



# **Toowoomba Regional Council**

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

**held on**

**23 November 2011**

<p style="text-align: center;"><b>MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL</b></p>
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**WEDNESDAY, 23 NOVEMBER 2011**

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TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GREENMOUNT SERVICE CENTRE,  
54 HODGSON STREET, GREENMOUNT  
ON WEDNESDAY, 23 NOVEMBER 2011 AT 9.02 A.M.**

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

**APOLOGY:** Councillor W.W. Cahill

**IN ATTENDANCE:** 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 9.02 a.m.

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

2.1 All Councillors were present at the commencement of the Meeting with the exception of Councillor Cahill who was an apology.

Councillor Glasheen left the Meeting at 9.40 a.m. during debate on Item 6.3.

Councillor McVeigh left the Meeting at 10.30 a.m. at the conclusion of discussion on Item 10.1.

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**3.0 CONFIRMATION OF MINUTES**

**3.1 Ordinary Meeting of Council - 18 October 2011**

**MOTION:**

Moved by Cr. Strohfeld, seconded by Cr. Glasheen

That the Minutes of the Ordinary Meeting of Council dated 18 October 2011 be confirmed.

**Carried**

**3.2 Special Meeting of Council - 25 October 2011**

**MOTION:**

Moved by Cr. Glasheen, seconded by Cr. Scotney

That the Minutes of the Special Meeting of Council dated 25 October 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 15 and 16 November 2011 was submitted.**

**MOTION:**

Moved by Cr. Marks, seconded by Cr. Williams

That the Report of the Committee of the Council dated 15 and 16 November 2011 be received and, with the exception of Items 2, 6, 14, 15 and 16 the recommendations therein be adopted.

**Carried**

**6.2 ITEM 15  
THE PROCESS TO ADOPT THE MODEL LOCAL LAWS AND MAKE THE  
PROPOSED SUBORDINATE LOCAL LAWS FOR THE TOOWOOMBA REGIONAL  
COUNCIL AREA**

**MOTION:**

Moved by Cr. Glasheen, seconded by Cr. Antonio

1. That Council resolves to proceed no further in making Local Law (Repealing) Local Law (No. 1) 2011.
2. That Council resolves to adopt the recommendations in the Public Interest Test Reports entitled:
  - (a) Public Interest Test Report Local Law No. 1 (Administration) 2011 and various Subordinate Local Laws; and
  - (b) Public Interest Test Report Local Law No. 2 (Animal Management) 2011 and various Subordinate Local Laws; and
  - (c) Public Interest Test Report Local Law No. 3 (Community and Environmental Management) 2011 and Subordinate Local Law No. 3 (Community and Environmental Management) 2011.
3. That Council resolves that:
  - (i) Local Law No. 1 (Administration) 2011, Sections 6, 9(1) and (2), 10, 11, 14, 15, 16 and 18;
  - (ii) Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011, Sections 5(2), (5), (6) and (7) and 6;
  - (iii) Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011, Sections 5(2), (5), (6) and (7) and 6;
  - (iv) Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2011 Sections 5(2), (5), (6) and (7) and 6;

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- (v) Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011, Sections 5(2), (5), (6) and (7) and 6;
- (vi) Subordinate Local Law No. 1.9 (Operation of Cemeteries) 2011, Sections 5(2), (5), (6) and (7) and 6;
- (vii) Subordinate Local Law No. 1.10 (Operation of Public Swimming Pools) 2011, Sections 5(2), (5), (6) and (7) and 6;
- (viii) Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011, Sections 5(2), (5), (6) and (7) and 6;
- (ix) Local Law No. 2 (Animal Management) 2011, Sections 5(1), 6(1), 8 and 42;
- (x) Subordinate Local Law No. 2 (Animal Management) 2011, Sections 5, 6, 8 and 19;
- (xi) Subordinate Local Law No. 1.5 (Keeping of Animals) 2011, Sections 5(2), (5), (6) and (7) and 6;
- (xii) Local Law No. 3 (Community and Environmental Management) 2011, Sections 10(1), 11, 12(1) and (2), 13(1) and (2), 14(2), 15(3) and (4), 16(2), 19(2), 20(2) and 21(2);
- (xiii) Subordinate Local Law No. 3 (Community and Environmental Management) 2011, Sections 5, 7(2), 10 and 11;

as provisions of the Model Local Laws and proposed Subordinate Local Laws:

- (a) are anti-competitive provisions as identified in the Public Interest Test Plans; and
- (b) should be retained in the public interest as identified in the above stated Public Interest Test Reports; and
- (c) be retained in the public interest.

4. That, in respect of the Model Local Laws, Council resolves:

- (a) To adopt the Model Local Law No. 1 (Administration) 2010 to commence on 1 January 2012. The Model Local Law No. 1 (Administration) 2010 so adopted will be entitled Toowoomba Regional Council Local Law No. 1 (Administration) 2011.
- (b) To adopt Model Local Law No. 2 (Animal Management) 2010 to commence on 1 January 2012. The Model Local Law No. 2 (Animal Management) 2010 so adopted will be entitled Toowoomba Regional Council Local Law No. 2 (Animal Management) 2011.
- (c) To adopt Model Local Law No. 3 (Community and Environmental Management) 2010 to commence on 1 January 2012. The Model Local Law No. 3 (Community and Environmental Management) 2010

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so adopted will be entitled Toowoomba Regional Council Local Law No. 3 (Community and Environmental Management) 2011.

- (d) To adopt Model Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2010 to commence on 1 January 2012. The Model Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2010 so adopted will be entitled Toowoomba Regional Council Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011.
  - (e) To adopt Model Local Law No. 5 (Parking) 2010 to commence on 1 January 2012. The Model Local Law No. 5 (Parking) 2010 so adopted will be entitled Toowoomba Regional Council Local Law No. 5 (Parking) 2011.
5. That Council resolves to make the proposed Subordinate Local Laws as listed in Attachment A and copies attached and that have been amended from the respective advertised proposed Subordinate Local Laws, to commence on 1 January 2012.
6. That, subject to Council resolving to adopt the proposed model local laws and make the proposed subordinate local laws, and the model local laws and subordinate local laws coming into effect on 1 January 2012, Council resolves to:
- (a) prepare an amending subordinate local law to omit map 18 (the off-leash area at Clifton Recreation Reserve) of Subordinate Local Law No. 2 (Animal Management) 2011, and insert instead the version of map 18 which identifies the larger off-leash area at Clifton Recreation Reserve which forms part of this report to Council; and
  - (b) propose to make the amending subordinate local law in accordance with the local law making process previously adopted by resolution of Council; and
  - (c) submit the proposed amending subordinate local law to public consultation in accordance with the requirements of the local law making process previously adopted by resolution of Council.

**Carried**

**6.3 ITEM 6  
DRAFT TOowoomba REGIONAL PLANNING SCHEME - CONSIDERATION OF  
SUBMISSIONS**

**MOTION:**

Moved by Cr. Marks, seconded by Cr. McVeigh

1. That, having reviewed the proposed changes to the exhibited planning scheme in accordance with *Statutory Guideline 02/09 Making and amending local planning instruments*, Part 1 Section 7.5, Council is satisfied that the changes would not result in the proposed planning scheme being significantly different to the version released for public consultation.

