



# **Toowoomba Regional Council**

**Minutes of the Ordinary Meeting of Council**

**held on**

**20 September 2011**

<p style="text-align: center;"><b>MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL</b></p>
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**TUESDAY, 20 SEPTEMBER 2011**

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TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CITY HALL,  
541 RUTHVEN STREET, TOOWOOMBA  
ON TUESDAY, 20 SEPTEMBER 2011 AT 9.02 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 C.E. Taylor  
Councillor M.A. Williams

**LEAVE OF ABSENCE:** Councillor N.L. Strohfeld

**IN ATTENDANCE:**

Chief Executive Officer	Ken Gouldthorp
General Manager, Environment and Community Services	Brian Pidgeon
General Manager, Infrastructure Services	Mike Brady
General Manager, Planning and Development	Stewart Somers
General Manager, Water and Waste Services	Kevin Flanagan
Acting General Manager, Finance and Business Strategy	Mike Stalley

**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 9.02 a.m.

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

2.1 All Councillors were present with the exception of Councillor N.L. Strohfeld who was on leave of absence.

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3.0 **CONFIRMATION OF MINUTES**

3.1 **Ordinary Meeting of Council - 16 August 2011**

**MOTION:**

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

That the Minutes of the Ordinary Meeting of Council dated 16 August 2011 be confirmed.

**Carried**

3.2 **Special Meeting of Council - 19 August 2011**

**MOTION:**

Moved by Cr. Glasheen, seconded by Cr. Scotney

That the Minutes of the Special Meeting of Council dated 19 August 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 13 and 14 September 2011 was submitted.**

Councillors Williams arrived at the Meeting at 9.05 a.m.

**MOTION:**

Moved by Cr. Marks, seconded by Cr. Williams

That the Report of the Committee of the Council dated 13 and 14 September 2011 be received and, with the exception of Item 5, the recommendations therein be adopted.

**Carried**

**6.2 Item 5  
CONFIDENTIAL - An Interim Incentive Program for Infill Development**

**DECLARATION OF MATERIAL PERSONAL INTEREST**

Councillor Glasheen declared a material personal interest as she currently has a planning application before Council for an unit development. Councillor Glasheen left the meeting at 9.06 a.m.

**MOTION:**

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

That Council resolve to introduce the Infrastructure Contributions Subsidy - Short Term Stimulus for Infill Dual Occupancy and Multiple Dwelling Units Development Initiative (Infrastructure Contributions Subsidy Initiative).

1. The Infrastructure Contributions Subsidy Initiative will apply from the date of this resolution until the Council's priority infrastructure plan has effect.
2. The Infrastructure Contributions Subsidy Initiative will allow a registered owner of land to request an approval from the Council for a subsidy of 100% of infrastructure contributions for public parks and land for community facilities network or 100% of that same component of an adopted infrastructure charge where all of the following criteria are satisfied:
  - (1) The Council has:
    - (a) imposed a condition requiring infrastructure contributions for public parks and land for community facilities network (Contribution Condition) on, or
    - (b) given an adopted infrastructure charges notice which includes a component for public parks and land for community facilities network (Charges Notice) in relation to,

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a development permit for a material change of use for development primarily for dual occupancy and/or multiple dwelling units (Applicable Approval) before the Council's priority infrastructure plan takes effect; and

- (2) The Contribution Condition in the Applicable Approval or the Charges Notice in relation to the Applicable Approval has not yet been complied with; and
- (3) The Applicable Approval applies to land owned by the applicant seeking the subsidy; and
- (4) A development permit for the carrying out of building works necessary for the material change of use in the Applicable Approval takes effect before the Council's priority infrastructure plan takes effect; and
- (5) The building works the subject of the development permit for the carrying out of building works:
  - (a) are substantially started in the period between 1 July 2011 and 30 June 2012; and
  - (b) have been inspected and a Form 21 Final Certificate has been issued in relation to the building works under the *Building Act 1975 (Qld)* before the 30 June 2013.

**Carried**

Councillor Glasheen returned to the Meeting at 9.07 a.m.

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## 7.0 MONTHLY PERFORMANCE STATEMENT AS AT 31 AUGUST 2011

General Manager, Finance and Business Strategy (Arun Pratap) - 8 September 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.

### ISSUES AND RESPONSES

#### AUGUST IMPLICATIONS

- The 2011/2012 budget was adopted on the 19 of August 2011.
- The first levy for general rates was issued on the 25 August 2011 with a due date of 27 September 2011.
- Construction and Maintenance Private Works operational expenditure has outlaid 68% of annual budget in two months. This will be increased at the September Budget Review.
- NDRRA funding and capital expenditure awaiting approval of Council's submission.

#### PREVIOUSLY REPORTED IMPLICATIONS

Not applicable.

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**Operating Income - overall below YTD budget expectations by \$24,409,001 or 23%**

*Rates and Levies (\$21,567,112 or 25% below budget)*

- 1<sup>st</sup> levy for water consumption and access charges to be issued in October 2011 (\$19,633,030).

*Fees and Charges (\$1,839,335 or 23% below budget)*

- Trade Waste, Effluent re-use charges (\$1,501,959).
- Waste Management Dump Fees (\$472,175).

*Interest Received (\$143,522 exceeds budget by 12%)*

- Interest at call received (\$166,422).

*Other Recurrent Income (\$894,178 or 17% below budget)*

- Fleet and Plant Services operation is subject to further refinement (\$924,952).

*Grants, Subsidies, Contributions and Donations (\$251,899 or 13% below budget)*

- Predominantly NDRRA Flood Damage subsidies offset by unbudgeted external flood private works received.

**Operating Expenses - overall below YTD budget expectations by \$447,143 or 1%**

*Materials, Services and Other Expenditure (\$2,122,796 exceeds budget by 12%)*

- Road Maintenance Performance Contract expenses (\$1,625,369).
- Insurance premiums paid for financial year for Council assets and Public Liability (\$878,003).

