



# **Toowoomba Regional Council**

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

**held on**

**24 January 2012**

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

**TUESDAY, 24 JANUARY 2012**

**TABLE OF CONTENTS**

1.0	<b>Opening of Meeting</b>	2
2.0	<b>Attendance Including Apologies and Leave of Absence</b>	2
3.0	<b>Confirmation of Minutes</b>	3
3.1	Ordinary Meeting of Council - 13 December 2011	3
3.2	Special Meeting of Council - 20 December 2011	3
4.0	<b>Business Arising out of Minutes of Previous Meetings</b>	4
5.0	<b>Presentation of Petitions</b>	4
6.0	<b>Development Assessment - Development Application Report - November 2011</b>	5
7.0	<b>Development Assessment - New Applications, Delegated Decisions And Publicly Notified Material Change of Use Applications</b>	15
8.0	<b>Road Network Extension and Upgrades Policy</b>	16
9.0	<b>External Works Policy</b>	18
10.0	<b>Gowrie Creek Catchment Management Strategy Review</b>	21
11.0	<b>Approved Inspection Program, Control Of Mosquitoes</b>	31
12.0	<b>New Lease - Cheetham Street, Cecil Plains (Lions Club of Cecil Plains Inc.)</b>	37
13.0	<b>Councillor Remuneration for 2012</b>	43

14.0	<b>Monthly Performance Statement as at 31 December 2011</b>	46
15.0	<b>Group Reports for December 2011</b>	49
15.1	Finance and Business Strategy	49
15.2	Planning and Development	53
15.3	Environment and Community Services	56
15.4	Infrastructure Services	59
15.5	Water and Waste Services	64
16.0	<b>General Business</b>	72
17.0	<b>Closing of Meeting to the Public</b>	73
18.0	<b>Confidential - Development Assessment - Planning And Environment Appeals And Compensation Claims - December 2011</b>	75
19.0	<b>Confidential - Lease To Pittsworth Leagues Club Inc. - Stanley Street, Pittsworth</b>	76
20.0	<b>Confidential - Lease - Part Of Laurel Bank Park Hall - 50 Hill Street, Toowoomba</b>	77
21.0	<b>Confidential - Communications Facility - 50 Panoramic Drive, Preston - NBN Co Limited</b>	78
22.0	<b>Confidential - Administrative Action Complaint - Matters Associated with the Conduct of Easterfest</b>	79

**MINUTES OF THE ORDINARY MEETING OF  
TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE,  
89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

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

**IN ATTENDANCE:**

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

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

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**BUSINESS:**

**1.0 OPENING OF MEETING**

1.1 The meeting was opened at 10.00 a.m.

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

2.1 All Councillors were present.

Unconfirmed

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3.0 **CONFIRMATION OF MINUTES**

3.1 **Ordinary Meeting of Council - 13 December 2011**

**MOTION:**

Moved by Cr. Strohfeld, seconded by Cr. Glasheen

That the Minutes of the Ordinary Meeting of Council dated 13 December 2011 be confirmed.

**Carried**

3.2 **Special Meeting of Council - 20 December 2011**

**MOTION:**

Moved by Cr. Marks, seconded by Cr. Glasheen

That the Minutes of the Special Meeting of Council dated 20 December 2011 be confirmed.

**Carried**

Unconfirmed

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

4.1 No matters were raised.

**5.0 PRESENTATION OF PETITIONS**

5.1 No petitions were presented.

Unconfirmed

## 6.0 DEVELOPMENT ASSESSMENT - DEVELOPMENT APPLICATION REPORT - NOVEMBER 2011

**General Manager, Planning and Development Group (Stewart Somers) - 11 January 2012**

The purpose of this report is to inform Council of the development application trends for the region and provide statistical detail of development applications.

Data across the region will continue to be monitored over time to identify trends in the building and development industry within the region.

### 1.0 Executive Summary

Housing and related building applications are similar to last month's trendlines. Lot production saw 2 new lots approved in November compared to 16 in October 2011. However, 78 approved lots were sealed and released into the market, which continues the trend of more lots being 'consumed' than approved thereby reducing further the number of approved lots in reserve.

Ninety percent of development applications received in November were decided within 20 days and only 4 applications took longer than 40 days.

The total number of development applications received during the month of November 2011 was 366 as compared to 355 in October for the region (Graphs 3.0, 8.0 and 10.0). Of these applications received, 101 were planning related applications and 265 were building and plumbing related applications.

The total number of development applications approved during the month of November 2011 was 351, compared to 324 in October for the region (Graph 3.0). There were six refusals - all for building discretion applications. Of the 351 approvals, 95 were planning related approvals and 256 were building and plumbing related approvals.

Development applications referred to above include Material Change of Use, Reconfiguring a Lot, Operational Works, Planning Scheme Works, ERAs, Plumbing and Drainage, Building Regulatory Sitings, Sewer Sitings, miscellaneous building and plumbing applications and requests for modifications (Graph 3.0).

For the last twelve months, the monthly average number of development applications received is 341 (95 for planning related applications) and the monthly average number of development applications approved is 323 (82 for planning related applications). In November, these figures were 366 and 351 respectively. At the end of November, there were 359 applications not yet decided and at various stages within the assessment process (Graph 3.0). A number of these applications are requests for negotiated decision notices and for extensions to the currency period.

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During November, 2 new lots were approved and 78 sealed compared to 16 new lots and 44 sealed lots during October (Graph 4.0).

PIFU statistics for the June 2011 quarter indicate that there are 3092 residential lots in stock, compared to 3117 in the previous quarter. Of the 3092 available lots, 934 (or 30%) have Operational Works approvals.

During November 2011, seventy-two new dwellings and 4 new units were approved, increasing the Region's housing stock by 76 (Graph 6.0).

