



## **Annual Report**

2009 - 2010

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## Introduction by Mike Rayner General Manager

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.

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.

A snapshot of highlights for 2009-2010 is provided below:

- Arkininstall Park Master Plan – adopted in November 2009, the complex will include a regional hard court tennis centre, two court indoor sports complex, multi-user clubhouse, changing facilities and meeting rooms, regional rectangular multi-use fields with grandstand/s and floodlighting and regional netball complex.
- Waste Collection – A new waste management contract was awarded and a new multi-bin system was successfully introduced. Recycling rates are up, contamination rates are down and more residents are using the optional green organic service. 80,000 new bins were rolled out over a six week period during which Council staff successfully dealt with issues raised in up to 400 calls each day.
- Cabarita Main Street – In November 2009 Council adopted a streetscaping plan for Cabarita Beach. Importantly, the plan has the support of the Cabarita Beach Bogangar Residents Association and the Cabarita Beach Business Association.
- Plastic Bag Free Villages – At the December 2009 meeting Council adopted a pilot project "Plastic Bag Free Villages". Chillingham became the first northern NSW village to become plastic bag free on 1 June 2009.
- Cudgen Creek Boardwalk – In December 2009 Council opened the new boardwalk along Cudgen Creek at Kingscliff.
- Community Infrastructure Program – As part of the Federal Government's Stimulus Package, Council successfully delivered, in a very tight timeframe, upgrades of Jack Bayliss Park at Kingscliff, Ambrose Brown Park at Pottsville, Burringbar/Mooball Cycleway, Tweed Heads Skate Park Stage 2, Tweed Heads Visitor Information Centre and Murwillumbah CCTV.
- Planning – Council adopted the Pottsville Locality Plan and DCP and advanced the draft Hastings Point Locality Plan and DCP.
- Bridge Construction Program – O'Brien's Bridge Kyogle Road. The existing one lane timber bridge was replaced with a modern 2 lane concrete structure at a cost of \$1.2 million. The new bridge incorporates bat roosting boxes as an environmental design element.

- Urban Street Reconstruction – Myeerimba Parade and Lalina Avenue Tweed Heads West were reconstructed and widened. Valued at \$1.4 million the works were undertaken in difficult terrain and included drainage improvements.
- Bush Futures – The Bush Futures Business Plan was adopted and implementation of the \$1.7 million Tweed and Byron Bush Futures program commenced. The program to be run over 2 years, targets the protection, enhancement and rehabilitation of urban bushland.
- River Health and Biodiversity Grants. A total of 7 River Health Grants and 22 Biodiversity grants were signed with private landholders through the year. The grants will result in 5500 plantings on 25 hectares of land and will include 2.1kms of fencing along stream banks.
- Bray Park Water Treatment Plant – The \$76 million upgrade of Bray Park Water Treatment Plant was completed and successfully commissioned.
- Development Assessment Improvement Program:
  - Major enhancements to the website information for potential DA applicants, including new mapping, step-by-step guide and checklists which provide a clearer guide to the full range of information required to lodge DAs in both hard copy and electronic format were implemented through the year.
  - Council participated in the Department of Planning's E Housing pilot project, for which Council has been selected among 11 other NSW Councils to produce an end-to-end, electronic lodgement process for complying development certificates under the NSW Housing Code by the end of 2010.
  - There were further ongoing efficiency improvements to the internal information movement, administrative tasks and referral and comment processes for DAs.
  - Smart phone applications that bring many common customer service queries, such as status of sporting fields, road closures, swimming pool and library opening hours and more complex queries related to DA tracking to your phone by either an application or SMS were rolled out.
- Branding – Council rolled out its new Brand in November 2009. The new brand has increased the awareness and positive image of Council, delivered a consistent, coordinated and integrated approach to Councils communications and has ensured a single consistent, clear and individual brand identity for Tweed Shire Council.

## 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.
- The Condition of Public Works for 2009-2010.

## State of the Environment Report

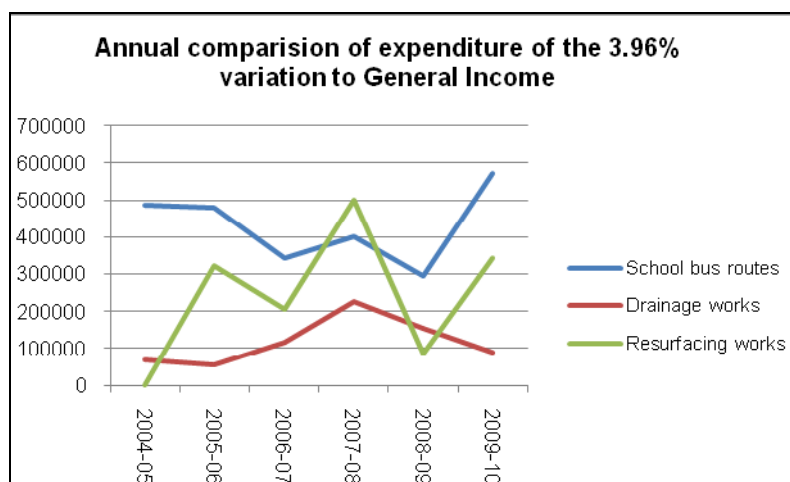
A comprehensive State of the Environment Report has been provided as an additional document with this Annual Report.

## June 2004 Ministerial Approved Rate Variation year-6 Report

Outcomes and expenditure report for year 6 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 6 of the variation were \$1,710,135.
- Total expenditure on projects to 30 June 2010 was \$1,004,882.
- Surplus funds accumulated to 30 June 2010 are \$705,253.

<i>Projects</i>	<i>Actual</i>	<i>Outcome</i>
<i>School Bus Routes</i>		
Tyalgum Creek Rd	\$148,134	Completed 1.1km section.
Palmvale Rd	\$149	Preliminary investigation only.
Byrrill Cr Rd	\$125,571	Completed 1.1km section.
Limpinwood Valley Rd	\$148,375	Completed 1.6km section.
Hopkins Creek Rd	\$150,825	Completed 0.8km section.
<i>Asphalt Re-sheeting</i>		
Asphalt Re-sheeting	\$309,733	22,817 m <sup>2</sup> of re-sheeting completed.
Footpath repairs	\$31,854	428 m <sup>2</sup> of repairs completed in Murwillumbah St, Tweed Coast Rd and Tree Street.
<i>Drainage</i>		
Gully inlet pits in Tweed/Banora	\$90,044	Completed.
Stormwater Mitigation Cudgen Heights	\$195	Completed.
<b>Total</b>	<b>\$ 1,004,882</b>	





## June 2006 Ministerial Approved Rate Variation year-4 Report

Outcomes and expenditure report for year 4 of a seven 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-4 of the variation were \$21,864,142.
- Total expenditure on year-4 projects was \$11,238,596.
- Surplus funds to carry forward total \$10,625,546.

### Business and Economic Development Programs

<i>Program</i>	<i>Expenditure</i>	<i>Outcomes</i>
Economic Marketing & Promotion Corporate Planning Unit	\$76,673	Funding provided to TEDC. Business Plan finalised.
Economic Development Support	\$185,969	Undertake various economic development projects as endorsed by the General Manager.
Economic Marketing & Promotion - Tourism	\$145,000	Funding to Tweed Tourism to undertake tourism marketing and promotion of Tweed.
Upgrade Saleyards	\$56,812	Works underway to upgrade pens and loading areas to steel. Commitment made for \$37,641 to be undertaken between 08/09 and 09/10 PAS05141.
Internal Auditor	\$0	No action at this stage.
Tourism & Promotion - internal	\$0	Internal transfer account. Refer to WHRC redevelopment.
WHRC Redevelopment	22,511	Architects engaged and preparing Concept Plans.
Total	\$586,148	

### Community and Natural Resources Programs

<i>Program</i>	<i>Expenditure</i>	<i>Outcomes</i>
Cultural Arts Seed Funding	\$500	Program completed.
Youth Activities Program	\$15,803	A continuing program. Youth activities program funded to December 2010 at Banora Point Community Centre.
Youth Transport	\$17,243	Program is ongoing.
Improved Services for Shire Youth	\$59,027	Youth Development Officer position filled.
Aboriginal Community Development	\$49,119	Aboriginal Liaison Officer position is unfilled.
Community Centre Murwillumbah	\$193,515	Additional grants funding was unsuccessfully through the Better Regions Fund. Additional funding options are being reviewed.

<i>Program</i>	<i>Expenditure</i>	<i>Outcomes</i>
Museum - Tweed Heads	\$0	Development Application is ready for lodgement. Additional funding from State and Federal Governments secured. Lease negotiations with the Department of Lands yet to be finalised.
Carpet Replacement & Refurbishment - Murwillumbah Auditorium	\$14,116	Consultants report received on the use of the Tweed and Murwillumbah Auditoria as a performing arts and mixed use space.
Community Building Maintenance	\$299,121	Work completed for Piggabeen Hall and Bray Park Community Centre. Limpinwood Community Hall, Crystal Creek Hall, Fernvale and Reserve Creek Hall nearly completed. Fernvale completed. Grant received for Doon Doon.
Waterways Asset Replacement	\$39,097	Current projects completed.
Vegetation Management Strategy	\$272,122	Bush futures, Koala Plan of Management, Biodiversity Grants commenced.
Administration Officer	\$45,414	An Administration Officer was employed.
Coastline Management Plan Implementation	\$24,559	Seawall under construction.
Duranbah Beach Plan of Management	\$54,585	Stormwater reconstructed, sand nourishment finished June 2010.
Museum Murwillumbah	\$0	Architect finalised concept for 2 storey extension. Access ramp currently in construction phase.
Tweed Coast Estuaries Management Plan.	\$68,739	Revetment works on Cudgen Creek; ASS research. Ongoing program of projects.
Amenities hall Kingscliff	\$681	Works on stage one near completion.
Youth Strategy Implementation	\$0	Included in CP15 S94.
Regional boating strategy implementation	\$0	Section 94 plan yet to be developed.
Bushland Maintenance Officer	\$ 72,399	Bushland Officer employed.
Total	\$1,226,040	

## Engineering and Operations Programs

<i>Program</i>	<i>Expenditure</i>	<i>Outcomes</i>
Land Purchase Open Space- Requests to purchase 6a/6b zoned land.	\$0	No acquisitions currently.
Park Asset Maintenance	\$85,081	Upgraded play equipment in parks in accordance with priorities identified in condition assessment audit.
Parks Asset renewal	\$199,545	Works program developed. Waiting on advice of funding applications through Building Communities Program.
Lot 500 Bushland	\$18,953	Regeneration works commenced in line with Lot 500 dune management plans.
Regional Sport & Recreational Facilities	\$0	Master Plan adopted by Council and funding for initial stages voted from CP26.
Coastal Landscape Strategy	\$505,454	Completed are: Draft Kingscliff Foreshore Masterplan and Wommin Bay Memorial Walkway and viewing platform; Cabarita foreshore footpath; Tweed Coastal furniture design and documentation; Ambrose Brown Park upgrade completed.
Asset management Levees & Floodgates	\$90	Data collected - remainder of project on hold awaiting implementation of asset management system. Maintenance inspections are continuing with results held in the Maintenance Experts System and repairs being undertaken as required.
Stormwater drainage rehabilitation	\$417,871	Program complete.
Gravel Re-sheeting of Unsealed Roads	\$522,865	Program complete.
Sealed road resurfacing	\$463,412	Program complete.
Sealed road rehabilitation	\$776,984	Program complete.
Kerb & gutter rehabilitation	\$55,114	209m of kerb and gutter replaced.
Footpaths rehabilitation	\$360,830	Program complete.
Sportsgrounds Capital Works (Local)	\$9,621	Capital Works Program endorsed by Sports Advisory Committee. Sportsfield lights installed at Walter Peate Fields. Walter Peate fields and Queens Park. Murwillumbah netball courts resurfaced. Arkinstall Park clubhouse fitout.