*Finance Costs (\$960,909 or 60% below budget)*

- Predominantly Council loans are paid quarterly. Accruals will be processed in September to correct this anomaly. (\$955,385).

**Capital Income - overall below budget expectations by \$7,179,610 or 84%**

*Grants, Subsidies, Contributions and Donations (\$6,824,263 or 87% below budget)*

- Various capital projects for NDRRA, Roads, Water and Drainage are not at a stage to request funding (\$7,009,967).

*Sale of Assets (\$355,347 or 51% below budget)*

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

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**Capital Expenditure – overall below budget expectations by \$20,801,562 or 67%**

Major projects are below budget expectations (\$18,530,795) in the following services:-

- Roads \$2,405,040
- NDRRA Works \$6,043,171
- Parks and Open Spaces \$1,196,588
- Project Services - Water \$3,040,089
- Project Services - Waste Water \$5,845,907.

**RECOMMENDATION**

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

Councillor McVeigh arrived at the Meeting at 9.08 a.m.

**MOTION:**

Moved by Cr. Williams, seconded by Cr. Glasheen

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

**Carried**

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**8.0 ANNUAL VALUATION EFFECTIVE 30 JUNE 2012**

**Principal Rates and Revenue (Shayne Morris) - 15 September 2011**

**BACKGROUND**

In a letter to Council dated 14 September 2011, the Department of Environment and Resource Management (the Department) is seeking Council's opinion as to whether an annual valuation should be undertaken effective 30 June 2012. The Department requires a response by 30 September 2011.

An annual valuation was undertaken last year effective 30 June 2011.

In determining whether an annual valuation should be undertaken the following matters are considered by the Department:

- A market survey report which reviews sales and other matters in the area;
- The results of consultation with Council and appropriate local and industry groups.

**RECOMMENDATION**

That the Department of Environment and Resource Management be advised that it is Toowoomba Regional Council's view that a valuation effective 30 June 2012 should be undertaken if the market survey report (undertaken by the Department) supports the need for the valuation.

**MOTION:**

Moved by Cr. Scotney, seconded by Cr. Ramia

That the Department of Environment and Resource Management be advised that it is Toowoomba Regional Council's view that a valuation effective 30 June 2012 should be undertaken if the market survey report (undertaken by the Department) supports the need for the valuation.

**Carried**

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## 9.0 GROUP REPORTS FOR AUGUST 2011

### 9.1 FINANCE AND BUSINESS STRATEGY

**Report from General Manager, Finance and Business Strategy dated 9 September 2011**

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

##### **Internal Communications**

- Planning for Waste Strategy.
- Ongoing work in support of Criterium cycle track progress.
- Public Information Session planning for the Street Tree Masterplan.
- Toowoomba Carnival of Flowers articles for Chronicle feature.
- EBA communication with staff.

##### **External Communications**

Researched, drafted and disseminated more than 20 releases/alerts/advisories including:

- Budget.
- Toowoomba Carnival of Flowers.
- General events.
- EBA.

A total of **57** News Releases were produced (12 related to Budget, 11 related to Toowoomba Carnival of Flowers) as well as 2 Fact Sheets and 5 speeches (Sister Cities, Budget, Toowoomba Carnival of Flowers). In addition, the following activities were achieved:

- Weekly Page 6 column and Crows Nest column.
- Weekly Council Connections radio program.
- Attended budget briefings and separate General Manager meetings to finalise budget releases.
- Filmed regular Council Connections TV segment.
- Collated flood photos for State Government recovery presentation (before/after shots).

##### **Advertising/Graphics**

- Research broadcast advertising requirements and develop promotional campaign for Waste Management Strategic Plan.
- Book television and radio advertising for Waste Management Strategic Plan.
- Co-ordinated radio and television advertising for draft Regional Planning Scheme.
- Co-ordination of print media advertising - including budget advertising in local newspapers, magazine advertising.
- Business card co-ordination (alter Style Manual & re-distribute).

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- Budget - At a glance DL, Chronicle Advertising, Regional Advertising, Media Kit cover - collating and binding booklets.
- Customer Service - re-stocking of brochures and implementing new brochures.
- Rating Categorisation DL brochure (A3 folded to A4 folded to DL).
- Library templates (24 JPEG templates re-done for one Library name).
- Local Laws Fact Sheets.
- Waste management covers/branding design and recycling DL.
- Highfields Cultural - Wedding advert - re-work branding and design for a fresh and targeted look.
- Youth connect T-shirts.
- Cemetery icons.
- Health - Animal DLs, Immunisation DLs, Food DLs, changes made and printed for CSCentre.
- Heritage Advisory A4 flyer update and commercial print.
- Cemetery A5 Booklet - artwork started.
- Tip and Tap Talk artwork for Waterwise.

## **FINANCIAL SERVICES**

### **Financial Services Management**

- The 10-year financial model including the 2011/2012 budget has been distributed to Managers responsible for assets to update their capital programme for years two to ten.
- Management of external audit activities with focus on draft annual financial statements including detailed reviews on non-current assets and capitalisation processes. The draft financial statements will be presented to the Audit Committee on 12 September 2011.
- Following the adoption by Council last month of the Procurement Policy and accompanying procurement guidelines for administering tenders and quotations, further development of processes to support the guidelines is continuing including the rationalisation of the number of requisitors.
- Rates and utility charges, excluding water charges, were issued on 25 August 2011 with a due of 27 September 2011.

