects was \$12,791,784.
- Surplus funds to carry forward totalled \$1,284,662.

<i>Business and Economic Development</i>		
Program	Expenditure	Outcomes
Economic Marketing and Promotion.	\$70,000	Funding provided to TEDC.
Corporate Planning.	\$64,709	Business Plan completed May 2008.
Economic Development Support.	\$2,178	Murwillumbah CCTV funding.
Economic Marketing and Promotion Tourism.	\$120,000	Funding to Tweed Tourism to undertake tourism marketing and promotion of Tweed.
Kingscliff Visitors Information Centre.	\$25,000	Project completed.
Upgrade Saleyards.	\$18,609	Upgrade of pens and loading areas.
	\$300,496	

<i>Community and Natural Resources Program</i>		
Program	Expenditure	Outcomes
Cultural Arts Seed Funding.	\$17,679	Program strategies developed.
Arts Traineeship and Mentorship.	\$0	Projects yet to commence.
Youth Activities Program.	\$13,635	Current program in progress and held at Banora Point Community Centre.
Youth Transport.	\$25,087	In progress.
Improved Services for Shire Youth.	\$76,525	Youth Development Officer employed.
Aboriginal Community Development.	\$63,067	Development Officer employed. Programs commenced.
Museum - Tweed Heads.	\$17,500	Land has been rezoned. DA to be lodged. Consultation with Department of Lands regarding lease arrangements.
Carpet Replacement and Refurbishment - Murwillumbah Auditorium.	\$116,785	Carpet replaced. Approved staged development. Planning for stage 1 commenced.
Community Building Maintenance.	\$77,300	Works carried out for Piggabeen Hall, Bray Park Community Centre, Limpinwood Community Hall and Reserve Creek Hall.
Waterways Asset Replacement.	\$85,542	Three pontoons at Chinderah boat ramp installed.
Vegetation Management Strategy.	\$158,725	Four on ground projects completed. Eight in planning stage.

Community and Natural Resources Program

Program	Expenditure	Outcomes
Administration Officer	\$65,670	Administration Officer commenced.
Coastline Management Plan Implementation.	\$27,623	Draft emergency action plan completed. Grant funding sort for Surf Club seawall.
Duranbah Beach Plan of Management.	\$24,328	Detailed design and approvals completed. Redesign of stormwater system commenced.
Murwillumbah Museum.	\$12,710	Architecture concept for two-storey extension. DA lodged for disabled access ramp.
Tweed Coast Estuaries.	\$3,600	Ecological health assessment of Cudgera Creek to be commenced if additional grant funding awarded.
Amenities Hall Kingscliff.	\$0	Work on stage one commenced.
	\$785,776	

Engineering and Operations Program

Program	Expenditure	Outcomes
Land Purchase Open Space- Requests to purchase 6a/6b zoned land.	\$0	No current acquisitions.
Carpark/Pool upgrade.	\$5,975,342	Project complete.
Park Asset Maintenance.	\$31,533	Upgraded play equipment in numerous parks in accordance with priorities identified in condition assessment audit.
Parks Asset renewal.	\$36,466	New BBQ and shelter along with replacement of bollards at Ray Pascoe Park-Tweed Heads.
Lot 500 Bushland.	\$66	Regeneration works commenced in line with Lot 500 dune Management Plan.
Regional Sport and Recreational Facilities.	\$0	Draft Master Plan endorsed by stakeholders.
Coastal Landscape Strategy.	\$14,557	Completed areas: Draft Kingscliff Foreshore Masterplan and Wommin Bay Memorial Walkway and viewing platform; Cabarita foreshore footpath; cafe entry design and construction; Tweed Coastal furniture design and documentation; Ambrose Brown Park.
Laser Survey Tweed River and Coastal Creeks.	\$0	Project completed in 2007-08.
Stormwater drainage rehabilitation.	\$400,00	Captains Way relining project carried forward to 2009-10.
Cudgen Creek Walk Bridge,	\$141,502	Project completed September 2008.

Engineering and Operations Program

Program	Expenditure	Outcomes
Kingscliff. Gravel Re-sheeting of Unsealed Roads.	\$390,577	23m of unsealed roads resheeted.
Sealed road resurfacing.	\$489,758	34km or rural roads resheeted.
Sealed road rehabilitation.	\$621,140	Kennedy Drive project rolled into 2009-10.
Kerb and gutter rehabilitation	\$32,545	117km of kerb and gutter replaced.
Footpaths rehabilitation.	\$159,798	1600m ² of concrete footpath replaced.
Sportsgrounds Capital Works (Local).	\$8,743	Capital Works Program was endorsed by the Sports Advisory Committee.
Knox Park Upgrade.	\$0	Funding postponed.
Kingscliff Pool upgrade.	\$0	Shade structure installed.
Surf Life Patrols.	\$62,758	Casuarina Beach included in patrols contract. Shirewide Beach Audit commenced with preliminary assessment complete.
Surf Life Saving Strategy 2020	\$10,000	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.
Botanic gardens.	\$45,547	Draft hydraulic plan for botanic gardens core area completed. Commenced hydraulic plan for 'gateway gardens'.
Botanical Gardens Visitors Centre.	\$0	Construction considered after hydraulic works.
Bushland Maintenance Officer.	\$64,468	Officer commenced.
Flood studies coastal creek 2D.	\$0	Draft study completed, public exhibition to commence.
Pottsville North drainage outlet – Elanora.	\$0	Project scheduled to commence in June 2010.
West Kingscliff drainage.	\$2,726	Project in design phase. Scheduled to commence in December 2009.
Recreation Asset Management.	\$50,003	Draft planning in progress.
Tweed Coast Depot.	\$300,000	Project completed.
	\$8,837,529	

<i>Planning and Regulations Program</i>		
Program	Expenditure	Outcomes
LEP Review.	\$0	Stage 1 Draft completed.
Residential and Tourist Visitor Accommodation DCP. Murwillumbah locality plan.	\$0 \$13,438	Adopted April 2008. Adopted in 2008.
LEP Review Stage 2 (Rural Housing Strategy).	\$0	Finalised background plan with preparation of Stage 2 of the Draft LEP in 2010.
Residential Development Strategy. Environmental Health Compliance Caravan Parks.	\$14,000 \$60,394	Adopted in March 2009. Compliance office engaged. Audit of existing structures proposed. Complaints being attended to and inspections in progress for renewal of licence to operate.
Emergency Management Plan Implementation.	\$18,793	Review of Tweed Disaster Plan in progress.
Building Compliance Officer.	\$66,555	Compliance Officer employed. Officer attending to all complaints and notice of intention from private certifiers in a timely manner. Procedures for complaint lodgements implemented.
Health and Building Surveyor.	\$89,440	Health and Building Surveyor employed. Undertaking fire safety audits, inspections of public entertainment, Building Certificates and general inspections associated with building works.
Administration Officer.	\$36,236	Appointed in March.
Environmental Health Compliance Officer.	\$88,837	On-site sewage systems auditing.
Urban Design Planner.	\$43,551	Position commenced January 2009.
	\$431,244	
Sub Total	\$10,355,045	
Loan Repayments	\$2,063,021	
Recurring Costs	\$373,718	
Grand Total	\$12,791,784	

Outcomes of Principal Works Activities for 2008-2009

Social Action Plan

<i>Service</i>	<i>Performance Measure</i>	<i>Target</i>	<i>Actual</i>	<i>Comment</i>
Workshops held by Regional Art Gallery.	number	15	44	
Exhibitions held by the Regional Art Gallery.	number	25	37	
Visitors to the Regional Art Gallery.	number	50,000	57,470	
Museum projects.	number	10	10	
Cultural Development projects.	number	7	9	
Clients aided by Community Options.	number	810	1079	
Activities for Seniors facilitated by Council.	number	12	12	
Disability projects.	number	16	17	
Youth projects.	number	24	30	
Festivals and Events held to promote the shire.	number	25	42	
Aboriginal Development projects.	number	5	17	
Library projects.	number	4	18	
School holiday activities facilitated by the Council.	number	20	23	
Local recreational capital works completed on time in budget.	%	100%	100%	Capital works projects not all completed on time and in budget. Projects completed September 2009.
Requests for parks maintenance.	number	n/a	152	
Swimming pool attendance.	number	n/a	86,097	
Short-term filming licences issued.	number	n/a	10	