<i>Program</i>	<i>Expenditure</i>	<i>Outcomes</i>
Surf Life Patrols	\$2,080	Casuarina Beach included in patrols contract. Shirewide Beach Audit and action plan adopted. Extended lifeguard services commenced.
Surf Life Saving Strategy 2020	\$5,033	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	\$8,981	Draft hydraulic plan for botanic gardens core area completed. Redesign of core area in line with hydraulic design.
Botanical Gardens Visitors Centre	\$0	To be considered after construction of hydraulic works.
Flood studies coastal creeks 2D	\$0	Study Completed. Implemented via amended DCP-A3.
Pottsville North drainage outlet - Elanora	\$652,033	Construction commenced in March 2010.
West Kingscliff drain - Gales/Bowling club	\$17,965	Project design in progress. Negotiations with other stakeholders ongoing. Scheduled for construction commencing in April 2011.
Recreation asset management	\$26,015	First draft near completion.
Tweed Heads Masterplan/Jack Evans Boatharbour	\$1,871,306	Civil works in Old Caravan Park near completion. Tendering process commenced.
Cabarita Streetscaping	\$4,308	Design and consultation completed. Tenders invited and offers received. Tenders being assessed.
Total	\$6,003,541	

## Planning and Regulations Programs

<i>Program</i>	<i>Expenditure</i>	<i>Outcomes</i>
Environmental Health Compliance Caravan Parks.	\$64,818	Compliance Officer employed. Proposed new structures in parks are being assessed by officer with existing structures audited. Complaints being attended to. Currently inspections being undertaken for renewal of licences to operate.
Emergency Management Plan Implementation.	\$ 30,031	Officer reviewed Tweed Disaster Plan which is nearing completion. Developing web page. Updating Councils evacuation plans in all Council buildings. Assisting in fire drills. Working on beach signage for emergency location indicators.
Building Compliance Officer.	\$69,209	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 & Building Surveyor.	\$99,296	Health & Building Surveyor employed. Has undertaken fire safety audits, inspections for places of public entertainment, Building Certificates and general inspections associated with building works. Officer now assigned to South area.
Administration Officer.	\$68,258	Administration Officer appointed 25 March 2008.
Environmental Health Compliance Officer	\$105,835	Officer employed. Currently auditing On-site sewage management systems.
Urban Design Planner	\$ 96,695	A new full-time Urban Designer position was created; position filled and commenced employment with the Planning Reforms Unit in January 2009.
SES Operations Centre additions Banora Point	\$0	Negotiating with SES for additional \$20,000 i.e. dollar for dollar funding.
Total	\$534,143	
Sub Total	\$8,349,870	
Loan Repayments	\$2,876,090	
Recurring Costs	\$12,636	
Grand Total	\$11,238,596	

## Outcomes of Principal Works Activities for 2009-2010

### Social Action Plan

#### Community and cultural

- **Community buildings maintenance.**

Community buildings maintenance work has been completed for the Piggabeen Hall, Bray Park Community Centre, Limpinwood Community Hall and Crystal Creek Hall. Fernvale and Reserve Creek Hall works are nearing completion. A grant has been received for Doon Doon hall with works to commence.

- **Youth activities program.**

The Youth Activities Program is continuing. Funding for a youth program at Banora Point Community Centre will continue until December 2010.

- **Youth transport.**

The Youth Transport initiative is ongoing.

- **Improved services for youth.**

A Youth Development Officer was recently appointed to this position.

- **Aboriginal Community Development.**

The Aboriginal Liaison Officer position is currently vacant.

- **Healthy Ageing Strategy.**

Council undertook community consultation during 2009 to 2010 and produced seven issues papers detailing ageing concerns within the shire. The next step will be to prepare a draft Ageing Strategy based on outcomes of community consultation and identified issues.

Council also entered into an agreement with Southern Cross University and the Department of Ageing Disability and Home Care to determine recommended responses at the Local Government level needed to address an ageing population within the Tweed Shire.

- **Disability Action Plan.**

The Disability Action Plan was deferred until more resources become available.

#### Recreation

- **Upgrade of Ambrose Brown Park Pottsville.**

The project has been completed.

- **Upgrade of Jack Bayliss Park Kingscliff.**

The project has been completed.

- **South Tweed Skate Park landscaping.**

The project has been completed.

- **Jack Evans Boatharbour Infrastructure project.**

Construction commenced in March 2010 with completion expected by April 2011.

## Economic Action Plan

### Economic Development

- **Tweed Tourism: Tourism Marketing.**

This project has been revised by Council through its tender for Economic Development and Tourism Promotion. The provision of tourism marketing services has been contracted to Tweed Tourism.

- **Tweed Tourism: Kingscliff Visitor Information Centre.**

This project has been reviewed by Council and Tweed Tourism last year and the kiosk style Visitor Information Centre (VIC) at Kingscliff was considered to be achieving minimal results and was consequently closed. Through its tender for Economic Development and Tourism Promotion, Council has reallocated its resources to the new Tweed Heads VIC and redevelopment of the Murwillumbah VIC. The provision of economic development services has been contracted to Tweed Tourism to run both Tweed Heads and Murwillumbah VICs.

- **Tweed Economic Development Corporation Project Support.**

This project has been revised by Council through its tender for Economic Development and Tourism Promotion. The provision of economic development services has been contracted to Tweed Tourism.

## Natural Environment Action Plan

### Waterways health

- **Tweed River Estuary Management Plan implementation.**

All scheduled projects were completed in accordance with the Estuary Management Plan implementation program.

- **Byrill Creek Riparian Rehabilitation.**

Low scale rehabilitation works continue through 2009 and 2010 year. The project is to be terminated.

- **Riparian Rehabilitation Projects.**

River Health Grants Scheme continued with works on council and private sites.

- **Tweed Coast Estuaries Management Plan implementation.**

Water quality monitoring is continuing throughout the Tweed coastal estuaries.

- **Cobaki and Terranora Management Plan implementation.**

High priority projects were initiated in both urban and rural parts of the catchment.

### Coastal zone

- **Tweed Coastline Management Plan implementation.**

Stage 1 of the Kingscliff foreshore project has been completed. A Coastal Erosion DCP is underway and coastal hazard lines reviewed for SLR.

- **Kingscliff seawall construction.**

The project is due for completion in August 2010.

- **Duranbah Beach Stormwater.**

The project was completed in March 2010.

- **Tweed Dune Care Group Coordination.**

Six Dune Care groups are currently working on coastal public land.

- **Coastal Vegetation Management.**

The project is on track. Several grants for on-ground works have been received.

## **Biodiversity**

- **Implementation of Vegetation Management Strategy.**

A review of the Local Environmental Plan environmental strategy has been completed. Ongoing implementation of Biodiversity grants programs is progressing.

- **Bushland and Bushfire Management Public Land.**

Ongoing management of bushfire assets protection zones is continuing. Several grant funded restoration projects have been commenced. Support for Dune Care and Land Care Groups.

- **Urban Sustainability Tweed Byron Bush Futures.**

The project is on target in accordance with the Business Plan. A bushland audit is complete. Sustainable streets is an ongoing program.

- **Pest Plant and Animal Control targeting vine weeds and Indian Mynas.**

The Indian Myna project has been extended under the Bush Futures Program.

- **Natural Resource Management Project inventory.**

A part-time project officer has been employed to populate this inventory database.

## **Floodplain and sustainable agriculture.**

- **Northern Rivers Catchment Management Authority Acid Sulfate Soil project.**

2009 projects have all been complete. Further funding for 2010 to 2011 has been received for Acid Sulfate Soil mitigation in coastal creeks.

- **Urban sustainability floodplain wetland project.**

The project is on track with Blacks Drain works completed.

- **Assist floodplain research projects and monitor floodplain waterways.**

Several projects are currently underway.

- **Develop Sustainable Agriculture Strategy.**

The strategy has not yet commenced.

- **Improve floodplain drain management.**

Drain planting projects initial works have been complete with maintenance ongoing.



## Sustainability

- **Development of a regional car-pooling program.**

The program has attracted more than 500 members with further promotion ongoing.

- **Climate change adaptation report.**

The report is finalised and is to be presented to council's executive management for consideration.

- **Implementation of a water and energy consumption reporting system for council assets.**

An Asset Managers workshop is planned for 2011 to identify a way forward.

## Built Environment Action Plan

### Integrated water cycle management

- **Implementation actions from the Integrated Water Cycle Management Strategy.**

The implementation is ongoing. Subordinate actions are incorporated in the items below.

- **Implementation of the Residential Water Supply Demand Management Strategy.**

Recruitment of a Water Demand Management Program Officer is proceeding. Next action is to develop an Implementation Plan for Demand Management actions and priorities. Following will be the Development of a Performance Tracking Framework for Demand Management Strategy and lobby Government to amend BASIX to allow Council to impose minimum 5kL rain water tank.

- **Implementation of a Sewer Overflow Abatement Strategy Actions various projects.**

Projects as part of the strategy have included:

1. Sewer Relining Program. An annual program was developed over 2km in the Murwillumbah catchment. Contract documents were prepared with tenders yet to be advertised.
2. SPS 2036 Fern Street installation of a backup generator requires the generator size to be determined with specification and tender documentation to be started.
3. SPS 2038 Peninsula Drive installation of a backup generator requires the generator sized and compound. In addition the specification and tender documentation need to be prepared and diesel pump alternative to be investigated.
4. Telemetry alarming of critical manholes. Tumbulgum system included the completion of the main control system and 8 of 42 sites complete.
5. General reticulation system included equipment investigation completion and 2 trial sites identified to test performance.
6. Sewer Pumping Stations Telemetry Upgrade Program included:
  - the system designed and tested,
  - central Monitoring Facility (CMF) upgraded and change over complete and
  - all existing sites have had communications converted to new CMF
  - priority stations identified with seven sites upgraded and changed over.
7. Switch Board construction started at three additional sites and Target Flow Gauging and Dynamic Model development in East Banora Point, Central Tweed Heads, Tweed Heads South western sub catchment and Murwillumbah central sub catchments.

8. Dynamic modelling includes a model build complete for Banora Point East, and dry weather calibration achieved. A Model Build is underway for Central Tweed Heads and Tweed Heads South western sub catchment,
9. Murwillumbah Central sub catchment CCTV Inspection Program is well progressed and completed at Murwillumbah. Tweed Heads and Banora are 65% complete. Kingscliff not yet started.

- **Hastings Point Waste Water Treatment Plant (WWTP) effluent reuse schemes.**

Hastings Point Waste Water TP effluent reuse scheme at Les Burger Fields. Development approval has been provided for the scheme. A detailed design is being finalised with major materials procured for construction. Documentation for section 60 LGA approval (Scheme Management Plan) being prepared.

