



Toowoomba Regional Council

Minutes of the Ordinary Meeting of Council

held on

16 August 2011

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

TUESDAY, 16 AUGUST 2011

TABLE OF CONTENTS

1.0	Opening of Meeting	2
2.0	Attendance Including Apologies and Leave of Absence	2
3.0	Confirmation of Minutes	3
3.1	Ordinary Meeting of Council - 19 July 2011	3
4.0	Business Arising out of Minutes of Previous Meetings	4
5.0	Reception of Petitions	4
6.0	Reception and Consideration of Committee Report	5
6.1	Committee of the Council - 9 and 10 August 2011	5
7.0	Monthly Finance Statement as at 31 July 2011	6
8.0	Group Reports - July 2011	8
8.1	Finance and Business Strategy	8
8.2	Planning and Development	12
8.3	Environment and Community Services	14
8.4	Infrastructure Services	17
8.5	Water and Waste Services	20
9.0	General Business	29
9.1	State Government Policy to Ban Mining Exploration Under Certain Criteria	29
10.0	Confidential - Staff Matter	30
11.0	Leave of Absence - Councillor Strohfeld	31

**MINUTES OF THE ORDINARY MEETING OF
TOOWOOMBA REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.00 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 C.E. Taylor
Councillor M.A. Williams

IN ATTENDANCE: Chief Executive Officer Ken Gouldthorp
General Manager, Environment and Community Services Brian Pidgeon
General Manager, Finance and Business Strategy Arun Pratap
General Manager, Infrastructure Services Mike Brady
General Manager, Planning and Development Stewart Somers
General Manager, Water and Waste 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 9.06 a.m.

2.0 ATTENDANCE INCLUDING APOLOGIES AND LEAVE OF ABSENCE

2.1 All Councillors were present.

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3.0 CONFIRMATION OF MINUTES

3.1 MOTION:

Moved by Cr. Strohfeld, seconded by Cr. Marks

That the Minutes of the Ordinary Meeting of Council dated 19 July 2011 be confirmed.

Carried

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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 No petitions were presented.

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6.0 RECEPTION AND CONSIDERATION OF COMMITTEE REPORT

- 6.1 **A Report of the Committee of the Council dated 9 and 10 August 2011 was submitted.**

MOTION:

Moved by Cr. Glasheen, seconded by Cr. Scotney

That the Report of the Committee of the Council dated 9 and 10 August 2011 be received and, with the exception of Item 13, the recommendations therein be adopted.

Carried

- 6.2 **Item 13
Procurement Policy 2011/2012**

MOTION:

Moved by Cr. Williams, seconded by Cr. Antonio

That consideration of the Procurement Policy 2011/2012 be deferred and an information session be arranged for Councillors on the Procurement Policy as soon as possible.

Lost

- 6.3 **Item 13
Procurement Policy 2011/2012**

MOTION:

Moved by Cr. Glasheen, seconded by Cr. McVeigh

1. That the attached Policy entitled Procurement Policy 2011/2012 be adopted by Council in accordance with statutory requirements.
2. That an information session on the Procurement Policy be arranged for Councillors as soon as possible.

Carried

Councillors Marks, Scotney and Williams requested that their vote against the motion be recorded.

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
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7.0 **MONTHLY PERFORMANCE STATEMENT AS AT 31 JULY 2011**

General Manager, Finance and Business Strategy (Arun Pratap) - 4 August 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.

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

JULY INFORMATION

BUDGET

The proposed 2011/2012 budget will be adopted in August.

The Executive Financial Performance Report details the year to date actuals for operational and capital activities to the end of July only, as a comparison to budget is not applicable at present.

RATES

The first levy for general rates is proposed to be issued on the 25 August 2011 with a due date of 27 September 2011.

YTD ACCOUNT BALANCES BY TYPE

▪ Operating Income	\$ 5,830,684
▪ Operating Expenditure	\$18,911,037
▪ Capital Income	\$ 947,738
▪ Capital Expenditure	\$ 4,821,166

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RECOMMENDATION

That the Monthly Performance Statement as at 31 July 2011 be received.

MOTION:

Moved by Cr. Williams, seconded by Cr. Scotney

That the Monthly Performance Statement as at 31 July 2011 be received.

Carried

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
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8.0 GROUP REPORTS FOR JULY 2011

8.1 FINANCE AND BUSINESS STRATEGY

Report from General Manager, Finance and Business Strategy dated 8 August 2011

STAKEHOLDER ENGAGEMENT AND COMMUNICATION

Internal Communications

- Develop an internal organisational reporting mechanism (corporate calendar) to increase awareness of and responsiveness to events considered likely to be of interest to media organisations.
- Co-ordinate the production and distribution of Council's Annual Report including development of report theme and focus for the year. Estimated draft report in late September.
- Continued development of a draft communication strategy including identification of internal and external stakeholders, stakeholder expectations and developing TRC tactics to address expectations.

