



# **Toowoomba Regional Council**

## **Minutes of the Ordinary Meeting of Council**

**held on**

**19 July 2011**

**MINUTES OF THE ORDINARY MEETING OF  
TOOWOOMBA REGIONAL COUNCIL**

**TUESDAY, 19 JULY 2011**

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TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE CROW'S NEST SERVICE CENTRE,  
25 EMU CREEK ROAD, CROW'S NEST  
ON TUESDAY, 19 JULY 2011 AT 9.08 A.M.**

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

**APOLOGIES:** Councillor A.C. Glasheen  
Councillor C.E. Taylor

**IN ATTENDANCE:**

Acting Chief Executive Officer	Kevin Flanagan
General Manager, Environment and Community Services	Brian Pidgeon
General Manager, Finance and Business Strategy	Arun Pratap
General Manager, Planning and Development	Stewart Somers
Executive Manager, Construction and Maintenance, Infrastructure Services	Will Higgins

**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 9.08 a.m.

**2.0 ATTENDANCE INCLUDING APOLOGIES AND LEAVE OF ABSENCE**

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

**MOTION:**

Moved by Cr. Strohfled, seconded by Cr. McVeigh

That Councillors Glasheen and C. Taylor be granted leave from the meeting.

**Carried**

Unconfirmed

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**3.0 CONFIRMATION OF MINUTES**

**3.1 MOTION:**

Moved by Cr. Williams, seconded by Cr. Marks

That the Minutes of the Ordinary Meeting of Council dated 21 June 2011 be confirmed.

**Carried**

Unconfirmed

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**4.0 BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS**

4.1 No matters were raised.

**5.0 PRESENTATION OF PETITIONS**

**5.1 CONCERN REGARDING THE PLIGHT OF ACLAND**

**Petition from Dr T. Plant and others** (Tabled by Councillor P. Taylor on behalf of Councillor Glasheen). (Note: The petition is a photocopy, not an original document.)

The Petition:

"We, the undersigned, are concerned about the plight of Acland. We urge the Queensland Government, the Toowoomba Regional Council and New Hope Coal to preserve the Heritage listed Acland Number 2 Colliery, the Tom Doherty Park, the Acland War Memorial and key attributes of the town site of Acland, in situ, in good condition and for perpetuity. We also ask that key attributes of the Acland town site, particularly the Tom Doherty Park, be listed on the TRC Local Heritage Register and that community access to the park be maintained.

As well as their value to past and present community members and visitors to the area, we believe that these measures are important to provide future generations of Australians the opportunity of visiting the site of this once lovely rural township and its distinctive underground colliery as well as understanding this part of Queensland's evolution and history."

**MOTION:**

Moved by Cr. P. Taylor, seconded by Cr. J. McVeigh

That the petition be received and referred to the appropriate General Manager for attention.

**Carried**

Councillor Scotney arrived at the meeting at 9.10 a.m.

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**6.0 RECEPTION AND CONSIDERATION OF COMMITTEE REPORT**

- 6.1 **A Report of the Committee of the Council dated 12 and 13 July 2011 was submitted.**

**MOTION:**

Moved by Cr. Strohfeld, seconded by Cr. Scotney

That the Report of the Committee of the Council dated 12 and 13 July 2011 be received and, with the exception of Items 14 and 15, the recommendations therein be adopted.

**Carried**

- 6.2 **Item 14  
Sport and Recreation Grant Program**

**Declaration of Material Personal Interest**

Councillor Ramia declared a material personal interest in relation to two applications for funding under the 2011 Sport and Recreation Community Grants namely, Charlton Raceway Inc. of which he is Committee Member and the West Wanderers United Soccer Sporting Club Inc. of which he is the Patron. Councillor Ramia left the meeting at 9.12 a.m. and was absent for voting on this matter.

**Declaration of Conflict of Interest**

Councillor Williams declared a conflict of interest in relation to the application from Toowoomba and District Show Jumping for funding under the 2011 Sport and Recreation Community Grants as his wife is a member of the Club. Councillor Williams left the meeting at 9.12 a.m. and was absent for voting on this matter.

**MOTION:**

Moved by Cr. Antonio, seconded by Cr. McVeigh

That Council support the applications for funding under the Sport and Recreation Grant Program as recommended in Attachment A, subject to funds being provided in the 2011/2012 Budget and, where stated, the organisation obtaining funding under the Sport and Recreation Infrastructure Program administered by the State Department of Communities Sport and Recreation.

**Carried**

Councillors Ramia and Williams returned to the meeting at 9.13 a.m.

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6.3 **Item 15**  
**Toowoomba Regional Council's Submissions in Respect of Mining and Resource Developments**

**Declaration of Conflict of Interest**

Councillor Cahill declared a conflict of interest as he is the Chair of Regional Development Australia - Darling Downs and South West Inc. Councillor Cahill left the meeting at 9.14 a.m. and was absent for voting on this matter.

**MOVED BY CR. MARKS, SECONDED BY CR. SCOTNEY**

**Motion 1**

1. That Council endorse the contents of this report as a record of submissions in respect of mining and resource developments within the Council area since December 2008.
2. That Council reaffirm its previously declared stance on mining and resource development, specifically;
  - That Council calls on the Queensland Government to amend the Mineral Resources Act, the Petroleum Resources Act and any other relevant legislation to prevent the issuing of prospecting and mining leases for locations that are:
    - (a) On prime agricultural land as outlined in the State Planning Policy (SPP) 1/92 Development and Conservation of Good Quality Agricultural Land, or
    - (b) Near existing urban communities.
  - That Council calls on the Queensland Government to extinguish existing prospecting and mining leases on or near urban communities, or on prime agricultural land.
3. That Toowoomba Regional Council continue to lobby the State Government to:
  - (a) exempt prime agricultural land and urban communities from the negative impacts of mining activity in the Toowoomba Regional Council area.
  - (b) provide and enforce adequate buffer zones around strategic prime cropping lands and urban communities to minimise the effects of mining impacts on the health and the lifestyles of adjacent urban and rural communities.
  - (c) ensure such legislation must also minimise the impact on prime agricultural land thereby recognising the importance of maintaining the region's clean green food reputation.