Economic Action Plan

<i>Service</i>	<i>Performance Measure</i>	<i>Target</i>	<i>Actual</i>	<i>Comment</i>
Construction certificates approved for commercial development.	number	n/a	33	
Rateable business properties.	number	n/a	1693	

Natural Environment Action Plan

<i>Service</i>	<i>Performance Measure</i>	<i>Target</i>	<i>Actual</i>	<i>Comment</i>
Total area of coastal vegetation under management.	ha	100ha	290ha	
Estuary foreshore projects commenced.	number	4	4	
River health grants for catchment management.	number	20	18	
Upper sub catchments Management Plans commenced.	number	2	0	Other projects took a higher priority.
Water quality monitoring and reporting.	%	100%	100%	EHMP to be released August 2009.
Kingscliff foreshore EIS approved.	%	100%	80%	
Drain improvement projects delivered.	number	3	8	
Biodiversity projects planning and other commenced.	number	8	9	
Trapping control program for Indian Myna birds.	trap days	300	2455	
Biodiversity projects on ground commenced.	number	6	10	
NRCMA CSO projects delivered.	%	100%	100%	
Urban Sustainability Project delivered.	%	30%	14%	
Duranbah Beach environmental management planning phase.	%	100%	25%	
Water consumption reports for all Council accounts delivered.	number	2	2	
Energy consumption reports for all Council accounts delivered.	number	4	4	

Built Environment Action Plan

<i>Service</i>	<i>Performance Measure</i>	<i>Target</i>	<i>Actual</i>	<i>Comment</i>
Annual sewer overflows.	number	<30	53	2007/2008 total.
Annual average residential water consumption per connected assessment.	kl/year	<200kl	201kl	2007/2008.
Annual reused effluent.	%	10%	4%	2007/2008 total.
Kilograms of recycling per capita.	kg	<140kg	86kg	
Tonnes of green waste reprocessed.	tonnes	n/a	7991	
Litres of leachate reprocessed.	litres	n/a	0	The trial project was not successful.

<i>Service</i>	<i>Performance Measure</i>	<i>Target</i>	<i>Actual</i>	<i>Comment</i>
Environmental education initiatives and events conducted.	number	n/a	77	
Average domestic waste recycled.	%	25%	34%	
Strategic land use and locality plans adopted by Council.	number	3	1	Tweed Urban and Employment Lands Release Strategy adopted March 2009.
Quarterly on-site sewage management systems inspected.	number	100	124	
Building certificates issued.	number	n/a	124	
Construction certificates approved.	number	n/a	350	
Complying development applications approved.	number	n/a	66	
Building development applications approved.	number	n/a	627	
Mandatory critical building inspections carried out within 48hrs of request.	%	100%	100%	
Average processing time for s68 approvals, sewer – water.	days	n/a	7	
Average processing time to approve complying development applications.	days	<10	7	
Average processing time to determine a construction certificate.	days	<15	4	
Average processing time to approve a building development application.	days	<40	32	
Food shop inspections.	number	600	565	
On-site sewerage management systems failures as a % of total systems inspected.	%	n/a	5%	
Number of development application received in the period.	number	n/a	599	
Number of DA's received in the period.	number	n/a	376	
Average turnaround time to process a DA.	days	60	76	
Development applications approved.	number	n/a	404	
S149 certificates issued.	number	n/a	3439	

Recycling levels are increasing

Total recycling levels in the shire have increased by 60% on 2005 levels. Recycling education programs and campaigns have helped to increase public, student (primary school to tertiary) and tourist awareness of reuse, recycling and reducing what is sent to landfill.



Willie the Wheelie Bin lifts the lid on recycling

Embracing recycling is Council's Sascha Piotrkowski.

SINCE October last year, Tweed Shire Council's Environmental Education Officer, Sascha Piotrkowski and Solo Resource Recovery's Waste Education Officer, Renee Andrews have been running recycling information stalls to inform the community and answer questions about recycling, composting and reuse of items.

These stalls have been set up in various locations throughout the Shire, with the most recent stall at Jack Evans Boat Harbour, where Willie the Wheelie Bin made

his first public appearance.

"Everyone seemed to love Willie the Wheelie Bin", Ms Andrews said. "He got quite a few hugs from children and even the adults couldn't help but smile when they saw him."

Ms Piotrkowski and Ms Andrews were both on hand to answer questions, and the display had a variety of common 'waste' items organised into 'recycling, rubbish and composting' piles.

"The aim of these stalls is to educate more people about how to reduce the amount of rubbish we unnecessarily send to landfill," Ms Piotrkowski said.

"There was also a recycling game, where a range of prizes could be won if you knew the answers".

"With the new bin system (separate recycling and rubbish bins) coming into place for Tweed this November, it's important that all residents are using their recycling bins correctly. By



running these stalls, we are hoping to give people the opportunity to come and ask questions in person," she said.

More information on how the new bin system will be implemented will be available in coming months as the finer details are confirmed.

Council has also recently added to the number of recycling bins located in public areas, to encourage and promote recycling not only at

home, but also while people are out and about.

To date, these bins have been installed in Murwillumbah, Pottsville, Kingscliff and Fingal Head, and all have signs indicating some common items that can be placed into them.

For further information on where and when a stall will be near you please contact Sascha Piotrkowski at education@tweed.nsw.gov.au or call 02 6670 2523.

Tweed Link issue 598, 3 February 2009.

Infrastructure Action Plan

Service	Performance Measure	Target	Actual	Comment
Total volume of raw water extracted.	ml	10,250	9429	
Percentage of time water restrictions apply.	%	<5%	0	
Total volume of sewerage treated.	ml	7500	7892	
Moderate water supply public health incidents reported.	number	0	0	
Moderate water supply environmental incidents reported.	number	0	0	
Moderate sewerage public health incidents reported.	number	0	0	
Moderate sewerage environmental incidents reported.	number	0	4	
Treated water to 1996 NHMRC and ARMCANZ.	%	100%	99%	
Water complaints per 1000 connections.	number	<10	1	

<i>Service</i>	<i>Performance Measure</i>	<i>Target</i>	<i>Actual</i>	<i>Comment</i>
Unaccounted for lost water.	number	<15%	15%	
Duration of unplanned water interruptions.	%	95% <5hrs	99%	
Duration of programmed water interruptions.	%	95% <12hrs	100%	
Total volume of treated water supplied.	ml	9600	8836	
Average residential water bill.	\$	\$318 (06/07)	\$342	
Number of connected water meters.	number	400	317	
Water mains failures per 100km of mains.	number	<10	10	
Service connections failures per 1000 connections.	number	<25	21	
Quality of effluent meeting DEC(EPA) 90 percentile licence limits.	%	100%	95%	
Dry weather sewer overflows to waterways per 100km.	number	<10	11	
Odour complaints per 1000 connections.	number	<1	1	
Duration of unplanned sewer service interruptions.	%	95% <8hrs	99%	
Duration of programmed sewer service interruptions.	%	95% <12hrs	100%	
Sewer rising mains breaks per 100km.	number	<10	2	
Confirmed sewer chokes per 100kms.	number	<40	13	
Average residential sewer bill.	\$	\$473 (06/07)	\$492	
Frequency of unplanned water interruptions per 1000 connections.	number	<50	31	
Roads resheeted.	kms	20km	27km	
Kerb and gutter renewed.	meters	350mtr	225mtr	
Roads resurfaced.	kms	50km	76km	Program completed in July 2009.
Unsealed roads graded.	kms	350	156	
New footpaths constructed.	meters	1000	1885	
New cycleways constructed.	meters	800	287	
Signage in bus shelters renewed.	number	200	0	Waiting on signage tender results.
New bus shelters constructed.	number	9	13	
Maintenance and repair of floodgates.	number	>30	52	
Street light upgrades.	number	>10	12	

Governance Action Plan

<i>Service</i>	<i>Performance Measure</i>	<i>Target</i>	<i>Actual</i>	<i>Comment</i>
Visits to Councils Internet Sites.	number	40,000	172,500	
Availability of core business systems.	%	99%	99%	1 and 3 January, power outages.
Formal complaints received.	number	n/a	77	3 remain outstanding.
Freedom of information requests.	number	n/a	7	
Completion of the Internal Audit Plan.	number	12	7	
Full time employees.	number	n/a	665	
Lost time injury.	number	n/a	54	
Workers compensation claims.	number	n/a	85	
Reported incidents.	number	n/a	182	
Average duration rate of lost time injury.	days	n/a	9	
Number of employees per 1000 population.	number	n/a	8	
Average time taken to fill an advertised job vacancy.	days	n/a	44	
Number of job vacancies readvertised.	number	n/a	7	
EEO complaints substantiated.	number	n/a	2	
EEO complaints received	number	n/a	2	
% of females employed to total equivalent full time staff.	%	n/a	26%	
% of males employed to total equivalent full time staff.	%	n/a	74%	

