AGENDA

OPERATIONS COMMITTEE MEETING

Tuesday 3 June 2008

Chairman: Mr Frank Willan

Administrators: Mr Frank Willan
               Mr Max Boyd AM
ITEMS FOR CONSIDERATION OF THE COMMITTEE:

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REPORTS THROUGH THE GENERAL MANAGER


ORIGIN:
Business & Economic Development

FILE NO: Tweed Tourism

SUMMARY OF REPORT:
As required by the current agreement between Tweed Tourism and Council a quarterly performance report and summary financial statement are to be provided for Council’s review. This report provides the Tweed Tourism’s Quarterly Reports for the quarter 1 January to 31 March 2008.

RECOMMENDATION:
That Council endorses the Tweed Tourism Quarterly Report for the quarter from January to March 2008.
REPORT:

Tweed Tourism
March 2008 Quarter Report

1. Financial

Financial information in confidential attachment.

2. Tweed Visitation

Year Ending December 2007

Domestic Overnight Visitors

- Visitors 362,000 -19.4% vs y/e December 2006
- Visitor nights 1.38million -39.8% vs y/e December 2006

Day Trips

- Visitors 798,000 +2.7% vs y/e December 2006

International Visitors

- Visitors 19,000 same as December 2006

Expenditure Estimates

Based on the LGA expenditure modelling by TRA in the LGA profiles (released March 2008), the following expenditure is associated with the year end 2007. This provides and average per visitor/visitor night expenditure for the three years ending June 2007.

Per Visit:

<table>
<thead>
<tr>
<th></th>
<th>$138 million</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Overnight Visitors</td>
<td>$380 per trip</td>
</tr>
<tr>
<td>Domestic Day Visitors</td>
<td>$79 per trip</td>
</tr>
<tr>
<td>International Overnight Visitors</td>
<td>$1,017 per trip</td>
</tr>
<tr>
<td>International Day Visitors</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Dependent Jobs Estimation:

Assuming that the "default" ratio of expenditure:jobs ratio used by the Department of Tourism in the Tourism Economic Impact model for Local Government (2005). The following jobs would be directly dependent on this expenditure:

Direct Dependent Jobs: 1,675
Assuming that the "default" ratio of expenditure:jobs ratio used by the Department of Tourism in the Tourism Economic Impact model for Local Government (2005). The following jobs would be indirectly related to this expenditure:

Indirectly Dependent Jobs: 837
Total Dependent Jobs Estimate: 2,512

1. Marketing

Financial information in confidential attachment.

Co-operative Activities currently pending:

- **SE QLD/Northern NSW Campaign.** General Manager was asked to be part of the Flood Relief Steering Committee and, along with Mitch Lowe from Lismore Tourism, provides representation for the other LGA's in the region. The committee has worked closely with Northern Rivers Tourism and the media department at Tourism NSW to put this campaign together. Along with the $600,000 that was offered from Federal and State funds, the added dollars for the region's LGA's and the top up of $120,000 from Tourism NSW, the media spend will be just under $810,000. The target market will be SEQ and some will be spent on New Zealand. Due to commence mid May with the call to action being web deals via visitnsw.com, linking consumers through to the individual regions booking engines. There will be PR and editorial support with the timing based around the opening of the Tugun Bypass on 2 June 2008 to emphasise the ease of access that this new piece of infrastructure will give the Northern Rivers region.

- Northern Rivers Tourism will represent the region at Oz Talk NZ and also ATE at no cost to the LGA's.

- **Jetstar and Tourism NSW** arranged a cooperative campaign targeting Sydney and Melbourne consumers with the call to action being Gold Coast, Ballina and Newcastle airports with deals and PR/editorial support. Some of our larger properties who have good capacity were included in the campaign.

- **Tourism Research Australia** are in the region from the second week of May targeting the Kingscliff to Pottsville region. The survey will be one on one interviews at different locations and also a postcard stand at various properties to capture people that pick up a card and reply via a web site. The outcome will be released at the end of June and the relevant properties will receive the findings.

**PUBLIC RELATIONS**

Our public relations program has continued with a range of initiatives highlighting the Tweed region as a whole and various individual operators to local, regional and national media. Recent highlights include:

- Updating and distribution of the Tweed Calendar of Events to over 150 local, regional and national media outlets.
- Preparation of a media kit specifically focussed on fishing and water-based activities which has been distributed to TV fishing shows such as Creek to Coast, Fishing Australia and Escape with ET. Creek to Coast has already come back to us on this.
- Contribution of copy to various marketing materials for the region including the Pacific Coast Touring Guide, AVIC Newsletters, Tweed/Coolangatta Visitor Guide and TNSW newsletter.
- Preparation of press releases and media backrounders for individual operators that we are not always able to incorporate into more general famil programs.
• Pitching of story ideas on individual operators to appropriate media including Gold Coast Bulletin Paradise Magazine, Your Pet Magazine, Gold Coast Panache Magazine, etc;
• Pitching of TV story ideas to Brisbane Extra.
• As a result of the media information we sent to the Daily News late last year, they have instigated at regular ‘Residential Tourist’ column highlighting individual operators in the region.
• Providing City Guides information to Virgin Airlines’ Inflight Magazine.
• Escorted representatives from Outrigger Twin Towns Resort on a tour of the Tweed Valley to meet some of our operators. We had an excellent response to this initiative and are now working with Outrigger’s PR consultant to incorporate Tweed operators in their forthcoming famil.

Visitation of website

<table>
<thead>
<tr>
<th>Visits</th>
<th>Visits / Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>25,604</td>
<td>120.21</td>
</tr>
</tbody>
</table>

| Oct 1, 2007 - Oct 31, 2007 | 15.12% (3,871) |
| Nov 1, 2007 - Nov 30, 2007 | 13.53% (3,465) |
| Dec 1, 2007 - Dec 31, 2007 | 12.72% (3,257) |
| Jan 1, 2008 - Jan 31, 2008 | 14.47% (3,706) |
| Feb 1, 2008 - Feb 29, 2008 | 13.03% (3,336) |
| Mar 1, 2008 - Mar 31, 2008 | 14.27% (3,654) |
| Apr 1, 2008 - Apr 30, 2008 | 16.85% (4,315) |

1. Members
Financial information in confidential attachment.

2. Visitor Information Centres

Movement in visitor numbers at each VIC previous year

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<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>WHRC</td>
<td></td>
<td>Tweed Heads</td>
<td></td>
<td>Kingscliff</td>
</tr>
<tr>
<td>Sept Qtr</td>
<td>6860</td>
<td>-8.35%</td>
<td>6040</td>
<td>-3.76%</td>
<td>1796</td>
</tr>
<tr>
<td>Dec Qtr</td>
<td>5603</td>
<td>-10.12%</td>
<td>5046</td>
<td>3.00%</td>
<td>1791</td>
</tr>
<tr>
<td>Mar Qtr</td>
<td>5728</td>
<td>-14.96%</td>
<td>5524</td>
<td>-1.39%</td>
<td>1915</td>
</tr>
<tr>
<td>Jun Qtr</td>
<td>7485</td>
<td></td>
<td>6276</td>
<td></td>
<td>2123</td>
</tr>
<tr>
<td>Total</td>
<td>18191</td>
<td>-11.07%</td>
<td>16610</td>
<td>-1.00%</td>
<td>5502</td>
</tr>
</tbody>
</table>

- An overall decrease in visitor numbers for the March quarter in Murwillumbah despite a strong finish in March.
- Tweed showed only a minor decrease for the whole quarter in comparison to the same period last year.
- Kingscliff also showed a considerable decrease. This centre is directly influenced by poor weather – days when weather is unfriendly there are very few visitors through the centre.

Commissions Earned
• Commissions revenue represents 10% of total booking value made
• Bookings through the website have been steady with 32.58% of the bookings made in the March quarter were on-line.
Quality of service at Visitor Information Centres

- Surveys for the last quarter, results show that 63% of visitors to the VIC’s were extremely satisfied, 31% very satisfied and 6% not satisfied with the quality of customer service.

![Pie chart showing satisfaction levels with TVIC customer service]

Were our visitors satisfied with our customer service.

![Pie chart showing satisfaction levels with interpretation displays]

Were our visitors satisfied with our displays.

![Pie chart showing satisfaction levels with interpretation displays]

Were our visitors satisfied with our range of information.

![Pie chart showing satisfaction levels with TVIC facilities]

Were our visitors satisfied with our facilities.

Retail Revenue

<table>
<thead>
<tr>
<th></th>
<th>January – March 2008</th>
<th>9 months Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3rd Quarter</td>
<td>Last Year</td>
</tr>
<tr>
<td>$14,486</td>
<td>$15,842</td>
<td>$15,956</td>
</tr>
</tbody>
</table>

1. Product Development

Current Product Development Projects

- Taste the Tweed
- Environment - National Landscapes, Bird Watching, Bush Walks and Rainforest Way
- Health & Lifestyle
- Business Tourism
- Festivals
- Surfing
1. Meetings

Over the last 3 months the General Manager has attended meetings with the following people and organisations:

- Kingscliff, Murwillumbah and Tweed Chambers of Commerce. Presented to Kingscliff and Murwillumbah and will do so at the upcoming Tweed breakfast on 13 May.
- NRT Managers – ongoing to discuss NRT strategy and other issues faced by the various LGA’s.
- Bill Larkin and Tom Senti regarding Speed on Tweed.
- Barbara Allen, Tweed Shire Council – festivals and events strategy.
- Bill Mabey, Regional Manager of Tourism NSW – an overview of the TNSW structure and working closer with them. Attended along with Joanne Gurney, Julie Harvey and Karen Ransome.
- MICE – Meetings Incentives Conferences & Events group. The group visited several venues in the region and will follow this up with an off-site famill for all the conference managers to encourage them to use these facilities, to encourage the referral of business within the region.
- National Landscapes consultants brand presentation, workshop and steering committee meetings.
- TEDC forward planning strategy breakfast.
- Surfing Australia – discussion with Glen Best and Martin Grose on how we can work together to encourage a better understanding of the worth of the surf culture in this region.
- Bed & Breakfast operators – to address some concerns with their memberships and bookings.
- Gerd Beurich, chairman of NRT – moving forward with the Tweed Tourism/NRT relationship.
- Sean McKeown, Malfunction – offered our assistance with this first time event at Kingscliff.
- BEX Awards Committee – discuss the involvement of Tweed Tourism at the 2008 awards. We will become a silver sponsor, supplying local product gift baskets that will be presented to the category winners. Also, will arrange prizes for giveaways on the night and also offers for attendees in a sample bag. This is an ongoing strategy of connecting business to tourism and working closely with the Chambers.
- Tourism NSW – attended a meeting in Sydney to meet the main management of TNSW and to get a better understanding of their structure in order to effectively work more closely with them.
- Tom Senti – to discuss re-branding for Tweed Tourism.
- NSW Aboriginal Rugby League Knockout Committee - Julie Harvey and I attended the meeting to discuss the ongoing planning of the even which will take place at the Cudgen Football ground on the October long weekend. Tweed Tourism will be the official accommodation provider.
- Local Government Tourism Conference at Lismore in March.
- Tourism NSW UK - the new management were in Tweed during March on a famill.
- Cameron Arnold from Domain Resorts.
- John Murray at The Beach Bar in Cabarita.
- Ian Beadel from North Star Holiday Park.
- Lindel Forsyth from Peppers.
- Aymon Gow from Tropical Fruit World - regarding their 25th Anniversary celebrations
- Bernie Quinn from the Tweed River Jockey Club.
- Joy Heldon from the Southern Gold Coast Task Force – discussed the recommendation from the Gold Coast Council for a business levy for tourism marketing for the region from Palm Beach to Coolangatta.
1. Other

- After a suggestion from the General Manager, and then a follow up from Karen Ransome from Verve Consulting, the Daily News introduced the Residential Tweed Tourist concept that profiles the fantastic tourism product that is on offer in this region.
- The Tugun Bypass will open on 2 June and we have arranged to be part of a family/open day on Sunday 1 June. We will have a stand on site and will profile the tweed via our visitor guide and other relevant brochures.
- We have held 2 Network Nights, one at The Beach Apartments and Tavern and the other at the Ivory Hotel. These will now be held bi-monthly.
- Book Easy advised that they were raising their commission by 100% from 1 July 2008, a letter was sent to Book Easy on behalf of the LGA’s in the region who use this system and a letter was returned to no avail.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER:

1. Confidential Attachment - Tweed Tourism March 2008 Quarter Financial Statements (DW 1816844)

ORIGIN:
Business & Economic Development

FILE NO: Tweed Economic Development Corporation

SUMMARY OF REPORT:

As required by the current Tweed Economic Development Corporation (TEDC) Agreement a quarterly performance report and financial statement is to be provided for Council’s review. Below is TEDC’s Performance Report for the quarter 1 January to 31 March 2008. The financial statements are provided as a confidential attachment.

This report also includes an annual review and progress report of the actions arising from TEDC’s 2008 Business Plan.

RECOMMENDATION:

That Council receives and notes the quarterly report from Tweed Economic Development Corporation for the quarter January to March 2008.
REPORT:

TWEED ECONOMIC DEVELOPMENT CORPORATION LTD
QUARTERLY REPORT TO TWEED SHIRE COUNCIL
January to March 2008

1. Economic Modeling Tool Update

- Update on current economic model projects:
  - TEDC is conducting an economic impact assessment on a project for Lismore City Council.
  - TEDC is in the process of upgrading the Richmond Valley Council Tables (economic model) with the latest data available.
  - TEDC is in the process of conducting an economic impact assessment for the Byron Council on the relocation of the Byron Bay Blues festival.
  - TEDC has completed an economic impact assessment on a proposed project for private interest on a commercial in confidence basis.
  - Whilst the board of TEDC has decided to confine its activities to management of the model for the purposes of Tweed and Northern Rivers, other options are being explored in response to an increase in interest across the country.

2. Tweed Employment Generating Land

- TEDC continues to facilitate and partake in discussions with interested parties regarding the acquisition and long term development of an integrated master planned estate in the Tweed valley.
- TEDC director Peter Sippel on behalf of his company THG, presented a vision and concept of integrated master planned estates, to the board of TEDC at its February meeting.
- TEDC continues to work with the owner of Industry Central to facilitate investor interest. The owner has expressed concern at the lack of incentives offered by NSW in comparison to Queensland. The Queensland government appears to be very proactive in firstly retaining existing businesses and secondly, in attracting new businesses.
- Further action by TEDC on industry attraction will be guided by the release of the Tweed Shire Council Employment Generating Lands Strategy to be released mid April 2008.

3. Tweed Tourism Marketing Meeting Update

TEDC Chairman Bill Stainlay and CEO met with Rob Smith, Chairman and Michael Tree Director and Phil Villiers, GM of Tweed Tourism on March 4th 2008 to discuss possible developments in the establishment of a Tweed marketing group, and other matters of interests common to both organisations. There was general consensus that a combined approach of some form was appropriate and that a common brand should
be developed to be used for all promotion and marketing of the Tweed across all aspects of economic activity.

A further meeting has taken place between Tweed Tourism GM, Phil Villiers and TEDC CEO. An excellent cooperative working relationship has developed between both organizations with a joint board meeting to take place on May 8th 2008.

4. Tweed Pulse Launched

The new TEDC Tweed Pulse publication has been launched and is receiving broad acknowledgement and praise from across all business sectors and organisations.

Industry Central has requested 200 copies for inclusion in their marketing material.

Tweed Chambers of Commerce has also distributed the publication to their data base of 500 businesses.

TEDC has made a presentation of the publication to all chamber of commerce meeting’s in the Tweed shire.

TEDC Tweed Pulse Distribution to date;

- Electronic requests 99
- Hard copies distributed 150
- Internet downloads 177
- Total Distribution = 426

5. Other Meetings

- TEDC met with representatives of the NSW Shadow Cabinet in the Tweed on Thursday 13th 2008 including; Barry O’Farrell, Leader, Adrian Piccoli, Shadow Minister for State and Regional Development, Duncan Gay, Shadow Minister for Ports, Roads and Waterways, Gillian Skinner, Shadow Minister for Health
- TEDC has also met with Craig Brown of the Department of Lands to discuss a range of topics involving the TEDC vision for the Tweed River and also background on work undertaken by TEDC regarding the Tweed slipway, TMIA etc.

Other Meetings attended by CEO

- Murwillumbah Hospital support committee – on going.
- Tweed Heads Export Hub Business Luncheon inc Work Cover.
- Tweed Heads, Murwillumbah, Tweed Coast Chamber breakfasts.
The TEDC Annual Business Plan has been completed and is attached.

7. TEDC Investment Attraction Marketing Plan.
A costed, marketing plan has been completed.

The “Tweed Business Leaders Forums” have commenced with the first forum scheduled for Wednesday April 3rd 2008. There will be at least 5 business forums in total across the Tweed, culminating with a final event where the total findings will be made available to the business community.

- TEDC was requested to provide the feature article in The Gold Coast Bulletin March Quarterly production “Metropolis Magazine” on Growth in the Tweed, with an emphasis on activities in Murwillumbah. See copy attached.
- The TEDC was requested to provide an article on The Tweed and Northern Rivers Economic Modeling Tool for the Planning Institute of Australia, March edition of the quarterly publication “New Planner” which has a circulation of 1500.
- TEDC was also requested to provide an article for the EDA quarterly eJournal, on the economic modeling tool uses and applications
- TEDC has accepted an invitation to present a paper at the “Riding the Boom” Harvesting the Wave for a Sustainable Pilbara Conference in WA on April 30th 2008
- TEDC attended the invitation only, BMD Constructions xmas client function in Brisbane on December 20th 2007. Some 400 representatives across a broad range of construction, development, real estate and government agencies were in attendance, providing a good profile and networking opportunity for TEDC.
- TEDC was invited by Stocklands to speak at a function at Greenhills (Murwillumbah) to launch their 300 hect residential development on February 1st 2008.
- TEDC has accepted an invitation to present a paper to the Wide Bay/Burnett region as part of a master class approach to the newly elected and amalgamated councils. The region has been subjected to council amalgamations which will see 22 councils reduced to 5. TEDC have been invited to speak on identifying and understanding the drivers of a local and regional economy, the TEDC approach to economic development and the use and application of the economic model, as part of a strategic planning process aimed at addressing the issue and planning for long term economic sustainability.
- Port Stephens Council in NSW has requested an opportunity to meet with TEDC to discuss the economic development related matters, including specifically the economic model use and application.
- TEDC has also accepted an invitation to speak on the Tweed and Northern Rivers Economic Model and economic development generally at Albury Wodonga on June 5th 2008
TEDC has also received a request to address the Tamworth City Council on the uses and application of the Tweed Economic Modeling tool.

10. TEDC Economic Vision & Strategy

- The TEDC Economic Vision & Strategy has been completed.
- The Strategy is available on the TEDC Web site.
- The Strategy will be updated to include appropriate relevant information on the completion of several of TSC LEP review consultancies including; Employment Generating Land Strategy and The Murwillumbah Master Plan.

