



# **AGENDA**

## **OPERATIONS COMMITTEE MEETING TUESDAY 15 AUGUST 2006**

**Chairman: Mr Frank Willan**

**Administrators: Mr Frank Willan  
Ms Lucy Turnbull  
Mr Max Boyd AM**

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## ITEMS FOR CONSIDERATION OF THE COMMITTEE:

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## REPORTS THROUGH THE GENERAL MANAGER

### 01 [GC-OC] Tweed and Coolangatta Tourism Inc. Management Agreement

#### ORIGIN:

#### Business Undertakings

#### SUMMARY OF REPORT:

The current Tweed and Coolangatta Tourism Inc (TACTIC) agreement has been continued over until 31 August 2006. During this period negotiations with TACTIC have resulted in an agreement that meets both Council and TACTIC needs and objectives.

This report recommends that Council enters into the Agreement with TACTIC.

#### RECOMMENDATION:

##### That Council;

1. Endorses the draft agreement as presented in the appendix to this report.
2. Authorises the agreement to be duly signed and executed under the Common Seal of Council.

## **REPORT:**

### **Background**

The current Tweed and Coolangatta Tourism Inc. (TACTIC) Agreement expired 30 June 2006, and by mutual consent has been continued until 31 August 2006. During this period a new form of Agreement has been negotiated. Attached to this report is the new draft Agreement for Council consideration.

### **Draft Agreement**

This Agreement has been developed in conjunction with and subsequently endorsed by the Board of TACTIC. It is based upon the draft Agreement which has previously been discussed with the Administrators, and is considered an equitable and reasonable platform upon which to continue and improve the relationship between Council and TACTIC.

The main features and/or amendments to the previous Agreement include: -

1. Greater specificity in performance measurement and reporting
2. Clarifies Council representation on the TACTIC Board
3. Introduces an improved dispute resolution procedure
4. Stipulates reporting timelines
5. Requires TACTIC and TEDC to cooperate and participate with Council in the production of a joint Tweed Economic Development Strategy
6. Creates cross representation between TACTIC and the Tweed Economic Development Corporation (TEDC) requiring the Chair of each to sit on the Board of the other
7. Mandates regular joint Board meetings of TEDC and TACTIC
8. Provide for 3 meetings a year with Administrators to discuss matters and afford opportunity to ask questions, etc.
9. Generally "tightens-up" loosely expressed and/or unclear items in previous Agreement

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

This report recommends that Council enter into a management agreement with TACTIC to have effect from 1 July 2006 and to remain in force until 30 June 2010. The agreement will maintain an annual funding allocation to TACTIC for them to undertake their commitments under this agreement.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

1. Draft TACTIC Agreement (DW1434047)
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**O2 [GC-OC] Kingscliff Visitor Information Centre**

**ORIGIN:**

**Business Undertakings**

**SUMMARY OF REPORT:**

Over the past few months negotiations have been undertaken to establish a Visitor Information Centre at Kingscliff. This report recommends that Tweed and Coolangatta Tourism Inc. (TACTIC) be authorised to operate this information centre and monies be allocated to establish its operations.

**RECOMMENDATION:**

**That Council;**

- 1. Authorises Tweed and Coolangatta Tourism Inc. to operate an accredited Visitor Information Centre at Kingscliff.**
- 2. Allocates \$25,000 per annum from its Economic Development Budget Program to Tweed and Coolangatta Tourism Inc. to operate an accredited Visitor Information Centre at Kingscliff.**
- 3. Acknowledges the operation of the Kingscliff Visitor Information Centre in the payment of funding amounts as embodied in the Tweed and Coolangatta Tourism Inc's Management Agreement.**

## REPORT:

### Background

Last month the Department of State and Regional Development (DSRD), on behalf of the Tweed Gateway Implementation Group, approached the Administrators for their support in establishing a Visitor Information Centre (VIC) at Kingscliff. The proposal presented in this report has been negotiated between Council, DSRD and the Tweed and Coolangatta Tourism Inc. (TACTIC) to reach this agreeable outcome.

### Visitor Information Centre at Kingscliff

It is proposed that TACTIC be requested to staff and operate the Kingscliff Visitor Information Centre (VIC), and to that end that an additional sum of \$25,000 per annum be provided to TACTIC solely for this purpose. These monies are to come from the Economic Development Program within the budget.

The rationale behind this recommendation is: -

1. That there is a general acceptance of the need for a VIC in Kingscliff.
2. DSRD has agreed to provide up to \$12,000, from the Gateway Implementation funds to renovate the office area of the Kingscliff Amenities building to act as the centre.
3. TACTIC already provides VIC services in the Tweed, and is the sole accredited provider of such services in the Tweed. As such if any other person or organisation wished to operate an official VIC ( that is one that can display the tourist "i") that person or organisation would require TACTIC approval.
4. The operation of a VIC needs paid staff to supervise the office and volunteer staff so as to meet OH&S and duty-of-care considerations. Additionally, Volunteering Tweed advise that volunteers cannot be used to perform the same role as a paid staff member. This means TACTIC (or any other operator) would not be able to operate Kingscliff VIC using exclusively volunteer staff.
5. The TACTIC costing of \$25,000 is based upon a full-time 5 days a week operation, being Wednesday to Sunday inclusive.
6. It is sensible for Council to deal with only one provider of VIC services.
7. The operating cost of the VIC are within Councils budget capability.

### Conclusion

The recommendation presented in this report will deliver the best overall outcome for Council, DSRD, the local community and tourists to the Tweed.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

This report recommends committing \$25,000 per annum for the operation of the Kingscliff VIC. It also recommends entrenching TACTIC's role in the operation of the Kingscliff VIC into the TACTIC Management Agreement.

**POLICY IMPLICATIONS:**

Nil

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

Nil.

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**03 [GC-OC] Court Order - Unregistered Vehicle**

**ORIGIN:**

**Corporate Performance**

**SUMMARY OF REPORT:**

In accordance with Clause 413A of the Local Government (General) Regulation 2005, the General Manager is required to make information available to Council if a court or tribunal orders Council to pay any fine or other penalty.

On 17 July 2006 at the Parramatta Local Court there was an order that Council pay Professional Costs of \$100.00 and Court Fees of \$402.00 (being six offences of a fee of \$67.00) for permitting an unregistered motor vehicle to be used on a road. The offences occurred during April 2006.

The relevant motor vehicle is a jet patcher which had a different registration expiry date to the remainder of the plant fleet, consequently this item of plant was not registered by the expiry date.

Council's business process for the registration of motor vehicles has been enhanced to manage the risk of an unregistered motor vehicle being driven on a public road.

**RECOMMENDATION:**

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

**REPORT:**

As per Summary.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Court Order – 17 July 2006

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**04 [GC-OC] Tweed Shire Council Audit Committee Membership**

**ORIGIN:**

**Corporate Compliance**

**SUMMARY OF REPORT:**

Council at its meeting of Wednesday 12 April 2006 appointed the Operations Committee Chairman, Administrator Garry Payne, as a member of the Audit Committee.

As consequence of Garry Payne's resignation as an Administrator of Tweed Shire Council, a replacement member is required to be appointed to the Committee.

The Audit Committee Charter requires the Chairman of the Operations Committee to be appointed to the Committee.

**RECOMMENDATION:**

**That Council in accordance with the Audit Committee Charter appoints Administrator Frank Willan to the vacancy caused by the resignation of Administrator Payne.**

**REPORT:**

As per Summary.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Audit Committee Charter.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**05 [GC-OC] First Round applications for Financial Assistance 2006/2007 - Festivals Policy**

**ORIGIN:**

**Corporate Compliance**

**SUMMARY OF REPORT:**

Tweed Shire Council recognises a need to assist non-profit community groups, organisations and individuals who are interested in and are working towards the enhancement and the well being of its residents and the Shire.

Council advertises and invites applications for financial assistance from eligible organisations in accordance with its Festivals Policy twice a year under Section 356 of the Local Government Act, 1993. Applications for financial assistance close at the end of July for the first round and end of February for the second round.

First round applications for financial assistance under Council's Festivals Policy closed 31 July 2006 and were considered by the Cultural Advisory Committee on 7 August 2006. Council should consider the recommendations contained in this report.

**RECOMMENDATION:**

**That Council allocates the first round donations for 2006/2007 under the Festivals Policy, as follows:-**

<b>Applicant</b>	<b>Amount Approved</b>
Senior Citizen's Week Committee 2006	\$5,500
Lions Club of Cabarita Beach-Pottsville Beach	\$2,000
Wollumbin Dreaming	\$5,000
Speed on Tweed	\$5,500
Tweed Training & Enterprise Co (t/a Youth Enterprise Service)	\$2,000
Whole Woman	\$4,000
Murwillumbah Community Centre (Harmony Day)	\$1,900
Tweed Valley Banana Festival & Harvest Week	\$8,500
<b>TOTAL</b>	<b>\$34,400</b>

**REPORT:**

Tweed Shire Council recognises a need to assist non-profit community groups, organisations and individuals who are interested in and working towards the enhancement and the well being of its residents and the Shire.

Council advertises and invites applications for financial assistance from eligible organisations in accordance with its Festivals Policy twice a year under Section 356 of the Local Government Act, 1993. Applications for financial assistance close at the end of July for the first round and end of February for the second round.

The 2006/2007 Festivals Budget was prepared on the following basis:

\$36,750 General  
 \$10,000 Wintersun  
 \$10,000 Special allocation - non specific

An amount of \$25,725 (being 70% of \$36,750), and the \$10,000 special allocation, is available for allocation in the first round.

The Cultural Advisory Committee considered the following requests for financial assistance, using the funding guidelines outlined in the Festivals Policy:

<b>Applicant</b>	<b>Proposed Event</b>	<b>Amount requested</b>
Senior Citizen's Week Committee 2006	Senior's Expo - May 2007	\$5,500
Lions Club of Cabarita Beach-Pottsville Beach	Lions Greenback Tailor Fishing Competition	\$2,500
Wollumbin Dreaming	Wollumbin Festival	\$10,000
Speed on Tweed	Festival of Speed on Tweed	\$5,500
Banora Point Community Baptist Church	Oxygen	\$8,000
Tweed Training & Enterprise Co (t/a Youth Enterprise Service)	Tweed Shire Youth Festival 2007	\$5,010
Whole Woman	Whole Woman Festival	\$4,000
Murwillumbah Community Centre	Harmony Day	\$1,900
Tweed Valley Banana Festival & Harvest Week	Tweed Valley Banana Festival & Harvest Week 2006	\$8,500
	<b>TOTAL</b>	<b>\$50,910</b>

Under Council's Festivals Policy for 2005/2006 the following amounts were distributed:

**Second Round:**

<b>Applicant</b>	<b>Amount Approved</b>
Tyalgum Festival Committee	\$4,000
Cabarita Beach SLSC	\$1,500
Emergency Services Day in the Park	\$1,500
Murwillumbah Festival of Performing Arts Inc.	\$2,500
Greenback Tailor Fishing Competition	\$1,500
<b>TOTAL</b>	<b>\$11,000</b>

**First Round:**

<b>Applicant</b>	<b>Amount Approved</b>
Kingscliff Art, Food & All That Jazz	\$3,000
Murwillumbah Community Centre	\$1,250
Tweed Banana Festival & Harvest Week Committee	\$8,500
Tweed Shire Senior Citizens Week Committee	\$4,500
Whole Woman Festival Committee	\$3,000
Wollumbin Festival Committee	\$4,000
<b>TOTAL</b>	<b>\$24,250</b>

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

The 2006/2007 Festivals Budget was prepared on the following basis:

\$36,750	General
\$10,000	Wintersun
\$10,000	Special allocation - non specific

An amount of \$24,400, as well as the \$10,000 special allocation, is recommended for distribution in the first round, with \$12,350 remaining for distribution in the second round.

**POLICY IMPLICATIONS:**

Festivals Policy

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**O6 [GC-OC] First Round applications for Financial Assistance 2006/2007 - Donations Policy**

**ORIGIN:**

**Corporate Compliance**

**SUMMARY OF REPORT:**

Tweed Shire Council recognises a need to assist non-profit community groups, organisations and individuals who are interested in and are working towards the enhancement and the well being of its residents and the Shire.

Council advertises and invites applications for financial assistance from eligible organisations in accordance with its Donations Policy twice a year under Section 356 of the Local Government Act, 1993. Applications for financial assistance close at the end of July for the first round and end of February for the second round.

First round applications for financial assistance under Council's Donation Policy closed 31 July 2006 and are listed for consideration.

**RECOMMENDATION:**

**That Council allocates the first round donations for 2006/2007 under the Donations Policy as follows:-**

<b>Applicant</b>	<b>Amount Approved</b>
Blind and Vision Impaired Support Group	\$1,750
Camp Quality	\$2,000
Friends of the Pound	\$2,000
RSL - Burringbar	\$1,000
Scouts - Chinderah	\$2,000
Scouts - Murwillumbah	\$2,000
St Joseph's Community Centre	\$1,500
Tweed Palliative Support	\$1,000
Tweedlesea Day Care Club	\$2,000
Twin Towns Friends Association	\$2,000
U3A	\$500
Uki Village and District Residents Association	\$1,895
Westpac Lifesaver Rescue Helicopter	\$2,000
Women's Golf Murwillumbah	\$500
<b>TOTAL</b>	<b>\$22,145</b>

**REPORT:**

Tweed Shire Council recognises a need to assist non-profit community groups, organisations and individuals who are interested in and working towards the enhancement and the well being of its residents and the Shire.

Council advertises and invites applications for financial assistance from eligible organisations in accordance with its Donations Policy twice a year under Section 356 of the Local Government Act, 1993. Applications for financial assistance close at the end of July for the first round and end of February for the second round.

The following criteria is required to be used to determine the applications:

- No financial assistance will be given to privately owned businesses/companies.
- Organisations must be Tweed based or the funds are to be used on a service or activity for Tweed.
- No financial assistance will be given to Government Departments or agencies or for support of Government owned facilities.
- No financial assistance will be given to sporting organisations as these organisations have ample other avenues for financial assistance.
- The funds are not to be used for a social activity for members of the organisation exclusively.

The 2006/2007 Budget allocation for Donations is \$30,000 of which 75% (\$22,500) of the budget expenditure allocation will be available for allocation through this process with the 25% balance of the budget expenditure reserved for the second round and determination by Council.

The applications received by 31 July2006 are listed below in alphabetical order:

<b>Applicant</b>	<b>Donation Requested</b>	<b>Purpose</b>
Blind & Vision Impaired Support Group	\$1,750	Fund volunteer drivers, as well as insurance costs
Camp Quality Northern NSW	\$2,000	Funding of local children living with cancer
Chillingham Community Pre-school	\$1,338	To enhance & beautify outside environment
Cooloon Children's Centre	\$2,000	To provide additional activities for Kids Fest
Friends of the Pound (Tweed)	\$2,000	In setting up permanent information / display booth
Life Saver Rescue Helicopter-Northern Rivers	\$2,000	Purchase PPE for volunteer rescue crewpersons
Possums Community Pre-School	\$2,000	To renovate kitchen
RSL - Burringbar	Not stated	To incorporate lights on new memorial

<b>Applicant</b>	<b>Donation Requested</b>	<b>Purpose</b>
Scouts - Chinderah	\$2,000	Repairs to hall floor, replacement of doors & update hall to current fire standards
Scouts - Murwillumbah	\$2,000	Repair / replace toilets in hall & repair sinks / floors / cisterns
St Joseph's Community Centre	\$1,500	Conducting group workshops for young people
Tweed Palliative Support	\$1,000	To train 20 new volunteers
Tweedlesea Day Care Club	\$3,696	Community bus hire to pick up and take home elderly patrons from the Club
Twin Towns Friends Association	\$2,000	Administration Costs
Twin Towns Playgroup	\$2,000	To fix / upgrade and extend footpath within the grounds
U3A	Not stated	Non-profit organisation who aims to provide physical and mental stimulation to senior members of the community
Uki Village & District Residents Association	\$1,895	To purchase a small portable shelter to facilitate community consultation and stage outdoor community events
Women's Golf Murwillumbah	\$200-\$800	Sponsorship of Mt Warning Ladies Classic tournament

Under Council's Donations Policy for 2005/2006 the following amounts were distributed:

**Second Round:**

<b>Applicant</b>	<b>Amount</b>
Blind Citizens Australia - Tweed Valley Branch	\$1,500
Camp Quality Northern NSW - Tweed Activity Group	\$2,000
Len Mason & The Melodears	\$1,000
Tweed Australian South Sea Islander Community	\$1,000
Tweed Combined Country Halls Association	\$600
Tweed Valley Mental Health Carers Network	\$2,000
Twin Towns Friends Association Inc.	\$2,000
Vision Australia - Royal Blind Society	\$2,000
<b>TOTAL</b>	<b>\$12,100</b>

**First Round:**

<b>Applicant</b>	<b>Amount</b>
Australian Red Cross (Tweed)	\$1,000
Burringbar School of Arts Hall	\$1,000
Community Care Register for Older People	\$500
Cooloon Children's Centre Inc.	\$375
Friends of the Pound	\$1,000
Pottsville Beach Community Technology Centre Inc.	\$500
Tweed District Safety House	\$500
Tweed Heads Environment Group Inc.	\$500

Tweed Palliative Support Inc.	\$500
Tweed Valley Community Technology Centre	\$500
Uki Public School OOSH Care	\$500
Volunteer Marine Rescue Point Danger	\$1,000
<b>TOTAL</b>	<b>\$7,875</b>

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

An amount of \$22,145 is recommended for distribution in the first round, with the balance of the budget (\$7,855) reserved for determination by Council.

**POLICY IMPLICATIONS:**

Donations Policy

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**07 [GC-OC] In Kind Register - April to June 2006**

**ORIGIN:**

**Financial Services**

**SUMMARY OF REPORT:**

Details of "In Kind" and real donations for the period April to June 2006 are reproduced in this report for Council's information.