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**INFORMATION, COMMUNICATIONS AND TECHNOLOGY**

<b>Corporate Application Availability</b>	
<i>Corporate System</i>	Monthly Performance Result
Enterprise Resource Planning system (E1)	<b>99.04%</b>
Document management system (DM)	<b>99.41%</b>
Strategic Planning System (Interplan)	<b>100%</b>
Reporting tools and service	<b>100%</b>
General geographic information system (GIS)	<b>100%</b>
People, property and rates system (Pathway)	<b>100%</b>
Leisure Centre management system (Links)	<b>100%</b>
Online Planning System (PD Online)	<b>100%</b>
Budget management system (PowerBudget)	<b>100%</b>
Library management system (Spydus)	<b>100%</b>

<b>Infrastructure and Network Availability</b>	
<i>Network</i>	Monthly Performance Result
Wide area network infrastructure (regional sites)	<b>99.75%</b>
Metro area network infrastructure (city sites)	<b>100%</b>
Telephony infrastructure	<b>99.85%</b>
Internet infrastructure	<b>99.56%</b>
Email and messaging infrastructure	<b>100%</b>
Storage infrastructure	<b>100%</b>
Server infrastructure	<b>100%</b>
Intranet infrastructure	<b>100%</b>
Print services	<b>100%</b>
Remote access infrastructure (Citrix)	<b>100%</b>

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

**Internal Customer Performance Statistics**

- Help Desk:
  - 51% faults resolved at first call (target is 50%).
  - 72% requests resolved at first call (target is 50%).
  - Median resolution time for faults 19 minutes.
  - Median resolution time for requests 3 minutes.
  - 95% faults resolved within Service Level Agreement timeframe (target is 90%).
  - 97% requests resolved within Service Level Agreement timeframe (target is 90%)

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- Document Management:
  - Records management - 100% requests resolved within SLA timeframe (target is 90%).
  - Storage and archival -100% requests resolved within SLA timeframe (target is 90%).
  - Courier Service - 99.9% items delivered within agreed timeframes (target is 98%).
  - Mail processing - 99.9% processing accuracy rate (target is 98%).
  - Right to information and Information Privacy - 100% processed within 25 day timeframe (target is 98%).

### **PEOPLE AND ORGANISATIONAL DEVELOPMENT**

<b>Monthly Performance Activity</b>	
<i>Service</i>	<i>Monthly Highlights</i>
Workplace Relations	<ul style="list-style-type: none"><li>• 33 requests for reclassification finalised</li></ul>
Personnel Services	<ul style="list-style-type: none"><li>• 37 positions advertised</li><li>• 11 new staff members recruited</li><li>• 14 employment extensions processed</li><li>• 9 incremental increases processed</li></ul>
Training and Development	<ul style="list-style-type: none"><li>• Take 5 training conducted</li><li>• DAMP training undertaken</li></ul>
WHS & Employee Wellness	<ul style="list-style-type: none"><li>• 45 site inspections undertaken</li><li>• 5 lost time injuries recorded</li></ul>
Recruitment Strategy	<ul style="list-style-type: none"><li>• Interim approval process in practice which is consistent with Managers expectations</li></ul>

- 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.

### **Enterprise Bargaining**

- Outside staff agreement in principle with Unions. Finalisation is subject to staff vote.
- Inside staff - Queensland Services Union (QSU) initially notified Council of proposed industrial action. The action was subsequently cancelled by the QSU and they sought assistance from the Queensland Industrial Relations Commission. Further meetings were temporarily abandoned following the QSU's referral to the Commission

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## CUSTOMER SERVICE

Monthly Performance Activity	
Service	Monthly Highlights
Customer Service Operations	<ul style="list-style-type: none"><li>• 74% calls answered within 20 seconds. Target 80%.</li><li>• 5.4% abandonment rate. Target &lt; 5%.</li><li>• 93% calls resolved at first point of contact. Target 90%.</li><li>• New customer satisfaction survey tool was turned on for five days from 24-30 August with a 6.5% Response Rate.</li><li>• Overall Customer Satisfaction for the month recorded at 85.2% with 211 customers responding to the survey.</li><li>• "Outbound Customer Care" call-back pilot programme initiated with customers called back to advise on progress/resolution of "Roaming Animal" CSR's.</li><li>• Initial work with Libraries commenced with a view to placing a CSO onboard the mobile library in a limited capacity (Tuesdays and Fridays) to provide increased regional presence, i.e. to take payments, provide information etc.</li></ul>
Community Liaison	<ul style="list-style-type: none"><li>• Developing a business plan for the Community Liaison Team</li><li>• Completion of CLO activity report</li></ul>

### Commentary:

- Call volumes and workload remained steady during the majority of August up until Rates and Budget issued at the end of the month.
- Total Calls answered for month 13,388 (up 10% from July figure of 12,212) - Total calls since opening - 70,132.
- The major factor influencing achievement of service levels was the significantly higher call volumes received in the last few days of the month. (i.e. 29 August recorded the highest call volumes since the centre became operational with 1017 calls received).
- Average speed of answer for the month was 29 seconds.
- Total Counter transactions for month 4,491 (up 9% from July figure of 4,187) - Total counter transactions since opening - 23,600.
- Average Call Handling Time (AHT) for the month was 432 seconds (up from 424 seconds in July, as CSOs had more complex enquiries around rates and budget).
- Training continues for CSOs in both Finance and Local Laws (staff going out on Field Trip with Local Laws Officer).
- Recommencement of Intranet redevelopment project.

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- Community Grants are currently under assessment by committee following close of submissions.
- Very successful response and attendance to the Council-sponsored Seniors Events which occurred across the region during August.
- CLO Team working closely with the Events Team to ensure better co-ordination and promotion of the recently adopted "Core" events programme.

**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. Antonio

That the Finance and Business Strategy Group Report be received.