11. Other Briefing and Presentations

Murwillumbah Hospital
- The TEDC continues to provide assistance to the Murwillumbah District Hospital Support Committee to address the issues raised by the north coast area health service concerning the efficiency and future sustainability of the MDH.
- TEDC assisted with the preparation of documents to be presented as part of the Tweed Heads Hospital review process.

12. TEDC Website & E-Bulletin

Monthly visits to the TEDC Web site.
Note: TEDC has changed its web host which has resulted in a more refined system of measuring web traffic.
- The month of January recorded 837 visits
- The month of February recorded 837 visits
- The month of March recorded 1332 visits

- Tweed Industrial locality maps have been uploaded onto TEDC Industrial Estate pages of the web site.

- The Tweed specific Sensis Yellow Pages Online Business Directory is now available online through TEDC web site. TEDC has been in contact with Sensis to establish an online monitoring system to assess usage of directory through the TEDC web site.

- Number of Tweed Business Yellow Pages Directory searches;
  December 2007 = 50
  January 2008 = 15
  February = 25.

<table>
<thead>
<tr>
<th>Date</th>
<th>Headline</th>
<th>Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>7th February, 2008</td>
<td>More high-rise for Tweed</td>
<td>Tweed Daily News</td>
</tr>
<tr>
<td>14th February, 2008</td>
<td>Towers set to go ahead</td>
<td>Tweed Border Mail</td>
</tr>
<tr>
<td>Feb 2008</td>
<td>Big money pours into Tweed</td>
<td>The Gold Coast Bulletin</td>
</tr>
<tr>
<td>28th February, 2008</td>
<td>Airport on rise</td>
<td>Tweed Border Mail</td>
</tr>
<tr>
<td>1st March, 2008</td>
<td>The Debate – Proposed marina at Boyds Bay</td>
<td>Tweed Daily News</td>
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<tr>
<td>6th March, 2008</td>
<td>Tide of change for use of Tweed River</td>
<td>Tweed Daily News</td>
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<td>8th March, 2008</td>
<td>Water a big selling point for Tweed</td>
<td>Tweed Daily News</td>
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<tr>
<td>March Edition, 2008</td>
<td>Leading by Example: The TEDC</td>
<td>Planning Institute of Australia</td>
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<tr>
<td>Quarterly Report, 2008</td>
<td>Regional Economic Model Attracts Wide Interest</td>
<td>EDA Journal</td>
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**TEDC 2008 Business Plan**

**Updated March 2008**

**Tweed and Northern Rivers Economic Model Action Plan**

<table>
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<tr>
<th>ACTIONS for the TWEED &amp; NORTHERN RIVERS ECONOMIC MODEL</th>
<th>AGENCY RESPONSIBLE</th>
<th>STATUS</th>
<th>ESTIMATED COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Tweed transactions table based on 2006 census data, desktop research and collection of business data at a local level.</td>
<td>TEDC</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Update transactions tables for the participating regional LGA’s and associated training in use of the Model to the LGAs Economic Development staff.</td>
<td>TEDC</td>
<td>Current.</td>
<td></td>
</tr>
<tr>
<td>Assist in research and policy analysis for establishing direction for sustainable economic growth in the Tweed &amp; Northern Rivers.</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Undertake analyses for external agencies on a consultancy basis.</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Upgrade the modelling software to ensure the 2005/06 transactions tables comply with the new national transactions tables.</td>
<td>TEDC</td>
<td>Complete</td>
<td></td>
</tr>
</tbody>
</table>
### Industry Audit and Database Action Plan

<table>
<thead>
<tr>
<th>Actions for the INDUSTRY AUDIT &amp; DATABASE</th>
<th>AGENCY RESPONSIBLE</th>
<th>STATUS</th>
<th>ESTIMATED COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undertake audits on a bi-annual basis.</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Continue to develop the database to ensure that it is user friendly and accurate.</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Provide updates on new business-related development applications and licences to TEDC.</td>
<td>TSC</td>
<td>Ongoing</td>
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### ACTIONS for DEMOGRAPHIC & STATISTICAL RESEARCH

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>AGENCY RESPONSIBLE</th>
<th>STATUS</th>
<th>ESTIMATED COMPLETION DATE</th>
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<tbody>
<tr>
<td>Access &amp; analyse 2006 Census data as it becomes available.</td>
<td>TEDC</td>
<td>Current</td>
<td>June 2008</td>
</tr>
<tr>
<td>Update the trade area profiles for the Tweed using ABS 2006 data.</td>
<td>TSC/TEDC</td>
<td>Current</td>
<td>June 2008</td>
</tr>
<tr>
<td>Access relevant ABS statistics as they become available.</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Monitor local, regional, national and international economic trends and statistics as they become available.</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Respond to enquiries for statistics and information.</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>

### ACTIONS for TWEED RURAL LAND USE STAGE II

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>AGENCY RESPONSIBLE</th>
<th>STATUS</th>
<th>ESTIMATED COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm Project Brief</td>
<td>TEDC/TSC</td>
<td>On Hold</td>
<td></td>
</tr>
<tr>
<td>Identify Funding Sources</td>
<td>TEDC/TSC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop Applications for Funding</td>
<td>TEDC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liaise with Funding Bodies to facilitate successful applications</td>
<td>TEDC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undertake Project</td>
<td>TEDC/TSC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continue to deal with LEP issues.</td>
<td>TSC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use the outcomes of RLUS II to inform the LEP Review process.</td>
<td>TSC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### ACTIONS for the Employment Lands Strategy

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>AGENCY RESPONSIBLE</th>
<th>STATUS</th>
<th>ESTIMATED COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liaise with the Consultants to ensure positive outcomes from the Strategy</td>
<td>TSC/TEDC</td>
<td>Current</td>
<td>March 08</td>
</tr>
<tr>
<td>Strategy to be incorporated into TSC LEP Review Process</td>
<td>TSC</td>
<td>Planned</td>
<td>March 08</td>
</tr>
<tr>
<td>Continue to work with private enterprise to facilitate investment in employment lands in the Tweed</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Initiate further investigation into the viability and opportunity to develop a second Tweed airstrip and aviation-related business park.</td>
<td>TEDC/TSC</td>
<td>Current</td>
<td>June 2008</td>
</tr>
</tbody>
</table>

### Health and Ageing Action Plan

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>AGENCY RESPONSIBLE</th>
<th>STATUS</th>
<th>ESTIMATED COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access desktop data; undertake research and assessments of the impact of the ageing population.</td>
<td>TEDC</td>
<td>Planned</td>
<td></td>
</tr>
<tr>
<td>Compile a report on the economic implications of an ageing population</td>
<td>TEDC</td>
<td>Planned</td>
<td></td>
</tr>
<tr>
<td>Work with stakeholders to ensure that relevant information is fed into future planning processes.</td>
<td>TEDC/TSC</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Continue to work with existing businesses and potential investors on opportunities to create economic growth through the health and ageing sector</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>
**Tweed River Nature Link Action Plan**

<table>
<thead>
<tr>
<th>ACTIONS for the TWEED RIVER NATURE LINK</th>
<th>AGENCY RESPONSIBLE</th>
<th>STATUS</th>
<th>ESTIMATED COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify funding sources</td>
<td>TEDC</td>
<td>Planned</td>
<td></td>
</tr>
<tr>
<td>Develop applications for funding</td>
<td>TEDC</td>
<td>Planned</td>
<td></td>
</tr>
<tr>
<td>Undertake Stage 1 of the Tweed River Link Project</td>
<td>TEDC</td>
<td>Planned</td>
<td>Subject to funding approvals</td>
</tr>
<tr>
<td>Facilitate investor interest</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>

**Tourism Industry Action Plan**

<table>
<thead>
<tr>
<th>ACTIONS for TWEED TOURISM</th>
<th>AGENCY RESPONSIBLE</th>
<th>STATUS</th>
<th>ESTIMATED COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with Tweed Tourism where appropriate to grow the tourism industry.</td>
<td>TEDC</td>
<td>Current</td>
<td></td>
</tr>
</tbody>
</table>

**Tweed Heads CBD Revitalisation Project Action Plan**

<table>
<thead>
<tr>
<th>ACTIONS for the TWEED HEADS CBD REVITALISATION PROJECT</th>
<th>AGENCY RESPONSIBLE</th>
<th>STATUS</th>
<th>ESTIMATED COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review TSC’s planning policies, including the existing LEP and development control plan, to reflect the vision of the Masterplan.</td>
<td>TSC</td>
<td>Current</td>
<td>March 2008</td>
</tr>
<tr>
<td>Prepare a plan of management and redevelopment of the Jack Evans Boat Harbour</td>
<td>TSC</td>
<td>Current</td>
<td>TSC to update</td>
</tr>
<tr>
<td>Continue to facilitate private sector investment in the Tweed Heads CBD.</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
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<th>ESTIMATED COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify funding sources</td>
<td>TEDC</td>
<td>Planned</td>
<td></td>
</tr>
<tr>
<td>Develop applications for funding</td>
<td>TEDC</td>
<td>Planned</td>
<td></td>
</tr>
<tr>
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<td>TEDC</td>
<td>Planned</td>
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<td>Facilitate investor interest</td>
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**Tourism Industry Action Plan**

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<th>ESTIMATED COMPLETION DATE</th>
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</thead>
<tbody>
<tr>
<td>Work with Tweed Tourism where appropriate to grow the tourism industry.</td>
<td>TEDC</td>
<td>Current</td>
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**Tweed Heads CBD Revitalisation Project Action Plan**

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<td>TSC</td>
<td>Current</td>
<td>March 2008</td>
</tr>
<tr>
<td>Prepare a plan of management and redevelopment of the Jack Evans Boat Harbour</td>
<td>TSC</td>
<td>Current</td>
<td>TSC to update</td>
</tr>
<tr>
<td>Continue to facilitate private sector investment in the Tweed Heads CBD.</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>
### Water Infrastructure Action Plan

<table>
<thead>
<tr>
<th>ACTIONS for the WATER INFRASTRUCTURE</th>
<th>AGENCY RESPONSIBLE</th>
<th>STATUS</th>
<th>ESTIMATED COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue investigations into viable water infrastructure solutions</td>
<td>TSC</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Assist in lobbying for funding and prioritisation when and if required</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>

### Telecommunications Infrastructure Action Plan

<table>
<thead>
<tr>
<th>ACTIONS for the TELECOMMUNICATIONS INFRASTRUCTURE</th>
<th>AGENCY RESPONSIBLE</th>
<th>STATUS</th>
<th>ESTIMATED COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promote positive outcomes for telecommunications infrastructure</td>
<td>TEDC/TSC</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>

### Marketing, Promotions & Communications Action Plan

<table>
<thead>
<tr>
<th>ACTIONS for MARKETING, PROMOTIONS &amp; COMMUNICATIONS</th>
<th>AGENCY RESPONSIBLE</th>
<th>STATUS</th>
<th>ESTIMATED COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop scope of Investment Attraction Strategy</td>
<td>TEDC</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Develop Strategy</td>
<td>TEDC</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Develop an Action Plan for Implementation</td>
<td>TEDC</td>
<td>Current</td>
<td></td>
</tr>
<tr>
<td>Monitor effectiveness of Strategy and up-date annually</td>
<td>TEDC</td>
<td>Planned</td>
<td></td>
</tr>
<tr>
<td>Implement initiatives identified in the investment attraction strategy</td>
<td>TEDC</td>
<td>Planned</td>
<td></td>
</tr>
<tr>
<td>Update the website on a regular basis and monitor success</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Continue to produce the TEDC E-Bulletin on a regular basis</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Review, and if necessary reproduce, the Tweed Portfolio on an annual basis</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Produce Tweed Pulse a statistical document specific to the needs of new businesses and investors</td>
<td>TEDC</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Review and update Tweed pulse on a bi-annual basis</td>
<td>TEDC</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>
LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

This report recommends Council endorse the quarterly performance review required by Tweed Economic Development Corporation's funding agreement.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER:

1. Confidential Attachment – March 2008 Quarter Balance Sheet (DW 1817831)
2. Confidential Attachment – March 2008 Quarter Profit and Loss (DW 1817832)
O3 [PR-OC] Planning Reforms

ORIGIN:

Development Assessment

SUMMARY OF REPORT:

In response to Administrator Willan’s enquiry at the last meeting on what the organisation is doing to improve the processing times of development applications the following advice is provided.

At present Council’s Planning and Regulation Division is undertaking a variety of initiatives to address this issue. These include the following:

* Submission to the Department of Planning on their planning reforms paper. The subject of this matter was reported to the Planning Committee on 22 January 2008 which indicated support for the streamlining of the development process.

* In January 2008 Council wrote to the Director-General of the Department of Planning requesting funding from PlanFIRST to cleanse Council’s cadastre, which would better enable ePlanning. The Director-General has deferred this application to the latter half of the year.

* Council is undertaking a Proclaim revival project (property system). This project is an extensive programme to better utilise Council’s property system to ensure best practice guidelines. To date the system has been upgraded to the latest release which will support e-Proclaim/e-Planning and a review of Council’s regulatory and application events structure within the system.

* An internal project team was established in October 2007 to review workplace procedures and practices. Several initiatives have been created and will be implemented to co-ordinate with the external review in the near future.

* An external consultant has been employed to review the project team’s recommendations and assist with the co-ordination and implementation of the Department of Planning’s reforms agenda.

* Consultation with the Local Federal Member has been undertaken by Senior Council staff to access eDA funding announced by the Federal Government in its first budget.

* Consultation with the Minister for Housing and Minister for the Status of Women’s office regarding the eDA announcement. A submission is currently being prepared to seek funding.
* Council has increased its staff delegations to assist with processing times.

* The recruitment process within the Division has been reviewed to better attract planning staff in a limited and competitive market.

RECOMMENDATION:

That this report be received and noted.
REPORT:
As per summary.

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 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.

ORIGIN:

Director Technology & Corporate Services

SUMMARY OF REPORT:

Council's 2008/2011 Draft Management Plan was placed on exhibition for public comment, from Saturday 26 April 2008 to Monday 26 May 2008, in accordance with Section 405 of the Local Government Act 1993. The Draft Management Plan includes the Strategic and Operating Objectives, as well as the 2008/2009 Draft Budget, which includes year 3 of the 7 Year Infrastructure and Services Plan, as well as the Draft Revenue Policy and Draft Fees and Charges.

The Minister for Local Government under Section 508A of the Local Government Act 1993, determined in August 2007 that the percentage by which Tweed Shire Council may increase its General Purpose income for 2008/2009 is 9.5% above that for 2007/2008, which includes year 3 of Council's 7 Year Infrastructure and Services Plan.

Council invited submissions from the public on the Draft Management Plan and associated documents by placing advertisements in the Tweed Link. Additionally 22 organisations within the Shire that represent chambers of commerce, ratepayers, community groups or residents, were invited to make a submission on the Draft Management Plan documents.

The Draft Management Plan documents were also placed on public exhibition at the Murwillumbah and Tweed Heads Civic Centres and Libraries at Murwillumbah, Tweed Heads and Kingscliff. The documents were also accessible from Council’s webpage.

During the exhibition period Council received written submissions, which are detailed in the body of the report. The General Manager was invited to attend and provided an overview to the Kingscliff & District Chamber of Commerce meeting.

RECOMMENDATION:

That :-


2. Council reports to the Department of Local Government on any significant variations from its 7 Year Infrastructure and Services Plan.
Financial Plan as contained in the instrument under Section 508A(1) and 548(3)(a) of the Local Government Act 1993 dated 15 August 2007.

3. The existing “Corporate Values Policy” be deleted and the following Corporate Vision, Mission and Values Statements be adopted:

**VISION:** The Tweed will be recognised for its desirable lifestyle, strong community, unique character and environment, and the opportunities its residents enjoy.

**MISSION:** Working with community and partners, provide leadership in facilitating and delivering services that manage growth sustainably; create opportunity; and enhance the value of our civic and natural assets for this and future generations

**VALUES:**

- Transparency
- Customer Focus
- Fairness
- Reliability
- Progressiveness
- Value for Money
- Collaboration
REPORT:

MANAGEMENT PLAN
The Management Plan provides a three (3) year program aimed at meeting the expected needs of the community. The Plan clearly states Council's vision and mission, the core values and prioritised principal activities providing a clear indication of Council's intention for the coming 12 months and the following two (2) years.

The Management Plan is structured to outline what Council will be undertaking this year, its performance targets and how it will measure its level of performance. Statutory performance indicator requirements are supported by an additional range of management performance measures. These will form the basis of the General Manager's quarterly management performance reports and the annual report to the community. The three (3) year Plan is a complete document and therefore needs to be read in its totality to appreciate the strategic direction and priorities.

Meeting community needs is a major challenge facing Council. This year's Draft Management Plan has a focus on delivering years 3 to 7 of Council’s 7 Year Infrastructure and Services Plan as well as continuing to ensure that Council's essential services and assets are maintained at appropriate levels.

Council's 2008/2011 Draft Management Plan was placed on exhibition for public comment for 28 days from Saturday 26 April 2008 to Monday 26 May 2008. The Minister for Local Government under Section 508A of the Local Government Act 1993, determined in 2007 that the percentage by which Tweed Shire Council may increase its General Purpose income for 2008/2009 is 9.5% above that for 2007/2008, which includes year 3 of Council’s 7 Year Infrastructure and Services Plan.

VARIATION TO GENERAL INCOME FOR 2008/2009 TO 2012/2013

Council, as part of the special variation application, is required to report to the Department of Local Government on the alterations from the original 7 Year Infrastructure and Services Plan as contained in the instrument under Section 508A(1) and 548(3)(a) of the Local Government Act 1993 dated 15 August 2007. The information to be provided to the Department will be based on variations to the 7 Year Infrastructure and Services Plan which have been reported through the normal quarterly budget and management plan review process.

PUBLIC CONSULTATION
In accordance with Section 405 of the Local Government Act 1993, the Draft Management Plan was placed on exhibition for public display from Saturday 26 April 2008 to Monday 26 May 2008.

The consultation process sought submissions from ratepayers and the community on the Plan. To facilitate this approach, Council placed copies of the Draft Management Plan and supplementary documents on public display at the Civic Centres, libraries and Council's internet site. Furthermore, the Draft Management Plan was advertised in the Tweed Link. Additionally 22 organisations within the Shire that represent chambers of
commerce, ratepayers, community groups or residents, were invited to make a submission on the Draft Management Plan documents.

The General Manager was invited to attend and provided an overview of the 2008-2011 Draft Management Plan to a Kingscliff & District Chamber of Commerce meeting during the exhibition period.

PUBLIC COMMENTS RECEIVED

Submissions

Council received 244 submissions from organisations and the public (including 217 form letter submissions against the proposed pontoon fees). The submissions related to the Draft Management Plan, Draft Fees & Charges and the Draft Budget. These are categorised and detailed below.

Draft Management Plan Submissions

Kingscliff Ratepayers & Progress Association Inc.

Congratulated Council on the improvements made to the presentation of the Draft Management Plan document, noting that the attention to layout and use of simple English have made the information in the document more accessible to the general public and easier to understand.