External Communications

- Researched, drafted and disseminated more than 20 releases/alerts/advisories including:
 - Brisbane/Ipswich launch of the 2011 Toowoomba Carnival of Flowers;
 - Inspections to inform Redwood Park walking trail repairs;
 - Hutchinson Builders honoured for TRC Service Centre Refurbishment;
 - Cecil Plains SES Group gains hero status;
 - Media advisory - TRC response to release of Qld Flood Inquiry findings; and
 - Toowoomba to Host Sister Cities Conference.

FINANCIAL SERVICES

Financial Services Management

- Updated the 10-year financial model including most recent 2011/2012 budget deliberations and discussions.
- Management of external audit activities with focus on draft annual financial statements including detailed reviews on non-current assets and capitalisation processes.
- Extensive work on 2011/2012 Annual Budget including three Councillor information sessions and workshops focusing on individual capital projects, water pricing and general rates modelling.
- Management and evaluation of current procurement activities including revision of Procurement Policy and accompanying procurement guidelines for administering tenders and quotations.

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INFORMATION, COMMUNICATIONS AND TECHNOLOGY

Corporate Application Availability	
<i>Corporate System</i>	Monthly Performance Result
Enterprise Resource Planning system (E1)	99.9%
Document management system (DM)	99.9%
Strategic Planning System (Interplan)	100%
Reporting tools and service	100%
General geographic system	100%
People, property and rates system (Pathway)	100%
Leisure Centre management system (Links)	100%
Online Planning System (PD Online)	100%
Budget management system (PowerBudget)	100%
Library management system (Spydus)	100%

Infrastructure and Network Availability	
<i>Network</i>	Monthly Performance Result
Wide area network infrastructure	99.9%
Telephony infrastructure	99.9%
Internet infrastructure	99.9%
Email and messaging infrastructure	99.9%
Metro area network infrastructure	100%
Storage infrastructure	100%
Server infrastructure	100%
Intranet infrastructure	100%
Print services	100%
Remote access infrastructure (Citrix)	100%

- As demonstrated above, the monthly performance availability of Council's corporate applications and infrastructure network is almost 100% which is far in advance of the industry benchmark of 95%.

Internal Customer Performance Statistics

- Help Desk:
 - 56% faults resolved at first call.
 - 72% requests resolved at first call.
 - Median resolution time for faults 11 minutes.
 - Median resolution time for requests 3 minutes.
 - 93% faults resolved within Service Level Agreement timeframe.
 - 95% requests resolved within Service Level Agreement timeframe.
- Document Management:
 - Records management - 100% requests resolved within SLA timeframe.

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- o Storage and archival -100% requests resolved within SLA timeframe.
- o Courier Service - 100% items delivered within agreed timeframes.
- o Mail processing - 99.9% processing accuracy rate.
- o Right to information and Information Privacy - 100% processed within 25 day timeframe.

PEOPLE AND ORGANISATIONAL DEVELOPMENT

Monthly Performance Activity	
<i>Service</i>	<i>Monthly Highlights</i>
Workplace Relations	<ul style="list-style-type: none"> • 33 requests for reclassification finalised
Personnel Services	<ul style="list-style-type: none"> • 12 positions advertised • 11 new staff members recruited • 74 employment extensions processed • 27 incremental increases processed • Managed 12 employment separations
Training and Development	<ul style="list-style-type: none"> • Take 5 training conducted • DAMP training undertaken
WHS & Employee Wellness	<ul style="list-style-type: none"> • 21 site inspections undertaken • No lost time injuries recorded
Transition	<ul style="list-style-type: none"> • Letters distributed to staff
Recruitment Strategy	<ul style="list-style-type: none"> • Interim approval process in practice which is consistent with Managers expectations

- Highlight branch activities for the month include a focus on increased levels of internal customer service. Customer service projects include revised and updated forms and procedures and development of a corporate recruitment plan following the transition to a functional structure.