**RECOMMENDATION:**

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

**REPORT:**

Council maintains a Register of "In Kind" and real donations. Details of these donations for the period April to June 2006 are reproduced as follows:-

**Financial Assistance**

Amount	Recipient	Donated Item	Date
\$10,100.00	Care Flight Queensland	Donation - Emergency Service	25-May-06
<b>\$10,100.00</b>			

**Goods and/or Materials**

Amount	Recipient	Donated Item	Date
\$120.00	St James Primary School	30 Mixed Shrubs	06-Apr-06
\$6.00	Australian Citizenship Garden Competition - Crabbes Creek Public School	1 Tree	18-Apr-06
\$40.00	Public School	10 Trees	18-Apr-06
\$8.00	Australian Citizenship	1 Tree	24-Apr-06
\$80.00	Saint Josephs Schhol	10Trees	08-May-06
\$120.00	Wollumbin High School	30 Shrubs	10-May-06
\$16.00	Australian Citizenship	2 Trees	12-May-06
\$80.00	Murwillumbah Primary School	10 Trees	05-Jun-06
\$152.00	Pottsville Primary School	12 Shrubs & 13 Trees	14-Jun-06
\$40.00	Murwillumbah East Public School	10 Shrubs	15-Jun-06
\$48.00	Australian Citizenship X 6	6 Trees	30-Jun-06
<b>\$710.00</b>			

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

Amount	Recipient	Donated Item	Date
\$248.60	Anzac Day	Provision of Labour & Council Plant	28-Apr-06
\$1,774.83	Life Education Van Relocation	Provision of Labour & Council Plant	Apr/June/06
\$901.91	Australian Championship Cycling Annual Event	Provision of Labour & Council Plant	01-May-06
<b>\$2,925.34</b>			

**Rates**

Amount	Recipient	Donated Item	Date
\$163.18	Tweed Coast Community Centre	Council Water Usage	30-Jun-06
\$240.34	Twin Towns Youth Club	Council Water Usage	30-Jun-06
\$10.66	Burringbar School of Arts	Council Water Usage	30-Jun-06
\$10.66	Trustees Literary Institute Tyalgum	Council Water Usage - Tyalgum Hall	30-Jun-06
<b>\$424.84</b>			

**Tweed Link Advertising**

Amount	Recipient	Donated Item	Date
\$108.00	Various Community Notices	Advertising	4-Apr-06
\$67.50	Various Community Notices	Advertising	11-Apr-06
\$148.50	Various Community Notices	Advertising	25-Apr-06
\$81.00	Various Community Notices	Advertising	2-May-06
\$87.75	Various Community Notices	Advertising	9-May-06
\$89.10	Various Community Notices	Advertising	16-May-06
\$67.50	Various Community Notices	Advertising	23-May-06
\$229.50	Various Community Notices	Advertising	30-May-06
\$67.50	Various Community Notices	Advertising	6-Jun-06
\$108.00	Various Community Notices	Advertising	13-Jun-06
\$60.75	Various Community Notices	Advertising	20-Jun-06
\$182.25	Various Community Notices	Advertising	27-Jun-06
<b>\$1,297.35</b>			

**Room Hire**

Amount	Recipient	Donated Item	Date
		Room Hire -	
\$688.30	Murwillumbah Theatre Company	Murwillumbah Civic Centre	9-Apr-06
		Room Hire -	
\$253.10	Murwillumbah Tafe Awards Night	Murwillumbah Civic Centre	10-Apr-06
		Room Hire -	
\$44.90	Murwillumbah Theatre Company	Murwillumbah Civic Centre	2-May-06
		Room Hire -	
\$44.90	Murwillumbah Theatre Company	Murwillumbah Civic Centre	3-May-06
		Room Hire -	
\$44.90	Murwillumbah Theatre Company	Murwillumbah Civic Centre	8-May-06
		Room Hire -	
\$44.90	Murwillumbah Theatre Company	Murwillumbah Civic Centre	10-May-06
		Room Hire -	
\$44.90	Murwillumbah Theatre Company	Murwillumbah Civic Centre	15-May-06
		Room Hire -	
\$44.90	Murwillumbah Theatre Company	Murwillumbah Civic Centre	17-May-06
		Room Hire -	
\$87.60	Performing Arts Dinner Set Up	Murwillumbah Civic Centre	19-May-06
		Room Hire -	
\$628.00	Performing Arts Dinner 75 Years	Murwillumbah Civic Centre	20-May-06
		Room Hire -	
\$44.90	Murwillumbah Theatre Company	Murwillumbah Civic Centre	22-May-06
		Room Hire -	
\$44.90	Murwillumbah Theatre Company	Murwillumbah Civic Centre	24-May-06

\$44.90	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	29-May-06
\$44.90	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	31-May-06
\$44.90	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	5-Jun-06
\$44.90	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	7-Jun-06
\$44.90	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	12-Jun-06
\$44.90	Murwillumbah Theatre Company	Room Hire - Murwillumbah Civic Centre	14-Jun-06
\$99.80	Northern Rivers Symphony Orchestra	Room Hire - Tweed Heads Civic Centre	2-Apr-06
\$43.40	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	3-Apr-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	6-Apr-06
\$43.50	Twin Towns Garden Club	Room Hire - Tweed Heads Civic Centre	10-Apr-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	10-Apr-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	13-Apr-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	20-Apr-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	1-May-06
\$43.50	Twins Towns Garden Club	Room Hire - Tweed Heads Civic Centre	8-May-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	8-May-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	15-May-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	18-May-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	25-May-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	28-May-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	29-May-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	1-Jun-06
\$43.50	Twin Towns Garden Club	Room Hire - Tweed Heads Civic Centre	12-Jun-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	15-Jun-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	19-Jun-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	21-Jun-06

\$179.30	Disability Interagency	Room Hire - Tweed Heads Civic Centre	22-Jun-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	22-Jun-06
\$44.90	Tweed Theatre Company	Room Hire - Tweed Heads Civic Centre	26-Jun-06
\$25.20	Twin Town Friends	Room Hire - South Tweed HACC	25-May-06
\$59.70	Tweed Heads Hospital Ladies Auxiliary	Room Hire - Tweed Heads Meeting Room	3-Apr-06
\$59.70	Tweed Heads Hospital Ladies Auxiliary	Room Hire - Tweed Heads Meeting Room	1-May-06
\$49.70	Tweed Theatre Company	Room Hire - Tweed Heads Meeting Room	22-May-06
\$59.70	Tweed Heads Hospital Ladies Auxiliary	Room Hire - Tweed Heads Meeting Room	5-Jun-06
\$49.70	Tweed Theatre Company	Room Hire - Tweed Heads Meeting Room	5-Jun-06
\$49.70	Tweed Theatre Company	Room Hire - Tweed Heads Meeting Room	8-Jun-06
<u>\$3,855.30</u>			

\$19,312.83 Total Donations 4th Quarter

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

Nil.

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**08 [GC-OC] Quarterly Budget Review - 30 June 2006**

**ORIGIN:**

**Financial Services**

**SUMMARY OF REPORT:**

This is the fourth quarter statutory budget review for last financial year and summarises the estimated expenditure and income changes to the 2005/06 Budget based on projections to 30 June 2006.

This statutory report is prepared in accordance with the Local Government (General) Regulations 2005, Regulation 202 and 203. Based on current projections, Council will have a balanced budget as at 30 June 2006 in the General Fund, Water and Sewer Funds.

The Annual Financial Statements are currently being prepared for audit, and will be presented to Council on 17 October 2006. These statements will report actual final results, including a Statement of Financial Position (Balance Sheet).

**RECOMMENDATION:**

**That the:-**

- 1. Quarterly Budget Review Statement as at 30 June 2006 be adopted.**
- 2. Expenditure and income, as detailed below, be voted and adjusted in accordance with the revised total expenditure and income for the year ending 30 June 2006.**

Item	Description	Change to Vote	
		Deficit	Surplus
	<b>General Fund</b>		
1	5 Reynolds St property	10,500	
1	Community Buildings Asset Management Reserve		10,500
2	Employee health assessments	5,600	
3	Employee counselling	5,000	
4	Development legal expenses	310,000	
5	Coastline management plan grant funding	250,000	
5	Coastline management plan		250,000
6	Foreshore Restoration June 05	4,000	
7	Art Gallery Extensions	130,000	
7	Art Gallery grant		130,000
8	Rates Income		364,462

9	Employee Leave Entitlements Reserve	39,862	
21	Tweed Heads Master Plan	25,000	
21	Grant funding for above		25,000
22	Coastline management plan		320,000
22	Coastline management plan loan funding	250,000	
22	Coastline management plan revenue funding	70,000	
Item	Description	Change to Vote	
23	Revolving Energy Fund		45,439
23	Revolving Energy Fund reserve	45,439	
24	Cudgen Lake Acid Management		18,264
25	Art Gallery Extensions		60,742
26	Museum operating expenses		4,200
27	Historical signage - allocate to Web Site/Education Kit TRRM. Minute O26 13/6/06		7,041
28	Boat ramp maintenance		6,000
29	Wharves maintenance		8,000
30	Canal maintenance		10,000
31	Community project officer		4,615
32	Civic Liaison		21,332
33	Cultural development fund		23,549
34	City of the Arts		70,361
35	Risk management		51,464
36	Risk management		65,495
37	Fire control expenses		83,426
38	Community worker costs		6,677
39	Koala Beach LEP 57		19,719
40	Kyogle Road LEP 30		6,957
	Works carried forward reserve	467,842	
		1,613,243	1,613,243
	Net Surplus/(Deficit)		0
	<b>Water Fund</b>		
10	Various capital works		571,000
11	Consumer services		144,000
12	Connection fees	119,000	
13	Transfers to Asset replacement reserve	55,500	
14	Transfers from Asset Replacement Reserve	309,500	
15	Transfers from Capital Contributions Reserve	231,000	
		715,000	715,000
	Net Surplus/(Deficit)		0
	<b>Sewer Fund</b>		
16	Various capital works		737,000
17	Water cycle management		200,000
18	Transfers to Asset replacement reserve	315,000	



19	Transfers from Asset Replacement Reserve	258,500	
20	Transfers from Capital Contributions Reserve	363,500	
		937,000	937,000
	Net Surplus/(Deficit)		0

## **REPORT:**

### **Budget Review 30 June 2006 (Quarterly Budget Review)**

In accordance with regulation 203(1) of the Local Government (General) Regulation 2005, a Budget Review Statement and revision of the estimates of income and expenditure must be submitted to council within two months of the close of each quarter.

The Regulation requires that the quarterly financial review must include the following:

- A revised estimate for income and expenditure for the year.
- A report as to whether or not such statements indicate that the financial position of the Council is satisfactory and if the position is unsatisfactory, make recommendations for remedial action.

### **Report by Responsible Accounting Officer**

The Quarterly Budget Review Reports are prepared to provide Council and the community with information in relation to Councils financial performance and proposed amendments to its budget and forward estimates. The reports are prepared under accrual accounting principles in accordance with the requirements of the Local Government Act 1993.

The Financial reports included in the Quarterly Budget Review are as follows:

1. Variations
  - a) Variations Proposed
  - b) Introduced During Quarter – By Council Resolution
  - c) Funds carried forward to 2006/07
2. Budget Summary
  - a) By Type (including Available Working Capital)
  - b) By Corporate Goal

### **Variations**

There are potentially three variations reports that may be included in the Quarterly Budget Review during the quarter:

- Variations Proposed
- Council Resolutions
- Funds carried forward

The Variations Proposed report details all of the recommended changes to budget that have been put forward by management at this review for Councils consideration.

The Council Resolutions report is provided as information to the Council and the community to explain the adjustments that have been included in the Approved Budget during the quarter.

A Funds carried forward report is included where necessary to show project expenditure that was intended to be expended in 05/06 that needs to be transferred to future years.

### **Statement of Financial Performance**

The Statement of Financial Performance measures Council's financial performance over the period and shows whether or not Council has earned sufficient revenues to support its activities during that period, and whether or not surpluses have been created to fund additional or replacement assets to service community needs.

The statements show where Council's money comes from (Revenue) and how that revenue is consumed (Expenses) in providing the ordinary activities and services of the Council. Expenses are not the same as cash expenditure or spending, in that it only measures the consumption of resources (cash and other assets).

The purchase of an asset for example is not a consumption of a resource; it is merely a transformation of an existing resource (cash) to another resource (asset), which in turn provides benefit for future periods. In the case of an asset that has a limited life such as a vehicle, the asset is consumed over its life by the organisation to provide services, and this consumption of an asset is reported as an expense in the Statement of Financial Performance as depreciation.

Similarly an expense is recognised under accrual accounting when an event has occurred that commits the organisation to a future expenditure. An example of this is accrual of employee entitlements such as annual and long service leave. If an employee works for 12 months and has accrued 4 weeks annual leave, and 1.3 weeks long service leave the expense included in the Statement of Financial Performance is the full cost of employment including the unpaid portion. This represents the amount of resource consumed in dollar terms, even though payment may not be required for many years.

Other significant differences between the accrual concepts of revenue/expenses and cash or funds concepts include:

- All revenue is recognised when controlled by Council (usually when funds are received or committed) not when expended.\*
- Loan Funds received are not revenue.
- Transfers from reserves to fund expenditure are not revenue.
- Loan principal repayments are not an expense.
- Transfers to reserves are not an expense.
- Payments made on termination for employee entitlements are not an expense, as they were already expensed in the year accrued.

### **Statement of Funding Result Reconciliation**

The Funding Statement provides information about the source of cash and “cash like” funds, and how they have been (or are budgeted to be) applied in the Management Plan.

The “source” of funds includes the surplus or deficit (a negative source) from ordinary activities of Council as expressed in the Statement of Financial Performance. In other words all of the ordinary activities of Council including collection of rates and other general income and provision of services are netted off and the remainder is available to provide a source of funds for other expenditure such as asset acquisition, loan repayments and transfer to reserve for future expenditure programs.

Some of the transactions that have been “netted off” in the Statement of Financial Performance to assess the true costs incurred during the period are non cash transactions. These include expenses such as depreciation, the increase in unpaid employee leave entitlements, and the increase in other provisions to cover future events such as insurance and Workers Compensation provisions. As the cash has not been physically spent for these purposes during the period it remains available to apply for other purposes. For this reason non-cash transactions are added back to the Surplus / (deficit) from operations to reflect the full cash available to be applied from those operations.

Other sources of cash funds reported in this report that are not included in the Statement of Financial Performance include, any loan funds received, and transfers from either internal or external reserves.

The report also discloses how the cash was then; applied to provide additional assets of Council, to reduce long term liabilities such as loans, or set aside for future periods through transfers to reserves.

The net result of this report provides the reader with the net movement in available funds, which is effectively the “bottom line” in Council’s budget process.

### **Budget Summary**

The budget summary reports provides the 2005/06 estimates of income expenditure by accounting category and by Council Corporate Goals, for each individual fund.

### **Unrestricted Working Capital**

The Unrestricted Working Capital report provides details of the underlying cash position of each fund.

Unrestricted Working Capital is the level of cash available, and needed, by Council to continue to operate until receipts from rate payments are collected to fund the new financial years’ budget.

### **Annual Financial Statements**

The Annual Financial Statements are currently being prepared for audit, and will be presented to Council on October 17. These statements will report actual final results, including a Statement of Financial Position (Balance Sheet).

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
<b>1. Proposed Variations</b>					
<b>General</b>					
1	Ex	5 Reynolds St property	1,200	<b>10,500</b>	Repairs & maintenance
1	In	Community Buildings Asset Management Reserve	0	<b>(10,500)</b>	Reserve funding for above
2	Ex	Employee health assessments	12,400	<b>5,600</b>	Actual costs
3	Ex	Employee counselling	5,000	<b>5,000</b>	Actual costs
4	Ex	Development legal expenses	189,545	<b>310,000</b>	Increased expenses due to appeals and other legal action
5	In	Coastline management plan grant funding	<b>(250,000)</b>	<b>250,000</b>	Grant not forthcoming
5	Ex	Coastline management plan	603,540	<b>(250,000)</b>	Reduce expenditure for above
6	Ex	Foreshore Restoration June 05	0	<b>4,000</b>	Storm damage restoration
7	Ex	Art Gallery Extensions	1,200,000	<b>130,000</b>	Federal grant funding
7	In	Art Gallery grant	0	<b>(130,000)</b>	Federal grant funding
8	In	Rates Income	<b>(26,197,976)</b>	<b>(364,462)</b>	Final result for year
9	Ex	Employee Leave Entitlements		<b>39,862</b>	Increase ELE reserve
<b>Water Fund</b>					
10	Ex	Various capital works	5,484,000	<b>(571,000)</b>	Deferred works or cost variations
11	Ex	Consumer services	346,000	<b>(144,000)</b>	Consumer demand variations
12	In	Connection fees	<b>(419,000)</b>	<b>119,000</b>	Consumer demand variations
13	Ex	Transfers to Asset replacement reserve	1,643,722	<b>55,500</b>	Funding adjustment for above
14	In	Transfers from Asset Replacement Reserve	<b>(8,236,353)</b>	<b>309,500</b>	Funding adjustment for above
15	In	Transfers from Capital Contributions Reserve	<b>(8,236,353)</b>	<b>231,000</b>	Funding adjustment for above
<b>Sewer Fund</b>					
16	Ex	Various capital works	3,204,000	<b>(737,000)</b>	Deferred works or cost variations
17	Ex	Water cycle management	200,000	<b>(200,000)</b>	Not required 2006
18	Ex	Transfers to Asset replacement reserve	3,120,200	<b>315,000</b>	Funding adjustment for above
19	In	Transfers from Asset Replacement Reserve	<b>(5,587,810)</b>	<b>258,500</b>	Funding adjustment for above
20	In	Transfers from Capital Contributions Reserve	<b>(10,400,610)</b>	<b>363,500</b>	Funding adjustment for above
				<b>0</b>	
<b>2. Variations Arising from Council Resolutions</b>					
21	Ex	Tweed Heads Master Plan		<b>25,000</b>	Minute O2 23/5/06
21	In	Grant funding for above		<b>(25,000)</b>	Minute O2 23/5/06
				<b>0</b>	

### 3. Proposed Works Carried Forward to 2006/07

#### 3a Loans

22	Ex	Coastline management plan	603,540	<b>(320,000)</b>	
		Coastline management plan loan			
22	In	funding	<b>(250,000)</b>	<b>250,000</b>	
		Coastline management plan revenue			
22	Ex	funding	<b>(70,000)</b>	<b>70,000</b>	

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
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#### 3b Reserves

23	Ex	Revolving Energy Fund	37,239	<b>(45,439)</b>	
23	Ex	Revolving Energy Fund reserve		<b>45,439</b>	

#### 3c Grants

24	Ex	Cudgen Lake Acid Management	16,650	<b>(18,264)</b>	
24	Ex	Works carried forward reserve		<b>18,264</b>	
25	Ex	Art Gallery Extensions	1,330,000	<b>(60,742)</b>	
25	Ex	Works carried forward reserve		<b>60,742</b>	

#### 3d Revenue

26	Ex	Museum operating expenses	60,200	<b>(4,200)</b>	
26	Ex	Works carried forward reserve		<b>4,200</b>	
		Historical signage - allocate to Web			
		Site/Education Kit TRRM. Minute O26			
27	Ex	13/6/06	15,000	<b>(7,041)</b>	
27	Ex	Works carried forward reserve		<b>7,041</b>	
28	Ex	Boat ramp maintenance	14,000	<b>(6,000)</b>	
28	Ex	Works carried forward reserve		<b>6,000</b>	
29	Ex	Wharves maintenance	16,500	<b>(8,000)</b>	
29	Ex	Works carried forward reserve		<b>8,000</b>	
30	Ex	Canal maintenance	19,900	<b>(10,000)</b>	
30	Ex	Works carried forward reserve		<b>10,000</b>	
31	Ex	Community project officer	5,873	<b>(4,615)</b>	
31	Ex	Works carried forward reserve		<b>4,615</b>	
32	Ex	Civic Liaison	69,118	<b>(21,332)</b>	
32	Ex	Works carried forward reserve		<b>21,332</b>	
33	Ex	Cultural development fund	46,060	<b>(23,549)</b>	
33	Ex	Works carried forward reserve		<b>23,549</b>	
34	Ex	City of the Arts	152,653	<b>(70,361)</b>	
34	Ex	Works carried forward reserve		<b>70,361</b>	
35	Ex	Risk management	85,386	<b>(51,464)</b>	
35	Ex	Works carried forward reserve		<b>51,464</b>	
36	Ex	Risk management signage	80,000	<b>(65,495)</b>	
36	Ex	Works carried forward reserve		<b>65,495</b>	
37	Ex	Fire control expenses	220,579	<b>(83,426)</b>	
37	Ex	Works carried forward reserve		<b>83,426</b>	
38	Ex	Community worker costs	12,720	<b>(6,677)</b>	
38	Ex	Works carried forward reserve		<b>6,677</b>	
39	Ex	Koala Beach LEP 57		<b>(19,719)</b>	
39	Ex	Works carried forward reserve		<b>19,719</b>	
40	Ex	Kyogle Road LEP 30		<b>(6,957)</b>	
40	Ex	Works carried forward reserve		<b>6,957</b>	

**Summary of Revotes by Type**

2005/06 Variations	0
Council Resolutions	0
	<b>0</b>

Item	In/Ex	Description	Current Vote	Change to Vote	Comments
<b>Summary of Revotes - by Category</b>					
<u>Expenses</u>					
		Operating		(436,439)	
		Capital		(1,808,742)	
		Loan Repayments		0	
		Transfers to Reserves		993,643	
				<b>(1,251,538)</b>	
<u>Income</u>					
		Operating		(270,462)	
		Capital Grants & Conts		120,000	
		Loan Funds		250,000	
		Recoupments		594,500	
		Transfers from Reserves		557,500	
		Asset Sales		0	
				<b>1,251,538</b>	
		Net		<b>0</b>	
<b>Summary of Revotes - by Corporate Goal</b>					
		Community		0	
		Economy		0	
		Environment		310,000	
		Infrastructure		4,000	
		Governance		(314,000)	
				<b>0</b>	

**Financial Summary**

General Fund		Water Fund		Sewer Fund		Total
\$\$\$000		\$\$\$000		\$\$\$000		
<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget Mar</u>	<u>Original Budget</u>	<u>Revised Budget</u>	



**Statement of Financial Performance**

**Operating Expenses**

Materials & Contracts	19,666	25,672	1,934	2,063	2,118	2,118	29,853
Employee Costs	23,183	23,639	1,576	1,634	2,948	2,951	28,224
Interest Charges	2,121	2,121	1	1	568	568	2,690
Depreciation	14,915	14,915	5,009	5,009	4,062	4,062	23,986
Other Operating Expenses	5,708	5,600	893	893	1,183	1,182	7,675
	<b>65,594</b>	<b>71,947</b>	<b>9,413</b>	<b>9,600</b>	<b>10,879</b>	<b>10,882</b>	<b>92,428</b>

**Operating Revenue**

Rates & Annual Charges	31,988	32,128	2,084	2,084	11,907	11,907	46,120
User Charges & Fees	9,900	9,560	7,128	7,128	1,190	1,190	17,878
Interest	1,001	1,251	120	120	100	100	1,471
Other Operating Revenue	378	423	50	50	5	5	478
Grants	11,126	13,414	400	400	370	370	14,184
Contributions & Donations	1,746	1,844	0	0	0	0	1,844
	<b>56,138</b>	<b>58,619</b>	<b>9,782</b>	<b>9,782</b>	<b>13,572</b>	<b>13,572</b>	<b>81,973</b>

	General Fund		Water Fund		Sewer Fund		
	(\$000)		(\$000)		(\$000)		
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Revised Budget Mar</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Total</u>
<b>Surplus/(Deficit) before Capital Amounts</b>	<b>(9,456)</b>	<b>(13,328)</b>	<b>368</b>	<b>182</b>	<b>2,693</b>	<b>2,691</b>	<b>(10,455)</b>
Grants & Contributions (Capital amounts)	9,105	11,852	4,975	4,912	3,514	3,514	20,278
<b>Surplus/(Deficit) after Capital Amounts</b>	<b>(350)</b>	<b>(1,476)</b>	<b>5,343</b>	<b>5,094</b>	<b>6,207</b>	<b>6,205</b>	<b>9,823</b>

**Funding Result Reconciliation**

*Add Back non-funded items:*

Depreciation	14,915	14,915	5,009	5,009	4,062	4,062	23,986
Internal Transfers	5,187	5,187	(2,798)	(2,798)	(2,389)	(2,389)	( )
	<b>19,752</b>	<b>18,627</b>	<b>7,555</b>	<b>7,305</b>	<b>7,880</b>	<b>7,878</b>	<b>33,810</b>
Transfers from Externally Restricted Cash	4,151	6,871	10,845	10,761	14,867	13,085	30,717
Transfers from Internally Restricted Cash	847	5,974	8,311	6,081	11,168	2,281	14,336
Proceeds from sale of assets	1,416	1,931	0	0	0	0	1,931
Loan Funds Utilised	5,476	9,329	0	0	0	0	9,329
Repayments from Deferred Debtors	0	0	0	0	0	0	0
	<b>31,642</b>	<b>42,731</b>	<b>26,710</b>	<b>24,148</b>	<b>33,916</b>	<b>23,244</b>	<b>90,123</b>

*Funds were applied to:*

Purchase and construction of assets	(20,227)	(30,144)	(20,345)	(17,595)	(26,233)	(15,938)	(63,678)
Repayment of principal on loans	(3,195)	(3,195)	(9)	(9)	(370)	(370)	(3,575)
Transfers to Externally Restricted Cash	(6,818)	(7,441)	(4,900)	(4,900)	(3,500)	(3,500)	(15,841)
Transfers to Internally Restricted Cash	(1,402)	(1,951)	(1,456)	(1,644)	(3,813)	(3,435)	(7,030)
<b>Increase/(Decrease) in Available Working Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Available Working Capital Previous Financial Year	2,182	2,182	2,796	2,796	2,130	2,130	7,108
<b>Available Working Capital as at 30 June 2006</b>	<b>2,182</b>	<b>2,182</b>	<b>2,796</b>	<b>2,796</b>	<b>2,130</b>	<b>2,130</b>	<b>7,108</b>

**Summary by Corporate Goals**

Surplus/(Deficit)							
Community	(11,277)	(11,315)	0	0	0	0	0
Economy	(1,269)	(1,291)	0	0	0	0	0
Environment	(5,774)	(6,403)	0	0	0	0	0
Infrastructure	(13,558)	(13,868)	0	0	0	0	0
Governance	31,879	32,877	0	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**General Fund**

Based on current projections the General Fund is expected to remain as a “balanced budget”. Furthermore, any approval for funding of additional programs has been offset by a reduction in an alternative program.