Responsible Officer’s Comments

The Kingscliff Ratepayers & Progress Association Inc. comments are noted and appreciated. Considerable effort has been given to ensure that the Management Plan is easy to read and comprehend and that links to the budget and KPI’s are transparent.

Tyalgum District Community Association Inc. (2 Submissions)

1. Supports an increase in the marketing budget for Tweed Tourism and requests Council to consider the benefit of moving towards future allocation of sufficient funds to permit employment of a full-time General Manager and Product Development Manager at Tweed Tourism.

2. Requests community meetings prior to formal adoption of Management Plan documents to improve the quality, quantity and standard of community communication. The Association believes Council has not implemented a proper process to produce a viable and properly audited three-year management plan/budget.

Responsible Officer’s Comments

1. The input from the Tyalgum District Community Association Inc. is acknowledged and appreciated. A funding agreement is in place until 30 June 2010 between Council and Tweed Tourism. With no capacity to apply additional funds at this time, Tweed Tourism is encouraged to work with TEDC (Tweed Economic Development Corporation) to work co-operatively to achieve efficiencies, particularly in the area of marketing and promotion.
2. Refer to advice on Community Consultation already addressed in this report.

Wooyung Action Group

- Is concerned as there is no mention of the completion of the Tweed-Byron Coastal Creeks Floodplain Management Plan as a Priority Project;
- Requests that a budget be provided to implement the recommendations made from the above study;
- Requests that a Locality Plan for Hastings Point be included as a Priority Project;
- Requests that more detail be provided to the public regarding the spending of public monies on projects such as Coastline Management Plan;
- Requests for increased transparency in the DA approval process, such as easily obtainable transcripts of discussions regarding development within Council;
- Requests an extension of the DA approval target time for DA’s larger than a certain monetary value.

Responsible Officer's Comments

Council has engaged consultants to carry out the Coastal Creek Flood Study, which will be finalised during 2008/2009.

What follows from the Coastal Creek Flood Study is a Floodplain Risk Management Study, which will involve a separate consultancy to consider the range of flood risks affecting coastal communities and environments, and assessing options to mitigate these flood risks. The recommendations of this Risk Management Study will then form the basis of a Coastal Creeks Floodplain Management Plan.

Based on the current work in the Tweed Valley, a Floodplain Risk Management Study and Plan would cost approximately $300,000 and take two years to complete. Generally such projects obtain State and Commonwealth grant funding in a 1:1:1 (Federal : State : Local), or 2:1 (State : Local) ratio. An application will be submitted in the 2009/2010 round of grant offers for the study project, and if successful would require a budget item of approximately $100,000 to provide the Local contribution.

Dependent upon the outcomes of the study and plan, subsequent government assistance would be sought to implement the plan, particularly any recommended structural works. Other changes, such as new policy development controls would be implemented in-house at minimal cost.

As such, it appears reasonable to include the Coastal Creeks studies in the forward program as requested by the Wooyung Action Group. Additional budget items will be required in the 2009/2010 financial year to carry out this project, subject to ongoing Government support.

Reporting on projects such as the Coastline Management Plan is done on a quarterly basis as part of the Budget/Management Plan reporting cycle. Update are also available through the Council's "Tweed Link" newsletter.
The priority project for 2008/2009 is the completion of the current Planning Reform projects that have commenced in 2007/2008. Other projects including the Hastings Point Locality Plan will be considered in 2008/2009 as part of the planning reform general work plan.

Development Application files and associated assessments are currently publicly available in accordance with relevant Legislation.

Target dates are set in accordance with the time constraints set by the State Legislation and Council’s commitment to a continuous improvement program. The targets relate to median times and take into account extended processing times for large and complex applications.

**Murwillumbah Residents and Ratepayers Association**

- Expressed that they are not happy about the rate rises, approved by the State Government;
- They feel that 38% of the population are not getting a fair deal, as the pensioner rebates remain the same at $425.00. They would like to see pensioners get an increase in rebate proportional to rate rise;
- In addition they also provided comment on the recently adopted DCP A(1) expressing changes in lot coverage and the planting of 15 metre trees in the front yard are both backward steps as they will lead to increased urban sprawl and the trees will have the potential to cause infrastructure damage.

**Responsible Officer’s Comments**

The views of the Association are acknowledged. Pensioner rebate entitlements have not changed since the inception of the Local Government Act 1993.

The comments in relation to DCP A(1) have been referred to the Planning Reform Unit.

**Banora Point & District Residents Association Inc.**

- Extremely difficult for any community organisation to provide comprehensive comment on the Draft Plan within the allocated time given that the provided document is supported by 90 plans, strategies and studies;
- Association is opposed to the 9.5% increase as proposed, stating that the Government approval was for an increase “up to 9.5%, not necessary the whole amount proposed to be imposed by Council”;
- Suggested that Council may have misled many Tweed residents with the claim that such an increase would involve a modest increase of about $1 per week which was based on the minimum rate;
- They believe a large percentage of Banora Point ratepayers are above average or significantly higher than the minimum rate;
- They stated that the 2008/2009 total rate package increase is at least 10% by taking into consideration increases in service charges;
- They expressed concern at the apparent shift in revenue allocations, believing the majority of rate revenue is likely to be consumed in non-essential items of “feel good” programs and studies rather than essential infrastructure. They claim residents were never advised as to how the 2007/2008 rate increase of
6% was allocated, draft plan indicates that many of the projects listed in the plan are the subject of significant loan borrowings;

- Resists the revenue policy of “user pays”;
- Many priority projects are being treated with undue haste without appropriate community consultation- requests that many of the priority projects be deferred for 1 year until a new council is elected to enable a true consultative process with the community to take place;
- Requests further information on Cobaki/Terranora Broadwater revision, land fill sites, cost for environmental projects – need for an ocean outfall, Darlington Drive Overflow, Lake Kimberley rock wall repairs;
- Road issues – proposed construction of another arterial road apart from Leisure Drive is not appropriate - needs to be an integrated road network that meets the needs of residents and business owners in the South Tweed Heads, Draft Management Plan fails to identify or propose any form of road works program.

**Responsible Officer’s Comments**
Projects are in line with the adopted 7 Year Infrastructure and Services Plan. These projects are already reported to Council on a quarterly basis as part of the budget and management plan reviews. An update on the progress of the plan so far will be included as part of the Annual Report process and this update and other information requested will be forwarded to the Association.

With respect to the concern expressed in the amount of the weekly rate increase for 2008/2009, the amount based on the minimum residential rate will be $1.14 per week above that for 2007/2008, incorporating $0.75 per week which is attributable to the 7 Year Plan. It is worth noting that approximately 48% of residential rates are on the minimum.

**Tweed Landcare Inc.**

Requests Council to consider introducing an environment levy, in order to meeting community expectation that biodiversity in Tweed is being preserved and enhanced.

**Responsible Officer’s Comments**
Noted for Administrator’s consideration. An Environment Levy has not been advertised so could not be adopted as part of the 2008/2011 Management Plan. Furthermore if an Environmental Levy were to be implemented it would be subject to a Special Variance Application. Given that Council currently has a special variation approved, it would be unlikely that any further application at this time would be successful.

**Director of Richmond-Tweed Regional Library**

Noted that Council’s “Library Plan” provides for three large libraries rather than a plethora of small branch libraries. Stated that the three current library buildings do not meet State Library Standards and are seriously overcrowded.

Requests that Council provides sufficient additional funds to service loans to ensure that a) a new library is constructed in Murwillumbah and that b) that the overcrowded
Kingscliff Library is, as originally planned, doubled in size within the three year period of the Management Plan.

Stated that three years ago the average library expenditure per capita for Group 5 Council’s was $30.89. In 2008/2009 Tweed’s expenditure is proposed at $22.12 (39% less than other Group 5 councils).

**Responsible Officer’s Comments**
Tweed Shire Council has no plans to fund a “plethora of small branch libraries”. The current plan is to provide for three libraries situated at Murwillumbah, Kingscliff and Tweed Heads. Council’s 7 Year Plan provides for the extension of the Kingscliff Library commencing in the 2010-2011 financial year utilising funds from S94 and the refurbishment of the Murwillumbah Branch funded from loans also commencing in the 2010-2011 financial year. These are significant allocations which support the provision of library services in the Tweed Shire.

Council also provided, during a very tight budget, a significant increase in the Council’s contribution to the Regional Library Service and was at the cost to a number of equally worthy demands.

**Individuals**

- Statement that Administrators responsible for the 9.5% increase in rates are completely out of touch with the outside world;
- Gravel roads should be a No.1 priority;
- High fuel prices, high groceries prices, high interest rates with low cattle prices will really hurt with new valuations next year.

**Responsible Officer’s Comments**
A programme of sealing gravel roads on school bus routes is in progress through a previous special rate variation.

The individuals views of the economical impacts and the proposed rate increase is noted.

**Submissions Received After Close of Exhibition Period**

**Individual**
- Expressed belief and concern at "total lack of ongoing community consultation" and the "inequity" of rates between residential and farmland categories and "inequity of expenditure" between the regions within the Shire (stating that Tweed Heads contributed the greatest pool of funds to general rate revenue but felt that the Shire favoured projects in Murwillumbah where the rate base is significantly lower) since the introduction of Council's 7 Year Infrastructure and Services Plan.

**Responsible Officer’s Comments**
Several significant projects relating to expenditure in the Tweed Heads vicinity from the 7 Year Infrastructure and Services Plan/ General Income commence Year 3 of the Plan. Proposed in the 2008/2009 Management Plan are the following priority projects:

- Completion of the Tweed Local Environmental Plan stage 1 and stage 2
• Adoption of the Tweed Urban Release Strategy
• Tweed Heads Museum
• Adoption of locality plans for Tweed Heads and Tweed Heads South
• Review of Tweed Development Control Plan
  o s.A(11) “Public Notification of Development Proposals”,
  o s.A(4) “Advertising Signs Code” and
  o Creation of a new Development Control Plan for “Industrial Development”
• Completion of the Piggabeen bypass
• Banora Point sewerage treatment plant augmentation to 100ML.

Draft Budget Submissions

Pottsville Beach Business Association (Chamber of Commerce)
A submission was received from the Pottsville Beach Business Association (Chamber of Commerce) relating to the provision of a link service road behind the commercial centre of Pottsville. The submission requested a budget allocation be made to acquire crown land as well as highlighting the proposed street scaping works in Cabarita. Several methods of funding these projects were proposed by the Chamber including: s94 and reprioritising other road and street scaping projects.

Pottsville Community Association Inc.

• Support the acquisition and construction of a service road at the rear of the IGA shops off Coronation Avenue but were unable to identify any specific allocation of funds to address this issue.

Responsible Officer’s Comments
It is not possible to reallocate Section 94 funds to the service road as it is not a listed project. The reprioritising of other approved projects would be difficult to justify given the approximate cost of $1.5M and the lack of nexus required by S94. The service road is proposed in the Draft Pottsville Locality Plan currently on exhibition and this submission will be considered as part of that process.

• Request further information on the Budget allocation for public halls and bus shelters;
• Information on the Draft Budget appears much less definitive than in the past, goal of council transparency has become clouded and vague.

Responsible Officer’s Comments
A response will be provided to this request for additional information.

Draft Fees and Charges Submissions

1. Proposed Annual Licence Fee for Pontoon in Council Drainage Reserves (Canals)

The vast majority of submissions received on the 2008/2009 Draft Management Plan, and Fees and Charges have been in relation to the proposed pontoon fees. Council has received 217 form letter submissions against the proposed pontoon fees. Additionally it
has also received 3 letters from Groups and 9 letters from individuals objecting to the fees. A summary of comments and major objections are as follows:

Banora Point and District Residents Association Inc - Are opposed to the proposed $200 annual licence fee for pontoon owners as they claim it is a direct contravention of the Council’s own Revenue Policy- proposed fee will yield limited income, to suggest that pontoon owners should contribute to other services that will benefit all water enthusiasts is not only wrong but also unjust.

Canal Action Group – provided a detailed submission against the proposed fee and suggested that a meeting take place within the next 5 weeks comprising two Council representatives and three from the Group to ratify grievances.

Oxley Cove Community Group – unanimously agreed to total opposition of the proposed fee, but principally on the basis that a narrow band of ratepayers, contribute to a service which could benefit the entire community. Furthermore, they stated that Oxley Cove ratepayers already pay their fair burden of rates through higher rates due to higher land values.

Form Letters – 217 copies of a 1 page submissions objecting to the fee for the following reasons:

- Council must identify a service cost and target group to benefit from fees or charges.
- High rates due to land valuations

**Responsible Officer’s Comments**

The proposed fee is based on the concept of occupation of Community Land by private landholders. The approval, licensing and installation of a pontoon entitle the adjacent landholder to private use of public land.

This proposed fee will contribute to the ongoing management of Tweed Shire waterways in accordance with management and maintenance priorities.

As requested by the Canal Action Group a meeting was held on Thursday 29 May 2008 to discuss their submission.

There has been, of recent years, a greater demand upon Council for increased management of the canals and waterway foreshores including cleaning of canal foreshore following significant rain events. These services are not rendered for landholders on natural waterways.

Canal property owners are able to reduce the cost of installing and owning a pontoon by sharing a structure with the adjoining property. This is particularly relevant at the ends of canals where property widths are narrow and the concave nature of the canal can reduce the useable amount of waterway space. This sharing of a pontoon structure will immediately reduce the capital and ongoing costs to 50% for each landholder.

An estimate of the market value of the "right" to occupy public land for a private structure (similar terms to an easement) has been provided by Council’s Property & Legal Services Officer. Three (3) areas were considered to provide different averages per
square metre. The amounts shown below are based on a lease area of 30 square metres:

<table>
<thead>
<tr>
<th>Location</th>
<th>Lease Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacaranda Avenue, Tweed Heads West</td>
<td>$5,300 per annum</td>
</tr>
<tr>
<td>Companion Way, Endless Summer Canal, Tweed Heads</td>
<td>$5,560 per annum</td>
</tr>
<tr>
<td>Captains Way, Oxley Cove</td>
<td>$6,275 per annum</td>
</tr>
</tbody>
</table>

Some of the ongoing management and maintenance issues for Council with regard to canals include:

- Maintenance of tidal canals as per standard below.
- Water quality monitoring.
- Biting midge control.
- Complaints from residents regarding reduced visual amenity from increased pontoons and large boats.
- Clean up of flood debris.
- High levels of visual litter / gross pollutants.
- Pontoons can obstruct the free flow of water in the drainage reserve and create turbulence within the water body that will impact on the accretion and erosion of canal beaches and create sand banks.
- Pontoons create obstructions for pedestrian access around the margins of the canal. The land holder generally owns 2 metres from the retaining wall, the rest of the canal is Community Land.
- Pontoons can cause obstruction to free navigation around the canal and increase the difficulty for dredging and placement of sand uniformly around the canal. There is a design cross section for canal estates which is more difficult to achieve with a proliferation of pontoons.
- Pontoons and boats can cause visual amenity issues for residents of the canal. Depending on the design, maintenance and location of pontoons, these can obstruct and/or spoil views for residents. It is noted however, that this is hard to measure as visual amenity can be fairly subjective.

Council has a Maintenance Standard for Tidal Canals being the following:

**Objective:**
To maintain a navigable channel for boating traffic.

To maintain the beach frontages of public land.

**Criteria:**
Provide a central boating channel with a minimum depth of 1 metre at mean low water with a width of one-third of the canal width, subject to NSW Fisheries approval.

Maintain beach frontages to at least a similar standard to immediately abutting lots.

The minimum annual licence fee for a pontoon on the Tweed River is $385 plus GST, paid to the State Government. Pontoon owners occupy public land for exclusive private use. The proposed fee is approximately half that of the same facility located on the River. The pontoons have potential visual amenity impacts, obstruct pedestrian and vessel movements, and impact on water and flood flows around the canal.
2. Proposed Land Cost Indexation

There have been no submissions received on this proposed new indexation.

Responsible Officer’s Comments

It is recommended to proceed with the proposed indexation.

3. Proposed Food Inspection

Council has received two submissions from business operators and submissions from the Banora Point and District Residents Association Inc and Murwillumbah District Business Chamber, regarding the proposed food inspection fees. Comments are summarised below:-

Business Operators Comments

- Fees will almost double current health and hygiene regulation budget- proprietors should attain a hygiene proficiency certificate or similar before opening or operating a business – increased fees will have an impact on profitability, due to the current economic environment.
- Council is making a surplus of $300,000 with the implementation of the proposed fee. It is in everybody’s interest that the Tweed be known as a safe place to eat, but object to the unrealistic charges for the inspections.

Banora Point and District Residents Association Inc - Stated that the food handling fees are not acceptable, as this fee on food outlets will be passed onto customers through increased prices. Stated that the ultimate result will most likely be a downturn in business and questioned why council employing extra staff to promote such a policy.

Murwillumbah District Business Chamber – Strongly object to the proposed fees on behalf of the combined Business Chambers: Murwillumbah, Tweed Heads and KingsCliff. The combined chambers believe that the listed inspections per year are not warranted and that these should be reduced to one inspection per year with the Administration charge to be eliminated or reduced. They also noted that the State members of Parliament from the Northern NSW region are petitioning the Government with respect to the legislation, which is also supported by the NSW Business Chamber Ltd.

There have also been a number of press articles regarding the proposed fees, principally from Murwillumbah business operators.

Responsible Officer’s Comments

Approximately 50 NSW councils have entered into this agreement with the NSW Food Authority. The fees have been derived from Part 9 of the Food Regulations which states inter alia:

20. The charge payable for the carrying out by the Food Authority of:

(a) any inspection for the purpose of the Act in relation to a licence or application for a licence, or
(b) any audit of any food safety program or proposed food safety program required by this regulation,

is $143.08 per hour with a minimum of half an hour (excluding time spent travelling) plus $35.77 for travelling expenses.

This equates to $107.31 as a minimum rate for half an hour. The proposed fee for other than large premises is a flat rate of $105.00, irrespective of whether the inspection time exceeds half an hour. This ensures consistency with Council’s building inspection fees. The proposed fee for larger premises (clubs, factories, hotels and supermarkets) is to charge the maximum rate, with the exception of every 15 minutes after the first hour it is proposed to charge $30.00 instead of what is allowed under Part 20, being $35.77 per 15 minutes. The legislation also allows an annual increase in accordance with the CPI.

It should also be noted that the adopted 2007/2008 Fees and Charges included the following inspection fees:

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>General premises</td>
<td>$86.00</td>
</tr>
<tr>
<td>Large premises</td>
<td>$156.00 for the first hour</td>
</tr>
<tr>
<td>For every 15 minute interval after the first hour</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

The proposed 2008/2009 fees will replace the 2007/2008 fee structure.

In regard to the administration fees Part 173 of the Food Regulations provide for a table of maximum charges based on the number of food handlers working at premises. These are:

<table>
<thead>
<tr>
<th>Number of Food Handlers</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 5</td>
<td>$250.00</td>
</tr>
<tr>
<td>More than 5 but not more than 50</td>
<td>$500.00</td>
</tr>
<tr>
<td>More than 50</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

It should be noted that these fees were adopted in the 2007/2008 fees and charges. No change to this fee is proposed in 2008/2009.