**Carried**

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## 9.2 PLANNING AND DEVELOPMENT

### Report from General Manager, Planning and Development Services dated 9 September 2011

#### STRATEGIC LAND USE

- Completed public consultation phase for Draft Regional Planning Scheme.
- Conducted approximately 250 individual appointments and received in excess of 700 public submissions.
- Commenced review of public submissions and preparation of recommended responses for Council consideration.
- Commenced independent assessment of potential economic impacts of Draft Regional Planning Scheme.
- Continued change management processes for implementation of Regional Planning Scheme.
- Submitted responses on behalf of Council to the follow State Government Draft Policy:
  - SEQ Infrastructure Plan
  - Queensland Regionalisation Strategy
  - Sustainable Resource Communities Policy
  - Strategic Cropping Land Policy.
- Completed Draft Toowoomba Regional Council Street Tree Master Plan for public consultation.
- Continued establishment of Toowoomba Regional Enterprise.
- Conducted the Sister Cities Australia Conference in Toowoomba 14 to 17 August 2011.
- Continued preparation for Friendship Group and Business Delegation to Takatsuki in November 2011.
- Appointed Jobs and Skills Development Officer for a 12 month State Government funded contract.
- Established access to Australian Business Register and conducted training for Toowoomba Regional Council internal users.
- Continued to provide assistance to Empire Theatre Toowoomba Regional Arts Centre Complex (TRACC).
- Commenced project planning for Freyling Park land development project.

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- Conducted 29 external and 10 internal appointments with Council's Heritage Advisory Service.
- Commenced Heritage Advisory Service effectiveness survey.

**BUILDING AND COMPLIANCE**

- Compliance requests have increased slightly for this month totalling 73 which is still low compared to 85 for the corresponding month in 2010/2011.
- The cumulative total of compliance requests so far this year is 133 compared to 167 for 2010/2011.
- Development Compliance carried out 374 inspections on separate matters over the last month which is higher than July (305).
- A total of 86 compliance notices were issued compared to 31 for last month which is reflective of the current inspection activity.
- The outstanding headworks charges audit is continuing.
- Fifty-six building approvals were issued across the region by Toowoomba Regional Council (TRC) Certifiers. (Total building approvals by TRC and private certifiers is 240)
- Forty-three detached dwellings and six units were approved.

**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 is occurring with further legal advice being sought regarding implementation requirements.
- Thirty-four new MCU applications were received in the last period with 32 MCU's approved and 7 RAL's issued.
- Eighteen Operational Works approvals were issued.

**CONCLUSION**

Development activity remains steady at comparable levels to those of the preceding months.

**MOTION:**

Moved by Cr. Marks, seconded by Cr. McVeigh

That the Planning and Development Group Report be received.

**Carried**

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### **9.3 ENVIRONMENT AND COMMUNITY SERVICES**

#### **Report from General Manager, Environmental and Community Services dated 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**

- The volunteers from the Art Galleries at Goombungee, Crow's Nest and Toowoomba enjoyed a tour to the Surrealist Exhibition at The Gallery of Modern Art in Brisbane and the last days of the Phillip Fox exhibition at Queensland Art Gallery.
- eAudiobooks are now available, where customers may download recorded books to any mp3 device (such as ipod, kindle). This occurs through Council's website providing a 24x7 service to customers. There are 414 titles in the eAudiobook service.
- Earlier closure of the Toowoomba City Library on Mondays and Tuesdays commenced on Monday, 15 August 2011. There have not been any adverse complaints from the public.

#### **ENVIRONMENTAL HEALTH SERVICES**

- Established after-hours rosters and complaint response standards for the provision of an uniform approach to animal management call-outs across Toowoomba Regional Council.
- A further letter was sent to the Director-General of the Department of Transport and Main Roads to acquire the Department's approval to make local laws. There was continuing negotiations taking place to progress their response during this period.
- A draft over-grown allotment procedure with notices for the new local law has been created.
- Policy development and the facilitation of the development and implementation of local laws, subordinate local laws for Council is now a function of Environmental Health Services. A review of the Policy development timetable and TRC Policy Register commenced in preparation for the submission of a Report to Executive Management Team during September/October.

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## **COMMUNITY SERVICES**

- Multicultural engagement included
  - The 6<sup>th</sup> Annual Toowoomba Languages & Cultural Festival was held at Queen's Park on 14 August 2011. The event was a success with around 12,000 attending for the day experiencing 26 food stalls, 60 display stalls and around 25 market stalls. There were over 300 individual performers who participated. Approximately 46 countries were represented.
- Youth based activities for the period included:
  - Sister Cities - Youth Conference 15-17 August
  - Cultural Diversity Meeting 18 August
  - Seniors Expo 24 August.
- Redevelopment works partly funded through the RLCIP at the Oakey Pool are nearing completion. The official opening will be held on 26 September 2011.
- Round 1 of the Community Support Grants applications 2011/2012 have closed. A total of 36 applications were received. The initial assessment and progression to the evaluation committee is under way.
- Millmerran Indoor Sports Centre new operating hours were introduced on 29 August 2011. Local media has been used to notify the community of changes.
- Demolition works of the workshop at the Drayton and Toowoomba Cemetery have been completed and the slab for the new structure has been poured.
- Regional Cemetery Signage Project - design finalisation has occurred and signs are at production stage.

## **PARKS AND RECREATION SERVICES**

- Work is continuing on the Lake Annand Bridge with the footings now complete. Lake work completed including the rebuilding of walls and ag drains.
- The next "Green Army" program has been approved. The ten participants will be employed for a period of sixteen weeks commencing early 2012. The project will be managed by Parks and Recreation Services with the participants working within the Construction and Maintenance Branch.
- Gardeners were very busy during the month of August, tending to the 164,000 flowering annuals and 16,000 flowering bulbs at Queen's Park, Picnic Point, Laurel Bank Park, Spring Bluff, Tourist Information Centre, Top of the Range, plus numerous other flower beds throughout the City.

The Ramsay Street Nursery prepared an additional 4,000 potted colour for use on Council and community floats for the Carnival Parade as well as a number of displays at various Council buildings including City Hall, City Library and Milne Bay Aquatic Centre.

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The Gardeners did a marvellous job in turning the Mayoral Champagne Breakfast marquee into a dazzling display of floral colour. A big thank you to these staff who worked in cold and wet conditions to ensure the completion of this display. In addition to floral displays, there has also been much work done on lawns, trees and park facilities to ensure the City is looking its best for its biggest weekend of the year.