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- (d) provide resources into the ongoing investigations of the impacts of the Coal Seam Gas industry on the underground aquifers and also the impact of wells being developed on highly developed agricultural land.
4. That Council continue to engage stakeholders, including community groups within the region and mining industry representatives with an aim of increasing Council's understanding of relevant issues and community concerns.

**Motion 2**

That Council approach the Federal Government, through Regional Development Australia, to ensure a greater portion of the resource tax is returned to the region to address the impact from resource development and provide essential infrastructure such as the proposed new range crossing.

**Motion 3**

That the Mayor request (through Local Member Kerry Shine MP) the Minister for Main Roads, the Hon. Craig Wallace MP, to lead a delegation to Canberra reinforcing the Premier's commitment to address the range crossing as a key priority of the recently released Queensland State Government Infrastructure Plan.

**Carried**

Councillor Cahill returned to the meeting at 9.22 a.m.

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## 7.0 MONTHLY PERFORMANCE STATEMENT AS AT 30 JUNE 2011

General Manager, Finance and Business Strategy Group (Arun Pratap) - 4 July 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

#### JUNE IMPLICATIONS

- Trade Waste Revenue income is below budget expectation. This income will be calculated and levied with the next issue of rates notices and the amount related to 2010/2011 will be apportioned back to June.
- Income below expectations in Project Management due to Road Alliance State Grants not received due to concentration on NDRRA emergent repairs.

#### PREVIOUSLY REPORTED IMPLICATIONS

- Under expenditure in employee costs in Governance Branch due to vacancies.
- District Services have below budget expenditure.
- Environmental Health Branch under expenditure in employee costs due to staff vacancies and materials related to the waste communication/education programmes.

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- Parks and Open Space have under expenditure due to reduced trade services and contract requirements.
- Parks and Open Space cycling criterium had not yet commenced causing a \$3.7M capital expenditure variance.
- NDRRA has caused significant budget impacts on Infrastructure Services and Disaster Management functions.
- Plant and fleet asset disposal is below budget expectations.
- Building Compliance fees and charges are below budget expectation as a result of the building downturn with \$700,000 in income now not expected to be received, conditions have further deteriorated as the year progressed.
- Class A treated water has resulted in \$313,000 additional income.
- Recruitment has commenced for staff for the Water Network Planning project in the Water Strategy and Co-ordination Branch. After the staff have commenced, consultancy work will occur in the new financial year resulting in \$130,000 under expenditure this year.
- Waste Management landfill remediation and tip management underspent.

**Operating Income – overall exceeds YTD budget expectations by \$5,662,256 or 2%**

*Grants, Subsidies, Contributions and Donations (\$5,244,049 exceeds budget by 21%)*

The three major items are:

- Increased Main Roads non-flood capital project Claim (Oakey-Cooyar Road) Goombungee District (\$397,375).
- Advanced receipt of Federal FAGS grant including road portion (\$3,994,491).
- Advanced receipt of Trainees and Apprentices grant (\$481,312).

It should be noted that fees and charges are below budget expectations by 5% or \$2.4M (previously reported). This amount is offset by an above budget result in rates and charges of \$2.3M or 1%.

**Operating Expenses – overall below YTD budget expectations by \$5,481,771 or 2%**

*Materials, Services and Other Expenditure (\$3,330,828 or 2% below budget)*

- Landfill remediation, materials and waste disposal/tip management charges underspent by \$2.1M.

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- Consultancy fees related to the Priority Infrastructure Plan project and the Planning Scheme project (\$2.2M).
- Under expenditure associated with materials and services in Construction and Maintenance operational works have not been expended due to concentration on Natural Disaster Relief and Recovery Arrangements (NDRRA) works (\$565,000).

*Depreciation (\$1,603,412 or 2% below budget)*

- A final depreciation figure will be confirmed for inclusion in the 2010/2011 Financial Statements.

**Capital Income – overall below budget expectations by \$3,792,374 or 17%**

*Grants, Subsidies, Contributions and Donations (\$2,849,034 exceeds budget by 17%)*

- Grant associated with cycling criterium has commenced however sufficient work has not been completed to enable claim for State subsidy of \$1.27M.
- Road Alliance grants have not been received as works have not been completed due to concentration on NDRRA projects.

*Sale of Assets (\$943,340 or 17% below budget)*

- Plant and Fleet assets sales have not achieved budget expectations due to the retention of some plant due to NDRRA works.

**Capital Expenditure – overall below budget expectations by \$41,973,083 or 40%**

*Capital Expenditure is below budget due the following:*

- Parks and Open Space cycling criterium (\$3.7M) has only recently commenced.
- Expenditure on various water and wastewater projects is below original budget timing expectations (\$6.27M). This is due to various reasons including:
  - District fluoridation projects planned for 2010/2011 have been deferred based on advice from Queensland Health, and is scheduled to complete in December 2012.
  - An engineering consultant has been engaged to undertake a water supply network analysis of the western Toowoomba area. This will guide the progression of a number of projects in the Budget/Ten Year Capital Works Program.
  - An engineering consultant has been engaged to undertake the design and documentation of the Mt Kynoch Water Treatment Plant to Highfields trunk water main. Subject to budget funding, construction of this project will proceed in 2011/2012.
- Resources diverted to NDRRA work delaying commencement of budgeted Infrastructure Services capital works (\$22.19M).

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**RECOMMENDATION**

That the Monthly Performance Statement as at 30 June 2011 be received.

**MOTION:**

Moved by Cr. Williams, seconded by Cr. Antonio

That the Monthly Performance Statement as at 30 June 2011 be received.