The Food Authority has formulated these charges to enable full cost recovery. If Council chose not to enter into this agreement, the Food Authority has the delegation to appoint another so Byron or Lismore officers for example could undertake this role. In the same manner, if Byron or Lismore were not to undertake this role the Authority may approach Tweed. The fee would then be that as determined by the Food Authority.

Finally, the fees are not designed to return a surplus of income to Council but to enable resourcing and full cost recovery to undertake the inspections, setup and maintain databases, perform administrative duties and complete the half yearly reporting required by the Authority.
Media

At the conclusion of the exhibition period there were 12 news articles and one Letter to the Editor in the local print media about the Draft Management Plan.

Breaking these figures down, there were five news stories specifically about the Draft Budget process; six on the proposed food fees (some were lead stories with accompanying photographs) - all six were quoting people strongly against the proposal; and one article on the canal fee also quoting residents strongly against the proposal.

There were also three stories in Tweed Shire Council's weekly newspaper, the Tweed Link, relating to the Draft Management Plan as well as the proposed Pontoon and Food Inspection Fees. These three stories were written to provide information to the community, and invited the community to make submissions.

Conclusion


Budget / Revenue Policy

Council has the option at this meeting to amend the Draft Management Plan and Budget as well as vary the Fees and Charges.


The 2008/09 Budget as presented is balanced in each fund. If any surplus funds become available from operations during the year, these are applied to increase the level of accumulated funds.

Program Budgeting used in the Plan provides both a financial and management analysis of the individual programs and services offered by Council and in conjunction with the various program objectives and performance measures allows an ongoing review of services related back to the individual program objective. Extensive use of activity based costing is used to support this process.

As part of the analysis of the purpose of the plan a number of objectives were identified in an attempt to determine if, on present trends, there is sufficient revenue to:

- Maintain or expand existing services;
- Replace infrastructure, both existing and future;
- Undertake new projects, in line with Council’s strategic direction; and
- Ensure long-term financial sustainability.

The objectives of the 2008/2009 Budget are:-

- To maintain a balanced budget;
- To maximise income from all sources, subject to the stated policies of Council;
- To provide works and services at levels commensurate with budget allocation;
- To restrain expenditure, wherever possible;
• To achieve economy of operation; and
• To optimise the return on funds and investments.

**DRAFT BUDGET FOR 2008/2009**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$98.83 million</td>
</tr>
<tr>
<td>Water Fund</td>
<td>$78.57 million</td>
</tr>
<tr>
<td>Sewerage Fund</td>
<td>$27.36 million</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$204.76 million</strong></td>
</tr>
</tbody>
</table>

**NEW FEES AND CHARGES FOR 2008/2009**

The following new fees and charges were advertised in the Draft Management Plan and/or 2008-2009 Draft Revenue Policy, Fees and Charges.

- Annual Licence Fee for Pontoons in Council Drainage Reserves (Canals);
- Land Cost Indexation;
- Food Inspection.

and it is proposed that they be adopted with the remainder of the fees and charges:

**Corporate Vision, Mission and Values Statement**

A revised Corporate Vision, Mission and Values Statements were included in the exhibited Draft Management Plan. No submissions were received and it is now proposed to adopt these revised statements.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

In accordance with Section 405 of the Local Government Act 1993, the Draft Management Plan was placed on exhibition for public display from Saturday 26 April 2008 to Monday 26 May 2008.

The Minister for Local Government under Section 508A of the Local Government Act 1993, determined in August 2007 that the percentage by which Tweed Shire Council may increase its General Purpose income for 2008/2009 is 9.5% above that for 2007/2008, which includes year three of Council’s 7 Year Infrastructure and Services Plan.

Council, as part of the special variation approval, is required to report to the Department of Local Government on any significant variations from its 7 Year Infrastructure and Services Financial Plan as contained in the instrument under Section 508A(1) and 548(3)(a) of the Local Government Act 1993 dated 15 August 2007.

The issuing of the approval of a special rate variation for the 7 Year Infrastructure and Services Plan is currently the subject of a Class 4 Appeal in the Land and Environment Court.
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 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 2008/2011 Management Plan (refer to Attachment to meeting held 22 April 2008).
2. Draft 2008/2009 Budget (refer to Attachment to meeting held 22 April 2008).
3. Draft 2008/2009 Fees and Charges (refer to Attachment to meeting held 22 April 2008).
4. Draft Revenue Policy and Statement (refer to Attachment to meeting held 22 April 2008).
5. Submissions Received (DW 1828832)
O5 [TCS-OC] AC2008-040 - Workers Compensation Insurance Services

ORIGIN:
Director Technology & Corporate Services

SUMMARY OF REPORT:

This report outlines the recommendations for the appointment of a Workers Compensation Insurance Services Provider. The successful tenderer would be required to deliver services as described in the Request for Tender documentation.

The Request for Tender is offering a two (2) year service contract period with an option for Council to extend the contract for a further three (3) by one year periods.

The Request for Tender is a joint collaborative venture, undertaken by Tweed Shire, Ballina Shire, Lismore City and Byron Shire Councils. This type of venture is advocated by the Department of Local Government as a means of obtaining a competitive pricing for this service. The process was facilitated by Expense Reduction Analysts (ERA) at the request of the four councils and the selection and appointment of the successful tenderer was to be undertaken by each council independently.

In selecting the preferred tenderer each council formed their own tender evaluation panel. The facilitator was not a member of the tender evaluation panel. Their report was utilised as resource material during the selection process, refer CONFIDENTIAL ATTACHMENT B.

Recommendations have been formulated based on the Selection Criteria which is contained in the Tender Panel Evaluation Report included in CONFIDENTIAL ATTACHMENT A.

ATTACHMENTS A, B, C & D are CONFIDENTIAL in accordance Section 10A (2) (c) & (d) of the Local Government Act 1993, because they contain commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderers in terms of market competitiveness, by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest.

RECOMMENDATION:

That:

1. StateCover be accepted as the supplier of Workers Compensation Insurance Services for a contract period of two (2) years (1 July 2008 – 30 June 2010), with the option to extend the contract for a further
three (3) by one year periods subject to satisfactory annual performance reviews;

2. The continuation of StateCover as the supplier of Workers Compensation Insurance beyond the initial 2 year contract be subject to satisfactory performance at the annual reviews against the selection criteria as detailed in the tender documentation;

3. QBE be appointed the second preferred supplier of Workers Compensation Insurance to be utilised only in the event that StateCover do not satisfactorily meet the criteria at the annual reviews; and

4. That ATTACHMENTS A, B, C & D be treated as CONFIDENTIAL in accordance with Section 10A(2)(c) & (d) of the Local Government Act, 1993, because they contain commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of market competitiveness, by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest.
REPORT:

Background

Tweed Shire, Lismore City, Byron Shire and Ballina Shire Councils engaged the services of Expense Reduction Analysts (ERA) to assist them with a review of the Workers Compensation Insurance Services, with a view to maximising the value obtained for its level of expenditure.

The Request for Tender (RFT) was prepared by ERA on behalf of all councils, following extensive consultation with each council tender panel who determined key criteria. ERA’s role in the process extended to analysis of the offers, facilitating presentations from short listed providers and the provision of an independent advisory report.

Council Tender No. AC2008-040 invited responses for the provision of:

Workers Compensation Insurance Services

The following selection criteria and weightings were determined prior to the issuing of the Tender:

<table>
<thead>
<tr>
<th>No</th>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administration</td>
<td>15%</td>
</tr>
<tr>
<td>2</td>
<td>Communication</td>
<td>20%</td>
</tr>
<tr>
<td>3</td>
<td>Operations</td>
<td>30%</td>
</tr>
<tr>
<td>4</td>
<td>Reporting</td>
<td>15%</td>
</tr>
<tr>
<td>5</td>
<td>Additional Information</td>
<td>5%</td>
</tr>
<tr>
<td>6</td>
<td>Value for Money</td>
<td>15%</td>
</tr>
</tbody>
</table>

Tenders Received

A total of six (6) responses were received for the request for tender No. AC2008-040:

- Cambridge
- CGU Workers Compensation
- GIO Workers Compensation
- QBE Workers Compensation *(in conjunction with AustBrokers)*
- StateCover
- Willis Workplace Risk

Tender Evaluation

The Tweed Shire Council Tender Evaluation was conducted by Council's Tender Evaluation Panel, consisting of the following three (3) Tweed Shire Council personnel - Director Technology and Corporate Services; OHS Coordinator and Injury Management Officer. It should be noted that the Manager Risk and Human Resources, Mr Neil Baldwin was excluded from this panel due to a possible perceived conflict of interest due to his position of Director on the StateWide Board. Furthermore his personal managed super fund contains shares from listed insurers who also tendered.
The Evaluation Panel assessed the tender submission, presentation and referee check against the selection criteria as detailed in the Request for Tender specification.

**Tender Prices**

Premium estimates received from WorkCover fund manager insurers were based on WorkCover statutory formula and Council's claims history at 29 April 2008. Individual Insurers differed only in premium estimates by giving different OHS Incentives/ Risk Management Allowances. StateCover’s premium estimate was also calculated on the WorkCover statutory formula but offered a scheme discount, fund rebate, OHS Incentive payment but also requires payment of an annual capital levy. All tenderers offered varying level of other services such as training and OHS services. These are detailed in **CONFIDENTIAL ATTACHMENT'S A, B, C & D**.

Details of StateCover relative competitiveness are shown in the Evaluation Report **CONFIDENTIAL ATTACHMENT A, C & D** which was endorsed by the Evaluation Committee.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Funding is provided within the 2008/2009 Draft Budget for Workers Compensation Insurance Services. The outcome of this tender process is that Council may be in a position, provided claims history and experience remains consistent to fund a Healthy Lifestyle program and other OHS or Risk Initiatives within the existing budget provision. This will be reflected in a future quarterly budget review once claims history and experience has stabilised.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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1. **Confidential Attachment A** – Tender Panel Evaluation Report (DW 1826090)
2. **Confidential Attachment B** – ERA Report (DW 1826091)
3. **Confidential Attachment C** – Insurance Premium Calculations 2008/09 (DW 1826092)
4. **Confidential Attachment D** - Tender Criteria Weighting Spreadsheet (DW 1826093)

ORIGIN:
Corporate Compliance

SUMMARY OF REPORT:
The Local Government Remuneration Tribunal has handed down its report and determination on the fees paid to Mayors and Councillors for the period 2008/2009.

RECOMMENDATION:

That Council determines the annual fee for:

1. The Mayor for the period 13 September 2008 to 30 June 2009, as being a pro rata of the maximum fee of $33,010.

2. Councillors for the period 13 September 2008 to 30 June 2009, as being a pro rata of the maximum fee of $15,120.
REPORT:

The determination of the Local Government Remuneration Tribunal has been received for 2008/2009 period. Tweed Shire Council is classified as a Category 3 Council.

The annual fees are as follows:

<table>
<thead>
<tr>
<th>Councillor/Member Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
</tr>
<tr>
<td>$6,870</td>
</tr>
<tr>
<td>Maximum</td>
</tr>
<tr>
<td>$15,120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mayor/Chairperson Additional Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
</tr>
<tr>
<td>$14,610</td>
</tr>
<tr>
<td>Maximum</td>
</tr>
<tr>
<td>$33,010</td>
</tr>
</tbody>
</table>

* This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/member (s249 (2)).

Council previously paid the Mayor and Councillors the maximum of its category.

Council is now requested to determine and fix the annual fee in accordance with Sections 248 and 249 of the Local Government Act to be applied on and from 1 July 2008 and pro rata from 13 September 2008.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Local Government Act – Sections 248 and 249

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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1. Local Government Remuneration Tribunal 2008 Review. (DW 1827640).
O7 [TCS-OC] Payment of Voluntary Goods and Services Tax (GST)

ORIGIN:
Financial Services

SUMMARY OF REPORT:

RECOMMENDATION:
That to assist compliance with Section 114 of the Commonwealth Constitution, Council certifies that:

1. Voluntary Goods and Services Tax (GST) has been paid by Tweed Shire Council for the period 1 May 2007 to 30 April 2008;

2. Adequate management arrangements and internal controls were in place to enable the Council to adequately account for its GST liabilities and recoup all GST input tax credits eligible to be claimed; and

3. No GST non-compliance events by the Council were identified by or raised with the Australian Taxation Office.
REPORT:

The Department of Local Government Circular 01/45 requires councils to have an independent GST review undertaken and a GST Audit Review prepared by an Auditor and lodged with the Department each year.

The approach for the 2004/2005 financial year and for all future years is for councils to supply a certificate of confirmation to the Department in place of the Audit Review Report. It is no longer mandatory for councils to have their Auditors undertake a review of the GST systems. It is at Council's discretion as to whether an audit review is undertaken to support the sign off of the certificate of confirmation.

By 8 June each year the Commonwealth seeks from members of the GST Administration Subcommittee (GSTAS) advice on voluntary GST payments by local government bodies.

The timing of this request is to allow the Commonwealth Commissioner of Taxation to make a determination concerning the amount of GST collected in the financial year in question. Information sought by the Commonwealth is simply instances of where voluntary payments should have been, but were not, paid by local government bodies.

Accordingly, local governing bodies are requested to provide the Department of Local Government with this advice before 1 June each year. The Department will then provide the advice to NSW Treasury for confirmation with the Commonwealth Commissioner of Taxation.

Tweed Shire Council's responsibilities extend to developing and maintaining internal controls, which should ensure compliance and reduce the risk of cash flow issues and under/over payment of GST.
The certificate includes the following certification:

**COUNCIL OF TWEED SHIRE**

**GOODS AND SERVICES TAX CERTIFICATE**

*Payment of Voluntary GST 1 May 2007 to 30 April 2008*

To assist compliance with Section 114 of the Commonwealth Constitution, we certify that:

- Voluntary GST has been paid by Tweed Shire Council for the period 1 May 2007 to 30 April 2008.

- Adequate management arrangements and internal controls were in place to enable the Council to adequately account for its GST liabilities and recoup all GST input tax credits eligible to be claimed.

- No GST non-compliance events by the Council were identified by or raised with the Australian Taxation Office.

Signed in accordance with a resolution of Council made on 3 June 2008

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Mr F Willan    Mr M Boyd
ADMINISTRATOR  ADMINISTRATOR

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Mr M Rayner    Mr M Chorlton
GENERAL MANAGER RESPONSIBLE ACCOUNTING OFFICER

**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 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.
O8 [EO-OC] EQ2008-006 Expressions of Interest for the Supply of Fabricating Steel and Metals as a Preferred Supplier

ORIGIN:
Contracts

FILE NO: EQ2008-006

SUMMARY OF REPORT:
Nominations have been called for Expression of Interest for the Supply of Fabricating Steel and Metals to Council as a Preferred Supplier. The Preferred Supplier arrangement is for a twelve (12) month period with provision for two further twelve (12) month extension options. Following the close of the advertising period a single nomination from Hayes Steel Pty Ltd was received. This report was submitted to Council at its meeting of 22 April 2008 and consideration deferred. Following further investigations the report is resubmitted.

RECOMMENDATION:
That:-

1. Hayes Steel be formally contacted requesting that they nominate the level of discount to apply for steel and metal materials purchased by Council over the period of the Preferred Supplier arrangement.

2. Hayes Steel be endorsed as a Preferred Supplier of Steel and Metal materials, subject to nominating a discount level in (1) above that is satisfactory to the General Manager.
REPORT:

Following a review of Council purchases it was identified that a significant $ value of steel and metals are purchased for Council projects with no formal purchasing arrangement in place to ensure optimum to Council.

As a measure to address this situation and in accordance with Local Government (General) Regulation 2005 a selective tendering process, by which invitations to tender for the supply of Fabrication Steel and Metals are made following a public advertisement asking for expressions of interest, was instigated. Suppliers nominating their interest in being considered as a preferred supplier and considered suitable as preferred supplier will be contacted and requested to nominate the level of discount that will apply to all steel and metal materials purchased from that supplier over the period of the arrangement.

Council currently has in place Preferred Supplier arrangements for the supply of Hardware, Electrical and Plumbing materials which operates quite successfully.

In accordance with the Local Government (General) Regulations expressions of interest closing the 27 February 2008 have been sought from local suppliers who are willing to enter into a supply contract on a Preferred Supplier arrangement for the supply of steel and metal materials. The Preferred Supplier arrangement is for a twelve (12) month period with two by twelve month extension options.

Twenty-five (25) registrations of interest were recorded for documentation for the Expression of Interest however, at the close of tenders only one submission from Hayes Steel Pty Ltd was received.

Hayes Steel are a local firm located in close proximity to Council’s Buchanan Street Murwillumbah Works Depot and are one of the biggest distributors / suppliers of steel and metals in the region.

This report was submitted to Council at its meeting on 22 April 2008 however concern was expressed that there was only one tenderer and subsequently the matter was deferred. It is understood that Hayes Steel is the leading supplier of fabricating steel and metals on the NSW north coast and South East Queensland and it is presumed that alternative suppliers from Brisbane or the Hunter region have not tendered interest due to the distances involved. Whilst there were a number of registrations of interest in the tender it is understood that these were predominantly from fabrication companies who misunderstood the nature of the tender, being for supply only. It is considered that these firms when reading the detail of the tender have declined to submit a formal tender as it is not their core business. It is recommended that the report be reconsidered in light of this information.

It is recommended that Hayes Steel be accepted as a Preferred Supplier subject to them nominating a level of discount that will apply for all steel and metal purchases by Council over the initial twelve month period of the Preferred Supplier arrangements that is satisfactory to the General Manager.
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 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.

ORIGIN:
Contracts

FILE NO: EC2008-029

SUMMARY OF REPORT:

This report outlines the tender for EC2008-029 Supply and Spraying of Bituminous Surfacing at Various Locations with a two year contract period commencing 1 July 2008 until 30 July 2010. Recommendations have been formulated based on the Selection Criteria which is contained in the Tender Evaluation, Pricing Report included in CONFIDENTIAL ATTACHMENT A. It is recommended that Council accepts the tender of Pioneer Roads Services for EC 2008 029 Supply and Spraying of Bituminous Surfacing at Various Locations.

Attachment A is CONFIDENTIAL in accordance Section 10A(2)(d) of the Local Government Act 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderers in terms of market competitiveness, by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest.

RECOMMENDATION:

That:

1. Pioneer Road Services be awarded the contract for the Supply and delivery of Sprayed Bituminous Surfacing at Various Locations as the primary contractor for the period 1 July 2008 until 30 June 2010.

2. The ranking of contractors to be as follows: 2. Boral, 3. Sami Road Services, 4. RoadTek Asset Services.

3. The ATTACHMENT be treated as CONFIDENTIAL in accordance with Section 10A(2)(d) of the Local Government Act, 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of
market competitiveness, by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest.
REPORT:

Background

Tenders closing 16 April 2008 have been called for the Supply Contract for Sprayed Bituminous Surfacing at Various Locations. The supply contract will be for a two (2) year period commencing 1 July 2008 until 30 June 2010.