**Water Fund**

The Water Fund remains in a sound financial position with sufficient reserves to meet any unexpected costs. The Water fund is expected to remain as a balanced budget.

**Sewer Fund**

The Sewer Fund remains in a sound financial position with sufficient reserves to meet any unexpected costs. The Sewer fund is expected to remain as a balanced budget.

**Statutory Statement – Local Government (General) Regulations 2005  
(Sections 202 & 203) by “Responsible Accounting Officer”**

**202 Responsible accounting officer to maintain system for budgetary control**

*The responsible accounting officer of a council must:*

- (a) establish and maintain a system of budgetary control that will enable the council’s actual income and expenditure to be monitored each month and to be compared with the estimate of the council’s income and expenditure, and*
- (b) if any instance arises where the actual income or expenditure of the council is materially different from its estimated income or expenditure, report the instance to the next meeting of the council.*

**203 Budget review statements and revision of estimates**

- (1) Not later than 2 months after the end of each quarter, the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the management plan that the council has adopted for the relevant year, a revised estimate of the income and expenditure for that year.*
- (2) A budget review statement must include or be accompanied by:*
  - (a) a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and*
  - (b) if that position is unsatisfactory, recommendations for remedial action.*
- (3) A budget review statement must also include any information required by the Code to be included in such a statement.*

**Statutory Statement**

**I consider that the financial position of Council is satisfactory “having regard to the original estimate of income and expenditure”.**



M A Chorlton  
**“Responsible Accounting Officer”**  
**Manager Financial Services**  
**Tweed Shire Council**

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

As outlined in the report.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

Nil.

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**09 [GC-OC] Monthly Investment Report for Period Ending 31 July 2006**

**ORIGIN:**

**Financial Services**

**SUMMARY OF REPORT:**

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

**RECOMMENDATION:**

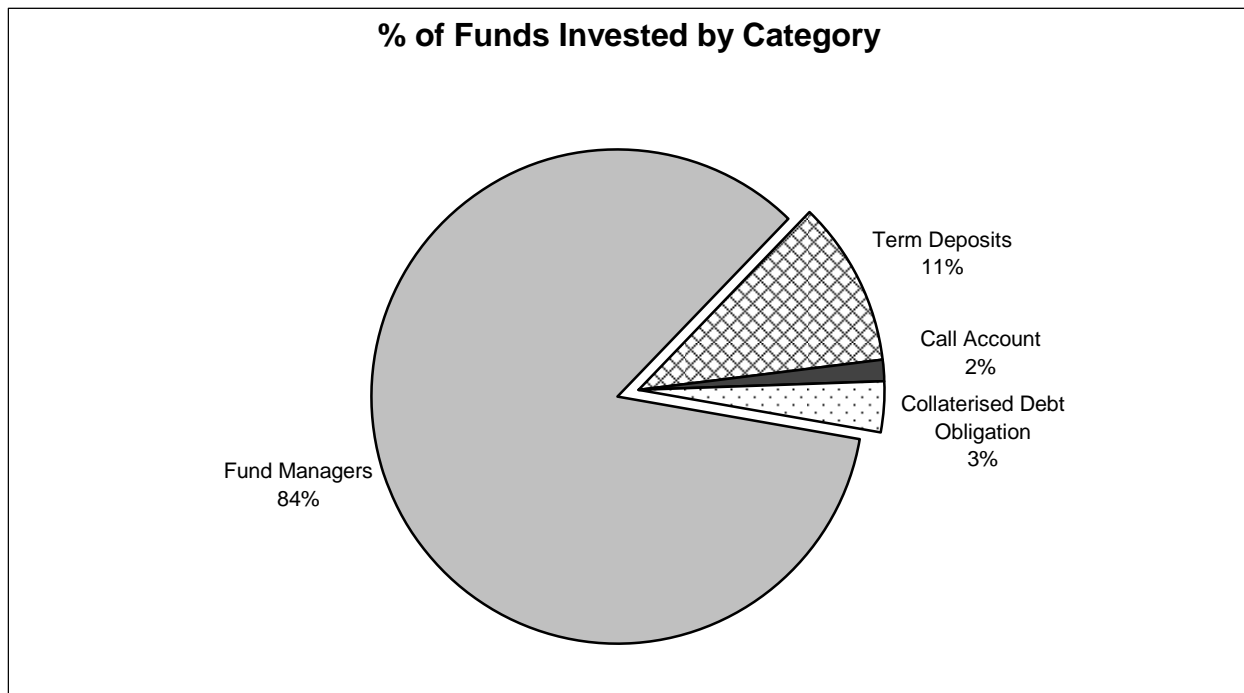
**That in accordance with Section 625 of the Local Government Act 1993 the monthly investment report as at 31 July 2006 totalling \$123,984,925.34 be received and noted.**

**REPORT:**

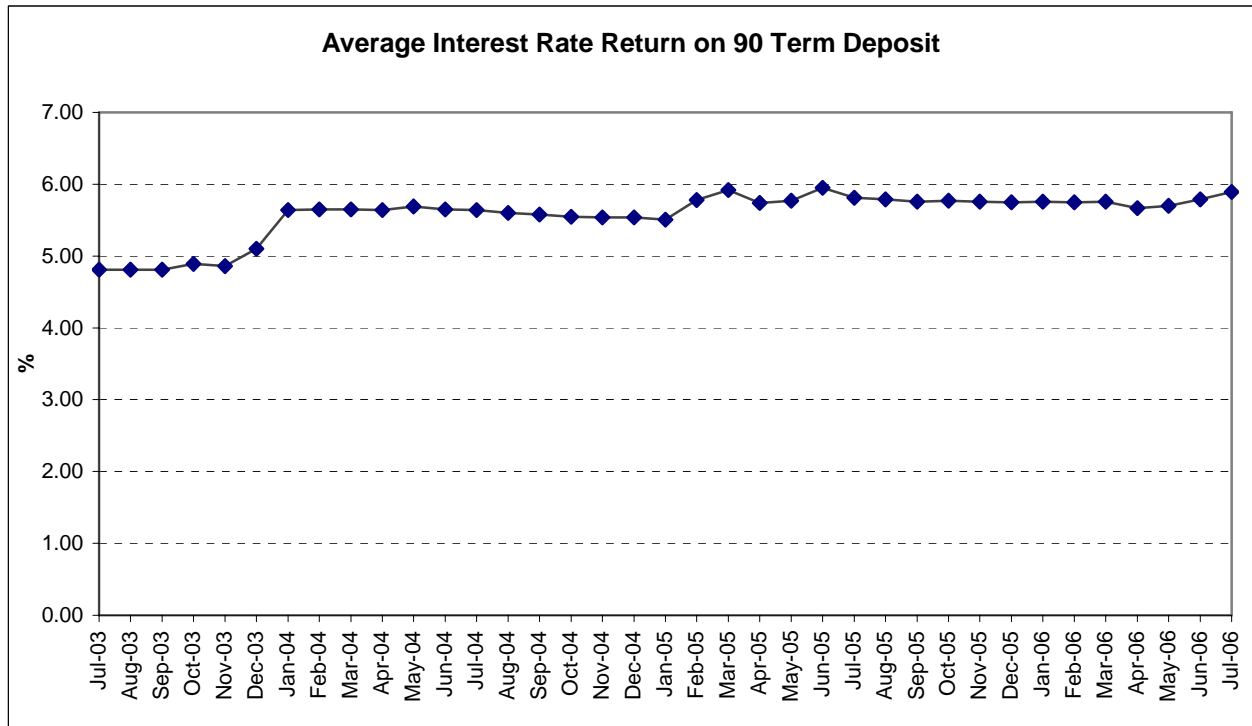
**Report for Period Ending 31 July 2006**

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

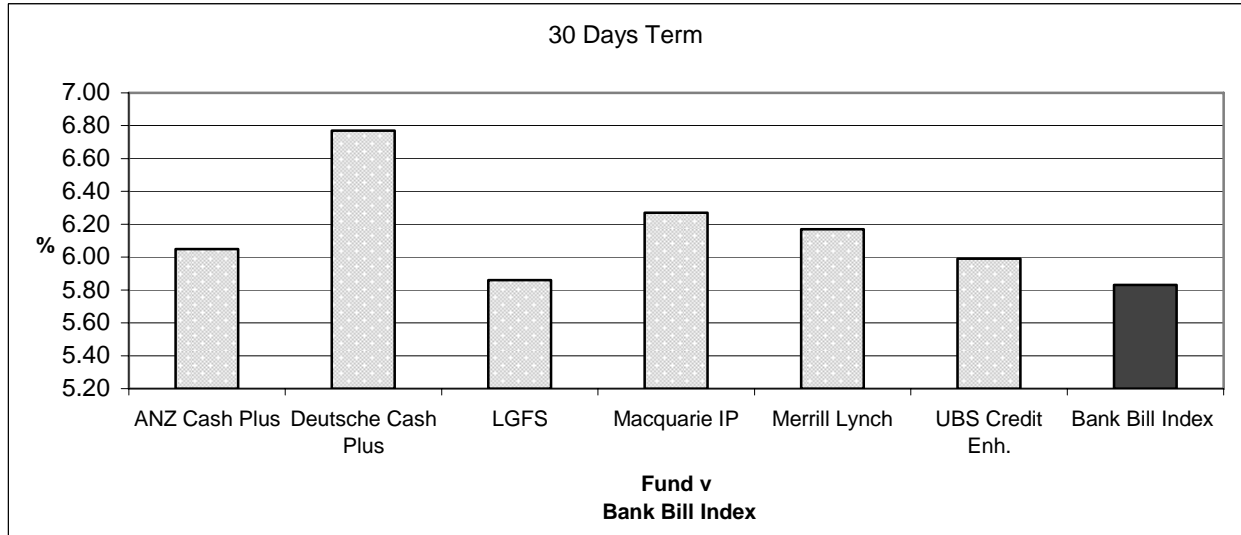
**1. CURRENT INVESTMENT PORTFOLIO BY CATEGORY**



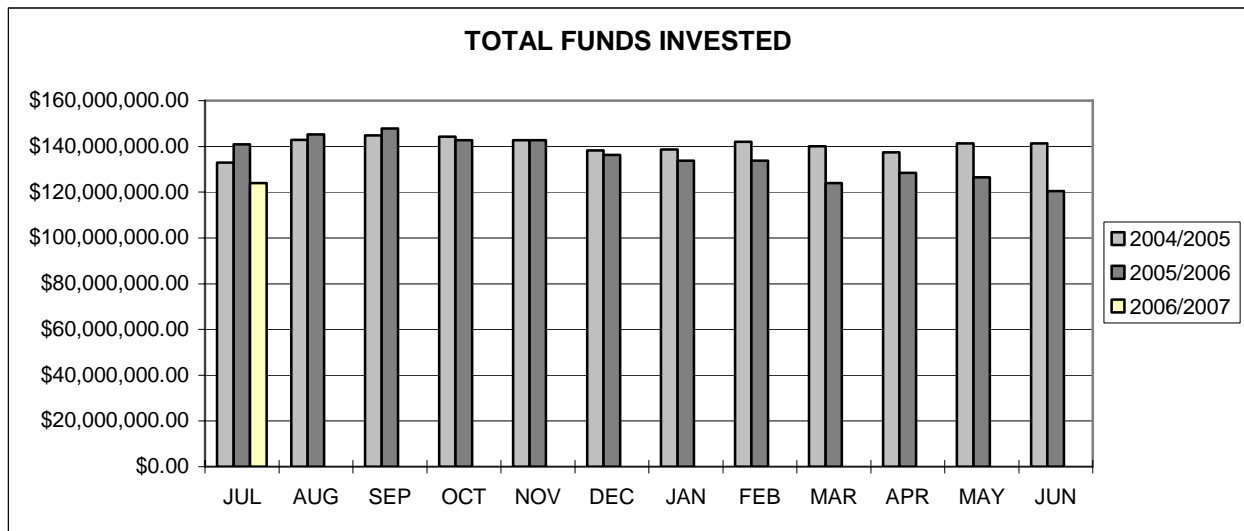
**2. INVESTMENT RATES - 90 DAY BANK BILL RATE (%)**



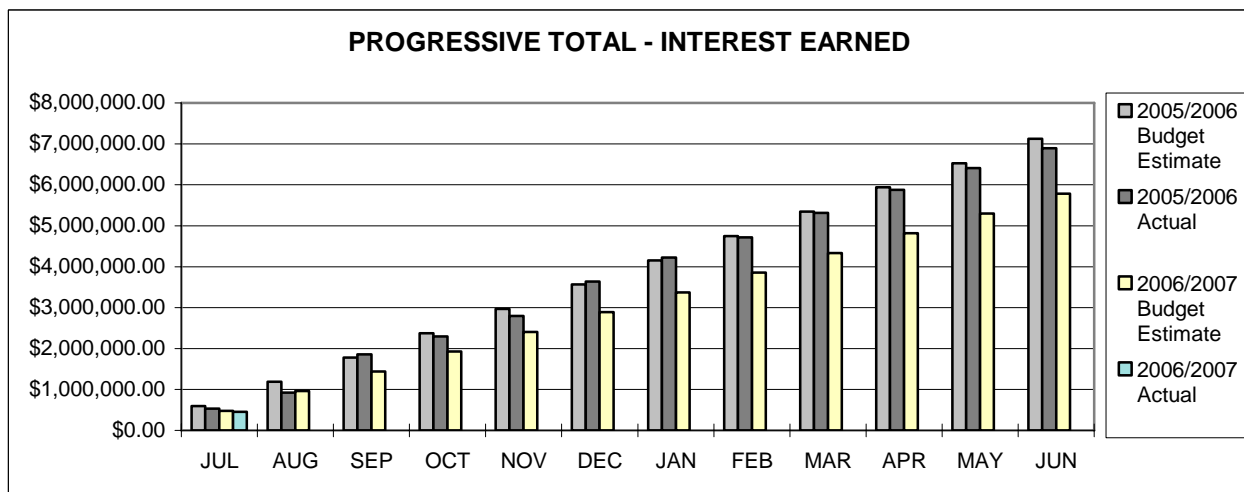
**3. ANNUALISED RATE OF RETURN FOR FUNDS MANAGERS - NET OF FEES**



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

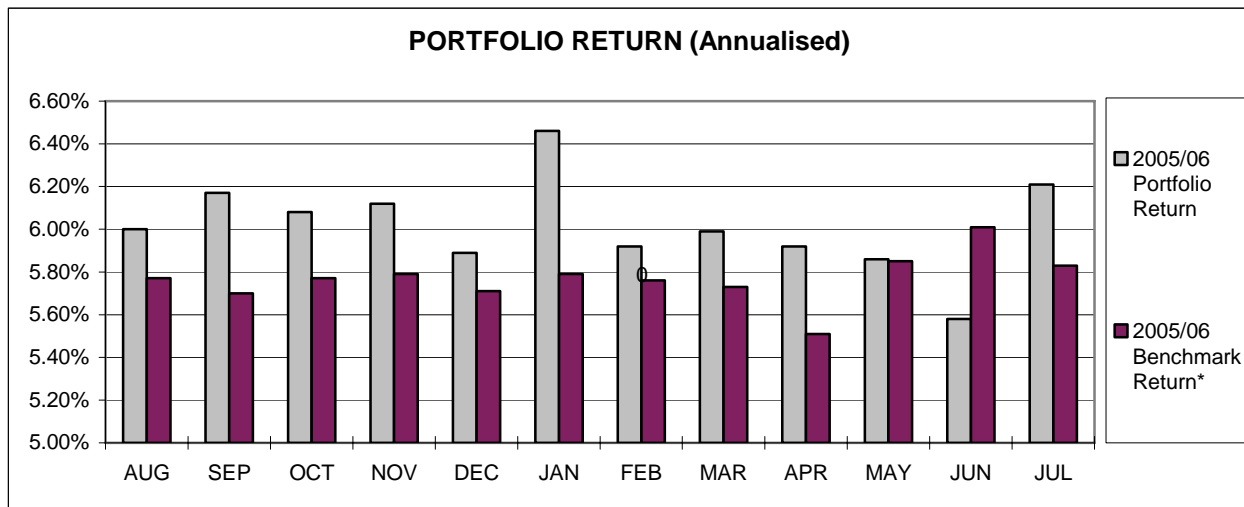


**5. ANNUAL PROGRESSIVE TOTAL OF INTEREST ON TOTAL FUNDS INVESTED**





## 6. MARKET COMMENTARY



\*UBS Warburg AUD Bank Bill Index

## 7. MARKET COMMENTARY

### Domestic Economy

The Australian economy is growing in conjunction with strong international economic conditions. Increasing inflation, above average global growth and strong domestic demand have led to the Reserve Bank of Australia increasing the cash rate by 0.25% to 6.00% on 2 August.

The commodity prices boom has driven strong business investment. Continued growth is being hindered by inflationary pressures and the prospect of higher interest rates. The 30-year low unemployment rate of 4.9% is supporting consumer spending and confidence. The low employment rate is also providing an indication of capacity restraints in the economy as skilled labour is in short supply.

### Global Economy

A slowing US economy will ensure exporting economies in Asia will also slow. China's strong growth continues at the fastest pace in a decade. Both the European Central Bank (ECB) and the Reserve Bank of New Zealand (RBNZ) left July interest rates unchanged at 2.75% and 7.25% respectively. The RBNZ believes "it will be some time before an easing in the OCR can be considered."

Source: Oakvale Capital July Economic Commentary

**8. INVESTMENT SUMMARY AS AT 31 JULY 2006**

<b>Investment Summary as at</b>	<b>31-Jul-06</b>		
<b>GENERAL FUND</b>			
TERM DEPOSITS		11,158,500.00	
FUND MANAGERS		42,330,322.41	
COLLATERISED DEBT OBLIGATION		4,000,000.00	
CALL		2,000,000.00	<b>59,488,822.41</b>
<b>WATER FUND</b>			
TERM DEPOSITS		0.00	
FUND MANAGERS		25,366,717.90	<b>25,366,717.90</b>
<b>SEWERAGE FUND</b>			
TERM DEPOSITS		2,000,000.00	
FUND MANAGERS		37,129,385.03	
CALL		0.00	
FLOATING RATE NOTE		0.00	<b>39,129,385.03</b>
	<b>TOTAL INVESTMENTS</b>		<b>123,984,925.34</b>

It should be noted that the General Fund investments of **\$59 million** are not available to be used for general purpose expenditure. It is virtually all restricted by legislation and council resolution for such purposes as unexpended loans, developer contributions, unexpended grants and various specific purpose reserves such as domestic waste, land development and employee leave entitlements.