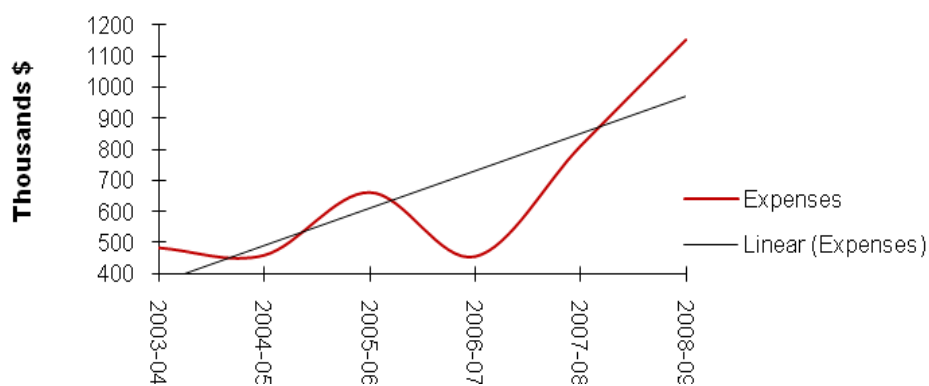
Summary of Legal Proceedings

Legal costs for the 2008-2009 year ending totalled \$1,151,741

<i>Matter</i>	<i>Outcome for Council</i>	<i>Cost</i>	<i>Awarded</i>
Helen Cole, illegal land clearing, Elanora Ave Pottsville.	Rehabilitation order.	\$2,561	\$9,755
DA04/0725, subdivision, 10 Queens Street, Fingal.	Action discontinued.	\$8,493	
MW Allen and Associates, Lizzio subdivision, Condong.	Matter remitted back to the Local Court.	\$55,180	
Planit Consulting. DA07/0022 refused, Tweed Coast Rd, Hastings Point.	Ongoing.	\$14,964	
Zimmerland Pty Ltd. DA06/1054, Deemed refusal, Kyogle Rd, Kunghur.	Appeal discontinued.	\$144,787	
Cardno QLD Pty Ltd, DA07/1191, Deemed refusal, Botanical Cct, Banora Pt.	Appeal discontinued.	\$3,795	
Metricon and Peninsula Group Pty Ltd, DA08/0024, Deemed refusal, Seabreeze Blvd, Pottsville.	Appeal discontinued.	\$473,985	
Twin Town Juniors Club, DA07/0705, Deemed refusal, Fraser Dr, Banora Pt.	Appeal discontinued.	\$14,427	
Prodevelop 3 Pty Ltd, DA07/0770, multi-development 5 Moss St Kingscliff.	Appeal discontinued.	\$3,296	
Charminn Pty Ltd, DA07/0471, 14 Moss St Kingscliff.	Appeal discontinued.	\$1,770	
Moduplex Pty Ltd, DA06/0946, mixed development, 20 Marine Pde Kingscliff.	Cost orders issued	\$19,427	
Lesley Green and Linda Green. Animal establishment at Kyogle Rd, Mount Burrell.	Appeal upheld	\$41,633	
Hastings Point Progress Association appeal against DA06/0413, Seniors Living, Tweed Coast Rd, Hastings Point.	Awaiting on decision	\$1,129	
Hastings Point Progress Association	Appeal upheld, third party Class 4 appeal	\$1,365	

<i>Matter</i>	<i>Outcome for Council</i>	<i>Cost</i>	<i>Awarded</i>
DA07/0022, 3 storey development Tweed Coast Rd, Hastings Point.			
Terry Sharples, LEC 40959 of 2007.	Appeal pending. One third of Council costs awarded.	\$280,776	
Jeanleighmac Developments Pty Ltd, DA05/0824, 26 Seaview St, Kingscliff.	Ongoing	\$1,570	
Pauline Abbott, Building encroachment, DA04/1028, Farrants Rd, Farrants Hill.	Matter remains in the Local Court.	\$34,424	
Gales Holdings, DA05/0004, Tweed Coast Rd, Chinderah. Filling of land.	Upheld	\$47,198	
DA04/1331, Tweed Coast Rd Chinderah.	Discontinued	\$396	
Orders animal control.	Matter lost	\$565	
		\$1,151,741	

Annual comparison of legal costs



Administrator Fees and Expenses

Tweed Council was under administration until Wednesday 24 September 2008.

Administrator's expenses were paid in accordance with a NSW Governor proclamation.

	<i>Expenses</i>
Administrator fees.	\$15,345
Travel and meeting expenses.	\$25,775
Reportable Items:	
• Provisions for dedicated office equipment.	\$227
• Telephone calls.	\$454
• Conferences and seminars attended.	\$0
• Training attended.	\$0
• Interstate visits representing Council.	\$0
• Overseas visits representing Council.	\$0
• Spouse expenses.	\$0
• Child care expenses.	\$0
Total expenses.	\$41,801

Councillor Fees and Expenses

Seven elected Councillors commenced their office from 25 September 2008.

Payment of Mayoral and Councillors expenses is in accordance with a Tweed Shire Council Policy: 'Councillors – Payment of Expenses and Provision of Facilities for Mayor and Councillors'.

	<i>Expense</i>
Councillor and Mayoral fees.	\$107,293
Councillor Policy provisions and expenses excluding reportable items.	\$86,225
Reportable Items:	
• Provisions for dedicated office equipment.	\$3,514
• Telephone calls.	\$7,725
• Conferences and seminars attended.	\$18,438
• Training attended.	\$4,699
• Interstate visits representing Council.	\$1,432
• Overseas visits representing Council.	\$0
• Spouse expenses.	\$0
• Child care expenses.	\$0
Total expenses.	\$229,326

Councillor training and conferences

Conferences and seminars attended

- 17th NSW Coastal Conference.
- LG Constitutional Summit.
- 2009 NSW and Vic Flood Management.
- NSW Community Climate Summit.
- International Women's Day 2009.
- LGSA Tourism Conference.
- Queensland Coastal Conference 2009.
- Koala Conservation Conference.
- Planning Institution of Australia 2009 National Congress.
- 2009 LGMA NSW Annual Forum.
- Shires Association of NSW Annual Conference.
- 2009 National General Assembly of Local Government.

Training attended

- Conflict of Interest and Code of Conduct training in Ballina.
- Department of Local Government Councillor Information Seminar in Lismore.
- Planning Legislation Skills and Knowledge training in Ballina.
- The Effective Chair in Local Government training in Ballina.

Internal training provided

- Councillor Induction.
- Code of Conduct.
- Code of Meeting Practice.
- Media.
- Planning Information.

Senior Staff Remuneration

Tweed Shire Council employed 5 senior staff positions to 30 June 2009.

- General Manager.
- Director Engineering and Operations.
- Director Community and Natural Resources.
- Director Planning and Regulation.
- Director Technology and Corporate Services.

Senior Staff salaries are linked to NSW State Government Senior Executive Service Salary adjustments, which occurred on 1 October 2008.

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

The package amounts include:

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

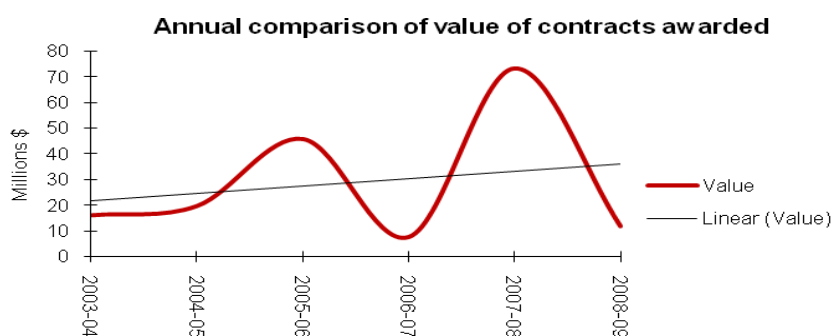
<i>Position</i>	<i>Salary</i>
General Manager	\$257,215
Director Engineering and Operations	\$193,044
Director Community and Natural Resources	\$148,467*
Director Planning and Regulation	\$153,256*
Director Technology and Corporate Services	\$170,532

* Senior salary package for 50 weeks only.