CUSTOMER SERVICE

Monthly Performance Activity	
<i>Service</i>	<i>Monthly Highlights</i>
Customer Service Operations	<ul style="list-style-type: none"> • 85% calls answered within 20 seconds. Target 80% • 2.3% abandonment rate. Target < 5% • 94% calls resolved at first point of contact. Target 90% • Review and implementation of key elements within 'Step up to better Service' strategy • Commenced customer service training as a mandatory component of corporate induction
Community Liaison	<ul style="list-style-type: none"> • Developing a business plan for the Community Liaison Team • Completion of CLO activity report

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Commentary:

- Service level targets met for all metrics for month of July.
- Quieter month overall with both Counter and Call Transactions down on June totals.
- Total Calls answered for month 12,214 (down 12% from June figure of 13,910). Total calls since opening now 57,426.
- Total Counter transactions for month 4,187 (down 45% from June figure of 7,692). Total counter transactions since opening now 19,340.
- Weekly Reporting for Managers commenced including call data and CSR data and overdues.
- Customer Service Centre recognised at Qld Regional Master Builder Awards.
- In preparation for the opening of public consultation for new Regional Planning Scheme, significant work has been undertaken including updates to Knowledge Base and training materials.
- Finance issued overdue rates letters resulting in enquiries for payment arrangements.
- Training updates for Customer Service Officers in both Finance and Local Laws (staff going out on Field Trip with Local Laws Officer).
- Roll out of the Community Support and Grants Program was completed by Customer Liaison Officer team during July with 11 sessions delivered across the region and representation from over 150 different community organisations at the presentations.
- As a result of the workshops, there has been a spike in the web access at "Community grants" from 671 hits for June to 2239 for July.

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. Glasheen, seconded by Cr. McVeigh

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 5 August 2011

STRATEGIC LAND USE

- Completed first State interest review of Draft Regional Planning Scheme and received Ministerial approval for public exhibition.
- Commenced public consultation for Draft Regional Planning Scheme including general and targeted information sessions, individual appointments and telephone enquiries. Consultation runs 23 July to 2 September 2011.
- Commenced public access to the online Draft Planning Scheme.
- Commenced review of State Government's Strategic Cropping Land Policy.
- Commenced design investigations for CBD laneways.
- Continued consultation with Development Industry regarding unit rates and standards of service.
- Continued to refine Priority Infrastructure Plans for trunk infrastructure throughout the region.
- Received Council approval to develop the independent economic organisation to be known as Toowoomba Regional Enterprise.
- Continued preparations for the Sister Cities Australia conference to be held in Toowoomba 14 to 17 August 2011.
- Continued to develop itinerary for friendship group and business delegation to Takatsuki in November 2011.
- Participated in Asian Pacific Cities Summit in Brisbane 6 to 8 July 2011.
- Conducted 17 external and 6 internal appointments with Council's Heritage Advisory Service.
- Commenced project planning for new mid-sized theatre at Toowoomba Regional Arts Centre Complex (TRACC).

BUILDING AND COMPLIANCE

- Compliance requests were slow for this month totalling only 70 compared to 82 for the corresponding month in 2010/2011.
- The total number of compliance requests for 2010/2011 was 1005 which is 262 more than the previous year.

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- Development Compliance carried out 405 inspections on separate matters over the last month which is higher than June (376).
- A total of 61 compliance notices were issued compared to 56 for last month 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 \$213,546 has been paid.

DEVELOPMENT ASSESSMENT

- Draft standard conditions have been completed. Currently with industry for review.
- Implementation of amendments to *Sustainable Planning Act 2009* relating to infrastructure charges 'capping' regime has resulted in further training and a change management program.
- Some officers involved in public consultation and targeted information sessions for Draft Regional Planning Scheme.

CONCLUSION

The advertising of the draft Regional Planning Scheme has kept many of the staff busy along with a number of Councillors and the Mayor. There has been a slight up turn in compliance activities in the month.

MOTION:

Moved by Cr. Marks, seconded by Cr. Strohfeld

That the Planning and Development Group Report be received.

Carried

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.

8.3 ENVIRONMENT AND COMMUNITY SERVICES

Report from General Manager, Environmental and Community Services dated 9 August 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

- Grant funds from Arts Queensland for the Regional Arts Development Fund have been approved at \$40,000 matched for 2011/2012.
- Opening Doors to Early Literacy was the theme for two professional development sessions held on 13 July. The first session was presented by the State Library of Qld about their corner kits for public libraries; the second was presented by Dr James Thomas from America about making story time memorable for 2s, 3s, and 4 year olds. A total of 36 adults working in libraries and with young children registered for the day. Attendees included staff from Toowoomba Regional Libraries and further afield, such as St George, Goondiwindi, Dalby, Esk and the Lockyer Valley.
- NAIDOC Week was celebrated at the Oakey Library on 14 July with 64 people attending. Local poet and elder Lois Kelly read some of her poetry. Darby McCarthy, a resident of Oakey, spoke of his life and international career as a jockey, and his work with young Aborigines. Anthony Turnbull, Darby's nephew, read his soon-to-be-published children's book about his uncle's first race as a jockey. This was the third successful NAIDOC Week event held at the Oakey Library.

