



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 27 October 2016

held at **Harvard Room, Tweed Heads Administration
Building, Brett Street, Tweed Heads**
commencing at 5.00pm

Principles for Local Government

The object of the principles for Tweed Shire Council, as set out in Section 8 of the Local Government Amendment (Governance and Planning) Bill 2016, is to provide guidance to enable council to carry out its functions in a way that facilitates a local community that is strong, healthy and prosperous.

Guiding Principles for Tweed Shire Council

(1) Exercise of functions generally

The following general principles apply to the exercise of functions by Tweed Shire Council:

- (a) Provide strong and effective representation, leadership, planning and decision-making.
- (b) Carry out functions in a way that provides the best possible value for residents and ratepayers.
- (c) Plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- (d) Apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- (e) Work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
- (f) Manage lands and other assets so that current and future local community needs can be met in an affordable way.
- (g) Work with others to secure appropriate services for local community needs.
- (h) Act fairly, ethically and without bias in the interests of the local community.
- (i) Be responsible employers and provide a consultative and supportive working environment for staff.

(2) Decision-making

The following principles apply to decision-making by Tweed Shire Council (subject to any other applicable law):

- (a) Recognise diverse local community needs and interests.
- (b) Consider social justice principles.
- (c) Consider the long term and cumulative effects of actions on future generations.
- (d) Consider the principles of ecologically sustainable development.
- (e) Decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

(3) Community participation

Council should actively engage with the local community, through the use of the integrated planning and reporting framework and other measures.

Items for Consideration of Council:

ITEM	PRECIS	PAGE
	CONFIRMATION OF MINUTES	6
1	[CONMIN] Confirmation of the Minutes of the Ordinary Council Meeting held Thursday 15 September 2016	6
2	[CONMIN] Confirmation of the Minutes of the Ordinary Council Meeting held Thursday 6 October 2016	8
	SCHEDULE OF OUTSTANDING RESOLUTIONS	10
3	[SOR-CM] Schedule of Outstanding Resolutions	10
	MAYORAL MINUTE	14
4	[MM-CM] Mayoral Minute for September 2016	14
	RECEIPT OF PETITIONS	16
5	[ROP-CM] Receipt of Petitions	16
	REPORTS THROUGH THE GENERAL MANAGER	20
	REPORTS FROM THE GENERAL MANAGER	20
6	[GM-CM] Tweed Kenya Mentoring Program - Annual Report for 2015/2016	20
	REPORTS FROM THE DIRECTOR PLANNING AND REGULATION	33
7	[PR-CM] 2016/17 Fees and Charges Amendments - Subdivision Approvals	33
	REPORTS FROM THE DIRECTOR COMMUNITY AND NATURAL RESOURCES	38
8	[CNR-CM] Opening Hours of Tweed Shire Libraries	38
9	[CNR-CM] Tweed Regional Accessible Park and Playground Concept Plan	44
10	[CNR-CM] New Fees and Charges item for Canvas and Kettle Meeting Room	47
11	[CNR-CM] The Anchorage Boardwalk - Options Report	52
12	[CNR-CM] Outcomes of the Food for Thought Forum	56
13	[CNR-CM] Request for Offer RFO2016-120 Construction of Tyalgum Memorial Park and Lookout	62
14	[CNR-CM] SALT Surf Life Saving Club	66
	REPORTS FROM THE DIRECTOR ENGINEERING	70
15	[E-CM] Bridge Naming - Tweed Valley Way, Burringbar	70

16	[E-CM] Classification of Land as Operational - 341 Tweed Valley Way, South Murwillumbah	73
17	[E-CM] Crown Reserve 95559 at Tyalgum	75
18	[E-CM] Amendment to Section 94 Plans	80
19	[E-CM] RFO2016131 Supply of Hydrofluorosilicic Acid (H ₂ SiF ₆)	86
	REPORTS FROM THE DIRECTOR CORPORATE SERVICES	90
20	[CS-CM] Application for 2016/2017 Events Sponsorship - World Environment Day Festival - 4 June 2017	90
21	[CS-CM] Late Application for 2016/2017 Events Sponsorship - Murwillumbah Show	95
22	[CS-CM] Compliments and Complaints Analysis Report for the Period 1 April to 30 June 2016	100
23	[CS-CM] Legal Services Register for the Period 1 July to 30 September 2016	106
24	[CS-CM] Pecuniary Interest Returns 2015/2016	112
25	[CS-CM] Audit Committee Report for Year Ended 30 June 2016	114
26	[CS-CM] 2015/2016 Draft Statutory Financial Reports/Audit Report	116
27	[CS-CM] Tweed Shire Council Annual Report 2015/2016 includes SOE	119
28	[CS-CM] Carry Over Works from 2015/2016 to 2016/2017 Budget	122
29	[CS-CM] Monthly Investment and Section 94 Development Contribution Report for Period ending 30 September 2016	131
	ORDERS OF THE DAY	148
30	[NOM] Banora Point Drainage Scheme	148
31	[NOM] Proposed Shark Control for the Tweed Coast	150
	QUESTIONS ON NOTICE	152
32	[QoN-Cr Milne] Rail Trail	152
	REPORTS FROM SUB-COMMITTEES/WORKING GROUPS	153
33	[SUB-CHAC] Minutes of Community Halls Advisory Committee Meeting held Monday 1 August 2016	153
34	[SUB-ADC] Minutes of the Tweed Shire Australia Day Committee Meeting held Wednesday 3 August 2016	167
35	[SUB-AAC] Minutes of the Aboriginal Advisory Committee Meeting held Friday 23 September 2016	171
36	[SUB-AAC] Minutes of the Aboriginal Advisory Committee Meeting	178

	held 5 August 2016	
37	[SUB-TCC] Minutes of the Tweed Coastal Committee Meeting held Wednesday 10 August 2016	186
38	[SUB-LTC] Minutes of the Local Traffic Committee Meeting Held Thursday 8 September 2016	190
39	[SUB-LTC] Minutes of the Local Traffic Committee Meeting held Thursday 13 October 2016	205
40	[SUB-TRMAC] Minutes of the Tweed Regional Museum Advisory Committee Meeting held Thursday 8 September 2016	215
	CONFIDENTIAL ITEMS FOR CONSIDERATION	219
	REPORTS FROM THE DIRECTOR PLANNING AND REGULATION IN COMMITTEE	219
C1	[PR-CM] Approval to Operate Community Markets CONFIDENTIAL	219
	REPORTS FROM THE DIRECTOR ENGINEERING IN COMMITTEE	220
C2	[E-CM] Acquisition of Land for Road - Intersection of Terranora Road and Fraser Drive, Terranora CONFIDENTIAL	220
	REPORTS FROM THE DIRECTOR CORPORATE SERVICES IN COMMITTEE	221
C3	[CS-CM] Unpaid Rates CONFIDENTIAL	221

CONFIRMATION OF MINUTES

- 1 [CONMIN] Confirmation of the Minutes of the Ordinary Council Meeting held Thursday 15 September 2016

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 15 September 2016 are attached for information and adoption by Council.

RECOMMENDATION:

That:

1. **The Minutes of the Ordinary and Confidential Council Meetings held Thursday 15 September 2016 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 15 September 2016 (ECM 4225815)

(Confidential) Attachment 2

Minutes of the Confidential Council Meeting held Thursday 15 September 2016 (ECM 4225755).

2 [CONMIN] Confirmation of the Minutes of the Ordinary Council Meeting held Thursday 6 October 2016

SUBMITTED BY: Corporate Governance



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Code of Meeting Practice Version 2.5.

b. Budget/Long Term Financial Plan:

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c. Legal:

Not Applicable.

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Attachment 1	Minutes of the Ordinary Council Meeting held Thursday 6 October 2016 (ECM 4254866)
(Confidential) Attachment 2	Minutes of the Confidential Council Meeting held Thursday 6 October 2016 (ECM 4254845).

SCHEDULE OF OUTSTANDING RESOLUTIONS

3 [SOR-CM] Schedule of Outstanding Resolutions

SUBMITTED BY: Corporate Governance

Validms



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: Following discussions with the Reconciliation Action Plan Group the Aboriginal Employment Strategy will be provided as a new section in the Workforce Management Plan to be adopted effective 1 July 2017.

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.

17 SEPTEMBER 2015

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: Director Planning and Regulation and Director Corporate Services met with the Mayor and it was agreed to develop a simple communication resource that explains the Development Application process.

21 JULY 2016

REPORTS FROM THE DIRECTOR COMMUNITY AND NATURAL RESOURCES

16 [CNR-CM] Concept Plans and Estimates - South Murwillumbah

337

**Cr W Polglase
Cr P Youngblutt**

RESOLVED that:

1. Council receives and notes this report.
2. Council liaises with the business owners of South Murwillumbah to obtain a better outcome.

Current Status: Initial meeting and briefing with South Murwillumbah business owners and Councillors was originally scheduled for October 2016 and now will be rescheduled post the election. Investigations to be undertaken and report to be prepared.

15 SEPTEMBER 2016

REPORTS FROM THE GENERAL MANAGER IN COMMITTEE

C1 [GM-CM] Murwillumbah Railway Station

C 29

That Council:

1. Authorises the General Manager to enter into lease negotiations for the Murwillumbah Railway Station.
2. A report be bought back to a future Council meeting which includes the terms and conditions of the future potential lease.

Current Status: Negotiations with John Holland Rail have commenced in regards to the possibility of a lease being granted to Council.

15 SEPTEMBER 2016

aC1 [GM-CM] Murwillumbah Airfield - Lease Negotiations

That Council:

- a) Bring forward a report investigating all development and leasing options available for the Murwillumbah Airfield; and
- b) Advise the potential lessee that the current lease negotiations for the western side of the Murwillumbah Airfield will be suspended until this report is determined by Council.

Current Status: A request for quote has been sought from two suitably qualified land use planning and strategy companies specialising in airport developments with fee proposals to be submitted by mid October.

MAYORAL MINUTE

4 [MM-CM] Mayoral Minute for September 2016

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

The Mayor did not attend any committee meetings during September 2016.

INVITATIONS / MAYORAL REPRESENTATION:

Attended by the Mayor

- 3 September Tweed Home Expo – Seagulls Club, Gollan Drive, Tweed Heads West. Crs Longland and Polglase also attended.
- 23 September Official Opening of the Dutch Australian Festival – The Undercroft, All Saints Church, Byangum Road, Murwillumbah. Cr Longland also attended.

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

- 20 September Murwillumbah High School Year 12 Graduation Ceremony – Murwillumbah High School, Riverview Street, Murwillumbah. Cr Longland attended.

Inability to Attend by or on behalf of the Mayor

All invitations were accepted by the Mayor or attended by another Councillor on her behalf.

REQUESTS FOR WORKSHOPS:

Councillors did not request any additional workshops during September 2016.

CONFERENCES:

Conferences attended by the Mayor and/or Councillors

Councillors did not attend any conferences during September 2016.

Information on Conferences to be held

There was no information received on pending conferences during September 2016.

SIGNING OF DOCUMENTS BY THE MAYOR:

- 15 September Licence Agreement – Shoobridge Group Pty Ltd – Lot 17 DP 712954
Bob Whittle Airfield Murwillumbah.
-

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 the Mayoral Minute for the month of September 2016 be received and noted.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

RECEIPT OF PETITIONS

5 [ROP-CM] 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:

1. **Petition from residents of Darlington Drive (private road) Banora Point containing eight signatories**

"Removal of all Fig trees or reduce canopy to safe level in that part of Darlington Drive Banora Point between house numbers 107 to 137.

In view of the recent event where a large Fig tree fell across the roadway during the night of inclement weather requiring removal by local resident. Council Officer advised that the tree was on 75% public land and 25% Council land but residents need to arrange and meet cost for removal.

One of the main request reasons is for the safety of both individual residents and their own properties. The trees may have provided their initial reason for planting in 'Noise Barrier' but some trees now appear to have a disease which will eventually cause them to fall. Three diseased trees have already been removed at owner's expense.

We consider the recent falling of this large tree is a warning to council and residents of the danger being faced.

Road showing signs of being lifted by tree roots. Council already informed.

Council staff have informed residents that they will not be responsible if trees fall and damage property. We believe this incorrect and if roles were reversed Council would take action against land owners.

Whilst we acknowledge recent pruning by Council to trees along area of concern we now ask that serious consideration be given to removal of all Fig trees within the boundaries of both council and residents own land. Removal of trees will in our opinion not only save ongoing costs to Council but possibly prevent an accident causing major damage to properties or worse even death.

2. Petition from residents of Leisure Drive, Banora Point containing 113 signatories

Enter and Exit Driveways from Aveo Retirement Village and St. Martha's Retirement Village

I wish to draw your attention to the following hazardous conditions along Leisure Drive Banora Point:

- 1. In a short space the road is two lanes reducing to one lane then returning to two lanes;***
- 2. A 'safety' island is installed exactly where the road is one lane;***
- 3. This safety zone is used by elderly residents of Aveo and by a large number of School children.***
- 4. Egress and ingress to both Aveo retirement Village and, to St. Martha's is quite dangerous as there are no slip turning lanes for either village.***
- 5. Traffic is quite heavy at peak times and residents feel very unsafe particularly when trying to negotiate a right hand turn into Leisure Drive from our Retirement Village.***
- 6. Traffic is travelling much too fast along this section of road when elderly residents are attempting the turnings.***

This is of great concern for all of the residents, the many local school children as well as family members who try to cross Leisure Drive.

It is quite apparent that the area is a black spot and endangers all users whether elderly or not.

I write to you as Manager of Aveo Retirement Village and, at the direct request of many residents as shown on the petition already provided to Warren Polglase; as well as the representatives of the Committee. We are all concerned about the risks associated with the busy thoroughfare.

I ask that an onsite inspection be carried out by your Traffic Engineering Section.

There needs to be a pedestrian crossing installed so that the area is safe to cross. I have personally witnessed the trouble that residents and school children encounter when trying to the cross this busy road.

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

6 [GM-CM] Tweed Kenya Mentoring Program - Annual Report for 2015/2016

SUBMITTED BY: General Manager

Validms



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



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:

This report provides a summary of the key activities undertaken by the Tweed Kenya Mentoring Program (TKMP) during the 2015/2016 financial year and describes the overall operational goals, as well as short term objectives of the program.

RECOMMENDATION:

That Council receives and notes the annual report documenting outcomes and expenditure associated with the Tweed Kenya Mentoring Program during the 2015/2016 financial year.

REPORT:

The Tweed Kenya Mentoring Program (TKMP) is a voluntary humanitarian project that was initiated by Council staff in 2004, and which now operates four water filtration systems, known as Safewater Projects, in the Siaya district of western Kenya. The project runs as a charity under the governance of the International River Foundation (IRF), and uses locally raised funds to work closely with Kenyan villages on critical water, sanitation and community health activities. More detailed information on TKMP can be found in the 2015-2017 Operational Plan, attached to this report, or by accessing the TKMP page of Councils webpage at <http://tkmp.tweed.nsw.gov.au/>

TKMP is managed in the Tweed by a committee comprised of Council and IRF staff. TKMP have engaged a project partner in Kenya, Olita Ogonji, who is responsible for both the strategic and logistical delivery of the project, as well as technical operation and repair of Safewater facilities. The project partner works closely with community water committees and local government politicians and agencies to ensure that projects are valued, used and maintained.

Specific tasks undertaken on a regular basis over the past twelve months of TKMP operations have included:

- Providing resource support to ensure the operation and maintenance of four water treatment facilities such as provision of consumables and spare parts with the involvement of the Water User Committees and the operators to ensure the transfer of knowledge.
- Prepare quarterly reports in required format to the TKMP Committee.
- Prepare quarterly budget estimates for TKMP Committee.
- Provide proof of expenditure on program to HOOK (a partnering NGO to TKMP) on a quarterly basis or as required.
- Promptly advising the TKMP Committee of any issues or problems regarding the operation and management of the facilities.
- Identify and recommending improvements to facility operations and TKMP program.
- Training and supporting facility operators to improve their skills.
- Liaising with the operators and Water User Committees on a regular basis to ensure;
 - Safewater facilities are being maintained and operated at an acceptable standard,
 - All water produced is being recorded,
 - Income is being generated and recorded from the sale of water.

The following table outlines TKMP’s adopted objectives, and the performance indicators that are being used to measure attainment.

Project Objectives	Performance Indicators
Safewater Facility Operation and Maintenance	
<i>The project will ensure that all Safewater facilities are operated and maintained to a high standard, and that detailed, accurate records of water production and water sales income are recorded and reported.</i>	<ul style="list-style-type: none"> • All required maintenance is undertaken promptly, and anticipated major maintenance needs conveyed to TKMP. • Day to day operation is appropriate to community needs in terms of operating

	<p>hours, volume of water produced etc. Project consumables are always available as required.</p> <ul style="list-style-type: none"> • Pumps are maintained appropriately. • Filters back washed daily. • Chemical cleaning with chlorine is undertaken at least weekly. • Pre-filter cleaned daily. • Operators are trained to a high standard of competence and able to complete all aspects of project operation, as well as requisite record keeping. • Operators are attending to duties as per agreed conditions, and provided with agreed allowance in a consistent and timely manner. • Records of water produced and distributed are consistently and accurately recorded and stored. • Periods of in-operation are recorded, with associated reasons, and measures taken to solve problems. • Water is provided to community members at an agreed price, with water fees collected consistently and accurately recorded and stored. • Subject to confirmation and negotiation of detailed operating protocols, revenue raised through water sales will be provided to the community management committee for banking, and or purchase of project consumables as required.
<p>Community Engagement and Education</p>	
<p><i>The project will increase community support for and commitment to operating, maintaining and using Safewater facilities, leading to an increased/sustained water consumption and revenue generation over the 12 month project period.</i></p>	<ul style="list-style-type: none"> • Community committees meet regularly and provide feedback to TKMP on the standard of operation of the Safewater facilities. • Community committees are able to show records of revenue generated by facilities, and how revenue has been used to support facility operation. • Number of households consistently (daily) collecting and paying for water is increasing. • Local leaders consistently use and are supportive of facilities and have an awareness and appreciation for the benefits of safe water and sanitation.

	<ul style="list-style-type: none"> • Relevant local government agencies are aware of the Safewater facilities and their benefits, and are supportive of their continued operation. • Total water supplied/consumed from each facility is increasing.
Increased demand for and use of safe sanitation in homes and schools.	
<i>The project will begin the process of increasing community knowledge of and commitment to using safe sanitation facilities, leading to the upgrade and construction of new domestic toilets in villages served by Safewater facilities over the 12 month project period.</i>	<ul style="list-style-type: none"> • Preparation of a safe sanitation project plan • Collection of data on the existing levels of use/availability of safe sanitation • Collection of data on locally preferred and practical options for domestic safe sanitation • Collection of data on potential motivators for and barriers to safe sanitation uptake • Installation of pilot toilet installations using locally available and affordable construction techniques
Safewater project implementation	
<i>A practical project will be delivered in association with a volunteer from Australia, leading to increased TKMP effectiveness in Safewater villages, and the maintenance of bonds and information exchange between Siaya and Tweed.</i>	<ul style="list-style-type: none"> • A project will be identified, planned and delivered safely and effectively.
Reporting	
<i>Reports supplied to TKMP in Australia are consistently on time, detailed and accurate.</i>	<ul style="list-style-type: none"> • Financial record keeping is in accordance with project requirements. • Performance based reporting is of high quality. • Reports are on time.

PROGRAM EXPENDITURE 2015/2016

The table below is in Kenyan Shilling (KES) where the exchange rate for the period averaged 68 KES to 1 AUD.

2015/2016 Expenditure		Actuals	Budget	Surplus/ (Deficit)
Allowances				
Project Management Fee		KES 2,012,500	KES 1,980,000	(KES 32,500)
Operator allowances		KES 252,000	KES 360,000	KES 108,000
Safe Water Maintenance				
Repairs/maintenance		KES 202,120	KES 144,000	(KES 58,120)
Fuel	KES 27,100			
Meetings	KES 11,667			
Records/Books/Miscellaneous	KES 12,700			
Bank charges	KES 8,574	KES 60,041	KES 120,000	KES 59,959
Total Safe Water Operating Costs		KES 2,526,661	KES 2,604,000	KES 77,339
Additional Costs				
Accounting Service		KES 336,000	KES 336,000	KES 0
Bank charges and transfer fees		KES 10,964	KES 0	(KES 10,964)
Total Additional Costs		KES 346,964	KES 336,000	(KES 10,964)
Total Operating Costs		KES 2,873,625	KES 2,940,000	KES 66,375
Capital - Additional Funding				
Gona repairs/Tank replacement		KES 45,740		
Tinga Water pump/suction line & transport		KES 41,100		
Gona Water Pump/suction line & transport		KES 38,300		
Ochillo pump		KES 35,000		
Ochillo raw water tank replacement		KES 65,000		
Subtotal Capital costs		KES 225,140		
TOTAL EXPENDITURE		KES 2,751,801		

STATUS OF SAFEWATER PROJECTS 2015/16

In 2015/16 the focus of TKMP activities was the rehabilitation, operation and maintenance of Safewater Projects at Gona Dam, Tinga Dam, Manyasi Dam and Ochilo Primary School in South-Central Alego of Siaya County. The following are the highlights of project performance, achievements and status as reported by Olita Ogonji.

Gona Community Safewater Project

A 15-member Gona Community Dam and Safewater committee currently manages this project, which targets 5000 residents in the lower Obambo Kadenge area. The facility includes water filters, pump, tanks and pipes, all of which are in excellent working condition, and operated by Mr Elias Okola. The following are the project activities, status and key achievements in the period:

- **Repairs, operation and maintenance.** The team managed to keep the project fully operational with minor incidences of supply interruptions since taking over the management. The community use of the facility also increased as demonstrated by the volume of water produced, distributed and/or. Regular monthly filter and system soak,

wash and disinfection, and servicing of the pump were carried out. The following are the repairs and maintenance works that took place in the 2015/16:

- Technical support, supervision and training provided to operator and committee throughout the period;
 - Prompt repair and maintenance carried out, and ensured water was treated and safe to drink throughout the period;
 - Regular monthly filter and system wash/soak/disinfection, and weekly pre-filter cleaning undertaken;
 - Provided fuel to projects, and undertook regular monthly pump oil change, and quarterly pump service;
 - Provided operator with PPE (dust coats, gumboots, gloves, liquid soap, and cleaning brushes);
 - Purchased a new Honda water pump to replace the old one;
 - Repaired and stored the old pump;
 - Bought new 5000 litre water tank to replace damaged one;
 - Replaced UPVC intake pipeline with durable PPR line and carried out repairs;
 - Painted the kiosk to give it a new look; and,
 - Erected a perimeter fence to secure the kiosk and intake areas to ward off livestock/people damage of the pipeline.
- **Water records and banking.** To date the project maintains an up to date record of water volume production, sales and monies collected and banked. Between Aug 2015 and April 2016 a total of 143,910 litres of water was produced and distributed, and KES 15,340/- collected and banked. 60% of the amount collected/banked (or KES 9,204) has been set-aside for O&M with the remaining 40% (or KES 6,136) for a community savings fund to be used for projects and activities chosen by community. Peak water production/consumption was in the dry period November 2015 to March 2016 with to 115,890 litres being distributed.
 - **Community and committee participation.** Gona community provided encouraging support and participation in the SW project in the period. The committee conducted regular bi-weekly meetings, and worked with local chief, leaders and elders to implement the by-laws for the facility and protection of the dam. The dam rules have outlawed livestock and people from accessing the dam. It is now an offence attracting a fine for anyone found bathing, fishing or whose animals are found inside of Dam. The committee is in the process of obtaining formal registration and open bank account where revenues being collected shall be safely deposited.
 - **Dam water source.** Gona dam has good quality water, and is holding water quite well. There was significant livestock damage of the perimeter fence, silt trap and parts of the dam walls. The community/leaders have developed bylaws to protect the water source. There is a dam security team that patrols and works with the operator, reports and fines those found watering their livestock, fishing or swimming within the dam waters. Still, a good number of people fetch water directly from the dam to use for building, washing cloths/utensils and cooking to save money. Drinking and bathing waters are fetched from SWP.

Emerging out of 2015/16. The following are some of the issues emerging from Gona SWP needing attention:

- Need to sustain the improved committee/community present participation in, and leadership and ownership of SWP;
- Mainstream safe sanitation awareness and actions into SWP activities as a good number of people in the area still practice open defecation (OD). This can be extended to Obambo primary school; and,
- Support community to identify and invest in livelihood projects linked to SW/WASH program activities. The community/committee has so far mentioned clean water supply, beekeeping and tree-seedling enterprises;.

Tinga Community Safe Water Project

Tinga Community Dam and Safewater Project is managed by 13-member committee and targets some 4000 residents who fetch water from the dam. The dam is highly silted and in dire need of excavation. Damage to the dam and high silt levels are caused by livestock, flooding and farming along the Manyasi valley flood waterways. The Safewater Project facilities; filter, pump, tanks and pipes are in good working condition. The project operator Mr Evans Oliech replaced Ms Dorothy Akinyi who relocated to Nairobi in April. The following are the project activities, status and key achievements in the period:

- **Repairs, operation and maintenance.** The project was continually operational despite the high silt levels in the dam. The filters required regular washing and agitation to unclog silt load that also caused the dam water to have a foul smell and greenish brown in appearance. There were a few supply interruptions due to washing, soaking and disinfecting of the filters and system. There was an increase in community use of the Safewater Project in the period. The following are some of the repairs and maintenance works carried out in the period:
 - Technical support and training provided to operator/committee;
 - Repair and maintenance carried out, and made safe to drink;
 - Undertook regular monthly filter and system wash/disinfection;
 - Undertook regular weekly pre-filter cleaning;
 - Provided fuel and undertook regular monthly pump oil change;
 - Provided operator with PPE --dust coats, gumboots, gloves, soap and brush;
 - Purchased a new water pump to replace the old one;
 - Repaired and stored the old pump;
 - Replaced UPV clean water pipeline with durable PPR line;
 - Replaced water meter;
 - Painted the kiosk to give it a new look; and,
 - Erected a perimeter fence to secure the kiosk and intake areas from livestock/people damage.
- **Records.** The project team ensured an up to date records of water volume produced, revenue collected and banking was maintained. The project volume of water produced and revenue collected remained relatively low. This was attributed to a period of low involvement of the committee in the project, and thus drops in community participation. This however has been addressed, and the committee is being strengthened to bring in new reps to replace the ones who dropped out/became inactive. The total volume of water produced and distributed at Tinga Aug 2015 to April 2016 was 123,725 litres, and amount collected/banked KES 11,217.50. Again, the peak production/consumption was the dry period of Nov 2015 to Mar 2016 with an estimated 97,209 litres. Operators

worked closely with the committee and TKMP Records Officer to undertake the records maintenance.

- **The Dam.** The main risk facing the SWP is the high silt in Tinga dam. It is most likely that the dam may dry up in the next extended drought period. The dam waters are murky greenish brown, and emit a foul smell and taste. In April/May 2016 we started discussions with committee/community, County Government's Water Department and Water Resources Management Authority (WRMA) seeking support for de-silting the dam. TKMP has also made arrangements to host the County Government directors of water and environment and WRMA to visit the Safewater Projects and Tinga dam.
- **Committee/community participation.** Tinga had low committee/community attendance of meetings compared to other Safewater Projects. The thirteen member Safewater Project committee under the leadership of chairlady Ms Penina Abayo, secretary Mr George Onyango and treasurer Domitila Ogutu manage the project. Efforts are being made to strengthen the committee through filling/replacement of inactive reps, and expanding the committee to include women, youth, elderly, livestock keepers, persons living with disabilities and schools.

Emerging out of 2015/16. Following are some of the issues emerging from Tinga Safewater Project:

- Need to strengthen and expand the current committee and representation ahead of proposed Tinga dam de-siltation to include reps of livestock keepers, local schools (Kubar and Obambo primary school, and Obambo secondary schools), women, and youth, elderly and other special needs persons will give the group more voice;
- Support the Tinga dam excavation -planning, design, community awareness/support & participation, implementation, O&M works as well as engagement with County Government, WRMA and local leaders; and,
- Mainstream sanitation awareness and actions into SWP as a good number of people in the area still practice open defecation. This can be extended to Kubar/Obambo Primary Schools.

Safewater 7

Based on feedback from the Tinga Dam community, it is apparent that the source water supplying the Safewater Kiosk (adjacent to Tinga Dam) is deteriorating in both water quality and the available water storage. The Safewater Kiosk was installed by TKMP in November 2008 (Safewater 2) and has been providing the local community with clean potable water until recent times. However, as the dam has slowly infilled with sediment and soil (silt and mud) it has become shallow with a greatly reduced water storage capacity. As water quality is now very poor, combined with very low water reserves (for the community to last through the Kenyan dry season), it has been proposed to desilt Tinga Dam (proposed Safewater 7).

The action of desilting and rehabilitating Tinga Dam would remove sediment and soil (mud) from the dam basin, and provide increased water storage capacity. Rehabilitation would result in a deeper dam which would aid in reducing evaporation of water, as well as improved sediment traps to reduce sediment and soil from entering into the main body of the dam. Reduced sediment and soil will improve water quality and increase the lifespan of water filters (and reduce maintenance costs) installed within the adjacent Safewater 2 Kiosk.

TKMP successfully desilted Gona Dam (which formed Safewater 4) in January/February 2012. Gona Dam, located approximately 2.5km south-west of Tinga Dam was in a similar state of repair and now provides long-term water storage capacity and improved water quality to its associated Safewater Kiosk.

Planning and consultation is underway with the Tinga Dam committee and community and TKMP representatives, for the desilting of Tinga Dam in February 2017.

Ochilo Primary School Safe Water Project

In the period the project provided daily safe drinking water to Ochilo primary school's 400 pupils and 12 teachers, with some encouraging outcomes for the school and community. Reduced clean water fetching time and water borne disease burden at the school meant that pupils' had more time for class work and games. During the schools prize-giving day event, the newly appointed head teacher Mr Paul Olum and Parent Teachers Association Chairman Mr. Joachim Okiah on behalf of students, parents and teachers hailed TKMP for the project and the difference it was making in the pupils lives. According to the teachers there was improved class attendance and student performance. The positive outcomes made Ochilo primary the preferred school for teachers and pupils. However, the poor state of sanitation at the school is threat to the gains so far through SWP. The following are the project activities, status and key achievements in the period:

- **Repairs, operation and maintenance.** Overall the safe water facility was kept clean, well maintained, and operational. The filters, pump and system are all in good condition, apart from the leaking overhead tank which will be replaced. The intake line is now secure, and regular daily student/teacher patrol of the area has helped keep off livestock/people access and thus no damage or reported interruption of supply. Following are some of the repairs and maintenance carried out 2015/16:
 - Provided technical support/supervision, training operator/school;
 - Ensured prompt repair and maintenance carried out, and that water was treated and safe to drink;
 - Undertook regular monthly filter and system wash/soak/disinfection;
 - Undertook regular weekly pre-filter cleaning;
 - Undertook regular monthly pump oil change, and quarterly pump service;
 - Secured the intake areas from livestock/people damage, and ensured daily patrols of the area carried out by teachers/student;
 - Purchased a new water pump to replace the old one;
 - Repaired and stored the old pump;
 - Replaced UPVC clean water pipeline with durable PPR line; and,
 - Have placed order for 5000 litre tank to replaced damaged overhead tank.
- **Records.** TKMP staff only records the meter readings as the school does not charge students for the water drinking or sell water to the community.
- **Committee/community.** The project beneficiary is the school, and managed under the school's Parent Teacher's Association (PTA). The Deputy head teacher has been appointed by the PTA to manage the project. The PTA meets at least once every 3 months, and TKMP receives an invite to the meetings. The school has about 400 pupils and 12 teachers. Regional school sports events takes place twice in a year at the school that is now a preferred sports centre because of the Safewater Project.

- **Dam water source.** Ochilo dam has relatively good water quality despite it being accessed openly by livestock and the community. There is no local dam committee managing the dam.

Emerging out of 2015/16. The following are some of the issues emerging from Ochilo Safewater Project needing attention:

- TKMP team active participation in school PTA meeting needed; and,
- The school has made a request to TKMP for support to address the acute sanitation problem at the school and around the dam, to compliment the Safewater Project and thus the opportunity for mainstreaming sanitation awareness and actions into current Safewater Project activities at the school. There is an opportunity to pilot model sanitation options at Ochilo primary that can be replicated in other schools.

Manyasi Community Safe Water Project

The project is operated by Mr Charles Diaga and backed by a rejuvenated 13-member Manyasi Community Dam and Safewater Project committee. The project targets at least 5000 residents depending on Manyasi dam. The facility is in excellent working condition. The project status and highlights 2015/16 are as follows:

- **Repairs, operation and maintenance.** The project structure, filter, equipment and parts are in good working condition. Operators have been giving the filters proper soak/wash treatments. The kiosk will need spray painting to protect it from rust. The following are some of the repairs and maintenance carried out 2015/16:
 - Provided technical support/supervision and training operator;
 - Ensured prompt repair and maintenance carried out;
 - Ensured water was treated and safe to drink;
 - Undertook regular monthly filter and system wash/soak/disinfection;
 - Undertook regular weekly pre-filter cleaning;
 - Undertook regular monthly pump oil change, and quarterly pump service;
 - Serviced/repaired pump;
 - Replaced push taps with ordinary taps; and,
 - Replaced UPVC clean water pipeline with durable PPR line.
- **Records.** The project records, maintenance and banking have improved, and Manyasi has been leading other Safewater Projects in monthly volumes of water distributed and revenue collected. The total amount of water consumed Aug 2015 to April 2016 by Manyasi SWP was 87,100 litres, and amount collected and banked was KES 21,280. The peak production/consumption occurred in the dry period of Nov 2015 to Mar 2016 with an estimated 74,800 litres being produced and distributed. Operator and committee treasurer undertake the records with the assistance of TKMP records officer.
- **Committee/community.** A thirteen member project committee oversees the Safewater Project and dam and is under the leadership of three women, namely: Chairlady M/s Rosa Alouch, Secretary M/s Filgona Atieno and Treasurer M/s Julia making Manyasi the most women led SWP. The committee meets twice a month, and reports to community at a chief's baraza (local meeting).

- **Dam water.** Manyasi dam has good quality water despite the relatively high level of silt, and may, in the near future require excavation. Livestock still have open access into dam. People draw drinking water from the Safewater Project Kiosks and water for cooking and washing directly from the dam.
- **Luala Kaor Primary school.** This is the nearest school to the project, and the project committee has made arrangements for the pupil's to access water free from the Safewater Project. The school has twelve teachers managing 260 pupil attending class 1 to 8. This is a low performing school is in dire need of classrooms, safe water and sanitation.

Emerging out of 2015/16. The following are some of the issues emerging from the SWP needing attention:

- Need to sustain committee/community participation in SWP leadership and ownership;
- Mainstream sanitation awareness and actions into SWP as a good number of people in the area still practice open defecation. This can be extended to Luala primary school; and,
- Support community identification and investment in livelihood projects to be integrated into SW/WASH program. The community/committee has so far mentioned clean water supply, beekeeping and tree-seedling enterprises.

TKMP Water, Sanitation and Hygiene (WASH) activities

In the period a limited follow-up of TKMP supported sanitation projects was carried out. The status of these projects are as follows:

- **Kubar Primary Sanitation Block/Water Project.** The 200 plus pupils and teachers continue to use the pit toilet block equipped with urinal, bathrooms and two 500 litre hand wash tanks. Even though the facility has helped to alleviate the toilet nuisance in the school, toilet cleaning and maintenance remains a major problem. The toilet has shown signs that it may soon be filled up, and will require emptying using 'honey sucker trucks'. The quick filling is due to high water table, improper use and the disposal of material waste into the pits. The pupils have taken the responsibility for daily toilet cleaning which takes away a significant amount of the pupil class attendance and learning time, as they do have to fetch water from Tinga dam about 15min walk away from the school. In the period TKMP met with the head teacher and school parent teacher association (PTA) chairman, and an eight-member water and toilet committee to plan and source funds for the rehabilitation of the hand water-pump located at entrance of the school. Electrical poles have been erected next to the schools, and the school is thinking of construct/erect a raised storage tank from where water will be pumped into the school. It is expected that this will reduce water burden and also improve WASH situation for the school. In this coming period 2016/17 TKMP will step up its WASH activities targeting the school, and will work closely with the PTA to develop and implement a WASH plan for the school. There will be a need for WASH awareness and education using School Led Total Sanitation Approach (SLTS) with the aim of improving access to water, toilet management and use.
- **Other schools including Obambo Kadenge (Gona), Ochilo, and Luala Kaor (Manyasi) primary schools**
The schools have a combined student population of approximately 1000 and face an acute problem of water and sanitation. TKMP provided rainwater storage tanks and

constructed a toilet at Kubar Primary and Obambo Primary Schools, however there will be need for a comprehensive WASH plan developed with schools, and support required to actualize the plans from community, TKMP partners and Siaya County Government. The gains made by Ochilo primary school Safewater Project are being negated by the school's poor state of toilet and waste management. Perhaps Ochilo primary school provides the best site to pilot a school led sanitation program. Improving WASH in the school will have enduring outcomes for the area.

- **Obambo Kadenge Community Health Workers WASH project:**

In 2012 TKMP supported the training of 20 local community health workers (CHW's) to treat and manage jigger infestation within the SW areas. The CHW's are locally referred to as 'nyamrerwa' and have become instrumental health education, birth attendance, disease outbreaks, case identification and case referrals to hospitals. TKMP in the period engaged with the group, and plans to work more closely in 2016/17.

Community water planning and participation

Overall, there was good support and participation by the community and local leaders in the management of Safewater Projects. In the period Gona and Manyasi Safewater Projects developed by-laws and plans for their respective project, with Tinga yet to finalize their governance document. Gona committee went ahead to institute fines and penalties on individuals caught either watering their livestock swimming or bathing in the dams. Manyasi (and Tinga) have expanded the committee mandate to include management of their dams, and not just Safewater Projects. In 2016/17 we will support individual committees develop their own strategic plans and support networking under the Dam Water Users association. The plans will highlight identified livelihood activities linked to WASH, dam protection and catchment management.

Dam water users association

Section 15 of Kenya's Water Act 2002 provides a role for community groups in local water resources management, to manage their water and catchment areas. The development of a Dam Water Users Association is in line with the Water Act as the association shall provide an advocacy platform for the Safewater Projects and dam users to lobby for improved water resource and catchment management. In 2016/17 TKMP will work towards the strengthening of a local dam water users association to champion the management of Manyasi Valley/Lake Kanyaboli/Yala river catchment areas. The association representing the four Safewater Projects has been formed, and a registration certificate obtained, but no proper representation or agenda has been developed to help drive the association life. There are no active networks tackling broad issues faced by communities in the area, and thus the association provides the opportunity for the community to organize around and address issues such as catchment management, water and sanitation, local governance and sustainable livelihood activities.

- **Stakeholder liaison**

In the period TKMP liaised with the following key institutions,:

- Water Resources Management Authority (WRMA) Siaya– Mr David Rutto/Clement Wangai
- Siaya County water and environment -- Chief Officer Mr Authur Omollo,
- County water director Mr Henry Juma

- County environment director Mr Gabriel Ojwang.
- Local chief/sub-chief Obambo, Luaala Kaor and Ting Wangi
- Rafiki wa Maendeleo Trust's Josephine Yongo/Judith Anyango – collaboration with SWP on bee keeping livelihood project. TKMP/Community to invest on beehives, and Rafiki to provide training on bee keeping management, harvest and buy bulk honey. More info see website www.rafikiwamaendeleo.org

OPTIONS:

Nil.