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

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



**Manager Financial Services (Responsible Accounting Officer)**

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**O10 [GC-OC] Corporate Quarterly Report - April to June 2006**

**ORIGIN:**

**Corporate Performance**

**SUMMARY OF REPORT:**

The Management Plan is the strategic mechanism in the Local Government Act within which planning, policy making and management may take place.

The Corporate Quarterly Report for the period 1 April to 30 June 2006 is presented for Council's information.

**RECOMMENDATION:**

**That the Corporate Quarterly Report for the period 1 April 2006 to 30 June 2006 be received and noted.**

**REPORT:**

In accordance with Section 407 of the Local Government Act the General Manager must report to Council each quarter as to the extent to which the performance targets set by the Council's current Management Plan have been achieved during that quarter.

The Management Plan is the strategic mechanism in the Local Government Act within which planning, policy making and management may take place.

The Quarterly Corporate Report is still being progressively redeveloped to provide progress feedback on designated priorities within the principle activity categories as specified in the 2005-2008 Management Plan. These Quarterly Reports will be combined at the conclusion of the financial year and included in the annual report to the Department of Local Government, Council and the community.

**CORPORATE QUARTERLY PERFORMANCE REPORT – 1 APRIL 2006 TO 30 JUNE 2006**

The following report details the progress for the period April to June 2006 on activities identified to be undertaken during 2005-2006 in the 2005-2008 Management Plan. These actions assist Council to work towards its vision of "a premier area in which to live, work and visit".

## Recreation Program

**Vision:** *“To provide quality open space and a range of recreation facilities, which satisfies the needs of the community in a safe, cost effective and efficient manner”*

### Recreation Program principal activities

2005 – 2006 Projects & Initiatives	Performance Indicators	Sept 05	Dec 05	Mar 06	June 06	Supporting notes
Draft Regional Recreation Facilities Plan	% Completed	60%	90%	100%	100%	Plan adopted by Council 7/2/2006
Review Community Land Plans of Management	% Completed	10%	50%	70%	70%	Draft sports fields plan of management adopted. Generic plan of management for community land postponed until 06/07 to be completed in parallel with proposed open space strategy
Commence Landscape Infrastructure Planning Process for Coastal Zone (as identified in the Coastal Plan of Management)	% Completed	5%	5%	20%	50%	Draft Kingscliff foreshore plan completed. Furniture design being finalised
Provide adequate resources to maintain open space in urban releases	% Completed	80%	80%	100%	100%	Identified additional resources required for additional open space and included in 06/07 Management Plan.
Implement sports fields capital works program	% Of sports field upgrades completed from program	10%	10%	20%	20%	Quotes received & priorities determined. Some funds from capital works program redirected to sports fields maintenance
Commence parks upgrades as allocated in Contribution Plans 1 & 5	% Of parks upgraded as per CP1 & CP5	5%	15%	50%	50%	Draft designs completed by consultants
Continue implementation of Tweed Coast Bitou Strategy	Area Controlled	100 ha sprayed	0 ha sprayed	0 ha sprayed	80%	Arial spraying program for 2006/07 completed
Continue development of Regional Botanic Gardens as per Master Plan	% Completed	0%	0%	0%	0%	Awaiting future documentation & plans from consultants

## Health & Community Services Program

**Vision:** *“To identify community needs and provide services and options that enhances quality of life and wellbeing”*

### Health & Community Program principal activities

2005 – 2006 Projects & Initiatives	Performance	Sept 05	Dec 05	Mar 06	June 06	Supporting notes
Murwillumbah pool and multi-level car park concept and design finalised	% Of work completed	0%	5%	15%	75%	Development Application to be lodged in near future
Preliminary plan for Murwillumbah Community Centre (subject to funding)	% Of work completed	5%	6%	7%	8%	No funding currently available
Construction of Tweed Respite Centre	% Completed	5%	6%	6%	6%	No longer proceeding
Commence Murwillumbah & Tweed museums strategies	% Of work completed	5%	7%	7%	10%	Consultants to be appointed to develop strategies
Murwillumbah Civic Centre office accommodation extensions	% Of construction completed.	15%	15%	20%	50%	Long term plan completed, work being completed in accordance with Budget allocation
Continued upgrade of public toilets	Number of amenities upgraded	0%	0%	0%	0%	No longer proceeding
Develop heritage package	% Completed	25%	25%	25%	25%	Draft package resolved by council
Increase recycling bin space 50 / 50 split in domestic waste bins	% Completed	95%	99%	99%	99%	Small number of bins still require conversion
Provide a recycling service to multi unit dwellings	% Completed	100%	100%	100%	100%	Completed
Implement voluntary green waste collection service	% Completed	100%	100%	100%	100%	Completed New customers to be attracted to the service
Commercial waste recycling education program	% Completed	0%	5%	5%	10%	Waste audits to be carried out on 5 biggest waste producers in the Shire
Implement pre-sort disposal area at Stotts Creek	% Completed	100%	100%	100%	100%	Project completed
Continuation of the 5 <sup>th</sup> City of the Arts project (subject to grant)	No of projects undertaken	10	10	10	10	Project is 95% completed
Implementation of the “Quality of Life Program” to maintain service levels for the community	% Of program implemented	0%	0%	0%	0%	No funding received to commence the program
Integrated Human Services Delivery Plan	% Completed	0%	0%	0%	0%	Premiers Dept. abandoned the



<b>2005 – 2006 Projects &amp; Initiatives</b>	<b>Performance</b>	<b>Sept 05</b>	<b>Dec 05</b>	<b>Mar 06</b>	<b>June 06</b>	<b>Supporting notes</b>
(subject to NSW State Govt. approval)						project as it will be integrated into the Far North Coast Strategy
Crime Prevention Strategy	% Completed	70%	70%	70%	90%	Draft prepared
Public Transport Plan	% Completed	40%	40%	40%	50%	Draft prepared
Re-development of Art Gallery	% Completed	0%	20%	70%	100%	Work completed end June 2005
Enhanced exhibition program including local and national artists	No of exhibitions held	10	9	18	100%	Exhibition program completed on time & within budget
Expanded workshop programmes	No of workshops	36	32	52	54	Program suspended from April to June 2006 as a result of stage 2 construction of the Gallery. Workshop space reopened 14 June
Increased entrepreneurial activities and opportunities by the Gallery	Increase in economic activity	Art sales doubled	Increasing interest in art sales	Increased interest in Foyer Hire	Increased interest in Foyer Hire	Sales of art from exhibitions, support artists

**Economic Action Plan**

**Vision:** *“To promote a strong economy and diverse employment opportunities”*

**Economic Development Program principal activities**

2005 – 2006 Projects & Initiatives	Performance Indicator	Sept 05	Dec 05	Mar 06	June 06	
<b>Business Undertakings</b>  Facilitate and implement Reserve Trust resolutions in relation to caravan park maintenance and development	Implementation of resolutions.	15%	40%	55%	60%	Notification of success in Public Reserve Management Fund loan application received late August 2005, and funds not received until 12 September incurred delay. In light of planning delays with Pottsville North and uneconomic costs associated with reticulation of Pay TV signal to all sites are revising works program to produce a better return. This will see some works carry-over into the next financial year.
Review of TEDC performance quarterly	Comparison of plan to actual	25%	50%	50%	75%	Third quarter performance report presented to Council 2 May meeting
TACTIC quarterly review of performance standards	Comparison of plan to actual	25%	25%	25%	75%	Reports for December & March quarters presented to Council 2 May meeting
Participation rates to visitors information centres	% Change in participation rates	0	9% decrease	6% decrease	5% decrease	Murwillumbah down 9.48%
TACTIC tourism promotion strategies.	Promotion \$	0	0	0	0	Limited funds in budget for promotions
TACTIC –Taste of the Tweed project (subject to grant of \$65,000)	% Completed	0	10%	15%	80%	Council contribution of \$35,000 paid. 2006 part of project to be conducted in September 2006.
Tourism Industry Development Strategy	% Completed	15%	20%	40%	40%	Negotiations with TACTIC and Administrators underway
Development & implementation of the Economic Development Strategy	% Completed	80%	80%	90%	90%	Draft Economic Development Strategy exhibited. Revisions underway. Negotiations underway with Administrators
Complete Retail Development Strategy	% Completed	75%	100%	100%	100%	Adopted as council policy

Industrial Land Working Group (subject to funding)	Land Available	0%	0%	0%	0%	Option no longer pursued. Classified as not included in the 7-year plan
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**Environment Action Plan**

**Vision**        *“To conserve biodiversity and natural beauty utilising ecologically sustainable development”*

**Natural and Built Environment Program principal activities**

2005 – 2006 Projects & Initiatives	Performance Indicator	Sept 05	Dec 05	Mar 06	June 06	Supporting notes
<b>Built Environment Framework</b>						
Land Use Structure Plan & Urban Design Framework	% Completed	0%	0%	0%	0%	Not yet commenced
Develop Residential Development Strategy	% Completed	0%	0%	0%	0%	Not yet commenced
Implement and adopt Tweed Local Environmental Plan Review Program	% Completed	25%	25%	75%	75%	Ongoing
Complete Kingscliff Local Plan	% Completed	20%	20%	25%	25%	Community participation program commenced
Rural Villages Development Strategy	% Completed	0%	0%	0%	0%	Revised strategy to be developed
Pottsville Locality Plan	% Completed	20%	20%	20%	20%	Issues being reviewed
Kings Forest Planning Framework	% Completed	25%	25%	50%	50%	On hold pending Ministers review / decision
State of the Shire Report	% Completed	40%	40%	40%	40%	Draft completed, community comment still under way
Rural Land Use Study	% Completed	0%	0%	0%	0%	Not yet commenced
Tweed Heads Planning Framework	% Complete	20%	20%	30%	30%	Review of Master Plan completed by consultants. Awaiting Ministers direction over re-exhibition of draft plan
Uki Development Control Plan	% Completed	90%	90%	100%	100%	Council resolved to adopt plan upon completion of consolidated DCP for the shire
Review administrative processes associated with applications	% Completed	10%	10%	30%	30%	Timetable for review being prepared
Review assessment processes for applications	% Completed	10%	10%	30%	30%	Timetable for review being prepared
Customer Service Survey Design	% Completed	0%	0%	0%	0%	Other priorities has not enabled commencement of this project
Customer Service Survey Results	% Completed	0%	0%	0%	0%	Impacted by the above project

<b>2005 – 2006 Projects &amp; Initiatives</b>	<b>Performance Indicator</b>	<b>Sept 05</b>	<b>Dec 05</b>	<b>Mar 06</b>	<b>June 06</b>	<b>Supporting notes</b>
<b>Natural Environment Water Unit Activities</b>						
Lakes Drive boat ramp and jetty upgrade	% Completed	100%	100%	100%	100%	Project completed
Pontoons on Terranora Creek jetty	% Completed	0%	10%	15%	20%	Development approved. Contract let
Tweed River Estuary Program	% Budget Expended	10%	13%	30%	40%	State Government Funding (\$500,000) confirmed
Mooball Creek erosion work & rehabilitation	% Completed	0%	50%	60%	80%	Additional works underway
Canoe Launch trail signs	% Completed	100%	100%	100%	100%	Completed however, signs have been vandalised
Jack Julius Park, Kingscliff. Bank erosion rehabilitation	% Completed	10%	100%	100%	100%	Project completed
Implementation of Coastline Management Plan	% Budget Expended	0%	10%	15%	30%	Contracts awarded for Seawall EIS, landscape design project commenced

## Infrastructure Action Plan

**Vision:** *“To provide infrastructure of a high standard that supports community wellbeing, economic growth and environmental quality.”*

### Infrastructure Planning Program principal activities

2005 – 2006 Projects & Initiatives	Performance Indicators	Sept 05	Dec 05	Mar 06	June 06	Supporting notes
Infrastructure Planning & Development						
Interim Amended DCP5 Plan to adopt levels from new flood study only	% Completed to adoption by Council	10%	50%	95%	100%	DCP5 v2.3 adopted March 2006
Prepare Flood Plain Risk Management Study & Plans	% Completed to adoption by Council	2%	10%	20%	35%	Part 1 adopted. Draft Part 2 for Floodplain Management Committee under consideration. Parts 3 & 4 recently under development
Final Amended DCP5 Plan & Tweed LEP (follows completion of Flood Plain Risk Management Study & Plan)	% Completed to adoption by Council	1%	10%	15%	20%	Some delay due to requirement to incorporate all DCP's into one document
Full review Tweed Road Contribution Plan	% Completed to adoption by Council	50%	55%	75%	85%	Works program reviewed & sent to consultants to recalculate contribution rates for sectors
Review Tweed Development Program	% Completed to adoption by Council	2%	5%	5%	5%	Limited action been implemented to review the program
Amend specifications for water supply, sewer, storm water & integrated water cycle management to current national recommended best practice guidelines	% Completed to adoption by Council	30%	40%	70%	75%	Sewer spec updated with standard drawings. Water spec under review
Infrastructure Coordination Committee	No of decisions resolved	0	1	1	1	Committee commenced. Criteria for prioritisation in preparation of s94 planning ongoing
Construct East Murwillumbah & Dorothy Street Levee	% Completed	0%	10%	50%	90%	Construction works mainly complete. Landscaping being completed

## Roads & Transport Program

**Vision:** *“To provide a transport and infrastructure system that allows safe, convenient and comfortable pedestrian and vehicular traffic movement to, from and within the Tweed Shire”*

### Roads and Transport Program principal activities

2005 – 2006 Projects & Initiatives	Performance Indicators	Sept 05	Dec 05	Mar 06	June 06	Supporting notes
Complete Works Program	All approved works to be completed under budget	20%	40%	50%	80%	Current year projects commenced & expenditure as approx 50% of total budget. Road drainage programs contained at budget limit with some carry-over items.
Review forward works program	Revised Programme completed (Feb 2006)	0%	0%	10%	10%	Review completed and report prepared
Complete Tweed Heads depot upgrade	New building completed	2%	8%	10%	10%	Development application & construction certificate application submitted

## Water and Sewerage Program

**Vision:** *“To provide a high quality and reliable water and sewerage service that meets community expectations and assists economic development.”*

### Water & Sewerage Program principal activities

2005 – 2006 Projects & Initiatives	Performance Indicators	Sept 05	Dec 05	Mar 06	June 06	Supporting notes
Kingscliff Sewerage Treatment Plant (\$40M)	% Complete	0%	0%	5%	7%	Earthworks ongoing
Bray Park Water Treatment Plant (\$30M)	% Complete	0%	0%	2%	4%	Detailed design ongoing
Capital Works Program 05/06 (\$67M)	% Of budget expended	15%	30%	43%	60%	Based on revised budget of \$47 M
Integrated water cycle plan	% Completed	30%	40%	40%	60%	Strategy & context study on exhibition
Revised water and sewer strategic business plan	% Complete	0%	5%	10%	70%	Consultants engaged. Commenced drafting of activity management plans
Department of Energy Utilities and Sustainability (DUES) Water and Sewer Best Practice Guidelines	% Completed June 2008	20%	20%	20%	20%	Completed long-term financial plan. Developer services plan & residential water supply & sewerage pricing.

**Governance Action Plan**

**Vision:** *“To ensure sound corporate governance through effective strategic financial planning, budget control, statutory compliance and organisation management”*

**Governance Program principal activities**

2005 – 2006 Improvements & Initiatives	Performance Indicators	Sept 05	Dec 05	Mar 06	June 06	Supporting notes
<b>Risk Management</b>						
OMS Procedures Review	% Of procedures reviewed	17%	20%	80%	100%	90 SOP's have been reviewed and revised, 25 SWMS's have been created & 50 MSG's have been created
Implementation OMS Audit Systems	Number of audits per quarter	1	0	0	0	Audit training completed 21/9/05. Overall target is 10 audits
Improve State Cover OHS Systems evaluation against 2004 benchmarks	80% compliance	71%	71%	71%	73%	OMS working group is working through safety works external audit
Purchases made with documented risk assessment	100% compliance for major purchases	100%	100%	100%	100%	OMS working group reviewing OHS & contracts administration guidelines
Accident/Incidents reported & investigated	% Completed within 24 hours	87%	81%	71%	65%	55 reported, 19 outside the 24 hour indicator
Reduction in Workers compensation costs	\$2,500 per capita	\$2,500	\$2,500	\$2,500	\$2,460	Premium estimated at \$1,600,000 for 650 staff
Quarterly review of key performance indicators by Executive Management Team	Number of corrective actions made	100%	100%	100%	100%	Actions requested by EMT implemented
OHS management meetings with EMT	Monthly meetings held	100%	100%	100%	100%	Regular meetings held with EMT
OHS issues communicated with staff	% Of issues communicated	100%	100%	100%	100%	Toolbox talk format endorsed by OHS committee & EMT
<b>Finance Unit</b>						
Implementation of international financial reporting standards	Completed in accordance with program	100%	100%	100%	100%	Compliance with AASB1 – Note 1 of Annual Financial Statements
Ensure compliance with Local Government Financial Management Regulation in relation to receipting, banking and cash control	100% compliance.	100%	100%	100%	100%	Compliance with Local Government (General) Regulations 2005
Maintain good financial controls to ensure the ongoing strong financial position of Council	Ongoing	100%	100%	100%	100%	Internal controls reviewed



**TWEED SHIRE COUNCIL OPERATIONS COMMITTEE MEETING HELD TUESDAY 15 AUGUST 2006**

<b>2005 – 2006 Improvements &amp; Initiatives</b>	<b>Performance Indicators</b>	<b>Sept 05</b>	<b>Dec 05</b>	<b>Mar 06</b>	<b>June 06</b>	<b>Supporting notes</b>
Implement Asset Management Software & Generic Asset Management Plans	Operating efficiency & user satisfaction	15%	15%	15%	15%	Expressions of interest to be called in the last quarter of 2006/07
Review & amend system design of Finance One System.	100% operating time maintained	100%	100%	100%	100%	Ongoing
Review of Long-term Financial Plan (6-monthly)	Provisions of resources to achieve required work outputs	100%	100%	100%	100%	Plan to be reviewed to incorporate rate increase outcomes
<b>Revenue Unit</b>						
Monitor and reduce debts incurred by Council	Monthly reports comparing collection % to previous years	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing monitoring or debts
Encourage payments via Direct Debit Policy	Number of direct debits increased in period	116	+2%	+2%	+3%	Ongoing
Review and amend systems design of Proclaim One System	100% operating time maintained	100%	98%	98%	95%	Minimal downtime during the year
	Review of procedures in Proclaim One	20%	30%	40%	40%	Partially completed property nucleus, others not completed
Timely issue of account, rates, debtors and water	Rates in accordance with <i>Local Govt. Act 1993 (NSW)</i>	100%	100%	100%	100%	Completed
	Debtors within 14 days	100%	100%	100%	100%	Debtors current to end of June
	Water within 3 weeks of completion of water read	100%	100%	100%	100%	Billing run completed
Revenue policies implementation and review	Number of policies implemented & reviewed	5	+4	+8	+8	Debt recovery, hardship, Tweed office cashiering, rate, water and property transfer processing, revaluation process, sundry debtors run, Murwillumbah cashiering
<b>Human Resource Unit</b>						
Strategic Plan Human Resources	Strategic plan developed and implemented	100%	100%	100%	100%	Project completed
Equal Employment Opportunity Management Plan	EEO sub-committee functional	100%	100%	100%	100%	Project completed Officers to receive training in order to deliver Bullying & Harassment training to staff in conjunction with HR officers
	EEO officers elected	3	3	3	3	
Industrial relations	Management advice to ensure and maintain knowledge and understanding of award and legislative requirements	Ongoing	Ongoing	Ongoing	Ongoing	Changes to legislation reviewed
HR policies and procedures	All policies reviewed All associated procedures reviewed	4 from 9	5 from 9	6 from 9	6 from 9	Remainder by October 2006

Performance development and review	Performance appraisal documentation review,	100%	100%	100%	100%	Project completed
	Adjustment and implementation of performance recognition framework	100%	100%	100%	100%	Project completed
	Occupational progression tables – competency formulation	5%	20%	20%	20%	HR Steering Committee priority project, 12 month timeframe
	Salary structure review	Ongoing	Ongoing	Ongoing	Ongoing	Review completed, detailed report finalised
	Succession planning and career pathways	Ongoing	Ongoing	Ongoing	Ongoing	
Council training plan	Implemented training programs	100%	100%	100%	100%	Training targets met per quarter
Corporate policies	Staff trained	100%	100%	100%	100%	Project completed
HR policies	Staff trained	100%	100%	100%	100%	Staff trained per quarter as policies are adopted
Implement Dataworks record system to HR	Conversion of files to Dataworks	0%	0%	0%	0%	Project business plan adopted by IT Steering Committee. Completion by Nov 06
<b>Information Systems</b>						
Murwillumbah office extensions; network cabling installation	50% complete by 1 January 2006. Amended target June 2006	0%	0%	10%	30%	Server room to be constructed June 2006. Completion of fit out of server room scheduled for Aug/Sept 2006
Murwillumbah office – telecommunication infrastructure upgrade	Complete business case. Prepare request for tender document.  Release request for tender document. Evaluate responses (Jan 2006)	0%	0%	50%	80%	Telecommunications upgrade completion is dependant on completion of new server room. Project completion expected Sept/Oct 2006
Records management centralised storage facility	Identify suitable location. Construct facility. Install compactus	100%	100%	100%	100%	Temporary facility completed. Permanent facility, project postponed until completion of 2-storey infill over existing IT server room. Project is expected to re-commence mid 2007
New GIS implementation	Review, investigate, implement	10%	30%	70%	90%	Roll out expected during July/Aug 2006
Regulatory business system upgrade Proclaim One version 9.05 and E-Proclaim	Plan, review, investigate, implement	N/A	N/A	10%	20%	Project delayed due to 2 staff resignations. To be re-scheduled for completion by Dec 2006

Corporate Performance						
All correspondence replied to within 14 days	% Of correspondence replied to within 14 days	95%	97%	97%	97%	13,451 items of correspondence received in the June quarter
Complaint Handling	Number of complaints received	N/A	7	15	18	
	Resolved in accordance with the Complaints Handling Policy	N/A	5	12	8	Being monitored to ensure prompt resolution
	Customer work requests outstanding %	N/A	0	4%	5%	1,675 requests received in the June quarter
Staff training on policies	Number of policies trained		6	1	0	Complaints Handling March quarter
Carry out internal audits per year in accordance with Management Plan	4 per quarter	9	4	4	3	In accordance with Audit Plan
	% Of recommendations implemented	95%	55%	50%	50%	Being monitored to ensure prompt implementation
Film Applications	% Of applications approved within 5 working days	100%	100%	100%	100%	
Policy & Planning	Number of policies reviewed	3	3	1	1	Access to Information reviewed in the June Quarter.
Corporate Performance Monitoring	Number of activities investigated	2	2	2	2	
Implementation of Council resolutions	% Of resolutions implemented	95%	95%	95%	95%	Being monitored to ensure prompt implementation
Governance Health Check List	% Of segments reviewed	100%	100%	100%	100%	Compliance with check list being monitored monthly

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

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**O11 [GC-OC] Tweed Economic Development Corporation (TEDC) Quarterly Performance Report - April to June 2006**

**ORIGIN:**

**Business Undertakings**

**SUMMARY OF REPORT:**

In accordance with the Performance Agreement with Council, the Tweed Economic Development Corporation is required to report quarterly to Council.