ENVIRONMENTAL HEALTH SERVICES

Animal Management

- Stock handling and initial dog attack investigation training was undertaken with 29 Council officers on 20 and 21 July 2011. This provided basic training on the safe handling of cattle, horses and initial dog attack data collection for on-call staff.

Environmental Health Structural Awareness Presentation

- A presentation relating to Food Premise Fit Out and Class 3 Dangerous Good and Combustible liquids storage was given by Environmental Health Officers at the July Building Designers Association of Queensland and Australian Building Inspection Services meeting on the 26 July 2011. The presentation was well received by those in attendance.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
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Disaster Management

- Evacuation and Welfare Committee and Local Disaster Management Group met on 19 and 21 July respectively.
- Draft Earthquake Risk assessment for TRC was received from CERA (Dr Jack Rynn) on 14 July.
- SES was involved in Grantham search conducted on 9 and 10 July.
- New radio system installed in the Local Disaster Co-ordination Centre.
- SES Cambooya Group reactivated as from 15 July.
- General Instructors Course delivered by Norman Fry on 2, 3 and 30 July.
- Annual TRC SES Executive Meeting held at Oakey on 23 July.

Local Laws

- Council proposed to make Toowoomba Regional Council Public Aerodromes (Application of Continuing Local Law) Local Law 2011 on 19 July 2011. Public consultation period commenced on 30 July and closes on 22 August.

COMMUNITY SERVICES

- The State Government funded Community Development - Community Recovery Officer has commenced her new role. Initially, planning and scoping of the requirements of the position are underway. A Council briefing will be provided, aligning with consistent reports to Council in the near future.
- Council is currently recruiting the positions of Youth Development Officer and the Youth Officer.
- Council is current seeking lessees for the Oakey and Cecil Plains Pools. Tenders close 9 August 2011.
- Demolition work has been completed on the old workshop at the Drayton and Toowoomba Cemetery. The replacement structure is nearing completion of the planning phase. Construction of the new machinery shed will commence in the next month.
- Redevelopment works associated with the Oakey Pool are nearing completion.

PARKS AND RECREATION SERVICES

- Work undertaken to date at Lake Annand includes, reinforcing existing dry-stone block wall to lake edge to immediate area around new bridge, installing agricultural drains to specific locations around the lake to drain emergent springs directly into the lake. Bridge installation will commence in approximately two weeks with the construction initially of the foundations/footings, then the bridge

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
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and finally the connection paths - anticipated completion end of August. Lake will be drained one last time for bridge installation.

- Green Army Participants leave on Friday, 5 August completing the Green Army Flood Recovery Project. The Green Army Flood Recovery crew started on 14 March in response to the flood disaster. The team of ten participants and their Council supervisor worked for 21 weeks cleaning and repairing infrastructure, parkland and cleaning creeks. They also assisted Council staff with their normal work tasks that were postponed due to the floods e.g. mowing. Funding for this project came from the Queensland Government's 'Skilling Queenslanders for Work' program.
- Preparations for the floral displays for the 2011 Carnival of Flowers are on schedule with an expectation of a high standard of floral displays being achieved.

TOURISM AND EVENTS

- The Board of Toowoomba, Golden West and South Burnett Tourism (TGWSBT) has agreed in principle to merge with Southern Downs and Granite Belt Tourism (SDGBT). This decision comes after the SDGBT Board agreed to the merger earlier this year, and it will now go before the members of both organisations at separate Special General Meetings to approve the resolution.
- Staff attended Regional Flavours at Southbank on 30-31 July to promote visitation to the Toowoomba region and to the 2011 Toowoomba Carnival of Flowers.
- Four tourism drive routes have come together to apply for funding through the Tourism Queensland Network Grant Scheme to market Australia's Country Way, the Leichhardt Highway, Adventure Way and the Great Inland Way under a 'Drive Inland Queensland' banner.
- The Spring Bluff Railway Station and Cafe will reopen on 21 August following extensive repairs required as a result of the January rain events.
- Preparations for the 2011 Carnival of Flowers are on schedule.

CONCLUSION

The Branches within the Department are performing well.

MOTION:

Moved by Cr. Cahill, seconded by Cr. Glasheen

That the Environment and Community Services Group Report be received.