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2. That Council adopt the recommendations provided in the attachment *Draft Toowoomba Regional Planning Scheme - Consideration of Submissions, November 2011* as its response to the issues raised in the properly made submissions addressed in that document.
3. That, in addition to the changes identified in Recommendation 2, the draft *Toowoomba Regional Planning Scheme* be amended to delete PO2(a) from Table 8.4.1:1.
4. That the draft *Toowoomba Regional Planning Scheme* endorsed by Council on 25 October 2011 be modified to incorporate the changes adopted under Recommendations 2 and 3.
5. That the amended draft *Toowoomba Regional Planning Scheme* be endorsed and the Minister for Local Government and Planning advised of the changes made.

**At the request of the Mover and Seconder and with the consent of the Council,  
the Motion was withdrawn**

**ITEM 6**

**DRAFT TOOWOOMBA REGIONAL PLANNING SCHEME - CONSIDERATION OF  
SUBMISSIONS**

**MOTION:**

Moved by Cr. Glasheen, seconded by Cr. Strohfeld

1. That, having reviewed the proposed changes to the exhibited planning scheme in accordance with *Statutory Guideline 02/09 Making and amending local planning instruments*, Part 1 Section 7.5, Council is satisfied that the changes would not result in the proposed planning scheme being significantly different to the version released for public consultation.
2. That Council adopt the recommendations provided in the attachment *Draft Toowoomba Regional Planning Scheme - Consideration of Submissions, November 2011* as its response to the issues raised in the properly made submissions addressed in that document.
3. That the draft *Toowoomba Regional Planning Scheme* endorsed by Council on 25 October 2011 be modified to incorporate the changes adopted under Recommendation 2.
4. That the amended draft *Toowoomba Regional Planning Scheme* be endorsed and the Minister for Local Government and Planning advised of the changes made.

**Carried**

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**MOTION:**

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

That a report be prepared for consideration by Council in January 2012 on the prudent fiduciary risks to Council of amending the Toowoomba Regional Planning Scheme to permit development within 100 metres of a high pressure gas pipeline.

**Carried**

**6.4 ITEM 14  
PROPOSED RELOCATION OF TOOWOOMBA SES HEADQUARTERS TO  
FORMER TAFE SITE**

**MOTION:**

Moved by Cr. Marks, seconded by Cr. Ramia

1. That Council approve the relocation of the SES Toowoomba facility, for the medium term, to the ground and first floors of K Black in the former TAFE site at 1 Julia Street, Toowoomba.
2. That planned capital works for the Goombungee SES facility scheduled during 2011/2012 be deferred for consideration in the 2012/2013 budget process.

**At the request of the Mover and Seconder and with the consent of the Council,  
the Motion was withdrawn**

**MOTION:**

Moved by Cr. Marks, seconded by Cr. Ramia

1. That Council approve the relocation of the SES Toowoomba facility to the ground and first floors of K Black in the former TAFE site at 1 Julia Street, Toowoomba, for a period of two years.
2. That planned capital works for the Goombungee SES facility scheduled during 2011/2012 be deferred for consideration in the 2012/2013 budget process.

**Carried**

**Councillor Glasheen left the Meeting at 9.40 a.m. during debate on Item 14.**

**MOTION:**

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

That an information session for Councillors be held in January 2012 for the purpose of formulating the future direction for the strategic plan to determine the use of the Council-owned property on the corner of Hume and Julia Streets, Toowoomba (former TAFE site).

**Carried**

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**6.5 ITEM 16  
CORPORATE SYSTEM IMPROVEMENT PROJECT**

**MOTION:**

Moved by Cr. Williams, seconded by Cr. Marks

1. That Council note the contents of the report and that Council officers will continue to progress the initiative as described, specifically that Council will:
  - (a) Procure and implement a revised solution for strategic financial and people management over the next 24 months, noting that the solution will be determined through a procurement process that will consider incumbent and alternative providers;
  - (b) Procure and implement a strategic asset management solution over the next 24 months;
  - (c) Examine all possible business delivery models of an integrated ERP solution including traditional in-house maintained software as service or "cloud" solutions.
2. That the General Manager, Finance and Business Strategy prepare an immediate report to Council which considers options for ERP project delivery and governance structures.

**Carried**

**6.6 ITEM 2  
CONFIDENTIAL - CITY CENTRE MASTER PLAN - COUNCIL LAND**

**CLOSING OF MEETING TO THE PUBLIC**

**MOTION:**

Moved by Cr. Ramia, 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 discuss a matter for which a public discussion 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).

**Carried**

The meeting was closed to the public at 10.04 a.m.

**OPENING OF MEETING TO THE PUBLIC**

**MOTION:**

Moved by Cr. Marks, seconded by Cr. Antonio

That the meeting be opened to the public.

**Carried**

The meeting was opened to the public at 10.16 a.m.

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**MOTION:**

Moved by Cr. Marks, seconded by Cr. Strohfeld

1. That the Mayor and the Chief Executive Officer jointly be authorised to enter into contracts with Queensland Investment Corporation Limited (QIC) for the sale of:
  - Part of lot 1186 on AG4210;
  - Lot 1 on RP850888;
  - Lots 6 and 7 on RP82044; and
  - Lot 5 on RP82043

The sale price for the aforementioned land to include a payment of \$8,000,000 and transfer to Toowoomba Regional Council of Lots 2 and 5 on RP16281, Lot 1 on RP169505, Lot 132 on SP220259, Lots 2-9 on RP16308, Lots 33-35 on RP214087

2. That Toowoomba Regional Council enter a Special Rates agreement with QIC for a period of 10 years over and above the applicable General Rates.
3. That the Execution of the contracts be subject to finalisation of agreement on timing, price escalation and deposit arrangements to the satisfaction of the Chief Executive Officer in consultation with Council's solicitors.

**Carried**

**Councillor Ramia requested that his vote against the motion be recorded.**

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7.0 **REQUEST TO HOLD SPECIAL MEETINGS OF COUNCIL TO CONSIDER -**

- (A) **THE DRAFT 2010/2011 ANNUAL REPORT**
- (B) **COUNCIL'S RESPONSE TO SECOND STATE INTEREST REVIEW IN RELATION TO THE TOOWOOMBA REGIONAL PLANNING SCHEME**

**Co-ordinator, Council Business (Angela O'Neil) - 17 November 2011**

(A) **DRAFT 2010/2011 ANNUAL REPORT**

In accordance with Section 108 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, Council must adopt an Annual Report before 30 November each year. Amongst other things, a local government's annual report must contain:

- the general purpose financial statement;
- the auditor-general's audit report; and
- an assessment of its performance in implementing the Corporate and Operational Plans.