Details of Contracts Awarded by Council 2008-2009

Thirteen contracts were awarded exceeding \$150,000 during 2008-2009.
Contracts awarded totalled \$11,694,761.

Name of contractor	Nature of contract	Contract value
Arkwood Organic Recycling.	Removal and disposal – reuse of biosolids from Banora Point and Kingscliff Waste Water Treatment Plants.	\$256,525
Turner Civil Works Pty Ltd.	Stage 4 of Stotts Creek solid waste landfill development.	\$427,959
GHD.	Eviron Road, proposed landfill and quarry environmental assessment.	\$357,505
	Banora Point Waste Water Treatment Plant concept and design.	\$908,272
Tyco Water.	Supply and delivery of DN500 and DN600 pressure pipes.	\$221,485
Solo Resource Recovery.	Management of Stotts Creek landfill facility.	\$1,119,797
	Municipal Solid Waste collection.	\$4,730,900
Safe Road Pty Ltd.	Guardrail supply and installation.	\$490,242
Kembla Watertech Pty Ltd.	Sewer rehabilitation.	\$248,333
Hopedale Services Pty Ltd.	Jack Baylis Park north upgrade.	\$262,274
Boral Asphalt Pty Ltd.	Supply and laying of asphaltic concrete overlays.	\$654,230
Scapes Shapes Landscaping Pty Ltd.	Ambrose Brown Park upgrade.	\$417,247
Richmond Valley Council	Supply and delivery of piles, planks and kerbs for O'Brien's Bridge.	\$290,631
JHA Recruitment.	Provider of temporary staff.	\$1,105,723
Skilled Group Training.	Supplier of trainees and apprentices.	\$203,638
		\$11,694,761



Summary of Access and Equity Activities

Activity	Reason for activity	Activity outcome
Children		
Bus stop improvements.	-Safety improvement program.	Ongoing program.
Child care organisations and children's services.	Facilities for: -Community health -Family day care -Education Department -Community preschools -Disability services.	In discussion with relevant organisations.
Open space and playgrounds.	-Equity in the provisions of open space and playground access.	Ongoing program.
Learning activities.	-Affordable activities for the educational, cultural and creative development of children.	Ongoing program.
Youth		
Adoption of a Youth Policy.	-Ensure Council services and facilities are accessible and inclusive of the needs of young people. -Enhance the health and well being of young people in the shire.	Completed.
Access to community places, services and recreational leisure activities.	-Establish safe and attractive public places and facilities for young people to meet and interact. -Provide easier access to young people to disseminate accurate and accessible information regarding their health and welfare. -Promote a greater sense of connectedness between young people and communities. -Meet identified needs of young people.	Ongoing program.
Promoting employment and education opportunities for young people.	-Address identified needs of young people -Create a greater sense of connectedness between young people and their communities -Increased training and employment opportunities for young people.	Ongoing program.
Establish youth interagency network.	-Identify and address youth needs in the Shire.	Completed.
Coordinated responses for young people in the areas of health, housing, safety and connectedness.	-Increase the well being of young people. -Reduce incidents of crime and risk taking activities by young people.	Ongoing program.
Dissemination of information and resources.		Ongoing program.

Activity	Reason for activity	Activity outcome
To provide advice to Council regarding youth issues.	-Increase the well being of young people.	Ongoing program.
Develop and maintain effective consultation process with young people.	-Reduce incidents of crime and risk taking activities by young people.	Ongoing program.
Develop and maintain networks of young people.		
Collaborate with young people to develop a model of youth participation.		
Create resource directory of services for young people.		In process.
Women		
Families NSW Strategic Plan.	-Maximise early intervention services for young families.	Ongoing program.
Men		
Men's resource centre.	-Working alliance with the Family Centre in Tweed -Men's project to replace the loss of the Tweed Mobile Men's Shed.	In process.
Older people		
Seniors Week.	-Introduce seniors to new activities, hobbies and sports, community groups -Premier's Senior Week Achievement Awards.	Completed annual event.
Seniors EXPO.	To provide the aged with free safe and pleasant venue that provides accurate timely information via stalls, displays, information sessions and workshops so they may make informed decisions about their future and wellbeing.	Completed Annual event.
Tweed seniors groups and committees.	-To establish senior groups in identified areas of needs. -To encourage self-sufficiency and diversity of seniors activities. -Attract new membership for existing groups.	Completed.
Seniors public transport strategy.	-Increase transport awareness for the aged and disabled.	In process.
Seniors activities directory.	-Increase awareness and participation in activities that promote physical and social wellbeing.	Ongoing program.
Council and the Dept. of Ageing Disability and Home Care	-Plan for the needs and future provision of services for the Tweed ageing and disability community.	Ongoing program.

Activity	Reason for activity	Activity outcome
meetings.		
Attend Tweed Community Care forum.	-Address aged care issues. -Information sharing between service providers and funding bodies.	Ongoing program.
Address the perception that 'aged' is over 50.	-Concerns from community, university, aged interagency and aged service providers that using 50 as the benchmark for 'aged' will affect funding to service and needs for the genuine-aged, as well as provide incorrect evaluations of government surveys / medical trials.	Ongoing program.
A seniors walking program for Murwillumbah and other centres.	-Promote seniors health and well being.	Completed.
Establish stronger links with shire aged care facilities to increase integration of residents with the community.	-Isolation of aged care residents from community activities.	Ongoing program.
<i>People with disabilities</i>		
Tweed Audio Information Service.	-Assist the blind and visually impaired to access local news and Council's Tweed Link newsletter via recorded media.	Ongoing program.
Facilitate Disability Interagency.	-Opportunity for disability service providers and others to address disability issues. -Information sharing between service providers and funding bodies.	Completed.
Tweed Shire Disability Access Committee.	-Raise awareness of disability issues and provide advice to Council on access issues affecting people with a disability.	Completed.
Tweed Shire Mobility Map.	-Updated maps for tourists and locals.	Completed.
Disabled access to public places.	-Easy access Shire wide for people with disabilities.	Ongoing.
'Missed Businesses' project.	-To increase disability awareness in the community by showing how much business is missed in the Tweed due to poor access.	Completed.
Disability Access Awards for Tweed organisations.	-Encourage local business to be more aware of disability access issues.	Completed.
International Day of People with a Disability.	-Raise awareness of disability issues.	Completed annual event.
Develop strategies, form partnerships to address the relocation of young	-Involve private aged sector support and university research data to support initiatives to resolve the issues faced by young people with disabilities who live in	In process.

Activity	Reason for activity	Activity outcome
people with disabilities in nursing homes.	nursing homes.	
Leisure and recreation.	-Disabled access to leisure and recreation facilities.	Ongoing program.
Library services.	-Increase stock and services available to the disabled.	Completed.
Update and implement the Tweed Shire Council's Disability Action Plan.	-Develop an Action Plan under the Commonwealth Disability Discrimination Act -Adequately meet the needs of people with disabilities -Minimise Council's liability under the Disability Discrimination Act -Ensure access to people with disabilities to all Council information and access.	In process.
<i>Older people with disabilities</i>		
Respite care.	-Support for respite services in Tweed via interagencies.	Ongoing program.
Annual Home and Community Care (HACC) planning.	-Advise the Dept. of Ageing Disability and Home Care on current and future needs for aged and disability services in the Tweed.	Completed.
International Volunteers Day.	-Tweed has a long and rich history of volunteering. Many organisations that service the age and disabled in Tweed rely on volunteers, many of whom are aged themselves.	In process.
Murwillumbah Community Centre redevelopment.	-Facilities to cater for the expanding needs of Murwillumbah and Valley residents. -Facilities for outreach by Tweed service providers, local home care services and volunteer groups.	Not completed.
Support for Tweed service providers.	-Expand services to meet increasing needs. -Assist in identifying service gaps in service provision and acquire project funding to address gaps.	Completed.
Links with Tweed Community Health and palliative care team.	-Keep Council informed of issues relating to Tweed Community Health and palliative care.	Ongoing program.
Library services.	Increase stock and services.	Ongoing program.
<i>Culturally and linguistically diverse background</i>		
Promote cultural awareness.	-Assist people from non-English speaking backgrounds.	Ongoing program.
Promote NESB support services.	-Access to support services and brochures for Home and Community Care.	Ongoing program.
Support services.	-Registration of clients for free translating services provided by the Dept. of Immigration and Multicultural and Indigenous Affairs.	Ongoing program.

