



TWEED
SHIRE COUNCIL

Mayor: Cr K Milne

Councillors: G Bagnall (Deputy Mayor)
C Byrne
B Longland
W Polglase
P Youngblutt

Agenda

Ordinary Council Meeting Thursday 22 October 2015

held at Murwillumbah Cultural and Civic Centre
commencing at 5.00pm

COUNCIL'S CHARTER

Tweed Shire Council's charter comprises a set of principles that are to guide Council in the carrying out of its functions, in accordance with Section 8 of the Local Government Act, 1993.

Tweed Shire Council has the following charter:

- to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively;
- to exercise community leadership;
- to exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism;
- to promote and to provide and plan for the needs of children;
- to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development;
- to have regard to the long term and cumulative effects of its decisions;
- to bear in mind that it is the custodian and trustee of public assets and to effectively account for and manage the assets for which it is responsible;
- to facilitate the involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government;
- to raise funds for local purposes by the fair imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants;
- to keep the local community and the State government (and through it, the wider community) informed about its activities;
- to ensure that, in the exercise of its regulatory functions, it acts consistently and without bias, particularly where an activity of the council is affected;
- to be a responsible employer.

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CONFIRMATION OF MINUTES

- 1 [CONMIN-EXT] Confirmation of Minutes of Extraordinary Council Meeting held Thursday 17 September 2015

SUBMITTED BY: Corporate Governance



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.2 Improve decision making by engaging stakeholders and taking into account community input
 - 1.2.2 Decisions made relating to the allocation of priorities will be in the long-term interests of the community
-

The Minutes of the Extraordinary Council Meeting held Thursday 17 September 2015 are attached for information and adoption by Council.

RECOMMENDATION:

That the Minutes of the Extraordinary Council Meeting held Thursday 17 September 2015 be adopted as a true and accurate record of proceedings of that meeting.

REPORT:

As per Summary.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice Version 2.5.

b. Budget/Long Term Financial Plan:

Not applicable.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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

Attachment 1

Minutes of the Extraordinary Council Meeting held Thursday
17 September 2015 (ECM 3802018).

2 [CONMIN-CM] Confirmation of Minutes of Ordinary and Confidential Council Meeting held Thursday 17 September 2015

SUBMITTED BY: Corporate Governance



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.2 Improve decision making by engaging stakeholders and taking into account community input
 - 1.2.2 Decisions made relating to the allocation of priorities will be in the long-term interests of the community
-

The Minutes of the Ordinary and Confidential Council Meeting held Thursday 17 September 2015 are attached for information and adoption by Council.

RECOMMENDATION:

That:

- 1. **The Minutes of the Ordinary and Confidential Council Meetings held Thursday 17 September 2015 be adopted as a true and accurate record of proceedings of that meeting.**
- 2. **ATTACHMENT 2 is CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-**
 - (f) **matters affecting the security of the council, councillors, council staff or council property.**

REPORT:

As per Summary.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice Version 2.5.

b. Budget/Long Term Financial Plan:

Not applicable.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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Attachment 1 Minutes of the Ordinary Council Meeting held Thursday 17 September 2015 (ECM 3902639).

(Confidential) Attachment 2 Minutes of the Confidential Council Meeting held Thursday 17 September 2015 (ECM 3802594).

3 [CONMIN-CM] Confirmation of Minutes of the Ordinary and Confidential Council Meeting held Thursday 1 October 2015

SUBMITTED BY: Corporate Governance



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.2 Improve decision making by engaging stakeholders and taking into account community input
 - 1.2.2 Decisions made relating to the allocation of priorities will be in the long-term interests of the community
-

The Minutes of the Ordinary and Confidential Council Meeting that follows the Planning Committee, which was held on Thursday 1 October 2015 are attached for information and adoption by Council.

RECOMMENDATION:

That:

- 1. The Minutes of the Ordinary and Confidential Council Meetings held Thursday 1 October 2015 be adopted as a true and accurate record of proceedings of that meeting.**
- 2. ATTACHMENT 2 is CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-**
 - (f) matters affecting the security of the council, councillors, council staff or council property.**

REPORT:

As per Summary.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice Version 2.5.

b. Budget/Long Term Financial Plan:

Not applicable.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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

Attachment 1 Minutes of the Ordinary Council Meeting held Thursday 1 October 2015 (ECM XXX)

(Confidential) Attachment 2 Minutes of the Confidential Council Meeting held Thursday 1 October 2015 (ECM XXX).

SCHEDULE OF OUTSTANDING RESOLUTIONS

4 [SOR-CM] Schedule of Outstanding Resolutions



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.2 Improve decision making by engaging stakeholders and taking into account community input
 - 1.2.1 Council will be underpinned by good governance and transparency in its decision making process
-

CODE OF MEETING PRACTICE:

Section 2.8 Outstanding Resolutions

No debate is to be allowed on Outstanding Resolutions. Any changes to or debate on Outstanding Resolutions should only be by way of a Notice of Motion or a report to Council.

19 SEPTEMBER 2013

ORDERS OF THE DAY

4 [NOM-Cr B Longland] Aboriginal Employment Strategy

NOTICE OF MOTION:

532

**Cr B Longland
Cr K Milne**

RESOLVED that an Aboriginal Employment Strategy be developed as part of Council's Equal Employment Opportunity Management Plan which sets appropriate targets for Aboriginal employment participation in the organisation and includes annual reporting against these targets. The Aboriginal Employment Strategy should also be included as an element of the yet to be developed Reconciliation Action Plan.

Current Status: Initial discussions have been held however, awaiting finalisation of a Memorandum of Understanding and Reconciliation Action Plan to progress the development of an Aboriginal Employment Strategy. In the interim, in liaison with the Aboriginal Advisory Committee, targeted specific strategies are being trialled for Aboriginal employment.

21 AUGUST 2014

REPORTS FROM THE DIRECTOR ENGINEERING

ORDERS OF THE DAY

44 [NOM] Concept Plans and Cost Estimates - Murwillumbah

NOTICE OF MOTION:

501

Cr G Bagnall

Cr K Milne

RESOLVED that:

1. Council prepares concept plans and cost estimates for the following:
 - a) Removal of the South Murwillumbah car park, located on the corner of River Street and Alma Street and replacement with a park; and
 - b) The establishment of a park on the Council owned vacant land located in River Street, South Murwillumbah (opposite Holstons Lane) including a small unsealed car park.
2. The concept plans and cost estimates are to be reported back to Council for consideration.

Current Status: Concept plans and costs estimates to be prepared following the completion of the Knox Park upgrade design and Murwillumbah Library landscaping projects.

18 SEPTEMBER 2014

26 [NOM] Welcome to Tweed Shire Signs

NOTICE OF MOTION:

549

Cr K Milne

Cr M Armstrong

RESOLVED that Council brings forward a report on:

1. Including reference to 'The Green Cauldron, A National Iconic Landscape' on existing "Welcome to the Tweed Shire" signs at the main entrances to the Shire,

2. Installing "Welcome to the Tweed Shire" signs at the north of the Shire including on the M1 Freeway, the Gold Coast Highway and Wharf St, including reference to 'The Green Cauldron, A National Iconic Landscape', and consultation with the Aboriginal Advisory Committee to include the Aboriginal Welcome/acknowledgement of Country.
3. Options for appropriate wording, e.g. the heart of/the centre of, and pictorial graphics.
4. This be considered in conjunction with the resolution of 23 January 2014 regarding Entry Statements to the Tweed Shire.

Current Status: Workshop held on 24 September 2015, report for consideration to the October 2015 Council meeting which deals with this resolution and others related to signage.

20 NOVEMBER 2014

ORDERS OF THE DAY

40 [NOM] Lighting to Chinderah Bay Drive Bus Shelters

NOTICE OF MOTION:

671

Cr M Armstrong
Cr K Milne

RESOLVED that Council brings back a report to a future Council meeting with respect to providing lighting to bus shelters in the Shire and identify prioritised bus shelters.

Current Status: There are currently a large number of projects and tasks to be undertaken in the Traffic Section which is preventing an opportunity to complete this report. As a full time Road Safety Officer has been appointed, it is anticipated that the report will be forthcoming to the January 2016 meeting.

19 MARCH 2015

ORDERS OF THE DAY

48 [NOM] Tweed Coast Koala Distribution

177

Cr G Bagnall
Cr B Longland

RESOLVED that Council, as part of its preparations to resurvey the Tweed Coast Koala population, investigates and reports on the possible use of drone technology, similar to that

recently employed by researchers from Queensland University of Technology, to establish the size and distribution of the Tweed Coast koala population.

Current Status: Survey has commenced and it is expected that a report will be available at the end of 2015.

21 MAY 2015

ORDERS OF THE DAY

41 [NOM] Holiday Letting/Tourist Accommodation

291

**Cr W Polglase
Cr P Youngblutt**

RESOLVED that:

1. Council defers full enforcement action against existing operators of short term rental accommodation in the Shire until the Local Environmental Plan (LEP) amendment proposed at paragraph 3 is dealt with.
2. A meeting be convened which includes Councillors, Council staff, representatives of the short term rental accommodation industry and affected ratepayer/resident groups. The purpose of this meeting is to inform the process of developing a code of conduct for the industry while recognising its importance to the realisation of the Tweed's tourism potential.
3. Council processes an LEP amendment which can support the continuation of the holiday let industry in its current form.

Current Status: A workshop was held on 23 July 2015.

Planning Proposal for an LEP amendment submitted to the Department of Planning Gateway and a Gateway Determination was issued on 1 October 2015. A public consultation and engagement strategy is now being prepared with consultation planned to occur mid-November.

18 JUNE 2015

ORDERS OF THE DAY

33 [NOM] 2016 Local Government Aboriginal Network Conference

349

**Cr G Bagnall
Cr K Milne**

RESOLVED that in recognition of Tweed Shire Council's successful submission to host the 2016 Local Government Aboriginal Network Conference, the Aboriginal Advisory Committee be invited to submit requests for works or projects in order of priority, that they would like to see completed before the delegates arrive.

Current Status: Referred to Aboriginal Advisory Committee for submission of suitable projects. A report will be submitted to a future Council Meeting.

16 JULY 2015

ORDERS OF THE DAY

31 [NOM] Parking Requirements for Small Businesses

408

**Cr K Milne
Cr P Youngblutt**

RESOLVED that Council brings forward a report on the issue of Council's requirements for parking for development approvals for new small business and intensified use of existing, or change of use, small business approvals, including but not limited to:

- a) Council's current requirements and the justification for these requirements,
- b) The potential for these requirements to act as a disincentive for new or expanding small businesses,
- c) Comparison of Council's requirements with other similar growth Councils requirements,
- d) Options to alleviate the impost on small businesses such as eliminating, reducing or providing deferred payments,
- e) Options to address the implications for Council or the community from the above.

Current Status: This requires a comprehensive amount of investigation and work and sits behind current priorities including Tweed Road Development Strategy - Traffic Study, which will inform the Tweed Road Contribution Plan and a revision of Development Control Plan (DCP), Section A5 - Subdivision Manual.

32 [NOM] Murwillumbah Planning Reforms and Revitalisation Plans

ALTERNATE MOTION

409

**Cr K Milne
Cr G Bagnall**

RESOLVED that Council brings forward a report on an appropriate program for a comprehensive review of Development Control Plan (DCP) - Section B22.

Current Status: Council resolved at its meeting of 6 August 2015 as recommended from the Planning Committee, not to include this project in the Strategic Planning and Urban Design Unit 2015/2016 Work Program. However, a report outlining the scope of this project will be tabled in 2015/2016 for consideration in 2016/2017 Work Program.

33 [NOM] Murwillumbah CBD

410

**Cr B Longland
Cr P Youngblutt**

RESOLVED that Council staff prepares an estimate of the cost and any other likely constraints to the undergrounding of the power supply to the Murwillumbah central business district with a brief report to a future Council meeting.

Current Status: Estimates and report to be prepared within work priority commitments.

REPORT FROM THE DIRECTOR COMMUNITY AND NATURAL RESOURCES

C3 [CNR-CM] Tweed Heads Cultural Precinct

418

**Cr W Polglase
Cr P Youngblutt**

RESOLVED that Council:

1. Proceeds with the development of a functional brief and business case for community cultural facilities at Tweed Heads based on the outcomes of the Cultural Plan and Community Infrastructure Network Planning.
 2. Subject to the affirmative resolution of Council in regards to the report on 1-3 Bay Street Tweed Heads (comprised in Lots 8 Section 2 DP 759009, Lot 1 DP 880816 and Lot 7035 DP 1053313), proceeds with a cost benefit analysis of the commercial benefit and risks including opportunities for public/private partnership on the site for mixed public/private use.
 3. Considers a further report on the outcomes of the functional brief, business case and cost benefit analysis for a public/private partnership on the site at 1-3 Bay Street Tweed Heads prior to calling for an expression of interest at this site.
-

Current Status: Work is currently in progress implementing the resolution of Council and a report is to be prepared for consideration at a future Council meeting.

20 AUGUST 2015

35 [NOM] Update on the Trial of the New Flight Path over the Banora Point Golf Course

466

**Cr C Byrne
Cr W Polglase**

RESOLVED that Council requests Airservice Australia, and in particular Mr Neil Hall, to attend Council to provide Councillors and staff with an update on the trial of the new airport flight path over the Banora Point Golf Course.

Current Status: Workshop scheduled for 29 October 2015.

17 SEPTEMBER 2015

REPORT FROM DIRECTOR COMMUNITY AND NATURAL RESOURCES

12 [CNR-CM] Amendments to the Vegetation Vandalism on Public Land Policy

490

**Cr C Byrne
Cr W Polglase**

RESOLVED that the amended Vegetation Vandalism on Public Land Policy (Version 2.1) be deferred for Council Officers to clearly define the timeframes that the signs are erected at the site/s and the draft Policy be brought back to a future Council meeting.

Current Status: Report clearly defining the timeframes to be prepared for consideration at a future Council meeting.

REPORT FROM DIRECTOR ENGINEERING

29 [E-CM] Tweed Coastal Creeks Floodplain Risk Management Study and Plan

510

**Cr K Milne
Cr B Longland**

RESOLVED that:

1. The draft Tweed Coastal Creeks Floodplain Risk Management Study and Plan be placed on public exhibition for a 6 week period.
2. A report be brought back on the potential for new developments to offset their flood impacts by assisting other rural landholders in the affected catchment improve flood absorption capacity.

Current Status: Report to be prepared for consideration at a future Council meeting.

ORDERS OF THE DAY

34 [NOM] Review of Operations: Aquatic Facilities Murwillumbah, Tweed Heads South and Kingscliff including Income and Expenditure, Operating Hours (Peak Season and Off Season)

515

Cr C Byrne

Cr P Youngblutt

RESOLVED that Council officer's provide a report on the three Aquatic Facilities including but not limited to the following:

1. Practical options to reduce hours across all three facilities from the first of May each year to the beginning of September including a reduction of no less than twenty (20) hours per week at each facility and no more than thirty (30) hours per week over this May to September timeframe each year, or another model considered viable by officers; and
 - Full costing of any and all options;
 - The benefits and detriments to any and all options;
 2. All pools are to remain open seven (7) days per week, excluding the standard historical pool closures;
 3. At least a two (2) year history of how many persons attend squads over the peak swimming season and a comparison to the off season;
 4. A two (2) year history of any and all swim programs (learn to swimming classes, school carnivals, regional carnivals conducted at all pools);
 5. A list of all other user groups from each centre and information of how this data is gathered (a season ticket holder, casual entry, etc);
 6. The possibility of supplying vending machines (self-serve only) at the centres and removing all food and beverage sales by aquatic staff and or reception staff, (Café at Murwillumbah an exception);
 7. A detailed list of all merchandising sold including the cost of all merchandising and sales of same;
-

8. A confidential report on any and all security breaches over the past two (2) years including Break and Enter, Theft, Malicious Damage, Graffiti and Council's response to and costs of these matters;
9. Detailed cost of all repairs and maintenance conducted at each pool over the past two (2) years, all new assets and costs for same over the same period; and
10. Consideration to a tendering process for the Murwillumbah Pool Café to a not for profit incorporated association.

The report is to be an item on the Ordinary Agenda no later than December 2015; it is to be conducted in open Council, other than any economic information that may give competing businesses an economic advantage, which will be managed in confidential council; and

Any and all changes are to be implemented as of 1 May 2016 after consultation with residents and users of these facilities.

Current Status: Work has commenced on actioning the resolution.

38 [NOM] Improving Community Consultation

519

**Cr K Milne
Cr G Bagnall**

RESOLVED that this item be deferred to a future Council meeting to allow the appropriate technology changes to be appraised:

On the Council website, when an item is loaded for 'On Exhibition', to add in a field in for Anticipated Council Determination Meeting (if known): (with a supporting disclaimer that dates may change at any time without notice).

Current Status: Motion to be resubmitted for consideration at a future Council meeting.

REPORTS FROM SUB-COMMITTEES/WORKING GROUPS

42 [SUB-TRC] Minutes of the Tweed River Committee Meeting held Wednesday 12 August 2015

523

**Cr B Longland
Cr P Youngblutt**

RESOLVED that:

1. The Minutes of the Tweed River Committee Meeting held Friday 12 August 2015 be received and noted; and
2. The Executive Management Team's recommendations be adopted as follows:

GB1.Climate Change

"That Robert Quirk be invited to address Council at a workshop on the topic of farming and climate change in the Tweed."

Current Status: Workshop scheduled for 26 November 2015.

MAYORAL MINUTE

5 [MM-CM] Mayoral Minute for September 2015

SUBMITTED BY: Cr K Milne, Mayor

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.2 Improve decision making by engaging stakeholders and taking into account community input
 - 1.2.2 Decisions made relating to the allocation of priorities will be in the long-term interests of the community
-

Councillors

COMMITTEE MEETINGS

Attended by the Mayor

Cr Gary Bagnall to 17 September 2015

- 4 September Aboriginal Advisory Committee Meeting – Aboriginal Land Council, 21/25 Ourimbah Road, Tweed Heads.

Cr Katie Milne from 17 September 2015

Nothing to report

INVITATIONS / MAYORAL REPRESENTATION:

Attended by the Mayor

Cr Gary Bagnall to 17 September 2015

- 1 September Official Launch – Domestic Violence Awareness Taxi Project – Tweed Valley Women’s Service, Prince Street, Murwillumbah.
 - 1 September Drawing of Prize – First National Real Estate, 297 Tweed Valley Way, Murwillumbah.
 - 4 September Dr Matthew Green Specialist Ophthalmologist Official Opening – 56 Wharf Street, Tweed Heads.
-

- 9 September Department of Human Services Action Plan Working Group Workshop – Department of Human Services, 204 Blundell Boulevard, Tweed Heads South.
- 10 September World Suicide Prevention Day Tweed Walk – Keith Compton Drive, Tweed Heads.
- 11 September Michael Mobbs Workshop to get best outcomes from developments in Tweed – Kingscliff Beach Bowls Club, Marine Parade, Kingscliff Cr Longland also attended.
- 11 September Surf Life Saving Clubs Supporters Luncheon – Cudgen Headland Surf Club, 63 Marine Parade, Cudgen.
- 12 September Home Expo – Living for the future – Murwillumbah Civic Centre, Tumbulgum Road, Murwillumbah Cr Longland also attended.
- 13 September Sustainable House Day – three venues – King Street, Stuart Street and Tallowood Ridge, Mullumbimby.
- 14 September NAIDOC Week Medal of Excellence Presentations – St Joseph’s Primary School, 3-5 Francis Street, Tweed Heads.
- 14 September Kingscliff Beach Nesting Birds Program – St Joseph’s Primary School, 3-5 Francis Street, Tweed Heads.
- 16 September Bhaktivedanta Swami Gurukula School Presentations – 525 Tyalgum Road, Eungella.
- 17 September Murwillumbah High School Year 12 Presentation Assembly – Murwillumbah High School, Riverview Street, Murwillumbah.
- 17 September Mt Saint Patrick’s College Assembly and Year 12 Mass – Mt Saint Patrick’s College, Murwillumbah Street, Murwillumbah.

Cr Katie Milne from 17 September 2015

- 22 September Seniors Award Presentation – Murwillumbah Civic Centre, Tumbulgum Road, Murwillumbah.
- 24 September National Brick By Brick Leggo Exhibition – Tweed Heads Civic Centre, Corner Brett and Wharf Street, Tweed Heads.
- 26 September Northern Rivers Regional Business Awards Presentation – Lismore Workers Club, 231 Keen Street, Lismore (Cr Byrne also attended).

Attended by other Councillor(s) on behalf of the Mayor

Nothing to report.

Inability to Attend by or on behalf of the Mayor

Nothing to report.

REQUESTS FOR WORKSHOPS:

No requests for workshops were received in September 2015.

CONFERENCES:

Conferences attended by the Mayor and/or Councillors

No conferences were attending during September 2015.

Information on Conferences to be held

- 14-15 November Mayors' Weekend Seminar – Sydney CBD (venue to be advised). The Mayors' Weekend will explore four critical aspects in today's local government environment: The Mayor as a community leader, The Mayor as Council leader, The Mayor and General Manager, The Mayor and integrated planning and reporting.

Early bird registration is \$1320.00, two flights and two night's accommodation. www.lgnsw.org.au/events-training/mayors-weekend.

Awards Presentation

- 27 November At the 2015 Northern Rivers Regional Business Awards at Lismore on 11 October 2015, Council won the award for Excellence in Sustainability and now progresses as a category finalist to the State Business Awards to be held at The Pavillion, Darling Harbour, Sydney.
-

SIGNING OF DOCUMENTS BY THE MAYOR:

- 7 September Transfer Document – Road Closure – Ripps Road Stokers Siding.
 - 17 September Deed of Grant – Tennis Terranora – Loan \$100,000.
-

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice Version 2.5.

b. Budget/Long Term Financial Plan:

Appropriate expenditure is allowed for attendance by Councillors at nominated conferences, training sessions and workshops.

c. Legal:

Not applicable.

d. Communication/Engagement:
Inform - We will keep you informed.

RECOMMENDATION:

That:

1. **The Mayoral Minute for the month of September 2015 be received and noted.**
 2. **The attendance of Councillors at nominated Conferences be authorised.**
 3. **The attendance of a Councillor at the State Business Awards to be held in Sydney on 27 November 2015 be confirmed.**
-

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

RECEIPT OF PETITIONS

6 [ROP] Receipt of Petitions

SUBMITTED BY: Corporate Governance



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

| | |
|-------|---|
| 1 | Civic Leadership |
| 1.2 | Improve decision making by engaging stakeholders and taking into account community input |
| 1.2.2 | Decisions made relating to the allocation of priorities will be in the long-term interests of the community |

SUMMARY OF REPORT:

Under Section 1.5.4 Receipt of Petitions in the Code of Meeting Practice Version 2.5:

Petitions received by Councillors or forwarded to the (Acting) General Manager will be tabled as per the Order of Business, Item 11, Receipt of Petitions.

Unless Council determines to consider it in conjunction with a report already listed on the agenda, no motion (other than a motion to receive the same) may be made on any petition until the next Ordinary Meeting after that at which it has been presented.

RECOMMENDATION:

That the following tabled Petition(s) be received and noted:

- Petition containing 24 signatures in relation to DA15/0742 as follows:

"Petition Against the Development of The Salt Boat House to combined Dwelling and boathouse Development Application DA15/0742"

- Petition containing 21 signatures in relation to Main Road, Fingal Head as follows:

"We, the below-noted land owners, rate payers, residents and visitors of Fingal Head are entirely dissatisfied with the poor state of the Main Road and request Tweed Shire Councils' urgent attention to resurfacing and upgrading this roadway immediately."

REPORT:

As per Summary

OPTIONS:

That in accordance with Section 1.5.4 of the Code of Meeting Practice Version 2.5:

1. The tabled Petition(s) be considered in conjunction with an Item on the Agenda.
2. The tabled Petition(s) be received and noted.

CONCLUSION:

Any Petition tabled should be considered under Section 1.5.4 of the Code of Meeting Practice Version 2.5.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice Version 2.5.

b. Budget/Long Term Financial Plan:

Not Applicable.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Consult-We will listen to you, consider your ideas and concerns and keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

REPORTS THROUGH THE GENERAL MANAGER

REPORTS FROM THE GENERAL MANAGER

7 [GM-CM] Expression of Interest 2016 NSW IRB Surf Life Saving Championships on the Tweed Coast

SUBMITTED BY: Business and Economic Development

Valid



Strengthening the Economy

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 3 Strengthening the Economy
- 3.1 Expand employment, tourism and education opportunities
- 3.1.2 Attract major events to the Tweed

SUMMARY OF REPORT:

Surf Life Saving New South Wales is seeking expressions of interest from Clubs who may be interested in hosting the 2016 NSW IRB Championships. Cudgen Headland SLSC is leading the application and seeking partnerships with the other SLSC's on the Tweed Coast. In submitting a combined submission to host the event, in this way they will pool their resources and provide greater flexibility on the venue for races depending on the surf conditions.

Council is being asked to support and endorse the Expression of Interest, which does not seek a financial commitment but an in kind contribution similar to the Australian IRB Championships to a maximum of \$10,000 may be required. Given that there are 350 participants, team officials, competitors and support crew coming from around NSW with accommodation required for the period of the championships (2 days) this major sports event is a worthy investment in sports tourism in our area.

Tweed Coast has firmly established itself as an excellent place to operate large scale surf competitions as demonstrated in the very successful Surf Life Saving Championships held at Kingscliff Beach in 2011 and 2012 and the 2014 Australian IRB Championship. The Expression of Interest to host the 2016 NSW IRB Championships is attached.

RECOMMENDATION:

That Council supports and endorses the submission of the Expression of Interest for the conducting of the 2016 NSW IRB Championships, and provide funding support to a maximum of \$10,000, being in kind support.

REPORT:

2016 NSW IRB Championships Expression of Interest to host



STRATEGY MAP

Expression of Interest to host 2016

NSW IRB Championships

Version 1.0



2016

SATURDAY, SUNDAY

- Competition

PREPARED FOR:

Surf Life Saving New South Wales
& Local Management Committee
Stakeholders

PREPARED BY:

Cudgen Headland Surf Life Saving Club Ltd

DOCUMENT DATED:

23rd September 2016

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EXECUTIVE SUMMARY



The Cudgen Headland Surf Lifesaving Club Limited has much pleasure in submitting its application to host the 2016 NSW IRB Championships.

The NSW IRB Championships is recognized as Surf Lifesaving NSW major IRB racing event for Surf Lifesaving Clubs throughout NSW and attracts a large number of boating teams and supporters for the two day activity.

Kingscliff Beach has recently hosted the 2014 Australian IRB championships, has secured the rights to host the 2017 Australian IRB Championships and has been home to a number of other major championships events during its 94 year history including Australian Championships, New South Wales Championships, New South Wales IRB Championships and NSW Country Championships.

The recent success of the 2014 Australian IRB Championships held at Kingscliff in July 2014 has demonstrated the ability of the Cudgen Headland Club, its active members, and its local supporter base to deliver high quality premium major events. We are confident that the 2016 NSW IRB championships could be successfully delivered to meet SLNSW and SLSA requirements and the expectation of competitors and visitors to the event.

The Cudgen Headland Club would assist SLNSW with the delivery of the 2016 championships in partnership with tourism body Destination Tweed, Tweed Coast Holiday Parks and the Tweed Shire Council. This partnership arrangement has been successfully used in the past to host regular major sporting events such as the 2014 Australian IRB Championships, the Kingscliff Triathlon and a range of smaller events and has reinforced the Club's commitment and capability as an event partner, resource manager and water safety agency to support or host large sporting events.

The Cudgen Headland Club has been the lead developer of the ALBERT (Australian Lifesaving Boat Emergency Rescue Training) IRB training program which was developed to assist motivate, recruit and train our Lifesavers as IRB crewees and drivers. The success of this program over the past four years has established a strong working relationship between the four Tweed Coast Clubs to share knowledge, resources and motivation to rebuild our IRB function. Over the last season we have extended this program throughout the FNC Branch to include representation from 9 clubs.

This application is under pinned by an ongoing commitment and interest from the four Tweed Coast Surf Life Saving Clubs being; Cabarita, Salt Beach, Cudgen Headland and Fingal Rovers to secure the hosting rights to this event and further increase the profile of our IRBs amongst Surf Lifesavers and the broader community. The resources of the four Clubs when combined provide a strong collective capability that will be used to ensure the highest level of success for the NSW IRB Championship and we hope to be able to generate enough interest from the local clubs to be able to enter some local teams.



We are confident that operationally, the management systems developed to deliver the 2014 Australian Championships will prove to assist the State management team to deliver a seamless and stress free major event in the Kingscliff Area. The beaches regularly patrolled by the four Tweed Coast Clubs offer individual and unique conditions that can be utilized as weather and water conditions vary. The Cudgen Clubhouse provides a large and modern facility as a base to manage the event and will also provide a suitable venue for participants and supporters to enjoy the wonderful Tweed Coast camaraderie.

As is evidenced by their involvement in during the 2014 Australian Championships, the support of the local Tweed Shire Council is first class and once again clearly defines the agenda of the Council to continue to attract and support Surf Lifesaving in its Shire. The town of Kingscliff is located on the Tweed Coast in Northern New South Wales, just south of the Gold Coast and is considered by many Surf Lifesaving Organizations to be one of the nicest locations for water based sporting events. The Australian IRB championships attracted a range of new clubs to the event and we hope that once word filters through the NSW IRB fraternity about the location and the opportunity to further practise their skills on the Beach that will again play host to the Australian Championships in 2017 that we will attract a large number of competitors to the event.

The Cudgen Headland Surf Lifesaving Club in partnership with the Tweed Shire Council, Tweed Coast Holiday Parks and the Kingscliff wider community is very excited about being provided with an opportunity to host another major IRB championship and can see great benefit in the 2016 NSW IRB Championships being held in Kingscliff. Some efficiency has been gained from the clubs hosting of the Australian Championships in 2014 which is anticipated to reduce the cost of supporting the event.

We look forward to being provided with an opportunity to deliver an enjoyable and memorable championship event this season

Adam Mills
President
Cudgen Headland SLSC

DOCUMENT

Special Event: Surf Lifesaving NSW – 2016 NSW IRB Championship
Plan Purpose: This document forms the basis of future strategy and operational plans
Council Areas: Tweed Shire Council, New South Wales.
Event Manager: Cudgen Headland Surf Lifesaving Club Ltd - ABN: 87 371 076 492
 Po Box 1386, Kingscliff NSW 2487
 Office: 0266741573 -Fax: 02 66743388
 President Adam Mills – president@cudgenslsc.org.au Mobile: 0417468840
 Director Life Saving Mike Crawley- patrols@cudgenslsc.org.au
Event Dates: 9-10 July 2016

DOCUMENT PREPARED BY

The contents of this Strategy document remains the property of Cudgen Headland Surf Life Saving Club Ltd.

VERSION CONTROL

| <i>Document</i> | <i>Date</i> | <i>Changes</i> |
|-----------------|-------------|----------------|
| Version 1 | 23/09/2015 | Final |
| | | |
| | | |

STRATEGY MAP SIGNOFF

| <i>The Strategic Partnership Board [SPB]</i> | <i>Portfolio</i> | <i>Role</i> | <i>Signoff</i> |
|--|----------------------|---------------------|----------------|
| 1) | Tweed Shire Council | Strategy | |
| 2) | Cudgen Headland SLSC | Host | |
| 3) | Destination Tweed | Marketing & Tourism | |
| 4) | SLS New South Wales | Competition | |

INTRODUCTION – SURF LIFE SAVING – NSW IRB CHAMPIONSHIP

STATEMENT OF PURPOSE

VISION

To create an integrated Surf Life Saving NSW - IRB Championship Carnival event with strong community and Agency support leveraging the four Surf Life Saving Clubs and the renewed enthusiasm for IRB training on the Tweed Coast.

MISSION STATEMENT FOR 2016

To deliver a premium marquee standard event for the 2016 NSW IRB Championship at our home beach in Australia, on the Tweed Coast.

VALUES

The Cudgen Headland Surf Life Saving Club's - NSW IRB Championship, mission is derived from achieving the following core values that are consistent with the event's success:



In order to transmit these values to all involved, Cudgen Headland Surf Life Saving Club adheres to the values of

Professionalism By providing high quality advice, services and safety standards through experienced and highly trained volunteers.

Efficiency By its major event experience to utilise resources responsibly and cost-effectively and by being proactive

Responsiveness By meeting the requirements of stakeholders, sponsors, locals and participants.

EVENT HISTORY

A short overview of historical milestones and past achievements of the Cudgen Headland Surf Life Saving Club include:

- Australian IRB Championship – Kingscliff Beach - 2014
- News South Wales - State IRB Championship – Kingscliff Beach - 2004
- Australian Thundercat Championship – Kingscliff Beach - 2007
- Australian Surf Lifesaving Open Championship – Kingscliff Beach - 1978
- New South Wales Surf Lifesaving Open Championship – Kingscliff Beach -1968, 1994, 1995, 2011, 2012
- New South Wales Surf Life Saving Junior Championship - Kingscliff Beach - 2003, 2011, 2012
- New South Wales Surf Life Saving Masters Championship - Kingscliff Beach -1994, 1995, 2011, 2012
- New South Wales Country Open Championship - Kingscliff Beach - 1997, 2003
- New South Wales Country Junior Championship – Kingscliff Beach 1997.

EVENT PROGRAM

It is understood that the program is set by SLNSW around two days of activity with scrutineering occurring on the Saturday morning before racing commences. As a guide and following recent championship programs Cudgen Headland Surf Life Saving Club would propose the following :

| | |
|------------------|---|
| Wednesday | Equipment arrival |
| Thursday | Final day of equipment arrival and preparation of club for hosting of event. |
| Friday | Athlete training, Team Manager briefing, |
| Saturday | Scrutineering . Day 1 Racing, Official Kingscliff Welcome, |
| Sunday | Day 2 Racing, officials formal thank you function, championship presentation, Entertainment at the surfclub |
| Monday | Equipment collection |
| Tuesday | Final site pack down, workers thank you. |

Together with Destination Tweed supporting tourism programs for visitors, spectators and families will be delivered. Integration with both coastal, Tweed Caldera activities that showcase the region will be available each day and commence from the door step of Kingscliff.

The Event Program will be distributed to our local major hospitality houses to ensure that they are engaged to secure their support during the event.

The club will seek to work with Schools and other community groups to attend and experience the excitement of the IRB Racing. This is to be packaged as a cross promotion of the Lifesaving movement and delivered as an educational support program and was well received in the lead up to the 2014 Australian Championships.

It is hoped that as a consequence of hosting the event that the local Surf Life Saving Clubs will enjoy a higher profile and perhaps attract new members.

MAJOR ASSUMPTIONS

- Destination Tweed creates integrated travel, tourism packages and delivers one stop service for all travellers to make participation in the Kingscliff NSW IRB Championships easy.
- Local businesses and key service businesses are engaged as part of the program.
- The forward planning timeframe for the 2016 championships is adequate to deliver the promised features contained in this document.

DEPENDENCIES

Factors that significantly impact upon the NSW IRB Championship Weekend's ability to be successful:

- Levels of funding from sources such as sponsorship, fundraising and government to meet any budgetary requirement
- Project governance provides clarity in roles, responsibilities and contributions required from boards, committees, communities and volunteers
- Registrations open early to maximise number of competitors
- Implementation of education and training programs for volunteers and member organisations prior to the event
- Recognition of the Kingscliff NSW IRB Championship weekend as a locality development opportunity (tourism).

MARKET SEGMENT OPPORTUNITY

It is understood that IRB Racing teams and those Surf Lifesaving Clubs who are heavily engaged with IRB Racing have a tendency during an event to focus on the beach racing and do not seek to maximise the use of the wide range of services that are offered by the local recreation facilities such as hotels and restaurants. Through a proactive arrangement, Cudgen Headland Surf Lifesaving Club will seek pre-establish arrangements throughout the business community for discounted services, and transport connections.

The opportunity is to align the offerings that are available locally to specifically meet the requirements of the IRB participants and their supporters and the expectations of all parties.

Kingscliff understands the importance of matching a participant's expectation given its experience with other Major Sporting events.

EVENT PLANNING FRAMEWORK- ROAD MAP TO SUCCESS

Planning for this event will be built upon the following three stages, with appropriate stakeholder engagement. In our experience a clear methodology assists with engagement with the stakeholders and reduced negative reverberations particularly with community and business owners. (Kingscliff specific issues)



STAGE 1 – STRATEGY

The purpose of the strategy phase / consultation methodology is to:

- Create cohort of higher level stakeholders
- Design in accordance with SLS NSW and embrace the local activities, concepts clearly in the product *"Kingscliff NSW IRB Championship Weekend"*.
- Learn from the experience of hosting the 2014 Australian event to create a better NSW event in 2016

Key stakeholders have been included in this stage of planning to ensure maximum consultation and a clear pathway for the development of any subsequent management plans. This methodology works very well with local stakeholders.

In our experience this group of stakeholders is referred to as the Strategic Partnering Board (SPB).

SPB STRUCTURE



SPB ROLES

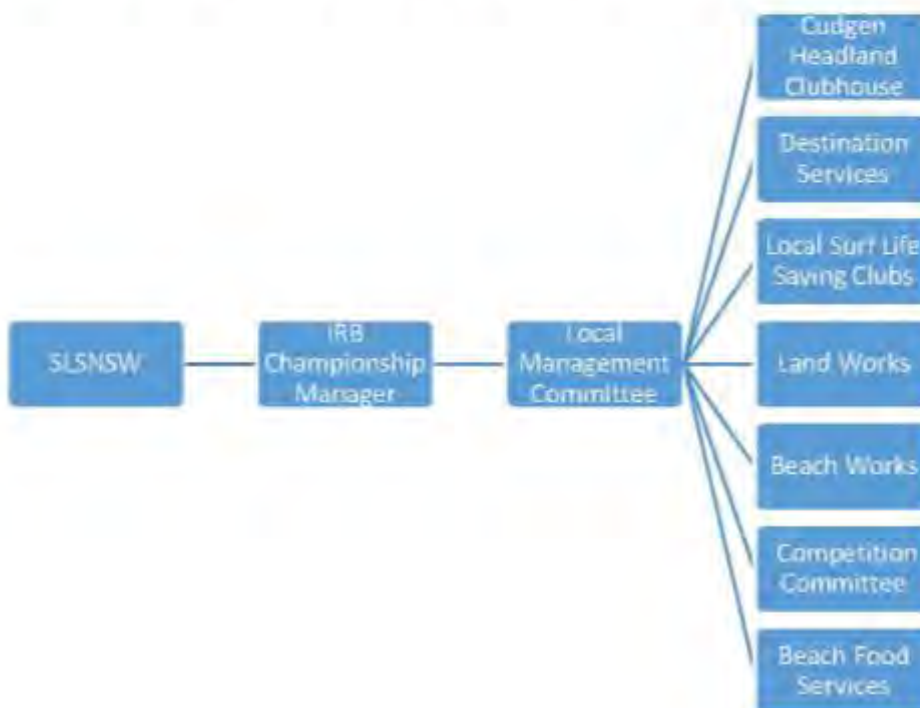
The proposed roles and expectation on returns of the Strategic Partnering Board is shown below: -

| Stakeholder | Responsibility & Involvement | Return on Investment |
|-----------------------------------|--|--|
| Cudgen Headland SLSC | Local Organising and Working Parties, Event Host | Pride, promotion of SLS activities, Membership Development |
| Tweed Shire Council | Strategy, policy, operations, compliance | Economic Impact, sports culture, Community Ownership |
| Destination Tweed | Marketing and Tourism | Returning Tourism, Increase in destination exposure |
| Maritime and Police | Permits and Approvals | No complaints, event experience |
| Kingscliff Chamber of Commerce | Engagement of Businesses | Increased trade, return customers |
| Kingscliff Ratepayers Association | Engagement of Residents | Communication and appreciation of economic benefits |

STAGE 2 – PLANNING

LMC STRUCTURE

Proposed organisational chart of the Local Management Committee is shown below.



LMC RESPONSIBILITIES

It is proposed the Local Management Committee is made up of the following sub committees/work parties with these responsibilities:

| Sub Committee & Works Party | Responsibility & Involvement |
|--------------------------------------|--|
| Cudgen Clubhouse | Hospitality, Administration Base |
| Destination Services | Air Travel, Connections, Accommodation, Local Businesses |
| Fingal Rovers, Cabarita, Salt | Extra Resources, Alternate Water Arenas |
| Land Works | Equipment Compound, Car Parking, Foreshore Facilities, Rubbish, Signage, debriefing and briefing areas etc |
| Beach Works | Beach Setup, Water Arenas Setup, Marshals |
| Competition Committee | Competition Management, Safety Committee, Officials |
| Cudgen Patrols | Patrolling Services during Championship |
| Beach Food Services | Food Services for Competitors, Public, Officials, Volunteers |

PLANS

It is anticipated that any plans developed during the hosting of the 2016 event can be used by each subcommittee and works party to refine the event footprint, maps, equipment lists and timeframes.

STAGE 3 – DELIVERY

MEETINGS AND MANAGEMENT ON THE DAY

As was completed in preparation for the 2014 Australian Championships, it is proposed that each subcommittee and working party will have structured meetings, and review processes before and during the Championship. Each subcommittee and works party will have a chairman and/or leader who have the capability or experience in their field.

Cudgen Headland Surf Life Saving Club has a large volunteer work force with considerable experience in major Championships.

The experience of the collective members likely to contribute to the Championships leadership could include:

- Lyndel Small, Brian Vickery – administration at multiple Championships hosted at Kingscliff
- Kim Holdom, Keith Kennedy, Gary Cain – planning, works parties at multiple Championships hosted at Kingscliff
- Chris Watson – Club Manager to provide food, beverage services with experience at the two recent Championships held at Kingscliff
- Brian Lewis, Dougal Forsyth, Gary Raso – considerable State, National Championship IRB Water Safety experience
- Adam Mills, Mike Crawley – project management experience and large sporting event experience
- Kyle Beatie, Chris Van der Waal, Jason Rush - emerging younger generation IRB enthusiasts

SPONSORSHIP STRUCTURE

Our sponsorship structure for the 2016 championship will be in accordance with the SLS NSW framework and incorporated into a detailed Sales and Marketing plan and we will be seeking to expand on the below list of relevant sponsors that will may use to assist with the delivery of the event.

| Official Partner | | |
|----------------------------|---------------------------|--|
| Supporting Partners | Kingscliff Bowls Club |  |
| | Tweed Coast Holiday Parks |  |
| | Destination Tweed |  |
| | Kingscliff Hotel |  |
| Destination Partner | Tweed Shire Council |  |
| Local Community Supporters | State Emergency Services |  |
| | Rotary |  |
| Media Partners | Tweed Daily News |  |
| | Tweed Valley Weekly |  |

KEY REQUIREMENTS

VENUE

Kingscliff is a small coastal community in close proximity to major transit centres of the Gold Coast and Brisbane. The Cudgen Headland Surf Life Savings Club has been the central feature of the community since the 12th of January 1922.



The foreshore and roadways are complementary to events with sufficient breadth to house operations and link services to key infrastructure without major interruption to the local community.

Kingscliff Beach in Wommin Bay is traditionally up to six kilometres long – extending from Cudgen Creek in the south, past the Cudgen SLSC to Fingal Head in the north. The beach in recent years suffered from the effect of sand erosion though fortunately has a natural tendency to recover and rebuild.



SUFFICIENT LENGTH AND WIDTH OF UNOBSTRUCTED BEACH WITH CLOSE PROXIMITY TO CLUB AND FACILITIES

The proposed water operating zone is from the Cudgen Creek in the south to the Bowls Club in the north and is approximately 1.1 kilometres in length with the Clubhouse overlooking this zone. There are no obstructions on the beach. A plan of the beach set up for the 2016 Championships is attached.

AVAILABLE ACCOMMODATION WITHIN A REASONABLE DISTANCE FROM THE VENUE.

Based on figures from the SLNSW 2015 State Championships it is expected that in excess of 500 team managers, competitors, officials, supporters and SLSA personnel will require accommodation for the championships.

The Kingscliff district is home to various forms of accommodation inventory. In the centre of Kingscliff there are a number of motels, apartment blocks and of course a beach front caravan park who are a major partner to this proposal via the Tweed Shire Council. To the north approximately

one kilometre, the locality of Chinderah has a number of larger Holiday Tourism Parks and Motels. To the south approximately two kilometres the major Salt – Mantra and Peppers Resorts offer hundreds of rooms and apartments. In land the hinterland offer unique homestays, Bed and Breakfast, and house rentals.



The new integrated packaging of accommodation via Destination Tweed can offer a one-stop service point for all bookings for participants to once again make the journey a simple logistical exercise.

PUBLIC VIEWING AREAS

The beach foreshore has numerous picnic areas, cooking facilities, toilets, car parking spots, beach access pathways and generally sits above the ocean allowing ease of public viewing in large numbers.

PROXIMITY TO A COMPREHENSIVE SHOPPING COMPLEX

The main street of Kingscliff – Marine Parade is emerging as a much sought after tourism day drive destination. With numerous boutique shops, cafes, restaurants along the kilometre of frontage, Marine Parade is a perfect off beach escape.

One block back from the beach is Pearl Street with a major commercial hub of shops, businesses, supermarkets, fresh food outlets, butchery and medical centre. This hub includes a large Woolworths shop and is less than five minutes' walk from the beach.

The centre also includes a fuel station at the front and is the connection point for intrastate and Surfline bus services with the Gold Coast.

A SUITABLE ALTERNATIVE VENUE WITH A SUFFICIENT ASPECT

In the event of adverse sea conditions (within a reasonable distance from the proposed venue)

With the permission of three local Surf Clubs, we are able to offer three alternate beaches, each with unique characteristics. Fingal Headland presents normally a protected beach from southerly winds; Salt offers usually larger surf on calmer days and the iconic Cabarita Headland can offer protection and a bay. Fingal and Cabarita have Clubhouses and could operate as day bases for competition. Salt has limited Clubhouse facilities but again is very suitable as a day base.

Drive Time:

- To Fingal is approximately ten minutes
- To Salt is between five and seven minutes
- To Cabarita is approximately ten minutes.

LOCAL GOVERNMENT SUPPORT (IN WRITING)

We have received verbal support from the Tweed Shire Council and Destination Tweed to assist with hosting the event and are waiting on Formal Correspondence. The agencies are very motivated and keen on supporting another major IRB racing event.

BEACH PATROLS FOR THE DURATION OF THE EVENT

The Cudgen Headland Surf Life Saving Club has four operational IRB's and will provide water safety support and patrols on the nominated days.

FIRST AID AND MEDICAL SUPPORT

The Cudgen Headland Surf Life Saving Club has a suitable first aid station on the ground level. The Kingscliff Ambulance is across the street from the Clubhouse and we also enjoy a close working relationship as many of the Ambulance Officers are active Lifesaving members of our Club.

A medical centre near Woolworth's shopping centre provides general practitioner, and specialist services. The Tweed is supported by three major hospitals, Tweed District, Murwillumbah and John Flynn.

Marine Parade also has a number of remedial and therapy providers for massage, chiropractic services, many of whom are also members of our Club.

GEAR STORAGE AREA/S AND SECURITY

We propose to use the same site layout that was agreed for the 2014 Australian Championships and are keen to invest time into improving the facilities if required (See layout attached).

The location selected for the IRB Compound is ideally located opposite the Police station, is near a Council maintained toilet and is sufficiently large to accommodate a major compound. Additional hose connections and temporary showers have already been installed to facilitate the requirements for hosting of the 2014 Championships event.

Clear beach access will be maintained using the existing access point which connects the compound area directly to the beach. This permits fast insertion and extraction of equipment and boats on the beach without accessing gazetted roads.

CRAFT SCRUTINEERING

A craft scrutineering area with considerations for ready access to the craft, motor and competitors can be accommodated in the same area used to store the boats and equipment.

SUFFICIENT WORKFORCE FOR THE DURATION OF THE CHAMPIONSHIPS, INCLUDING SET-UP AND BUMP-OUT

It has been demonstrated at various Championships, that the Cudgen Headland Surf Life Saving Club can arrange the necessary armies of volunteers for the set-up, daily operations and bump-out. Keith Kennedy and Kim Holdom have extensive "Old Boys Networks" to call upon who will rally and are excited to once again be provided with the opportunity to host another major event.

TRACTORS / QUADS / 4WD VEHICLES AS REQUIRED FOR THE EVENT

Two tractors, two Commander ATV's and two 4WD tray top utes were secured for use during the 2014 Australian Championships and again with the continued support of Council and the four local Surf Lifesaving Clubs we expect to be able to provide the same level of resources. Courtesy buses to move participants and spectators, volunteers and officials can also be arranged if required.

SITE SHEDS AND TENTS

The requirements for administrative beach tents, sheds etc can be satisfied from the resources of the four Surf Lifesaving Clubs and sponsors. The ground floor self-contained office in the Cudgen Headland Club can be provided for the event managers for the requirements in the weeks leading up to and after the event. Site offices if required can be provided through Coates Hire. Additionally official and volunteer spaces can be easily established under the Cudgen Headland Clubhouse to avoid costs.

Front of Clubhouse bus pickup and mustering is available to attempt to centralise much of the operations. A concrete beach access ramp from the Clubhouse directly to the beach simplifies the access to the water zones and beach operations.

RUBBISH BINS WITH REGULAR CLEANING

Cudgen Headland has a long term sponsorship relationship with Solo Waste who will be supporting the 2016 event. Solo would again be approached to manage all waste and recycling programs. We are particularly keen to see a major emphasis on recycling to reduce our carbon footprint of the event. This will be in keeping with the community's desire to reduce waste and operate as a green friendly destination. Rubbish sorting would either be done by local community groups as a fundraiser or done at Solo.

TEAM MANAGERS AND OFFICIALS

Briefing and Debriefing facilities (20+ team managers and 40+ officials) are available at the Kingscliff amenities centre next door to the Cudgen clubhouse which readily provides a kitchenette, tables, chairs, stage, toilets and secure storage. It can provide seating for up to 200 people. The club also has a large training room which can be used for VIP functions or administration. This eliminates the need to impact on the commercial food & beverage areas within the Club.

VIP FUNCTION FACILITIES (30+ VIPS)

The Cudgen Headland Clubhouse will be the central base for most functions. However to engage and win the sponsorship support of other businesses in Kingscliff, opportunities to host some functions can be shared with the Bowls Club and the Hotel.