CONCLUSION:

The program performed well in the 2015/2016 financial year under the guidance of the TKMP Management Committee, the control of the IRF and through the delivery of services provided by the on-ground project management consultant in Kenya - this summary of activities is for Council's information.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable.

b. Budget/Long Term Financial Plan:

Council's ongoing commitment to this project is in the form of funds which match the contribution of staff. In 2015/2016, the staff of Tweed Shire Council and Council each contributed \$14,213.50.

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 FROM THE DIRECTOR PLANNING AND REGULATION

7 [PR-CM] 2016/17 Fees and Charges Amendments - Subdivision Approvals

SUBMITTED BY: Development Engineering

Validms



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:

At its meeting of 18 August 2016, Council resolved to publicly exhibit amendments to the non-statutory subdivision application 2016/17 Fees and Charges, to enable a modest additional income source for the Development Engineering Unit to engage the services of an additional engineer, initially on a temporary, limited duration (6 to 12 month), or contractual basis.

An exhibition of the draft amended Fees and Charges was advertised in the Tweed Link, and a submission period was provided between 6 September and 4 October 2016.

No submissions were received in respect of the exhibition.

Regular customers of Council's subdivision application services have provided very favourable, informal feedback for these amendments, as they see the benefits of a quicker turnaround resulting from the additional staff resources.

On the basis of this feedback, it is recommended the amended Fees and Charges as exhibited be adopted.

RECOMMENDATION:

That Council adopt:

1. An amendment to Council's 2016/17 Fees and Charges for those items identified in Figure 1 below :

Figure 1:

Item	Activity/Function	Title of Fee/Charge	Fee of Charge Levied 2016/2017 \$	Proposed 20% Increase \$
23	Subdivision Related Certificates	(a) Construction Certificate Application Fee		
		Urban (per standard sized lot)	494.00	592.00
		Rural (per lot)	420.00	504.00
		Other circumstances (per hour). Invoices to be issued after 15 hours of assessment or sooner if the total assessment is less than 15 hours	163.00	195.00
		(b) Construction Certificates amendment fee (per hour). Invoices to be issued after 15 hours of assessment or sooner if total assessment is less than 15 hours.	163.00	195.00
		(c) Construction Certificate Application Fee (bulk earthworks only)		
		Urban (per lot)	263.00	315.00
		Rural (per lot)	210.00	252.00
		(d) Construction Certificate Application Fee (civil works only)		
		Urban (per lot)	315.00	378.00
		Rural (per lot)	273.00	327.00
		(e) Compliance Certificates (per hour - minimum 1 hour - NOT payable at time of lodgement)	163.00	195.00
		(f) Subdivision Certificate (per lot)	242.00	290.00
		(g) 1% Compliance Bond - refundable upon registration of linen plan (minimum charge)	2310.00	2772.00
		(h) 5% Maintenance bond - refundable after 6 month performance (minimum charge)	2310.00	2772.00
		(i) Off-maintenance Inspection		
		(i) 0-5 lots	315.00	378.00
		(ii) 5 + lots	630.00	756.00
		(iii) Off maintenance re-inspection fee (per hour)	163.00	195.00
		(j) Registration and Archiving - Certificates submitted by accredited certifiers (Statutory Fee)		
		Complying Development Certificate	36.00	No Change
Construction Certificate	36.00	No Change		

		Subdivision & Strata Subdivision Certificate	36.00	No Change
		(k) Works as Executed	620.00	744.00
		(l) Hire of Water Meter	\$10 per hour or \$70 per day	\$10 per hour or \$70 per day
		(m) Plan re-certification	368.00	441.00
		(n) Assessment of Specific Conditions of Consent if requested by the PCA. Invoices to be issued after 15 hours of assessment or after 3 months	163.00	195.00
		(o) Construction Certificate (water supply and sewer infrastructure only) - per lot	252.00	302.00
24	Bank Guarantee Administration Fee	Bank Guarantee received in conjunction with development application - administration & acceptance fee	263.00	315.00

REPORT:

At its meeting of 18 August 2016, Council resolved to publicly exhibit amendments to the non-statutory subdivision application 2016/17 Fees and Charges, to enable a modest additional income source for the Development Engineering Unit to engage the services of an additional engineer, initially on a temporary, limited duration (6 to 12 month), or contractual basis.

It was estimated that these amendments would generate an annual additional income of approximately \$64,200.

An exhibition of the draft amended Fees and Charges was advertised in the Tweed Link, and a submission period was provided between 6 September and 4 October 2016.

No submissions were received in respect of the exhibition.

Regular customers of Council's subdivision application services have provided very favourable, informal feedback for these amendments, as they see the benefits of a quicker turnaround resulting from the additional staff resources.

On the basis of this feedback, it is recommended the amended Fees and Charges as exhibited be adopted.

OPTIONS:

1. That the publicly exhibited amended fees for Items 23 and 24 be adopted; or
2. That the publicly exhibited amended fees for Items 23 and 24 not be adopted.

Option 1 is recommended.

CONCLUSION:

The amended fees are expected to provide an important income source to assist the productivity of Council's Development Engineering Unit in responding to a major spike in new subdivision application activity.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable.

b. Budget/Long Term Financial Plan:

The projected annual income resulting from the proposed increase in Fees and Charges is \$64,200. It is proposed that the additional income could fund either a contractor or temporary, limited duration development engineer position, and would be reviewed annually to verify the extent of income received, and the prevailing workloads of the Development Engineering Unit.

c. Legal:

Not Applicable.

d. Communication/Engagement:
Consult-Public Exhibition completed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

REPORTS FROM THE DIRECTOR COMMUNITY AND NATURAL RESOURCES

8 [CNR-CM] Opening Hours of Tweed Shire Libraries

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:

This report proposes **cost neutral** changes to the opening hours of Tweed Shire Libraries at Kingscliff, Murwillumbah, and Tweed Heads.

A recent review of opening hours, including a survey of library and non-library users, identified low and high circulation and visitor times and matched this to staffing ratios to ensure service levels can be maintained.

The review also identified an opportunity to extend Wi-Fi access at Murwillumbah library until 4.00pm on Saturdays to enhance the current service and capitalise on the new and welcoming outdoor space.

RECOMMENDATION:

That Council:

1. **Endorses the proposed opening hours of Tweed Shire Libraries as follows:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Murwillumbah	9am-6pm	9am-6pm	9am-6pm	9am-7pm	9am-6pm	9am-1pm
Kingscliff	9am-5pm	9am-5pm	9am-6pm	9am-5pm	9am-5pm	9am-1pm
Tweed Heads	9am-6pm	9am-6pm	9am-6pm	9am-7pm	9am-6pm	9am-1pm

2. **Supports the cost neutral rostering of staff to service these hours.**
3. **Supports extending the Wi-Fi service in and around Murwillumbah Library to 4.00pm on Saturday, beyond the closing time of 1.00pm.**

REPORT:

Background

Richmond Tweed Regional Library (RTRL) and Tweed Shire Library staff are committed to ensuring libraries are flexible and responsive to changing community needs.

In 2007 the community was surveyed about library opening hours, amongst other issues. Some opening hour changes were implemented as a result and a commitment was made to conduct regular reviews.

A workshop was held in 2015 with library staff, Lismore City Council Executive Director Sustainable Development and an external consultant, identified concerns relating to the Murwillumbah Branch's opening hours and the changing needs of the community. This item was referred to RTRL management for action and as an opportunity for the opening hours of all library branches to be reviewed.

Discussion

The document "Living Learning Libraries: standards and guidelines for NSW public libraries, an evidence based guide to the development of library services in NSW", states that the objective of library opening hours is, "to open at times which enable people to make the most effective use of the library service and to ensure that the library's resources and services are as widely available as possible".

The document also states that, "public library branches should be open at times that library customers might reasonably expect them to be open. When assessing opening hours local influences should be taken into account including library location, location of other community service points, local shopping and school hours, number of branches and size (area and population) of the community/region served, and number of staff employed".

Anecdotally, public feedback regarding hours of operation at all Tweed Shire Library branches had indicated a need to improve access by changing these hours.

To test this, the Tweed Area Librarian and RTRL Community Engagement Team developed a survey using the 2011 State Library of NSW commissioned Taverner Research report, *Library user satisfaction survey: A model for NSW public libraries*.

The Tweed Area opening hours survey was conducted 1-19 August 2016, via SurveyMonkey, Facebook, Twitter, the RTRL eNewsletter, and directly through the library Wi-Fi login page and the RTRL website. Paper surveys were also available to non-library users in various locations including the Mobile library, Banora Point Community Centre, Tweed Regional Aquatic Centre - Murwillumbah, Murwillumbah Community Centre, Amcal Chemist Kingscliff.

Respondents could comment on one library branch or all three branches. The total number of respondents for each branch was **Kingscliff 455, Murwillumbah 548 and Tweed Heads 653**. A small percentage of respondents commented on more than one branch, and 12% of respondents were non-users.

The proposed changes to opening hours would not impact current library programs, events or activities, as these services are predominantly presented Monday to Friday between 9.30am and 6.00pm when Full Time and Part Time staff are employed and staff ratios are higher to cover circulation, PC and Wi-Fi use enquiries.

Implementing these proposed changes will provide an additional 9.5 hours of access to library services and facilities for library and non-library users as shown in the table below:

Table 1: Current and proposed opening hours Tweed Shire Libraries

Kingscliff	Current Hours	Proposed Hours
Monday	9.30am - 5.00pm	9.00am - 5.00pm
Tuesday	9.30am - 5.00pm	9.00am - 5.00pm
Wednesday	9.30am - 7.00pm	9.00am - 6.00pm
Thursday	9.30am - 5.00pm	9.00am - 5.00pm
Friday	9.30am - 5.00pm	9.00am - 5.00pm
Saturday	9.00am - 12 noon	9.00am - 1.00pm
	42.5 hours	45 hours
Total Change		2.5 hour increase
Murwillumbah	Current Hours	Proposed Hours
Monday	9.30am - 6.00pm	9.00am - 6.00pm
Tuesday	9.30am - 6.00pm	9.00am - 6.00pm
Wednesday	9.30am - 6.00pm	9.00am - 6.00pm
Thursday	9.30am - 7.30pm	9.00am - 7.00pm
Friday	9.30am - 6.00pm	9.00am - 6.00pm
Saturday	9.00am - 3.30pm	9.00am - 1.00pm
	50.5 hours	50 hours
Total change		.5 hour reduction
Tweed	Current Hours	Proposed Hours
Monday	9.30am - 5.00pm	9.00am - 6.00pm
Tuesday	9.30am - 5.00pm	9.00am - 6.00pm
Wednesday	9.30am - 5.00pm	9.00am - 6.00pm
Thursday	9.30am - 5.00pm	9.00am - 7.00pm
Friday	9.30am - 7.00pm	9.00am - 6.00pm
Saturday	9.00am - 12 noon	9.00am - 1.00pm
	42.5 hours	50 hours
Total change		7.5 hour increase
Total weekly increase = 9.5 hours		

Local factors were taken into account when proposing the opening hours for each branch. Evidence suggested that local community service points, schools and shopping hours commenced at 8.30am or 9.00am including Tweed Shire Council customer service offices at Tweed and Murwillumbah.

Opening Kingscliff, Murwillumbah and Tweed Heads libraries at 9.00am Monday to Saturday recognises the changing work patterns and lifestyles of local communities. This was supported by observations made by Staff that noted the large number of library users gathering outside facilities from 8.30am and 9.00am in anticipation of accessing library services as well as the survey results (see Attachment 1).

By redistributing the existing core roster, the changes could be easily implemented and would be cost neutral.

Murwillumbah Library currently opens Monday, Tuesday, Wednesday, and Friday to 6.00pm to provide extended access after school and work for library users. Tweed Heads Library wishes to match this, in line with current user demands (see Attachment 1).

On Friday evenings Tweed Heads Library opens until 7.00pm, requiring two staff members to work when there are low levels of visitors and circulations (see Attachment 1). Attempts to offer youth and children's programs on Friday nights have met with average results. It is anticipated that changing these programs to Thursday evenings in line with late night shopping, will increase the number of loans and visits (see Attachment 1).

Kingscliff Library has low numbers of visitors and loan circulations on Wednesday evenings from 6.00pm. Opening at 9.00am means existing staff can be used more efficiently at peak times (see Attachment 1).

Murwillumbah Library is currently open from 9.00am to 3.30pm on Saturday. Tables 4 and 5 demonstrate the relatively low levels of users and loans during those extra hours on Saturdays ((see Attachment 1).

Murwillumbah Library is the only branch in Tweed Shire open until 7.30pm (Kingscliff and Tweed Heads currently close at 7.00pm). The additional 30 minutes opening at 9.00am means existing staff can be used more efficiently at peak times. There are relatively low levels of loans between 5.00pm and 8.00pm at Murwillumbah Library on Thursday evenings (see Attachment 1).

Kingscliff and Tweed Heads libraries will be increasing access on Saturdays by closing at 1.00pm rather than 12.00pm.

The results of the survey demonstrated strong support for the suggested changes to opening hours. Adopting the proposed changes would ensure that Tweed Shire Council libraries:

- remain open at all branches on Saturday until the same time.
- remain open at each branch one evening per week.

Changes to Wi-Fi access

Table 2 illustrates the current Wi-Fi settings for Kingscliff, Murwillumbah and Tweed Heads libraries. The settings are based on the current opening hours at each branch and can be adjusted accordingly to activate the facilities outside library opening hours. Tweed Shire Council has a role to play in determining the appropriate Wi-Fi settings and opening hours for library facilities.

Table 2: Wi-Fi settings as at June 30 2016.

Wi-Fi on/off settings for Tweed Shire Libraries			
	Kingscliff	Murwillumbah	Tweed
Monday	8.00am - 4.55pm	8.00am - 5.55pm	9.00am - 4.55pm
Tuesday	8.00am - 4.55pm	8.00am - 5.55pm	9.00am - 4.55pm
Wednesday	8.00am - 6.55pm	8.00am - 5.55pm	9.00am - 4.55pm
Thursday	8.00am - 4.55pm	8.00am - 7.25pm	9.00am - 4.55pm
Friday	8.00am - 4.55pm	8.00am - 5.55pm	9.00am - 6.55pm
Saturday	8.00am - 11.55am	8.00am - 3.25pm	8.45am - 11.55am

Hitech Support takes snapshots every 30 minutes of the number of people using Wi-Fi.

Table 3 sets out the average concurrent usage figures for the 12 month period for Tweed Heads on Fridays between 6.00pm and 7.00pm and for Murwillumbah on Saturdays between 1.00pm and 4.00pm and Thursdays between 7.00pm and 8.00pm.

Table 3: Average concurrent user of Wi-Fi during proposed changes to opening hours.

Wi-Fi	Average concurrent users
Tweed Heads Friday 6.00pm - 7.00pm	4.9
Murwillumbah Saturday 1.00pm - 1.59pm	14
Murwillumbah Saturday 2.00pm - 2.59pm	12.4
Murwillumbah Saturday 3.00pm - 3.59pm	9.6
Murwillumbah Thursday 7.00pm - 8.00pm	9.3

Wi-Fi use is quite high in Murwillumbah during Saturday opening hours. This report recommends adjusting the Wi-Fi settings to maintain access outside the facility until 4.00pm, beyond the Library closing time of 1.00pm, thus encouraging use of the seating across the front entrance to the library, as well as the space and shade on the northern side of the building. As there are no additional costs in extending this service, this change is recommended.

The 12 month average of concurrent Wi-Fi users at Tweed Heads on Friday evening is relatively low in comparison to Murwillumbah on Thursday evenings. It is anticipated that by changing the later night to Thursday night, Wi-Fi use will increase or remain constant.

Staffing: Redistribution

The proposed changes will result in greater efficiency. Staff will work the same number of hours, but be operating during potentially peak times.

OPTIONS:

That Council:

1. Endorses the opening hours as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Murwillumbah	9am-6pm	9am-6pm	9am-6pm	9am-7pm	9am-6pm	9am-1pm
Kingscliff	9am-5pm	9am-5pm	9am-6pm	9am-5pm	9am-5pm	9am-1pm
Tweed Heads	9am-6pm	9am-6pm	9am-6pm	9am-7pm	9am-6pm	9am-1pm

2. Supports the cost neutral rostering of staff to service these hours.
3. Supports extending the Wi-Fi service at Murwillumbah Library to 4.00pm on Saturday.

CONCLUSION:

This report suggests changes with cost neutral budget implications to the opening hours of Tweed Shire Libraries. A survey conducted in August 2016 provided evidence that these proposed changes are desirable from the community's perspective.

By using current staff ratios more efficiently via redistribution in high circulation periods, community access to Kingscliff, Murwillumbah and Tweed Heads libraries will increase by 9.5 hours per week at no additional cost to Tweed Shire Council.

This report recommends that Council proceed with the proposed changes to library opening hours as outlined in the recommendations.

Please note there will be changes to the operation of Tweed Heads Library in 2017 whilst the facility is being upgraded. These changes will be subject to a separate report.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable.

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:

Attachment 1.

2016 Survey Results and Usage Statistics for Tweed Libraries
to Support Changes to Opening Hours (ECM 4260028)

9 [CNR-CM] Tweed Regional Accessible Park and Playground Concept Plan

SUBMITTED BY: Community and Cultural Services

Validms



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:

At its meeting held on 21 July 2016, Council considered the draft Tweed Regional Accessible Park and Playground Concept Plan and resolved that Council:

1. *Approves the draft Tweed Regional Accessible Park and Playground Concept Plan.*
2. *Exhibits the draft Tweed Regional Accessible Park and Playground Concept Plan for a period of 28 days accepts public submissions for a period of 42 days as per Section 160 of the Local Government Act 1993.*

The exhibition period closed on 27 September 2016 at which time one submission was received which was in support of the draft Concept Plan. This report summarises the comment received within the submission. There were no recommended amendments to the draft Concept Plan.

RECOMMENDATION:

That Council:

1. **Notes the submission made to the Tweed Regional Accessible Park and Playground Concept Plan and thanks the contributor for the comments.**
2. **Adopts the Tweed Regional Accessible Park and Playground Concept Plan as exhibited.**

REPORT:

At its meeting held on 21 July 2016, Council considered the draft Tweed Regional Accessible Park and Playground Concept Plan and resolved that Council:

1. *Approves the draft Tweed Regional Accessible Park and Playground Concept Plan.*
2. *Exhibits the draft Tweed Regional Accessible Park and Playground Concept Plan for a period of 28 days accepts public submissions for a period of 42 days as per Section 160 of the Local Government Act 1993.*

The exhibition period closed on 27 September 2016 at which time one submission was received which was in support of the draft Concept Plan.

Name	Submission	Response	Change to draft Concept Plan
Resident	On behalf of my family I write in support of the Tweed Shire Council concept plan for the All Access Playground and Park. We acknowledge that changes will be made as this concept plan progresses. This will be a wonderful facility for people of all abilities, and is a credit to your organisation and the members of the Equal Access Committee.	Nil	Nil

OPTIONS:

1. That Council adopts the Tweed Regional Accessible Park and Playground Concept Plan without amendment.
2. That Council adopts the Tweed Regional Accessible Park and Playground Concept Plan with amendments as determined by Council.
3. That Council does not adopt the Tweed Regional Accessible Park and Playground Concept Plan.

CONCLUSION:

The adoption of the Tweed Regional Accessible Park and Playground Concept Plan is an important step in securing grant funding to complete this project of regional significance. The project will see Council meeting its commitments under the *Access and Inclusion Plan 2014-2018*, the *NSW Disability Inclusion Act 2014* (in preparation for the roll out of the National Disability Insurance Scheme commencing in Tweed in 2017) and the *Convention on the Rights of Persons with Disability 2007*. This project will also contribute to the economic and social development of the Tweed and surrounding region as a landmark destination for all ages and abilities

COUNCIL IMPLICATIONS:

a. Policy:

Access and Inclusion v1.1

b. Budget/Long Term Financial Plan:

The Project is assigned baseline funding of \$350,000 in the Long Term Financial Plan. Delivery of the complete project inclusive of all contingencies, at an estimated cost of \$2,319,298.61 (excluding GST), is dependent on securing grant funding. Additionally, life cycle costs for the project have been estimated for a ten year period going forward starting at \$64,920 for 2016/2017 financial year. However, there are opportunities for commercial enterprise at the site which can offset lifecycle costs.

c. Legal:

NSW Disability Inclusion Act 2014 requiring Councils to prepare and adopt Disability Inclusion Action Plans by 2017.

d. Communication/Engagement:

Involve/Collaborate-We will work with you on an ongoing basis to ensure your ideas, concerns and aspirations are considered. We will provide feedback on Council's decisions.

There has been intensive consultation for the Project spanning a number of years:

In 2011 a community Working Group was convened to inform the development of the Concept Plan. The eighteen member Working Group included Council staff from Recreation Services Unit (Manager and Landscape Architect) and Community and Cultural Services Unit (Community Development Officer - Ageing and Disability), allied health professionals, disability services workers from government and non-government organisations and community representatives with a lived experience of disability including parent of children with special needs. The working Group met monthly for eighteen months gathering information and evidence from a range of sources.

The draft Concept Plan was presented to the Council staff and management, Equal Access Advisory Committee, Aboriginal Advisory Committee and Community Working Group in 2015.

On 23 June 2016 it was presented to Council in a closed workshop.

The draft Concept Plan and submission period was advertised through the Tweed Link.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Attachment 1.

Tweed Regional Accessible Park and Playground Concept Plan (ECM 4125656)

10 [CNR-CM] New Fees and Charges item for Canvas and Kettle Meeting Room**SUBMITTED BY: Community and Cultural Services**

Validms

**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:

Elliott and Son Venue Management currently rent the Canvas and Kettle Meeting Room in the Murwillumbah Cultural Centre as part of the contract EC2013-174 Murwillumbah Cultural Centre Auditorium, Canvas and Kettle and Kitchen Venue Services.

Council officers have negotiated the extension option for this contract which will result in a contract variation effective from 1 November 2016 to Separable Portion C: Rental of Canvas and Kettle and Kitchen which will change to Rental of Kitchen only with the removal of the Canvas and Kettle. Under the existing contract, Council events pay \$50 per event to Elliott and Son Venue Management for hire of the Canvas and Kettle Meeting Room. Under the variation from 1 November 2016 the Canvas and Kettle Meeting Room becomes an internal council managed meeting room. This report proposes the advertising of new fees for the Canvas and Kettle Meeting Room to be available for Council events/meetings at no fee as well as hireable to the public/community groups at the proposed new hire fees. Any catering requirements for the Canvas and Kettle Meeting Room align with all other internal meeting rooms where the meeting organiser can make arrangements with any of council's catering providers.

It is proposed that a new hire fee for use of the Canvas and Kettle Meeting Room be:

Canvas & Kettle	Community rate	Commercial rate
(a) Hourly	\$25	\$50
(b) Half day or evening (4hrs)	\$60	\$120
(c) Full day (8 hrs)	\$120	\$240
	with Council use exempt from the fee	

The proposed fee will need to be placed on exhibition in the Tweed Link for 28 days to allow submissions to be lodged. Council will be exempt from the fee for its own use.

RECOMMENDATION:

That Council advertises the proposed hire charges for the Canvas & Kettle Meeting room for a period of 28 days inviting public submissions, with a further report to be presented to Council following the expiration of the advertising period.

Canvas & Kettle	Community rate	Commercial rate
(a) Hourly	\$25	\$50
(b) Half day or evening (4hrs)	\$60	\$120
(c) Full day (8 hrs)	\$120	\$240
	with Council use exempt from the fee	

REPORT:

Elliott and Son Venue Management were successful in their tender submission for EC2013-174 Murwillumbah Cultural Centre Auditorium, Canvas and Kettle and Kitchen Venue Services for a three (3) year term from 1 November 2013 to 31 October 2016 with a further two (2) year extension option. Separable Portion C of the current contract rents both the Canvas and Kettle and the Kitchen to Elliott and Son Venue Management for which Council receives a rental income of \$1,205.36 (ex GST) per annum.

Council officers have negotiated the extension option for this contract which will result in a contract variation effective from 1 November 2016. Separable Portion C: Rental of Canvas and Kettle and Kitchen which will change to Rental of Kitchen only with the removal of the Canvas and Kettle. Under the existing contract, Council events pay \$50 per event to Elliott and Son Venue Management for hire of the Canvas and Kettle Meeting Room. Under the variation from 1 November 2016 the Canvas and Kettle Meeting Room becomes an internally council managed meeting room. This report proposes the advertising of new fees for the Canvas and Kettle Meeting Room, to be available for Council events/meetings at no fee as well as hireable to the public/community groups at the proposed new hire fees. Any catering requirements for the Canvas and Kettle Meeting Room align with all other internal meeting rooms where the meeting organiser can make arrangements with any of council's catering providers.

The Canvas and Kettle Meeting Room is currently used internally for both Council and staff meetings as well as for community meetings/events. There is a high demand within the Murwillumbah Cultural Centre for internal Council meeting space and it is proposed this space will become an internal council managed meeting room from 1 November 2016. It will be managed by the Community Services team who currently oversee operations for Banora Point Community Centre, South Tweed Venues, Murwillumbah and Tweed Auditoria, Harvard Room, South Sea Islander Room and Kingscliff Hall.

It is proposed that a new hire fee for use of the Canvas and Kettle Meeting Room be introduced as:

Canvas & Kettle	Community rate	Commercial rate
(a) Hourly	\$25	\$50
(b) Half day or evening (4hrs)	\$60	\$120
(c) Full day (8 hrs)	\$120	\$240
	with Council use exempt from the fee	

This rate is consistent with fees related to other similar sized Council run community facilities. The proposed fee will need to be placed on exhibition in the Tweed Link for 28 days to allow submissions to be lodged. Council use will be exempt from the fee.

OPTIONS:

That Council advertises the proposed new fee:

a.

Canvas & Kettle	Community rate	Commercial rate
(a) Hourly	\$25	\$50
(b) Half day or evening (4hrs)	\$60	\$120

(c) Full day (8 hrs)	\$120	\$240
	with Council use exempt from the fee	

b.

Canvas & Kettle	Community rate	Commercial rate
(a) Hourly	\$25	\$50
(b) Half day or evening (4hrs)	\$60	\$120
(c) Full day (8 hrs)	\$120	\$240
	with Council use to contribute at the Community Rate	

c.

Canvas & Kettle	Community rate	Commercial rate
(a) Hourly	\$25	\$50
(b) Half day or evening (4hrs)	\$60	\$120
(c) Full day (8 hrs)	\$120	\$240
		with Council use to contribute at the Commercial Rate

CONCLUSION:

A new fee is required following the renegotiation of the contract for EC2013-174 Murwillumbah Cultural Centre Auditorium, Canvas and Kettle and Kitchen Venue Services which has varied the contract and removed the Canvas and Kettle Meeting Room. The contract change and proposed new fee will reduce costs for Council to use this space as well as maintain its availability to the community. The proposed rate is consistent with fees related to other similar sized Council run community facilities. Council use will be exempt from the fee.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable.

b. Budget/Long Term Financial Plan:

This fee fits into Category A of Council's Pricing Policy, "Significant Partial Cost Pricing - The price for this good/service is set to make a significant contribution towards the cost of providing the service. The remainder of the costs is met from general purpose income". There will be a reduced cost for Council events as well as some income generation through rent fees.

c. Legal:

Not Applicable.

d. Communication/Engagement:

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

The proposed fee will be placed on public exhibition. Council will write to regular users to advise of the proposed new fee and seek any feedback.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

11 [CNR-CM] The Anchorage Boardwalk - Options Report

SUBMITTED BY: Natural Resource Management

Validms



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
 - 1.3 Delivering the objectives of this plan
 - 1.3.3 Existing and future community assets will be properly managed and maintained based on principles of equity and sustainability
-

SUMMARY OF REPORT:

This report discusses options regarding the repair, replacement or removal of the boardwalk located in Terranora Inlet adjacent to The Anchorage, Tweed Heads.

RECOMMENDATION:

That Council:

- 1. Considers an allocation of \$20,000 in the September quarterly budget review for investigations to enable the preparation of a detailed plan and associated costing to remediate the structure, and**
- 2. Subject to Recommendation 1, considers a further report with substantial remediation as the preferred method to proceed with the management of The Anchorage Boardwalk located in Terranora Inlet, Tweed Heads.**

REPORT:

A preliminary inspection of the boardwalk in Terranora Inlet adjacent to The Anchorage in Tweed Heads was undertaken in April 2016. This was to determine the status of the boardwalk structure for registration into the Asset Management Database currently being compiled by the Natural Resource Management Unit.

This inspection identified areas of significant deterioration in the sub-structure of the boardwalk, potentially affecting the integrity and stability of the structure. The results of the inspection were discussed with Council's Senior Engineer - Civil Design and it was agreed that the boardwalk should be closed immediately due to the risk to public safety posed by the failing structure.

Closure of the boardwalk took place in early May 2016 with access to the structure physically restricted and signage installed on both the structure and approach. The closure was advertised in the Tweed Link and via Media Release (July 2016) and on Your Say Tweed which included an avenue for public comment.

Following the closure of the boardwalk various preliminary options were considered. These are discussed in greater detail below.

OPTIONS:

Following the closure of boardwalk, four preliminary options were prepared to treat the structure, namely:

1. Minor Remediation

Estimated Cost: \$10,000 plus ongoing staff resources

Under this option:

- a. The primary issue, that of the failed pile / headstock connections, would be addressed along with the replacement of rotten and failed timbers;
- b. No additional effort would be made to stabilise the structure where piles are showing evidence of rotation or subsidence;
- c. An increased inspection schedule would be implemented given the known condition of the structure.

Note: This would result in a very limited extension to the useful life of the structure and it would likely be facing re-closure within three years.

2. Substantial Remediation

Estimated Cost (Investigation): \$20,000

Estimated Cost (Works): TBC

Under this option:

- a. A more detailed investigation into the existing piles and foundation material would be undertaken to inform the design and likely costs of remedial works,

Note: These investigations may indicate that the structure is not capable of meeting current Australian Standards and could not be remediated economically.

- b. A design for the remedial works would then be prepared with the aim of extending the remaining useful life of the structure through:

- Replace failed pile / headstock connections
- Replace / stabilise existing piled foundations
- Replace rotten and failed timbers as required

c. An increased inspection schedule would be implemented to confirm the performance of the repairs during the first year with a relaxation of this following confirmation. Consideration should be given to survey monitoring to confirm that movement of the structure has ceased before it becomes visually apparent.

Note: The extension to the useful life of the structure would be dependent on the extent and cost of the works, however it is believed that substantial works could increase the remaining useful life by up to ten years.

3. Removal

Estimated Cost: \$90,000

Under this option there would be complete removal of the structure, including:

- a. Demolition of the timber structure;
- b. Removal of the concrete piles and abutments;
- c. Disposal of all materials offsite; and
- d. Rehabilitation of the site.

4. Removal and Replacement

Estimated Cost (Demolition): \$90,000

Estimated Cost (Construction): \$250,000 and ongoing maintenance

Under this option:

- a. Complete removal and disposal of the structure as detailed above,
- b. Design work including:
 - Investigation into the geotechnical conditions at the site,
 - Preparation of detailed design, including pile design, and documentation package.
- c. Construction of a replacement structure

Note: Estimated construction cost based on existing alignment using modern composite materials. The use of timber as opposed to composite could be considered however, this would result in a larger maintenance commitment as opposed to capital expenditure. A revised alignment could be considered to reduce the cost of construction. This would have to be formally investigated.

It is likely that the replacement structure would have a design life in the order of 25 years.

The boardwalk is located in a sensitive environment, in close proximity to mangroves and seagrass. As such approvals will be required for the removal and replacement options and, depending on the scale of works, approvals may be required for substantial remediation option. Approvals may require a high level of design and compensatory measures with significant cost implications to meet relevant environmental and engineering standards.

CONCLUSION:

The boardwalk in question has been closed for approximately six months and, despite the physical closure, members of the public have been observed climbing over the fencing and

using the structure. Direction is required as to the treatment of this site with respect to remediation, removal or replacement of the structure.

Based on the preliminary work that has been completed it is advised that Option Two - Substantial Remediation is the preferred strategy. This will require engagement of suitably qualified consultants to undertake the required investigations, allowing for the design work to be undertaken.

Following completion of the investigation and design work the option to replace the existing structure, Option Four, should be reconsidered to confirm that the expenditure and associated extension to the useful life of the structure provided through the remediation is comparable with respect to the cost of replacement.

COUNCIL IMPLICATIONS:

a. Policy:

Asset Management Strategy v1.2.

b. Budget/Long Term Financial Plan:

There is currently insufficient budget in Waterways Infrastructure to undertake the initial investigations as proposed due to a number of partially grant funded projects being undertaken through the Better Boating Now Program. Therefore it is recommended that the Council considers allocating the investigation budget of \$20,000 in the September quarterly budget review.

Remediation or reconstruction of the boardwalk would require a capital budget item. The boardwalk does not sit within any known current grant opportunities.

Retention of the infrastructure has long-term asset management and maintenance budget implications.

c. Legal:

Not Applicable.

d. Communication/Engagement:

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

To provide the public with information around the closure and request comment regarding the future of the structure numerous measures were employed including:

- Site Signage, May 2016;
- Tweed Link story, July 2016;
- Media Release, July 2016;
- Your Say Tweed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

12 [CNR-CM] Outcomes of the Food for Thought Forum

SUBMITTED BY: Natural Resource Management

Validms



Strengthening the Economy

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

3	Strengthening the Economy
3.2	Retain prime agricultural land, farm viability, manage rural subdivision and associated landscape impacts
3.2.1	Foster a viable farming community

SUMMARY OF REPORT:

Tweed Shire Council hosted the inaugural Food for Thought Forum from 11-12 August 2016. The forum recognised the success of local food-based initiatives in agribusiness, food hubs and food tourism throughout Australia and abroad. The forum identified a number of opportunities to enhance the Tweed's local food economy. This report provides a number of recommendations to progress the local food agenda that align with the objectives of a number of Council strategies (including the Sustainable Agriculture Strategy, the Rural Lands Strategy, the Events Strategy and the Economic Development Strategy), whilst adding value to the local food activities of other stakeholders and strengthening collaboration to enhance the local food activities economy.

RECOMMENDATION:

That Council:

- 1. Reviews its Markets Policy with the aim of growing and sustaining a range of vibrant and successful local farmers markets throughout the Tweed, building on the successful model of the Murwillumbah Farmers Market.**
- 2. Builds on the Rural Lands Strategy by reviewing the LEP to enable farm diversification including greater value adding.**
- 3. Conducts another food forum in the 2017/2018 financial year subject to available funding and/or sponsorship.**
- 4. Commissions a feasibility into the establishment of a food processing cluster in the Tweed as outlined in the Tweed Economic Development Strategy.**
- 5. Acknowledges "Taste the Tweed" as the food tourism brand for the Tweed launched recently by Destination Tweed.**
- 6. Acknowledge that Destination Tweed is developing a database of local producers interested in being involved in local food retail and agribusiness activities.**

REPORT:

Tweed Shire Council hosted the inaugural "Food for Thought" Forum from 11-12 August 2016 at the Mantra on Salt Beach, Kingscliff. The theme of the Forum 'Feeding the Appetite for Regional Collaborations' acknowledged the large and growing community interest in local and regional food initiatives and the opportunities for an increase in collaborative and coordinated work required to take the local food economy to a more successful and sustainable level.

A number of existing Tweed Shire Council strategies recognise the economic, social and environmental benefits that are likely to come from a thriving local food economy. The food system includes agricultural production, processing, distribution, marketing, sale, consumption, tourism and waste management. The Tweed Sustainable Agriculture Strategy, the Rural Lands Strategy, Tweed Shire Economic Development Strategy and the Tweed Shire Events Strategy 2016-2020, all include actions that will contribute to a more prosperous local food economy.

The purpose of the event was to utilise local, national and international expertise to:

- share lessons learned from local food initiatives;
- showcase local food success stories from QLD, NSW and Victoria;
- explore possibilities on a way forward to boost the local food economy; and
- showcase local food, agricultural industries, food tourism and sustainable economic and community initiatives.

The forum was held in conjunction with the National Community Food Hubs Speaking Tour and the Food Hubs and Community Food Centres conference that was held in Bendigo from 8-9 August 2016. The tour and conference was organised by Sustain: The Australian Food Network. This association provided access to internationally renowned guest speakers from North America and Canada who also presented at the Bendigo conference. The forum program and list of speakers is included at Attachment 1.

The Food for Thought Forum concept was outlined at a Councillor workshop on 28 April 2016 with full support provided to proceed with the initiative. The event received financial sponsorship from Tweed Shire Council, Destination Tweed, North Coast TAFE NSW and the NSW Government's Northern NSW Local Health District. Through the hosting of site visits and other in-kind contributions the forum was also supported by a number of local businesses including the Mantra Group and Season Restaurant, Stone and Wood Brewing Company, Tropical Fruit World, Madura Tea, Bucks Farm, Cudgen Fresh, All Natural Meat Company, Tweed Caldera Honey, Pickled Pig Brewery, Witches Falls Winery and Harnett's Dairy and Cheese Factory.

There were approximately 11,000 views, with the majority of these being greater than five minutes, on the Food for Through Forum webpage leading up to the event, demonstrating the high level of interest in this initiative. The Forum was extremely well attended by 70 delegates, including local producers and young farmers, wholesalers and retailers, local food manufacturers, the tourism industry, hospitality sector, vocational training and learning institutions, policy makers (local and state government), elected representatives, community development professionals, students, academics, and the wider community. The feedback from the majority of delegates was very positive. A selection of relevant, unsolicited, comments is shown below:

Participant

Dr Caroline A Sullivan
Professor of Environmental Economics and
Policy

Southern Cross University, NSW

Anne Briggs
Executive Officer
Northern Rivers Food

Melissa Rahmate
Northern NSW Local Health District
Mark Williams

Sue Harnett

Aymon Gow
Tropical Fruit World
Pete Burr
Potager

Comments

It was a great meeting and I am certainly keen to continue to be involved.

Thank you so much for putting on the Food for Thought Forum. I particularly enjoyed the bus trip which was great! I know how much effort goes into these things so a huge thank you to you both for your efforts.

What a great forum. I look forward to receiving a copy of the presentations.

It was an inspiring few days. I feel some good seeds have definitely been planted! You did well bringing everyone together.

Thanks for all your efforts, you did a great job over both days of the forum. We were happy to be part of the site visit and really enjoyed the experience.

The forum went very well. Congratulations, glad we could be involved.

Thanks so much for convening this forum. The insights were excellent and certainly a number of them showed 'what was possible'. Look forward to ongoing dialogue. Thanks again for a great event.

Key messages

Forum participants heard from a number of speakers who highlighted:

- The cultural significance of the Tweed to the local Aboriginal people and the importance of local food resources that have been abundant here for thousands of years.
- The widespread benefits of developing and implementing regional food sector strategies (ie. the Lockyer Valley Regional Food Sector Strategy).
- The need to create new tourism experiences and to create linkages along the supply chain between producers, packers, processors, retailers, chefs and consumers, thereby integrating tourism and agriculture.
- The value of downstream food processing, local brand development, farm gate and farm trail experiences, produce ambassadors, training and innovation centres, pop-up eateries, improving production practices, and career pathways to enhance the local food economy.
- The importance of staying true to your brand as a local food producer.
- The economic benefits of local food festivals.
- The value of good land management and biodiversity conservation on farms as a means of ensuring production and improving the marketability of the product.
- The nation-wide efforts to create a fairer food system including Fair Food Week, the Real Food Challenge, Food for Thought Festival (Albany, WA), and the work of the Food Sovereignty Alliance (Australia) among others.