**Carried**

Unconfirmed

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## **8.0 GROUP REPORTS FOR JUNE 2011**

### **8.1 FINANCE AND BUSINESS STRATEGY**

**Report from General Manager, Finance and Business Strategy dated 11 July 2011**

#### **STAKEHOLDER ENGAGEMENT AND COMMUNICATION**

Overall, Stakeholder Engagement and Communication Branch provided both internal and external communication support over a range of matters including Enterprise Bargaining negotiations, the transition to functional structure, the migration to Windows 7 Project and ongoing media issues.

##### **Media Liaison**

55 documents produced by the Branch during June including:

- 35 Media releases
- 6 Media responses
- 7 Media Alerts
- 6 speeches
- 1 Letter of Support

##### **Advertising/Promotion/Graphic Design**

- Booked TV/Radio advertising schedules for the Draft Planning Scheme stakeholder feedback project, as well as print product in support of the scheme (Invites, Fact Sheets, etc).
- Booked airtime and commenced script for next series of Council Connections television programme.
- Writer identified within Council to complete Annual Report, initial planning meeting completed.
- Completed Water Watcher Poster, Local Laws Fact Sheets, completed changes to Water Brochure.
- Corporate Image Library update is underway, including imagery courtesy of Golden West Tourism.
- Community Grants Handbook completed.

##### **Planning Scheme Project Support**

- Draft ratepayers' Letter complete.
- Poster prepared in conjunction with Publications Officer.
- 31 individual information sheets prepared.
- Media Launch Planning complete.
- Mayor and Portfolio Chair videos produced.

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### Stakeholder Engagement

- Stakeholder Engagement functions performed at Surat Basin Mining Expo, Toowoomba and Oakey Chamber of Commerce activities, and in meetings with Golden West and South Burnett Tourism.

### FINANCIAL SERVICES

- Quarterly review of the Operational Plan.
- Monitoring of capital work orders.
- Completion of monthly and annual payroll tax returns.
- Half-yearly management of external audit.
- Continued preparation of the 2011/2012 Budget.
- Provision of procurement and purchasing training sessions.
- Completion of the urban fire levy return for June.
- Half-yearly interest for June rates.

### INFORMATION, COMMUNICATIONS AND TECHNOLOGY

#### Strategic Change Programmes

- **eBusiness** - All modules of call centre telephony software have now been implemented, including workforce management and Marquee (online display of live stats). All hardware has been finalised. These projects are now closed. Reporting for Customer Service is now being implemented for managers, Executive Management Team and Council. HAF eDA project underway but slightly delayed due to some data issues - due for launch before December 2011.
- **Document and Records Management** - Document Handling procedures and training issued to all staff. Migration of electronic documents from former Councils' document management systems into Toowoomba Regional Council corporate repository completed. CAD integration project progressing. Upgrade to DM for compatibility with Windows 7 and Office 2010 has commenced. Digitisation of High Risk Records progressing well with all Crows Nest documents sorted and removed from inappropriate secondary storage (shipping container) and scanning 50% complete.
- **Infrastructure and Communications** - Staff wireless (WiFi) network for Herries Street, Ruthven Street and City Hall buildings - site surveys completed and network design underway. Two-way radio site condition reports and recommendations received for consideration. Windows/Office - user reference group meetings and communications strategy commenced. Application packaging and file conversion analysis underway.
- **Spatial Information Services & Tools** - Escarpment landslide and erosion mapping completed. Satellite image flood extent mapping in progress. 3D Urban Modelling business case and tender specifications developed and ready for approval. Standard Data Licence and Data Sharing Agreements drafted and are

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with Legal Services Branch for review. External Web Mapping application ready for public release. CSR mapping well advanced with first round of end user consultation completed. Agreement on scope of Cadastre (property boundary information) rectification project with Queensland Government and in final negotiations on related data sharing agreement. Data sharing proposals being negotiated with Department of Environment and Resource Management, Lockyer Valley and Condamine Alliance.

- **Enterprise Resource Planning (ERP) Improvement** - Continued developing reports in the new reporting environment, now over fifty reports responding to Management needs, with focus on WH&S, Finance and Customer Service requests. Re-aligned establishment from the functional realignment into E1. Drafted report on ERP Optimisation. Built and tested a Contract-stop Date Process in Council's workflow environment.
- **Collaboration** - WH&S "Take 5's" released to all staff via eLearning solution. Intranet redevelopment progressed with draft information architecture and wireframe ready for approval.
- **Governance** - ICT Council policy drafted and under review. Vendor selected for mobile application trial. Mobile device management server installed. ICT Policy project has delivered head policy for approval and draft version of supporting policies. Application Performance Monitoring and Helpdesk replacement solution selected.

#### **PEOPLE AND ORGANISATIONAL DEVELOPMENT**

- The main focus for the past month has been Enterprise Bargaining and Functional transition.
- Two induction programs have been conducted during the month providing inductions for six new employees.
- Currently the Unit has thirty job files in various stages of recruitment. During the month of June, Council's external website received 2,265 hits for the positions as advertised.

#### **Workplace Health and Safety Unit**

- 12 recorded workplace incidents.
- 22 site Inspections undertaken.

#### **CUSTOMER SERVICE**

- 80% of calls were answered within 20 seconds, with less than 5% abandonment rate.
- 90% of calls resolved at first point of contact.
- Quality of customer service interaction score of 90%.

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- Review and implementation of key elements within “Step up to better service” strategy.
- Customer Service training sessions introduced as a mandatory component of corporate induction.
- 90% of community liaison issues case managed to a satisfactory outcome.
- Bi-annual community workshops on grant submissions held.
- Bi-annual community information forums held.
- Developed and implemented a web services business plan.
- Toowoomba Regional Council flagship website accessed on 22,000 occasions.

**CONCLUSION**

The current activities of the Finance and Business Strategy Group 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. Cahill, seconded by Cr. Marks

That the Finance and Business Strategy Group Report be received.