Tenders Received

A total of four (4) responses were received for tender EC2008-029 Supply and Spraying of Bituminous Surfacing at Various Locations.

Submissions were received from the following contractors:-

- Pioneer Road Services
- Boral Asphalt
- Sami road Services (SRS)
- Roadtek Asset Services

Selection Criteria

The assessment was based on conformity; value for money; availability period; quality assurance; technical management, physical, environmental management and financial resources; current commitments and previous performance.

Tender Evaluation

A copy of the Tender Evaluation Report is included in ATTACHMENT A which is CONFIDENTIAL in accordance with Section 10A(2)(d) of the Local Government Act, 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of market competitiveness by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest. Recommendations appear below for the Tender.

Based on prices received and proven service history, it is recommended that Tenderer Pioneer Road Services be accepted as the principal contractor for the Supply and Spraying of Bituminous Surfacing at Various Locations.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Funding is provided within the 2007/2008 Budget for Supply and Spraying of Bituminous Surfacing at Various Locations.
POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

1. Confidential Attachment A - EC2008-029 Supply Contract for Sprayed Bituminous Surfacing at Various Locations (DW 1826157) and Schedules (DW 1826170).
O10 [EO-OC] EC2008-037 Supply of Ready Mixed Concrete

ORIGIN:
Contracts

FILE NO: EC2008-037

SUMMARY OF REPORT:

This report outlines the tender for EC2008-037 Supply of Ready Mixed Concrete with a twelve (12) month contract period commencing 1 July 2008 until 30 June 2009. Recommendations have been formulated based on the Selection Criteria which is contained in the Tender Evaluation, Pricing Report included in CONFIDENTIAL ATTACHMENT A. It is recommended that Council accepts the tender’s of Hymix and Brims Concrete for the Supply of Ready Mixed Concrete.

Attachment A is CONFIDENTIAL in accordance Section 10A(2)(d) of the Local Government Act 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderers in terms of market competitiveness, by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest.

RECOMMENDATION:

That:

1. The tender from Hymix (Area 1) and Brims Concrete (Areas 2 & 3) be accepted for the supply of Ready Mixed Concrete for the period 1 July 2008 until 30 June 2009.

2. The ATTACHMENT be treated as CONFIDENTIAL in accordance with Section 10A(2)(d) of the Local Government Act, 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of market competitiveness, by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest.
REPORT:

Background

Council Tender EC2008-037 Supply of Ready Mixed Concrete closed on the 16 April 2008. The tender sought prices for the supply and delivery of ready mixed concrete for maintenance and construction purposes in various strengths, mix types and quantities to three (3) specified areas across the Shire.

Tenders Received

A total of three (3) responses were received to the tender EC2008-037 Supply of Ready Mixed Concrete.

Submissions were received from the following suppliers:-

- Brims Concrete Areas 1, 2 & 3
- Cemex Areas 1, 2 & 3
- Hymix Area 1

Selection Criteria

The assessment was based on conformity; value for money; availability period; quality assurance; technical management, physical, environmental management and financial resources; current commitments and previous performance.

Tender Evaluation

A copy of the Tender Evaluation Report is included in ATTACHMENT A which is CONFIDENTIAL in accordance with Section 10A(2)(d) of the Local Government Act, 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of market competitiveness by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest. Recommendations appear below for the Tender.

Based on tendered rates, it is recommended that tenderer’s Hymix (Area1) and Brims Concrete (Areas 2 & 3) be accepted as the contract suppliers of Ready Mixed Concrete to Council. The supply period will be for a twelve (12) month period commencing 1 July 2008 until 30 June 2009.
LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Funding is provided within the 2007/2008 Budget for EC2008-037 Supply of Ready Mixed Concrete.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

1. Confidential Attachment A - Supplementary Confidential Information EC2008-037 Supply of Ready Mixed Concrete (DW 1828467).

ORIGIN:
Contracts

FILE NO: EC2008-028

SUMMARY OF REPORT:

This report outlines the tender for the provision of Pavement Line Marking services to Council. The service contract will be for a two (2) year period commencing 1 July 2008 until 30 June 2010. Recommendations have been formulated based on the Selection Criteria which is contained in the Tender Evaluation, Pricing Report included in CONFIDENTIAL ATTACHMENT A. It is recommended that Council accepts the tender of Line Marking Australia for provision of Line Marking services for a two (2) year period commencing 1 July 2008 until 30 June 2010.

Attachment A is CONFIDENTIAL in accordance Section 10A(2)(d) of the Local Government Act 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderers in terms of market competitiveness, by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest.

RECOMMENDATION:

That:

1. The tender from Line Marking Australia be accepted as the provider of Pavement Line Marking services to Council for a two (2) year period commencing 1 July 2008 until 30 June 2010.

2. The ATTACHMENT be treated as CONFIDENTIAL in accordance with Section 10A(2)(d) of the Local Government Act, 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of market competitiveness, by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest.
REPORT:

Background
Tenders closing 16 April 2008 have been called for the supply of Pavement Line Marking Services on Council’s road network for the period 1 July 2008 until 30 June 2010. The tender called for the provision of standard line marking services and the application of Thermoplastic road markings.

Tenders Received
Fourteen (14) contractors sourced the tender documentation however at the close of tenders only two (2) submissions had been received.

Submissions were received from:-

Line Marking Australia       Brisbane City Works

Selection Criteria
The assessment was based on conformity; value for money; availability period; quality assurance; technical management, physical, environmental management and financial resources; current commitments and previous performance.

Tender Evaluation
A copy of the Tender Evaluation Report is included in ATTACHMENT A which is CONFIDENTIAL in accordance with Section 10A(2)(d) of the Local Government Act, 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of market competitiveness by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest. Recommendations appear below for the Tender.

Based on pricing received and proven service history, it is recommended that Tenderer Line Marking Australia Pty Ltd be accepted as the contract provider of Line Marking Services to Council. The service contract will be for a two (2) year period commencing 1 July 2008 until 30 June 2010.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Funding is provided within the 2007/2008 Budget for EC 2008 028 Pavement Linemarking Services.

POLICY IMPLICATIONS:

Nil.
UNDER SEPARATE COVER/FURTHER INFORMATION:

1. Confidential Attachment A - Supplementary Confidential Information EC2008-028 Pavement Line Marking (DW 1828171) and Schedules (DW 1826112).
O12  [EO-OC] EQ2008-038 Supply of Selected Materials

ORIGIN:
Contracts

FILE NO:  EQ2008-038

SUMMARY OF REPORT:

This report outlines the tender for EQ2008-038 Supply of Selected Materials with a twelve (12) month contract period commencing 1 July 2008 until 30 June 2009. Recommendations have been formulated based on the Selection Criteria which is contained in the Tender Evaluation, Pricing Report included in CONFIDENTIAL ATTACHMENT A.

Attachment A is CONFIDENTIAL in accordance Section 10A(2)(d) of the Local Government Act 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderers in terms of market competitiveness, by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest.

RECOMMENDATION:

That:

1. The contracts for the Supply of Selected Materials for the period 1 July 2008 until 30 June 2009 be awarded to the following suppliers:-

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUPPLIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geotextile Material</td>
<td>Soil Filters Australia</td>
</tr>
<tr>
<td>Reinforcing Mesh</td>
<td>JH Williams</td>
</tr>
<tr>
<td>100mm Dia Slotted/Socked Agriculture Pipe</td>
<td>JH Williams</td>
</tr>
<tr>
<td>100mm Dia Slotted Agriculture Pipe</td>
<td>JH Williams</td>
</tr>
<tr>
<td>Premix Cement</td>
<td>Mills Distribution</td>
</tr>
<tr>
<td>General Purpose Bagged Cement</td>
<td>Mills Distribution</td>
</tr>
<tr>
<td>Herbicides</td>
<td>JH Williams</td>
</tr>
<tr>
<td>Concrete Surrounds</td>
<td>Rocla</td>
</tr>
<tr>
<td>300mm – 1050mm Concrete Pipes</td>
<td>Rocla</td>
</tr>
<tr>
<td>Concrete Headwalls</td>
<td>Rocla</td>
</tr>
<tr>
<td>Concrete Kerb Inlets</td>
<td>Rocla</td>
</tr>
<tr>
<td>ITEM</td>
<td>SUPPLIER</td>
</tr>
<tr>
<td>--------------------------</td>
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</tr>
<tr>
<td>Welding Rods</td>
<td>JH Williams</td>
</tr>
<tr>
<td>Padlocks</td>
<td>Budds Mitre 10</td>
</tr>
<tr>
<td>90mm PVC Stormwater Pipe</td>
<td>JH Williams</td>
</tr>
<tr>
<td>Form Ply</td>
<td>JH Williams</td>
</tr>
<tr>
<td>Woven Silt Fil/ Silt Stop</td>
<td>JH Williams</td>
</tr>
</tbody>
</table>

2. The **ATTACHMENT** be treated as **CONFIDENTIAL** in accordance with Section 10A(2)(d) of the Local Government Act, 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of market competitiveness, by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest.
REPORT:

Background

Quotations closing 16 April 2008 have been called for the supply of Selected Materials into Council’s Murwillumbah depot Store for the period 1 July 2008 until 30 June 2009.

The supply contracts are called on an annual basis for selected large dollar turnover items purchased for issue through Council's Store.

Items offered to tender are as follows:-

- Geotextile Material
- Reinforcing Mesh
- Premix Cement
- 100mm Dia Slotted Agriculture Pipe
- 300 mm – 1050mm Dia Concrete Pipes
- Concrete Headwalls
- Welding Electrodes
- Padlocks – Keyed alike
- Herbicides
- General Purpose Bagged Cement
- 90mm PVC Stormwater Pipe
- 100mm Dia Slotted / Socked Agriculture Pipe
- Concrete Surrounds
- Concrete Kerb Inlets
- Form Ply
- Woven Silt Film / Silt Stop

Interest in the tender process has been maintained with prices submitted competitive with minor increases in most items offered to tender.

Tenders Received

A total of seven (7) responses were received for tender EQ2008-038.

Submissions were received from the following suppliers:-

- Neumann Steel
- Mills Distribution
- Budd Mitre 10
- Rocla
- Geo Fabrics Australia
- Rural Buying Service
- JH Williams & Sons

Selection Criteria

The assessment was based on conformity; value for money; availability period; quality assurance; physical, financial resources; and previous supply history.

Tender Evaluation

A copy of the Tender Evaluation Report is included in ATTACHMENT A which is CONFIDENTIAL in accordance with Section 10A(2)(d) of the Local Government Act, 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information
would be likely to prejudice the commercial position of the tenderer in terms of market competitiveness by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest. Recommendations appear below for the Tender.

Based on conforming prices received, it is recommended that the following suppliers be awarded supply contracts for the period 1 July 2008 until 30 June 2009:-

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUPPLIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geotextile Material</td>
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</tr>
<tr>
<td>Reinforcing Mesh</td>
<td>JH Williams</td>
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<td>Premix Cement</td>
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<td>JH Williams</td>
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<tr>
<td>Woven Silt Fil/ Silt Stop</td>
<td>JH Williams</td>
</tr>
</tbody>
</table>

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Funding is provided within the 2007/2008 Budget for EQ2008-038 Supply of Selected Materials.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

1. **Confidential Attachment A** - Supplementary Confidential Information EQ2008-038 Supply of Selected Materials (DW 1829295) and Schedules (DW 1828753).

ORIGIN:
Planning & Infrastructure

FILE NO: GC12/3-2007085

SUMMARY OF REPORT:

Tenders were called for the construction of a boardwalk along Cudgen Creek between Clough Way and Marine Parade. A total of eight lump sum tenders were received by the advertised closing date of 19 September 2007.

This report provides a recommendation on the preferred tenderer. Recommendations have been formulated based on the Selection Criteria which is contained in the Tender Evaluation, Pricing Report included in CONFIDENTIAL ATTACHMENT A. It is recommended that Council accepts the tender of Hopedale Services Pty Ltd for Contract EC2007-085 Cudgen Creek Boardwalk Clough Way to Marine Parade.

Attachment A is CONFIDENTIAL in accordance Section 10A(2)(d) of the Local Government Act 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderers in terms of market competitiveness, by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest.

RECOMMENDATION:

That:

1. Subject to the approval of the Section 96 application for a concrete boardwalk Council awards the contract EC2007-085 Cudgen Creek Boardwalk Clough Way to Marine Parade Kingscliff to Hopedale Services Pty Ltd for the lump sum price of $681,811.00 excluding GST.

2. The General Manager be given delegated authority to approve variations up to 20% above the initial contract price.

3. The ATTACHMENT be treated as CONFIDENTIAL in accordance with Section 10A(2)(d) of the Local Government Act, 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies
the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of market competitiveness, by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest.
REPORT:

Tenders were called for the construction of a boardwalk along Cudgen Creek between Clough Way and Marine Parade. The boardwalk is a critical component of the coastal cycleway which extends from Pottsville to Tweed Heads. The scope of the tender includes the construction of a timber boardwalk along the foreshore of Cudgen Creek between Clough Way and Marine Parade, Kingscliff. Works shall include but are not limited to:

- Supply of all materials necessary to complete the works
- Provision of all carpentry services to allow the works to be completed
- Design, drafting, submission and approval (by Tweed Shire Council) of any shop drawings required for the fabrication of balustrade panels.
- Construction of piers and all foundations necessary to support the proposed structure. This includes the provision of all necessary machinery to construct the piers. In addition, sufficient design and certification shall be undertaken to ensure the piers are capable of supporting the design loads and are able to withstand the impacts of tide, wave action and erosion.
- Allowance to alter any existing jetties/pontoons to cater for the proposed boardwalk and maintain existing licensed accesses as appropriate.
- Construction of concrete footpath to details as depicted on the project drawings
- Repair of damaged portions of the existing revetment wall.
- Compliance with the design drawings.

A total of eight lump sum tenders were received for the Lump Sum Contract by the advertised closing date of 19 September 2007. The tenderers were:

<table>
<thead>
<tr>
<th>Tenderer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hopedale Services</td>
</tr>
<tr>
<td>Alder Pty Ltd</td>
</tr>
<tr>
<td>Kennedy</td>
</tr>
<tr>
<td>Cofrey</td>
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<tr>
<td>Shailer</td>
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<tr>
<td>Cyberseven</td>
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<tr>
<td>Olimar</td>
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<tr>
<td>Telfer Pty Ltd</td>
</tr>
</tbody>
</table>

The received tenders were well over the budget estimate. Several of the above tenderers also offered alternative submissions based on the exclusion of a stainless steel balustrade system and one tenderer provided a cheaper concrete deck alternative. This reduced the tender price substantially. To ensure probity in this tender, all tenderers were requested to submit a low cost alternative. A total of six tenderers resubmitted an amended tender.

Hopedale Services provided an alternative tender providing a lump sum for a concrete superstructure rather than a timber one. It is recommended that Hopedale Services Pty
Ltd’s alternative tender is accepted based on lower maintenance, lower original cost and method of construction. Hopedale is to design, construct and certify to approved design details.

Hopedale Services Pty Ltd has completed a number of civil projects for Tweed Shire Council including the installation of a sewer rising main beneath the Terranora Creek Bridge ($920,500), the installation of flood pumps at Lavender Creek ($194,300) and improvements at Minjungbal and Machinery Drives ($1,377,734). Referees have advised that Hopedale Services Pty Ltd’s performance on these projects was satisfactory.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Funding is available within various Council funds. Funding of the proposal was reported to Council at its meeting of 22 April 2008 where Council resolved to vote appropriate funds. Part of the funding for the project is a grant from the NSW Department of Planning that must be committed/commenced by 30 June 2008, so the timing for approving and letting a contract for this project is critical.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

O14 [CNR-OC] Tweed River Regional Museum (Tweed Heads) and Murwillumbah Community Centre

ORIGIN:
Community & Cultural Services

SUMMARY OF REPORT:
Administrator Boyd requested at the Council meeting held on 13 May 2008 a report on the Tweed River Regional Museum (Tweed Heads) and the Murwillumbah Community Centre.

RECOMMENDATION:

That Council:

1. Receives and notes the report.

2. Authorises the General Manager to proceed with the sale process of 2 Mayal Street, Murwillumbah for the purpose of funding the Murwillumbah Community Centre.
REPORT:

Tweed River Regional Museum
The Tweed River Regional Museum is funded through the Council’s 7 Year Plan.

Site Considerations
The site (Flagstaff Hill) is under Department of Lands control as Crown Land. Council is currently negotiating with the Department regarding the use of the site for the Museum under a Licence Agreement. Of particular interest will be the commercial opportunities derived from the café.

The Concept Plans and indicative designs, including a small model for the Museum have been completed by the Architect. The building includes Permanent and Temporary Exhibition spaces, Café, Education Workshops, store rooms and loading dock, foyer and toilets, Resource Centre, Museum Offices and shop and audio visual room.

Progress towards the development of the DA was discussed during recent meetings held on Wednesday, 21 May 2008 between Director Community & Natural Resources, Senior Museum Curator and the Architect.

Murwillumbah Community Centre (MCC)
The Murwillumbah Community Centre is funded through the Council’s 7 Year Plan.

Engagement of Architect:
Bud Brannigan has been engaged to provide concept designs. The designs have been assessed by a Quantity Surveyor. Council is awaiting the results of a funding application to the Federal Government.

Engagement of Project Officer:
Wendy Constantine has been engaged 2 days a week for 18 months commencing April 2008 as Projector Coordinator. Ms Constantine is currently engaged 3 days per week as Director of Murwillumbah Community Centre. Funds for this purpose were derived from 7 Year Plan Project Operating Budget. The role of the Murwillumbah Community Centre Director is to engage with current and future clients to determine availability of space for the large number of NGO’s that have expressed an interest in the Centre and to liaise with Council, Architect and clients. Lease incomes derived from the tenants are proposed to defray the maintenance and operations costs of Centre.

A Submission for funding to the Federal Government was completed by Council. Council will need to reapply to the Federal Government under new funding arrangements.

Additional funds for the project will be raised by the sale of two (2) properties (2 Mayal Street, Murwillumbah and 1 Nullum Street, Murwillumbah). 1 Nullum Street is currently occupied by Nortec under Lease. Nortec has been informed regarding the impending sale. 2 Mayal Street is currently vacant and is available for sale. 1 Nullum Street will be repainted to maintain the asset to an appropriate standard for occupation and sale.

The sale of 1 Nullum Street will be after construction to allow accommodation of current clients and to create a seamless transition phase.
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.
[CNR-OC] Joint Venture Forestry - Byrrill Creek

ORIGIN:
Water

SUMMARY OF REPORT:
On 15 December 1993 Council resolved to enter into a Joint Venture Arrangement with NSW State Forests to establish Hardwood Plantations on the Byrrill Creek Property. In this venture Council provided the land and NSW State Forest undertook preparation and planting. Ongoing maintenance is shared between the two partners.