It is anticipated that the audited financial statements will be certified on or before 25 November 2011 by Council's external auditor WHK as delegate of the Queensland Auditor-General. The timing of account certification means that it is not possible to present the draft 2010/2011 Annual Report to Council for consideration at its Ordinary Meeting in November. Consequently, it is recommended that a Special Meeting of Council be held prior to the 30 November to provide Council an opportunity to adopt the draft Annual Report in accordance with legislative requirements.

The recommended date for the Special Meeting is **29 November 2011**.

(B) **TOOWOOMBA REGIONAL PLANNING SCHEME - COUNCIL'S RESPONSE TO SECOND STATE INTEREST REVIEW**

The draft *Toowoomba Regional Planning Scheme* is currently being reviewed by the State Government to determine whether changes made to the scheme following public exhibition are consistent with State Policy. That review is expected to be completed by 14 December 2011.

Council must consider any issues raised by the State and advise the Minister for Planning how it proposes to address them. The Minister will consider Council's response in determining whether approval will be granted for Council to adopt the planning scheme. It is desirable that Council consider State interest issues earlier than the scheduled Ordinary Meeting of Council on 24 January 2012.

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It is therefore recommended that a Special Meeting of Council be held on **20 December 2011** to consider the State's response to the review of the planning scheme.

**RECOMMENDATION**

1. That a Special Meeting of Council be held on Tuesday, 29 November 2011 commencing at 1.00 p.m. for the purpose of considering the Draft 2010/2011 Annual Report.
2. That a Special Meeting of Council be held on Tuesday, 20 December 2011 commencing at 9.30 a.m. for the purpose of considering the State's response to the review of the Toowoomba Regional Planning Scheme.

**MOTION:**

Moved by Cr. McVeigh, seconded by Cr. Scotney

1. That a Special Meeting of Council be held on Tuesday, 29 November 2011 commencing at 1.00 p.m. for the purpose of considering the Draft 2010/2011 Annual Report.
2. That a Special Meeting of Council be held on Tuesday, 20 December 2011 commencing at 9.30 a.m. for the purpose of considering the State's response to the review of the Toowoomba Regional Planning Scheme.

**Carried**

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8.0 **2011/2012 SEPTEMBER QUARTERLY BUDGET REVIEW**

**General Manager, Finance and Business Strategy Group (Arun Pratap) - 18 November 2011**

**PURPOSE OF REPORT**

To present Council with the revised 2011/2012 budget, including the September budget review amendments.

**BACKGROUND**

Section 100(4) of the *Local Government (Finance, Plans and Reporting) Regulation 2010* provides an opportunity to amend the budget at any time before the end of the financial year.

The revised budget includes requests and adjustments for the period ended 30 September 2011.

**CONSULTATION UNDERTAKEN**

A detailed briefing was provided to Councillors on 17 November 2011.

**ISSUES AND RESPONSES**

The revised budget financial statements are attached. A summary of the requests included in these statements is provided below:

**SEPTEMBER BUDGET REVIEW**

**OPERATING INCOME AND EXPENDITURE**

Operational Requests	
Income - Increase	\$3,339,000
Expenditure - Increase	<u>\$6,629,273</u>
Net Operating Result - Surplus/(Deficit)	(\$3,290,273)
Capital Requests	
Income - Grants/Contributions	\$39,354
Increase	\$77,081
<b>Total Net Result - Surplus/(Deficit)</b>	<b>(\$3,328,000)</b>

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This result had the following impacts on Council's reserves:

Transfers to/from Reserve - Constrained Works Reserve	\$2,441,000
Transfers to/from Reserve - Special Purpose Review	\$180,000
Transfers to/from Reserve - Future Works Reserve	\$222,500
Transfers to/from Reserve - Wastewater Reserve	\$484,500
<b>Funding Increase</b>	<b><u>(\$3,328,000)</u></b>

That is, the proposed adjustments will increase Council's anticipated deficit for the 2011/2012 financial year from \$2,608,019 to \$5,898,292. This is to be funded from reserves. It includes \$2,441,000 that was allocated for the Planning Scheme project in previous years and is required to finalise this project. The balance of \$887,000 is an increase in Council's underlying deficit. Whilst it is a relatively small amount in comparison to Council's total budget, the trend is contrary to Council's intent to return to a balanced operating budget position by 2013/2014.

#### RECOMMENDATION

That the 2011/2012 Amended Budget be adopted.

#### MOTION:

Moved by Cr. Scotney, seconded by Cr. Marks

That the 2011/2012 Amended Budget be adopted.

**Carried**

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9.0 **MONTHLY PERFORMANCE STATEMENT AS AT 31 OCTOBER 2011**

**General Manager, Finance and Business Strategy (Arun Pratap) - 7 November 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**

**OCTOBER IMPLICATIONS**

- The first levy for water was issued on the 28 October 2011 with a due date of 29 November 2011.

**PREVIOUSLY REPORTED IMPLICATIONS**

The 2011/2012 budget was adopted on the 19 August 2011.

- Construction and Maintenance Private Works operational expenditure has outlaid 92% of annual budget in three months. This is specifically the result of increased activities on Department of Main Roads infrastructure flood restoration works. The impact of this has been reflected in submissions to the September Budget Review.
- NDRRA funding and capital expenditure awaiting approval of Council's submission.
- The first levy for general rates was issued on the 25 August 2011 with a due date of 27 September 2011.

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**Operating Income - overall below YTD budget expectations by \$1,943,172 or 2%**

*Interest Received (exceeds budget by \$365,848 or 15%)*

- Interest at call received extra income than expected (\$411,601).

*Grants, Subsidies, Contributions and Donations (below budget by \$1,233,414 or 21%)*

- Predominantly NDRRA Flood Damage subsidies to be received.

**Operating Expenses - overall exceeds pro-rata YTD budget by \$795,545 or 1%**

*Labour Costs (below budget by \$1,971,151 or 6%)*

- Vacancies and minor project work in Roads, Waste Management, Mechanical Trade Services, Property Trade Services, Transport and Drainage etc.
- Note that unspent labour costs may be absorbed by back-dating wage increases, pending the outcome of EBA negotiations.

*Materials, Services and Other Expenditure (exceeds budget by \$3,263,550 or 9%)*

As reported previously in August and September, the following services reflect expenditure greater than the pro-rata annual budget estimates however, these matters have been addressed in submissions to the September Quarterly Budget Review.

- Road Maintenance Performance Contract expenses (\$3,800,914).
- Main Roads Contracts (\$396,466).
- Non Main Roads Contracts (\$703,386).

*Finance Costs (below budget by \$499,208 or 16%)*

- Council loans are paid quarterly. Loan Interest to be updated to reflect actual payments to QTC.

**Capital Income - overall below pro-rata YTD budget by \$14,273,983 or 84%**

*Grants, Subsidies, Contributions and Donations (below budget by \$14,082,317 or 90%)*

- Various capital projects for NDRRA, Roads, Water and Drainage are not at a stage to request funding (\$14,286,194).

*Sale of Assets (below budget by \$191,665 or 14%)*

- Plant and Fleet assets sales have not achieved budget expectations due to the retention of some plant in Districts and auction reserves not being attained for other plant items.