- **Community engagement and education of effluent reuse.**

Engagement is part of the Demand Management Strategy and ongoing education resource is available.

- **Adoption of a Non-Residential Water Supply Demand Management Strategy.**

The strategy has been adopted with implementation ongoing.

- **Adoption of a Water Loss Management Strategy.**

Installation of Bulk Water Meters at Hillcrest Ave and Glenys Streets pumping stations. Water Pump station construction works is well progressed and commissioning of flow meters in 2nd quarter.

Detailed design of Bulk Water Meters installations for major Water Pump Stations 9 and 10 is underway. Initial site investigation completed and design targeted for last quarter of 2011.

Works to carry out Drop testing on reservoirs is completed for:

- Walmsleys Reservoir zone,
- Razorback Reservoir zone,
- Hartigan Hill Reservoir zone,
- Burringbar Mooball zone and
- Kingscliff Reservoirs will be next zone targeted with further priorities to be determined.

Follow up leak detection actions identified from reservoir drop testing is completed for:

- Walmsleys Reservoir zone,
- Razorback Reservoir zone,
- Hartigan Hill Reservoir zone and
- Burringbar Mooball only 2 minor leaks to be completed.
- Kingscliff reservoirs will be next zone and further priorities will then be determined.

- **Riparian Rehabilitation at Uki and Tyalgum Treatment Plants.**

These programs are ongoing and funded in annual budget.

- **Terranora and Cobaki Broadwater Water Quality improvements.**

These programs are ongoing and funded in annual budget.

- **Adoption of a Water Supply Drought Management Strategy.**

The Strategy has been adopted. The next action is to amend the Water Supply Drought Management Strategy in accordance with the adopted preferred option for Water Supply

Augmentation and:

- develop Implementation Plan for Drought Management Strategy,
- develop detailed and specific water restrictions for both residential and non-residential consumers and
- investigate options for further destratification capacity for Clarrie Hall Dam; Consultants engaged to determine best method of increasing capacity.

- **Adoption of a Water Supply Augmentation Strategy.**

Preferred option was recently adopted. Next target is to prepare a program and begin engagement of consultants to carry out detailed investigations to prepare an Environmental Impact Statement as part of planning approvals phase.

### **Solid waste generation**

- **Approval of new landfill and quarry at Eviron.**

Ongoing environmental investigations are continuing. Expected to lodge an Environmental Assessment in 2010/2011 for the approval process.

- **Closure of Murwillumbah landfill site.**

Murwillumbah landfill closure plan was completed.

- **Roll out of three bin system with education and communication.**

Multi bin system and education / promotion campaign has been implemented.

### **Emergency management**

- **Build State Emergency Services facilities at Pottsville.**

The facility was completed and an Occupation Certificate has been issued. Tender brief for training / office building to be completed.

- **Extensions to the Tweed Heads State Emergency Service.**

Currently on hold due to the non-support of the Land and Property Management Authority. Report prepared to Council requesting ministers support.

- **Review of the Tweed "Displan".**

Completed and approved. To be printed and circulated.

- **Develop risk priorities from the Tweed Risk Study.**

The Study is ongoing.

- **Implement policy and action to address identified prioritised risk.**

The implementation is ongoing.

- **Establishment of a new State Emergency Service in Kings Forest.**

Outpost only is required which is in line with strategy and direction from the SES.

- **Develop a service level agreement with the State Emergency Services and review existing service level agreement with the Rural Fire Service.**

A report to Council is to be prepared together with a budget review. Further advice also required from SES. Service Level Agreement with RFS reviewed and completed.

## **Planning reform**

- **Draft Local Environmental Plan stage 1 (Exhibition) and**
- **Tweed Heads and Tweed Heads South LEP and Locality DCP (Exhibition).**

Public exhibition of the Draft [Stage 1](#) of the Tweed LEP 2010 and Draft Tweed Heads City Centre LEP/DCP. Council promoted the exhibited documents through a series of community meetings and responded to extensive public and media criticism of emerging issues and negotiations with the NSW Department of Planning.

- **Draft Local Environmental Plan stage 2 (Report to Dept. of Planning).**

Due to major issues and community concerns that arose through the public exhibition of the Draft Stage 1 LEP, it is expected that work on the Stage 2 LEP will not commence until mid to late 2011.

- **Pottsville Locality Plan (adoption) and Hastings Point Locality Plan (Adoption).**

Adoption of the Pottsville Locality Plan/DCP, and public exhibition of the Hastings Point Locality Plan/DCP has been completed

- **Development Control Plan (Area E) Terranora (Exhibition).**

The advancement of a new Draft DCP and Section 94 Plan for Area E has been impacted upon by the breakdown in the previous co-operative efforts of the major landowners group. Threats to public infrastructure provision as a result of the State Government's cap on developer contributions, and the decision by the major landowner to proceed with a Part 3A application for the western most part of the site. Council officers will continue liaison with the landowners to finalise the current draft plans.

## **Development assessment.**

- **Review of Development Applications systems.**

Ongoing advancement of the Development Assessment Review Project, building upon initial improvements and greater efficiencies in Council's development and building approvals processes, including new web site DA Tracker and Property Enquiry services.

Enhanced planning services and significant contributions to Tweed Council's participation as one of the 12 Pilot Councils under the State Government's E Housing Code project, and gaining growing industry recognition for Council's e planning advances.

- **Contribution to Part 3A development proposals.**

Significant professional contributions and demonstrated leadership qualities in respect of the Council officers' assessment of various Part 3A redevelopment proposals, such as Kings Forest and Cobaki, and subsequent briefing and reporting to Council, and subsequent negotiations with the proponents and the NSW Department of Planning.

## **Infrastructure Action Plan**

### **Transport infrastructure**

- **Footpath cycleway Burringbar-Mooball.**

The project was completed by 30 June 2010.

- **Footpath cycleway Bray Park cutting.**

The project was completed by 30 June 2010.

- **Pedestrian access and management.**

Numerous small scale projects undertaken in consultation with RTA. Programming of works for future years underway.

- **Road Blackspot program, Ducat St –Ourimbah Road traffic and pedestrian management.**

The project was completed by 30 June 2010.

- **Twin Bridge, Kyogle Road.**

This project was been deferred indefinitely.

- **Brewer-Charles Bridge, Kyogle Road.**

This project was been deferred indefinitely.

- **Snake Creek Bridge, Kyogle Road.**

Construction commenced in mid 2009.

- **Main Street Murwillumbah, Commercial Road to Queensland Road stormwater drainage project.**

The project is completed to Queen Street Murwillumbah. The remainder of the project has been deferred indefinitely.

- **Completion of the Piggabeen bypass.**

The project requires final road surfacing to complete the works.

- **Completion of the Urban and Rural Roads Program.**

Major projects completed including Broadwater Esplanade Bilambil Heights, Myeerimba Parade West Tweed and Crabbes Creek Road intersection.

- **Commencement of Kennedy Drive rehabilitation and widening.**

The project was deferred to commence in May 2011.

- **Rural school bus route upgrades.**

The project was completed by 30 June 2010.

- **Byrill Creek Road.**

The project was completed by 30 June 2010.

- **Tyalgum Creek Road.**

The project was completed by 30 June 2010.

### Infrastructure planning

- **Asset management levees and floodgates.**

General fund maintenance and disaster recovery grant funding (2008 and 2009) is being expended on flood mitigation assets in planning for formalised asset management register and plans.

- **Coastal Creeks flood study.**

The project was completed.

- **Tweed Floodplain Management Plan Study.**

Draft discussion papers provided by consultant for evacuation capability and damage assessment, undergoing consultation with stakeholders. Funding sought to undertake floor level survey of flood affected properties.

- **Flood Warning System (100% grant funds).**

New gauges were installed at Chillingham. Additional sites in Bilambil Heights, Clothiers Creek, Cudgera Creek and Burringbar/Mooball identified for further funding.

- **South Tweed Levee Study (66% grant funded).**

Geotechnical work completed and a report has been drafted for the engineering review.

- **Coastal Creeks Floodplain Risk Management Plan and Implementation (66% grant funded).**

Consultants were engaged to prepare plan.

- **Tweed Valley Floodplain Risk Management Plan and Implementation (66% grant funding).**

A draft discussion papers provided by consultant for evacuation capability and damage assessment is now undergoing consultation with stakeholders. Funding is being sought to undertake a floor level survey of flood affected properties.

## **Water and sewer infrastructure**

- **Gravity sewer relining annual program.**

The 2009-2010 programs are complete which comprised of 2.54 kms at a cost of \$351per kilometre. The works were generally carried out in Pottsville, Tweed Heads and Tweed Heads South areas.

- **Hospital Hill Reservoir rehabilitation.**

This project has been delayed as other priorities have not allowed time to develop a detail design and specification. This project will recommence in the March quarter 2011 with works programmed in 2011/12.

- **Banora Point Reservoir rehabilitation.**

This project has been delayed as other priorities have not allowed time to develop a detail design and specification. This project will recommence in the March quarter 2011 with works programmed in 2011/12.

- **Old Kingscliff WWTP decommissioning and de-contamination.**

These works are nearing completion and project finalisation is expected in December 2010.

- **Bray Park water treatment plant completion.**

The Bray Park Water Treatment Plant was completed and commissioned. Contractual matters are to be finalised over the next nine months.

- **Tyalgum water treatment plant upgrade.**

Tenders for the project's construction will be called in November 2010. Target completion date is December 2011.

- **Hastings Point WWTP quality upgrade.**

This project has been partially completed with priority issues being addressed. Performance is currently being monitored to determine if additional optimised improvements are required.

- **Walmseley Road Reservoir No. 2.**

This project has development approval and a detail design is complete. The project is currently programmed into the 2011-2012 year but the timing may be delayed depending on the rate of development in central Tweed Heads and Cobaki Lakes.

- **Walmseley Rd to Piggabeen Rd Trunk water main.**

A concept design is complete and land negotiations are progressing. Once the in principle agreements are reached a report to Council will be provided. This project is proposed to be constructed in 2011-2012 if approvals can be obtained.

- **Banora Point WWTP to 75,000 EP.**

The construction phase of this project commenced in September this year and target completion date is March 2012.

- **Banora Point WWTP bio-solids de-watering duplication.**

This project is well progressed and will be completed by June 2011.

- **Burringbar sewerage scheme.**

The Waste Water Treatment Plant and reticulation tenders are to be called in November 2010. The target completion date is February 2012.

- **SRM 1023 North Arm Road.**

This project is currently being designed and is programmed for completion in June 2011.

- **SPS 2052 Piggabeen Road.**

A concept design is complete. Development approval process has started, however achieving approval is likely to be protracted.

- **SRM Diversions to new SPS 2052.**

These works have been delayed and are dependent on the project above.

- **Banora Point WWTP outfall upgrade.**

Alignment for new pipeline is being finalised along the Pacific Highway. Once complete a detailed design and development approval processes can commence.

- **Kennedy Drive bypass to Boyds Bay Bridge.**

A detailed survey complete. Detailed design and development approvals are being progressed. Construction works proposed to commence in 2011-2012 financial year.

- **North Arm Rd duplication trunk water main.**

A detailed survey is complete. Detailed design and development approvals are well progressed. Construction works are proposed to commence in November 2010 and target completion is by July 2011.