The Chief Executive Officer's report for the period April to June 2006 is detailed overleaf.

**RECOMMENDATION:**

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

## REPORT:

In accordance with the terms of agreement between Tweed Shire Council and the Tweed Economic Development Corporation, following is the Chief Executive Officer's report on the activities of the Tweed Economic Development Corporation for the period April to June 2006.

### CHIEF EXECUTIVE OFFICER'S QUARTERLY REPORT:

#### 1. Economic Modelling Tool Update

- The Tweed 2005 update will be completed by 28<sup>th</sup> July 2006.
- A presentation was made to Richmond Valley Council on 13<sup>th</sup> June 2006, by Professor Guy West and TEDC CEO
- TEDC has been approached by representatives of Dept of Planning NSW to discuss the possible use of the Tweed & N.R Economic Modelling Tool, to assist with various aspects of the Draft Far North Coast Strategy
- TEDC is discussing future (Regional) training requirements with Professor Guy West and Ms Barbara Bayne, with reference to training for all regional Councils economic development staff across the Far North Coast.
- TEDC is developing a schedule and action plan for updating individual LGA "in-house models" across the Northern Rivers region, as part of the regional updating process.
- A presentation on the use and value of the Tweed Economic Modelling Tool was made to the SouthROC meeting on 13<sup>th</sup> July 2006. (At their request.)

#### 2. TEDC Website Upgrade

- The TEDC website upgrade has commenced, and a fully content managed site will be completed by 31<sup>st</sup> July 2006.
- TEDC is also developing a specific industrial land web site as part of the reconstruction process

#### 3. Southern Boat Harbour Slipway Refurbishment Project

- The project will be officially launched on Wednesday 26<sup>th</sup> July 2006.
- To date 40 acceptances have been received in response to 62 invitations sent out by TEDC.
- Senator Sandy McDonald Parliamentary Secretary (Defence) and Deputy Leader of The Nationals in the Senate, will officiate at the launch on behalf of The Hon. Warren Truss Deputy Leader of the Nationals and Minister for Transport and Regional Services, who is a late apology.
- Also in attendance will be State Member for Tweed and Parliamentary Secretary to the Minister for Lands, Mr Neville Newell, who is representing the Hon Tony Kelly Minister for Lands, who is also an apology.

- Apologies have been received for Tweed Shire Council Administrators Mr Garry Payne, Ms Lucy Turnbull and Mr Max Boyd, along with apologies from TSC General Manager Mr Mike Rayner and TSC TEDC Directors Noel Hodges and Reg Norvill.
- For further details on project see attached project background brief.

**4. Gold Coast Tweed Regulation Reduction Incentive Fund (RRIF) – Seamless Borders Project**

- At the suggestion of the Cross Border Working Group, arrangements were made for a presentation on the project, by the Project Managers to TSC EMT on Monday 26<sup>th</sup> June 2006
- TEDC and Gold Coast City Council (GCCC) were the initiators of this project, as well as being the project funding partners having contributed \$5,000 00 each in cash, as well as other in-kind contributions.
- TSC was initially involved in a separate RRIF project as part of a consortium of Councils across NSW, managed by the Rockdale Council.
- TSC have now requested funds from the Rockdale project, which will be used by TSC to assist in the facilitation of a better service delivery of small business licensing compliance processes, as part of the Seamless Border project
- Inclusive co-operation of TSC is fundamental to the success of the Seamless Borders Project and TEDC welcomes TSC's active participation in this joint Cross Border TEDC initiative.
- The Seamless Borders project builds on the TEDC/GCCC "TweedGold" initiative launched in February 2006, which identified the need to address small business licensing and compliance costs as impediments to business growth in the border region.
- TEDC also welcomes the recent announcement of the High Level Joint NSW/Qld Premiers Task Force, by NSW Premier Mr Morris Iemma, which will address major cross border infrastructure projects and other impediments to regional business growth.
- TEDC as part of its role in local and regional economic development has kept the NSW and QLD Governments informed on these, and other TEDC initiated projects.

**5. Tweed Northern Rivers/SouthROC Marine Supply Chain Project**

- From a Tweed perspective, all Tweed boat manufacturers will be surveyed by the Gibsons JBS Consultants to ascertain marine supply chain issues as part of the process of streamlining supply chain processes.

**6. Joint TEDC/TSC Growth Management Strategy**

- An initial meeting between TEDC and Mr Richard Adams Manager Business Undertakings TSC was held on Wednesday 28<sup>th</sup> June 2006.
- It was resolved that the Joint TEDC TSC Economic Growth Management Strategy as advertised be amended to include references to tourism.
- It was also agreed that the Joint Strategy should be amended to include the latest 2005 economic data update from the TEDC Economic Modelling Tool, due for completion by mid July 2006.
- It was also agreed that the reporting mechanisms to TSC would be reviewed with the view to simplification of the reports

**7. Other TEDC Initiatives and Projects**

**a. Murwillumbah Masterplan.**

- TEDC has requested information from TSC, as part of the process of developing a brief for the project. TEDC and TSC Director of Planning Mr Noel Hodges, is working with TEDC and other TEDC directors, on this project.

**b. Industrial Land Research**

- TEDC has conducted research on best practice models of developing and marketing industrial/enterprise land as part of the process of long term planning for future growth in this area of the Tweed economy.
- There are many examples of best practice developments, which include the totally integrated master planned approach, with a range of precincts where the benefits of precincts include; streamlined code assessment processes with no advertising requirements, which facilitate speedy approvals for the majority of planning applications. These planning applications are defined as 'self assessable', 'code assessable', or 'impact assessable'. (Caboolture business advantage). This approval process is seen as an incentive in terms of minimising holding costs incurred as part of any building, redevelopment or relocation phase, by businesses considering relocation options, including comparison of benefits available and offered in the competitive market of business attraction.
- The area of incentives is another which needs to be explored on the Tweed, with the view to understanding the need to be competitive in the market place
- The Tweed Valley Enterprise Park sales confirm both the existing pent up demand for enterprise land, and the opportunity to grow existing businesses and attract new businesses to the region
- The challenge for the Tweed is to recognise the opportunity and capitalise on it, by being proactive through effective, visionary



planning, incorporating best practice initiatives, incentives and marketing, as well as a streamlined approval process.

- Research shows that the ultimate success of 'best practice' enterprise parks goes beyond just the subdivision and production of lots, too including a marketing package to attract major anchor tenants/businesses, which act as catalysts in attracting and growing smaller support businesses.
  - The TEDC has long promoted the need for a 'Task Force' to actively build on the opportunity and it is interesting to note that the NSW government has initiated a similar task force, for similar growth regions in NSW.
  - TEDC in its role of economic development for Tweed Shire, is strongly of the view that it has a role to play in the process, along with the regularity and planning role of council
- c. **TEDC Links and Partnerships.**
- TEDC has made a presentation to Murwillumbah Chamber of Commerce on the economic opportunities and status of the Tweed economy, outlining some of TEDC project and approaches to encouraging sustainable growth in Tweed Shire.
  - TEDC is arranging similar presentations to other Tweed Chambers.
  - TEDC has been invited to do a similar presentation to Ballina council on 09<sup>th</sup> August 2006.
- d. **TEDC Monthly eBulletin.**
- Due to the reconstruction of the TEDC website TEDC has not produced a monthly eBulletin for the months of June or July Despite the fact that TEDC has not produced the eBulletin, the TEDC website statistics reflect a continued high level of visitations. See Statistics

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**TEDC Website Statistics May/June 2006.**

<b>Month</b>	<b>No. of Visits</b>	<b>Repeat Visits</b>	<b>No. Page Views</b>	<b>Hits</b>
<b>June</b>	<b>3113</b>	<b>2568</b>	<b>2609</b>	<b>12627</b>
<b>May</b>	<b>3220</b>	<b>2770</b>	<b>2863</b>	<b>16094</b>
	<b>-7</b>	<b>-202</b>	<b>-254</b>	<b>-3467</b>

**Launch of the  
Tweed Heads Slipway  
26 July 2006**

**Project Background**

The refurbishment of the Tweed Heads Slipway project is an initiative of the Tweed Economic Development Corporation (TEDC). Following identification of the project as part of TEDC's industry development activities, the TEDC commissioned the Tweed River Marine Industries Development Plan in May 2004 and the Draft Tweed Marine Industry Association Business Plan in September 2004. These reports identified the growth potential of the marine industries in the Tweed, as well as the issues impeding growth in the sector, including the serious state of disrepair of the Slipway and associated environmental degradation issues.

The Tweed marine industry is totally dependent upon the Tweed River's sole Slipway facility at Tweed Heads for haul outs, hull maintenance, regular anti-fouling and obligatory marine surveys. In recent years, the condition of the Slipway had deteriorated to the extent that it was threatened by imminent closure.

Reasons for possible closure were issues involving:

- occupational health and safety
- environmental impacts on the river and
- limitations of use, with size of vessels being restricted to 20 tonnes and thereby not able to service vessels up to a maximum of 80 tonnes

These operational issues, along with the threat of ultimate closure, were placing the whole future and growth of the Tweed marine industry in serious jeopardy. In fact, if the Slipway had shut down as a result of its deteriorated condition and environmental status, a minimum of 70% of the Tweed's commercial vessels, and nearly 100 jobs, would have been lost.

TEDC research indicated that the industry contributes over \$35 million to the Shire's economy annually and employs a minimum of 180 people on a permanent basis, not to mention flow on effects of hundreds of casual, part-time and seasonal workers employed throughout the year.

This project is a perfect example of a 'whole-of-government' approach, with the Federal Government's Department of Transport and Regional Services (DOTARS) contributing \$239,566, NSW Government Department of Lands contributing \$66,000 and the Tweed Shire Council contributing \$44,000 to the refurbishment of the Slipway. The Tweed Marine Industry Association has also contributed \$39,455 raised through a levy on individual operators.

Since initiating this challenging project two years ago, the TEDC has facilitated and managed the project and as such has contributed \$75,900 in cash and in-kind. This in-kind contribution includes the establishment of the TMIA; development, submission

and facilitation of the funding approval process; project management of the development approval, design and construction phases; and administration of the various funding agreements. The total value of this project therefore, including government, industry and TEDC contributions, is \$464,865.

The refurbishment of the Slipway will not only secure the future of the current industry and support economic and employment expansion and growth of the industry; but address environmental compliance issues to ensure the industry's impact on the River is minimised. The resulting future economic and employment growth will benefit river-based tourism in particular, acting as a catalyst for the Tweed River Nature Link Project, which proposes to link the coastal attractions of south-east Queensland and the Tweed Coast, to the natural, rural and cultural attractions of Murwillumbah and the Tweed hinterland via the Tweed River.

The Slipway refurbishment project has involved the fabrication and installation of a new cradle, construction of a new winch house and amenities, the replacement of the existing rails. Also the Slipway boat hardstand has been fully concreted with all waste material collected through a state-of-the-art 'first flush' system, which removes all solids and oil waste products allowing only clean water to discharge into the sewerage system, bringing the new Slipway up to a modern and acceptable operational, safety and environmental standard.

The TEDC is firmly of the view that this project will not only assist current operators to continue their existing operations but will act as a catalyst for growth across all marine industry sectors, specifically tourism; and in addition has provided best practice environmental management of the delicate eco-system of the Tweed River

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

Nil.

#### **POLICY IMPLICATIONS:**

Nil.

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

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**012 [EO-OC] Murwillumbah Memorial Swimming Pool Complex and Car Park**

**ORIGIN:**

**Design**

**FILE NO: GC12/5 2005-181**

**SUMMARY OF REPORT:**

The detailed design phase of the Murwillumbah Swimming Complex upgrade and Car Park is currently 50% completed. Revised cost estimates of each facility have been received from Consultants Tompkins MDA and they are significantly higher than the preliminary estimates prepared by them and reported to Council in November 2005.

A development application for the project will be ready to lodge by the end of August 2006. This report seeks endorsement of a proposed methodology to allow lodgement of the DA and completion of the detailed design of the project, whilst providing opportunities to comply with budgetary constraints.

**RECOMMENDATION:**

**That:-**

- 1. Detailed design of the Murwillumbah Swimming Complex upgrade and Car Park be completed in accordance with the original scope of works.**
- 2. On completion of the detailed design, tenders for the Murwillumbah Swimming Complex upgrade and Car Park proceed to a separable portions contract document consisting of:-**

**PART A**

- Upgrade existing 50 m pool**
- New hydrotherapy pool 14m x 8m**
- New heated Learn to Swim Pool**
- New outdoor Leisure pool**
- Prep works and external works including demolition, earthworks, new entry concourse, roadworks and service relocations**
- 1000 square metre pool hall including new change rooms, manager's office, reception, but excluding ceramic floor tiling, kitchen and ancillary offices/storage\***
- Ground floor plus one additional car park level of 97 spaces**

**PART B**

- 25 metre heated pool
- New Diving Pool
- 1200 square metre pool hall including ceramic tiling, kitchen and ancillary offices/storage\*

\* If this option is adopted it would replace the 1000 square metre pool hall shown in Part A above.

**PART C**

- New Grand Stand
- Third Level of Car Park 84 spaces
- Pool hall enclosing 25 metre pool

## REPORT:

The Murwillumbah Swimming Centre has provided recreational services to the region for many years, with the original 33-metre pool dating back to 1938. Popularity and use of the Centre has increased over time, with the original 33-metre pool being converted to the diving, learners' and toddlers' pools in 1961. The existing 50-metre pool was constructed in the same year and the teaching pool being installed in 1985. The complex also contains a water slide built into the natural slope of the site.

The Centre is extremely popular with 150,000 to 200,000 visits per year, regular use by up to 40 schools, the hosting of 25 carnivals, use by swimming clubs, use by other forms of sporting club for cross training, the provision of safe swimming areas for young children, large grassed areas, barbeque facilities and a water slide. During summer school holidays the pool attracts up to 85% of its patronage from the Gold Coast and South East Queensland, contributing to tourism in the region.

A technical audit of the Centre was undertaken by David Powick and Associates in November 2001 and subsequently a report on existing conditions and possible improvements was prepared. That report identified a number of maintenance and operational issues, which needed to be addressed. Of particular importance, the report noted that water turnover rates are well below current Australian Standards requirements and that health standards now require each pool to be individually filtered. As well, the report identified a number of possible improvements to the existing centre, including providing additional heated pools and a new pool entry. The cost of the maintenance and centre upgrade was estimated at \$1.5 million. (Note. This estimate did not include any works in the Car Park.)

The recommendations of the Technical Audit were reported to Council on 21 May 2003 and the Council resolved that:-

- "1. The Murwillumbah Swimming Centre undergoes redevelopment to meet safety and regional facility standards and community needs now and into the future.**
- 2. Council allocates up to \$100,000 in the 2003/2004 budget to be funded from Contribution Plan 26 for the planning and design of the development as funds become available."**

Council further resolved on 27 December 2003 that:-

**"That Council confirms that the planning and design of the Murwillumbah Memorial Pool Complex will include the provision of a heated therapeutic pool."**

In that report the cost of providing a hydrotherapy pool was estimated at \$250,000.

In accordance with those resolutions a Master Planning process was initiated so that an overall vision for the site, which included providing additional car parking, could be

developed. The Master Plan and Concept Design was completed by GHD Pty Ltd in December 2004 and after public consultation was reported to Council on 16 March 2005 with an estimated project cost of \$7.21 million. The Council resolved that:-

- "1. Adopts the Master Plan as exhibited for the car park and swimming pool complex.**
- 2. Considers the priority and financing of this project at the Management Plan Workshop on 23 March 2005."**

The Master Plan and Concept Design prepared by GHD Pty Ltd provided for the following facilities:-

- . New tiling and start platforms to 50m pool to provide eight (8) lanes.
- . Replace gutters to 50m pool with wet decks.
- . Diving/water polo pool.
- . Wading pool/leisure pool.
- . Hydrotherapy pool.
- . Covered heated 25m pool with 4 lanes.
- . Covered heated teaching pool.
- . Shop/café
- . Lecture/club room.
- . Change rooms, showers, toilets, disabled facilities, etc.
- . Plant Room, chemical storage and general storage.
- . New entry/exit to pool complex.
- . New Grandstand.
- . New vehicular/pedestrian entry to car park off Queen Street
- . 3 level car parking
- . 450 square metre library

Administrators replaced the Council on 25 May 2005. The previous Council had undertaken public consultation for a proposed rate rise, which in part, would have been used to fund the proposed Swimming Complex and Car Park.

During this period Council Officers had advertised for Consultants to undertake the detailed design and documentation of the facilities proposed in the Master Plan and the results of this were reported to the Administrators on 30 November 2005. At the time the estimated project cost as supplied by the successful design tenderers, Tompkins MDA Architects, was \$10.066 million. The Council decision at that meeting was that:-

- "1. Tompkins MDA Pty Ltd be awarded the contract for the Detailed Design and Documentation of the Murwillumbah Memorial Swimming Pool Complex and Car Park.**
- 2. The Director Engineering and Operations and Director Environment and Community Services be given delegated authority to negotiate with Tompkins MDA to confirm the scope of the work and therefore the design consultancy costs based on Revised Option 3 to an upper limit of \$800,000 (excluding GST).**



3. ***The Director Engineering and Operations be given delegated authority to approve variations up to 20%, but not exceeding \$100,000 above the initial contract price."***

The detailed design consultancy was awarded on 22 December 2005 to Tompkins MDA for \$695,000 (excluding GST).

### **CURRENT FUNDING**

In the seven-year infrastructure plan the Murwillumbah Swimming Complex and Car Park upgrade was listed as a \$9.1 million project comprising:

- \$4.20 million of loans and donations (see below), the bulk of which would be generated by the rate increase.
- \$4.90 million of developer contributions (section 94)

Funding for each major component is discussed in the following sections.

### **Seven-Year Plan Rate Increase**

The NSW Minister for Local Government recently approved a two year increase to Council's general rate income, being for the 2006/2007 and 2007/2008 financial years.

The Murwillumbah Pool and Car Park is proposed to be constructed within the 2006/2007 and 2007/2008 financial years.

The impact of this decision is that while funds are available for 2006/2007 and 2007/2008 there is no certainty for the following years.

