



Toowoomba Regional Council

Minutes of the Ordinary Meeting of Council

held on

15 March 2011

<p style="text-align: center;">MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL</p>

TUESDAY, 15 MARCH 2011

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**MINUTES OF THE ORDINARY MEETING OF
TOOWOOMBA REGIONAL COUNCIL
HELD IN THE GREENMOUNT SERVICE CENTRE,
54 HODGSON STREET, GREENMOUNT
ON TUESDAY, 15 MARCH 2011 AT 9.01 A.M.**

PRESENT: His Worship the Mayor, Councillor P.M. Taylor (Chairperson)
Councillor R.P. Antonio
Councillor W.W. Cahill
Councillor A.C. Glasheen
Councillor P.C.T. Marks
Councillor J.J. McVeigh
Councillor J. Ramia
Councillor R.S. Scotney
Councillor N.L. Strohfeld
Councillor M.A. Williams

APOLOGY: Councillor C.E. Taylor

IN ATTENDANCE: Chief Executive Officer Ken Gouldthorp
Director, Engineering Services Gerard Brennan
Director, Environmental and
Community Services Brian Pidgeon
Director, Finance and Business Strategy Arun Pratap
Director, Planning and
Development Services Stewart Somers
Director, Water Services Kevin Flanagan

MINUTES: Co-ordinator, Council Business Angela O'Neil

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BUSINESS:

1.0 OPENING OF MEETING

1.1 The meeting was opened at 9.01 a.m.

2.0 ATTENDANCE INCLUDING APOLOGIES AND LEAVE OF ABSENCE

2.1 All Councillors were present with the exception of Councillor C.E. Taylor.

3.0 CONFIRMATION OF MINUTES

3.1 Ordinary Meeting of Council of 15 February 2011

MOTION:

Moved by Cr. Scotney, seconded by Cr. McVeigh

That the Minutes of the Ordinary Meeting of Council dated 15 February 2011 be confirmed.

Carried

3.2 Special Meeting of Council of 8 March 2011

MOTION:

Moved by Cr. Glasheen, seconded by Cr. McVeigh

That the Minutes of a Special Meeting of Council dated 8 March 2011 be confirmed.

Carried

4.0 BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS

4.1 No matters were raised.

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5.0 **CONFIDENTIAL - TRANSITION IMPLEMENTATION AND FUNCTIONAL STRUCTURE**

CLOSING OF MEETING TO THE PUBLIC

MOTION:

Moved by Cr. Strohfeld, seconded by Cr. Marks

That the meeting be closed to the public in accordance with Section 72(1) (a) and (b) to discuss matters affecting the appointment, dismissal or discipline of employees and/or industrial matters affecting employees.

Carried

The Meeting was closed to the public at 9.03 a.m.

Confidential Report from the Chief Executive Officer dated 11 March 2011 was discussed.

OPENING OF MEETING TO THE PUBLIC

MOTION:

Moved by Cr. McVeigh, seconded by Cr. Ramia

That the meeting be opened to the public.

Carried

The Meeting was opened to the public at 10.45 a.m.

MOTION:

Moved by Cr. McVeigh, seconded by Cr. Marks

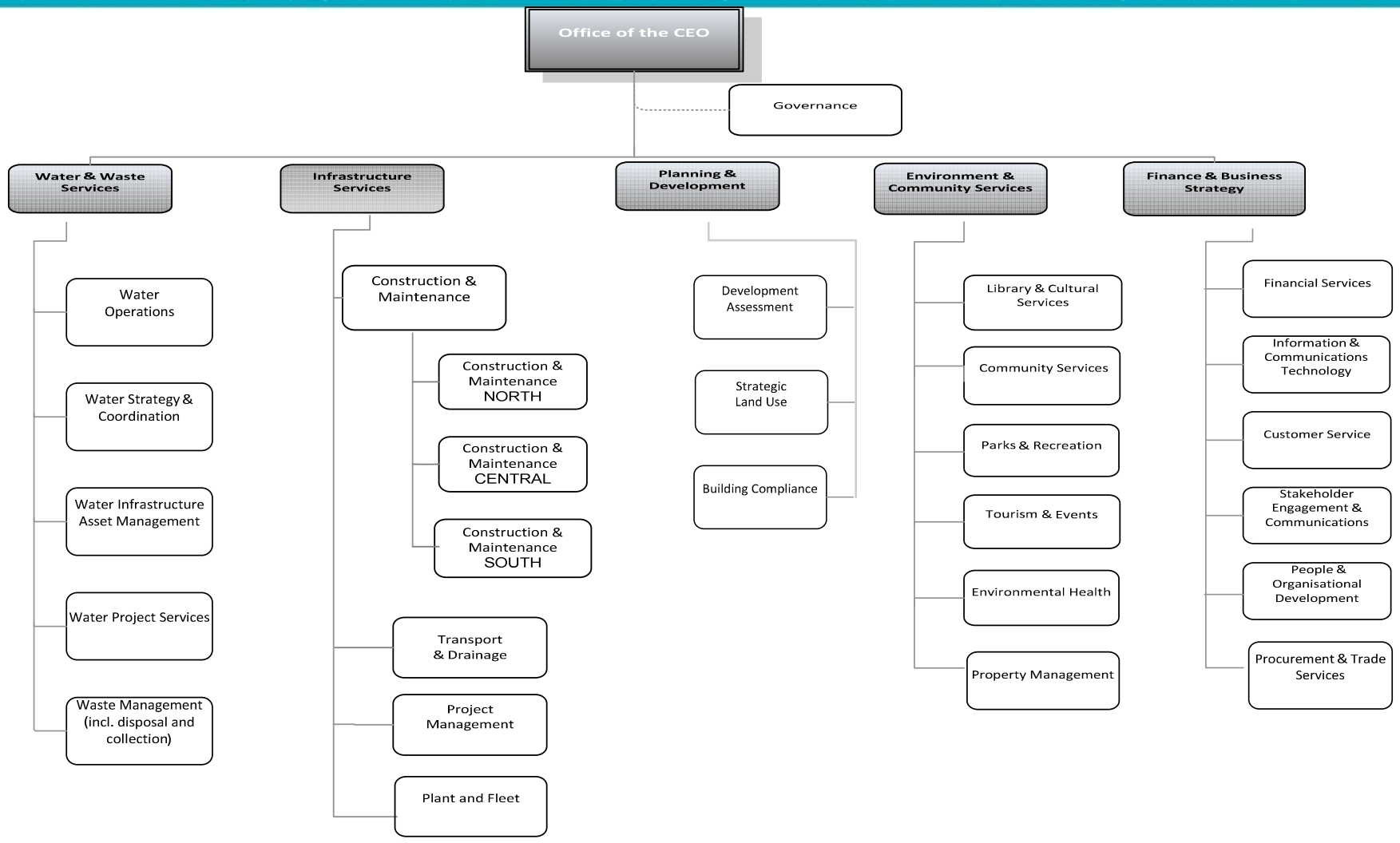
1. That a five group organisational structure be adopted including:
 - (a) Water and Waste Services.
 - (b) Infrastructure Services.
 - (c) Planning and Development.
 - (d) Environment and Community Services.
 - (e) Finance and Business Strategy,as illustrated in the attached organisational chart.
2. That the Chief Executive Officer be authorised to implement the functional organisational structure including the recruitment of the Infrastructure Services Group General Manager and the Executive Manager People and Organisational Development.