- **Coast Rd to Koala Beach 2<sup>nd</sup> Reservoir and trunk main.**

This project is delayed because of the development approval for the site. Growth in the area to be serviced by this reservoir has slowed and this delay has not impacted service delivery to date.

- **Effluent reuses various projects.**

Les Burger Fields development approval obtained and final design and specifications is being prepared. Tenders are proposed to be called in February, March 2011.

- **SRM 3037 Terranora Area E Regional.**

This project has been delayed as the Area E development has not progressed.

- **SRM 4025 Coast Road sub regional.**

A detail design is complete. Development approvals being sought. Works program for 2011-2012 if sewerage loading dictate.

- **SPS 3037 Terranora Area E regional.**

This project has been delayed as the Area E development has not progressed.

- **WPS No.1 upgrade.**

Preliminary concept investigations are complete. The concept design has not commenced. Works are delayed to at least 2012-2013.

## **Governance Action Plan**

### **Occupational health and risk management**

- **Review of Councils Operational Management System.**

The overarching Occupational Health and Safety Management System framework for the realignment to Australian Standard 4801 has been completed in draft format detailing compliance to the five core elements of Policy, Planning, Implementation, Measurement & Evaluation, and Management Review.

Development of Workgroup Hazard and Risk Registers has been completed for all of Council's 'high risk' workgroups and the development of the core Organisational and unit / workgroup specific Safe Work Method Statements / Risk Assessments has commenced.

The record and data management of all OHS documents and records has been mapped for registering in Council's record management system.

- **Reduction in Councils overall injury rate.**

There was a reduction of one work place incident for the 2009-2010 year as opposed to 2008-2009 and a reduction by 11% in incidents resulting in claims. However the number of lost days increased by 16%.

### **Financial management**

- **Implementation of a Council wide Asset Management System.**

The implementation of a corporate council wide asset management system comprises three main components:

1. Development and completion of asset management plans, strategy and policy.



2. Data capture, valuation, consolidation and standardisation utilising the Assetic SQL database solution MyData and providing long term asset management funding forecast using MyPredictor.
3. Utilisation of integrated asset management system – Technology One Works and Assets with Technology One Ci Financials.

Progress made in 2009/2010 includes:

- Asset Management Plans have been finalised and will be presented to Council as part of the Resourcing Strategy in 2010/ 2011.
- Assetic continues to be developed and modified to suit individual asset unit needs and valuation requirements.

The development of the Assetic framework with Recreation Services is completed. This means the asset structures for Parks, Signage, Irrigation, Playgrounds, Buildings Asset Categories and Park Furniture, etc is completed. Staff are still required to audit and capture asset data and records this information into Assetic. This also means that the disparate asset systems that once existed are no longer in use.

The development of the Assetic framework for Works unit is near completion. This means that asset structures for roads, footpaths, bridges, kerbs, furniture, stormwater drainage and road signage, etc is very close to completion. Water and Sewer units will also be joining the Assetic Asset Management model during 2010/11.

The Plant sub ledger (Ci Financials) was changed for the 2010/11 financial year allowing the implementation of Fleet within Technology One Works and Assets in 2010/2011.

In addition, during the period Council commenced an innovative development with two of its vendors to create a cost effective asset capturing solution using Blinks web-form technology. This will allow Council's outdoor/field staff to capture asset data and through mobile hardware and software technology, pass the information securely back to Council's asset managers to validate the operational asset data prior to uploading into Council's corporate asset database Assetic. From a business efficiency perspective this:

- removes the manual process of asset capturing;
- improves time management as asset capturing is automated;
- places the ownership on Council asset managers to complete asset audits and capture up to date information;
- Ensures the solution can operate on all mobile hardware technologies therefore, Council is not restricted to purchase expensive hardware and can look at a variety of cost effective mobile devices.

The asset capturing solution is currently under development with testing of the solution expected in the field in the second quarter of 2010/2011.

### **Information management**

- **Implementation of eServices including Planning and GIS Services.**

Council's popular MasterView environment was upgraded to the latest release providing the following benefits:

DA-Tracking now includes Complying Development searches and:

- Cross web browser compliance for Internet Explorer, Apple Mac's Safari, Chrome and others.

- Developed in the latest web technologies which have increased application performance significantly.
- Searching for DA, CDC or property information has improved notably, users are able to obtain information in a more direct fashion, furthermore, the reset and search buttons have been moved to a location that is more assessable as requested by customers.
- The “Have your say tab” now calculates Council’s period for comment. Once the DA has completed it’s notify period, users are alerted and no further comments can be submitted. This prevents the abundance of e-mails Council were receiving about applications that had already been approved.
- The overall “look and feel” has improved.

All the popular existing components still exist like the direct integration from the property search to Councils external GIS.

- **Expansion of mobility program to support field Officers.**

The most exciting achievement in relation to mobile field computing has been the introduction of the eServices smart phone application. Staff and customers with a smart phone such as a Blackberry or i-Phone now have another means of accessing “specific” Council web-site information which is presented in an easy to read format.

The new “my answers” mobile technology is:

- mobile-optimised,
- un-clutters Council information,
- available on all smart mobile devices (even the new Apple Mac iPad),
- quick for customers to implement with a new user friendly smart phone app URL of [m.tweed.nsw.gov.au](http://m.tweed.nsw.gov.au),
- allows customers the freedom of being mobile and still gain access to important Council information and
- simple to search and use.

The mobile solution has featured in numerous press and industry based articles, resulting in a lot of positive press and many residents commenting on the usefulness of the new tool.

## **Corporate performance**

- **Integrated Planning and Reporting project.**

Council has resolved to be a Group 2 Council to have the Integrated Planning and Reporting Framework implemented by 1 July 2011. This framework includes a Community Strategic Plan that will undergo extensive community consultation commencing September 2010 which will also be supported by a four year Delivery Program and a one year Operational Plan. Performance Planning Software has been purchased to monitor the planning framework and provide appropriate reporting facilities.

## **Records management**

- **Audit of Council records management procedures.**

An extensive audit of Council’s records management processes and procedures with a particular focus towards compliance with the NSW State Records legislation has been conducted. A number of recommendations have been adopted as a result of that audit and are being implemented. These include consolidating the physical location of records into

one facility and the back scanning of older records and importing them into Council's records management system.

### **Revenue and customer service**

- **Customer Service.**

Following the conclusion of the previous waste management collection and disposal contract, Council has assumed the overall responsibility for the operation of the Stott's Creek Recovery and Resource Centre. This has included the care and control of the public weighbridge and initially was a challenge for Council staff, due to the complexity of the process.

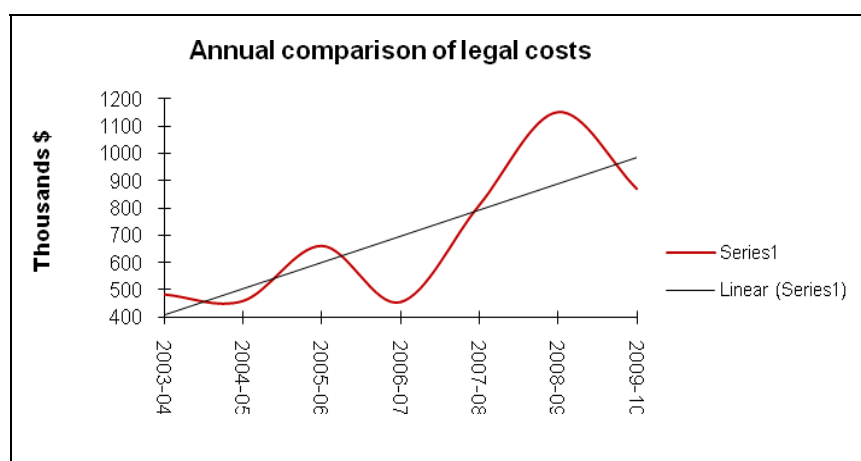
This was all undertaken successfully at the same time that a new Service Management Software System and process was introduced to cater for the new innovative waste and recycling system.

## Summary of Legal Proceedings

Legal costs for the 2009-2010 financial year totalled \$308,593.

<i>Matter</i>	<i>Outcome</i>	<i>2009-2010 Costs</i>	<i>Total Cost</i>	<i>Awarded</i>
<i>Those Best Placed Pty Ltd v Tweed Shire Council [2010] NSWLEC 83.</i> Refusal of development application on the grounds the applicant did not supply a report on an existing onsite sewage management system.	Land and Environment Court decision appealed. NSW Court of Appeal hearing yet to be heard.	\$48,763	\$48,763	Council costs awarded.
Susan Stewart. Refusal of brothel at 34 Enterprise Ave Tweed Heads South.	Land and Environment Court Class 1 appeal in progress.	\$6,570	\$6,570	
J & PJ Griffis. Refusal to convert an existing farm shed into a rural workers dwelling.	Land and Environment Court Class 1 appeal in progress.	\$999	\$999	
Pauline Abbott. Building encroachment Farrants Hill Road.	District Court remitted matter back to Local Court jurisdiction for determination.	\$2,242	\$44,370	
<i>Tweed Shire Council v Michael Allen trading as M W Allen &amp; Associates [2009] NSWSC 1195</i> Appeal on decision by the Local Court.	Supreme Court upheld previous appeal.	\$26,100	\$55,709	Council costs awarded.
Gennacker Pty Ltd. Breach of Council order.	Local Court matter in progress.	\$2,852	\$2,852	
Richtech Pty Ltd, Seaside City.	Land and Environment Court Class 1 appeal finalised with agreed conditions of consent.	\$72,813	\$72,813	

<i>Matter</i>	<i>Outcome</i>	<i>2009-2010 Costs</i>	<i>Total Cost</i>	<i>Awarded</i>
B & L Hill compulsory acquisition of land for road purpose on Kyogle Road.	Land and Environment Court offer accepted by both parties.	\$20,924	\$20,924	
Zimmerland Pty Ltd, deemed refusal of development application.	Matter discontinued after development application approved.	\$15,883	\$172,600	
<i>Hastings Point Progress Association v Tweed Shire Council [2009] NSWCA 285.</i> Challenge of development approval to build a seniors living facility in Hastings Point. <a href="http://www.austlii.edu.au/au/cases/nsw/NWCA/2009/285.html">http://www.austlii.edu.au/au/cases/nsw/NWCA/2009/285.html</a>	NSW Court of Appeal dismissed special leave with costs.	\$2,553	\$11,870	
<i>Planit Consulting v Tweed Shire Council [2009] NSWLEC 1383.</i> Appeal against refusal of a development application at Hastings Point.	Land and Environment Court, Class 4 appeal dismissed refusal of DA07/0022.	\$29,015	\$48,051	
<i>Sharples v Minister for Local Government [2010] NSWCA 36.</i>	Appellant granted leave to appeal.	\$79,879	\$385,281	Appellant ordered to pay various Councils costs.
<b>Total</b>		<b>\$308,593</b>	<b>\$870,802</b>	



## Councillor Fees and Expenses

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

<i>Councillor and Mayoral fees</i>	<i>Expense</i>
Councillor and Mayoral fees.	\$142,340
Councillor Policy provisions and expenses.	\$116,882
<b>Reportable Items:</b>	
Provisions for dedicated office equipment.	\$0
Telephone and internet.	\$18,475
Conferences and seminars attended.	\$12,747
Training attended.	\$0
Interstate visits representing Council.	\$4,293
Overseas visits representing Council.	\$0
Spouse expenses.	\$0
Child care expenses.	\$0
<b>Total expenses.</b>	<b>\$294,737</b>

Conferences and seminars attended:

- Leaders of Local Government Briefing – current issues in Local Government Cross Agency Briefing for Mayors and General Managers.
- Shires Association of NSW Annual Conference 2010.
- Australian Local Government Plenary Meeting.
- Local Government Managers Australia NSW 2010 Forum.
- North Coast Energy Forum.
- Australian Coastal Councils Conference.
- Floodplain Mitigation Association Annual Conference.
- Australia Coastal Councils Conference.
- "A" Division Conference.