**Carried**

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## **8.2 PLANNING AND DEVELOPMENT**

### **Report from General Manager, Planning and Development Services dated 8 July 2011**

#### **STRATEGIC LAND USE**

- Submitted response to First State Interest Review to State Government following negotiations with State agencies.
- Continued preparations for public consultation period, public notice scheduled for 23 July pending approval to proceed from Minister.
- Completed Change Readiness survey as part of the Change Management process for the planning scheme.
- Continued development of the electronic planning scheme.
- Continued to review unit rates in relation to infrastructure standards and infrastructure costs.
- Provided co-ordinated response to initial advice statement for Stanmore Coal - The Range Project.
- Continued preparations for the Sister Cities Australia conference to be held in Toowoomba 14 to 17 August 2011.
- Commenced preparations for stakeholder surveys for Aboriginal Cultural Heritage Review.
- Commenced Stage 1 of Natural Areas Planning project and Climate Change Adaptation Strategy.
- Invited nominations for new Heritage Advisory Committee.
- Conducted debrief with delegation members and commenced report to Council on Paju Sister City delegation.
- Commenced preparation for friendship group and business delegation to Takatsuki in November 2011.
- Participated in the Surat Basin Energy and Mining Expo 22-23 June.
- Advertised for State funded Jobs and Skills Development Officer.

Budget:            On target.

#### **BUILDING AND COMPLIANCE**

- Compliance requests remained at 80 for June compared to 88 for May.

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- Development Compliance carried out 376 inspections on separate matters over the last month which is marginally higher than May (341).
- A total of 56 compliance notices were issued compared to 39 for the corresponding month last year which is reflective of the current inspection activity.
- The outstanding headworks charges audit is continuing and has identified a number of potential cases for follow-up with a total of \$403,605.41 in outstanding contributions, of which \$162,597.28 has been paid.

Budget:            On target.

### **DEVELOPMENT ASSESSMENT**

- HAF T5 (Phase 1) has been operating since 9 May 2011 and has attracted five applications to this date (average turn-around time of 2.5 days).
- Draft standard conditions have been completed. With recent legislative changes, some amendments are required and these will be distributed to the industry for comment mid July.
- Implementation of amendments to *Sustainable Planning Act 2009* relating to infrastructure charges 'capping' regime has resulted in further training and a change management program.
- Number of applications received for June is 125 (excluding building and plumbing related applications).
- Number of applications approved for June is 115 (excluding building and plumbing related applications).

Budget:            Revenue less than anticipated due to economic circumstances.

### **CONCLUSION**

The Planning and Development staff have been kept very busy due to on-going work on the regional Planning Scheme, combined with on-going legislative and regulatory changes at the State level that directly impact on Council's Development Assessment teams.

### **MOTION:**

Moved by Cr. Marks, seconded by Cr. Strohfeld

That the Planning and Development Group Report be received.

**Carried**

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### 8.3 ENVIRONMENT AND COMMUNITY SERVICES

#### Report from General Manager, Environmental and Community Services dated 9 July 2011

##### INTRODUCTION

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

##### LIBRARIES AND CULTURAL SERVICES

- Council has been advised of a successful grant application with Telstra Connected Seniors. The grant of \$50,000 is for education and awareness training for senior Australians using mobile phone and facebook. The purpose is to build stronger communities and to reduce social isolation. This program will commence during September 2011 and will be conducted throughout the regional library service.
- Council has been successful in receiving a Regional Quick Response Grant of \$1,500 from the Australian Government through the Regional Arts Fund. The grant is for a full day workshop with Gladstone artist Melanie Jai on 13 August at the Crow's Nest Community Centre titled **Your Art, Your Story**. This workshop coincides with Melanie's touring exhibition **Through the Looking Glass** dealing with a mother's heartfelt journey into the chaos of autism. This exhibition will be on display at the Crow's Nest Gallery from 2 August to 4 September.

Budget: Nil to report.

##### ENVIRONMENTAL HEALTH SERVICES

###### Environmental Health

- Drafting of facts sheets for key topic areas of the new Local Laws which are due to commence on 3 October 2011 were developed for refinement by Council's Publications Officer.
- Conducted food-handling course in Goombungee.
- Conducted food inspections at Farmfest and also assessed other Environmental and Public Health issues at the event (i.e. litter control, dust suppression, toilets and drinking water).

###### Animal Management

- During June there was a large influx of animal registrations and related enquiries and the Animal Management Centre has contributed significantly with assisting the Customer Service Branch in processing registration maintenance by providing upgraded wording for the knowledge base and offering assistance where necessary.

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### **Disaster Management**

- SES Cecil Plains Group won the NRMA Insurance 2011 SES Storm Heroes Team Award.
- On 11 June, sixteen Toowoomba Regional Council/SES personnel received flood awards at Premier's presentation.
- Received Local Disaster Management Plans audit report from Emergency Management Queensland.
- Local Disaster Co-ordination Centre Standing Operating Procedure review - 90% complete.
- Natural Disaster Resilience Program for an auxiliary power generator and development and installation of the Pathway/Dekho task tracking system have been completed. WHK audit reports completed and acquittal sent for reimbursement of expenditure in the amounts of \$55,764 and \$59,400 respectively.
- Received 11 NRMA grants totalling \$12,794 for SES equipment (Handheld GPSs, sand bagging frames and offset costs of conducting General Instructor's Course).

Budget: Nil to report.

### **COMMUNITY SERVICES**

- Strategic Planning Day held (23 June 2011) with all regional staff under the functional structure of Community Services. The day was an opportunity for all team members to get to know one another and establish the foundation of information and expectations required to go forward as a team. Positive feedback received from the day.
- Current positions being called – Community Development (Youth) and Community Recovery (LGAQ 2 year funded position).
- Youth Workshops were held over the last month at 11 locations delivering stencilling and circus workshops. A total of 180 participated in the workshops. Positive feedback was received
- The Community Services branch provided assistance to the Community Liaison Team for the development of content/structure of the Community Grants information sessions and the Community Grants Handbook.
- Oakey Pool Refurbishment is continuing in accordance with the project timeline.

Budget: Nil to report.