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3. That Council note that the overall management team has been reduced by eight or approximately 20% from that which existed under the matrix structure.
4. That Council note that the commencement of the new Customer Service Branch in late March 2011 and finalisation of the functional organisation structure will complete stage 1 of the adopted transition process to a fully integrated regional organisation.
5. That a proposed program of optimisation reviews be presented to Council for consideration and that each subsequent review plan include a schedule of engagement with the elected Council.

Carried

Councillors Glasheen and Williams requested that their vote against the motion be recorded.



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6.0 **PRESENTATION OF PETITIONS**

6.1 **REQUEST FOR A CHANGE TO THE COMMUNITY POSTAL DELIVERY SERVICE
IN SOUTHBROOK**

Councillor Scotney tabled a letter and accompanying petition addressed to Australia Post expressing dissatisfaction regarding the transfer of Australia Post mail services from the Southbrook General Store to the Southbrook Hotel and requesting that all mail be delivered door to door as enjoyed by the majority of Australian citizens.

MOTION:

Moved by Cr. Scotney, seconded by Cr. Antonio

That the petition be received and Council write to Australia Post providing its support for the request of the petitioners.

Carried

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7.0 RECEPTION AND CONSIDERATION OF COMMITTEE REPORT

- 7.1 **A Report of the Committee of the Council dated 8 and 9 March 2011 was submitted.**

MOTION:

Moved by Cr. Williams, seconded by Cr. Strohfeld

That the Report of the Committee of the Council dated 8 and 9 March 2011 be received and, with the exception of Items 2, 4, 5, 6, 14, 15 and 18, the recommendations therein be adopted.

Carried

7.2 CLOSING OF MEETING TO THE PUBLIC

MOTION:

Moved by Cr. Marks, seconded by Cr. Scotney

That the meeting be closed to the public in accordance with Section 72(1) (h) of the Local Government (Operations) Regulation 2010 to discuss Items 2, 4 and 5 of the Committee of the Council Report dated 8 and 9 March 2011.

Carried

The meeting was closed to the public at 10.58 a.m.

Item 2

Confidential - Recommendations from the Toowoomba Regional Council Economic Development Board

DECLARATION OF CONFLICT OF INTEREST

Councillor McVeigh declared a perceived conflict of interest in Item 2 as a member of both the Advisory Board and the Working Group overseeing the establishment of the separate entity and left the meeting at 10.59 a.m. while it was discussed.

Councillor McVeigh returned to the meeting at 11.15 a.m.

The confidential discussions continued with Item 4.

Item 5

Confidential - Proposed Acquisition of Land for Mount Peel District Park, 95-101 Darling Street, Toowoomba

DECLARATION OF CONFLICT OF INTEREST

Councillor Ramia declared a conflict of interest in Item 5 as the property in question is owned by a personal friend and left the meeting at 11.19 a.m.

Councillor Ramia returned to the meeting at 11.23 a.m.

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OPENING OF MEETING TO THE PUBLIC

MOTION:

Moved by Cr. Strohfeld, seconded by Cr. Glasheen

That the meeting be opened to the public.

Carried

The meeting was opened to the public at 11.24 a.m.

7.3 **Item 2**
Confidential - Recommendations from the Toowoomba Regional Council Economic Development Board

DECLARATION OF CONFLICT OF INTEREST

Councillor McVeigh declared a perceived conflict of interest in Item 2 as a member of both the Advisory Board and the Working Group overseeing the establishment of the separate entity and left the meeting at 11.24 a.m. while the voting on this matter took place.

MOTION:

Moved by Cr. Strohfeld, seconded by Cr. Antonio

That Council support the proposed transition of the Toowoomba Region Economic Development Board from an Advisory Committee of Council to an independent, not-for-profit company that would act as the Toowoomba Region's lead economic development agency, commencing from the 2011/2012 financial year.

Carried

Councillor McVeigh returned to the meeting at 11.25 a.m.

7.4 **Item 4**
Confidential - Outer Circulating Road - Proposed Acquisition of Remaining Properties

MOTION:

Moved by Cr. Marks, seconded by Cr. McVeigh

1. That the Chief Executive Officer or his delegate make a final approach to the remaining property owners affected by the Outer Circulating Roadway with a view to acquisition by negotiation.
2. That, in the event negotiations are successful, the Chief Executive Officer be authorised to sign all documentation necessary to transfer the required property.
3. That, in the event negotiations are unsuccessful, Council use its powers under the *Acquisition of Land Act 1967* to proceed with the issue of a Notice of Intention to Resume.

Carried

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Councillors Cahill, Glasheen and Ramia requested that their vote against the motion be recorded.

7.5 ITEMS 5 AND 6

Item 5

Confidential - Proposed Acquisition of Land for Mount Peel District Park, 95-101 Darling Street, Toowoomba

DECLARATION OF CONFLICT OF INTEREST

Councillor Ramia declared a conflict of interest in Item 5 as the property in question is owned by a personal friend.

Item 6

Confidential - Future Options for Council's Anzac Avenue Depots

DECLARATION OF MATERIAL PERSONAL INTEREST

Councillor Ramia declared a material personal interest in Item 6 as his family company owns property adjoining Council's Harristown Depot on the corner of Anzac Avenue and Stephen Street, Toowoomba.

Councillor Ramia left the meeting at 11.26 a.m. for the voting on Items 5 and 6 to take place.

ITEM 5

MOTION:

Moved by Cr. Scotney, seconded by Cr. Antonio

1. That the Chief Executive Officer or his delegate be authorised to negotiate in accordance with the valuation received for the acquisition of part of the property located at 95-101 Westminster Street, Toowoomba and more particularly described as Lots 855-860 on Plan A341929.
2. That, in the event negotiations are successful, the Chief Executive Officer be authorised to sign all necessary transfer documentation.
3. That the acquisition be funded from the Park and Bushland Separate Charge.

Carried

ITEM 6

MOTION:

Moved by Cr. Williams, seconded by Cr. McVeigh

1. That the Chief Executive Officer (or his delegate) be authorised to proceed with negotiations for a strategically located parcel of land suitable for the relocation of the Harristown depots.
2. That this project be included in the 10 year capital works program during preparation of the 2011/2012 budget.

Carried

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Councillor Ramia returned to the meeting at 11.27 a.m.

**7.6 Item 14
Safer Toowoomba Partnerships - Funding Request**

DECLARATION OF CONFLICT OF INTEREST

Councillor Cahill declared a conflict of interest in Item 14 as he is the Chairperson of Regional Development Australia.

Councillor Cahill left the meeting at 11.28 a.m. while voting on this matter took place.

MOTION:

Moved by Cr. Strohfeld, seconded by Cr. Ramia

That it be noted that the State Government has provided financial support to Safer Toowoomba Partnerships for the "Wilsonton Heights Community Centre".

Carried

Councillor Cahill returned to the meeting at 11.29 a.m.

**7.7 Item 15
Request to Relocate AVM Bennett Memorial**

MOTION:

Moved by Cr. Antonio, seconded by Cr. Williams

1. That Council advise the Milne Bay Military Museum that, as lawful owner of the plaque, Council does not agree to relinquish possession or relocate the AVM Bennett memorial brass plaque to the Museum and that Council will be reinstating it to its original position and recover the cost from them.
2. That Council advise the Milne Bay Military Museum that there is nothing preventing them from erecting a separate display or memorial to AVM Bennett at their museum site.
3. That landscaping surrounding the memorial be enhanced together with appropriate signage and promotion.