- The benefits of food hubs for shortening the supply chain, minimising environmental impacts, improving access to local food and ensuring higher returns for farmers.
- The success of Food Connect Brisbane, which services approximately 1,500 households in the Brisbane area along with 45 restaurants and buyers groups.
- The value of the Stephanie Alexander Kitchen Garden program as a means of educating youth about local food.
- The importance of active and healthy regional communities and the need for greater focus on preventative strategies involving food to address existing and emerging human health issues.
- The success of local farmers markets and the growing interest in the use of local products in the hospitality sector.

Forum outcomes

A number of themes emerged from the forum resulting from the range of presentations and discussions over the two day program. This resulted in a series of recommendations aimed at improving cooperation to enhance the local food economy. A forum dinner was also held at Seasons restaurant showcasing a menu using all local ingredients (Attachment 2).

The major themes included:

- The need for Council to continue to facilitate collaboration across the sectors of tourism, events, agriculture and local business.
- The need to strengthen linkages within Council to optimise potential to overcome actual and perceived barriers to local food initiatives and fully realise the opportunities
- The importance of local branding
- The challenges that local policies and state regulations can present to imitative agribusiness development and farm diversification and the role Council can play in helping entrepreneurs to navigate these necessary but often complex pathways.
- The need to leverage partnerships with other local governments to capitalise on regional opportunities.

Local government has an important role to play in stimulating economic growth in the food sector. Council can act as the catalyst for bringing stakeholders together and facilitating help for others to leverage our local and regional food opportunities.

The forum highlighted the difficulty many farmers face finding a market for their products. Council can assist by creating opportunities for additional farmers markets building on the successful model of the Murwillumbah Farmers Market through the planned review of the Markets Policy. The forum highlighted the benefits of a range of different food hub models, including food processing and value-add infrastructure. The Economic Development Strategy has identified the need to explore the feasibility of a food processing cluster in the Tweed as a means of adding value and branding local product.

Sustain: The Australian Food Network has offered Council a 12 month free membership to the organisation valued at \$1,000. The membership provides an opportunity to continue working closely with the network on local and fair food initiatives and access to a range of resources. This will provide Council with the opportunity to further investigate the benefits and potential issues associated with becoming a signatory to the Urban and Regional Food Declaration.

OPTIONS:

1. To endorse the recommendations in this report.
2. To not endorse the recommendations in this report.

CONCLUSION:

Tweed Shire Council took the initiative to hold a community forum about food recognising the economic, social and environmental benefits that come from a strong local food economy. The forum brought together a diverse group who are passionate about realising the opportunities in the local food sector. The forum resulted in a number of practical outcomes and recommendations as outlined in this report.

COUNCIL IMPLICATIONS:

a. Policy:

Markets v1.1; associated strategies and policies including:

- Sustainable Agriculture Strategy
- Rural Land Strategy
- Events Strategy
- Economic Development Strategy

b. Budget/Long Term Financial Plan:

Income:	\$
Sustainable Agriculture Contribution	12,000
TAFE NSW	500
NSW Health	500
Destination Tweed	3,000
Registrations	13,536
	\$29,536
Expenditure	\$15,703
Balance	\$13,833

This balance will be used to progress initiatives identified in this report, including hosting another Forum in the 2017/2018 financial year.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Involve/Collaborate-We will work with you on an ongoing basis to ensure your ideas, concerns and aspirations are considered. We will provide feedback on Council's decisions.

Engagement activities included:

- Council workshop
- Collaboration and workshop with Destination Tweed
- Engagement of local producers through attendance at Murwillumbah Farmers Market

- Promotion through a range of networks, including business community, events, local government and a feature in the Local Government NSW weekly newsletter in August.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Attachment 1. Food for Thought Forum Program (ECM 4254581)
Attachment 2. Farm Gate to Plate Menu (ECM 4254611)

13 [CNR-CM] Request for Offer RFO2016-120 Construction of Tyalgum Memorial Park and Lookout

SUBMITTED BY: Recreation Services

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

2	Supporting Community Life
2.3	Provide well serviced neighbourhoods
2.3.6	Provide conveniently placed and well equipped parks, sporting, recreational, cultural and community facilities

SUMMARY OF REPORT:

Request for Offer RFO2016120 Construction of Tyalgum Memorial Park and Lookout was called to engage a suitably qualified and experienced organisation to provide landscape construction services to complete the upgrade of the Tyalgum Memorial Park and Boxell Road Lookout Rest Area.

At the time of closing of offer submissions, three offers were received and recorded.

The evaluation of the offers against the Selection Criteria is contained in the Offer Evaluation Report included in **CONFIDENTIAL ATTACHMENTS 1 and 2**. The recommendations are based on the evaluation.

RECOMMENDATION:

That in respect to Contract RFO2016120 Construction of Tyalgum Memorial Park and Lookout:

- 1. Council awards the contract to D’Bah Enterprises (t/a Greenwood Landscape Management) ABN 61 850 361 870 for the amount of \$179,200.53 (excl 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:**Offer Background**

Request for Offer RFO2016120 was called to engage a suitably qualified and experienced organisation to provide landscape construction services to complete the upgrade of the Tyalgum Memorial Park and Boxell Road Lookout Rest Area.

Works will include pathways, seating, shelters and a new playground with additional tree planting.

Offer Advertising/Distribution

The Offer was invited in accordance with the provisions of the Local Government Act 1993, the NSW Local Government (General) Regulation 2005 and the Tendering Guidelines for NSW Local Government.

The Offer was officially advertised on Tuesday 9 August 2016 in The Sydney Morning Herald and also on 6 August 2016 in the Brisbane Courier Mail and Gold Coast Bulletin.

Offer Submissions

Offer submissions closed at 4.00pm (local time) on 31 August 2016 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah.

At the closing time for offer submissions, the Tender Box was opened and three offers were recorded as below:

Bidder	ABN
Desire Contractors Pty Ltd	77 167 694 055
D'Bah Enterprises (t/a Greenwood Landscape Management)	61 850 361 870
The Landscape Construction Company	73 116 002 521

Offer Evaluation

Council's Offer Evaluation Panel was made up as follows:

Position
Engineer Contracts
Landscape Architect

Offers were evaluated based on the criteria noted in the table below which were also listed in the Conditions of Offering.

Criterion	Document Reference	Weighting (%)
Value for Money (Normalised Offer Price) (Mandatory but Chairperson sets weighting)	Schedule 2 & 3	40
Price Compared with TSC Estimate	Schedule 2 & 3	Yes/No Item
Financial Details and Capacity	Schedule 4	Yes/No Item
Previous and Current Works (Experience)	Schedule 4	5
Project Management (Key Personnel)	Schedule 5	5
Methodology and Work Program (Time)	Schedule 6	10
WHS and Risk Management	Schedule 7	10
Environmental Management	Schedule 7	10

Quality Management	Schedule 7	10
Proposed Subcontractors (Experience)	Schedule 8	Yes/No Item
Company Insurances	Schedule 9	Yes/No Item
Sustainable Procurement	Schedule 10	Yes/No Item
Local Content (Development of Local Business/Industry) (Mandatory 10% assessment as per Policy)	Schedule 11	10
Innovation	All Schedules	
Maintenance and Running costs	All Schedules	Yes/No Item
Life of Proposed materials and equipment	All Schedules	Yes/No Item
Warranty Periods Offered	All Schedules	Yes/No Item
Council's Contract Administration Costs	Schedule 6	Yes/No Item
	Total	100

The details of the price and non-price evaluation are shown on the Offer Evaluation Report and Offer Evaluation Scoring Sheet. A copy of the Offer Evaluation Report and Offer Evaluation Scoring Sheet are included as ATTACHMENTS 1 and 2 which are CONFIDENTIAL in accordance with Section 10A:

- (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.

Recommendation

It is recommended that the Offer from D'Bah Enterprises (t/a Greenwood Landscape Management) ABN 61 850 361 870 be accepted to the value of \$179,200.53 excl GST.

OPTIONS:

That Council:

1. Awards the contract to D'Bah Enterprises (t/a Greenwood Landscape Management) ABN 61 850 361 870 for the amount of \$179,200.53 (excl GST).
2. Awards the Contract to a different Bidder, including reasons for this course of action.
3. Declines to accept any of the Offers, including reasons for this course of action

COUNCIL IMPLICATIONS:

a. Policy:

Procurement Policy v1.6The Offer invitation and evaluation have been conducted in accordance with the provisions of:

- The Local Government Act 1993 and the NSW Local Government (General) Regulation 2005
- Council's Procurement Policy

In accordance with Local Government (General) Regulations 2005.

b. Budget/Long Term Financial Plan:

Provision for RFO2016120 Construction of Tyalgum Memorial Park and Lookout is included in the 2016/2017 Budget. The work has been budgeted for over the last 4 years and ending in the 2016/2017 financial year. This project is funded from the closure of the Tyalgum transfer tip and allocating four years of wages (approx. \$60k) to a total of \$240k.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

(Confidential) Attachment 1. RFO2016-120 - Offer Evaluation Report (ECM 4240091)

(Confidential) Attachment 2. RFO2016-120 - Offer Evaluation Scoring Sheet (ECM 4239983)

14 [CNR-CM] SALT Surf Life Saving Club

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:

Council issued consent to the SALT Surf Life Saving Club on 23 September 2013 for the partial demolition of the existing clubhouse adjacent to SALT Central Park, and extensions for new facilities at Kingscliff.

The current clubhouse is located on Lot 173 DP 1075495, and the extensions will extend eastwards into adjacent Council community land, Lot 901 DP 1066477.

Construction is nearly complete, and to provide tenure for the Club to operate from the new facility, it is now necessary to enter into lease with the Club for the building footprint over Lot 901.

It is recommended that Council approves publishing a notice of intention of granting a lease to the SALT Surf Life Saving Club upon occupation of the new facility, in accordance with the requirements of the Local Government Act 1993.

RECOMMENDATION:

That Council approves publishing a notice of Council's intention of entering into a lease with SALT Surf Life Saving Club over all of Lot 173 DP 1075495 and part Lot 901 DP 1066477 for a term of 10 years and an option, in favour of the lessee, for a further 10 years.

REPORT:

Council issued consent to the SALT Surf Life Saving Club for the partial demolition of an existing storage and first aid facility with public toilets, adjacent to SALT Central Park, and extensions for new facilities at Kingscliff.

The current facility is located on Lot 173 DP 1075495, being Council operational land, and the extensions will extend eastwards into Council community land, Lot 901 DP 1066477.

Figure 1 below shows the location of the existing surf lifesaving facility within Lot 173, the hatched area is Lot 901, where the proposed works will extend into:

Figure 1

Background information

The existing facility is located within Lot 173 and the Club operates from the site under a lease dated 17 December 2004. This lease was for a term of ten years, between Council and Salt Developments Pty Ltd ("Salt"), who constructed the facility. This lease commenced on 4 January 2005 and expired on 3 January 2015.

Clause 14 of the lease allowed for Salt to sub-let to Surf Life Saving NSW Incorporated (or related entity) or Surf Life Saving Services Pty Ltd (or related entity) for the sole purpose of providing surf lifesaving services as required under condition 15 of the consent for the facility.

Concurrently with this lease, Council entered into a Deed with Salt Developments which effected an indemnification required under consent condition 16, to cover the costs of the provision of surf lifesaving services for the beach bordering the SALT development.

Clause 28 of the lease provides that if Council allows the Lessee to use the site after the expiry date, then the lease will roll over into a monthly tenancy. This is the current status of the Club's tenure.

In light of the proposed extensions and the provision of tenure for the extension into Lot 901, it is appropriate to include consideration of the leasing of Lot 173.

As noted earlier in the report, Lot 173 is operational land, so there are no statutory restrictions to be considered when determining lease terms.

However, Lot 901 is a public reserve and is classified as community land, which falls within the constraints for leasing within the Local Government Act 1993.

A Plan of Management was adopted for Lot 901 in June 2010, which identifies the use of that part of Lot 901 contiguous with Lot 173 for the expansion of the existing surf lifesaving facility, and that the parcel could be leased/licensed for such purpose, but the total lease term must not exceed 21 years (inclusive of any options).

The latter constraint emanates from section 46 of the Local Government Act 1993, which provides that if a lease exceeding 5 years is contemplated, then in accordance with section 47, Council must give public notice of such intention, and provide a submission period of not less than 28 days.

To ensure ongoing surf lifesaving services are provided for the adjacent beach, a term of ten years, with an option for a further ten years is recommended.

In this regard, pursuant to section 47, Council is also required to resolve to give notice of its intention to lease the land to the Club.

It is recommended that Council approves the publication of a notice of intention to enter into a lease with the SALT Surf Life Saving Club upon occupation of the new facility.

OPTIONS:

1. To provide the SALT Surf Life Saving Club tenure for the occupation of Council land for surf lifesaving services to the Kingscliff community and visitors.

2. To not approve the provision of tenure to the SALT Surf Life Saving Club for the occupation of Council land for surf lifesaving services.

CONCLUSION:

In light of the acceptance and adoption of the Plan of Management in 2010, which set down the foundation for the expanded facilities at this location, it is recommended that Council approves the granting of tenure, and to publish a notice of Council's intention to enter into a lease with the SALT Surf Life Saving Club as recommended.

COUNCIL IMPLICATIONS:

a. Policy:

Not applicable.

b. Budget/Long Term Financial Plan:

No financial implications arise as a result of this report

c. Legal:

The Local Government Act, 1993, requires, at section 47, that Council gives public notice of its intention to lease Council land for any period over five years.

d. Communication/Engagement:

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

Appropriate notification of Council's intention to issue a long term lease to the Club will provide for public submissions.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

REPORTS FROM THE DIRECTOR ENGINEERING

15 [E-CM] Bridge Naming - Tweed Valley Way, Burringbar

SUBMITTED BY: Design

Validms



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 21 July 2016 resolved to publicise its intention to name the bridge which crosses over Tweed Valley Way at Burringbar as Occupation Bridge and allowed 28 days for any written submissions to be received.

One submission was received requesting Council consider an alternate name of Unity Bridge noting that it was phonetic and “would send a message that the Council would like everyone on side, as it were”.

It is considered that based on the background information previously provided, the name Occupation Bridge is a more suitable name for this particular bridge.

RECOMMENDATION:

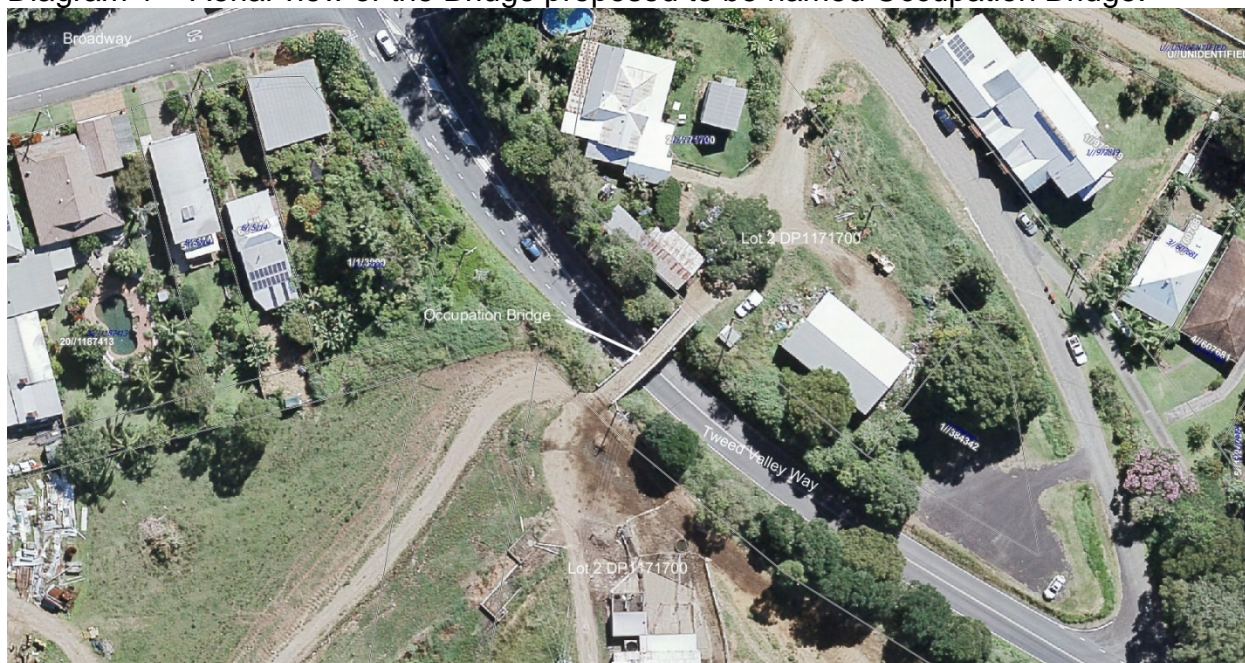
That:

- 1. Council adopts the name Occupation Bridge for the bridge crossing over Tweed Valley Way at Burringbar and separating Lot 2 in DP 1171700.**
- 2. The naming of the bridge is gazetted under the provisions of the Roads (General) Regulation 2008 and the Roads Act, 1993 as amended.**

REPORT:

Council at its meeting of 21 July 2016 resolved to publicise its intention to name the bridge which crosses over Tweed Valley Way at Burringbar as Occupation Bridge and allowed 28 days for any written submissions to be received. Refer to Diagram 1.

Diagram 1 – Aerial view of the Bridge proposed to be named Occupation Bridge.



One submission was received requesting Council consider an alternate name of Unity Bridge noting that it was phonetic and “would send a message that the Council would like everyone on side, as it were”. A copy of the correspondence is attached to this report.

As advised in the meeting of 21 July 2016 the bridge has been locally known as Occupation Bridge. It was built in 1938 when a cutting was put through the land which it dissects for the purpose of the realignment and widening of the then Pacific Highway (now Tweed Valley Way). Records held by the State Library of NSW dating back to 1938 show the bridge title as “State Highway 10: Occupation Bridge, Burringbar”.

OPTIONS:

The process for the naming of the bridge complies with and has been completed in accordance with Council's Policy on Naming of Streets and Roads which is the basis used for the naming of all bridges within the Tweed Shire. The objection to the bridge name is not deemed to be a valid objection.

CONCLUSION:

It is considered that based on the background information previously provided, the name Occupation Bridge is a more suitable name for this particular bridge and as such it is recommended that Council adopts the name **Occupation Bridge** for the bridge crossing over Tweed Valley Way at Burringbar and separating Lot 2 in DP 1171700.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable.

Utilising the Naming of Streets and Roads Policy as a basic guideline.

b. Budget/Long Term Financial Plan:

No future budget implications.

c. Legal:

Not Applicable.

d. Communication/Engagement:

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

The proposed bridge name was advertised in the Tweed Link on 16 August 2016 allowing 28 days for written objections.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Attachment 1.

Written Objection from John Riley (ECM 4223117).

16 [E-CM] Classification of Land as Operational - 341 Tweed Valley Way, South Murwillumbah

SUBMITTED BY: Design

Validms



Strengthening the Economy

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 3 Strengthening the Economy
- 3.4 Provide land and infrastructure to underpin economic development and employment
- 3.4.3 Manage Council business enterprises to provide economic stimulus and maximise returns to the community

SUMMARY OF REPORT:

At its meeting of 7 July 2016 Council resolved to purchase Lot 7 Section 8 in DP 2974 and Lot 1 in DP 357123 being 341 Tweed Valley Way, South Murwillumbah.

Settlement of the purchase occurred on 19 August 2016 and pursuant to Section 31 of the Local Government Act 1993, Council is required to classify all land held by it.

Prior to resolving to classify the land, Council was required to publish a notice of its intention to classify the land. Such a notice was published in the Tweed Link on 13 September 2016, with a submission period of 28 days, which expired on 11 October 2016 and no submissions were received.

It is recommended that Council approve the classification of the subject land as operational in pursuance of its obligations under the *Local Government Act, 1993*.

RECOMMENDATION:

That Council, in accordance with Section 31 of the *Local Government Act, 1993* classifies Lot 7 Section 8 DP 2974 and Lot 1 in DP 357123 being 341 Tweed Valley Way, South Murwillumbah as operational land.

REPORT:

At its meeting of 7 July 2016 Council resolved to purchase Lot 7 Section 8 in DP 2974 and Lot 1 in DP 357123 being 341 Tweed Valley Way, South Murwillumbah.

Settlement of the purchase occurred on 19 August 2016 and pursuant to Section 31 of the *Local Government Act, 1993*, Council is required to classify all land held by it, within three (3) months of the date of transfer to Council.

It is intended to classify the land as operational, to reflect the operational nature of the land and its improvements. The property consists of a dwelling which is currently under a residential lease agreement.

Prior to resolving to classify the land, Council was required to publish a notice of its intention to classify the land. Such a notice was published in the Tweed Link on 13 September 2016, with a submission period of 28 days, which expired on 11 October 2016 and no submissions were received.

OPTIONS:

As the classification of the land is a statutory obligation there are no alternative options available regarding this matter.

CONCLUSION:

Council is required to classify all land held by it and the purpose of this report is to fulfil that statutory obligation, it is recommended that Council approve the classification of the subject land as operational land in pursuance of Section 31 of the *Local Government Act 1993*.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable.

b. Budget/Long Term Financial Plan:

Asset of Recreation Services Division.

No financial or budget implications arise from this report.

c. Legal:

In accordance with the classification of land acquired after July 1993, being Section 31 of the *Local Government Act, 1993*.

d. Communication/Engagement:

Inform - We will keep you informed.

Advertised in the Tweed Link on 13 September 2016 providing a 28 day submission period.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

17 [E-CM] Crown Reserve 95559 at Tyalgum

SUBMITTED BY: Design

Validms



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:

Since 2011 the Tyalgum community have been advocating to Council and Crown Lands, and State Government representatives to support the consolidation of various Crown Reserves in the village.

The Tyalgum Reserve Trust is a community trust that manages several Crown Land parcels within Crown Reserve 66096 for Public Recreation and Protection of Native Flora in Tyalgum, the Trust is seeking the consolidation of a Council managed Crown Reserve into Crown Reserve 66096.

At a meeting of the Tweed Reserves Trust held on 26 June 2012, the Trust resolved:

"..that the Tweed Reserves Trust supports the Tyalgum Recreation and Flora Trust's proposal to have the Crown Land in Tyalgum incorporated under its management. This specifically includes the reserves for which Council is Trustee being Crown Reserve 88308 and Crown Reserve 95559."

Since that time, the Tyalgum Reserve Trust members have continued to endeavour to achieve that outcome.

Council has been advised that Crown Reserve 88308 is affected by two Aboriginal Land Claims, so consideration of its consolidation with Crown Reserve 66096 cannot occur until the Land Claims have been determined.

This report relates to the actions required by Council to facilitate the incorporation of Crown Reserve 95559 into Crown Reserve 66096.

RECOMMENDATION:

That:

1. **Tweed Shire Council resigns as Trustee of Crown Reserve 95559 for Caravan and Camping Park, comprised in Lot 105 DP 728111 at Tyalgum; and**

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

REPORT:

Since 2011 the Tyalgum community have been advocating to Council and Crown Lands, and State Government representatives to support the consolidation of various Crown Reserves in the village.

The Tyalgum Reserve Trust is a community trust that manages several Crown Land parcels within Crown Reserve 66096 for Public Recreation and Protection of Native Flora in Tyalgum, the Trust is seeking the consolidation of a Council managed Crown Reserve into the Tyalgum Reserve Trust.

The plan below in Figure 1 shows the parcels comprising Crown Reserve 66096, shown highlighted in blue, which is managed by the community, as Tyalgum Reserve Trust:



Figure 1

The community trust has been inquiring into the consolidation of those Crown Land parcels under Council management, Crown Reserve 88308 for Public Recreation (Lot 108 in DP 728117) and Crown Reserve 95559 for Caravan and Camping Park (Lot 105 DP 728111), shown in red hatching in Figure 1 above.

At a meeting of the Tweed Reserves Trust held on 26 June 2012, the Trust resolved:

"..that the Tweed Reserves Trust supports the Tyalgum Recreation and Flora Trust's proposal to have the Crown Land in Tyalgum incorporated under its management. This specifically includes the reserves for which Council is Trustee being Crown Reserve 88308 and Crown Reserve 95559."

Since that time, the Tyalgum Reserve Trust members have continued to endeavour to achieve that outcome.

Correspondence from the Department of Primary Industries, Property Management, Lands, ("DPI") indicates that there have been two Aboriginal Land Claims lodged over Crown Reserve 88308 for Public Recreation. This is the smaller red hatched parcel located on the Oxley River. DPI advised that until the Land Claims have been determined, the Department is not in a position to consider its addition to Crown Reserve 66096.

However, Crown Reserve 95559 for Caravan and Camping Park is suitable for addition to Crown Reserve 66096. DPI has advised the Tyalgum Reserve Trust that they require a resolution by Council, approving its resignation as Trustee of Crown Reserve 95559, before they can proceed with the consolidation.

The report to the Tweed Reserves Trust of 26 June 2012 provides the reasoning for approving a resolution to this effect, showing that operationally, the Crown Reserve is not an actively used parcel, in isolation from the parcels within the Crown Reserve managed by the community trust. The Tweed Reserves Trust report and its resolution are attachments to this report.

OPTIONS:

1. To resolve that Tweed Shire Council resigns as Trustee of Crown Reserve 95559 for Caravan and Camping Park, comprised in Lot 105 DP 728111 at Tyalgum; or
2. To not approve the resignation of Tweed Shire Council as Trustee of Crown Reserve 95559 at Tyalgum.

CONCLUSION:

As there are strong arguments to allow the relinquishment of management of Crown Reserve 95559 by Council, it is recommended that Council approves the resolution to resign as Trustee of Crown Reserve 95559 at Tyalgum. This recommendation is underpinned by DPI's support of the addition of the Reserve to the community managed Crown Reserve 66096.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable.

b. Budget/Long Term Financial Plan:

There are no budgetary or financial implications arising from this report, other than the reduction of maintenance costs for the reserve.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

DPI will undertake public consultation as part of their requirements to amend the Crown Land reserves and the parcels comprising them.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Attachment 1. Tweed Reserve Trust report dated 26 June 2012
(ECM 2810127).

Attachment 2. Tweed Reserve Trust resolution dated 26 June 2012
(ECM Doc Set 2818223).

18 [E-CM] Amendment to Section 94 Plans

SUBMITTED BY: Roads and Stormwater

Validms



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

2	Supporting Community Life
2.3	Provide well serviced neighbourhoods

SUMMARY OF REPORT:

At its June 2016 meeting, Council endorsed draft Business Investment Policy (Version 2.0) for public exhibition, which was subsequently exhibited and ultimately approved by Council at its August 2016 meeting.

To facilitate the proposed concessions relating to Section 94 developer contributions, relevant amendments to the developer contribution plans were drafted and reported to the July 2016 Council meeting, which were endorsed by Council for public exhibition at that meeting.

At the same time, the opportunity was taken to further amend CP04 Tweed Road Contribution Plan to:

- delete the heavy haulage contributions as a further development incentive, and to remove a system that has become unworkable;
- define gross leasable floor area (GLA).

The S94 plan amendments were made and duly exhibited for the required 28 day period. No submissions were received by the close of the exhibition period on 12 October 2016; therefore this report recommends that Council adopts the draft Section 94 contribution plans as exhibited, to come into effect concurrently with Business Investment Policy (Version 2.0).

RECOMMENDATION:

That:

- 1. Council approves the following Draft Section 94 Developer Contribution Plans:**
 - **CP04 Tweed Road Contribution Plan Version 6.3**
 - **CP18 Council Administration Offices and Technical Support Facilities Version 2.3**
 - **CP23 Offsite Parking Version 2.4,**

as exhibited to repeal and replace prior versions in accordance with Clause 31 of the Environmental Planning and Assessment Regulation 2000; and

- 2. The Plans will come into effect concurrently with Business Investment Policy (Version 2.0) as specified in resolution 9 of the Council meeting held 18 August 2016.**

REPORT:

Background

At its June 2016 meeting, Council endorsed draft Business Investment Policy (Version 2.0) for public exhibition, which was subsequently exhibited and ultimately approved by Council at its August 2016 meeting by the following resolution (Item 9):

"RESOLVED that Council nominates the General Manager to determine a commencement date of the Business Investment Policy v.2.0 after all amendments to the relevant S.94 Developer Contribution Plans have been amended to bring this Policy into force."

Amendments to Contribution Plans 4, 18 and 23 to reflect Business Investment Policy

To facilitate concessions in the Business Investment Policy Version 2.0 relating to Section 94 developer contributions, a report detailing the necessary amendments to contribution plans was put to Council's July 2016 meeting where Council endorsed the recommendation to exhibit the amendments for public comment.

As a result, the approved amendments were made and were duly exhibited in accordance with the Environmental Planning and Assessment Regulation for a period of 28 days from 7 September 2016.

Amendment to Contribution Plan 4 to delete Heavy Haulage Contributions

Given the amendment process required to facilitate the concessions in the Business Investment Policy, the opportunity was taken to also address heavy haulage contributions in the Tweed Road Contribution Plan (CP04, TRCP).

To summarise, the system for identifying and recouping heavy contributions was found to have become unworkable for a number of reasons, including:

- It is inequitable to reinstate the Quarry Royalty System as it cannot be applied to competing quarries outside of the Tweed Shire (i.e. Gold Coast quarries);
- The current policy has not been applied consistently for many years;
- Very little money has been raised by the existing system;
- It is not charged for other industries involving heavy vehicles on Council roads e.g. sugar cane, dairy industry, freight;
- At DA stage a developer may not have decided on the source of the fill, so the eventual haulage contribution is unable to be properly calculated on the consent.

The full set of reasons and additional detail as to research into options and how the conclusion to remove these contributions was reached can be found in the July 2016 report to Council. The report recommended that the requirement to pay heavy haulage contribution be deleted from the TRCP, and no longer applied to new development consents. Existing consents requiring heavy haulage payments would still be expected to pay.

The report established that deletion of the heavy haulage contribution will advantage the construction industry and remove an administrative burden on Council. It was found that there is no reasonable alternative heavy haulage contribution system available at this time,

so the additional impacts of heavy haulage on Council's road network will need to be borne through increased road maintenance and pavement strengthening, as is current practice.

To effect the removal of the Heavy Haulage contribution requirement from the TRCP, amendments were made to Sections 3.1, 3.3.2, 3.5.5, 3.6.2 and Schedule 1, as well as minor references throughout the document generally in accordance with the July 2016 report as approved by Council, and were duly exhibited in accordance with the Environmental Planning and Assessment Regulation for a period of 28 days from 7 September 2016.

Amendment to Contribution Plan 4 to define Gross Leasable Floor Area (GLA)

At the request of the Development Assessment Unit, the TRCP was further amended to define Gross Leasable Floor Area (GLA). Detail about the need for this definition and its source can be found in the July 2016 Council report.

In summary, to define GLA, Note (a) to Table 3.1.6A was amended to read (underlined text additional):

"a) 'A' denotes area of floor space in m² Gross Leaseable Area (GLA). GLA is defined as the sum of the area of each floor of a building where the area of each floor is taken to be the area within the internal faces of the walls, excluding stairs, amenities, lifts, corridors and other public areas but including stock storage areas. Where a calculation of GLA is not provided with a development application or cannot be reasonably determined from submitted plans, GLA shall be assumed to be 75% of Gross Floor Area (GFA). GFA is defined by the Tweed Local Environmental Plan."

The above amendment to Contribution Plan No 4 (TRCP), approved for exhibition by Council at its July 2016 meeting, was made and duly exhibited in accordance with the Environmental Planning and Assessment Regulation for a period of 28 days from 7 September 2016.

Exhibition Period and Submissions

Draft S94 plan 4, 18 and 23 were amended as described above and detailed in the July 2016 Council report, and were subsequently exhibited for a period of 28 days from 7 September 2016 until 12 October 2016 in accordance with the Environmental Planning and Assessment Regulations. During that period no submissions were received, and therefore this report recommends that the draft Section 94 plans be adopted as exhibited, to come into effect concurrently with Business Investment Policy (Version 2.0).

OPTIONS:

That Council:

1. Accepts this report's recommendation and approves the following draft plans as exhibited:
 - CP04 Tweed Road Contribution Plan draft Version 6.3
 - CP18 Council Administration Offices and Technical Support Facilities draft Version 2.3, and
 - CP23 Offsite Parking draft Version 2.4,

to come into effect concurrently with the Business Investment Policy (Version 2) in accordance with Resolution 9 of the Council meeting held 18 August 2016.

2. Declines to approve the developer contribution plans, thereby relying only on the adopted Business Investment Policy (Version 2.0) to implement the proposed strategies for developer contribution incentives.

CONCLUSION:

Amendments were made to Council's developer contribution plans numbered 4, 18 and 23 to facilitate concessions in the Business Investment Policy (Version 2.0).

At the same time, the opportunity was taken to make two further amendments to CP04 Tweed Road Contribution Plan, to delete the heavy haulage contribution, and to define gross leasable floor area, both of which clarify and simplify the operation of the plan.

Having been exhibited in accordance with the Environmental and Planning Regulations for the required 28 day period and having received no submissions during that time, this report seeks Council approval to adopt the amended plans to come into effect concurrently with Business Investment Policy (Version 2.0).

COUNCIL IMPLICATIONS:

a. Policy:

Business Investment v1.0;
Section 94 Developer Contribution Plan Nos 4, 18 and 23

b. Budget/Long Term Financial Plan:

The amendments as highlighted in the adoption of the Business Investment Policy will reduce S94 income which funds the infrastructure detailed in these plans but will encourage economic development. These impacts will be reported to Council at a future date.

c. Legal:

Not Applicable.

d. Communication/Engagement:

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

The draft S94 plans, the subject of this report, were amended to reflect concessions in Council's Business Investment Policy Version 2 (separately exhibited) and were duly exhibited for a period of 28 days from 7 September 2016 until 12 October 2016 in accordance with the Environmental Planning and Assessment Regulations. During that period no submissions were received.

UNDER SEPARATE COVER/FURTHER INFORMATION:

- | | |
|---------------|---|
| Attachment 1. | CP04 Tweed Road Contribution Plan (ECM 4251193). |
| Attachment 2. | CP18 Council Administration Offices and Technical Support Facilities (ECM 4251202). |

Attachment 3.

CP 23 Offsite Parking (ECM 4251215).

19 [E-CM] RFO2016131 Supply of Hydrofluorosilicic Acid (H₂SiF₆)

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
2.3.2	Provision of a secure, high quality and reliable drinking water supply services which meets health and environmental requirements and projected demand

SUMMARY OF REPORT:

Request for Offer RFO2016131 Supply of Hydrofluorosilicic Acid was called to engage a suitably equipped organisation to supply and deliver to Council's Bray Park Water Treatment Plant (located at Durroon Avenue, Bray Park NSW 2484) bulk quantities of Hydrofluorosilicic Acid, to be used for water treatment purposes.

At the time of closing three Offers were received.

The evaluation of the offers against the Selection Criteria is contained in the Offer Evaluation Report included in **CONFIDENTIAL ATTACHMENTS 1 and 2**. The recommendations are based on the evaluation.

RECOMMENDATION:

That in respect to Contract RFO2016131 Supply of Hydrofluorosilicic Acid (H₂SiF₆):

- Council awards the contract to Axieo Specialties (a division of Axieo Operations Australia Pty Ltd), ABN 88 602 074 322, for the period 1 November 2016 to 30 June 2018, with provision for 2 x 12 month contract extension options available to be exercised at General Manager's discretion.**
- 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.**
- ATTACHMENTS 1 and 2 are CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-**
 - commercial information of a confidential nature that would, if disclosed:**
 - prejudice the commercial position of the person who supplied it, or**
 - confer a commercial advantage on a competitor of the council, or**
 - reveal a trade secret.**

REPORT:

Offer Background

Offer RFO2016131 Supply of Hydrofluorosilicic Acid was called to engage a suitably equipped organisation to supply and deliver to Council's Bray Park Water Treatment Plant (located at Durroon Avenue, Bray Park NSW 2484) bulk quantities of Hydrofluorosilicic Acid, to be used for water treatment purposes.

This item was originally included as part of RFO2016066 Supply of Water Treatment Chemicals, however in the absence of the receipt of a value-for-money offer, Council determined at its June meeting to decline all offers and re-advertise Hydrofluorosilicic Acid as a separate contract.

Request for Offer Advertising

Offers were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. The Request for Offers was advertised from 13 August 2016 in the *Sydney Morning Herald* and on Council's website.

Offer submissions closed at 4.00pm (local time) on 7 October 2014 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484 and via eTender.

Offer Addendums

There were no Notices to Bidders issued before close of Offer.

Offer Submissions

At the closing time for Offer Submissions, the Tender Box was opened and three Offers were recorded as below:

Bidder	ABN
Axieo Specialties (a division of Axieo Operations Australia Pty Ltd)	88 602 074 322
Ixom Operations Pty Ltd	51 600 546 512
Source Co Services Pty Ltd	72 603 092 495

Offer Evaluation

In accordance with the approved Evaluation Plan for this RFO, and in consideration of the estimated value of the Contract, there was no formal Offer Evaluation Panel for this evaluation. The evaluation was carried out by Engineer - Treatment & Catchment and Supervisor – Contracts Administration.

Offers were evaluated based on the criteria noted in the table below which were also listed in the Conditions of Offering.

Criterion	Document Reference	Weighting (%)
Bidders' meeting of Contract requirements	Throughout Offer	Yes/No
Pricing	Schedule 5.7 Offer Pricing	50
Demonstrated capability to perform the Services as specified, including suitability of products offered and product lead times offered	Schedules 5.3 Insurances, 5.7 Offer Pricing, 5.8 Product Documentation	30
Bidders' Quality Assurance processes and Environmental performance	Schedules 5.4 Quality Assurance Form and 5.5 Environmental Performance Form	10
Local Content	Schedule 5.6 Local Content Form	10
	Total	100

The details of the price and non-price evaluation are shown on the Offer Evaluation Report and Offer Evaluation Scoring Sheet. A copy of the Offer Evaluation Report and Offer Evaluation Scoring Sheet are included as ATTACHMENTS 1 and 2 which are CONFIDENTIAL in accordance with Section 10A:

- (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. Awards the contract to Axieo Specialties (a division of Axieo Operations Australia Pty Ltd), ABN 88 602 074 322, for the period 1 November 2016 to 30 June 2018, with provision for 2 x 12 month contract extension options available to be exercised at Director – Engineering's discretion.
2. Declines to accept any of the Offers, including reasons for this course of action

CONCLUSION:

Axieo Specialties submitted the most competitive Offer when both price and non-price evaluation criteria were considered.

COUNCIL IMPLICATIONS:

a. Policy:

Procurement Policy v1.6, in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005.

b. Budget/Long Term Financial Plan:

Provision for RFO2016131 Supply of Hydrofluorosilicic Acid is included in the water treatment budget.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

(Confidential) Attachment 1. RFO2016131 Supply of Hydrofluorosilicic Acid - Offer Evaluation Report (ECM 4257323).