A number of small functions will be organised by the club during the racing on the veranda of the Cudgen Headland Clubhouse overlooking the beach and racing events.

Predominantly presentations and commentary can be accommodated in the Clubhouse or on the grass in front of the Clubhouse overlooking the beach and racing.

CAR AND TRAILER PARKING

The intent is to keep cars out of the Marine Parade, café precinct and provide car parking north and south of the Cudgen Headland Surf Lifesaving Clubhouse. We will promote heavily through the media the event and attract spectators and do not wish to have the central activity area overly stressed with cars. An alternative carpark site will be established next to the craft compound area. Trailers will be stored near the compound near the Bowls Club.

POWER SUPPLY AND ELECTRICITY/DRINKING WATER/NEARBY PUBLIC OR OTHER TOILET FACILITIES

Each operational base at the Compound, Cudgen Clubhouse, and Team Tents area has electricity, water already connected and toilet facilities immediately available.

CARNIVAL GEAR AS PER THE IRB COMPETITION AND SURF SPORTS MANUAL

We will work with the SLS Event Director to erect signage, sponsor requirements, public address systems, and beach infrastructure

TIDES & WEATHER

Whilst a high tide is generally a better tide as it presents less shore dumps etc, the Kingscliff Beach can be used during low and high tide without major consequence. During the month of July traditionally the weather is normally stable with sunny days, some wind and limited size surf.



Conditions on Day 1 Australian Championships 18th July 2014

OPTIONS:

Nil.

CONCLUSION:

That Council provides its endorsement and support to the Surf Life Saving Clubs on the Tweed Coast to submit their Expression of Interest to host the 2016 NSW IRB Championships.

Councillors are advised that we are currently the Events Strategy and hope to present the revised document for Council's consideration early in 2016. This matter is put to Council for determination at this stage as confirmation of Council's support is required by Surf Lifesaving NSW in writing by end of October to progress Cudgen Headland Surf Life Saving Club's application to host this event.

Previous similar events in Kingscliff were generally supported by the community and present a valuable training opportunity for local lifesavers.

COUNCIL IMPLICATIONS:

a. Policy:

Events Strategy 2011-2016.

b. Budget/Long Term Financial Plan:

\$10,000 from Major Event Attraction 2015/16 Budget, to fund any internal Council in kind support provided to a maximum of \$10,000.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

8 [GM-CM] Variation to Festival Funding, Tweed Foodie Fest 2015

SUBMITTED BY: Holiday Parks and Economic Development



Supporting Community Life



Strengthening the Economy

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.1 Foster strong, cohesive, cooperative, healthy and safe communities

 - 3 Strengthening the Economy
 - 3.1 Expand employment, tourism and education opportunities
-

SUMMARY OF REPORT:

Council at its meeting held on Thursday 21 May 2015 resolved to fund Tweed Foodie Fest Inc. \$7250 in the annual allocation of funding to festivals and events for 2015-2016. Their application was for additional funding to their multi-year funding of \$5000 that had previously been agreed by Council for a three year period.

On 31 July 2015 the Event Organiser wrote to Council to advise their need to change the location of the Tweed's Biggest Dinner Party from Murwillumbah Showgrounds to Murwillumbah Main Street. It is stated that the primary reason for the move is economic, as sponsorship is down \$13,500 on 2014 and there is an estimated cost savings of approximately \$11,371 on production costs with the move to the Main Street. The requirements of the licensing police and conditions of the development consent for the showground site make it labour intensive to set up for the festival.

The letter says that: *"The street events are easier to produce as most participants are self-sufficient and operate from their café or restaurant. Our set up time is considerably less and requires far fewer people to help"*.

Following receipt of this letter, the Event Organiser was requested to prepare an Event Management Plan for the proposed Tweed Biggest Dinner Party event in the Main Street. The Event Management Plan is inserted in the Report.

Council at their meeting held 19 February 2015 reviewed the Economic Impact Report outlining the developments and achievements of Tweed Foodie Fest Inc. for 2014. In the report it stated that in its third year as a stand-alone festival, Tweed Foodie Fest expanded by introducing three weekend food events in June, August and October promoting the wide range of fresh and unique produce available in the region. As well as these additional

events, the attendance at the festival's signature event, Tweed's Biggest Dinner Party at the Murwillumbah Showground in November, doubled its estimated attendance from 1300 in 2013 to 3000, making an overall estimated attendance of 5936 for the four Tweed Foodie Festival events held in 2014.

The event will be subject to the Murwillumbah Main Street drainage works being completed, or completed enough, to accommodate the event on the evening of 5 December in the Main Street. The road closure will be from 4pm - 11pm on Saturday 5 December with set up from 2pm. The event organiser has already been advised that the cost of the road closure for this event will be an application fee of \$113.40 and road closure fee of \$500, a total of \$613.40. The road closure fees are currently under review a part of the next Events Strategy being prepared by Council with the assistance of Luminaire.

RECOMMENDATION:

That Council resolves to:

- 1. Agree to the change of venue from the Murwillumbah Showgrounds to the Main Street, Murwillumbah for the Tweed's Biggest Dinner Party, for purpose of providing funding through the Festival and Events Policy.**
- 2. Agree to a special exemption to the alcohol free zone of the street and pavement, for the duration of the event.**
- 3. Note the road closures as outlined in the event plan to this Council report which have been considered and endorsed by the Local Traffic Committee.**

REPORT:

In the Tweed Foodie Fest letter to Council, where it was requested that a variation to the festival funding be made, and the relocation from the Murwillumbah Showgrounds to the Main Street of Murwillumbah was advised, the event organiser states, *“Tweed Foodie Fest has strong support from the local community as well as the local business community, which is evidenced by survey data collected over the last four years. Our committee is comprised of successful business owners and has strong support of the Murwillumbah District Business Chamber. The committee are committed to achieving the vision of the festival, are innovative in their approach to planning and management and are striving towards a model that will see us hold more events to attain self-sufficiency.”* Tweed Foodie Fest Inc. also received the Best Visitor Experience Award at the NSW Business Chamber's 2015 Business Excellence Awards on 26 September 2015.

The Tweed Foodie Fest Event Management Plan and Certificate of Currency follows:



Event Management Plan – Tweed Foodie Fest

Introduction

Tweed Foodie Fest (TFF) commenced in 2011 with a \$2,000 grant from Tweed Shire Council and has grown consistently since that time. Comparative analysis of the financial data shows that turnover has increased by 142.2% between 2011 and 2014 from \$17,159 to \$41,555. The event has grown from a one day activity to five days and showcases the food industry of the Tweed from paddock to plate.

Three new events were added to the TFF calendar in 2014 branded Foodie Friday Food Trails. These activities took place in the CBD of Murwillumbah with the street closed from 5pm to 11pm. Local cafes and restaurants offered small and large tasting plates and were encouraged to use local produce where possible.

These events were introduced to increase awareness of the TFF brand and to drive visitation to the main five day event held annually in late November.

Event attendance across all activities in 2014 was approximately 5,936. This is based on the online booking system, food trader surveys and community surveys. The online booking system indicated that 13.9% of patrons came from outside the region and is supported by the community surveys which revealed that 12.9% of attendees came from outside the Tweed. The community surveys also revealed that, of those patrons who came from outside the region, 34% stayed overnight. A total of 551 surveys were collected in 2014 across all activities.

The financial growth of the festival over the last four years has allowed us to invest in:

- Website development
- Branding
- Graphic design
- Street signage
- Banners
- Fencing
- Site décor
- Lighting
- Office furniture
- Office equipment
- Tables for over 100
- Event equipment

Event Details

Event Place – Murwillumbah Street from Westpac Bank to the corner of Wharf St and Commercial Rd

Event Dates – Saturday 5 Dec

Event Times – Set up 2pm to 4pm, street closure 4pm to 11pm

Contact During Event

Name: Kerry Turner
Position: Festival Director
Mobile: 0401 871 096
Email: kerry@tweedfoodiefest.com.au

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Organising Committee

Roles and Responsibilities

The Tweed Food Fest Inc (TFF) committee is comprised of successful local business people who were specifically selected to cover the key areas of the production and management processes. They are:

Kerry Turner-Festival Director

Responsibilities:

- Coordination of all activities
- Program development
- Ensures all events comply with relevant Federal and State laws and local government policies and regulations
- Sponsorship deliverables
- Implementation of the marketing and communications strategy
- Budget forecasting and financial control

Toni Zuschke-President – Marketing Collateral, President, Murwillumbah District Business Chamber, Owner Barking Toad Creative Multi Media

Responsibilities:

- Graphic Design of all marketing collateral
- Liaison with local business community
- Assistance with social media marketing

Russell Moore-Treasurer, Owner Altum Accounting

Responsibilities:

- Onsite cash handling
- Financial Management

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Greta Hunter-Secretary, recently retired as Community Development officer for Northern Rivers Community Legal Centre

Responsibilities:

- Records and distributes minutes of meetings
- Ensures we comply with the rules of the association
- Ensures annual returns are lodged in time
- Maintains the conflict of interest register
- Collects membership fees

Bill Larkin-Director and Site Electrician-Owner Larkin Electrical

Responsibilities:

- Connects traders to onsite electricity supply
- Ensures all traders leads and equipment are tested and tagged as tested, removing non complying leads and equipment until after the event
- Ensures the overall electrical safety of the site
- Assists with bump in and out

Paul Pouloudis-Director and Equipment Management-Owner Tweed Fruit Exchange

Responsibilities:

- Ensures all equipment is collected and returned on time
- Manages stock control for all bars at the main event in November
- Assists with bump in and out

Glyn Howie-Director and Staff and Bar Manager-Tursa Employment and Training

Responsibilities:

- Recruits and manages staff for the main event in November
- Manages the main bar for the November event

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Michael Zuschke-Director and Traffic Management- Owner Barking Toad Creative Multi Media

Responsibilities:

- Implements and manages the traffic management plan
- Site Manager for all street events
- Manages technical issues with the website

Jonathon Evans-Director and Food Safety Supervisor-Owner Ju Ju's Café

Responsibilities:

- Assists with product development
- Assists with the development of systems to ensure compliance with food safety regulations

Financial

Budget – Refer attached

Financial Support

TFF has strong support from the local business community with primarily in-kind contributions. Cash contributions decreased significantly in 2015 due to changes in company structures of two of our sponsors. We also no longer met the criteria of another major sponsor due to our growth in 2014.

The management committee are currently reviewing the sponsorship policy and process and will commence a sponsorship drive in October.

The Regional Flagship Program for 2016 is now open so we are submitting an Expression of Interest early September for marketing assistance next year.

Insurance

TFF holds a current certificate of currency valid until 4pm on the 4th August 2016 with \$10,000,000 public liability and products liability.

The Venues

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TFF activities are held at a variety of locations throughout the Tweed and include paddock to plate experiences, farm tours, cooking classes in local restaurants, workshops in community halls and our signature event, Tweed's Biggest Dinner Party which is being relocated to Murwillumbah & Wharf Streets, Murwillumbah, in 2015, from the Murwillumbah Showground.

Risk Assessment

Risk Analysis – Tweed Foodie Fest

| Ref | Activity | Risk | Risk Manager | Likelihood | Consequence | Risk rating | Strategy |
|-----|--|--------------------|------------------------------|------------|-------------|-------------|--|
| 1 | Tweed's Biggest Dinner Party | Resident complaint | Kerry Turner | Possible | Moderate | Medium | Inform Local residents of event through advertising in local media. Advertise street closure in Tweed Link |
| | | Major incident | Bill Larkin, Michael Zuschke | Possible | Major | High | Ensure safety is a critical element of the event and a comprehensive incident procedure in place. Ensure local police, ambulance and Fire Brigade are aware of the event. Ensure 1 st Aid is available onsite |
| 2 | Coach Driven Activities organised by Tweed Food Fest Inc | Patron complaint | Kerry Turner | Possible | Moderate | High | Ensure patrons are kept informed at all times |
| | | Major incident | Coach Driver/Tour Guide | Possible | Major | Medium | Engage a professional bus company with appropriate liability insurance. Ensure all activities on the tour are licensed for such activities and hold appropriate insurance. Ensure tour guide is aware of TFF incident procedures |
| 3 | Self Drive activities | Patron complaint | Kerry Turner | Possible | Moderate | Medium | Ensure patrons are kept informed at all times |
| | | Major incident | Tour organiser | Possible | Major | High | Ensure all activities on the Tweed Food Fest program have appropriate permits to hold such activities and have appropriate public liability insurance in place. |

Site Plan

Refer attached Site Map

Traffic Management Plan

Refer attached Traffic Management Plan

A road closure application has been lodged with Tweed Shire Council for our signature event, Tweed's Biggest Dinner Party. Murwillumbah Hospital, Tweed Licensing police and Murwillumbah Ambulance have been consulted with no negative responses.

Contingency Plans

Cooking Classes, Workshops and Demonstrations

These activities are not adversely affected by rain however they would be cancelled if flood warnings had been issued for the region.

Paddock to Plate and Farm Tours

In the event of heavy rain or flooding these activities would be cancelled and a refund offered where necessary or the opportunity to take the tour at a later time. Light rain would not impact on the tour.

Tweed's Biggest Dinner Party

In the event of rain pre-booked seating would be set up on the pavement under shop awnings. Food vendors bring additional marquees to provide cover for patrons whilst queuing for tasting plates. Marquees are provided for entertainers. In the event of flood or extreme weather the event would be postponed to the following week.

Incident Management Plan

Procedures

- A production office will be set up at the back of Sweet Obsession located in Wharf St Murwillumbah. Incident Management will be controlled at this location.
- Hand held radios will be issued to the production office, site manager, festival director and at each street closure barrier.
- Local police, ambulance and hospital have been informed of the nature and scope of the event

- A request has been made to St Johns Ambulance to be onsite for the duration of the Tweed's Biggest Dinner Party if they are unable to attend a 1st aid station will be set up in a marquee on the corner of Murwillumbah and Queen Streets and will be manned by 2 people qualified in 1st Aid. The marquee will be clearly identified with appropriate signage
- All operational staff will be briefed on emergency/incident procedures prior to the event and will be issued with emergency contact details for the site manager, festival director, local police, local ambulance and onsite 1st aid as well as detailed site maps highlighting emergency exits and meeting points and emergency vehicle access points.
- Emergency vehicle access will be located at each street closure barrier and will be appropriately signed.

Designated Incident Contact

Name: Michael Zuschke
Mobile Phone: 0417 514 610
Email: michael@barkincircuit.com.au

Lost Children or Property

A marquee will be set up on the corner of Police Lane and Murwillumbah Street for lost children and property and will be clearly identified with appropriate signage.

Incident Report Refer attached

Public Health

Temporary Food Stalls

- All food traders are required to comply with food safety regulations and hold appropriate public liability insurance
- The event will be listed on the NSW Food Authority website as a temporary event and will be notified of all participating food businesses
- A list of all stalls will be submitted to local council four weeks prior to the event together with site allocation details
- All hot food traders are required to record food temperatures hourly and are checked by the onsite food safety supervisor

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Alcohol

Historically the events held in Wharf St have been BYO alcohol with the permission of the Tweed Licensing Police (TLP). We are currently consulting with TLP about running a boutique bar from Palm Court offering hand crafted local beers, locally distilled spirits and wines produced within a 150km radius.

An additional submission will be made if a bar is allowed in Palm Court.

Toilets

Toilet facilities are located at the following premises:

- Park next to Southern Cross Credit Union
- Cenzo's Café, Wharf St
- Cumin Kitchen, Wharf St
- Court House Hotel, Murwillumbah St
- Riverside Pizza and Thai Restaurant, Commercial Road
- Imperial Hotel, Murwillumbah Street

An audit will be conducted of all toilet facilities in Wharf and Murwillumbah Streets to determine the number of toilets and if insufficient for the expected audience of 2,500 additional portable toilets will be hired in for the night. Site maps will be available for patrons at the food coupon stalls located in Wharf Street, Murwillumbah.

Waste Management

- Lisa Flower, Waste to Resource, implements an effective three bin waste system separating compostable waste from recycling.
- Bin stations are monitored by a team of waste educators who man the bins for the duration of the event educating patrons on the correct bin to use.
- An audit of the bins is conducted the following day and contamination is removed from the compostable and recycling bins before collection by Solo Resource Recovery
- Bins are sealed after the decontamination process

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Noise Pollution

- Buskers will be set up at intervals with small pa systems with amplification limited so as not to clash with other buskers
- A small portable stage will be set up near the clock at Queen St and will be managed by Tweed Creative Studios

Public Safety

Security and Crowd Control

If required by the TLP a professional security company will be engaged to assist in and around the licensed area. Historically crowd control has not been an issue at TFF events either in the street or at the showground. Survey results collected over four years reveal that the age demographic of TFF is primarily between 35 to 64 years of age and being a food festival patrons are there to experience the broad range of food on offer.

Emergency Exits

Emergency exits and meeting points will be located at each street closure barrier and will be clearly identified on the site map

Lighting and Power

- All street lights will be checked prior to the event and if required Essential Energy will be contacted to carry out repairs
- CBD cafes and restaurants will utilise the power supply of their shop
- Temporary food traders will be connected to the three phase power supply, using appropriate distribution boards and leads, at Larkin Electrical and the clock at Queen Street
- Electrical leads will either be covered with mats or elevated to above head height
- All electrical leads and equipment must be tested and tagged as tested by a qualified electrician. Untagged leads or equipment will be confiscated until after the event
- Bill Larkin, Larkin Electrical, will be onsite for the duration of the event and will ensure that all traders are set up safely and comply with the safety requirements of the festival
- Non-food traders will be asked to bring battery powered lighting
- An event lighting specialist will be engaged to light the trees in Wharf St and Murwillumbah St

Temporary Structures

Temporary structures include:

- Small portable stage
- Quickshades
- Portable toilets (if required)
- Street closure barriers

Event Promotion and Marketing

TFF implements a structured marketing strategy that includes:

- social media
- print media
- radio
- quality printed material
- electronic marketing
- utilising the databases of participating businesses
- listings on tourism websites
- TFF website
- Cross promotion with other activities

Ticketing

The Trybooking system will be used to pre-sell tables of ten for the Tweeds Biggest Dinner Party. Pre-sold seating will be capped at 2,000 to allow ample room for those patrons who want to BYO seating.

Signage

Signage will be erected as per the traffic management plan as well as:

- 600x900mm corflute directional signs will be placed at key entry points into the CBD for visitors from outside the region
- 6mx1m banners will be erected at the food coupon stalls located at each end of Wharf Street
- 1st Aid signage
- Lost children
- Emergency exits
- Production Office

Contact Numbers

Kerry Turner – Festival Director 0401 871 096

Michael Zuschke – Site Manager 0417 514 610

Bill Larkin – Site Electrician 0415 299 220

Jonathon Evans – Food Safety Supervisor 0439 832 254

Paul Pouloudis – Bar and Equipment Management 0417 404 863

Certificate of Currency - Entertainment and Events Public Liability

AON Certificate of Currency

Ref. AON RAE T4370 A704322/002

For client enquiries see broker details below

Kerry Turner
Tweed Food Fest Incorporated
PO Box 1227
MURWILLUMBAH NSW 2484

This certificate is a summary of cover only. Please refer to the Policy Wording and Schedule for its full terms and conditions.

Insurance Information as at 13 August 2015

Class of Insurance: Entertainment and Events Public Liability
Insured: Tweed Food Fest Incorporated
Policy Number: SJC14000049ENTPL
Period of Insurance: 4th August 2015 to 4th August 2016
Business Description: Event Organiser of 4 Food Festivals.
Cover extended to Tour Operator activities.
Geographical Limits: Australia and New Zealand
Limits of Liability: Public Liability \$ 10,000,000
Products Liability \$ 10,000,000
Goods in Care, Custody and Control \$ 250,000
Insurer: Catlin Australia Pty Limited

Further Information

Should you have any questions pertaining to the Insured's cover we encourage you to contact the account executive who placed the cover direct. Their contact details appear below.

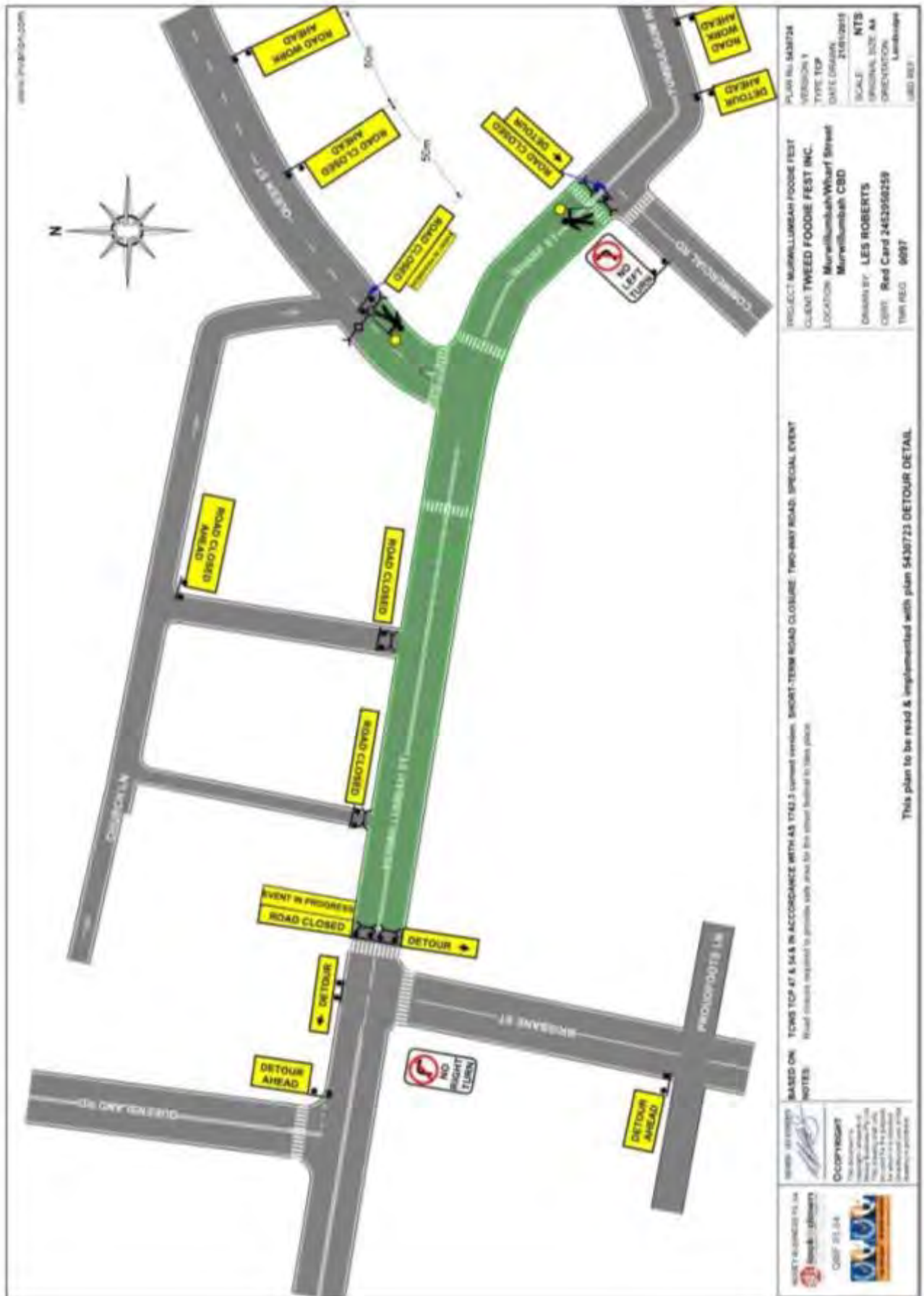
Sudharsan Srikant
Phone: 1800 806 584

Aon Risk Solutions
Aon Risk Services Australia Limited ABN 17 000 434 720 | AFSL No 241141

Important notes

- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the Insurance Contracts Act 1984 (Cth).
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- This Certificate does not:
 - represent an insurance contract or confer rights to the recipient, or
 - amend, extend or alter the Policy.

Road Closure Maps





| | |
|---|---|
| <p>www.invision.com</p> | <p>PLAN No: S430723 VERSION 1 TYPE: TCP DATE DRAWN: 21/01/2015 SCALE: NTS ORIGINAL SIZE: A4 ORIENTATION: Landscape LIND REF:</p> |
| <p>PROJECT: MURWILLUMBAH FOODIE FEST CLIENT: TWEED FOODIE FEST INC LOCATION: MURWILLUMBAH SHARPS ST MURWILLUMBAH CBD</p> | <p>DRAWN BY: LES ROBERTS DATE: Lvl 4 - 14/02/14 TARI (H.U.): 0007</p> |
| <p>BASED ON: TOWNS TCP ST. 34 & IN ACCORDANCE WITH AS 1743 3 signed version. SHORT TERM ROAD CLOSURE. TWO WAY ROAD. SPECIAL EVENT NOTES: DETAIL OF DETOUR SIGNAGE AND ROUTE</p> | <p>This plan to be read & implemented in conjunction with plan S430722 &/or S430724</p> |
| <p>DESIGNED BY: LES ROBERTS DRAWN BY: LES ROBERTS CHECKED BY: LES ROBERTS DATE: 21/01/2015</p> | <p>Copyright The information on this plan is the property of Les Roberts & Associates Pty Ltd. It is to be used only for the purpose for which it was prepared. It is not to be used for any other purpose without the written consent of Les Roberts & Associates Pty Ltd.</p> |
| <p>DESIGNED BY: LES ROBERTS DRAWN BY: LES ROBERTS CHECKED BY: LES ROBERTS DATE: 21/01/2015</p> | <p>DESIGNED BY: LES ROBERTS DRAWN BY: LES ROBERTS CHECKED BY: LES ROBERTS DATE: 21/01/2015</p> |

OPTIONS:

- 1a. Agrees to the recommendation, agrees to the event variation; OR
- 1b. Does not agree to the recommendation and provides alternative resolutions.

and;

- 2a. Agrees to the special exemption to the alcohol free zone for the period of the event; OR
- 2b. Does not agree to the special exemption.

CONCLUSION:

The Tweed Foodie Fest Inc. has provided an Event Management Plan for their proposed move of the Tweed's Biggest Dinner Party event from the Murwillumbah Showground to the Main Street of Murwillumbah. The expected audience is 2500 with pre-sold seating capped at 2000. A road closure along with additional toilets, waste management and security will be required for the event. In addition Council is being asked for a special exemption from the current alcohol free zone, if Council approves this event.

COUNCIL IMPLICATIONS:

a. Policy:

Nil.

b. Budget/Long Term Financial Plan:

Tweed Foodie Fest has received \$5000 per annum through the multi-year funding program and with the additional funding in 2015 – 2016 it receives a total of \$7250 which represents around 10% of Council's Festivals and Events annual budget.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

9 [GM-CM] Variation to Festival Funding, Eco Carnivale at Cabarita Beach

SUBMITTED BY: Holiday Parks and Economic Development



Supporting Community Life



Strengthening the Economy

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.1 Foster strong, cohesive, cooperative, healthy and safe communities

 - 3 Strengthening the Economy
 - 3.1 Expand employment, tourism and education opportunities
-

SUMMARY OF REPORT:

Council at its meeting held on Thursday 21 May 2015 resolved to fund Cabarita Beach /Bogangar Residents Association (CBBRA) in collaboration with other local organisations \$1150 towards the Eco Carnivale, in the annual allocation of funding to festivals and events for 2015-2016.

On 23 September 2015 the event organiser Suzie Bourke wrote to Council to advise their *"need to change the nature of the 2016 Eco Carnivale event because it became impractical due to the denial of a road closure for the event, funding is too little to support the event and volunteers have less time this year to devote to the event. It is proposed to run a smaller scale event at the Les Burger Sportsfield on 6 March 2016 (date may change)."*

This new event called the Cabarita Beach Youth/Eco Festival 2016 will offer a day of live music, street culture, food, skate and BMX competitions, demonstrations, eco market stalls, creative workshops, youth services and more at the Raiders Oval. The day will incorporate elements of the previous events *"Caba Creative Carnivale"* and *"Caba Eco Carnivale"*.

This event will be run by Curl Creative in conjunction with Cabarita Youth Services, CBBRA and other local groups. It will service the same local area and will have a similar eco-friendly focus.

RECOMMENDATION:

That Council agrees to:

- 1. A funding variation through the Festival and Events Policy of the Eco Carnivale to the proposed Cabarita Beach Youth / Eco Festival 2016.**
- 2. Provide Les Burger Sportsfield as the venue for the Cabarita Beach Youth / Eco Festival 2016.**

REPORT:

As per the Summary of Report.

OPTIONS:

That Council:

- 1a. Agrees to the recommendation.
- 1b. Does not agree to the recommendation and provides an alternative resolution/s.

CONCLUSION:

The event proposed will service the same local area and will have a similar eco-friendly focus. It will also include Headspace and the Family Centre to bring more awareness to teenagers about these local helpful organisations. Darren Bates from Raiders Football Club has confirmed their support for the event happening at the Les Burger Sportsfield.

COUNCIL IMPLICATIONS:

a. Policy:

Nil.

b. Budget/Long Term Financial Plan:

Cabarita Beach /Bogangar Residents Association (CBBRA) has already been granted \$1150 of festivals and events funding in 2015–2016.

The fee to hire Les Burger Sportsfield is \$103.00 for the event.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

10 [GM-CM] Organisational Restructure - Phase 3 - Events and Festivals

SUBMITTED BY: General Manager

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

| | |
|-------|---|
| 1 | Civic Leadership |
| 1.3 | Delivering the objectives of this plan |
| 1.3.1 | Council's organisation will be resourced to provide the essential services and support functions to deliver the objectives of this Plan |

SUMMARY OF REPORT:

Council has previously considered reports on:

- Organisational Structure – 20 February 2014; and
- Organisational Restructure – Phase 2 – Revised Planning and Regulation Division Structure Proposal – 21 August 2014.

Since these resolutions have been implemented the organisation has worked very well within the revised structure, but following the recent resignation of the Major Events and Film Officer and an increasing emphasis on this area of Council operations, a further opportunity has been identified to determine the reporting responsibilities and synergies associated with this role. From an organisational perspective, whilst there are a range of events and festivals initiated from across all areas of Council, through the Integrated Planning and Reporting (IP&R), implementation of "whole of Council" strategies, i.e. Community Strategic Plan, Community Engagement Strategy, Delivery and Operational Plans are coordinated through the Corporate Services Division.

Given the close working collaborations between the role of the Event and Festivals Officer communications and risk management functions of Council, it is considered to be a more appropriate alignment to locate these functions within the Corporate Services Division.

Resulting from this review it is proposed to undertake a further minor organisation restructure with the position of Events and Festivals Officer reporting directly to the Director Corporate Services, rather than within the Holiday Parks and Economic Development Unit.

RECOMMENDATION:

That, in accordance with Sections 332 and 333 of the Local Government Act 1993, the change in reporting hierarchy for the position of Events and Festivals Officer to report to the Director Corporate Services be endorsed and the Organisation Structure be updated accordingly.

REPORT:

Council has previously considered reports on:

- Organisational Structure – 20 February 2014; and
- Organisational Restructure – Phase 2 – Revised Planning and Regulation Division Structure Proposal – 21 August 2014.

Since these resolutions have been implemented the organisation has worked very well within the revised structure, but following the recent resignation of the Major Events and Film Officer and an increasing emphasis on this area of Council operations, a further opportunity has been identified to determine the reporting responsibilities and synergies associated with this role. From an organisational perspective, whilst there are a range of events and festivals initiated from across all areas of Council, through the Integrated Planning and Reporting (IP&R), implementation of "whole of Council" strategies, i.e. Community Strategic Plan, Community Engagement Strategy, Delivery and Operational Plans are coordinated through the Corporate Services Division.

Given the close working collaborations between the role of the Event and Festivals Officer communications and risk management functions of Council, it is considered to be a more appropriate alignment to locate these functions within the Corporate Services Division.

The realignment of the position into Corporate Services from Holiday Parks and Economic Development will also enable implementation and coordination of Civic Events, including the implementation of the Events and Festivals Strategy providing a greater awareness of these events and festivals.

Therefore following this review it is proposed to undertake a further minor organisation restructure with the position of Events and Festivals Officer reporting directly to the Director Corporate Services, rather than within the Holiday Parks and Economic Development Unit.

OPTIONS:

1. To amend the reporting hierarchy for the position of Events and Festivals Officer to report directly to the Director Corporate Services.
2. Retain the current reporting structure.

CONCLUSION:

That in accordance with Sections 332 and 333 of the Local Government Act 1993 the change in reporting hierarchy for the position of Events and Festivals Officer be endorsed and the Organisation Structure be updated accordingly.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable

b. Budget/Long Term Financial Plan:

There are no direct budget implications as a result of this organisational restructure.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

REPORTS FROM THE DIRECTOR PLANNING AND REGULATION

11 [PR-CM] Expression of Interest - Development and Licence for a new Rehoming Centre in conjunction with Tweed Council's existing Animal Pound, Stotts Creek

SUBMITTED BY: Development Assessment and Compliance

Valid



Caring for the Environment

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

| | |
|-------|---|
| 4 | Caring for the Environment |
| 4.1 | Protect the environment and natural beauty of the Tweed |
| 4.1.3 | Manage and regulate the natural and built environments |

SUMMARY OF REPORT:

At its meeting of 20 August 2015, Council resolved the following:

“RESOLVED that in respect to Contract RFP2015054 Expression of Interest - Development and Licence for a new Animal Rehoming Centre in conjunction with Tweed Council's existing Animal Pound Stotts Creek:

- 1. In accordance with the NSW Independent Commission Against Corruption (ICAC) document, “Direct Negotiations, Guidelines for Managing Risk in Direct Negotiations”, that Council accepts the Expression of Interest submitted by Friends of the Pound (Tweed) Inc. ABN 83 126 970 338 and enters into direct negotiations to seek agreement on licencing/leasing arrangements;*
- 2. The outcomes of the negotiations referred to in Point 1 be reported back to Council when finalised for review and endorsement;*
- 3. ATTACHMENTS 1 and 2 are CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-*
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.*
 - (d) commercial information of a confidential nature that would, if disclosed:*
 - (i) prejudice the commercial position of the person who supplied it,*
or
 - (ii) confer a commercial advantage on a competitor of the council, or*

(iii) *reveal a trade secret.*"

In accordance with this resolution, Council officers have met with representatives of Friends of the Pound (FoP), and advanced the conceptual plans and anticipated operational aspects of a new combined Council Pound/FoP Rehoming Centre.

The design of the new facility has been informed by more recent advice from Council's Waste Unit, who has supported the removal of vegetated embankment at the rear of the existing Pound buildings, and the filling and formation of an area in the front, to provide additional area for the new redevelopment. Both Council and FoP have since supported a revised design concept to establish a presence for the rehoming centre in the front portion, and for Council to locate its Pound facility in the rear. As highlighted in the previous report to Council, the redevelopment will require a development application, and other ancillary approvals processes.

The advancement of this revised design concept, has also enabled a clearer plan for an exclusive portion of the site to be leased to the FoP by Council, and a collateral licence to enable FoP volunteers to gain access to other parts of Council's Pound operations. The proposed plan of these areas is attached to this report.

There is some urgency for the lease/licence to be signed by Council, as this is a pre-requisite for FoP to gain Federal Government funding for Work for the Dole assistance to construct this new facility.

A number of key operational aspects of the new joint facility have also been agreed upon, including the retention of the current public opening hours of the Pound (Monday to Sunday, 10am to 4pm, closed public holidays), and the sale of Council assessed animals to be fully managed by FoP.

A proposal by the FoP in their EOI to charge Council a fee of \$30 per animal that they accept for rehoming is not considered reasonable, given that under these new arrangements, Council will be losing the income for the sale of animals.

RECOMMENDATION:

That Council, in respect to Contract RFP2015054 Expression of Interest - Development and Licence for a new Animal Rehoming Centre in conjunction with Tweed Council's existing Animal Pound Stotts Creek, grants approval for the General Manager to proceed to prepare a lease and licence for the Friends of the Pound proposal based on the revised design concept attached to this report.

REPORT:

Tender Background

In April/May 2015, an Expressions of Interest brief RFP2015-054 was advertised for a new Animal Rehoming Centre in conjunction with Tweed Council's existing Animal Pound Stotts Creek, in accordance with Council's procurement protocol and having regard to the relevant provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005.

The brief proposed a staged approach:

1. Expression of Interest process determining a short-listing of suitable applicants.
2. Report to Council seeking endorsement to proceed to a Selective Tender process using the short-listed EOI applicants.
3. Selective Tender process.
4. Report to Council seeking endorsement of a preferred applicant.
5. Council to enter into a Licence with the preferred applicant, subject to the applicant obtaining development consent and any other necessary approvals required to construct and commence operations of a joint Impounding/Rehoming Centre.

Only one submission was received from Friends of the Pound.

Following an independent assessment and report on this process and submission, at its meeting of 20 August 2015, Council resolved the following:

“RESOLVED that in respect to Contract RFP2015054 Expression of Interest - Development and Licence for a new Animal Rehoming Centre in conjunction with Tweed Council's existing Animal Pound Stotts Creek:

1. *In accordance with the NSW Independent Commission Against Corruption (ICAC) document, “Direct Negotiations, Guidelines for Managing Risk in Direct Negotiations”, that Council accepts the Expression of Interest submitted by Friends of the Pound (Tweed) Inc. ABN 83 126 970 338 and enters into direct negotiations to seek agreement on licencing/leasing arrangements;*
2. *The outcomes of the negotiations referred to in Point 1 be reported back to Council when finalised for review and endorsement;*
3. *ATTACHMENTS 1 and 2 are CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-*
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.*
 - (d) commercial information of a confidential nature that would, if disclosed:*
 - (i) prejudice the commercial position of the person who supplied it, or*
 - (ii) confer a commercial advantage on a competitor of the council, or*
 - (iii) reveal a trade secret.”*

Further Actions

In accordance with this resolution, Council officers have met with representatives of Friends of the Pound (FoP), and advanced the conceptual plans and anticipated operational aspects of a new combined Council Pound/FoP Rehoming Centre.

The design of the new facility has been informed by more recent advice from Council's Waste Unit, who has supported the removal of vegetated embankment at the rear of the existing Pound buildings, and the filling and formation of an area in the front, to provide additional area for the new redevelopment. Both Council and FoP have since supported a revised design concept to establish a presence for the rehoming centre in the front portion, and for Council to locate its Pound facility in the rear. As highlighted in the previous report to Council, the redevelopment will require a development application, and other ancillary approvals processes.

The advancement of this revised design concept, has also enabled a clearer plan for an exclusive portion of the site to be leased to the FoP by Council, and a collateral licence to enable FoP volunteers to gain access to other parts of Council's Pound operations. The proposed plan of these areas is attached to this report.

There is some urgency for the lease/licence to be signed by Council, as this is a pre-requisite for FoP to gain Federal Government funding for Work for the Dole assistance to construct this new facility.

A number of key operational aspects of the new joint facility have also been agreed upon, including the retention of the current public opening hours of the Pound (Monday to Sunday, 10am to 4pm, closed public holidays), and the sale of Council assessed animals to be fully managed by FoP.

A proposal by the FoP in their EOI to charge Council a fee of \$30 per animal that they accept for rehoming is not considered reasonable, given that under these new arrangements, Council will be losing the income for the sale of animals.

OPTIONS:

Option 1:

Grants approval for the General Manager to proceed to prepare a lease and licence for the Friends of the Pound proposal based on the revised design concept attached to this report.

Option 2:

Does not proceed with the Expression of Interest submitted to Council by Friends of the Pound and seeks a further report on alternative options.

Option 1 is recommended.

CONCLUSION:

It is considered that the Friends of the Pound have submitted a highly credible response to Council's recent EOI process, and as the sole submitters, it is considered appropriate for Council to move to direct negotiation to advance this proposal.

COUNCIL IMPLICATIONS:

a. Policy:

In accordance with Local Government (General) Regulations 2005.

b. Budget/Long Term Financial Plan:

The EOI proposal provides an alternative, financially feasible service to consider.

c. Legal:

Council has prescribed regulatory functions under the NSW Companion Animals Act.

d. Communication/Engagement:

Not Applicable.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Attachment 1.

Revised design concept for new rehoming centre and Council Pound (ECM 3814809)

12 [PR-CM] Class 1 Appeal - Development Application DA15/0422 for a 65 Lot Subdivision at Lot 1147 DP 1115395 Seabreeze Boulevard, Pottsville

SUBMITTED BY: Development Assessment and Compliance

FILE REFERENCE: DA15/0422 Pt2

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.2 Improve decision making by engaging stakeholders and taking into account community input
 - 1.2.1 Council will be underpinned by good governance and transparency in its decision making process
-

SUMMARY OF REPORT:

Council has received a Class One Appeal for a deemed refusal against Development Application DA15/0422 for a 65 lot residential subdivision of Lot 1147 DP 1115395 being the 'Potential School Site' pursuant to Section B15 Seabreeze Estate, Pottsville. A telephone directions hearing is to take place on 2 November 2015 at 9.30am.

This report is to seek Council's advice on how to proceed with the Appeal.

RECOMMENDATION:

That Council's solicitors be engaged (and consultants if required) to defend the Appeal for Development Application DA15/0422 for a 65 lot subdivision at Lot 1147 DP 1115395 Seabreeze Boulevard, Pottsville.

REPORT:

Applicant: Newland Developers Pty Ltd
Owner: Metricon Qld Pty Ltd
Location: Lot 1147 DP 1115395; Seabreeze Boulevard Pottsville
Zoning: R2 Low Density Residential
Cost: \$2,308,116

Background:

Council received a development application for a 65 lot residential subdivision of Lot 1147 DP 1115395 being the 'Potential School Site' pursuant to Section B15 Seabreeze Estate, Pottsville on 9 June 2015.

The application was reported to Council's Planning Committee Meeting dated Thursday 6 August 2015 seeking direction on the assessment of the subject application. Council resolved that the application be finalised based on the information provided to date by the applicant, including Council's resolution of 14 February 2013 and be reported back to Council for determination.

The application was reported to Council's Planning Committee Meeting dated Thursday 1 October 2015 recommending refusal for the following reasons:

1. The proposal is not consistent with Section B15 of Council's Development Control Plan, which identifies the site as a potential school site;
2. The proposal is not consistent with Council's resolution dated 14 February 2013 which states the earmarking of the 'Potential Future School Site' in the existing Section B15 to be reviewed, if requested, no earlier than 2018;
3. The proposal is not consistent with Section B21 of Council's Development Control Plan, which identifies the site as a potential school site;
4. The proposal is not consistent with Section A5 of Council's Development Control Plan, which identifies a 150m buffer to Agricultural lands;
5. The proposal is not consistent with Section A5 of Council's Development Control Plan, which requires a 50% road frontage to local parks; and
6. The proposal is not consistent with Council's Development Design Specifications D12 – Sewerage System, which identifies a 50m buffer to Sewer Pump Stations.

OPTIONS:

1. Engage Council's solicitors (and consultants if required) to defend the appeal.
2. Engage Council's solicitors to negotiate consents orders or Section 34 Conciliation conference.

Option 1 is recommended.

CONCLUSION:

It is recommended that Council defends the Appeal.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable.

b. Budget/Long Term Financial Plan:

Council will incur expenses as a result of the appeal.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

REPORTS FROM THE DIRECTOR COMMUNITY AND NATURAL RESOURCES

13 [CNR-CM] RFP2015-062 Construction of Knox Park Youth Precinct

SUBMITTED BY: Community and Cultural Services

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.1 Foster strong, cohesive, cooperative, healthy and safe communities
 - 2.1.3 Provide opportunities for residents to enjoy access to the arts, festivals, sporting activities, recreation, community and cultural facilities
-

SUMMARY OF REPORT:

Tender RFP2015-062 Construction of Knox Park Youth Precinct was called to engage a suitably qualified and experienced organisation to construct a youth precinct comprising of a skate park and associated hard and soft landscaping. The work is part of the upgrade of the Knox Park community open space redevelopment project.

Council resolved to award contract RFP2015-062 Construction of Knox Park Youth Precinct to VFG Skate Parks (ABN 51 656 509 153) for the amount of \$789,575.27 (exclusive of GST) at the Council Meeting held 18 June 2015.

Contract works commenced on 29 June 2015 and contract variations are required to be tabled to Council as per the requirements of the Amendment to Council Contract Variation Resolution resolved at Council Meeting held Thursday 20 November 2014.

RECOMMENDATION:

That in respect to Contract RFP2015-062 Construction of Knox Park Youth Precinct:

1. Council notes approved Variations 01 to 09 approved to date under General Manager's delegated authority for the total amount of \$36,138.64 (exclusive of GST).
 2. ATTACHMENT 1 is CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
-

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

REPORT:

A list of variations (approved by delegated authority) are provided in ATTACHMENT 1 which is CONFIDENTIAL in accordance with Section 10A:

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

OPTIONS:

1. That Council accepts the recommendations made in this report.
2. That Council does not accept the recommendations made in this report.

CONCLUSION:

That Council accepts the recommendations made in this report.

COUNCIL IMPLICATIONS:

a. Policy:

Procurement Policy v1.6 and Local Government (General) Regulations 2005.

b. Budget/Long Term Financial Plan:

The project has funding allocated from the Recreation Services Unit budget and from Federal Government Grants confirmed through applications by the Recreation Services Unit.

- Variation Nos. 2 and 3 for electrical components are funded by the Community and Cultural Services Unit.
- Variation Nos. 1, 4, 5, 6, 7, 8 and 9 are funded from the Recreation Services Unit.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

(Confidential) Attachment 1. Variation Report (ECM 3824936)

14 [CNR-CM] Tweed Shire Youth Council

SUBMITTED BY: Community and Cultural Services

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.1 Foster strong, cohesive, cooperative, healthy and safe communities
 - 2.1.1 Work closely with government and community organisations to improve services to children and families, youth, elderly, Indigenous people, disadvantaged and minority groups and to build stronger and more cohesive communities
-

SUMMARY OF REPORT:

The *Youth Strategy and Action Plan (2013-2017) [Youth Strategy]* is based on the concepts of capacity building, partnership and empowerment to ensure that young people can feel more connected to where they live and will be able to be involved in the planning and delivery of decisions that affect them. The formation of a Youth Council is an important step to assist Council in achieving the objectives identified in the Youth Strategy. The proposed Youth Council is based on a student leadership model aligned with the school year. Young people will be nominated by participating schools to enter into the program each year.

RECOMMENDATION:

That Council:

1. **Endorses the student leadership Youth Council model as presented.**
2. **Adopts the Youth Council Terms of Reference.**

REPORT:

The commitment to establish a Youth Council was undertaken in the Youth Strategy and Action Plan (2013-2017) (Youth Strategy) under Strategic Outcome 1, Action 2:

Establish a Youth Council to act as an advisory committee and respond to issues relevant to young people aged 12 to 24 years.

In accordance with the adopted timelines of the Youth Strategy, this action was due for completion in the 2014-2015 year.

The Youth Council is a student leadership and civic program which will involve young people in local government decision making to build a resilient youth population and provide opportunities for young people to reach their full potential. Council will facilitate professional development opportunities that will strengthen communication skills, increase personal confidence and leadership skills. The Youth Council will be a conduit for promotion of other youth related programs and events.

The objectives of the draft Youth Council Terms of Reference are aligned with the following Youth Strategy outcomes which link to the broader themes of the Community Strategic Plan (2013-2023).

Strategic Outcome 1: Young people are valued members of the community and engaged in decision-making that affect them.

Strategic Outcome 2: Young people feel proud of where they live with access to quality places and spaces.

Strategic Outcome 3: Young people are involved in local events and a range of creative, sporting and social activities.

Strategic Outcome 4: Young people have access to a range of local education, employment and career opportunities.

Strategic Outcome 5: Young people feel safe and protected from drugs, alcohol and violence.

Strategic Outcome 6: Young people can get around, have access to services and have affordable places to live.

The draft Youth Council Terms of Reference is provided at Attachment 1.

The proposed model is summarised in the following table:

| Item Description | Student Leadership Youth Council Model |
|---------------------------------------|---|
| Membership | <ul style="list-style-type: none"> • An invitation to participate in the Youth Council will be sent to each of the 10 public and private high schools in the Shire. • Age of members shall be 15-18. • Two primary and one alternate Youth Council member will be nominated by each high school participating in the program with reference to identified selection criteria. • Participating high schools will support nominated members to attend to Youth Council business. |
| Selection Criteria | <ul style="list-style-type: none"> • A high level of written, oral and listening skills. • Ability to work with a broad range of people. • Highly motivated with the ability to apply practical solutions to solve problems. • Self-initiating and adaptable to new situations. • Ability to identify new opportunities and translate ideas into actions. • Open to learning new concepts. • Ability to participate in meaningful conversation and projects. • Respectful of other young people and their views. • Motivated to make a difference by enhancing opportunities and services for young people in the Tweed Shire • Becoming a community leader and raising the profile of young people's contribution in the Tweed Shire |
| Timeframe | <ul style="list-style-type: none"> • Membership shall be renewed each calendar year. • Members must be able to make a 1-year commitment. |
| Meeting frequency and location | <ul style="list-style-type: none"> • Official Youth Council meetings will be held quarterly. • Quarterly meetings will be held at Council offices after school hours from 4.00 to 6.00pm (TBC in consultation with schools). • Annual presentation to Council on achievements. |
| Participation | <p>Youth Council members will be expected to:</p> <ul style="list-style-type: none"> • Attend 80% of official Youth Council meetings held quarterly. • Be able to participate in meaningful conversation and projects. • Be respectful of other Youth Council members and their views. • Be motivated to make a difference by enhancing opportunities and services for young people in the Tweed Shire. • Become a school-community leader, raising the profile of young people's contribution in the Tweed Shire. • Attend sub-committee or working party meetings as required. • Attend extra meetings/functions/events including Council meetings as required. |
| Student Benefits | <ul style="list-style-type: none"> • Learn about local issues and strengthen your connection to the community • Learn more about the context in which local government decisions are made and provide a young person's perspective to current issues • Interact with elected Councillors and Council staff • Develop and enhance leadership skills • Expand networks by meeting with various community groups and individuals • Enhance communication, planning and organisational skills • Experience a range of new opportunities |

| Item Description | Student Leadership Youth Council Model |
|---------------------------|--|
| School Benefits | <ul style="list-style-type: none"> • Opportunities to involve the school community in new initiatives and projects. • Learning beyond the classroom by increasing young people's participation and engagement. • Expand awareness of linkages between education and community learning. • Creating potential partnership opportunities with a range of community and business stakeholders. |
| Support mechanisms | <ul style="list-style-type: none"> • Council will provide administrative support to the Youth Council and the Community Development Officer – Families and Youth will facilitate the Youth Council. • Participation will be enabled in collaboration with School Liaison contacts through provision of support, guidance, and enhanced opportunities. • Council will liaise with the schools to ensure safe transportation arrangements are in place for students to and from Youth Council meetings. |

The advantages of the model proposed are in the cross-school and cross sector partnership opportunities that will develop.