### **Section 94 – Developer Contribution Plans**

#### Murwillumbah Swimming Pool

Currently Contribution Plan (CP) No. 26 - Shire Wide/Regional Open Space hopes to attract approximately \$20 million contribution towards sports facilities. In Plan 26 there is an allocation of \$3.85 million for the upgrade of the Murwillumbah swimming pool, including design consultancy fees.

#### Murwillumbah Car Park Extensions

There are two S94 plans that are associated with the planned car park works. These are Contribution Plan (CP) CP18 - Extension to Council Offices and CP 23 - Shire Wide Car Parking. CP23 relates to Car Parking in the Tweed Shire and there is a component in that Plan for car parking in Murwillumbah (potentially approximately \$0.96 million). However, it should be noted that, so far, no contributions have been received from private developments to this plan.

The Council Chambers and Pool Complex are not included in the contribution area for CP23. Nevertheless, under CP18 there is a commitment by Council to provide car parking for the extra staff employed in the extensions to Council Offices and the Depot.

It is projected that future extensions to the Council offices will be required to accommodate an additional 142 staff over the next 20 years. It is proposed that Council will contribute at the same rate as CP23 for car spaces generated as part of these extensions. In the short term this will generate need for an additional 15 spaces due to the extensions and the increased pool areas will generate an estimated parking demand for 11 additional spaces and an allowance has been made for 2 additional spaces for increased pool complex staff. The contributions towards these spaces will raise approximately \$0.36 million, (based on the current Car Parking Contribution rate) which could be put towards the cost of the car parking facility. In the longer term further extensions will require the contribution of an additional \$0.61 million (based on the current Car Parking Contribution rate). As well, an allowance of \$0.13 million was made for developer contributions (i.e. 10 spaces).

Therefore, approximately \$1.10 million would be available under CP23 for the car parking facilities.

It should be noted that as an accurate estimate of the car parking facilities is now available, it may be appropriate that the Section 94 contributions for Murwillumbah be adjusted to reflect actual costs of providing the car spaces. Based on the current cost estimate, contributions should be increased to approximately \$16,500 per space from the current rate of \$12,727 per space.

### Grants

It is also possible that once the design of the complex has been completed, that it may qualify to receive a number of grants. (eg NSW Regional Sports Facilities Program). Grants close on the 31 August 2006 and amounts up to \$200,000 can be applied for. It is considered that the proposed Swimming Complex would qualify for the grants due to its accessible nature and the provision of Hydrotherapy and Learn to Swim pools.

### Donations

The Mount Warning AM Rotary Club is fundraising towards the Hydrotherapy pool. Current estimates indicate a contribution towards the project of around \$50,000 could be expected.

### Summary of Funding

Item	Section 94	Rate Increase	Total
Pool Complex	\$3.80 million		
CAR PARK	\$1.10 million		
<b>Total</b>	<b>\$4.90 Million</b>	<b>\$4.20 million</b>	<b>\$9.10 million</b>

- The above figures include construction costs, contingencies and design fees.
- Monies collected by Rotary are not included in the above table (Currently estimated at \$50,000), but would be subtracted from rate increase.
- Monies available through grants are not included in the above tables.

### COST PLAN PROVIDED BY DESIGN CONSULTANTS TOMPKINS MDA

In May 2006, as design progressed from the concept phase to the design development phase, a cost plan showing updated project costs, prepared by a quantity surveyor on

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behalf of Tompkins MDA, was submitted. This cost plan gave a project cost estimate of \$16.69 million.

The substantial increases from preliminary estimates were due to the following:

- Geotechnical conditions at the site requiring all pools to be founded on piles and beams to minimise settlement. Without the proposed support, it is probable that the pools will suffer differential settlements, which would affect the hydraulics of the pools and therefore the disinfection of the pool water.
- Marine grade cement specified due to Acid Sulphate Soils.
- Increase in service allowances particularly air conditioning of the Pool Hall and electrical services.
- Increased quality of finishes to Pool Hall.
- More accurate design information becoming available including survey of the site and existing services layout.

Since the submission of the original Tompkins MDA cost plan Council Officers have had several meetings and discussions with the Architects and their sub consultants in order to review and minimise costs where possible. This resulted in a revised Cost Plan being submitted on 24 July 2006 giving a revised project cost estimate of \$15.23 million.

Pool Complex – \$10.66 million

Car Park - \$4.57 million

### **SCOPE OF PROJECT TO COMPLY WITH \$9.1 M BUDGET**

In order to reduce the scope of the project to within the \$9.1 million budget it is proposed that the Murwillumbah Swimming Complex and Car Park comprise the following:

- Upgrade existing 50 m pool (\$1.10 million)
- New hydrotherapy pool 14m x 8m (\$0.72 million)
- New heated Learn to Swim Pool (\$0.50 million)
- New outdoor Leisure pool (\$0.58 million)
- Prep works and external works including demolition, earthworks, new entry concourse, roadworks and service relocations. (\$0.93 million)
- 1000 square metre pool hall including new change rooms, manager's office, reception, but excluding ceramic floor tiling, kitchen and ancillary offices/storage. (\$2.20 million)\*
- Ground floor plus one additional car park level of 97 spaces (\$3.07 million)

The above figures include construction costs, contingencies and design fees.

\* Refer to next section.

### **ITEMS OMITTED**

The items listed below were included in the original Master Plan but omitted from the Swimming Complex and Car Park in order to comply with the \$9.1 million budget. They are shown in a priority order for inclusion, if additional funding of the project becomes available in the future.

1. 1200 square metre pool hall including ceramic tiling, kitchen and ancillary offices/storage (\$3.82 million)\*
2. 25 metre heated pool (\$0.9 million)
3. New Grand Stand (\$0.44 million)
4. New Diving Pool (\$0.60 million)
5. Third Level of Car Park 84 spaces (\$1.57 million)
6. Pool hall enclosing 25 metre pool (\$1.0 million)

\* If this option is adopted it would replace the 1000 square metre pool hall shown in the list above.

It should be noted that, if the proposed Swimming Complex upgrade were not undertaken, it is estimated that \$3.0 million in maintenance expenditure would be required over the next 1 to 3 years for works including:-

- Retiling main pool
- Repairing/Replacing existing pipe work
- Repairing and replacing pumps
- Repairs to all pools
- Repairs to dressing sheds
- Major upgrades for water turnover and individual pool filtration to meet current Australian Standards.

## **OPTIONS**

By reviewing the history of this project, it is demonstrated that estimated costs have increased appreciably since its inception. However, it is not until actual construction costs are lodged that the true cost of the project will be known. It is possible that during the tendering period, contractors may propose subtle design changes or alternative finishes and materials, that offer project savings over the current design. Therefore, it is proposed that the detailed design of the Murwillumbah Swimming Pool Complex and Car Park be completed with all facilities as shown in the original master plan. On completion of the detailed design, tenders would be called for construction of the facilities shown to comply with the \$9.1 million project budget and would include separable portions for the additional facilities listed (Items omitted 1 to 6 above). This would allow the final project to be tailored to suit the actual project budget prior to the contract being awarded. As well, it allows any facilities omitted from the project to be included in the future, if additional funds became available.

The alternative course of action would be for Council Officers to direct the Consultants to reduce the scope of the project in order to comply with the current \$9.1 million project budget.

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

In the seven-year infrastructure plan the Murwillumbah Swimming Complex and Car Park upgrade was listed as a \$9.1 million project comprising:

- \$4.20 million of loans and donations (see below), the bulk of which would be generated by the rate increase
- \$4.90 million of developer contributions (section 94)

The NSW Minister for Local Government recently approved a two-year increase to Council's general rate income, being for the 2006/2007 and 2007/2008 financial years. The impact of this decision is that while funds are available for 2006/2007 and 2007/2008 there is no certainty for the following years. On current programming the Murwillumbah Pool Complex and Car Park are proposed to be constructed within the 2006/2007 and 2007/2008 financial years.

If further funding above \$9.1 million were required to complete the project this would require:

- Increased borrowings.
- Delay/delete other projects currently in the 7 year plan.
- Increase section 94 developer contributions.

It is considered that the financial implications should be explored in greater depth once the detailed design of the project is completed.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**O13 [EO-OC] Tweed Heads Masterplan Stage 1 Implementation - Jack Evans Boat Harbour Design**

**ORIGIN:**

**Recreation Services**

**FILE NO: Jack Evans Boat Harbour**

**SUMMARY OF REPORT:**

The Jack Evans Boat Harbour Design has been through an extensive Community Consultation Process. \$3 million has been allocated out of the 7 Year Plan to be matched by developer contributions through the Section 94 program. The report addresses the following topics:-

1. Project Background
2. Community Consultation process and outcomes
3. Revised Cost Estimate for the Jack Evans Boat Harbour construction
4. Funding Opportunities & timing
5. Options for Implementation: Proposed Project Staging
6. Summary of Project Implementation Process

**RECOMMENDATION:**

**That Council:-**

1. **Adopts the Current Jack Evans Boat Harbour Design Concept.**
2. **Endorse the preferred option, being Option 1**
  - **Site preparation for the old Border Caravan Park**
  - **Implementation of the Indigenous Public Place-making Project (on above site)**
  - **Key access / promenade adjacent to above site**
  - **Furniture / Signage and Lighting (on above site)**
  - **Consultancy**

**as the first stage of construction of the open space development at Jack Evans Boat Harbour.**
3. **Proceed with the detailed design and contract documentation for the above option.**
4. **Pursue additional funding for future construction stages.**

5. **Prepare and exhibit draft amendments to Section 94 Contribution Plan Nos. 26 and No.27, to reflect the revised costing situation.**



**REPORT:**

**1. Project Background:**

**Key Stages preceding the Jack Evans Boat Harbour Concept Design**

- **Ministerial Task Force** formed to manage the creation of a Tweed Heads Economic Development Strategy and subsequently the Tweed heads Town Centre Masterplan
- **Tweed Heads Town Centre Masterplan** completed in August 2004. The Masterplan did not provide any cost estimates or a business plan for implementation.
- **Council Report** Submitted noting elements of the Masterplan that Council did not support. Masterplan Endorsed by Council with acknowledgment and approval of elements not Supported as outlined in Council report.
- **The City of the Arts funded Indigenous Public Placemaking Project** gained focus, and thus the Old Border Caravan Park site was earmarked for the first stage of physical implementation of Open Space works in Jack Evans Boat Harbour.
- **Section 94 Plan** required and therefore, the need to seek a preliminary estimate.
- **Preliminary Cost Estimate** undertaken by external consultants based on Masterplan Proposals, to reflect Council resolutions. \$15million estimate used to develop Section 94 Plan. Council's Landscape Architect reported that this estimate should not be considered accurate due to it's reference to a Masterplan that lacked detail. As such, it was resolved that detailed development of the project should be undertaken, and a Project Officer role was approved to undertake this work.
- **Project Officer engaged & detailed Concept Design of the Jack Evans Boat Harbour** undertaken to implement Stage 1 of the Tweed Heads Masterplan. The City of the Arts Funded Indigenous Public Placemaking Project was undertaken as part of the Concept development and defined the majority of the design for the Old Border Caravan Park Site. The concept was developed to reflect the Tweed Heads Masterplan objectives:
  - Provide a mix of uses and activities that activate the area, day and night, catering for all ages.
  - Provide areas for passive and active recreation that caters for the needs of the diverse range of user groups and community desires for the land.
  - Establish a high profile point of difference to the Gold Coast beach environment.
  - Create a safe, controlled and easily accessible environment
  - Improve connections to the surrounding areas, in particular Bay Street and Duranbah Beach.
  - Employ Water Sensitive Urban Design techniques to protect and improve water quality
  - Complement the surrounding land uses and facilities.
  - Make provision for celebrating local Aboriginal and European cultural heritage.
  - Provide a safe, clean and accessible swimming lagoon for people of all ages and abilities.
- **Jack Evans Boat Harbour Concept Design Community Consultation** Period, April-June 2006.
- **Revised Cost estimate** provided by Quantity Surveyor.

- **Funding Allocation** of \$6million towards the implementation of the Jack Evans Boat Harbour Concept. This was 50% funded by the 7 Year Plan and 50% by the Section 94 Plan.

**2. Community Consultation for the Jack Evans Boat Harbour Design Concept**  
 (please note that consultation excluded the Coral St Development, proposed infill of the harbour, the proposed Cultural Centre and the Marina)

**The Consultation Launch**

The Community Consultation Period for the Jack Evans Boat Harbour Concept Design was launched with an event on site at the Old Border Caravan Park, on Saturday April 29, 2006. The event was successful attracting around 200 people. The event comprised local Traditional Dance Troupe performances and addresses by local Bundjalung elder Aunty Kath Lena, respected community member Sue Follent, Local Member Mr Neville Newell and Minister for Aboriginal Affairs Mr Milton Orkopoulos.

**Community Response**

Sixty-one community members replied formally to the Consultation period in the form of either letters or feedback forms made available at the community display. Of those, over fifty percent of the respondents commented strongly on the proposed second stage of implementation which includes the Coral Street Commercial Development (Masterplan item 11) and proposed infill of the northern side of the Boat Harbour to accommodate the development of a Cultural/Tourism Centre (Masterplan item 4) and Marina (Masterplan item 5).

Some comments about the Jack Evans Boat Harbour parklands also refer to original Masterplan proposals, such as the Swimming Lagoon, which have since been removed from the proposal. In addition, several comments were made with regards to the Volunteer Marine Rescue Facilities, which are outside the scope of Stage 1 Implementation.

Of the feedback that responds directly to the Jack Evans Boat Harbour Design, the results are summarised below:

Comment Type	%	Details (summary)
Positive / General	62%	<ul style="list-style-type: none"> <li>• Open Parkland &amp; 'natural' spaces to be re-created</li> <li>• Retain 'unique' character of Jack Evans Boat Harbour</li> <li>• Positive social and community benefit</li> <li>• Retain and improve BBQ and picnic facilities</li> <li>• Water Sensitive Urban design to improve drainage and water quality of the harbour</li> <li>• Creation of opportunities for market space, public art and street performance</li> <li>• Support for Kiosk proposal</li> <li>• Completion of walking track and regional cycle-way</li> <li>• Strong support for IPPP.</li> <li>• Acknowledgement of historic water lines and history of port at Wharf Street</li> <li>• New Toilet facilities</li> </ul>

General Suggestions	20%	<ul style="list-style-type: none"> <li>• Request for more active play facilities such as courts</li> <li>• Consider shark nets / surveillance</li> <li>• CCTV proposal</li> <li>• Ensure access to beach/water for small boats and surf lifesaving training</li> <li>• Re-consider location of interstate bus set down point</li> <li>• Concern about recurrent costs and maintenance standards</li> <li>• Consider dog-off leash opportunities due to current use</li> </ul>
Negative	18%	<ul style="list-style-type: none"> <li>• Insufficient Car parking, no parking meters</li> <li>• Expense</li> <li>• Insufficient consultation</li> <li>• Loss of mangroves on Northern bank &amp; possible destruction of sea-grass beds.</li> </ul>

### Conclusion

Given that the majority community response to the JEBH Concept design was positive, it is recommended to proceed to Design Development, Documentation and Contract Administration for the works approved as part of this report. Council's Project Officer will respond accordingly to all consultation received, and all feedback will be considered in the compilation of the project brief for the next stage. Specifically, the Project Officer, (possibly with external consultants for some items) will consider the following issues in further detail:-

- The ecological impact of proposed works on the Harbour's marine environment and needs analysis for Shark netting
- Carparking and vehicular Access to the harbour for events and minor marine craft
- Closed Circuit Television Security Proposals
- Dog off leash access
- Communication Strategy to update the Community

### 3. Revised Cost Estimate for the Jack Evans Boat Harbour Development

A preliminary estimate for works associated with the Tweed Heads Masterplan was prepared for the purpose of advertising amendments to Section 94 Contribution Plans Number 26 (Shirewide/Regional Open Space) and Contribution Plan Number 27 (Tweed Heads Masterplan - Local Open Space/Streetscaping). No detailed concept design or scope definition was available for these estimates and as a result the figures require considerable further work before realistic predictions of costs could be made.

The Section 94 estimates included the following elements:-

Jack Evans Boat Harbour	\$11,054,100	CP26
Town Centre	\$616,140	CP26
Duranbah Beach & Flagstaff Hill	\$1,580,410	CP26
River Foreshore	\$676,520	CP27
Streetscaping	\$36,400	CP27
Civic Precinct Open Space	\$1,387,320	CP27

The Section 94 plans envisage that a third of the costs would come from the Section 94 Plans themselves, a third from Council rate revenue (7 Year Plan) and a further third from government.

The Section 94 estimates, based on the Tweed Heads Town Centre Masterplan, lacked accuracy due to:-

- Lack of detailed definition of scope and intent of proposed works.
- The inaccurate scale of the drawn plan.
- Insufficient base information during the Masterplanning phase such as the extent of existing services and infrastructure.
- The drawn design did not reflect the design intent as outlined by the Masterplan Objectives and the open space design precedents provided.

The concept design process referred to in Section 2 of this report has given scope, definition and detail to the broad concepts shown in the Masterplan. The concept design now created is a reflection of the following Tweed Heads Masterplan Objectives to *“create a diverse, vibrant, culturally rich, recreational and tourism centrepiece for the Tweed Heads Town Centre”*.

The concept design phase also reflected feedback resulting from the community consultation undertaken by the Tweed Heads Taskforce during the Masterplanning process, and subsequent correspondence and detailed internal Council and Stakeholder consultation undertaken by Council’s Tweed Heads Masterplan Project Officer, outlined in this report.

The current Concept Plan is now a much enriched concept compared with the Tweed Heads Masterplan preliminary proposal. However there is consequently a significant increase in cost from \$11,054,100 to \$28,762,200. A late attachment to this report is a comparison chart identifying the scope and cost in the Section 94 estimate compared to the scope and cost of the current Concept Plan.

It may be possible to procure some additional funding through an amendment to the Section 94 Plan and this is recommended.

#### **4. Funding Opportunities & Timing**

The following options exist for funding and staging the project:-

- **Proceed with Staged Implementation of the Project within available Council Budget.** Proceed with implementation of Jack Evans Boat Harbour works based on approved option from this Report with allocated \$6 million (50% 7year plan / 50% Section 94 Plan) only. This option includes continuing to seek additional funding for implementation of future stages of the works as per the following two points.
- **Alternative Funding Opportunities.** The Tweed Heads Masterplan identifies commercial sites within the Jack Evans Boat Harbour Precinct. The Department of Lands is pursuing these opportunities. It is envisaged that Council would receive an income stream arising out of these developments to assist with the

public realm works. There are ongoing discussions between Council and Department of Lands regarding a financial arrangement satisfactory to both parties.

- **Hold the project and seek alternative funding sources.** Project Officer to research alternative State Government Opportunities such as Grants for specific components of the project such as Public Art or Water Sensitive Urban Design.

## **5. Options for Implementation: Project Staging**

The following options are proposed for consideration. The first 3 options are based on keeping within the funding available to Council. The 4<sup>th</sup> option assumes additional funding from the state government.

### **Option 1 \$6 million**

- Site preparation for the old Border Caravan Park
- Implementation of the Indigenous Public Placemaking Project (on above site)
- Key access / promenade adjacent to above site
- Furniture / Signage and Lighting (on above site)
- Consultancy

### **Option 2 \$6 million**

- Site preparation for the old Border Caravan Park
- Implementation of Boardwalk and Bay Street Plaza and Promenade
- Consultancy

### **Option 3 \$6 million**

- Site preparation for the old Border Caravan Park
- Implementation of Boardwalk and Boundary Street Plaza and Promenade
- Consultancy

### **Option 4 \$9 million**

- Site preparation for the old Border Caravan Park
- Implementation of the Indigenous Public Placemaking Project (on above site)
- Key access / promenade adjacent to above site
- Furniture / Signage and Lighting (on above site)
- Implementation of Boardwalk
- Consultancy

The preferred option, if no additional funding is available from the state government, is Option 1.