### **PROPERTY SERVICES**

- The General Instructors Course for approximately 36 SES members continues to be delivered.
- Discussions have been held concerning the setting up of a Local Emergency Co-ordination Sub-Group at Oakey.

### **TOURISM AND EVENTS**

- The Branch has been successful in securing Tourism Queensland Network Grant funding for the "Drive Inland Queensland" project, a joint initiative to promote the four Southern Queensland drive routes - Australia's Country Way, Adventure Way, Great Inland Way and Leichardt Highway.
- Staff and the community have been busy preparing for the Toowoomba Carnival of Flowers' opening weekend focus (September 16-18) which centres on Queen's Park for the Ergon Energy Flower Food and Wine Festival, Heritage Building Society Live Concert Series and Sideshow Alley. A total of 81 entries will participate in the Grand Central Floral Parade, including floats, the Queensland Police Pipe and Drum Band and the Australian Army Band. This year's theme is "Cultivating Experiences". Other attractions for this year's Carnival of Flowers will also include: sideshow alley, complete with musical performances over its three nights and evening fireworks; organised garden tours, parkland entertainment and Pictures in the Park at Laurel Bank Park from September 22 to 24; Biggest Little Lunch for children from 10am to 1pm in Laurel Bank Park on Saturday, September 24; USQ StreetFest from 10am to 4pm on Sunday, September 25; Margaret Street between Neil and Ruthven Streets; and numerous community flower, art and craft exhibitions across the city.

### **CONCLUSION**

The Branches within the Department are performing well.

### **MOTION:**

Moved by Cr. Ramia, seconded by Cr. Scotney

That the Environment and Community Services Group Report be received.

**Carried**

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## **9.4 INFRASTRUCTURE SERVICES**

### **Report from General Manager, Engineering Services dated 9 September 2011**

#### **INTRODUCTION**

The main activities in August have been the progression of the 2011/2012 Capital Works Program including the Fleet replacements, planning for commencement of the NDRRA restoration works as well as continuing with the remaining NDRRA submission compilations.

#### **STRATEGIC PROJECTS**

- Asset Management resources are still supporting compilation of the NDRRA submissions and this will continue now to at least late September.
- Since completion of the Toowoomba Airport extension, Skytrans has conducted a successful trial landing and take-off of a Dash 8-300 for future possible use. Further, feedback from other operators has been very positive, with two hangars being rebuilt to house additional new King Air aircraft now flying out of Toowoomba.
- Regular Passenger Transport (RPT) Feasibility Studies - Toowoomba Airport - Negotiations are continuing with one possible RPT provider.
- Staff Attraction/Retention: A number of strategies are being considered, one of the major ones being ongoing opportunities within Toowoomba Regional Council for people who have participated in the various graduate/technical programs.
- Management of Toowoomba Regional Council gravel pits to service resheeting programs as well as NDRRA projects is continuing. A number of the existing pits to be utilised will exceed current licensing arrangements and approaches may need to be made to Councils Planning Department and also the EPA for approvals. This has implications extending beyond the completion of NDRRA restoration projects in 2013.

#### **CAPITAL WORKS PROGRAM**

##### **North Precinct**

The following projects were substantially completed:

- James Street Footpath, Crows Nest.
- South Street Stormwater drainage, Crows Nest.
- Nukku Road - gravel resheeting.
- Oakey-Cooyar Road construction - continued.
- Jondaryan-Nungil Road project - commenced.

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A Department of Transport and Main Roads project undertaken through a sole invitee arrangement for shoulder widening on the D'Aguiar Highway south of Yarraman was also completed.

### **Central Precinct**

Some of the significant work projects undertaken in the month included:

- Boundary St South, Westbrook - reconstruction has continued.
- Jondaryan-Mt Tyson Rd - reconstruction has continued.
- Margaret Street (Kitchener – Lindsay) - Watermain construction is nearing completion.
- Ball/Gipps Intersection - Roundabout construction was completed.
- Herries/Curzon Street Roundabout construction has commenced.
- Criterium Cycling project - reached a stage where most of the gravel pavement has now been placed.

### **South Precinct**

Construction works this month have been undertaken at:

- Phillips Court, Clifton, new roadworks completed.
- Bourke Street, Clifton, new drainage and road works continued.
- Woodlands Road , Greenmount- Widening completed.
- Hodgsonvale Road, east of the New England Highway - Reconstruction of 1km section has commenced.
- Cecil Plain-Moonie Road, Dunmore, widening work between Waugh and Weir River Roads has continued.

Greater progress with the Capital Works Program is expected over the coming months.

## **RECURRENT WORKS**

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

Agreement has now been reached with the Department of Transport and Main Roads (DTMR) as to works which will be offered to Council on a sole invitee basis for 2011/2012. Some DTMR work completed during the month included shoulder widening work on the D'Aguiar Highway, south of Yarraman. Whilst work is in progress on the Oakey-Cooyar Road, reconstruction and preparatory work for pavement rehabilitation has commenced on the New England Highway north of Crows Nest.

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### **Maintenance Work**

Road maintenance programs have returned to normal activity levels. Significant effort has been expended in some areas in preparation work for the annual reseal program.

### **Flood Events/NDRRA Activations**

Project Management Branch (PMB) has been working with Project Manager Flood Recovery Manager and Group Manager developing the management framework for the delivery of the NDRRA Flood Restoration Projects.

As noted in the report to the Committee of the Council Meeting on 13 and 14 September, meetings have been held with the Queensland Reconstruction Authority (QRA) to examine the status of where Council is at in implementing its restoration program and to undertake a sample audit inspection of the 22 approved projects.

The Projects Team is currently compiling the scope of works briefs and engagement arrangements for the local consulting engineers to undertake the designs and contract preparation of these projects. Under a separable portion, the consultants will also be invited to provide a price to undertake the contract management of these projects on behalf of Council. It is proposed to reduce the number of consultants to be engaged for these works to improve the management and achieve value for money in delivery.