Activity	Reason for activity	Activity outcome
	-Community Options Project links with the Multicultural Home Support Program (Gold Coast).	
Harmony Day.	-Highlight the importance of community harmony and connecting people.	Completed annual event.
Tweed Shire Council Kenya Mentoring Program.	-To have the Tweed community embrace the concept of a mentoring and support role in Kenya and for this to have a positive influence on the African community.	Ongoing program.
<i>Aboriginal and Torres Strait Islanders</i>		
National Aboriginal and Islander Day of Celebration (NAIDOC).	-NAIDOC Week a combined celebration of Aboriginal and Torres Strait Islander culture.	Completed annual event.
Operation of Aboriginal Advisory Committee.	-Advise Council on issues relevant to the Aboriginal and Torres Strait Islander Community. -Maintain Aboriginal and Torres Strait Islander service directory and contacts.	
Programs and Activities.	-Enhance access to grants and funding agencies. -Inform the Aboriginal and Torres Strait Islander community on matters relating to health. -Support for Aboriginal and Torres Strait Islander young people. -To provide current information to the community.	Ongoing program.
Memorandum of Understanding.	-Promote a deeper understanding of and commitment to supporting the Aboriginal and Torres Strait Islander community. -Cultural Awareness within the Council of issues relating to Aboriginal and Torres Strait Islander employees.	Completed.
<i>General community</i>		
Social Plan.	-Meet the current needs of the community.	In process.
Pedestrian mobility.	-Safe and connected pedestrian access.	Ongoing program.
Public Transport Working Group.	-Promote public transport awareness. -Advise Council on community transport issues. -Passenger Infrastructure Grants administration. -Transport Network Development Plan.	Completed.
Affordable Housing Strategy.	-Equitable access to housing appropriate to needs. -Support for an ageing population. -Support for low-income families.	Incomplete.
Tweed/Coolangatta Community Safety	-Promote projects that increase public safety, strengthen community, and reduce property crime and anti-social	Ongoing program.

Activity	Reason for activity	Activity outcome
Action Plan 2007-2010.	behaviour in the cross-border area.	
Tweed Shire Community Safety Action Plan.	-Promote projects that increase public safety, strengthen community, and reduce property crime and anti-social behaviour in the Shire.	Completed.
Community Development Support Expenditure (CDSE).	-Supports community projects and programs.	Completed.
<i>Festivals and Events</i>		
Events Information.	-Enhance access of all through distribution of information on what's happening and where.	Ongoing program.
Audience Development.	-Increase access by different sections of the community and visitors.	Ongoing program.
Event Development.	-Assist new organisers, volunteers to participate -Manage constant growth / change in programs and activities -Support opportunities to develop community based festivals and events.	Ongoing program.
Local -Regional Networking.	-Cooperative research and development.	Ongoing program.
Event Evaluation.	-Measure economic, social and environment impacts. -Assess quality and effectiveness.	Ongoing program.
<i>Community Cultural Development</i>		
Development of 2008 – 2013 Cultural Program Plan.	-Needs Analysis to identify the cultural needs of members of the community who may be disadvantaged through ethnic, physical, age, demographic or economic circumstances.	In process.
Develop specific arts and cultural projects designed to encourage participation by groups or individuals disadvantaged by circumstances.	-Ensure accessible and equitable participation in the arts and community cultural development.	Ongoing.
Expand Council's existing on line community information site by compiling an arts information web site.	-Arts Information on line to maximise cultural marketing, networking and promotions.	In process.

Summary of Works Carried Out on Private Lands

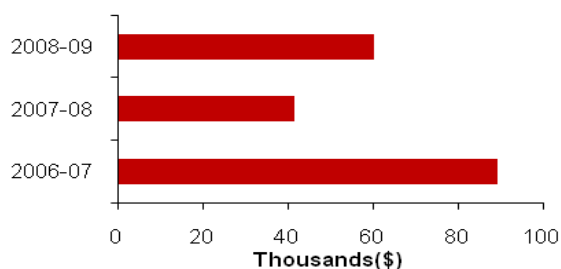
Tweed Shire Council resolved to subsidise under section 67 of the *Local Government Act 1993* (NSW) the following programs for the year ending June 2008:

- Council subsidised \$59,993 in materials and works to private landowners that included:
 - Fencing at seven properties,
 - Riparian vegetation rehabilitation as eight properties and
 - Cattle crossing at one property.

Private landowners at 15 locations were subsidised for the purpose of undertaking riparian rehabilitation works to manage stream banks in a way to protect the integrity of the Tweed Shires raw water supply.

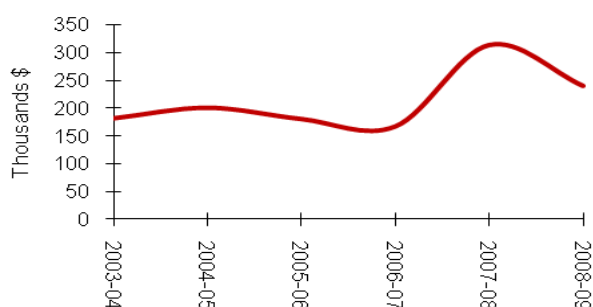
- Works carried out on private lands by council resolution under s67 of the *Local Government Act* totalled \$59,993.

Subsidised works on private land



- Non- subsidised works council carried out on private lands totalled \$239,959.

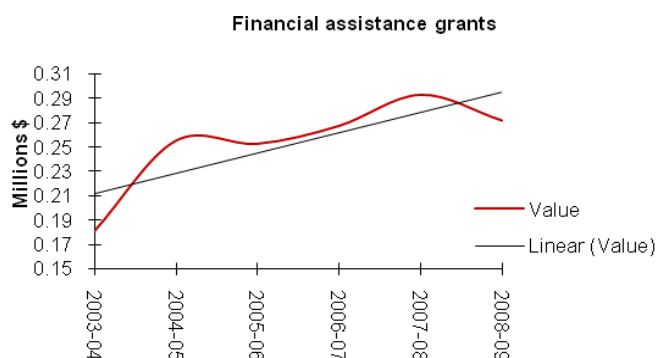
Unsubsidised works on private land



Financial Assistance Contributions to the Community

Tweed Shire Council provided \$272,277 in financial assistance under section 356 of the *Local Government Act 1993* (NSW). Financial Assistance contributions reports are tabled monthly to the Council.

<i>Assistance.</i>	<i>Value</i>
Financial Assistance Grants.	\$176,606
Goods or materials.	\$1250
Provision of labour or plant.	\$45617
Rates.	\$17579
Tweed Link advertising.	\$4752
Room hire.	\$26473
	\$272,277



External Bodies Delegated Functions by Tweed Shire Council

A statement of external bodies that exercised functions delegated by Council

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

Details of Overseas Travel

Overseas visits were conducted on two occasions to New Zealand. On each occasion staff gained knowledge and experience in using technologies to that being installed in the new Bray Park Water Treatment Plant.

<i>Staff</i>	<i>Dates</i>	<i>Total costs</i>
Three staff.	22 – 26 September 2008.	\$5,426
Three staff.	25-31 January 2009.	\$5,379
		\$10,805

Statement of Companies Which Council Held a Controlling Interest

Tweed Shire Council did not hold a controlling interest in a private company for the year ending 30 June 2009.

Bush Fire Hazard Reduction Activities

The Rural Fire Service (RFS) Tweed District carried out 8 significant hazard reductions burns during the reporting period totalling approximately 32 hectares.

1297 fire permits were issued. The majority (823) of these permits were issued for sugar cane harvesting.

The RFS also assessed and addressed 26 bush fire hazard complaints in the reporting period and issued 16 hazard reduction certificates.

During the reporting period the District recorded 9 significant wildfires exceeding 51 ha.

Written-Off Rates and Charges

Tweed Shire Council has written-off rates and charges to the value of \$3,833,140 for the year ending 30 June 2009.