Carried

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.**

8.4 INFRASTRUCTURE SERVICES

Report from General Manager, Engineering Services dated 5 August 2011

INTRODUCTION

The main activities in July have been the progression of works delayed by the events early in the 2011 calendar year and carried over into the 2011/2012 Financial Year.

STRATEGIC PROJECTS

- Department of Infrastructure and Planning (DIP) - Asset Management Plan - Asset Management resources are still supporting compilation of the National Disaster Relief and Recovery Arrangements (NDRRA) submissions and this will continue until at least late August.
- The road condition assessment program for the regional sealed road network has continued with completion of this project still scheduled for September.
- Regular Passenger Transport Feasibility Studies - Toowoomba Airport: Legal review of final draft documents has been completed and advertising of the Expression of Interest (EOI) is planned for late August.

CAPITAL WORKS PROGRAM

The range of capital works undertaken in the month included:

- James Street, Crows Nest - concrete footpath/bicycle path cast.
- Boundary Street South, Westbrook - reconstruction has commenced.
- Margaret Street, Toowoomba - Watermain upgrade works.
- Ball/Gipps Street, Toowoomba - roundabout construction continued.
- Woodlands Road, Greenmount - sealed widening work nearing completion.
- Turallin Road, Millmerran - shoulder widening progressed ready for sealing.
- Cycling Criterium Track, Glenvale - placement of gravel commenced.

Planning for delivery of the 2011/2012 Capital Works Program has commenced.

Flood Events/NDRRA Activations

- 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 continue to be prepared, in anticipation of submission in late August.
- A small number of roads remain closed to all traffic and some roads will remain open to local traffic only.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
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ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.**

RECURRENT WORKS

Work undertaken on behalf of Department Transport and Main Roads (DTMR)

- Advice has been received from DTMR as to possible works which will be offered to Council on a sole invitee basis.
- Road Maintenance Performance Contracts: Preliminary discussions have been held with DTMR officers to amalgamate to a single contract the various current RMPC district contracts, the goal being improved efficiencies in contract management and control.
- Asset Enhancement Work:
 - * Kearney and Telford Road, Clifton District - gravel resheeting work completed.
 - * Project planning has commenced for the 2011/2012 bitumen resealing and asphalt overlay works.

QUALITY SYSTEMS

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

PROJECT MANAGEMENT

The main role of this Branch is to project manage projects that are intended to be delivered by external resources. Systems and frameworks are being developed for this.

Projects that will be managed include the majority of NDRRA works (when approved) as well as a portion of the annual capital works program.

FLEET

The main focus of the Branch has been determining fleet allocations by customer for the various plant items located in the districts, and establishing fully maintained and fuelled fleet rates for district assets.

BUDGET/RESOURCE IMPLICATIONS

Project scheduling based on the draft 2011/2012 Capital Works Program has commenced. A major challenge will be co-ordinating works where appropriate adjacent to proposed (but uncertain of approval time) NDRRA projects.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.**

MOTION:

Moved by Cr. C. Taylor, seconded by Cr. Scotney

That the Infrastructure Services Group Report be received.

Carried

MINUTES OF THE ORDINARY MEETING OF TOowoomba REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.

8.5 WATER AND WASTE SERVICES

Report from General Manager, Water and Waste Services dated 8 August 2011

WATER OPERATIONS

Water Operations

- Toowoomba Water Supply System Production (FYTD as at 29 June 2011)

	Dams	Toowoomba Basalts Bores	GAB Bores (including Hampton Irrigators)	Total Bores	Total	Wivenhoe Pipeline
Production (ML)	444	238	60	298	742	0
% Total Production	59.8	32.1	8.1	40.2	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 of 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% useable 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 July exceeded the KPI target of 7.0 ML/day 100% of the time.
- Average residential water consumption (Toowoomba residents) for month: **129 l/p/d.**

Water Quality Compliance

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

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

**MINUTES OF THE ORDINARY MEETING OF TOowoomba REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.**

Toowoomba	Nil	Nil	Nil	Nil	Nil	Nil	Nil	1	Nil	Nil	Nil	Nil
Total	Nil	Nil	1	2	5	2	1	10	1	2	Nil	Nil

July 2011:

- Nil non-compliances for July 2011.
- Council is continuing to manage Crows Nest/Highfields/Hampton treated water quality 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.