(Confidential) Attachment 2. RFO2016131 Supply of Hydrofluorosilicic Acid - Offer Evaluation Scoring Sheet (ECM 4257004).

REPORTS FROM THE DIRECTOR CORPORATE SERVICES

20 [CS-CM] Application for 2016/2017 Events Sponsorship - World Environment Day Festival - 4 June 2017

SUBMITTED BY: Director Corporate Services

Validms



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
 - 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
 - 3 Strengthening the Economy
 - 3.1 Expand employment, tourism and education opportunities
 - 3.1.2 Attract major events to the Tweed
 - 3.1.3 Provide opportunities for visitors to enjoy access to the arts through cultural facilities, festivals and programs
 - 3.1.4 Market the Tweed as a destination for business and tourism
 - 3.1.6 Support creative practitioners and entrepreneurs to access professional and business development opportunities, to enhance their contribution to the creative economy
 - 3.3 Maintain and enhance the Tweed lifestyle and environmental qualities as an attraction to business and tourism
-

SUMMARY OF REPORT:

The Caldera Environment Centre submitted a 2016/2017 Events Sponsorship Application Form under the Events Sponsorship Policy funding round, formerly the Festivals and Events Policy, to conduct the World Environment Day Festival on Sunday 4 June 2017. This application was assessed against the Policy's eligibility criteria and presented to Councillors in a Councillor Workshop on Thursday 30 June 2016.

When Councillors reviewed the Centre's current funding application it was noted that the 2016 Festival had been rained out on Sunday 5 June and again on the day it was postponed to being Sunday 19 June, and the grant of \$4,000 for the conduct of this Festival had not been returned to Council. Therefore Councillors determined that in accordance with Council's Events Sponsorship eligibility criteria any future funding for this Festival would not be considered until the funds were returned as part of the formal acquittal.

On Friday 1 July 2016 \$4,000 was receipted by Council from the Caldera Environment Centre and a recommendation for Council to consider the Centre's funding application was included in the "Applications for 2016/2017 Events Sponsorship - Events Sponsorship Policy (formerly Festivals and Events Policy)" report tabled at Council's meeting of 21 July 2016:

“RESOLVED that:

1. *Council carry over the \$4,000 previously allocated in the 2015/2016 funding round to the Caldera Environment Centre to conduct the 2016 World Environment Day, into the 2016/2017 Events Sponsorship budget.*
2. *Council agrees to consider the application from Caldera Environment Centre, for \$5,000 funding towards the 2017 World Environment Day Festival, given that they have now met request from the Councillor Workshop that the previous funding be returned.....”*

Whilst Council agreed to consider the application the meeting did not formally undertake a vote on the now eligible application from Caldera Environment Centre for \$5,000 to conduct the 2017 World Environment Day Festival which is tabled for Councillors consideration.

RECOMMENDATION:

That Council gives consideration to the Caldera Environment Centre’s 2016/2017 Events Sponsorship Application for \$5,000 to conduct the 2017 World Environment Day Festival on Sunday 4 June 2017.

REPORT:

With the adoption of the Tweed Shire Events Strategy 2016-2020 on 18 February this year, it generated a review of Council's funding application form and guidelines, in addition to the current Festivals and Events Policy. A new form and guidelines were created, and the Festivals and Events Policy was renamed to Events Sponsorship Policy. Applications for funding under the new Policy opened on 20 May and closed 24 June 2016.

The Caldera Environment Centre submitted a funding application under the new Events Sponsorship Policy to conduct the World Environment Day Festival on Sunday 4 June 2017. At its' meeting of 21 July 2016 Council agreed to consider their application, however no recommendation for funding was recorded.

Council has allocated Festivals and Events funding to the Caldera Environment Centre, under the former Festivals and Events Policy, in previous years:

Year	Amount
2009/2010	\$2,324
2010/2011	\$3,000
2011/2012	\$3,500
2012/2013	\$3,500
2013/2014	\$4,000
2014/2015	\$5,000
2015/2016	\$4,000

The aims and objectives of event are described as follows:

"The aim of the event is to bring community together to learn about ecological sustainability.

The objective of the event is to help people learn practical ways to live in an ecologically sustainable manner. Learning at the Festival is designed to be encouraging, practical, positive and productive."

The Tweed Shire Events Strategy identifies environmental events as a key theme and one of the key priorities is to support community event organisers.

OPTIONS:

That Council:

1. Allocates financial support under the 2016/2017 Events Sponsorship Policy funding round, and agrees to enter into a one-year Sponsorship Agreement with the Caldera Environment Centre for the conduct of the World Environment Day Festival on Sunday 4 June 2017.
2. Does not allocate funding under the 2016/2017 Events Sponsorship Policy to the Caldera Environment Centre for the conduct of the World Environment Day Festival on Sunday 4 June 2017.

CONCLUSION:

Council is currently undergoing a period of transition in relation to its event processes and there will be changes in the next 12 months with regard to what Policy applies to applicants requesting financial assistance for events. Therefore the Events Sponsorship Policy will be reviewed in conjunction with the Community Sponsorship Policy early next year, with any recommended Policy changes being submitted to Council.

COUNCIL IMPLICATIONS:

a. Policy:

Events Strategy Version 1.0 (adopted 18 February 2016).

The Events Sponsorship Policy, Version 1.0 replaced the Festivals and Events Policy, Version 1.1.

The Events Sponsorship Policy will be reviewed in conjunction with the Community Sponsorship Policy as required, and to assist in implementing the actions from the Tweed Shire Events Strategy 2016-2020.

b. Budget/Long Term Financial Plan:

2016/2017 Budget allocation:

Events Sponsorship = \$50,000
Event Attraction = \$68,000

2015/2016 Festivals and Events carry over from Caldera Environment Centre = \$4,000

Expenditure to date, as per Council's resolution of 21 July:

One-year Agreements = \$42,637
Multi-year Agreements = \$30,000

c. Legal:

Not Applicable.

d. Communication/Engagement:

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

In early May event organisers were advised via email that Council was undergoing a period of transition with regard to its event processes and as a result the funding round would be delayed due to some housekeeping.

In mid May event organisers were advised via email that Council would be considering the draft Events Sponsorships Policy at their meeting of 19 May. Copies of the draft Policy, draft funding application form, and draft Events Sponsorship Guidelines were attached to the email.

Following Council's resolution of 19 May event organisers were updated via email on 23 May of Council's decision to place the draft Events Sponsorship Policy on public exhibition and to open the Events Sponsorship funding round.

A public exhibition notice appeared on Council's website on Friday 20 May 2016, with an advertisement appearing in the Tweed Link on Tuesday 24 May 2016.

The draft Events Sponsorship Policy was on public exhibition for 28 days, commencing 20 May 2016, with submissions accepted for 42 days up until Friday 30 June 2016.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

21 [CS-CM] Late Application for 2016/2017 Events Sponsorship - Murwillumbah Show

SUBMITTED BY: Director

Validms



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
- 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
- 3 Strengthening the Economy
- 3.1 Expand employment, tourism and education opportunities
- 3.1.2 Attract major events to the Tweed
- 3.1.3 Provide opportunities for visitors to enjoy access to the arts through cultural facilities, festivals and programs
- 3.1.4 Market the Tweed as a destination for business and tourism
- 3.1.6 Support creative practitioners and entrepreneurs to access professional and business development opportunities, to enhance their contribution to the creative economy
- 3.3 Maintain and enhance the Tweed lifestyle and environmental qualities as an attraction to business and tourism

SUMMARY OF REPORT:

The adoption of the Tweed Shire Events Strategy 2016-2020 on 18 February this year, generated a review of Council's funding application form and guidelines, in addition to the current Festivals and Events Policy. A new form and guidelines were created, and the Festivals and Events Policy was renamed to Events Sponsorship Policy. Applications for funding under the new Policy opened on 20 May and closed 24 June 2016.

The Tweed River Agricultural Society Ltd was kept informed of the ongoing changes, including a number of emails, advising the opening and closing dates of the Events Sponsorship funding round. The Society acknowledges receipt of these emails and notification to the fund process. However, the Society was surprised to recently learn that Council had not allocated funds to support the 2016 Murwillumbah Show, as they were of the belief that their funding was secured for three years.

Whilst the Society requested multi-year funding in February 2015, it was not supported by Council at its meeting of 21 May 2015 with Council's resolution allocating \$7,500 for the 2015/2016 Financial Year only.

In subsequent telephone discussions and correspondence, it was accepted that there was a genuine misunderstanding by the Society around their current arrangement with Council and Council requested that they submit a late 2016/2017 Events Sponsorship Application for the

consideration of Council. The funding provided is used to enabling free entry to the Show for all patrons.

RECOMMENDATION:

That:

- 1. Council gives consideration to the Tweed River Agricultural Society Ltd's 2016/2017 Events Sponsorship Application for \$7,500 to conduct the 2016 Murwillumbah Show on Friday 4 and Saturday 5 November.**
- 2. ATTACHMENT 1 is CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-**
 - (a) *personnel matters concerning particular individuals (other than councillors)***

REPORT:

Applications for funding under the Events Sponsorship Policy, formerly the Festivals and Events Policy, opened on 20 May and closed 24 June 2016. However the Tweed River Agricultural Society Ltd did not make application during this period due to a genuine misunderstanding surrounding their current arrangement with Council.

Council has allocated Festivals and Events funding to the Tweed River Agricultural Society Ltd, under the former Festivals and Events Policy, in previous years:

Year	Amount
2009/2010	\$7,000
2010/2011	\$7,000
2012/2013	\$7,500
2013/2014	\$7,500
2014/2015	\$7,500
2015/2016	\$7,500

The aims and objectives of the event are described as follows:

“The aims and objectives of the Murwillumbah Show is to continue showcasing the heritage, culture and bio-diversity for which the Tweed district is renowned. The show will involve and encompass the entire community which gives it citizens a sense of purpose and achievement by being proud to be part of the longest running event held in our community.”

The funding requested is used to help provide free entry for all patrons.

The Tweed Shire Events Strategy acknowledges the importance of supporting community events and community event organisers.

OPTIONS:

That Council:

1. Allocates financial support under the 2016/2017 Events Sponsorship Policy funding round, and agrees to enter into a one-year Sponsorship Agreement with the Tweed River Agricultural Society Ltd for the conduct of the Murwillumbah Show on Friday 4 and Saturday 5 November 2016.
2. Does not allocate funding under the 2016/2017 Events Sponsorship Policy to the Tweed River Agricultural Society Ltd for the conduct of the Murwillumbah Show on Friday 4 and Saturday 5 November 2016.

CONCLUSION:

Council is currently undergoing a period of transition in relation to its event processes and there will be changes in the next 12 months with regard to what Policy applies to applicants requesting financial assistance for events. Therefore the Events Sponsorship Policy will be reviewed in conjunction with the Community Sponsorship Policy early next year, with any recommended Policy changes being submitted to Council.

COUNCIL IMPLICATIONS:

a. Policy:

Events Strategy Version 1.0 (adopted 18 February 2016).

The Events Sponsorship Policy, Version 1.0 replaced the Festivals and Events Policy, Version 1.1.

The Events Sponsorship Policy will be reviewed in conjunction with the Community Sponsorship Policy as required, and to assist in implementing the actions from the Tweed Shire Events Strategy 2016-2020.

b. Budget/Long Term Financial Plan:

2016/2017 Budget allocation:

Events Sponsorship = \$50,000

Event Attraction = \$68,000

2015/2016 Festivals and Events carry over from Caldera Environment Centre = \$4,000

Expenditure to date, as per Council's resolution of 21 July:

One-year Agreements = \$42,637

Multi-year Agreements = \$30,000

c. Legal:

Not Applicable.

d. Communication/Engagement:

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

In early May event organisers were advised via email that Council was undergoing a period of transition with regard to its event processes and as a result the funding round would be delayed due to some housekeeping.

In mid May event organisers were advised via email that Council would be considering the draft Events Sponsorships Policy at their meeting of 19 May. Copies of the draft Policy, draft funding application form, and draft Events Sponsorship Guidelines were attached to the email.

Following Council's resolution of 19 May event organisers were updated via email on 23 May of Council's decision to place the draft Events Sponsorship Policy on public exhibition and to open the Events Sponsorship funding round.

A public exhibition notice appeared on Council's website on Friday 20 May 2016, with an advertisement appearing in the Tweed Link on Tuesday 24 May 2016.

The draft Events Sponsorship Policy was on public exhibition for 28 days, commencing 20 May 2016, with submissions accepted for 42 days up until Friday 30 June 2016.

UNDER SEPARATE COVER/FURTHER INFORMATION:

(Confidential) Attachment 1. The Tweed River Agricultural Society Ltd's 2016/2017 Events Sponsorship Application (ECM 4236518)

22 [CS-CM] Compliments and Complaints Analysis Report for the Period 1 April to 30 June 2016

SUBMITTED BY: Corporate Governance

Validms



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 Compliments and Complaints Handling Policy contains a quarterly reporting requirement. The Policy is designed to:

- Ensure compliments and complaints received are appropriately recorded;
- Recognise and acknowledge compliments Council receives;
- Deal with complaints in a fair and equitable manner; and
- Increase the level of customer satisfaction with the way feedback is handled, and in the delivery of services and systems.

The Compliments and Complaints Analysis Report for the Period 1 April to 30 June 2016 identifies compliments and complaints and is provided for the information of Council.

RECOMMENDATION:

That Council receives and notes the Compliments and Complaints Analysis Report for the Period 1 April to 30 June 2016.

REPORT:

The Compliments and Complaints Handling Policy contains a quarterly reporting requirement. The Policy is designed to:

- Ensure compliments and complaints received are appropriately recorded;
- Recognise and acknowledge compliments Council receives;
- Deal with complaints in a fair and equitable manner; and
- Increase the level of customer satisfaction with the way feedback is handled, and in the delivery of services and systems.

There are many instances where Council is complimented on the broad range of services it provides to the community, often in the form of a follow up phone call, written thank you or certificate of appreciation. These occasions highlight when Council has met or exceeded citizen expectations. Information about compliments Council receives often goes unrecognised because, unlike complaints, they require little action. However Council values its staff and compliments are an important feedback mechanism to organisational performance as well as a good sign of an engaged and active community.

A complaint is an expression of dissatisfaction, made in:

- a) respect to a Council Officers role in the provision of service delivery or lack of service delivery that has allegedly affected an individual, group or body of stakeholders whether justified or not; or
- b) the quality of service provided by council; or
- c) failing to act upon a request from the public and policies adopted by council.

A complaint can progress from Council's lack of action following the lodgement of a customer request for service or a request for information.

It is not a request for service (customer request management), or information, or an explanation of a policy or procedure, or objections to a development application before Council determination.

A complaint analysis report is presented to Council, detailed by type and outcomes/actions on a quarterly basis, without personal identifying particulars of complainants or associated persons or properties.

Complaints principally refer to the:

- Failure of Council Officers to comply with Council's Customer Service Charter in not responding to items within 14 days in accordance with the Correspondence - Response to Policy.
- Respondents being dissatisfied with the actions of Council Officers in handling their original request for service.
- Complainants being dissatisfied by decisions made by Council.

The complaint type has been categorised in accordance with the Council's organisational structure. This methodology assists in monitoring the effectiveness of Council's handling of complaints and improving service delivery.

Council received 68 compliments for the period 1 April to 30 June 2016, as follows:

Compliment Type	Ref	Details of Compliment	Comments
Office of General Manager	1.1	8 Compliments – Providing comments on: Pottsville Enduro, Kingscliff Shop Front, matters(3) – Jack Julius Park, Kingscliff Draft Locality Plan and great idea, Appreciative of former Holiday Parks Manager willingness to engage with Association, Thank you for acknowledging correspondence, Visit by Minister for Environment & Heritage and Thank you for assistance with Anzac Day Commemorations.	Referred to appropriate Council Officers.
Corporate Services	2.1	6 Compliments – Appreciation for excellent Customer Service.	Referred to appropriate Council Officers.
Planning and Regulation	3.1	2 Compliments – Thank you to Regulatory Services Officer for saving a dog.	Referred to Team Leader Compliance.
	3.2	1 Compliment – Thank you for 3 Council Officers providing information on a subdivision enquiry.	Referred to appropriate Council Officers.
	3.3	1 Compliment – Thanking 2 Council Officers for attending and speaking at a meeting outlining the Kingscliff Draft Locality Plan.	Referred to Director Planning & Regulation.
Engineering	4.1	4 Compliments – Thanking Council Works staff for assisting a resident who slipped over(2), Assisting a lady crossing a road, and Assisting with an Aged Care Bus.	Referred to appropriate Council Officers.
	4.2	9 Compliments – Appreciation for undertaking road surfacing or maintenance works in:, Kingscliff Street, Anconia Avenue, Castlecrag Avenue, Kyogle Road, Monomeeth Avenue and General maintenance.	Referred to Manager Infrastructure Delivery, and Construction Engineer and Communication Officer.
	4.3	1 Compliment – Installation of appropriate street signage,	Referred to Road Safety Officer.
	4.4	3 Compliments- Appreciation for excellent Water and Sewerage service.	Referred to appropriate Council Officers.
	4.5	2 Compliments – Appreciation for excellent traffic control service to commercial premises in Kennedy Drive.	Referred to appropriate Council Officers.
	4.6	1 Compliment- Complimenting Council on restoring Minnows Bridge.	Referred to Manager Roads and Stormwater.
	4.7	1 Compliment- Thanking Council Officer for Customer Service.	Referred to appropriate Council Officer.

Compliment Type	Ref	Details of Compliment	Comments
Community and Natural Resources	5.1	4 Compliments – Commending Council Parks and Recreation Staff for impounding assistance, Efforts in maintaining parks and Crams Farm and Provision of advice at the Nursery.	Referred to Parks Supervisors.
	5.2	3 Compliments- Thanking Council Cemetery Staff for professional service and excellent maintenance at various Cemeteries.	Referred to Cemetery Supervisor.
	5.3	6 Compliments – Commend Tree Gang Staff for excellent tree maintenance work.	Referred to Tree Supervisor.
	5.4	1 Compliment- Congratulations on proposed Wilson Park upgrade facilities.	Referred to Landscape Architect.
	5.5	4 Compliments – Thanking Building Maintenance Staff for assisting with Pottsville Neighbourhood Centre maintenance repairs, Refit of toilet blocks for equitable access, Provision of name plates on the trees at Cudgen and Front foyer maintenance.	Referred to Manager Recreation Services.
	5.6	1 Compliment- Thanking Council Officer for speaking at the Local Government NSW Tourism Conference.	Referred to appropriate Council Officer.
	5.7	1 Compliment- Complimenting Council on the excellent Murwillumbah Library facilities.	Referred to Manager Community & Cultural Services.
	5.8	1 Compliment- Thanking Council Officer for attending and speaking at a meeting on the Coastal Zone Management Plan.	Referred to Manager Natural Resources.
	5.9	1 Compliment- Congratulations on the new Murwillumbah Library Frontage area.	Referred to Landscape Architect.
	5.10	1 Compliment- Clean Up Waste Campaign- thanking Solo Waste for excellent service and Council for providing a Clean Up Waste Campaign service.	Referred to Coordinator Waste Management.
	5.11	2 Compliments- Thanking Art Gallery Staff for assisting with bus tours and Complimenting on the standard of the gallery.	Referred to appropriate Council Officer.
	5.12	1 Compliment- Thanking Community Options Staff for excellent service.	Referred to appropriate Council Officer.
	5.13	1 Compliment- Appreciation to 2 Council Officers for assistance when visiting John Rabjones Oval.	Referred to appropriate Council Officers.
	5.14	1 Compliment – Providing positive feedback on various Biodiversity matters.	Referred to appropriate Council Officers.
	5.15	1 Compliment – Thanking Recreation Services Staff for	Referred to appropriate Council Officers.

Compliment Type	Ref	Details of Compliment	Comments
		quick Customer Service.	

During this quarter 11 complaints have been recorded as follows:

Complaint Type	Ref	Details of Complaint	Comments
Office of General Manager	1.0	Nil	
Corporate Services	2.1	Fingal Boat Ramp- Disappointed to see that none of the issues mentioned in email dated 12 February 2016 have been addressed. The issues related to several Council Units.	Response sent advising that the issues have been brought to the attention of responsible Council Officers.
Planning and Regulation	3.1	Kingscliff Street - Have had no response to emails dated 7 and 17 April 2016 seeking information on what time builders can start and stop work on a building site.	Reply sent advising of Council's standard Development Assessment Conditions of Consent and requesting details of the specific site enquiry. Further apologising for not responding earlier to emails.
Engineering	4.1	The Jib - Council contracted workers on property without consultation or warning on 24 May 2016.	Workers were surveyors completing stormwater asset project. Complainant contacted, explanation provided.
	4.2	Terranora Road & Fraser Drive roundabout – 3 complaints advising frustration over long delays caused by its design and timing of construction. Gravel had remained across the road for five days.	Replies sent advising of details relating to the reasons for the long delays and that the gravel was the result of a wild storm, which had limited Council's road maintenance resources to remove the gravel.
	4.3	Terranora Road – Advising of a difficult telephone conversation had with a Council Officer concerning request for a small merging area for the buses at a bus stop.	Complaint discussed with the Council Officer.
	4.4	Moolau Avenue – Refer to 5 August 2015 CRM, advising road is consistently being overlooked for maintenance and Surfside buses used as temporary turnabout.	Detailed reply sent, advising that a full reconstruction of the road has been included in the 2016/2017 Works Programme and that Surfside Buslines have been made aware of the matter of buses using the road as a temporary turnabout.
	2.2	Tweed Shire Council Media Release – 2 complaints - Coalition funding for the Gallery, roads and koalas, extremely surprised and disappointed by this media release.	Responses sent addressing the background of the media release, approved by General Manager, Council representatives attend funding announcements when there is a commitment required by Council.

Complaint Type	Ref	Details of Complaint	Comments
	4.5	Kennedy Drive – Advising of concerns regarding content of Council's signage notification of roadworks delays and Tweed Link article.	Discussion held with complainant and advised of an enhanced Tweed Link Article, including an online sign up email notification. Complainant appreciative of article and email notifications.
Community and Natural Resources	5.0	Nil	

OPTIONS:

Mandatory report in accordance with Council's Compliments and Complaints Handling Policy v1.4.

CONCLUSION:

The Compliments and Complaints Analysis Report for the Period 1 April to 30 June 2016 be received and noted.

COUNCIL IMPLICATIONS:

a. Policy:

Compliments and Complaints Handling v1.4

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.

23 [CS-CM] Legal Services Register for the Period 1 July to 30 September 2016

SUBMITTED BY: Corporate Governance

Validms



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 Legal Services Register Report 1 July to 30 September 2016 provides the status of legal instructions for the current or recently completed matters which have been issued to legal panel providers. This Report includes payments to various legal providers, as well as payments for barristers and consultants where applicable.

The net amount for legal instructions invoices paid for the period 1 July to 30 September 2016 is \$113,838.

The principal legal instructions invoices paid that relate to this quarter include:

- 2698 – Hacienda Holiday Park – Unauthorised Works \$988
- 2791 – DA14/0164 – Bells Boulevard Kingscliff \$5,815
- 2795 – Soorley Street – Unauthorised Works \$18,883
- 2797 – DA15/0422 Sea Breeze Estate \$74,541
- 2799 – DA15/0742 Point Break Circuit, Kingscliff \$5,139
- 2802 – 3222 Kyogle Road – Unauthorised Activities. \$8,472

This brings the total legal expenditure for the period 1 July to 30 September 2016 to \$113,838.

RECOMMENDATION:

That Council receives and notes the Legal Services Register Report for the Period 1 July to 30 September 2016.

REPORT:

Invoices paid on legal instructions for the period 1 July to 30 September 2016 follows:

Category 1 Planning and Environmental Law	Category 2 Local Government Law	Category 3 Commercial/Property Law	Category 4 District/Local Court Law
\$113,838	\$0	\$0	\$0

A summary of invoice payments to each of the Legal Service Providers including barristers and consultants where applicable, for current or recently completed matters is as follows:

Category 1 Planning and Environmental Law	Year to Date	Current Period 1 July to 30 September 2016
DLA Piper Australia	\$0	\$0
HWL Ebsworth Lawyers	\$5,815	\$5,815
Lindsay Taylor Lawyers	\$0	\$0
Maddocks Lawyers	\$93,424	\$93,424
Marsdens Law Group	\$0	\$0
Sparke Helmore Lawyers	\$13,611	\$13,611
Wilshire Webb Staunton Beattie Lawyers	\$0	\$0
Other		
Stacks/The Law Firm	\$988	\$988
Sub total	\$113,838	\$113,838

Category 2 Local Government Law (litigation and advice)	Year to Date	Current Period 1 July to 30 September 2016
DLA Piper Australia	\$0	\$0
Lindsay Taylor Lawyers	\$0	\$0
Local Government Legal	\$0	\$0
Maddocks Lawyers	\$0	\$0
Marsdens Law Group	\$0	\$0
Prevention Partners NSW	\$0	\$0
Sub total	\$0	\$0

Category 3 Commercial/Property Law	Year to Date	Current Period 1 July to 30 September 2016
HWL Ebsworth Lawyers	\$0	\$0
Local Government Legal	\$0	\$0
Maddocks Lawyers	\$0	\$0
Marsdens Law Group	\$0	\$0
Sparke Helmore Lawyers	\$0	\$0
Stacks/The Law Firm	\$0	\$0
Wilshire Webb Staunton Beattie Lawyers	\$0	\$0
Sub total	\$0	\$0

Category 4 Commercial/Property Law	Year to Date	Current Period 1 July to 30 September 2016
DLA Piper Australia	\$0	\$0
Marsdens Law Group	\$0	\$0
Stacks/The Law Firm	\$0	\$0
Sub total	\$113,838	\$113,838

LEGAL SERVICES REGISTER as at 30 September 2016

Category 1 - Planning and Environmental Law					
Provider (Reference)	Description	General Instructions	Costs	Comments	Current Status as at 11 October 2016
Stacks/the Law Firm(2763)	Tweed River Hacienda Holiday Park. Unauthorised works by site owner.	Land and Environment Court – prosecution of site owner for ignoring Order Notice.	<i>Prev. Years</i> \$31,189 16/17 \$988 Total \$32,177	Matter heard on 1-2 July 2015. Judgement in favour of Council, respondent to carry out works and pay 75% of Council's costs of the hearing.	Completed. Agreed costs of \$18,000 paid.
Sparke Helmore Lawyers (2783)	137 Adcock's Road, Stokers Siding.	Council at its Meeting held on 4 December 2014 resolved to institute Class 4 Action for construction of illegal earthworks.	<i>Prev. Years</i> \$5,303 16/17 \$0 Total \$5,303	Evidence gathered for Council's Solicitor to institute legal action, completed and now referred to the Solicitor.	In Progress. Owner contacted. Occupier is currently in the process of preparing a development application seeking approval for the illegal works/use.
HWL Ebsworth (2784)	DA14/0892 Wooyung Road Wooyung- Staged development for a dwelling House and Related Works.	Council at its Meeting held on 1 September 2016 resolved that Solicitors be engaged to defend the Class 1 Appeal in the Land and Environment Court.	16/17 \$0	Documentation forwarded to Council's Solicitors to defend the appeal. Directions hearing conducted on 19 and 26 September 2016.	In Progress. Appeal listed for Case Management on 14 October and then for conciliation and hearing on 12 and 13 December 2016.
HWL Ebsworth (2791)	DA14/0164 27-37 Bells Boulevard, Kingscliff- Dual use of existing tourist accommodati on.	Council at its Meeting held on 9 April 2015 resolved that Solicitors be engaged to negotiate consent orders or enter into S34 Agreement.	<i>Prev. Years</i> \$39,338 16/17 \$5,815 Total \$45,153	Appeal was listed for various Case Management and Conciliation Conferences during 2015 and 2016.	Completed. Agreement settled between the parties, sealed copy filed with the Land and Environment on 13 May 2016.

Provider (Reference)	Description	General Instructions	Costs	Comments	Current Status as at 11 October 2016
Marsdens Law Group (2794)	DA15/0201 40 Creek Street, Hastings Point.	Council at its Meeting held on 6 August 2015 resolved to defend the Class 1 Appeal in the Land & Environment Court.	<i>Prev. Years</i> \$76,473 16/17 \$0 Total \$76,473	Proceedings were listed for a directions hearing on 10 September and 21 December 2015, where applicant was requested to provide further information.	In Progress. Court at a directions hearing on 24 May 2016, listed the appeal for a hearing on 17, 18, 21, 22, 23 November 2016. Applicant intends to provide additional information to Council for consideration. Appeal was subject to a Notice of Rescission which was defeated at an Extraordinary Council meeting held on 23 June 2016.
Maddocks (2795)	Unauthorised works - Existing use rights - Soorley Street, Tweed Heads South.	Provide legal opinion on existing use rights.	<i>Prev. Years</i> \$17,203 16/17 \$18,883 Total \$36,086	Letter sent to solicitors for property owner seeking answer to existing use rights questions. - No answer. Council at its meeting held on 7 April 2016 resolved to commence legal proceedings to stop unauthorised activities and seek any punitive measures.	In Progress. Class 4 proceedings in the Land and Environment have commenced to remedy and restrain further unauthorised works. Matter was listed for Directions Hearing on 7 October 2016, now relisted for 25 November 2016.

Provider (Reference)	Description	General Instructions	Costs	Comments	Current Status as at 11 October 2016
Maddocks (2797)	DA15/0422 65 lot subdivision – Sea Breeze Estate- Class 1 Appeal – Deemed Refusal.	Council at its meeting on 22 October 2015 resolved that solicitors be engaged to defend the appeal for Development Application DA15/0422.	<i>Prev. Years</i> \$108,903 16/17 \$74,541 Total \$183,444	Ecourt meeting held on 9 November 2015, Section 34 Conference meetings held on 22 January, 29 January, 16 March and 23 March 2016. Meeting held on 22 April 2016 to determine hearing dates.	In Progress. Matter was heard on 15/17 August, adjourned to 6 and 7 December 2016 with a Case Management Conference heard on 11 October 2016, applicant to serve affidavit of evidence and provide a response to Council's without prejudice conditions of consent and objector evidence.
Sparke Helmore (2799)	Point Break Circuit Kingscliff- Class 1 Appeal DA15/0742 for conversion of a Boathouse to a Combined Boathouse and Dwelling.	Council at its meeting held on 3 March 2016 resolved that it engage solicitors to defend the appeal.	<i>Prev. Years</i> \$80,872 16/17 \$5,139 Total \$86,011	Directions meeting held on 14 March and 4 April 2016. Appeal part heard on 14 and 15 June 2016. Orders made on 14 June that the applicant would pay Council's agreed costs thrown away in the amount of \$ 2,000.	In Progress Appeal did not conclude on Tuesday 30 August in Sydney, applicant to file written submissions in reply by 16 September. The Commissioner is yet to determine the appeal.
Sparke Helmore (2802)	3222 Kyogle Road Mt Burrell – Unauthorised activities.	Council at its Meeting held on 7 April 2016 resolved to engage solicitors to commence proceedings pertaining to unauthorised activities and seek legal advice regarding options for punitive action.	<i>Prev. Years</i> \$23,532 16/17 \$8,472 Total \$32,004	Significant correspondence has occurred between Council's Solicitors and the Lawyer for the property owner, including a property. Inspection, which revealed that unauthorised activities have not been remedied.	In Progress Council has now commenced legal proceedings, summons issued in the Land and Environment Court against the property owner for breaches of the Environment and Assessment Act 1979. Directions hearing set down for 28 October 2016

Category 2 - Local Government Law					
Provider (Reference)	Description of Matter	General Instructions	Costs to date	Comments	Current Status as at 11 October 2016.
Marsdens Law Group	7 Year Special Rate Variation.	Class 4 Appeal Land and Environment Court.	<i>Prev. Years</i> \$493,120	Appeal dismissed by Land and Environment Court 30/12/08. Court of Appeal dismissed 5/2/10 part costs awarded. Application to High Court for special leave dismissed with costs, not assessed.	In Progress. Recovery of assessed costs of \$134,058 being pursued.

Category 3 - Commercial/Property Law					
Provider (Reference)	Description of Matter	General Instructions	Costs to Date	Comments	Current Status as at 11 October 2016

Category 4 - District/Local Court					
Provider (Reference)	Description of Matter	General Instructions	Costs to Date	Comments	Current Status as at 11 October 2016.

OPTIONS:

Reporting as per Legal Services Procedure requirements.

CONCLUSION:

Invoices paid for legal expenses for the quarter related primarily to actions instigated in previous periods.

COUNCIL IMPLICATIONS:

a. Policy:

Legal Services Procedure.

b. Budget/Long Term Financial Plan:

Total Legal Services Budget - \$428,100.

Total Legal Expenditure 1 July to 30 September 2016 - \$113,838.

c. Legal:

Solicitors are engaged from the appointed Legal Services Panel.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

24 [CS-CM] Pecuniary Interest Returns 2015/2016

SUBMITTED BY: Corporate Governance

Validms



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 2015 to 30 June 2016 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 2015 to 30 June 2016 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 2016.

All persons required to do so have completed the return for period 1 July 2015 to 30 June 2016.

The returns relate to the period 1 July 2015 to 30 June 2016 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 2015 to 30 June 2016 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.

25 [CS-CM] Audit Committee Report for Year Ended 30 June 2016

SUBMITTED BY: Internal Auditor

Validms



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 Audit Committee is charged with the responsibility of preparing and presenting an annual report on the Audit Committee activities of the past financial year to Council. Following the review of the Annual Financial Statements by the Audit Committee on Tuesday 18 October 2016 the Audit Committee Annual Report for the period ending 30 June 2016 has been completed.

The Audit Committee Annual Report should be considered in conjunction with the report on 2015/2016 Statutory Financial Reports/Audit Report.

RECOMMENDATION:

That Council receives and notes the Audit Committee Annual Report highlighting its activities for the financial year ended 30 June 2016.

REPORT:

As required under the Audit Committee Charter the Audit Committee has prepared its Annual Report on the past financial year's activities for the period ended 30 June 2016.

The Audit Committee undertook a review of the 2015/2016 Financial Statements on Tuesday 18 October 2016 and following this review, the Audit Committee Annual Report for the period ending 30 June 2016 has been completed. A copy of the Audit Committee Annual Report will be tabled at 27 October 2016 Council meeting.

OPTIONS:

1. Receive and note the Audit Committee Annual Report highlighting its activities for the financial year ended 30 June 2016.
2. Do not receive and note the Audit Committee Annual Report highlighting its activities for the financial year ended 30 June 2016.

CONCLUSION:

Council should receive and note the Audit Committee Annual Report highlighting its activities for the financial year ended 30 June 2016 and consider this Annual Report in conjunction with the report on the 2015/2016 Statutory Financial Reports/Audit Report.

COUNCIL IMPLICATIONS:

a. Policy:

Audit Committee Charter v1.7

b. Budget/Long Term Financial Plan:

Not Applicable

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

The Audit Committee Annual Report informs the community of Council's Audit Committee activities for the financial year ended 30 June 2016.

UNDER SEPARATE COVER/FURTHER INFORMATION:

- | | |
|---------------|---|
| Attachment 1. | Audit Committee Annual Report for Year Ended 30 June 2016:
To be tabled. |
|---------------|---|
-

26 [CS-CM] 2015/2016 Draft Statutory Financial Reports/Audit Report

SUBMITTED BY: Financial Services

Validms



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:

Council's Statutory General Purpose Financial Reports in accordance with Section 413 of the Local Government Act, 1993 and the Special Purpose Financial Reports in accordance with the Local Government Code of Accounting Practice and Financial Reporting for the financial year ended 30 June 2016 have been completed.

Section 413 (2) – A council's financial reports must include:

- (a) a general purpose financial report;
- (b) any other matter prescribed by the regulations; and
- (c) a statement in the approved form by the council as to its opinion on the general purpose financial report.

This report recommends that the statement as to Council's opinion on the General Purpose Financial Reports as required by Section 413 (2) (c) of the Local Government Act and the Special Purpose Financial Reports as required by the Local Government Code of Accounting Practice and Financial Reporting be executed.

RECOMMENDATION:

That:

1. In accordance with Section 413(1) of the Local Government Act 1993 Council refers the General Purpose Financial and Special Purpose Financial Reports for audit.
2. The statement as to Council's opinion on the General Purpose Financial Reports as required by Section 413(2)(c) of the Local Government Act 1993 and the Special Purpose Financial Reports as required by the Local Government Code of Accounting Practice and Financial Reporting for the financial period 2015/2016, be executed.

REPORT:

Council's Statutory General Purpose Financial Reports in accordance with Section 413 of the Local Government Act 1993 for the financial year ended 30 June 2016 has been completed.

Legislation Requirements

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

1. Section 413 – A council must prepare financial reports for each year, and must refer them for audit as soon as practicable after the end of that year.
2. Section 413 (2) – A council's financial reports must include:
 - (a) a general purpose financial report;
 - (b) any other matter prescribed by the regulations; and
 - (c) a statement in the approved form by the council as to its opinion on the general purpose financial report.
3. Section 413 (3) – The general purpose financial report must be prepared in accordance with the Act and the regulations and the requirements of:
 - (a) the publications issued by the Australian Accounting Standards Board, as in force for the time being, subject to regulations; and
 - (b) such other standards as may be prescribed by the regulations.
4. Section 416 – A council's financial reports for a year must be prepared and audited within the period of 4 months after the end of that year.
5. Section 418 – Upon receiving the Auditor's Report, the Act requires the Council to give at least 7 days public notice of the meeting at which it proposes to present its audited financial reports, together with the Auditor's Report, to the public.
6. Section 420 – Any person may make a submission to the Council with respect to the Council's audited financial reports or with respect to the Auditor's Report.
7. Clause 215 of the Local Government (General) Regulation, 2005 requires that the Statement under Section 413 (2) (c) on the annual financial report must be made by resolution of the Council and signed by the Mayor, at least one (1) other member of Council, the General Manager and the Responsible Accounting Officer.
8. The *Local Government Code of Accounting Practice and Financial Reporting* requires Council to lodge a complete set of financial statements with the Office of Local Government by no later than the close of business on 31 October following the financial year end.

Council's Statutory General Purpose Financial Reports and Special Purpose Financial Reports for the financial year ended 30 June 2016 have been completed. It is proposed to present the audited financial reports to the public at the November 2016 Council meeting.

The General Purpose Financial Reports, Special Purpose Financial Reports and Special Schedules for the financial year ended 30 June 2016 are being tabled after endorsement from the Audit Committee at its meeting of 18 October 2016.

OPTIONS:

Not Applicable.

CONCLUSION:

That the statement as to Council's opinion on the General Purpose Financial Reports as required by Section 413 (2) (c) of the Local Government Act and the Special Purpose Financial Reports as required by the Local Government Code of Accounting Practice and Financial Reporting be executed.

COUNCIL IMPLICATIONS:

a. Policy:

Not Applicable

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:

Attachment 1

Attachments 2-4

Statement by Councillors and Management (ECM 4257870).

Draft General Purpose Financial Statements, Special Purpose Financial Statements, Special Schedules (to be provided prior to the Council meeting following the review by the Audit Committee on 18 October 2016).