Decision making periods for the month of November show that of all decisions made, 217 - or 90% - were decided within 20 business days (Graph 9.0).

Building approval numbers have been fluctuating since the beginning of the last calendar year. For November, approval numbers and value functions decreased compared to October. With the revised format of the graph an ascending trendline can be seen for the last 12 months (Graph 7.0).

The total number of building applications approved for dwellings, extensions, units and class 2-9 applications during the month of November 2011 was 259 for the whole region (Graph 11.0).

The combined value of approved building applications increased during the month of November 2011, achieving \$24,737,000 for the whole region (Graph 7.0 and 12.0) as compared to \$27,659,000 in October.

**2.0 Brief Summary of Progress of Planning Applications for the last 6 Months**

<b>Application Details</b>	<b>Nos. June '11</b>	<b>Nos. July '11</b>	<b>Nos. Aug '11</b>	<b>Nos. Sep '11</b>	<b>Nos. Oct '11</b>	<b>Nos. Nov '11</b>
<b>Applications Received :</b>						
MCU's	27	27	28	23	28	32
RAL	14	3	11	8	9	7
<b>Total MCU &amp; RAL Applications</b>	<b>41</b>	<b>30</b>	<b>39</b>	<b>31</b>	<b>37</b>	<b>39</b>
<b>Applications Approved:</b>						
including the following categories:						
Material Change of Use - Code	28	15	17	25	19	20
Material Change of Use - Impact	3	3	9	5	7	4
	5	5	3	11	7	6

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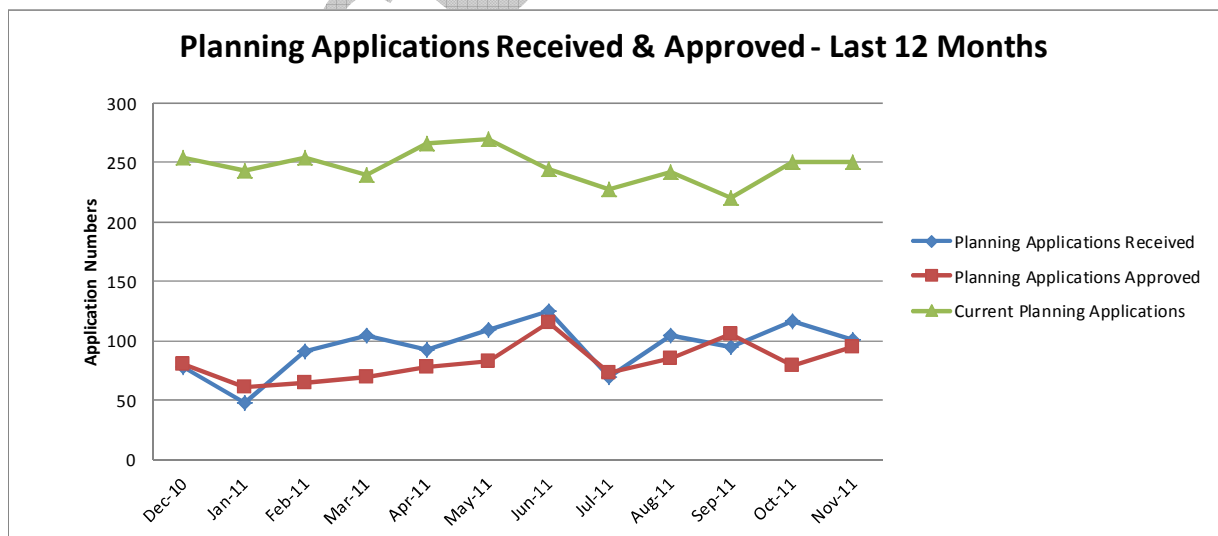
Application Details	Nos. June '11	Nos. July '11	Nos. Aug '11	Nos. Sep '11	Nos. Oct '11	Nos. Nov '11
Reconfigure a Lot - Code	2	1	5	3	0	0
Reconfigure a Lot - Impact	8	1	6	5	3	8
Changes to DA						
<b>Subtotal</b>	46	25	40	49	36	38
Operational Works Applications	15	26	19	35	25	28
<i>Number of Sealed Lots</i>	<i>23</i>	<i>58</i>	<i>56</i>	<i>99</i>	<i>44</i>	<i>78</i>
<i>Number of New Lots (RAL - Impact/Code)</i>	<i>19</i>	<i>38</i>	<i>48</i>	<i>53</i>	<i>16</i>	<i>2</i>
Building Works under Planning Scheme / ERAs / OW-Signage	54	22	26	22	18	29
<b>TOTAL APPROVED</b>	<b>115</b>	<b>73</b>	<b>85</b>	<b>106</b>	<b>79</b>	<b>95</b>
<b>Refusals:</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>