OPTIONS:

1. That Council endorses the student leadership Youth Council model as presented and adopts the Youth Council Terms of Reference.
2. That Council does not endorse the student leadership Youth Council model as presented and seeks further information on its formation.

CONCLUSION:

The Youth Council will expose Council to youthful optimism and innovative ideas. By establishing a Youth Council program, Council will develop better relations with Tweed's young people, by encouraging a mutual respect, and providing opportunities for them to contribute to civic and community life in a constructive and meaningful manner.

COUNCIL IMPLICATIONS:

a. Policy:

Youth Policy version 1.0

b. Budget/Long Term Financial Plan:

The Long Term Financial Plan provides funding for implementation of the Youth Strategy at job number A1629 totalling \$41,307 in the 2015-2016 financial year. Of that total, a line item of \$10,000 is allocated to the Youth Council and a further \$15,914 is available to support youth related activities and programs that may be generated through the Youth Council.

The types of costs likely to be incurred by the Youth Council will be for catering, transport, activities, resources, youth leadership conferences and other associated costs which will be managed in accordance with available funding.

c. Legal:

Not Applicable.

d. Communication/Engagement:

The Youth Council structure provides a mechanism for young people to be involved across all areas of Council's service delivery. Members will act as an advisory committee and respond to enquiries from Council regarding youth specific issues in Tweed Shire. It will provide opportunities for young people to be involved in civic events such as Australia Day and Council coordinated community events like the River Festival, Sustainability Expo and of course Youth Week to name a few. Youth Council members will also be able to provide information to their peers on a range of issues when Council is actively engaging with the community.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Attachment 1.

Draft Youth Council Terms of Reference (ECM 3808358)

15 [CNR-CM] Draft Homelessness Policy

SUBMITTED BY: Community and Cultural Services

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

| | |
|-------|---|
| 2 | Supporting Community Life |
| 2.1 | Foster strong, cohesive, cooperative, healthy and safe communities |
| 2.1.1 | Work closely with government and community organisations to improve services to children and families, youth, elderly, Indigenous people, disadvantaged and minority groups and to build stronger and more cohesive communities |

SUMMARY OF REPORT:

The need for a *Homelessness Policy* was identified in Council's *Community Strategic Plan 2013/2023* (action 2.1.1.).

The draft *Homelessness Policy* was reported to Council to be adopted for public exhibition on 21 May 2015 and was placed on public exhibition for 42 days from 2 June 2015 to 14 July 2015. A total of 19 submissions were received.

The draft *Homelessness Policy* has been amended to reflect submissions received where appropriate and is now ready for consideration. The policy will inform the way Council engages with and responds to issues surrounding homelessness. It seeks to reduce homelessness and ensure homeless people are treated respectfully and appropriately and are not discriminated against on the basis of their homeless status.

The policy considers State and Federal Government initiatives, the role and function of Council, and opportunities identified in the *Tweed Shire Homelessness Issues Paper* to demonstrate Council's commitment to preventing and reducing homelessness.

RECOMMENDATION:

That Council:

1. Notes the submissions made to the draft *Homelessness Policy* and thanks contributors for their comments.
2. Adopts the *Homelessness Policy Version 1.0*.
3. Brings a status report and update to a future Council meeting after 12 months.

REPORT:

Council's *Community Strategic Plan 2013/2023* includes the following strategy:

2.1.1. Implement Homeless Policy and Protocol

The Homelessness Policy (Attachment 1) is Council's first policy in relation to homelessness. The Policy seeks to prevent homelessness and ensure homeless people are treated respectfully and appropriately and are not discriminated against on the basis of their homeless status. The policy covers all Council services and facilities including:

- access to Council services and facilities
- interacting with homeless people in public places
- Council's regulatory activities
- strategic land use planning
- community development

The policy responds to the Australian White Paper on Homelessness, *The Road Home* (2008) and *A Way Home: Reducing Homelessness in NSW* and the NSW Homelessness Action Plan (2009-2014) for the North Coast. The policy has been prepared giving consideration to the role and functions of Council, and is consistent with the NSW Protocol for Homeless People in Public Places (May 2013). It responds to the objectives and principles of the Tweed Shire Housing and Homelessness Network Strategic Plan (2014-2019) and incorporates the opportunities identified in the *Tweed Shire Homelessness Issues Paper* adopted by Council on 21 November 2013.

At the Council meeting of 21 May 2015 Council resolved to place the draft Homelessness Policy on public exhibition for 42 days. It was resolved that Council:

1. *Exhibits the Draft Homelessness Policy for a period of 42 days and accepts public submissions for a period of 42 days.*
2. *Makes representations to the NSW Department of Planning and Environment and seeks the support of Local Government NSW for legislative changes to State planning controls to increase supply of affordable and social housing.*

The draft *Homelessness Policy* was available for public comment from 2 June to 14 July 2015 and a total of nineteen submissions were received. The submissions and Council's response are detailed in Attachment 2, and amendments have been made to the policy. These include:

- Policy recommendations have been made more specific (in line with submission responses)
- The high prevalence of dementia and vulnerability of older people has been expanded within the background context of the policy
- The policy sets out Council's commitment to advocate for housing and homelessness support services for all members of the community
- The need for more low-cost (social and affordable) housing is recognised within the Policy and there is a commitment to Lobby Government and advocate for sustainable resources for social housing options and homelessness support services, particularly case management, supported crisis accommodation, and transitional and affordable housing options

- There is a commitment to prepare an Affordable Housing Strategy for Tweed Shire LGA, to include the identification of opportunities, strategies, and assessment parameters aimed at increasing the stock of adaptable and affordable housing. This will include a more detailed program of broader technical investigation, stakeholder consultation and advocacy
- A consultative network forum (multi-stakeholder) is proposed for the open exchange of information sharing and gathering, aimed at improving the awareness of all issues and opportunities regarding access and supply of affordable housing. In addition, the Policy identifies the need to promote secondary dwelling opportunities
- To maintain up to date information on Homelessness support services on Council's website and to provide continued secretariat support for the Tweed Shire Housing and Homelessness Network (TSHHN)
- The policy responds to the opportunities identified in the Tweed Shire Homelessness Issues Paper (2013) and the NOROC Draft Northern Rivers Regional Affordable Housing Strategy (2012). A table has been added as an Appendix to the policy to clarify the linkages
- Distribution and availability of information on homelessness services and issues of homelessness has been identified alongside events under the commitment for education and advocacy
- A link has been made to issues of affordability and the economic development strategy, as well as advocating for sustainable resourcing.

Further consultation was held with internal stakeholders to clarify and finalise the amendments to the Tweed Shire Homelessness Policy. This included Recreation Services, Strategic Planning and Urban Design, Compliance, and Holiday Parks and Economic Development.

Units across Council will work collaboratively and in partnership with government and community support agencies to implement the Policy once adopted.

OPTIONS:

1. That the *Homelessness Policy* is adopted by Council.
2. That the *Homelessness Policy* is not adopted and Council seeks further information.

COUNCIL IMPLICATIONS:

a. Policy:

Draft Homelessness Policy Version 1.0

Access and Inclusion v1.1

Age Friendly Community v1.1

b. Budget/Long Term Financial Plan:

There are a number of operational actions associated in this Policy that are currently being carried out under existing funding arrangements. However, a number of new items, i.e. Affordable Housing Strategy, will require a full resourcing plan to be prepared and brought back for consideration at a future Council meeting.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Internal and external consultation was undertaken for the Homelessness Policy in the development of the first draft, through a discussion item at the Tweed Shire Housing and Homelessness Network (TSHHN) (5 February) and through meetings with key agencies and internal staff. Once the draft policy had been approved by Council for public exhibition for 42 days, a press release was issued. In addition, an item was included on the TSHHN agenda for discussion (4 June), it was promoted at the SCU Homelessness Seminar (4 June), there were internal one to one meetings with units that are critical to delivery (e.g. planning, recreation services, compliance, economic development), and email distribution to CCS and TSHHN networks for comment.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Attachment 1. Homelessness Policy (ECM 3814958)

Attachment 2. Table summarising Draft Homelessness Policy Submissions and Councils Response (ECM 3815039)

16 [CNR-CM] RFP2015-110 Renovations to Fingal Head Surf Club Building

SUBMITTED BY: Recreation Services

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.1 Foster strong, cohesive, cooperative, healthy and safe communities.
 - 2.1.3 Provide opportunities for residents to enjoy access to the arts, festivals, sporting activities, recreation, community and cultural facilities.
-

SUMMARY OF REPORT:

Tender RFP2015-110 Renovations to Fingal Head Surf Club Building was called to engage a suitably qualified and experienced Licenced Building Contractor organisation to provide construction services for construction of stage 2 of the Fingal Rovers Surf Life Saving Club (SLSC) in accordance with the Specifications and Drawings.

Tenders were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. Tender submissions closed at 4.00pm (local time) on Wednesday 30 September 2015 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

Recommendations have been formulated based on the Selection Criteria which is contained in the Tender Evaluation Report included in **CONFIDENTIAL ATTACHMENTS 1 and 2**. A summary of the Selection criteria is also included in the body of this report.

RECOMMENDATION:

That in respect to Contract RFP2015-110 Renovations to Fingal Head Surf Club Building:

1. **Council awards the contract to Michael McDonald (ABN 36 955 738 616) for the amount of \$206,138.05 (exclusive of GST).**
2. **The General Manager be granted delegated authority to approve appropriately deemed variations to the contract and those variations be reported to Council at finalisation of the contract.**

3. **ATTACHMENTS 1 and 2 are CONFIDENTIAL in accordance with Section 10A (2) of the Local Government Act 1993, because it contains:**
- (c) **information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.**
 - (d) **commercial information of a confidential nature that would, if disclosed:**
 - (i) **prejudice the commercial position of the person who supplied it, or**
 - (ii) **confer a commercial advantage on a competitor of the council, or**
 - (iii) **reveal a trade secret.**

REPORT:

Offer Background

Offer RFP2015-110 Renovations to Fingal Head Surf Club Building was called to engage a suitably qualified and experienced Licenced Building Contractor to provide construction of stage 2 of the Fingal Rovers Surf Life Saving Club (SLSC) in accordance with the Specifications and Drawings provided.

Offers were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. Offer submissions closed at 4.00pm (local time) on Wednesday 30 September 2015 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

Tender Advertising

As per the requirements of the Local Government Regulation 2005, offers were officially advertised for RFP2015-110 Renovations to Fingal Head Surf Club Building on Tuesday 8 September 2015 in the Sydney Morning Herald. The offer was also advertised in the Brisbane Courier Mail, Gold Coast Bulletin and Tweed Link.

Offer Addendums

There was one addendum (Notice to Bidders) issued before the close of Offers.

Addendum No. 1 was issued to advise Bidders of additional specification detail and to clarify the proposed contractual timeframes for completion of the work.

Offer Submissions

As per the requirements of the Local Government Regulation 2005, Offer submissions closed at 4.00pm (local time) on 30 September 2015 in the Tender box located in the foyer of the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484. Two were recorded at the Tender Box opening and their details are as follows:

| Tenderer | ABN |
|------------------------|----------------|
| Michael McDonald | 36 955 738 616 |
| Huchs Building Pty Ltd | 40 066 415 085 |

Offers were evaluated based on the criteria noted in the table below which were also listed in the Conditions of Offering. The details of the price and non-price evaluation are shown on the attached Offer Evaluation Report.

| Criterion | Document Reference | Weighting (%) |
|--|---------------------------|----------------------|
| Assessed Offer Price (as adjusted) | Schedule 3. | 65 |
| Relevant Experience and Capability | Schedules 4, 5 & 8. | 15 |
| Management Systems (WH&S, Quality and Environmental) | Schedule 7. | 5 |
| Work Program | Schedule 6. | 5 |
| Local Content | Schedule 11. | 10 |
| | Total | 100 |

An Offer Evaluation Plan was developed based on the premise that competitive offers were to be received and scored against specific evaluation criteria in order to select the best value offer.

The Offer Evaluation Panel consisting of Contracts Engineer, Manager Recreation Services and Project Engineer conducted the offer evaluation.

A copy of the Offer Evaluation Report is included in ATTACHMENT 1 which is CONFIDENTIAL in accordance with Section 10A:

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

The information identifies the Bidder in relation to the offer price and the evaluation of the products offered by the Bidder. If disclosed, the information would be likely to prejudice the commercial position of the Bidder in terms of market competitiveness by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest. Recommendations appear below for the Offer.

OPTIONS:

That Council:

1. Accepts the tender for RFP2015-067 from **Michael McDonald (ABN 36 955 738 616)** for **\$206,138.05 (Exclusive of GST)**.
2. Accepts an alternative Bidder for RFP2015-110.

CONCLUSION:

Council awards the Contract RFP2015-110 to **Michael McDonald (ABN 36 955 738 616)** for **\$206,138.05 (Exclusive of GST)** as detailed in the offer evaluation report confidential **Attachment 1** for the Renovations to Fingal Head Surf Club Building.

COUNCIL IMPLICATIONS:

a. Policy:

In accordance with Procurement Policy v1.6 and Local Government (General) Regulation 2005.

b. Budget/Long Term Financial Plan:

Funds are available in contribution plan 16 and 2014/2015 roll overs to fund this construction project.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

Key stakeholders including the Fingal Rovers Surf Life Saving Club will be informed periodically as key milestones are delivered.

UNDER SEPARATE COVER/FURTHER INFORMATION:

(Confidential) Attachment 1. RFP2015-110 Offer Evaluation Report (ECM 3825931)

(Confidential) Attachment 2. RFP2015-110 Offer Evaluation Scoresheet (ECM 3825952)

REPORTS FROM THE DIRECTOR ENGINEERING

17 [E-CM] Land Classification - Eviron Road, Eviron

SUBMITTED BY: Design

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.3 Delivering the objectives of this plan
 - 1.3.1 Council's organisation will be resourced to provide the essential services and support functions to deliver the objectives of this Plan
-

SUMMARY OF REPORT:

Council at its meeting of 16 July 2015 resolved to purchase 751 Eviron Road, Eviron for the purposes of securing buffers around the landfill and quarry operations at Stotts Creek.

Settlement of the property has now occurred and the property transferred to Council.

To enable the site to be utilised for its proposed purpose it is necessary for Council, pursuant to the provisions of the Local Government Act, to classify the land as operational.

A notice was published in the Tweed Link on 25 August 2015 allowing a period of 28 days for any member of the public to provide a written submission to the proposed classification of this land as operational. No submissions were received.

RECOMMENDATION:

That Council classifies Lots 17, 18 and 30 in DP820048 at Eviron as Operational Land pursuant to Section 25 of the Local Government Act 1993.

REPORT:

Council at its meeting of 16 July 2015 resolved to purchase 751 Eviron Road, Eviron for the purposes of securing buffers around the landfill and quarry operations at Stotts Creek.

Settlement of the property has now occurred and the property transferred to Council.

To enable the site to be utilised for its proposed purpose it is necessary for Council, pursuant to the provisions of the Local Government Act, to classify the land as operational.

A notice was published in the Tweed Link on 25 August 2015 allowing a period of 28 days for any member of the public to provide a written submission to the proposed classification of this land as operational. No submissions were received.

OPTIONS:

In accordance with the provisions of the Local Government Act 1993 it is necessary to classify Lots 17, 18 and 30 in DP 820048 at Eviron as Operational Land.

CONCLUSION:

Pursuant to the Local Government Act 1993 classification of land as operational must be completed within three (3) months of issue of the Certificate of Title.

COUNCIL IMPLICATIONS:

a. Policy:

Land Classification pursuant to the Local Government Act 1993.

b. Budget/Long Term Financial Plan:

Waste Management Budget.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

Advertised in Tweed Link 25 August 2015.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

18 [E-CM] Land Classification - Harrys Road, North Arm

SUBMITTED BY: Design

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.3 Delivering the objectives of this plan
 - 1.3.1 Council's organisation will be resourced to provide the essential services and support functions to deliver the objectives of this Plan
-

SUMMARY OF REPORT:

Council has recently completed the closure and purchase of a section of road reserve shown as Lot 1 in DP 1200748.

Gazettal of the road closure was effected on 26 June 2015 and the Certificate of Title was issued on 14 August 2015.

To enable the site to be utilised for its proposed purpose as noted in the report to Council dated 16 July 2015, it is necessary for Council pursuant to the provisions of the Local Government Act, to classify the land as operational.

A notice was published in the Tweed Link on 8 September 2015 allowing a period of 28 days for any member of the public to provide a written submission to the proposed classification of this land as operational. No submissions were received.

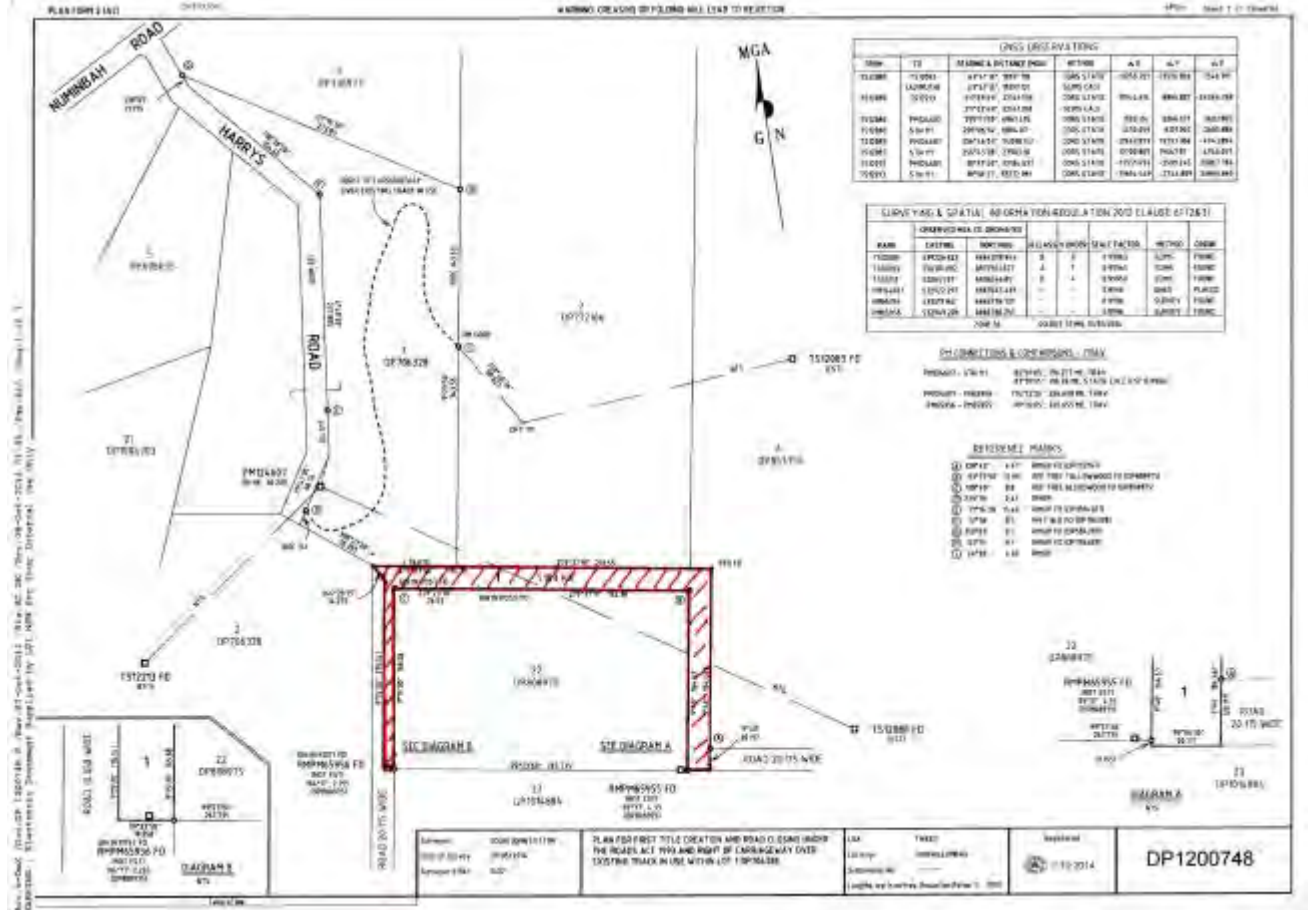
RECOMMENDATION:

That Council classifies Lot 1 in DP 1200748 at North Arm as Operational Land, pursuant to Section 25 of the Local Government Act, 1993.

REPORT:

Council has recently completed the closure and purchase of a section of road reserve shown as Lot 1 in DP 1200748. See Diagram 1.

Diagram 1 - Area of road closure shown hatched.



Gazettal of the road closure was effected on 26 June 2015 and the Certificate of Title was issued on 14 August 2015.

To enable the site to be utilised for its proposed purpose as noted in the report to Council dated 16 July 2015, it is necessary for Council pursuant to the provisions of the Local Government Act, to classify the land as operational.

A notice was published in the Tweed Link on 8 September 2015 allowing a period of 28 days for any member of the public to provide a written submission to the proposed classification of this land as operational. No submissions were received.

OPTIONS:

In accordance with the provisions of the Local Government Act 1993, it is necessary to classify Lot 1 in DP 1200748 at North Arm as Operational Land.

CONCLUSION:

Pursuant to the Local Government Act 1993, classification of land as operational must be completed within three (3) months of issue of the Certificate of Title.

COUNCIL IMPLICATIONS:

a. Policy:

Land Classification pursuant to the Local Government Act 1993.

b. Budget/Long Term Financial Plan:

Infrastructure Delivery Unit Budget.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

Advertised in Tweed Link 8 September 2015.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Attachment 1.

Council Report dated 16 July 2015 (ECM 3714924).

19 [E-CM] Road Closure - Harrys Road, North Arm

SUBMITTED BY: Design

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.4 An integrated transport system that services local and regional needs
 - 2.4.3 Ensure local streets, footpaths and cycleways are provided, interconnected and maintained
-

SUMMARY OF REPORT:

Crown Lands has recently approved and Gazetted the closure of a section of crown road known as Harrys Road at North Arm adjacent to a Council owned quarry.

The purpose of the closure was to eliminate any restrictions to access the geological resource and facilitate quarry operations within the land.

The plan of road closure was registered as DP 1200748 and the closure was Gazetted on 26 June 2015.

To enable the transfer of the parcel from Crown Lands to Council it will be necessary for the transfer documentation to be lodged with the Registrar General.

Council will be required to execute the transfer document under the Common Seal of Council to allow for registration.

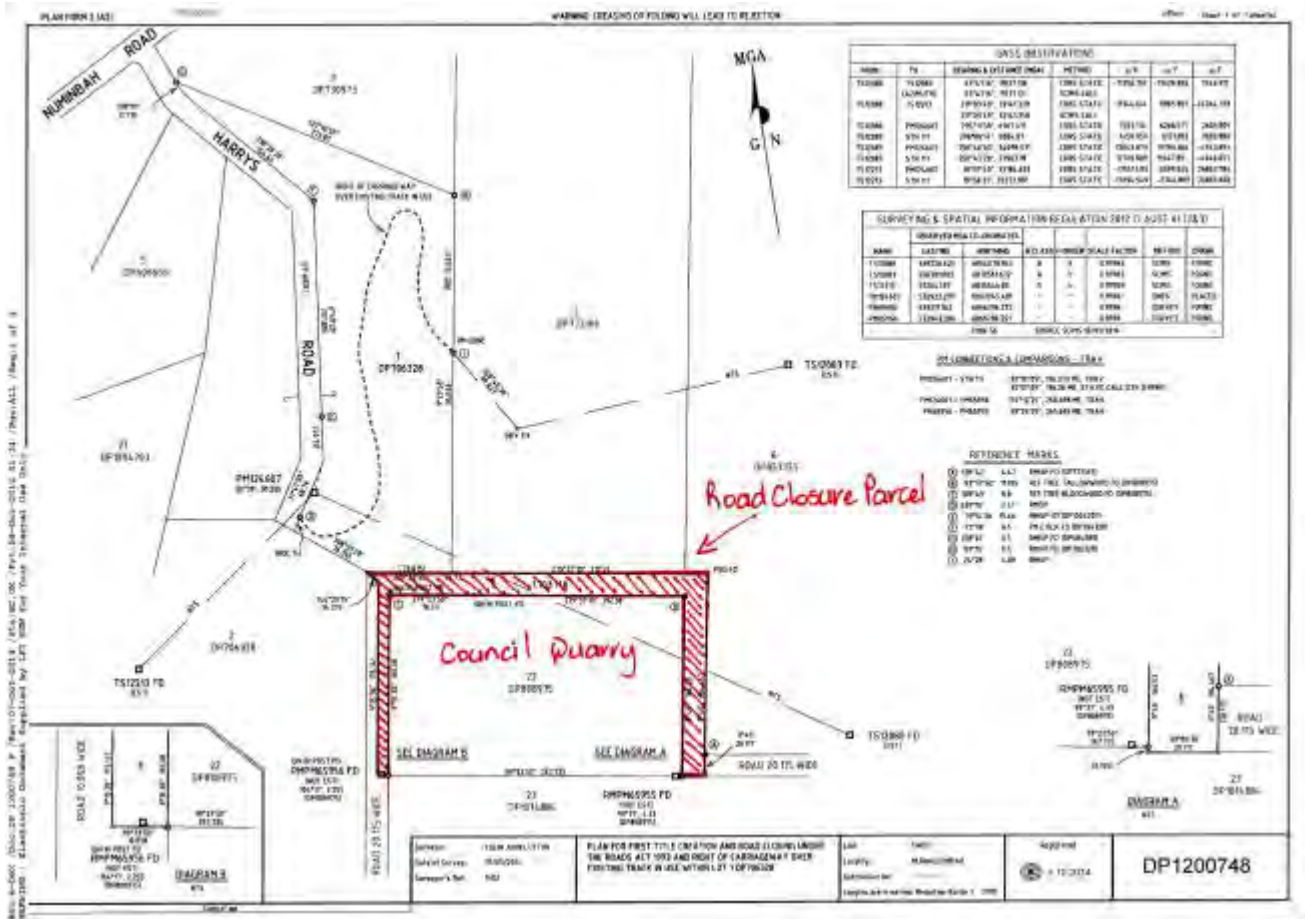
RECOMMENDATION:

That Council executes all documentation under the Common Seal of Council in relation to the closure of part of Harrys Road, North Arm known as Lot 1 in DP 1200748.

REPORT:

Crown Lands has recently approved and Gazetted the closure of a section of Harrys Road at North Arm adjacent to a Council owned quarry. Please refer to Diagram 1.

Diagram 1 - DP1200748 showing the road closure parcel hatched.



The purpose of the closure was to eliminate any restrictions to access the geological resource and facilitate quarry operations within the land.

The plan of road closure was registered as DP 1200748 and the closure was Gazetted on 26 June 2015. Please refer to Diagram 2.

Diagram 2 - Copy of the Gazettal Notice.

NOTIFICATION OF CLOSING OF A ROAD

In pursuance of the provisions of the *Roads Act 1993*, the road hereunder described is closed and the lands comprised therein cease to be public road and the rights of passage and access that previously existed in relation to the road is extinguished. Upon closing, title to the land, comprising the former public road, vests in the body specified in the Schedule hereunder.

The Hon NIALL BLAIR, MLC
Minister for Lands and Water

Description

*Parish – Murwillumbah; County – Rous
Land District – Murwillumbah; LGA – Tweed*

Road Closed: Lot 1 DP 1200748

File No: GF05H755

Schedule

On closing, the land within Lot 1 DP 1200748 remains vested in the State of New South Wales as Crown land.

To enable the transfer of the parcel from Crown Lands to Council it will be necessary for the transfer documentation to be lodged with the Registrar General.

Council will be required to execute the transfer document under the Common Seal of Council to allow for registration.

OPTIONS:

1. Council executes the transfer document relating to Lot 1 DP 1200748.
2. Council does not execute the transfer document relating to Lot 1 DP 1200748.

CONCLUSION:

To allow for the transfer of the closed Crown road reserve known as Lot 1 DP 1200748 from Crown Lands to Council the transfer documentation is required to be executed under the Common Seal of Council.

COUNCIL IMPLICATIONS:

a. Policy:

Road Closures and Private Purchase v1.2.

b. Budget/Long Term Financial Plan:

Costs associated with closure to be borne from existing Works Program budget.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

20 [E-CM] Road Closure - Rock Road, Bungalora

SUBMITTED BY: Design

FILE REFERENCE: GR3/12/7

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.4 An integrated transport system that services local and regional needs
 - 2.4.3 Ensure local streets, footpaths and cycleways are provided, interconnected and maintained
-

SUMMARY OF REPORT:

Council has received a notice of application from Crown Lands to close a section of Crown road reserve that runs through Lot 1 DP 814144 at Rock Road at Bungalora. Council has been requested to provide its concurrence or objection to the closure and private purchase by the adjacent land owners.

A desktop investigation has been conducted which notes no services or infrastructure is located within the road reserve.

There is no formation within the road reserve and it does not provide access to any of the surrounding properties. The road reserve cuts through Lot 1 in DP 814144 effectively separating the parcel in two.

The Crown road reserve is considered to be steep and/or highly erodible land and whilst it contains considerable foliage, it does not present any ecological sensitivity or fauna corridors.

Council's policy on road closure and private purchase does not preclude this road reserve from closure as it is considered demonstrably redundant in terms of access.

RECOMMENDATION:

That Council provides its concurrence to the closure and private purchase of the Crown road reserve that runs through Lot 1 DP 814144 at Rock Road, Bungalora.

Diagram 2 showing the aerial view of Lot 1 hatched and the proposed road closure outlined.



The Crown road reserve is considered to be steep and/or highly erodible land and whilst it contains considerable foliage, it does not present any ecological sensitivity or fauna corridors.

OPTIONS:

1. Council provides its concurrence to the closure and private purchase of the road that runs through Lot 1 DP 814144.
2. Council does not provide its concurrence to the closure and private purchase of the road that runs through Lot 1 DP 814144

CONCLUSION:

Council's policy on road closure and private purchase does not preclude this road reserve from closure as it is considered demonstrably redundant in terms of access.

COUNCIL IMPLICATIONS:

a. Policy:

Road Closures and Private Purchase v1.2.

b. Budget/Long Term Financial Plan:

No future budget implications.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

Consultation with adjoining land owners and authorities along with advertising of this road closure proposal is the responsibility of Crown Lands.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

21 [E-CM] Road Naming - Walkers Lane, Upper Burringbar

SUBMITTED BY: Design

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.4 An integrated transport system that services local and regional needs
 - 2.4.3 Ensure local streets, footpaths and cycleways are provided, interconnected and maintained
-

SUMMARY OF REPORT:

Council at its meeting of 20 August 2015 resolved to advertise its intention to name the road which runs off Upper Burringbar Road and through Lot 2 DP123256 at Upper Burringbar as Walkers Lane and allowed one month for objections to the proposal.

No objections were received.

It is recommended that the name Walkers Lane be adopted for the naming purposes of the road and notification be submitted by Government gazette in accordance with the *Road (General) Regulation 2008* and the *Roads Act 1993*.

RECOMMENDATION:

That Council:

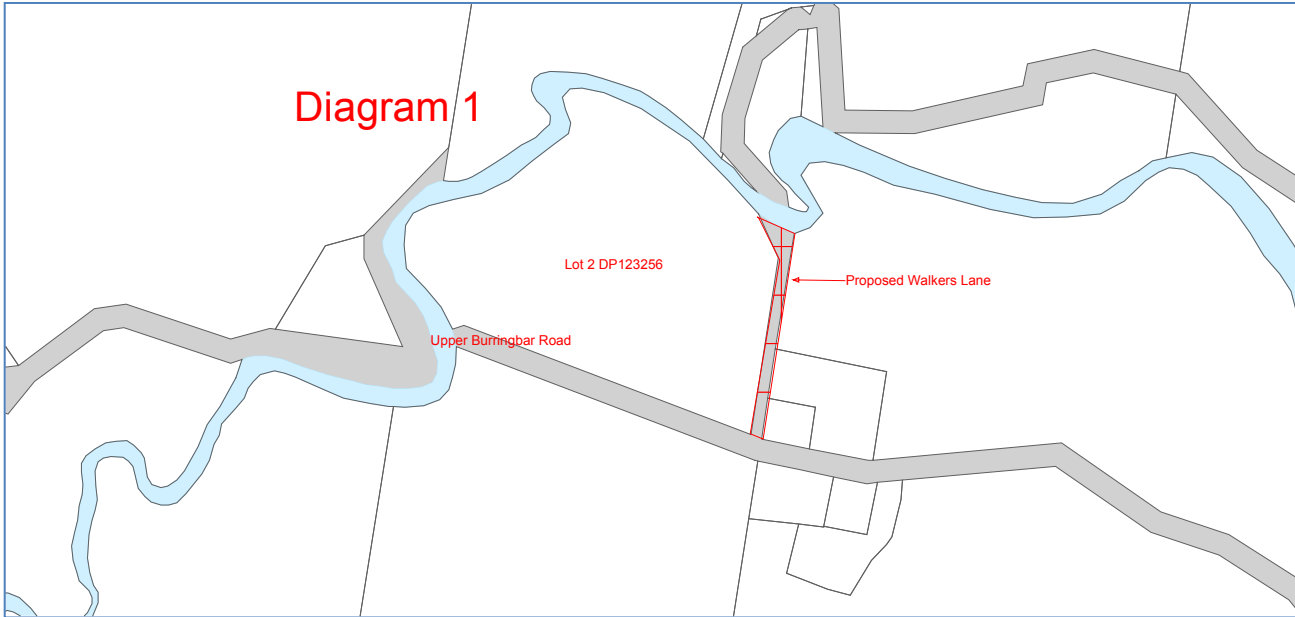
1. **Adopts the name of Walkers Lane for the road which runs off Upper Burringbar Road and through Lot 2 DP123256 at Upper Burringbar; and**
2. **The naming of the public road be gazetted under the provisions of the *Road (General) Regulation 2008* and the *Roads Act 1993*.**

REPORT:

Council at its meeting of 20 August 2015 resolved to advertise its intention to name the road which runs off Upper Burringbar Road and through Lot 2 DP123256 at Upper Burringbar (refer Diagram 1) as Walkers Lane and allowed one month for objections to the proposal.

No objections were received.

Diagram 1 showing the location of the road proposed to be named Walkers Lane:



OPTIONS:

The process of naming the public road reserve as Walkers Lane complies with and has been completed in accordance with Councils Policy - Naming of Streets and Roads.

CONCLUSION:

It is recommended that the name **Walkers Lane** be adopted for the naming purposes of the road and notification be submitted by Government gazette in accordance with the *Road (General) Regulation 2008* and the *Roads Act 1993*.

COUNCIL IMPLICATIONS:

a. Policy:

Naming of Streets and Roads v1.2.

b. Budget/Long Term Financial Plan:

No future budgetary implications.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Consult - We will listen to you, consider your ideas and concerns and keep you informed.

Council report dated 20 August 2015 resolving to advertise the intention to name the road Walkers Lane.

Advertised in the Tweed Link on 1 September 2015 with submissions closing 1 October 2015. No objections were received.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

22 [E-CM] RFP2015-093 Supply of Two (2) Motor Graders CCF Class 15

SUBMITTED BY: Infrastructure Delivery

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.3 Delivering the objectives of this plan
 - 1.3.1 Council's organisation will be resourced to provide the essential services and support functions to deliver the objectives of this Plan
-

SUMMARY OF REPORT:

Tender RFP2015-093 for the Supply of Two (2) Motor Grader Units CCF Class 15 was called to supply Council operations with replacements for existing aged units as per Council's 10 year asset replacement strategy.

Tenders were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. Tender submissions closed at 4.00pm (local time) on 2 September 2015 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

Recommendations have been formulated based on the Selection Criteria which is contained in the Tender Evaluation Plan Report included in **CONFIDENTIAL ATTACHMENTS 1 and 2**. A summary of the Selection criteria is also included in the body of this report.

RECOMMENDATION:

That in respect to Contract RFP2015-093 for the Supply of Two (2) Motor Grader Units CCF Class 15:

- 1. Council awards the contract to 'Hitachi Construction Machinery Australia' (ABN 62000080179, ACN 00080179) for the amount of \$653,000 (Exclusive of GST).**
- 2. The General Manager be granted delegated authority to approve appropriately deemed variations to the contract and those variations be reported to Council at finalisation of the contract.**

3. **ATTACHMENTS 1 and 2 are CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-**
- (d) **commercial information of a confidential nature that would, if disclosed:**
 - (i) **prejudice the commercial position of the person who supplied it, or**
 - (ii) **confer a commercial advantage on a competitor of the council, or**
 - (iii) **reveal a trade secret.**

REPORT:

Tender Background

Tender RFP2015-093 for the Supply of Two (2) Motor Grader Units CCF Class 15 was called to supply Council operations with replacements for existing aged units as per Councils 10 year asset replacement strategy.

Tenders were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. Tender submissions closed at 4.00pm (local time) on 2 September 2015 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

Tender Advertising

As per the requirements of the Local Government Regulation 2005, tenders were officially advertised for RFP2015-093 for the Supply of Two (2) Motor Grader Units CCF Class 15 on 4 August 2015 in the Sydney Morning Herald. The tender was also advertised in the Brisbane Courier Mail, the Gold Coast Bulletin, the Tweed Link, and also on Council's Tenders website.

Tender Addendums

There were no Notice to Tenderers issued before close of tender.

Tender Submissions

As per the requirements of the Local Government Regulation 2005, tender submissions closed at 4.00pm (local time) on 12 August 2015 in the Tender box located in the foyer of the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484. Four (4) tenders were recorded at the Tender Box opening and their details are as follows:

| Tenderer | ABN | ACN |
|---|-------------|------------|
| Hitachi Construction Machinery Australia (x2) | 62000080179 | 00080179 |
| Komatsu Australia | 71143476626 | 43476626 |
| WesTrac Caterpillar | 63009342572 | 09342572 |

Tenders were evaluated based on the criteria noted in the table below which were also listed in the Conditions of Tendering. The details of the price and non-price evaluation are shown on the attached Tender Evaluation Report.

| Criterion | Document Reference | Weighting (%) |
|------------------------------|---------------------------|----------------------|
| Value for Money WOL Costs | Section 18 | 40 |
| Operational Evaluation | Section 18 | 30 |
| Maintenance Evaluation | Section 18 | 10 |
| Operator Evaluation | Section 18 | 10 |
| Local Content | Section 18 | 10 |

A Tender Assessment Plan was developed based on the premise that competitive tenders were to be received and scored against specific selection criteria in order to select the best value tender.

The Tender Evaluation panel consisted of the following who conducted the tender assessment

| |
|--|
| Position |
| Operations Coordinator Plant and Materials |
| Manager Infrastructure Delivery |
| Fleet Plant Maintenance Technician |
| Council Grader Operator No1 |
| Council Grader Operator No2 |

A copy of the Tender Evaluation Plan Report is included in ATTACHMENT 1 which is CONFIDENTIAL in accordance with Section 10A:

The information identifies the tenderer in relation to the tender price and the evaluation of the products offered by the tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of market competitiveness by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest. Recommendations appear below for the Tender.

OPTIONS:

1. Council accepts the recommendation to award the contract to Hitachi Construction Machinery Australia.
2. Council awards the contract to another tenderer.
3. Council does not proceed with the contract and advises the tenderers of the reasons for not proceeding.

CONCLUSION:

The tender submitted by Hitachi Construction Machinery Australia presents the best value to Council.

COUNCIL IMPLICATIONS:

a. Policy:

Procurement Policy v1.6.

b. Budget/Long Term Financial Plan:

Budget provision included in 2015/2016 allocation for Plant Replacement.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

(Confidential) Attachment 1. Tender Evaluation Report (ECM 3817814).

(Confidential) Attachment 2. Tender Evaluation Scoring Sheet (ECM 3816541).

23 [E-CM] RFP2015-029 Provision of Mowing and Ground Maintenance Services to Sewage Pumping Stations and Water Storage Reservoirs

SUBMITTED BY: Infrastructure Delivery

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.3 Provide well serviced neighbourhoods
 - 2.3.3 Provision of high quality and reliable wastewater services which meets health and environmental requirements and projected demand
-

SUMMARY OF REPORT:

Tender RFP2015-029 Provision of Mowing and Ground Maintenance Services to Sewage Pumping Stations and Water Storage Reservoirs was called to engage a suitable operator to maintain Council's Sewage Pumping Stations and Water Storage Reservoirs as outlined in the tender document.

Tenders were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. Tender submissions closed at 4.00pm (local time) on 22 July 2015 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

Recommendations have been formulated based on the Selection Criteria which is contained in the Tender Evaluation Plan Report included in **CONFIDENTIAL ATTACHMENTS 1 and 2**. A summary of the Selection criteria is also included in the body of this report.

RECOMMENDATION:

That in respect to Contract RFP2015-029 Provision of Mowing and Ground Maintenance Services to Sewage Pumping Stations and Water Storage Reservoirs:

- 1. Council awards the contract to Jamie Russell Godfrey ABN 66 434 822 156 for the period 1 September 2015 to 31 August 2017 with 2, 1 by 12 month extensions to the contract based on value to Council and performance history.**
- 2. The General Manager be granted delegated authority to approve appropriately deemed variations to the contract and those variations be reported to Council at finalisation of the contract.**

- 3. ATTACHMENTS 1 and 2 are CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-**
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.**

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

REPORT:**Tender Background**

Tender RFP2015-029 Provision of Mowing and Ground Maintenance Services to Sewage Pumping Stations and Water Storage Reservoirs was called to engage a suitable operator to maintain Council's Sewage Pumping Stations and Water Storage Reservoirs as outlined in the tender document.

Tenders were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. Tender submissions closed at 4.00pm (local time) on 22 July 2015 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

Tender Advertising

As per the requirements of the Local Government Regulation 2005, tenders were officially advertised for RFP2015-029 Provision of Mowing and Ground Maintenance Services to Sewage Pumping Stations and Water Storage Reservoirs on Tuesday 30 June 2015 in the Sydney Morning Herald. The tender was also advertised in the Gold Coast Bulletin, the Tweed Link and the Tweed Shire Council Internet Page.

Tender Addendums

There were 2 Notice to Tenderers issued before close of tender.

Addendum No. 1 was issued to show interested parties the boundaries of larger sites as well as sites located on sporting fields.

Addendum No. 2 was issued to show interested parties questions asked and answers given during the tender phase.

There was 1 Notice to Tenderers issued after close of tender.

Addendum No. 3 was issued to inform submitters that there have been twenty two (22) sites removed from the maintenance schedule. All submitters were given a chance to maintain the submitted rates or submit an amended schedule.

Tender Submissions

As per the requirements of the Local Government Regulation 2005, tender submissions closed at 4.00pm (local time) on 22 July 2015 in the Tender box located in the foyer of the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484. Nine submissions were recorded at the Tender Box opening and their details are as follows:

| Tenderer | ABN |
|--|----------------|
| Andrew's Affordable Mowing Service Pty Ltd | 28 088 272 093 |
| Australian Care and Support Network Pty Ltd (ACSN) | 59 169 750 127 |
| Corzac Pty Ltd T/A 1300 4 Gardening | 63 414 414 338 |
| ED's Short CUTS Mowing Services | 59 652 310 327 |
| Jamie Russell Godfrey | 66 434 822 156 |
| JMAC Construction Pty Ltd | 81 065 374 414 |
| JSP Asphalts Pty Ltd trading as Australian Paving Services | 90 151 703 801 |
| Landscape Solutions Maintenance Pty Ltd | 60 097 217 493 |
| Prime Facility and Asset Management P/L | 29 120 066 168 |

Tenders were evaluated based on the criteria noted in the table below which were also listed in the Conditions of Tendering; note that weightings were not detailed to potential submitters during the tendering period. The details of the price and non-price evaluation are shown on the attached Tender Evaluation Report.

| Criterion | Weighting (%) |
|---|----------------------|
| Value for Money (Normalised Tender Price) | 60% |
| Level of appropriate resources | 10% |
| Contractor's team and experience | 10% |
| General performance history | 10% |
| Local preference | 10% |
| Total | 100 |

A Tender Assessment Plan was developed based on the premise that competitive tenders were to be received and scored against specific selection criteria in order to select the best value tender.

The Tender Evaluation Panel consisting of Senior Engineer – Operations & Maintenance, Engineer – Contracts and Administrative Officer - Contracts conducted the tender assessment.

A copy of the Tender Evaluation Plan Report is included in ATTACHMENT 1 which is CONFIDENTIAL in accordance with Section 10A:

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

The information identifies the tenderer in relation to the tender price and the evaluation of the products offered by the tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of market competitiveness by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest. Recommendations appear below for the Tender.

OPTIONS:

1. That Council accepts the submission as nominated from the submitting contractor and enters into a maintenance agreement for the mowing and ground maintenance services to sewage pumping stations and water storage reservoirs.
2. That Council take no action.

CONCLUSION:

That Council accepts the tender as per recommendation

COUNCIL IMPLICATIONS:

a. Policy:

Procurement Policy v1.6.

In accordance with Local Government (General) Regulations 2005.

b. Budget/Long Term Financial Plan:

Provisions made in operational expenses.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Not Applicable.

UNDER SEPARATE COVER/FURTHER INFORMATION:

(Confidential) Attachment 1. Tender Evaluation Report (ECM 3819477).

(Confidential) Attachment 2. Tender Evaluation Scoring Sheet (ECM 3820328).

24 [E-CM] Purchase of Bulk Water to Supply Areas Outside Tweed Shire

SUBMITTED BY: Water and Wastewater

Valid



Strengthening the Economy

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 3 Strengthening the Economy
 - 3.1 Expand employment, tourism and education opportunities
-

SUMMARY OF REPORT:

At its meeting held on 19 June 2014, following representation from North Byron Parklands and Tweed Valley Water Supplies, it was resolved that Council:

- "1. Reduces the bulk water charge rate for water supplied to North Byron Parklands for the 2014/2015 financial year to two times the rate for bulk water use within the Shire, as listed in the Fees and Charges.
2. Reviews this arrangement following a detailed assessment of the 'out of shire' bulk water charge rate applied for all sales of bulk water outside the Tweed Shire."

The assessment of the 'out of shire' bulk water charge rate has now been completed.

To ensure that water carters do not cart large volumes of water from Tweed Shire to neighbouring council areas while still supporting events held at North Byron Parklands and the like, a charge rate of two times the rate for bulk water use within the Shire is proposed on a permanent basis.

RECOMMENDATION:

That Council adopts a bulk water charge rate for water supplied to areas outside the shire that is two times the rate for bulk water use within the Shire, as listed in the Fees and Charges.

REPORT:

At its meeting held on 19 June 2014, following representation from North Byron Parklands and Tweed Valley Water Supplies, it was resolved that Council:

- "1. Reduces the bulk water charge rate for water supplied to North Byron Parklands for the 2014/2015 financial year to two times the rate for bulk water use within the Shire, as listed in the Fees and Charges.*
- 2. Reviews this arrangement following a detailed assessment of the 'out of shire' bulk water charge rate applied for all sales of bulk water outside the Tweed Shire."*

The 'out of shire' bulk water charge rate applies to any water supplied by water carters to areas outside the Tweed Shire. Normally, as per the Fees and Charges, it is three times the rate for bulk water use within the Shire.

The charge rate has been reviewed by comparing it with the corresponding City of Gold Coast (CoGC) and Byron Shire Council (BSC) charge rates. The intent of the 'triple multiplier' has also been reviewed.

The 'triple multiplier' was first introduced to discourage water carters from carting water sourced within the shire to areas outside the shire during drought conditions. As such, the multiplier cannot be justified unless drought water restrictions exist. The triple multiplier is making it difficult for water carting businesses based in Tweed Shire to compete for carting contracts for events such as Splendour in the Grass and the Falls Festival.

The current 'in the shire' charge rate for bulk water is \$4.05/kL. This compares with bulk water charge rates of \$4.85/kL and \$3.92/kL in CoGC and BSC areas respectively. The Tweed Shire Council (TSC) bulk water charge rate is therefore comparable to neighbouring council areas.

However, the set up costs for carting water in these other areas are significantly greater than those in Tweed Shire. Both CoGC and BSC offer higher standpipe hire fees and require a bond to be paid. Therefore if TSC's charge rate is too low, carters will be tempted to fill up in Tweed Shire and cart to neighbouring council areas rather than using their own council facilities. This could place undue demand on the Tweed water supply.

To ensure that water carters do not cart large volumes of water from Tweed Shire to neighbouring areas while still supporting events held at North Byron Parklands and the like, a charge rate of two times the rate for bulk water use within the Shire is proposed on a permanent basis. For the 2015/16 financial year the charge rate would be \$8.10/kL.

The Drought Water Restrictions Policy bans cartage of water outside the Tweed Shire once the Clarrie Hall Dam level falls to 90%. Therefore the triple multiplier would no longer be required.

OPTIONS:

Council has a number of options available:

1. Maintain the triple multiplier for supply of bulk water to areas outside of Tweed Shire. This may disadvantage some businesses carting water to events located outside the shire.
2. Adopt a double multiplier for the supply of bulk water to areas outside of Tweed Shire. This is the preferred option. This option provides a balance between water carters carting large volumes of water from Tweed Shire to neighbouring areas while still supporting events held outside the shire.
3. Reduce the 'out of shire' charge rate for bulk water to be the same as the 'within the shire' charge rate. This option could cause the proliferation of carters carting water from Tweed Shire to external areas and could place an undue demand on the Tweed water supply.