Carried

Councillor Cahill requested that his vote against the motion be recorded.

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7.8 **Item 18**
The Chronicle Garden Competition - Years 2011, 2012 & 2013 - City Gardens Category

MOTION:

Moved by Cr. Ramia, seconded by Cr. Strohfeld

1. That consideration be given during the framing of the 2011/2012 budget to allocating an amount of \$19,000 (combination of cash and in-kind support) to support the 2011 Chronicle City Garden Competition, with such assistance being allocated towards the following components of the competition:

- (a) holiday prizes - City Section (\$10,000);
- (b) placement and recovery of directional signage - City Section (\$2,500);
- (c) bonds and fees for the commercial use of parks - City and Country Sections (\$1,500), as normally levied;
- (d) introduction of a scheme to assist with the provision of reticulated town water for relevant competition entrants (City Section) along with exhibition gardens, to a maximum scheme value of \$5,000; and,

subject to the conduct of the activity being to the satisfaction of the Chief Executive Officer, or his delegate, satisfactory acquittal of actual costs and in return for Toowoomba Newspapers Pty Ltd providing the following:

- (i) \$10,000 towards prizes for the competition;
- (ii) fully managing all aspects relating to the organisation and running of the competition;
- (iii) two pages of press feature in "The Chronicle" for 2011;
- (iv) a half page of process colour advertisement in "The Chronicle's Carnival Supplement" for 2011;
- (v) acknowledgment of Council in all advertising relating to the garden competition;
- (vi) editorial acknowledgment of Council's sponsorship support in the Carnival of Flowers Supplement and The Chronicle;
- (vii) editorial support of the garden competition;
- (viii) a 20 centimetre x 4 column advertisement promoting the Chronicle City Garden Competition in The Chronicle and other associated A.P.N. newspapers in the weeks prior to the start of the garden competition;
- (ix) provision for the display of Council signage at the awards presentation evening for the gardeners, to be held at the City Golf Club in September 2011;

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- (x) A Council representative awarding the prizes at the awards presentation evening.
2. That consideration be given during the framing of the 2011/2012 budget to allocating an amount of \$10,000 to participate in a mentoring program to encourage an emerging generation of home gardeners to enter The Chronicle Garden competition, subject to:
- (i) the Chief Executive Officer, or his delegate, negotiating satisfactory naming rights with Toowoomba Newspapers Pty Ltd to recognise Council's contribution to the said mentoring program and promotions;
 - (ii) Toowoomba Newspapers Pty Ltd conducting the mentoring program and promotions, generally in accordance with the submission to Council dated 7 February 2011 and the conduct thereof being to the satisfaction of the Chief Executive Officer, or his delegate;
 - (iii) Council being involved in the launch of the program and acknowledged in all marketing and promotional material in relation to the mentoring program; and
 - (iv) a Council representative awarding the prizes directly to the mentors and mentees in the program.
3. That:
- (a) the request from Toowoomba Newspapers Pty Ltd for the establishment of a temporary tourist information site at Picnic Point Park, and for staff attendance at Queen's Park Gardens and Laurel Bank Park during the 2011 Carnival week, be approved subject to:
 - (i) the completion of the necessary application documentation for the commercial use of a park;
 - (ii) tourist information pamphlets, provided by Council, being distributed free of charge to the public;
 - (iii) general tourist information being provided to the public;
 - (iv) no obligation for Council Gardeners to sell newspapers;
 - (v) Council's standard conditions for the commercial use of parks; and
 - (vi) the type of facility and location thereof, being determined to the satisfaction to the Chief Executive Officer or his delegate.
 - (b) Council meet the permit fees and not require bonds in relation to the above use.

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4. That the General Manager, Toowoomba Newspapers Pty Ltd be advised that:
- (a) whilst Council is a major sponsor of "The Chronicle Garden Competition" it is not willing to commit funding from future budgets and from future Councils to meet their request for a three year term;
 - (b) Council remains committed to its water conservation role with the garden competition and during the framing of the 2011/2012 budget, will consider allocating funding to the following classes of The Chronicle garden competition:
 - (i) WaterWise Award - \$700;
 - (ii) Best Sustainable Garden - \$800; and,with the value of these awards being subject to negotiation and the possibility of the inclusion of other categories.
 - (c) Council intends to continue working with all stakeholders to explore and encourage options to support the sustainability of The Chronicle Garden Competition.
 - (d) Council is reviewing its "Outdoor Water Use Conservation Plan" to facilitate the practical and reasonable use of reticulated town water by competition and exhibition gardens.
5. That Council confirm its ongoing support of the Chronicle Garden Competition with Council's financial support to be determined annually.

Carried

The Meeting adjourned at 11.38 a.m.

The Meeting resumed at 11.48 a.m.

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8.0 **MONTHLY PERFORMANCE STATEMENT AS AT 28 FEBRUARY 2011**

Director, Finance and Business Strategy (Arun Pratap) - 4 March 2011

PURPOSE OF THE REPORT

To present Council with the monthly Financial Performance Statement as required by s152 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*.

CORPORATE PLAN REFERENCE

2.1.2 Ensure sound financial management and procurement practices.

BACKGROUND

Section 152 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* prescribes that statements must be presented to a meeting of the Council at least on a monthly basis.

Attached is the Consolidated Financial Performance Statement which clearly separates operating and capital outcomes including a variance result that is discussed in further detail in the body of this report.

A detailed Executive Financial Performance Report has been previously circulated to Councillors under separate cover.

ISSUES AND RESPONSES

The budget implications arising from the monthly financial performance report include the following:

FEBRUARY IMPLICATIONS

- District Services have below budget expenditure.
- Plant and fleet asset disposal is below budget expectations and is being reviewed to determine end of financial year position for the March budget review.
- Flood response and recovery has caused significant budget impacts in Engineering Services and Disaster Management. The ultimate impact is dependant on the quantum of expenditure that can be recovered through NDRRA.
- Savings have been identified in Water Strategy and Co-ordination due to staff vacancies.

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PREVIOUSLY REPORTED IMPLICATIONS

- Reduction in budgeted income from Aquatic Facilities.
- Income received from Carnival of Flowers is below budget expectations and expenditure is ahead of budget expectations.
- Additional income received from private works activities (Water Services).

Operating Income - overall exceeding YTD budget expectations by \$5,345,341 or 3%

Rates and Levies (\$3,290,102 or 2% above budget)

- Rates were levied on the 10 February 2011 for the second half year levy. The majority of payments will not be received until closer to the due date. Discounts are not applied until the due date which will reduce this perceived increase in rates and levies.

Fees and Charges (\$2,709,718 or 9% below budget)

- Reduced Main Roads and external project works due to weather conditions.

Interest Received (\$1,360,489 or 34% - ahead of budget)

- This represents a timing difference only rather than additional investment income.

Grants, Subsidies, Contributions and Donations (\$3,298,756 or 40% ahead of budget)

- Advanced receipt of Commonwealth Government Financial Assistance Grant.
- Main Roads Claim (Oakey-Cooyar Road) Goombungee District.
- Advanced receipt of Trainees and Apprentices grant.

Operating Expenses - overall exceeding YTD budget expectations by \$486,682 or 0%

Materials, Services and Other Expenditure (\$973,297 or 2% above of budget)

- Increased diversion of Engineering budgeted services and materials expenditure to NDRRA works.
- District Services have had minimal expenditure on materials and services compared to budget resulting in \$660k being unexpended year to date.