## **6. Summary Outline of the Implementation Process**

Upon approval of the preferred option for implementation of Stage 1 of the Jack Evans Boat Harbour Project, the project can commence. The staging and outcomes of the project are outlined below:-

**PRELIMINARY WORK** *(Council's Project Officer and external Quantity Surveyor)*

- Review of Concept Design
- Preliminary Development of Detailed Design for Stage 1 Implementation, the Old Border Caravan Park, Indigenous Public Place-making Project.
- Quantity Surveyor to undertake detailed cost estimate for Old Border Caravan Park works
- Formulate Project Brief for Consultancy Team
- Advertise, Review, Interview and select tender Applicant.
- Detailed liaison and Research with internal Council Staff about managing services and Utilities.
- Seek Geo-technical Report/Soil Survey on Site
- Compile Information Package
- Initial Briefing Meeting

**Outputs:**

- Project Brief & Detailed Design Package
- Selected Consultancy Team
- Geo-technical Report & Soil Survey
- Detailed Cost Estimate for Implementation

**DESIGN DEVELOPMENT** *(Consultancy Team managed by lead Landscape Architectural Consultant, Public Art Consultant and Council's Project Manager)*

- Induction Meeting, lead Consultants
- Project Initiation Meeting, all consultants
- Detailed Design Development
- Research Structures & Materials – Provide Palette
- Liaison with Public Art Management Consultants
- Presentation to and Review of Preliminary Detailed Design (Project Officer)
- Revised Schedule of Rates and Cost Estimate at Detailed Design Phase
- Presentation to Council
- Consult with Aboriginal Advisory Committee
- Compile Development Application
- Compile Part 5, Environmental Application

**Outputs:**

- Detailed Design Drawings for review and consultation purposes
- Material and Planting Palette
- Detailed Cost Estimate
- Development Application
- Council Endorsement

**CONTRACT DOCUMENTATION** *(Consultancy Team, managed by lead Consultant, Public Art Consultant and Council's Project Manager)*

- Preparation of Detailed Design Documents
- Special Materials research
- Contract Specification Documentation to accompany Plans
- Schedule of Rates for tender & Administration purposes
- Contract Administration Program and Timing Documents

- Site Management Documents
- Apply for Building Certificates

**Outputs:**

- Construction Documentation Drawings and Specification for the Entire Old Border Caravan Park site
- Tender Package for Construction
- Construction Works Program
- Building Certificates

**CONTRACT TENDER & ADMINISTRATION PROCESS** (Consultancy Team, managed by lead Consultant, Public Art Consultant and Council's Project Manager)

- Engagement of Construction Contractor
- Construction of works

**Outputs:**

- Completed Construction of part of the Old Border Caravan Park Site.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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

The following are late attachments:-

1. Comparative Cost Estimate Table and accompanying Plan.
  2. Set of 4 plans detailing implementation options.
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**O14 [EC-OC] Tweed Youth Needs Analysis - Implementation Report**

**ORIGIN:**

**Environment & Health Services**

**SUMMARY OF REPORT:**

This report recommends a Council response to the submissions following exhibition of the Tweed Youth Needs Analysis and seeks Council's endorsement of the document as its primary youth strategy and policy.

**RECOMMENDATION:**

**That Council:**

- 1. Endorses the findings of the Tweed Youth Needs Analysis prepared by consultants Plan C and Fieldworx.**
- 2. Advises the Pottsville District Youth Centre Management Committee that there may be financial constraints in obtaining a public site for a youth centre and that should they wish to continue to use Crown Land, they should make direct representation to the Department of Lands.**
- 3. Notes the inclusion of funding for implementation of the advocated youth policies and strategies in Council's Management Plan and Budget, and in the 7 Year Infrastructure and Services Plan.**

## **REPORT:**

### **Exhibition**

On 2 May 2006 Council considered the Tweed Youth Needs Analysis and resolved to:

‘Exhibit the Consultant’s Report on the Tweed Youth Needs Analysis for public information and comment for a period of 28 days.’

Council also resolved to prepare a position description for a Youth Development Officer and establish a Youth Working Group, which are also in hand.

Following the exhibition, three submissions have been received from Pottsville District Youth Centre Management Committee, Submission 1 from a resident of Hastings Point and Submission 2 from a resident of Banora Point.

#### **1. Pottsville District Youth Centre Submission**

This submission asks for Council support and goodwill to the Pottsville community’s efforts to obtain a Youth Centre by facilitating use of an appropriate site, presumably on public land.

It provides evidence of strong local community support for the Youth Centre project, and also support from the Local Member and State Government.

The Committee has no disagreement with the overall conclusions of the Needs Analysis for the Shire as a whole, but it is claimed that Pottsville is a special case because of its isolation and low level of local facilities, and needs a different approach. There was concern at the proposal to initiate a Murwillumbah pilot project while rejecting the Pottsville proposal (although the Murwillumbah proposal would not be a Youth Centre building).

It requests Council goodwill and a positive attitude to the local project, but not any financial contribution.

#### **Officer Comments:**

There is a case for a different approach to youth facilities in isolated communities compared to larger towns, but it should be noted this case would apply to villages in many parts of the Shire as well as Pottsville.

The Tweed Youth Needs Analysis, recognising the community effort in Pottsville to achieve a youth centre but doubting that Council could manage a major facility at present, recommends (Section 7.4.4, P45) that the Council should:

‘capitalise on the existing network of young people in Pottsville and develop a series of youth events and activities for Pottsville as a trial for the Tweed Shire. There are also possibilities for less expensive and easier-managed spaces (e.g.

integrated public spaces for young people) to be developed in Pottsville to meet the immediate needs of young people.'

These events and activities could be initiated, for instance, as part of the development of a health centre currently proposed in Pottsville.

There is no reason to prevent local communities developing and implementing their own solutions to perceived youth needs, so long as there are no financial or management implications for the Council.

Council's previous investigation of sites only proceeded as far as selecting one or two possible sites with suitable attributes and location, and did not secure government agency approval. Some of the public land considered is within the Coastal Reserve under the control of the Coastal Reserve Trust. Use for a youth centre is likely to be considered as outside the purpose of the Coastal Reserve, in which case the Crown would have to consider granting a lease for a youth centre. The proposal would have to undergo the Department's land assessment process, and if considered favourably the land would have to be acquired, or leased at market rent. At this stage, it is not known how the acquisition or lease would be funded.

## **2. Submission 1**

The submission indicates support for the Tweed Youth Needs Analysis, and makes a number of suggestions. Among these are:

- Cabarita should be included in the same area as Pottsville, as facilities in both are accessible from the other.
- Rather than similar facilities being provided in all areas, different types of facilities should be considered, with subsidised public transport linking them.
- No purpose built Youth Centre should be considered until a need is demonstrated by the existence of adequately supported and efficiently run clubs, using existing venues where possible.
- Trial events could be carried out in alternative locations using current amenities to test the depth of interest and participation.

### **Officers Comments:**

These precautionary comments fit well with the thrust of the Tweed Youth Needs Analysis. A youth transport scheme allowing subsidised group charters to events is currently under consideration.

## **3. Submission 2**

The submission particularly supports that Council should address the serious lack of adequate emergency, supported and low cost accommodation for young people (Focus Area 6); and use its influence and take all practical steps to meet the challenge of the limited cross-border State Government relationships, including the areas of health, housing and public transport.

It also highlights the following:

- Focus Area 2:
  - 2.7 That Council advocates to NSW Health to work with the local community agencies to develop a comprehensive strategy to address drug use by young people.
- Focus Area 4:
  - 4.1 That Council includes a young peoples public space strategy as a component of an open space plan or youth strategy for the Shire.
- Focus Area 6:
  - 6.1 That Council conducts CPTED audits of key "hot spots" and seeks crime prevention funding to improve safety.
  - 6.4 That Council combats unsafe/violent behaviour in public places through anti-violence programs and role modelling.
  - 6.5 That Council works closely with other levels of government and community sector agencies to co-ordinate safe and accessible emergency accommodation for young people across the Shire.
  - 6.6 That Council works with the other levels of government and the private sector to encourage provision of affordable housing for young people.

The submission also draws attention to previous proposals for "Tuckeroo Springs", and area of undeveloped park land in South Banora Point, and advocates its revival; and to the frustrating administration of "community treatment orders" which can be avoided by simply crossing the State border, and advocates that Council takes a role in planning to ease cross-border issues.

**Officers Comments:**

These issues will be assisted if Council adopts the proposal in the Tweed Youth Needs Analysis.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Site selection is dependent on State agency requirements, with possible financial implications for the proponent.

**POLICY IMPLICATIONS:**

None of the above proposals are contrary to the recommendations made by the consultants in the Tweed Youth Needs Analysis.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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1. Tweed Youth Needs Analysis - March 2006 (DW 1428039)
  2. Tweed Youth Needs Analysis - Executive Summary (DW 1427888)
  3. Pottsville District Youth Centre response to the Tweed Youth Needs Analysis, dated 19 May 2006 (DW 1399482)
  4. **Confidential Attachment**-Submission 1 (DW 1404632)
  5. **Confidential Attachment** Submission 2 (DW 1404633)
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**015 [EC-OC] Membership of the Public Transport Advisory Working Group (Committee)**

**ORIGIN:**

**Environment & Health Services**

**SUMMARY OF REPORT:**

Expressions of Interest have been received following a call for membership of the Working Group. The report recommends that all existing members and three (3) new candidates be accepted as members.

**RECOMMENDATION:**

**That Council invites representatives from:-**

**Surfside Buslines  
Tweed Taxis Pty Ltd  
Tweed Byron Ballina Community Transport  
Blind Citizens Australia Inc.  
Department of Transport  
Northern Rivers Social Development Council  
Tweed Shire Council Staff  
Murwillumbah Bus Company  
Pottsville Community Association  
Department of Veteran Affairs**

**to become members of the Public Transport Advisory Working Group (Committee).**

**REPORT:**

The following table documents the results of the EOI process carried out in November. The left hand column shows the categories of membership and numbers in each category recently agreed by Council, for which applicants are shown in the centre column. Existing members have all re-applied, and those previously classed as 'observer status' have also applied to be members, as requested by the Committee. The right hand column shows options for the district representation.

<b>Membership Category (Number of Reps. - maximum total of 10)</b>	<b>Applicants (Nominee-Existing Member shown *)</b>	<b>District Representation</b>
Tweed Heads/Coast Bus Operators (1)	Surfside BusLines (Gary Mc Dougall *)	Tweed Heads/Coast
Murwillumbah/Tweed Valley Bus Operators (1)	Murwillumbah Bus Co. (also linked to Parsons, Brims and Singhs bus services)	Murwillumbah/Country
Taxi/Hire Car Industry (1)	Tweed Taxis Pty (Don Stubbs *) Tweed Heads-Coolangatta Taxis Chartered Inst. Of Logistics & Transport (WRM Legge)	Murwillumbah/Coast/Country  Tweed Heads  -
Community Transport (1)	Tweed, Byron, Ballina Community Transport (Penny Baldwin, Manager*)	-
Community Associations (1)	Banora Point Residents Association (Dudley Horscroft), Pottsville Community Association (Kevin Armstrong) Murwillumbah Ratepayer & Residents Association (Diana Eriksen)	Tweed Heads  Tweed Coast/Country  Murwillumbah



Transport-Disadvantaged Groups (2)	W McKenniarey * (Blind Citizens Aust. Inc.) RH Douglas (Access Committee) Murwillumbah Community Centre, (Deb Marks, Manager) Tweed Recruitment (TTEC) (Belinda Hall, Senior Finance Officer), Dept. of Veterans Affairs (Rosemary Beard, Community Adviser)	Tweed Heads Murwillumbah Murwillumbah/Country - -
Transport Sustainability or User Groups (1)	TJ O'Toole	Tweed Coast
TSC Councillors (2)	Vacant	-
TSC Staff (1)	Social Planner *(Convenor)	-
Public Transport Development Project of NR Social Development Council (1)	PTDP Regional Coordinator (Linda Lomman *)	-
Department of Transport (1)	Regional Coordinator (Robert Lake *)	-
Department of Planning (1)	-	-

There were 11 new applicants in addition to the 7 existing members, meaning numbers will have to be reduced if the adopted limit of 10 members is adhered to.

No response was received from Department of Planning, but there were: -

- 3 applications for 1 place in the Taxi/Hire Car category,
- 3 applications for 1 place in the Community Associations category,
- 5 applications for 2 places in the Transport-Disadvantaged Groups category.

There were formerly 2 Councillor members, but there will be no Councillor members for approximately 3 years.

When the limit of 10 places was proposed it was not envisaged that the 4 'observer' participants would be converted to member status. When observers and Council staff are included, there are only three new industry/community places available within the limit of 10 places.

If all the applicants were accepted, there would be a total of 18 members, made up of:

- 5 transport industry businesses,
- 8 community groups and individual members,
- 4 State Government agencies and funded bodies,
- 1 Council staff.

The Department of Planning is not included in these figures; in the past it has not been practical for it to be represented, being based in Grafton, but this aspect will be further pursued.

Based on a limit of 10 places, and considering a balanced representation of the four geographical districts, it is considered that the most appropriate membership would be:

- The 7 existing members/existing observers being:-
  - Gary McDougall - Surfside Buslines
  - Don Stubbs - Tweed Taxis Pty Ltd
  - Penny Baldwin - Tweed Byron Ballina Community Transport
  - W McKenniarey - Blind Citizens Aust. Inc.
  - Robin Spragg - Social Planner (TSC)
  - Linda Lomman - Public Transport Department Project Regional Coordinator
  - Robert Lake - Regional Coordinator Ministry of Transport
  
- Murwillumbah Bus Co. (also linked to Parsons, Brims and Singhs bus services), being the only applicant in the 'Murwillumbah/Tweed Valley Bus Operators' category, and can also represent Murwillumbah district, and to some extent the Country districts by virtue of its rural school and shopping services
  
- Pottsville Community Association in the Community Associations category, because it is the only applicant capable of representing the Coastal district (although Tweed Taxis, Surfside and Community Transport also share an interest in this district),
  
- Dept. of Veterans Affairs in the Transport-Disadvantaged Groups category, because it represents the largest group of transport-disadvantaged people, and is also based in Tweed Heads district,

Note that there would be no representative in the Transport Sustainability or User Groups category in this arrangement. Mr TJ O'Toole is a candidate in this category, but his inclusion would exceed the limit of 10 members.

Those not invited to be part of the committee could be invited to participate with the committee when appropriate.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

The changes to membership will allow a broader range of community and business input to Council transport policy debate.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**O16 [EC-OC] Use of Chemical Closets for Builders' Toilets**

**ORIGIN:**

**Environment & Health Services**

**SUMMARY OF REPORT:**

For some considerable time, Council has been receiving complaints from chemical closet hirers and builders concerning the servicing of the closets. In July 2005 Council increased the number of services from three to four, however the complaints have continued. It is recommended that the number of services be increased from four to seven with the fee increasing from \$160 to \$288 and that this fee only be payable if it is intended to install a chemical closet on the building site.

**RECOMMENDATION:**

**That Council:-**

- 1. Advertises an amended fee of \$288 for the chemical closet service fee, for twenty-eight (28) days for public comment; and**
- 2. No longer requires the submission of a chemical closet fee to be paid unless it is intended to install a chemical closet on the building site.**

## REPORT:

Council has been receiving complaints for some time from builders and chemical closet hirers concerned with the level of service provided to empty and clean the closets.

The use of chemical closets as builders toilets on building sites was introduced during the early nineties as the use of sanitary pans was recognised as undesirable and unsustainable. At that time the alternatives for builders toilets in urban areas were either the use of a chemical closet or to provide a flushing toilet connected to the sewerage system. In rural areas, where longer distances made the use of a chemical closet impractical, Council required a flushing toilet to be installed which was connected to a septic tank.

Over time, more and more builders now install a flushing toilet connected to sewer.

Originally Council considered that three services at monthly intervals would be adequate and a fee to cover the three services and an administration fee was charged. Any additional services above the three paid for were the responsibility of the builder or closet hirer.

Council regularly receives complaints of missed services and dirty closets with these arrangements leading to time consuming investigations between Council, its contractor and the closet hirers.

In July 2005 Council changed the number of services from three to four with the closets still serviced monthly and raised the fee to cover the extra service. Complaints continued to be received from builders and hirers.

Discussions were held with a number of builders and hirers and the suggestion was made that the chemical closet hire service fee should include the provision for seven services at fortnightly intervals. This would lead to a chemical closet service fee of \$238, plus an administration fee of \$50, total \$288.

The provision of seven services would remove the majority of complaints from builders and hirers provided Council's contractor services the closets in a timely and efficient manner.

It is recommended that Council resolve to increase the current chemical closet service fee from \$160 to \$288, to provide for seven services rather than the existing four services to ensure a better level of service and this fee be advertised for comment.

It is anticipated that with the above increase in fees for chemical closets, more builders will decide to install a flushing toilet connected to the sewer.

The current practice is that the chemical closet service fee to be paid to Council for all building sites at application stage and then Council refunds this fee if a flushing toilet is installed and connected to the sewer. This process is quite cumbersome and involves

considerable extra work for Council staff in the preparation of cheque requisitions and refunds.

Therefore it is recommended that Council change its policy and not require that the chemical closet service fee be paid to Council at application stage for all building sites and that the fee only be paid where the decision is made to install a chemical closet. Where the decision is made to install a flushing toilet connected to the sewer or where a septic tank is involved, no fee would be payable.

It should be noted that the requirements for the provision of amenities for employees is mandatory and is covered under the Occupational Health & Safety Regulations. Further and more specific details are prescribed under the WorkCover publication "Amenities for Construction Work".

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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**017 [EC-OC] Tweed Seniors Expo 2006**

**ORIGIN:**

**Environment & Health Services**

**SUMMARY OF REPORT:**

Tweed Senior's Expo, held on 18 May 2006 at the Seventh Day Adventist Community Centre in Murwillumbah, was an outstanding success. Entry was free and approximately 1200 people enjoyed over 80 stalls of information, workshops, information sessions and demonstrations. The objectives for Expo are to provide seniors with information in a hands-on interactive environment which assists them in improving general wellbeing, and allows them to make informed decisions about their future. Council's Healthy Ageing Project Officer coordinates Expo in conjunction with Council's Community Worker Aged & Disability and Tweed Shire Senior Citizens Week Committee. The committee raised funds via raffles, and applied for, and was successful in securing \$4,500 from Council's Festival Funding which paid for the majority of the furniture and equipment hire costs. Fees were charged to profit organisations for stalls. Non profit stalls were free. The cost of Expo was around \$11,000 and therefore a cost-effective way to provide information to seniors (approximately \$9 per head). Feedback from stall holders and seniors has been excellent.

**RECOMMENDATION:**

**That Council:-**

- 1. Notes the report on the Seniors Expo 2006.**
- 2. Continues to support Tweed Shire Senior Citizens Week Committee to provide an annual Seniors' Expo in Tweed Shire.**

## REPORT:

Tweed Senior's Expo, held on 18 May 2006 at The Seventh Day Adventist Community Centre in Murwillumbah, was an outstanding success. Entry was free and approximately 1200 people enjoyed over 80 stalls of information, continuous workshops, information sessions and demonstrations, and first class entertainment. Information was available on health, art, relationships, finances, transport, community services for the aged, cultural and hobby displays, free health tests, medical matters, funerals, sleep, alternative & complimentary medicine, driving, cooking and sport demonstrations, and 20 different information and workshop sessions.

The organisational objectives for Expo are to provide seniors with information and workshop opportunities in a hands-on interactive environment which assists them in improving general wellbeing, and allows them to make informed decisions about their future. It has been identified that accessing relevant information is a major difficulty for the aged. EXPO directly addresses this problem. EXPO 2006 also provided an opportunity for Council Officers to distribute information and discuss issues with seniors on road safety, cultural activities, animal regulations, festivals & events, environmental ideas and ATSI information. Council had a high profile at Expo this year, providing several stalls of information and conducting information sessions.

Each year, Council's Healthy Ageing Project Officer coordinates EXPO in conjunction with Council's Community Worker Aged & Disability and Tweed Shire Senior Citizens Week Committee. The Committee worked with Veterans Affairs Tweed Heads and The Seventh Day Adventist Church Murwillumbah to facilitate the EXPO. Sponsorship was obtained from SOLO Resources, Channel 9 NBN, Tweed Clubs via CDSE funding, Sanitarium, Southern Cross Credit Union, The Print Spot and Tweed River Jockey Club. The Committee raised funds via raffles, and applied for, and was successful in securing, \$4500 from Council's Festival Funding, which paid for the majority of the furniture and equipment hire costs. Fees were charged to profit organisations for stalls. Non profit stalls were free. The cost of EXPO was around \$11,000, and therefore a cost-effective way to provide information to seniors (approx. \$9 a head).

Press coverage was excellent, before, during and after the event, with major lead-in of multi-media advertising. A television ad was produced in conjunction with the Tweed Shire 5<sup>th</sup> City of the Arts Program and this was aired on Channel 9 for 3 weeks prior to EXPO.

As part of the community development focus of this event, catering was organised by The Friendship Club, who utilize this opportunity as a major fundraiser to provide social outings for the frail aged in Tweed Shire.

EXPO is held at the Seventh Day Adventist Complex in Murwillumbah as this is the only suitable venue, during school-time, in Tweed Shire for such a large event requiring cover, parking, display, many enclosed information session areas, sporting and hobby demonstrations, a large enclosed area for stalls and a theatre for entertainment. The Committee is mindful that, should the event be held in school holidays, or over 2 days, that many service providers would be unable to attend. Free parking was provided on

site, with satellite parking at Murwillumbah Racecourse. Free shuttle buses were provided from the racecourse, and to and from Murwillumbah throughout the day. Free buses were also provided to and from the Tweed Coast and Tweed Heads. An EXPO evaluation meeting was held on 19 June 2006 with the following multi-dimensional outcomes:

- Feedback from stallholders and the community has been excellent with all stall holders stating that they would like to return next year (stallholder survey).
- EXPO provided a hands-on opportunity for Seniors to gain health, welfare, sports, cultural and social information, and talk to service providers about their concerns.
- EXPO provided an outlet for new and existing local aged care providers, business, social groups and aged health services to network and showcase activities.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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**O18 [EC-OC] Grant - Tweed Shire Family Day Care**

**ORIGIN:**

**Environment & Health Services**

**SUMMARY OF REPORT:**

The Tweed Shire Family Day Care has requested that the Council grant of \$300,000 be repaid over 16 years in lieu of the previously agreed five years. This is mainly due to a 25% reduction in their government funding.