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**Capital Expenditure - overall below pro-rata YTD budget by \$41,103,796 or 67%**

Major projects are below budget expectations (\$28,393,994) in the following services:

- Roads \$4,126,129
- NDRRA Works \$12,060,465
- Parks and Open Spaces \$2,304,830
- Project Services - Water \$6,146,994
- Project Services - Waste Water \$11,315,690
- Waste Management - \$1,484,744

Budget timings of these projects have been reviewed within the September Budget Review process.

**RECOMMENDATION**

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

**MOTION:**

Moved by Cr. Marks, seconded by Cr. McVeigh

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

**Carried**

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**10.0 GROUP REPORTS FOR OCTOBER 2011**

**10.1 FINANCE AND BUSINESS STRATEGY**

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

**STAKEHOLDER ENGAGEMENT AND COMMUNICATION**

**Internal Communications**

- Assisted with preparation of Enterprise Bargaining communications.
- Redevelopment of the Intranet is progressing.
- Corporate support provided for events including the Brisbane Valley Rail Trail Opening, Walk of Hope, Jondaryan community meeting and assisted the Mayor with a presentation to the Queensland Local Government Association of Queensland Conference.

**External Communications**

- Co-ordinated researching and collation of the draft 2010/2011 Annual Report.
- Researched, drafted and disseminated more than 50 releases/advisories/alerts including:
  - Waste disposal
  - Road Safety Strategy
  - Criterium track opening.

**Advertising/Graphics**

- Advertising, design and production including Waste Management Strategy and Annual Report.

**FINANCIAL SERVICES**

- Commenced preparation for the Queensland Treasury Corporation Credit Review.
- Progressed tender documentation for Council's future banking services.
- Continued to manage Council's daily investments.
- An appointment has been made to the position of Principal Procurement Officer.
- Water rate notices issued and are due in November 2011.

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**INFORMATION, COMMUNICATIONS AND TECHNOLOGY**

Major projects under ICT program:

- Intranet redevelopment program - progressing in accordance with project management plan.
- Enterprise Resource Planning (ERP) - potential replacement/enhancement of core corporate applications including Finance, People and Organisation Development and Business intelligence.
- The availability of all corporate applications for the month of October has been within Service Level Agreements (SLA).

**Internal Customer Performance Statistics**

- Help Desk:
  - 56% faults resolved at first call (target is 50%).
  - 60% requests resolved at first call (target is 50%).
  - Median resolution time for faults 10 minutes.
  - Median resolution time for requests 4 minutes.
  - 89% faults resolved within Service Level Agreement timeframe (target is 90%).
  - 88% requests resolved within Service Level Agreement timeframe (target is 90%)
- 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% 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%).

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**PEOPLE AND ORGANISATIONAL DEVELOPMENT**

<b>Monthly Performance Activity</b>	
<i>Service</i>	<i>Monthly Highlights</i>
Personnel Services	<ul style="list-style-type: none"> <li>• 69 positions advertised</li> <li>• 14 new staff members recruited</li> <li>• 51 employment extensions processed</li> <li>• 20 incremental increases processed</li> </ul>
Training and Development	<ul style="list-style-type: none"> <li>• 15 new employees inducted</li> <li>• A trainee and apprentice information night was held on 4 October, with approx 200 attendees.</li> <li>• Good Decisions Training conducted (Office of the Ombudsman)</li> </ul>
Generator Program	<ul style="list-style-type: none"> <li>• Expressions of Interest for graduates and cadets received</li> <li>• Advertising for Engineering graduates underway</li> </ul>
WHS & Employee Wellness	<ul style="list-style-type: none"> <li>• 14 site inspections undertaken</li> <li>• 2 lost time injuries recorded</li> <li>• Project underway to cater for upcoming legislative changes</li> </ul>

**CUSTOMER SERVICE**

<b>Monthly Performance Activity</b>	
<i>Service</i>	<i>Monthly Highlights</i>
Customer Service Operations	<ul style="list-style-type: none"> <li>• 70% calls answered within 20 seconds. Target 80%.</li> <li>• 6% abandonment rate. Target &lt; 5%.</li> <li>• 96% calls resolved at first point of contact. Target 90%.</li> <li>• Outbound Customer Care program continued with an average of 30-40 call backs per week for 'Animal Roaming and 'Wheelie Bin' request types.</li> </ul>
Community Liaison	<ul style="list-style-type: none"> <li>• Continued development of a business plan for the Community Liaison Team.</li> </ul>

**Commentary:**

- Call volumes and workload remained steady during the majority of October
- Total Calls answered for October - 11,658. Total calls since opening - 95,995.
- The major factor influencing achievement of service levels was the steady call and counter volumes received, with decreasing numbers of CSO's available due to higher than usual unplanned leave.
- Average speed of answer for the month was 35 seconds.
- Total Counter transactions for month 3,543. Total counter transactions since opening - 34,788.

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- Average Call Handling Time (AHT) for the month was 414 seconds.
- Intranet redevelopment project progressing.

**CONCLUSION**

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

**MOTION:**

Moved by Cr. Williams, seconded by Cr. Antonio

That the Finance and Business Strategy Group Report be received.

**Carried**

**Councillor McVeigh left the Meeting at 10.30 a.m.**

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## 10.2 PLANNING AND DEVELOPMENT

### Report from General Manager, Planning and Development Services dated 11 November 2011

#### STRATEGIC LAND USE

- Council endorsed amendments to the Draft Regional Planning Scheme arising from public submissions on 25 October 2011.
- Submitted the Draft Regional Planning Scheme to Department of Local Government and Planning for the 2<sup>nd</sup> State Interest Review on 26 October 2011.
- Continued cost apportionment and financial modelling for Priority Infrastructure Plan.
- Completed specifications for PIP business software in partnership with Ipswich, Logan, Rockhampton, Gladstone, Mackay and Morton Bay Councils.
- Released public tender for development of a 3D Urban Model and Modelling software.
- Submitted a response on behalf of Council to the State Government's Strategic Cropping Land Policy on 19 October 2011.
- Submitted response on behalf of Council to the Queensland Reconstruction Authority on the *"More Resilient Floodplains Guideline"* on 19 October 2011.
- Continued to progress local disaster recovery projects in accordance with Skills Queensland, Jobs and Skills Development program.
- Conducted 37 appointments through Toowoomba Regional Council's Heritage Advisory Service and provided specialist advice in relation to projects at Jondaryan Woolshed and Empire Theatre.
- Completed preparations for Friendship and Cultural Delegation to Takatsuki in November 2011.

#### BUILDING AND COMPLIANCE

- Compliance requests have remained consistent for this month totalling 71 which is high compared to 52 for the corresponding month in 2010/2011.
- The cumulative total of compliance requests so far this year is 281 compared to 310 for 2010/2011.
- Development Compliance carried out 383 inspections on separate matters over the last month which is higher than the previous month (344).
- A total of 70 compliance notices were issued compared to 72 for last month which is reflective of the current inspection activity.