27 [CS-CM] Tweed Shire Council Annual Report 2015/2016 includes SOE

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
1.2.1	Council will be underpinned by good governance and transparency in its decision making process

SUMMARY OF REPORT:

The 2015/2016 Annual Report has been prepared as required under Sections 428 and 428A of the Local Government Act 1993 and Clause 217 of the Local Government (General) Regulation 2005 and is attached to this report for information of the Council and community.

The Annual Report documentation comprises the following:

- Annual Report 2015/2016 which includes statutory information as prescribed within the Local Government Act and Regulations;
- End of Term Report 2012-2016;
- State of The Environment Report; and
- Audited Financial Statements 2015/2016;

Copies of all these documents will be uploaded to the Council website and as prescribed, will be made available to the Minister for Local Government.

RECOMMENDATION:

That Council adopts the Tweed Shire Council Annual Report 2015/2016 and makes it available to the public on Council's website and notifies the Minister for Local Government of its availability.

REPORT:

The 2015/2016 Annual Report has been prepared as required under Sections 428 and 428A of the Local Government Act 1993 and Clause 217 of the Local Government (General) Regulation 2005 and is attached to this report for information of the Council and community.

The Annual Report highlights Council's achievements and progress including any award recognition against each of the Community Strategic Plan themes of Civic Leadership, Supporting Community Life, Strengthening the Economy and Caring for the Environment.

In addition to the regular progress reporting by Council, the outgoing elected body must prepare a final end of term report detailing achievements in implementing the strategic direction of the Community Strategic Plan 2013/2023, over the term of the Council. This report is prepared and presented to the community in the year in which an ordinary election of councillors is to be held in accordance with section 428(2) of the Local Government Act 1993 and will inform the new Council on the progress to date of the achievements from the Community Strategic Plan.

The outgoing Council adopted its End of Term Report on 18 August 2016. A copy of the report (Appendix A) is attached to the Annual Report.

The Annual Report in which an ordinary election is held must also include a State of the Environment Report that reports on environmental issues relevant to the objectives for the environment in the Community Strategic Plan.

Councils have been strongly encouraged to develop their State of the Environment report in partnership with other councils in their region and Catchment Management Authorities, as environmental monitoring and reporting is more useful when done at a regional and/or catchment scale. Accordingly, Tweed Shire Council has taken part in a project to develop a Regional State of the Environment Report.

A copy of the State of the Environment Report (Appendix B) is attached to the Annual Report.

Accordingly, the Annual Report documentation comprises the following:

- Annual Report 2015/2016 which includes statutory information as prescribed within the Local Government Act and Regulations;
- End of Term Report 2012-2016;
- State of The Environment Report 2016; and
- Audited Financial Statements 2015/2016;

Copies of all these documents will be uploaded to the Council website and as prescribed, will be made available to the Minister for Local Government.

The audited Financial Statements 2015/2016 detail the income and expenditure and financial position of Council over this period as well as specific schedules and the Special Purpose Financial Reports.

OPTIONS:

That Council adopts the Tweed Shire Council Annual Report 2015/2016 and makes it available to the public on Council's website and notifies the Minister for Local Government of its availability.

CONCLUSION:

That Council adopts the Tweed Shire Council Annual Report 2015/2016 and makes it available to the public on Council's website and notifies the Minister for Local Government of its availability.

COUNCIL IMPLICATIONS:

a. Policy:

In accordance with the requirements of Sections 428 and 428A of the Local Government Act 1993 and Clause 217 of the Local Government (General) Regulation 2005.

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:

Attachment 1. Tweed Shire Council Annual Report 2015/2016 to be tabled prior to meeting.

28 [CS-CM] Carry Over Works from 2015/2016 to 2016/2017 Budget

SUBMITTED BY: Financial Services

Validms



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 2015/2016 to the 2016/2017 budget.

The carried forward works represent those projects/services that could not be completed in 2015/2016 for a variety of reasons. It is important to note that these carry over works have been previously committed to specific projects/services and in some cases the projects may have already be completed in 2016/17.

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 2015/2016 and the expenditure and income, as detailed within the report, be applied to the 2016/2017 Budget.

REPORT:

This report provides details of the funds to be carried forward from 2015/2016 to the 2016/2017 budget.

The carried forward works represent those projects/services that could not be completed in 2015/2016 for a variety of reasons. It is important to note that these carry over works have been previously committed to specific projects/services and in some cases the projects may have already be completed in 2016/17.

The funding of these works fall into the following categories:

- Unexpended Loans
- Reserves Funds
- Grants
- Section 94

Whilst the carry over works total \$32,457,083, 30% of the works are contained within six projects:-

Description	Amount \$
Cudgen Creek Bridge	3,280,501
Organics processing facility	1,890,000
Coastline Management Plan Implementation	1,774,567
Elanora Avenue Pottsville – drainage	1,062,493
Pottsville Road - Coronation Ave – roadworks	1,025,088
Chinderah Road – roadworks	703,644

Carry Over Expenditure

Income/ Expenditure	Description	Amount \$
Ex	Sec 94 Bus Shelter Construction	13,100
Ex	Town Entry Statements	114,606
Ex	Gravel Resheeting of Unsealed Roads	88,748
Ex	Sealed road resurfacing	122,544
Ex	Kerb & gutter rehabilitation	14,743
Ex	Queensland Border monument	90,000
Ex	AC Resurfacing	389,704
Ex	Local roads resurfacing	393,452
Ex	Car Park - Carlin Family Park Tweed Heads	50,390
Ex	Emergency response May 2009 local roads	50,283
Ex	Flood/Storm costs Bandana Dr	189,908
Ex	Stormwater drainage rehabilitation	184,597
Ex	Footpaths rehabilitation	81,929

Ex	Lundberg Drive Footpath Construction 2015/16	16,108
Ex	Cycleway Fraser Drive Vintage Lakes Dr to Dry Dock Rd s94	127,400
Ex	Rail Trail Stage 1: Murwillumbah to Tweed River Art Gallery	207,898
Ex	Voluntary purchase - general	189,462
Ex	Future flood mitigation works	90,467
Ex	Point Danger VMR Lighthouse 0023-01 - Half Owned by GCCC	15,000
Ex	SES Operation Centre additions Banora Point	70,000
Ex	SES Operations Centre Banora Point	140,000
Ex	Donation To RFS	23,227
Ex	Bush Fire Control Expenses (Inc RFS Buildings)	274,073
Ex	Salt SLSC	74,808
Ex	SES / Flood Rescue (Inc SES Buildings)	472,776
Ex	Health Education & Equip	10,000
Ex	Water & Food sample testing charges	14,000
Ex	Tweed Heads Master Plan	10,000
Ex	Heritage advisor	10,582
Ex	Scenic Landscape Strategy	49,825
Ex	Acceleration Fund Draft LEP	14,000
Ex	Planning projects internal income	20,081
Ex	Murwillumbah heritage demonstration project	41,577
Ex	Rural Lands Strategy	65,889
Ex	Local Growth Management Strategy (LGMS)	85,127
Ex	PP10/0005 Hundred Hills Planning Proposal	13,940
Ex	PP15/0003 Murwillumbah Bowls Club	31,189
Ex	PP10/0006 225 Terranora Road	10,517
Ex	Locality Plans - Kingscliff	12,187
Ex	Developer funded studies - expenditure	12,633
Ex	Urban Design Planner	18,179
Ex	Locality Plans - Rural Villages	26,812
Ex	Extension Officers - Urban Design	12,168
Ex	Locality Plans - Burringbar/Mooball	25,000
Ex	Developer funded studies	12,243
Ex	Depot compliance/improvement expenditure	74,854
Ex	Unallocated Rehabilitation	316,656
Ex	Banks Ave Tweed Heads	80,850
Ex	Brett St Tweed Heads	177,323
Ex	Boronia Ave Elanora to Tweed Coast Rd	20,000
Ex	Cooloon Cr Tweed Heads South	38,096

Income/ Expenditure	Description	Amount \$
Ex	Darling Drive South of Leisure Drive	123,412
Ex	Byangum Road construction	143,513
Ex	Fraser Drive Rehab Amaroo to Botanical	32,512
Ex	Hastings Road construction	168,280
Ex	Holden Street construction	120,509
Ex	Main Road construction	266,436
Ex	Plantation Road construction	109,489
Ex	Pumpenbil Road construction	102,717
Ex	Ocean Drive, Chinderah Road construction	513,027
Ex	Avoca Street, Chinderah Road construction	193,179
Ex	Airfield Avenue construction	75,454
Ex	Endeavour Pde construction	138,454
Ex	Tumbulgum Road construction	304,863
Ex	Buchanan St, Murwillumbah	183,685
Ex	Chinderah Road construction	703,644
Ex	Oyster Point Road, Banora Point East	151,084
Ex	Riverside Drive, Tumbulgum	66,795
Ex	Altair Street Rehabilitation 2015-2016	129,383
Ex	Quarry Road construction	63,597
Ex	Pottsville Road - Coronation Ave to House 1128	1,025,088
Ex	Cabarita Road construction	340,404
Ex	Duffy Street Tweed Heads South Road construction	132,227
Ex	Vintage Lakes Drive Tweed Heads South Road construction	325,284
Ex	Tyalgum Rd Rehabilitation Eungella	487,393
Ex	Tyalgum Road construction	47,823
Ex	Fingal Rd, Fingal	18,252
Ex	Cudgen Creek Bridge	3,280,501
Ex	Brisbane Street Drainage construction	21,760
Ex	Mayal Street Murwillumbah Drainage construction	86,763
Ex	Elanora Avenue Pottsville Drainage construction	1,062,493
Ex	Cross-tenure Invasive Animal Control to Protect Native Fauna	18,485
Ex	Protect Threatened Fauna on Fingal Peninsula	24,457
Ex	Koala Management Plan	183,459
Ex	Vegetation Management Strategy	152,723
Ex	Pottsville Environment Park NRM	212,258
Ex	Bushland management	10,000

Income/ Expenditure	Description	Amount \$
Ex	Koala Connections - Biodiversity Fund Project	66,214
Ex	Protecting & Linking HCV Habitats	14,629
Ex	Significant Tree Identification	13,848
Ex	Koala road crossing DA11/0014 Condition 13	50,000
Ex	Office of Environment & Heritage Grant Funding	27,000
Ex	Coastal Creeks – Australian Research Council	47,750
Ex	Restoring Waterways of the Cudgen Plateau 2014-2015	70,882
Ex	Tweed Byron Native Species Planting Guide 2015-2016	24,500
Ex	Food forum	12,000
Ex	Waterways Asset Replacement	51,975
Ex	Bio-engineered River Bank Erosion Stabilisation	135,408
Ex	Anchorage Revetment	55,467
Ex	Oxley River Bank Stabilisation Project	213,858
Ex	Lower Tweed Management Plan	443,985
Ex	Catchment Water Quality	19,395
Ex	Coastline Management Plan Implementation	1,774,567
Ex	Tweed Coastal Zone Management	24,414
Ex	Tweed Coastal Floodplain - ASS Hotspot Identification & Rem	52,361
Ex	Tweed Estuary Coastal Zone Management Plan 2015-2016	197,500
Ex	IT Resourcing Strategy	391,015
Ex	Core Business Systems	135,699
Ex	Hardware Maintenance	31,494
Ex	Misc Operating Costs	40,000
Ex	Festivals & Events	118,273
Ex	Internal Auditor/Corporate Planning	148,703
Ex	Sale of - Sale Yards: Invest Land & Build	13,930
Ex	Murwillumbah Airfield	12,360
Ex	Western Hangar Development	92,650
Ex	Asset Systems & Plans	230,498
Ex	Future asset management & maintenance expenses	114,314
Ex	Fit for the Future expenses	178,564
Ex	Land Purchase -Open Space	84,635
Ex	Miscellaneous Projects Engineering Division	48,000
Ex	Access and Inclusion Plan – Public Toilet Upgrade	66,563
Ex	Community Buildings Maintenance	311,911
Ex	Amenities Hall Kingscliff	56,365

Income/ Expenditure	Description	Amount \$
Ex	Amenities Hall Kingscliff Recurring costs	180,748
Ex	Civic Centre: Tweed Heads	148,579
Ex	Murwillumbah Community Centre	90,726
Ex	Tweed Regional Art Gallery (TRAG)	100,000
Ex	Art exhibitions	15,000
Ex	Covered walkway Artist in residence	20,000
Ex	LED lamps to professional light exhibitions	30,000
Ex	International exhibitions 2017 to 2019	10,000
Ex	Unisex accessible toilet in the Gallery car park	10,000
Ex	Prizes	37,208
Ex	TRAG Climate Control System	215,508
Ex	Art Gallery Construction - Olley Extension	12,669
Ex	Grant expenditure	40,000
Ex	Library Grant Expenditure	32,482
Ex	Tweed Heads Library Roof Repairs	180,872
Ex	Tweed Heads Library Expansion/Re-fit	198,597
Ex	Tweed Regional Museum new office building Tweed Heads	313,000
Ex	Museum RSL building demolition	93,330
Ex	Museums Program	18,408
Ex	Museum Projects	11,736
Ex	Museum Storage Facility	26,988
Ex	Contemporary Voices - Wollumbin's Country	23,500
Ex	Contemporary Voices - Untold Stories, Living with Ability	17,960
Ex	Family and Youth Community Development	16,429
Ex	Aboriginal Community Development	67,374
Ex	Youth Strategy recurring costs	101,687
Ex	Cultural Development Fund	41,646
Ex	Goorimahbah Public Art	82,816
Ex	Aboriginal Network Conference	42,214
Ex	Age-friendly Plan	39,765
Ex	Access and Inclusion Plan	24,357
Ex	Community Safety	56,559
Ex	SUPPORT COORDINATION (OPC) Income	183,826
Ex	COPs Commonwealth Grant Income	116,783
Ex	Com Options Grant Other	16,902
Ex	Commonwealth Home Support Program (CHSP)	131,201

Income/ Expenditure	Description	Amount \$
Ex	Regional Assessment Service (RAS)	12,428
Ex	Administrative assistant (Community)	11,194
Ex	Waste & Sustainability Improvement Expenditure	452,233
Ex	Organics processing facility	1,890,000
Ex	North East Waste Forum Expenses	16,185
Ex	Better Waste & Recycling Fund	434,223
Ex	Civic Buildings Asset Management	132,044
Ex	Faux Park Toilet Block replacement	100,000
Ex	Pools Asset Management	49,971
Ex	Sportsgrounds (local) recurrent costs	22,000
Ex	Active recreation asset maintenance program	430,604
Ex	Sportsfield Asset Maintenance	40,181
Ex	Sportsfields Capital Work	79,064
Ex	Les Burger Field s94 (CP 5)	23,695
Ex	Kingscliff Sportsfield Masterplan	514,726
Ex	Depot road sportsfield construction s94	281,606
Ex	Knox Park Youth Precinct	151,599
Ex	Eviron gardens Visitors Centre	47,000
Ex	TH 3:Jack Evans Boatharbour recurring costs	67,465
Ex	Regional All Access Playground	354,750
Ex	Passive recreation asset maintenance program	79,620
Ex	Public Parks Furniture	159,982
Ex	Sec 94 Street Trees	50,000
Ex	Passive recreation s94 projects	255,971
Ex	Open Space Strategy	80,459
Ex	Recreation Services Asset System development	100,000
Ex	Budd Park Stage 2	86,002
Ex	Bruce Chick Park toilet facilities	87,265
Ex	Surf Life Patrols	137,081
Ex	Surf Life Saving Strategy 2020	16,182
Ex	Grants To SLSCs	41,895
Ex	Sport Development Officer	21,061
Ex	Health and Safety Initiatives Fund	36,118
Ex	Human Resources project fund	15,000
Ex	Communications	42,810
Ex	Community Engagement	11,760

Income/ Expenditure	Description	Amount \$
Ex	Economic Development Fund	285,434
Ex	Economic Development - Internal	521,941
Ex	Tourism & Promotion - Internal	251,584
Ex	Murwillumbah Visitor Information Centre	14,700
Ex	Tweed Heads Visitor Information Centre	30,592
Ex	Future Fund	110,443
Ex	Closed Circuit Television (CCTV)	101,220
Ex	Corporate Planning Unit	137,754
Ex	Environmental assessment - development applications	25,000

Carry Over items – less than \$10,000 in value

Division:-

Ex	Corporate Services	576
Ex	Community and Natural Resources	125,635
Ex	Engineering	15,999
Ex	Planning & Regulation	57,699

Total expenditure **32,457,083**

Carry Over funding sources

In	Grant funds	9,250,340
In	Loan funds	6,321,422
In	Reserve funds	5,453,928
In	Works carried forward reserve funds	10,250,204
In	s94 funds	1,181,189
	Total funding sources	32,457,083

OPTIONS:

Not Applicable.

CONCLUSION:

Based on current projections, the 2016/2017 Budget is expected to remain balanced for all funds. The rolled over expenditure and funding is required to be voted in the 2016/2017 Budget so as these projects/services can be completed.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate 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.

29 [CS-CM] Monthly Investment and Section 94 Development Contribution Report for Period ending 30 September 2016

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 **\$271,002,666** invested as at **30 September 2016** and the accrued net return on these funds was **\$670,079** or **2.97%** 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 2016 totalling \$271,002,666 be received and noted.

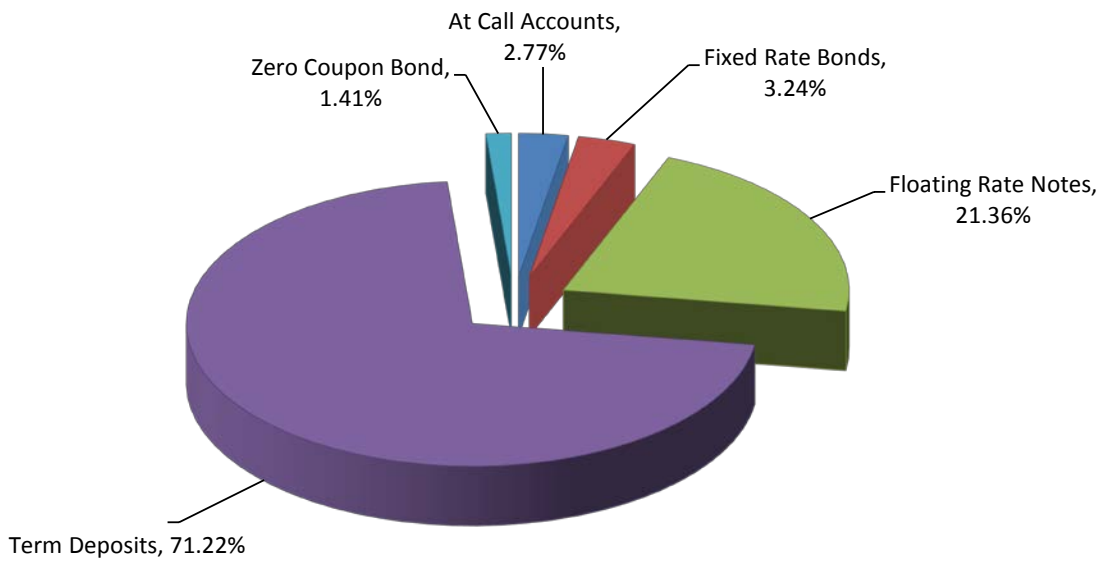
REPORT:

1. Restricted Funds as at 1 September 2016

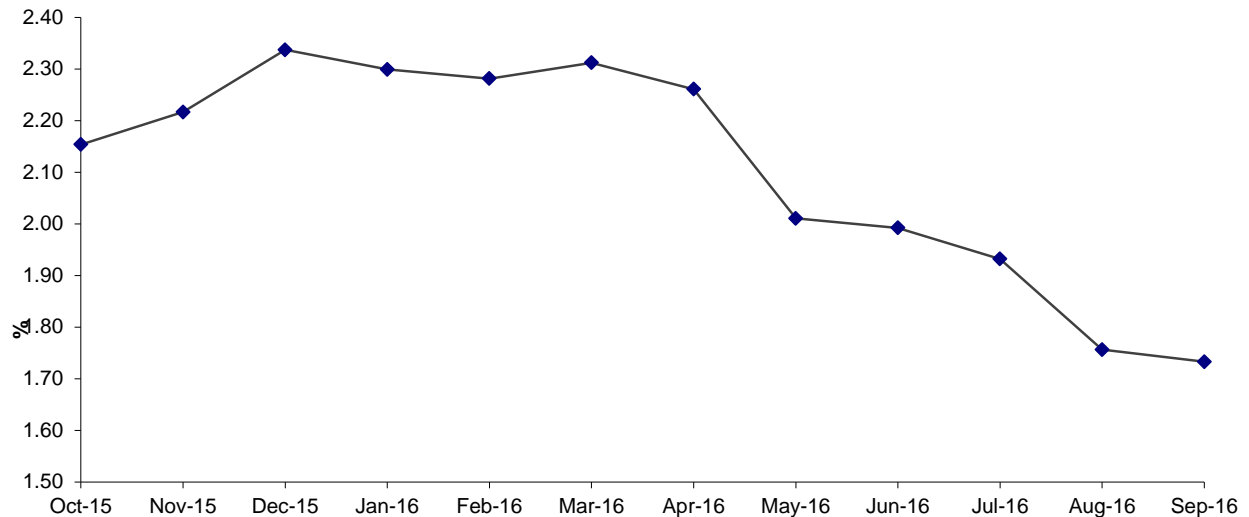
Description	(\$'000)			
	General Fund	Water Fund	Sewer Fund	Total
Externally Restricted (Other)	10,867	41,915	69,816	122,598
Crown Caravan Parks	19,035			19,035
Developer Contributions	31,046	1,701		32,747
Domestic Waste Management	14,482			14,482
Grants	4,846			4,846
Internally Restricted (Other)	44,046			44,046
Employee Leave Entitlements	11,596			11,596
Grants	3,344			3,344
Unexpended Loans	7,445			7,445
Total	146,707	43,616	69,816	260,139

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
*	Suncorp (04/21)	2,000,000.00	2,035,880.00	3.35	FRN	12-Apr-21
*	ME Bank (04/18)	1,000,000.00	1,009,240.00	3.25	FRN	17-Apr-18
	ANZ (04/20)	1,600,000.00	1,607,520.00	2.77	FRN	17-Apr-20
	CBA (07/20)	2,000,000.00	2,013,180.00	2.85	FRN	17-Jul-20
	CBA (10/19)	2,000,000.00	2,014,500.00	2.80	FRN	18-Oct-19
	CBA (01/21)	1,000,000.00	1,016,070.00	3.10	FRN	18-Jan-21
*	ME Bank (ANZ) (07/19)	1,000,000.00	1,009,120.00	3.40	FRN	18-Jul-19
*	Bendigo Bank (04/21)	3,000,000.00	3,053,310.00	3.39	FRN	20-Apr-21
	CBA Bond (04/19)	1,000,000.00	1,064,240.00	4.25	Fixed Rate Bond	24-Apr-19
	CBA (04/19)	1,000,000.00	1,009,400.00	2.76	FRN	24-Apr-19
*	NPBS (Westpac) (04/20)	2,000,000.00	2,004,820.00	3.32	FRN	07-Apr-20
	Macquarie (ANZ) (10/18)	1,000,000.00	1,008,800.00	2.92	FRN	26-Oct-18
*	Westpac (07/20)	2,000,000.00	2,012,100.00	2.77	FRN	28-Jul-20
*	Westpac (WBC) (10/20)	1,000,000.00	1,012,580.00	2.95	FRN	28-Oct-20
*	BOQ (11/19)	2,000,000.00	2,006,640.00	2.86	FRN	06-Nov-19
*	Suncorp (11/19)	1,000,000.00	998,820.00	2.74	FRN	05-Nov-19
*	Heritage (Morgans) (05/18)	2,000,000.00	2,003,940.00	2.94	FRN	07-May-18
*	Heritage (Westpac) (05/18)	1,000,000.00	1,001,970.00	2.94	FRN	07-May-18
	Rabo (Morgans) (02/20)	2,000,000.00	2,010,940.00	2.81	FRN	11-Feb-20

*	Bendigo (RBS) (11/18)	1,000,000.00	1,011,880.00	3.03	FRN	14-Nov-18
*	ME Bank (ANZ) (11/17)	2,000,000.00	2,007,340.00	2.76	FRN	17-Nov-17
*	Bendigo (Westpac) (08/20)	1,000,000.00	1,004,810.00	2.85	FRN	18-Aug-20
*	Bendigo (Westpac) (08/20)	3,000,000.00	3,014,430.00	2.85	FRN	18-Aug-20
*	Bendigo (Westpac) (08/20)	2,000,000.00	2,009,620.00	2.85	FRN	18-Aug-20
*	Suncorp (CBA) (08/19)	1,000,000.00	1,003,370.00	2.67	FRN	20-Aug-19
*	NPBS (Morgans) (02/18)	1,000,000.00	1,001,730.00	2.83	FRN	27-Feb-18
*	ANZ Green Bond (06/20)	2,000,000.00	2,065,620.00	3.25	Fixed Rate Bond	03-Jun-20
	Macquarie (RIMSEC) (03/20)	2,000,000.00	2,005,640.00	2.82	FRN	03-Mar-20
	Rabo (ANZ) (03/21)	2,000,000.00	2,035,640.00	3.22	FRN	04-Mar-21
*	Suncorp Covered (RIMSEC) (12/16)	2,000,000.00	2,039,740.00	4.75	Fixed Rate Bond	06-Dec-16
	AMP (Morgans) (6/18)	1,000,000.00	1,002,430.00	2.59	FRN	06-Jun-18
*	BOQ (06/18)	1,000,000.00	1,035,210.00	4.00	Fixed Rate Bond	12-Jun-18
*	BOQ (06/18)	1,000,000.00	1,003,270.00	2.73	FRN	12-Jun-18
*	Heritage (RBS/RIMSEC) (06/17)	2,500,000.00	2,563,000.00	7.25	Fixed Rate Bond	20-Jun-17
*	CUA (03/17)	1,000,000.00	1,002,250.00	3.04	FRN	20-Mar-17
*	CUA (03/17) (CBA)	1,000,000.00	1,002,250.00	3.04	FRN	20-Mar-17
*	CUA (12/17) ANZ	1,000,000.00	1,001,400.00	2.94	FRN	22-Dec-17
*	Suncorp Metway (Covered Bond)	2,000,000.00	1,998,460.00	2.84	FRN	22-Jun-21
*	CUA (04/19)	1,900,000.00	1,973,770.50	3.33	FRN	01-Apr-19
*	CUA (04/19)	2,000,000.00	1,973,770.50	3.33	FRN	01-Apr-19
	CBA/Merrill Lynch Zero Coupon Bond (01/18)	4,000,000.00	3,810,886.00	7.17	Fixed Rate Bond	22-Jan-18
*	Suncorp (NAB) (08/20)	3,000,000.00	3,043,080.00	3.18	FRN	20-Oct-20
		70,000,000.00	70,502,667.00	3.27		
	LEGEND	ABS = Asset Backed Security				
	Investment Type	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
	NAB (Mar 2016)	08-Mar-16	04-Oct-16	04-Oct-16	4,000,000.00	3.10
*	IMB (Jan 2020)	06-Jul-16	06-Oct-16	06-Jan-20	1,000,000.00	2.97
	Westpac (Apr 2021) quarterly interest	07-Jul-16	07-Oct-16	07-Apr-21	1,000,000.00	3.57
*	Westpac (Jan 2021)	11-Jul-16	11-Oct-16	12-Jan-21	6,000,000.00	3.07
*	Bendigo Bank (Curve) (April 2017)	13-Oct-15	13-Oct-16	18-Apr-17	2,000,000.00	3.00
	NAB (Jan 2020)	18-Jul-16	17-Oct-16	21-Jan-20	2,000,000.00	3.75
	NAB (Oct 2016)	21-Sep-16	18-Oct-16	18-Oct-16	2,000,000.00	2.56
	NAB (Oct 2016)	16-Feb-16	18-Oct-16	18-Oct-16	4,000,000.00	3.00
*	Suncorp (Apr 2016)	19-Apr-16	18-Oct-16	18-Oct-16	4,000,000.00	3.10
*	Suncorp (Oct 2016)	23-Feb-16	25-Oct-16	25-Oct-16	2,000,000.00	3.00
*	Suncorp (Oct 2016)	23-Feb-16	25-Oct-16	25-Oct-16	2,000,000.00	3.00
	Defence Bank (Curve) (Oct 2017)	27-Oct-15	26-Oct-16	24-Oct-17	1,000,000.00	3.00
	RaboDirect (Curve) (Jul 2021)	27-Jul-16	27-Oct-16	27-Jul-21	1,000,000.00	3.30
	ING (RIMSEC) (Jan 2019)	29-Jul-16	31-Oct-16	29-Jan-19	2,000,000.00	2.71
	NAB (Feb 2020)	03-Aug-16	03-Nov-16	03-Feb-20	1,000,000.00	2.82
*	IMB (Nov 2017)	05-Aug-16	05-Nov-16	06-Nov-17	1,000,000.00	2.64
	Gateway CU (RIMSEC) (June 2016)	07-Jun-16	08-Nov-16	08-Nov-16	2,000,000.00	3.00
*	Bankwest (Nov 2016)	01-Sep-16	08-Nov-16	08-Nov-16	3,000,000.00	2.55
	ING (RIMSEC) (Feb 2020)	11-Aug-16	11-Nov-16	11-Feb-20	1,000,000.00	2.71
	NAB (Feb 2020) annual interest	12-Aug-16	14-Nov-16	12-Feb-20	2,000,000.00	2.90
	CBA (Feb 2020)	15-Aug-16	14-Nov-16	13-Feb-20	1,000,000.00	2.66
*	Westpac (Feb 2021)	18-Aug-16	18-Nov-16	18-Feb-21	2,000,000.00	3.00

Counterparty	Lodged or Rolled	Interest Due	Maturity Date	Principal	% Yield
CBA (May 2020)	19-Aug-16	21-Nov-16	19-May-20	1,000,000.00	2.61
CBA (May 2020)	19-Aug-16	21-Nov-16	19-May-20	2,000,000.00	2.46
RaboDirect (Curve) (Nov 2016) annual interest	11-Nov-15	22-Nov-16	22-Nov-16	1,000,000.00	6.30
NAB (Nov 2016)	24-May-16	22-Nov-16	22-Nov-16	2,000,000.00	3.00
* Westpac (Aug 2020)	24-Aug-16	25-Nov-16	25-Aug-20	2,000,000.00	2.46
Rabo (Curve) (Jul 2018)	26-Nov-15	26-Nov-16	03-Jul-18	3,000,000.00	3.10
* Auswide Bank Bank (Dec 2016)	08-Dec-15	13-Dec-16	13-Dec-16	3,000,000.00	3.76
* Bendigo Bank (Dec 2017)	15-Dec-15	18-Dec-16	18-Dec-17	2,000,000.00	3.15
* St George (Dec 2016)	17-May-16	19-Dec-16	19-Dec-16	3,000,000.00	3.10
NAB (Dec 2019)	19-Sep-16	19-Dec-16	17-Dec-19	2,000,000.00	2.78
* IMB (Mar 2020)	19-Sep-16	19-Dec-16	17-Mar-20	2,000,000.00	2.78
RaboDirect (Curve) (Jan 2019)	13-Jan-16	15-Jan-17	15-Jan-19	1,000,000.00	4.00
Big Sky BS (Curve) (Feb 2017)	19-Jan-16	17-Jan-17	17-Jan-17	2,000,000.00	3.10
* BOQ (Jul 2016)	12-Jul-16	17-Jan-17	17-Jan-17	2,000,000.00	3.00
* Bankwest (Sept 2016)	20-Sep-16	24-Jan-17	24-Jan-17	2,000,000.00	2.50
* Suncorp (May 2015)	31-May-16	31-Jan-17	31-Jan-17	3,000,000.00	3.00
* Auswide Bank (Curve) (Feb 2017)	03-Feb-16	07-Feb-17	07-Feb-17	1,000,000.00	3.50
RaboDirect (Curve) (Feb 2017) annual interest	10-Feb-16	14-Feb-17	14-Feb-17	1,000,000.00	3.40
* Bendigo (Curve) (Feb 2017)	11-Aug-16	14-Feb-17	14-Feb-17	2,000,000.00	2.95
* CUA (Curve) (Feb 2017)	17-Feb-16	14-Feb-17	14-Feb-17	2,000,000.00	3.05
Rural (Curve) (Feb 2017)	28-Jun-16	14-Feb-17	14-Feb-17	2,000,000.00	3.00
* Bendigo Bank (Feb 2018)	16-Feb-16	16-Feb-17	13-Feb-18	3,000,000.00	3.10

	Counterparty	Lodged or Rolled	Interest Due	Maturity Date	Principal	% Yield
	BCU (Curve) (Feb 2017)	21-Feb-16	21-Feb-17	21-Feb-17	1,000,000.00	3.20
	ING (Curve) (Feb 2017)	25-Feb-16	21-Feb-17	21-Feb-17	1,000,000.00	3.10
*	BOQ (Aug 2016)	23-Aug-16	21-Feb-17	21-Feb-17	4,000,000.00	2.80
*	BOQ (Aug 2016)	30-Aug-16	28-Feb-17	28-Feb-17	1,000,000.00	2.75
*	Auswide Bank (RIMSEC) (Feb 2017)	23-Aug-16	28-Feb-17	28-Feb-17	4,000,000.00	2.70
*	ME Bank (Curve) (Mar 2018)	01-Mar-16	06-Mar-17	06-Mar-18	2,000,000.00	3.13
	BCU (Curve) (Mar 2017)	30-Aug-16	07-Mar-17	07-Mar-17	1,000,000.00	2.85
	Rural Bank (Curve) (Mar 2017)	08-Mar-16	07-Mar-17	07-Mar-17	1,000,000.00	3.05
	Rabo Bank (Mar 2017) (RIMSEC)	04-Mar-14	07-Mar-17	07-Mar-17	2,000,000.00	4.15
	NAB (Mar 2017)	07-Sep-16	07-Mar-17	07-Mar-17	4,000,000.00	2.63
*	Bendigo Bank (March 2017)	08-Sep-16	14-Mar-17	14-Mar-17	1,000,000.00	2.80
	ING (Curve) (Sept 2017)	07-Sep-16	14-Mar-17	14-Mar-17	3,000,000.00	2.69
*	Heritage (Mar 2017)	16-Mar-16	14-Mar-17	14-Mar-17	4,000,000.00	3.25
*	Suncorp (Sept 2016)	20-Sep-16	21-Mar-17	21-Mar-17	4,000,000.00	2.60
*	BOQ (Sept 2016) quarterly interest	20-Sep-16	28-Mar-17	28-Mar-17	2,000,000.00	2.70
*	Suncorp (March 2017) AMP (RIMSEC) (May 2016)	30-Aug-16	28-Mar-17	28-Mar-17	2,000,000.00	2.65
	Rabo Bank (Curve) (May 2020)	20-May-16	19-May-17	19-May-20	2,000,000.00	3.20
*	Bendigo Bank (Curve) (May 2018)	17-May-16	22-May-17	22-May-18	2,000,000.00	3.05
	QLD PCU (Curve) May 2018)	17-May-16	22-May-17	22-May-18	2,000,000.00	3.15
	Defence Bank (Curve) (May 2018)	25-May-16	28-May-17	28-May-18	1,000,000.00	3.05

	Counterparty	Lodged or Rolled	Interest Due	Maturity Date	Principal	% Yield
*	Bendigo Bank (Curve) (June 2019)	01-Jun-16	01-Jun-17	04-Jun-19	2,000,000.00	3.15
	Defence Bank (Curve) (June 2018)	31-May-16	05-Jun-17	05-Jun-18	1,000,000.00	3.05
*	MyState (July 2017)	01-Sep-16	04-Jul-17	04-Jul-17	2,000,000.00	2.70
	Australian Military Bank (Curve) (July 2017)	05-Jul-16	11-Jul-17	11-Jul-17	1,000,000.00	3.15
	RaboDirect (Curve) (Aug 2019)	07-Aug-16	07-Aug-17	13-Aug-19	2,000,000.00	4.30
*	BOQ (Aug 2017)	06-Aug-17	08-Aug-17	08-Aug-17	1,000,000.00	3.00
	AMP (Curve) (Aug 2017)	03-Aug-16	08-Aug-17	08-Aug-17	2,000,000.00	2.80
*	BOQ (Aug 2017)	06-Aug-17	08-Aug-17	08-Aug-17	2,000,000.00	3.00
*	CUA (Aug 2017)	09-Aug-16	08-Aug-17	08-Aug-17	2,000,000.00	2.70
*	BOQ (Aug 2017)	06-Aug-16	08-Aug-17	08-Aug-17	3,000,000.00	3.00
*	BOQ (Aug 2016)	09-Aug-16	09-Aug-17	11-Aug-20	5,000,000.00	3.20
	MMBS (Curve) (Aug 2018)	15-Aug-16	16-Aug-17	21-Aug-18	2,000,000.00	3.00
	Rabo (RIMSEC) (Feb 2018)	19-Aug-16	21-Aug-17	20-Feb-18	3,000,000.00	3.00
	Rabo Bank (Curve) (Aug 2018)	21-Aug-16	21-Aug-17	21-Aug-18	2,000,000.00	4.10
*	Bendigo Bank (Aug 2019)	23-Aug-16	23-Aug-17	27-Aug-19	5,000,000.00	2.90
	CBA (Oct 2019)	23-Aug-16	23-Aug-17	23-Oct-19	1,999,999.00	3.20
	Rabo (Curve) (Aug 2018)	26-Aug-16	26-Aug-17	28-Aug-18	3,000,000.00	3.00
*	Bendigo Bank (Curve) (Mar 2018)	31-Aug-16	31-Aug-17	06-Mar-18	2,000,000.00	2.70
	CBA (Aug 2021)	31-Aug-16	31-Aug-17	31-Aug-21	6,000,000.00	3.40
	Rabo Bank (Curve) (Sept 2019)	01-Sep-16	01-Sep-17	03-Sep-19	1,000,000.00	4.05
*	Bendigo Bank (Sept 2019)	03-Sep-16	03-Sep-17	03-Sep-19	1,000,000.00	4.15

Counterparty	Lodged or Rolled	Interest Due	Maturity Date	Principal	% Yield
QLD PCU (RIMSEC) (Sept 2018)	05-Sep-16	04-Sep-17	04-Sep-18	1,000,000.00	3.05
NAB (Sept 2016)	13-Sep-16	12-Sep-17	12-Sep-17	3,000,000.00	2.69
P&N Bank (RIMSEC) (Sept 2017)	21-Sep-16	21-Sep-17	21-Sep-17	1,000,000.00	4.00
Total				192,999,999.00	3.09
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			