The overall flood recovery management model for the delivery of this project is still developing as per this month's Committee of Council report.

### **QUALITY SYSTEMS**

As part of the preparation for the DTMR Quality Audit which is to be undertaken in early September, quality record compilations and reviews have proceeded, particularly relating to design activities, traffic management and workplace health and safety matters.

### **PROJECT MANAGEMENT**

The focus in August has been NDRRA works.

- Preliminary work is continuing on the legal framework for contracts and projects management. It is intended to establish a service provider to assist with development and legal review of Project Documentation and Contracts in liaison with Water and Waste Services
- Tenders were also called in August for the asphalt overlay for Toowoomba Airport.

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**FLEET**

The fleet replacement program is well underway with purchase orders totalling near to \$3.4 million issued for the month. There was a continuation of the project which is determining fleet allocations by customer for the various plant items located in the districts, as well as initiatives regarding plant fuelling and servicing for some of the remotely operated fleet.

**MOTION:**

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

That the Infrastructure Services Group Report be received.

**Carried**

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## 9.5 WATER AND WASTE SERVICES

### Report from General Manager, Water and Waste Services dated 12 September 2011

#### WATER OPERATIONS

##### Water Operations

- Toowoomba Water Supply System Production (FYTD as at 2 September 2011)

	Dams	Toowoomba Basalts Bores	GAB Bores (including Hampton Irrigators)	Total Bores	Total	Wivenhoe Pipeline
Production (ML)	1068	502	101	603	1671	0
% Total Production	63.9	30.0	6.1	36.1	100.0	

- 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 offtake 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.
- Wivenhoe pipeline last operated 5/12/2010. It is anticipated that there will be 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: **137 l/p/d.**
- Water Quality Compliance**

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

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

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

August 2011:

- Hampton WTP treated water residual chlorine exceeded ADWG health based guideline for a short time on 5/8/11 due to a chlorine dosing pump malfunction. The pump was shut down and repairs undertaken immediately. Hampton distribution system was flushed to remove high chlorine water.
- 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.
- The Toowoomba Regional Council Drinking Water Quality Management Plan (DWQMP) Stage 1, (Toowoomba Water Supply System) was approved by DERM on 29 June 2011. Work on the Stage 2 DWQMP, addressing non-Toowoomba water supply systems, is proceeding in accordance with the DERM approved timetable.

**Wastewater Operations**

- Wetalla WRF (August 2011)

Volume Treated (ML)	Volume Recycled Millmerran (ML)	Volume Recycled NAC (ML)	% Recycled	Biosolids Produced (t)	Biosolids Beneficial Reuse (t)	% Beneficial Reuse	Environmental Incidents
615	20.1	0.41	3.3	1150	1150 (est)	100	Nil

- Wetalla AWTP (August 2011)

Volume Treated (ML)	Volume Recycled (ML)	% AWTP Recycled	Environmental Incidents
227	0.41	0.2	Nil

- NAC recycled water take increased from 6.6 ML in February to a peak of 126 ML in July. However, minimal pumping was undertaken in August. NAC's current monthly target remains at 125 ML.
- Council is currently experiencing minimal recycled water demand from Millmerran Power and New Wave Leathers.

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- **Effluent Quality Compliance**

Exceedences discharge licence limits

Service Centre	August 2011
Clifton	Clifton WRF BOD: Licence maximum 60 mg/L. Last sample 65 mg/L. Licence 85%ile <20mg/L. 58 mg/L as of last sample. Clifton WRF SS: Licence maximum 90 mg/L Licence 50%ile <30mg/L. 179 mg/L as of last sample. Clifton WRF DO: Licence minimum 2 mg/L. Last sample 0.8 mg/L.
Crows Nest	Crows Nest CED Thermotolerant Coliforms: Licence <10 cfu/100 mL median, 4 of 5 <20 cfu/100 mL Last sample 50/20/20/30/30 cfu/100 mL. Crows Nest CED pH: Licence 6.5 – 9.0. 2 of 6 results >9.0. Highfields WRF: Nil
Greenmount	Wyreema WRF Total P: Licence <3mg/L All recent results exceed.
Goombungee/Yarraman	Yarraman WTP: Nil Yarraman WRF: Nil
Millmerran	Millmerran WRF: Nil Cecil Plains WRF: Nil
Oakey	Oakey WRF BOD: Licence: 85%ile <15 mg/L. Currently 48 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: All recent results exceed.
Toowoomba	Wetalla WRF Total P: Licence 3mg/L max. Four exceedances in August. Wetalla WRF Total N 50%ile <5.0 mg/L. Currently 5.1 for last 12 months.

- Oakey WRF - Inundated during January flood event. Temporary repairs have been completed and the plant is currently achieving close to pre-flood performance.
- Wetalla WRF non-compliance due to process disruption following January 2011 floods. CH2M-Hill (plant designer) has been engaged to identify and rectify causes.

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- 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 WRFs. Focus is on plants not to be decommissioned in short term and subject to unrealistic discharge limits.

### **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.
- Council to be briefed on TWEMP implementation progress.

### **WATER PROJECT SERVICES**

#### **Cambooya and Greenmount Water Reservoir Projects**

- Construction of additional water supply reservoirs in Cambooya (1.50ML) and Greenmount (0.80ML) is complete with the contractor having rectified a number of construction defects. Connection of the reservoirs into the respective water supply systems is in progress, and commissioning will be completed during September.

#### **Highfields Water Supply Project**

- The route of the Mt Kynoch Water Treatment Plant to Highfields trunk water main generally follows the alignment of the Cooby, Perseverance and Cressbrook raw water mains within existing easements and road reserves, with connection to a trunk water main near the Mitchell Road / New England Highway intersection. Council's engineering consultant completed survey work with geotechnical investigations and detailed design to commence in the near future. A tender

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closing early September has been invited for the supply of the DN375 pipe for the project.