Interstate visits:

- Victorian Sustainable Development Conference.

## Senior Staff Remuneration

Tweed Shire Council employed 5 senior staff positions to 30 June 2010.

- 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 2009.

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

The package amounts include:

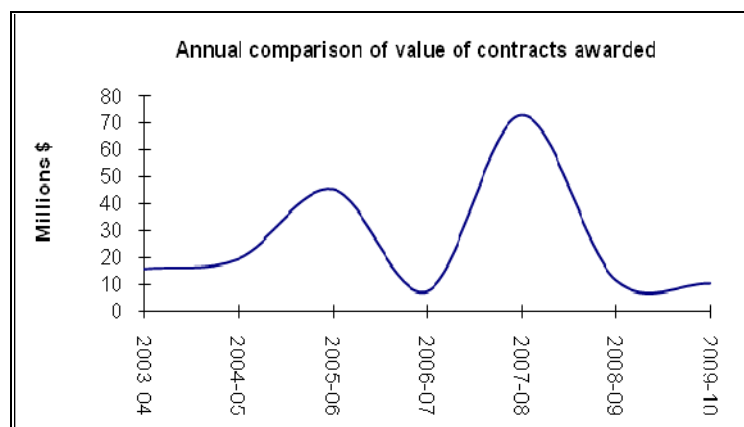
- The total value of the salary component of the package.
- Total amounts of any bonus payments, performance or other payments that do not form part of the salary package.
- Total amounts payable for superannuation.
- Total values of any non-cash benefits.
- Total amounts payable and inclusive of Fringe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

<i>Position</i>	<i>Total remuneration package</i>
General Manager.	\$268,281
Director Engineering and Operations.	\$207,215
Director Community and Natural Resources.	\$168,123
Director Planning and Regulation.	\$173,546
Director Technology and Corporate Services.	\$186,411

## Details of Contracts Awarded by Council

Council awarded twelve contracts exceeding \$150,000 during 2009-2010 totalling \$10,541,836.

<i>Contractor</i>	<i>Nature of contract</i>	<i>Value</i>
Cemex Australia T/A Humes.	Manufacture, supply and delivery of gross pollutant traps to Jack Evan Boat Harbour.	\$194,550
Australian Lifeguard Service.	Provision of life saving services.	\$379,459
MWH Australia Pty Ltd.	Provision of in-house consultancy services for water & wastewater.	\$350,214
Ausroads.	Two road maintenance units and one pavement maintenance unit.	\$609,159
Gold Coast Isuzu.	Three prime mover chassis.	\$235,496
Trucks - Gold Coast Isuzu.	Three heavy commercial trucks.	\$431,428
Crosana Pty Ltd.	Soil nailing retaining wall, Kyogle Road Cutting, Bray Park.	\$482,245
Abergeldie Young Process Engineering.	Banora Point Waste Water Treatment Plant augmentation of sludge dewatering facilities.	\$851,748
Australian Sheet Piling Pty Ltd.	Construction of Cudgen Headland Surf Life Saving Club seawall.	\$369,900
Mult Span Australia Pty Ltd.	Jack Evans Boat Harbour upgrade.	\$6,189,414
Colron Ind Pty Ltd.	Supply of a heavy haulage low loader trailer unit.	\$218,165
BMT WBM Pty Ltd.	Coastal Creeks Floodplain Management Study and Plan.	\$230,058
	<b>Total</b>	<b>\$10,541,836</b>





## Access and Equity Activities

<i>Activity</i>	<i>Reason for Activity</i>	<i>Activity Outcome</i>
<b>Children</b>		
Child care organisations and children's services.	<ul style="list-style-type: none"> <li>- Facilities for:</li> <li>-Community preschools.</li> <li>-Disability services.</li> </ul>	In discussion with relevant organisations.
	<ul style="list-style-type: none"> <li>- Interagency participation.</li> </ul>	Advocacy.
Open space and playgrounds.	<ul style="list-style-type: none"> <li>- Equity in the provision of open space and playground access.</li> </ul>	Ongoing.
Learning activities.	<ul style="list-style-type: none"> <li>- Affordable activities for the educational, cultural and creative development of children.</li> </ul>	Ongoing holiday programs.
<b>Youth</b>		
Access to community places, services and recreational leisure activities.	<ul style="list-style-type: none"> <li>- Establish safe and attractive public places and facilities for young people to meet and interact.</li> <li>- Provide easier access to young people to disseminate accurate and accessible information regarding their health and welfare.</li> <li>- Promote a greater sense of connectedness between young people and communities.</li> <li>- Meet identified needs of young people.</li> </ul>	Ongoing.
Promoting employment and education opportunities for young people.	<ul style="list-style-type: none"> <li>- Address identified needs of young people.</li> <li>- Create a greater sense of connectedness between young people and their communities.</li> <li>- Increased training and employment opportunities for young people.</li> </ul>	Ongoing.
Youth interagency network.	<ul style="list-style-type: none"> <li>- Meets monthly to address youth needs in the shire.</li> <li>- Dissemination of information and resources.</li> </ul>	Ongoing.
Coordinated responses for young people in the areas of health, housing, safety and connectedness.	<ul style="list-style-type: none"> <li>- Increase the well being of young people.</li> <li>- Reduce incidents of crime and risk taking activities by young people.</li> </ul>	Ongoing.
To provide advice to Council regarding youth issues.	<ul style="list-style-type: none"> <li>- Advocate for improved infrastructure and resources for youth service providers.</li> </ul>	Ongoing.
Develop and maintain effective consultation process with young people.	<ul style="list-style-type: none"> <li>- Improved service delivery.</li> </ul>	Ongoing.

<i>Activity</i>	<i>Reason for Activity</i>	<i>Activity Outcome</i>
Develop and maintain networks of young people.	<ul style="list-style-type: none"> <li>- Improved service delivery.</li> <li>- Community connectivity.</li> </ul>	Ongoing.
<b>Women</b>		
Families NSW Strategic Plan.	<ul style="list-style-type: none"> <li>- Maximise early intervention services for young families.</li> <li>- Interagency participation.</li> </ul>	Ongoing.
<b>Men</b>		
Men's Shed.	<ul style="list-style-type: none"> <li>- Assist with the fit out of water pump station for new men's shed location.</li> </ul>	Ongoing.
<b>Older People</b>		
Seniors Week.	<ul style="list-style-type: none"> <li>- Introduce seniors to new activities, hobbies and sports, community groups.</li> <li>- Senior Week Achievement Awards.</li> <li>- Financial contribution and staff support.</li> </ul>	Annual Event.
Seniors EXPO.	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Financial contribution and staff support.</li> </ul>	Annual Event.
Tweed Seniors Groups and committees.	<ul style="list-style-type: none"> <li>- To establish senior groups in identified areas of needs.</li> <li>- To encourage self-sufficiency and diversity of seniors activities and projects.</li> <li>- Attract new membership for existing groups.</li> </ul>	Ongoing.
Public Transport.	<ul style="list-style-type: none"> <li>- Advocate for improved transport options for the aged and disabled.</li> </ul>	Ongoing.
Leisure & Recreational Information.	<ul style="list-style-type: none"> <li>- Increase awareness and participation in activities that promote physical and social wellbeing.</li> </ul>	Ongoing maintenance of brochures.
Council and Ageing Disability and Home Care (ADHC).	<ul style="list-style-type: none"> <li>- Plan for the needs and future provision of services for the Tweed ageing and disability community.</li> <li>- Address documented unmet needs of Shire residents.</li> <li>- Partner with ADHC and Southern Cross University to undertake Age Friendly Study.</li> </ul>	Ongoing.
Attend Tweed Community Care forum.	<ul style="list-style-type: none"> <li>- Address aged care issues.</li> <li>- Information sharing between service providers and funding bodies.</li> </ul>	Ongoing.

<i>Activity</i>	<i>Reason for Activity</i>	<i>Activity Outcome</i>
<b><i>People with Disabilities</i></b>		
Facilitate Disability Interagency.	<ul style="list-style-type: none"> <li>- Opportunity for disability service providers and others to meet and address disability issues.</li> <li>- Information sharing between service providers and funding bodies.</li> </ul>	Ongoing.
Equal Access Advisory Committee.	<ul style="list-style-type: none"> <li>- Raise awareness of disability issues and provide advice to Council on access issues affecting people with a disability.</li> </ul>	Ongoing.
Disabled access to public places.	<ul style="list-style-type: none"> <li>- Advocate for improved access Shire wide for people with disabilities.</li> </ul>	Ongoing.
International Day of People with a Disability.	<ul style="list-style-type: none"> <li>- Raise awareness of disability issues.</li> </ul>	Annual event.
Maintenance of Disability Resources.	<ul style="list-style-type: none"> <li>- Online directory.</li> <li>- Brochures provide information of available services.</li> <li>- Maps.</li> </ul>	Ongoing.
Leisure and recreation.	<ul style="list-style-type: none"> <li>- Improved access to leisure and recreation facilities for people with a disability.</li> </ul>	Ongoing.
Library services.	<ul style="list-style-type: none"> <li>- Support innovative services and projects to people with a disability.</li> </ul>	Ongoing.
Update and implement the Tweed Shire Council's Disability Action Plan.	<ul style="list-style-type: none"> <li>- Develop an Action Plan under the Commonwealth Disability Discrimination Act.</li> <li>- Adequately meet the needs of people with disabilities.</li> <li>- Minimise Council's liability under the Disability Discrimination Act.</li> <li>- Ensure access to people with disabilities to all Council information and access.</li> </ul>	Ongoing.
<b><i>Older people with disabilities</i></b>		
Respite Care Organisations.	<ul style="list-style-type: none"> <li>- Support for organisations providing respite services through interagencies.</li> </ul>	Ongoing.
Annual Home and Community Care (HACC) planning.	<ul style="list-style-type: none"> <li>- Advise Ageing Disability and Home Care on current and future needs for aged and disability services in the Tweed.</li> </ul>	Ongoing.
Support for Tweed Aged Care service providers.	<ul style="list-style-type: none"> <li>- Advocate for additional services to meet increasing needs.</li> <li>- Assist in identifying service gaps in service provision and acquire project funding to address gaps.</li> </ul>	Ongoing.
<b><i>Culturally and linguistically diverse background</i></b>		
Promote cultural awareness.	<ul style="list-style-type: none"> <li>- Assist people from Culturally and Linguistically Diverse Communities (CALD).</li> </ul>	Ongoing.
Promote CALD support services.	<ul style="list-style-type: none"> <li>- Facilitate access to support services and information.</li> </ul>	Ongoing.