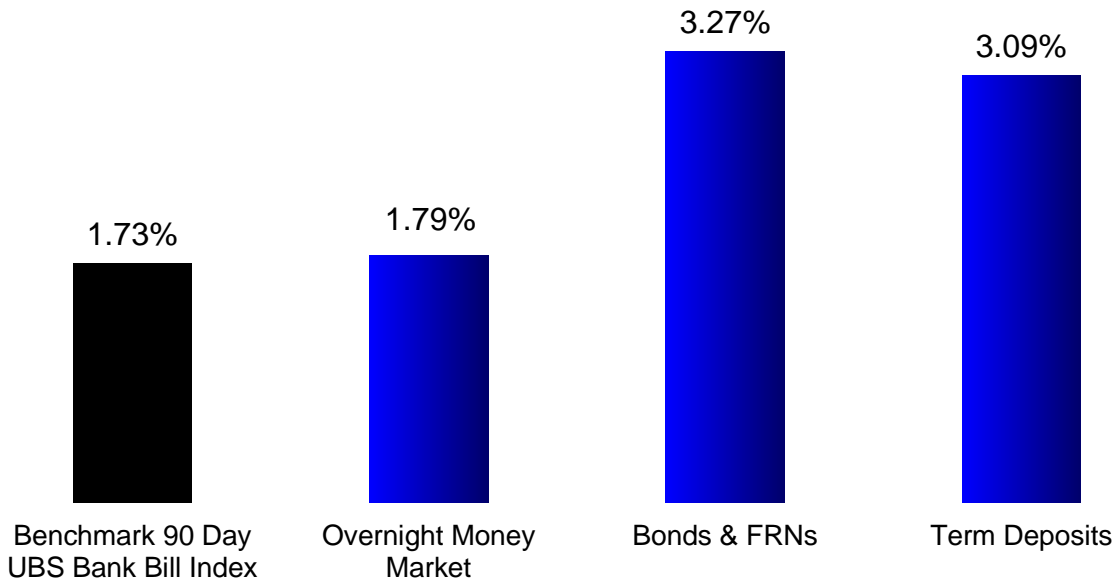
6. Ethical Investments

* Ethical Financial Institutions highlighted
\$153,700,695 which represents **56.72%** of the total portfolio
 Source: Australian Ethical - www.australianethical.com.au

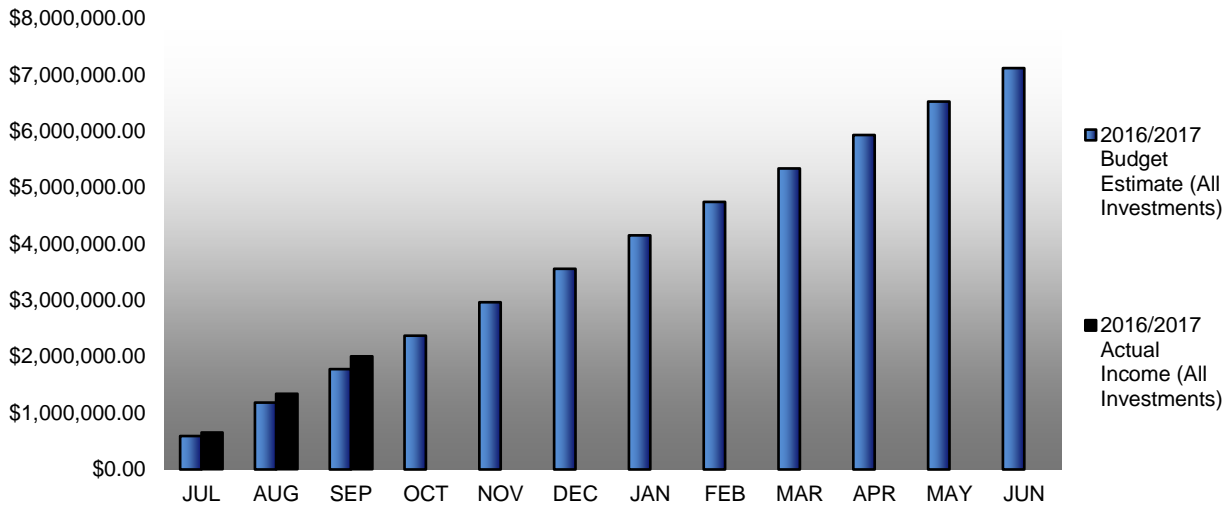
7. Performance by Category

Category	Face Value	Market Value	Weighted Average Return by Investment Category	Above or (Below) 90 day BBSW Benchmark
Benchmark 90 Day UBS Bank Bill Index			1.73%	
Overnight Money Market	7,500,000.00	7,500,000.00	1.79%	0.06%
Bonds & FRNs	70,000,000.00	70,502,667.00	3.27%	1.54%
Term Deposits	192,999,999.00	192,999,999.00	3.09%	1.36%
			Weighted Average Total Portfolio	
	270,499,999.00	271,002,666.00	3.10%	1.37%

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%	1.52%	A-1+	100%	17.46%
AA Category	100%	13.75%	A-1	100%	16.15%
A Category	60%	11.37%	A-2	60%	27.90%
BBB Category	20%	7.34%	A-3	0%	0.00%
Unrated	10%	1.13%	Unrated	10%	3.38%

Market Value by Security Rating Group (Long Term)



Market Value by Security Rating Group (Short Term)



10. Term to Maturity

Maturity Profile	Actual % Portfolio	Policy Limits
Less than 365 days	44.09%	Minimum 40%
More than 365 days and less than 3 years	25.51%	Maximum 60%
3 years and less than 5 years	30.40%	Maximum 35%
Total	100.00%	

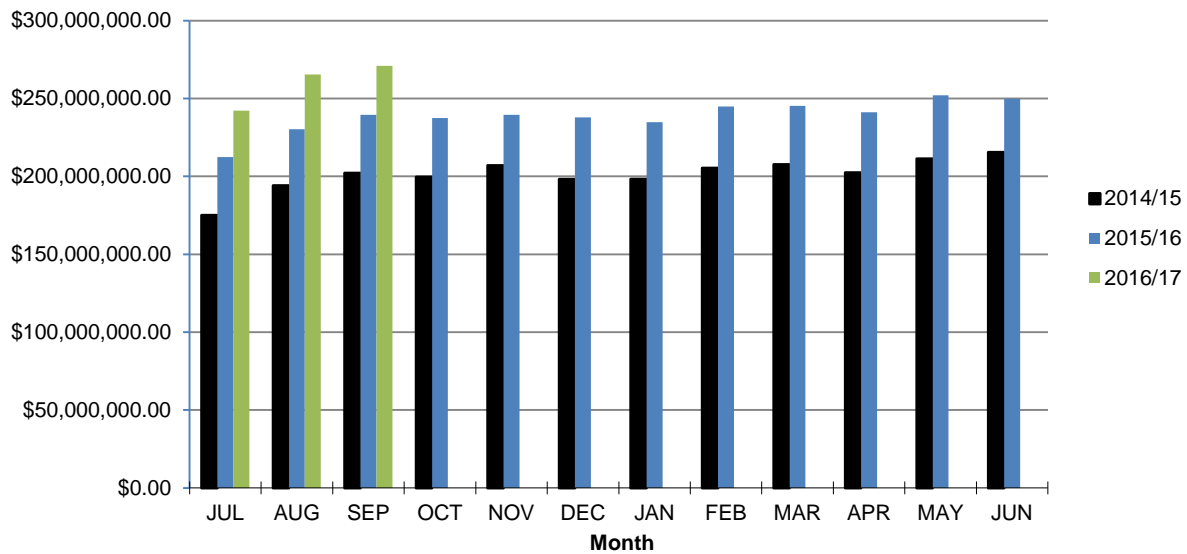
Market Value by Term Remaining



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	4,474,652	
2	Western Drainage	632,862	
3	DCP3 Community Facilities	1,713	
4	TRCP Road Contributions	14,252,800	239,296
5	Open Space	465,259	11,366
6	Street Trees	199,015	
7	West Kingscliff	878,746	1,285
10	Cobaki Lakes	-1,417	
11	Libraries	2,246,403	30,076
12	Bus Shelters	109,554	2,084
13	Cemeteries	101,950	4,403
14	Mebbin Springs	94,722	
15	Community Facilities	1,455,844	9,087
16	Surf Lifesaving	96,139	444
18	Council Administration/Technical Support	1,318,538	67,225
19	Kings Beach	847,206	89,818
20	Seabreeze Estate	790	
21	Terranora Village	34,087	
22	Cycleways Shirewide	388,676	16,968
23	Carparking Shirewide	1,429,749	
25	SALT	1,119,133	
26	Open Space Shire wide	1,809,007	176,695
27	Tweed Heads Masterplan	303,882	
28	Seaside City	309,097	
91	DCP14	113,357	
92	Public Reserve Contributions	142,106	
95	Bilambil Heights	554,325	
	Total	33,378,197	648,746

14. Economic Commentary

At its 4 October, 2016 meeting, the Reserve Bank of Australia (RBA) decided to leave the cash rate unchanged at 1.50 per cent.

The global economy is continuing to grow, at a lower than average pace. Labour market conditions in the advanced economies have improved over the past year but growth in global industrial production and trade remains subdued. Actions by Chinese policymakers have been supporting growth but the underlying pace of growth in China has been moderating. Inflation remains below most central banks' targets.

Commodity prices have risen over recent months, following the very substantial declines over the past few years. The higher commodity prices have supported a rise in Australia's terms of trade, although they remain much lower than they have been in recent years.

Financial markets have continued to function effectively. Funding costs for high-quality borrowers remain low and, globally, monetary policy remains remarkably accommodative. Government bond yields are near their historical lows.

In Australia, the economy is continuing to grow at a moderate rate. The large decline in mining investment is being offset by growth in other areas, including residential construction, public demand and exports. Household consumption has been growing at a reasonable pace, but appears to have slowed a little recently. Measures of household and business sentiment remain above average.

Labour market indicators have been somewhat mixed. The unemployment rate has fallen further, although there is considerable variation in employment growth across the country. Part-time employment has been growing strongly, while growth in full-time employment has been subdued. The forward-looking indicators point to continued expansion in employment in the near term.

Inflation remains quite low. Given very subdued growth in labour costs and very low cost pressures elsewhere in the world, this is expected to remain the case for some time. Low interest rates have been supporting domestic demand and the lower exchange rate since 2013 has been helping the traded sector. Financial institutions are in a position to lend for worthwhile purposes. These factors are all assisting the economy to make the necessary economic adjustments, though an appreciating exchange rate could complicate this.

Supervisory measures have strengthened lending standards in the housing market. Separately, a number of lenders are also taking a more cautious attitude to lending in certain segments. Growth in lending for housing has slowed over the past year. Turnover in the housing market has declined. The rate of increase in housing prices is lower than it was a year ago, although some markets have strengthened recently. Considerable supply of apartments is scheduled to come on stream over the next couple of years, particularly in the eastern capital cities. Growth in rents is the slowest for some decades.

Taking account of the available information, and having eased monetary policy at its May and August meetings, the Board judged that holding the stance of policy unchanged at this meeting would be consistent with sustainable growth in the economy and achieving the inflation target over time.

Council's Investment Portfolio

Council's investment portfolio is conservatively structured in accordance with Office of Local Government guidelines with approximately 74% of the portfolio held in cash and term deposits. Term deposits and bonds are paying average margins over the 90 day bank bill rate, while cash "at call" accounts are generally paying less than the RBA cash rate.

Bank demand for longer dated term deposit funds has increased due to diminished availability of wholesale funding, increased cost of wholesale funding and new banking capital requirements. This demand for long term funds is highlighted by the lowering of many "at call " rates to less than the RBA cash rate and increased margins above the 90 day bank bill benchmark for term deposits.

The historic low cash rate is still translating to lower total investment yields. This continues to present difficulties obtaining reasonable investment income without risking capital.

All investment categories, except cash at call, out-performed the UBS 90 day bank bill benchmark this month. The investment portfolio again benefited this month from some higher yielding bonds and term deposits purchased before interest rate margins began contracting. Overall, the investment portfolio has returned a **weighted average 1.37% pa** above the 90 day UBS bank bill index for the last month.

15. Investment Summary

GENERAL FUND	CORPORATE FIXED RATE BONDS	12,578,696.00	
	FLOATING RATE NOTES	57,923,971.00	
	ASSET BACKED SECURITIES	0.00	
	FUND MANAGERS	0.00	
	TERM DEPOSITS	63,999,999.00	
	CALL ACCOUNT	7,500,000.00	142,002,666.00
WATER FUND	TERM DEPOSITS	63,000,000.00	
	FUND MANAGERS	0.00	63,000,000.00
SEWERAGE FUND	TERM DEPOSITS	66,000,000.00	
	FUND MANAGERS	0.00	66,000,000.00
	TOTAL INVESTMENTS		271,002,666.00

It should be noted that the General Fund investments of \$142 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.

ORDERS OF THE DAY

30 [NOM] Banora Point Drainage Scheme

NOTICE OF MOTION:

Councillor K Milne moves that Council:

1. Notes the ongoing reports of concern from the community of the poor state of the Banora Point Drainage Scheme, the fish kills, and the over-abundance of eels decimating the water birds.
2. Provides a report on the state of the waterway, why it appears to be deteriorating over the years, controls undertaken for the eels, and actions being undertaken to address these problems.
3. Holds a public meeting to inform the community of Council's current actions and how they can help.
4. Establishes a Council community advisory group to progress action to restore the waterway to a healthy state.

Councillor's Background Notes

Recommended Priority:

Nil.

Description of Project:

Nil.

Management Comments:

Delivery Program:



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- | | |
|-------|--|
| 2 | Supporting Community Life |
| 2.3 | Provide well serviced neighbourhoods |
| 2.3.5 | Ensure adequate stormwater drainage, flood management and evacuation systems are in place to protect people and property from flooding |

Budget/Long Term Financial Plan:

Council has allocated \$109,000 in 2016/17 for maintenance of the Banora Point Western Drainage Scheme. The majority of this funding will be spent on aquatic noxious weed removal performed once per summer. Around \$26,000 of this annual allocation is spent on mowing the areas along the drain banks.

The establishment of an Advisory Committee to Council will cost in the order of \$20,000 to \$30,000 of direct and indirect costs and will require additional staff resources.

Legal Implications:

Nil.

Policy Implications:

A report was provided to Council on 21 July 2016 on the management of the western drainage system which included details of the state of the water body. Council subsequently resolved:

RESOLVED that the *Western Drainage Scheme Operational Management Plan* be reviewed following an updated survey of *Comb-Crested Jacana* habitat within the *Banora Point Western Drainage Scheme* during the 2016/17 summer.

Eels are a native species which exist in all of our waterways. From time to time at the request of the community, Council obtains Fisheries approval to remove eels from the waterway using licenced fisherman. Whilst it is distressing to see birds attacked and killed by eels the community do need to understand that this is a natural process and our intervention should be kept to a minimum.

31 [NOM] Proposed Shark Control for the Tweed Coast

NOTICE OF MOTION:

Councillor K Milne moves that:

1. Council notes:

- a) The announcement by the Premier Mike Baird and Minister Niall Blair of the 85 drum lines proposed to be rolled out along the NSW Coast, including the Tweed Coast, (which requires approval from the Federal Government), and the announcement by the Federal Environment Minister that the Federal Government would be open to shark culls.
- b) The successful shark spotting tower trial recently completed at Byron's Wategoes Beach, and the positive results of shark spotting drone trials reported at Port Macquarie.

2. The Mayor writes to the Premier, and State and Federal Ministers and Local Members to object in the strongest terms to the drum lines and shark culls due to the impact on marine life such as baby whales, dolphins, turtles, and non-target sharks, the success of the shark spotting tower and drone trials, and the lack of any consultation at all with the Tweed community or Tweed Council.

3. Council requests that, at a minimum, full and comprehensive consultation is carried out prior to any installation of drum lines or shark culls and that the shark spotting trials be properly assessed before any of the above actions are taken.

Councillor's Background Notes

Recommended Priority:

Nil.

Description of Project:

Nil.

Management Comments:

Council has been working with Surf Lifesaving New South Wales to assist with trials of Unmanned Aerial Vehicle surveillance on the Tweed Coast. The trials are for general surf safety as well as shark spotting.

Council also has an agreement in place with Surf Lifesaving New South Wales to provide assistance when a shark has been sighted off Tweed coast beaches. It was agreed that Council staff (from Regulatory Services, Recreation Services and Natural Resource Management), if available, will drive the beach notifying people of the sighting.

Delivery Program:



Caring for the Environment

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 4 Caring for the Environment
 - 4.4 Manage the Tweed coastline to ensure a balance between utilisation and conservation
-

Budget/Long Term Financial Plan:

The actions listed in the Notice of Motion have minimal budget implications and can be accommodated within existing staff resources.

Legal Implications:

There are no known legal implications in the Notice of Motion.

Policy Implications:

There are no known policy implications in the Notice of Motion.

QUESTIONS ON NOTICE

32 [QoN-Cr Milne] Rail Trail

QUESTION ON NOTICE:

Councillor K Milne asked:

1. If the Tweed Rail corridor is converted to a Rail Trail will this remain in public ownership and/or is it intended to be leased?
 2. What are the areas along the Rail corridor that are problematic for dual use of biking and walking? Please describe and provide a diagram.
 3. What are the costs of conversion to a Rail Trail compared to the dual use of preserving the rail line and providing for a Rail Trail adjacent?
 4. Who will be responsible for maintaining the Rail Trail once established and how much is this estimated to cost per annum?
 5. How many submissions were made to the previous Rail Trail to the Art Gallery exhibition process and how many were for or against?
-

REPORTS FROM SUB-COMMITTEES/WORKING GROUPS

33 [SUB-CHAC] Minutes of Community Halls Advisory Committee Meeting held Monday 1 August 2016

SUBMITTED BY: Community and Cultural Services



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 1 August 2016 (including the Record of Proceedings of the Community Halls Advisory Committee Meeting held Monday 23 May 2016) 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 1 August 2016 (including the Record of Proceedings of the Community Halls Advisory Committee Meeting held Monday 23 May 2016) be received and noted.

REPORT:

The Minutes of the Community Halls Advisory Committee Meeting held Monday 1 August 2016 (including the Record of Proceedings of the Community Halls Advisory Committee Meeting held Monday 23 May 2016) are reproduced in the body of this report for the information of Councillors.

Venue:

Tumbulgum Hall, Corner Government Road and Riverside Drive, Tumbulgum.

Time:

10.15am.

Present:

Reg Robinson (Crabbes Creek Hall) (Chair), Geoff Davis (Piggabeen Hall), Jennifer Kidd (Tumbulgum), Cr Carolyn Byrne (Tweed Shire Council), Steve Sweetnam (Doon Doon Hall), Janet Tkachenko (Pottsville Beach Hall), Peter Wise (Limpinwood Hall), Maree Edwards (Chillingham Hall) Lisa Bailey (Tweed Shire Council) (Minutes).

Apologies:

Peter Hurcombe (Fernvale Hall), Marlene Protheroe (Piggabeen Hall), Desiree Saunders (Doon Doon Hall).

Absent without Notice:

Crystal Creek Hall Representative.

Ex-officio:

Anne McLean (Tweed Shire Council), Shannon Rees (Tweed Shire Council).

Guests:

Trish Budd (Tumbulgum Hall)

Minutes of Previous Meeting:

Moved: Cr Carolyn Byrne

Seconded: Janet Tkachenko

RESOLVED that the Minutes of the Community Halls Advisory Committee (CHAC) meeting held Monday 22 February 2016, be accepted as a true and accurate record of the proceedings of that meeting.

As a quorum was not achieved at the last meeting held 23 May 2016, the Committee reviewed the Record of Proceedings of that meeting. The Committee confirmed the Record of Proceedings of the meeting and approved the actions proposed at that meeting.

OUTSTANDING MATTERS REPORT:

OM1 Fire Safety Inspections and Certification:

Shannon Rees confirmed that the paperwork for the inspection at Doon Doon is yet to be received. Shannon noted this matter is to be removed from the Outstanding Matters Report and that further discussions will be held directly with Doon Doon Hall Committee members.

This item is now closed.

OM2 Community Hall Management Committee Guidelines:

Shannon confirmed the Suggested Edits discussed at the previous meeting have been made.

OM3 Review Draft Templates

Held over to Agenda Item 2.

Agenda Items:

AI1. Tumbulgum Hall Delegates Endorsement

Shannon Rees confirmed that the Nomination Form for Tumbulgum Hall representatives had been endorsed at Council's Meeting on 16 June 2016. Jennifer Kidd introduced Trish Budd who is attending today's meeting as a guest.

AI2. Draft Community Hall Management Committee Guidelines - Templates

Template 1: Advertisement for Annual General Meeting

Shannon Rees advised she had reviewed the Department of Fair Trading information and could not determine the need to provide one month's notice of an AGM. The wording, as provided from the Department of Fair Trading website has now been included on this template.

Cr Byrne advised that when Committees are placing notice of meetings on noticeboards it is a good idea to list the date of the notice to help the community understand that the information is current.

Janet Tkachenko inquired about the lead time for Tweed Link advertisements.

Action: Shannon Rees to confirm lead time for Tweed Link advertisements and advise at the next meeting.

Template 2: Management Committee Application Form

Maree Edwards inquired if the Committee is obliged to complete this form. Shannon confirmed, as the document is a guideline document and not a policy, the Committee is not obliged to complete this form. However, the documents do provide the basis for good record keeping and the information may be helpful in the future. Amendments to this document include the provision of a signature block.

Template 3: Community Hall Membership Application form

As with Template 2, the form now includes a signature block and these two templates have been created as discussed at the last meeting. Again, it is not compulsory to complete this form. As noted by Cr Byrne, a new member might like to become more involved and this form will assist. Reg Robinson also mentioned these forms will assist in providing history of decisions made by a committee.

Template 4: Community Hall Committee Positions

Sections have been added to provide information for First Aid Officer and Food Safety Officer.

Template 5: Tweed Shire Council Hall Hire Agreement / Conditions of Hire

The Committee agreed this template does not require amendment.

Template 6: Risk Management Checklist

Maree Edwards advised she has used this form recently for a 21st birthday event. The group agreed, in general, that the form is too cumbersome. There was also discussion about the need to complete the form, and was suggested it be replaced with a clause on the Hall Hire Agreement stating 'all care taken'. Shannon informed the group that as Council has taken on the insurance of all halls, hirers need to be able to demonstrate how they are going to mitigate any risk, and this form will provide this information. Janet asked that the form be revised to eliminate any duplication of questions from other templates. The committee were also advised this form is to be completed by a member of the Hall Committee in consultation with the hirer, prior to accepting any deposits or hiring agreements being signed.

Issues were raised regarding food safety and the need to abide by National Food Standards. Shannon confirmed this is a requirement when events held at the hall are attracting a fee, and therefore offering 'food for sale'. If the venue is a 'Registered Food Premises' then payment for food items can be requested. It is understood that any ticketed event that provides food, can only be held at a registered food premises. Cr Byrne suggested this could be argued by the fact that payment to attend an event might not be considered payment for food as it is the attendee's choice to eat. Cr Byrne will request a legal opinion via Council's General Manager Troy Green to gain clarity on the application of the Food Safety Requirements as per the Food Act 2003 (NSW) to Community Hall Committees.

Action: Cr Byrne to seek clarity on the application of the Food Safety Requirements to Community Hall Committees.

Action: Shannon to revise document and present at the next meeting for further discussion.

Template 7: Fee Schedule

Maree Edwards to provide information for Chillingham at the conclusion of the meeting. Shannon still awaiting information from Crystal Creek and Limpinwood. Fernvale information has been received and will be included in the document prior to the next meeting.

Template 8: Annual Building Inspection and Management Report

Janet Tkachenko asked if this template is to be completed by Council if inclusion in the Guidelines is required. Anne McLean noted it was helpful to include the information so Committee members were aware of the type of inspection that would be carried out. Anne noted that operational items need to be removed and Janet requested the wording be amended to make it clear that it is Council's responsibility to initiate the report. Shannon will amend the form to provide two signature blocks for the report to be jointly signed by Council's representative, and by the committee member assisting with the inspection. Maree Edwards asked if it was compulsory for a committee member to be in attendance whilst the inspection was being carried out. Shannon noted it was not compulsory. Cr Byrne added that if a committee member was unable to attend, another community member could be called upon to represent them, and then provide a report / feedback to the committee.

Action: Form to be amended and presented at the next meeting for further discussion.

Template 9: Maintenance Request Form

Shannon noted the after-hours emergency contact number has now been included. The Committee agreed this form requires no further amendment.

Template 10: Annual Financial Reporting

The Committee agreed this template requires no further amendment.

Template 11: Hall Hire Register (Casual) and Template 12: Hall Hire Register (Regular)

Geoff Davies sought clarification on the term 'Confidential' now included on Template 11. Anne advised this is to ensure the form is not shared with the community i.e. left in full view and the information should remain confidential. The Committee agreed these forms require no further amendment.

Template 13: Ordinary Meeting Agenda

The Committee agreed this form requires no further amendment.

Template 14: Annual General Meeting Agenda

Jenny Kidd noted a change to the Department of Fair Trading - should now read NSW Fair Trading.

Action: Shannon to amend to NSW Fair Trading.

Template 15: Meeting Minutes

The Committee agreed this template requires no further amendment.

Templates that do not require further amendment are now considered finalised.

Moved: Geoff Davis

Seconded: Maree Edwards.

AI3. Events

Doon Doon Hall: Will be hosting the Local Government Aboriginal Network Conference Cultural Day being held by Tweed Shire Council in late August. This will include lunch for all attendees and also a meeting of the Executive Committee.

Tumbulgum Hall: Continued focus is on the 150 year village celebrations later this year. The main event will be held on 12 November 2016 which will incorporate the Tweed River Festival. Tumbulgum Hall is also conducting the 'If These Halls Could Talk' project with performances scheduled for December. The history of the hall will be told through music, song and food with stories that are inspired by past and present residents who have shared their memories of events and functions held within the hall.

Crabbes Creek Hall: Remain very busy. Thursday night is Italian Night. Friday Night food bookings are solid through to December. Seniors Morning Tea planned for September as a result of great success for the event held during Seniors Week recently. Reg Robinson shared information regarding the 100 Club fundraiser for halls. Participants purchase a number at \$2, raising funds of \$100 each time the board is full. The Committee is currently fundraising for the New Year's Eve event which will include children's and adult's bands, face painting, bucking bulls and fireworks. Also planning a Santa Run and will be having Christmas Lights this year.

Limpinwood: No major events to report.

Piggabeen Hall: No major events to report, however, the recent Bushman's Ball was a great success. Will be discussing holding a Christmas Party this year with events such as tug-of-war and egg and spoon races following some recent encouragement from members of the community. Will be hosting the Tweed Shire Council Land Strategy Survey on 2 August 2016.

Pottsville Beach Community Hall: No major events to report.

Chillingham Hall: Recently held the Miss Chillingham Ball recently which was well attended. Would like to work with Shannon in upgrading the kitchen to a Registered Food Premises to support events in the future. Multiple requests for hiring of the hall at present.

AI4. Community Halls Advisory Committee and Council Elections

Shannon discussed the Council Elections set for 10 September 2016. Council will go into caretaker mode from 10 August 2016. All Committees of Council will cease and the newly elected Council will decide on the continuation, or otherwise, of committees. Anne confirmed notification will be included in the Tweed Link for community members to submit expressions of interest to become members of this and other committees. Anne will clarify with Council's Governance Officer if current members of the committee need to provide an expression of interest. Shannon will forward this information to all committee members once received. The next meeting for this committee will be tentatively timetabled for November and further information will be discussed via email.

Action: Shannon Rees to provide advice on the need for current committee members to submit expressions of interest to remain members of the committee.

Inwards Correspondence:

Nil.

Outgoing Correspondence:

Nil.

General Business:

1. Working With Children Check

Shannon confirmed that a Working with Children Check is not required to be held by Committee Members as services provided for children are provided by a person other than a Committee member, i.e. the hall hirer. Shannon has a copy of the advice from the Department should anyone wish to review it.

2. Kitchen Upgrades

Jenny Kidd inquired about the process of getting a plan for kitchen upgrades to a Registered Food Premises. Shannon advised Committees could submit their intentions through to herself and she will engage Council's Environmental Health Officers to assess the plans and provide any feedback. The formal process for getting the work done will flow on from these discussions. This process can include discussions regarding funding the upgrades and Shannon can provide advice on the options available. Cr Byrne noted committees could apply to Council for 'dollar for dollar' funding, either through the Councillors or the General Manager.

3. Ex-officio Resignation

Shannon advised the committee of Anne McLean's resignation from Council. Anne's last day is planned for 19 August 2016. Reg Robinson thanked Anne for the support and guidance she has offered this committee and all members wish her well.

4. Cost of Food Safety Inspections

Reg Robinson noted a discrepancy in the cost of two recent inspections and Shannon will follow up to identify the reasons for the discrepancy.

Next Meeting:

The next meeting of the Community Halls Advisory Committee has been tentatively arranged for 9 November 2016. Commencement time 11am for a 1pm finish. Shannon asked all members to consider alternate days of the week to meet considering members from Fernvale have advised they can no longer attend on Mondays. Members agreed Wednesday to be a suitable day, but this matter will be discussed further via email once the outcome of Council elections and decisions regarding the future of the committee are known.

Cr Byrne took the opportunity to thank Committee members for their service to the community. Cr Byrne also stated that should she be elected to stand as Councillor again she would hope to return to the committee. Cr Byrne noted it has been a privilege to work with the Committee and wished everyone well.

EXECUTIVE MANAGEMENT TEAM'S COMMENTS:

Nil.

EXECUTIVE MANAGEMENT TEAM'S RECOMMENDATIONS:

Nil.

Record of Proceedings of the Community Halls Advisory Committee Meeting held Monday 23 May, 2016

Venue:

Piggabeen Hall, 525 Piggabeen Road, Piggabeen

Time:

10.15am

Present:

Reg Robinson (Crabbes Creek Hall) (Chair), Tracey Quinn (Crabbes Creek Hall) Margaret Hulbert (Crabbes Creek Hall), Geoff Davis (Piggabeen Hall), Marlene Protheroe (Piggabeen Hall), Jennifer Kidd (Tumbulgum), Cr Carolyn Byrne (Tweed Shire Council), Steve Sweetnam (Doon Doon Hall), Janet Tkachenko (Pottsville Beach Hall), Peter Wise (Limpinwood Hall), Lisa Smith (Tweed Shire Council) (Minutes).

Apologies:

Peter Hurcombe (Fernvale Hall), Maree Edwards (Chillingham Hall).

Ex-officio:

Anne McLean (Tweed Shire Council), Shannon Rees (Tweed Shire Council)

In the absence of a quorum, the meeting proceeded as a discussion with notes being taken. It was noted that no recommendations or resolutions could be made with this absence.

Minutes of Previous Meeting:

The minutes of the previous meeting held on 22 February 2016 were reviewed with Shannon Rees noting Council's endorsement of the minutes at its last meeting Thursday 19 May 2016.

Acceptance of minutes deferred until quorum achieved.

OUTSTANDING MATTERS REPORT:

OM1 Fire Safety Inspections and Certification:

Shannon Rees confirmed that the inspection for Doon Doon Hall has been completed, however, the paperwork has not yet been received. Janet Tkachenko of Pottsville Beach Community Hall noted that their certificates are now on display in the hall.

Action: *Shannon Rees (TSC) to follow up provision of certificate of compliance for Doon Doon Community Hall.*

OM2 Community Hall Management Committee Guidelines:

Shannon Rees confirmed the changes recommended at the last meeting have been incorporated into the document and a revised copy circulated with the business papers for this meeting.

OM3 Review Draft Templates

The Draft Templates are to be reviewed as Agenda Item 2.

OM4 General Business - Agenda Item 'Upcoming Events'
Item has been included on the agenda for today's meeting.

This item is now closed.

Acceptance of Outstanding Matters Report deferred until quorum achieved.

Agenda Items:

A1. Draft Community Hall Management Committee Guidelines

Acceptance of suggested edits made to the document deferred until quorum achieved.

A12. Draft Templates

Template 1: Advertisement for Annual General Meeting

Shannon Rees confirmed any committees needing to advertise (particularly incorporated committees), could do this using a variety of methods such as advice on the Hall noticeboard and advertisements in the Tweed Link. Shannon reminded committee members that advertisements relating to Annual General Meetings for community organisations in the Tweed Link can be provided in-kind. To be included on the form is a note that the advertisement needs to be placed one month prior to the meeting date.

Suggested Edit: Template to have wording added: If Committee is incorporated, advertisement for Annual General Meeting to be listed one month prior to the meeting date.

Template 2: Committee Nomination Form

Discussion took place around the inclusion of references to the applicant's occupation. This information could be helpful when looking for particular expertise from a community member who might be willing to assist.

It was also felt the form was too long with Parts 8, 9 and 10 to be combined with 'include past experience and relevant experience' to be added. A section to confirm nominee support and board endorsement was also requested by the committee.

Committee members discussed the title of the document and felt it was confusing, being unsure if the form was to be used for Community Hall Membership or Management Committee Membership. After other alternatives were discussed, the committee agreed that two forms should be used: one for nomination for a Community Hall Member, the other for nomination for a Management Committee Member. Committee recommended this form to draw on NSW Department of Fair Trading guidelines.

Suggested Edit: TSC to combine Parts 8, 9 and 10 and include 'past experience /relevant experience'.

Signature block to be added to show nominee support and board endorsement.

Separate forms to be created: Community Hall Member, Management Committee Member.

Steve Sweetnam (Doon Doon Hall) gave his apologies and left the meeting at 10.55am.

Template 3: Community Hall Committee Positions

Jennifer Kidd (Tumbulgum Hall) suggested Council might find it helpful for information regarding the committee member submitting the form to be included and this was agreed by the group. An area to sign, state the position and the date to be included on the form.

Additional positions to be included with an option to note 'if applicable': First Aid Officer, Food Supervisor.

Suggested Edits: TSC to add area for committee member details to be included to advise who has submitted the form.

Additional positions of First Aid Officer and Food Supervisor to be included.

Form to be presented at next meeting for further consideration.

Template 4: Tweed Shire Council Hall Hire Agreement / Conditions of Hire

Shannon Rees noted that this form still needs to have an area for each page to be initialled. This will be included prior to the next meeting. Shannon also reiterated that this document is necessarily detailed due to requirements for both Council and Hall Committees.

Reg Robinson noted that Crabbes Creek Hall include a copy of the Fire Exit/Safety information on their form. As it would be difficult to provide generic information, for the purposes of the document, it was agreed there would be a sign off section included for the hirer to acknowledge that they had read and understood the Fire Exit/Safety information. This information could be provided as 'additional information' and also include other matters such as cleaning expectations, reasons for time of departure i.e. another booking.

Tracey Quinn inquired about the provision of a triplicate carbon copy receipt book which would make it easier to provide copies to the hirer and to Council when requested. Anne McLean agreed this is a great idea, but noted that the Council logo would need to be present if it was to be supplied, and suggested that sourcing one from a local newsagent might be helpful.

Suggested Edits: TSC to add initial block at the bottom of each page.

Template 5: Risk Management Checklist

Reg Robinson noted that, as the document is eight (8) pages in length, there is some concern that committee members might find this difficult to complete. The purpose of the document was queried with Shannon advising it should be used as a prompt for committee members to consider what events/activities are being conducted at the hall. It can provide support to show what efforts have been made to mitigate any risks.

As an alternative, Reg provided a copy of a check list that could be used to assist with identifying any risks. Shannon confirmed there may be many items that would be responded using 'N/A' as the form is generic for use at all halls to cover any possible activities/events. Anne advised regular hirers might only complete the form once each year, with casual users completing the form for each event.

Janet Tkachenko suggested there should be opportunity for the hirer to state what mitigating actions they have implemented to reduce any identified risks. Anne McLean advised Tweed

Shire Council would be drawing on a form utilised by another Council for use with other Council facilities, and this form was circulated for all to review. It is understood the form had been circulated to the committee members previously and at that point, it was not the preferred document to use. However, current committee members agreed this form might be useful and will review for further discussion at the next meeting.

Councillor Carolyn Byrne arrived at 11.30am.

Template 6: Fee Schedule

Peter Wise confirmed a recent decision by the committee not to charge any community groups for hall hire. There is a sliding scale for other hire categories and he will become more familiar with these over the coming weeks. Shannon to follow up with Pamela Gray (Limpinwood Hall). Reg Robinson advised the commercial rate per hour (after four hours) for Crabbes Creek Hall is at \$10 not \$15 as previously advised. Chillingham Hall information still to be received. Shannon asked all committee members to be mindful of advising any changes that occur in the future.

Suggested Edits: TSC to make amendments and follow up with Chillingham and Limpinwood Halls.

Template 7: Annual Building Inspection and Management Report

Janet Tkachenko stated there may not be anyone on the Committee with the skill required to complete this report. Jennifer Kidd discussed the completion of an inspection recently at Tumbulgum Hall, with the assistance of a Council officer. The positive outcome from the assessment/report was that it clearly defined the responsibilities/actions to be taken by members of the hall committee, and by Council. Cr Byrne discussed the importance of having this report carried out on an annual basis at least, and that Council would be better placed to take responsibility for initiating it. Anne McLean agreed that Council should take responsibility for initiating the report, in collaboration with a member of each individual hall committee. Alterations to be made to the form accordingly.

Suggested Edits: TSC to alter form to show initiating request to be made by Tweed Shire Council.

Template 8: Maintenance Request Form

Shannon reminded committee members that this form needs to be returned using the corporate email address. Shannon is happy to receive phone calls to discuss the matter and highlight that a form has been submitted. Cr Byrne queried the process that was used to determine the response times to maintenance request. Anne McLean confirmed the Building Services team are responsible for prioritising with their work plans once approval has been given to carry out the work. Members of the committee requested that the After Hours Emergency Services number be included on the form.

Suggested Edits: After hours emergency number to be included on form by TSC.

Template 9: Annual Financial Reporting

Shannon advised the committee that Maree Edwards of Chillingham Hall had utilised this form as an exercise to determine if it would be useful, and she has found that it is. Jennifer Kidd noted the form was not clear on the requirements to submit the form to Council, to which Shannon advised that information is contained within the Management Agreement.

Template 10: Hall Hire Register (Casual) and Template 11: Hall Hire Register (Regular)

Discussion took place by committee members regarding the need for two separate forms, as the information contained is very similar. The importance of using the forms was highlighted by Anne McLean, with particular focus on information that would be helpful should an insurance claim be received. Cr Byrne also commented that the Casual Hire Register should not be left in view of all members of the public at the hall given the sensitive nature of information that could be entered.

Template 12: Ordinary Meeting Agenda

Whilst some committees do have 'Financial Report' as a standing item on their agenda, it was agreed the template as it is currently is sufficient, and is to be used a guide with items added on when appropriate.

Template 13: Annual General Meeting Agenda

Reg Robinson requested the inclusion of Department of Fair Trading Forms to the Agenda. Items to be added: Submission of Financial Statements to Council, Notification of Office Bearers, and 'If Incorporated' Fair Trading Form 9.

Suggested Edits: Agenda items to be added as noted.

Template 14: Meeting Minutes

No changes were requested to be made. Cr Byrne reminded members of the importance of ensuring matters were moved and seconded, given that the minutes are considered a matter for public record.

AI3. Events

Pottsville Beach Community Hall: Recently held the Pottsville Ball which was a great success.

Piggabeen Hall: Have the Bushman's Ball coming up in July. Further information will be advertised via the Tweed Link. The event will be promoted as a fundraiser for a local community Dragon Boating organisation. Also the monthly markets are ongoing.

Tumbulgum Hall: Will be having the 150 year village celebrations this year. The main event will be held on 12 November 2016 which will incorporate the Tweed River Festival also being held in Tumbulgum this year. On display will be a number of historical photos and also a film of the river will be showing throughout the day. The theme is 'Join Us At The Junction' and a local artist is working on the logo for the event. Tumbulgum Hall is also conducting the 'If These Halls Could Talk' project. Opera Queensland have held community engagement sessions and are running singing workshops. Called out for recipes to be submitted and have had a great response. There will be two, possibly three performances in December 2016.