Unconfirmed

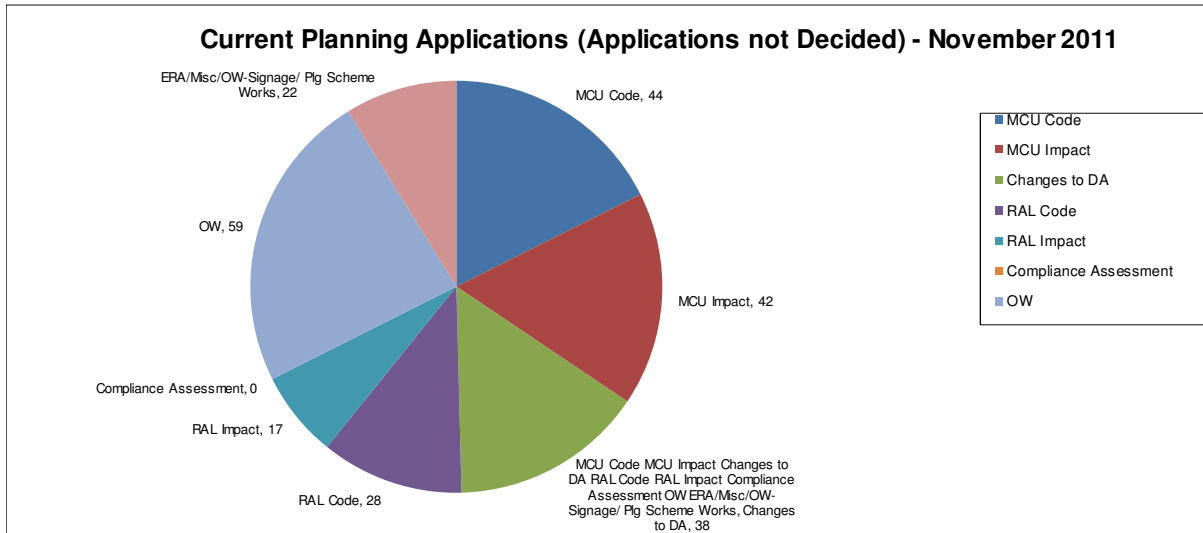
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Application Details	Nos.	Nos.	Nos.	Nos.	Nos.	Nos.
	Jun'11	Jul'11	Aug'11	Sep '11	Oct '11	Nov '11
<b>Applications in Progress:</b> including the following categories:						
MCU Code	42	42	48	38	42	44
MCU Impact	48	51	45	44	41	42
RAL Code	33	27	35	29	28	28
RAL Impact	17	19	14	13	16	17
Changes to DA	28	30	30	33	39	38
<b>Sub-Total</b>	<b>168</b>	<b>169</b>	<b>172</b>	<b>157</b>	<b>166</b>	<b>169</b>
Operational Works Applications	40	29	43	38	52	59
Building Works under Planning Scheme / ERAs / OW-Signage	37	29	27	25	33	22
<b>Total</b>	<b>245</b>	<b>227</b>	<b>242</b>	<b>220</b>	<b>251</b>	<b>250</b>

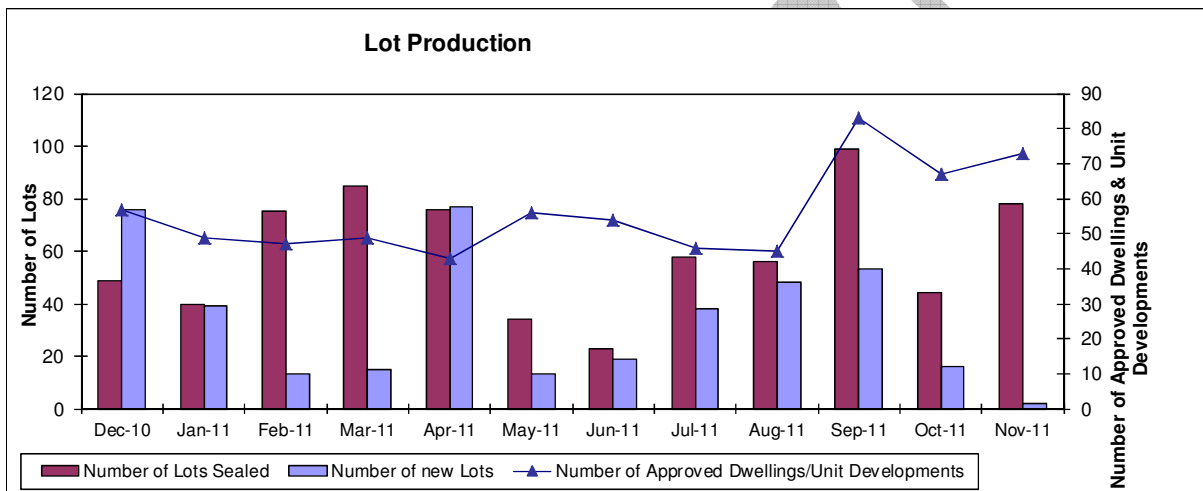
**3.0 Monthly planning applications received and approved between 1 December 2010 and 30 November 2011**



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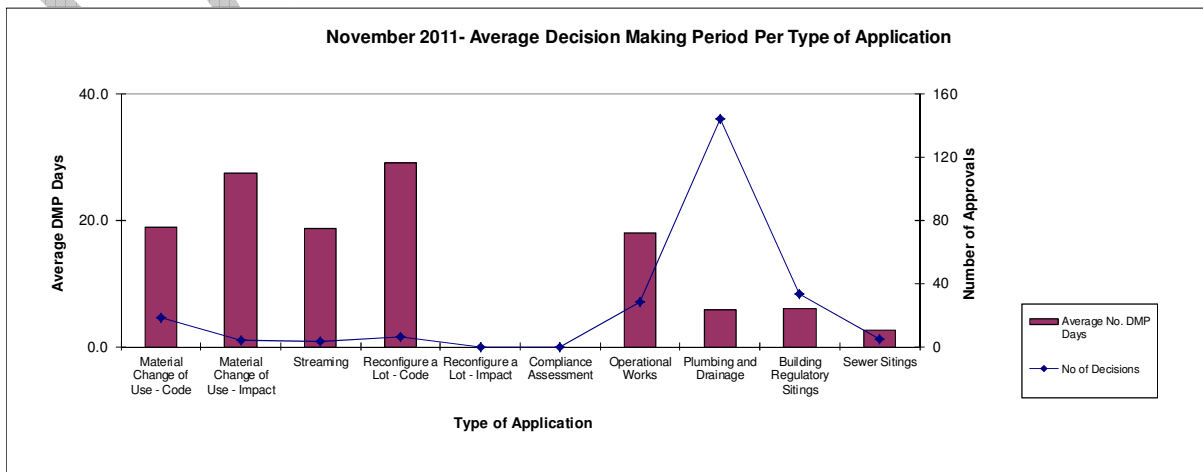