Wastewater Operations

- Wetalla WRF (July 2011)

Volume Treated (ML)	Volume Recycled Millmerran (ML)	Volume Recycled NAC (ML)	% Recycled	Biosolids Produced (t)	Biosolids Beneficial Reuse (t)	% Beneficial Reuse	Environmental Incidents
602	20 (est)	126	24	1450	1450	100	Nil

- Wetalla AWTP (June 2011)

Volume Treated (ML)	Volume Recycled (ML)	% AWTP Recycled	Environmental Incidents
242	126	52	Nil

- NAC recycled water take has increased from 6.6 ML in February to a peak of 126 ML in July. NAC's current monthly target is 125 ML.
- Council is currently experiencing minimal recycled water demand from Millmerran Power and New Wave Leathers.
- Greater than usual biosolids production due to removal of stockpiled biosolids - stored on site due to reuse and transport limitations following January 2011 floods.

Effluent Quality Compliance

- Exceedences discharge licence limits

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ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.**

Service Centre	July 2011
Clifton	Clifton WRF BOD: Licence 85%ile <20mg/L. (46 mg/L as of last sample) Clifton WRF SS: Licence 50%ile <30mg/L. (183 mg/L as of last sample)
Crows Nest	Crows Nest CED: Nil Highfields WRF: Nil
Greenmount	Wyreema WRF Total P: Licence <3mg/L All recent results exceed.
Goombungee/ Yarraman	Yarraman WTP: Nil Yarraman WRF Faecal Coliforms: Licence <1000 cfu/100 mL (median), 4 of 5 < 4000 cfu/100 mL. July sample non-compliant.
Millmerran	Millmerran WRF: Nil Cecil Plains WRF: Nil
Oakey	Oakey WRF BOD: Licence: 85%ile <15 mg/L, currently 54 mg/L. for last 12 months. Oakey WRF SS: Licence: 85%ile <20 mg/L, currently 73 mg/L for last 12 months. Westbrook WRF: Nil
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 August 11.
Toowoomba	Wetalla WRF Total P: Licence 3mg/L max. Four exceedances in June. Wetalla WRF Total N 50%ile <5.0 mg/L. Currently 5.3 for last 12 months.

- 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 Reclamation Facility exceedance is due to short-term disinfection failure.
- Wetalla Water Reclamation Facility non-compliance due to process disruption following January 2011 floods. CH2M-Hill (plant designer) has been engaged to identify and rectify causes.
- All Environmental Authority non-compliances are being reported to DERM in accordance with Environmental Authority conditions.
- Council has commenced the process for renegotiating licence conditions for selected TRC Water Reclamation Facilities. Focus is on plants not to be decommissioned in short term and subject to unrealistic discharge limits.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.**

Laboratory Services

- John Mills continued to respond to QFRS Hazmat incidents.
- 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 adopted by Council.

Implementation of the Trade Waste Environmental Management Plan is well advanced:

- Yarraman staff and generator sessions postponed until latter part of 2011.
- Clifton audits have been undertaken after information session with generators on the 15/03/2011 and issue of approvals substantially complete.

WATER PROJECT SERVICES

Toowoomba Wastewater Infrastructure Projects (TWIP)

- Tender documentation for this suite of projects comprising,
 - Western Trunk Sewerage Network (Oakey to Wetalla Water Reclamation Facility);
 - Westbrook Trunk Sewerage Network (Westbrook to Kooringa Valley);
 - Highfields to Wetalla Water Reclamation Facility Trunk Sewerage Network;
 - SPS 55C Glendale Trunk Sewerage Network; and
 - Mt Kynoch Water Treatment Plant Sludge Thickener,

was released to the ECI participants during the week ending 8 July 2011. Tenders close 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.

Crows Nest Combined Effluent Drainage (CED) Scheme

- Design and documentation of the replacement pressure main from Sewage Pump Station 4 and the trunk sewer south of Albert Street (to Charles Street and Parkland Drives) is nearing completion. Construction work for both these projects is scheduled to be completed by December 2011. Proposals have been

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.**

received from engineering consultants for the design and documentation of the Albert Street SPS and pressure main to the effluent lagoons. Design is expected to be completed by December 2011.

Millmerran Water Supply Bores Projects

- Site work under the contract for the replacement of pumping equipment and switchboards at Bores #5 and #6 (Condamine aquifer) has commenced.

Brookstead Bores and Yarranlea Booster Pump Station (Pittsworth) Projects

- Site work under the contract for the replacement of pumping equipment and switchboards at the Brookstead bores has commenced. Investigations for an alternative booster pumping arrangement at the Yarranlea pump station are in progress.

Water Main Projects

- Replacement of the Margaret Street water main from Kitchener Street to Mackenzie Street will commence early August 2011. Other projects in the 2011/2012 program are in investigation/planning/survey/design phases.

WATER INFRASTRUCTURE

- **Civil Infrastructure**

The three dams have continued to be managed within Alert Stage 2 of the Emergency Action Plans. All three dams are holding just below Full Storage Level (FSL) with only wave action causing flow over the spillway.