CONCLUSION:

Adopting a charge rate for bulk water supplied to areas outside of Tweed Shire that is twice the rate 'within the shire' provides a balanced approach. Water carters would still have the opportunity to service events held outside the shire without placing undue demand on the water supply system.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable.

b. Budget/Long Term Financial Plan:

The loss of revenue from sales of bulk water to areas outside of Tweed Shire would be negligible. For the past two years, as a result of representation by North Byron Parklands, a rate of twice the 'within the shire' rate applied. This report formalises that arrangement on a permanent basis.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

Feedback received from water carters has been taken into account in forming this proposal. There will be a mail out to all water carters registered with Tweed Shire to inform them of Council's decision.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

25 [E-CM] Excess Use Charges in Lieu of s64 Developer Charges

SUBMITTED BY: Water and Wastewater

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.3 Provide well serviced neighbourhoods
 - 2.3.2 Provision of a secure, high quality and reliable drinking water supply services which meets health and environmental requirements and projected demand
 - 2.3.3 Provision of high quality and reliable wastewater services which meet health and environmental requirements and projected demand
-

SUMMARY OF REPORT:

The name "Excess Use Charges" has caused some confusion. It is proposed to change the name of the charge to "High Consumption Charge (Non-Residential)" for water supply and "High Sewer Usage Charge (Non-Residential)" for sewerage services.

Since 16 July 2015 some 5 developments have been assessed in a manner consistent with the Council resolution relating to the use of Excess Use Charges in lieu of s64 Developer Charges. Three examples from the assessed development are provided. The rate at which properties are identified and offered the option of the Excess Use Charge will increase significantly over time. At this stage no Certificates of Compliance have been issued.

The Resolution of 16 July 2015 provides for the implementation of an interim measure with Council consent. When written it was envisaged that the consent would be Development Consent, however the interim measure can also apply to both Complying Development and Consent Development for which Council consent is not applicable.

To address this matter it is proposed that the General Manager or his delegate, consistent with present practice, issues Certificates of Compliance and include on those Certificates of Compliance reference to entitlements and Excess Use Charges.

RECOMMENDATION:

That

- 1. The Excess Use Charge be renamed the "High Consumption Charge (Non-Residential)" for water supply and "High Sewer Usage Charge (Non-Residential)" for sewerage services.**

- 2. The General Manager be provided delegated authority to issue Certificates of Compliance and that those Certificates of Compliance include words to the effect that "High Consumption Charge (Non-Residential)" of \$2.31/kL for water supply and "High Sewer Usage Charge" of \$1.82/kL for sewerage services would apply for consumption in excess of Equivalent Tenement (ET) entitlements until 1 July 2016 when "High Consumption Charge (Non-Residential)" and "High Sewer Usage Charge (Non-Residential)" as detailed in Fees and Charges will apply.**

REPORT:

On 16 July 2015 it was resolved by Council that Council:

- "1. Includes in Tweed Shire Council's Fees and Charges 2016/2017 the Excess Use Charges for Water and Sewerage.
2. As an interim measure provides, subject to Council consent, the developers of subsequent (that is development after the initial development) commercial and industrial developments the option of paying the Excess Use Charges in lieu of upfront or deferred Section 64 Developer Charges."

Since the date of the resolution a number of Development Applications have been assessed and developers are being provided with the option of paying Excess Use Charges in lieu of upfront or deferred Section 64 Developer Charges.

Further, as part of the assessment of those developments, existing entitlements have been determined and compared to existing water use so that:

- Council could determine s64 Developer Charges that should have been paid based on the use of services, and
- The quantum of s64 Developer Charges or excess use charges could be advised to the developer so that the developer could make an informed decision on a preferred option.

The analysis and options relating to three actual developments are set out below. The various development details have not been included so as not to provide:

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

Example 1

In the determination of the s64 Developer Charges, it was identified that the existing water usage at Example 1 is an average of 8,126 kL/year (over 2 years) which equates to 35.330 ET (water).

A recently approved Trade Waste Agreement permits the discharge of up to 35 kL/day. Based on a 5 day week this equates 9,100 kL/year or 65.000 ET (sewer).

Currently the lot only has an allowance for 3.31 ET (water) and 3.61 ET (sewer), for which s64 Developer Charges were paid as part of development of the lot in 1992 (92/###), 2007 ((DA07/###) and 2009 (DA09/###). Therefore any water consumption in excess of this existing Section 64 entitlement must be considered in the assessment of the proposed development.

The s64 Developer Charges required, to increase the entitlement for the lot to a level determined by existing water and sewerage usage plus the water and sewerage usage of the proposed development (DA15/###), are calculated as follows:

Water

| | |
|---|------------------|
| <i>Present water usage</i> | 35.330 ET |
| <u><i>Less existing entitlement</i></u> | <u>3.310 ET</u> |
| <i>Balance</i> | 32.020 ET |

Sewerage

| | |
|---|------------------|
| <i>Present sewerage usage</i> | 65.000 ET |
| <u><i>Less existing entitlement</i></u> | <u>3.610 ET</u> |
| <i>Balance</i> | 61.390 ET |

Therefore the actual Developer Charges due to Council, based on an increase in entitlement, is assessed as 32.020 ET (water) and 61.390 ET (sewer) equating to:

| | |
|---|---------------------|
| <i>Water - \$13,128 per ET x 32.020 ET = \$420,358.56</i> | |
| <u><i>Sewer - \$6,307 per ET x 61.390 ET = \$387,186.73</i></u> | |
| <i>Total</i> | \$807,545.29 |

This would increase the entitlement of the lot to 35.330 ET (water) and 65.000 ET (sewer).

Payment Option 1 Payment of s64 Developer Charges

| | |
|--------------------------------------|--------------|
| One off upfront payment estimated as | \$807,545.29 |
|--------------------------------------|--------------|

Payment Option 2 Payment of Excess Use Charge

| | |
|--|--------------|
| One off upfront payment | \$ 0.00 |
| Annual Excess Water usage charges estimated as | \$ 17,012.23 |
| Annual Excess Sewer usage charges estimated as | \$ 15,642.17 |

Example 2

In the determination of Developer Charges, it was identified that the existing water usage at Example 2 is an average of 627.435 kL/a which equates to 2.7280 ET (water) and 2.4552 ET (sewer).

The estimated water consumption of the proposed development has been determined as 1.6235 ET (water) and 1.9742 ET (sewer).

Currently the lot on which the development is to occur has an entitlement for 1.5890 ET (water) and 1.5890 ET (sewer), for which s64 Developer Charges which were paid for as part of development of the subdivision in 2002 and development of the lot in 1990 (DA90/###).

The s64 Developer Charges required, to increase the entitlement for the lot to a level determined by existing water and sewerage usage plus the water and sewerage usage of the proposed development (DA15/###), are calculated as follows:

Water

| | |
|---|-------------------------|
| <i>Present water usage</i> | <i>2.7280 ET</i> |
| <i>Plus Proposed</i> | <i>1.6235 ET</i> |
| <u><i>Less existing entitlement</i></u> | <u><i>1.5890 ET</i></u> |
| <i>Balance</i> | <i>2.7625 ET</i> |

Sewerage

| | |
|---|-------------------------|
| <i>Present sewerage usage</i> | <i>2.4552 ET</i> |
| <i>Plus Proposed</i> | <i>1.9742 ET</i> |
| <u><i>Less existing entitlement</i></u> | <u><i>1.5890 ET</i></u> |
| <i>Balance</i> | <i>2.8404 ET</i> |

Therefore the actual s64 Developer Charges due to Council, based on an increase in entitlement, is assessed as 2.7625 ET (water) and 2.8404 ET (sewer) equating to:

| | |
|--|---------------------------|
| <i>Water - \$13,128 per ET x 2.7625 ET =</i> | <i>\$36,266.10</i> |
| <u><i>Sewer - \$6,307 per ET x 2.8404 ET =</i></u> | <u><i>\$17,914.40</i></u> |
| <i>Total=</i> | <i>\$54,180.50</i> |

This would increase the entitlement of Example 2 to 4.3515 ET (water) and 4.4294 ET (sewer).

Payment Option 1 Payment of Developer Charges

One off payment estimated as \$54,180.50

Payment Option 2 Payment of Excess Use Charge

| | |
|--|-------------|
| One off upfront payment | \$ 0.00 |
| Annual Excess Water usage charges estimated as | \$ 1,467.72 |
| Annual Excess Sewer usage charges estimated as | \$ 723.73 |

Example 3

In the determination of Developer Charges, it was identified that the existing water usage of the lot is an average of 156 kL/a which equates to 0.678 ET (water) and 1.114 ET (sewer) based on a return to sewer discharge factor of 1.0.

The estimated water consumption of the proposed development has been determined as 4.435 ET (water) and 7.286 ET (sewer).

Currently the lot on which the development is to occur has an entitlement for 4.0 ET (water) and 4.0 ET (sewer), for which s64 Developer Charges which were paid for as part of development of the subdivision in 2002 and development of the lot in 2008 (DA08/###).

The s64 Developer Charges for the water and sewerage usage of the lot after completion of the proposed development (DA15/####) are calculated as follows.

| | |
|---|------------------------|
| <u>Water</u> | |
| <i>Present water usage</i> | <i>0.678 ET</i> |
| <i>Plus Proposed</i> | <i>4.435 ET</i> |
| <u><i>Less existing entitlement</i></u> | <u><i>4.000 ET</i></u> |
| <i>Balance</i> | <i>1.113 ET</i> |
| <u>Sewerage</u> | |
| <i>Present sewerage usage</i> | <i>1.114 ET</i> |
| <i>Plus Proposed</i> | <i>7.286 ET</i> |
| <u><i>Less existing entitlement</i></u> | <u><i>4.000 ET</i></u> |
| <i>Balance</i> | <i>4.400 ET</i> |

Therefore the actual s64 Developer Charges due to Council, based on an increase in entitlement, is assessed as 1.113 ET (water) and 4.400 ET (sewer) equating to:

| | |
|---|---------------------------|
| <i>Water - \$13,128 per ET x 1.114 ET =</i> | <i>\$14,611.46</i> |
| <u><i>Sewer - \$6,307 per ET x 4.400 ET =</i></u> | <u><i>\$27,750.80</i></u> |
| <i>Total =</i> | <i>\$42,362.26</i> |

This would increase the entitlement of the lot to 5.113 ET (water) and 8.400 ET (sewer).

Payment Option 1 Payment of Developer Charges

One off upfront payment estimated as \$42,362.26

Payment Option 2 Payment of Excess Use Charge

One off upfront payment \$ 0.00
 Annual Excess Water usage charges estimated as \$ 591.34
 Annual Excess Sewer usage charges estimated as \$ 1,121.12

OBSERVATIONS

In the first two examples businesses have been using well in excess of entitlements purchased through payment of s64 Developer Charges. Further if the s64 Developer Charges were sought as an up-front payment the impact on the businesses may be severe as they are an upfront capital payment. The option of paying excess use charges is much less severe, can be considered as a business cost with possibly associated tax advantages and will allow Council to recover the costs associated with the provision of and use of infrastructure to service the developments.

In respect to the third example, previous development on the lot has provided the lot with significant entitlements. As such both the Developer Charges due and any Excess Use Charge is less than that which would have been applied if the development was considered stand alone. This is a significant advantage to the business being established.

When considering the five (5) assessed developments it is estimated that Council has foregone in excess of \$2,000,000 through allowing developments to use water and

sewerage in excess of the entitlement paid for through s64 Developer Charges. The implementation of the system of excess use charges will prevent this re-occurring and also lead to the recovery of such funds over time.

It would appear the implementation of the Excess Use Charge will achieve its aims.

DELEGATED AUTHORITY

Since 16 July 2015 some 5 developments have been assessed in a manner consistent with the Council resolution relating to the use of Excess Use Charges in lieu of s64 Developer Charges. At this stage no Certificates of Compliance have been issued. The rate at which properties are identified and offered the option of the Excess Use Charge will increase significantly over time.

The resolution of 16 July 2015 included the words "Council consent". When written it was envisaged that the consent would be the Development Consent issued by Council. However the interim measure can apply to both Complying and Exempt Development where Excess Use Charges should apply. In these instances there is no way, apart from individual Council resolutions, to apply the Excess Use Charge.

To date Certificates of Compliance have been issued under delegated authority. The 16 July 2015 resolution of Council would lead to a situation where all Certificates of Compliance, for "subsequent" development would require a Council resolution. This is inconsistent with present practice and would place an inordinate and administrative load on Councillors.

To address this matter and to minimise the administration required to apply the Excess Use Charge, it is suggested that the General Manager or his delegate be authorised to apply the Excess Use Charge through conditioning of the Certificates of Compliance.

OPTIONS

The options available are:

1. The issuance of a Certificate of Compliance only through Council consent being a resolution of Council.
2. The issuance of a Certificate of Compliance is undertaken through delegated authority by the General Manager or his delegate.

Historically, Certificates of Compliance have been issued under delegated authority. With Option 2 the only change to this practice would be the inclusion, on the Certificate of Compliance, the ET entitlement and words indicating that if the entitlement was exceeded that Excess Use Charges would apply. Until the adoption of the 2016/17 Fees and Charges the Certificate of Compliance would also include words to the effect that Excess Use Charges of \$2.31 for water and \$1.82 for sewer would apply for consumption in excess of the ET entitlement until 1 July 2016 when Excess Use Charges as detailed in Fees and Charges will apply.

NAME CHANGE

The name "Excess Use Charge" has caused some confusion. It is noted that there is a High Consumption Charge (Residential Assessments) for residential properties. To remove the confusion and align the naming of the charges it is suggested the name "Excess Use Charge" be changed to "High Consumption Charge (Non-Residential)" for water supply and "High Sewer Usage Charge (Non-Residential)" for sewerage services.

OPTIONS

The options are that Council:

1. Maintains the name of the charge "Excess Use Charge" and
2. Change the name of the charge to "High Consumption Charge (non-residential)" for water supply and "High Sewer Usage Charge (non-residential)" for sewerage.

COUNCIL IMPLICATIONS:

a. Policy:

Any adopted changes will be reflected in 2016-2017 Revenue Policy.

b. Budget/Long Term Financial Plan:

Nil.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

26 [E-CM] Sugar Cane Harvest Management Scheme

SUBMITTED BY: Roads and Stormwater

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.4 An integrated transport system that services local and regional needs
 - 2.4.1 Provide a safe and efficient network of arterial roads connecting neighbourhoods to town centres, employment, shopping, health, commercial and education facilities
-

SUMMARY OF REPORT:

Council is in receipt of a request to participate in a Sugar Cane Harvest Management Scheme (SCHMS), which would allow a 5% increase in mass for approved trucks above general mass limits on Council roads already approved for 4.6m high trucks. Sunshine Sugar has applied to Transport for NSW for the scheme, which would be managed by Roads and Maritime Services. The aim of the scheme is to increase efficiency in harvest transport operations.

While the proposed increased vehicle loads will increase wear on sealed road pavements along the transport routes, these impacts have been assessed as being acceptable, and are offset by the economic benefits of the scheme to an important local industry.

RECOMMENDATION:

That Council participates in the Sugar Cane Harvest Management Scheme, and authorises the General Manager to issue a Class 3 Mass or Dimension Exemption permit to Sunshine Sugar for the remainder of the 2015 sugar cane harvest season, and subject to review, subsequent seasons.

REPORT:

Road freight is central to Tweed Shire industries. Achieving greater efficiencies in road freight is essential for continued economic growth, and to ensure that road infrastructure is utilised efficiently and effectively, without unsustainable maintenance costs or increased safety issues.

Transport for New South Wales (TfNSW) and Roads and Maritime Services (RMS) currently oversee two industry specific schemes, in order to promote safe and sustainable use of NSW road assets - the Grain Harvest Management Scheme (GHMS) and the Livestock Loading Scheme. According to TfNSW, these schemes have been positively received by industry and participating road managers. Funding for local road improvements to improve freight productivity has also been made available by Commonwealth and State Government, such as the Fixing Country Roads program.

Sunshine Sugar (previously NSW Sugar Milling Cooperative) has approached TfNSW for a mass concession scheme, to allow for a 5% increase above general mass limits (GML) for trucks for the harvest season (June to December). This is in line with the GHMS. According to Sunshine Sugar, this would improve productivity and management of the transport task by moving more cane with less truck movements, and reduce the risk of axle load exceedance due to the non-static nature of harvested cane. The scheme would apply to all State and Local Roads currently approved for 4.6m high vehicles. These approved routes are available via online mapping on the RMS website (see Under Separate Cover/Further Information section for website address). Council has received correspondence from Sunshine Sugar formally requesting a permit for their vehicle fleet to operate under the Sugar Cane Harvest Management Scheme (SCHMS).

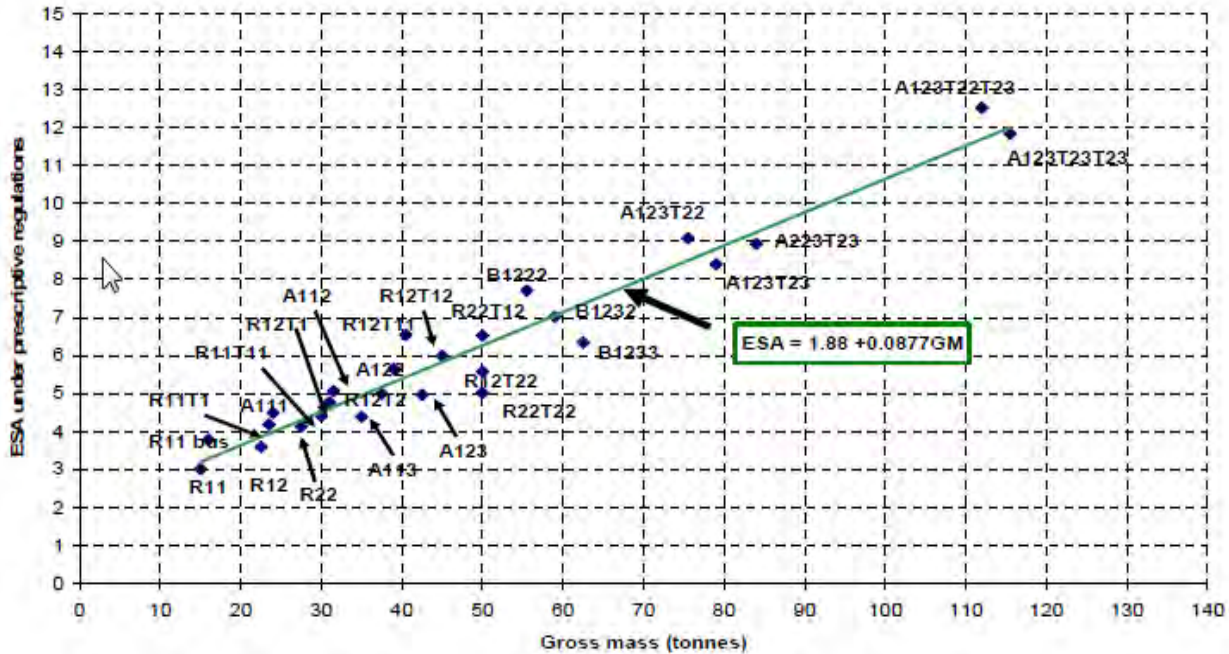
By increasing permissible loading of harvest trucks, the number of truck movements on Council roads is expected to reduce. However there is an exponential relationship between increased vehicle loads and pavement damage, so based on the estimates below, increased pavement wear is predicted to result on the sealed road network due to an increase in Equivalent Standard Axles (ESA) under the scheme.

| | Unit | Current | Proposed | Change |
|---|--------|---------|----------|--------|
| Predicted Annual Sugar Cane Harvest, Condong Mill | Tonnes | 500000 | 500000 | Nil |
| Permissible Truck Weight | Tonnes | 42.50 | 44.63 | 5% |
| Net Truck Capacity | Tonnes | 20.30 | 22.43 | 10% |
| Truck repetitions | No. | 24631 | 22292 | -2339 |
| Equivalent Standard Axles per truck* | ESA | 4.56 | 5.72 | 25% |
| TOTAL Equivalent Standard Axles | ESA | 112894 | 127406 | 13% |

**Calculated in accordance with Austroads "Guide to Pavement Technology Part 2: Pavement Structural Design", for a standard six axle combination, with a load damage exponent of 4 for granular pavement with thin bituminous surfacing.*

According to Sunshine Sugar, only 7 trucks are used for the local harvest into Condong Mill, over the 6 month harvest season. Many of the roads utilised are gravel roads, however the main sealed roads used include Tweed Valley Way, Numinbah Road, Kyogle Road, Dulguigan Road, Cane Road, Clothiers Creek Road, Stokers Road, Pottsville Road, Wooyung Road, Reserve Creek Road, Eviron Road, and Duranbah Road.

Performance Based Standards (PBS) have been developed by Austroads and adopted by RMS to augment prescriptive regulations for heavy vehicle mass, to provide flexibility and foster innovation in the road freight industry. In considering the acceptability of allowing access for PBS vehicles in NSW, RMS considers several factors including pavement wear and productivity benefits. Pavement wear impact is assessed using an Austroads methodology known as the "green line" which graphs the acceptable amount of pavement wear for a given PBS vehicle (refer figure below).



Source: Austroads Report AP-R372/11 Pavement Wear Assessment Method for PBS Vehicles (2011)

Using the PBS "green line" method, for the proposed SCHMS trucks with a gross mass of 44.63t the acceptable ESA for pavement wear is calculated at 5.79. As the SCHMS trucks have an ESA of 5.72 they are below the "green line" and therefore can be considered acceptable under the PMS scheme. That is, the impacts of the net increase in ESAs that result from the higher mass trucks under the scheme are considered to be acceptable to the sealed road network.

OPTIONS:

Tweed Shire Council has been requested to participate in the SCHMS, and to issue a Class 3 Mass or Dimension Exemption Permit for nominated prime movers and trailers operated by Sunshine Sugar, for all roads currently approved for 4.6m high vehicles. The following options are provided in consideration of this request:

- Option 1 - That Council participates in the SCHMS by issuing an exemption permit for the remainder of the 2015 sugar cane harvest season and subsequent seasons.
- Option 2 - That Council does not participate in the SCHMS, by not issuing an exemption permit.

Option 1 is the recommendation of this report, based on the acceptable impact of the scheme on Council's sealed road network, and the expected benefits to an important Tweed industry.

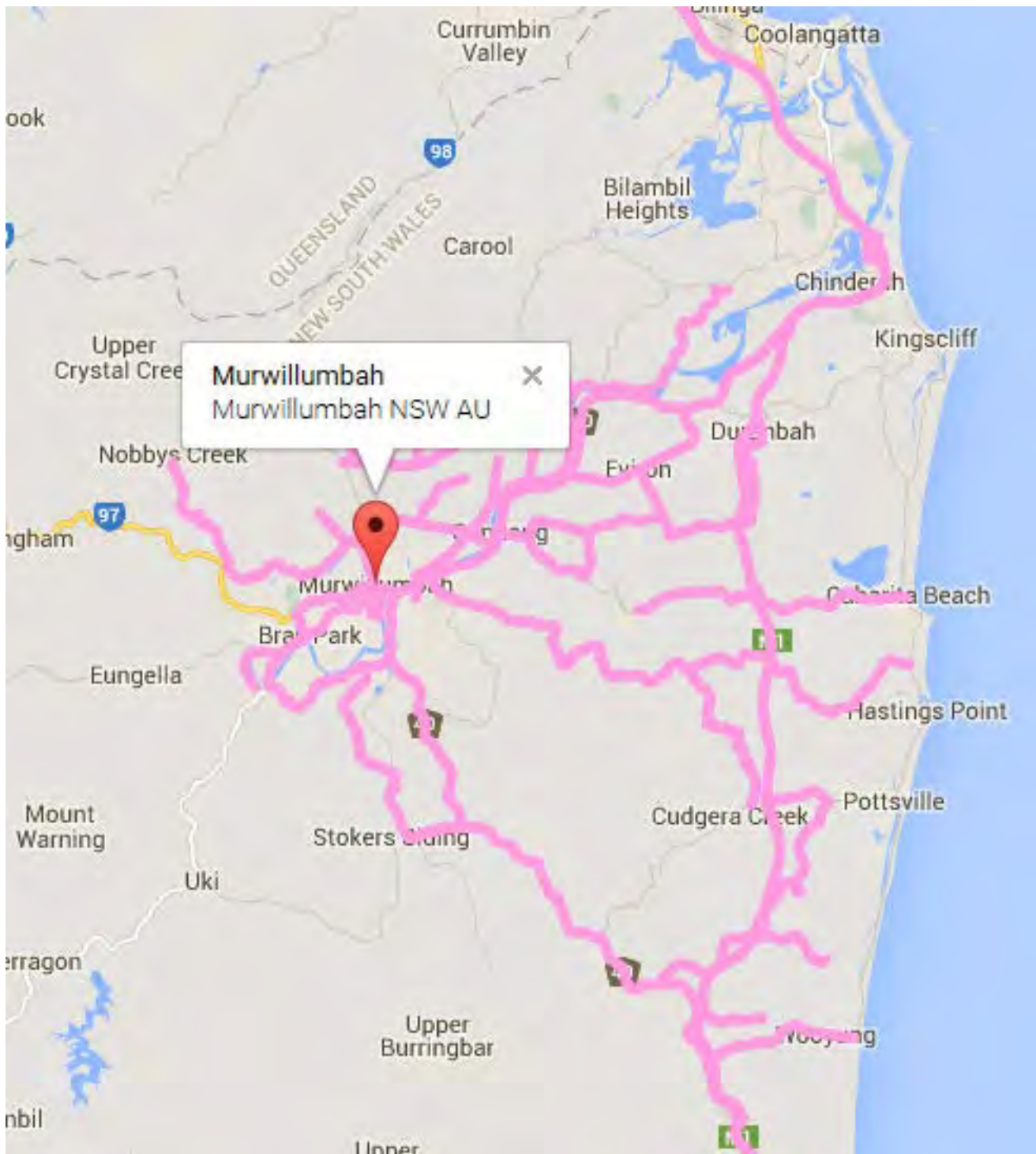
CONCLUSION:

Due to the predicted acceptable impacts of the Sugar Cane Harvest Management Scheme on Council's sealed road network, and the increased efficiencies that the scheme will bring to the local sugar industry and Condong Mill, it is recommended that Council agrees to participate in the scheme.

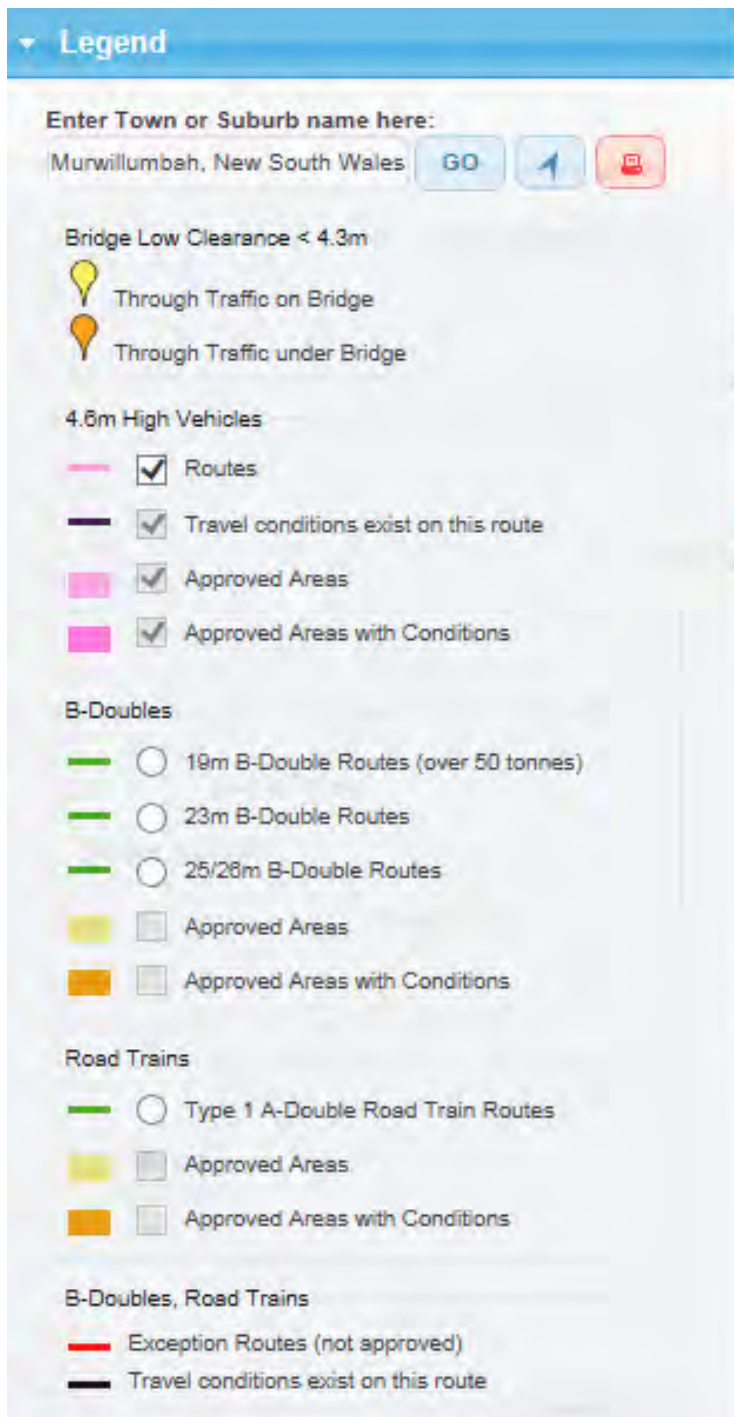
Roads and Maritime Services Restricted Access Vehicle Map is available at the following website address:

<http://www.rms.nsw.gov.au/business-industry/heavy-vehicles/maps/restricted-access-vehicles-map/map/index.html>.

A scan of the local area map is shown below:



Legend:



COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable.

b. Budget/Long Term Financial Plan:

Long Term Financial Plan / Transport Asset Management Plan - potential for increased wear on seal road pavements due to the increased heavy vehicle loading may need to be considered in future revisions of Council's transport asset management plan, and associated maintenance spending in the long term financial plan.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

Council officers have attended a consultation session hosted by RMS on the SCHMS. In preparation of this report, the scheme has been discussed with Sunshine Sugar representatives to understand the freight task, and other NOROC Councils to gauge their level of support and concerns regarding the scheme. Based on these discussions, the majority of NOROC Council have already committed or are likely to participate in the scheme.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

27 [E-CM] Town and Village Entry Statement Signage

SUBMITTED BY: Roads and Stormwater

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.3 Provide well serviced neighbourhoods
 - 2.3.7 Preserve the character and heritage and enhance the amenity of existing towns and villages
-

SUMMARY OF REPORT:

This report responds to various previous resolutions of Council with respect to entry signage and entry statements for the Tweed Shire and its towns and villages. As an attachment to this report is a recommended prioritised works program to address the identified inconsistencies and inadequacies of existing entry signage.

RECOMMENDATION:

That:

- 1. Council endorses the prioritised works program for entry signage, and implements works to upgrade identified priority 1, 2 and 3 signage works in 2015/16, and allocates a budget of \$25,000 towards this program.**
- 2. Entry signage design and installation shall be in accordance with the Signage Standards Manual (and any subsequent versions). Additional panels on entry signage shall be limited to aboriginal acknowledgement statements. Existing "Gasfield Free" signage panels shall remain as previously resolved by Council.**
- 3. All new or replacement town/village entry signage designs shall be referred to the Aboriginal Advisory Committee for consultation on the inclusion of traditional place names.**
- 4. Council undertakes a project in consultation with Destination Tweed, to further investigate appropriate branding for the promotion of Tweed Shire, as identified in the Tweed Economic Development Strategy. The branding exercise is to include consideration of the promotion of priority locations of Tweed Heads and Murwillumbah in the form of entry statements or public art.**

5. **Additional suburb entry signage be installed at highway exits on Kennedy Drive, Kirkwood Road and Minjungbal Drive incorporating "Gasfield Free" signage, and that Council allocates an additional budget of \$5,000 towards this program.**

REPORT:

This report has been prepared in response to a number of resolutions of Council (reproduced below) that relate to road signage and/or entry statements throughout Tweed Shire (underlining added to emphasise those matters that are a subject of this report):

"23 JANUARY 2014

11 [NOM-Cr G Bagnall] Tweed Valley Way/Tweed River Corridor

NOTICE OF MOTION:

15

Cr W Polglase
Cr M Armstrong

RESOLVED that:

1. Staff prepares an estimate of costs for preparation of the plan of management in (2) below to inform consideration of this item in the 2014/15 budget
2. Council considers the following item in the 2014/15 budget:

"Prepare a Plan of Management for the Tweed Valley Way/Tweed River Corridor. This Plan of Management is to be a guiding document to coordinate activities and ensure consistency for planned and future works along the corridor. Activities to be addressed by the plan will include, but not be limited to: signage, roadside plantings, river bank stabilisation, riverbank plantings and town entry statements."

3. A report be prepared that:
 - (a) Assesses the adequacy of existing town/village entry statements in Tweed Shire in regards to the functions of informing the travelling public, promoting the towns and villages and providing an attractive, culturally and environmentally appropriate village/town entries.
 - (b) Provides a detailed, prioritised and costed works program to upgrade the entry statements to an appropriate current standard over a suitable number of years.
 - (c) The Rural Villages Strategy be considered in preparing the Tweed Valley Way/Tweed River Corridor Plan of Management.

19 JUNE 2014

61 [NOM] Aboriginal Peoples of the Tweed Valley

NOTICE OF MOTION:

377

Cr G Bagnall
Cr B Longland

RESOLVED that in recognition of the long history of aboriginal peoples of the Tweed Valley, Council:

1. *Seeks the input of the Aboriginal Advisory Committee (AAC), to consider the inclusion of appropriate known traditional aboriginal names for sites of significance within the Shire. This includes:*
 - (a) *Parks and public reserves that do not have officially adopted names;*
 - (b) *Selected parks and reserves that could be considered for dual naming by Council;*
 - (c) *The dual naming of selected named geographical features of significance to the local Indigenous community in accordance with the Geographical Names Board dual naming policy for geographical features and cultural sites; and*
 - (d) *Where appropriate, signage for towns, villages and place names that have an aboriginal origin be redesigned, which may include the traditional meaning of those names and a suitable indigenous theme.*
2. *A report be brought back to the July 2014 Council meeting with a preliminary response from the AAC to these proposals in order to coincide with NAIDOC week.*

17 JULY 2014

13 [CNR-CM] Aboriginal Peoples of the Tweed Valley

402

Cr G Bagnall
Cr M Armstrong

RESOLVED that Council receives and notes the recommendation of the Aboriginal Advisory Committee and develops a process to implement naming for sites of significance at future Aboriginal Advisory Committee meetings.

21 AUGUST 2014

18 [E-CM] Coal Seam Gas Free Signage

469

Cr K Milne

Cr M Armstrong

RESOLVED that:

1. Council approves the installation of eleven of the thirteen proposed coal Seam Gas Free signs.
2. The signs referred to in 1 above contain the words "Gas Field Free" or "Tweed Shire - Gas Field Free", depending on available space.
3. Council:
 - a. Undertakes further investigation to identify whether there is any Council owned land or supportive private landholders where it would be appropriate to install further signs at the three entrances (M1, Gold Coast Highway, Wharf Street) to north of the Shire and South Tweed Heads, and
 - b. Brings back a supplementary report.

18 SEPTEMBER 2014

26 [NOM] Welcome to Tweed Shire Signs

NOTICE OF MOTION:

549

Cr K Milne

Cr M Armstrong

RESOLVED that Council brings forward a report on:

1. Including reference to 'The Green Cauldron, A National Iconic Landscape' on existing "Welcome to the Tweed Shire" signs at the main entrances to the Shire,
2. Installing "Welcome to the Tweed Shire" signs at the north of the Shire including on the M1 Freeway, the Gold Coast Highway and Wharf St, including reference to 'The Green Cauldron, A National Iconic Landscape', and consultation with the Aboriginal Advisory Committee to include the Aboriginal Welcome/acknowledgement of Country.
3. Options for appropriate wording, e.g. the heart of/the centre of, and pictorial graphics.

4. *This be considered in conjunction with the resolution of 23 January 2014 regarding Entry Statements to the Tweed Shire."*

Specifically, this report addresses parts 3(a) and 3(b) of the January 2014 resolution, with further consideration given to additional messages on entry signage relating to coal seam gas, aboriginal heritage, and "branding" messages that promote Tweed Shire generally and its towns and villages, in accordance with the additional 2014 resolutions. The objective of this report is to generate guidelines for consistency of entry signage, a recommended works program, and the required funding to undertake the works.

Definitions

For the purposes of this report and in responding to the above resolutions, it is important to distinguish between entry statements and entry / welcome signage.

Entry Statements are typically an element of public landscaping to mark and define the entry or "gateway" to a town, village, Local Government Area, precinct (e.g. a CBD area, residential estate, or recreational facility) or locality. The purpose of an entry statement is multi-faceted: while they assist the travelling public in way finding and direction, they are also a "place making" feature that provides a sense of arrival, identity, pride of place, beautification and promotion. While signage may be an element of entry statements, they may also feature vegetation, pavement treatments, walls/fencing, water features, public art and lighting effects.

Entry Signage provides a functional role in identifying arrival at a location to the general travelling public, and is usually located on roadside areas. Its role is to provide succinct and consistent messages that are readily received and interpreted at speed. While entry signage needs to be welcoming, it plays a limited role on its own in terms of beautification and promotion, compared to properly designed and constructed entry statements. The ability to add complementary landscape elements to entry signage depends primarily on roadside safety rather than amenity (e.g. provision of clear zones, maintaining sight distance, frangible construction to minimise crash impacts).

The role of entry signage has changed considerably in recent years due to increased internet and GIS accessibility, especially while travelling. This should correlate to a reduced reliance upon entry signage to advertise the local presence of service clubs, local markets, tourist events etc. When considering new entry signage it is also important to undertake an assessment of the effectiveness of signage as the preferred communication tool, in terms of the target audience, the message being conveyed, and the relevance to road users. This is often overlooked, leading to the current proliferation of roadside signage.

Generally, Tweed Shire Council has not to date implemented entry *statements* around the Shire, and has instead relied on the installation of entry *signage* at its towns and villages to fulfil the "place making" role described above.

Current Signage

Inspection of the entry points to the Shire and each of its towns and villages confirms a very wide range of existing signage, in terms of configuration, messaging, age, legibility, and target audience. Photos and maps of these signs are provided at Attachment 1 to this report.

The existing signs can be broadly categorised into the following types:

Type 1: State Border Signage (Non TSC Assets)



Type 1A: New Signage



Type 1B: Old Signage



Type 1C: Border Marker



Type 1D: Northern Rivers Tourism Signage

Type 2: Tweed Boundary Signage



Type 3: Council Branded Town / Village Signage



Type 3A: Current Branding



Type 3B: Old Branding

Type 4: Town / Locality Markers



Type 4A: Branded Marker



Type 4B: Standard Marker

Type 6: "Plastic Bag Free" Village Signage



Type 7: Conglomerate Signage



Type 7A: Community and Service Club Signs



Type 7B: Commercial and Tourist Advertising Signs

As can also be seen from the above photos, many of the entry signs have been added to over the years with additional signage plates, such as:

- Aboriginal acknowledgements (by Council resolution, September 2014)
- Gasfield Free signage (by Council resolution, August 2014)
- Plastic Bag Free signage (by Council resolution, 15 December 2009)
- "Boomerang" Bags (Cabarita)
- Neighbourhood Watch
- Service Clubs

Signage Standards

The following signage standards were considered in the review of entry signage:

Australian Standard AS1742.6 Manual of uniform traffic control devices - Part 6: Tourist and services signs

The Australian Standard defines the signs subject to this review as "gateway signs", which are a form of tourist sign provided at state borders, on the approaches to towns, or entries to tourist regions. They include a "promotional context" such as a welcome to arriving tourists, and are designed to be read from a vehicle moving at the prevailing speed.

The Standard acknowledges that it permits the use of gateway signs on the road reserve, where traditionally the place for promotional or advertising material has been outside of the road reserve, with the immediate roadside reserved for official warning, regulatory or guide signs. The Standard acknowledges the need for gateway signs, and in an attempt to maintain integrity of the display of signs in these locations recommends guidelines on their design and provision.

Appendix E of the Standard states that gateway signs shall be placed at the entrance or turn off to a town, or at the state border. The message content should be limited to:

- The name of the town
- A welcoming message (limited to no more than 6 words)
- Any major tourist attraction related to the theme promoted on the sign (e.g. wineries in a wine region)

- Location of visitor information centre(s) in the town.

The message should not contain directional or distance information, road user services, or tourist facilities other than those permitted above.

Austrroads Guide to Traffic Management - Part 10: Traffic Control and Communication Devices (2009)

This Guideline addresses the design and use of traffic control and communication devices, including signage. In order for a sign to fulfil its function, it needs to:

- Command the attention of drivers;
- Make its meaning clear at a glance;
- Allow adequate response times;
- Command respect through appropriate use, installation and maintenance.

The Guideline advocates development of a logical signage scheme, so that signs relate to each other and do not confuse drivers.

The Guideline deals generally with types of signs, design of sign faces, sign materials and illumination, location and placement of signs, and sign maintenance.

Tourist Signposting (Version 4.0, February 2012), Destination NSW and Roads and Maritime Services

The aim of the Tourist Signposting Manual is to ensure that adequate, consistent signposting is provided for visitors across NSW. It establishes principles for sign design and location, and criteria to assess the suitability and eligibility of attractions for signposting, to ensure a consistent tourist experience and equitable treatment of tourist operators.

The Manual generally deals with tourist signs (white legend with brown background) and visitor information signs (white legend with blue background), but offers the following criteria for welcome signage and town entry signs:

Local council welcome signs:


- Must use the local government area name, not a regional name. Signs may include logos and other text;
- Must show a permanent message, not changeable panels or seasonal or event promotions;
- Need not be retro-reflective;
- May use a range of colours provided they do not look like directional, regulatory or warning signs;
- Must not contain photographic images;
- They must not direct traffic, including listing towns and distances to them;
- Their erection is subject to there being a safe space in a suitable location, with concurrence of RMS;

Town entry signs:

- Must be retro-reflective;
- Must maintain the essential elements of black on white letters in a patch (Sign No. G6-1, AS1742.1, 4.4.6, refer below);

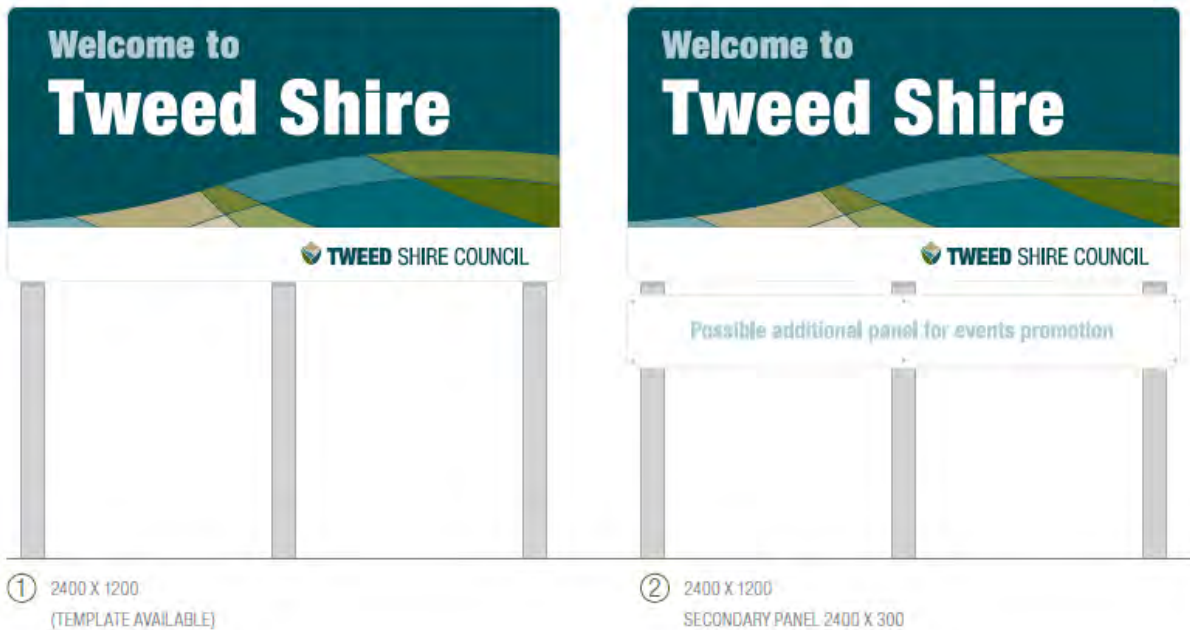
- Other colours and fonts may be used for other elements or background, except predominantly red or yellow backgrounds;
- Must not be erected on motorways.

4.4.6 Geographical feature series—G6

| Sign | Name | Sign No. | Size mm | Principal references* |
|---|-----------|----------|-----------|-----------------------|
|  | Town name | G6-1 | Depth 250 | AS 1742.2 |

Signage Standards Manual (August 2010), Tweed Shire Council

This document was developed following Council's rebranding exercise in 2009, to provide specific guidance to Council staff and external suppliers on the use of visual elements on Council signage, consistent with the adopted Visual Standards Manual. It provides the following template that has been implemented incrementally at entrances to Tweed Shire, and its towns and villages (refer Type 2 and Type 3A signs above).



NOT SHOWN TO SCALE



It is important to note that Council's rebranding was targeted at the organisation itself, and was not an attempt to apply a brand externally to the Tweed Shire for promotional purposes, such as tourism or business attraction. The Council brand has been utilised on entry signage for consistency and clarity, and to replace superseded branding that had been repurposed by a range of other users.

Response to Previous Council Resolutions

- "1. Assess the adequacy of existing town/village entry statements in Tweed Shire in regards to the functions of informing the travelling public, promoting the towns and villages and providing an attractive, culturally and environmentally appropriate village/town entries.

Provide a detailed, prioritised and costed works program to upgrade the entry statements to an appropriate current standard over a suitable number of years."

The existing entry signage is generally inadequate, as it is inconsistent visually across the Shire. Many signs have been cluttered with additional signage for messages that are outside of the normal scope for gateway signage, do not have a clear meaning at travelling speeds, and therefore fail to command the driver's attention.

Those entry signs that have been upgraded to the Tweed branding (Type 2 and Type 3A signs) are generally adequate, although there is an inconsistency with RMS Guidelines and Australian Standards as they do not retain the elements of G6-1 Town Name signs under AS1742.1. However, it is not proposed to change the existing standards in the Signage Standards Manual.

Due to the number of existing entry signs, and potential sites for new or upgraded signage, an extensive works program and budget will be required.

Some observations regarding this works program:

- There remain many villages and localities where there is no entry signage. This includes Fingal Head, Bilambil Heights, Casuarina, Kielvale, Carool, Wooyung, Bray Park and Dungay. Larger suburbs such as Tweed Heads, Tweed Heads South, Banora Point and Terranora have little or no entry signage, but extensive road directional signage. The works program generally does not propose new signage in any of these locations, however the recommendations of this report should be considered in addressing future community requests for such signage.
 - "Plastic Bag Free" signage has been rolled out extensively around the participating villages of Bilambil, Tumbulgum, Stokers Siding, Burringbar, Mooball, Crabbes Creek, Chillingham, Tyalgum, and Uki. In some cases this is the only signage leading into these villages. This signage was installed in accordance with a previous Council resolution, however in hindsight it is not effective or necessary roadside entry signage. It would be better deployed in commercial or community areas. This is an example of signage being employed where there may have been more cost effective and more meaningful approaches to message delivery, such as shop window advertising, stickers, bus shelter advertising, or merchandising (i.e. calico bags). As considerable funding has been expended and these signs are generally in good condition, they are not a high priority for removal / relocation, but this report notes their inconsistency with the objectives of roadside entry signage.
 - "Boomerang Bag" signage is located on Cabarita - Bogangar entrances, with similar issues to the above. The use of white on red colouring conflicts with roadside signage guidelines, as these colours are used on regulatory warning signs and should be removed.
 - Numinbah Road is an increasingly popular tourist gateway into Tweed Shire, but lacks any entry signage.
 - Various "conglomerate signage" locations exist, advertising service clubs, commercial and tourist attractions. These should be considered separately as entry statement projects, so have not been included in the works program.
 - Neighbourhood Watch signage proliferates around the Shire. These have not been included as "entry signage" but are generally located in these areas. The Tweed Valley Neighbourhood Watch website lists 13 localities that have active groups. Signage for these groups should continue to be supported, while old signage should be removed, as a relatively low priority. Cost of removal has not been included in the works program. This is another example of the questionable ongoing value of roadside signage as the main communication tool, given the growing on-line presence of these groups.
 - Prices for rectification works are indicative only, and will vary depending on site specific factors.
 - Prices reflect installation on standard galvanised steel posts and fittings, except where noted in the program. Council's fabrication workshop is able to produce a powder coated aluminium RHS frame at selected high profile sites for minor cost increases where aesthetics are considered to be more important.
- "2. *Where appropriate, signage for towns, villages and place names that have an aboriginal origin be redesigned, which may include the traditional meaning of those names and a suitable indigenous theme.*"

Where new or replacement village entry signage is proposed, the design shall be referred to the AAC for feedback. Under the prioritised works program, Murwillumbah and Tumbulgum would be the first place names to be considered under this referral process.

"3. *Develops a process to implement naming for sites of significance at future Aboriginal Advisory Committee meetings.*"

Where on referral the AAC reaches a consensus on the traditional meaning of a place name, and advises that it is appropriate to add to village entry signage, then it shall be actioned under the proposed works program, within the design scope provided by the Signage Standards Manual.

"4. *Undertakes further investigation to identify whether there is any Council owned land or supportive private landholders where it would be appropriate to install further "gasfield free" signs at the three entrances (M1, Gold Coast Highway, Wharf Street) to north of the Shire and South Tweed Heads, and brings back a supplementary report.*"

Council resolved to install "Gasfield Free" signs at 11 locations around the Shire at its meeting of August 2014. This resolution has been implemented on various Council welcome signs and village entry signs.

As detailed in the August 2014 report, there were two other locations nominated but not supported, being the Visitor Information Centre at Tweed Heads, and Tweed Coast Road at Chinderah. RMS also advised that the gasfield free signage was contrary to their signage policy for state highways.

On further investigation, due to the presence of sound walls and security fencing, there are no practical options for erecting further signage on either Council or private land adjoining the Pacific or Gold Coast Highways. There are commercial billboards in this area that would require ongoing rental payments, as well as scope for additional signage structures, however these would need owner's consent and development approval. Therefore these options have not been pursued further. Additional suburb entry signage could be installed at highway exits on Kennedy Drive, Kirkwood Road and Minjungbal Drive (in locations clear of driver decision making points), and this could have a gasfield free panel added. These signs have not been included in the attached prioritised works program, but could be added pending Council's consideration (Refer to Recommendation 5 of this report).