#### 4.0 Lot Production - December 2010 to November 2011



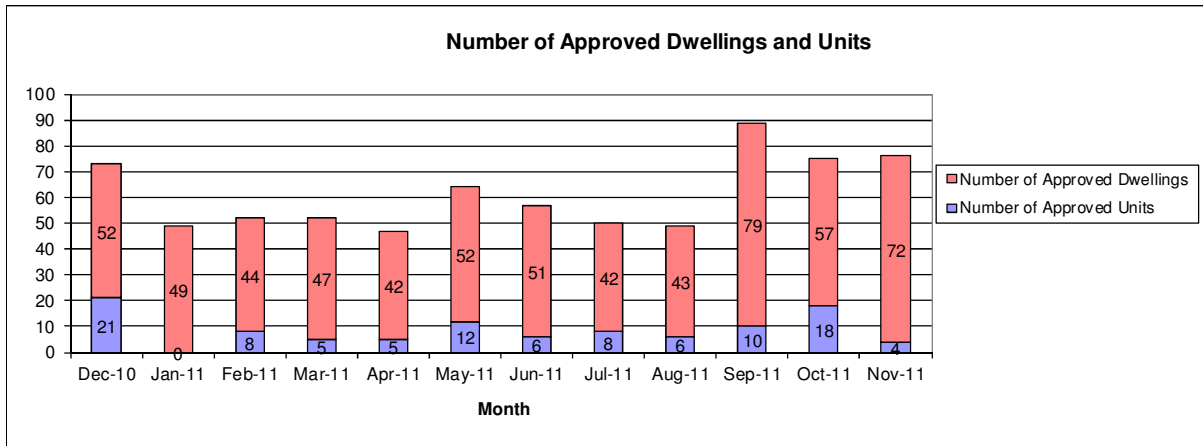
Please note: Unit Developments relate to application numbers not number of units.

#### 5.0 Average decision making period days by application type for November 2011

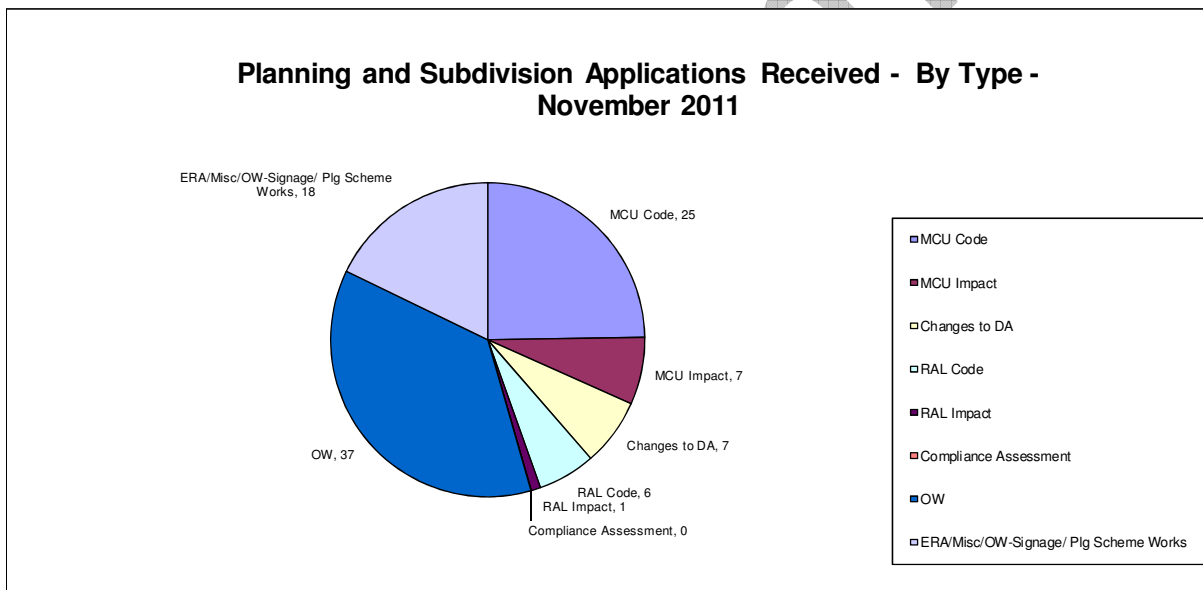


**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
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**6.0 Number of Approved Dwellings and Units**