**Millmerran Water Supply Bores Projects**

- Installation of replacement pumping equipment and switchboards at Bores #5 and #6 (Condamine aquifer) is in progress with the installations to be commissioned during September.

**Water Main Projects**

- Replacement of the Margaret Street water main from Kitchener Street to Mackenzie Street is in progress. Other projects in the 2011/12 program are in investigation/planning/survey/design phases.

**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.

During the tender phase responses to tenderers' requests for information have been addressed.

**Cressbrook Dam and Cooby Dam Spillway Upgrade Projects**

- Council's preliminary design consultants continue to undertake planning and investigation tasks associated with the project including environmental assessments, on-site sourcing of construction materials, preparation of a submission to the Australian Government Department of Sustainability, Environment, Water, Population and Communities for determination as to whether the projects are "controlled actions" under the Environmental Protection and Biodiversity Conservation Act, and reviewing the Acceptable Flood Capacity assessments.

A transaction advisor has been engaged to provide specialist project delivery advice relating to the project delivery model to be utilised and advice during the tendering phase.

A cultural heritage consultant has also been engaged to provide specialist advice relating to cultural heritage matters as part of pre-construction tasks.

Documentation for the procurement of specialist consultancy services for the detailed design and documentation of the project works using the Expressions of Interest process is in progress.

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## **WATER INFRASTRUCTURE SERVICES**

- **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.

Scheduled Trunk Water Main maintenance for the month has been completed.

Emergent repairs to flood damaged civil water and sewer infrastructure within Toowoomba and other flood affected areas in the region is approaching completion, restoration works are being held awaiting funding approval through QRA.

Mains flushing is continuing in the Highfields area to deal with dirty water complaints as they occur. This practice will need to be maintained until 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.

Westbrook inspections completed and analysis of results is underway.

Smoke testing the Pittsworth sewerage network has commenced.

Condition Assessment/ Reviewing CCTV results of Oakey Sewerage Network is completed and identified areas listed for relining.

Priorities for the sewer relining programme pipe selection is ongoing.

- **Mechanical / Electrical / Communication Infrastructure**

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.

- **Flood Repair Funding**

The majority of emergent works have been finalised and passed on to Council's coordinating group for submission to the Queensland Reconstruction Authority for funding consideration.

Restoration works plans and budgets have been completed and supplied to the Council's Coordinating Group for submission to QRA.

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

- **Water Demand Management**

Continued with the provision of Waterwise Education activities with School and community groups. Participated in activities during Senior's Expo with a high amount of interest shown in water conservation and water pricing.

Facilitated theatre workshops at the Drayton and Clifton Primary Schools and the Wilsonton High School. These schools will produce water based performances during the National Water week in October.

Assisted the Parks and Recreation Branch with the review of their Water Conservation Plan.

Discussion continued with the Waste Management Branch to determine Waste education and awareness programs. Work commenced on Waste education activities included the updating of the Knowledge Base, website menus and proposed material and arrangements for tours and visits to waste facility. A tour of the Bedford Street waste facility and the J.J. Richards Materials Recovery Facility (MRF) was undertaken by the Demand Management group to gain an appreciation of the activities undertaken.

- **EMS Co-ordination**

Continued with the facilitation of programs to address ISO 14001 gaps identified in the external benchmark audit report. Pre-certification audits of the Water and Waste Services Group's Environmental Management System were undertaken by the external auditor during the week commencing 15 August. Following the receipt of the audit report, further programs will be developed in order to address any non-conformances identified.

Completed and submitted statutory reporting requirements for the Queensland Point Source Database and continued with the compilation of National Pollutant Inventory (NPI) data and reports.

Completed the Annual Return for all sewerage and water treatment plant ERA's across the Region. This was the first amalgamated return for all of Council's Water and Wastewater Operations.

Internal Audits continue to be undertaken in accordance with the approved Environmental Audit schedule.

General Environmental Awareness Training was undertaken in 3 Sessions for 13 Staff across all areas of TRC.

Liaised with DERM regarding issues with Landfill Emission Estimation Technique in preparedness of a report that is due to be submitted by the end of September.

- **Quality/HACCP Co-ordination**

A comprehensive revision of the Water & Waste Services Group third party certified management system structure and documentation is in progress.

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Revisions are in progress for the Water & Waste Services Group quality documentation.

The 2011/12 internal audit Quality Assurance and HACCP schedules have been implemented and internal audits have commenced.

- **Performance Reporting Co-ordination**

Daily reporting to the Bureau of Meteorology (BoM) continued. Data collection commenced for the 2010/11 Bureau of Meteorology (BoM) Annual Report.

## **WASTE SERVICES**

- **Operational Review Waste Services**

The operational review undertaken by Morisson Low Consultants Pty Ltd has been impacted by recent outcomes from workshops conducted with Councillors such as which sites will be staffed, restricted to municipal solid waste or closed and staffing arrangements and opening hours for staffed waste facilities. Progress towards the development of the structure for the Waste Management Services Branch is almost complete and will be the subject of a report to Council in September 2011.

- **State Waste Disposal Levy**

Council officers commenced work on developing a submission to the Queensland Parliament's Environment, Agriculture, Resources and Energy Committee (EAREC) in relation to the Waste Reduction and Recycling Bill 2011.

- **Bedford Street Landfill Expansion Project**

Council officers and representatives from Aurecon Australia Pty Ltd (Council's Consultant) met with DERM officers on 11 August 2011 to discuss the outcomes of Planning, Environmental and Engineering Scoping Study and Geotechnical Assessment for the Bedford Street Landfill Expansion Project conducted by Aurecon. The response from DERM was positive however further work is required before committing to submission of the DA / MCOU.

- **DERM Compliance Inspections (Apr 2011)**

DERM officers have requested a meeting with Council officers to discuss progress on issues raised during their compliance inspections. The meeting is yet to be scheduled.