Crabbes Creek Hall: Recently held an event for Seniors Week with over 75 people attending. A second event has been called for and may be held in September 2016. The Ocean Shores Choir performed along with three blues bands with great feedback received on the day. Chefs are holding events each Friday night and prepared 120 meals last week. Bush dances are coming up in June with 'Playing Possums' as entertainment. Also considering holding a fundraiser at Murwillumbah Cinema.

Inwards Correspondence:

1. Community Halls Advisory Committee Nomination - Limpinwood and Pottsville Beach Community Halls

Shannon Rees advised the nominations were endorsed at Council's meeting of 19 May 2016. A nomination for Tumbulgum Hall has been received and will be submitted to the next Council meeting in June.

Outgoing Correspondence:

Nil.

General Business:

1. Scheduling Next Meeting

Shannon Rees suggested a review of the standing meeting day could take place given that some members have advised they are no longer available to attend meetings on a Monday morning. An email will be circulated for members to consider.

Jennifer Kidd of Tumbulgum Hall offered to host the next meeting and will confirm availability in the coming weeks.

2. Working With Children Check

Tracey Quinn inquired about the need to have a Working with Children Check when holding committee membership. Shannon does not think this is required as hall committee members are not considered to be providing a service to children directly, and that parental supervision is in place. This will be confirmed though and further advice to be provided at the next meeting.

Action: Shannon Rees to confirm requirements to hold a Working with Children Check.

Next Meeting:

The next meeting of the Community Halls Advisory Committee will be held 10.00am 1 August 2016. Note that Council will go into caretaker mode as of 10 August 2016 prior to Council Elections.

Reg Robinson declared the meeting closed at 12.50pm with thanks given to Marlene Protheroe and Geoff Davis of Piggabeen Hall for hosting and preparing refreshments.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice.

Terms of Reference - adopted 16 April 2015 (ECM 3635284).

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.

34 [SUB-ADC] Minutes of the Tweed Shire Australia Day Committee Meeting held Wednesday 3 August 2016

SUBMITTED BY: Events Officer

Validms



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:

The Minutes of the Tweed Shire Australia Day Committee Meeting held Wednesday 3 August 2016 are reproduced in the body of this report for the information of Councillors.

RECOMMENDATION:

That the Minutes of the Tweed Shire Australia Day Committee Meeting held Wednesday 3 August 2016 be received and noted.

REPORT:

The Minutes of the Tweed Shire Australia Day Committee Meeting held Wednesday 3 August 2016 are reproduced as follows for the information of Councillors.

Venue:

Oxley Meeting Room

Time:

10.00am

Present:

Committee: Alan Downes (Chair), Sue Breckenridge, Brian Breckenridge, Graham Jackson, Dot Holdom, Lloyd Warren, Wendy Warren, Phil Kelly

Ex-Officio: Kerrie McConnell

Guests: Azizah Razak, Luke Leydon

Apologies:

Committee: Cr Katie Milne

Minutes of Previous Meeting:

Moved: Graham Jackson

Seconded: Sue Breckenridge

RESOLVED that the Minutes of the Tweed Shire Australia Committee meeting held Wednesday 25 May 2016 be accepted as a true and accurate record of the proceedings of that meeting.

Welcome:

Kerrie McConnell introduced Azizah Razak and Luke Leydon. They are participants in Council's 'A Day in Our Shoes', which is run as a part of the Local Government Week Program. Both had expressed an interest in learning more about Council events.

Business Arising:

Item from Meeting held 16 March 2016:

3. Australia Day Committee Task Timeline

The Committee requested the timeline include a meeting on the first Wednesday in August to coincide with Local Government Week.

Action: That Kerrie McConnell updates the Tweed Shire Australia Day Committee 2016/2017 Task Timeline and distributes to the Committee.

Status: The Australia Day Committee Task Timeline was updated to include an Australia Day Committee meeting in August, to coincide with Local Government Week.

Item from Meeting held 25 May 2016:

1. Nomination Categories for 2016 Tweed Shire Australia Day Awards
Alan Downes advised that he has made contact with the local Aboriginal Land Council to encourage nominations, from their network, for an Australia Day Award.
-

Agenda Items:

1. Draft Online Nomination Form

Kerrie McConnell demonstrated the draft online nomination form.

The Committee reviewed the form and made the following comments:

- Reference to “*I give permission for name and suburb to be published....*” be removed from the ‘Nominator’ section of the form, as similar wording is referenced in the eligibility criteria.
- Text fields be limited to 200 words.
- The Australian flag needs to be included on the form.
- An option to attach additional information be provided.
- A hard copy PDF version of the nomination form be made available, on request.

Once the form has been updated and made ‘live’ on the Council’s website:

- Email advice to be sent to Chambers of Commerce, Schools (Primary/Secondary/Tertiary), Services Groups and Sporting Organisations that nominations are open and close on 1 December 2016.
 - A Media Release be issued, with a photo of the 2015 Tweed Shire Australia Day awardees, and include information about the online nomination form and the current Expressions of Interest process for nominating for the Australia Day Committee.
-

2. Expressions of Interest – Committee Membership

Expressions of Interest are now open for community members to serve on the Tweed Shire Australia Day Committee for the next four years, and close on Friday 23 September 2016.

General Business:

3. 2017 Celebrations

A discussion was held on the where the 2017 Australia Day Ceremony are to take place, taking into consideration the need to accommodate 200-250 people, catering, and transport/parking.

Phil Kelly offered to contact a licensed Club about using one of their meeting/conference rooms for the official ceremony on 26 January 2017.

4. Local Tweed Shire Australia Day Ambassador

The Committee expressed the desire to approach a local identity to be Tweed Shire's 2017 Australia Day Ambassador, rather than making application through the Australia Day Council to have one appointed.

The following names were suggested:

- Ian Finlay
- Stephanie Gilmore
- Bill Chaffey
- Pete Evans
- Heather Martin

Action: That Alan Downes approach Ian Finlay (former ABC presenter) to be Tweed Shire's 2017 Australia Day Ambassador.

Next Meeting:

The next meeting of the Tweed Shire Australia Committee to be advised.

The meeting closed at 10.45am.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice.

Terms of Reference – Australia Day Committee adopted 17 July 2012.

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.

35 [SUB-AAC] Minutes of the Aboriginal Advisory Committee Meeting held Friday 23 September 2016

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
 - 2.1.1 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 23 September 2016 are reproduced in the body of this report for the information of Councillors.

RECOMMENDATION:

That the Minutes of the Aboriginal Advisory Committee Meeting held Friday 23 September 2016 be received and noted.

REPORT:

The Minutes of the Aboriginal Advisory Committee Meeting held Friday 23 September 2016 are reproduced as follows for the information of Councillors.

Venue:

Tweed Byron Local Aboriginal Land Council, 21/25 Ourimbah Road, Tweed Heads

Time:

9.35am

Present:

Des Williams (Tweed Byron Local Aboriginal Land Council representative), Leweena Williams (Tweed Aboriginal Corporation for Sport) (arrived 10.40am), Glenda Nalder (Tweed Wollumbin Aboriginal Education Consultative Group representative), Desrae Rotumah (Tweed Aboriginal Co-op), Cr Gary Bagnall (Tweed Shire Council).

Ex-officio:

Robyn Grigg, Robert Appo (Tweed Shire Council), Lisa Bailey (Tweed Shire Council) (Minutes).

Guests (in order of arrival):

Melitta Firth (Consultant) (arrived at 10.20am), Sally Cooper (Tweed Shire Council) (arrived at 10.50am), Kelly Edwards (Tweed Shire Council) (arrived at 11.20am).

Apologies:

Tracey Stinson (Tweed Shire Council), Aunty Joyce Summers (Canowindra representative), Jackie McDonald (Tweed Wollumbin Aboriginal Education Consultative Group representative).

In the absence of a quorum, the meeting commenced as a discussion with notes being taken. It was noted that the Aboriginal Advisory Committee (AAC) would not be able to make any recommendations/ resolutions until a quorum was achieved.

A1(a). Reconciliation Action Plan (RAP) Working Group – introduction, Robert Appo (Tweed Shire Council)

Robert advised that the RAP Working Group were scheduled to attend this meeting as an introduction to the AAC, however most are away from the office today. Robert noted that it was decided at the latest RAP Working Group meeting to invite AAC to a morning tea or a meet and greet sometime in the future. Robyn suggested a morning tea with the RAP Working Group and AAC could tie in with the launch of the RAP.

A1(b). Reconciliation Action Plan (RAP) – Update, Robert Appo (Tweed Shire Council)

Robert advised that Council is waiting on final approval from Reconciliation Australia but all indications are that the actions and deliverables will be accepted as they are. Responsibility for deliverables in the RAP has been assigned to the relevant Director of each department. Reconciliation Australia is looking for the highest level of management to take responsibility for the actions within the RAP. There have been no changes to the draft other than minor edits as recommended by Reconciliation Australia. Sign off should occur in the next few weeks.

A1. Local Government Aboriginal Network Conference – Update, Robert Appo (Tweed Shire Council).

Robert advised that he is currently writing the final report to the NSW Local Government Aboriginal Network (LGAN) Executive to wrap up the 2016 conference.

Des asked if Council received any feedback from the LGAN. Rob advised that delegates were asked to provide feedback about the event on the last day of the conference. Robyn noted she was impressed with the feedback and the response volume and advised that Gabby has compiled a spreadsheet to analyse the feedback. Robert advised that the majority of delegates enjoyed the conference and its structure and provided meaningful feedback to the LGAN Executive for future conference organisers.

Robyn advised a large number of delegates complimented Council and the AAC for their involvement in the conference. Robyn noted that she really wanted all areas of her department to be involved and was enormously proud of the unit as a whole (Gallery and Museum) for organising thought provoking exhibitions to coincide with the conference.

Robert thanked the AAC for their contribution to the conference and the extra assistance given during the event.

Leweena Williams arrived at 10.35am

Quorum achieved.

Chair: Cr Gary Bagnall

Moved: Desrae Rotumah

Seconded: Des Williams

RESOLVED that the Chair was declared vacant and nominations were called. Cr Gary Bagnall was nominated and was unanimously elected to Chair the meeting.

Desrae Rotumah opened the meeting with a welcome to all present and paid respect to Elders past and present.

Minutes of Previous Meeting:

Moved: Jackie McDonald

Seconded: Cr Gary Bagnall

RESOLVED that the Minutes of the Aboriginal Advisory Committee meeting held Friday 5 August 2016 be accepted as a true and accurate record of the proceedings of that meeting.

Melitta Firth arrived at 10.20am

A2. Public art projects at Wommin Bay Road underpass, Chinderah/Kingscliff and the roundabout in Alma Street, Murwillumbah – Melitta Firth (consultant).

Melitta advised that she is working with Council on two new public artwork commissions within the Shire. The first stage of the project is consulting with the community and Council is asking community members to share the themes they would like reflected in these works before going out for expression of interest for an artist/s. There are two identified sites – Alma Street roundabout, Murwillumbah and the overpass at Chinderah with both locations wanting to make an entry statement.

Council is looking for ideas from the community on what they would like to celebrate and also ask what needs to be taken into consideration with the two sites. Leweena advised the

underpass site needs to be referred to as Chinderah. Robyn suggested that Melitta talk with Jonathon Lynch to be sure. The Alma Street site is on the roundabout at the entry to Murwillumbah. Glenda asked about what consultation has taken place regarding both sites with the wider community. Melitta said there are ongoing discussions as community members are being asked to provide their feedback on the features, characteristics or people of these towns that are important and should be reflected by the artworks.

Glenda asked will there be an Integrated Cultural Opportunities Assessment of the sites as part of the public art application. Melitta advised she would follow up and let Robert know.

Leweena asked if the projects will be open to individual adult artists or could it be open to groups working with young people. Melitta said each application will be assessed against the brief which will be developed after the community consultation. Glenda advised there are Indigenous street artists who have worked with young people in the area and they would be a good source of feedback, and also good to approach to be artists.

Robert asked what the budget is for both locations. Melitta advised the combined budget is \$90,000.

Glenda requested that the draft brief be forwarded to the AAC for comment, particularly on the cultural content.

Action: Once the draft brief for the public art projects at Wommin Bay Road underpass, Chinderah and the roundabout in Alma Street, Murwillumbah is developed, Melitta will liaise with CDO-Aboriginal to forward the brief via email to AAC members.

Melitta asked the AAC if the incorporated design on the overpass at Chinderah is an Aboriginal design as it looks like an Aboriginal shield motif. She has spoken to the Roads and Maritime Services but they don't have any information about them. Glenda advised that the public art on the bridge at Sextons Hill was designed by the community for the upgrade but she is not sure about the Chinderah overpass.

Robert advised that applications will come to Council's Public Art Reference Group (PARG) for comment and recommendations.

Leweena stated that a local artist would be preferred as they know the local area and requested that Aboriginal artists be encouraged to apply. Robyn advised this could be included in the Procurement Policy.

Melitta asked the AAC members to encourage others to participate in the survey as Council is looking for broad representation from the community.

Sally Cooper arrived 10.50am
Melitta Firth left at 11.07am

A3. Avondale Park West (Lot 1327 DP1005077) (AHIMS Ref # 04-2-0005) Sally Cooper (Tweed Shire Council)

Sally Cooper advised that habitat restoration works commenced at Lot 1327 DP1005077 ('Avondale Park West') in 2012 to reconstruct a matrix of Swamp Sclerophyll Floodplain Forest and Subtropical Coastal Floodplain Forest.

In order to provide long-term planning protection to the ecological values of the restored bushland, as well as long-term protection of the cultural, recreational and operational values, both current and future, of these sites, the land is intended to be re-categorised in accordance with the provision of the Local Government Act 1993 (LG Act).

Sally advised she is writing a draft Plan of Management for the site and is looking for input from the AAC for the cultural heritage significance of the site. Robert advised we don't know the full extent of the midden and potential to disturb the midden by fencing it.

Sally asked if signage was an option for the ongoing protection. Leweena urged caution as sometimes the signs make people more curious. Sally asked if it could be protected by use of thick mulch. Leweena suggested planting of smaller shrubs and plants may work better to keep people away from the midden site. Rob advised there has not been an assessment of how far the midden extends and there is still a big issue with kids coming through on their bikes.

Sally advised that if the AAC has any comments to add to the draft Plan of Management there will still be time to incorporate these into the document before it goes out on exhibition.

Kelly Edwards arrived at 11.20am
Sally Cooper left at 11.35am

A4. DA15/1018 Kudgerie Avenue, Cudgera Creek - 26 Lot Industrial Subdivision, Kelly Edwards (Tweed Shire Council).

Kelly advised Council's Development Assessment Unit has received a Development Application (DA15/1018) for a 41 lot industrial subdivision at Cudgera Creek. The proposal includes earthworks and roadworks and will be completed in four stages.

Following a request for further information, the applicant has amended the proposal to be a 26 lot industrial subdivision with the layout as shown on the provided map.

The submitted Cultural Heritage Assessment identifies a possible Scar Tree on the site however concludes that due to the age of the tree it was unlikely to be of cultural significance. The location of the Scar Tree appears to be within the proposed Lot 26 which is to be dedicated to Council. The application was referred to Office of Environment and Heritage (OEH) which raised no further concerns or requirements with regard to Aboriginal cultural heritage values.

Feedback is sought from the AAC regarding the 'Cultural Heritage Assessment' submitted with this application and in particular;

- Whether there are any issues with the development proposed as part of this application?
- If there are any conditions of consent that the AAC would like to see applied in the event of approval being granted for the proposal?

Please note that the submitted Cultural Heritage Assessment was submitted to Council to inform the rezoning process of the land. The land has since been rezoned to part Industrial to facilitate the proposed subdivision.

Kelly advised that the last time the Development Application was brought before the AAC, it requested to see any advice provided by OEH. This advice has since been received and

was presented to the AAC. Kelly advised that OEH had no concerns with the application regarding Aboriginal Cultural Heritage subject to the recommendations of the Cultural Heritage Assessment.

Cr Bagnall asked if the environmental zone is acting as a corridor for wildlife. Kelly advised that the new configuration on the east part of the site ensures there is an area for koalas but there is no further information from the developer at this point. Kelly also advised there is a Voluntary Planning Agreement (VPA) over the site.

Leweena confirmed the scar tree is a registered AHIMS site. The AAC confirmed that there were no objections to the Development Application subject to the Scar Tree being protected and the development being undertaken in accordance with the recommendations of the Cultural Heritage Assessment.

Kelly Edwards left at 11.55am

Tim Robbins advised by telephone that he is unable to attend for Agenda item 5.

Inwards Correspondence:

IC1. Letter from Tweed Shire Council dated 29 August 2016 re Naming of new road in plan of subdivision of Lot 41 DP1092501, Terranora – Cooriki Avenue
Letter tabled and provided to AAC members. Vanessa Gwynne, Conveyancer/Property Officer, emailed Robert on 29 August 2016 requesting feedback from the AAC regarding the proposed road name as it is of Aboriginal language and would like to know if the name is appropriate to use in keeping with our road naming policy.

Action: CDO-Aboriginal to liaise with Vanessa to advise that the name 'Cooriki' is a Bundjalung word, however would not be appropriate to use as a Road name as the language is of another dialect further down the coast.

IC2. Letter from Jeremy Leach from RPS Cultural Heritage Consultants dated 20 September 2016 re Aboriginal Cultural Heritage investigations for NBN infrastructure at Fingal and Hastings Point.
Letter tabled and provided to AAC members. CDO-Aboriginal advised that he had registered the AAC as an interested party for the Aboriginal Cultural Heritage investigations. The letter is an invitation for AAC members to participate in a walk-over of the two sites on 27 and 28 September 2016. Leweena advised that TBLALC will have Sites Officers attending.

Outwards Correspondence:

Nil

General Business:

Nil

Next Meeting:

The next meeting of the Aboriginal Advisory Committee will be held on a date to be advised.

The meeting closed at 12.32pm.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice.

Terms of Reference - Aboriginal Advisory Committee 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.

36 [SUB-AAC] Minutes of the Aboriginal Advisory Committee Meeting held 5 August 2016

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
2.1.1	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 5 August 2016 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 5 August 2016 be received and noted; and**
- 2. The Executive Management Team's recommendations be adopted as follows:**
 - A2. Adrian Robins (Everick)**

(c) Visionstream - 429 Carool Road, Carool

That site monitors from TBLALC and traditional owner groups be on site during any excavation works at 429 Carool Road, Carool in accordance with Recommendation 1 of the Cultural Heritage and Vegetation Assessment prepared by Everick and dated July 2016.

REPORT:

The Minutes of the Aboriginal Advisory Committee Meeting held Friday 5 August 2016 are reproduced as follows for the information of Councillors.

Venue:

Minjungbal Aboriginal Museum and Cultural Centre

Time:

9.45am

Present:

Des Williams (Tweed Byron Local Aboriginal Land Council representative), Jackie McDonald (Tweed Wollumbin Aboriginal Education Consultative Group representative), Veronese Burgess (Canowindra representative), Desrae Rotumah (Tweed Aboriginal Co-operative Society), Cr Gary Bagnall (Tweed Shire Council).

Ex-officio:

Tracey Stinson (arrived at 10.07am), Robyn Grigg, Anne McLean, Robert Appo (Tweed Shire Council), Gabby Arthur (Tweed Shire Council) (Minutes).

Guests (in order of arrival):

Alan Lena; Adrian Robins (Everick) (arrived at 11.30am); Colleen Forbes (Tweed Shire Council) (arrived at 11.00am); Stewart Brawley (Tweed Shire Council) (arrived at 12.00pm)

Apologies:

Aunty Joyce Summers, Leweena Williams (Tweed Aboriginal Corporation for Sport), Mayor Milne (Tweed Shire Council).

Chair: Des Williams

Moved: Desrae Rotumah

Seconded: Jackie McDonald

RESOLVED that the Chair was declared vacant and nominations were called. Des Williams was nominated and was unanimously elected to Chair the meeting.

Des Williams opened the meeting with a welcome to all present and paid respect to Elders past and present.

Agenda suspended for Item A1(c).

(c) Council Committee Nomination Process

Discussion in relation to the Terms of Reference (ToR) for the Aboriginal Advisory Committee (AAC) and the continual difficulties experienced in achieving a quorum. To alleviate this issue, the ToR could be amended to reduce the number of members required for a quorum. The organisation representation in the ToR could also be reviewed as some representatives are not attending the AAC meetings. It was noted that Bundjalung Aboriginal Home Care is now run as a commercial business.

The Expression of Interest (EOI) form seeking nominations for all Committees of Council is now available on Council's website. The usual process is that following the Council elections, Council will make a decision in relation to the Committees to be retained and then

using the EOIs will adopt the Committees and members at the first Council meeting. At the first Committee meeting following this process, the ToR are normally revisited as part of the governance process. For the AAC this may be October or otherwise November 2016.

EOI, Nomination and ToR documents tabled and handed out to AAC.

Tracey Stinson arrived at 10.07am

Minutes of Previous Meeting:

Moved: Jackie McDonald

Seconded: Cr Gary Bagnall

RESOLVED that the Minutes of the Aboriginal Advisory Committee meeting held Friday 6 May 2016 be accepted as a true and accurate record of the proceedings of that meeting with the exception that:

Item A2 Tweed Estuary Management - the reference on page 8, paragraph 5 should read: 'Jackie noted that Native Title exists on the riverbed and people need to understand what this means'.

One minute silence held to respect the recent passing of Aboriginal community members.

Business Arising:

Business Arising from meeting held on 6 May 2016

GB1. Jack Evans Boat Harbour - aquaSplash

Jackie advised that in accordance with the AAC's recommendation on 6 May 2016, she sent a letter to the General Manager on 26 May 2016 and received a response from the General Manager dated 1 June 2016, which has been distributed to AAC. Jackie advised that her recollection is that the General Manager gave an undertaking in the letter that the matter will come to the AAC at a later date as part of the Development Application process.

Agenda Items:

A1. Robert Appo (Tweed Shire Council)

(a) Reconciliation Action Plan (RAP) and Memorandum of Understanding (MOU)

Robert advised that Expressions of Interest (EOI) were sought from staff regarding nominations to be part of the RAP Working Group. Prior to that EOI process, Reconciliation Australia delivered a series of workshops with Council staff which were well attended. Tracey advised that a fantastic response was received to the EOI. The RAP Working Group has now been formed and is made up of thirteen members - three Aboriginal and ten non-Aboriginal members from across the organisation who demonstrated a genuine commitment to reconciliation. With the AAC's agreement, Tracey would like to invite the RAP Working Group to the next AAC meeting so that they can meet the AAC, share their stories and what they hope to achieve in the RAP. The RAP Working Group members have been invited to participate in the LGAN Conference.

Action: CDO-Aboriginal to email to AAC details of the names and position titles of the RAP Working Group members.

Action: CDO-Aboriginal to extend an invitation to the RAP Working Group to attend the next AAC meeting.

Action: CDO-Aboriginal to email latest draft RAP to the AAC.

(b) 2016 Local Government Aboriginal Network (LGAN) Conference

(i) Update

Robert provided an update on the LGAN conference (24 to 26 August) and advised that approximately 100 delegates have registered for the conference, with 150 delegates expected to attend. The LGAN Executive will be providing a letter of invitation to the AAC to attend the conference dinner. Robert provided an overview of the program.

The first day of the conference will include the cultural tour:

- Aboriginal Breastplate Exhibition at Tweed Regional Museum, Murwillumbah. Ian Fox has been researching Aboriginal Breastplates in the local area and has identified approximately 60. A publication is being produced for the exhibition.
- 'Mother', a photographic exhibition by Aboriginal artist Michael Cook at the Tweed Regional Gallery. The exhibition is based on the Stolen Generation.
- Crams Farm, Doon Doon - Lunch prepared by Aboriginal chef, Mark Olive followed by the Aboriginal staff meeting.
- Official Welcome at Minjungbal Aboriginal Museum and Cultural Centre, including the Mayoral welcome.

On the second day of the conference, Leweena and Jackie will be presenting in relation to the role of the AAC. The AAC agenda item is approximately 20 minutes which includes time for questions and answers

Action: CDO-Aboriginal to email updated LGAN conference program to the AAC.

(ii) Interpretative Signage at Crams Farm, Doon Doon

The Aboriginal interpretative signage has been produced and will be erected at Crams Farm, Doon Doon next week. The Water Unit has generously funded the cost of the interpretative signage.

The signage at Razorback has also been produced and will be erected prior to the conference.

Cr Bagnall requested Robert to follow up with Recreation Services (Signwriters) and Natural Resource Management (Tom Alletson) to ensure the relocation of the interpretative signage in Budd Park prior to the LGAN conference.

Action: CDO-Aboriginal to liaise with Council's Recreation Services (Signwriters) and Natural Resource Management (Tom Alletson) to ensure the relocation of the interpretative signage in Budd Park prior to the LGAN conference.

(d) Creating Liveable Communities (CLC) Project

Robert provided background information in relation to the Creating Liveable Community (CLC) project, which was coordinated by Kristen Forster, Council's Healthy Ageing Officer. Kristen was successful in obtaining funding to run the project which was based around conversations with the Tweed Aboriginal community on healthy ageing, housing, transport, and social participation including the importance of activities and events for Aboriginal members of the community. This information will now be able to be incorporated into future plans.

Bugalwena's Men's Group and Canowindra's Women's Group participated in the project with the ladies creating a wall hanging which is now on display at Canowindra. The Women's Group wall hanging will also be displayed at the LGAN conference. The women have been invited to attend the morning session of the conference and to stay for morning tea. The Men's Group highlighted the need for a space for them to meet and share their skills such as a Men's Shed where they could mentor Aboriginal youth and men.

Robert acknowledged Kristen's good work with the Women's Group throughout the project which contributed to its success.

Colleen Forbes arrived at 11.00am
Adrian Robins arrived at 11.30am

A2. Adrian Robins (Everick)

(a) Mooball - Lot 2 DP 534493 and Lot 7 DP 593200

Adrian advised that reports have been prepared in 2010 and 2012 in relation to the Mooball planning proposal. A Deed of Agreement exists on the Certificate of Title requiring preliminary investigations. Preliminary investigations carried out by Everick and TBLALC in 2010 confirming there was no significant Aboriginal Cultural Heritage on the site. As a result of further investigations carried out by Everick and TBLALC in 2012, it was recommended that test pits be done due to the potential use as a campsite.

Colleen advised that the application is for a rezoning. As per the provisions of the Planning Agreement, prior to a Development Application being lodged with Council, the test pitting would need to be undertaken and reported back to the AAC.

Des advised that the area he stipulated for test pitting is only a small area. Adrian advised that to his knowledge there has been no proposal to do the test pitting at this stage.

(d) Fraser Drive, Tweed Heads South - Lot 9 DP 1039569 and Lot 2 DP 100383 residential subdivision

Adrian tabled the draft Cultural Heritage Management Plan which refers to the midden at Fraser Drive. The AAC noted there has been some recent disturbance to the midden.

Colleen advised that she has spoken with the Department of Planning as she wasn't sure if this Management Plan is part of the current redevelopment of the site or not. The Department wasn't aware of any change to the Management Plan but the update is possibly a result of works and disturbances in the area of the midden. The report will need to go to Council's Assessment Team for consideration. Colleen noted that maintenance of the area will be transferred to Council although there probably won't be much maintenance required. Colleen advised that if the AAC endorses the proposal then it should go to Council for comments before going back to the Department of Planning and Environment.

Stewart Brawley arrived at 12.00pm

Colleen advised that the Department of Planning's Compliance Unit has been carrying out investigations regarding the disturbance rather than Council. The current Mod 4 is to change the timing of the erection of the fencing as part of Stage 12 so that the Subdivision Certificate for the adjoining land (Stages 1-7) can be issued. Council officers have opposed this course of action as fencing needs to go up prior to any works being done in Stage 8

onwards. Colleen noted that there are now two developers associated with the development.

Adrian advised that the Cultural Heritage Plan has been tabled today in response to the disturbance and no recommendation is sought from the AAC.

(b) Palms Village Caravan Park, Tweed Heads South

Adrian tabled the Aboriginal Cultural Heritage Due Diligence Assessment dated July 2016 for Palms Village Caravan Park and advised that the proposal is for a modification of the original rezoning proposal.

Colleen advised that a planning proposal has been lodged with Council for the rezoning of an allotment next to the caravan park from R2 to RE2 which will then allow a caravan park on that land as a permissible use. Council's Strategic Planning and Urban Design Unit has advised that due to flooding, the land will have a maximum of 10 RV vehicles and that a Development Application will be required which will allow specific AAC requirements to be included in the Consent. The planning proposal isn't approving the use of the caravan park but just to change the zoning to permit the use of the land to be used as a caravan park.

Adrian referred to page 16 of the report and noted that he conducted an Aboriginal Cultural Heritage assessment walkover with Des Williams which concluded that the land being rezoned was largely on fill. The assessment identified that the lot containing Mr Wilkinson's house and the two lots side by side with old houses do not appear to be on fill and being on Dry Dock Road there is a history of Aboriginal Cultural Heritage in that area.

Adrian advised that Everick's recommendation is that a post-clearing inspection be done on the three house sites described above when the dwellings are removed; that the TBLALC provide monitors; and that TBLALC may require an excavator be used so that the monitors can determine the subsurface nature. Adrian advised that if Aboriginal Cultural Heritage is found during the inspection, there is the possibility an AHIP from the Office of Environment and Heritage (OEH) will be required.

Adrian noted that this site and the vicinity was the first European settlement in the late 1840s. It was originally selected because they could get a boat in due to the deep water.

Robert asked whether given the proximity of the site to the river and the OEH guidelines for Due Diligence reports, will OEH be satisfied with a Due Diligence Report? Adrian noted that he thought it would because of the level of disturbance.

Colleen noted that it may be that when the house lots at the front are being developed, the Development Application may require the site to be filled in accordance with Council's Flooding Policy.

Adrian advised the report has been provided to the AAC as an update and no recommendation is sought from the AAC.

(c) Visionstream - 429 Carool Road, Carool

Adrian tabled the Cultural Heritage and Vegetation Assessment Reported prepared by Everick dated July 2016 and advised that this proposal is for the erection of an NBN tower structure to provide wireless internet services at Carool for approximately 150 people. The site is quite elevated and is accessed from Bilambil. The area of land required is approximately 8m x 10m and 30m high. For visual benefits, the proponent has kept the tower away from the escarpment. Battering and cutting of the site will be required as will access for road and electrical works of approximately 100m each.

Adrian advised he undertook the Aboriginal Cultural Heritage walkover with Ernie Williams. Ernie was of the opinion that the area may have been used by Aboriginal groups travelling through the area due to its view to Wollumbin/Mt Warning and its significance to the Aboriginal community and requested that Aboriginal monitors be on site.

Colleen advised that a Development Application has been lodged with Council and following a recommendation from the AAC, Council will determine the application under delegation.

Adrian noted that only one native tree requires removal which will be a pencil tree.

Moved: Jackie McDonald

Seconded: Desrae Rotumah

RECOMMENDATION that site monitors from TBLALC and traditional owner groups be on site during any excavation works at 429 Carool Road, Carool in accordance with Recommendation 1 of the Cultural Heritage and Vegetation Assessment prepared by Everick and dated July 2016.

Tracey Stinson left the meeting at 12.40pm

Adrian Robins left the meeting at 12.42pm

A3. Kingscliff Foreshore Upgrade - Stewart Brawley (Tweed Shire Council)

Stewart Brawley provided an update and presentation on the Kingscliff Foreshore upgrade.

Jackie asked Stewart the value of the works of the Kingscliff Foreshore upgrade and Stewart advised that the value is \$22m. Jackie asked Stewart what employment opportunities there were for young Aboriginal people with the contractors. Stewart advised that Aboriginal employment has previously been challenging because the contractors have sub-contractors. Jackie advised that the Aboriginal community has never seen Council employ young Aboriginal people for any of its projects.

Aboriginal employment will be progressed through the RAP. Robert noted that there is a need for an audit/assessment to be done of Aboriginal community skills sets, and meaningful employment opportunities and then, if there is a gap, then training could be arranged.

Stewart Brawley left the meeting at 1.16pm

Cr Bagnall advised that the Kingscliff Foreshore park is currently unnamed and suggested that the AAC could nominate a name for the park. Jackie advised that she would like to nominate her great, great grandfather for the naming of a park in the Shire.

General Business:

GB1. Fingal NBN

Jackie asked whether any of the AAC received advice of the Fingal NBN. Robert advised that he has been in contact with the consultant and registered the AAC. Robert advised that there are several jobs in the Shire and all of them use different consultants each time. Robert has alerted Council's Planners who have advised that the applications won't be assessed until all of the work is combined into one application with one consultant. Robert advised that he is registering the AAC for each and every application that he becomes aware of.

GB2. Cudgen Lakes Sand Quarry

Jackie advised that the Expression of Interest for the Cudgen Lakes Sand Quarry Community Consultative Committee was advertised in the newspaper and advised that she has registered her interest. Applications closed on 31 July 2016. Robert advised that he hasn't registered the AAC.

GB3. Crown and Council Land at Tyalgum Creek

Jackie brought to the attention of the AAC a recent newspaper advertisement for a road closing section and notice of proposal to sell Crown and Council land at Tyalgum Creek. Jackie emailed the advertisement to Cr Bagnall and Robert. Jackie asked that Cr Bagnall let her know of the implications of the proposal.

Next Meeting:

The next meeting of the Aboriginal Advisory Committee will be held 7 October 2016

The meeting closed at 1.30pm.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice.

Terms of Reference - Aboriginal Advisory Committee 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.

37 [SUB-TCC] Minutes of the Tweed Coastal Committee Meeting held Wednesday 10 August 2016

SUBMITTED BY: Natural Resources Management



Caring for the Environment

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 4 Caring for the Environment
 - 4.4 Manage the Tweed coastline to ensure a balance between utilisation and conservation
 - 4.4.1 Recognise and accommodate natural processes and climate change
-

SUMMARY OF REPORT:

The Minutes of the Tweed Coastal Committee Meeting held Wednesday 10 August 2016 are reproduced in the body of this report for the information of Councillors.

RECOMMENDATION:

That the Minutes of the Tweed Coastal Committee Meeting held Wednesday 10 August 2016 be received and noted.

REPORT:

The Minutes of the Tweed Coastal Committee Meeting held Wednesday 10 August 2016 are reproduced as follows for the information of Councillors.

Venue:

Canvas & Kettle Meeting Room

Time:

1.15pm

Present:

Cr Katie Milne (Chair); Rhonda James (Restoration Industry); Suzi Bourke (Cabarita Beach-Bogangar); Jason Pearson (Kingscliff); Roger Graf (Fingal Head); Jane Lofthouse, Tom Alletson, Marama Hopkins, Stewart Brawley (Tweed Shire Council).

Apologies:

Cr Barry Longland; Ben Fitzgibbon (Office of Environment and Heritage); Peter Sloan (Hastings Point); Tim Jack Adams (Kingscliff); John Harbison (Mooball); David Cranwell (Pottsville).

Minutes of Previous Meeting:

Moved: Jason Pearson

Seconded: Suzi Bourke

RESOLVED that the Minutes of the Tweed Coastal Committee meeting held Wednesday 30 March 2016 be accepted as a true and accurate record of the proceedings of that meeting.

Business Arising

BA1. Damaged Canoe Trail Interpretation Signs

Tom to consider replacement of canoe trail signage in the three estuaries.

BA2. Illegal Camping

Continues to be a problem, the main issue being potential health impacts from primitive camping.

BA3. Osprey Nest, Cudgen Creek

Tom provided an update on the loss of three osprey chicks when the Cudgen Creek osprey cradle was blown down in a storm. The cradle required repair but this was not done due to presence of eggs in the nest. This has highlighted the potential for there to be structural issues for the numerous nest cradles across the shire. The cradles had been erected by different parties over the years including Council, Holiday Parks, and NSW National Parks and Wildlife Service. Due to diminishing resources, NPWS can no longer assist with management of 'off park' issues.

There are currently 21 artificial elevated nest cradles across Tweed. Council will undertake an assessment of these to determine an inspection and maintenance regime for all artificial nest sites.

Cr Milne asked if there were enough nests for the osprey population. This is unknown at this time.

Roger noted the Tweed River Sand Bypass jetty has an osprey nest pole. Jane will confirm with the operators of the jetty that this pole is maintained by them.

BA4. The Fragile Edge

The educational book about the Tweed Coast, that was part funded by the Tweed Coastal Committee, will be launched on 29 October 2016 at the Les Burger Sport Field, Bogangar. A formal invitation will be forwarded to Committee members.

Agenda Items:

A1. Nomination for Committee Membership

The Committee was advised that all Council committees are re-established following the local government elections. The application process is available on Council's website.

Discussion on potential to have a representative of Duranbah Beach and/or surfing interests.

Discussion on the potential to combine Tweed River and Tweed Coastal Committees. The Tweed Coast and Waterways Committee to have a membership of no more than 20 people and continue to meet 6 times per year. For consideration by the new Council with a combined Terms of Reference.

A2. Kingscliff Foreshore Project Update - Stewart Brawley

There is continuing consultation and minor changes to the concept plan in response. The Surf Club access ramp will now be upgraded south of surf club with improvements to the southern beach accesses to provide access for all where the beach profile is more suitable.

A4. NSW Coastal Management Act

The new coastal management legislation for NSW, the *Coastal Management Act 2016*, has been passed but is not yet enacted. It is anticipated that this will happen at the end of year at the same time as changes to the relevant State Environmental Planning Policies.

A5. Tweed DuneCare Coordinating Committee

Discussion was held about the placement and/or authorisation of some seats or tables along the foreshore of Casuarina Beach and SALT to stop the *ad hoc* process of residents building individual seating. An audit to be undertaken of what is in place currently.

General Business:

GB1. Fingal Headland Access Steps

Roger advised of safety issue with the top of steps next to the old lighthouse keeper's cottage. Roger to email details to Jane for inspection by Rod.

GB2. Memorial Plaques on Public Land

Council does not have an adopted policy to remove individual, unauthorised memorial plaques. An audit of these in public places such as headlands is to be undertaken to find out the level of installations and determine if this is an issue.

GB3. Tweed Bait Bags

The continued proliferation of bait bags on beaches and waterways was discussed. Noted that Council had participated in a trial of biodegradable bait bags some years ago that was not ultimately successful. It was noted that the technology would have improved significantly in this time. For consideration for further research and possible project.

GB4. Dog Sign Vandalism

Roger was advised to keep reporting any vandalism so that there is a record, even if there is no immediate response.

Next Meeting:

The next meeting of the Tweed Coastal Committee will be held 12 October 2016.

The meeting closed at 3.10pm.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice.

Terms of Reference - reviewed 21 August 2012 (ECM 2947539)

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.

38 [SUB-LTC] Minutes of the Local Traffic Committee Meeting Held Thursday 8 September 2016

SUBMITTED BY: Roads and Stormwater



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 8 September 2016 are reproduced in the body of this report for the information of Council.

RECOMMENDATION:

That:

- 1. The Minutes of the Local Traffic Committee Meeting held 8 September 2016 be received and noted; and**
- 2. The Executive Management Team's recommendations be adopted as follows:**

A1 [LTC] Tweed Coast Enduro Triathlon - 25 February 2017

That the proposed Tweed Coast Enduro Triathlon on Saturday 25 February 2017 be supported, subject to:

- 1. NSW Police approval being obtained.**
- 2. Endorsement of the event by Triathlon Australia.**
- 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 including a letterbox drop to directly affected residents.**
- 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 Community Event application/Major Event application and compliance with any conditions imposed therein.
13. The event be conducted and signposted (where applicable this supersedes signposting in accordance with RMS Guide to Traffic Control at Worksites) in accordance with the current RMS Guidelines for Bicycle Road Races to ensure consistency across the network.
14. A report be provided to Council, by the event organiser, within two weeks of conduct of the event, showing compliance with the above conditions.