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- The outstanding headworks charges audit is continuing.

**DEVELOPMENT ASSESSMENT**

- Implementation of amendments to *Sustainable Planning Act 2009* relating to infrastructure charges 'capping' regime continues with further legal advice being sought regarding implementation requirements. Resourcing issues being examined and addressed.
- HAF T5 implementation of Reconfiguring a Lot for less than 5 lots being launched on 21 November.
- Work on preparation for implementation of the Toowoomba Regional Council Planning Scheme (Change Management) continues.
- Total number of applications received during October was 357. Total number of applications approved was 291.

**CONCLUSION**

Development activity continues to remain at comparable levels to those of the preceding months. However, staff are busy working on a number of important development projects as well as key internal strategic policy projects.

**MOTION:**

Moved by Cr. Antonio, seconded by Cr. Strohfeld

That the Planning and Development Group Report be received.

**Carried**

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### 10.3 ENVIRONMENT AND COMMUNITY SERVICES

#### Report from General Manager, Environmental and Community Services dated 14 November 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 new ceiling has been installed at Oakey Library and the library has returned to full operational hours.
- Information sessions for the public on the National Broadband Network, conducted by Department of Broadband, Communication and Digital Economy, commenced in the libraries and have been well attended.
- The popular Telstra *Senior Stay Connected* program was featured on Win News on 18 October 2011.
- Increased use of EAudio books has resulted from an article in The Chronicle during October.

##### ENVIRONMENTAL HEALTH SERVICES

##### COMMUNITY SERVICES

###### Aquatic Centres

- Cecil Plains Swimming Pool is currently closed due to staff resourcing - alternative arrangements are being worked through. It should be noted that the Cecil Plains School and Cecil Plains Swimming Club still have access to the facility in accordance with existing agreements.

###### Cemetery Services

- Construction of the workshop at the Drayton and Toowoomba Cemetery has been completed. Landscaping works will continue next month in accordance with the Exemption Certificate for the works obtained from the Department of Environment and Heritage.

###### Multicultural Services

- Cultural Diversity Network held a workshop on 27 October at which 49 people attended representing 32 organisations (5 organisations attend for first time).

###### Community Recovery

- Service Provider Forums have been held in Yarraman and Oakey.

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- Local Emergency Co-ordination Subgroups (LECS) are being developed in the areas of Oakey, Yarraman, Jondaryan, Clifton, Millmerran, Pittsworth, Cecil Plains, Crows Nest and Goombungee.

## **PARKS AND RECREATION SERVICES**

### **Nursery Services**

- "Plants to the Public" - a much higher number of units were distributed presumably due to the recent rain. District units are up by 1,382 units from the same period last year to 5,018 units, and in Toowoomba up by 4,494 units from the same period last year to 23,771 units. Potting is underway for the Feb-Mar round.

### **Sport and Active Recreation**

- Installation of tennis court lights at Yarraman is complete.
- Cricket pitch has been replaced at Goombungee.

### **Implementation Planning and Design**

- Newtown Park Barbecue & Playground area (corner Tor & Pottinger St) - work will commence in November on asset renewal and park enhancement project for this part of Newtown Park including: new playground equipment, new shelters with seating and barbecues, new path access, new tree/garden planting, and fencing to Tor Street side.
- Local park enhancement (Toowoomba) - seven parks to receive improvements (predominantly tree planting); Parks located at Elvery Court, Nash Drive and Brunckhorst Drive - currently seeking community input to identify potential names for the parks (responses to be received by the end of November).
- Works completed for Newtown Park Rose Garden support program (in time for 10th anniversary function) includes - path to Wedding Gazebo and garden to entry signage at carpark.
- Cycling criterium - tree planting commenced on site.
- Nell E Robinson Park Masterplan - Master Plan finalised after input from stakeholder groups and community.
- Gold Park Masterplan - Master Plan finalised after input from stakeholder groups and community.

### **Cycling Criterium Track**

- The construction of the Cycling Criterium Track located at the Toowoomba Showgrounds is nearing completion.
- The Official Opening of the Criterium will be held on Sunday, 27 November 2011 commencing at 2.00 p.m.

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**Upgrades to sports infrastructure in recent funding**

- Six sporting clubs in the Toowoomba region have benefited from joint State Government and Toowoomba Regional Council (TRC) funding, thanks to a recent State Sport and Recreation Infrastructure Program funding announcement.
- Under the Infrastructure program, the State contributed over \$420,000 to projects identified as key priorities under Council's Sport and Recreation Plan 2010 to help organisations upgrade premises or assist with new developments. Council contributed \$78,000 under the arrangement.
- The projects are listed below:
  1. Clifton Benchrest Shooters Union to construct a rifle range at Clifton - \$37,050
  2. Crow's Nest Tennis Club to upgrade lighting to support tennis at Crows Nest - \$20,625
  3. Gold Park Sporting Club to construct change rooms and amenities to support rugby union at Toowoomba - \$82,841.
  4. Pittsworth Vikings Soccer Club to develop junior sports fields including irrigation to support multi-sports at Pittsworth - \$116,625.
  5. Toowoomba Cricket to install lighting to support cricket and rugby league at Ernest Peak Park, Drayton - \$120,000
  6. West Toowoomba Croquet Club to install competition standard lighting to support croquet at Newton Park, Toowoomba - \$44,014.

**PROPERTY SERVICES**

- Natural Disaster Resilience Program (NDRP) subsidy in the amount of \$115,164 received for Pathway/Dekho software project and the generator for the customer service building.
- SES Deputy Controller for Cecil Plains, Mr James Ross won the member of the year for EMQ South West Region.
- Local Disaster Management Group (LDMG) Meeting held on 27 October. Following the LDMG meeting, some members received Queensland Disaster Management Arrangements training conducted by EMQ.
- Local Disaster Co-ordinator and Co-ordinator Disaster Management attending Resupply and Warnings and Alert Training conducted by EMQ in Gatton.

**MOTION:**

Moved by Cr. Ramia, seconded by Cr. Antonio

That the Environment and Community Services Group Report be received.

**Carried**

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## **10.4 INFRASTRUCTURE SERVICES**

### **Report from General Manager, Engineering Services dated 11 November 2011**

#### **INTRODUCTION**

The main activities this month have been the on-going progression of the 2011/2012 Capital Works Program including Fleet purchases/disposals, progressing the framework which will deliver the NDRRA restoration works as well as continuing with the remaining NDRRA submission compilations.

#### **STRATEGIC PROJECTS**

- Commercial RPT Air Services Forum (facilitated by Toowoomba Regional Enterprise) was held on 18 October to assist the development of business cases for further commercial services
- Staff from several branches are supporting compilation of the NDRRA submissions and this will continue now to at least late November.
- Graduate Program: Offers of permanent employment have been made in various skill areas to people who have participated in the graduate/technical programs. Most of these offers have been accepted.
- The Manager, Construction and Maintenance - North commenced employment with Council on 31 October.
- Met with representatives from Department of Transport and Main Roads (DTMR) and Environmental Protection Agency (EPA) on 13 October regarding the black dust issues being experienced in Toowoomba. Agreed to progression of studies with DTMR giving some financial assistance.