**RECOMMENDATION:**

**That Council extends the repayment period for the Tweed Shire Family Day Care grant of \$300,000 to a 16 year period.**

**REPORT:**

Council is advised that the following request has been received from Tweed Shire Family Day Care:-



Tweed Shire  
**Family Day Care**

PO Box 512  
4 Park Street  
Tweed Heads 2485 NSW  
Phone: (07) 5536 1865  
Fax (07) 5536 8069  
Email tsfdc@onthenet.com.au  
The No. 1 choice in childcare  
An accredited service

27<sup>th</sup> June 2006

General Manager  
Tweed Shire Council  
PO Box 816  
Murwillumbah NSW 2484

Copy : Mr. Geoff Edwards

FAMILY DAY CARE

TWEED SHIRE COUNCIL
FILE No. <i>LOANS TO COMMUNITY ORG.</i>
Doc No. ....
REC'D 28 JUN 2006
ASSIGNED TO <i>EDWARDS, G...</i>
HARD COPY <input type="checkbox"/> IMAGE <input checked="" type="checkbox"/>

Dear Sir,

I am writing following our meeting yesterday with Geoff Edwards and Michael Chorlton to propose an extension of the interest free loan to this service that was negotiated in early 2005.

Tweed Shire Family Day Care Association Inc. provides a home based childcare service throughout Tweed Shire. It has operated for over 25 years and its co-ordination unit services close to 900 families and approximately 100 carers.

The co-ordination unit (the scheme) is responsible for the effective operation of all components of Family Day Care, including recruiting, training and supporting child care providers (carers), monitoring care provision and providing advice, support and information for parents.

The Family Day Care Scheme and Carers are regulated through the Department of Community Services and the Family Day Care Quality Assurance through the National Childcare Accreditation Council. The Scheme receives operational funding from the Department of Family and Community Services and as an Australian Government approved childcare service, families are entitled to Childcare benefits to assist with the cost of using the service.

Our quality non-profit home based childcare service is highly sought after by families and significantly contributes to the wealth building of the Tweed residents. It does this through facilitating work and training opportunities, resourcing and upskilling parents by assisting them to access parenting courses and provides direct work opportunities for over 400 small business operators.

The new facility at 4 Park Street Tweed Heads is testament to our calibration with council and community over the years and is truly an example of enterprise being ploughed back into the service through which families and other allied community services benefit.

Recently the Minister for Families and Community Services and Indigenous Affairs, the Hon. Mal Brough announced that funding changes would be introduced in the 2006/2007 financial year. Essentially this has meant that we will experience a 25% reduction in our operational funding.

Following a budget review including new ventures into income creation using the facility and extending training opportunities to other childcare workers our expenditure requires some trimming.

We have adjusted a number of expense items but are reluctant to cut back on service as our demand for care appears to be increasing. This is bourn out by the higher than average enrolment of families in the first two quarters of the year and matched by the number of Registered Carers recruited since January.

The shire's demographics project continuing population growth particularly along the coast, areas around Murwillumbah and other pockets around Terranora and South Tweed. We need to be ready and able to plan services to support this population growth. We have the infrastructure, the skills and commitment to continue this important work but face constraints due to federal funding cutbacks.

In November 2005 Tweed Shire Council provided this scheme with an interest free loan of \$300,000.00 to complete the building at 4 Park Street, Tweed Heads. It was then arranged to pay back \$60,000.00 per year over 5 years. By the end of this financial year we will have paid back \$44,000.00 leaving a balance of \$256,000.00

I now wish to renegotiate this interest free loan from council and extend the period of the loan. If you accept my proposal this arrangement could be revised every five years and may be subject to an additional yearly lump sum payment should our budget permit.

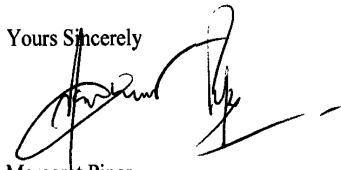
From the next financial year (2006/2207) onwards my proposal would be to pay back \$15,000.00 per year (\$1125.00 per month.) This would mean the life of the loan would be over17 years.

We feel a reduction in loan repayments to \$15,000.00 per year would enable us to comfortably service the loan while using the \$45,000.00 savings per year to fund our scheme's growing capacity and maintain the quality service we offer. If we can grow our scheme now, we will be better able to pay our loan over a shorter period.

I would appreciate your serious consideration of this proposal and look forward to hearing from you soon.

Please be advised that the "Grand Opening" of our new facility is planned for Sunday 30<sup>th</sup> July 2006 at 2.00pm. Special invitations will be sent to council soon

Yours Sincerely



Margaret Piper  
Manager.

### **Background:**

Council resolved on 20 April 2005 to approve an interest free grant of \$300,000 to the Tweed Shire Family Day Care for the completion of the new administration and playgroup facility at Recreation Street, Tweed Heads. The grant was to be repaid over 30 months, funded from the Employee Leave Entitlement Reserve.



The Tweed Shire Family Day Care Committee subsequently requested Council reconsider the grant repayment to be over a five year period. This request was accepted and resolved by Council on 18 May 2005.

EMT at their meeting of 12 July 2006 considered this request and support the proposal.

Accordingly it is recommended that Council agrees to the extended repayment period.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

There will be a slight loss of interest income.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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**O19 [EC-OC] Proposed Lease Alteration; Home & Community Care (HACC) Centre, Heffron Street, Tweed Heads South**

**ORIGIN:**

**Environment & Health Services**

**SUMMARY OF REPORT:**

Council has received a request from the Australian Red Cross (ARC) to lease the office vacated by Tweed River Home Modification & Maintenance Association Inc. (TRHM&MAI), Also, a request has been received from Tweed Valley Respite Service (TVRS), a current tenant of the HACC Centre, to lease the bus garage formerly used by TRHM&MAI as a workshop for the purpose of housing one of their buses. The lease fees paid by ARC and TVRS will be adjusted to reflect the income of the area they will now occupy.

**RECOMMENDATION:**

**That Council:-**

- 1. Agrees to alter the lease agreement with Australian Red Cross to include the office area formally occupied by Tweed River Home Modification & Maintenance Association Inc. with a corresponding increase in lease fee.**
- 2. Agree to alter the lease agreement with Tweed Valley Respite Service to include the bus garage formally occupied by Tweed River Home Modification & Maintenance Association Inc. with a corresponding increase in lease fee.**

**REPORT:**

Council is advised that at the Home & Community Care Centre located in Heffron Street, Tweed Heads South, the lease agreement for use of office space with the Australian Red Cross (ARC) and Tweed River Home Modification & Maintenance Association Inc. (TRHM&MAI) have expired. TRHM&MAI has advised that they will not be renewing there lease for the office and workshop area. ARC has now requested that they renew their lease and that they also lease the office space formally occupied by TRHM&MAI as their service is expanding and requires additional space. As can be seen from the following letter from ARC, their services are expanding within the Tweed Shire and it is recommended that Council agrees to their request with a corresponding adjustment to the lease fee.



NEW SOUTH WALES

12 July 2006

Mr Geoff Edwards  
Manager  
Environment and Community services  
Tweed Shire Council  
PO Box 816  
MURWILLUMBAH 2484

HACC  
LEASES - CCL PROPERTY  
FILE NO HALLS - STH TWO COMM  
Dec No CENTRE  
RECD 13 JUL 2006  
ASSIGNED TO EDWARDS, G  
MAY 2007 HACC

Re: Red Cross office  
HACC Centre Tweed Heads

Dear Mr Edwards,

We have been advised by the Coordinator of the Home Modification and Maintenance program that they will be vacating their office in the above centre and will move to new premises this month

Following a discussion between yourself and the Red Cross Regional Coordinator, Lee Moloney about the availability of this office space, I now formally ask that Council approve a new lease to Red Cross of this larger office as well as the outreach office which we currently lease. Red Cross has leased the outreach office in the centre since 1994 and Lee has managed some of our programs and services in this small space since that time.

In the last 10 years, we have established a number of new programs in the Tweed Shire such as five new "Hands On" services at Greenhills Murwillumbah, Tweed Heads Residential Aged Care, Winders Lodge Banora Point, Kingscliff Gardens Residential Care and Murwillumbah Nursing Home with 264 clients being supported weekly "Hands On" volunteers provide companionship as well as care for the client's physical appearance, and provide a feeling of well being and confidence.

We have also established a "Playscheme" program in Tweed Heads Hospital where Red Cross volunteers try to bridge the gap between home and hospital for children through play, for over 50 children a week.

Red Cross has also established "Emergency Services/Personal Support". We have trained 116 volunteers, and their role is to provide care and comfort to disaster victims. The Team has been activated for minor disasters such as flood and storm in Tweed Shire.

We have commenced a number of "Junior Red Cross programs" in primary schools in Tweed Shire. Red Cross also provides "Telecross" services, a daily lifeline to elderly and medically dependent people. As our services to the community continue to expand, the outreach office is no longer adequate for the volume of work, office equipment and storage we need to maintain our programs.

Red Cross maintains its presence in the Tweed Heads community through the office in the HACC Centre and we are grateful to lease this space at a very fair rental. If you approve, I propose a new lease between Council and Red Cross for back-to-back offices.

in the Centre. We would be appreciative if Tweed Shire Council will approve our request and also take into account that Red Cross is a not-for-profit organisation which provides many services to the people of the Tweed Shire as mentioned above, and detailed in the attached brochure.

Yours truly,



Wahideh Hosseini  
Regional Manager  
Northern Region

In relation to the workshop area formerly used by TRHM&MAI, it is located in a bus garage situated on the site. Tweed Valley Respite Service (TVRS) who Council has recently agreed to expand the office area they occupy on the site also has a need to garage their buses on the site and accordingly have requested Council to be able to lease the bus garage formally used by TRHM&MAI as a workshop. This will allow the use of the bus garage for the purpose it was originally constructed and it is recommended that Council agree to this request with a corresponding increase in lease fee.

In relation to the lease fees, Council is reminded that the building was constructed using HACC funds and was provided as much needed office accommodation for community service organisations providing service to Tweed Valley residents. The lease fees were accordingly set to be within budgets affordable to these organisations. The excess of lease fees over expenditure is retained in an asset management reserve for future needs. Accordingly it is considered that provided the lease fees changed after rationalisation of areas do not result in a reduction in lease fees collected, which are adjusted for CPI, that these changes to areas be approved.

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

These lease agreements will ensure the current lease income continues.

#### **POLICY IMPLICATIONS:**

Nil.

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

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Nil.

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**O20 [EC-OC] NRCMA Coastal Floodplain & Acid Sulfate Soil Project 06/07  
Part A Tweed Contract No. IS6-7-157A**

**ORIGIN:**

**Environment & Health Services**

**SUMMARY OF REPORT:**

The Northern Rivers Catchment Management Authority has offered Council a \$50,000 grant to undertake Floodplain Management works on the Tweed Floodplain. 'This project will facilitate through on-ground works and extension outcomes the active management of flood gated drains and the floodplain'.

**RECOMMENDATION:**

**That the grant of \$50,000 to undertake Floodplain Management works on the Tweed Floodplain be accepted and Council votes the expenditure.**

**REPORT:**

The NRCMA has been funding Floodplain projects and Council was awarded \$120,000 in 2005/2006. The next round of funding is offering Council a \$50,000 grant to continue this work. The Project outcomes are:-

- Reduction of ASS production from the Tweed Floodplain.
- Adoption by farmers of ASS Best Management Practices.
- Increased awareness and understanding by farmers and community of ASS/NRM sustainable management practises on the floodplain.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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1. NRCMA Contract (DW 1434831)
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**021 [EC-OC] Request for "In Kind" Support/Waive Fee**

**ORIGIN:**

**Environment & Health Services**

**SUMMARY OF REPORT:**

Council has received requests from various organisations asking that Council provides in-kind support/waives the fees for room hire. Details of the requests are reproduced in the body of this report.

In accordance with Section 356 of the Local Government Act 1993 - Donations, Council resolved on 6 October 2004 that:-

*".... in future, all donations made by Council, whether in cash or in kind, be made by way of a resolution of Council."*

**RECOMMENDATION:**

**That Council:-**

- 1. Declines the request to provide the Tweed Heads Civic Centre Auditorium free of charge to Rotary District 9640.**
- 2. Declines the request by Tweed Gold Coast Family History and Heritage Association Inc. for free use of the Tweed Heads Civic Centre Auditorium on 12 and 13 August 2006.**
- 3. Provides the Murwillumbah Civic Centre Auditorium to Wollumbin High School for the Public Education Awards ceremony free of charge on 20 September 2006.**
- 4. Provides the use of the Murwillumbah Civic Centre Auditorium for the Banana Festival & Harvest Week Fashion Parade at not cost.**
- 5. Provides a 50% reduction of the fee for the Tweed Theatre Company Inc for use of the Auditorium foyer at the Tweed Heads Civic Centre on 30 July 2006.**
- 6. Confirms the provision of the Murwillumbah Civic Centre Auditorium free of charge to the Northern Rivers Writers' Centre for the Byron Bay Writers Festival School Program on 7 August 2006.**

7. Provides the Tweed Heads Civic Centre Auditorium free of charge to the Far North Coast Disability Interagency for a school leavers' expo on 22 June 2006.
8. Declines the request from the entrant in the Queensland Cancer Fund "Nurse of the Year" Campaign for use of the Tweed Heads Civic Centre Auditorium as it does not comply with Council's Guidelines for fee reduction.
9. Agrees to provide the Tweed Heads Civic Centre Auditorium free of charge to the Christmas Day Celebration Lunch Committee for the provision of a Christmas Day lunch to the needy and lonely.

**REPORT:**

Council has received requests from various organisations asking that Council provides in-kind support/waives the fees for room hire. Details of the requests are reproduced as follows:-

<b>Organisation</b>	<b>Request</b>	<b>Est \$ Amount of Waiver</b>	<b>Application Summary</b>	<b>Meet Guidelines?</b>
Rotary Club of Mullumbimby Inc.	Waive fee for hire of Tweed Heads Civic Centre for Rotary Stakeholders Meeting.	\$198	Request for the waiving of the fee for the hire of Tweed Heads Civic Centre on 12 November 2006 for the Rotary 9640 Stakeholders Meeting from 8.30am to 3.30pm.	No. Accordingly, no reduction recommended.
Tweed Gold Coast Family History and Heritage Association Inc.	Waive fee for hiring of South Sea Islander Room and Auditorium at Tweed Heads Civic Centre.	\$396	Request waiving of hire for this year's Antique Fair to be held on 12 and 13 August 2006 at Tweed Heads Civic Centre and for 11 August so the dealer may be able to setup their displays	No. Accordingly, no reduction recommended.
Wollumbin High School	Waive fee for the hire of the Murwillumbah Civic Centre Auditorium.	\$198	Request for the hire of Murwillumbah Civic Centre for the Public Education Awards Ceremony on Wednesday 20 September 2006.	Yes. Open to public and matter of public interest.
Tweed Valley Banana & Harvest Week Inc	Waive fee for the hire of Murwillumbah Civic Centre Auditorium.	\$990	Request waiving of fee for use of the Murwillumbah Civic Centre Auditorium for the Banana Festival & Harvest Week Fashion Parade by St Joseph's Primary School from 15 to 19 August 2006.	No. However, Council has always provided the auditorium for this event as part of its support for the Tweed Banana & Harvest Week Festival.
Tweed Theatre Company Inc.	Waive of fee for hire of Tweed Heads Civic Centre.	\$233	Request waiving of fee to use the Auditorium Foyer of the Tweed Heads Civic Centre for a rehearsal on Sunday 30 July 2006.	Yes. 50% reduction of fee.

Northern Rivers Writers' Centre	Waive fee for hire of Murwillumbah Civic Centre Auditorium.	\$198	Request waiving of fee for use of Murwillumbah Auditorium for use by Byron Bay Writers Festival School Program on 7 August 2006.	Yes. Open to all primary schools as a matter of public interest.
NSW Department of Education & Training	Waive fee for hire of Tweed Heads Civic Centre Auditorium.	\$198	Request waiving of fee for use of Auditorium on 22 June 2006 for Expo for school leavers with disabilities.	Yes. Open to public and matter of public interest.
Nurse of the Year Campaign	Waive fee for hire of Tweed Heads Civic Centre Auditorium	\$185	Request waiving of fee for use of Auditorium to hold a trivia night on Friday 4 August 2006 for the Queensland Cancer Fund "Nurse of the Year" campaign.	No. Does not meet guidelines as beneficiary is in Queensland.
Christmas Day Celebration Lunch Committee	Waive fee for hire of Tweed Heads Civic Centre.	\$185	Request waiving of fee for use of Civic Centre for hold the 2006 Christmas Day Lunch for needy and lonely on 25 December 2006	Yes.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Should requests be approved for the waiving of fees for room hire, the income for the meeting room will be impacted by the amount of the fee reduction.

Should requests for "in kind" support be approved, this will impact on the costing of Council's involvement in the activity.

**POLICY IMPLICATIONS:**

In considering this request, reference should be made to:-

Festivals Policy.

Donations Policy.

Guidelines for Fee Reduction, Auditoriums, Meeting Rooms and Halls.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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1. Letter from Rotary Club of Mullumbimby Inc (DW 1414257).
  2. Letter from Gold Coast Family History and Heritage Association Inc. (DW 1390843).
  3. Letter from Wollumbin High School (DW 1406430).
  4. Letter from Tweed Valley Banana & Harvest Week Inc (DW 1387043).
  5. Letter from Tweed Theatre Company Inc (DW 1439288).
  6. Letter from Northern Rivers Writers' Centre (DW 1432308).
  7. Letter from NSW Department of Education & Training (DW 1343445).
  8. Letter from 'Nurse of the Year' Campaign (DW 1427013).
  9. Letter from Christmas Day Celebration Lunch Committee (DW 1435949).
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**O22 [EC-OC] Security Services Agreement**

**ORIGIN:**

**Environment & Health Services**

**SUMMARY OF REPORT:**

Tenders have been called for the provision of professional security services for various locations and buildings throughout the Shire. These services include alarm monitoring and guard call out response, nightly patrols, banking escorts, advise on effective security arrangements, staff security training and installation/maintenance of detectors and the like.

Five tenders were received and assessed for cost effectiveness and ability to provide a high quality service as specified.

**RECOMMENDATION:**

**That Council:-**

- 1. Accepts the quotation by Tweed Coast Protective Services for a contract period of 3 years with the contract being completed under the seal of Council.**
- 2. Liaises with Tweed Coast Protective Services to ensure that an effective reporting method is utilised pursuant to clause 14.3(a) of the contract.**

## REPORT:

The existing contract for the provision of security services with Tweed Coast Protective Services has expired and accordingly quotations have been called for the supply of the service.

Security services are required for various locations and buildings throughout the Shire, including Administration Buildings, Public Pools, the Works Depot, Tweed River Art Gallery, Murwillumbah SES and Tourist Information Centre, cemeteries, sports fields and storage buildings etc. The services include alarm monitoring and guard call out response, nightly patrols, staff escorts, banking escorts, regular reporting, advise on effective security arrangements, staff security training and installation/maintenance of detectors and the like.

The existing contract arrangements require:

- A quarterly operational check and reporting system for all security equipment.
- A two year guarantee of all detectors and alarms supplied by the contractor.
- Monthly verification of all patrols using a 'touch route system recorder'.
- Flexibility of service and contractor control.
- A high central alarm monitoring station grading.
- A maximum call out response time of 30 minutes anywhere in the shire.
- Appropriately trained and licensed staff.

Five tenders were received from:

- Tweed Coast Protective Services
- Chubb Security Personnel
- Nitestar Security Services
- SNP Security
- MPS Security Group

and assessed for cost effectiveness and ability to provide a high quality services as specified. The following determining criteria were set in the Specification:

- Demonstrated experience in providing competent security services.
- Availability of suitably trained and qualified staff.
- Availability of a minimum Grade 2 alarm monitoring station.
- Ability to provide all services specified by Council, particularly timely response to alarm call outs (30 minutes).
- Cost of providing security services (Council may not choose the lowest cost submission).
- Access to required insurances.
- Knowledge of available security options and equipment to improve existing security arrangements.



The submissions received are summarised in Table 1 which is listed as a confidential attachment to this report.

All tender submissions were assessed and a summary of their application, cost effectiveness and ability to fulfil Council's security requirements is provided as a confidential attachment to this report.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

1. **CONFIDENTIAL ATTACHMENT** – Supplementary Information for [EC-CM] Security Services Agreement (DW 1440124).
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