Along Wharf Street, the most suitable public land to locate new signage is Jack Evans Boat Harbour / Chris Cunningham Park or the Tweed Civic Centre precinct at Brett Street. There is no existing entry signage at these locations. The works program includes provision for one Council entry sign with an aboriginal acknowledgement near the Queensland border. An additional gas field free sign could readily be attached to this if that is the adopted approach.

Public consultation regarding the initial gasfield free signage included objections from the Tweed Chamber of Commerce and Industry and the Banora Point and District Residents Association. Installation in the above locations would be in conflict with the views of these stakeholder groups.

Destination Tweed also made a submission. While not objecting to the proposed gas field free signage, this submission recommended consideration of broader long term vision for the branding of the Tweed, and a refocusing of the environmental message in line with Council's values.

"5. Including reference to 'The Green Cauldron, A National Iconic Landscape' on existing "Welcome to the Tweed Shire" signs at the main entrances to the Shire."

The entry signage at the Shire boundaries generally complies with Australian Standards and RMS Guidelines in their current format. Additional boards have been added to some of these signs to include an aboriginal acknowledgement and "gasfield free" status. Additional reference to the "Green Cauldron" risks overcrowding this particular signage, reducing its legibility and consistency with the town entry signs and Council's Signage Standards Manual.

The Economic Development Strategy proposes a Tweed regional brand development strategy that aligns with the National Landscapes Brand i.e. Australia's Green Cauldron.

It is recommended that the Tweed regional branding strategy be undertaken in conjunction with Destination Tweed, Tourism Australia (who was responsible for the nomination and may hold the rights to the name) and other relevant stakeholders prior to any further decision regarding co-branding of entry signage/statements. It is not recommended that any additional National, regional or local branding be used until this important project is undertaken and completed. This ensures that once a brand strategy has been developed that its effectiveness is not diminished by the presence of alternative, competing brands.

Green Cauldron signage has therefore not been included in the proposed works program.

"6. Installing "Welcome to the Tweed Shire" signs at the north of the Shire including on the M1 Freeway, the Gold Coast Highway and Wharf St, including reference to 'The Green Cauldron, A National Iconic Landscape', and consultation with the Aboriginal Advisory Committee to include the Aboriginal Welcome/acknowledgement of Country."

A Council welcome sign is installed on the Gold Coast Highway, consistent with the adopted Signage Standards Manual. An aboriginal acknowledgement plate has been attached.

There is no Tweed signage on Wharf Street. As above, this additional signage is included in the above prioritised program. Alternately, the area around Chris Cunningham Park and the Tourist Information Centre should be considered as a priority area for development of a landscaped entry statement, as a separate project with reference to the regional branding strategy described in item 5 above.

"7. Options for appropriate wording, e.g. the heart of/the centre of, and pictorial graphics."

Pictorial graphics associated with the Green Cauldron would need to be developed in conjunction with Tourism Australia, as part of the above project. Appropriate graphics would need to be assessed against any proposed Tweed regional branding strategy as noted previously.

Further Consideration of Entry Statements

As explained at the beginning of this report, only entry signage, not the broader, more involved concept of entry statements has been investigated in this report.

Improvement of the Tweed Shire's northern entry statements was identified as one of the "Directions" of the Tweed Shire Economic Development Strategy (March 2014, Tweed Shire

Council, Destination Tweed, Section 7.3.5). Improvements to landscaping and upgraded signage were recommended to be pursued with the NSW State Government. While both Tweed Shire Council and the NSW State Government have replaced signage on the northern gateways, this has not improved the overall impact as an entry statement. An important consideration in furthering this particular project is the development of a "Tweed" regional brand (as opposed to a Tweed Shire Council brand) for inclusion in new entry statements. This needs to be developed by Council in consultation with Destination Tweed as a critical first stage of the entry statement project. The theme and design of the northern gateway entry statements should be adaptable so that it could be applied consistently as entry statements in other important locations across the Shire. This will require significant investment of money and resources by Council. Cost will depend on the elements to be included in the entry statement, with low and high cost options possible. Elements of public art can be considered at these locations.

Due to the establishment and maintenance costs of new entry statements, it is proposed to initially limit entry statements to the two historic major centres of Tweed Heads and Murwillumbah. Proposed locations for further investigation of new entry statements, including the incorporation of public art, are in the vicinity of Chris Cunningham Park / the Visitor Information Centre in Tweed Heads (as discussed above) and the Railway Station / Visitor Information Centre / roundabout in South Murwillumbah.

The draft Rural Villages Strategy proposes locality plans for various shire villages, and identifies the Bilambil community as a candidate for improved village entry signage. Community Associations at Tyalgum and Tumbulgum have also expressed interest in improving entry signage to their towns. It is not considered feasible for Council to implement and maintain landscaped entry statements in the rural villages, so such options should only be considered if community driven and funded.

It is desirable that the various secondary signage for service clubs, plastic bag initiatives and the like, should be removed from entry signage and relocated, if still relevant and in good condition, to a suitable location within each village. Suitable locations may be roadside rest areas or community gathering spaces (e.g. market areas, parkland, carparks, and community facilities).

OPTIONS:

That Council:

1. Accepts and adopts the recommendations of this report, or
2. Adopts alternate recommendations, in due consideration of the resourcing limitations of Council staff and existing signage budgets.
3. Puts all actions to upgrade or install new entry signage on hold in order to undertake a Tweed Shire branding project to develop a Tweed Shire regional brand for promotion and marketing purposes, as identified in the Tweed Economic Development Strategy. This would enable all signage and entry statements to be co-branded, if deemed appropriate, with Council's brand and the Tweed regional brand to achieve consistency and uniformity and to leverage the most benefit out of any branding exercise. This approach would ensure consistent branding delivery on all branded assets/products and negate the need to modify roadside assets at added expense. This option would,

however, require significant project funding, which is not included in the 2015/16 Budget (refer Budget/Long Term Financial Plan section below).

CONCLUSION:

A recommended prioritised works program has been developed following review of relevant standards relating to the design and installation of entry signage, and examination of the existing signage stock. Consistency and simplification of messaging on roadside entry statements is essential, and further proliferation of secondary information at these locations is to be discouraged. Further work is required to identify appropriate branding for the promotion of Tweed Shire in accordance with the Economic Development Strategy, and to incorporate this branding into appealing entry statements (which need not be signage based) at strategic locations.

COUNCIL IMPLICATIONS:

a. Policy:

Signage Standards Manual.

b. Budget/Long Term Financial Plan:

Based on adoption of the recommendations of this report (Option 1) and the spreadsheet provided as Attachment 1, an estimated \$29,090 is required to complete priority 1, 2 and 3 works in the nominated program in order to achieve a consistent standard of entry signage across the Shire. A portion of this cost can be absorbed by existing traffic facilities budgets, however a specific budget allocation of \$25,000 is requested from Council for the project.

Additional funding is required if Council wishes to pursue new signage for other localities, further gasfield free signage, or landscaped entry statements.

Council would need to approve sufficient funding to provide for the Tweed regional branding and entry statement project. Estimates of project scope and cost will be developed and provided to Council in future reports.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Consult-We will listen to you, consider your ideas and concerns and keep you informed.

A Workshop was held on 24 September 2015 with staff providing a summary of the proposed recommendations contained within this report. The Roads and Stormwater Unit have compiled this report in consultation with the Council's Economic Development and Communication and Customer Services staff.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Attachment 1. Proposed Entry Signage Prioritised Works Program (ECM 3817713).

REPORTS FROM THE DIRECTOR CORPORATE SERVICES

28 [CS-CM] Pecuniary Interest Returns 2014/2015

SUBMITTED BY: Corporate Governance

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.2 Improve decision making by engaging stakeholders and taking into account community input
 - 1.2.1 Council will be underpinned by good governance and transparency in its decision making process
-

SUMMARY OF REPORT:

The Pecuniary Interest Returns for the period 1 July 2014 - 30 June 2015 for Councillors and Designated Persons are tabled in accordance with Sections 449 and 450A of the Local Government Act 1993.

RECOMMENDATION:

That the Pecuniary Interest Returns for Councillors and Designated Persons for the period 1 July 2014 to 30 June 2015, as tabled, be received and noted.

REPORT:

Section 449 of the Local Government Act 1993 requires the General Manager to obtain returns disclosing interest of Councillors and Designated Persons.

Section 450A(2) of the Local Government Act 1993, requires the General Manager to table such returns at the first meeting of Council held after the last day for lodgement of the returns, that date being 30 September 2015.

The returns relate to the period 1 July 2014 - 30 June 2015 and are available for inspection by members of the public.

OPTIONS:

Not Applicable.

CONCLUSION:

That the Pecuniary Interest Returns for Councillors and Designated Persons for the period 1 July 2014 to 30 June 2015, as tabled be received and noted.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable.

As per Compliance and Reporting requirements of the Office of Local Government.

b. Budget/Long Term Financial Plan:

Not Applicable.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - we will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

29 [CS-CM] Council and Planning Committee Meeting Dates for 2016

SUBMITTED BY: Corporate Governance

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.2 Improve decision making by engaging stakeholders and taking into account community input
 - 1.2.1 Council will be underpinned by good governance and transparency in its decision making process
-

SUMMARY OF REPORT:

In accordance with Council's Code of Meeting Practice, this report is to review the dates of the Planning Committee and Council Meetings, incorporating Community Access sessions to be held during 2016.

Council's Code of Meeting Practice in relation to the convening of Council Meetings states:

"1.1.2 Where are council meetings held?"

Council meetings are normally held in the Council Chambers Civic and Cultural Centre, Tumbulgum Road, Murwillumbah. It is up to the council to decide when and where to have the meeting.

These meetings are open to the public. Confidential items are considered in closed session, which excludes press and public.

Council will meet in the following format:

- a) *A Planning Committee Meeting (comprising all seven councillors) to only discuss planning related matters on the first Thursday of the month. The Planning Committee will include Community Access on the items on the Planning Agenda, with a Council Meeting to follow, to specifically adopt the recommendations of the Planning Committee; and*
- b) *A Council Meeting on the third Thursday of the month, where all other items are considered, including any planning matters that may have been deferred from the Planning Committee Meeting. This Council Meeting will include consideration of Notices of Motion, Questions on Notice, Mayoral Minute and all other reports. A Community Access session will be held at the commencement of the Council Meeting for members of the public to discuss pertinent matters other than planning matters.*

(Adopted by Council 20 February 2014)

Dates of proposed meetings are available on Council's Internet site."

RECOMMENDATION:

That the Planning Committee and Council Meetings, incorporating Community Access sessions for 2016 be conducted as per the following schedule:

| Meetings for 2016 | | | |
|---|--------------|--|--------------|
| Planning Committee 1st Thursday | | Council 3rd Thursday | |
| | Venue | | Venue |
| | | 21 January 2016 Ø | Murwillumbah |
| 4 February 2016 | Murwillumbah | 18 February 2016 | Murwillumbah |
| 3 March 2016 | Murwillumbah | 17 March 2016 | Tweed Heads |
| 7 April 2016 | Murwillumbah | 21 April 2016 | Murwillumbah |
| 5 May 2016 | Tweed Heads | 19 May 2016 | Tweed Heads |
| 2 June 2016 | Murwillumbah | 16 June 2016 | Murwillumbah |
| 7 July 2016 | Tweed Heads | 21 July 2016 | Tweed Heads |
| 4 August 2016 | Murwillumbah | 18 August 2016 | Murwillumbah |
| 1 September 2016 | Murwillumbah | 15 September 2016 | Murwillumbah |
| 6 October 2016 | Tweed Heads | 27 October 2016 ** | Tweed Heads |
| 3 November 2016 | Murwillumbah | 17 November 2016 | Murwillumbah |
| 1 December 2016 | Murwillumbah | 8 December 2016 # | Murwillumbah |

NOTE: Ø 21 January 2016 due to the Christmas / New Year Period
 ** 27 October 2016 to allow for consideration of the Annual Financial Statements
 # 8 December 2016 given proximity to Christmas

REPORT:

The purpose of this report is to review the dates of the Planning Committee and Council Meetings, incorporating Community Access sessions to be held during 2015.

Council's Code of Meeting Practice in relation to the convening of Council Meetings states:

"1.1.2 Where are council meetings held?"

Council meetings are normally held in the Council Chambers Civic and Cultural Centre, Tumbulgum Road, Murwillumbah. It is up to the council to decide when and where to have the meeting.

These meetings are open to the public. Confidential items are considered in closed session, which excludes press and public.

Council will meet in the following format:

- a) A Planning Committee Meeting (comprising all seven councillors) to only discuss planning related matters on the first Thursday of the month. The Planning Committee will include Community Access on the items on the Planning Agenda, with a Council Meeting to follow, to specifically adopt the recommendations of the Planning Committee; and*
- b) A Council Meeting on the third Thursday of the month, where all other items are considered, including any planning matters that may have been deferred from the Planning Committee Meeting. This Council Meeting will include consideration of Notices of Motion, Questions on Notice, Mayoral Minute and all other reports. A Community Access session will be held at the commencement of the Council Meeting for members of the public to discuss pertinent matters other than planning matters.*

(Adopted by Council 20 February 2014)

Dates of proposed meetings are available on Council's Internet site."

With regards to the Community Access sessions also form part of the Code of Meeting Practice and the following excerpt of Part 13 of this Code states:

"Community Access sessions will be incorporated into both the Planning Committee and Council Meeting format, it is proposed that these sessions will be conducted on the first Thursday (Planning) and third Thursday (Council and Other) of the month from 4.00pm until 4.45pm."

This report seeks to set appropriate dates for these meetings to occur during 2016 as follows:

| Meetings for 2016 | | | |
|--|--------------|-------------------------------------|--------------|
| Planning Committee 1 st Thursday | | Council 3 rd Thursday | |
| | Venue | | Venue |
| | | 21 January 2016 Ø | Murwillumbah |
| 4 February 2016 | Murwillumbah | 18 February 2016 | Murwillumbah |
| 3 March 2016 | Murwillumbah | 17 March 2016 | Tweed Heads |
| 7 April 2016 | Murwillumbah | 21 April 2016 | Murwillumbah |
| 5 May 2016 | Tweed Heads | 19 May 2016 | Tweed Heads |
| 2 June 2016 | Murwillumbah | 16 June 2016 | Murwillumbah |
| 7 July 2016 | Tweed Heads | 21 July 2016 | Tweed Heads |
| 4 August 2016 | Murwillumbah | 18 August 2016 | Murwillumbah |
| 1 September 2016 | Murwillumbah | 15 September 2016 | Murwillumbah |
| 6 October 2016 | Tweed Heads | 27 October 2016 ** | Tweed Heads |
| 3 November 2016 | Murwillumbah | 17 November 2016 | Murwillumbah |
| 1 December 2016 | Murwillumbah | 8 December 2016 # | Murwillumbah |

NOTE: Ø 21 January 2016 due to the Christmas / New Year Period
 ** 27 October 2016 to allow for consideration of the Annual Financial Statements
 # 8 December 2016 given proximity to Christmas

With Community Access sessions to be incorporated into both the Planning Committee and Council Meeting format, it is proposed that these will be conducted from 4.00pm until 4.45pm, followed by a councillor discussion session, with the Planning Committee and Council Meetings advertised to commence at 5.00pm. Any required Trust Meetings will precede the commencement of the Council Meeting on the third Thursday of the month.

OPTIONS:

That the proposed Planning Committee and Council Meeting dates for 2016 be adopted.

CONCLUSION:

That the proposed meeting schedule for 2016 be adopted and appropriately advertised.

Consideration may also be given to the meeting venue for 2016, the Administration building and Chambers located in the former Southern Cross University building located adjacent to the Tweed Head Civic Centre will be available to conduct meetings.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice Version 2.5.

b. Budget/Long Term Financial Plan:

Expenditure associated with council meetings is included in the annual budget.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

Upon adoption of the 2016 meeting dates these will be uploaded onto Council's web site (www.tweed.nsw.gov.au/CouncilMeetings) for the information of the general public of the yearly meeting schedule. Also, advice of upcoming meetings and the contents of the agendas for consideration are advertised in Council's Tweed Link newsletter.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

30 [CS-CM] Monthly Investment and Section 94 Developer Contribution Report for Period Ending 30 September 2015

SUBMITTED BY: Financial Services

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.3 Delivering the objectives of this plan
 - 1.3.1 Council's organisation will be resourced to provide the essential services and support functions to deliver the objectives of this Plan
-

SUMMARY OF REPORT:

The "Responsible Accounting Officer" must report monthly to Council, setting out details of all the funds Council has invested. The Manager Financial Services, being the Responsible Accounting Officer, certifies that investments have been made in accordance with Section 625 of the Local Government Act (1993), Clause 212 of the Local Government (General) Regulations and Council policies. Council had **\$239,548,361** invested as at **30 September 2015** and the accrued net return on these funds was **\$628,425** or **3.15%** annualised for the month.

RECOMMENDATION:

That in accordance with Section 625 of the Local Government Act 1993 the monthly investment report as at period ending 30 September 2015 totalling \$239,548,361 be received and noted.

REPORT:

1. Restricted Funds as at 1 September 2015

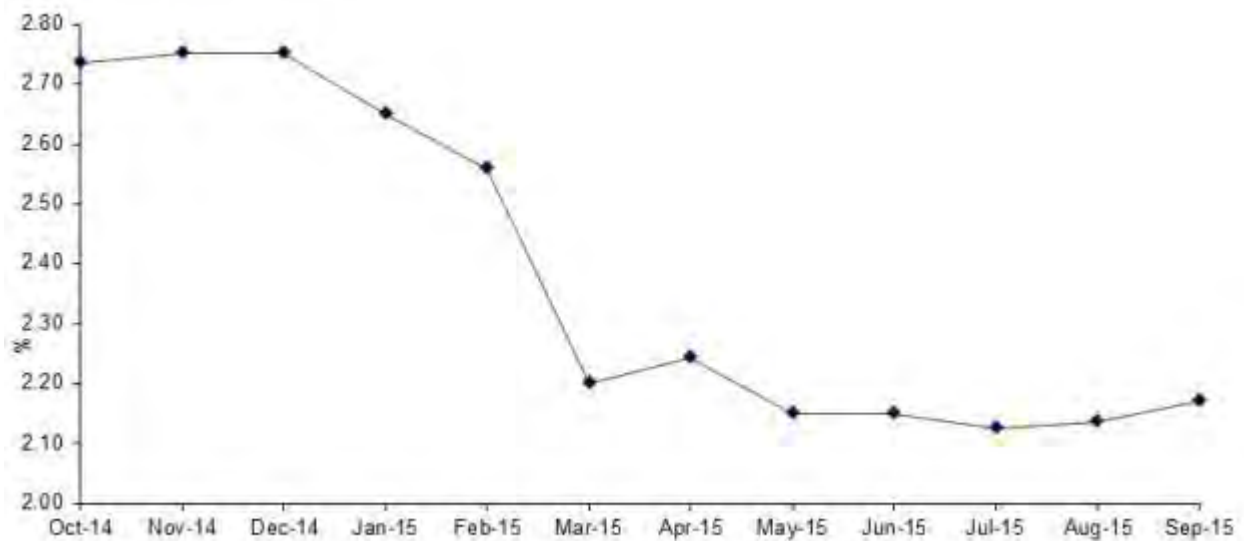
| Description | (\$'000) | | | |
|--------------------------------------|----------------|---------------|---------------|----------------|
| | General Fund | Water Fund | Sewer Fund | Total |
| Externally Restricted (Other) | 4,010 | 32,944 | 61,499 | 98,453 |
| Crown Caravan Parks | 18,283 | | | 18,283 |
| Developer Contributions | 26,759 | 2,651 | | 29,410 |
| Domestic Waste Management | 13,981 | | | 13,981 |
| Grants | 2,923 | | | 2,923 |
| Internally Restricted (Other) | 43,083 | | | 43,083 |
| Employee Leave Entitlements | 11,330 | | | 11,330 |
| Grants | 3,169 | | | 3,169 |
| Unexpended Loans | 9,415 | | | 9,415 |
| Total | 132,953 | 35,595 | 61,499 | 230,047 |

Note: Restricted Funds Summary updated September 2015, corresponding with the Annual Financial Statements as at 30 June 2015

2. Investment Portfolio by Category



3. Investment Rates - 90 Day Bank Bill Rate



4. Bond and Floating Rate Note Securities

| | Counterparty | Face Value | Market Value | % Return on Face Value | Investment Type | Maturity Date |
|---|------------------------------|--------------|---------------------|------------------------|-----------------|---------------|
| * | ME Bank (04/18) | 1,000,000.00 | 1,013,730.00 | 3.45 | FRN | 17-Apr-18 |
| | CBA (10/19) | 2,000,000.00 | 2,011,880.00 | 2.99 | FRN | 18-Oct-19 |
| | ANZ (04/20) | 1,600,000.00 | 1,601,056.00 | 2.97 | FRN | 17-Apr-20 |
| | CBA (07/20) | 2,000,000.00 | 2,004,640.00 | 3.05 | FRN | 17-Jul-20 |
| * | Suncorp (04/19) | 2,000,000.00 | 2,029,860.00 | 3.24 | FRN | 23-Apr-19 |
| | CBA Bond (04/19) | 1,000,000.00 | 1,064,000.00 | 4.25 | Fixed Rate Bond | 24-Apr-19 |
| | CBA (04/19) | 1,000,000.00 | 1,009,390.00 | 3.02 | FRN | 24-Apr-19 |
| * | Westpac (07/20) | 2,000,000.00 | 2,000,940.00 | 3.03 | FRN | 28-Jul-20 |
| | CBA (08/16) | 1,000,000.00 | 1,012,580.00 | 3.30 | FRN | 02-Aug-16 |
| * | Bendigo (FIIG) (11/15) | 1,000,000.00 | 1,006,470.00 | 3.58 | FRN | 02-Nov-15 |
| | Rabo (Morgans) (02/20) | 2,000,000.00 | 2,003,220.00 | 3.20 | FRN | 11-Feb-20 |
| * | Suncorp (11/19) | 1,000,000.00 | 1,000,960.00 | 2.84 | FRN | 05-Nov-19 |
| * | BOQ (11/19) | 2,000,000.00 | 2,012,100.00 | 3.22 | FRN | 06-Nov-19 |
| * | Heritage (Morgans) (05/2018) | 2,000,000.00 | 2,008,380.00 | 3.30 | FRN | 07-May-18 |
| * | Heritage (Westpac) (05/18) | 1,000,000.00 | 1,004,190.00 | 3.30 | FRN | 07-May-18 |
| * | Bendigo (RBS) (11/18) | 1,000,000.00 | 1,016,070.00 | 3.42 | FRN | 14-Nov-18 |

| | Counterparty | Face Value | Market Value | % Return on Face Value | Investment Type | Maturity Date |
|---|----------------------------------|--------------|---------------------|------------------------|-----------------|---------------|
| * | Bendigo (RBS) (05/17) | 3,000,000.00 | 3,034,170.00 | 3.34 | FRN | 17-May-17 |
| * | ME Bank (ANZ) (11/17) | 1,000,000.00 | 1,003,210.00 | 3.14 | FRN | 17-Nov-17 |
| * | Bendigo (Westpac) (Aug 2020) | 3,000,000.00 | 3,000,840.00 | 3.24 | FRN | 18-Aug-20 |
| * | Bendigo (Westpac) (Aug 2020) | 2,000,000.00 | 2,000,560.00 | 3.24 | FRN | 18-Aug-20 |
| * | Bendigo (Westpac) (Aug 2020) | 1,000,000.00 | 1,000,280.00 | 3.24 | FRN | 18-Aug-20 |
| * | Westpac (RBS) (02/17) | 1,000,000.00 | 1,020,910.00 | 3.79 | FRN | 20-Feb-17 |
| * | Suncorp (CBA) (08/19) | 1,000,000.00 | 1,003,120.00 | 3.08 | FRN | 20-Aug-19 |
| * | Westpac (JP Morgans) (02/19) | 2,000,000.00 | 2,016,980.00 | 3.06 | FRN | 25-Feb-19 |
| | AMP (RIMSEC) (05/17) | 2,500,000.00 | 2,527,075.00 | 3.25 | FRN | 29-May-17 |
| * | ME Bank (CBA) (11/16) | 1,000,000.00 | 1,008,320.00 | 3.38 | FRN | 28-Nov-16 |
| * | ME Bank (Morgans) (11/16) | 1,000,000.00 | 1,008,320.00 | 3.38 | FRN | 28-Nov-16 |
| * | ANZ Green Bond (06/20) | 2,000,000.00 | 2,026,340.00 | 3.25 | FRN | 03-Jun-20 |
| | Macquarie (RIMSEC) (03/20) | 2,000,000.00 | 2,000,700.00 | 3.24 | FRN | 03-Mar-20 |
| * | Suncorp Covered (RIMSEC) (12/16) | 2,000,000.00 | 2,082,620.00 | 4.75 | Fixed Rate Bond | 06-Dec-16 |
| | AMP (Morgans) (6/18) | 1,000,000.00 | 1,005,280.00 | 3.03 | FRN | 06-Jun-18 |
| * | BOQ (06/18) | 1,000,000.00 | 1,039,830.00 | 4.00 | Fixed Rate Bond | 12-Jun-18 |
| * | BOQ (06/18) | 1,000,000.00 | 1,005,580.00 | 3.18 | FRN | 12-Jun-18 |
| * | Heritage (RBS/RIMSEC) (06/17) | 1,500,000.00 | 1,582,500.00 | 7.25 | Fixed Rate Bond | 20-Jun-17 |
| | NAB (06/16) | 2,000,000.00 | 2,014,920.00 | 3.32 | FRN | 21-Jun-16 |
| | CUA (03/17) | 1,000,000.00 | 1,003,340.00 | 3.49 | FRN | 20-Mar-17 |
| | CUA (03/17) (CBA) | 1,000,000.00 | 1,003,340.00 | 3.49 | FRN | 20-Mar-17 |
| | CUA (12/17) ANZ | 1,000,000.00 | 1,000,990.00 | 3.38 | FRN | 22-Dec-17 |
| | Rabo (RBS) (09/18) | 1,000,000.00 | 1,006,460.00 | 3.31 | FRN | 25-Sep-18 |
| | ING Bond(RBS) (08/16) | 1,000,000.00 | 1,018,370.00 | 4.25 | Fixed Rate Bond | 23-Aug-16 |

| Counterparty | Face Value | Market Value | % Return on Face Value | Investment Type | Maturity Date |
|--|----------------------|-----------------------------------|------------------------|---|---------------|
| CBA/Merrill Lynch Zero Coupon Bond (01/18) | 4,000,000.00 | 3,624,000.00 | 7.17 | Fixed Rate Bond | 22-Jan-18 |
| NPBS (Morgans) (02/18) | 1,000,000.00 | 1,002,070.00 | 3.23 | FRN | 27-Feb-18 |
| ANZ (11/18) | 1,000,000.00 | 1,008,770.00 | 3.03 | FRN | 06-Nov-18 |
| Total | 65,600,000.00 | 65,848,361.00 | 3.52 | | |
| LEGEND | | | | | |
| Investment Type | | ABS = Asset Backed Security | | | |
| | | Bond = Fixed Rate Bond | | | |
| | | FRN = Floating Rate Note | | | |
| Counterparty | | Bendigo = Bendigo & Adelaide Bank | | NPBS - Newcastle Permanent Building Society | |
| AMP = AMP Bank | | Heritage = Heritage Bank | | ME = Members Equity Bank | |
| ANZ = ANZ Bank | | ING = ING Bank | | RaboDirect = Rabo Bank | |
| BOQ = Bank of Queensland | | Investec = Investec Bank | | Rural = Rural Bank (previously Elders Bank) | |
| CBA = Commonwealth Bank | | Macquarie = Macquarie Bank | | Suncorp = Suncorp Metway Bank | |
| CUA = Credit Union Australia | | NAB = National Australia Bank | | WBC = WBC Banking Corporation | |

5. Term Deposits

| Counterparty | Lodged or Rolled | Interest Due | Maturity Date | Principal | % Yield |
|----------------------------------|------------------|--------------|---------------|--------------|---------|
| AMP (RIMSEC) (May 2016) | 11-Aug-15 | 10-May-16 | 10-May-16 | 3,000,000.00 | 2.90 |
| Auswide Bank (Curve) (Feb 2017) | 03-Feb-15 | 07-Feb-17 | 07-Feb-17 | 1,000,000.00 | 3.50 |
| Auswide Bank (RIMSEC) (Mar 2016) | 25-Mar-15 | 22-Mar-16 | 22-Mar-16 | 1,000,000.00 | 3.06 |
| Auswide Bank (Dec 2016) | 08-Dec-14 | 08-Dec-15 | 13-Dec-16 | 3,000,000.00 | 3.76 |
| Bankwest (Dec 2015) | 08-Sep-15 | 08-Dec-15 | 08-Dec-15 | 3,000,000.00 | 2.80 |
| * Bankwest (Mar 2016) | 17-Mar-15 | 15-Mar-16 | 15-Mar-16 | 1,000,000.00 | 3.00 |
| Bankwest (Nov 2015) | 23-Jun-15 | 10-Nov-15 | 10-Nov-15 | 2,000,000.00 | 3.00 |
| * Bankwest (Oct 2015) | 19-May-15 | 20-Oct-15 | 20-Oct-15 | 3,000,000.00 | 3.00 |
| * Bankwest (Oct 2015) | 26-May-15 | 27-Oct-15 | 27-Oct-15 | 3,000,000.00 | 3.00 |
| BCU (Feb 2017) | 19-Feb-15 | 18-Feb-16 | 21-Feb-17 | 1,000,000.00 | 3.20 |
| Bendigo (Curve) (Feb 2017) | 11-Aug-15 | 09-Feb-16 | 14-Feb-17 | 2,000,000.00 | 2.95 |
| * Bendigo Bank | 08-Sep-15 | 14-Mar-17 | 14-Mar-17 | 1,000,000.00 | 2.80 |

| | Counterparty | Lodged or Rolled | Interest Due | Maturity Date | Principal | % Yield |
|---|------------------------------------|------------------|--------------|---------------|--------------|---------|
| * | Bendigo Bank (Dec 2015) | 09-Dec-14 | 15-Dec-15 | 15-Dec-15 | 2,000,000.00 | 3.45 |
| * | Bendigo Bank (Sept 2019) | 01-Sep-15 | 03-Sep-16 | 03-Sep-19 | 1,000,000.00 | 4.15 |
| * | BOQ (Aug 2015) | 11-Aug-15 | 06-Aug-16 | 08-Aug-17 | 4,000,000.00 | 3.00 |
| * | BOQ (Aug 2016) | 11-Aug-15 | 06-Aug-16 | 08-Aug-17 | 1,000,000.00 | 3.00 |
| * | BOQ (Aug 2017) | 05-Aug-15 | 08-Aug-16 | 08-Aug-17 | 2,000,000.00 | 3.00 |
| * | BOQ (Feb 2016) | 24-Aug-15 | 23-Nov-15 | 23-Feb-16 | 1,000,000.00 | 3.72 |
| * | BOQ (Feb 2016) | 23-Feb-15 | 23-Feb-16 | 23-Feb-16 | 3,000,000.00 | 4.05 |
| * | BOQ (Jan 2016) | 02-Jun-15 | 12-Jan-16 | 12-Jan-16 | 2,000,000.00 | 3.00 |
| * | BOQ (Jan 2016) | 15-Sep-15 | 19-Jan-16 | 19-Jan-16 | 2,000,000.00 | 2.80 |
| * | BOQ (Mar 2016) | 02-Sep-15 | 01-Mar-16 | 01-Mar-16 | 1,000,000.00 | 2.85 |
| * | BOQ (Sept 2015) annual interest | 21-Sep-15 | 22-Mar-16 | 22-Mar-16 | 2,000,000.00 | 2.95 |
| * | BOQ (Sept 2016) quarterly interest | 21-Sep-15 | 21-Dec-15 | 20-Sep-16 | 2,000,000.00 | 3.48 |
| | CBA (Dec 2015) | 03-Sep-15 | 08-Dec-15 | 08-Dec-15 | 2,000,000.00 | 2.82 |
| | CBA (Feb 2020) | 13-Aug-15 | 13-Nov-15 | 13-Feb-20 | 1,000,000.00 | 3.05 |
| | CBA (Oct 2015) annual interest | 11-Oct-14 | 11-Oct-15 | 11-Oct-15 | 1,000,000.00 | 4.85 |
| | CBA May (2020) | 19-Aug-15 | 19-Nov-15 | 19-May-20 | 1,000,000.00 | 3.01 |
| | CBA May (2020) | 19-May-15 | 19-May-16 | 19-May-20 | 2,000,000.00 | 3.41 |
| | CUA (Oct 2015) (Curve) | 09-Oct-14 | 06-Oct-15 | 06-Oct-15 | 1,000,000.00 | 3.60 |
| | Gateway CU (RIMSEC) | 08-Sep-15 | 07-Jun-16 | 07-Jun-16 | 2,000,000.00 | 2.86 |
| | IMB (Jan 2020) | 06-Jul-15 | 06-Oct-15 | 06-Jan-20 | 1,000,000.00 | 3.14 |
| * | IMB (Nov 2017) | 05-Aug-15 | 05-Nov-15 | 06-Nov-17 | 1,000,000.00 | 2.99 |
| | ING (Curve) (Oct 2015) | 15-Oct-14 | 13-Oct-15 | 13-Oct-15 | 2,000,000.00 | 4.01 |
| | ING (RIMSEC) (Feb 2020) | 11-Aug-15 | 11-Nov-15 | 11-Feb-20 | 1,000,000.00 | 3.34 |
| | ING (RIMSEC) (Jan 2019) | 29-Jul-15 | 29-Oct-15 | 29-Jan-19 | 2,000,000.00 | 2.98 |
| * | Investec (July 2016) | 24-Jul-15 | 26-Oct-15 | 26-Jul-16 | 2,000,000.00 | 3.24 |

| | Counterparty | Lodged or Rolled | Interest Due | Maturity Date | Principal | % Yield |
|---|------------------------------------|------------------|--------------|---------------|--------------|---------|
| * | Investec (RIMSEC) (Jun 2016) | 10-Sep-15 | 10-Dec-15 | 10-Jun-16 | 1,000,000.00 | 3.29 |
| | Macquarie Bank (RIMSEC) (Feb 2016) | 13-May-15 | 08-Feb-16 | 08-Feb-16 | 1,000,000.00 | 3.00 |
| | Maitland MBS (RIMSEC) (Mar 2016) | 01-Sep-15 | 01-Mar-16 | 01-Mar-16 | 2,000,000.00 | 3.00 |
| * | MEB (Curve) (Mar 2016) | 25-Feb-15 | 25-Feb-16 | 01-Mar-16 | 2,000,000.00 | 4.07 |
| * | MEB (Jul 2016) | 29-Jul-15 | 29-Oct-15 | 26-Jul-16 | 2,000,000.00 | 3.75 |
| * | MEB (Oct 2015) | 14-Apr-15 | 13-Oct-15 | 13-Oct-15 | 2,000,000.00 | 3.00 |
| | NAB (Aug 2015) | 11-Aug-15 | 16-Feb-16 | 16-Feb-16 | 4,000,000.00 | 2.95 |
| | NAB (Aug 2015) | 18-Aug-15 | 16-Feb-16 | 16-Feb-16 | 1,000,000.00 | 2.95 |
| | NAB (Dec 2019) | 21-Sep-15 | 21-Dec-15 | 17-Dec-19 | 2,000,000.00 | 3.24 |
| | NAB (Feb 2016) | 17-Feb-15 | 16-Feb-16 | 16-Feb-16 | 2,000,000.00 | 3.17 |
| | NAB (Feb 2020) | 04-Aug-15 | 03-Nov-15 | 03-Feb-20 | 1,000,000.00 | 3.70 |
| | NAB (Jan 2020) | 16-Jul-15 | 16-Oct-15 | 21-Jan-20 | 2,000,000.00 | 3.75 |
| | NAB (Mar 2016) | 24-Sep-15 | 22-Mar-16 | 22-Mar-16 | 2,000,000.00 | 3.00 |
| | NAB (May 2016) | 20-May-15 | 20-May-16 | 24-May-16 | 3,000,000.00 | 4.00 |
| | NAB (May 2020) annual interest | 12-Aug-15 | 12-Nov-15 | 12-Feb-20 | 2,000,000.00 | 3.40 |
| | NAB (Oct 2016) | 21-Sep-15 | 21-Oct-15 | 18-Oct-16 | 2,000,000.00 | 2.98 |
| | NAB (Sept 2016) | 04-Sep-15 | 04-Sep-16 | 06-Sep-16 | 4,000,000.00 | 4.25 |
| | P&N Bank (RIMSEC) (Sept 2017) | 22-Sep-14 | 21-Sep-17 | 21-Sep-17 | 1,000,000.00 | 4.00 |
| | QLD PCU (RIMSEC) (Mar 2016) | 03-Sep-15 | 05-Sep-16 | 04-Sep-18 | 1,000,000.00 | 3.05 |
| | Rabo (Curve) (Aug 2018) | 26-Aug-15 | 26-Aug-16 | 28-Aug-18 | 3,000,000.00 | 3.00 |
| | Rabo (RIMSEC) (Feb 2018) | 19-Aug-15 | 18-Aug-16 | 20-Feb-18 | 3,000,000.00 | 3.00 |
| | Rabo Bank (Curve) (Aug 2018) | 21-Aug-15 | 21-Aug-16 | 21-Aug-18 | 2,000,000.00 | 4.10 |
| | Rabo Bank (Curve) (Sept 2019) | 01-Sep-15 | 01-Sep-16 | 03-Sep-19 | 1,000,000.00 | 4.05 |

| Counterparty | Lodged or Rolled | Interest Due | Maturity Date | Principal | % Yield |
|---|------------------|--------------|---------------|--------------|---------|
| Rabo Bank (Mar 2017) (RIMSEC) RaboDirect (Curve) (Aug 2019) | 04-Mar-14 | 07-Mar-17 | 07-Mar-17 | 2,000,000.00 | 4.15 |
| RaboDirect (Curve) (Feb 2017) annual interest | 07-Aug-15 | 07-Aug-16 | 13-Aug-19 | 2,000,000.00 | 4.30 |
| RaboDirect (Curve) (Jul 2016) | 10-Feb-15 | 10-Feb-16 | 14-Feb-17 | 1,000,000.00 | 3.40 |
| RaboDirect (Curve) (Nov 2016) annual interest | 28-Jul-15 | 26-Jul-16 | 26-Jul-16 | 1,000,000.00 | 5.40 |
| RaboDirect (RIMSEC) (Mar 2016) annual interest | 11-Nov-14 | 11-Nov-15 | 22-Nov-16 | 1,000,000.00 | 6.30 |
| Rural Bank (Curve) (Jul 2016) | 22-Mar-15 | 22-Mar-16 | 22-Mar-16 | 1,000,000.00 | 7.15 |
| Rural Bank (Curve) (Mar 2016) | 01-Jul-15 | 05-Jul-16 | 05-Jul-16 | 1,000,000.00 | 3.00 |
| Rural Bank (Curve) (Mar 2016) | 01-Sep-15 | 01-Mar-16 | 01-Mar-16 | 3,000,000.00 | 2.90 |
| Rural Bank (Curve) (Mar 2016) | 03-Sep-15 | 08-Mar-16 | 08-Mar-16 | 1,000,000.00 | 2.85 |
| * Suncorp (Aug 2015) | 25-Aug-15 | 23-Feb-20 | 23-Feb-20 | 2,000,000.00 | 2.85 |
| * Suncorp (Aug 2015) | 25-Aug-15 | 23-Feb-20 | 23-Feb-20 | 2,000,000.00 | 2.85 |
| * Suncorp (Jan 2016) | 25-Jun-15 | 19-Jan-16 | 19-Jan-16 | 3,000,000.00 | 3.05 |
| * Suncorp (Jan 2016) | 02-Jul-16 | 27-Jan-16 | 27-Jan-16 | 2,000,000.00 | 3.05 |
| * Suncorp (Mar 2016) | 15-Sep-15 | 22-Mar-16 | 22-Mar-16 | 4,000,000.00 | 2.92 |
| * Suncorp (Sept 2015) | 01-Sep-15 | 01-Dec-15 | 01-Dec-15 | 3,000,000.00 | 2.80 |
| * Suncorp Bank (Dec 2015) | 10-Jun-15 | 08-Dec-15 | 08-Dec-15 | 2,000,000.00 | 3.00 |
| * Suncorp Metway (March 2015) | 15-Sep-15 | 22-Mar-16 | 22-Mar-16 | 4,000,000.00 | 2.92 |
| * Westpac (Jan 2016) | 13-Jul-15 | 12-Oct-15 | 11-Jan-16 | 8,000,000.00 | 3.40 |
| * Westpac (Apr 2016) quarterly interest | 07-Jul-15 | 07-Oct-15 | 07-Apr-16 | 2,000,000.00 | 3.44 |
| * Westpac (Aug 2020) | 25-Aug-15 | 24-Aug-16 | 25-Aug-20 | 2,000,000.00 | 3.00 |

| Counterparty | Lodged or Rolled | Interest Due | Maturity Date | Principal | % Yield |
|--------------------------|------------------|---|---------------|-----------------------|-------------|
| * Westpac (Dec 2018) | 08-Sep-15 | 08-Dec-15 | 08-Dec-18 | 2,000,000.00 | 3.00 |
| * Westpac (Feb 2016) | 18-Aug-15 | 18-Nov-15 | 18-Feb-16 | 2,000,000.00 | 3.35 |
| * Westpac (Sept 2015) | 15-Sep-15 | 15-Dec-15 | 15-Dec-15 | 3,000,000.00 | 2.83 |
| Total | | | | 166,000,000.00 | 3.38 |
| LEGEND | | | | | |
| Counterparties | | | | | |
| AMP = AMP Bank | | Macquarie = Macquarie Bank | | WBC = Westpac Bank | |
| ANZ = ANZ Bank | | NAB = National Australia Bank | | | |
| Auswide = Auswide Bank | | ME = Members Equity Bank | | | |
| BOQ = Bank of Queensland | | NPBS = Newcastle Permanent Building Society | | | |
| CBA = Commonwealth Bank | | P&N = P&N Bank | | | |
| Heritage = Heritage Bank | | RaboDirect = Rabo Bank | | | |
| ING = ING Bank | | Rural = Rural Bank | | | |
| Investec = Investec Bank | | Suncorp = Suncorp Metway Bank | | | |

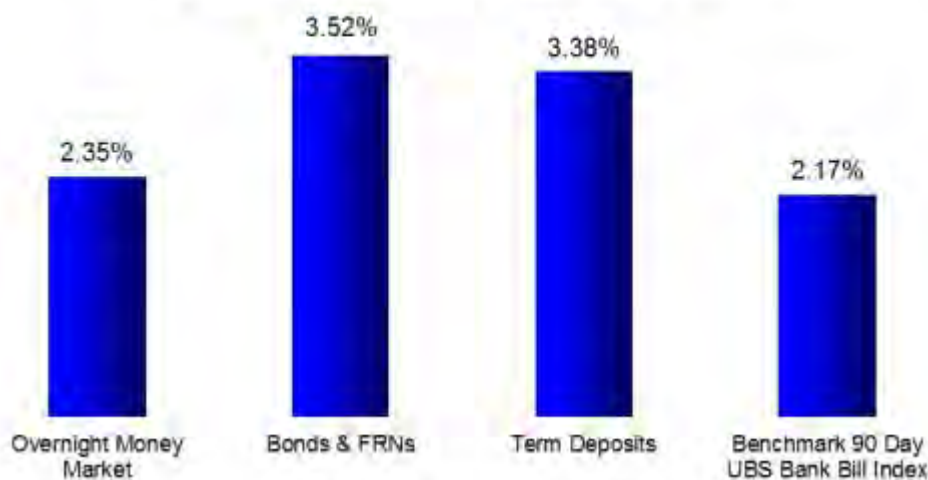
6. Ethical Investments

- * Ethical Financial Institutions highlighted **\$122,498,368** which represents **51.14%** of the total portfolio
Source: Australian Ethical - www.australianethical.com.au

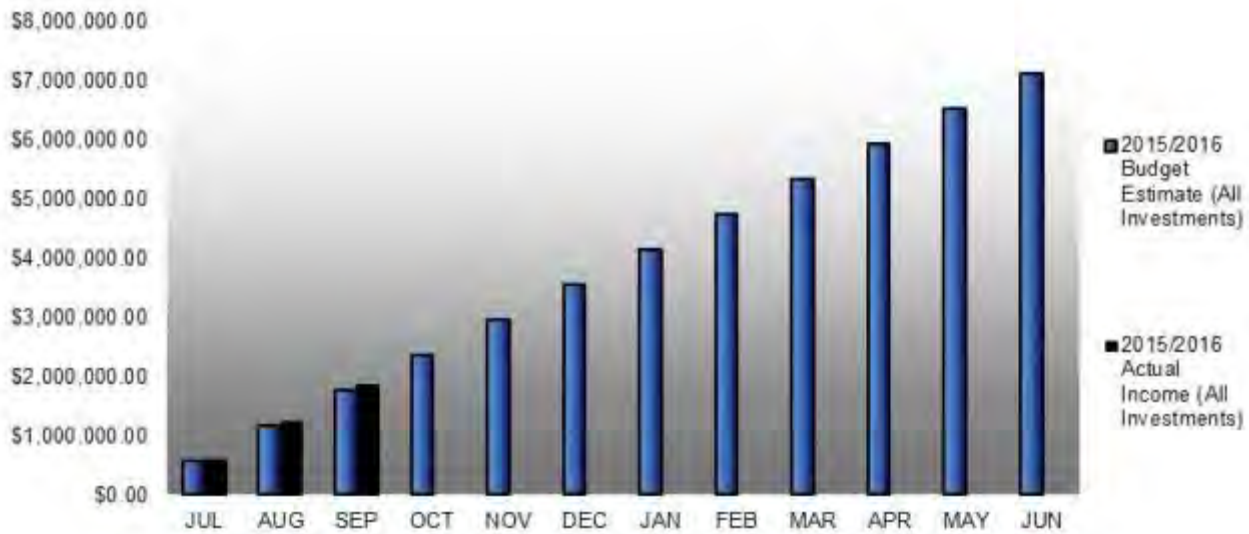
7. Performance by Category

| Category | Face Value | Market Value | Weighted Average Return | Above or (Below) 90 day BBSW Benchmark |
|--------------------------------------|----------------|----------------|-------------------------|--|
| Overnight Money Market | 7,700,000.00 | 7,700,000.00 | 2.35% | 0.18% |
| Bonds & FRNs | 65,600,000.00 | 65,848,361.00 | 3.52% | 1.35% |
| Term Deposits | 166,000,000.00 | 166,000,000.00 | 3.38% | 1.21% |
| Benchmark 90 Day UBS Bank Bill Index | 239,300,000.00 | 239,548,361.00 | 2.17% | 0.91% |

Performance by Category Compared with Benchmark



8. Total Portfolio Income v Budget



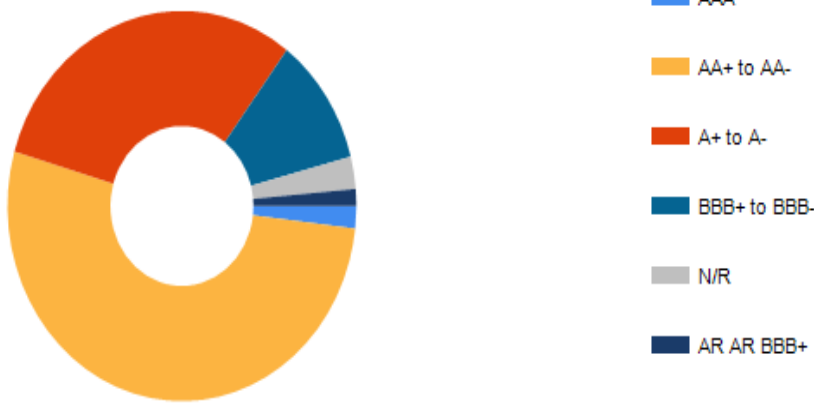
9. Investment Policy Diversification and Credit Risk

| Total Portfolio Credit Limits Compared to Policy Limits | | | | | |
|---|-------------------------|------------------|---------------------------|-------------------------|------------------|
| Long-Term Credit Ratings | Investment Policy Limit | Actual Portfolio | Short-Term Credit Ratings | Investment Policy Limit | Actual Portfolio |
| AAA Category | 100% | 0.88% | A-1+ | 100% | 17.11% |
| AA Category | 100% | 25.02% | A-1 | 100% | 11.79% |
| A Category | 60% | 14.61% | A-2 | 60% | 16.00% |
| BBB Category | 20% | 5.74% | A-3 | 0% | 0.00% |
| Unrated | 10% | 1.27% | Unrated | 10% | 7.58% |

Market Value by Security Rating Group (Short Term)



Market Value by Security Rating Group (Long Term)



10. Term to Maturity

| Maturity Profile | Actual % Portfolio | Policy Limits |
|--|--------------------|---------------|
| Less than 365 days | 49.57% | Minimum 40% |
| More than 365 days and less than 3 years | 26.93% | Maximum 60% |
| 3 years and less than 5 years | 23.50% | Maximum 35% |
| Total | 100.00% | |

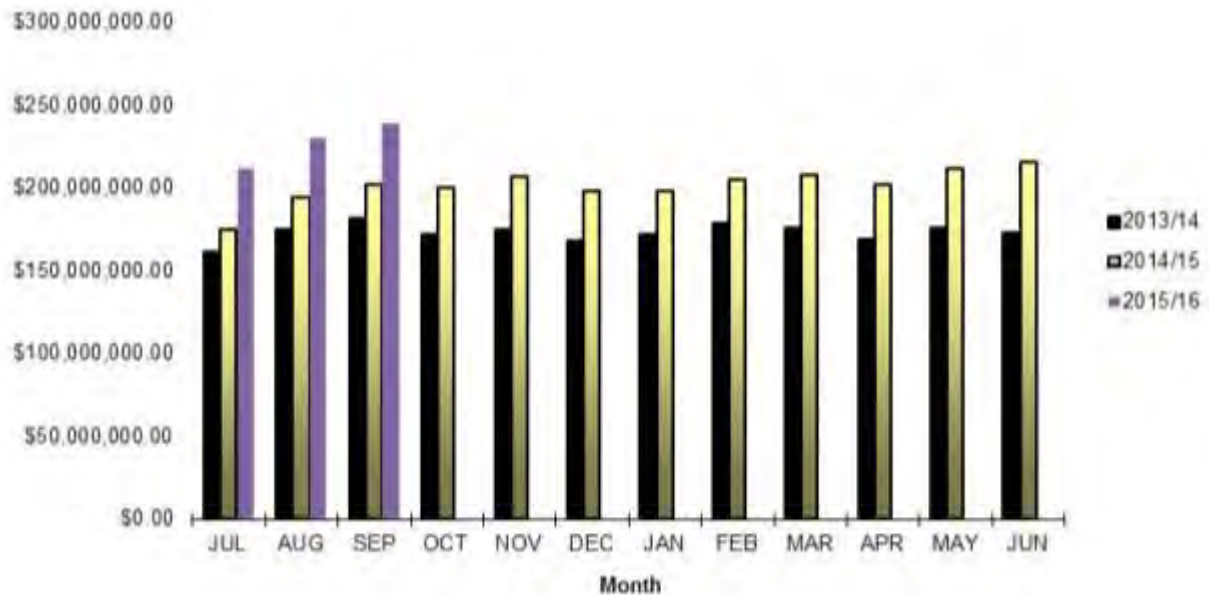
Market Value by Term Remaining



11. Investment Alternatives Explained

| Investment Product | Maturity Range | Usual term to maturity | Major Benefits | Major risks |
|-------------------------|----------------|---------------------------|---|---|
| At Call Cash | At Call | Immediate to a few months | Highly liquid - same day access to funds with no impact on capital | Not a capital growth asset |
| | | | Highly secure as a bank deposit | Underperforms other asset classes in the long term |
| Bank Bill | 1 - 180 days | Less than 1 year | Highly liquid - same day access to funds, usually with no or minimal impact on capital | Not a growth asset |
| | | | Highly secure (bank risk) | Underperforms other asset classes in the long term |
| | | | | May incur a small loss for early redemption |
| Term Deposit | Up to 5 years | Less than 2 years | Liquid - same day access to funds | Will incur a small capital loss for early termination |
| | | | Highly secure as a bank deposit | Underperforms growth assets in the longer term |
| Floating Rate Note Bond | 1 - 5 years | Greater than 2 years | Increased yield over bank bills | Not a growth asset |
| | | | Can accrue capital gain if sold ahead of maturity and market interest rates have fallen | Can incur capital losses if sold ahead of maturity and market interest rates have risen |
| | | | Coupon interest rate resets quarterly based on 90 day bank bill swap rate | Credit exposure to company issuing the paper |
| | | | Relatively liquid | May not be bank guaranteed |
| | | | Less administration than bank bills | Underperforms other asset classes in the long term |
| Fixed Rate/Bond | 1 - 5 years | Greater than 3 years | Can accrue capital gain if sold before maturity and market interest rates have fallen | Can incur capital losses if sold before maturity and market interest rates have risen |
| | | | Fixed return - semi annual coupons | Credit exposure to company issuing paper |
| | | | Generally liquid | |
| | | | Can be government or corporate issuer | |

12. Monthly Comparison of Total Funds Invested



13. Section 94 Developer Contributions - Monthly Balances & Receipts

| Contribution Plan | Plan Description | End of Month Balance | Contributions Received for Month |
|-------------------|--|----------------------|----------------------------------|
| 1 | DCP3 Open Space | 4,295,561 | |
| 2 | Western Drainage | 608,312 | |
| 3 | DCP3 Community Facilities | 1,656 | |
| 4 | TRCP Road Contributions | 11,443,125 | 96,502 |
| 5 | Open Space | 349,092 | 11,548 |
| 6 | Street Trees | 192,548 | 3,861 |
| 7 | West Kingscliff | 459,361 | |
| 10 | Cobaki Lakes | -1,370 | |
| 11 | Libraries | 2,030,905 | 16,757 |
| 12 | Bus Shelters | 86,503 | 1,297 |
| 13 | Cemeteries | 60,227 | 2,443 |
| 14 | Mebbin Springs | 91,560 | |
| 15 | Community Facilities | 1,010,924 | 5,279 |
| 16 | Surf Lifesaving | 399,698 | 1,469 |
| 18 | Council Administration/Technical Support | 1,093,552 | 37,200 |
| 19 | Kings Beach | 743,521 | 3,421 |
| 20 | Seabreeze Estate | 764 | |
| 21 | Terranora Village | 31,347 | |
| 22 | Cycleways Shirewide | 239,529 | 9,458 |
| 23 | Carparking Shirewide | 1,428,773 | |

| Contribution Plan | Plan Description | End of Month Balance | Contributions Received for Month |
|-------------------|------------------------------|----------------------|----------------------------------|
| 25 | SALT | 1,138,034 | |
| 26 | Open Space Shire wide | 800,111 | 98,470 |
| 27 | Tweed Heads Masterplan | 178,360 | |
| 28 | Seaside City | 273,596 | |
| 91 | DCP14 | 109,574 | |
| 92 | Public Reserve Contributions | 137,363 | |
| 95 | Bilambil Heights | 535,822 | |
| | Total | 27,738,449 | 287,705 |

14. Economic Commentary

Australian and World Economy and Cash Rate

At its 6 October 2015 meeting the Reserve Bank of Australia (RBA) left the cash rate unchanged at 2 per cent.