The joint venture comprises three separate agreements covering 177 hectares of land. The agreements are cumbersome and require significant administrative resources to manage. Council and NSW State Forest have proposed a single fixed share agreement to replace the existing agreement.

RECOMMENDATION:

That:-

1. Council approves of the finalisation of the proposed fixed share agreement with Forests NSW for the Byrrill Creek Plantation.

2. The agreement be signed under Common Seal of Council.
REPORT:

On 15 December 1993 Council resolved to enter into a Joint Venture Arrangement with NSW State Forests to establish hardwood plantations on the Byrrill Creek Property. In this venture Council provided the land and NSW State Forest undertook preparation and planting. Ongoing maintenance is shared between the two partners.

The Joint Venture comprises three separate agreements totalling 177 hectares with plantations established between 1994 and 1996. In each agreement Council's shareholding increases every year from between 3% and 10% at year 1, to 53% and 60% at year 40, depending on the respective financial inputs of each party. The agreements required a process of determination of each partner's inputs on an annual basis to determine share proportions. This process is cumbersome and requires considerable effort to determine. It has been proposed in a letter from NSW State Forest to amalgamate the agreements into one agreement with a fixed share arrangement. The fixed share of each party will change by a fixed amount on the anniversary of the agreement, notwithstanding the value of each party's costs to comply with the agreements. This arrangement will see Council's share increase from its current holding of 41.6% to 57% at year 40. Details of the request and the draft agreement are included in the attachment. Since the original request dated 12 February 2007, Council officers have been in discussions with NSW State Forest to ensure a fair and equitable outcome. The attached agreement is the latest version provided by NSW State Forest in April 2008.

The proposed agreement reflects the original agreements with the inclusion of the fixed share arrangement. It has been reviewed by Council Officers and its forestry Consultant and some modifications were requested and accepted by NSW State Forest. The fixed share arrangement is fair to both parties and removes any dispute over annual input costs.

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 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. Details of request and draft agreement (DW 1542182; 1814668; 1814667)
O16  [CNR-OC]  Tweed District Long Term Water Supply - Demand Management Strategy

ORIGIN:
Water

SUMMARY OF REPORT:
Council resolved at its meeting of 19 December 2006 to adopt the Integrated Water Cycle Management Context Study and Strategy Report incorporating 26 Strategy Actions. Action 1 was to develop a Demand Management Program and Action 3 was to Explore Demand Substitution Options such as effluent and stormwater reuse. As a result of that resolution a Demand Management Strategy (DMS) is being prepared in two (2) stages.

Stage 1 has now been prepared which deals with residential development in existing developed areas (Brownfield sites) and new development areas (Greenfield sites). It recommends a range of measures for the residential Brownfield and Greenfield sites including mandating the use of 5kL rainwater tanks. The DMS report also recommends the review of both the tariff structure and potable water design standards and suggests developing several programs including an extensive active leakage control and pressure management program, rainwater tank education programs, on-going communication programs and options for a non-residential demand management program.

Stage 2 of the strategy which deals with non-residential development is yet to be developed.

To progress the strategy Stage 1 now needs to be placed on public exhibition to seek public and stakeholder comments and Stage 2 needs to be commenced.

After reviewing public submissions a further report will be presented to Council for the recommended adoption of stage 1

RECOMMENDATION:

That Council places the draft Water Supply Demand Management Strategy - Stage 1 on public exhibition for a period of six weeks.
REPORT:

Background
Council resolved at its meeting of 19 December 2006 to adopt the Integrated Water Cycle Management Context Study and Strategy Report incorporating 26 Strategy Actions. Action 1 was to develop a Demand Management Program and Action 3 was to Explore Demand Substitution Options such as effluent and stormwater reuse. In response to that resolution Council engaged MWH Australia Pty Ltd to develop the Demand Management Strategy (DMS) which includes assessments and recommendations for both demand management and reuse.

The Strategy is being developed in two stages, Stage 1 being demand management and reuse for Greenfield sites and residential Brownfield sites. Stage 2 being demand management and reuse in commercial and industrial areas.

It was planned that Stage 1 of the strategy would be developed and public and stakeholder input sought. In parallel to the seeking of public input, Stage 2 of the Strategy would be developed. At the completion of Stage 2 and after further stakeholder and public input the two stages would be brought together and the overall DMS would be finalised for consideration by Council.

Stage 1 of the DMS has been completed by MWH Australia Pty Ltd. The Strategy is presented to Council as a draft and as a basis on which community consultation will be undertaken.

OBJECTIVE
As resolved at Council’s meeting of 19 December 2006 a DMS was undertaken to determine an effective strategy to manage water demand which is consistent with the organisation’s overall water strategy and compliant with DWE Best Practise Management Guidelines (May 2004). The objective of the Strategy is to reduce per household consumption of water thereby delaying augmentation of water supplies.

DEMAND MANAGEMENT ASSESSMENT
The Strategy is being prepared in two stages. Stage 1 of the strategy is based on identifying and analysing the costs and benefits of implementing demand management measures in the existing ‘Brownfield’ areas and the future growth areas, Greenfield areas, of Cobaki Lakes, Bilambil Heights, Terranora Area E and Kings Forest. The assessment of Kingscliff West has not been finalised in the Strategy as it is anticipated that this area will be developed predominately as a non-residential area which will be covered in the future Stage 2 of the DMS.

Brownfield Areas
Scenarios
There were four scenarios developed for the Brownfield areas. The scenarios comprise a range of water efficiency measures, source substitution and water loss management options. These scenarios are defined as follows:-

- Scenario 1 – BASIX with a 5 kL rainwater tank serving external, cold water for washing machines and toilets combined with the WELS program.
• Scenario 2 – Scenario 1 and a Water Loss Management Program to reduce losses to less than 10%.
• Scenario 3 – Extension of Scenario 2 with selected Demand Management Options including a range of measures to reduce water demand in the residential sector.
• Scenario 4 – Extension of Scenario 3 with Enhanced Demand Management Options plus non-residential sector measures.

Note: BASIX is the NSW Government Building & Sustainability Index that ensures homes are designed to use less potable water and be responsible for fewer greenhouse gas emissions.

WELS is the National Water Efficiency Labelling & Standard Scheme, WELS is Australia's new water efficiency labelling scheme, which allows consumers to compare the water efficiency of different products.

**Program costs**

Cost assessments were undertaken on individual components of Brownfield scenarios.

<table>
<thead>
<tr>
<th>Measure Description</th>
<th>Annual Potable Water Savings (ML/a)</th>
<th>Annualised Cost ($/kL)</th>
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<td>2016</td>
<td>2036</td>
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<td>BASIX Fixtures and WELS</td>
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<td>Inclining Block Tariff</td>
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<td>60</td>
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<td>Residential Education Program</td>
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<td>73</td>
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<tr>
<td>Landscape Use Efficiency Awards</td>
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<tr>
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<td>Residential Rebate Program - Washing Machines</td>
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<td>Pressure and Leakage Management Program</td>
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<td>813</td>
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<tr>
<td>Residential Retrofit</td>
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<td><strong>Total</strong></td>
<td><strong>1,900</strong></td>
<td><strong>3,993</strong></td>
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</table>

Based on the results of the above assessment the majority of the proposed demand management measures assessed are likely to be cost effective. The exceptions were the rebate programs for rainwater tanks and washing machines, which were not included in the program.

**Assessment**

A Triple Bottom Line Assessment (social, environmental, economic) was undertaken for the Brownfield scenarios. The results of the assessment are summarised as follows:-

• Rainwater tanks would need to be 5,000 L (5 kL) in size and would save around 80 kL/a for the average household if connected internally to toilets, cold water laundry and external taps.
• Reduction of potable water use was determined to be approximately 16%, 20%, 21% and 23% for Scenarios 1, 2, 3 and 4 respectively for the Brownfield areas within Tweed Shire.

• Scenario 3 has the highest savings potential at the lowest cost per kL saved to the community as a whole. This cost is however higher than the marginal cost of potable water due mainly to the overall cost of rainwater tanks. Scenario 4 includes water savings from a non-residential program that has not been evaluated, but is expected to result in savings of around 10% at a similar cost to the residential program.

• The majority of the capital cost and on-going costs are the responsibility of the householder. Council will need a management plan including regular inspections to ensure that health and water quality aspects are addressed through regular maintenance.

• From an environmental perspective Scenario 4 is the best performer, with reductions in river extractions due to the additional reductions in demand.

• Scenario 4 would have broad community acceptance as it involves all sectors of the community and council contributing to achieve a water reduction target.

Recommendations
For Brownfield sites the Strategy recommends that Scenario 4, with a key focus on developing an extensive active leakage control and pressure management program, be adopted.

Greenfield Areas
Scenarios
Five scenarios, comprising a range of water efficiency measures, source substitution and water loss management were developed. These scenarios are defined as follows:

• Baseline – assumes that demand increases as per historic trends. The replacement of fittings and fixtures with more efficient units is assumed to occur at an unassisted rate through repairs and refurbishment.

• Scenario 1 – BASIX with a rainwater tank serving external, cold water for washing machines and toilets.

• Scenario 2 – BASIX with dual reticulation serving external and toilets.

• Scenario 3 – BASIX with both dual reticulation (external and toilets) and rainwater tanks (serving cold water to washing machines and showers).

• Scenario 4 – BASIX with rainwater tanks (serving external and toilets) and indirect potable reuse. This combination will increase the level of source substitution and reduce the reliance on the current dam supply.

• Scenario 5 – BASIX with 4th pipe network (separated greywater collection and reuse, and blackwater collection and disposal) as proposed by LEDA for development of Cobaki Lakes.

For all scenarios the use of Reduced Infiltration Gravity Sewers (RIGS) was considered to increase the efficiency of collecting sewage. This had the effect of reducing the overall size and costs of the system through reduced wet weather flows.
## Costs

<table>
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<th></th>
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Assessment
A detailed assessment of the infrastructure and demand impacts was undertaken for Scenarios 1 to 4. Scenario 5 was not considered in detail due to the number of operational issues and higher capital and on-going costs associated with such a system. The results of the assessment for the major Greenfield development areas can be summarised as follows:

- Rainwater tanks would need to be 5,000 L (5 kL) and would save around 80 kL/a for the average household as for Brownfield sites.
- Reduction of potable water use was determined to be approximately 36%, 42% and 61% for Scenarios 1, 2 and 3 respectively for all Greenfield developments except West Kingscliff, where development is likely to be predominately industrial.
- Significant savings in infrastructure will accrue from the introduction of smart sewers aimed at the reduction of infiltration and inflow.
- Scenario 1 has the lowest cost to the community. The majority of the capital cost and on-going cost for this scenario are the responsibility of the householder as a result of the legislative requirement to achieve savings under the BASIX program.
- Scenario 1 has the best return on investment with savings of 34 to 38% of the baseline demand forecasts. This scenario also has the lowest cost per kilolitre of savings.
- The cost of the recycled water scenarios (Scenario 2 and 3) is significantly higher than Scenario 1 due to the high cost of providing a third pipe network and establishing membrane treatment.
- From an environmental perspective Scenarios 2 and 3 reduce return effluent flows to the waterways by more than 10%. Scenario 1 will have a modest impact on urban water quality through the reduction of pollutants to waterways.
- The assessment of Scenario 4, involving Indirect Potable Reuse through pumping recycled water to the Clarrie Hall Dam, indicated that by 2036 a total volume of 28 ML/d or 10,220 ML/a could be provided. However the total cost of implementing the scheme would be in excess of $184m.

The assessment also indicated that a dual reticulation scheme for Cobaki Lakes would be more cost beneficial if the treatment plant was located at the development. This option should be further pursued if the developer proposes a third pipe approach.

Recommendations
For Greenfield sites the Strategy recommends Scenario 1 be adopted for the Cobaki Lakes, Bilambil Heights, Terranora and Kings Forest developments. This should include the adoption of BASIX with 5,000 L (5 kL) rainwater tanks (minimum of 160 m² roof area) connected to external uses, toilet flushing and cold water to washing machines. In addition new dwellings will have dual flush toilets as well as 3 star showerheads and taps.

For West Kingscliff the Strategy recommends recycled water be made available to future industrial land use areas where demand is identified.

The Strategy recommends rainwater tank education programs be developed, focused on the correct use and maintenance including a regular program of inspections.
The Strategy recommends an on-going communication and education program be developed as part of the preferred program to ensure that savings are maintained in future.

For both Brownfield and Greenfield sites the Strategy recommends the inclining block tariff structure be maintained and enhanced to provide a price signal for high users.

The Strategy recommends a review be undertaken of the potable water design standards based on the demand assessment undertaken in this report. A regular assessment should then be undertaken to review the adopted design standards.

**COMMUNITY CONSULTATION**
The Community Consultation Strategy proposed for the DMS is:-

- Consultation with developers on water management within new developments (ongoing)
- Exhibition of a draft Stage 1 DMS for a period of six weeks
- Receive public comments on draft Strategy
- Review of comments and amendment of Stage 1 DMS and submit to Council for adoption
- Liaison with industry during the drafting of Stage 2 DMS
- Exhibition of a draft Stage 2 DMS for a period of six weeks
- Review of comments and amendment of Stage 2 DMS Combine with Stage 1 and submit to Council for adoption
- Finalisation of DMS
- Public notification of adoption of the DMS including how comments were addressed.

**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

If implemented there will be a requirement to mandate the identified measures for Greenfield developments.

If implemented there will be an ongoing resource requirement for the implementation and monitoring of Demand Management. This will include items ranging from the administration of programs such as the residential rebate and retrofit programs, to managing the pressure and leakage management program. There will be a significant expansion of the management of Rain Water Tanks (RWT) to ensure that health and water quality aspects are addressed through regular maintenance and inspections. It will also include continued liaison with developers and ensuring the requirements of the Strategy are fulfilled.

The cost impact to Council on the Greenfield program will be small as the cost of most of the major items will be met by developers of households. Council will however need to consider expenditure on the Brownfield Programs with the extent of expenditure being determined by the level of implementation.
POLICY IMPLICATIONS:

There will be little impact on the present requirement for an augmented water supply. The main impact of the implementation of the DMS will be in delaying further the augmentation of the supply and improvement of drought security if delayed further.

If the recommendations on the DMS are, after the community consultation, adopted by Council there will be a requirement of Council to mandate 5 kL rainwater tanks with a minimum of 160 m² of roof area connected and the use of reduced infiltration gravity sewers (RIGS) in new development.

Council will also need to continue to liaise with developers in respect to water infrastructure in new developments where developers wish to enhance the mandated requirements.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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

1. Tweed Shire Council, DMS – Stage 1. MWH Australia Pty Ltd, February 2008. (DW 1827032)
O17 [CNR-OC] Country Club Reservoir: Reticulation Zone Design Deficiency - Bilambil Heights

ORIGIN:
Water

SUMMARY OF REPORT:

The high level areas of Bilambil Heights are supplied water from the Country Club Reservoir. At the time of the application for a subdivision of 76 lots between Marana Street and McAllisters Road, an analysis showed that the main from the reservoir to the reticulation area is too small to meet the design criteria for the number of lots currently served. A condition of the subdivision approval requires the applicant, Terranora Group Management (TGM) to identify the route for a new main and contribute to its construction.

As some time has now passed since the initial application and Council has been receiving other subdivision applications in the zone, it is necessary for Council to make a decision as to whether to preclude further development until the issue is resolved, allow a current application to proceed to determination, or to allow all applications to be considered despite the design deficiency.

The current application represents an increase of less than one percent in the loading from current connected lots and other previously approved developments and does not materially change the current situation.

RECOMMENDATION:

That Council:-

1. Not approve any further applications other than that currently lodged for development that could exacerbate the design deficiency in the Country Club Water Reservoir Zone at Bilambil Heights until such time as a suitable solution to the design deficiency has been implemented.

2. Proceeds to investigate an interim solution to improve supply.

3. Continues to negotiate with Terranora Group Management (TGM) to achieve the permanent solution as soon as possible.
REPORT:

The highest sections of Bilambil Heights are supplied water from the Country Club Reservoir, a 1.1 ML reservoir located on high land in the former Terranora Country Club site. Its reticulation system was initially designed to service a relatively small number of connections but additional development has seen it now service a larger area. It currently serves 374 lots with approved developments increasing this to 500 lots.

At the time of Terranora Group Management’s (TGM) application for a 76 lot subdivision in the area between Marana Street and McAllisters Road, an analysis was performed to check its adequacy and it was found that the current development along with some that had previously been approved has exceeded the capacity of the main from the reservoir to Marana Street to supply either the peak instantaneous demand or the fire fighting with two thirds peak instantaneous demand design criteria. It should be noted that the design criteria are very conservative and represent an extreme situation, rarely experienced in the life of most systems.

Further detailed analysis has shown that the system can supply approximately 50% of the peak instantaneous demand and can supply fire fighting flows with a simultaneous demand of one third peak instantaneous demand.

This does not mean that water is unavailable but that in extreme circumstances, supply will be substandard. Adequate water will be available to fight a house fire but there may be a lack of supply to consumers simultaneously.

As a consequence of this, a condition of the approval of TGM’s application is the resolution of an alignment for the construction of an upgraded main between the intersection of Marana Street and Snowgum Drive and the reservoir. It is not practical at present to construct the upgraded main on the existing alignment as TGM’s proposals for the balance of their land involves realignment of roads, and this would mean that works constructed on the existing alignment would become redundant when the development proceeds.

As a considerable period of time has elapsed since the deficiency has become apparent and TGM have not yet been able to identify the route, construct, or facilitate construction of the upgraded main, advice has been given at Development Assessment Panel to other proposals that additional lots can not be created until this deficiency has been addressed. There is however, a current application for the subdivision of one lot into five lots at the eastern end of Buena Vista Drive.

A short term interim solution would be to modify the controls of Water Pump Station WPS 7 which fills Country Club Reservoir. Analysis has shown that when this pump is operating, peak instantaneous demand and fire flow demands can be met by the system. Thus, it may be possible to install a pressure sensor in the pump station pipe work that will turn the pump station on in the event of low pressure. The pump would however have to cut off once the top water level at the reservoir is reached. Such an approach may also require the provision of variable speed control of the pumps as the current installation has not been designed for frequent starting and stopping. This interim measure would provide some insurance against the extreme situation but if it coincides
with a power failure, the situation will revert to unsatisfactory. This will require some
investigation and experimentation before it will be known that this can be achieved.

The Buena Vista subdivision represents an increase of about one percent of the current
lots connected to this zone and less than one percent when the previously approved lots
are included. Consequently, the effect of permitting this application is not material
considering the current deficiency.

There are some areas in the zone that could possibly be subdivided further for which
there is no current application. It is conceivable that this area on the existing zonings
could yield about twenty additional lots of residential and rural living land that could
require connection to this zone.

Council's options are to:-

1. Preclude any additional development at all until a suitable solution to the design
deficiency is implemented.
2. Allow the current application but preclude any others until the solution is achieved,
or
3. Allow any applications accepting the risk of exacerbating the current design
deficiency in the system.