Capital Income – overall below budget expectations by \$2,024,366 or 22%

Grants, Subsidies, Contributions and Donations (\$320,043 or 6% above of budget)

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Sales of Assets (\$2,344,409 or 56% below budget)

- Plant and Fleet assets sales have not achieved budget timing expectations and a review is underway for the March budget review to determine the end of financial year position.

Capital Expenditure - overall below budget expectations by \$15,349,565 or 29%

Capital Expenditure is below budget due the following:

- Outdoor Sport and Recreation cycling criterium (\$2.75M) is yet to commence.
- Expenditure on various water and wastewater projects is below original budget timing expectations. An engineering consultant has been engaged to undertake a water supply network analysis of the western Toowoomba area. This will guide, validate or otherwise the progression of a number of projects in the Budget/Ten Year Capital Works Program (\$2.77M).
- Fleet tenders are currently being finalised resulting in a below budget position (\$954K).
- District roads capital expenditure is delayed due to the rain and flooding events in December and January (\$3.5M).
- Milne Bay Aquatic Centre refurbishment yet to commence (\$600K).

Recommendation

That the Monthly Performance Statement as at 28 February 2011 be received.

MOTION:

Moved by Cr. Glasheen, seconded by Cr. Marks

That the Monthly Performance Statement as at 28 February 2011 be received.

Carried

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9.0 DEPARTMENTAL REPORTS FOR FEBRUARY 2011

9.1 FINANCE AND BUSINESS STRATEGY

Report from Director, Finance and Business Strategy dated 7 March 2011

COMMUNITY AND BUSINESS PLANNING

Disaster Management

- The SES complex at Cecil Plains is almost completed.
- Cecil Plains is due to receive a new vehicle from EMQ in March 2011.
- Preparation underway for Counter Disaster Operations claim under NDRRA.
- Consideration being given to an alternative site for the SES Toowoomba Unit Headquarters.
- Natural Disaster Risk Management Study project commenced in February.
- Awaiting letter of approval of the Natural Disaster Resilience Program application for generator system for new customer service centre/DCC (\$100,000 grant - \$50,000 Council).
- Local Disaster Management Group debriefing undertaken on 16 February.

Local Laws and Subordinate Local Laws

- Council information sessions conducted on the Model local laws and draft subordinate local laws prior to considering a report proposing to adopt the model local laws and make the subordinate local laws.

Policy

Councillors notified on 23 February of new policies approved.

The following policies were considered by the Executive Management Team:

- Leave Policy and
- Arts & Cultural Policy.

Risk Management

- Enterprise Risk Management Framework and Corporate and Departmental Risk Registers endorsed by Council on February and submitted for approval by Audit Committee in March.

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Budget:

Additional funding will be sought at the nine month budget review for:

- Disaster management as a result of the flooding events in December and January and the subsequent activation of the Disaster Co-ordination Centre; and
- Legal and advertising costs associated with the development of local laws.

CUSTOMER SERVICE

- Practical completion of building on track for handover to Toowoomba Regional Council on 2 March.
- Non-technical training complete.
- Technical training in progress in two sites (HR Training Room and City Hall).
- Service Level Agreements negotiated with all functional areas.
- Media campaign (TV, Radio and Print) commenced 26 February.
- Community Liaison Framework progressing well and on track for implementation on 21 March.
- Customer Satisfaction Survey (Pre Go-Live) completed and report received.

Budget: Operational budget for branch currently under consideration.

CORPORATE COMMUNICATION

- Researched, prepared and distributed 37 media releases, nine media responses and one media alert as well as numerous media enquiries covering ongoing flood recovery, water supply issues, Carnival of Flowers Young Ambassador Program and gallery and library activities.
- Completed autumn edition of residents' newsletter. Distribution commences Monday, 14 March.
- Voiceovers recorded for on-hold messages.
- Filmed and recorded voiceovers for new series of Council Connections television programme.
- Wrote and edited content as part of website redevelopment.
- Designed several information brochures including six for Water Services, the resident newsletter, and water restriction magnets for WaterWise.
- Redesigned or organised reprinting of existing brochures for numerous other branches.

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- Continued support for Customer Service Project through design and publication services and sourcing suitable promotional merchandise.
- Continued design and co-ordination of print media advertising.
- Continued support of and involvement in website review.

Budget: No issues.

FINANCIAL SERVICES

- December budget review adopted.
- Start of the budget process for 2011/2012, training organised, guidelines updated.
- Financial Management (Sustainability) return complete.
- Rate notices issued 10 February 2011.
- Significant effort in preparation and training for customer service staff.
- Annual valuations that were to be received late Feb 2011 have been delayed until mid Apr 2011. DERM have confirmed that they will not be issued any earlier. Flow on effect for budget rate modelling.

Budget: No issues.

INFORMATION MANAGEMENT

Application Services

- Resolved an issue with DM full text searching returning unexpected results.
- Created a Toowoomba Regional Council Training interest group for improved stakeholder consultation and an increased consistency in the training methodology used across Council.
- Completed and published an updated DM Training Manual.
- Completed and published Pathway Customer Service User Training Manual.

Information Services

- Commenced registration and distribution of all service centre mail as result of functional realignment.
- Completed appraisal of all historical Chief Executive Officer office records for retention/disposal.
- Commenced processing (disposal, or scanning and archival) of large volume of historical stored records, beginning with Crows Nest Service Centre.

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- Four Right to Information requests currently open - including request for CitySafe imagery.
- Acquired aerial photography of City area, post 10 January flood event. Continued working with other business areas to determine actual flood extents.
- Aerial photography now available in a wider array of scales in online mapping tool.

Technology Services

- Toowoomba Airport Radio link - Replacement radio units installed, interference issues resolved.
- Telstra Wireless Broadband IP Portal implemented to improve management of NextG services.
- New Citrix Server build completed with rollout of Internet Explorer v8 and updated DM client.
- Extended power interruption to North Toowoomba/Mt Kynoch Water Treatment Plant has initiated investigations into options for improved power continuity for Wide Area Network Services, as well as Water Operations and Control.
- Investigating options for upgrading solar power infrastructure for telecommunications relay site at Mt Misery (Cressbrook Dam) to support required telemetry radio replacements.
- Scheduling rollout of AutoCAD 2011 Upgrade.

Strategic Change Programmes

- **Customer Interface Management & eBusiness** - Website redevelopment has been through usability testing and received an 80% satisfaction rating, final content being updated for March release. Contact centre software in use with ICT Helpdesk and ready for Customer Service. Extra modules have been purchased to handle staff scheduling. Skills have been recorded against most staff and phase 2 knowledge base testing has been completed. All ICT infrastructure has been ordered and ready for installation in building. Training for Customer Service Officers is currently in progress and this has caused some equipment to be installed in temporary accommodation, due to the delay in the building refurbishment.
- **Document & Records Management** - DM upgrade project will be completed with the implementation of the Citrix client, scheduled for 11 March. The Document Handling procedures report is completed and a condensed 'How-To' guide has been approved. Online training for the new procedures has been completed and will be released shortly. All historical electronic documents from Rosalie Council have been transferred into the Document Management production system. Similar conversion of Crows Nest and Jondaryan underway. The CAD integration project has commenced with documenting system and user requirements. Commenced information gathering for Pathway - Document Management integration.