<i>Rate classification.</i>	<i>Items written-off.</i>	<i>Total (\$'s)</i>
Pensioner rates.	Farmland.	\$26,002
	Residential.	\$1,616,283
Postponed rates.	Farmland.	\$88,292
	Residential.	\$387,483
	Residential water usage	\$289,052
Water and sewerage rates.	Pensioner water rates.	\$372,721
	Pensioner sewerage charges.	\$644,626
	Burringbar.	\$3,930
Pensioner waste charges.	Service.	\$250,435
	Administration.	\$106,238
	Landfill.	\$48,078
		\$3,833,140

Annual Levy for Stormwater Management Services

Tweed Shire Council did not introduce an annual levy for stormwater management for the year ending June 2009.

Planning Agreements

Tweed Shire Council has nothing to report in relation to compliance with and effect of any planning agreements for the year ending 30 June 2009.

Statement of Partnerships, Cooperative or Other Joint Venture

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

Human Resources Plan

Council undertook the following human resource activities for the year ending 30 June 2009

Permanent	607	Temporary	30	Permanent	40
	<i>Total</i>	<i>Full-time</i>		<i>Part-time</i>	
Males	478	Males	17	Males	5
Females	129	Females	13	Females	35

- Average number of employees on the weekly payroll was 685, inclusive of temporary, casual and permanent part-time staff.
- 40 staff worked on a permanent part-time basis.
- 39 people left the organisation during the year.
- The average labour turnover rate for the year was approximately 1.5%.
- Council provided 27 work experience placements during the year to TAFE, University, High School students and 2 commonwealth rehabilitation placements.
- Total wages paid for the year was \$33,822,519.

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

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

<i>Service</i>	<i>Performance Measure</i>	<i>Target</i>	<i>Actual</i>
Rate of job vacancy re-advertised.	No. of vacancies readvertised.	<5	2
Rate to fill a job vacancy.	Working days taken to fill an advertised vacancy.	<40	42days
Rate to fill internal vacancies.	% of vacancies filled in-house.	n/a	48%
Existing worker traineeships.	No. of existing employees undertaking traineeships.	n/a	49
Group training provided apprenticeships and traineeships.	No. of apprentices trainees provided group training.	n/a	7
Traineeships and apprentices.	No. of apprentices and traineeships within Council.	n/a	15
Training and staff development.	% of training budget expended.	100%	96%
Training time allocated to staff.	Hours of training per FTE.	n/a	15.68 hrs

Equal Employment Opportunity

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

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

<i>Service</i>	<i>Performance Measure</i>	<i>Target</i>	<i>Total</i>	<i>Comment</i>
Equal Employment.	% of women employed.	n/a	26%	
Equal Employment Opportunity Education.	No. of EEO awareness seminars and training sessions.	n/a	17	Sessions incorporated into Corporate Induction.
Equal Employment Opportunity Policy Reviews.	No. of policies and codes of practice reviewed.	5	24	Recruitment, selection and employment. Remuneration, pay and benefits and Training and development.
Equal Employment Opportunity Training.	No. of staff completing EEO training.	n/a	44	
Equal Opportunity Employment Complaints.	Complaints received.	0	2	
Equal Opportunity Employment Confirmed Complaints.	No. of substantiated complaints.	0	0	

Statement on Activities Relating to the Companion Animals Act and Regulations

- Tweed Shire Council submitted all pound data returns to the Department of Local Government by the required lodgement date.
- Council reported 10 dog attacks to the Department of Local Government for the year ending 30 June 2009.
- Council spent the total amount of \$68,952 generated from registration payments on activities relating to companion animal management for the year ending 30 June 2009 on the following:
 - Dog Pound management.
 - Purchase and maintenance of resources used by the Rangers in the performance of their duties under the Companion Animals Act.
 - Partial wages for employees under the Companion Animals Act.

Council undertook educational programs for:

- Local schools.
- Education talks to the general public and micro chipping days.
- Frequent activities and educational advertisements published in Councils weekly free newsletter delivered to all residents in the Shire.

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

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

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

- All animals that meet the criteria to be re-homed after behavioural assessment and veterinarian checks are offered for sale to the public from the Pound or re-homed through various animal welfare organisations.

Council provides 15 off-leash exercise areas within the Shire and are listed below.

Off-lease exercise areas

South Kingscliff Beach.

Boyds Family Park, Tweed Heads West.

Public park, Frangella Dr. Murwillumbah.

Public park between 73-89 River Street Murwillumbah.

South Cabarita Beach.

South Pottsville Beach.

South Fingal / Kingscliff Beach.

Turnock Park Chinderah.

Riverbank reserve Old Ferry Rd. Oxley Cove.

Reserve corner of Naponyah Rd and Bilambil Rd Terranora.

Tree area Arkinstall Park Tweed Heads South.

Reserve corner of Darlington Dr and Amaroos Dr Banora Point.

Reserve at Bushland Dr. Banora Point.

Ducat Park, Tweed Heads.

Corowa Park, Chinderah.

List of Tweed Shire Councils Category 1 and 2 Business Activities

Tweed Shire Council category 1 and 2 business activities include:

Category 1 business activities

- Water.
- Sewerage.
- Tweed Coast Caravan Parks.

Category 2 business activity:

- Commercial waste.

Application of Neutrality Pricing Requirements to Category-1 Business Activities

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

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

Category 1 Business Activity Performance Comparison

Water

Category 1	Budget (\$'000)	Actual (\$'000)
Expenses	21,100	22,061
Revenue	22,311	19,559

- Revenue variation due to lower than expected volumetric charge return.

Sewerage

Category 1	Budget (\$'000)	Actual (\$'000)
Expenses	25,367	30,949
Revenue	24,099	28,214

- Expenses variation due to depreciation and loss on disposal of assets.
- Revenue variation due to contributed asset income.

Tweed Coast Caravan Parks

Category 1	Budget (\$'000)	Actual (\$'000)
Expenses	5,931	6,403
Revenue	6,157	6,723

- Expenses variation due to depreciation.
- Revenue variation due to interest and tourist site fees.

Category 1 Balance Sheet Sewerage Statement

Balance sheet of Sewerage business activity
as at 30 June 2009

	Actual 2009	Actual 2008	Actual 2007
	\$'000	\$'000	\$'000
ASSETS			
Current assets			
Cash and cash equivalents	18,720	16,833	22,300
Investments			-
Receivables	1,357	1,053	1,149
Inventories		10	-
Other			-
Non-current assets classified as held for sale			
Total current assets	20,077	17,896	23,449
Non-current assets			
Investments			
Receivables	1,584	1,528	
Inventories			
Infrastructure, property, plant and equipment	512,741	506,181	448,039
Investments accounted for using equity method			
Investment property	644	634	140
Other			
Total non-current assets	514,969	508,343	448,179
Total assets	535,046	526,239	471,628
LIABILITIES			
Current liabilities			
Payables	595	668	2,633
Interest bearing liabilities	527	484	465
Provisions	4,000	4,439	
Total current liabilities	5,122	5,591	3,098
Non-current liabilities			
Payables			
Interest bearing liabilities	3,314	3,854	4,338
Provisions	984		1,541
Total non-current liabilities	4,298	3,854	5,879
Total liabilities	9,420	9,445	8,977
Net assets	525,626	516,794	462,651
EQUITY			
Retained earnings	205,356	207,304	205,013
Revaluation reserves	320,270	309,490	257,638
Council equity interest			
Minority equity interest			
Total equity	525,626	516,794	462,651

Category 1 Balance Sheet Water Statement

Balance sheet of Water Supply business activity
as at 30 June 2009

	Actual 2009	Actual 2008	Actual 2007
	\$'000	\$'000	\$'000
ASSETS			
Current assets			
Cash and cash equivalents	43,374	35,284	32,092
Investments			-
Receivables	6,034	4,935	4,898
Inventories	10	5	-
Other			-
Non-current assets classified as held for sale			
Total current assets	49,418	40,224	36,990
Non-current assets			
Investments	-	-	-
Receivables	68	50	-
Inventories			-
Infrastructure, property, plant and equipment	447,469	394,818	348,595
Investments accounted for using equity method			
Investment property	1,179	1,069	450
Other			
Total non-current assets	448,716	395,937	349,045
Total assets	498,134	436,161	386,035
LIABILITIES			
Current liabilities			
Payables	4,704	5,286	653
Interest bearing liabilities			
Provisions			
Total current liabilities	4,704	5,286	653
Non-current liabilities			
Payables			
Interest bearing liabilities	68,620	14,560	-
Provisions			
Total non-current liabilities	68,620	14,560	-
Total liabilities	73,324	19,846	653
Net assets	424,810	416,315	385,382
EQUITY			
Retained earnings	196,662	198,373	193,879
Revaluation reserves	228,148	217,942	191,503
Council equity interest			
Minority equity interest			
Total equity	424,810	416,315	385,382