The global economy is expanding at a moderate pace, with some further softening in conditions in China and East Asia of late but stronger US growth. Key commodity prices are much lower than a year ago, in part reflecting increased supply, including from Australia. Australia's terms of trade are falling.

The US Federal Reserve is expected to start increasing its policy rate over the period ahead but some other major central banks are continuing to ease policy. Equity market volatility has continued, but the functioning of financial markets generally has not, to date, been impaired. Long-term borrowing rates for most sovereigns and creditworthy private borrowers remain remarkably low. Overall, global financial conditions remain very accommodative.

In Australia, the available information suggests that moderate expansion in the economy continues. While growth has been somewhat below longer-term averages for some time, it has been accompanied with stronger growth of employment and a steady rate of unemployment over the past year. Overall, the economy is likely to be operating with a degree of spare capacity for some time yet, with domestic inflationary pressures contained. Inflation is thus forecast to remain consistent with the target over the next one to two years, even with a lower exchange rate.

In such circumstances, monetary policy needs to be accommodative. Low interest rates are acting to support borrowing and spending. Credit is recording moderate growth overall, with growth in lending to the housing market broadly steady over recent months. Dwelling prices continue to rise strongly in Sydney and Melbourne, though trends have been more varied in a number of other cities. Regulatory measures are helping to contain risks that may arise from the housing market. In other asset markets, prices for commercial property have been supported by lower long-term interest rates, while equity prices have moved lower and been more volatile recently, in parallel with developments in global markets. The Australian dollar is adjusting to the significant declines in key commodity prices.

Council's Investment Portfolio

Council's investment portfolio is conservatively structured in accordance with Office of Local Government guidelines with 72% of the portfolio held in cash and term deposits . Term deposits and bonds particularly are paying just above average margins over the 90 day bank bill rate.

Banks demand for term deposits funds has diminished since the start of the 2015/16 financial year in conjunction with the low cash rate and new banking capital requirements. This lack of demand for funds is highlighted by the lowering of many "at call " rates to less than the RBA cash rate and compressed margins above the 90 day bank bill benchmark for term deposits.

Lack of bank demand for term deposits and the historic low cash rate is translating to lower total investment yields. This continues to present difficulties obtaining reasonable investment income without risking capital.

All investment categories out-performed the UBS 90 day bank bill benchmark this month. The investment portfolio again benefited this month from higher yielding bonds and term deposits purchased before interest rate margins began contracting. Overall, the investment portfolio has returned an average 0.91% pa above the 90 day UBS bank bill index for the last month.

Source: RBA Monetary Policy Decision

15. Investment Summary

| | | | |
|----------------------|----------------------------|---------------|-----------------------|
| GENERAL FUND | CORPORATE FIXED RATE BONDS | 10,411,320.00 | |
| | FLOATING RATE NOTES | 55,437,041.00 | |
| | ASSET BACKED SECURITIES | 0.00 | |
| | FUND MANAGERS | 0.00 | |
| | TERM DEPOSITS | 53,000,000.00 | |
| | CALL ACCOUNT | 7,700,000.00 | 126,548,361.00 |
| <hr/> | | | |
| WATER FUND | TERM DEPOSITS | 48,000,000.00 | |
| | FUND MANAGERS | 0.00 | 48,000,000.00 |
| <hr/> | | | |
| SEWERAGE FUND | TERM DEPOSITS | 65,000,000.00 | |
| | FUND MANAGERS | 0.00 | 65,000,000.00 |
| <hr/> | | | |
| | TOTAL INVESTMENTS | | 239,548,361.00 |

It should be noted that the General Fund investments of \$126 million are not available to be used for general purpose expenditure. It is virtually all restricted by legislation and council resolution for such purposes as unexpended loans, developer contributions, unexpended grants and various specific purpose reserves such as domestic waste, land development and employee leave entitlements.

All Water and Sewerage Fund investments can only be expended in accordance with Government regulation and Council resolution.

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

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



Responsible Accounting Officer
Manager Financial Services
Tweed Shire Council

OPTIONS:

Not Applicable.

CONCLUSION:

Not Applicable.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable.

b. Budget/Long Term Financial Plan:

Not Applicable.

c. Legal:

Local Government (General) Regulations 2005 - Section 212 - Reports on council investments

"(1) The responsible accounting officer of a council:

(a) must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:

(i) if only one ordinary meeting of the council is held in a month, at that meeting, or

(ii) if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and

(b) must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.

(2) The report must be made up to the last day of the month immediately preceding the meeting."

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

31 [CS-CM] Carry Over Works from 2014/2015 to 2015/2016 Budget

SUBMITTED BY: Financial Services

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.2 Improve decision making by engaging stakeholders and taking into account community input
 - 1.2.3 Financial requirements and the community's capacity to pay will be taken into account when meeting the community's desired levels of service
-

SUMMARY OF REPORT:

This report provides details of the funds to be carried forward from 2014/2015 to the 2015/2016 budget.

The carried forward works represent those projects/services that could not be completed in 2014/2015 for a variety of reasons. The funding of these works fall into the following categories:

- Unexpended Loans
- Reserves Funds
- Grants
- Section 94

RECOMMENDATION:

That Council adopts the Carry Over Works 2014/2015 and the expenditure and income, as detailed within the report, be applied to the 2015/2016 Budget.

REPORT:

This report provides details of the funds to be carried forward from 2014/2015 to the 2015/2016 budget.

The carried forward works represent those projects/services that could not be completed in 2014/2015 for a variety of reasons. The funding of these works fall into the following categories:

- Unexpended Loans
- Reserves Funds
- Grants
- Section 94

Carry Over Expenditure

| Income/ Expenditure | Description | Amount \$ |
|------------------------|---|-----------|
| Ex | Rail Trail Stage 1: Murwillumbah to Tweed River Art Gallery | 250,668 |
| Ex | Asset management Levees & Floodgates | 217,585 |
| Ex | The Aged Care Emergency Preparedness Project | 7,212 |
| Ex | NDMP 08-09 Tweed Shire Coastal Creeks | 15,352 |
| Ex | Voluntary purchase - general | 189,462 |
| Ex | Future flood mitigation works | 194,128 |
| Ex | Point Danger VMR Lighthouse 0023-01 - Half Owned by GCCC | 30,200 |
| Ex | SES Operation Centre additions Banora Po | 70,000 |
| Ex | Emergency Management Plan Implementation | 40,652 |
| Ex | SES Operations Centre Banora Point | 105,000 |
| Ex | Donation To RFS | 25,375 |
| Ex | Bush Fire Control Expenses (Inc RFS Buildings) | 223,795 |
| Ex | SES / Flood Rescue (Inc SES Buildings) | 251,760 |
| Ex | Emergency Preparedness Flood-prone Caravan Parks | 5,433 |
| Ex | H&B Surveyor | 19,631 |
| Ex | Administrative assistant (Building) | 5,794 |
| Ex | Pools Asset Management | 31,972 |
| Ex | Building Compliance Officer | 1,275 |
| Ex | Pottsville Fauna Friendly Pets Program | 9,828 |

| Income/ Expenditure | Description | Amount \$ |
|------------------------|--|-----------|
| Ex | Environmental Health Compliance – Caravan Parks | 25,771 |
| Ex | Environmental Health Compliance - Food Inspections | 3,898 |
| Ex | Health Education & Equipment | 13,212 |
| Ex | Water & Food sample testing charges | 5,013 |
| Ex | Tweed Heads Master Plan | 10,000 |
| Ex | Murwillumbah Heritage Mainstreet | 40,000 |
| Ex | Heritage advisor | 29,401 |
| Ex | Planning Proposals - Landowner Funded Expenditure | 4,585 |
| Ex | Scenic Landscape Strategy | 60,000 |
| Ex | PP13/0001 Border Park Raceway | 11,458 |
| Ex | PP13/0004 Wooyong Properties | 14,512 |
| Ex | Acceleration Fund Draft LEP | 14,000 |
| Ex | PP13/0002 Palm Lake Resort | 2,661 |
| Ex | Planning projects internal income | 66,850 |
| Ex | Rural Lands Strategy | 35,690 |
| Ex | Local Growth Management Strategy (LGMS) | 85,127 |
| Ex | Aboriginal Heritage Study | 8,708 |
| Ex | PP10/0002 Marana Street | 11,337 |
| Ex | PP11/0002 Pottsville Employment Lands | 1,785 |
| Ex | PP10/0005 Hundred Hills Planning Proposal | 9,799 |
| Ex | PP15/0001 BP Highway Service Centres | 6,993 |
| Ex | PP15/0003 Murwillumbah Bowls Club | 29,220 |
| Ex | PP10/0006 225 Terranora Road | 12,419 |
| Ex | Heritage DCP Guideline | 11,960 |
| Ex | Locality Plans - Kingscliff | 41,528 |
| Ex | Developer funded studies - expenditure | 15,023 |
| Ex | Urban Design Planner | 14,821 |

| Income/ Expenditure | Description | Amount \$ |
|--------------------------------|---|------------------|
| Ex | Locality Plans - Rural Villages | 27,601 |
| Ex | Extension Officers - Urban Design | 3,341 |
| Ex | Locality Plans - Burringbar/Mooball | 25,000 |
| Ex | SPUD Resource - Fixed Term Placement | 80,000 |
| Ex | Depot compliance/improvement expenditure | 100,000 |
| Ex | Pottsville CBD laneway | 40,745 |
| Ex | Land Purchase -Open Space | 84,635 |
| Ex | Miscellaneous Projects Engineering Division | 23,047 |
| Ex | Tweed Heads Main Street – Bay Street Car Parking/Cycleway | 15,220 |
| Ex | Gravel Resheeting of Unsealed Roads | 80,886 |
| Ex | Sealed road resurfacing | 62,329 |
| Ex | Kerb & gutter rehabilitation | 67,850 |
| Ex | Cabarita Streetscaping Recurring costs | 60,000 |
| Ex | AC Resurfacing | 307,495 |
| Ex | Local roads resurfacing | 203,614 |
| Ex | Federal Assistance Grant Maintenance | 362,712 |
| Ex | Regional Road Maintenance | 29,979 |
| Ex | Emergency response May 2009 local roads | 50,283 |
| Ex | Emergency Works (Works Unit) Local Roads - Jan 2012 | 189,908 |
| Ex | Sexton Hill Drive maintenance | 548,061 |
| Ex | Mistral Road Carpark | 270,000 |
| Ex | Unallocated Rehabilitation | 2,356,281 |
| Ex | Dry Dock Road Tweed Heads South | 619,823 |
| Ex | Brisbane St Road Works | 740,000 |
| Ex | Fingal Road Works | 288,861 |
| Ex | Ocean Drive, Chinderah Road Works | 515,785 |
| Ex | Avoca Street, Chinderah Road Works | 197,675 |
| Ex | Terranora Road Works | 75,076 |

| Income/ Expenditure | Description | Amount \$ |
|------------------------|--|-----------|
| Ex | R2R Kyogle Road - Snake Creek Bridge Approach | 64,129 |
| Ex | Tumbulgum Road Works | 304,863 |
| Ex | Black Spot 11/12 Tweed Valley Way centre wire fencing | 100,485 |
| Ex | Oyster Point Road, Banora Point East | 298,315 |
| Ex | Pottsville CBD Laneway | 390,000 |
| Ex | Cabarita Road Works | 475,768 |
| Ex | Duguigan Rd Retaining wall | 30,605 |
| Ex | Country Passenger Transport Interchange | 546 |
| Ex | Anthony's Bridge | 2,277,115 |
| Ex | Stormwater drainage rehabilitation | 375,347 |
| Ex | Drainage assets survey & condition assessment | 168,923 |
| Ex | Inlet Drive – Drainage | 225,000 |
| Ex | Brisbane Street – Drainage | 479,210 |
| Ex | Sutherland Street Kingscliff – Drainage | 294,174 |
| Ex | Murwillumbah Street Murwillumbah – Drainage | 766,863 |
| Ex | Drainage construction unallocated | 1,567,112 |
| Ex | Footpaths rehabilitation | 59,086 |
| Ex | Town Entry Statements | 20,000 |
| Ex | Cross-tenure Invasive Animal Control to Protect Native Fauna | 2,716 |
| Ex | Shorebird Protection - Tweed Shire | 271 |
| Ex | Koala Management Plan | 128,621 |
| Ex | Vegetation Management Strategy | 250,034 |
| Ex | Casuarina Blossum Bat Rehabilitation | 7,959 |
| Ex | Pottsville Environment Park NRM | 197,368 |
| Ex | Salt Dune Rehabilitation | 12,460 |
| Ex | NRCMA - Community Support Project - Tweed | 7,470 |
| Ex | Protection and Restoration of the Pottsville Wetlands | 23,784 |
| Ex | Koala Connections - NSW Environmental Trust | 2,418 |

| Income/ Expenditure | Description | Amount \$ |
|--------------------------------|--|------------------|
| Ex | Koala Connections - Biodiversity Fund Project | 177,472 |
| Ex | Coordinator Northern Rivers Fire & Biodiversity Consortium | 386 |
| Ex | Protecting & Linking HCV Habitats | 23,585 |
| Ex | Significant Tree Identification | 9,095 |
| Ex | Koala road crossing DA11/0014 Condition 13 | 50,000 |
| Ex | Climate Change Fund | 49,816 |
| Ex | NPWS Private Land Conservation Grants Program | 1,818 |
| Ex | Tyngah - Tweed River Estuary Riparian Restoration Project | 41,000 |
| Ex | National Tree Day Site 2015 | 20,000 |
| Ex | Uki Riparian Parks | 20,000 |
| Ex | Coastal Creeks – Australian Research Council | 65,848 |
| Ex | Sustainable Grazing in the Tweed Valley | 8,826 |
| Ex | Northern Rivers Carpool | 7,256 |
| Ex | Better Boating Program / MIP Boat Ramps | 34,431 |
| Ex | Lower Tweed Management Plan | 658,151 |
| Ex | Coastline Management Plan Implementation | 2,125,256 |
| Ex | Tweed Coastal Floodplain - ASS Hotspot | 64,861 |
| Ex | Kingscliff Foreshore Revetment Stage D | 15,780 |
| Ex | IT Resourcing Strategy | 461,600 |
| Ex | Core Business Systems | 353,238 |
| Ex | Hardware Maintenance | 95,726 |
| Ex | Richmond Tweed Council Co-operation | 576 |
| Ex | Internal Auditor/Corporate Planning | 230,965 |
| Ex | Asset Systems & Plans | 180,498 |
| Ex | Future asset management & maintenance expenses | 114,314 |
| Ex | Fit for the Future expenses | 115,099 |
| Ex | Asset Valuation Fees | 94,193 |
| Ex | SCU Brett St Post Acquisition Capital Works | 2,017,355 |

| Income/ Expenditure | Description | Amount \$ |
|------------------------|--|-----------|
| Ex | Western Hangar Development | 92,650 |
| Ex | Economic Development Fund | 321,757 |
| Ex | Economic Development - Internal | 294,499 |
| Ex | Tourism & Promotion - Internal | 239,407 |
| Ex | Festivals & Events | 88,120 |
| Ex | Murwillumbah Visitor Information Centre | 14,700 |
| Ex | Tweed Heads Visitor Information Centre | 30,592 |
| Ex | Future Fund | 110,443 |
| Ex | Closed Circuit Television | 77,940 |
| Ex | Refund Sale of Sale Yards | 15,000 |
| Ex | Corporate Planning Unit | 134,363 |
| Ex | Murwillumbah Auditorium refurbishment | 5,101 |
| Ex | Community Buildings Maintenance | 177,523 |
| Ex | Amenities Hall Kingscliff | 56,529 |
| Ex | Amenities Hall Kingscliff Recurring costs | 120,829 |
| Ex | Banora Point Community Centre | 24,158 |
| Ex | Murwillumbah Community Centre | 47,063 |
| Ex | Arts Traineeship and Mentorship | 2,572 |
| Ex | Acquisitive Prize BAP | 5,911 |
| Ex | Murwillumbah Art Gallery - Chiller replacement | 203,475 |
| Ex | Art Prizes | 37,208 |
| Ex | MOAC Air Conditioning | 20,000 |
| Ex | Art Gallery Grant expenditure | 64,178 |
| Ex | Library Grant Expenditure | 22,863 |
| Ex | Cancer Institute NSW Grant Funding | 23,909 |
| Ex | Museum RSL building demolition | 165,380 |
| Ex | Museums Program | 17,990 |
| Ex | Museums Funding | 52,500 |

| Income/ Expenditure | Description | Amount \$ |
|--------------------------------|--|------------------|
| Ex | Mentorship Erika Taylor | 2,525 |
| Ex | Museum Projects | 11,227 |
| Ex | Museum Storage Facility | 31,804 |
| Ex | Improved Services for Shire Youth | 13,438 |
| Ex | Aboriginal Community Development | 125,699 |
| Ex | Youth Strategy recurring costs | 65,357 |
| Ex | Cultural Development Fund | 22,432 |
| Ex | Goorimahbah Public Art | 82,816 |
| Ex | Healthy Ageing Strategy | 30,525 |
| Ex | Aged & Disability Community Development | 4,165 |
| Ex | Tweed Aboriginal Healthy Ageing Project | 25,183 |
| Ex | Access and Inclusion Plan | 47,223 |
| Ex | Community Safety | 74,011 |
| Ex | Social Development Fund | 2,678 |
| Ex | COP Commonwealth Funded Operating Costs | 260,327 |
| Ex | Ready Together Growth Program | 1,849 |
| Ex | Crisis Support SAS | 9,170 |
| Ex | SUPPORT COORDINATION (OPC) Expenses | 415,355 |
| Ex | COPs Other Grant Income | 1,437 |
| Ex | T.V. Transport Info Service | 1,000 |
| Ex | Community Facilities Infrastructure Framework - Libraries | 4,038 |
| Ex | Comm. Facilities Infrastructure Framework - Comm. Facilities | 8,137 |
| Ex | Community Facilities Infrastructure Framework - Office space | 5,000 |
| Ex | MoT - Western Villages Bus Service | 1,031 |
| Ex | Community & Cultural Services Management | 68,688 |
| Ex | CDSE Doon Doon Community Project | 577 |
| Ex | Tyalgum Ck Depot | 56,043 |
| Ex | Waste & Sustainability Improvement Expenditure | 455,173 |

| Income/ Expenditure | Description | Amount \$ |
|------------------------|--|-----------|
| Ex | Organics processing facility | 1,890,000 |
| Ex | North East Waste Forum Expenses | 16,185 |
| Ex | Better Waste & Recycling Fund | 217,111 |
| Ex | Salt SLSC | 85,000 |
| Ex | Contribution to Fingal SLSC clubhouse | 78,692 |
| Ex | Civic Centre-Murwillumbah | 334,588 |
| Ex | Tweed Heads Civic Centre Roof Repair | 180,000 |
| Ex | Budd Park toilet replacement | 93,502 |
| Ex | Faulks park toilet replacement | 100,000 |
| Ex | Civic Centre: Tweed Heads | 148,579 |
| Ex | Kingscliff Sportsfield Masterplan | 514,726 |
| Ex | Sportsgrounds (local) recurrent costs | 22,000 |
| Ex | Active recreation asset maintenance program | 150,000 |
| Ex | Les Burger Field s94 (CP 5) | 27,319 |
| Ex | Terranora Village Open Space Embellishment | 26,206 |
| Ex | Merve Edwards Field | 10,612 |
| Ex | Knox Park Youth Precinct | 1,566,654 |
| Ex | Eviron gardens Visitors Centre | 360,000 |
| Ex | TH 3:Jack Evans Boatharbour recurring costs | 104,503 |
| Ex | Regional All Access Playground | 350,000 |
| Ex | Passive recreation asset maintenance program | 150,000 |
| Ex | Passive recreation s94 projects | 255,971 |
| Ex | Budd Park Stage 2 | 86,002 |
| Ex | Mcllwraith Park upgrade | 4,735 |
| Ex | Wilson's park facilities | 100,000 |
| Ex | Tom Beatson Outlook rehabilitation | 100,000 |
| Ex | Bruce Chick Park toilet facilities | 100,000 |
| Ex | Freedom camping facilities Burringbar | 60,000 |

| Income/ Expenditure | Description | Amount \$ |
|--------------------------------|--|-------------------|
| Ex | Surf Life Patrols | 62,815 |
| Ex | Surf Life Saving Strategy 2020 | 17,202 |
| Ex | Grants To SLSCs | 29,364 |
| Ex | Sport Development Officer | 47,129 |
| Ex | Workplace Health & Safety Administration | 1,000 |
| Ex | Health and Safety Initiatives Fund | 36,118 |
| Ex | Human Resources project fund | 15,000 |
| Ex | Community Engagement | 25,000 |
| Ex | Communications Unit Civic events | 20,000 |
| | Total expenditure | 36,954,468 |

Carry Over funding sources

| | | |
|----|------------------------------|-------------------|
| In | Grant funds | 9,260,421 |
| In | Loan funds | 9,101,582 |
| In | Reserve funds | 5,393,353 |
| In | Works carried reserve funds | 12,598,427 |
| In | s94 funds | 600,685 |
| | Total funding sources | 36,954,468 |

OPTIONS:

Not Applicable.

CONCLUSION:

Based on current projections, the 2015/2016 Budget is expected to remain balanced for all funds. The rolled over expenditure and funding is required to be voted in the 2015/2016 Budget so as these projects/services can be completed.

COUNCIL IMPLICATIONS:**a. Policy:**

Not Applicable.

b. Budget/Long Term Financial Plan:

As detailed within the report.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

ORDERS OF THE DAY



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.2.1 Council will be underpinned by good governance and transparency in its decision making processes
-

32 [NOR] Planning Proposal PP10/0007 Mooball Planning Proposal

NOTICE OF RESCISSION:

Councillor B Longland, G Bagnall and K Milne hereby give notice that at the next Ordinary meeting of Council we will move that the resolution from the meeting held on 20 August 2015 at Minute No 431 Item No 10 titled [PR-CM] Planning Proposal PP1/0007 Mooball Planning Proposal being:

"that:

- 1. The concept layout plan prepared by the proponents and exhibited be acknowledged as conceptual only and that any future development application be based upon the detailed assessments outlined in point 4 below.*
- 2. A public hearing under Section 57(5) of the Environmental Planning & Assessment Act 1979 not be held in relation to the issues raised by way of submission as the issues are not of such significance to warrant a public hearing.*
- 3. The Planning Proposal be amended to incorporate the recommendations detailed within table 3 of this report (recommended post exhibition Planning Proposal amendments), with the exception of items 1, 3 & 7.*
- 4. The additional studies and information referred to in item 3 and 6 of the Council resolution of the meeting of 21 November 2013 relating to further detailed site investigations and provisions relating to Lot B are not required as part of this Planning Proposal, and all commitments of the proponent made in relation to Lot B are to be contained in a legally enforceable Voluntary Planning Agreement (VPA) as detailed in item 5 of Table 3 to this report. In addition, the proponents must also include within the VPA a commitment to undertake detailed flooding, geotechnical and bushfire assessments as part of any future development application to the satisfaction of Council before any development can be approved.*

5. *Following satisfactory completion of a Draft VPA referred to in Point 4, Council will proceed to finalise the Planning Proposal and refer it to the Minister for Planning & Environment in accordance with Section 58(2) of the Environmental Planning & Assessment Act 1979 for their determination.*
6. *Council proceeds to assist the proponent, where necessary, to finalise the Draft VPA and proceed to publicly exhibit the Draft Agreement for 28 days in accordance with Section 93(g) of the Environmental Planning & Assessment Act 1979, following which the VPA will be formally determined.*
7. *The commitments given to Council at the Councillor's workshop of 11 June 2015 by the proponents in regard to providing detailed guidelines on housing typology, materials, landscaping and architectural stylistic or character features that are representative of the local area are to be also incorporated within their VPA."*

be rescinded.

It is noted that this item was also considered at the Ordinary Planning Committee Meeting held on Thursday 6 August 2015 at Minute No P92 Item No 4 titled [PR-PC] PP10/0007 Mooball Planning Proposal and, where at the Ordinary Council Meeting held Thursday 6 August 2015 at Minute No 420, the Planning Committee's recommendation was adopted.

33 [NOM] Mooball Planning Proposal PP10/0007

NOTICE OF MOTION:

Councillor K Milne moves that:

- 1. The summary of public submissions received in response to the public exhibition of the Mooball Planning Proposal, PP10/0007, during 30 July to 29 August 2014, is received as a true and accurate record.**
- 2. A public hearing under Section 57(5) of the *Environmental Planning and Assessment Act 1979* not be held in relation to the issues raised by way of submission as studies addressing certain issues, the subject of Council's Resolution of 21 November 2013.**
- 3. The Planning Proposal be amended to incorporate the recommendations detailed within Table 3 of this report (Recommended Post Exhibition Planning Proposal Amendments).**
- 4. No further action in respect of the Planning Proposal be undertaken until the additional studies required of the Proponent pursuant to Council's Resolutions of 21 November 2013 have been prepared to Council's satisfaction, submitted, and the findings made publicly available and reported to a Meeting of the Council.**
- 5. Following satisfactory completion of items in point 4, Council proceeds to finalise the Planning Proposal in accordance with the Resolutions above, and refer the amended Planning Proposal to the Minister for Planning and Environment in accordance with Section 58(2) of the *Environmental Planning and Assessment Act 1979* for their review and re-determination if appropriate.**
- 6. Council proceeds to assist the Proponent finalise their Voluntary Planning Agreement and proceed to publicly exhibit the draft Agreement for 28 days in accordance with Section 93(G) of the *Environmental Planning and Assessment Act 1979*.**
- 7. The commitment's given to Council at the Councillor Workshop of 11 June 2015 by the Proponents in regard to providing detailed guidelines on housing typology, materials, landscape cover and architectural stylistic or character features that are representative of the local area, are to be incorporated within their Voluntary Planning Agreement.**

Councillor's Background Notes

Recommended Priority:

Nil.

Description of Project:

Nil.

Management Comments:

Delivery Program:

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- | | |
|-------|---|
| 1 | Civic Leadership |
| 1.5 | Manage and plan for a balance between population growth, urban development and environmental protection and the retention of economical viable agriculture land |
| 1.5.3 | The Tweed Local Environmental Plan will be reviewed and updated as required to ensure it provides an effective statutory framework to meet the needs of the Tweed community |
-

Budget/Long Term Financial Plan:

The further resolution on this matter will bring about further charges under the Costs Agreement that would be attributable to work being repeated. It would be unreasonable under such circumstances for Council to hold the Proponent to account for those charges and as such it will need to absorb those costs.

Legal Implications:

There are no foreseeable legal implications arising directly from the proposed resolutions, and the outcomes of which should be capable of being accommodated within the current planning framework.

Policy Implications:

Nil.

34 [NOM] Planning Proposal PP10/0007 Mooball

NOTICE OF MOTION:

Councillor K Milne moves that:

1. The summary of public submissions received in response to the public exhibition of the Mooball Planning Proposal, PP10/0007, during 30 July to 29 August 2014, is received as a true and accurate record.
2. A public hearing under Section 57(5) of the *Environmental Planning and Assessment Act 1979* not be held.
3. Matters raised by way of public submission and reported to the Council Meeting of 21 November 2013, including, but not limited to; site drainage and flood impact, bushfire hazard and geotechnical impact be the subject of detailed examination, assessment and approval prior to the making of a development application, and that an appropriate condition provided within the Planning Agreement to that effect.
4. The Planning Proposal be amended to incorporate the recommendations detailed within Table 3 of this report, (Recommended Post Exhibition Planning Proposal Amendments).
5. Notwithstanding the minimum lot size determined and prescribed by this Planning Proposal Council will consider with any suitably justified development proposal a reduction in the residential zoned land minimum lot size for subdivision under Clause 4.6 of the Tweed Local Environmental Plan 2014 or its equivalent a lot size to a minimum of 450m² where the total number of smaller lots cannot be created to exceed 5% of the total number of residential lots created within the site.
6. Council proceeds to finalise the Planning Proposal in accordance with the Resolutions above, and refer the amended Planning Proposal to the Minister for Planning and Environment in accordance with Section 58(2) of the *Environmental Planning and Assessment Act 1979* for their review and re-determination if appropriate.
7. Council proceeds to assist the Proponent finalise their Voluntary Planning Agreement and proceed to publicly exhibit the draft Agreement for 28 days in accordance with Section 93(G) of the *Environmental Planning and Assessment Act 1979*.
8. In accordance with Section 26(3A) of the *Environmental Planning and Assessment Act 1979* the environmental planning instrument is to make provision for the zoning of the land to have effect only for a specified period being 6 years from the date of the Plan being lawfully made to provide adequate time for the making and approval of a development application whether or not staged for the entire development of the land.

9. If a development application for the land, in accordance with the above resolution, is approved prior to the expiration of the 6 years sunset date Council is to seek removal of that provision to enable the amended zoning of the land to prevail.
10. The commitment's given to Council at the Councillor Workshop of 11 June 2015 by the Proponents in regard to providing detailed guidelines on housing typology, materials, landscape cover and architectural stylistic or character features that are representative of the local area, are to be incorporated within their Voluntary Planning Agreement.

Councillor's Background Notes

Recommended Priority:

Council resolved at its meeting of 6 August 2015 on a Priority 2 status for this planning proposal and based on present resource commitments it is not proposed that this status be changed.

Description of Project:

Nil.

Management Comments:

Delivery Program:

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- | | |
|-------|---|
| 1 | Civic Leadership |
| 1.5 | Manage and plan for a balance between population growth, urban development and environmental protection and the retention of economical viable agriculture land |
| 1.5.3 | The Tweed Local Environmental Plan will be reviewed and updated as required to ensure it provides an effective statutory framework to meet the needs of the Tweed community |

Budget/Long Term Financial Plan:

The further resolution on this matter will bring about further charges under the Costs Agreement that would be attributable to work being repeated. It would be unreasonable under such circumstances for Council to hold the Proponent to account for those charges and as such it will need to absorb those costs.

Legal Implications:

There are no foreseeable legal implications arising directly from the proposed resolutions, and the outcomes of which should be capable of being accommodated within the current planning framework.

Policy Implications:

Nil.

35 [NOM] Murwillumbah TAFE

NOTICE OF MOTION:

Councillor K Milne moves that the Mayor writes to our local State Member, Mr Thomas George MP, on behalf of Council to request detailed advice on the future plans for the Murwillumbah TAFE and suggests that he attend a public meeting to explain these plans to the community.

Councillor's Background Notes

Recommended Priority:

Nil

Description of Project:

Nil.

Management Comments:

Delivery Program:

Valid



Strengthening the Economy

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- | | |
|-------|--|
| 3 | Strengthening the Economy |
| 3.1 | Expand employment, tourism and education opportunities |
| 3.1.1 | Attract educational facilities to the Tweed |

Budget/Long Term Financial Plan:

The immediate outcomes from this Notice of Motion do not have any implications on Council's Budget and Long Term Financial Plan.

Legal Implications:

The immediate outcomes of this Notice of Motion do not have any legal implications for Council.

Policy Implications:

In its Economic Development Strategy Council has identified that it will:

"D49 Work closely with education providers and employment organisations to identify opportunities to strengthen workforce participation in Tweed Shire."

36 [NOM] Koala Gate

NOTICE OF MOTION:

Councillor K Milne moves that:

- 1. Council installs an electronic vehicle access gate at the entrance to the Black Rocks Sportsfield.**
- 2. The gate to be closed at all times, with electronic entry and exit during the day from dawn to dusk and, with leeway for exiting up until one hour after closing.**
- 3. This gate to be installed as a matter of urgency.**

Councillor's Background Notes

Recommended Priority:

Nil.

Description of Project:

Nil.

Management Comments:

Delivery Program:

Vaid



Caring for the Environment

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

| | |
|-------|---|
| 4 | Caring for the Environment |
| 4.2 | Conserve native flora and fauna and their habitats |
| 4.2.1 | Promote the protection of native vegetation and wildlife habitat of high conservation value, social or cultural significance in Tweed Shire |

The existing gate was installed to reduce risk to koalas from vehicles and dogs and to be consistent with the overall 'enclave' style development of Black Rocks by the Sea. This style of development aims to avoid impacts to koalas by separating threats associated with human use from koalas and koala habitat.

An electronic vehicle gate would provide for the best possible level of protection for koalas whilst avoiding any limitations on users of the sports field. This type of gate would also be able to be programmed to align with daylight saving time and maximise the accessible hours.

Budget/Long Term Financial Plan:

The estimated cost for an electronic opening gate would be in the order of \$25,000. The installation and ongoing maintenance costs would be partially offset by removing the need for staff to open and close the gate daily.

The budget for Koala Plan of Management Implementation and Sports Field Capital Works Program are fully allocated for the current financial year.

Legal Implications:

Development at this site is in accordance with a SEPP 44 approved Individual Koala Plan of Management

Policy Implications:

Enclave development is one of two recognised forms of development in the Tweed Coast Comprehensive Koala Plan of Management (KPOM). Reducing threats to koalas including from dogs, vehicles and fire are also key themes of the KPOM.

37 [NOM] White Ribbon Workplace

NOTICE OF MOTION:

Councillor C Byrne moves that Council becomes a "White Ribbon Workplace".

Councillor's Background Notes

Recommended Priority:

Nil.

Description of Project:

Nil.

Management Comments:

White Ribbon proudly launched the White Ribbon Workplace Accreditation Program in July 2012. The development of the White Ribbon Workplace Accreditation Program was initially piloted from funding provided by the Australian Government's Department of Social Services. The pilot involved the participation of 31 organisations from across Australia including local councils and it reached more than 85,000 employees.

Violence against women – whether it occurs in or beyond the workplace – impacts on the health and safety of women at work, their wellbeing and their productivity. It may also impact negatively on the reputation of the organisation and bottom-line profit and loss.

The Workplace Accreditation Program recognises workplaces that are taking active steps to prevent and respond to violence against women, accrediting them as a **White Ribbon Workplace**. Assessment of White Ribbon Workplaces against the criteria is undertaken by independent Assessors. White Ribbon Workplace Assessors are specialists with expertise in organisational development, business management, organisational change, quality improvement, gender equity and accreditation.

White Ribbon Workplaces are centres of respect and proactivity in relation to the safety of women in the workplace, and are members of a truly leading edge cohort, both nationally and internationally. The Program is an award-winning initiative which is complementary to women's empowerment initiatives and strengthens the organisation's stance in relation to anti-bullying legislation.

Participating organisations become accredited to:

- Prevent men's violence against women
- Drive social change
- Refine support offered to employees who are victims of violence
- Showcase a workplace committed to equity and respect
- Directly address, mitigate risk in terms of anti-bullying legislation
- 'walk the talk' aligning organisational values with action
- Improve office safety and morale with staff retention as a result

- Reduce costs associated with HR claims and absenteeism.

White Ribbon Australia currently conducts three program intakes throughout the year. The first year of these intakes see White Ribbon work with each organisation in achieving accreditation. White Ribbon Australia continues to work with each organisation for three years following their accreditation.

Delivery Program:

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

| | |
|-------|---|
| 1 | Civic Leadership |
| 1.3 | Delivering the objectives of this plan |
| 1.3.1 | Council's organisation will be resourced to provide the essential services and support functions to deliver the objectives of this Plan |

Budget/Long Term Financial Plan:

Training is provided as part of the registration and a formula is applied for the costs involved in training, accreditation and ongoing support. Part of the formula is based on the number of employees in the workplace.

Given Tweed has over 700 employees the costs for our participation would be \$7,500. The next intake is scheduled for 20 November in Brisbane which would enable two staff to attend the training and then work across the organisation with the support of White Ribbon for its implementation. Another intake is scheduled for March or April in 2016.

Legal Implications:

In accordance with the Council's Charter of being a responsible employer.

Policy Implications:

Equal Employment Opportunity Management Plan

REPORTS FROM SUB-COMMITTEES/WORKING GROUPS

38 [SUB-AAC] Minutes of the Aboriginal Advisory Committee Meeting held Friday 26 June 2015

SUBMITTED BY: Community and Cultural Services

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.1 Foster strong, cohesive, cooperative, healthy and safe communities
 - 2.1.1 Work closely with government and community organisations to improve services to children and families, youth, elderly, Indigenous people, disadvantaged and minority groups and to build stronger and more cohesive communities
-

SUMMARY OF REPORT:

The Minutes of the Aboriginal Advisory Committee Meeting held Friday 26 June 2015 are reproduced in the body of this report for the information of Councillors.

RECOMMENDATION:

That:

1. The Minutes of the Aboriginal Advisory Committee Meeting held Friday 26 June 2015 be received and noted; and
2. The Executive Management Team's recommendations be adopted as follows:

GB2. Crown Lands Review - Update

1. *The Aboriginal Advisory Committee (AAC) wishes to raise concerns about the Crown Lands Review and the commitments to confidentiality that Council has made to participate in the review.*
 2. *That Council acknowledges confidential negotiations that exclude the Aboriginal community could damage a 20 year relationship between Council and the Aboriginal community.*
 3. *That the AAC invites Jan Barham MLC, NSW Aboriginal Land Council representative and Council's Legal Officer (Nela Turnbull) to address the AAC in relation to the Crown Lands Review and in particular the reasons for confidentiality and the Terms of Reference.*
-

A1. 2016 Local Government Aboriginal Network Conference (Notice of Motion) – Mayor Bagnall

- 1. *The Aboriginal Advisory Committee (AAC) requests Council to progress the Goorimahbah and Joongurrabah (Razorback) signage in keeping with the interpretative signage installed at Clarrie Hall Dam.***
- 2. *AAC members to have discussions with relevant groups regarding potential projects for discussion and prioritisation at the next AAC meeting.***

REPORT:

The Minutes of the Aboriginal Advisory Committee Meeting held Friday 26 June 2015 are reproduced as follows for the information of Councillors.

Venue:

Minjungbal Aboriginal Museum and Cultural Centre

Time:

9.30am

Present:

Leweena Williams (Tweed Aboriginal Corporation for Sport), Desrae Rotumah (Tweed Aboriginal Co-operative Society), Jackie McDonald (Tweed Wollumbin Aboriginal Education Consultative Group representative), Aunty Joyce Summers (Canowindra representative), Mayor Gary Bagnall (Tweed Shire Council).

Ex-officio:

Tracey Stinson (left at 10.55am), Robyn Grigg (left at 10.55am and returned at 12.25pm), Anne McLean (left at 12.52pm), Robert Appo (Tweed Shire Council), Gabby Arthur (left at 12.52pm) (Tweed Shire Council) (Minutes).

Guests (in order of arrival):

Jonathon Lynch and Iain Lonsdale (Tweed Shire Council) (arrived at 11.00am), Jordan Towers (Everick) (arrived at 11.00am), Kate Gahan (Tweed Shire Council) (arrived at 11.00am)

Apologies:

Des Williams (Tweed Byron Local Aboriginal Land Council representative)

Chair: Mayor Cr Gary Bagnall

Moved: Jackie McDonald

Seconded: Aunty Joyce Summers

RESOLVED that the Chair was declared vacant and nominations were called. Mayor Bagnall was nominated and was unanimously elected to Chair the meeting.

Mayor Bagnall opened the meeting with a welcome to all present and paid respect to Elders past and present.

One minute silence was observed in recognition of Sorry Business on the passing of Teresa Walsh.

Minutes of Previous Meeting:

Moved: Aunty Joyce Summers

Seconded: Jackie McDonald

RESOLVED that the Minutes of the Aboriginal Advisory Committee (AAC) meeting held Friday 1 May 2015 be accepted as a true and accurate record of the proceedings of that meeting with the exception that Outstanding Matter (OM) 8 Cobaki Lakes (c) be amended to read:

OM8. Cobaki Lakes (c)

CDO-Aboriginal will work with Everick and Tweed Byron Local Aboriginal Land Council (TBLALC) to arrange the necessary paperwork for recovered artefacts from Cobaki Cultural Heritage excavation to be temporarily stored at TBLALC. Item in progress.

Business Arising:

Business Arising from Meeting held on 10 April 2015 and 1 May 2015

GB2. Crown Lands Review - Update

Jackie queried the nature of the confidentiality clauses attached to the Crown Lands Review pilot. The AAC was advised that confidentiality agreements have been signed by senior Council staff involved in the pilot. Mayor Bagnall advised that he did not sign the confidentiality agreement. Leweena noted that Aboriginal people have Land Rights and Native Title Rights under specific legislation and it is important to understand whether there will be impacts on future Land Claims. Leweena noted that Council has a relationship with the Aboriginal community and needs to advocate for Aboriginal Land Rights, Native Title and Cultural Rights to be protected. The AAC would like to be provided with information regarding Council's participation in the pilot and be provided with a copy of the Terms of Reference for this pilot review.

The AAC requested that Jan Barham MLC, State Aboriginal Land Council representative and Council's Legal Officer (Nela Turnbull) be invited to the next AAC meeting to provide information regarding the Crown Lands Review, the reasons for confidentiality and the Terms of Reference for the review.

Moved: Leweena Williams

Seconded: Jackie McDonald

RECOMMENDATION:

1. The AAC wishes to raise concerns about the Crown Lands Review and the commitments to confidentiality that Council has made to participate in the review.
2. That Council acknowledges confidential negotiations that exclude the Aboriginal community could damage a 20 year relationship between Council and the Aboriginal community.
3. That the AAC invites Jan Barham MLC, NSW Aboriginal Land Council representative and Council's Legal Officer (Nela Turnbull) to address the AAC in relation to the Crown Lands Review and in particular the reasons for confidentiality and the Terms of Reference.

Action: CDO-Aboriginal to invite Jan Barham MLC, NSW Land Council representatives and Council's Legal Officer (Nela Turnbull) to the next AAC meeting to address the AAC re the Crown Lands Review and in particular the reasons for confidentiality and the Terms of Reference.

Agenda Items:

A1 2016 Local Government Aboriginal Network Conference (Notice of Motion) – Mayor Bagnall

Mayor Bagnall read out the Notice of Motion (NoM): 'Resolved that in recognition of Tweed Shire Council's successful submission to host the 2016 Local Government Aboriginal Network Conference, the AAC be invited to submit requests for works or projects in order of priority, that they would like to see completed before the delegates arrive' and asked the AAC to consider potential projects for the upcoming conference.

Mayor Bagnall suggested the AAC consider an itinerary for the conference and opportunities for interpretative signage at key sites for delegates to visit.

Rob noted that the Reconciliation Action Plan (RAP) includes an action item that incorporates Mayor Bagnall's NoM to develop signage for significant sites including villages. The RAP also includes an action to review Council's Branding and Signage Policy with the Communications Team to develop a high standard of Aboriginal interpretative signage. There will not be sufficient time to have this all in place before the conference however the Goorimahbah and Joongurrabah (Razorback) interpretative signage could be pilot projects to be completed in time for the conference. Jackie asked whether Razorback will be repaired by the conference and Mayor Bagnall and Tracey confirmed it will be reopened within time.

Aunty Joyce suggested the development of a brochure for the delegates welcoming them to Country, setting out all of the Aboriginal organisations within the Tweed, where they are, who they are and cultural information including sites of significance.

Moved: Leweena Williams
Seconded: Aunty Joyce Summers

RECOMMENDATION:

1. the AAC requests Council to progress the Goorimahbah and Joongurrabah (Razorback) signage in keeping with the interpretative signage installed at Clarrie Hall Dam.
2. AAC members to have discussions with relevant groups regarding potential projects for discussion and prioritisation at the next AAC meeting.

Action: CDO-Aboriginal progresses the Goorimahbah and Joongurrabah (Razorback) interpretative signage in keeping with the interpretative signage installed at Clarrie Hall Dam.

Action: AAC members to have discussions with relevant groups regarding potential projects for discussion and prioritisation at next AAC meeting.

A2. Cultural Heritage Mapping issues

Leweena advised that Des had requested that this matter be placed on the Agenda to enable Council to provide an update in relation to a Cultural Heritage issue which arose last week at Hastings Point, and asked Rob to provide the update.

Rob advised that on Friday 19 June 2015, he became aware of a film production at Hastings Point. Council had provided approval for the production company to set up and film at Hastings Point however when Rob became aware of the location, he realised it is a registered Aboriginal site. As Council had granted an approval, Rob alerted Council through Robyn Grigg and Tracey Stinson of the potential breach and contacted the production company immediately to advise that it was filming on an Aboriginal registered site and therefore there could not to be any ground disturbance. A TBLALC site officer (Ernie Williams) was engaged by the production company for the duration of the filming to ensure the site was not compromised.

Council made an error in not considering the cultural heritage implications prior to issuing the filming approval. It is very unfortunate that Council didn't identify the site at the time of

the event booking in May 2015, when the company completed the application form. Rob noted that there were confidentiality clauses contained in the application.

This has identified a flaw in Council's process and triggered the requirement for the processes to be reviewed to ensure Council officers access the Aboriginal Cultural Heritage Mapping before issuing approvals.

Desrae asked why the AAC spent the time to create the Aboriginal Cultural Heritage Mapping and yet Council's own processes did not include reviewing the mapping? Rob explained this has occurred partly because Council doesn't currently have processes for all events and other applications to include reviewing the mapping. All Council processes that have the potential to impact on Aboriginal Cultural Heritage are to be reviewed in terms of using the mapping.