Option 2 is the preferred option.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

The adoption of the recommendation does not further expose Council legally or
financially than the current circumstance.

The interim measures proposed can be funded within the Water Funds 2008/2009 capital
budget.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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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.
O18 [CNR-OC] EC2008-042 Annual Supply and Delivery of Pressure Pipe and Various Water Service Fittings

ORIGIN:
Contracts

FILE NO: EC2008-042

SUMMARY OF REPORT:

This report outlines the tender for EC2008-042 Annual Supply and Delivery of Pressure Pipe and Various Water Service Fittings with a two (2) year contract period commencing 1 July 2008 until 30 June 2010. Recommendations have been formulated based on the Selection Criteria which is contained in the Tender Evaluation and Pricing Schedules included in CONFIDENTIAL ATTACHMENT A.

Attachment A is CONFIDENTIAL in accordance Section 10A(2)(d) of the Local Government Act 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderers in terms of market competitiveness, by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest.

RECOMMENDATION:

That:

1. The following tenderers, with prices contained in the attached schedules, be awarded supply contracts for the Annual Supply and Delivery of Pressure Pipe and Various Water Service Fittings for the period 1 July 2008 until 30 June 2010.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Supplier</th>
<th>Schedule</th>
<th>Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sch A : Water Service Fittings</td>
<td>J H Williams</td>
<td>Sch B : Meters, Backflow Devices</td>
<td>Tyco Water</td>
</tr>
<tr>
<td>Sch C : Main Pipe</td>
<td>Tyco Water</td>
<td>Sch D : DWV Sewer Pipe RRJ</td>
<td>Crevet Pipelines</td>
</tr>
<tr>
<td>Sch E : DWV Sewer Pipe Solvent Joint</td>
<td>Vinidex</td>
<td>Sch F : Sewer Rising Main Pipe</td>
<td>Crevet Pipelines</td>
</tr>
<tr>
<td>Sch G : RRJ Sewer Fittings</td>
<td>Vinidex</td>
<td>Sch H : Poly Pipe</td>
<td>Vinidex</td>
</tr>
<tr>
<td>Sch I : Copper Pipe</td>
<td>JH Williams</td>
<td>Sch J : Misc Items</td>
<td>Crevet</td>
</tr>
</tbody>
</table>
2. The ATTACHMENT be treated as CONFIDENTIAL in accordance with Section 10A(2)(d) of the Local Government Act, 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of market competitiveness, by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest.
REPORT:

Background

Council Tender EC2008-042 Annual Supply and Delivery of Pressure Pipe and Various Water Service Fittings closed on 16 April 2008. The supply contract period is for a two (2) year period commencing 1 July 2008 until 30 June 2010.

The various pressure pipe types and water service fittings offered in the tender are materials held as stock items in Council’s Depot Store and used in the maintenance of the Shire’s water and sewerage systems.

The tender was separated into thirteen (13) sections with prices requested for approximately 290 items.

Supply contracts can be let in their separable portions or as a whole contract or any combination of the separable portions.

Tenders Received

A total of nine (9) responses were received to tender EC2008-042 Annual Supply and Delivery of Pressure Pipe and Various Water Service Fittings and were generally very competitively priced.

Submissions were received from the following suppliers:-

- Tweed Bolt Supplies
- J H Williams & Sons
- Mallet Foundry
- ValvecO Industries
- Crevet Pipelines
- AllFlow Supply Company
- Vinidex
- P&L Pipelines
- Tyco Water

Selection Criteria

The assessment was based on conformity; value for money; availability period; quality assurance; financial resources; and previous supply history. The final assessment was based on price as all tenderers were considered equal on the other Selection Criteria.

Tender Evaluation

A copy of the Tender Evaluation Report is included in ATTACHMENT A which is CONFIDENTIAL in accordance with Section 10A(2)(d) of the Local Government Act, 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderers in relation to the tender price and the evaluation of the products offered by each tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of market
competitiveness by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest. Recommendations appear below for the Tender.

Tenders were evaluated based on the calculation of price multiplied by predicted usage and totalled for each item or group of items. The preferred tenderer for each item or group of items is that with the lowest totalised price. There are some minor exceptions to this with the following items from Schedule M Ductile Fittings where it was considered beneficial to utilise one supplier across a range of products:-

- Uniflange fittings
- Gasket rubbers

Based on conforming prices received, it is recommended that the following suppliers be awarded supply contracts for the period 1 July 2008 until 30 June 2010.

<table>
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<td>Sch J : Misc Items</td>
<td>Crevet</td>
</tr>
<tr>
<td>Sch K : Hyd &amp; Valve Blocks, Meter Boxes</td>
<td>Vinidex, Crevet &amp; All Flow Supply Co</td>
<td>Sch L: Water Main Valves</td>
<td>TycoWater, Valvec Ind &amp; P &amp; L Pipelines</td>
</tr>
<tr>
<td>Sch M: DI Fittings</td>
<td>Tyco Water, Crevet &amp; Tweed Bolt Supplies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Funding is provided within the 2007/2008 Budget for EC2008-042 Annual Supply and Delivery of Pressure Pipe and Various Water Service Fittings.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

1. **Confidential Attachment A** - Supplementary Confidential Attachment EC2008-042 Annual Supply of Pressure Pipe and Water Service Fittings (DW 1829329) and Schedules (DW 1829359).
O19  [CNR-OC] Department of Climate Change - Climate Adaptation Pathways

ORIGIN:

Natural Resource Management

SUMMARY OF REPORT:

Tweed Shire Council and Byron Shire Council have been awarded a $50,000 grant from the Federal Government Department of Climate Change for the joint project *Assessing Climate Change Risks and Adaptation Strategy Development in the NSW Northern Rivers Region*. The grant will enable both councils to conduct a risk management process dealing with climate change impacts upon council operations and responsibilities.

Projects delivery is likely to include establishment of an internal working group, engagement of an approved service provider, delivery of risk management workshops for council staff and preliminary development of an adaptation action plan for council operations.

RECOMMENDATION:

That the grant of $50,000 for implementation of a climate change risk management process, in accordance with the Local Adaptation Pathways Program Funding Agreement be accepted and Council votes the expenditure.
Local Adaptation Pathways Program

On behalf of the Minister for Climate Change and Water, Senator the Hon Penny Wong, I would like to thank you for your application to the Local Adaptation Pathways Program.

I am pleased to inform you that the Tweed Shire Council and Byron Shire Council have been awarded a grant for the joint project Assessing Climate Change Risks and Adaptation Strategy Development in the NSW Northern Rivers Region - Byron and Tweed Shire Councils. This grant will enable your councils to conduct a risk management process and develop an adaptation action plan dealing with climate change impacts upon council operations and responsibilities.

The contact officer from Byron Shire Council has been sent two copies of the funding agreement for your grant. We will send you a counter signed copy of the agreement for your records.

Information on the panel of services providers which you can access for your project will be available soon.

Congratulations on your successful application. If you have any questions please call Aileen Tong on 02 6275 9233.

Yours sincerely

[Signature]

Jo Mummary
Assistant Secretary
Adaptation and Science Branch

May 2008
LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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Nil.
O20  [CNR-OC] Shire Wide Community Plan and Shire Wide Cultural and Community Facilities Plan

ORIGIN:

Community & Cultural Services

SUMMARY OF REPORT:

In late 2006 Tweed Shire Council engaged SGS Economics & Planning (SGS) to prepare a Shire Wide Community Plan and Shire Wide Cultural and Community Facilities Plan. The plan was informed by extensive consultation with the community and stakeholders. The purpose of the report is to identify the types of community facilities that will be required over the next 20 years, the most appropriate locations for these facilities and potential funding opportunities. It was intended that the plan would form the basis for a Shire Wide Community Facilities Section 94 Contribution Plan as well as amendments to existing Plans. Recent advice from the Department of Planning (Planning Circular PS 07-018), however have made some of the recommendations and assumptions in the report doubtful.

A workshop was held on Tuesday 13 May 2008.

RECOMMENDATION:

That Council:-


2. Endorses the principles outlined in the report entitled “Shire Wide Community Plan and Shire Wide Cultural and Community Facilities Plan” by SGS Economics & Planning (SGS Report) while recognising that there are budgetary constraints which will prevent Council from providing facilities at the level expressed, and in particular to support in principle, subject to available funds:

   (a) Commencement of community facility building works when 60% occupancy of greenfield development has occurred;

   (b) The provision of facilities for isolated areas with small populations;

   (c) Flexible multi-purpose facilities and programs in co-location partnerships with private and public sector providers.
3. Reviews its community facilities and library requirements in light of the recommendations of the SGS Economics & Planning Report, taking into consideration budgetary constraints.

4. Identifies publicly owned and managed land in the Shire suitable for the provision of identified community facilities.

5. Subject to State Government approval, amends S94 Plan No 10 (Cobaki Lakes) and S94 Plan No. 19 (Casuarina Beach/Kings Forest) to retain the current community facility size and utilise the new rates contained within the SGS Economics & Planning Report.

6. Recognises that S94 funding is no longer likely to be available for the desired Regional Performing Arts Centre and alternative funding sources need to be explored if this facility is to be provided.
REPORT:

In late 2006 Tweed Shire Council engaged SGS Economics & Planning (SGS) to prepare a Shire Wide Community Plan and Shire Wide Cultural and Community Facilities Plan. The plan was informed by extensive consultation with the community and stakeholders. The purpose of the report is to identify the types of community facilities that will be required over the next 20 years, the most appropriate locations for these facilities and potential funding opportunities. It was intended that the plan would form the basis for a Shire Wide Community Facilities Section 94 Contribution Plan as well as amendments to existing Plans. Recent advice from the Department of Planning (Planning Circular PS 07-018) however have made some of the recommendations and assumptions in the consultants report doubtful. Pagination as marked refers to the SGS Report.

The purpose of the document is to provide the Tweed Shire with a framework for the future provision of community facilities within the Tweed LGA by:

- Providing a desired outcome for the establishment of community facilities infrastructure in the Tweed LGA;
- Setting out best practice planning principles for the establishment and provision of community facilities infrastructure;
- Indicating minimum best practice desired standards for the provision of community facilities infrastructure in the Tweed LGA; and
- Determining future demand for facilities provision within the Tweed LGA (p.i.)

For the purposes of the study communities of interest were defined through a process of consultation with Council staff and it was agreed that the shire was to be divided into seven (7) broad geographical areas:

Rural: Rural NW, Rural SW, Murwillumbah, Dulguigan and Tumbulgum
Coastal: North Coast and South Coast
Urban: Tweed Heads overall (p.ii.)

Three key documents were reviewed as part of the analysis of the requirements:

- The Far North Coast Regional Strategy;
- Tweed Social Plan; and
- The Tweed Youth Needs Analysis

An extensive review of the documents (Appendix F) is located at the end of the SGS report. The findings of the literature review indicated that issues could be expressed as comprising a number of target groups: Children 0-11 years; Young people 12-24 years; Women; Older people and Aboriginal and Torres Strait Islander People. Needs reflected the requirements of each target group. (pp 5-8 & 26-28).

The report was based upon a Conceptual Framework that was based on six (6) steps:

- Establish Desired Outcomes;
• Identify Expressed Needs;
• Establish Standards of Service;
• Identify Existing Provision Rates for community Facilities;
• Determine Current Gaps and Likely future Need; and
• Review and Monitor Standards and Need. (p.iii.)

SGS recommends that a desired outcome may be expressed as:

“The Tweed LGA will be provided with appropriate and timely community facilities and services to support current and future residents of the Tweed LGA; in order to ensure the highest level of social cohesion and to support the health, social wellbeing and economic prosperity of the Tweed community”

SGS also recommends that Council embark upon a needs based approach as opposed to an ad hoc approach and should be based upon the following needs:

• Expressed needs (the community says it wants something);
• Indicative needs (based on information);
• Normative needs (based on standards); and
• Comparative needs (comparing against a similar area). (p.12)

SGS has predicated the report upon the use of benchmarks to determine the need for facilities. This is, however as SGS intimates, fraught with difficulty as there are few exact or universally recognised standards upon which to base assumptions. SGS therefore recommends that standards or benchmarks are considered to be minimum best practice in determining need but should be tested against expressed needs and verified through community consultation. There is some merit in this practice but the assumptions bear little relevance to the economic imperatives of funding facilities, especially in a community which is rapidly aging.

PRINCIPLE:
That Council:-
Provides facilities at a level commensurate with need and bases future decisions on the provision of facilities upon Expressed, Indicative, Normative and Comparative needs.

RECOMMENDATION:
That Council:-
Identifies publicly owned and managed land in the Shire suitable for the provision of identified community facilities.

INFRASTRUCTURE REQUIREMENTS 2007 AND POST 2007
The report identified two time critical issues: facilities that were required immediately (2007) and those that were required post 2007 until 2024. For the purposes of the report, facilities also encompassed those provided by State and Federal Governments such as schools and Community Health Centres. SGS identified thirteen (13) local specific facility requirements required in 2007 and fourteen (14) local specific facility requirements post 2007 that are normally Council’s responsibility (Table 3 p.ix).
Urban North (See Table 10 p.39)
SGS identified that the Council needs (2007-2024) to plan for 8 community facilities required in 2007 and an additional 8 community facilities in 2008-2024 for the Urban North (at the 40% threshold) comprising in total seven (7) Community meeting Rooms/Multi-purpose Halls; one (1) Multi-purpose Community Centre/Civic Centre; one (1) Youth Facility/Service; Three (3) Branch Libraries; three (3) Neighbourhood Centres and one (1) Performing Arts/Exhibition/Convention Centre.

Coastal (see Table 11 p.41)
SGS identified three (3) community facilities required in 2007 and six (6) additional Community Infrastructure needs for the Coastal areas in 2008-2024 (at the 40% threshold) comprising in total: Two (2) Community Meeting Rooms/Multi-purpose halls; two (2) Multi-purpose Community Centre/Civic Centres; two (2) Youth Facilities; two (2) Branch Libraries and one (1) Neighbourhood Centre.

Rural West (see Table 12 p.42)
SGS also identified two (2) additional facilities in 2007 located in the Rural West (at the 40% threshold) as comprising in total: one (1) Youth Centre and one (1) Neighbourhood Centre (currently planned as the Murwillumbah Community Centre) and none in the period 2008-2024.

Where “other” is indicated refers to facilities that are the responsibility of State, Federal or private/not for profit organisations. Examples include Schools, Ambulance & Fire Stations and Community Health Centres.

Required additional Community Facilities: 2007 and Post 2007

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2008-2024</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Other</td>
<td>Council</td>
<td>Other</td>
</tr>
<tr>
<td>Urban</td>
<td>18</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>Coastal</td>
<td>10</td>
<td>3</td>
<td>19</td>
</tr>
<tr>
<td>Rural</td>
<td>6</td>
<td>2</td>
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<tr>
<td>Total</td>
<td>34</td>
<td>13</td>
<td>35</td>
</tr>
</tbody>
</table>

The findings for Council's responsibilities for the years 2007 are summarised below

<table>
<thead>
<tr>
<th>Level</th>
<th>Facility</th>
<th>Urban</th>
<th>Coastal</th>
<th>Rural</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>Community Meeting Room/Multi-purpose hall</td>
<td>4</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>District</td>
<td>Multi-purpose Community Centre/Civic Centre</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Youth Facility/Service</td>
<td>-</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Branch Library</td>
<td>2</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Neighbourhood Centre</td>
<td>2</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Whole of Shire</td>
<td>Performing Arts/Exhibition/Convention Centre</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>8</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>
The findings for Councils responsibilities for the years 2008-2024 are summarised below

<table>
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</tr>
<tr>
<td>Total</td>
<td></td>
<td>8</td>
<td>6</td>
<td>-</td>
</tr>
</tbody>
</table>

SGS recommends that the provision of facilities be based upon the benchmark of a 40% threshold. This implies that the facility would be built when the community reached 40% of the projected population increase. This would deliver facilities in a timely manner. The reality of the cost effective delivery of community facilities indicates that this is unachievable and would create a financial strain upon the Council. It would be more appropriate that the threshold be at 60% of the projected population increase.

Principles for the provision of facilities include:

- Maximising usage of existing Community Facilities
- Developing Flexible, Multi-Purpose Community Facilities;
- Planning for Program and Service Delivery;
- Co-locating Compatible Uses and creating Community Hubs;
- Creating Community facilities Appropriate to the level of Service Demanded;
- Locating Community Facilities in Functional Activity Centres with Public Transport Access where appropriate;
- Engaging in Partnerships with Private and Public Sector to Deliver Affordable and Accessible Community Facilities and Services;
- High Quality Urban Design Outcomes for Community Facilities; and
- Recognising the Need to Support Isolated Areas with Declining or Small Populations (p.13-16)

It would be prudent of Council to plan to appropriately fund the delivery of services from the facilities and include such funds in the Council’s Business Plan

**RECOMMENDATION**

That Council:-

Endorses the principles outlined in the report entitled “Shire Wide Community Plan and Shire Wide Cultural and Community Facilities Plan” by SGS Economics & Planning (SGS Report) while recognising that there are budgetary constraints which will prevent Council from providing facilities at the level expressed, and in particular to support in principle, subject to available funds:

- Commencement of community facility building works when 60% occupancy of Greenfield development has occurred;
- The provision of facilities for isolated areas with small populations;
- Flexible multi-purpose facilities and programs in co-location partnerships with private and public sector providers.
RECOMMENDED FACILITIES
A review of the relevant S94 plans indicate that the recommendations proffered by SGS generally reflect those recommended through the S94 plans. The table below reflects the comparisons between the requirements recommended by SGS and those expressed in the S94 plan