The Civil Engineer and Programme Foreman positions for Water Maintenance have been filled.

Work was carried out on both the Perseverance and Cooby Trunk Mains to repair leaking pipe joints.

Emergent repairs to flood damaged civil water and sewer infrastructure within Toowoomba and other flood affected areas in the region are approaching completion. Restoration works are being held awaiting funding approval through Queensland Reconstruction Authority (QRA).

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 relevant standards and Council Policies.

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.

**MINUTES OF THE ORDINARY MEETING OF TOowoomba REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.**

Westbrook inspections and investigations including smoke testing and CCTV are complete and analysis of the results is underway. Condition assessment of the Oakey Sewerage Network is now in progress. Planning is underway for smoke testing the Pittsworth sewerage network.

Identification of pipes for the Water Pipes Replacement Programme under Capital Works has been completed. Identification of priorities for the sewer relining programme is underway.

- **Mechanical / Electrical / Communication Infrastructure**

Bob Jones retired from his position as Technical Officer Control Systems after 33 years service.

Telemetry system upgrades at Cressbrook #1 pump station is continuing.

Discussions are continuing with LinkWater and the Toowoomba Pipeline Alliance regarding the level and nature of repair work to be carried out on the flood damage to the Wivenhoe pipeline.

Positions of Senior Engineer Mechanical/Electrical WIAM and Engineer Water WIAM were advertised with no applicants suitable for interview process. Both positions to be re-advertised and expressions of interest are being called for a temporary three month internal secondment to assist until engineering positions are appointed.

Stage 1 of the Wetalla Bioreactor 2 diffuser replacement programme is complete, with stage 2 to commence in the coming months. Submersible OKI aerators are beginning to fail in Wetalla Bioreactor 2. A spare OKI will be purchased to be installed and a rotating overhaul program will commence.

Asbestos roof was replaced on the Grapetree break tank Crows Nest.

Identified electrical safety Issues (exposed cabling etc) at Westbrook Sewerage Treatment works have been rectified.

Safety and Control Valve was replaced on the common 600mm Perseverance and Cressbrook gravity pipeline in the Mt Kynoch valve house.

10 year comprehensive and 25 year structural inspection and testing completed on Cressbrook 1 overhead crane. A program of inspection and testing is being prepared to meet required inspection timelines.

- **Water GIS / Asset Management**

Water and wastewater pipeline assets information has been compiled and supplied to Financial Services Branch to allow asset valuations to be carried out. Cross checking of this information against E1 data is underway.

- **Flood Repair Funding**

The majority of emergent works have been finalised and passed on to Council's co-ordinating group for submission to the Queensland Reconstruction Authority (QRA) for funding consideration.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.**

Restoration works plans and budgets have been completed and supplied to the Co-ordinating Group for submission to QRA.

STRATEGY AND CO-ORDINATION (WATER & WASTE)

- **Water Demand Management**

Continued with the provision of Waterwise Education activities with School and community groups. School visits to Water Services facilities re-commenced after return from school holidays with a high level of interest shown.

Scoping discussion has commenced with the Waste Management Branch to commence transition to Water and Waste education. Short and long term tasks and priorities are being determined.

A paper on Council's WaterWatcher web tool was presented to the 6th World Environmental Education Conference recently held in Brisbane.

- **EMS Co-ordination**

Continued with the facilitation of programs to address ISO 14001 gaps identified in the external benchmark audit report. Programmed pre-certification audits of the Water and Waste Services Group's Environmental Management System in consultation with the external auditor which will be undertaken during August 2011.

Completed the collection of data required to complete Council's annual reporting requirements. Commenced the drafting of Council's Annual ERA Return.

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

General Environmental Awareness Training was undertaken in 2 Sessions for 11 Staff across all areas of TRC.

Provided technical advice to staff on a number of development applications.

Facilitated the development of Environmental Management Plans for seven new sewage pump stations. These are the region's first ERAs for sewage pump stations (> 40 l/s capacity).

Commenced data acquisition and compilation for all sewage and water treatment plant ERAs across the region for Annual Returns to DERM. This is the first amalgamated return for all of Council's Water Services ERA sites.

- **Quality/HACCP Co-ordination**

A comprehensive revision of the Water and Waste Services Group third party certified management system structure and documentation has commenced to reflect changes associated with the Functional Structure. Current revision is in progress for the Water and Waste Services Group Integrated Quality Management Manual.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.**

Internal Audits continue to be undertaken in accordance with the approved QMS and HACCP Internal Audit Schedules for 2010/2011. The 2011/2012 QMS and HACCP internal audit schedules have been developed and approved for implementation.