#### **CAPITAL WORKS PROGRAM**

##### **North Precinct**

Work occurred on the following projects:

- South Street Drainage (Crows Nest).
- Trapp Road (Coalbank) Bridge replacement: New road and culvert structure now in use.
- Oakey-Cooyar Road reconstruction - further pavement sealing occurred this month.
- Jondaryan-Nungil Road project - wet weather has caused minor delays to completion. Sealing work is planned for November.

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### **Central Precinct**

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

- Boundary St South, Westbrook - road construction upgrade works.
- Jondaryan-Mt Tyson Rd, south of the Warrego Highway - road construction upgrade works.
- Major Footpath works at McDonald St (Oakey)-work well underway.
- Nelson/Kearney St - Roundabout construction completed.
- Cycling Criterium project - finalisation works prior to opening are on track.
- Watermain replacements in the Toowoomba area have been substantially completed in the Langton/Tointon Street areas.

### **South Precinct**

Construction works this month have been undertaken at:

- Logan and Bourke Streets, Clifton - drainage and road works now close to completion.
- Hamilton Street, Pittsworth-preliminary works and purchase of materials ready for construction.
- Hodgsonvale Road, reconstruction east of the New England Highway: Pavement sealing works undertaken and only minor works required to complete.
- Cecil Plains-Moonie Road, Dunmore, widening work between Waugh and Weir River Roads has continued and is now over 75% complete.

## **RECURRENT WORKS**

### **Work Undertaken on Behalf of Department of Transport and Main Roads (DTMR)**

Additional significant major pavement repair work has continued on the Warrego Highway west of Oakey on behalf of DTMR. Most of this work is being delivered by external contract with Council supervision.

Apart from the routine maintenance work under the Road Maintenance Performance Contracts (RMPC) with DTMR, work has now commenced on road widening/pavement repairs on the New England Highway near Emu Creek Bridge. Some bitumen reseal preparation works are being undertaken on the State Road Network for DTMR.

### **Maintenance Work**

Road maintenance programs were at normal activity levels.

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## **PROJECT MANAGEMENT**

### **NDRRA Project**

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

Council has engaged the services of Evans & Peck – Project Managers, McCullough Robertson Lawyers and Hyder Consulting as third party advisors to assist with the establishment, development and delivery of the NDRRA Program.

During the month of October the following activities/tasks have been actioned.

- Called tenders for Principal Program Consultant Services (PPC) - (Closes 22/11/11).
- Called tenders for the early procurement of piles and planks for Jellicoe St Bridge (Closes 22/11/11).
- Compilation of the Jellicoe Street Bridge Contract tender documentation (being advertised Saturday, 5 November).
- Awarding of Round One Major Projects to local consultants (One of the project groups is still being reviewed).
- Called quotations for designs for Round Two Projects - (Closes 3/11/11).
- Held first steering group meeting - 31/10/11.
- Commenced discussions on communications strategies.

### **Gravel Pits Management**

PMB is proposing to work with the PPC to develop a management plan and seek approvals from TRC and EPA to utilise local gravel pits for operations wherever practicable.

This has been identified as a high priority project and will require resources and support from all parties involved in the process. Some high level support from the General Managers may be required to assist and expedite the application and approval processes.

### **Projects**

Listed below are a number of other projects currently being undertaken by Officers with the branch:

1. Completion of the cycle criterium track - Opening scheduled for 27/11/11.
2. Oakey pool construction - completed, closing out the contract.
3. CBD bus interchange repairs.
4. Bikeways projects - Toowoomba.

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5. South Street - drainage design.
6. Drayton and Toowoomba Cemetery - landscape works and memorial gardens.
7. Acland Coal Haul Road - rehabilitation.
8. Toowoomba Aerodrome Asphalt Overlay Works - planned commencement 14 November 2011.

**FLEET**

**Replacement Program**

- Purchase Orders were issued totalling \$1,624,582:
  - 19 Light Vehicles, 32 Minor Plant items, 6 Plant and Truck items.

**Disposals**

- 65 Assets were disposed to the value of \$836,923:
  - 37 Minor Plant, 8 Light Vehicles, 13 Trucks/Plant.

**MOTION:**

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

That the Infrastructure Services Group Report be received.

**Carried**

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## 8.5 WATER AND WASTE SERVICES

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

#### WATER OPERATIONS

##### Water Operations

- Toowoomba Water Supply System Production (FYTD as at 28 October 2011)

	Dams	Toowoomba Basalts Bores	GAB Bores (including Hampton Irrigators)	Total Bores	Total	Wivenhoe Pipeline
Production (ML)	2,014	932	128	1,060	3,074	0
% Total Production	65.5	30.3	4.2	34.5	100	

- The Perseverance destratification remains shutdown to aid settling and improve dam raw water quality.
- Average residential water consumption (Toowoomba residents) for month: **142 l/p/d.**
- Water Quality Compliance**

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

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

October 2011:

- Council is continuing to manage Crows Nest/Highfields/Hampton treated water quality by raw water source selection. Relatively low raw water iron and manganese from Cressbrook and Perseverance Dams means that all plants are achieving reasonable treated water quality however, some treated water turbidity issues are emerging following recent minor dam inflow events.

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- All non-compliances are reported and documented in accordance with Department of Environment and Resource Management (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, and should be submitted by 31 December 2011. A progress briefing to Council will be held on 15 November 2011.

**Drinking water quality complaints (October 2011)**

Toowoomba	10
Goombungee	5
Millmerran	3
Clifton	1
 Total YTD	 70

**Wastewater Operations**

- Wetalla WRF (October 2011)

Volume Treated (ML)	Volume Recycled Millmerran (ML)	Volume Recycled NAC (ML)	% Recycled	Biosolids Produced (t)	Biosolids Beneficial Reuse (t)	% Beneficial Reuse	Environmental Incidents
644	31.1	14.0	6.8	997	997	100	Nil

- Wetalla AWTP (October 2011)

Volume Treated (ML)	Volume Recycled (ML)	% AWTP Recycled	Environmental Incidents
244	14.0	5.7	Nil

- NAC recycled water take increased from 6.6 ML in February to a peak of 126 ML in July. However, minimal pumping has been undertaken since August and volumes remain well under NAC's current monthly target of 125 ML.
- Council continues to experience minimal recycled water demand from Millmerran Power and New Wave Leathers.

**Effluent Quality Compliance**

Exceedences discharge licence limits

Service Centre	October 2011
Clifton	Clifton WRF BOD: Licence 85%ile <20mg/L. 52 mg/L as of last sample. Clifton WRF SS: Licence 85%ile <30mg/L. 166 mg/L as of last sample.