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## **PARKS AND RECREATION SERVICES**

- Joint Trustee Agreement with RASQ has been signed and executed and the first payment made on 30 June 2011. Construction of the cycling criterium is on track and due for completion in November 2011.
- Park developments at Webb Park, East Toowoomba and Factory Dam, Millmerran were completed in June. These projects were the last of the Round 2 RLCIP funding and bring to a close the RLCIP Park Upgrades project.
- Sport and Recreation Grants were called in June and closed 1 July. The recommended assessments have been submitted to Council for adoption at the next meeting.

Budget: Nil to report.

## **TOURISM AND EVENTS**

### **Sports Tourism**

- The 2011 FKG Tour of Toowoomba was held from 17 to 19 June. Only in its second year, the event was a great success and is quickly establishing itself as one of the region's major sporting events.

### **Tourism**

- Tourism Branch is preparing to maintain a presence at Regional Flavours at Southbank Brisbane and at the Queensland Outdoor Adventure and Motoring Expo at Toowoomba Showgrounds.
- An application has been submitted for funding under the Tourism Queensland Network Grant Scheme. The application seeks to further support marketing of Australia's Country Way, the inland drive route from Sydney to Rockhampton via Toowoomba.

### **Carnival of Flowers**

- The Toowoomba Launch at Grand Central was held on 2 July 2011.
- The Brisbane Launch will be held in the Queen Street Mall on 10 July with the Ipswich Launch to be held at Riverlink on 17 July.
- The 2011 Toowoomba Carnival of Flowers Program has now been completed.
- Mayoral Champagne Breakfast Tickets will go on sale on sale 1 August.
- Ergon Energy Flower, Food & Wine Festival tickets will go on sale in mid July.

### **Events**

- Toowoomba celebrated Queensland Week activities with a Community Day at Picnic Point on Sunday, 5 June. Good crowds attended and took part in the festivities. Activities included:

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- o Flag raising ceremony
- o Poetry Recital
- o The Glennie School Choir
- o Scout Review Group
- o Dance Central
- o Mt Lofty High School Band
- o The Countdowns Band.

Budget: Nil to report.

**CONCLUSION**

The Branches within the Department are performing well.

**MOTION:**

Moved by Cr. Strohfeld, seconded by Cr. McVeigh

That the Environment and Community Services Group Report be received.

**Carried**

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## 8.4 INFRASTRUCTURE SERVICES

### Report from Manager, Construction and Maintenance - Central Services dated 11 July 2011

#### INTRODUCTION

Due to the December/January flood events, Capital works expenditure for 2010/2011 has been well below budget and a significant number of projects will need to be carried forward for construction in 2011/2012.

The value of Council's Emergent Works completed to date is \$19.59 million.

#### STRATEGIC PROJECTS

- **Department of Infrastructure and Planning (DIP) - Asset Management Plan** - Asset Management resources are still supporting compilation of the NDRRA submissions; work has continued on outstanding capitalisation for completed 2010/2011 projects; Fugro has commenced a road condition assessment program for the regional sealed road network with completion of this project scheduled for mid-September.
- **Regular Passenger Transport Feasibility Studies - Toowoomba Airport** - Draft Expression of Interest (EOI) documentation has been compiled and is currently being independently reviewed, with the intent of advertising Expressions of Interest in July/August.

#### CAPITAL WORKS PROGRAM

To the end of June 2011, \$23.4 million has been expended on Capital Works budget of \$49.7 million. Flood recovery works has impacted the ability to complete the Capital Works Program

#### Current Works

- Construction of a new sewer main in Arthur Street (Mackenzie to Godfrey), a new water main in Curtis Street (James to Burnage) and kerbing in Aubigny Street (Oakey) have been completed.
- Works on a number of Main Roads projects (Oakey-Cooyar Road, Pittsworth-Felton Road, Toowoomba-Karara Road repairs and Toowoomba-Cecil Plain Road repairs) are continuing.
- Works on the following Council projects commenced or continued:
  - James Street footpath, Crows Nest
  - South Street stormwater drainage, Toowoomba
  - Cycling Criterium Track, Toowoomba Showgrounds
  - Kearney Street stormwater pipeline, Toowoomba.

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- Concept design has been completed for the South Street (saleyards to Spring Creek) drainage project and survey is being undertaken for detailed design.
- Concept design has been completed for the Clewley Park detention basin and for Clifford Street (Margaret to Russell Streets). An application has been submitted for Natural Disaster Resilience Program funding.
- Design services are continuing for projects in Oakey, Gowrie Junction, Crows Nest, Millmerran, Pittsworth, Clifton and Nobby using a mix of internal and external resources.
- Department of Transport and Main Roads has issued a letter of commission for the design of a number of Warrego Highway intersection improvements (i.e. Bridge/Tor Streets, James/Geddes Streets, James/Hume Streets and James/Neil Streets).
- Concept design has continued for Clifford Street (Margaret to Russell Streets).
- **Toowoomba Aerodrome Upgrade Project** - Practical completion for the Toowoomba Aerodrome Upgrade Project was reached on Wednesday, 22 June. The contractor will remain on site until Friday, 8 July to attend to minor defects and complete the required quality documentation.

Flight testing and commissioning for the Precision Approach Path Indicator, Runway edge and taxiway lighting occurred on Thursday, 16 June.

Minor asphalt rectification works to the eastern taxiway was completed on Tuesday, 28 June 2011.

Total expenditure has reached \$4.965 million to the end of June, with a contract value of \$5.6 million.

- **RSL Roof Replacement** - Planning work is continuing with the development of contract documents now being completed.

## **RECURRENT WORKS PROGRAM**

### **Current Work**

- **External Works** - Some work has recommenced on projects on behalf of the Department of Transport and Main Roads, following the cessation of emergent flood recovery works and prior to the commencement of restoration works.
- **Neil Street Bus Interchange** - the Department of Transport and Main Roads has requested further advice/investigation of the spalling floor slab/beam joints above the ground floor bus interchange; a specialist report to develop an appropriate structural engineering solution to this matter is to be commissioned with funding available from existing budget allocation.