- **Performance Reporting Co-ordination**

Routine reporting to the Bureau of Meteorology (BoM) continued for the month.

Commenced negotiations with the Qld Water Directorate for participation as a Pilot site in the enhancement of the Statewide Water Information Management (SWIM) system.

- **Carbon Accounting and Sustainability Awareness Projects**

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

WASTE SERVICES

- **Operational Review Waste Services**

Morrison Low Consultants have almost completed the final draft of their report into the review of Waste Services operations which includes developing options for the Waste Branch Management Structure, plant utilisation, and staffing and opening hours arrangements.

- **Waste Management Strategic Plan (WMSP)**

Officers have attended several workshops with Councillors to resolve issues with waste site closures, facilities staffing and opening hours, and introduction of uniform gate fees prior to going out to public consultation with the WMSP. Outcomes were positive. Work has commenced on amending the WMSP Consultation Plan to include outcomes from the Councillor workshops, specifically the opening hours and level of gate fees.

- **State Waste Disposal Levy**

The Draft Waste Reduction and Recycling Bill 2011 is expected to begin the passage through Parliament in early August and the Regulations should be completed by October. Both the Act and the Regulations are set to commence in November 2011 in time for the waste levy to commence on 1 December 2011. It is unlikely that the State Government will further delay the introduction of the waste disposal levy. Funding has been included in the 2011/2012 recurrent and capital budgets to allow Council to become levy ready by 1 December 2011, however it should be noted that only 12 sites will be staffed. The remainder will be restricted to municipal solid waste (MSW).

- **Bedford Street Landfill Expansion Project**

Council has engaged Aurecon Australia Pty Ltd (Aurecon) to undertake a Planning, Environmental and Engineering Scoping Study and Geotechnical

**MINUTES OF THE ORDINARY MEETING OF TOowoomba REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.**

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. Council is waiting on a response from DERM.

- **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 has been developed and is proposed to be submitted to the Executive Management Team.

MOTION:

Moved by Cr. Antonio, seconded by Cr. Marks

That the Water and Waste Services Group Report be received.

Carried

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.

9.0 **GENERAL BUSINESS**

9.1 **STATE GOVERNMENT POLICY TO BAN MINING EXPLORATION UNDER CERTAIN CRITERIA**

Motion:

Moved by Cr. McVeigh, seconded by Cr. Glasheen

That, in accordance with Clause 16.1 of Standing Orders permission be given for the proposed business of raising an issue relating to draft State Government Policy, to be considered at this meeting.

Carried

MOTION:

Moved by Cr. Strohfeld, seconded by Cr. McVeigh

That Council write to the Premier to:

1. acknowledge the recent announcement in respect to the protection of urban land.
2. advise that the Council looks forward to receiving the draft legislation and engaging with the State to ensure local matters are considered including protecting smaller townships; and
3. encourage the State to be more proactive, rather than reactionary, in managing resource development.

Carried

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.

10.0 **CONFIDENTIAL - STAFF MATTER**

CLOSING OF MEETING TO THE PUBLIC

MOTION:

Moved by Cr. Antonio, seconded by Cr. Cahill

That the meeting be adjourned until 11.30 a.m. at which time it be closed to the public in accordance with Section 72(1) (a) and (b) of the Local Government (Operations) Regulation 2010 to discuss matters affecting the appointment, dismissal or discipline of employees and/or industrial matters affecting employees.

Carried

The Meeting adjourned at 11.02 a.m.

The Meeting resumed at 11.30 a.m. and was closed to the public.

Present on resumption were:

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 C.E. Taylor
Councillor M.A. Williams

In Attendance:

No Officers were in attendance.

The Mayor and Assessment Panel provided a report to Council in respect of the Chief Executive Officer's Annual Performance Review.

OPENING OF MEETING TO THE PUBLIC

MOTION:

Moved by Cr. McVeigh, seconded by Cr. Strohfeld

That the meeting be opened to the public.

Carried

The Meeting was opened to the public at 1.04 p.m.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL
HELD IN THE SENIOR CITIZENS' CENTRE, 6 MEARA PLACE, CLIFTON
ON TUESDAY, 16 AUGUST 2011 AT 9.06 A.M.**

11.0 LEAVE OF ABSENCE - COUNCILLOR STROHFELD

It was noted that Councillor Strohfeld will be absent for the Committee of the Council Meeting and Ordinary Meeting of Council scheduled for September 2011.

Meeting concluded: 1.06 p.m.

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CHAIRPERSON