The Phase 2 Hydrogeological Assessment conducted by AECOM Australia at five sites, Oakey Landfill (closed), Charlton, Jondaryan, Bowenville and Geham, has been completed. Outcomes vary between sites. AECOM has recommended that monitoring bores be installed at several sites while significant rectification works is required at the site of the old Crows Nest Landfill.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CITY HALL,  
541 RUTHVEN STREET, TOOWOOMBA  
ON TUESDAY, 20 SEPTEMBER 2011 AT 9.02 A.M.**

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**MOTION:**

Moved by Cr. Scotney, seconded by Cr. McVeigh

That the Water and Waste Services Group Report be received.

**Carried**

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CITY HALL,  
541 RUTHVEN STREET, TOOWOOMBA  
ON TUESDAY, 20 SEPTEMBER 2011 AT 9.02 A.M.**

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**10.0 GENERAL BUSINESS**

No matters were raised.

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CITY HALL,  
541 RUTHVEN STREET, TOOWOOMBA  
ON TUESDAY, 20 SEPTEMBER 2011 AT 9.02 A.M.

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11.0 CLOSING AND OPENING OF MEETING TO THE PUBLIC

**CLOSING OF MEETING TO THE PUBLIC**

**MOTION:**

Moved by Cr. McVeigh, seconded by Cr. Antonio

That the meeting be closed to the public in accordance with Section 72(1) of the Local Government (Operations) Regulation 2010 to consider the following three items on the agenda:

- (a) **Item 12.0**  
**CONFIDENTIAL - Release of Incomplete Flood Mapping Data**

**Reason for Closed Meeting**

To discuss a matter which would be likely to prejudice the interests of Council or someone else, or enable a person to gain a financial advantage (Section 72(1) (h) of the Local Government (Operations) Regulation 2010).

- (b) **Item 13.0**  
**CONFIDENTIAL - Toowoomba Wastewater Infrastructure Projects - Construction Tender Assessment**

**Reason for Closed Meeting**

To discuss a matter involving a contract proposed to be made by Council (Section 72(1) (e) of the Local Government (Operations) Regulation 2010).

- (c) **Item 14.0**  
**CONFIDENTIAL - Wivenhoe to Cressbrook Pipeline Flood Damage Restoration Work**

**Reason for Closed Meeting**

To discuss a matter involving a contract made by Council (Section 72(1) (e) of the Local Government (Operations) Regulation 2010).

**Carried**

**The Meeting was closed to the public at 9.51 a.m.**

- Item 13.0**  
**CONFIDENTIAL - Toowoomba Wastewater Infrastructure Projects - Construction Tender Assessment**

**DECLARATION OF MATERIAL PERSONAL INTEREST**

Councillor Glasheen declared a material person interest in Item 13.0 as she holds shares in one of the companies mentioned in the confidential report under discussion. Councillor Glasheen left the meeting at 10.09 a.m. for discussion on Item 13.0

Councillor Glasheen returned to the meeting at 10.17 a.m.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CITY HALL,  
541 RUTHVEN STREET, TOOWOOMBA  
ON TUESDAY, 20 SEPTEMBER 2011 AT 9.02 A.M.**

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**OPENING OF MEETING TO THE PUBLIC**

**MOTION:**

Moved by Cr. Williams, seconded by Cr. McVeigh

That the meeting be opened to the public.

**Carried**

**The Meeting was opened to the public at 10.41 a.m.**

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CITY HALL,  
541 RUTHVEN STREET, TOOWOOMBA  
ON TUESDAY, 20 SEPTEMBER 2011 AT 9.02 A.M.

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12.0 **CONFIDENTIAL - RELEASE OF INCOMPLETE FLOOD MAPPING DATA**

The following motion arising from the confidential report/closed meeting session was put without discussion or debate.

**MOTION:**

Moved by Cr. Marks, seconded by Cr. Antonio

That the confidential report on the release of incomplete flood mapping data dated 4 August 2011 and the confidential addendum report dated 19 September 2011 be noted and the matters raised therein form the basis of a further report to Council, in October 2011, which responds to the flood plains mapping initiatives released by the State Government for public comment, closing 11 November 2011.

**Carried**

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
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13.0 **CONFIDENTIAL - TOOWOOMBA WASTEWATER INFRASTRUCTURE  
PROJECTS - CONSTRUCTION TENDER ASSESSMENT**

**DECLARATION OF MATERIAL PERSONAL INTEREST**

Councillor Glasheen declared a material person interest in Item 13.0 as she holds shares in one of the companies mentioned in the confidential report under consideration. Councillor Glasheen left the meeting at 10.42 a.m.

The following motion arising from the confidential report/closed meeting session was put without discussion or debate.

**MOTION:**

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

1. That Contract WT11-10/11, Toowoomba Wastewater Infrastructure Projects construction contract, be awarded to the joint venture of Monadelphous Engineering Pty Ltd and Transfield Services Australia Pty Ltd, for a contract sum of \$47,175,849, exclusive of GST.
2. That Council note the proposed budget allocations for 2012/2013 for this project.

**Carried**

Councillor Glasheen returned to the meeting at 10.43 a.m.

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CITY HALL,  
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ON TUESDAY, 20 SEPTEMBER 2011 AT 9.02 A.M.

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14.0 **CONFIDENTIAL - WIVENHOE TO CRESSBROOK PIPELINE FLOOD DAMAGE RESTORATION WORK**

The following motion arising from the confidential report/closed meeting session was put without discussion or debate.

**MOTION:**

Moved by Cr. Marks, seconded by Cr. Cahill

That the Chief Executive Officer and/or his delegate (General Manager, Water and Waste Services) be authorised to negotiate with the signatories of the Pipeline Sale Agreement to determine options for Toowoomba Regional Council to rectify flood damage in the Cressbrook Creek gorge section of the Wivenhoe to Cressbrook pipeline, as a contractor to LinkWater Projects, noting that extended periods of flow in Cressbrook Creek and the potential for further flows this summer could delay restoration works.

**Carried**

Meeting concluded: 10.45 a.m.

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**CHAIRPERSON**