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- **Flood Events/NDRRA Activations:**

- Emergency repairs have ceased across Council. The emergency works submission was made on 30 June 2011.
- A submission of 23 Major Projects totalling \$18.73 million was forwarded to the Queensland Reconstruction Authority (QRA) on 18 May 2011, and further restoration submissions will be prepared as soon as possible.
- Anduramba Road (at Blue Haze), Bulli Creek Road (at creek crossing); Evanslea Road (Hutchinson Road to Rail Line) and Schmalings Road (washout) remain closed.
- Quinalow-Peranga Road, Emu Creek Road and Djuan Road have side-tracks, detours or load limits in place at some bridges; sections of Dungannon Road, Willow Springs Road, Venz Road, Pilton Valley Road and Kuhn Road (Clifton) are open to local traffic only.

#### **QUALITY SYSTEMS**

- **Maintenance Management System** - work on the DeltaS Road Maintenance and RMPC Modules continues.

#### **BUDGET/RESOURCE IMPLICATIONS**

- Projects proposed for 2011/2012 are generally projects attracting external funding such as Roads Alliance, Transport Infrastructure Development Scheme (TIDS) and Roads to Recovery (R2R), though the gravel resheeting program will be maintained to facilitate works where appropriate adjacent to NDRRA projects on gravel roads.

#### **MOTION:**

Moved by Cr. Ramia, seconded by Cr. McVeigh

That the Infrastructure Services Group Report be received.

**Carried**

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## 8.5 WATER AND WASTE SERVICES

Report from General Manager, Water and Waste Services dated 11 July 2011

### WATER OPERATIONS

#### Water Operations

- Toowoomba Water Supply System Production (FYTD as at 1 July 2011)

	Dams	Toowoomba Basalts Bores	GAB Bores (including Hampton Irrigators)	Total Bores	Total	Wivenhoe Pipeline
Production (ML)	5,992	2,625	358	2,983	8,975	2,050
% Total Production	66.8	29.2	4.0	33.2	100.0	

- All raw water for the Cressbrook/Perseverance/Crows Nest/Hampton/Highfields Water Treatment Plants was sourced from Cressbrook Dam between early March and end May 2011. Due to increased levels of manganese in the Cressbrook Dam raw water, as of 1 June 2011 raw water is being sourced from Perseverance Dam, with some pumping from Cooby Dam. Council is continuing to manage raw water source and off-take depth to achieve best possible raw water quality. All dams are at or near 100% usable storage.
- The Perseverance destratification unit has been shutdown to aid settling and improve dam raw water quality.
- Toowoomba basalts bores have shown significant recharge. Basalt bore production for May and June exceeded the KPI target of 7.0 ML/day 100% of the time and on some days exceeded 10 ML/day.
- Wivenhoe pipeline last operated 5/12/2010. It is anticipated nil pumping until flood remediation works are completed (current target December 2012), and turnover pumping only following recommissioning.
- Average residential water consumption (Toowoomba residents) for month: **124 l/p/d.**

#### Water Quality Compliance

- Reportable non-compliances (E.Coli detected or ADWG health based guidelines exceeded)

Service Centre	July 2010	Aug 2010	Sep 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011
Clifton	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Crows Nest/Highfields	Nil*	Nil*	Nil*	1	Nil	4	Nil	1	3	1	1	Nil
Greenmount	Nil	Nil	Nil	Nil	Nil	1	Nil	Nil	2	Nil	Nil	Nil
Goombungee/	Nil	Nil	Nil	Nil	2	Nil	Nil	Nil	1	Nil	Nil	Nil

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Service Centre	July 2010	Aug 2010	Sep 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011
Yarraman												
Millmerran	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	1	Nil	Nil	Nil
Oakey	Nil	Nil	Nil	Nil	Nil	Nil	2	Nil	1	Nil	1	Nil
Pittsworth	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	1	Nil	Nil	Nil
Toowoomba	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	1	Nil	Nil	Nil
<b>Total</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>10</b>	<b>1</b>	<b>2</b>	<b>Nil</b>

June 2011:

- Nil non-compliances for June 2011.
- Crows Nest/Highfields/Hampton treated water quality continues to be managed by raw water source selection. All plants are currently achieving good treated water quality.
- All non-compliances are reported and documented in accordance with DERM requirements.
- **The Toowoomba Regional Council Drinking Water Quality Management Plan (DWQMP) Stage 1, (Toowoomba Water Supply System) was approved by Department of Environment and Resource Management on 29 June 2011.**

**This is understood to be the first DWQMP approved in Queensland in compliance with the Water Supply (Safety and Reliability) Act 2008.**

**Wastewater Operations**

- Wetalla WRF (June 2011)

Volume Treated (ML)	Volume Recycled Millmerran (ML)	Volume Recycled NAC (ML)	% Recycled	Biosolids Produced (t)	Biosolids Beneficial Reuse (t)	% Beneficial Reuse	Environmental Incidents
623	9.65	74.7	13.5%	1100	1100	100	Nil

- Wetalla AWTP (June 2011)

Volume Treated (ML)	Volume Recycled (ML)	% AWTP Recycled	Environmental Incidents
235	74.7	31.8%	Nil

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- New Acland Coal recycled water take has increased from 6.6 ML in February to a peak of 97.4 ML in May.
- Minimal recycled water demand is currently being experienced from Millmerran Power and New Wave Leathers.
- **Effluent Quality Compliance**