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- **Spatial Information Services & Tools** - Pursuing flood data information and collection of available data, including liaison with other departments and external organisations (Department of Defence, DERM, Condamine Alliance, Ipswich City Council, NearMap); New projects scoped: Flood Mapping, 3D Urban Modelling, Data Structure and Naming Conventions, Priority Infrastructure Planning Business System; Enforcement of corporate data agreements and review of spatial fees and charges; Completion of EM GIS project. Final work commenced to complete revised external Web Mapping application; Working with DERM on trial area for DCDB rectification pilot project.
 - **Infrastructure & Communications** - Network Switching replacement and City Network Remediation work planned for 2010/2011 completed ahead of schedule. Storage Management Review summary action plan being finalised. Internet Explorer 8.0 Upgrade completed with finalisation of deployment in Citrix environment. Windows/Office 2007 detailed project planning proceeding. PABX service centres deployment proceeding ahead of original schedule. Wireless Network equipment ordered, scheduling site surveys.
 - **Improved Enterprise Business Solutions** - Installed supporting infrastructure for Delta-S Asset Maintenance System, which is a defect capture application used in Construction and Maintenance. Six Council employees completed a Business Process Modelling Notation (BPMN) course in preparation for documenting business processes and implementing automated workflows. Automated workflow environment currently being configured. Unified reporting environment currently being configured.
 - **Collaboration & Equipping** - Online learning solutions appropriate for the needs of Customer Service Branch, directors and management, general computer users and Information Management branch have been purchased, configured and will be launched in March. Several custom TRC courses have been completed included Take 5s (WH&S), TRC Code of Conduct, Information Privacy and Document Handling. Procurement training is currently being developed, expected in March. Automated Pathway training content identified as a priority by the Customer Service Branch have all been developed. Progress on the Intranet Redevelopment has resumed with tasks prioritised for completion this financial year identified and scheduled.
 - **Governance** - Application Performance Monitoring product selection proceeding. Helpdesk replacement requirements gathering complete. Product demonstration for a helpdesk integrated suite has commenced. Security Improvement project commissioning trial of iPad management application. Information Privacy training loaded into online training application, ready for deployment. ICT policy revision project has commenced.
- Budget: Overall 7% (\$449k) under expended. Operational Expenditure + 4% (down from 6%); Capital Expenditure + 15% (up from 4%). Difference due largely to profiling issues, projected to be within tolerances by end of year.

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PROCUREMENT AND TRADE SERVICES

Procurement

- The Register of Pre-Qualified Suppliers that replaces the Sole Supplier List is completed and ready for submission to the Executive Management Team.
- Data collection for the Strategic Procurement Plan has been completed

Fleet Management

Disposals

- 29 items were sent to auction for disposal with reserves totalling \$258,520 (3 plant items, 1 truck, 8 light vehicles and 17 minor plant).

Asset Replacement Program

- Replacement assets were procured totalling \$736,737 (4 plant/truck, 5 utilities/sedans, 3 minor plant and 2 photocopiers).

Whole of Life Reporting

- Systems have been put in place to enable:
 - Reporting on 2 + days unscheduled maintenance and resulting downtime;
 - Unscheduled maintenance, costs and referencing with each asset's maintenance forecast.

Other

- Utilisation Reports have been generated on graders, backhoes, loaders and skidsteers to assist Districts/Engineering with prioritising replacements

Trade Services

- The recent wet weather has highlighted the inadequacy of Council's current workshop accommodation. The facility, which was built in the early 1940's, has outlived its useful economic life. It is impossible to weather proof the roof and substantial costs will be incurred in maintaining this facility to an acceptable standard.
- Trade Services continue to provide services to district offices with repairs to the Oakey Library, the Goombungee Service centre and enhancements to the medical practice at Kingsthorpe all underway.

CONCLUSION

The current activities of the Finance and Business Strategy Department are consistent with the four key areas of corporate focus being investment in ICT, customer service, transition to a functional structure, and long-term financial sustainability.

MOTION:

Moved by Cr. Williams, seconded by Cr. Scotney

That the Departmental Report be received.

Carried

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9.2 PLANNING AND DEVELOPMENT SERVICES

Report from Director, Planning and Development Services dated 7 March 2011

This Report is a brief overview of the four Branches that constitute the Planning and Development Services Department.

STRATEGIC PLANNING

- Commenced the third consultancy for the Strengthening Basin Communities project, a Street Tree Master Plan, which is externally funded.
- Continued work on final draft of the planning scheme, incorporating peer and legal reviews, prior to submission of the scheme for a first state interest check.
- Completed the draft Priority Infrastructure Plan and schedule of works for all networks. Awaiting State Government sign-off for draft growth projections.

Budget: On target.

BUILDING AND COMPLIANCE

- Toowoomba Regional Council Plumbing Unit has negotiated a series of future Building Codes Queensland training courses to be held in Toowoomba.
- Two new Plumbing Inspectors attended the mandatory (for inspectors) On-Site Treatment System training course.
- All Building Surveyors, Cadets and Technicians attended further pool legislation training.
- A new Building Surveyor Cadet has commenced employment in the Building Compliance Branch.
- Compliance requests are still higher than average for February due to follow up from the January weather events.
- Compliance carried out 259 inspections and issued 56 notices over the last month.

Budget: Revenue adjustment through journal transfer still to occur.

DEVELOPMENT ASSESSMENT

- Significant work being conducted on HAFEDA and T5 projects - entering final phases.
- Draft Standard conditions have been completed and internal review is now complete. They have been sent out to the 'industry' for its comment in March 2011.

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- There were numerous prelodgement meetings and other meetings in February which indicate continuing increases in development applications into the future.

Budget: Nil issues as at six month review

MAJOR REGIONAL PROJECTS

Charlton Wellcamp Enterprise Area - Facilitation and Implementation

- Continuing to facilitate various development proposals. Operational works applications for both the FK Gardner and Charlton Industrial sites have been lodged. FKG have subsequently received approval to commence bulk earthworks. Several meetings have been held to sort through the myriad of issues that have arisen from detailed analysis of works requirements. This may result in a variation to the existing Infrastructure Agreement with FKG.
- Discussions are being held with Ergon to ensure that an electricity supply is available when required by the FKG development.
- Continuing involvement with Department of Transport and Main Roads to arrive at a suitable solution regarding Warrego Highway access at Charlton.

QIC

The first regular meeting for the year was held on the 23 February where a number of issues surrounding the proposal was discussed.

COMSEQ Trail Bike Task Force

- Continued attendance at regular meetings and most recently reviewed and provided input to revised planning guidelines.

Budget: No significant budget issues

CONCLUSION

February saw an increase in overall activity within all sections of the Department, following the rather slow month of January. Activity in the development sector is likely to continue to increase given the various indicators such as enquiries of senior officers and prelodgement meetings

MOTION:

Moved by Cr. Antonio, seconded by Cr. Glasheen

That the Departmental Report be received.

Carried

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9.3 ENVIRONMENTAL AND COMMUNITY SERVICES

Report from Director, Environmental and Community Services dated 4 March 2011

INTRODUCTION

The following report summarises notable outcomes and issues relevant to the Branches within the Environmental and Community Services Department.

LIBRARIES AND CULTURAL SERVICES

Oakey Library

- Sections of the Oakey Library ceiling collapsed due to excessive water inundation following the storm on Monday night, 22 January. The library reopened on Monday, 31 following removal of further sections of the ceiling and isolation of some lighting. A permanent repair is necessary for the roof and full replacement of the ceiling needed in accordance with the facility assessment report.

Cecil Plains Library

- The carpet was removed from the Cecil Plains Library following inundation from a blocked sewage pipe in the adjoining park. The sewage pipe has now been segregated and new carpet is on order.