Category 2 Balance Sheet Statements

Balance sheet of Other business activities
as at 30 June 2009

	Holiday Parks (Cat 1)	Commerci al Waste (Cat 2)	Holiday Parks (Cat 1)	Commercial Waste (Cat 2)
	Actual 2009	Actual 2009	Actual 2008	Actual 2008
	\$'000	\$'000	\$'000	\$'000
ASSETS				
Current assets				
Cash and cash equivalents	10,145	1,839	8,732	1,643
Investments		1,477		1,369
Receivables	80		174	
Inventories				
Other	112		83	
Non-current assets classified as held for sale				
Total current assets	10,337	3,316	8,989	3,012
Non-current assets				
Investments				
Receivables				
Inventories				
Infrastructure, property, plant and equipment	97,750	2,723	98,299	2,761
Investments accounted for using equity method				
Investment property				
Other				
Total non-current assets	97,750	2,723	98,299	2,761
Total assets	108,087	6,039	107,288	5,773
LIABILITIES				
Current liabilities				
Payables	1,737	51	1,570	64
Interest bearing liabilities	101	80	320	75
Provisions	266	772	82	127
Total current liabilities	2,104	903	1,972	266
Non-current liabilities				
Payables				
Interest bearing liabilities	655	86	868	166
Provisions	41	508	39	1,097
Total non-current liabilities	696	594	907	1,263
Total liabilities	2,800	1,497	2,879	1,529
Net assets	105,287	4,542	104,409	4,244
EQUITY				
Retained earnings	20,592	3,259	19,713	3,059
Revaluation reserves	84,695	1,283	84,696	1,185
Council equity interest				
Minority equity interest				
Total equity	105,287	4,542	104,409	4,244

Category 1 Income Statement of Sewerage

Sewerage business activity
as at 30 June 2009

	Actual 2009	Actual 2008	Actual 2007
	\$'000	\$'000	\$'000
Income from continuing operations			
Access charges	15,545	14,673	13,525
User charges			
Liquid trade waste charges	1,264	1,018	903
Fees	1,044	1,109	778
Interest	713	141	2,265
Grants and contributions provided for non capital purposes	506	354	357
Profit from the sale of assets			
Other income	111	506	22
Total income from continuing operations	19,183	17,801	17,850
Expenses from continuing operations			
Employee benefits and on-costs	4,864	4,503	3,839
Borrowing costs	800	318	293
Materials and contracts	6,556	5,672	4,751
Depreciation and impairment	15,949	14,207	13,447
Loss on sale of assets	590	1,537	170
Calculated taxation equivalents	866	819	182
Debt guarantee fee (if applicable)	19	22	24
Other expenses	1,305	1,039	847
Total expenses from continuing operations	30,949	28,117	23,553
Surplus (deficit) from continuing operations before capital amounts	(11,766)	(10,316)	(5,703)
Grants and contributions provided for capital purposes	9,031	11,857	7,418
Surplus (deficit) from continuing operations after capital amounts	(2,735)	1,541	1,715
Surplus (deficit) from discontinued operations			
Surplus (deficit) from all operations before tax	(2,735)	1,541	1,715
Less Corporate Taxation Equivalent (30%) [based on result before capital]	-	-	-
Surplus (deficit) after tax	(2,735)	1,541	1,715
Opening retained profits	207,302	205,013	203,186
Adjustment on adoption of IFRS			
Adjustments for amounts unpaid			
Taxation equivalent payments	866	819	182
Debt guarantee fees	19	22	24
Corporate taxation equivalent	-	-	-
Less:			
- TER dividend paid	(96)	(93)	(92)
- Surplus dividend paid			
Closing retained profits	205,356	207,302	205,015
Return on Capital %	-2.1%	-2.0%	-1.2%
Subsidy from Council			

Category 1 Income Statement of Water Supply

Water Supply Business Activity
as at 30 June 2009

	Actual 2009	Actual 2008	Actual 2007
	\$'000	\$'000	\$'000
Income from continuing operations			
Access charges	3,041	2,920	2,798
User charges	10,116	8,890	8,472
Fees	578	832	767
Interest	1,425	1,297	1,610
Grants and contributions provided for non capital purposes	364	608	363
Profit from the sale of assets			
Other income	123	182	245
Total income from continuing operations	15,647	14,729	14,255
Expenses from continuing operations			
Employee benefits and on-costs	2,833	2,700	2,582
Borrowing costs	2,455	394	-
Materials and contracts	6,365	5,763	5,274
Depreciation and impairment	8,139	7,838	7,424
Water purchase charges			
Loss on sale of assets	603	454	106
Calculated taxation equivalents	549	490	213
Debt guarantee fee (if applicable)	343	73	
Other expenses	774	803	717
Total expenses from continuing operations	22,061	18,515	16,312
Surplus (deficit) from continuing operations before capital amounts	(6,414)	(3,786)	(2,057)
Grants and contributions provided for capital purposes	3,912	7,812	8,068
Surplus (deficit) from continuing operations after capital amounts	(2,502)	4,026	6,011
Surplus (deficit) from discontinued operations			
Surplus (deficit) from all operations before tax	(2,502)	4,026	6,011
Less Corporate Taxation Equivalent (30%) [based on result before capital]	0	0	0
Surplus (deficit) after tax	(2,502)	4,026	6,011
Opening retained profits	198,373	193,883	187,757
Adjustments for amounts unpaid			
Taxation equivalent payments	549	490	213
Debt guarantee fees	343	73	-
Corporate taxation equivalent	0	0	-
Less:			
– TER dividend paid	(101)	(99)	(98)
– Surplus dividend paid			
Closing retained profits	196,662	198,373	193,883
Return on Capital %	-0.9%	-0.9%	-0.6%
Subsidy from Council	-	-	-

Category 2 Income Statements

Income statement of Other business activities as at 30 June 2009

	Holiday Parks (Cat 1)	Commercial Waste (Cat 2)	Holiday Parks (Cat 1)	Commercial Waste (Cat 2)
	Actual 2009	Actual 2009	Actual 2008	Actual 2008
	\$'000	\$'000	\$'000	\$'000
Income from continuing operations				
Access charges		1,270		1,154
User charges		991		907
Fees	5,985		5,720	
Interest	431		555	
Grants and contributions provided for non capital purposes		3		
Profit from the sale of assets				
Other income	307	38	247	399
Total income from continuing operations	6,723	2,302	6,522	2,460
Expenses from continuing operations				
Employee benefits and on-costs	642	211	576	266
Borrowing costs	45	133	84	19
Materials and contracts	868	1,209	830	956
Depreciation and impairment	883	259	474	304
Loss on sale of assets				
Calculated taxation equivalents	1,508	25	1,508	23
Debt guarantee fee (if applicable)	5	1	6	1
Other expenses	2,452	290	2,194	30
Total expenses from continuing operations	6,403	2,128	5,672	1,599
Surplus (deficit) from continuing operations before capital amounts	320	174	850	861
Grants and contributions provided for capital purposes				
Surplus (deficit) from continuing operations after capital amounts	320	174	850	861
Surplus (deficit) from discontinued operations				
Surplus (deficit) from all operations before tax	320	174	850	861
Less Corporate Taxation Equivalent (30%) [based on result before capital]	96	52	255	258
Surplus (deficit) after tax	224	122	595	603
Opening retained profits	2,534	3,059	1,092	2,174
Adjustments for amounts unpaid				
Taxation equivalent payments	1,508	25	1,508	23
Debt guarantee fees	5	1	6	1
Corporate taxation equivalent	96	52	255	258
Less:				
– TER dividend paid	(954)		(922)	
– Surplus dividend paid				
Closing retained profits	3,413	3,259	2,534	3,059
Return on Capital %	0.4%	11.3%	1.0%	31.9%
Subsidy from Council	14,298		13,811	

Council's Implementation of Competitive Neutrality Principles

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

National competition principles that Tweed Shire Council applies includes:

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

Mechanism for Competitive Neutrality Complaints

Council has implemented a three-tier complaints handling policy to support the speedy resolution of all complaints.