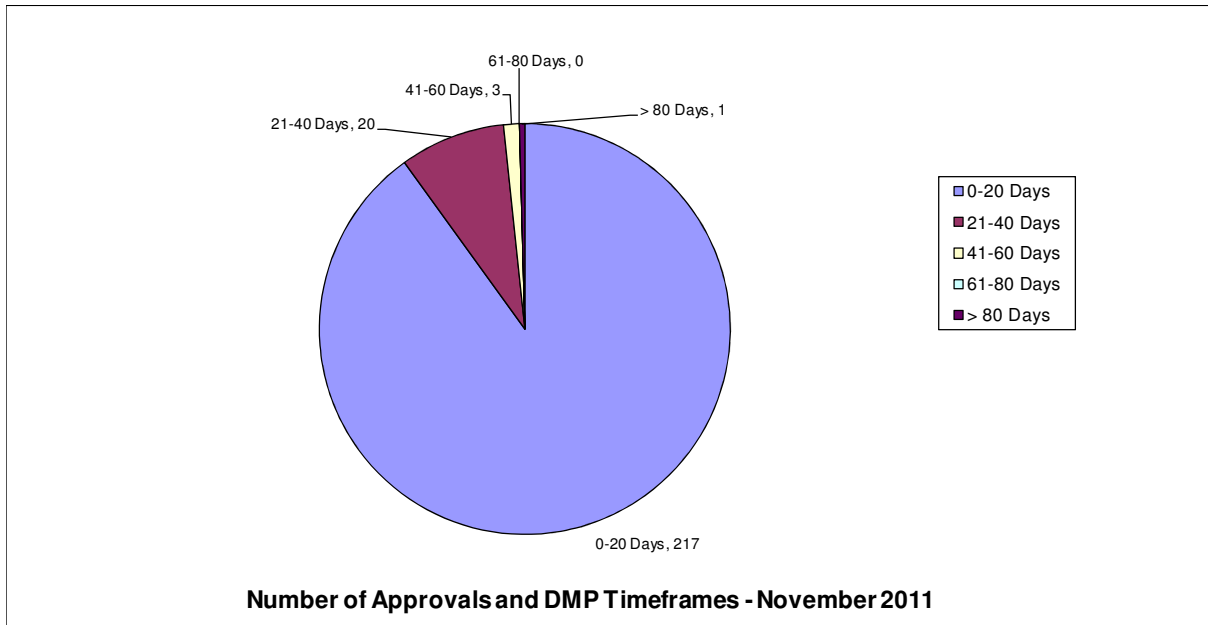


**7.0 Planning and Subdivision applications received by type for November 2011**



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ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

**8.0 Number of approvals and related DMP timeframes for November 2011**



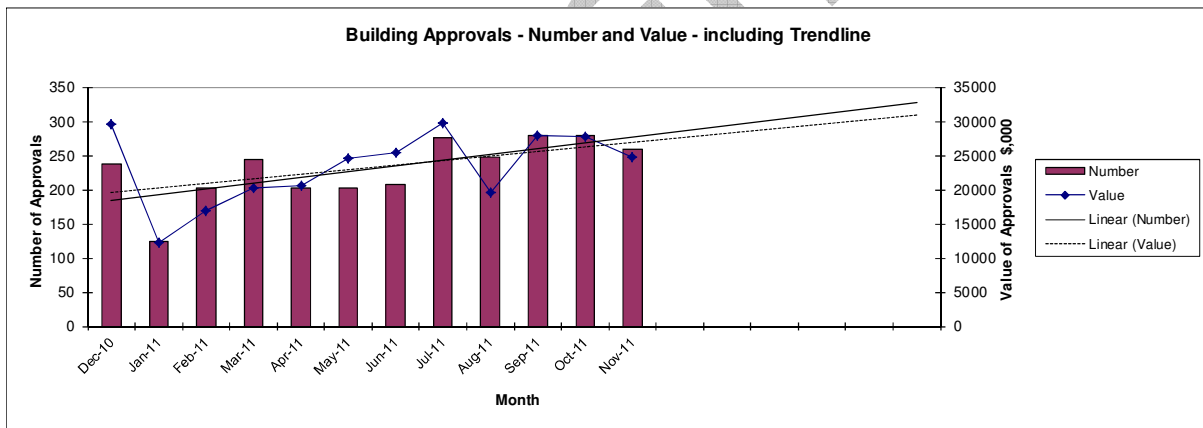
**9.0 Brief Summary of Progress of Building Approvals for the last 6 Months**

Application Details	Nos. June '11	Nos. July '11	Nos. Aug '11	Nos. Sep '11	Nos. Oct '11	Nos. Nov '11
<b>Building Works and Plumbing Applications</b>						
Building Discretions	37	28	26	20	14	27
Misc Building/Plumbing	42	87	126	71	79	80
Sewer Sitings	12	11	6	9	5	5
Plumbing and Drainage	131	146	122	156	147	144
<b>TOTAL APPROVED</b>	<b>337</b>	<b>345</b>	<b>365</b>	<b>362</b>	<b>324</b>	<b>351</b>
<b>Refusals:</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>6</b>

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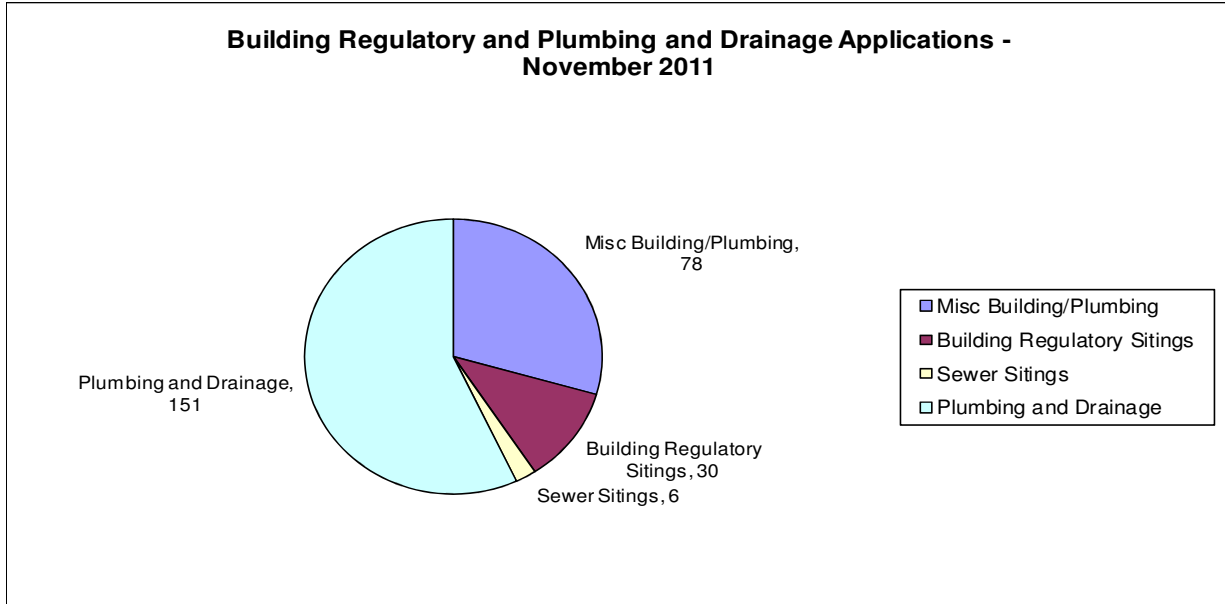
Application Details	Nos.	Nos.	Nos.	Nos.	Nos.	Nos.
	Jun'11	Jul'11	Aug'11	Sep '11	Oct '11	Nov '11
<b>Applications in Progress:</b>						
Building Works and Plumbing Applications						
Building Regulatory, Sitings	10	14	13	7	14	11
Sewer Sitings	14	6	7	4	4	4
Plumbing and Drainage	143	92	110	109	90	91
Misc Building/Plumbing	18	14	15	9	5	3
<b>Total</b>	<b>185</b>	<b>126</b>	<b>145</b>	<b>129</b>	<b>113</b>	<b>109</b>