Moved: Desrae Rotumah

Seconded: Jackie McDonald

RECOMMENDATION that:

1. the AAC expresses its disappointment that the Aboriginal Cultural Heritage Mapping was not consulted in the approval process for filming at Hastings Point.
2. all relevant staff be aware of the Aboriginal Cultural Heritage Mapping and what is permissible on Aboriginal mapped sites.
3. all Council approvals that impact Aboriginal Cultural Heritage be reviewed as a matter of urgency and amended to trigger referrals to the Aboriginal Cultural Heritage Mapping and associated consents.
4. caretakers of the Aboriginal Cultural Heritage Mapping database are consulted and awareness of the Aboriginal Cultural Heritage Mapping is raised across Council to ensure that the information is being interpreted and used correctly.

Robyn Grigg and Tracey Stinson left at 10.55am
Jordan Towers arrived at 11.00am
Kate Gahan arrived at 11.00am
Iain Lonsdale and John Lynch arrived at 11.00am

A3. Cultural Heritage Matters (Jordan Towers, Everick)

Jordan provided an update in relation to the following Outstanding Matters (OM):

OM40. River Heights Revised Proposal

Action Item from AAC meeting 6 February 2015: 'Everick to provide copy of the plan of the revised DA to CDO-Aboriginal (as copies not available at meeting)'.

Jordan advised that Everick emailed a copy of the plan to TBLALC on 29 October 2014. Jordan was requested to provide a copy of the plan to each of the AAC members and stakeholders before the next AAC meeting. Jordan was also requested to provide a hard copy of the plan to the AAC members at the next meeting.

Action: Everick to provide a copy of the plan of the revised Development Application to each of the AAC members and stakeholders before the next AAC meeting, and also to provide a hard copy to the AAC members at the next meeting.

OM22. Walmsleys Road

Action Item from AAC meeting 7 November 2014: 'CDO-Aboriginal to check the Aboriginal Cultural Heritage Assessment Draft Report prepared by Everick to confirm the number of test pits dug and to seek clarification from Everick if he cannot ascertain from the report.'

Jordan advised that a Due Diligence Report was prepared for Walmsleys Road so no test pits were dug. AAC members confirmed they have received a copy of the report.

OM14. Dodds Island

Action Item from AAC meeting 7 February 2014: 'Everick to provide copy of final Due Diligence Report to Council for AAC records (electronic okay)'.

Jordan advised that she will email a copy of the final Due Diligence Report to AAC members.

Action: Everick to email a copy of the final Due Diligence Report for Dodds Island to AAC members.

OM23. Clothiers Creek Road, Condong

Action Item from AAC meeting 10 October 2014: 'Everick to request access to Bundjalung Mapping Project (BMP) for site'.

Everick has been requested to submit a BMP search to TBLALC. Jordan confirmed that she will arrange to lodge the BMP search with TBLALC.

Action: Everick to lodge BMP search with TBLALC.

OM16. Identification of Aboriginal Graves at Fingal Head (outside of boundaries at Fingal Head and Chinderah cemeteries)

Action Item from AAC meeting 7 March 2014: 'CDO-Aboriginal/Anne McLean to liaise with Richard Adams re access to caravan park and other relevant areas'. Update 29 May 2015: 'Everick to confirm project is on hold indefinitely'.

Jordan was advised that the AAC requires confirmation by email from Everick that the project is on hold, or to provide an update.

Action: Everick to provide email advice that the Identification of Aboriginal Graves at Fingal Head project is on hold.

Final Due Diligence Reports

Rob advised Jordan that he has identified an issue that the AAC receives the draft Due Diligence Reports but not the final reports. Jordan advised that the Due Diligence is submitted to Council as part of the Development Application process. Jordan was requested to alter Everick's process so that all final Due Diligence reports are emailed to the AAC members and two hard copies are provided (one for Council and one for Jackie McDonald). Jordan advised that in future she will ensure the final is tabled at the AAC meeting.

Action: Everick to email Final Due Diligence Reports to AAC members and to provide two hard copies of the final reports to Council (on behalf of the AAC) and Jackie McDonald.

7 August 2015 AAC Meeting

Everick requested to be placed on the Agenda for the AAC meeting on 7 August 2015. Jordan will provide list of Agenda items to Rob.

Action: Everick to provide list of Agenda items for AAC meeting on 7 August 2015 to CDO-Aboriginal.

Jordan Towers left the meeting at 11.10am

A4. Planning proposal at Hastings Point and Pottsville Localities PP14/0001 (Jonathon Lynch and Iain Lonsdale, Tweed Shire Council)
Jonathon tabled Draft Local Environmental Plan (LEP) Amendment Number 11 - Planning Proposal PP14/0001 Hastings Point & Pottsville Localities v.2 dated May 2015 (pages 1-18) and provided the AAC members with copies.

Council's Strategic Planning and Planning Reforms Unit is undertaking work on the Locality Plans for Hastings Point, Pottsville and Kingscliff and is now seeking to endorse some of the controls into the LEP.

The key components are:

- Area 1 - Hastings Point North and Creek Street
- Area 2 - Hastings Point Central and South
- Area 3 - Pottsville Village Centre
- Area 4 - Seabreeze Estate

Area 1 includes the land known as Lot 156 Creek Street, Hastings Point. This lot has been subject to numerous applications over the years. When looking at LEP amendments, the character and natural environment are very important. The zoning amendment will be reducing the site of the urban footprint, making it more compatible with the existing environment.

The Planning Proposal's objective is to follow through with objectives identified in the Locality Plan. Through an amendment to the Development Control Plan (DCP), Council has proposed a number of strategies to delineate spaces and to prepare a rehabilitation plan for environmental zones which includes ongoing management of the site.

Mayor Bagnall raised concerns regarding environmental land being owned by private individuals or organisations. Mayor Bagnall commented that the development has a smaller footprint than anticipated and reflected the view of the AAC regarding the importance of replenishing and enhancing the environmental zones, which is in keeping with the character of village. Cr Bagnall stressed the importance of protecting flora and fauna in that area as it is a highly significant site that abuts a koala corridor.

Jonathon advised that the LEP, DCP and Development Application (DA) for the 20 lot subdivision at Lot 156 Creek Street are running concurrently. The community has made submissions through each of these stages. The community is concerned about the character of the village, damage to the natural environment, impacts of traffic and safety, and impact on the localised flood regime as a result of the fill. Mayor Bagnall raised concern about wastewater and run-off and asked how that would be managed. Jonathon advised it could be managed through infiltration pits into sand. Iain advised that these issues will be

part of the process carried out during the DA process through Development Planning and Engineering.

Jackie noted that Aboriginal Heritage is discussed at page 41 of the document however only pages 1 to 18 have been provided to the AAC. Jackie asked how Aboriginal Heritage will be considered when the LEP is amended. Iain noted that Due Diligence assessments have been coming to the AAC for the last couple of years, following a process introduced by Council. Jonathon advised that in relation to Lot 156 Creek Street, the Development Assessment Planner has advised that whilst the submission period has closed, the AAC is invited to make a submission.

Mayor Bagnall advised it would be preferable to the AAC for the lot sizes to be 750m² rather than the smaller lot size of 450m² as this will reduce the number of houses and therefore greatly reduce the environmental impact.

The AAC would like to have feedback regarding the consideration that has been provided by the AAC to the Aboriginal Cultural Heritage issues. Iain advised that they have consulted the Aboriginal Cultural Heritage Mapping prepared by Ian Fox. The Developer will need to prepare an Aboriginal Cultural Heritage Management Plan.

Planning Proposal PP14/0001 is a Council initiative which seeks to reduce the developable area that was previously assessed under a Cultural Heritage Management Plan in 2010.

Moved: Leweena Williams

Seconded: Aunty Joyce Summers

RECOMMENDATION the AAC:

1. receives and notes the Draft LEP Amendment Number 11 - Planning Proposal PP14/0001 Hastings Point & Pottsville Localities v.2 dated May 2015 (pages 1-18) and thanks Council staff for attending the AAC meeting.
2. supports the larger lot size and reduction in the footprint of the proposed planning controls for Lot 156 Creek Street, Hastings Point.
3. asks Council to investigate ways to minimise the impact of the development on native flora and fauna.
4. notes its concern about run-off into the adjoining estuary, Christies Creek.

Agenda Item A5. Suspended for General Business Item GB2.

GB2. Gold Coast Airport Land Reserve No. 59360

Jackie asked Iain how Council is altering the LEP in relation to the Crown Reserve south of the Gold Coast Airport and how Council is dealing with the Airport's desire to have it rezoned for its purposes. Iain advised there has been no submission made to date to have the zoning changed for the Crown Reserve from Environmental Protection and Recreation. Iain advised that QLD Main Roads own some of the land adjacent to the Crown Land and wanted to rezone the land from its current zoning to Industrial however Council refused. Jackie asked if an approach is made to the Minister by Gold Coast Airport, will the Minister consult with Council. Iain advised that he believes the Minister will consult with Council. Iain undertook to inform the AAC if the Minister approaches Council.

Action: Coordinator - Strategic Planning and Urban Design (Iain Lonsdale) to advise CDO-Aboriginal if the Minister contacts him regarding any approach received by the Minister from Gold Coast Airport to have the Gold Coast Airport land rezoned.

Moved: Jackie McDonald

Seconded: Aunty Joyce Summers

RECOMMENDATION that Council advises the AAC about any proposal to rezone Crown Reserve South of the Gold Coast Airport Reserve No. 59360.

Jonathon Lynch and Iain Lonsdale left at 12.25pm

Robyn Grigg returned to meeting at 12.25pm

Resumption of Agenda Item A5.

A5. Cultural Plan (Kate Gahan, Tweed Shire Council)

Kate provided an overview of the Cultural Plan, its intent and how Council proposes to work with the community to develop the Plan. Council is developing the Cultural Plan to:

- assist planning for current and future decisions
- to maximise the benefits of cultural activity
- to provide inclusive and accessible communities
- to activate community public spaces
- to plan for urban revitalisation or renewal.

The AAC noted how important it is to talk to people who have cultural connection to the area and to be guided by advice from the Community Development Officer-Aboriginal and the AAC.

Leweena Williams left the meeting at 12.50pm

In the absence of a quorum, the meeting continued as a discussion with notes being taken by Rob Appo. It was noted that the AAC would not be able to make any recommendations/resolutions until a quorum was achieved. The meeting continued with the inwards/outwards correspondence being noted.

Anne McLean and Gabby Arthur left at 12.52pm

A4. Reconciliation Action Plan (RAP) and Memorandum of Understanding (MOU) (Robert Appo, Tweed Shire Council)

Item adjourned until the AAC meeting in August.

Inwards Correspondence:

IC1. 2015 Local Government Aboriginal Network Conference

Email from Port Macquarie Hastings inviting participation in the conference from 5-7 August 2015 noted by the AAC. Desrae advised she would check to see if she is available to attend.

Action: Desrae Rotumah to advise CDO-Aboriginal whether she is available to attend the 2015 Local Government Aboriginal Network Conference.

IC2. Tweed NAIDOC Committee Award nomination

Letter from Tweed NAIDOC Committee requesting award nomination noted by the AAC. Rob to follow up with individual members.

Action: *CDO-Aboriginal to follow up with individual members re Tweed NAIDOC Committee Award nomination.*

Outwards Correspondence:

OC1. Letter to The Hon Colin Barnett MEd MLA, Premier of WA
Rob tabled the letter sent by Council to The Hon Colin Barnett MEd MLA, Premier of WA regarding the closure of remote Aboriginal communities in WA as referenced in the NOM resolved by Council on 16 April 2015.

OC2. Letter to The Hon Tony Abbott MP, Prime Minister
Rob tabled the letter sent by Council to The Hon Tony Abbott MP, Prime Minister regarding the closure of remote Aboriginal communities in WA as referenced in the NoM resolved by Council on 16 April 2015.

General Business:

GB1. Naming of drain on Kirkwood Road (Question on Notice (QoN) Cr Milne)
Item noted by the AAC and adjourned until the AAC meeting in August.

Next Meeting:

The next meeting of the Aboriginal Advisory Committee will be held Friday 7 August 2015.

The meeting closed at 1.28pm

EXECUTIVE MANAGEMENT TEAM COMMENTS:

GB2. Crown Lands Review - Update

Nil.

A1. 2016 Local Government Aboriginal Network Conference (Notice of Motion) – Mayor Bagnall

Nil.

EXECUTIVE MANAGEMENT TEAM'S RECOMMENDATIONS:

GB2. Crown Lands Review - Update

- 1. The AAC wishes to raise concerns about the Crown Lands Review and the commitments to confidentiality that Council has made to participate in the review.**
- 2. That Council acknowledges confidential negotiations that exclude the Aboriginal community could damage a 20 year relationship between Council and the Aboriginal community.**
- 3. That the AAC invites Jan Barham MLC, NSW Aboriginal Land Council representative and Council's Legal Officer (Nela Turnbull) to address the AAC in relation to the Crown Lands Review and in particular the reasons for confidentiality and the Terms of Reference.**

A1. 2016 Local Government Aboriginal Network Conference (Notice of Motion) – Mayor Bagnall

1. The AAC requests Council to progress the Goorimahbah and Joongurrabah (Razorback) signage in keeping with the interpretative signage installed at Clarrie Hall Dam.
2. AAC members to have discussions with relevant groups regarding potential projects for discussion and prioritisation at the next AAC meeting.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice.

Terms of Reference - Adopted 19 September 2013 (ECM 3146605).

b. Budget/Long Term Financial Plan:

Not applicable.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

39 [SUB-TRMAC] Minutes of the Tweed Regional Museum Advisory Committee Meeting held Thursday 13 August 2015

SUBMITTED BY: Community and Cultural Services



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.1 Foster strong, cohesive, cooperative, healthy and safe communities
 - 2.1.3 Provide opportunities for residents to enjoy access to the arts, festivals, sporting activities, recreation, community and cultural facilities
-

SUMMARY OF REPORT:

The Minutes of the Tweed Regional Museum Advisory Committee Meeting held Thursday 13 August 2015 are reproduced in the body of this report for the information of Councillors.

RECOMMENDATION:

That the Minutes of the Tweed Regional Museum Advisory Committee Meeting held Thursday 13 August 2015 be received and noted.

REPORT:

The Minutes of the Tweed Regional Museum Advisory Committee Meeting held Thursday 13 August 2015 are reproduced as follows for the information of Councillors.

Venue:

Coolamon Centre

Time:

2:00pm

Present:

Cr Barry Longland; Robyn Grigg (Manager Community & Cultural Services); Judy Kean (Museum Director); Sandra Flannery (Community); Fay O'Keeffe (Community); Janet Swift (Community); Joan Smith (Tweed Heads Historical Society); Debbie Campbell (Tweed Heads Historical Society); Helena Duckworth (Uki & South Arm Historical Society); Esma Thompson (Uki & South Arm Historical Society); Max Boyd (Murwillumbah Historical Society); Tony Clark (Murwillumbah Historical Society).

Apologies:

Tracey Stinson (Director Community & Natural Resources); Peter Budd (Community); Denise Garrick (Tweed Heads Historical Society); Jayne Parrott (Uki & South Arm Historical Society);

Minutes of Previous Meeting:

Moved: Debbie Campbell

Seconded: Helena Duckworth

RESOLVED that the Minutes of the Tweed Regional Museum Advisory Committee meeting held Thursday 11 June 2015 be accepted as a true and accurate record of the proceedings of that meeting.

The Motion was Carried.

FOR VOTE - Unanimous.

Debbie Campbell, on behalf of Tweed Heads Historical Society, extended an invitation to the Committee to have an annual meeting at TRM Tweed Heads in the future.

Business Arising:

1. Item from Meeting held 11 June 2015

TRM Deductible Gift Recipient Fund Report

Judy advised that the Sub-Committee had created a schedule of meetings for 2015 that would fit in with the Advisory Committee meetings, so that the Deductible Gift Register (DGR) Fund Reports can be presented to the Committee.

Judy Kean advised the Committee that no activity had occurred with the DGR fund, so no report is necessary.

Agenda Items:

2. Presentation re Memorandum of Understanding Review

The report 'Synthesis of Consultation Findings' by Andrea Young Planning Consultants was tabled and circulated to members.

Robyn Grigg presented a summary of the present situation, and the process for going forward. A draft schedule for key dates in the process was tabled and circulated to members.

A copy of the Service Agreement will be tabled at a special meeting of the Advisory Committee, scheduled for 3 September. There will be time for responses before discussion at the Museum Advisory Committee on 8 October. A report is scheduled to go the November meeting of Council. The Service Agreement will take effect from January 2016.

Questions from Committee members were taken.

Clarification was given by Robyn Grigg and Judy Kean that the Service Agreement would replace the Memorandum of Understanding, and that it would be effective until the end of 2017. They also clarified that a service agreement is a much more detailed and tangible document than a memorandum of understanding.

The status of the development application for the demolition of the RSL Hall at TRM Tweed Heads and the building of a new office was raised by Tweed Heads Historical Society members and discussed by the Committee. Robyn Grigg advised that the demolition would take place as a priority, and the site made safe, that all other decisions have been deferred pending the finalisation of the Service Agreement, and any decision regarding building works were a matter for Council.

In response to a question about planting a wattle tree and hosting a book launch in Pioneer Park, Judy Kean advised that the demolition was unlikely before December 2015.

3. Museum Director's Report

Report was previously sent to members.

Joan Smith requested an update on the Contemporary Voices project. Judy Kean provided an update.

Moved: Janet Swift

Seconded: Tony Clark

RESOLVED that the Museum Director's Report be endorsed by the Committee and that the proposed acquisitions be accepted.

The Motion was Carried.
FOR VOTE - Unanimous.

Moved: Fay O'Keeffe

Seconded: Joan Smith

RESOLVED that the proposed de-accessions be accepted by the Committee.

The Motion was Carried.
FOR VOTE - Unanimous.

4. Murwillumbah Historical Society Report

Report was previously sent to members.

Moved: Tony Clark

Seconded: Max Boyd

RESOLVED that the Murwillumbah Historical Society report be noted by the Committee.

5. Tweed Heads Historical Society Report

Report was previously sent to members.

Debbie Campbell advised the meeting that she had attended the Museums and Galleries of New South Wales' conference in Ipswich recently.

Moved: Debbie Campbell

Seconded: Joan Smith

RESOLVED that the Tweed Heads Historical Society report be noted by the Committee.

6. Uki & South Arm Historical Society Report

Report was previously sent to members.

Discussion followed on the Hatton fig tree and the location of seedlings from this tree.

Moved: Helena Duckworth

Seconded: Esma Thompson

RESOLVED that the Uki & South Arm Historical Society report be noted by the Committee.

7. Friends of Tweed Regional Museum report

Report was previously sent to members.

Janet Swift distributed flyers for the upcoming golf day fundraiser.

Moved: Janet Swift

Seconded: Sandra Flannery

RESOLVED that the Friends of Tweed Regional Museum report be noted by the Committee.

General Business:

Nil.

Next Meeting:

A special meeting of the Tweed Regional Museum Advisory Committee will be held 3 September 2015 to discuss the Service Agreement.

The meeting closed at 3:25pm.

EXECUTIVE MANAGEMENT TEAM'S COMMENTS:

Nil.

EXECUTIVE MANAGEMENT TEAM'S RECOMMENDATIONS:

Nil.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice.

Terms of Reference - reviewed 21 August 2012 (ECM3283132).

b. Budget/Long Term Financial Plan:

Not applicable.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

40 [SUB-EAC] Minutes of the Equal Access Advisory Committee Meeting held Tuesday 18 August 2015

SUBMITTED BY: Community and Cultural Services

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.1 Foster strong, cohesive, cooperative, healthy and safe communities
 - 2.1.1 Work closely with government and community organisations to improve services to children and families, youth, elderly, Indigenous people, disadvantaged and minority groups and to build stronger and more cohesive communities
-

SUMMARY OF REPORT:

The Minutes of the Equal Access Advisory Committee Meeting held Tuesday 18 August 2015 are reproduced in the body of this report for the information of Councillors.

RECOMMENDATION:

That the Minutes of the Equal Access Advisory Committee Meeting held Tuesday 18 August 2015 be received and noted.

REPORT:

The Minutes of the Equal Access Advisory Committee Meeting held Tuesday 18 August 2015 are reproduced as follows for the information of Councillors.

Venue:

Canvas and Kettle Meeting Room, Murwillumbah

Time:

10.00am

Present:

Milena Morrow (Chair); Wendy Gilbett; Chris Vannucci; Una Cowdroy; Bev Kelso; Suzanne Hudson (Community Representatives); Cr Phil Youngblutt, Alana Brookes; Karen Collins, Robert Noakes, Gabby Arthur (Tweed Shire Council) (Minutes).

Guest:

Dan Plummer (Plummer & Smith Landscape/Art/Design)

Apologies:

Faye Druett; Lee Clark (Community Representatives)

1. Welcome and Introductions

Karen Collins introduced Alana Brookes, Road Safety Officer, Tweed Shire Council to members and Milena Morrow welcomed her to the Committee.

2. Presentation by Dan Plummer - All Access Playground

Karen provided background information in relation to the accessible park and playground project. Dan Plummer and Belinda Smith were the successful contractors and are working on the concept plan for the regional accessible park/playground to be constructed at Ebenezer Park, Coral Street, Tweed Heads. Dan worked through a Powerpoint presentation on the history of the site and the draft concept design.

The EAAC requested that consideration be given to extra Designated Accessible Parking Bays (DAPBs) being incorporated into the car park design.

The EAAC thanked Dan for his detailed presentation.

Dan Plummer left the meeting at 10.56am

Minutes of Previous Meeting:

Moved: Cr Youngblutt

Seconded: Suzanne Hudson

RESOLVED that the Minutes of the Equal Access Advisory Committee meeting held Wednesday 17 June 2015 be accepted as a true and accurate record of the proceedings of that meeting.

Outstanding Matters Report:

1. Designated Accessible Parking Bays (DAPBs) at Tweed Centro Shopping Centre
No update. Further update to be provided at October meeting. Responsibility: Bev Kelso.

2. Bus stop outside Kingscliff TAFE

Karen advised that negotiations regarding moving the bus stop from Cudgen Road to within the TAFE grounds are progressing. The TAFE is keen for students to take on the project of building the bus stop and will work with Karen in relation to access and design for the bus stop. Further update to be provided at October meeting.

3. Regional Access Committee forums

Karen provided an update from a meeting held on 13 July 2015 involving officers from Councils in the Northern Rivers region. The purpose of the meeting was to discuss the future of the biannual regional Access Committees forums. The other Councils in the Northern Rivers are unable to provide funding for Access Committee community members to attend the meetings. Therefore it was decided that the Regional Access Committee forums are no longer proceeding. However, the Council officers will continue to meet and report back to their Committees. The main focus of these future meetings will be developing Disability Inclusion Action Plans as required by the NSW Disability Inclusion Bill 2014.

Tweed Shire Council is the only Council which has a current Access and Inclusion Action Plan.

This item is now closed.

4. Kingscliff Pool 'Changing Places' grant

Council has received a NSW Department of Sports and Recreation Disability Grant of approximately \$70,000 to have an adult changing facility installed at Kingscliff Pool. All approvals and building construction work is being done by Council as in-kind support. Promotion and media coverage will be arranged once the change facility has been completed.

This item is now closed.

Karen advised that a state-of-the-art adult change table has also been purchased for Murwillumbah Pool.

Business Arising:

Nil.

Agenda Items:

1. Access and Inclusion Policy and Action Plan

(a) Toilet Review Report - Powerpoint presentation

Karen advised that she recently accompanied Suzanne Hudson and Una Cowdroy to Coffs Harbour to deliver a presentation on the Accessible Toilets Review to the conference.

Karen worked through the Powerpoint presentation that was delivered at the conference.

Cr Youngblutt commented that he has noticed the number of toilets that aren't accessible.

Karen advised that Access Audit of Accessible Public Toilets Report is being finalised for presentation to Council's Executive Management Team. Funds from the Access Reserve Budget are available for the upgrades identified in the Report. Two facilities will need to be

demolished and replaced as they are very old and cannot be upgraded to meet the Australian Standard for Access and Mobility. Council has applied for funding through NSW Government Community Builders Partnership Grant to replace the toilet block in Ray Pascoe Park, Tweed Heads West.

Milena thanked Una and Suzi for their input into the Accessible Toilet Review and noted how many people's lives will be improved as a result of the work done by them.

(b) Review of access to waterways and foreshores

Karen is working on the review of access to waterways and foreshores project in partnership with Council's Natural Resource Management Unit and will commence inspections over two days in September and then continue once she returns from leave in October. Suzi and Una will also assist in this review. Visits will be made to all sites along foreshore, rivers and waterways.

Four water based activities were identified by the community leading to this project being included in the Plan: viewing, swimming, participation in water sports and access to beach. Access cannot be provided at every site but there will be recommendations that cover geographical spread and activity specific opportunities for people.

(c) Untold Stories - Living with Ability

NSW Arts Grant funding has been received by the Museum for the *Untold Stories - Living with Ability* project. A steering committee to guide the project includes Karen, Bev, Una, Suzi, Faye and Milena.

This oral history project will culminate in an exhibition at the museum which will be in the form of videos, photographs and possibly other significant artefacts.

Oral history training will be provided through the museum.

2. All Access Playground update

Update provided at item 2 above 'Presentation by Dan Plummer - All Access Playground'.

3. Tweed Link monthly access news

No update.

4. 2015 Access and Inclusion Awards

Karen advised that Bill Chaffey has agreed to be the patron for the Access and Inclusion Awards for 2015.

No further update.

5. Access Funds

Karen advised that \$50,000 of current operational funds have been committed including \$30,000 to engage a consultant, Access Audits Australia to conduct access audits of major Council facilities and selected Parks and to provide a report on what is required to bring them up to current Australian Standards for access. Facilities included in the report are: Tweed Regional Aquatic Centre, Murwillumbah Civic Centre and Auditorium, Canvas and Kettle Room, Murwillumbah Library, Kingscliff Pool, Kingscliff Library, Banora Point Community Centre, South Tweed Community Hall and Community Services (COPS) offices.

Parks include Old Boat Harbour, Fingal, Jack Evans Boat Harbour, Faulks Park, Kingscliff, Ambrose Brown, Pottsville and Salt Central.

General Business:

1. Blind and Vision Support Group proposal for large print menus and signs
This community group would like to see local restaurants providing a large print menu for visually impaired customers. It was also suggested that supermarkets be approached about providing very large aisle numbers and content signs. The group is requesting assistance from the EAAC regarding achieving this outcome and promotion.

The EAAC requested Council to prepare a brochure which can be mailed out to restaurants and cafés. The brochure can also be emailed to the Business Chambers with a request that they distribute it to their members. An article can also be placed in the Tweed Link.

The brochure should refer to the legislative and policy background to reinforce the message to businesses on where the information is coming from.

Action: Prepare brochure regarding large print menus and signs, for mailing out to restaurants and cafes and to Business Chambers and arrange for an article to be placed in Tweed Link. Responsibility: Karen Collins

2. Proposal from Lifebridge for assistance to build a ramp at the PCYC
Lifebridge has requested funding of \$8600 to build a ramp at the Tweed Heads PCYC to provide access to the woodwork room. Presently there is only stepped access to the woodwork room. This is a Council-owned building on Crown Land. Karen noted that Council is not responsible for maintenance at all Council buildings. The EAAC suggested a number of follow-up opportunities.

Robert noted that the design plans included with the request do not include handrails etc. and must be constructed in accordance with Building Regulations. He noted that the entry to the woodwork room and therefore the ramp is situated on the road access and car park side of the building.

Action: Provide feedback to Lifebridge about the options discussed in relation to its request for funding to build a ramp at PCYC to provide access to the woodwork room. Responsibility: Karen Collins

3. Consultation for Cultural Plan
Council's Cultural Planner, Kate Gahan has requested a formal consultation with the EAAC in the development of Council's Cultural Plan. The consultation would take 1½ hours. The EAAC agreed that Karen should arrange for the consultation at the conclusion of the EAAC meeting on 14 October 2015, with lunch to be provided.

Action: Kate Gahan to be invited to attend the EAAC meeting on 14 October 2015 and item added to the Agenda. Responsibility: Karen Collins

4. Rural Villages Strategy
Karen advised that she has emailed the Rural Villages Strategy link to EAAC members and encouraged members to make a submission in relation to accessibility issues in the seven villages, and the importance of villages being accessible. An example of this is that there is

an accessible toilet in Uki however neither the shops nor the hall are accessible as they all have a stepped entrance.

5. Disability Interagency Network

The Disability Interagency Network is a collective including non-government organisations, service providers and government agencies. An important issue has recently arisen regarding employment for people with disabilities with the upcoming National Disability Insurance Scheme (NDIS). A forum will be held on 27 August re the lack of a pathway for young people transitioning from school to work. Stakeholders from this sector have been invited to attend the forum.

The schedule for the rollout of the NDIS will be coming out in the near future. Tweed may be included with South East Queensland. Job creation through the NDIS may create opportunities for people with disabilities. Karen and Suzi will be attending a Griffith University sponsored NDIS symposium focussing on employment for people with disabilities on 24 August 2015.

6. Ability Linkers - Presentation

Milena reminded the EAAC of the discussion last year regarding having Ability Linkers do a presentation to the Committee. Wendy advised that she is happy to do a presentation to the EAAC and advised that there is a lot of confusion and concern around services. Ability Links have been working with clients with disabilities aged between 9 years and 64 years.

Wendy will provide a 30 minute presentation to the EAAC meeting on Wednesday 14 October. The presentation will include some stories to give a better understanding of the support they have provided over the past 12 months and will cover issues such as adapting, empowerment, trends, issues, accessibility, employment and what it is like living in the Tweed.

Action: Wendy Gilbert of Ability Links to be invited to provide 30 minute presentation to EAAC meeting on 14 October 2015 and to be added to Agenda. Responsibility: Milena Morrow.

7. Alternate Delegate

Cr Youngblutt advised that due to the resignation of Cr Michael Armstrong, Cr Warren Polglase has been nominated to fill the vacancy of Alternate Delegate to the EAAC.

Next Meeting:

The next meeting of the Equal Access Advisory Committee will be held 14 October 2015.

The meeting closed at 11.58am.

EXECUTIVE MANAGEMENT TEAM'S COMMENTS:

Nil.

EXECUTIVE MANAGEMENT TEAM'S RECOMMENDATIONS:

Nil.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice.

Terms of Reference - Adopted 19 September 2013 (ECM 3146605).

b. Budget/Long Term Financial Plan:

Not applicable.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

41 [SUB-CHAC] Minutes of the Community Halls Advisory Committee Meeting held Monday 24 August 2015

SUBMITTED BY: Community and Cultural Services

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.2 Improve decision making by engaging stakeholders and taking into account community input
 - 1.2.1 Council will be underpinned by good governance and transparency in its decision making process
-

SUMMARY OF REPORT:

The Minutes of the Community Halls Advisory Committee Meeting held Monday 24 August 2015 are reproduced in the body of this report for the information of Councillors.

RECOMMENDATION:

That the Minutes of the Community Halls Advisory Committee Meeting held Monday 24 August 2015 be received and noted.

REPORT:

The Minutes of the Community Halls Advisory Committee Meeting held Monday 24 August 2015 are reproduced as follows for the information of Councillors.

Venue:

Coolamon Centre, 3-5 Tumbulgum Road, Murwillumbah

Time:

11.00am

Present:

Desiree Saunders (Doon Doon Hall), Maree Edwards (Chillingham Hall), Pamela Gray (Limpinwood Hall), Tracey Quinn (Crabbes Creek Hall), Margaret Hulbert (Crabbes Creek Hall), Geoff Davis (Piggabeen & Cobaki Halls), Marlene Protheroe (Piggabeen), Janet Tkachenko (Pottsville Beach Hall), Steve Sweetnam (Doon Doon Hall), Cr Carolyn Byrne (Tweed Shire Council) (Chair Person), Lisa Smith (Tweed Shire Council (Minutes)

Apologies:

Reg Robinson (Crabbes Creek Hall), Sue & Brian Breckenridge (Tumbulgum Hall)

Ex-officio:

Anne McLean (Tweed Shire Council), Shannon Rees (Tweed Shire Council)

Minutes of Previous Meeting:

Moved: Marlene Protheroe

Seconded: Janet Tkachenko

RESOLVED that the Minutes of the Community Halls Advisory Committee (CHAC) meeting held Monday 4 May 2015, be accepted as a true and accurate record of the proceedings of that meeting with the exception that:

1. The spelling of Janet Tkachenko's surname was incorrect and has been corrected for this meeting.
2. Outstanding Matters Report item relating to Fire Safety Inspections and Certification: Action item was listed as: Council to investigate cost effective sources/supply of fire blankets. Should have been: Council to investigate cost effective sources/supply of fire blankets and First Aid kits.

OUTSTANDING MATTERS REPORT:

OM1 Training on Model Code of Conduct for CHAC Representatives:

Shannon Rees confirmed that Neil Baldwin (Manager Corporate Governance) will be attending the meeting at 11:30am to provide this training. Held over to Agenda Item 1.

OM2 Pros and Cons of Incorporation for Management Committees:

Shannon Rees confirmed that the NSW Department of Fair Trading will be attending the meeting at 2:00pm to provide the information session requested. All committee members are welcome. Held over to Agenda Item 5.

OM3 Fire Safety Inspections and Certification:

Shannon Rees confirmed all inspections had been completed. Shannon and Anne McLean are both following up the distribution of these certificates with the relevant Council

personnel, however, certificates have not yet been received. Anne McLean advised the certificates need to show the signature of the asset owner and should be visible within the building. The certificates should be framed and any Hall that currently does not have a frame should advise Shannon Rees. Members who advised during the meeting that frames were not in the halls: Doon Doon, Chillingham. Cr Byrne suggested that, at worst, if the certificate is unable to be framed it could at least be laminated so that it can be put on display in the hall. However, it is less likely to be removed by hall hirers if it is within a frame.

Action: Anne McLean and Shannon Rees of Tweed Shire Council (Council) to follow up provision of certificates of compliance.

Action: Shannon Rees to follow up frames for halls.

OM4 Draft Management Agreement (Community Hall Management Committee):
Shannon Rees confirmed this document is no longer in draft form. Letters were distributed in June providing the new Management Agreement to all Hall Committees. Most Committees have returned the signed agreement, however there are still a few to return. If additional copies are required due to loss or damage Committee members should contact Shannon Rees (Council) for another copy.

Action: Committee members to return signed Management Agreement to Council.

OM5 Community Hall Management Committee Guidelines:
Held over to Agenda Item 3.

OM6 Safe Food Handling Regulations for Management Committees and hall hirers
Shannon Rees advised members of the CHAC she is continuing the consultation process with Council personnel in order to establish the appropriate information and support required. Shannon will contact each Committee individually to discuss the requirements due to the varying nature of the audits for each hall. Shannon confirmed that all kitchens have now been audited.

Margaret Hulbert asked about the requirements for registration if a hall hirer wanted to use the kitchen for prep work. Shannon confirmed if the kitchen is already registered then it is sufficient to nominate the registration of the hall. Anne McLean recommended that where this happens Committee members should ensure the hirer signs the Hall Hire Register.

Janet Tkachenko asked what is defined as 'catering'? Shannon commented there are a number of requirements relating to heating of food. The requirements relate more to potentially hazardous food and also whether it is being sold on site. Council Environmental Health Officer has reviewed all the halls and these findings will be discussed with each committee individually.

Action: Council to continue consultation to determine appropriate training / information session relating to Safe Food Handling Regulations.

Action: Council to discuss findings following Environmental Health Officer reviews with each Hall Committee.

OM7 Fire Blankets and First Aid Kits for Halls:
Held over to Agenda Item 6.

OM8 Community Infrastructure Framework (CIF):
Work on the CIF is ongoing. Emma Whittlesea will make further presentations to the CHAC as it progresses.

Action: *Emma Whittlesea to report back to the committee at November CHAC meeting.*

OM9 Draft Community Halls Governance Framework Issues Paper: Council to follow up and confirm curfew information / requirements as per NSW Police Force mynite website:
Shannon Rees confirmed that copies of the Environmental Health Authority pamphlet 'Dealing with Neighbourhood Noise' were sent to all Hall Management Committees. Additional pamphlets from Environment Protection Authority were issued as required. Shannon confirmed, as per the EPA regulations, the mid-week curfew of 10.00pm and Saturday, Sunday or any night preceding a public holiday has a curfew of midnight.

It is important to remember that Police can be contacted at any time during the day or night to receive a complaint about noise. It is also helpful, where any events are expected to go beyond midnight, that nearby residents are notified. Tracey Quinn asked if there was a preferred template to be used for this advice, simply to compare it to the one they are currently using to be sure the wording is sufficient. Shannon advised there is no current template and that she can check wording on their behalf if the Committee would like.

Janet Tkachenko asked for guidance on consideration by Hall Committees to refuse a hire request due to the type of event, where there is a risk of damage to property and disruption to the neighbourhood. Cr Byrne confirmed this is within the guidelines of risk management.

This item is now closed.

OM10 Draft Community Halls Governance Framework Issues Paper: Council to follow up regarding lighting issues for public toilets at Chillingham:
Council were to follow up regarding lighting issues for public toilets at Chillingham. Shannon Rees confirmed this matter is still going through the assessment process.

Action: *Council to follow up on lighting issues for public toilets at Chillingham.*

OM11 Draft Community Halls Governance Framework Issues Paper: Council to arrange hall capacity assessments:
Shannon Rees will provide this information to individual Hall Committees.

Action: *Council to provide capacity information to individual Hall Committees.*

OM12 Draft Community Halls Policy
This Policy has been on exhibition with Council receiving one submission. A report will go back to Council in September.

Action: *Council to advise outcome of report submission to September Council meeting.*

OM13 Review Draft Templates
Held over to Agenda Item 4.

OM14 Committee Contact List

Shannon Rees advised members of the CHAC that work is ongoing for this list and will be distributed once finalised. Shannon noted the dynamic nature of Hall Committee members with frequent changes in membership, therefore, this listing will require constant changes.

Action: Council to compile contact list for individual Hall committee members.

OM15 Crystal Creek Hall Acknowledgement to Outgoing Committee Members:

Long term members of this Hall Committee were recognised at an event attended by Tracey Stinson, Director Community and Natural Resources, Tweed Shire Council. Ms Stinson publicly acknowledged the work of these volunteers and thanked them for their service.

This item is now closed.

Agenda Items:

A1. Model Code of Conduct Training

Neil Baldwin, Manager Corporate Governance, Tweed Shire Council attended the meeting and presented the Code of Conduct to members of the CHAC. Neil highlighted the following topics:

- Declarations of Interest, both pecuniary and non-pecuniary.
- Provisions extend to family members.
- Access to information at the CHAC meeting to be held in confidence where necessary.
- The importance of good record keeping and meeting minutes.
- Take care with the provision of gifts by suppliers to ensure this is not seen as an endorsement.
- Be sure to record all donations in minutes and note how the item will be used.
- Ensure any gifts received that are above the 'token gift' benefit is disclosed to Council and recorded on the register.
- The Code of Conduct applies to members of this committee only, in that local Hall Committee members are not obligated under this code.

Cr Byrne asked all committee members to be mindful when using social media. Open discussion at these meetings is important, but please be mindful of showing other committee members respect by not placing inappropriate comments on social media.

Shannon Rees asked all members to be mindful of the Committee's Terms of Reference. Anyone who has a copy with the 'Draft' watermark please contact Shannon to obtain the revised document.

Action: Council to issue Terms of Reference to members needing a revised copy.

Action: Council to provide a copy of the attendance sheet from today's meeting to Neil Baldwin, as a record of provision of the Code of Conduct training to all members of the CHAC.

AI2. Management Agreement

Shannon noted there are four agreements currently outstanding and this will be followed up with the Hall Committees individually.

Action: *Council to follow up with Committees who have not yet returned the signed Agreement.*

AI3. Draft Community Hall Management Committee Guidelines

A copy of the draft guidelines were distributed amongst members of the CHAC. Members are asked to review the document prior to the next meeting where any issues can be raised and discussed.

Held over to next CHAC meeting.

AI4. Review Draft Templates

Draft Template Number 1 - Maintenance Form

The members of the committee reviewed this form and raised questions around the definition of work of a minor nature. Shannon Rees is in discussions with relevant Council personnel and will confirm this definition as soon possible. Members were reminded to contact Shannon where works are urgent or with any queries regarding what work can be carried out by Committee members. Cr Byrne advised members that Council does have after hours contractors available for repairs to be carried out on weekends in case of emergency and committee members should utilise this service where possible/necessary.

The Committee confirmed this form is suitable for use.

Draft Template Number 2 - Online Hire Form

Shannon Rees confirmed changes that had been made to this form following previous discussions with the Committee. These included the removal of any fees and charges as each hall will differ; and the removal of the tick box to confirm the Hall Management Committee has sighted Public Liability Insurance for commercial/for profit hirers. Anne McLean reminded all members it is advisable to take a copy of any insurance documents provided for record keeping.

A question was raised by Margaret Hulbert of Crabbes Creek Hall who has recently engaged the services of a volunteer through Nortec. The volunteer will complete general maintenance, lawn care and gardening and some chair covering. Margaret asked who holds responsibility for insurance coverage when hosting volunteers. Cr Byrne confirmed that Nortec would hold responsibility for insurance for the volunteer and would provide that information at the time of agreement with the Hall Committee. The Committee was advised to maintain copies of the insurance policy for record keeping.

Committee members did have some topics of discussion with this form which should be directed to Shannon Rees and further discussion will be held over to the next meeting to finalise this form.

Action: *Form to be reviewed at next CHAC meeting.*

Draft Template Number 3 - Hall Hire Register

The members were asked if they were utilising this form as yet and if it was helpful. Anne McLean asked members who choose not to use this form and use a diary to be mindful of the guidelines (Page 18) to be sure they are capturing the correct information.

Cr Byrne asked committee members what their current processes were relating to the receipting of a bond for hall hire. Processes across the committees varied and Cr Byrne recommended members raise this question during the afternoon's session with the Department of Fair Trading.

This template, and the remaining templates not yet reviewed held over to the next meeting of CHAC.

AI5. Incorporation for Management Committees Information Session

An information/training session by representatives of the Department of Fair Trading is to commence following conclusion of this meeting.

AI6. Fire Blankets and First Aid Kits

Shannon Rees has spoken with Eversafe, the company contracted to complete the installation of the fire blankets, who confirm this work is now complete. Signage should be on display. First Aid Kits were made available to the Committees who requested them with Shannon confirming Council will invoice individual committees for fire blankets and/or First Aid Kits in the coming weeks.

Cr Byrne offered some advice to committee members who have First Aid Kits that are provided to hall hirers: place a piece of tape over the latch of the kit to provide a seal which is easily seen if broken. This will help when checking if any items have been used and require replacement. Remember to check expiry dates annually and take some time to review the instructions on use of the fire blankets.

Inwards Correspondence:

1. CHAC Nomination Form - Limpinwood Hall

Nomination form will be submitted to the next Council meeting for endorsement.

General Business:

1. Scheduling Next Meeting, including venue

The committee discussed the date of the next meeting and agreed 23 November as the set date. The venue was discussed and Crabbes Creek Hall Committee representatives nominated to host the next meeting. The committee agreed, due to the date of the next meeting being in close proximity to Christmas, the next meeting is to be held at Tweed Shire Council, Coolamon Centre. The meeting to follow will then be held at Crabbes Creek.

2. Meeting information distribution method

The Committee was asked for their preferred method of distribution: email or printed copy forwarded by post? The Committee agreed email is the preferred method, however, if anyone would like a printed copy due to printer issues etc. please contact Shannon Rees to make these arrangements.

Next Meeting:

The next meeting of the Community Halls Advisory Committee will be held 11.00am 23 November 2015 at Tweed Shire Council, Coolamon Centre.

The meeting closed at 1.00pm.

EXECUTIVE MANAGEMENT TEAM'S COMMENTS:

Nil.

EXECUTIVE MANAGEMENT TEAM'S RECOMMENDATIONS:

Nil.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice.

Terms of Reference - adopted 16 April 2015 (ECM3635284).

b. Budget/Long Term Financial Plan:

Not applicable.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

42 [SUB-TRMAC] Minutes of the Tweed Regional Museum Advisory Committee Special Meeting held Thursday 3 September 2015

SUBMITTED BY: Community and Cultural Services



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.1 Foster strong, cohesive, cooperative, healthy and safe communities
 - 2.1.3 Provide opportunities for residents to enjoy access to the arts, festivals, sporting activities, recreation, community and cultural facilities
-

SUMMARY OF REPORT:

The Minutes of the Tweed Regional Museum Advisory Committee Meeting held Thursday 3 September 2015 are reproduced in the body of this report for the information of Councillors.

RECOMMENDATION:

That the Minutes of the Tweed Regional Museum Advisory Committee Meeting held Thursday 3 September 2015 be received and noted.

REPORT:

The Minutes of the Tweed Regional Museum Advisory Committee Meeting held Thursday 3 September 2015 are reproduced as follows for the information of Councillors.

Venue:

Coolamon Centre

Time:

2:00pm

Present:

Cr Barry Longland; Robyn Grigg (Manager Community & Cultural Services); Judy Kean (Museum Director); Sandra Flannery (Community); Fay O'Keeffe (Community); Janet Swift (Community); Peter Budd (Community); Joan Smith (Tweed Heads Historical Society); Jim Sachs (Tweed Heads Historical Society); Helena Duckworth (Uki & South Arm Historical Society); Jayne Parrott (Uki & South Arm Historical Society); Max Boyd (Murwillumbah Historical Society); David Taylor (Murwillumbah Historical Society).

Apologies:

Tracey Stinson (Director Community & Natural Resources); Gary Fidler (Community); Tony Clark (Murwillumbah Historical Society); Debbie Campbell (Tweed Heads Historical Society)

Chairperson Max Boyd opened the meeting and handed over to Robyn Grigg, Manager Community & Cultural Services.

Agenda Items:

1. Tabling of Tweed Regional Museum Service Agreement

Robyn Grigg briefed the Committee on the TRM Service Agreement.

Robyn explained that the document is an operational document and is therefore quite detailed.

It is not a negotiable document. However it does seek to be clear so any issues regarding clarity or intent should be raised.

The relevant policies that govern the operations of Tweed Regional Museum have been provided to each Historical Society so that they can be read in conjunction with the Service Agreement.

All feedback or queries should be put in writing to Robyn Grigg.

Feedback should be submitted by 2 October 2015, so that it can be presented to the Advisory Committee meeting on 8 October 2015.

A report to Council regarding the Agreement is scheduled for presentation at its November meeting.

Robyn explained that the Service Agreement does not cover leases or licences for buildings; these will be completed later in the year.

Robyn advised that there is one document mentioned in the Service Agreement that hasn't been finalised: the TRM Brand Standards and Acknowledgement Style Guide. This has been developed by Council's Communication and Customer Services unit, and should be available next week.

Judy Kean will forward this document to all Committee members as soon as it is ready.

The TRM Service Agreement was then circulated to Committee members for review.

In response to a query about who should view the Service Agreement, Robyn Grigg and Judy Kean emphasised that all members of the Historical Societies should view and understand the Agreement, as it is binding on all members.

Branding and acknowledgement was discussed.

Judy Kean advised that Historical Societies would be provided with all appropriate wording and logos, and that more detail would be provided in the Brand Standards and Acknowledgement Style Guide.

Robyn Grigg reiterated that the Agreement should be read in conjunction with the supporting documents, most of which would be familiar to Committee members.

Fay O'Keeffe requested that Community Representatives of the Advisory Committee also be given copies of the documents.

Judy Kean and Robyn Grigg advised that copies will be made available to all Community Representatives, but noted that the Community Representatives are not signatories to the Agreement, as the Historical Societies are.

Next Meeting:

The next ordinary meeting of the Tweed Regional Museum Advisory Committee will be held 8 October 2015.

The meeting closed at 2:45pm.

EXECUTIVE MANAGEMENT TEAM'S COMMENTS:

Nil.

EXECUTIVE MANAGEMENT TEAM'S RECOMMENDATIONS:

Nil.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice.

Terms of Reference - reviewed 21 August 2012 (ECM3283132).

b. Budget/Long Term Financial Plan:

Not applicable.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

43 [SUB-AAC] Minutes of the Aboriginal Advisory Committee Meeting held Friday 4 September 2015

SUBMITTED BY: Community and Cultural Services

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.1 Foster strong, cohesive, cooperative, healthy and safe communities
 - 2.1.1 Work closely with government and community organisations to improve services to children and families, youth, elderly, Indigenous people, disadvantaged and minority groups and to build stronger and more cohesive communities
-

SUMMARY OF REPORT:

The Minutes of the Aboriginal Advisory Committee Meeting held Friday 4 September 2015 are reproduced in the body of this report for the information of Councillors.

RECOMMENDATION:

That:

- 1. The Minutes of the Aboriginal Advisory Committee Meeting held Friday 4 September 2015 be received and noted; and**
- 2. The Executive Management Team's recommendations be adopted as follows:**
 - A5. Cultural Heritage Matters**
 - (a) Cobaki Lakes Bulk Earthworks Approval Stages 6, 7, 8 and 9**

That:

- 1. The application for bulk earthworks for Precinct 8 at Cobaki Lakes will need to address Cultural Heritage matters. The application will be forwarded to the Aboriginal Advisory Committee for comment/review upon lodgement.***
- 2. Council notes that staff provided comment/feedback to Leda on week ending 9 October 2015 with regard to the draft open space network for Precinct 6-8, which proposes to incorporate Cultural Heritage Parks. The feedback highlighted the need for compliance***

with the provisions of the approved Cultural Heritage Management Plan (April 2010).

(b) Kingscliff Beach Holiday Park

That:

- 1. Council notes that Everick was not engaged by Council but rather the Tweed Coast Holiday Parks Reserve Trust as the applicant.**
- 2. Tweed Coast Holiday Parks has given an undertaking to comply with any relevant legislation and Council policy necessary to obtain a development consent.**

GB2 Gold Coast Airport Land Reserve No. 59360

That the Aboriginal Advisory Committee requests that any correspondence regarding the rezoning of Crown Reserve 59360 be supplied to the Aboriginal Advisory Committee.

REPORT:

The Minutes of the Aboriginal Advisory Committee Meeting held Friday 4 September 2015 are reproduced as follows for the information of Councillors.

Venue:

Tweed Byron Local Aboriginal Land Council

Time:

9.45am

Present:

Leweena Williams (Tweed Aboriginal Corporation for Sport); Jackie McDonald (Tweed Wollumbin Aboriginal Education Consultative Group representative); Aunty Joyce Summers (Canowindra representative); Des Williams (Tweed Byron Local Aboriginal Land Council representative); Mayor Gary Bagnall (Tweed Shire Council) (arrived at 10.05am).