<i>Activity</i>	<i>Reason for Activity</i>	<i>Activity Outcome</i>
Harmony Day.	<ul style="list-style-type: none"> <li>- Highlight the importance of community harmony and connecting people.</li> <li>- Financial contribution and staff support of Unity festival, a celebration of diversity.</li> </ul>	Ongoing.
Tweed Shire Council Kenya Mentoring Program.	-To have the Tweed community embrace the concept of mentoring and support role in Kenya and for this to have a positive influence on the African community.	Ongoing.
South Sea Islanders Advocacy and Support.	<ul style="list-style-type: none"> <li>- Provide assistance with funding applications and project development.</li> <li>- Support community representation and self-advocacy in Council committees.</li> </ul>	Ongoing.
<b>Aboriginal and Torres Strait Islanders</b>		
National Aboriginal and Islander Day of Celebration (NAIDOC).	<ul style="list-style-type: none"> <li>- NAIDOC Week a combined celebration of Aboriginal and Torres Strait Islander culture.</li> <li>- Financial contribution to NAIDOC celebrations.</li> </ul>	Ongoing.
Operation of Aboriginal Advisory Committee.	<ul style="list-style-type: none"> <li>- Advise Council on issues relevant to the Aboriginal and Torres Strait Islander Community.</li> <li>- Maintain Aboriginal and Torres Strait Islander service directory and contacts.</li> </ul>	Ongoing.
Programs and Activities.	<ul style="list-style-type: none"> <li>- Access to grants and funding agencies.</li> <li>- Inform the Aboriginal and Torres Strait Islander community on matters relating to health.</li> <li>- Support for the Tweed Aboriginal and Torres Strait Islander young people.</li> <li>-To provide current information to the community.</li> </ul>	Ongoing.
Memorandum of Understanding.	<ul style="list-style-type: none"> <li>- Promote a deeper understanding of and commitment to supporting the Aboriginal and Torres Strait Islander community.</li> <li>- Cultural Awareness within the Council of issues relating to Aboriginal and Torres Strait Islander employees.</li> </ul>	Ongoing.
<b>General Community</b>		
Social Plan.	- Social Plan reviewed and extended to 30 June 2011 when Community Strategic Plan will be in place.	Ongoing.
Pedestrian mobility.	- Safe and connected pedestrian access.	Ongoing.

<i>Activity</i>	<i>Reason for Activity</i>	<i>Activity Outcome</i>
Affordable Housing Strategy.	<ul style="list-style-type: none"> <li>- Equitable access to housing appropriate to needs.</li> <li>- Support for an ageing population.</li> <li>- Support for low-income families.</li> </ul>	Strategy incomplete. Councillor workshop held Will be considered during development of Community Strategic Plan.
Tweed Heads / Coolangatta Community Safety Action Plan 2007-2010.	- Promote projects that increase public safety, strengthen community, and reduce property crime and anti-social behaviour in the cross-border area.	Ongoing.
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.	Ongoing.
Public Transport.	<ul style="list-style-type: none"> <li>- Promote transport awareness.</li> <li>- Advise Council on community transport issues.</li> <li>- Passenger Infrastructure Grants administration.</li> </ul>	Ongoing.
Community Development Support Expenditure (CDSE) Scheme.	- Supports community projects and diverse programs.	Ongoing.
Murwillumbah Community Centre redevelopment.	<ul style="list-style-type: none"> <li>- Facilities to cater for the expanding needs of Murwillumbah and district residents.</li> <li>- Facilities for outreach by Tweed service providers, local home care services and volunteer groups.</li> </ul>	Refurbishment of old premises completed. Redevelopment in progress.
Halls and Community Facilities.	- Implement an upgrade program to ensure universal access and disability facilities.	Ongoing.
Community Planning.	<ul style="list-style-type: none"> <li>- Undertake community and economic development planning to revitalise villages.</li> <li>- Advocate for equitable distribution of services across urban and rural areas.</li> </ul>	Ongoing.
<b>Community Cultural Development</b>		
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.

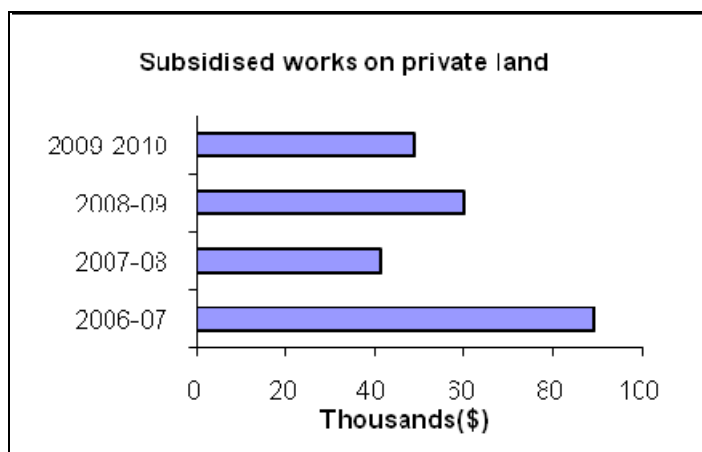
<i>Activity</i>	<i>Reason for Activity</i>	<i>Activity Outcome</i>
Develop specific arts and cultural projects designed to encourage participation by groups or individuals disadvantaged by circumstances.	- Ensure accessible and equitable participation in the arts and community cultural development.	Ongoing.

## Summary of Works Carried Out on Private Lands

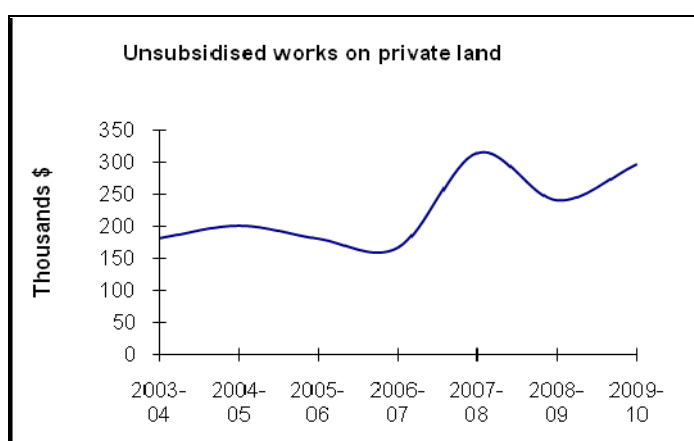
Tweed Shire Council resolved to subsidise under section 67 of the *Local Government Act 1993* (NSW) the following program for the year ending 30 June 2010:

- Council subsidised \$48,881 in materials and works to private landowners as part of the River Health Grants program for the purpose of:
  - Planting of stream banks to prevent erosion and
  - Fencing materials to reduce impact of cattle on vegetation and water quality.

Private landowners at seven 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.



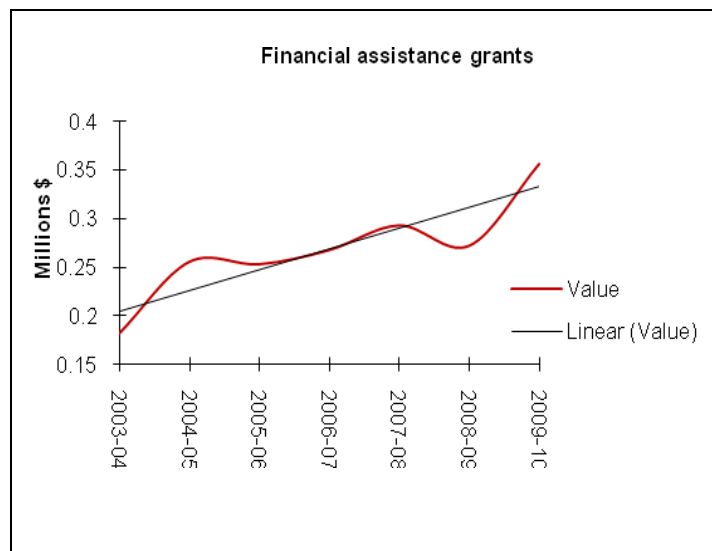
Tweed Shire Council also undertook \$296,159 of non-subsidised works on private lands for the year ending 30 June 2010.



## Financial Assistance Contributions to the Community

Tweed Shire Council provided \$356,929 in financial assistance under section 356 of the *Local Government Act 1993* (NSW). Financial Assistance contributions reports are tabled monthly in Council ordinary meetings.

<i>Assistance</i>	<i>Value</i>
Financial Assistance Grants.	\$313,566
Goods and materials.	\$1,238
Provision of labour or plant.	\$10,835
Rates.	\$19,223
Tweed Link advertisements.	\$4,649
Room hire.	\$7,418
<b>Total</b>	<b>\$356,929</b>





## 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

No member of Tweed Council staff travelled overseas representing Council during the year ending 30 June 2010.

## 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 2010.

## Bush Fire Hazard Reduction Activities

During the period to June 2010 the following bush fire hazard reduction activities were undertaken:

- 1348 fire permits were issued. The majority (823) of these permits were issued for sugar cane harvesting.
- The Rural Fire Service assessed and addressed 25 bush fire hazard complaints in the reporting period and issued 21 hazard reduction certificates.
- During the reporting period Brigades carried out 6 hazard reduction burns totalling 28.5 hectares.
- The District recorded 5 significant wildfires exceeding 1210 ha.

## Written-Off Rates and Charges

Tweed Shire Council has written-off rates and charges to the value of \$3,602,060 for the year ending 30 June 2010.

<i>Rate classification</i>	<i>Items written-off</i>	<i>Total</i>
Pensioner rates.	Farmland.	\$27,237
	Residential.	\$1,646,997
Postponed rates.	Farmland.	\$90,616
	Residential.	\$392,960
Water and sewerage rates.	Pensioner water rates.	\$392,054
	Pensioner sewerage charges.	\$650,774
	Burringbar.	\$3,769
Pensioner waste charges.	Service.	\$253,360
	Administration.	\$94,988
	Landfill.	\$49,305
	Total	\$3,602,060

## Annual Levy for Stormwater Management Services

Tweed Shire Council did not introduce an annual levy for stormwater management for the year ending June 2010.

## 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 2010.

## Statement of Partnerships, Cooperative or Other Joint Venture

<i>Organisation</i>	<i>Purpose</i>
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.
World 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 2010.

Employees:

<i>Permanent Full time 606</i>		<i>Permanent Part-time 38</i>		<i>Temporary 37</i>	
Males	483	Males	6	Males	14
Females	123	Females	32	Females	23

- The average number of employees on the weekly payroll was 699. This figure is inclusive of temporary, casual and permanent part-time employees.
- 38 staff worked on a permanent part-time basis.
- 61 people left the organisation during the year to 30 June 2010.
- The average labour turnover rate for the year was approximately 2.2%.
- Council provided 17 work experience placements during the year to TAFE, University and High School students.
- Total wages paid for the year totalled \$39,982,361.01.