The complaints policy responds to all written and verbal complaints. Competitive neutrality complaints are uniquely recording and monitored.

Staff only trained in the principles of National Competition Policy deal with competitive neutrality complaints.

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

No Competitive Neutrality Complaints were received for the year ending 30 June 2009.

Privacy and Personal Information Protection Act (NSW)

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

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

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

Disclosure of personal information contained in Public Registers. The Act permits personal information held in Public Registers to be disclosed only when in accordance with the intended purpose for which the information was originally collected.

The Local Government Authority Code of Practice relaxed this requirement by allowing any persons to inspect a copy of a single entry or page of a Public Register held by Council without the need to provide the purpose of the intended use of the information.

If substantial information is required from the Registers, the code requires the names and addresses of all previous and current property owners to be suppressed. Council has procedures in place to support access to Public Registers.

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

Statement of Affairs Freedom of Information Act 1989 (NSW)

Section A Number of new FOI requests			
	Personal	Other	Total
New (including transferred in) Including requests brought forward	2	5	7
Total to be processed	2	5	7
Completed Transferred out Withdrawn	2	5	7
Total processed	2	5	7
Unfinished carried forward	0	0	0

Section B What happened to completed requests?		
Results of FOI requests	Personal	Other
B1 Granted in full	0	1
B2 Granted in part	2	3
B3 Refused	0	1
B4 Deferred	0	0
B5 Completed	2	5

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

Section D Formal consultations		
	Issued	Total
D1 Number of requests requiring formal consultations	5	5

	Total
E1 Results of amendment – agreed	5
E2 Results of amendment – refused	0
Total	5

	Total
F1 Number of requests for notation	0
Total	0

Section G FOI requests granted in part or refused		
Basis of disallowed or restricted access	Personal	Other
s. 19 [application incomplete, wrongly directed]	0	0
s. 22 [deposit not paid]	0	0
s. 25(1)(a)(1) [diversion of resources]	0	0
s. 25(1)(a) [exempt]	2	4
s. 25(1)(b), (c), (d) {otherwise available}	0	0
s. 28(1)(b) [documents not held]	0	0
s. 24(2) [deemed refused over 21 days]	0	0
s. 31(4) [released to medical practitioner]	0	0
Total	2	4

Section H Costs and fees of requests processed		
	Assessed costs	FOI fees received
Completed requests	600	210

Section J Days to process		
	Personal	Other
0 – 21 days	0	3
22 – 35 days	2	2
Over 36 days	0	0
Total	2	5

Section K Processing time		
	Personal	Other
0 – 10 hours	2	5
11 – 20 hours	0	0
21 – 40 hours	0	0
Over 40 hours	0	0
Total	2	5

Section L Reviews and appeals				
Number of internal reviews finalised	1		0	
Number of Ombudsman reviews finalised	0		0	
Number of District Court appeals finalised	0		0	
Details of internal review results				
Basis of internal review	Personal		Other	
Grounds on which internal review was requested	*Upheld	*Varied	*Upheld	*Varied
Access refused	0	1	0	0
Deferred	0	0	0	0
Exempt matter	0	0	0	0
Unreasonable charges	0	0	0	0
Charge unreasonably incurred	0	0	0	0
Amendment refused	0	0	0	0
Total	0	1	0	0

Payment of Expenses and Provisions for Facilities for Mayor and Councillors

PART 1 INTRODUCTION

Purpose of the Policy

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

Objectives and coverage of the Policy

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

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

Legislative Compliance

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

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

Other NSW Government policy provisions

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

DLG Guidelines for payment of expenses and provisions of facilities

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

Model Code of Conduct

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

DLG Circulars to Councils

Circular 05/08 Legal assistance for Councillors and Council employees

Circular 02/34 unauthorised use of Council resources

ICAC publications

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

PART 2 PAYMENTS OF EXPENSES

GENERAL PROVISIONS

Civic duties are defined as:

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

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

Allowances and expenses

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

Reimbursement and reconciliation of expenses

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

- All reimbursement of expenses must be approved by the General Manager.
- All expenses being reimbursed must be in accordance with the provisions of this policy.
- A Councillor seeking reimbursement of expenses must lodge a claim within three months of the expense being incurred.

Payment in advance

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

Establishment of monetary limits and standards

Monetary limits applying to this policy include:

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

Care and other related expenses

Councillors are entitled to the reimbursement of carer expenses, including childcare expenses and care of the elderly, disabled and/or sick immediate family members of Councillors that were necessary to enable Councillors to undertake their civic duties.

The reimbursement of expenses will be subject of a separate application by the affected Councillor in each instance, for the determination by the Mayor and General Manager.

Child/dependent care expenses are not to be reimbursed if the care is provided by a relative who ordinarily resides with the Councillor. A 'relative' is defined as a spouse, de facto partner, parent, son, daughter, brother, sister or grandparent.

Childcare will only be provided to children of the Councillor up to and including the age of 16 years.

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

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

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

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

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

Meal Allowances

The daily limit for meals (including refreshments) when attending approved conferences, seminars, training and education courses will be in accordance with Australian Taxation Office allowance Guidelines.

Spouse and partner expenses

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

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

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

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

SPECIFIC EXPENSES FOR MAYOR AND COUNCILLORS

Attendance at dinners and other non-Council functions

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

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

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

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

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

Attendance at seminars and conferences

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

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

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

Registration Expenses

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

Travel Expenses - Local or Outside Local Government area

- As detailed within this policy.
- Accommodation Expenses

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

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

Meals and Other Incidental Expenses

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

Attendance at training and educational courses

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

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

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

Registration Expenses

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

Travel Expenses - Local or Outside Local Government area

- As detailed within this policy.
- Accommodation Expenses

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

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

Meals and Other Incidental Expenses

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

Local travel arrangements and expenses

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

Travel outside local government area including interstate travel

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

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

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

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

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

Telephone costs and expenses

Councillors will be provided with a mobile telephone or smart phone with email to assist in undertaking civic duties.

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

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

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

Computer Facilities

Councillors will be provided with computer facilities to assist in undertaking civic duties.
Postage of Official Councillor Correspondence

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

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

Internet

Council will meet the cost of Internet charges involved in the conduct of the Mayor and Councillors civic duties, up to a maximum of \$60.00 per month.

Care and other related expenses

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

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

Insurance expenses and obligations

Councillors are to receive the benefit of insurance cover for:

Personal Injury

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

Professional Indemnity

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

Public Liability

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

Legal expenses and obligations

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

Council may therefore indemnify or reimburse the reasonable expenses of:

- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act (Section 731) ; or
- a Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act ; or
- a Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or investigative body and where the finding is substantially favourable to the Councillor.

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

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

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

Councillors Contributing into Superannuation

In accordance with the Australian Taxation Office Interpretative Decision of 2007/205, provides that Council may enter into an arrangement with a Councillor under which the Councillor agrees to forego all or part of their annual fee in exchange for the Council making contributions to a complying superannuation fund on their behalf.

ADDITIONAL MAYORAL EXPENSES

Provision of a dedicated motor vehicle

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

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

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

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

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

Provision of Credit Card

- Provision of a Mastercard with a limit of \$5,000.

Other equipment, facilities and services

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

- An experienced person suitably qualified to provide secretarial support to the Mayor.
- Mayoral letterhead, envelopes and stationery generally
- Where appropriate assistance with the organisation of functions, meetings and briefings to which the Mayor is invited to attend.
- A furnished office will be provided at the Council Administration Office, to enable the Mayor to undertake the civic duties appropriate to that position.
- Limited refreshments will be provided in the Mayoral Office for entertainment purposes.

An allotted parking space will be provided at the Council Administration Offices for the parking of the Mayoral vehicle.

PART 3 PROVISION OF FACILITIES

GENERAL PROVISIONS

Provision of facilities generally

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

Stationery

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

Business cards

Provision of 250 business cards (replacement on request)

Christmas cards

Maximum of 100 per year

Name badges

Councillors to be provided with a name badge

Filing cabinet

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

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

Meetings meals and refreshments

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

Meeting rooms/ Councillor room

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

Secretarial support

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

Private use of equipment and facilities

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

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

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

PART 4 OTHER MATTERS

Acquisition and returning of facilities and equipment by Councillors

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

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

Status of the Policy

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

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