Toowoomba Regional Art Gallery

- Opening of *The Lindsays* exhibition at the Toowoomba Regional Art Gallery in conjunction with the State Library of Queensland. The exhibition runs from 18 February to 3 April 2011.

Budget: Nil to report.

ECONOMIC DEVELOPMENT, TOURISM AND EVENTS

Branch Management

- Manager Economic Development, Tourism and Events resigned in February and will finish with Council on 21 March.
- Recruitment of the new Event Co-ordinator - Toowoomba Carnival of Flowers is well progressed and should be appointed by early March.

Sports Tourism

- The focus from a sports tourism point of view for February was preparation and delivery of the 2011 Cellarbrations Queensland PGA Championship at City Golf Club. While the tournament was played over four days (24-27 February) there was plenty of activity surrounding the event for the entire week.

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- Council's Sports Tourism Officer assisted with a number of aspects of the event including the substantial community contact program developed to ensure the event had positive impacts on the wider community. These activities included school clinics and student visits to the tournament, visits to Endeavour Foundation sites by the professionals, hospital visits, a shopping centre display and a tour of Grantham and Murphy's Creek. The success of these community activities was evidenced by the number of children with parents attending the final rounds of the tournament eager to collect signatures from the players.
- The tournament was a great success with fantastic weather and a deserving winner in New Zealand's Gareth Paddison. There has been fantastic feedback received from players in relation to the quality of the golf course and the hospitality of the local residents with many spectators at the event suggesting they would attend the event in future years if it was staged at City Golf Club again.
- An event debrief will be held in the coming weeks to identify opportunities to further develop the event for future years.

Tourism

- The Launch of the 2011 Heritage Building Society Gardenfest was held at the Southern Queensland Institute of TAFE Horticulture section on 22 February. The gardening and gourmet event will be run from 30 April to 2 May 2011.
- Participated in the Golf Travel & Lifestyle Expo held at the City Golf Club during the 2011 PGA Championships.
- Toowoomba Visitor Information Centre has been participating in the "Flooding Memories" project. This involves the distribution of donated plants to raise money for the Toowoomba Disaster Fund.
- The new regional "Explore" Tourism Guide has been printed and is due to be launched in March.

Toowoomba Carnival of Flowers

- Circulation of the Toowoomba Carnival of Flowers Parade brochure has commenced and mailouts undertaken.
- Toowoomba Chamber of Commerce and Industry distributed an e-newsletter to promote the Adopt a Float program which yielded interest from ten businesses wishing to adopt a float.

International Secretariat

- Hosted two delegations, one from Yasuda University and the other from Women's College from Hiroshima, Japan.
- Hosted Executive members from Sister City Australia to discuss the progress of planning for the 2011 National Sister City Australia Conference that will be held in Toowoomba in August 2011.

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Economic Development

- Promoted flood assistance available from Council at a Flood Assistance Workshop run with Toowoomba Chamber of Commerce & Industry, Chamber of Commerce & Industry Queensland, DEEDI, and various Queensland Government agencies.
- Provided assistance to a Queensland based company looking to increase its operations at a number of locations in the Toowoomba region.
- Commenced work on organisation of a series of workshops around digital economy development.
- Draft Toowoomba Region Economic Development Strategy was presented to the Economic Development Board meeting held in February.

Budget: Nil to report.

ENVIRONMENTAL HEALTH SERVICES

Industry Waste Levy

- Formal response from Department of Environment and Resource Management (DERM) received on 15 February 2011. The State Government is not considering a moratorium on the introduction of the levy as was proposed by Council's letter to DERM in August 2010. However, the Minister for Environment and Resource Management announced on 18 February 2011 that the introduction of the industry waste levy would be delayed until 1 December 2011.

Waste Management Strategic Plan - Public Consultation / Awareness

- AECOM Australia Pty Ltd has completed the draft Communication Plan for the Waste Management Strategic Plan public consultation and awareness campaign. Plan to be reviewed prior to presentation to Council.

DERM Rectification Works at Landfills

- AECOM will commence Phase 2 works during the week commencing 7 March 2011. Work includes site investigation into capping thickness and properties and groundwater quality in vicinity of landfills.

Disaster Management Waste

- It is planned to cease free tipping for stormwater damaged materials from close of business on Sunday, 6 March 2011.

Budget: Nil to report

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PARKS AND RECREATION SERVICES

- On 1 February, a fish rescue was undertaken for fish trapped in the plunge pool at the base of the Cooby Dam Spillway. At the request of the Toowoomba and District Fish Stocking Association, staff of the Department of Primary Industries - Fisheries with assistance from Toowoomba Regional Council undertook an electrofishing exercise which resulted in over 300 fish being rescued and returned to Lake Cooby. These fish were in danger of suffocation due to falling oxygen levels in the pool as water flows down the spillway have progressively reduced following the filling of the dam. The Cooby Dam wall area will remain closed to public access due to extensive damage to the park at the foot of the spillway and loss of the road which crosses the creek below the spillway.
- Installation of a new playground at Millmerran Factory Dam recommenced in February after the prolonged flooding experienced in the northern region. Hardscape works were complete and playground and softworks are anticipated to be completed by April.
- Green Army - 11 Green Army placement participants started work with Council on 28 February as part of Council's Green Army grant funded by the State Government. Participants have been divided up between the following work areas, Parks and Open Space, Gardens North and South, Sport and Active Recreation, Nursery, Bushland Parks and the Cemetery. These placements are for a period of 21 weeks and include a 5 week environmental project in Bushland Parks. A further 10 placements have been offered to Council to assist with the flood recovery and these placements along with a Supervisor will start with on 14 March. They will assist with walking track reconstruction, road repairs, creek cleanup and revegetation across the region.

Budget: Nil to report

CONCLUSION

The Branches within the Department are performing well.

MOTION:

Moved by Cr. Ramia, seconded by Cr. McVeigh

That the Departmental Report be received.

Carried

Councillor Marks left the meeting at 12.15 p.m.

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9.4 ENGINEERING SERVICES

Report from Director, Engineering Services dated 7 March 2011

INTRODUCTION

Heavy focus of the Engineering Service Department remains and will continue for oncoming months in Flood Recovery Activities as detailed below.

The value of Emergent Work completed to date is \$8.8M from \$2.85M at the end of February.

CURRENT ACTIVITIES

- **Eastern Downs Regional Road Group (EDRRG)** - The Regional Road Group chaired by Councillor Carol Taylor met in January 2011 and endorsed the EDRRG Works Program which has been forwarded to the Roads Alliance Board.
- **COMSEQ Infrastructure Committee** - The next meeting of this committee is planned for 9 March 2011 with Toowoomba Regional Council's submissions for Tier 1 Toowoomba Bypass, Tier 2 Gowrie/Grandchester Rail (as per the approved secret submission) and Toowoomba Outer Circulating Road Project.