URBAN NORTH

<table>
<thead>
<tr>
<th>SGS Recommendations</th>
<th>S94 PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-purpose Community Centre incorporating Library and multiple flexible meeting rooms (2007 - Urban North) p.70</td>
<td>Multi-use Hall with attached Child Care Facility (Cobaki Lakes Town Centre - threshold 1000 lots)</td>
</tr>
<tr>
<td>Multi-purpose Community/Civic Centre with expanded Neighbourhood centre functions co-located/integrated Youth Centre (Cobaki Lakes - Post 2007) p.70</td>
<td>Youth Activity Centre (Cobaki Lakes Town Centre - threshold 1000 lots)</td>
</tr>
<tr>
<td>Community Health Centre incorporating Aged Care Services (Cobaki Lakes - Post 2007) p.70</td>
<td>Multi-use Hall with attached Child Care Facility (Cobaki Lakes South West - threshold 3000 lots)</td>
</tr>
<tr>
<td>Multi-purpose Centre with attached Childcare Centre (Bilambil Heights) p.70</td>
<td>Multi-use Hall extension (to include aged recreation and Community Health - Town Centre-threshold 3000 lots)</td>
</tr>
<tr>
<td>Amendment of s94 Plan &amp; New S94 That the existing S94 Plan for Cobaki Lakes be amended to include the above mentioned facilities that are required Post-2007 p.70</td>
<td>Community Health Centre (Town Centre - threshold 3000 lots)</td>
</tr>
<tr>
<td>That a Cultural &amp; Community Facilities Section 94 be developed for Bilambil Heights p.70</td>
<td>Multi-Use Hall extension - Aged Recreation (South West - threshold 4000 lots)</td>
</tr>
<tr>
<td>SGS Recommendations</td>
<td>S94 PLAN</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Multi-purpose Community/ Civic Centre incorporating Library and a co-located or</td>
<td>Multi-use Hall &amp; Child Care facility (Kings Forest Town Centre - 1,000 lot</td>
</tr>
<tr>
<td>integrated youth facility (priority - 2007) p.71</td>
<td>threshold)</td>
</tr>
<tr>
<td>Multi-purpose Community/Civic Centre with expanded Neighbourhood centre functions</td>
<td>Multi-use Hall extensions (Kings Forest Town Centre - 3,000-5,000 lot</td>
</tr>
<tr>
<td>co-located/integrated Youth Centre (Kings Forest - Post 2007) p.71</td>
<td>threshold)</td>
</tr>
<tr>
<td>Community Health Centre incorporating Aged Care Services/Respite Centre (Kings</td>
<td>Youth activity centre (Kings Forest Town Centre - 1,000 lot threshold)</td>
</tr>
<tr>
<td>Forest - Post 2007) p.71</td>
<td>Youth activity centre (Kings Forest - 3,000-5,000 lot threshold)</td>
</tr>
<tr>
<td>Amendment of s94 Plan</td>
<td>Library (Kings Forest Town Centre - 3,000-5,000 lot threshold)</td>
</tr>
<tr>
<td>SGS recommends that the amendment of the existing Section 94 Plans for Kings Forest</td>
<td>Community Health Care (Kings Forest Town Centre - 3,000-5,000 lot</td>
</tr>
<tr>
<td>include the above mentioned facilities that are required Post 2007 p.71</td>
<td>threshold)</td>
</tr>
<tr>
<td></td>
<td>Multi-use Hall &amp; Meeting Facility (Casuarina - 1,000 lot threshold)</td>
</tr>
<tr>
<td></td>
<td>Multi-use Hall &amp; Child Care (Kings Forest local Shopping Centres - 3,000</td>
</tr>
<tr>
<td></td>
<td>lot threshold )</td>
</tr>
<tr>
<td></td>
<td>Multi-use Hall &amp; Child Care extension (Kings Forest Local Shopping centre</td>
</tr>
<tr>
<td></td>
<td>- 5,000 to 6,000 lot threshold)</td>
</tr>
<tr>
<td></td>
<td>Multi-use Hall &amp; Child Care plus extension (Kings Forest local Shopping</td>
</tr>
<tr>
<td></td>
<td>Centres - 3,000 lot threshold)</td>
</tr>
<tr>
<td></td>
<td>Multi-use Hall &amp; Child Care extension (Kings Forest Local Shopping centre</td>
</tr>
<tr>
<td></td>
<td>- 5,000 to 6,000 lot threshold)</td>
</tr>
</tbody>
</table>
RURAL WEST

<table>
<thead>
<tr>
<th>SGS Recommendations</th>
<th>S94 PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is recommended that a multi-purpose community centre with expanded</td>
<td>N/A</td>
</tr>
<tr>
<td>neighbourhood centre functions, youth facilities and larger meeting spaces be</td>
<td>Funded through the Seven Year Plan</td>
</tr>
<tr>
<td>incorporated as part of the redevelopment of the Murwillumbah Community Centre and</td>
<td></td>
</tr>
<tr>
<td>surrounding precinct</td>
<td></td>
</tr>
<tr>
<td></td>
<td>p.71</td>
</tr>
</tbody>
</table>

WHOLE OF SHIRE

<table>
<thead>
<tr>
<th>SGS Recommendations</th>
<th>S94 PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is recommended that a Cultural &amp; Community Facilities Whole of Shire Section 94</td>
<td>N/A</td>
</tr>
<tr>
<td>Plan be developed for Tweed Shire, this plan should incorporate the identified need</td>
<td>Subject to Planning Circular PS 07-018</td>
</tr>
<tr>
<td>for a Shire Wide Regional Performing Arts Centre</td>
<td></td>
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</tbody>
</table>

RECOMMENDATION:
That Council:-
Recognises that S94 funding is no longer likely to be available for the desired Regional Performing Arts Centre and alternative funding sources need to be explored if this facility is to be provided.

The recommendations made by SGS generally reflect those expressed in the relevant S94 plans (s94 plan number 10 and s94 plan number 19). Budget considerations, especially in the provision of services that are delivered through the newly created facilities, will restrict the ability of Council to effectively provide and deliver these services.

RECOMMENDATIONS:
That Council:-
Amends S94 Plan No 10 (Cobaki Lakes) and S94 Plan No 19 (Casuarina Beach/Kings Forest) to retain the current community facility size and utilise the new rates contained within the SGS Report.

Library Services
Both the SGS and the s94 (Cobaki and Casuarina/Kings Forest) plans recommend the establishment of Branch Libraries at Cobaki (attached to the Multi-purpose Community Centre and multiple flexible meeting rooms) and an additional branch at Kings Forest Town Centre (3,000 – 5,000 lot threshold). Council previously resolved to adopt a three library policy through the Richmond Tweed Regional Library Service (Murwillumbah/Kingscliff/Tweed Heads). The mobile library also provided additional services to centres outside the three main urban centres.
A resolution on the proposed additional branches is outside the scope of the SGS report and needs to be separately considered when the Tweed Shire Library Facilities Plan (no 11) is reviewed.

RECOMMENDATION:
That Council:-
Reviews its community facilities and library requirements in light of the recommendations of the SGS Report, taking into consideration budgetary constraints.

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 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. Whole of Shire Cultural and Community Facilities Plan Final Report prepared by SGS Economics & Planning (DW1739483)

ORIGIN:
Community & Cultural Services

SUMMARY OF REPORT:

The Tweed Shire Community Safety Action Plan is an initiative of the Tweed Shire Council. The aim of the Plan is to provide avenues for funding from the State and Federal Government Attorney General's Departments and to also provide a framework for the development and implementation of projects that are firmly based on community needs and concerns regarding community safety. The consultancy to produce the Tweed Shire Community Safety Action Plan was undertaken by Blaze Consulting. The Plan has been informed through an extensive program of consultation. The organisations and contributors are listed within the document. A number of significant projects including Sailing Adventures in Life Skills (SAILS), Healthy Relationships and the Beach Locker Trial were highly successful and arose out of the Tweed Coolangatta Community Safety Action Plan.

The consultancy was funded from the 2006/2007 budget.

The Plan needs to be placed on public display to allow for community input.

RECOMMENDATION:

That Council places the Tweed Shire Community Safety Action Plan on public exhibition for thirty (30) days.
REPORT:

The Tweed Shire Community Safety Action Plan (TSCSAP) is an initiative of the Tweed Shire Council. The aim of the Plan is to provide avenues for funding from the State and Federal Government Attorney General's Departments and to also provide a framework for the development and implementation of projects that are firmly based on community needs and concerns regarding community safety.

The consultancy to provide the Tweed Shire Community Safety Action Plan was undertaken by Blaze Consulting.

The consultancy was funded from the 2006/2007 budget.

The Plan has been informed through an extensive program of consultation. The consultants met with interested citizens at Uki, Tyalgum, Murwillumbah, Kingscliff, Banora Point and Pottsville. The meetings were relatively poorly attended. All meetings were held after 6:00pm to allow working interested parties to attend. The organisations and contributors are listed within the document.

A number of significant projects including SAILS, Healthy Relationships and the Beach Locker Trial were highly successful and arose out of the Tweed Coolangatta Community Safety Action Plan.

The Tweed Shire Plan has been devised to enmesh with the Tweed Coolangatta Community Safety Action Plan ("TCCSAP"). The TCCSAP was recently placed on public display. The NSW Attorney General's Department has advised that both Plans in total will be eligible for the maximum grant. Council will not be able to "double dip". This will require coordination between the two Committees.

It is proposed that the Plan be placed on exhibition for thirty (30) days to provide a more comprehensive opportunity for residents to have meaningful input into the Plan.

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 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. Tweed Shire Community Safety Action Plan prepared by Blaze Consulting (DW1827138)
O22 [CNR-OC] Request for "In Kind" Support/Waive Fee

ORIGIN:
Community & Cultural 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. With reference to the request from Doublemask Performance, Council provides the Tweed Heads and Murwillumbah Civic Centre Auditoriums for a reduced fee of $103 per booking being 50% of the full fee of $206 per booking, for the period 26 May 2008 to 1 November 2008, for the initial phase of the Improvisation Games League for High School students, and that Council's support is recognised with the following acknowledgement "This program has been supported by Tweed Shire Council".

2. With reference to the request from St John Ambulance Australia, Kingscliff Cadet Division, Council provides the small meeting room at Banora Point Community Centre for a reduced fee of $60 being 50% of the full fee of $120 for the cadet first aid training on 17 May 2008 and 14 June 2008, and that Council's support is recognised with the following acknowledgement "This program has been supported by Tweed Shire Council".

3. With reference to the request from Kama Lockwood, Council declines the request for a reduction of fees for hire of the Tweed Heads Community Hall on 24 July 2008 for a charity dinner for two children diagnosed with bone cancer and leukaemia.
## 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:-

<table>
<thead>
<tr>
<th>Organisation Name</th>
<th>Request</th>
<th>Est $ Amount of Waiver</th>
<th>Recommendation</th>
<th>Meet Guidelines?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doublemask Performance</td>
<td>Request that the fee be reduced to $103 per booking for hire of the Murwillumbah and Tweed Heads Civic Centre Auditoriums for the period 26 May 2008 to 1 November 2008 for the initial phase of the Improvisation Games League.</td>
<td>$103 per booking</td>
<td>That the fee be reduced to $103 per booking being 50% of the scheduled fee of $206.</td>
<td>Yes as initial phase of youth based program.</td>
</tr>
<tr>
<td>St John Ambulance Australia, Kingscliff Cadet Division</td>
<td>Request that the fee be reduced to $60 for hire of the Banora Point Community Centre on 17 May and 14 June 2008 for cadet First Aid Certificate training.</td>
<td>$60</td>
<td>That the fee be reduced to $60 being 50% of the scheduled fee of $120.</td>
<td>Yes</td>
</tr>
<tr>
<td>Kama Lockwood</td>
<td>Request that fee be waived for hire of the South Tweed Community Hall for a charity dinner on 24 July 2008 for two children diagnosed with bone cancer and leukaemia.</td>
<td>Nil</td>
<td>That the request be declined as it does not meet the Donations Guidelines.</td>
<td>No. Application does not meet Guidelines as it is a private function and would set a precedent.</td>
</tr>
</tbody>
</table>

## 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. Doublemask Performance (DW1818502)
2. St John Ambulance Australia, Kingscliff Cadet Division (DW1822361)
3. Kama Lockwood (DW1825229)
O23 [CNR-OC] Formal Acceptance of Guidelines for Support Coordination Program (COPS)

ORIGIN:
Community & Cultural Services

SUMMARY OF REPORT:

The Department of Ageing Disability and Home Care (DADHC) have recently finalised their document, "Guidelines for the Support Coordination Program", and have requested that Tweed Shire Council sign under its Common Seal, acceptance of the variation to the current Community Options Service Agreement, as these Guidelines now form part of the Service Agreement Contract, along with their revised Service Description Schedule (SDS).

RECOMMENDATION:

That Council

1. Accepts the variation to the Community Options Service Agreement that now includes the new Guidelines for the Support Coordination Program and also the accompanying revised Service Description Schedule.

2. Agrees to affix the Common Seal of Council to the relevant Variation documentation received from Department of Ageing Disability and Home Care (DADHC) and returns these to this Department.
REPORT:

Tweed Shire Council successfully tendered for the Support Coordination Project - facilitating support and social networks for Older Parent Carers.

The funding became effective late June 2007. Tweed Community Options commenced providing services from early July 2007. Eligibility and priority documentation was included in the advertised tender and subsequent data and communications from DADHC, although the official Guidelines were still a ‘work in progress’.

With regard to drafting the Guidelines, Tweed Community Options were successful in being included in the consultations with DADHC, and other community representatives, around drafting the Guidelines. Our interest was in representing rural programs that were funded to provide these services and have a working knowledge of issues and needs of our client group.

Tweed Community Options is pleased with the final copy of the Guidelines and is currently working within these Guidelines in the implementation of the Support Coordination Project

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 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. Department of Ageing, Disability & Home Care (DW1818154)
O24 [CNR-OC] Tweed Shire Festivals & Events 2008-2013 Strategic Plan

ORIGIN:
Director Community & Natural Resources

SUMMARY OF REPORT:
The Executive Summary of the Tweed Shire Festivals & Events 2008-2013 Strategic Plan outlines the growth in audience and economic benefits of the festivals and events in the Tweed Shire along with major developments so far and new challenges. The Marketing Plan outlines the different kinds of festivals and events, tourism markets, regional picture, summarises audiences and economic research and outlines strategies and objectives and an action plan. The Tweed Guide to Event Planning and Management outlines how to approach putting on an event in the Tweed Shire with a step by step guide and an information resources kit. The Financial Plan provides objectives and strategies, a draft business plan and estimated expenditure 2007/2008-2013/2014.

RECOMMENDATION:
That Council adopts the Tweed Shire Festivals & Events 2008-2013 Strategic Plan.
REPORT:
The Tweed Shire Festivals & Events 2008-2013 Strategic Plan was developed in consultation with festivals and events, tourism authorities, Tweed Economic Development Corporation and regional partners. The objectives of the previous Strategic Work Plan 2005-2007 have been met and include:

- Appointment of a permanent Festivals & Events Liaison Officer
- Increases to Council’s Festivals Funding Policy budget and introduction of multiple year funding for significant major events
- Greater awareness of range of festivals and events through event listings, media promotions, websites and printed materials
- Council’s risk management training program over 3 years has been undertaken by 35 Tweed Festivals and Events
- Council supported 5 Tertiary Event Management Student Placements
- Audience attendance at Festivals & Events in the Shire has more than doubled in the past 5 years to an estimated 235,000 in 2008
- Economic impact studies of 5 different kinds of Tweed Festivals undertaken by Tweed Economic Development Corporation
- Economic benefits are estimated at in excess of $15m
- Strategic regional partnership established with Event Officers in other Councils and with regional organisations.

This 2008-2013 Strategic Plan continues the development of Tweed Festivals and Events in accordance with outcomes from audience and economic research and creative input from the community. Objectives and Strategies have been designed to meet new challenges, including:

- Young people looking for new and exciting events to engage with and meet their special interests
- Expansion in new regional, State and National sporting events coming to the Tweed
- Wintersun on the NSW/QLD Border is becoming a major international festival with an audience of 100,000 including many interstate and overseas visitors
- Corporate events expanding at tourism resorts and clubs in Tweed Heads and along Tweed Coast
- Growth in smaller community events across the Shire
- More volunteers are required by Festivals and Events to successfully run their many activities
- Tweed Festivals & Events operate in an dynamic environment of constant change and growth and there is a need to renew leadership every couple years
- Expanding opportunity with the development of Event Management courses at Kingscliff TAFE and Southern Cross University, Tweed Heads
- Need to improve Event Management Planning to meet increasing expectations of audiences
- Limited resources within the community and an increasing demand upon Council for assistance in-kind, as well as funding
- Media coverage locally is excellent but there is a need for more advanced information of what is happening
• Benefits of marketing cooperation and networking of festivals and events starting to be understood
• Developing regional partnerships with other Councils will eventually lead to more consistency in regulations for event suppliers
• Greater cooperation between Festivals & Events and Tweed Tourism to help increase visitor numbers and enhance economic benefits
• Engaging the community in creative developments to increase their sense of pride and ownership.

Summary of Key Objectives and Strategies

The main objective:
• Develop the quality of all of the Tweed Festivals & Events

Marketing specific objectives:
• Develop more effective marketing
• Increase audiences, both locals and visitors
• Increase financial viability and sustainability
• Develop greater cooperation with Tweed Tourism
• Increase regional profile
• Develop internet links of Festivals & Events websites

Main strategies:
• Audience and economic research
• Event management planning
• Permits, compliance and risk management training
• Tourism promotions and marketing
• Regional networking

Marketing specific strategies:
• Increase access of community to information on Festivals & Events
• Better promote Tweed Festivals & Events to visitors
• Share information and resources locally and in the region
• Develop Tourism Festivals Marketing Plan

Event development strategies:
• Widely distribute “Tweed Guide to Event Planning & Management”
• Permits, compliance and risk management workshops

For further detail, refer to the Tweed Shire Festivals & Events 2008-2013 Strategic Plan which is attached to this report.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Continuation of Council's current funding level.
POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER/FURTHER INFORMATION:

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1. Tweed Shire Festivals & Events 2008-2013 Strategic Plan (DW 1827119)
O25 [CNR-OC] Launch of NSW Department of Aboriginal Affairs Job Compacts

ORIGIN:
Community & Cultural Services

SUMMARY OF REPORT:

The Department of Aboriginal Affairs has requested Tweed Shire Council’s assistance to host a local event in July 2008 to launch a State Government initiative titled “Job Compacts”.

Job Compacts is a new initiative of the NSW Government that aims to improve economic development for Aboriginal people in NSW.

The Department of Aboriginal Affairs will provide Tweed Shire Council with an amount of $5,000 to host a breakfast for members of the Tweed Chambers of Commerce, Tweed Economic Development Corporation; business and industry groups, employment and training services, local Aboriginal Organisations and members of the Aboriginal Community. Council will be requested to apply for the grant and complete requisite documentation.

Council’s Aboriginal Liaison Officer and Cultural Development Officer will work with the NSW Department of Aboriginal Affairs to produce and manage the launch event.

RECOMMENDATION:

That Council accepts the Department of Aboriginal Affairs grant, votes the expenditure and completes the requisite documentation.
REPORT:

To reach an employment rate for Aboriginal people consistent with the general NSW population would require almost 25,000 new jobs by 2009. Job Compacts is a new initiative of the NSW Government that aims to improve economic development for Aboriginal people in NSW.

Job Compacts are currently being developed in locations with large Aboriginal populations, healthy economics and strong job opportunities. Tweed Shire has been identified as one of the State’s priority locations, and The Department of Aboriginal Affairs has requested Council’s assistance to host a local event in July 2008 to launch the Job Compacts initiative in the Tweed.

The Department of Aboriginal Affairs will provide Tweed Shire Council with an amount of $5,000 to host the launch event for members of the Tweed Chambers of Commerce, Tweed Economic Development Corporation, business and industry groups, employment and training services, local Aboriginal Organisations and members of the Aboriginal Community. The purpose of the launch will be to increase networking opportunities between Aboriginal community, employers and employment and training services.

Council’s Aboriginal Liaison Officer and Cultural Development Officer will work with the NSW Department of Aboriginal Affairs to produce and manage the launch event.

This project will be at nil cost to Council.

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 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. Department of Aboriginal Affairs - Job Compacts Launch Grants Program (DW1828851)