Ex-officio:

Anne McLean, Robert Appo (Tweed Shire Council), Gabby Arthur (Tweed Shire Council) (Minutes).

Guests (in order of arrival):

Peter Faux (arrived at 9.30am), Les Goulding (arrived at 9.30am); Dan Plummer (Plummer & Smith) (arrived at 10.00am); Sally Cooper (Tweed Shire Council) (arrived at 11.00am); Tim Robins (Everick) (arrived at 11.40am).

Apologies:

Desrae Rotumah (Tweed Aboriginal Co-operative Society); Tracey Stinson, Robyn Grigg (Tweed Shire Council)

In the absence of a quorum, the meeting commenced as a discussion with notes being taken. It was noted that the AAC would not be able to make any recommendations/resolutions until a quorum was achieved.

Agenda Items:

A1. Outstanding Matters Report

Item to be discussed at next meeting.

A2. Yabby Research (Jackie McDonald)

Peter Faux and Les Goulding were introduced to the meeting to discuss potential impacts of tourism operations in the Tweed River at the request of Jackie McDonald.

Peter presented a map and indicated where the yabby banks are situated and identified the area of concern which he believes is being impacted by the tourism operators which are working in the area twice per day. Peter stated the tours involve approximately 80 people per day leaving the boats, walking over the sandbanks and pumping for yabbies. Peter advised that he has been fishing on the Tweed River for 70 years and is of the view the area has changed and is being impacted as a result of tourism based activities. The boats bring tourists to the area and support local business. Peter doesn't wish to stop the boats however he is concerned that the practice is not sustainable. There is major concern that the boat companies wish to increase the visitation and extend the yabbing area. Peter

requested that the AAC members attend a site visit so that he can demonstrate the damage being done.

Dan Plummer arrived at 10.00am

Council approval extends to the Development Application to run a tourist venture. The conditions placed upon the operators are approved by NSW Fisheries as part of a licence. Rob noted that Council is not the consent authority in regard to the NSW Fisheries licence. As such approval to conduct yabbing did not come to the AAC or the Aboriginal community for their input as the Code of Practice regulating the activities is under the authority of NSW Fisheries. Jackie noted that despite the Aboriginal community being a major stakeholder in the health of the river system, the Code was prepared without consultation. Native Title is still in place for this area.

Jackie advised that the Code of Practice has recently been reviewed by NSW Fisheries but she believes it still isn't adequate. The Code includes a condition that the seagrass cannot be damaged or disturbed.

Peter suggested that an environmentally sensitive alternative to the current yabbing practice is required in order to assist the tourist operators. Alternatives could be for the operators to video the pumping of yabbies and show it on the boats, or a walkway could be built through the mangroves as a tourist attraction and then one or two people could pump the yabbies to show the tourists. This more sustainable approach has been introduced in other areas.

Mayor Bagnall arrived at 10.05am

A quorum was achieved at 10.05am.

Mayor Bagnall advised that he sees the practice as a very serious problem that has potential to impact the ecology of the whole river system. Mayor Bagnall noted that some of the tour boat operators are members of the Tweed River Committee, and that all members of that Committee have involvement in the river.

Tracey Stinson has been in contact with Department of Primary Industries. Rowan Chick, Fisheries Scientist, Fisheries NSW will be meeting with members of the AAC and community members in Tweed Heads on 9 September 2015 in relation to the Department of Primary Industries' *Bait Security - Ensuring sustainable and productive NSW invertebrate bait resources project*. Peter and Les confirmed they will be attending a meeting with Rowan.

Scott Petersen of Tweed Endeavour Cruises has extended an invitation to AAC members to visit the sites that his business attends and understand what they do. Tweed Endeavour Tours would like to investigate longer term strategies such as employment, including Aboriginal participation. Mayor Bagnall encouraged the AAC members to go out with Tweed Endeavour Cruises and also Peter and Les to visit the site.

Peter advised the Tweed Fishing Club has self-imposed bag limits as the Tweed Amateur Fishing Club have historically been very conservative in the taking of fish stock because they want their activities to be sustainable.

Peter noted that NSW Fisheries has requested boat operators not to travel through the seagrass beds. Mayor Bagnall advised that the seagrass is ecologically endangered and that damage caused as a result of the boats going through it should not be under-estimated.

Les handed around various photographs which Mayor Bagnall photographed using his mobile phone.

Jackie is concerned that the bank is also being eroded and damaged in the vicinity of the Tweed Historical Society due to the operators picking up the tourists and leaving their boat motors running.

Des advised Peter and Les that the AAC members would discuss the matter further and make a suggestion to the Council in relation to this issue.

Peter and Les advised they are meeting with Rowan and carrying out a site inspection on Wednesday 9 September at 3.00pm. Mayor Bagnall advised that he would like to join them and asked that they liaise with him to arrange his attendance.

Peter Faux and Les Goulding left the meeting at 10.32am.

Robert provided the AAC members with a copy of the Project Summary Information from Department of Primary Industries for the *Bait Security - Ensuring sustainable and productive NSW invertebrate bait resources* and urged AAC members to read through the summary before the meeting with Rowan on Wednesday 9 September 2015.

Chair: Jackie McDonald

Moved: Des Williams

Seconded: Aunty Joyce Summers

RESOLVED that the Chair was declared vacant and nominations were called. Jackie McDonald was nominated and was unanimously elected to Chair the meeting.

Jackie McDonald opened the meeting with a welcome to all present and paid respect to Elders past and present.

Sally Cooper arrived at 11.00am

A3. Accessible Playground, Coral Street, Tweed Heads (Dan Plummer, Plummer and Smith)

Background information in relation to the accessible park and playground project was provided to the AAC. Dan Plummer and Belinda Smith were the successful contractors and are working on the concept plan for the regional accessible park/playground to be constructed at Ebenezer Park, Coral Street, Tweed Heads. Dan worked through a Powerpoint presentation on the history of the site and the draft concept design.

Robert noted that an AHIMS search, using a 200m boundary, identifies a portion of the site that impacts on a registered site which is the caves.

Mayor Bagnall congratulated Dan for his work on the project.

Business suspended to discuss Agenda Item A6(d) before Dan Plummer left meeting.

A6(d) Kirkwood Road Scarred Tree placement in Arkinstall Park - Update

Robert advised that Jason Young has provided an update in relation to placement of the Scarred Tree in Arkinstall Park. Robert reminded the AAC that the Scarred Tree will be located on the southern boundary of Arkinstall Park. Dan provided the drawings for the steel casing around the tree. Dan's engagement on the project is now complete.

Jason expects to have the architectural steel piece to encase the Scarred Tree manufactured within the next 14-21 days, and is looking at completion of the installation in early October.

Dan Plummer left the meeting at 11.19am.

A4. Report on Midden at Faux Park (Sally Cooper, Tweed Shire Council)

Sally tabled the report prepared by Oliver Brown dated 28 August 2015 together with the concept plan for protecting the midden during work on the revetment, and provided an update. Sally advised that the update provided by Oliver doesn't include the Aboriginal Cultural Heritage assessment as this was covered in the first report. The updated report includes more archaeological information.

The proposed revetment works along the riverbank triggered an Aboriginal Cultural Heritage assessment that identified the middens. Two middens were located and are described as the northern (marked in red in the report) and southern (marked in orange in the report) patches. The exposed midden is in the southern patch which is intact and is of high archaeological significance. The northern patch is highly disturbed and suggests that the midden was used as fill.

Sally advised that the midden is smaller than was expected. There is approximately 30cm of fill over the midden and that plus the revetment will provide very good protection for the midden. The proposed revetment works will further protect the midden.

Tom Alletson, Council's Waterways Program Leader is overseeing the work. Although funds are not available to complete all of the work, Tom hopes to work around the midden in the next month or so to ensure its protection. From a research perspective the midden is not considered to be rare.

Jackie asked whether it would be possible to do a project in Faux Park such as taking a cast of the midden profile. Robert advised that the midden would need to be further disturbed to take a cast. Sally suggested that interpretative signage could be placed in the park. Jackie suggested that the interpretative signage could include a photograph of the cross-section midden and a description however it was noted that to photograph the cross-section of the midden would require further disturbance. Des noted that this midden is not a great example of a display of a midden and that there are other sites with much better examples.

Darren Phillips, Council's Foreman-Flood Mitigation is the site contractor for the project and will look after the midden during the works.

Sally advised that the report will assist Council when it is managing infrastructure on the site to ensure that the midden is not disturbed. Des advised that the report was also very helpful for the Aboriginal community.

Robert advised that entombing the midden will still allow the community to conduct research in the future should an opportunity present itself.

Robert asked Sally to thank Oliver for his report.

Sally Cooper left the meeting at 11.40am.
Tim Robins arrived at 11.40am.

A5. Cultural Heritage Matters (Tim Robins, Everick)

(a) Cobaki Lakes Bulk Earthworks Approval Stages 6, 7, 8 and 9

Tim provided the AAC with an update on where this project is up to given that there are 18 different precincts.

Leda is currently proposing a bulk earthworks application for precincts 6, 7, and 8 with fill and cut in some areas. Tim tabled a plan showing the site including precincts 6, 7 and 8. Mayor Bagnall advised that Leda has now fenced off the relevant sites.

Tim advised that Leda has redesigned precinct 8 which contains the middens to include two proposed Cultural Heritage Parks. Leda is proposing to place 25cm of fill over the site which includes the existing midden site. Everick agrees that the fill is required to protect the midden however the AAC needs to determine the depth of fill. Tim confirmed that putting 25cm of fill wouldn't interfere with any future research however the sand ridge should be excluded from the bulk earthworks until further research is conducted. This is in keeping with the recommendation of the AAC at its meeting on 7 February 2014, adopted by Council on 10 April 2014. There is scope for the AAC to ask Council not to approve the bulk earthworks application.

Robert provided an update in relation to the research project. Tim suggested that some training could be incorporated into the research project and that as Everick believes the TBLALC land is the best opportunity to find artefacts, some of the research could be carried out on TBLALC land. Tim advised that the University has offered to donate research time using new techniques and suggested that some of this work could be done on the TBLALC land. Discussion regarding the need for fencing to be erected by Leda to protect the TBLALC land, as it needs to be able to keep out cats and dogs. The fence would need to be erected up to the road as it falls away to the wetland. Anne noted that it may be difficult to have the fence erected as the development was approved by the State Government. Tim noted that the research needs to be completed before the rain starts otherwise it will need to be delayed another year.

Tim advised that the earthworks are required to drain the water away from the residential area to the Broadwater. The bulk earthworks and landscape design works all need to be completed at the same time. Discussions need to occur regarding the landscape design issues over the Cultural Heritage sections of the precinct. The landscape design team needs to meet with Everick and stakeholders including Council to discuss and agree on preservation of the site, how to celebrate the site and how to interpret the site.

Moved: Aunty Joyce Summers

Seconded: Des Williams

RECOMMENDATION that the bulk earthworks for Precinct 8 at Cobaki Lakes be delayed until the landscaping concept plans for the cultural heritage parks are developed in consultation with Council and the Aboriginal Advisory Committee.

(b) Kingscliff Beach Holiday Park

Tim advised that Tweed Coast Holiday Parks is proposing an upgrade of the Kingscliff Beach Holiday Park, and tabled plans. The proposal is a significant revamp of the Park to turn the southern area into open space and to create larger lots in the northern area.

Mayor Bagnall advised that the Tweed Coast Holiday Parks are on Crown Land, and are managed by Tweed Coast Reserve Trust which is a separate meeting to the Council meeting. The Government stipulates that income must be maximised on these sites and can resume ownership of the Parks if the objectives are not met.

The proposed works include a rock wall on the foreshore. A site inspection previously conducted in 2007 by Cyril Scott and Adrian Piper concluded that there was sandmining on the site however a more recent inspection now indicates that it was not sand mined but quarried to the level of the dune. The sand was taken and redistributed to the local area to level it.

Everick will be providing an updated assessment report to the AAC.

As Everick has been engaged by Council, Robert enquired whether Everick received any information from the Aboriginal Cultural Heritage Mapping in relation to this project. Tim advised not at this stage.

A brief update was provided to the AAC regarding the Aboriginal Cultural Heritage Management Plan project. Following a delay, Robyn Eisermann of Council is working to complete the Plan of Management, which is the document that underpins the mapping project. When Robyn last attended the AAC meeting, the AAC approved the use of the mapping on an informal basis within Council.

Moved: Jackie McDonald

Seconded: Aunty Joyce Summers

RECOMMENDATION that:

1. the Aboriginal Advisory Committee expresses its disappointment that information from the draft Aboriginal Cultural Heritage Management Plan project has not been provided to Everick in the engagement process for the Kingscliff Beach Holiday Park upgrade.
2. any information relevant to the Kingscliff Beach Holiday Park upgrade from the draft Aboriginal Cultural Heritage Management Plan be provided to Everick before completion of the Due Diligence report for the project.

Action: *Everick to provide copy of draft Due Diligence Report for Kingscliff Beach Holiday Park to AAC.*

Tim Robins left the meeting at 1.04pm

Minutes of Previous Meeting:

Moved: Mayor Gary Bagnall

Seconded: Aunty Joyce Summers

RESOLVED that the Minutes of the Aboriginal Advisory Committee meeting held Friday 26 June 2015 be accepted as a true and accurate record of the proceedings of that meeting.

Business Arising:

Business Arising from Meeting held on 10 April 2015, 1 May 2015 and 26 June 2015

GB2. Crown Lands Review Update

Jackie enquired when Jan Barham MLC was going to attend the AAC meeting to provide information regarding the Crown Lands Review. Robert advised that all Council officers have signed confidentiality agreements and cannot provide an update.

Robert advised that he sought clarification from the Minister of Aboriginal Affairs at the LGAN conference however he hasn't received a response. Robert was requested to prepare a letter for signature by the Mayor to the Minister of Crown Lands and Minister of Aboriginal Affairs seeking advice.

Moved: Leweena Williams

Seconded: Des Williams

RESOLVED that Council writes on behalf of the Aboriginal Advisory Committee to the Minister of Crown Lands, Minister of Aboriginal Affairs and Jan Barham MLC questioning the reasons for confidentiality and seeking a copy of the Terms of Reference and clarification of the Crown Lands Review.

Action: CDO-Aboriginal to prepare letter for the Mayor's signature to the Minister of Crown Lands, Minister of Aboriginal Affairs and Jan Barham MLC questioning the reasons for confidentiality and seeking a copy of the Terms of Reference and clarification of the Crown Lands Review.

Business Arising from Meeting held on 26 June 2015

GB2 Gold Coast Airport Land Reserve No. 59360

In addition to the current recommendation on page 8 of the Minutes of 26 June 2015 '*that Council advises the AAC about any proposal to rezone Crown Reserve South of the Gold Coast Airport Reserve No. 59360*', the AAC requests that any correspondence regarding the rezoning of Crown Reserve 59360 be supplied to the AAC.

Moved: Jackie McDonald

Seconded: Leweena Williams

RECOMMENDATION that the Aboriginal Advisory Committee requests that any correspondence regarding the rezoning of Crown Reserve 59360 be supplied to the Aboriginal Advisory Committee.

A6. Updates by Community Development Officer-Aboriginal (Robert Appo, Tweed Shire Council)

(a) Reconciliation Action Plan (RAP) and Memorandum of Understanding (MOU)

Council has been invited to attend a workshop on 9 September with the Department of Human Services to discuss learnings of the RAP. Mayor Bagnall and all other Councillors are encouraged to attend. Aunty Joyce and Jackie advised that they will attend the workshop with Department of Human Services.

Tracey Stinson, Director Community and Natural Resources is proposing a workshop be held between the AAC and Executive Management Team (EMT) to review the draft RAP. Robert noted that there are high level strategies in the RAP including Aboriginal employment and Cultural Heritage Induction training which have budget implications and other issues. The AAC requested Robert to progress the RAP and organise a workshop between the AAC and EMT.

Action: CDO-Aboriginal to progress the RAP and organise a workshop between the AAC and EMT.

(b) 2015 Local Government Aboriginal Network (LGAN) Conference - Delegates Report on Conference

Robert reported that he and Gina Combo of TBLALC attended the LGAN conference in Port Macquarie, together with Robyn Grigg. At the conclusion of the conference, the 2016 LGAN conference was handed over to Council.

(c) 2016 Local Government Aboriginal Network (LGAN) Conference - Potential Projects

The AAC will have a cultural role at the LGAN conference in 2016. Council will engage an Events Coordinator to assist with organisation of the event.

Robert sought advice from the AAC regarding potential projects. The resolution at the meeting on 26 June 2015 identified interpretative signage at Goorimahbah and Joongurrabah (Razorback) however Goorimahbah will not be ready. It was suggested that Fingal Head or Faux Park would be better options. The AAC agreed that the project focus on Joongurrabah (Razorback) and Fingal Head.

Mayor Bagnall advised that *Stronger Communities Programme* funding is available through Justine Elliot MP's office. Mayor Bagnall confirmed some of the funding stipulations with Justine Elliot including that the project must be for infrastructure and needs to be matched for funding either in cash or in-kind. Applications must be for between \$5,000 and \$20,000. The first round closes on 18 September. Justine confirmed that Councils are eligible to apply.

(d) Kirkwood Road Scarred Tree placement in Arkinstall Park - Update

Discussed above.

Agenda Item A2 rediscussed.

A2. Yabby Research (Jackie McDonald)

Robert asked the AAC how it would like to respond to the invitation from Scott Petersen of Tweed Endeavour Cruises to go on a 'Catch a Crab' tour. Attendance on the tour would demonstrate the practices and sites impacted by the yabbing practices of the tourist operators. AAC members to consider invitation to attend boat tour, and provide feedback to Robert.

Action: AAC members to consider invitation to attend boat tour with Scott Petersen of Tweed Endeavour Cruises and to provide feedback to CDO-Aboriginal.

Inwards Correspondence:

IC1. Email TSC re Draft Rural Villages Strategy on public exhibition 29 July to 30 September 2015

Robert advised that the Draft Rural Villages Strategy is on public exhibition and encouraged members to look on Council's website. Robert advised that he has had some input through Aboriginal cultural heritage.

General Business:

GB1. Naming of Drain on Kirkwood Road (QoN Cr Milne)

Robert advised that Cr Milne has requested feedback from the AAC re naming the drain on Kirkwood Road. Aunty Joyce advised that the drain is actually a creek which ran to the river, and not a drain. Robert to discuss the naming of the drain with Desrae Rotumah.

Action: CDO-Aboriginal to discuss drain on Kirkwood Road with Desrae Rotumah in response to Cr Milne's QoN re naming of the drain.

GB2. Minutes of AAC meetings

Anne advised that concern has been raised regarding the delay in the AAC Minutes going to Council. An example of this is that the AAC Minutes of 26 June 2015 have been adopted by the AAC at today's meeting, so they haven't yet been to EMT or Council.

At the AAC meeting on 26 June 2015, the AAC made recommendations regarding Lot 156 Creek Street, Hastings Point. As the AAC Minutes have not yet been to Council, Council resolved on the matter without seeing the AAC's recommendation.

The process for all other Advisory Committees of Council that the Minutes go to EMT and Council before they are endorsed by the Committees, was discussed. The AAC agreed that the Minutes are to be referred to EMT and Council for adoption. Once the Minutes have been to EMT, they are to be forwarded to the AAC members with a copy of the EMT recommendation.

Action: That following each AAC meeting, the Minutes be referred to EMT and Council for adoption. Once the Minutes have been to EMT, they are to be forwarded to the AAC members with a copy of the EMT's recommendation.

GB3. Old Toilet Block in Queen Street, Murwillumbah

Mayor Bagnall advised that he has included the toilet block in Queen Street, Murwillumbah on his Facebook and over 7000 people have looked at it and many people have made suggestions. One suggestion has been that it be used for Aboriginal bush tucker and information. Anne noted that due to the gradient of the hill, the toilet block is not accessible. If it is to be used as a public facility and remains in Council's possession, it has to be accessible for everyone in the community.

Next Meeting:

The next meeting of the Aboriginal Advisory Committee will be held Friday 2 October 2015.

The meeting closed at 2.23pm.

EXECUTIVE MANAGEMENT TEAM'S COMMENTS:

A5. Cultural Heritage Matters

- (a) Cobaki Lakes Bulk Earthworks Approval Stages 6, 7, 8 and 9
- (b) Kingscliff Beach Holiday Park

Nil.

GB2 Gold Coast Airport Land Reserve No. 59360

Nil.

EXECUTIVE MANAGEMENT TEAM'S RECOMMENDATIONS:

Executive Management Team's Recommendations:

A5. Cultural Heritage Matters

- (a) *Cobaki Lakes Bulk Earthworks Approval Stages 6, 7, 8 and 9*

That:

1. The application for bulk earthworks for Precinct 8 at Cobaki Lakes will need to address Cultural Heritage matters. The application will be forwarded to the Aboriginal Advisory Committee for comment/review upon lodgement.
2. Council notes that staff provided comment/feedback to Leda on week ending 9 October 2015 with regard to the draft open space network for Precinct 6-8, which proposes to incorporate Cultural Heritage Parks. The feedback highlighted the need for compliance with the provisions of the approved Cultural Heritage Management Plan (April 2010).

- (b) *Kingscliff Beach Holiday Park*

That:

1. Council notes that Everick was not engaged by Council but rather the Tweed Coast Holiday Parks Reserve Trust as the applicant.
2. Tweed Coast Holiday Parks has given an undertaking to comply with any relevant legislation and Council policy necessary to obtain a development consent.

GB2 Gold Coast Airport Land Reserve No. 59360

That the Aboriginal Advisory Committee requests that any correspondence regarding the rezoning of Crown Reserve 59360 be supplied to the Aboriginal Advisory Committee.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice.

Terms of Reference - Adopted 19 September 2013 (ECM 3146605).

b. Budget/Long Term Financial Plan:

Not applicable.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

44 [SUB-LTC] Minute of the Local Traffic Committee Meeting held Thursday 24 September 2015

SUBMITTED BY: Roads and Stormwater

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Supporting Community Life
 - 2.4 An integrated transport system that services local and regional needs
 - 2.4.1 Provide a safe and efficient network of arterial roads connecting neighbourhoods to town centres, employment, shopping, health, commercial and education facilities
-

SUMMARY OF REPORT:

The Minutes of the Local Traffic Committee Meeting held Thursday 24 September 2015 are reproduced in the body of this report for the information of Councillors.

RECOMMENDATION:

That:

1. The Minutes of the Local Traffic Committee Meeting held Thursday 24 September 2015 be received and noted; and
2. The Executive Management Team's recommendations be adopted as follows:

A1 [LTC] Murwillumbah Cycle Club Events - 2016

That the proposed Murwillumbah Cycle Club Events for 2016 and associated temporary road closure of Lundberg Drive be supported, subject to:

1. ***NSW Police approval being obtained.***
2. ***Endorsement of the event by Bicycle NSW/Cycling Queensland.***
3. ***Conformance with a Traffic Management Plan and associated Traffic Control Plans implemented and controlled by Roads & Maritime Services accredited persons.***
4. ***Community and affected business consultation addressing raised concerns***
5. ***The event organiser notifies Tweed residents of the impact of the Criterium events by advertising in the Tweed Link at their expense a minimum of one week prior to the operational impacts taking effect. The advertising must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal***

- contact name and a telephone number for all event related enquiries or complaints.*
- 6. Consultation with bus and taxi operators and arrangements made for provision of services during conduct of the event.*
 - 7. Adequate public liability insurance being held by the event organiser.*
 - 8. All signage erected for the event to not cause a hazard for motorists or pedestrians and be removed immediately following the completion of the event.*
 - 9. Consultation with emergency services and any identified issues addressed.*
 - 10. Arrangements made for private property access and egress affected by the event.*
 - 11. That the applicant organise for the events to be listed on Council's Calendar of Events web page. Go to www.tweed.nsw.gov.au Our Community/Festivals Events and Filming/Calendar of Events and access the Calendar of Events site to upload the event details.*
 - 12. The submission and approval of Community Event applications and compliance with any conditions imposed therein.*
 - 13. The event be conducted in accordance with the current RMS Guidelines for Bicycle Road Races to ensure consistency across the network.*

A2 [LTC] Kingscliff Triathlon 21 to 22 November 2015

That the proposed Kingscliff events on 21 November and Triathlon on 22 November be supported, subject to:

- 1. NSW Police approval being obtained.*
- 2. Endorsement of the event by Triathlons NSW.*
- 3. Conformance with a Traffic Management Plan and associated Traffic Control Plans implemented and controlled by Roads & Maritime Services accredited persons.*
- 4. Community and affected business consultation addressing raised concerns.*
- 5. The event organiser notifies Tweed residents of the impact of their event by advertising in the Tweed Link at their expense a minimum of one week prior to the operational impacts taking effect. The advertising must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints.*
- 6. Consultation with bus and taxi operators and arrangements made for provision of services during conduct of the event*
- 7. Adequate public liability insurance being held by the event organiser.*
- 8. All signage erected for the event to not cause a hazard for motorists or pedestrians and be removed immediately following the completion of the event.*
- 9. Consultation with emergency services and any identified issues addressed*
- 10. Arrangements made for private property access and egress affected by the event.*
- 11. That the applicant organise for the event to be listed on Council's Calendar of Events web page. Go to www.tweed.nsw.gov.au Our Community/Festivals Events and Filming/Calendar of Events and access the Calendar of Events site to upload the event details.*

- 12. *The submission and approval of a Major Event application and compliance with any conditions imposed therein.***
- 13. *The event be conducted in accordance with the current RMS Guidelines for Bicycle Road Races to ensure consistency across the network.***

REPORT:

The Minutes of the Local Traffic Committee Meeting held Thursday 24 September 2015 are reproduced as follows for the information of Councillors:

VENUE:

Mt Warning Meeting Room

TIME:

Commencing at 10.00am

PRESENT:

Committee Members: Cr Barry Longland, Miss Jessica Healey Roads and Maritime Services of NSW, Snr Constable Tony Darby, NSW Police, Mr Rod Bates on behalf of Mr G Provest, Member for Tweed, Mr Col Brooks on behalf of Mr T George MP, Member for Lismore.

Informal: Mr Ray Clark (Chairman), Miss Alana Brooks, Ms Judith Finch (Minutes Secretary).

APOLOGIES:

Mr Nick Naoum, Regulatory Services Mr Thomas George MP, Member for Lismore, Mr Geoff Provest MP, Member for Tweed.

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MIN1

RESOLVED that the Minutes of the Local Traffic Committee Meeting held 27 August 2015 be adopted as a true and accurate record of proceedings of that meeting.

FOR VOTE - Unanimous

SCHEDULE OF OUTSTANDING RESOLUTIONS

SCH1 [LTC-SOR] Schedule of Outstanding Resolutions - 24 September 2015

From Meeting held 23 July 2015

1. [LTC] Berkleys Lane, Pottsville (Item B2)

FILE NO: ECM 3723387; Traffic - Committee; Local Area Traffic Management; Traffic - Pedestrian Crossings; Traffic - Safety; Berkleys Lane; Coronation Avenue

SUMMARY OF REPORT:

Request received for:

- "1. *A left turn only at the eastern exit to direct vehicle traffic to the existing traffic management device being the Eastern round about therefore reducing traffic congestion & possible collisions.*

2. *Create two pedestrian crossings in the above area one being across Berkeley Lane to facilitate pedestrian traffic too and from Coronation Avenue connecting the existing footpaths for the two council caravan parks, public primary school and the medium density residential area at North Pottsville Beach. The second being just west of this new intersection across Coronation Avenue to facilitate the massive amount of pedestrians that presently cross the main street at this point from Phillip street being Sunday Market, Pottsville Waters & Black Rocks Estate pedestrian traffic.*
3. *Public toilet location signs being the Pottsville tennis court oval facility & the Pottsville creek reserve facility."*

The above point number two is extremely important as I have personally witnessed extremely dangerous situations that may have resulted in serious injury or death as my office is located on this intersection, there are similar precedents in the Tweed Shire Road network that are now successful and safe."

COMMITTEE ADVICE:

That:

1. *Once the service lane becomes operational that the request to limit right turns from the eastern leg of Berkleys Lane be reviewed.*
2. *The RMS guidelines for pedestrian warrants are not met in relation to marked pedestrian crossings on Coronation Avenue at Philip Street and Berkleys Lane and the installation therefore cannot be supported.*

Current Status: This item to remain on the Schedule of Outstanding resolutions from Local Traffic Committee meeting held 24 September 2015.

This item was originally listed as an Outstanding Resolution at the Local Traffic Committee Meeting held 23 July 2015.)

-
2. [LTC] Machinery Drive / Minjungbal Drive, Tweed Heads South (Item B3)

ORIGIN:
Roads & Stormwater

FILE NO: ECM 3721485; Traffic - Committee; Traffic - Local Area Traffic Management; Traffic - Pedestrian Crossings; Machinery Drive; Minjungbal Drive

SUMMARY OF REPORT:

Request received in relation to the pedestrian crossing at the intersection of Minjungbal Drive (southbound) and Machinery Drive.

"There are many elderly residents living in that area that use this crossing.

Once the traffic on Minjungbal Drive gets the green light, the pedestrian lights across the intersection are activated if required. The problem experienced is that the left turn from Minjungbal Drive is not delayed if there are pedestrians on the crossing and drivers are not giving way to the mainly elderly pedestrians crossing at that point. I have attached a diagram that more simply explains the problem with the red arrow indicating pedestrians and the yellow indicating traffic flow.

A similar problem on the southern crossing at the same intersection was addressed when motorists performing a left turn out of the shopping centre briefly faced a red arrow to allow pedestrians to begin crossing. This appeared to increase awareness of pedestrian activity by drivers.

Could consideration be given to a similar arrangement on this particular crossing?"

COMMITTEE ADVICE:

That the RMS be requested to review the signal operation on Minjungbal Drive at Machinery Drive to improve pedestrian movements.

From Meeting held 27 August 2015:

The RMS Representative advised that RMS is considering delaying the left turn phase into Machinery Drive from Minjungbal Drive. Further advice will be provided once analysis is complete.

From Meeting held 24 September 2015:

The RMS Representative requested peak pedestrian traffic counts.

Current Status: This item to remain on the Schedule of Outstanding resolutions from Local Traffic Committee meeting held 24 September 2015.

This item was originally listed as an Outstanding Resolution at the Local Traffic Committee Meeting held 23 July 2015.)

BUSINESS ARISING

Nil.

A. FORMAL ITEMS SECTION

DELEGATIONS FOR REGULATORY DEVICES - MURWILLUMBAH

A1 [LTC] Murwillumbah Cycle Club Events - 2016

ORIGIN:

Roads & Stormwater

FILE NO: ECM 3795502; Traffic - Committee; Bicycle Matters - General; Festivals / Events - Other; Pat Smith Park; Lundberg Drive; Honeyeater Circuit; Kite Crescent; Dulguigan Road; Pottsville Road; Tweed Valley Way; Kielys Road

SUMMARY OF REPORT:

Request received for Local Traffic Committee advice in relation to the Event Management Plans including temporary road closures for 2016. Each weekly event is categorised in relation to Cycling Queensland requirements. 'Club only' events are eligible to Murwillumbah Cycle Club members and approved visitors only, and 'Restricted Open' events are eligible to all Cycling Australia members.

Murwillumbah CC Racing Lundberg Drive - Along Lundberg Drive to the roundabout where it turns right into Honeyeater Circuit to travel around to the next roundabout where it turns left into Lundberg Drive. It then returns to the initial roundabout where it turns right into Kite Crescent and continues to follow Kite Crescent before turning left onto Lundberg Drive for the finish of the lap.

The start and finish point is located on Lundberg Drive approximately 150m south of the Kite Crescent intersection.

Registration is conducted under a club tent located on the grassed verge of Lundberg Drive just before the Kite Crescent intersection.

Saturday racing commences at 2.00pm (EST) and is expected to finish by 5.00pm. Sunday racing commences at 7.00am (EST) and is expected to finish by 11.00am.

Temporary road closure is requested as follows:

Saturday (as indicated in race calendar) Lundberg Drive approximately 50m before the Kite Crescent intersection - Time Closed 1.00pm: Time Opened 5.00pm

Sunday (as indicated in race calendar) Lundberg Drive approximately 50m before the Kite Crescent intersection - Time Closed 6.00am: Time Opened 11.00am

Murwillumbah CC Racing from Mooball - between 6 March to 30 October 2016. The majority of events are conducted from Pat Smith Park on Dulguigan Road. Throughout the season the club will also conduct 4-6 events from Tweed Valley Way, Mooball.

Racing will commence from the parking bay located approximately 100m south east of the Pottsville Road intersection on Tweed Valley Way in Mooball. The finish line is located on Pottsville Road approximately 150m east of the Kielys Road intersection.

Saturday events commence at 1.00pm (EST) and are expected to finish by 5.00pm.

All participants are Gold members of Cycling Australia. Races normally attract between 40 and 120 competitors.

Accredited Traffic Controllers with Stop/Go batons will be located at the following intersections and turning points:

Tweed Valley Way and Crabbes Creek Road intersection (right hand turn and turning point)
Tweed Valley Way (Johansen's Creek turning point)
Pottsville Road (turning point)
Tweed Valley Way and Wooyung Road (left hand turn)
Wooyung Road and Tweed Valley Way (right hand turn)
Stokers Road and Tweed Valley way (right hand turn)
Stokers Road and Smiths Creek Road (right hand turn)
Smiths Creek Road and Stokers Road (right hand turn)

Murwillumbah CC Racing from Pat Smith Park - between 6 February and 30 October 2016. The majority of events are conducted from Pat Smith Park on Dulguigan Road, Dungay. Each weekly event is categorised in relation to Cycling Queensland requirements. 'Club only' events are eligible to Murwillumbah Cycle Club members and approved visitors only, and 'Restricted Open' events are eligible to all Cycling Australia members.

Racing will commence from the entrance of Pat Smith Park on Dulguigan Road. The finish line is located at one of the following locations:

- Boyds Lane approximately 500m from the Dulguigan Road intersection
- Urliup Road approximately 400m from the Dulguigan Road intersection, or
- Urliup Road 2.2km from the Dulguigan Road intersection for hilltop finishes

Saturday events commence at 1.00pm (EST) and are expected to finish by 5.00pm. Sunday racing comments at 7.00am (EST) and is expected to finish by 11.00am.

Accredited Traffic Controllers with Stop/Go batons will be located at the following intersections (when in use):

Tomewin Road and Numinbah Road, Murwillumbah (right hand turn)
Numinbah Road and Tomewin Road, Murwillumbah (left hand turn)
Nerang-Murwillumbah Road and Zara Road, Chillingham (left hand turn)
Zara Road and Nerang-Murwillumbah Road, Chillingham (left hand turn)
Nerang-Murwillumbah Road and Nobbys Creek Road (left hand turn)
Nobbys Creek Road and Nerang-Murwillumbah Road (left hand turn)
Nerang-Murwillumbah Road and Crystal Creek Road (left hand turn)
Crystal Creek Road and Nerang-Murwillumbah Road (left hand turn)
North Arm Road and Numinbah Road (right hand turn)
Tyalgum Road and Uki Road (left hand turn)
Dulguigan Road and McAuleys Road (right hand turn)
Urliup Road and Dulguigan Road (left hand turn for time trial start)

COMMITTEE ADVICE:

That the proposed Murwillumbah Cycle Club Events and associated temporary road closure of Lundberg Drive be supported, subject to:

1. NSW Police approval being obtained
2. Endorsement of the event by Bicycle NSW/Cycling Queensland
3. Conformance with a Traffic Management Plan and associated Traffic Control Plans implemented and controlled by Roads & Maritime Services accredited persons
4. Community and affected business consultation addressing raised concerns
5. The event organiser notifies Tweed residents of the impact of the Criterium events by advertising in the Tweed Link at their expense a minimum of one week prior to the operational impacts taking effect. The advertising must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints
6. Consultation with bus and taxi operators and arrangements made for provision of services during conduct of the event
7. Adequate public liability insurance being held by the event organiser
8. All signage erected for the event to not cause a hazard for motorists or pedestrians and be removed immediately following the completion of the event
9. Consultation with emergency services and any identified issues addressed
10. Arrangements made for private property access and egress affected by the event
11. That the applicant organise for the events to be listed on Council's Calendar of Events web page. Go to www.tweed.nsw.gov.au Our Community/Festivals Events and Filming/Calendar of Events and access the Calendar of Events site to upload the event details
12. The submission and approval of Community Event applications and compliance with any conditions imposed therein
13. The event be conducted in accordance with the current RMS Guidelines for Bicycle Road Races to ensure consistency across the network

RECOMMENDATION TO COUNCIL:

That the proposed Murwillumbah Cycle Club Events for 2016 and associated temporary road closure of Lundberg Drive be supported, subject to:

1. NSW Police approval being obtained
2. Endorsement of the event by Bicycle NSW/Cycling Queensland
3. Conformance with a Traffic Management Plan and associated Traffic Control Plans implemented and controlled by Roads & Maritime Services accredited persons
4. Community and affected business consultation addressing raised concerns
5. The event organiser notifies Tweed residents of the impact of the Criterium events by advertising in the Tweed Link at their expense a minimum of one week prior to the operational impacts taking effect. The advertising must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints
6. Consultation with bus and taxi operators and arrangements made for provision of services during conduct of the event
7. Adequate public liability insurance being held by the event organiser

8. All signage erected for the event to not cause a hazard for motorists or pedestrians and be removed immediately following the completion of the event
9. Consultation with emergency services and any identified issues addressed
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12. The submission and approval of Community Event applications and compliance with any conditions imposed therein
13. The event be conducted in accordance with the current RMS Guidelines for Bicycle Road Races to ensure consistency across the network

FOR VOTE - Miss Jessica Healey, Roads & Maritime Services, Rod Bates, Col Brooks, Snr Constable Tony Darby, Cr Barry Longland

DELEGATIONS FOR REGULATORY DEVICES - TWEED HEADS

A2 [LTC] Kingscliff Triathlon 21 to 22 November 2015

ORIGIN:

Roads & Stormwater

FILE NO: ECM 3787997; Traffic - Committee; Festivals - Kingscliff; Parks - Jack Julius; Rotary Lions; Jack Bayliss; Ed Parker; Cudgen Foreshore Park; Bicycle Matters - General; Marine Parade; Vulcan Street; Sutherland Street

SUMMARY OF REPORT:

Request received for temporary access on Council land for the Kingscliff Triathlon event on Saturday 21 November and Sunday 22 November for run, cycle and swim events. Timing of access to the Parks is Saturday 7.30am - 11.00am and Sunday 22 November 4.00am to 1.00pm. Parks in Kingscliff for temporary access are:

Faulks Park
Jack Julius Park
Rotary Lions Park
Jack Bayliss Park
Ed Parker Park
Cudgen Creek Foreshore Reserve

The triathlon will be conducted with similar road closures to previous years being Marine Parade, Wommin Bay Road, Chinderah Bay Drive, Sutherland Street (southbound) and Moss Street. The applicant is to provide further advice to Council in relation to non-event parking needs and how triathlon participants will be directed to designated parking areas. Previous events have been inspected by Council officers and it is considered that improvements are required for directing traffic through the event.

COMMITTEE ADVICE:

That the proposed Kingscliff events on 21 November and Triathlon on 22 November be supported, subject to:

1. NSW Police approval being obtained
2. Endorsement of the event by Triathlons NSW
3. Conformance with a Traffic Management Plan and associated Traffic Control Plans implemented and controlled by Roads & Maritime Services accredited persons
4. Community and affected business consultation addressing raised concerns
5. The event organiser notifies Tweed residents of the impact of their event by advertising in the Tweed Link at their expense a minimum of one week prior to the operational impacts taking effect. The advertising must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints
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12. The submission and approval of a Major Event application and compliance with any conditions imposed therein
13. The event be conducted in accordance with the current RMS Guidelines for Bicycle Road Races to ensure consistency across the network

RECOMMENDATION TO COUNCIL:

That the proposed Kingscliff events on 21 November and Triathlon on 22 November be supported, subject to:

1. NSW Police approval being obtained
2. Endorsement of the event by Triathlons NSW
3. Conformance with a Traffic Management Plan and associated Traffic Control Plans implemented and controlled by Roads & Maritime Services accredited persons
4. Community and affected business consultation addressing raised concerns
5. The event organiser notifies Tweed residents of the impact of their event by advertising in the Tweed Link at their expense a minimum of one week prior to the operational impacts taking effect. The advertising must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints
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8. All signage erected for the event to not cause a hazard for motorists or pedestrians and be removed immediately following the completion of the event

9. Consultation with emergency services and any identified issues addressed
10. Arrangements made for private property access and egress affected by the event
11. That the applicant organise for the event to be listed on Council's Calendar of Events web page. Go to www.tweed.nsw.gov.au Our Community/Festivals Events and Filming/Calendar of Events and access the Calendar of Events site to upload the event details
12. The submission and approval of a Major Event application and compliance with any conditions imposed therein
13. The event be conducted in accordance with the current RMS Guidelines for Bicycle Road Races to ensure consistency across the network

FOR VOTE - Miss Jessica Healey, Roads & Maritime Services, Rod Bates, Snr Constable Tony Darby, Cr Barry Longland

PRESENT. DID NOT VOTE - Col Brooks

B. INFORMAL ITEMS SECTION

GENERAL TRAFFIC ADVICE - MURWILLUMBAH

B1 [LTC] Elizabeth Street, Pottsville

ORIGIN:

Roads & Stormwater

FILE NO: ECM 3664052; Traffic - Committee; Parking Zones; Safety; Elizabeth Street, Pottsville

SUMMARY OF REPORT:

Request received in relation to the concerns of residents of the Elizabeth Grove Neighbourhood Association regarding the lack of line of sight when exiting the complex known as "Elizabeth Grove".

"The opening of the new school at the end of Elizabeth Street plus the greater amount of services on offer at both the Neighbourhood Centre and the Medical Centre, is adding to the need for more parking in Elizabeth Street.

We do not have a solution to the problem, only some suggestions:

- *Nose-in parking all along the even-numbered side of Elizabeth Street, including the area in front of No 12 which is sometimes cordoned off with witches hats as well as the unused area in front of the Medical Centre, then no parking along the odd-numbered side of Elizabeth Street. If this suggestion was implemented, it would also solve the dangerous traffic situation at the intersection of Coronation Avenue and Elizabeth Street.*
- *An area on each side of the road at the exit from "Elizabeth Grove" be designated as a NO PARKING zone. We feel this area should be at least two car-lengths each side of our exit.*

As well as the high demand for parking from the Neighbourhood Centre and the Medical Centre, Elizabeth Street is also used by customers of businesses in Coronation Ave."

Request is for:

- Nose in parking along the eastern side of Elizabeth Street and "No Parking" along the western side of Elizabeth Street.
- Timed parking in Elizabeth Street to prevent businesses from parking up to 10 vehicles on the road most days.
- An area on each side of the road at the exit of Elizabeth Grove be designated "No Stopping".

Council officers have inspected the street and have observed a high demand for parking in the vicinity of the vehicle repair premises and adjacent to the community health building/medical centre. Vehicles are observed to be parked contrary to NSW Road Rules 197 and 208 causing a hazard for pedestrians on the approaches to a new primary school and medical centre. There are no plans for Council to construct nose in parking bays along Elizabeth Street.

There is significant resident parking demand on Elizabeth Street and installing timed parking may result in undesirable impacts for residents.

The 'No Stopping' zones are not supported as the sight distance from the driveway is commensurate with similar type accesses throughout the Tweed Shire.

COMMITTEE ADVICE:

That Council Rangers issue warnings to illegally parked vehicles in Elizabeth Street and then continue to patrol the street and issue infringements to those vehicles in breach of NSW Road Rules.

GENERAL TRAFFIC ADVICE - TWEED HEADS

B2 [LTC] Ivory Crescent, Tweed Heads

ORIGIN:

Roads & Stormwater

FILE NO: ECM 3795353; Traffic - Committee; Parking Zones; Ivory Crescent; Florence Street

SUMMARY OF REPORT:

Request received in relation to parking in Ivory Crescent, Tweed Heads.

Cr Longland left the meeting at 10.35am

"The parking in this area is mainly occupied by employees from the Tweed Hospital. As parking is at a premium it is sometimes common for cars to park on corners which is quite dangerous. One such area in Ivory Crescent is if a car is coming from

Florence Street into Ivory Crescent there is a bend in the road and people are often parking on this bend. When this happens it is difficult to see a car coming from the other direction and quite hazardous. Also if travelling along Ivory into Powell, and turning left, cars are also parked in Powell Street right on the corner - another risky area.

Most of the cars in Ivory are parked there all day as the occupants work at the Hospital. This is difficult for residents as there are quite a number of units in the area. Whilst most units have parking for some visitors there is often nowhere for trades people to park if their vehicles are above the height to enable them to park underneath the building.

It would be appreciated if some signs showing no parking (or yellow lines) on the bends or having limited hours of parking and having designated spaces for rate payers in Ivory Crescent could be considered for this area."

COMMITTEE ADVICE:

That Ivory Crescent and parking in the vicinity of Tweed Heads Hospital be included in the Tweed Heads CBD Parking Study and the Study be tabled at the Local Traffic Committee for discussion.

B3 [LTC] Car Park - Cabarita Headland

ORIGIN:

Roads & Stormwater

FILE NO: ECM 3774300; Traffic - Committee; Car Parks; Parking Zones; Cabarita Headland

SUMMARY OF REPORT:

Request received for a change in parking at the Cabarita Headland car park from a 'No Parking' to a 'No Stopping' zone. The area that this refers to is the turn-around area and vehicles can legally park for up to 2 minutes with the driver remaining in the vehicle or no further than three metres from the vehicle. This defeats the purpose of a turnaround area, as parked vehicles obstruct vehicles trying to turn around.

Road Rules 2014 state:

"168 No parking signs

- (1) The driver of a vehicle must not stop on a length of road or in an area to which a no parking sign applies, unless the driver:*
 - (a) is dropping off, or picking up, passengers or goods, and*
 - (b) does not leave the vehicle unattended, and*

- (c) *completes the dropping off, or picking up, of the passengers or goods, and drives on, as soon as possible and, in any case, within the required time after stopping.*

Maximum penalty: 20 penalty units.

- (2) *For this rule, a driver leaves a vehicle unattended if the driver leaves the vehicle so the driver is over 3 metres from the closest point of the vehicle.*

- (3) *In this rule:
required time means:*

(a) *if information on or with the sign indicates a time—the indicated time, or*

(b) *if there is no indicated time—2 minutes, or*

(c) *if there is no indicated time, or the indicated time is less than 5 minutes, and rule 206 applies to the driver—5 minutes.*

Note 1. With is defined in the Dictionary.

Note 2. Rule 206 applies to a driver if the driver's vehicle displays a current parking permit for people with disabilities and the driver complies with the conditions of use of the permit—see rule 206 (1).

167 No stopping signs

A driver must not stop on a length of road or in an area to which a no stopping sign applies."

It is requested that the Rangers advise the Local Traffic Committee on how many traffic infringements have been issued in relation to the existing signage and its effectiveness.

COMMITTEE ADVICE:

That the installation of "No Stopping" signs on Cabarita Headland to replace the existing "No Parking" signs is not supported.

NEXT MEETING:

The next meeting of the Local Traffic Committee will be held 22 October 2015 in the Mt Warning Meeting Room commencing at 10.00am.

There being no further business the Meeting terminated at 11.00am.

SECTION A - FORMAL ITEMS SECTION - DELEGATIONS FOR REGULATORY DEVICES FOR ENDORSEMENT BY COUNCIL:

A1 [LTC] Murwillumbah Cycle Club Events - 2016

That the proposed Murwillumbah Cycle Club Events for 2016 and associated temporary road closure of Lundberg Drive be supported, subject to:

1. NSW Police approval being obtained.
2. Endorsement of the event by Bicycle NSW/Cycling Queensland.
3. Conformance with a Traffic Management Plan and associated Traffic Control Plans implemented and controlled by Roads & Maritime Services accredited persons.
4. Community and affected business consultation addressing raised concerns.
5. The event organiser notifies Tweed residents of the impact of the Criterium events by advertising in the Tweed Link at their expense a minimum of one week prior to the operational impacts taking effect. The advertising must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints.
6. Consultation with bus and taxi operators and arrangements made for provision of services during conduct of the event.
7. Adequate public liability insurance being held by the event organiser.
8. All signage erected for the event to not cause a hazard for motorists or pedestrians and be removed immediately following the completion of the event.
9. Consultation with emergency services and any identified issues addressed.
10. Arrangements made for private property access and egress affected by the event.
11. That the applicant organise for the events to be listed on Council's Calendar of Events web page. Go to www.tweed.nsw.gov.au Our Community/Festivals Events and Filming/Calendar of Events and access the Calendar of Events site to upload the event details.
12. The submission and approval of Community Event applications and compliance with any conditions imposed therein.
13. The event be conducted in accordance with the current RMS Guidelines for Bicycle Road Races to ensure consistency across the network.

A2 [LTC] Kingscliff Triathlon 21 to 22 November 2015

That the proposed Kingscliff events on 21 November and Triathlon on 22 November be supported, subject to:

1. NSW Police approval being obtained.
2. Endorsement of the event by Triathlons NSW.
3. Conformance with a Traffic Management Plan and associated Traffic Control Plans implemented and controlled by Roads & Maritime Services accredited persons.
4. Community and affected business consultation addressing raised concerns.
5. The event organiser notifies Tweed residents of the impact of their event by advertising in the Tweed Link at their expense a minimum of one week prior to the operational impacts taking effect. The advertising must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints.

6. Consultation with bus and taxi operators and arrangements made for provision of services during conduct of the event.
7. Adequate public liability insurance being held by the event organiser.
8. All signage erected for the event to not cause a hazard for motorists or pedestrians and be removed immediately following the completion of the event.
9. Consultation with emergency services and any identified issues addressed.
10. Arrangements made for private property access and egress affected by the event.
11. That the applicant organise for the event to be listed on Council's Calendar of Events web page. Go to www.tweed.nsw.gov.au Our Community/Festivals Events and Filming/Calendar of Events and access the Calendar of Events site to upload the event details.
12. The submission and approval of a Major Event application and compliance with any conditions imposed therein.
13. The event be conducted in accordance with the current RMS Guidelines for Bicycle Road Races to ensure consistency across the network.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice v2.5.

b. Budget/Long Term Financial Plan:

Not Applicable.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

CONFIDENTIAL ITEMS FOR CONSIDERATION

Nil.

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