Exceedences discharge licence limits

Service Centre	June 2011
Clifton	Clifton WRF BOD : Licence 50%ile <20mg/l . (98 mg/L as of last sample) Next sample due July 11. Clifton WRF SS : Licence 50%ile <30mg/l . (179 mg/L as of last sample) Next sample due July 11.
Crows Nest	Crows Nest CED Thermo Col : Licence <10 cfu/100ml (median value) with 4 out of 5 less than 20cfu. Last result (3/5/2011) 216/330/500/216/336 cfu/100ml. Crows Nest CED pH: Licence range 6.5-9.0. Two out of five results in May >9.0 with results in the range 8.3 – 9.2.
Greenmount	Wyreema WRF Total P: Licence <3mg/l All recent results exceed.
Goombungee/Yarraman	Yarraman WTP SS: Licence <30 mg/L Last result (22/6/11) 32 mg/L. Yarraman WTP Total Al: Licence <1.0 mg/L. Most recent result (22/6/11) 1.98 mg/L. Yarraman WRF: Nil
Millmerran	Millmerran WRF: Nil Cecil Plains WRF: Nil
Oakey	Oakey WRF BOD: Licence: 44 mg/L Max Last result (18/05/2011) 68mg/L. 85%ile <15 mg/L, .currently 56.9 mg/L. for last 12 months. Oakey WRF SS: Licence: 58mg/L Max Last result (18/05/2011) 83 mg/L: 85%ile <20 mg/L, currently 58.5 mg/L for last 12 months. Westbrook WRF Thermo Col Licence 1000 cfu/100ml (maximum value): Last Results 30/03/2011 >40,000.
Pittsworth	Pittsworth WRF (Total N): Licence <0.75mg/l All recent results exceed. Pittsworth WRF (Total P): Licence <0.1mg/l All recent results exceed. Pittsworth WRF (SS) Licence is <10% increase US to DS: Last sample taken (13/4) only for effluent SS only of 18mg/l. Recent SS results for Perriers Gully have been in excess of 30mg/l. Next sample due July 11.
Toowoomba	Wetalla WRF Total P: Licence 3mg/L max. Three exceedences in June. Wetalla WRF Total N 50%ile <5.0 mg/L. Currently 5.3 for last 12 months.

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- Oakey Water Reclamation Facility - Inundated during January flood event. Temporary repairs have been completed and the plant is currently achieving close to pre-flood performance.
- Yarraman Water Treatment Plant exceedences are due to desludging sludge lagoon - required due to poor raw water quality in preceding months.
- All Environmental Authority non-compliances are being reported to Department of Environmental and Resource Management in accordance with Environmental Authority conditions.
- The process for renegotiating licence conditions for selected Toowoomba Regional Council Waste Water Treatment Plants has commenced. Focus is on plants not to be decommissioned in the short term and subject to unrealistic discharge limits.

### **Laboratory Services**

- John Mills continued to respond to Queensland Fire and Rescue Service Hazmat incidents.
- National Association of Testing Authorities (NATA) Accreditation:

Laboratory Services is continuing to perform well in inter-laboratory testing programs.

NATA accreditation for chemical and microbiological testing was maintained through recent compliance audits.

### **Trade Waste Services**

- The Trade Waste Policy was subjected to its first revision and the revised Policy has been adopted by Council. Implementation of the Trade Waste Environmental Management Plan is well advanced:
- Yarraman staff and generator sessions postponed until the latter part of 2011.
- Clifton audits have commenced after information session with generators on the 15 March 2011 and issue of approvals well advanced.

## **WATER PROJECT SERVICES**

### **Highfields / Meringandan Water Supply Projects**

- A preferred route option for the Mt Kynoch Water Treatment Plant to Highfields trunk water main has been determined based on a detailed assessment of several options taking into account both cost and non-cost issues. The preferred route generally follows the alignment of the Cooby, Perseverance and Cressbrook raw water mains within existing easements and road reserves.
- The route avoids areas with more sensitive issues with stakeholders. Connection of the trunk water main into the Highfields water reticulation system is planned for a trunk water main near the Mitchell Road/New England Highway intersection.

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Council's engineering consultant has been instructed to commence survey, geotechnical investigations and design based on the preferred route.

### **Toowoomba Wastewater Infrastructure Projects (TWIP)**

- 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 were 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.
- A final commercial meeting prior to the issuing of tender documentation was held with the ECI participants, Council's project lawyers and Council's transaction facilitator on 20 June 2011.

Tender documentation will be released to the ECI participants during the week ending 8 July 2011, with tenders closing early September 2011 for a planned early October 2011 award of contract. Project completion dates for projects in the suite of projects are July - October 2012, with extensions for wet weather and any other approved delays.

### **Flood Restoration Activities**

Progress on the design/documentation for the restoration of a number of the larger water and wastewater infrastructure assets is as follows:

- Ted Pukallus Weir (Goombungee) - an engineering consultant has been engaged to undertake the design and documentation of the weir restoration works. Investigations, including detailed downstream survey, have been completed and design is in progress.
- Design and documentation of a number of restoration projects (e.g. Harlaxton trunk sewer (Griffiths Street) over Gowrie Creek, Gowrie Creek DN675 trunk sewer north of Griffiths Street, Yarraman water supply main) are complete/well advanced.

Project estimates have been prepared for incorporation into the NDRRA funding submission.

## **WATER INFRASTRUCTURE ASSET MANAGEMENT**

### **Civil Infrastructure**

During June, the three dams have continued to be managed within Alert Stage 2 of the Emergency Action Plans. Cooby dam has been holding just below Full Storage Level (FSL) with only wave action causing flow over the spillway. Cressbrook (26/6) and Perseverance (11/6) stopped flowing with levels slightly below FSL.

Flood damaged civil water and sewer infrastructure within Toowoomba and other flood affected areas in the region continues to be repaired with progress

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continuing at a steady rate. The majority of high priority projects are approaching completion.

Consulting Engineers are progressing with the design for repairs of the Ted Pukallus Weir rehabilitation back to original design storage level.

Development assessment and building requests across the region that impact on Water and Waste Water Infrastructure are being investigated as they are submitted to ensure that future infrastructure installations meet the relevant standards and Council Policies.

Westbrook and Crows Nest inspections and investigations including smoke testing and CCTV are continuing. Overflow screening at one pump station at Westbrook is being installed.