**10.0 Building Approvals Numbers and Values including Trendline up to November 2011**

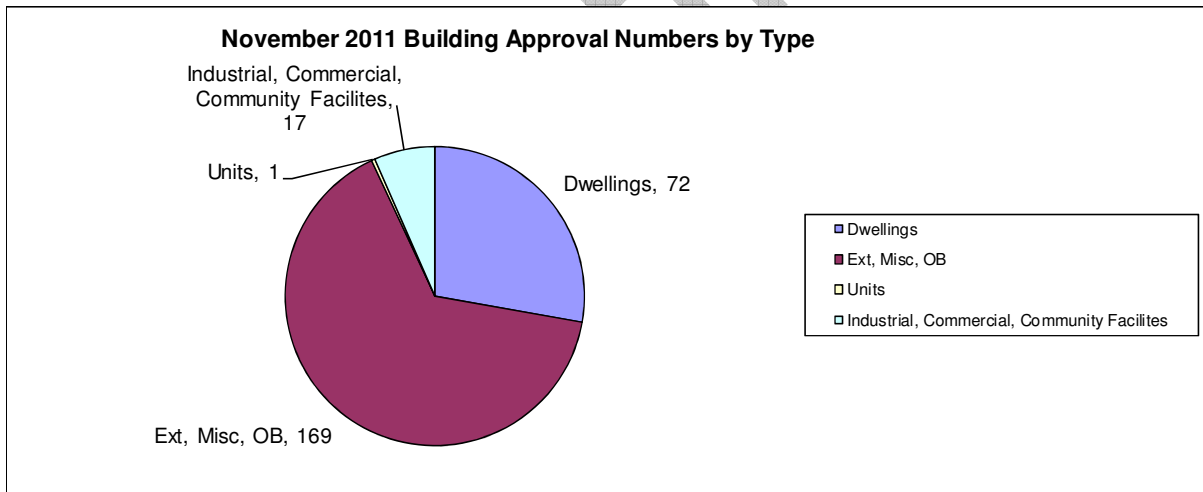


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ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.

**11.0 Building Regulatory and Plumbing and Drainage Applications received by type for November 2011**



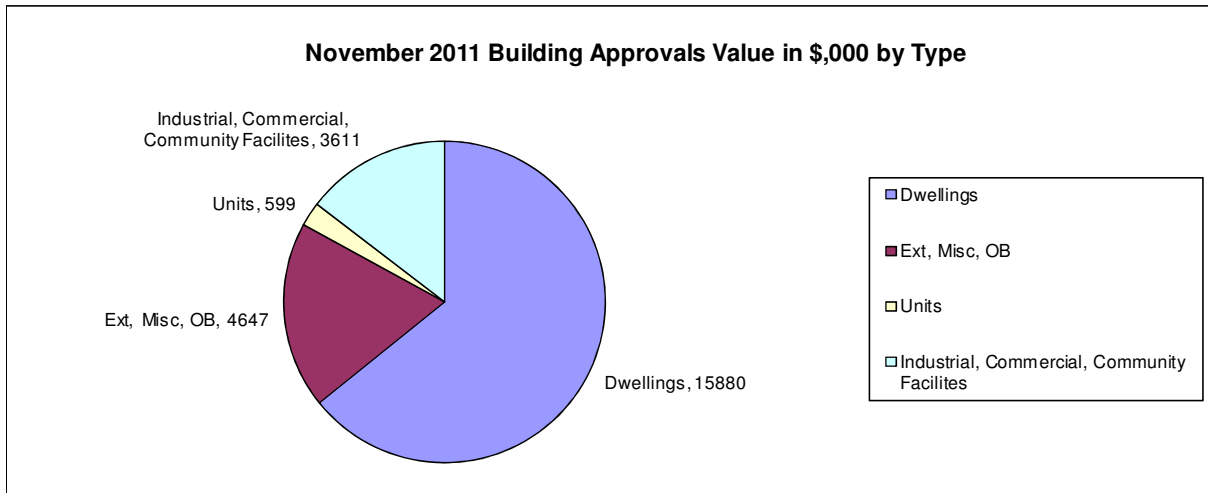
**12.0 Building approval numbers by type for November 2011**



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**13.0 Value of building approvals by type for November 2011**



**RECOMMENDATION**

That the report of the General Manager, Planning and Development Group on the Regional Development Applications for November 2011 be noted.