STRATEGIC PROJECTS

- **Engineering Departmental Review** - review processes continue.
- **Outer Circulating Road** - Traffic modelling work associated with the Outer Circulating Road has now been completed and preliminary cost estimates prepared in preparation for detailed work to continue over coming months.
- **Spring Creek and Highfields/Meringandan Catchment Management Strategies** - Work has been postponed on this project due to other priorities.
- **Priority Infrastructure Plan** - Work has continued assisting the development of the Priority Infrastructure Plan particularly in the drainage area as well as the identification, costing and prioritisation of key transport projects identified in the Transport Report for the proposed Planning Scheme.
- **Delivery of Toowoomba Active Transport Review** - The first stage of review of the Toowoomba Active Transport Study has commenced with a briefing to Council proposed on 9 March 2011.
- **Road Safety Partnership Project** - The Steering Committee met on 7 February and endorsed the Consultation Paper for presentation at a Councillor Information Session and subsequent distribution.
- **Department of Infrastructure and Planning (DIP)** - DIP has been advised of the completion of the requirements of the Core Asset Management Plan. Further development of the Asset Management System has been temporarily postponed with the resources associated with Asset Condition Assessment and Recording

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diverted to support Council's preparation for the Natural Disaster Recovery Relief Arrangements Submission.

- **Regular Passenger Transport Feasibility Studies - Toowoomba Airport -** Commonwealth consent has been sought seeking Limited Sole Operator status and Council awaits their response.

CAPITAL WORKS PROGRAM

To the end of February 2011, \$27.3M has been committed to Capital Works of the annual \$55.5M budget with \$1.2M increase achieved during the month. The majority of Council resources have been diverted to Flood Recovery efforts.

The Toowoomba Aerodrome Upgrade Project continues with expenditure of \$1.2M to the end of February.

Current Works

Expenditure has slowed with \$11.7M committed of the Year to Date anticipated budget of \$14.6M. \$0.3M Capital Expenditure occurred during the month of February with construction works largely postponed until resources are freed from current focus on Flood Recovery Works.

- A review of traffic data of the Hume and Stenner Streets intersection indicates that an upgrade will be required in 2016 based on current traffic growth figures.
- the design of Curzon/Herries Streets and Nelson/Kearney Streets intersections and the Meringandan/Goombungee Road Project are nearing completion.
- **Toowoomba Aerodrome Upgrade Projects** - Expenditure to the end of February of \$1.2M has been expended of the \$7.5 committed currently to the project.

Construction issues have been experienced by the contractor in Area 1A with Area 1B progress well advanced. Impact rolling in Area 3 has commenced.

Skytrans operations returned to Toowoomba during the month but will return to Oakey when modifications to the Air Operator's certificate are made and approved which is anticipated to be complete in coming days.

- **Oakey Pool Upgrade** - The contract for the upgrade of the Oakey Pool has been awarded to Pool Link with the date for practical completion for the project identified as 16 September 2011.
- **RSL Roof Replacement** - Work has commenced on the development of contractual documents.

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RECURRENT WORKS PROGRAM

Current Work

- Expenditure to date of \$35.4M exceeds the Year to Date Budget of \$29.6M heavily impacted by the Emergent Work associated with the flood damage response. This trend is heavily reflected in the roadworks operations with \$15.1M expenditure against the Year to Date Budget of \$10.5M.
- **External Works** - Heavily impacted by private work expenditure which continues as per expectation despite accelerated expenditure in Flood Recovery activities on behalf of the department. This has been balanced by the transfer of resources previously anticipated to be engaged in Road Performance Contract works on behalf of the department.
- **Oakey/Cooyar Road Upgrade Project** - work is currently postponed.
- **Ruthven/Jellicoe Streets Intersection Works** - works recommenced during the month.
- **Milne Bay Aquatic Centre** - preparations are scheduled for the program shut down on 14 March.
- **Traffic Operations** - activities continue at consistent level with Land Access Certificates at 510, work on Road Applications at 56 and Wide Load Permits at 78 processed applications Year to Date.

Dial Before You Dig - requests received Year to Date number 2,434.

- **Flood Events/NDRRA Activations** - To the end of February, 1,350 locations of damage have been identified with the current preliminary Estimate of Cost against those identified as damage of \$50.6M.
 - Emergent Work continues with the extended date for completion of these works now the end of May 2011. Data collection continues and estimates will be further refined over coming weeks as the information is detailed to the necessary standard for the preparation of NDRRA submission.
 - Project Team formed for delivery of Major Projects has progressed with the development of estimates for those specific major projects utilising consultants to assist in the development of proposals and associated cost estimates.
 - The capture of Flood Level information in urban areas and regional townships has been conducted.
 - The current resource allocated to Flood Recovery includes approximately 210 field staff, 150 major plant items with a further 17 field staff and 20 major plant items assisting Lockyer Valley Regional Council with emergency repairs.
 - A significant level of external resource have been engaged to resource the Flood Recovery Operation.

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QUALITY SYSTEMS

- **Road Works Quality Assurance System** - no action in the last reporting period.
- **Maintenance Management System** - work on the DeltaS Road Maintenance and RMPC Modules has recommenced with full implementation across the region planned for the commencement of the 2011/2012 financial year.

BUDGET/RESOURCE IMPLICATIONS

A budget review at the third quarter will be required to cater for the increased recurrent expenditure of the Flood Recovery and associated NDRRA subsidy income. Review of the Capital Program will be conducted with capital delivery resources reallocated to flood recovery is impacting capital delivery.

CONCLUSION

Emergency Recovery Works were significantly accelerated during February and preparation for Council's submission under NDRRA is advancing satisfactorily.

MOTION:

Moved by Cr. McVeigh, seconded by Cr. Glasheen

That the Departmental Report be received.

Carried

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Service Centre	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sep 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011
Oakey	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	2	Nil
Pittsworth	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Toowoomba	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	Nil	2	3	Nil	Nil	Nil	Nil	1	2	5	2	1

February 2011:

- Crows Nest WTP treated Water - Manganese for sample collected 22/2/11 exceeded ADWG health guideline. Crows Nest, Highfields and Hampton Water Treatment Plants do not have the capability to remove elevated manganese in raw water. Continuing to optimise treatment plant operations within design constraints however primary control measure is minimisation of raw water iron and manganese through source selection. Anticipate further manganese non-compliances for all three Water Treatment Plants. The ADWG health guideline for manganese is based on lifetime exposure and short term Exceedences should not pose a significant health risk. Continuing to achieve microbiological compliance.
- All non-compliances reported and documented in accordance with Department of Environment and Resource Management (DERM) requirements.
- December/January dams inflow events have resulted in very poor raw water quality. Mt Kynoch WTP has consistently complied with ADWG and HACCP limits however treatment chemical consumption and costs have increased significantly. It is anticipated that raw water quality will remain poor into the foreseeable future.
- Highfields, Hampton and Crows Nest Water Treatment Plants are continuing to experience difficulty treating very poor quality raw water due to design constraints. Expect ongoing dirty water complaints from these systems. Highfields residents in particular are experiencing very poor water quality on occasions. Water Operations officers are making every possible effort to maximise treated water quality. Refer also dot point 1 above.
- Received information request from regulator re Stage 1 (Toowoomba water supply system) DWQMP. Response submitted 2/2/11. Awaiting further advice from Regulator.

Wastewater Operations

- Wetalla WRF (February 2011)

Volume Treated	Volume Recycled Millmerran	Volume Recycled NAC	% Recycled	Biosolids Produced	Biosolids Beneficial Reuse	% Beneficial Reuse	Environmental Incidents
782 ML	6.6 ML	2.1 ML	0.98%	527 t	527 t	100%	Nil

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- Wetalla AWTP (February 2011)

Volume Treated	Volume Recycled	% AWTP Recycled	Environmental Incidents
215 ML	6.6 ML	3.1%	Nil

- NAC advised volume 120 ML/month from 30/10/09 - 2010/11 year to date significantly less and anticipate minimal for remainder of year. Adjusted at six month review. Millmerran Power recycled water demand also minimal.
- Heavy vehicle access limited due to flood damage to culvert. Full access restored 14 February 2011.