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<b>Service Centre</b>	<b>October 2011</b>
Crows Nest	Crows Nest CED Thermotolerant Coliforms: Licence <10 cfu/100 mL median, 4 of 5 <20 cfu/100 mL Last sample 80/<10/30/40/60 cfu/100 mL. Highfields WRF: Nil
Greenmount	Wyreema WRF Total P: Licence <3mg/L All recent results exceed. Wyreema WRF Thermotolerant Coliforms: Licence <1,000 cfu/100 mL. Last result 10,000/100 mL.
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 SS: Licence 30 mg/L max. October 5/12/83 mg/L. Westbrook WRF Thermotolerant coliforms: Licence 1000 cfu/100 mL max. October <10/10/<10
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.
Toowoomba	Wetalla WRF Total P: Licence 3mg/L max. 2 exceedances in October.

- All Environmental Authority non-compliances are being reported to DERM in accordance with Environmental Authority conditions.
- A further meeting was held with DERM regarding renegotiation of licence conditions for selected Toowoomba Regional Council WRFs. Focus is on the plants not to be decommissioned in the short-term and subject to unrealistic discharge limits. Developing good working relationship with new local DERM management.

### **Laboratory Services**

- NATA Accreditation:

Laboratory Services Branch 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**

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

- Yarraman staff and generator sessions scheduled for 2 November 2011.
- Implementation of TWEMP in all other areas is complete.

## **WATER PROJECT SERVICES**

- **Highfields / Meringandan Water Supply Projects**

The route of the Mt Kynoch Water Treatment Plant to Highfields trunk water main (DN375 DICL pipe) 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. Detailed design is in progress with a number of specific design and control issues being addressed by the engineering consultant with Council staff input.

Pipe delivery will commence early November with preliminary construction works commencing mid-November at the Mt Kynoch WTP end of the project. Completion and commissioning of the water main is expected during April 2012.

- **Crows Nest Combined Effluent Drainage (CED) Scheme**

Construction of the replacement pressure main from Sewage Pump Station 4 is nearing completion. The main will be commissioned during November 2011.

Construction of Stage 1 of the trunk sewer south of Albert Street (to just south of Charles Street) will commence early November. Subject to reallocation of funding at the first quarter budget review, construction of Stage 2 of the trunk sewer south Charles Street (to Parkland Drive and the branch lines across the low lying area) will follow.

An engineering consultant has been engaged and work has commenced on 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.

- **Charlton Trunk Water Main (Stage 1) Project**

Construction of the Charlton trunk water main (DN300 DICL pipe) along Steger Road and O'Mara Road will commence during November. Pipe is currently being delivered and stockpiled.

- **Brookstead Bores and Yarranlea Booster Pump Station (Pittsworth) Projects**

Work under the contract for the replacement of pumping equipment and switchboards at the Brookstead bores is in progress. One of the Brookstead bore pumps has been installed with power connection by Ergon Energy pending.

Investigations have resulted in the provision of an alternative booster pumping arrangement at the Yarranlea pump station. The alternative involves the recovery, refurbishment and installation of the three pumping units from the Leahy Road (Highfields) GAB Cooby raw water main injection station. These pumps are no longer required for operational purposes as an alternative low-head pumping and pipeline system now transfers GAB water to Cooby Dam. The contractor is currently refurbishing the three pumping units and waiting on the delivery of pipe and fittings to commence installation.

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- **Water Main Projects**

Replacement of water mains in Tointon and Langton Streets is complete with the replacement of a water main in Goggs Street nearing completion. Other projects in the 2011/2012 program are in investigation / planning / survey / design phases.

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

The contractor, Monadelphous Engineering Pty Ltd and Transfield Services (Australia) Pty Ltd Joint Venture, is currently undertaking procurement and site mobilisation activities with preliminary site construction work likely to commence late November, early December 2011. Project completion dates for the various projects in the suite of projects are July to October 2012, subject to extensions for wet weather and any other approved delays.

## **WATER INFRASTRUCTURE SERVICES**

### **Water Supply**

- Planning for Fire Hydrants Testing Programme - In progress.
- Purchase of Water Meter Contract - Completed.
- Contract for changing Water Meters - In final stage.
- Trunk Main Inspection - On going.
- Trunk Main Repair Works - Attended Cooby Trunk Main repair and organized to purchase additional pipes and fittings.
- Carrington Road - Renewed all hydrants and fittings section from Reilly Street to McCartin Court in 100 mm main and completed the short term goal to bring parts of the Carrington Road industrial area into compliance with Fire fighting requirements.
- Planning for Long term activities in Western Water Supply Network .
- Pressure and flow testing as requested by Strategic Planning Branch - Completed in Carrington Road, Highfields, Meringandan East & West and Pittsworth

### **Sewerage System**

- Markers on the trunk sewers Manholes /structures - Near completion
- Relining Programme under Capital Works - Identified sewer pipes to be relined in Toowoomba and Oakey
- Last Year Relining Programme - Identified Defects Rectification is in progress by the contractor
- CCTV Inspections - Areas identified and planning is in progress
- Westbrook Sewer Network - Prioritised sewer repairs were completed (As per CCTV inspections)
- Clifton Sewer Network - Identified Repairs are in progress (As per CCTV inspections)
- Crows Nest CED Scheme - Installation of small Manholes in Parkland Drive area is completed
- Crows Nest, South Street Sewer connection - Design work is completed and planning for construction
- Smoke Testing in Pittsworth - Reviewing results are in progress

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### **Other Items**

- Emergency Action Plan for Trunk Sewers - Draft completed and waiting for comments
- Review of Water and Wastewater Policies - In progress.
- Reviewing planning scheme submissions on Water and WW standards are completed
- Delta S - In progress in Toowoomba & Crows Nest for Water and Sewer areas

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

#### **Water**

- C1 lower reflux valve overhauled and installed.
- Bulk water maintenance (pump stations) maintenance schedules complete.
- C1 new emergency lighting installed and commissioned.
- Oakey RO engaged contractors to review failure of filter tanks and investigate membrane problems
- Reservoir Inspection program planning in progress

#### **Waste Water**

- Wetalla plant maintenance schedule complete
- SPS 50 pump refurbishment carried out

#### **SCADA**

- Completion of Hampton WTP telemetry installation
- Revision of Crows Nest Mimic Screens
- Investigation into relocation of CMF Computers at Clifton and Crows Nest
- Commissioned Turbidity and Chlorine residual measurement instrumentation at Highfields WTP.
- C1PS Telemetry upgrade completed except for No 1 pump testing.

#### **Toowoomba Dams and Wivenhoe System**

- Review Cressbrook / Perseverance Emergency Action Plan
- Review Cooby Emergency Action Plan
- Review Operation and Maintenance manuals and Standard Operating Systems procedures for all Dams
- Moreton ROP annual and quarterly report prepared, submitted to and approved by DERM
- Wivenhoe Pump station, attended the placement of the Wivenhoe Low level Pump to assess procedures for raising and lowering of the pump.
- Wivenhoe pipe line and pump station attended punch list for flood remediation works in non gorge areas of the system
- Scoping for production of a passive asset register within GIS was produced and submitted to GIS for action
- SCADA investigations for Wivenhoe pump station to Mount Kynoch link

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

- **Water Demand Management**

Completed the updating of the Water Demand Management Procedure Manual which was subsequently audited by Council's 3<sup>rd</sup> Party External Auditor.