### **Mechanical / Electrical / Communication Infrastructure**

Scope of works to repair the Wivenhoe to Cressbrook Pipeline caused by the January discharge from Cressbrook dam are in the final stages of being prepared for approval by the Toowoomba Pipeline Alliance and Linkwater. Cost estimates and suggested repair requirements have been reviewed by Toowoomba Regional Council staff with estimates reduced as a result of Council's input.

Works to repair bore pumping stations, treatment plants and other infrastructure within Toowoomba and the region continued.

Costings for the repair of inflow reporting infrastructure at the dams have been obtained and submitted into the Queensland Reconstruction Authority flood recovery process.

Improvements made last month in conjunction with the mains flushing currently occurring on an 'as needs' basis will provide some increase in the quality of water delivered to residents in the Highfields area.

Mains flushing is continuing in the Highfields area to deal with dirty water complaints as they occur. This practice will need to be maintained while the water main from Mount Kynoch to Highfields is being designed and built. Once the new main is installed, a maintenance program to air scour and flush the mains will be introduced to remove build up that has occurred since the last cleaning process was carried out.

SCADA and telemetry system upgrades at Cressbrook #1 pump station are continuing. Pechey Reservoir work has been completed with SCADA technicians carrying out the installation. These upgrades will increase the reliability of communications and control of critical water assets.

### **Water GIS / Asset Management**

Water GIS and Asset Management have introduced a QA process into the capture and digitising of field data to ensure the accuracy of asset data held for water and waste water infrastructure across the region.

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### **Flood Repair Funding**

The majority of emergent works have been finalised with long lead time items still off-line.

Preparation of Restoration works plans and budgets is ongoing.

### **STRATEGY AND CO-ORDINATION (WATER & WASTE)**

- **Water Demand Management**

Continued with the provision of Waterwise Education activities with School and community groups as well as participated in promotional events such as:

- Provided manned Waterwise displays at the Water Industry Operator's Association (WIOA) workshop held in Toowoomba on 1 and 2 June and the Qld Environment Day held on 5 June.
- Three visits to senior community groups including the National Servicemen's Association.

Fourteen schools were visited to introduce Active Playing Surface guidelines and assess exposure to requirements.

Commenced preparations for activities to be held during National Water Week in October.

The Technical version of "Follow the Flow - The Toowoomba Water Story" has been completed.

- **EMS Co-ordination**

Continued with the facilitation of programs to address ISO 14001 gaps identified in the external benchmark audit report.

Continued with the collection of data required to complete Council's annual reporting requirements.

Internal Audits continue to be undertaken in accordance with the approved Environmental Audit schedule for 2010/2011.

- **Quality/HACCP Co-ordination**

The Quality Management System risk management methodology has been redeveloped to be compliant with Council's Enterprise Risk Management Framework.

Internal Audits continue to be undertaken in accordance with the approved QMS and HACCP Internal Audit Schedules for 2010/2011.

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- **Carbon Accounting and Sustainability Awareness Projects**

Continuing with compilation of all Toowoomba Regional Council fuel usage for 2009/2010 so emissions can be calculated.

## **WASTE SERVICES**

### **Operational Review Waste Services**

Waste officers continue to work closely with Morrison Low Consultants to review Waste Services operations including developing options for the Waste Branch Management Structure, plant utilisation and staffing and opening hours arrangements. The final report is expected to be completed in July 2011.

### **Bedford Street Landfill Expansion Project**

Council has engaged Aurecon Australia Pty Ltd (Aurecon) to undertake a Planning, Environmental and Engineering Scoping Study and Geotechnical Assessment for the Bedford Street Landfill Expansion Project. This work is complete and reports have been sent to the Department of Environment and Resource Management (DERM). The Scoping Study and Geotechnical Assessment investigate the technical feasibility of the extension and address those matters raised by DERM in November 2010. Council officers have requested a meeting with DERM to discuss any issues that may require clarification or explanation or could hold up or prevent the project from gaining DA / MCOU approval.

### **DERM Compliance Inspections (April 2011)**

DERM officers inspected the Greenmount, Clifton, Pilton, Ellangowan, Pittsworth and Millmerran Landfills in April 2011. The outcomes of these inspections have been received and a proposed program of remedial actions has been developed and forwarded to DERM. Issues identified by DERM include potential groundwater contamination, lack of adequate stormwater management and non-conforming compaction and coverage of waste. A report on this matter will be developed and submitted to Executive Management Team.

### **Public Consultation (Waste Management Strategic Plan)**

The public consultation process required under legislation for Council's Waste Management Strategic Plan has been delayed until the opening hours and staffing arrangements for Council's waste management facilities are known.

### **MOTION:**

Moved by Cr. Antonio, seconded by Cr. McVeigh

That the Water and Waste Services Group Report be received.

**Carried**

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**9.0 GENERAL BUSINESS**

No matters were raised.

Unconfirmed

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10.0 **CONFIDENTIAL - NATIONAL DISASTER RELIEF AND RECOVERY  
ARRANGEMENTS (NDRRA) UPDATE**

**CLOSING OF MEETING TO THE PUBLIC**

**MOTION:**

Moved by Cr. Strohfeld, seconded by Cr. Scotney

That the meeting be closed to the public in accordance with Section 72(1) (c) of the Local Government (Operations) Regulation 2010 to discuss matters relating to Council's budget.

The meeting was closed to the public at 10.05 a.m.

**Confidential Report from the General Manager, Finance and Business Strategy Group dated 12 July 2011 was discussed.**

**OPENING OF MEETING TO THE PUBLIC**

**MOTION:**

Moved by Cr. Ramia, seconded by Cr. McVeigh

That the meeting be opened to the public.

**Carried**

The meeting was opened to the public at 10.48 a.m.

**MOTION:**

Moved by Cr. Antonio, seconded by Cr. Strohfeld

That Council note the contents of the confidential report on National Disaster Relief and Recovery Arrangements dated 12 July 2011.

**Carried**

Meeting concluded: 10.49 a.m.

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**CHAIRPERSON**