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, policy updates 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.	Number of vacancies readvertised.	<5	2 days
Rate to fill a job vacancy.	Working days taken to fill an advertised vacancy.	<40	40.5
Vacancies filled by existing employees	Percentage of vacancies filled in-house.	n/a	49.02%
Existing worker traineeships.	Number of existing employees undertaking traineeships.	n/a	40
Group training provided apprenticeships and traineeships.	Number of apprentices trainees provided by group training.	n/a	10
Traineeships and apprentices.	Number of apprentices and traineeships within Council.	n/a	4

<i>Service</i>	<i>Performance Measure</i>	<i>Target</i>	<i>Actual</i>
Training and staff development.	Percentage of training budget expended.	100%	95.5%
Training time allocated to staff.	Hours of training per FTE.	n/a	11.5 hrs

## Equal Employment Opportunity

An Equal Employee Opportunity (EEO) Management Plan provides a strategy and guidance for all employees.

Council is committed to ongoing improvements of EEO practices in all work areas via:

- Formal training provided for EEO Contact Officers.
- Recruitment and Selection Policy updated to reflect current EEO policy and principles particularly with respect to casual employment within Council.
- Sessions delivered to Selection Panel members to train and 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.	Percentage of women employed.	n/a	26%	
Equal Employment Opportunity Education.	Number of EEO awareness seminars and training sessions.	n/a	21	Sessions incorporated into Corporate Induction. (53 employees)
Equal Employment Opportunity Policy Reviews.	Number of policies and codes of practice reviewed.	5	31	Conditions of Employment, Recruitment, selection and employment, Training and Development, EEO.
Equal Employment Opportunity Training.	Number of staff completing EEO training.	n/a	153	
Equal Opportunity Employment Complaints.	Complaints received.	0	1	

<i>Service</i>	<i>Performance Measure</i>	<i>Target</i>	<i>Total</i>	<i>Comment</i>
Equal Opportunity Employment Confirmed Complaints.	Number of substantiated complaints.	0	0	

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## Companion Animals Act and Regulations

### Statement of activities:

- Tweed Shire Council submitted all pound data returns to the Division of Local Government by the required lodgement date.
- Eleven dog attacks were reported to the Division of Local Government for the year ending 30 June 2010.
- A total of \$77,032 was generated from the management of companion animals. Income received was expended on:
  - Dog Pound management,
  - the purchase and maintenance of resources used by the Rangers area in compliance with the *Companion Animals Act* and
  - partial wages for employees under the *Companion Animals Act*.

### Council undertook companion animal education programs at:

- local schools,
- education talks to the general public and micro chipping days and
- frequent activities and educational advertisements published in Councils weekly free newsletter, The Tweed Link, delivered to all residents in the Shire.

To promote and assist in the desexing of dogs and cats the following strategies were followed:

- all animals sold from the Tweed Council Pound are desexed before release and
- 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.

To comply with the requirements under section 64 of the *Companion Animals Act* and seek alternatives to euthanasia for unclaimed animals the following strategy is applied:

- 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.

Tweed Shire Council provides 15 off-leash exercise areas within the Shire which are:

- 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.



## Category 1 and 2 Business Activities

Category 1 business activities include:

- Water supply business activities.
- Sewerage business activities.
- Tweed Coast Caravan Parks.

Category 2 business activity:

- Commercial waste.

## Neutrality Pricing Requirements of Category1 Business Activities

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

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

## Performance Comparison of Category 1 Business Activities

### *Water Supply Business Activities*

<i>Category 1</i>	<i>Budget (\$'000)</i>	<i>Actual (\$'000)</i>
Expenses.	\$23,311	\$28,289
Revenue.	\$25,241	\$23,267

### *Sewerage Business Activities*

<i>Category 1</i>	<i>Budget (\$'000)</i>	<i>Actual (\$'000)</i>
Expenses.	\$32,392	\$26,727
Revenue.	\$28,075	\$34,161

### *Tweed Coast Caravan Parks*

<i>Category 1</i>	<i>Budget (\$'000)</i>	<i>Actual (\$'000)</i>
Expenses.	\$6,369	\$7,093
Revenue.	\$6,517	\$7,714

## Balance Sheet of Sewerage Business Activity

	Actual 2010 \$'000	Actual 2009 \$'000	Actual 2008 \$'000
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	\$37,039	\$18,720	\$16,833
Investments			
Receivables	\$2,699	\$1,357	\$1,053
Inventories	\$21		\$10
Other			
Non-current assets classified as held for sale			
<b>Total current assets</b>	<b>\$39,759</b>	<b>\$20,077</b>	<b>\$17,896</b>
<b>Non-current assets</b>			
Investments			
Receivables	\$288	\$1,584	\$1,528
Inventories			
Infrastructure, property, plant and equipment	\$509,312	\$512,741	\$506,181
Investments accounted for using equity method			
Investment property	\$678	\$644	\$634
Other			
<b>Total non-current assets</b>	<b>\$510,278</b>	<b>\$514,969</b>	<b>\$508,343</b>
<b>Total assets</b>	<b>\$550,037</b>	<b>\$535,046</b>	<b>\$526,239</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	\$516	\$595	\$668
Interest bearing liabilities	\$1,365	\$527	\$484
Provisions	\$990	\$4,000	\$4,439
<b>Total current liabilities</b>	<b>\$2,871</b>	<b>\$5,122</b>	<b>\$5,591</b>
<b>Non-current liabilities</b>			
Payables			
Interest bearing liabilities	\$13,393	\$3,314	\$3,854
Provisions		\$984	
<b>Total non-current liabilities</b>	<b>\$13,393</b>	<b>\$4,298</b>	<b>\$3,854</b>
<b>Total liabilities</b>	<b>\$16,264</b>	<b>\$9,420</b>	<b>\$9,445</b>
<b>Net assets</b>	<b>\$533,773</b>	<b>\$525,626</b>	<b>\$516,794</b>
<b>EQUITY</b>			
Retained earnings	\$211,956	\$205,356	\$207,304
Revaluation reserves	\$321,817	\$320,270	\$309,490
Council equity interest			
Minority equity interest			
<b>Total equity</b>	<b>\$533,773</b>	<b>\$525,626</b>	<b>\$516,794</b>

## Balance Sheet of Water Supply Business Activity

	Actual 2010 \$'000	Actual 2009 \$'000	Actual 2008 \$'000
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	\$31,778	\$43,374	\$35,284
Investments			
Receivables	\$8,171	\$6,034	\$4,935
Inventories	\$9	\$10	\$5
Other			
Non-current assets classified as held for sale			
<b>Total current assets</b>	\$39,958	\$49,418	\$40,224
<b>Non-current assets</b>			
Investments	\$0	\$0	\$0
Receivables	\$61	\$68	\$50
Inventories			
Infrastructure, property, plant and equipment	\$458,233	\$447,469	\$394,818
Investments accounted for using equity method			
Investment property	\$1,202	\$1,179	\$1,069
Other			
<b>Total non-current assets</b>	\$459,496	\$448,716	\$395,937
<b>Total assets</b>	\$499,454	\$498,134	\$436,161
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	\$450	\$4,704	\$5,286
Interest bearing liabilities	\$464		
Provisions			
<b>Total current liabilities</b>	\$914	\$4,704	\$5,286
<b>Non-current liabilities</b>			
Payables			
Interest bearing liabilities	\$69,236	\$68,620	\$14,560
Provisions			
<b>Total non-current liabilities</b>	\$69,236	\$68,620	\$14,560
<b>Total liabilities</b>	\$70,150	\$73,324	\$19,846
<b>Net assets</b>	\$429,304	\$424,810	\$416,315
<b>EQUITY</b>			
Retained earnings	\$192,447	\$196,662	\$198,373
Revaluation reserves	\$236,857	\$228,148	\$217,942
Council equity interest			
Minority equity interest			
<b>Total equity</b>	\$429,304	\$424,810	\$416,315

## Balance Sheet Other Business Activities

	Actual 2010 Holiday Parks (Cat 1) \$'000	Actual 2010 Commercial Waste (Cat 2 ) \$'000	Actual 2009 Holiday Parks (Cat 1 ) \$'000	Actual 2009 Commercial Waste (Cat 2 ) \$'000	Actual 2008 Holiday Parks (Cat 1 ) \$'000	Actual 2008 Commercial Waste (Cat 2 ) \$'000
<b>ASSETS</b>						
<b>Current assets</b>						
Cash and cash equivalents	\$4,931	\$1,888	\$10,145	\$1,839	\$8,732	\$1,643
Investments	\$6,082	\$2,289		\$1,477		\$1,369
Receivables	\$173		\$80		\$174	
Inventories						
Other	\$113		\$112		\$83	
Non-current assets classified as held for sale						
<b>Total current assets</b>	\$11,299	\$4,177	\$10,337	\$3,316	\$8,989	\$3,012
<b>Non-current assets</b>						
Investments						\$0
Receivables						\$0
Inventories						\$0
Infrastructure, property, plant and equipment	\$97,210	\$3,275	\$97,750	\$2,723	\$98,299	\$2,761
Investments accounted for using equity method						
Investment property						
Other						
<b>Total non-current assets</b>	\$97,210	\$3,275	\$97,750	\$2,723	\$98,299	\$2,761
<b>Total assets</b>	\$108,509	\$7,452	\$108,087	\$6,039	\$107,288	\$5,773
<b>LIABILITIES</b>						
<b>Current liabilities</b>						
Payables	\$1,910	\$53	\$1,737	\$51	\$1,570	\$64
Interest bearing liabilities		\$86	\$101	\$80	\$320	\$75
Provisions	\$127	\$337	\$266	\$772	\$82	\$127
<b>Total current liabilities</b>	\$2,037	\$476	\$2,104	\$903	\$1,972	\$266
<b>Non-current liabilities</b>						
Payables						
Interest bearing liabilities			\$655	\$86	\$868	\$166
Provisions	\$39	\$321	\$41	\$508	\$39	\$1,097
<b>Total non-current liabilities</b>	\$39	\$321	\$696	\$594	\$907	\$1,263
<b>Total liabilities</b>	\$2,076	\$797	\$2,800	\$1,497	\$2,879	\$1,529
<b>Net assets</b>	\$106,433	\$6,655	\$105,287	\$4,542	\$104,409	\$4,244

	<b>Actual 2010 Holiday Parks (Cat 1) \$'000</b>	<b>Actual 2010 Commercial Waste (Cat 2 ) \$'000</b>	<b>Actual 2009 Holiday Parks (Cat 1 ) \$'000</b>	<b>Actual 2009 Commercial Waste (Cat 2 ) \$'000</b>	<b>Actual 2008 Holiday Parks (Cat 1 ) \$'000</b>	<b>Actual 2008 Commercial Waste (Cat 2 ) \$'000</b>
<b>EQUITY</b>						
Retained earnings	\$21,738	\$5,328	\$20,592	\$3,259	\$19,713	\$3,059
Revaluation reserves	\$84,695	\$1,327	\$84,695	\$1,283	\$84,696	\$1,185
Council equity interest						
Minority equity interest						
<b>Total equity</b>	<b>\$106,433</b>	<b>\$6,655</b>	<b>\$105,287</b>	<b>\$4,542</b>	<b>\$104,409</b>	<b>\$4,244</b>