**MOTION:**

Moved by Cr. Marks, seconded by Cr. Antonio

That the report of the General Manager, Planning and Development Group on the Regional Development Applications for November 2011 be noted.

**Carried**

## 7.0 DEVELOPMENT ASSESSMENT - NEW APPLICATIONS, DELEGATED DECISIONS AND PUBLICLY NOTIFIED MATERIAL CHANGE OF USE APPLICATIONS

General Manager, Planning and Development Group (Stewart Somers) - 11  
January 2012

The following schedules are submitted for Council's information:

1. Applications lodged for the period 19 November 2011 to 6 January 2012.
2. Applications determined under delegation for the period between 19 November 2011 and 6 January 2012.
3. Status of material change of use (impact assessable) applications as at 6 January 2012.

### RECOMMENDATION

That the report of the General Manager, Planning and Development Group be noted.

### MOTION:

Moved by Cr. Scotney, seconded by Cr. Marks

That the report of the General Manager, Planning and Development Group be noted.  
**Carried**

## 8.0 ROAD NETWORK EXTENSION AND UPGRADES POLICY

General Manager, Infrastructure Services Group (Mike Brady) - 12 January 2012

### PURPOSE OF REPORT

To recommend the adoption of a Road Network Extension and Upgrades Policy.

### CORPORATE PLAN REFERENCE

- 3.2.3 Improve the safety and serviceability of the Region's road network.
- 3.3 Toowoomba region's infrastructure networks and assets are developed and maintained in a coordinated and integrated manner.
- 3.3.3 Ensure that the provision and management of infrastructure meet the needs and priorities of the Council and the community.

### BACKGROUND

Council presently does not have a policy on road network extensions or road upgrades. This exposes Council to undue risk, including the potential to adversely impact on Council's customer service reputation.

### CONSULTATION UNDERTAKEN

Council was provided with a briefing on the proposed draft policy (attached) at a Councillor Information Session held on 6 December 2011.

The Executive Management Team (EMT) and key staff from Infrastructure Services have been consulted in the drafting of this policy.

### ISSUES AND RESPONSES

It is recognised that the policy, as presented, does not address all the complexities of road network extensions and upgrades such as driveway crossovers or the closing of unused road reserves.

The policy sets the position that Council will not fund a road network extension or upgrade that is not part of Council's capital works plan. However, should a property owner be willing to fully fund the road network extension or upgrade, Council will reasonably consider the request, taking into account network planning and maintenance implications.

This allows Council to remain financially sustainable, whilst not preventing a property owner from having improved access reasonably considered.

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**RESOURCE IMPLICATIONS**

Implementation of this policy will promote a more consistent and streamlined approach to addressing future public requests for road network extensions and upgrades.

**CONCLUSION**

That this policy be adopted as an important measure to limit Council's exposure to risk and improve customer service in this area.

**RECOMMENDATION**

That the attached "Road Network Extensions and Upgrades" Policy be adopted.

**REASONS FOR RECOMMENDATION**

This policy will give consistent guidance to Council in addressing requests for road network extensions and upgrades.

**MOTION:**

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

That the attached "Road Network Extensions and Upgrades" Policy be adopted.

**Carried**

## 9.0 EXTERNAL WORKS POLICY

General Manager, Infrastructure Services Group (Mike Brady) - 12 January 2012

### PURPOSE OF REPORT

To recommend the adoption of an External Works Policy.

### CORPORATE PLAN REFERENCE

- 2.1.2 Ensure sound financial management and procurement practices.
- 2.1.13 Recognise, review and manage corporate risk, including workplace health and safety, internal audit services.
- 2.1.6 Continuously review and enhance service delivery to meet customer and community expectations.
- 2.2.2 Promote and provide services external to the organisation.
- 3.3 Toowoomba region's infrastructure networks and assets are developed and maintained in a co-ordinated and integrated manner.
- 3.3.3 Ensure that the provision and management of infrastructure meet the needs and priorities of the Council and the community.

### BACKGROUND

The External Works Policy covers all types of external works undertaken by Council.

Implementation of this policy will provide consistency and guidance to internal and external stakeholders when Council undertakes works on behalf of an external client.

The policy proposes enhanced financial and project management controls through the introduction of an External Works Panel which will approve all external works greater than \$50,000 in value.

### CONSULTATION UNDERTAKEN

Council was provided with the draft policy (attached) at a Councillor Information Session held on 6 December 2011.

The Executive Management Team (EMT) and key staff from Infrastructure Services Group, Water and Waste Services Group and Financial Services Branch have been consulted in the drafting of the policy.

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### **ISSUES AND RESPONSES**

The policy's main focus is to improve Council's management of major external works.

Key activities that will be undertaken in implementing the policy include:

- Establishing the External Works Panel and preparing a terms of reference.
- Training key staff in project and contract management and national competition policy principles.
- Developing a Minor Private Works Quoting and Payment Procedure and setting-up systems, forms and associated processes, including staff training.

### **RESOURCE IMPLICATIONS**

Existing resources and budgets will be utilised to develop and implement this policy.

### **CONCLUSION**

That this policy be adopted as an important measure to limit Council's exposure to risk and improve customer service in this area.

### **RECOMMENDATION**

That the attached "External Works" Policy be adopted.

### **REASONS FOR RECOMMENDATION**

This policy will give consistent guidance to Council in undertaking the varying forms of external works.

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**MOTION:**

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

1. That the attached "External Works" Policy be adopted.
2. That a separate Minor Works Policy be developed for consideration as soon as possible.