Effluent Quality Compliance

Exceedences discharge licence limits

Service Centre	February 2011
Clifton	Clifton WRF: BOD and SS exceed 85 th percentile limits February results exceeded suspended solids maximum.
Crows Nest/Highfields	Crows Nest CED: Thermotolerant coliforms, pH. Highfields WRF: Thermotolerant coliforms (1 of 3 sample sets).
Greenmount	Wyreema WRF: Thermotolerant coliforms, Total Phosphorus
Goombungee/Yarraman	Yarraman WTP: Nil Yarraman WRF: Nil
Millmerran	Millmerran WRF: Nil Cecil Plains WRF: Nil
Oakey	Oakey WRF: BOD and SS exceed 85 th percentile limits Westbrook WRF: Not sampled February 2011
Pittsworth	Pittsworth WRF: Total Nitrogen and Total Phosphorus
Toowoomba	Total Nitrogen results remain variable but are currently in compliance - rolling 12 month 50 th percentile 4.9 mg/L compared with limit of 5.0 mg/L

- Oakey Water Reclamation Facility - Inundated during January flood event. Currently providing partial treatment.
- All Environmental Authority non-compliances being reported to DERM in accordance with Environmental Authority conditions.

Laboratory Services

- Co-ordinator Laboratory Services attended 3 HAZMAT incidents in his role as volunteer Scientific Advisor to QFRS.
- NATA Accreditation:

Laboratory is continuing to perform well in inter laboratory testing programs. NATA surveillance audit scheduled for week of 21 March 2011.

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Trade Waste Services

Trade Waste Policy approved by Council. Implementation of Trade Waste Policy and Trade Waste Environmental Management Plan is well advanced:

- Reissue of Highfields/Crows Nest/Oakey/Westbrook trade waste approvals is complete.
- Millmerran staff and generator information sessions were held 17 August. Processing of approval applications complete.
- Pittsworth staff and generator information sessions held 19 October 2010. Processing of approval applications complete.
- Yarraman staff and generator sessions scheduled for February 2011 postponed. Clifton/Greenmount staff and generator sessions to be held 15 March 2011.

WATER PROJECT SERVICES

Cambooya and Greenmount Water Reservoir Projects

- Construction of additional water supply reservoirs in Cambooya (1.50ML) and Greenmount (0.80ML) has commenced. The reservoirs are of steel construction incorporating a liner system.

Southern Regional (Wyreema) Water Reclamation Facility Project

- Design of the Southern Regional Water Reclamation Facility and the Westbrook pump station and transfer main is progressing. This project is being delivered using an ECI project delivery methodology. Applications for Development Permits have been lodged. With input from the ECI participants, design is nearing completion.

Clifton Projects

- The engineering consultant's draft report examining water quality issues and options to improve water quality was received early December 2010. Following a Council officer review of the draft report, a number of comments have been provided for the consultant's consideration. The consultant has now responded to those comments, with a revised report expected during March. A report is likely to be prepared for the April 2011 meeting of the Committee of the Council.

Toowoomba Sewer Relining Projects

- The 2010/2011 sewer relining program contractor has commenced works under the contract. Council's workforce is upgrading a number of maintenance holes in conjunction with the works.

Water Main Projects

- Replacement of a section of water main in West Street, from Drayton Road to Evans Street, has commenced.

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Toowoomba Wastewater Infrastructure Projects (TWIP)

- Expressions of Interest for Early Contractor Involvement (ECI) participants for the TWIP program closed on 14 September with nine EoIs received. Five respondents were invited to attend separate interview / discussion sessions with the selection panel. Two ECI participants were invited, and subsequently accepted the invitation, to participate in the ECI phase.

The ECI participants continue to be proactively involved with Council and Council's designers in a structured program to develop designs that the ECI participants will tender on in mid 2011.

The design, construction and commissioning of a system to convey sewage from Oakey to the Wetalla Water Reclamation Facility has been added to the TWIP program. Survey, geotechnical investigations and design have commenced.

With input from the ECI participants, design of the original TWIP program is nearing completion.

During March/April, it is planned for detailed design and documentation to be completed and reviewed by Council and the ECI participants and for final commercial meetings to be held. Tender documentation will then be compiled for issue to the ECI participants.

In the original project delivery schedule, the issue of invitations to tender was scheduled for 11 February 2011. This timing was derived with a compressed design timeline. Whilst all endeavours have been made by Council's design consultants to achieve the timeline, the unusual weather conditions during January and other factors have resulted in a delay in the completion of design and documentation. To ensure the design and tender documentation is of a high standard to minimise flow-on risk to Council, the issue of invitations to tender will be delayed by 6-8 weeks.

A further issue, which will impact on the award of a contract, is the receipt of required Development Permits. Applications for the required Development Permits have been made, however the timeframes of the assessment process means that Permits may not be issued for sometime. It is considered prudent from a risk management perspective to not award a contract until the Permits are issued. This will allow, as may be required, any extra-ordinary Permit conditions to be incorporated into the design and price by the ECI participants.

WATER INFRASTRUCTURE ASSET MANAGEMENT

Civil Infrastructure

- Water Services closed the Emergency Event at all three dams on 11 February 2011 due to stabilisation of storage levels and no significant rain events forecast within the foreseeable period.
- During February, the three dams have maintained a steady state within Alert Stage 2 of the Emergency Action Plans. Cressbrook and Perseverance dams have continued to maintain a storage level above full storage level. Cooby dam has fallen below full storage level.

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- Civil water and sewer infrastructure within Toowoomba is being repaired along Gowrie Creek and other affected areas in the region, with progress continuing at a steady rate.
- Ted Pukallus Weir was inspected by Dam Safety Engineers and an estimate is being prepared on the design and rehabilitation back to original design storage level.
- Westbrook and Crows Nest inspections and investigations are progressing.

Mechanical / Electrical / Communications Infrastructure

- Destratification units at both Cooby and Perseverance dams were inspected and scheduled to be back on line early March.
- Emergency works to repair bore pumping stations, treatment plants and other infrastructure is continuing.
- Investigations for the repair of inflow reporting infrastructure at the dams is continuing.

WATER - STRATEGY AND CO-ORDINATION

- **Water Demand Management**

Completed the development of the draft Outdoor Water Use Conservation Plan in accordance with the requirements of the Water Supply (Safety and Reliability) Act.

Commenced the development of a strategy to utilise the Water Demand Management team's skills in the development and provision of education and awareness programs for Waste Management.

- **EMS Co-ordination**

Continued with a preliminary environmental review and data collection for the preparation of a Transition Environmental Program for the Westbrook pump stations to address surcharges during wet weather events.

Completed the document review of the EMS system in preparation for external gap audit.

- **Quality/HACCP Co-ordination**

Internal Audits undertaken in accordance with the QMS and HACCP Internal Audit Schedules for 2010/2011

- **Carbon Accounting and Sustainability Awareness Projects**

Compiling of District Fleet fuel usage for 2009/2010 continued.

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Commenced an analysis of electricity use by all water assets and the appropriateness of tariff for each asset

MOTION:

Moved by Cr. McVeigh, seconded by Cr. Strohfeld

That the Departmental Report be received.

Carried

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10.0 GENERAL BUSINESS

No matters were raised for consideration.

Meeting concluded: 12.33 p.m.

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CHAIRPERSON