## Income Statement of Sewerage Business Activity

	Actual	Actual	Actual
	2010	2009	2008
	\$'000	\$'000	\$'000
<b>Income from continuing operations</b>			
Access charges	\$16,489	\$15,545	\$14,673
User charges			\$0
Liquid trade waste charges	\$1,358	\$1,264	\$1,018
Fees	\$866	\$1,044	\$1,109
Interest	\$6,391	\$713	\$141
Grants and contributions provided for non capital purposes	\$358	\$506	\$354
Profit from the sale of assets			\$0
Other income	\$115	\$111	\$506
<b>Total income from continuing operations</b>	<b>\$25,577</b>	<b>\$19,183</b>	<b>\$17,801</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	\$5,414	\$4,864	\$4,503
Borrowing costs	\$1,318	\$800	\$318
Materials and contracts	\$6,921	\$6,556	\$5,672
Depreciation and impairment	\$14,564	\$15,949	\$14,207
Loss on sale of assets	\$217	\$590	\$1,537
Calculated taxation equivalents	\$739	\$866	\$819
Debt guarantee fee (if applicable)	\$101	\$19	\$22
Other expenses	\$1,447	\$1,305	\$1,039
<b>Total expenses from continuing operations</b>	<b>\$30,721</b>	<b>\$30,949</b>	<b>\$28,117</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>-\$5,144</b>	<b>-\$11,766</b>	<b>-\$10,316</b>
<b>Grants and contributions provided for capital purposes</b>	<b>\$7,006</b>	<b>\$9,031</b>	<b>\$11,857</b>
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>\$1,862</b>	<b>-\$2,735</b>	<b>\$1,541</b>
<b>Surplus (deficit) from discontinued operations</b>			
<b>Surplus (deficit) from all operations before tax</b>	<b>\$1,862</b>	<b>-\$2,735</b>	<b>\$1,541</b>
Less Corporate Taxation Equivalent (30%) [based on result before capital]	\$0	\$0	\$0
<b>Surplus (deficit) after tax</b>	<b>\$1,862</b>	<b>-\$2,735</b>	<b>\$1,541</b>
<b>Opening retained profits</b>	<b>\$209,350</b>	<b>\$207,302</b>	<b>\$205,013</b>
Adjustment on adoption of IFRS			
<b>Adjustments for amounts unpaid</b>			
Taxation equivalent payments	\$739	\$866	\$819
Debt guarantee fees	\$101	\$19	\$22
Corporate taxation equivalent	\$0	\$0	\$0
<b>Less:</b>			
<b>- TER dividend paid</b>	<b>-\$97</b>	<b>-\$96</b>	<b>-\$92</b>
<b>- Surplus dividend paid</b>			
<b>Closing retained profits</b>	<b>\$211,955</b>	<b>\$205,356</b>	<b>\$207,302</b>
Return on Capital %	\$0	\$0	\$0
Subsidy from Council			
<b>Calculation of dividend payable:</b>			
Surplus (deficit) after tax	\$1,862	-\$2,735	\$1,541
Less: Capital grants and contributions (excluding developer contributions)	\$7,006	\$9,031	\$11,857
Surplus for dividend calculation purposes	-\$5,144	-\$11,766	-\$10,316
Dividend calculated from surplus	-	-	-

## Income Statement of Water Supply Business Activity

	<b>Actual</b>	Actual	Actual
	<b>2010</b>	2009	2008
	<b>\$'000</b>	\$'000	\$'000
<b>Income from continuing operations</b>			
Access charges	\$3,242	\$3,041	\$2,920
User charges	\$12,058	\$10,116	\$8,890
Fees	\$697	\$578	\$832
Interest	\$2,761	\$1,425	\$1,297
Grants and contributions provided for non capital purposes	\$369	\$364	\$608
Profit from the sale of assets			
Other income	\$103	\$123	\$182
<b>Total income from continuing operations</b>	<b>\$19,230</b>	<b>\$15,647</b>	<b>\$14,729</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	\$3,298	\$2,833	\$2,700
Borrowing costs	\$4,882	\$2,455	\$394
Materials and contracts	\$7,507	\$6,365	\$5,763
Depreciation and impairment	\$7,889	\$8,139	\$7,838
Water purchase charges			
Loss on sale of assets	\$2,497	\$603	\$454
Calculated taxation equivalents	\$563	\$549	\$490
Debt guarantee fee (if applicable)	\$348	\$343	\$73
Other expenses	\$1,305	\$774	\$803
<b>Total expenses from continuing operations</b>	<b>\$28,289</b>	<b>\$22,061</b>	<b>\$18,515</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>-\$9,059</b>	<b>-\$6,414</b>	<b>-\$3,786</b>
<b>Grants and contributions provided for capital purposes</b>	<b>\$4,037</b>	<b>\$3,912</b>	<b>\$7,812</b>
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>-\$5,022</b>	<b>-\$2,502</b>	<b>\$4,026</b>
<b>Surplus (deficit) from discontinued operations</b>			
<b>Surplus (deficit) from all operations before tax</b>	<b>-\$5,022</b>	<b>-\$2,502</b>	<b>\$4,026</b>
Less Corporate Taxation Equivalent (30%) [based on result before capital]	\$0	\$0	\$0
<b>Surplus (deficit) after tax</b>	<b>-\$5,022</b>	<b>-\$2,502</b>	<b>\$4,026</b>
<b>Opening retained profits</b>	<b>\$196,661</b>	<b>\$198,373</b>	<b>\$193,883</b>
<b>Adjustments for amounts unpaid</b>			
Taxation equivalent payments	\$563	\$549	\$490
Debt guarantee fees	\$348	\$343	\$73
Corporate taxation equivalent	\$0	\$0	-
<b>Less:</b>			
– TER dividend paid	-\$103	-\$101	-\$98
– Surplus dividend paid			
<b>Closing retained profits</b>	<b>\$192,447</b>	<b>\$196,662</b>	<b>\$198,374</b>
Return on Capital %	\$0	\$0	\$0
Subsidy from Council	-	-	-
<b>Calculation of dividend payable:</b>			
Surplus (deficit) after tax	-\$5,022	-\$2,502	\$4,026
Less: Capital grants and contributions (excluding developer contributions)	\$4,037	\$3,912	\$7,812
Surplus for dividend calculation purposes	-\$9,059	-\$6,414	-\$3,786
Dividend calculated from surplus	-	-	-

## Income Statement Other Business Activities

	Actual 2010 Holiday Parks (Cat 1) \$'000	Actual 2010 Commercial Waste (Cat 2) \$'000	Actual 2009 Holiday Parks (Cat 1) \$'000	Actual 2009 Commercial Waste (Cat 2) \$'000	Actual 2008 Holiday Parks (Cat 1) \$'000	Actual 2008 Commercial Waste (Cat 2) \$'000
<b>Income from continuing operations</b>						
Access charges		\$1,365		\$1,270		\$1,154
User charges		\$1,970		\$991		\$907
Fees	\$6,570		\$5,985		\$5,720	
Interest	\$468		\$431		\$555	
Grants and contributions provided for non capital purposes				\$3		
Profit from the sale of assets						
Other income	\$676	\$1,307	\$307	\$38	\$247	\$399
<b>Total income from continuing operations</b>	<b>\$7,714</b>	<b>\$4,642</b>	<b>\$6,723</b>	<b>\$2,302</b>	<b>\$6,522</b>	<b>\$2,460</b>
<b>Expenses from continuing operations</b>						
Employee benefits and on-costs	\$646	\$301	\$642	\$211	\$576	\$266
Borrowing costs	\$21	\$10	\$45	\$133	\$84	\$19
Materials and contracts	\$1,324	\$1,871	\$868	\$1,209	\$830	\$956
Depreciation and impairment	\$863	\$179	\$883	\$259	\$474	\$304
Loss on sale of assets						
Calculated taxation equivalents	\$1,508	\$25	\$1,508	\$25	\$1,508	\$23
Debt guarantee fee (if applicable)			\$5	\$1	\$6	\$1
Other expenses	\$2,731	\$212	\$2,452	\$290	\$2,194	\$30
<b>Total expenses from continuing operations</b>	<b>\$7,093</b>	<b>\$2,598</b>	<b>\$6,403</b>	<b>\$2,128</b>	<b>\$5,672</b>	<b>\$1,599</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>\$621</b>	<b>\$2,044</b>	<b>\$320</b>	<b>\$174</b>	<b>\$850</b>	<b>\$861</b>
<b>Grants and contributions provided for capital purposes</b>						
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>\$621</b>	<b>\$2,044</b>	<b>\$320</b>	<b>\$174</b>	<b>\$850</b>	<b>\$861</b>
<b>Surplus (deficit) from discontinued operations</b>						
<b>Surplus (deficit) from all operations before tax</b>	<b>\$621</b>	<b>\$2,044</b>	<b>\$320</b>	<b>\$174</b>	<b>\$850</b>	<b>\$861</b>
Less Corporate Taxation Equivalent (30%) [based on result before capital]	\$186	\$613	\$96	\$52	\$255	\$258
<b>Surplus (deficit) after tax</b>	<b>\$435</b>	<b>\$1,431</b>	<b>\$224</b>	<b>\$122</b>	<b>\$595</b>	<b>\$603</b>
<b>Opening retained profits</b>	<b>\$20,592</b>	<b>\$3,259</b>	<b>\$19,713</b>	<b>\$3,059</b>	<b>\$18,271</b>	<b>\$2,174</b>
<b>Adjustments for amounts unpaid</b>						
Taxation equivalent payments	\$1,508	\$25	\$1,508	\$25	\$1,508	\$23
Debt guarantee fees	\$0	\$0	\$5	\$1	\$6	\$1
Corporate taxation equivalent	\$186	\$613	\$96	\$52	\$255	\$258
<b>Less:</b>						
- TER dividend paid	-\$983		-\$954		-\$922	
- Surplus dividend paid						
<b>Closing retained profits</b>	<b>\$21,738</b>	<b>\$5,328</b>	<b>\$20,592</b>	<b>\$3,259</b>	<b>\$19,713</b>	<b>\$3,059</b>
Return on Capital %	\$0	\$1	\$0	\$0	\$0	\$0
Subsidy from Council	\$13,940		\$14,298		\$13,811	



	<b>Actual 2010 Holiday Parks (Cat 1) \$'000</b>	<b>Actual 2010 Commercial Waste (Cat 2) \$'000</b>	Actual 2009 Holiday Parks (Cat 1 ) \$'000	Actual 2009 Commercial Waste (Cat 2 ) \$'000	Actual 2008 Holiday Parks (Cat 1 ) \$'000	Actual 2008 Commercial Waste (Cat 2 ) \$'000
<b>Calculation of dividend payable:</b>						
Surplus (deficit) after tax	-	-	-	-	-	-
Less: Capital grants and contributions (excluding developer contributions)	-	-	-	-	-	-
Surplus for dividend calculation purposes	-	-	-	-	-	-
Dividend calculated from surplus	-	-	-	-	-	-

## 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 recorded and monitored.

Staff are 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 2010.

## Privacy and Personal Information Protection Act (NSW)

The *Privacy and Personal Information Protection Act 1998* (NSW) 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)

Tweed Shire Council adopted a *Government Information (Public Access) Act 2009* (NSW) ('GIPAA') Publication Guide in accordance with section 20 of the GIPAA on 28 July 2010.

As a result Council is not required to report the Statement of Affairs in accordance with the repealed *Freedom of Information Act 1989* (NSW) in this Annual Report.

A copy of Tweed Shire Councils GIPAA Publication Guide can be accessed at <http://www.tweed.nsw.gov.au/GIPAA/default.aspx>.

## 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 Division 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 Division 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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