A2 [LTC] 14th Kingscliff Triathlon Multisport Weekend 26 and 27 November 2016

That the proposed 14th Kingscliff Triathlon Multisport Weekend on Saturday 26 and Sunday 27 November 2016 be supported, subject to:

1. NSW Police approval being obtained.
2. Endorsement of the event by Triathlon NSW and Triathlon Australia.
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 including a letterbox drop to directly affected residents.
5. The event organiser notifies Kingscliff 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 Community Event application/Major Event application and compliance with any conditions imposed therein.
13. The event be conducted and signposted (where applicable this supersedes signposting in accordance with RMS Guide to Traffic Control at Worksites) in accordance with the current RMS Guidelines for Bicycle Road Races to ensure consistency across the network.
14. A report be provided to Council, by the event organiser, within two weeks of conduct of the event, showing compliance with the above conditions.

A3 [LTC] Wharf Street, Tweed Heads

That the "Give Way" sign and linemarking adjacent to No. 69 Wharf Street, Tweed Heads in the service lane be removed and the longitudinal linemarking be installed on Wharf Street over the entrance to the service lane.

A4 [LTC] Boyd Street, Tweed Heads

That the currently posted 2 hour parking during business hours restrictions on the west side of Wharf Street between Boyd Street and Brett Street be removed.

A5 [LTC] 56 Wharf Street, Tweed Heads

That the existing time limited spaces on Wharf Street on the eastern side between Frances Street and Florence Street be changed to 2P during normal business hours.

REPORT:

The Minutes of the Local Traffic Committee Meeting held 8 September 2016 are reproduced as follows for the information of Councillors.

VENUE:

Mt Warning Meeting Room

TIME:

Commencing at 9.30am

PRESENT:

Committee Members: Cr Barry Longland, Mr Etienne La Grange Roads and Maritime Services of NSW, Mr Geoff Provest MP, Member for Tweed.

Informal: Mr Ray Clark (Chairman), Mr Nick Tzannes, Amanda Hall, Ms Judith Finch (Minutes Secretary).

APOLOGIES:

Mr Thomas George MP, Member for Lismore, Mr Col Brooks (alternate Rep for Mr Thomas George), Miss Alana Brooks, Snr Constable Tony Darby, NSW Police.

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MIN1 [LTC] Confirmation of Previous Minutes Meeting held 11 August 2016

ORIGIN:

Roads & Stormwater

RESOLVED that the Minutes of the Local Traffic Committee Meeting held 11 August 2016 be adopted as a true and accurate record of proceedings of that meeting.

SCHEDULE OF OUTSTANDING RESOLUTIONS

SCH1 [LTC-SOR] Schedule of Outstanding Resolutions - 8 September 2016

ORIGIN:

Roads & Stormwater

SUMMARY OF REPORT:

No Outstanding Resolutions for meeting held 8 September 2016.

BUSINESS ARISING

Nil.

A. FORMAL ITEMS SECTION

DELEGATIONS FOR REGULATORY DEVICES - MURWILLUMBAH

A1 [LTC] Tweed Coast Enduro Triathlon - 25 February 2017

ORIGIN:

Roads & Stormwater

FILE NO: ECM 4199952; 4203003; Traffic - Committee; Traffic - Safety; Traffic - Control Festivals/Events - Other; Tweed Coast Road; Wooyung Road; Philip Street; Overall Drive.

SUMMARY OF REPORT:

Request received for the conduct of the Tweed Coast Enduro Triathlon on Saturday 25 February 2017.

"The third annual Tweed Coast Enduro Triathlon will be held on: Saturday 25 February 2017.

The event offers triathlon racing on a long course (1.9km swim / 90km cycle / 21.1km run) for individuals in social (entry level) or competitive age groups; and teams in either the tag or all in format.

The Enduro will complete the Tweed multisport package, which includes two Kingscliff Triathlons and the Battle on the Border, both of whom have become marquee sports tourism events. The Enduro continues the fine tradition of delivering simple, enjoyable, well-executed events in desirable destinations and creates a triathlete's athletic pathway.

The long distance triathlon will attract about 550 Triathlon participants, 100 Social participants and accumulated 1000 spectators. Based on our past experience, we anticipate that most competitors will be coming from Queensland, the Tweed, Sydney and regional areas. The Enduro will be required to operate cost effectively given community and business pressures for increased people/traffic flow management.

Consultation with the local communities of residents, organisations and commerce are being planned to systematically and strategically formalise the Enduro as a long term owned activity between QSMSports and all stakeholders. The event aims at engaging participants, spectators and the local community in a high touch experience through increased professional service whilst preserving the values that made it successful.

Friday 24 February 2017

4.00pm Registration & Transition Open

7.00pm Registration and Transition Close

8.00pm meal at local Bowls Club

Saturday 25 February 2017

5.00am Registration Opens

5.05am Coffee is Served

6.00am Estimated First Swimmers Away

8.00am Swim Curfew

8.00am Local Markets Open

10.00am Caffeine Hit for Non-Competitors

12.00pm Cycle Leg Curfew

3.00pm Podium Presentations
3.00pm Run Leg Curfew
6.00pm Complete site pack down"

Amanda Hall declared an interest

RECOMMENDATION TO COUNCIL:

That the proposed Tweed Coast Enduro Triathlon on Saturday 25 February 2017 be supported, subject to:

1. NSW Police approval being obtained.
2. Endorsement of the event by Triathlon Australia.
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 including a letterbox drop to directly affected residents.
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 Community Event application/Major Event application and compliance with any conditions imposed therein.
13. The event be conducted and signposted (where applicable this supersedes signposting in accordance with RMS Guide to Traffic Control at Worksites) in accordance with the current RMS Guidelines for Bicycle Road Races to ensure consistency across the network.
14. A report be provided to Council, by the event organiser, within 2 weeks of conduct of the event, showing compliance with the above conditions.

FOR VOTE - Unanimous

DELEGATIONS FOR REGULATORY DEVICES - TWEED HEADS

A2 [LTC] 14th Kingscliff Triathlon Multisport Weekend 26 and 27 November 2016

ORIGIN:

Roads & Stormwater

FILE NO: ECM 4166912; 4203345; Traffic - Committee; Festivals / Events - Other; Festivals /Events - Kingscliff; Parks: Ed Parker Rotary Park; Faulks - Kingscliff; Jack Julius; Lions Park - Kingscliff; Sutherland Point Park; Bicycle Matters - General; Road Closures - Temporary

SUMMARY OF REPORT:

Request received for running of the 14th Kingscliff Triathlon Multisport Weekend on Saturday 26 and Sunday 27 November 2016.

The Saturday activities will attract close to 100 participants and the Sunday Triathlon is expected to attract 1,400 competitors, plus an estimated 2,000 supporters.

Event Program:

Friday 25 November

Morning set up of bike/transition cage in Faulks Park

Delivery of crowd control fences in front of shops on Marine Parade

Saturday 26 November

Morning set up in Faulks Park

Afternoon racking of bikes in transition

6pm - 10pm Pasta Special at Surf Club

Installation of crowd control fences on courses

Sunday 27 November

5.00am Registration opens

6.15am Temporary road closures (include Marine Parade, Moss Street, Pearl Street, Wommin Bay Road, Chinderah Bay Drive)

6.30am Racing starts

1.00pm Racing finishes

3.00pm Pack up complete

2.00pm After Tri Surf Club Party (to be confirmed)

Closed roads:

Run Affected Zones:

- Casuarina Way along Sutherland Street - 6.00am to 1.00pm
 - Start/Finish: Salt roundabout (Point Break Street and Casuarina Way) to Seaview Street
 - Diversions: Viking/Hungerford/Orient Streets
- Sutherland Point Road to creek rockwall - 6.00am to 1.00pm
- Salt Walkway - closed from Salt (last house) to Cudgen Creek Bridge
- Jack Julius Park - swim start, restricted public access
- Cudgen Creek Walkway - closed from Cudgen Creek Bridge to boat ramp 5.00pm (Saturday) to 2.00pm (Sunday)

- Boat ramp Cudgen Creek - closed from 5.00pm (Saturday) to 2.00pm (Sunday)
- Access road to VMR Tower (boat ramp) restricted access from 5.00pm (Saturday) to 1.00pm (Sunday)
- Moss Street - 6.00am to 1.00pm
- Faulks Park - car parks - restricted access from 3.00pm (Saturday) until 3.00pm (Sunday)

Bike Affected Zones:

- Marine Parade North - 5.00am to 1.00pm
 - Start/Finish - Boat ramp Cudgen Creek, Southern end Marine Parade
- Surf Club car park - 9.00pm (Saturday) to 2.00pm (Sunday)
- Surf Club car park - cut in the middle 4.00pm Saturday access from either end on/off Marine Parade
 - Marine Parade north - 5.00am to 11.30am
- Wommin Bay Road - 6.00am to 12noon
 - Along Wommin Bay Road to Jenners Corner/Chinderah Bay Road, left along Chinderah Bay Road to dead-end
- Chinderah Bay Drive from Wommin Bay Road to the dead end - 7.00am to 12 noon

Traffic Diversions:

The above roads are not accessible due to the race route (as above) being closed. Traffic to be diverted as follows:

(Starting south to north)

- Salt - Divert traffic northbound along Casuarina Way at roundabout of Point Break Drive
- Viking - divert traffic inbound from TAFE into Turnock Street
- Seaview - divert traffic outbound from Kingscliff to Turnock and to Boomerang
- Kingscliff Street - divert outbound traffic from Pearl Street to Turnock
- Waugh - divert southbound to Fingal access ramp to freeway
- Waugh - divert northbound traffic back onto freeway
- Chinderah Bay Drive - divert southbound traffic to Waugh freeway access or back to Fingal freeway access
- Fingal roundabout near bridge - divert southbound traffic to freeway
- Chinderah Rd near roundabout under freeway - divert river bound traffic back to freeway

RECOMMENDATION TO COUNCIL:

That the proposed 14th Kingscliff Triathlon Multisport Weekend on Saturday 26 and Sunday 27 November 2016 be supported, subject to:

1. NSW Police approval being obtained.
2. Endorsement of the event by Triathlon NSW and Triathlon Australia.
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 including a letterbox drop to directly affected residents.

5. The event organiser notifies Kingscliff 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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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.
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13. The event be conducted and signposted (where applicable this supersedes signposting in accordance with RMS Guide to Traffic Control at Worksites) in accordance with the current RMS Guidelines for Bicycle Road Races to ensure consistency across the network.
14. A report be provided to Council, by the event organiser, within 2 weeks of conduct of the event, showing compliance with the above conditions.

FOR VOTE - Unanimous

A3 [LTC] Wharf Street, Tweed Heads

ORIGIN:
Roads & Stormwater

FILE NO: ECM 4164228; Traffic - Committee; Signs - Traffic Issues; Wharf Street, Tweed Heads; PN 107247

SUMMARY OF REPORT:

Request received in relation to the "Give Way" sign in Wharf Street, Tweed Heads at No. 69 Wharf Street. It is reported that there are approximately 12 car parks and a "Give Way" sign at the northern end, which is not seen by motorists.

Justification for give way considered.

RECOMMENDATION TO COUNCIL:

That the "Give Way" sign and linemarking adjacent to No. 69 Wharf Street, Tweed Heads in the service lane be removed and the longitudinal linemarking be installed on Wharf Street over the entrance to the service lane.

FOR VOTE - Unanimous

A4 [LTC] Boyd Street, Tweed Heads

ORIGIN:
Roads & Stormwater

FILE NO: ECM 4203226; Traffic - Committee; Traffic - Safety; Traffic - Pedestrian Crossings; Traffic - Parking Zones; Boyd Street; Wharf Street; Brett Street, Tweed Heads

SUMMARY OF REPORT:

Request received for:

1. A marked pedestrian crossing on Boyd Street adjacent to the Tweed Day Surgery.
2. Changes to the existing 2 hour parking on Boyd Street to 4 hour.

Officer comment:

Previous vehicle and pedestrian counts were conducted on 17/3/15 which revealed that 27 pedestrians crossed at the site and 770 vehicles (2 way) passed the site between 8:30am and 9:30am, resulting in a PV factor of 20,790. The RMS supplement to AS1742 advises that a Special Warrant PV requires a minimum of 45,000. Additional counts will be conducted before the meeting and submitted for discussion.

It was observed during the recently conducted car parking study that parking demand for the current 2hr spaces is low on the west side of Wharf Street between Boyd Street and Brett Street. As businesses regularly request additional unlimited parking in this area it is suggested that removing the time limits on this section of Wharf Street would be beneficial. Reducing vehicle turnover adjacent to busy Wharf Street would also have road safety benefits.

Pedestrian counts were submitted to the Committee which confirmed that the warrants for installation of a marked pedestrian crossing on Boyd Street were not met. It was noted during the pedestrian counts that parking spaces on site were being underutilised as they were reserved for doctors. The Committee was advised that the Road Safety Officer is applying for grants to install a pedestrian refuge to replace the existing kerb extensions however it should be noted that installation of a refuge may result in the loss of a number of parking spaces on Boyd Street.

RECOMMENDATION TO COUNCIL:

That the currently posted 2 hour parking during business hours restrictions on the west side of Wharf Street between Boyd Street and Brett Street be removed.

FOR VOTE - Unanimous

A5 [LTC] 56 Wharf Street, Tweed Heads

ORIGIN:
Planning & Infrastructure

FILE NO: ECM 4176689; Traffic – Committee; Traffic – Parking Zones; Wharf Street,
Tweed Heads

SUMMARY OF REPORT:

Request received for a review of the timed parking in Wharf Street on the eastern side between Frances Street and Florence Street. Existing parking is zoned 1P which would not appear to satisfy customer needs in this vicinity and it is considered 2P would be more consistent with surrounding time limits.

RECOMMENDATION TO COUNCIL:

That the existing time limited spaces on Wharf Street on the eastern side between Frances Street and Florence Street be changed to 2P during normal business hours.

FOR VOTE - Unanimous

B. INFORMAL ITEMS SECTION

GENERAL TRAFFIC ADVICE - MURWILLUMBAH

B1 [LTC] Myrtle Street, Murwillumbah

ORIGIN:
Roads & Stormwater

FILE NO: ECM 4115770; 4174450; Traffic - Committee; Traffic - Control; Traffic -
Linemarking; Traffic - Parking Zones; Traffic - Safety; Myrtle Street; Byangum
Road

SUMMARY OF REPORT:

This item was deferred from the Local Traffic Committee meeting held 11 August 2016.

Request received to discuss traffic control issues occurring at Myrtle Street, Murwillumbah. Customer has suggested the following solutions:

- "1. Myrtle Street is very narrow, with steep and very curving sections (only just fits two vehicles passing) and people are currently allowed to park in the street which makes passing on the curves extremely dangerous. 'No Parking' signage or line-marking is suggested.*
- 2. Myrtle Street is very steep from Spring Lane to the 'Stop Sign' at Byangum Road. The 'Stop Sign' is ignored by a majority of drivers as they gather speed down the hill approaching Byangum Road. 'Speed humps' or traffic control devices are requested to slow the traffic in this section of Myrtle Street.*
- 3. Due to the very moderate and merging way Byangum Road and Myrtle Street intersect at the western end, vehicles turning right into Myrtle Street from Byangum Road will*

maintain their speed (60 or more km per hour) and dangerously enter the intersection. It is suggested that there be no right hand turn here. Traffic can then safely enter Myrtle Street from the eastern end of Byangum Road at the roundabout.

4. *Similarly, due to very acute angle of the intersection when turning left, left turns from Byangum Road into Myrtle Street should be ceased.*
5. *Making these changes will also improve the safety of the many children who walk to school along Myrtle Street and particularly this dangerous section."*

There is sufficient sight distance for vehicles to turn safely from Byangum Road into Myrtle Street and the traffic volumes on Myrtle Street and those turning left into Myrtle Street from Byangum Road are very low.

The limited sight distance in Myrtle Street results in low traffic speeds and introducing parking restrictions may lead to increases in speed.

Mr Bennett and Mr McDonald attended the meeting at 10.30am.

COMMITTEE ADVICE:

That speed surveys be conducted on Myrtle Street and brought back to the next available meeting for discussion.

GENERAL TRAFFIC ADVICE - TWEED HEADS

B2 [LTC] Terranora Public School, Terranora Road, Terranora

ORIGIN:
Roads & Stormwater

FILE NO: ECM 4187993; Traffic – Committee; Traffic – Safety; Traffic – School Zones;
School – Terranora Public; Terranora Road

SUMMARY OF REPORT:

Request received in relation to the traffic signs near Terranora Public School that are making many of the previous locations for waiting to pick up children illegal.

The parking regulations have not changed in that vicinity but have recently been enforced by the Police. The School drop off point was not being used as intended and Police were requested to enforce the no parking zone on school property to reduce congestion and queuing on Terranora Road. Council's Road Safety Officer inspected the drop off point and found it to be functioning very well, however on a separate occasion the school zone in Henry Lawson Drive was observed and safety issues were identified including parents and children crossing in the bus zone to access the Terranora Village shopping centre car park. A School Zone Facilities Grant will be applied for to relocate and improve the pedestrian refuge and linking footpaths to encourage a safe crossing point. Council's Road Safety Officer will liaise with the school to encourage safe crossing practices in Henry Lawson Drive.

COMMITTEE ADVICE:

That Council's Road Safety Officer continues to work with the Terranora Public School to improve road safety in the school zone.

B3 [LTC] Car Parking Study - Summary of Results

ORIGIN:
Planning & Infrastructure

FILE NO: ECM 4188642; Traffic – Committee; Traffic – Parking Zones

SUMMARY OF REPORT:

A recent Car Parking Study was conducted on behalf of Council by a IAP industry associate program student and the results are put forward for information of the Committee.

Nick Tzannes left the meeting at 11.45am

COMMITTEE ADVICE:

That the Car Parking Study undertaken between February and May 2016 be noted.

The next meeting of the Local Traffic Committee will be held 13 October 2016 in the Mt Warning Meeting Room commencing at 9.30am.

There being no further business the Meeting terminated at 12.05pm.

SECTION A - FORMAL ITEMS SECTION - DELEGATIONS FOR REGULATORY DEVICES FOR ENDORSEMENT BY COUNCIL:

A. FORMAL ITEMS SECTION

DELEGATIONS FOR REGULATORY DEVICES - MURWILLUMBAH

A1 [LTC] Tweed Coast Enduro Triathlon - 25 February 2017

That the proposed Tweed Coast Enduro Triathlon on Saturday 25 February 2017 be supported, subject to:

- 1. NSW Police approval being obtained.***
- 2. Endorsement of the event by Triathlon Australia.***
- 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 including a letterbox drop to directly affected residents.***
- 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 Community Event application/Major Event application and compliance with any conditions imposed therein.*
 13. *The event be conducted and signposted (where applicable this supersedes signposting in accordance with RMS Guide to Traffic Control at Worksites) in accordance with the current RMS Guidelines for Bicycle Road Races to ensure consistency across the network.*
 14. *A report be provided to Council, by the event organiser, within 2 weeks of conduct of the event, showing compliance with the above conditions.*

DELEGATIONS FOR REGULATORY DEVICES - TWEED HEADS

A2 [LTC] 14th Kingscliff Triathlon Multisport Weekend 26 and 27 November 2016

That the proposed 14th Kingscliff Triathlon Multisport Weekend on Saturday 26 and Sunday 27 November 2016 be supported, subject to:

1. *NSW Police approval being obtained.*
2. *Endorsement of the event by Triathlon NSW and Triathlon Australia.*
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 including a letterbox drop to directly affected residents.*
5. *The event organiser notifies Kingscliff 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.*
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14. *A report be provided to Council, by the event organiser, within 2 weeks of conduct of the event, showing compliance with the above conditions.*

A3 [LTC] Wharf Street, Tweed Heads

That the "Give Way" sign and linemarking adjacent to No. 69 Wharf Street, Tweed Heads in the service lane be removed and the longitudinal linemarking be installed on Wharf Street over the entrance to the service lane.

A4 [LTC] Boyd Street, Tweed Heads

That the currently posted 2 hour parking during business hours restrictions on the west side of Wharf Street between Boyd Street and Brett Street be removed.

A5 [LTC] 56 Wharf Street, Tweed Heads

That the existing time limited spaces on Wharf Street on the eastern side between Frances Street and Florence Street be changed to 2P during normal business hours.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice.

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-LTC] Minutes of the Local Traffic Committee Meeting held Thursday 13 October 2016

SUBMITTED BY: Roads and Stormwater



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 13 October 2016 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 13 October 2016 be received and noted; and**
- 2. The Executive Management Team's recommendations be adopted as follows:**

A2 [LTC] Tweed River Festival 12 November 2016

That the proposed temporary road closures associated with the Tumbulgum 150 Celebrations / Tweed River Festival on Saturday 12 November 2016 be supported subject to:

- 1. Conformance with a Traffic Management Plan and associated Traffic Control Plans implemented and controlled by Roads & Maritime Services accredited persons.**
- 2. Community and affected business consultation addressing raised concerns including a letterbox drop to directly affected residents.**
- 3. 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.**

4. Consultation with bus and taxi operators and arrangements made for provision of services during conduct of the event.
5. Adequate public liability insurance being held by the event organiser.
6. 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.
7. Consultation with emergency services and any identified issues addressed.
8. Arrangements made for private property access and egress affected by the event.
9. 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.
10. The submission and approval of a Community Event application/Major Event application and compliance with any conditions imposed therein.

A3 [LTC] Smiths Creek Road, Stokers Siding

That:

1. Further speed review by RMS is not supported.
2. Centre linemarking be reviewed and installed where appropriate on Smiths Creek Road in the vicinity of Bennelong Place.

REPORT:

The Minutes of the Local Traffic Committee Meeting held Thursday 13 October 2016 are reproduced as follows for the information of Councillors.

VENUE:

Mt Warning Meeting Room

TIME:

Commencing at 9.30am

PRESENT:

Committee Members: Cr Barry Longland, Mr Etienne La Grange Roads and Maritime Services of NSW, , Mr Col Brooks on behalf of Mr Thomas George MP, Member for Lismore, Amanda Hall on behalf of Mr Geoff Provest, Member for Tweed.

Informal: Mr Ray Clark (Chairman), Miss Alana Brooks, Tara McAuley, Roads and Maritime Services of NSW, Ms Judith Finch (Minutes Secretary).

APOLOGIES:

Mr Geoff Provest MP, Member for Tweed, Mr Thomas George MP, Member for Lismore, Snr Constable Tony Darby, NSW Police, Mr Nick Tzannes.

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RESOLVED that the Minutes of the Local Traffic Committee Meeting held 8 September 2016 be adopted as a true and accurate record of proceedings of that meeting.

SCHEDULE OF OUTSTANDING RESOLUTIONS

Nil.

SCH1 [LTC] Schedule of Outstanding Resolutions - 13 October 2016

SUMMARY OF REPORT:

No Outstanding Resolutions for meeting held 13 October 2016.

BUSINESS ARISING

Nil.

A. FORMAL ITEMS SECTION

DELEGATIONS FOR REGULATORY DEVICES - MURWILLUMBAH

A1 This item was moved to Section B - General Traffic Advice - Murwillumbah (B6) at the request of the Chairperson.

A3 [LTC] Smiths Creek Road, Stokers Siding

ORIGIN:

Roads & Stormwater

FILE NO: TRA16/0053; Traffic - Committee; Traffic - Safety; Traffic - Linemarking; Traffic - Speed Zones; Smiths Creek Road, Stokers Siding, Smiths Creek Road, Uki

SUMMARY OF REPORT:

Request received for dividing lines and a reduced speed limit on Smiths Creek Road from Stokers Siding to Uki.

There is limited crash history along Smiths Creek Road however there were some crashes in the vicinity of Bennelong Place. Some sections of Smiths Creek Road have linemarking and curve advisory signage. Improving delineation of the road in the vicinity of Bennelong Place would assist the conspicuity of the road. The speed limit would appear to be appropriate given the limited crash history and the general condition of the road. No further speed review is recommended for referral to the RMS.

The Chairperson requested that this item be moved to the A section of the Minutes.

RECOMMENDATION TO COUNCIL:

That:

1. Further speed review by RMS is not supported.
2. Centre linemarking be reviewed and installed where appropriate on Smiths Creek Road in the vicinity of Bennelong Place.

FOR VOTE - Cr Barry Longland, Etienne La Grange, Col Brooks, on behalf of Mr G George, Member for Lismore

DELEGATIONS FOR REGULATORY DEVICES - TWEED HEADS

A2 [LTC] Tweed River Festival 12 November 2016

ORIGIN:

Roads & Stormwater

FILE NO: ECM 4246761; Traffic - Committee; Tweed River Festival; Waterways; Road Closures - Temporary; Fawcett Street, Tumbulgum; Riverside Drive, Tumbulgum

SUMMARY OF REPORT:

Request received for partial and full temporary road closures for Fawcett Street and Riverside Drive, Tumbulgum on Saturday 12 November 2016 for the Tumbulgum 150 Celebrations / Tweed River Festival.

COMMITTEE ADVICE:

That the proposed temporary road closures associated with the Tumbulgum 150 Celebrations / Tweed River Festival on Saturday 12 November 2016 be supported

RECOMMENDATION TO COUNCIL:

That the proposed temporary road closures associated with the Tumbulgum 150 Celebrations / Tweed River Festival on Saturday 12 November 2016 be supported subject to:

1. Conformance with a Traffic Management Plan and associated Traffic Control Plans implemented and controlled by Roads & Maritime Services accredited persons.
2. Community and affected business consultation addressing raised concerns including a letterbox drop to directly affected residents.
3. 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.
4. Consultation with bus and taxi operators and arrangements made for provision of services during conduct of the event.
5. Adequate public liability insurance being held by the event organiser.
6. 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.
7. Consultation with emergency services and any identified issues addressed.
8. Arrangements made for private property access and egress affected by the event.
9. 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.
10. The submission and approval of a Community Event application/Major Event application and compliance with any conditions imposed therein.

FOR VOTE - Cr Barry Longland, Etienne La Grange, Amanda Hall, on behalf of Mr G Provest, Member for Tweed

B. INFORMAL ITEMS SECTION

GENERAL TRAFFIC ADVICE - MURWILLUMBAH

B1 This item was moved to Section A - Delegations for Regulatory Devices - Murwillumbah (A3) at the request of the Chairperson

B2 [LTC] Myrtle Street, Murwillumbah

ORIGIN:

Roads & Stormwater

FILE NO: ECM 4115770; 4174450; Traffic - Committee; Traffic - Control; Traffic - Linemarking; Traffic - Parking Zones; Traffic - Safety; Myrtle Street; Byangum Road

SUMMARY OF REPORT:

This item was deferred from the Local Traffic Committee meeting held 11 August 2016.

"Request received to discuss traffic control issues occurring at Myrtle Street, Murwillumbah. Customer has suggested the following solutions:

- "1. Myrtle Street is very narrow, with steep and very curving sections (only just fits two vehicles passing) and people are currently allowed to park in the street which makes passing on the curves extremely dangerous. 'No Parking' signage or line-marking is suggested.*
- 2. Myrtle Street is very steep from Spring Lane to the 'Stop Sign' at Byangum Road. The 'Stop Sign' is ignored by a majority of drivers as they gather speed down the hill approaching Byangum Road. 'Speed humps' or traffic control devices are requested to slow the traffic in this section of Myrtle Street.*
- 3. Due to the very moderate and merging way Byangum Road and Myrtle Street intersect at the western end, vehicles turning right into Myrtle Street from Byangum Road will maintain their speed (60 or more km per hour) and dangerously enter the intersection. It is suggested that there be no right hand turn here. Traffic can then safely enter Myrtle Street from the eastern end of Byangum Road at the roundabout.*
- 4. Similarly, due to very acute angle of the intersection when turning left, left turns from Byangum Road into Myrtle Street should be ceased.*
- 5. Making these changes will also improve the safety of the many children who walk to school along Myrtle Street and particularly this dangerous section."*

There is sufficient sight distance for vehicles to turn safely from Byangum Road into Myrtle Street and the traffic volumes on Myrtle Street and those turning left into Myrtle Street from Byangum Road are very low.

The limited sight distance in Myrtle Street results in low traffic speeds and introducing parking restrictions may lead to increases in speed.

Mr Bennett and Mr McDonald attended the meeting at 10.30am."

Speed survey data was discussed and it was noted that there was a very small number of higher speeds (3%) observed. It was considered that occasional Police presence on Myrtle Street would address this driver behaviour that would most likely be regular users of the road. Installing prohibitive parking signage was not recommended as parked vehicles are serving as a traffic calming function.

COMMITTEE ADVICE:

That NSW Police be requested to patrol Myrtle Street near the intersection of Byangum Road as resources permit.

B6 [LTC] Kyogle Road Uki

ORIGIN:
Roads & Stormwater

FILE NO: ECM 4213261; Traffic - Committee; Parking - Zones; Kyogle Road Uki

SUMMARY OF REPORT:

Request received for "Australia Post Parking Only" between the hours of 0830 to 0915 and 1430 to 1515 in front of the Uki Post Office Monday to Friday.

Council officers discussed the issue with the Post Office employee who advised that whilst the issue has been raised before it seems to be minor in occurrence and that the manager is currently on leave and returns within the next couple of months. The Committee noted that whilst the request for signage is for 1 ½ hours per day and the actual need for reserve parking may only be 5 – 10 minutes at any one time.

The Chairperson requested that this item be moved to the B Section of the Minutes.

COMMITTEE ADVICE:

That further information will be gathered from the manager of the Post Office on Kyogle Road Uki and if required will be brought back to the Committee for endorsement of signage.

GENERAL TRAFFIC ADVICE - TWEED HEADS

B3 [LTC] McAuleys Road, Terranora

ORIGIN:

Roads & Stormwater

FILE NO: ECM 4211365; TRA16/0026; 3416503; Traffic - Committee; Traffic - Safety; Traffic - Speed Zones; McAuleys Road; Terranora Road, Terranora

SUMMARY OF REPORT:

A further request received in relation to McAuleys Road, Terranora about 700m from Terranora Road, where it is reported that:

"the corner has become even more dangerous because of the new development "Vista" and the resulting required TSC road works allowing for a "fast down hill chicane" leading into the blind corner.

As feared this would be altogether too much of a temptation for "hoonish" behaviour and the now daily "chicken runs" into the corner as evidenced in the photograph are inevitably going to lead to a preventable tragedy."

COMMITTEE ADVICE:

That the Police be requested to patrol the area in consideration of the complaints regarding McAuleys Road, Terranora about 700m from Terranora Road.

B4 [LTC] Casuarina Way, Casuarina

ORIGIN:

Roads & Stormwater

FILE NO: ECM 4203492; Traffic - Committee; Pedestrian Safety; Pedestrian Crossings; Casuarina Way

SUMMARY OF REPORT:

Request received requesting a pedestrian crossing near the shopping centre on Casuarina Way, Casuarina. It is reported that pedestrians are having difficulties crossing over Casuarina Way opposite the ChildCare Centre and at the new shopping centre.

COMMITTEE ADVICE:

That the site (Casuarina Way in the vicinity of the ChildCare Centre) will continue to be monitored in consideration of future development and brought back to the Committee if required.

B5 [LTC] Darlington Drive, Banora Point

ORIGIN:
Roads & Stormwater

FILE NO: ECM 4217385; Traffic - Committee; Traffic - Safety; Pty: 27969; Darlington Drive

SUMMARY OF REPORT:

Request received regarding resident concerns since the opening of McDonalds where drivers are reportedly exiting the outlet or Caltex Service Station by cutting straight across the line of traffic and double white lines.

COMMITTEE ADVICE:

That the raised centre median be extended west on Leisure Drive from the Leisure Drive/Darlington Drive roundabout.

NEXT MEETING:

Due to the Tweed Local Government Election on 29 October the LTC meeting scheduled for 10 November is unable to be held as there will be no Councillor appointed representative.

The next available meeting of the Local Traffic Committee is scheduled to be held Thursday 8 December 2016 in the Mt Warning Meeting Room commencing at 9.30am and is to be confirmed after appointment of the new Council.

During the transition to the new Council, should the need arise, RMS and Police provide advice and Committee members advice sourced.

RMS gave a PowerPoint presentation regarding road safety and advised of a Safe System YouTube item that can be viewed by searching NZTA Safe System.

There being no further business the Meeting terminated at 11:50am.

SECTION A - FORMAL ITEMS SECTION - DELEGATIONS FOR REGULATORY DEVICES FOR ENDORSEMENT BY COUNCIL:

A. FORMAL ITEMS SECTION

DELEGATIONS FOR REGULATORY DEVICES - TWEED HEADS

A2 [LTC] Tweed River Festival 12 November 2016

That the proposed temporary road closures associated with the Tumbulgum 150 Celebrations / Tweed River Festival on Saturday 12 November 2016 be supported subject to:

- 1. Conformance with a Traffic Management Plan and associated Traffic Control Plans implemented and controlled by Roads & Maritime Services accredited persons.*
- 2. Community and affected business consultation addressing raised concerns including a letterbox drop to directly affected residents.*
- 3. 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.*
- 4. Consultation with bus and taxi operators and arrangements made for provision of services during conduct of the event.*
- 5. Adequate public liability insurance being held by the event organiser.*
- 6. 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.*
- 7. Consultation with emergency services and any identified issues addressed.*
- 8. Arrangements made for private property access and egress affected by the event.*
- 9. 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.*
- 10. The submission and approval of a Community Event application/Major Event application and compliance with any conditions imposed therein.*

DELEGATIONS FOR REGULATORY DEVICES - MURWILLUMBAH

A3 [LTC] Smiths Creek Road, Stokers Siding

That:

- 1. Further speed review by RMS is not supported.**

2. Centre linemarking be reviewed and installed where appropriate on Smiths Creek Road in the vicinity of Bennelong Place.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice.

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-TRMAC] Minutes of the Tweed Regional Museum Advisory Committee Meeting held Thursday 8 September 2016

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 8 September 2016 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 8 September 2016 be received and noted.

REPORT:

The Minutes of the Tweed Regional Museum Advisory Committee Meeting held Thursday 8 September 2016 are reproduced as follows for the information of Councillors.

Venue:

Coolamon Centre

Time:

2:05pm

Present:

Cr Barry Longland; Robyn Grigg (Manager Community & Cultural Services); Judy Kean (Museum Director); Fay O'Keeffe (Community); Janet Swift (Community); Peter Budd (Community); Jim Sachs (Tweed Heads Historical Society); Daphne Mellor (Tweed Heads Historical Society); Helena Duckworth (Uki & South Arm Historical Society); Jayne Parrott (Uki & South Arm Historical Society); Max Boyd (Murwillumbah Historical Society); Tony Clark (Murwillumbah Historical Society); Kate Gahan (Tweed Shire Council); Kirsty Andrew (Tweed Shire Council - Minutes).

Apologies:

Tracey Stinson (Director Community & Natural Resources); Gary Fidler (Community); Sandra Flannery (Community).

Prior to the commencement of the meeting, Chairperson Max Boyd welcomed Kate Gahan to the meeting.

Judy Kean introduced Kate as the Acting Museum Director and explained the staffing arrangements while Judy is on leave.

Max Boyd noted that this was the last meeting of the Committee prior to the Council election, and advised that Tweed Shire Council was calling for expressions of interest for Committee members.

Minutes of Previous Meeting:

Moved: Barry Longland

Seconded: Tony Clark

RESOLVED that the Minutes of the Tweed Regional Museum Advisory Committee meeting held Thursday 12 May 2016 be accepted as a true and accurate record of the proceedings of that meeting.

Carried

Business Arising:

Nil.

Agenda Items:

1. Museum Director's Report

Report was circulated prior to the meeting.

Max Boyd commented that he was disturbed by comments from Warren Keats that had appeared in a local newspaper.

(Robyn Grigg arrived at 2.20pm)

Daphne Mellor of Tweed Heads Historical Society advised that Mr Keat's views were not representative of the Tweed Heads Historical Society and that the Society would write to all parties concerned to advise this.

A query was raised on the disposal of crockery items being de-accessioned.

Judy Kean advised that the disposal of any item follows the Collection Policy: offered to donors, or in the absence of a donor, the items would be offered to another institution or sold to raise funds for the Museum.

A query was raised on the disposal of the sailing skiff. Judy Kean advised that Erika Taylor, Curator, would work out the best option for the skiff.

Moved: Tony Clark

Seconded: Barry Longland

RESOLVED that the Museum Director's Report be accepted and that the acquisitions and de-accessions be endorsed.

Carried

Moved: Daphne Mellor

Seconded: Janet Swift

RESOLVED that the Committee agree to waive the 90 day cooling off period for de-accessioned crockery items.

Carried

2. Tweed Shire Council Advisory Committee nominations

Judy Kean reminded the Committee that the closing date for nominations for Tweed Shire Council Committees has been extended to 12 November.

Fay O'Keeffe queried whether historical society members can be community representatives on the Museum Advisory Committee. Judy Kean advised that there was nothing in the Committee's Terms of Reference that prohibited this, but it was clear in the Terms of Reference that Community Representatives were meant to be just that - representative of the community so that the Committee is as broad a group as possible.

Robyn Grigg reminded the Committee that after a new Council is elected all Council Committees are stood down and reviewed, before any are re-instated.

3. Introduction, Kate Gahan, Acting Museum Director.

This item was covered prior to the commencement of the meeting.

Next Meeting:

The next meeting of the Tweed Regional Museum Advisory Committee will be held on a date to be decided, after the Council election.

The meeting closed at 2:50pm.

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.

CONFIDENTIAL ITEMS FOR CONSIDERATION

REPORTS FROM THE DIRECTOR PLANNING AND REGULATION IN COMMITTEE

C1 [PR-CM] Approval to Operate Community Markets **CONFIDENTIAL**

REASON FOR CONFIDENTIALITY:

Prejudice the commercial position of the person who supplied it.

Local Government Act

This report is **CONFIDENTIAL** in accordance with Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (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.

Validms



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
 - 2.1.3 Provide opportunities for residents to enjoy access to the arts, festivals, sporting activities, recreation, community and cultural facilities
 - 3 Strengthening the Economy
 - 3.1 Expand employment, tourism and education opportunities
 - 3.1.4 Market the Tweed as a destination for business and tourism
-

REPORTS FROM THE DIRECTOR ENGINEERING IN COMMITTEE

C2 [E-CM] Acquisition of Land for Road - Intersection of Terranora Road and Fraser Drive, Terranora **CONFIDENTIAL**

REASON FOR CONFIDENTIALITY:

The negotiated financial outcome may jeopardise Council's position on subsequent negotiations of a similar nature.

Local Government Act

This report is **CONFIDENTIAL** in accordance with Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (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.

Validms



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
-
-

REPORTS FROM THE DIRECTOR CORPORATE SERVICES IN COMMITTEE

C3 [CS-CM] Unpaid Rates **CONFIDENTIAL**

REASON FOR CONFIDENTIALITY:

This report details information on outstanding rates on particular properties, which should not be discussed in open council.

Local Government Act

This report is **CONFIDENTIAL** in accordance with Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Validms



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
-
-