Council's website has been updated to include a menu for Waste education and awareness.

Discussions were held with JJ Richards to better define what can be accepted for recycling at the Materials Recycling Facility. Preparations of advertisements and brochures were commenced to promote recycling and greater awareness of what can and can't be recycled.

The water facilities tour arrangements are being amended to include waste facilities.

An advertising program to support both Regional Water Strategy and Waste education in general is being developed.

Trial sites have been finalised for a leakage detection demonstration project. This project has been arranged in cooperation with Parks and Recreation, Construction and Maintenance and external equipment supplier. The project involves the installation of leakage detection devices and reset switches in each of 5 public facilities in Queens Park, some of which are regularly vandalised.

National Water Week was held from 16 to 22 October 2011. Three schools (Drayton and Clifton Primary Schools and Wilsonton High School) performed water based productions at their schools, some with media coverage. These followed theatre workshops facilitated at these schools by Council in August.

- **EMS Co-ordination**

The EMS pre-certification audit report by our External Auditor has been received and the facilitation of non conformance and observation findings has commenced in preparation of a Certification Audit to be held in the New Year.

General Environmental Awareness Training was provided in 2 sessions to 13 staff across all areas of TRC.

Discussions were held with DERM on proposed licence amendments for Crows Nest, Clifton, Pittsworth and Wyreema Treatment Plants. Data acquisition commenced for environmental impact assessment for these sites.

Preparations commenced for the statutory quarterly report to the Queensland Point Source Database.

Internal audits were carried out in accordance with the 2011/12 EMS Audit Schedule.

Carbon Management activities included:

- \* Finalising fuel emission calculations for rural districts.

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- \* Sewage Treatment Plant emission calculations.
- \* Toowoomba Waste Management Centre emissions and carbon charge calculations.

- **Quality/HACCP Co-ordination**

The six monthly 3rd Party Quality and Food Safety (HACCP) Surveillance Audit was completed between the 24 and 26 October 2011. The Audit Report is expected to be received in November.

Internal audits were carried out in accordance with the 2011/2012 QA and HACCP Audit Schedules.

- **Performance Reporting Co-ordination**

Daily reporting to the Bureau of Meteorology (BoM) continued.

- **Network Planning**

Work has commenced on the analysis of Planning Assumptions and Risk Assessments of current Water and Sewerage Planning Policies.

Work has also commenced on undertaking network studies in the following areas:

- \* Pittsworth / Brookstead / Southbrook (Water Supply and Sewerage)
- \* Highfields / Meringandan / Goombungee (Water Supply).

## **WASTE SERVICES**

### **Draft Waste Management Strategic Plan (WMSP)**

- **Levy Ready Activities**

Council officers from Waste Services and Finance attended a 'Waste Levy General Obligations' DERM workshop on Friday 28<sup>th</sup> October.

Installation of new weighbridge at Jondaryan Landfill commenced 31 October 2011.

A meeting has been scheduled with iWeigh for early November 2011 to finalise software upgrade for Bedford St Landfill, hardware installation for Jondaryan Landfill and introduction of PDA System at disposal sites with no weighbridge.

- **Public Consultation**

Distribution of Community Survey booklets commenced late October 2011. The distribution will be completed early November 2011. Survey submissions close 28 November 2011.

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▪ **Staffing Arrangements**

Interviews for Waste Facility Operator positions and regional Supervisors positions were undertaken during October 2011. Positions will be offered subject to referee reports and medicals.

Most new staff will commence mid November 2011. An intensive training program is planned between staff commencement date and the introduction of the waste levy on 1 December 2011.

Staffing at Pittsworth Landfill may be delayed as a result of existing arrangements with the current service provider.

▪ **Gate Fees**

The fees and charges adopted by Council on 17 May 2011 will be introduced as of 1 December 2011.

▪ **Regional Waste and Recycling Collection Contract 2013**

Draft tender documents for regional waste and recycling collection services are currently being prepared and will be available for comment by mid December 2011. Feedback from community consultation will determine the final suite of services to be included in the public tender documents.

**Bedford Street Landfill Expansion Project**

▪ **Landfill Expansion**

Waste Services officers met with Aurecon Australia in October 2011 to discuss their proposal for the next phases of the Bedford Street Landfill Expansion Project.

The phases include water balance modelling of the proposed waste cell, development of a concept design for the "piggyback" landfill cell, hydrogeological analysis and air quality assessment (dust, odour and noise).

Aurecon will commence program of works November 2011. Works are due to be completed by February 2012.

**DERM Compliance Inspections (April 2011)**

Waste Services is awaiting contact from DERM to arrange a meeting to discuss the findings of April 2011 compliance inspections.

**MOTION:**

Moved by Cr. Antonio, seconded by Cr. Strohfeld

That the Water and Waste Services Group Report be received.

**Carried**

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**11.0 GENERAL BUSINESS**

**11.1 REGIONAL ECONOMIC DEVELOPMENT**

**Motion:**

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

That, in accordance with Clause 16.1 of Standing Orders permission be given for the proposed business of seeking a workshop to discuss economic development, to be considered at this meeting.

**Carried**

**MOTION:**

Moved by Cr. Marks, seconded by Cr. Antonio

That a workshop including Councillors and Toowoomba Regional Enterprise Pty Ltd (TRE) Members be held in early December 2011 for the purpose of confirming TRE and Council's priorities for 2012.

**Carried**

**At 11.13 a.m., the Meeting adjourned.**

**At 11.19 a.m., the Meeting resumed.**

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12.0 **CONFIDENTIAL - VARIATION OF PITTSWORTH REFUSE TIP  
OPERATIONS CONTRACT**

**CLOSING OF MEETING TO THE PUBLIC**

**MOTION:**

Moved by Cr. Ramia, seconded by Cr. Antonio

That the meeting be closed to the public in accordance with Section 72(1) (e) and (f) of the Local Government (Operations) Regulation 2010 to discuss a matter involving the variation of a contract made by Council and other matters for which, if they are not resolved through negotiation, legal proceedings may be started or defended by Council.

**Carried**

The meeting was closed to the public at 11.20 a.m.

**Confidential Report from the General Manager, Water and Waste Services Group and Manager, Waste Services dated 22 November 2011 was discussed.**

**OPENING OF MEETING TO THE PUBLIC**

**MOTION:**

Moved by Cr. Strohfeld, seconded by Cr. Scotney

That the meeting be opened to the public.

**Carried**

The meeting was opened to the public at 11.34 a.m.

**MOTION:**

Moved by Cr. Antonio, seconded by Cr. Scotney

That the Chief Executive Officer and/or his delegate (General Manager, Water and Waste Services) be authorised to negotiate and approve a Variation Deed to the agreement between Council and Pearljaney Pty Ltd for the Operation of the Pittsworth Landfill and Council be advised of the outcome.

**Carried**

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Meeting concluded: 11.35 a.m.

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**CHAIRPERSON**