**AMENDMENT:**

Moved by Cr. Glasheen

That the attached "External Works" Policy be adopted subject to the first dot point under the heading "Major External Works" being deleted and being inserted under the heading "Minor External Works".

**The amendment lapsed for want of a seconder**

**AMENDMENT:**

Moved by Cr. Ramia, seconded by Cr. Strohfeld

1. That the attached "External Works" Policy be adopted.
2. That a separate Minor Works Policy be developed for consideration by Council at its next meeting.

**Carried**

**The amendment then became the substantive motion and on being put was again  
Carried**

## 10.0 GOWRIE CREEK CATCHMENT MANAGEMENT STRATEGY REVIEW

**General Manager, Infrastructure Services Group (Mike Brady) and Engineer, Transport and Drainage (Avril Campbell) - 12 January 2012**

### **PURPOSE OF REPORT**

To provide further advice and recommendations on the outcomes and progress of the Gowrie Creek Catchment Management Strategy.

### **CORPORATE PLAN REFERENCE**

- 3.1 Planning and development for regional growth and change is based on sustainability principles, cultural heritage and community engagement.
- 3.3 Toowoomba Region's infrastructure networks and assets are developed and maintained in a coordinated and integrated manner.

### **BACKGROUND**

The Gowrie Creek Catchment Management Strategy was adopted by the former Toowoomba City Council in 1998. The main aim of the Strategy is to provide significant flood mitigation measures (working towards a Q100 level of immunity at ultimate catchment development) for the city of Toowoomba. The Strategy also provides a framework for the holistic management of the Gowrie Creek catchment including rehabilitation of the creek system, water quality improvement and incorporation of recreational facilities into the creek system.

Council is currently mid-way through the 25 year program of implementing the recommended works within the strategy. To date, structural mitigation measures have primarily been constructed on West Creek, working in an upstream to downstream manner to maximise flood mitigation in the CBD. Projects undertaken have received subsidy support. These works reduced the peak flows experienced in West Creek by approximately 35% during the January 2011 flood event, with a corresponding reduction in flow depths.

In 2007, the flood mitigation aspects of the strategy were fully reviewed with the outcome of continuing the works programs as previously approved.

Future mitigation works to complete the strategy are to be constructed on West Creek and East Creek, with channel works to improve flow capacity recommended for East Creek, West Creek and Black Gully and rehabilitation works to be completed in Gowrie Creek.

The completion of these works would give significant additional flood mitigation benefit to the city of Toowoomba as it is nearing ultimate development within the catchment.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

## **CONSULTATION UNDERTAKEN**

The initial development of the strategy involved extensive consultation with a Community Reference Group and a dedicated education officer (funded under the Natural Heritage Trust) providing community education programs for some three years following adoption of the strategy.

Councillor Information sessions on the background and current status of the Gowrie Creek Catchment Management Strategy were held on 21 November 2011 and 6 December 2011.

## **ISSUES AND RESPONSES**

Issues raised at the recent information sessions included:

1. Regional Development Australia (RDA) Round 2 funding application and status
2. Queensland Rail bridge on West Creek at Dent Street in the CBD
3. Priority order for remaining mitigation works
4. The re-instatement of a Community Reference Group and / or Education Officer.
5. Councillor Inspection of the creek system
6. 2D hydraulic modelling of the Gowrie Creek System
7. East Creek at Mackenzie Street
8. Russell Street Culvert capacity
9. Potential detention storage in Queen's Park
10. Potential warning systems for the Gowrie Creek catchment.

This report addresses each of these items in detail below:

### **1. Regional Development Australia (RDA) Fund Round 2**

Toowoomba Regional Council submitted an application for the Gowrie Creek Catchment Management Strategy (GCCMS) works to the Regional Development Australia (RDA) Fund Round 2 in early December 2011.

Council has recently been informed that it was again unsuccessful in obtaining RDA funding for this project.

### **2. Queensland Rail Bridge Over West Creek at Dent Street**

The Queensland Rail bridge over West Creek was discussed at length as a limiting factor to improving flow capacity in West Creek through the CBD area. Previous negotiations with QR have proven unsuccessful in reaching an agreement to upgrade the bridge structure.

Structural works undertaken in West Creek in 2006 have substantially improved the capacity of the bridge structure however, it still does not achieve a Q100 immunity for the Dent Street area. In events larger than approximately 60m<sup>3</sup>/s (between a Q20 and Q50 immunity at ultimate catchment development), flow breaks out of West

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

Creek overtopping a low weir structure into Dent Street. The overflow is deliberately directed into Dent Street to avoid inundation of the rail line.

In order to allocate a priority to the reconstruction of this bridge, an analysis of the effects of upgrading the bridge and the construction of the Clewley Park detention basin was undertaken to determine which of these would have the most impact on flood immunity to Dent Street. The results of this analysis are given in **Table 1** below:

**Table 1: Peak Discharges in West Creek at the QR Bridge in Dent Street**

	<b>Design Scenario (at ultimate catchment development)</b>	<b>Peak discharge (m<sup>3</sup>/s)</b>
1	Q100 peak discharge under ultimate catchment development (current mitigation measures)	82
2	Current channel design capacity in West Creek between Herries Street & Russell Street (excluding QR bridge)	80
3	2011 Qld Rail Bridge Capacity (overflow weir into Dent Street @ RL591.3, between Q20 and Q50 immunity)	60
4	Q100 peak discharge under ultimate catchment development with 45ML detention basin at Clewley Park	69
5	Proposed upgraded QR bridge capacity (as per 2004 SKM design)	74

As indicated by the table above, the proposed Clewley Park detention basin provides a substantial reduction in peak discharges in a Q100 design event (under ultimate catchment development). However, in order to achieve the full Q100 immunity in West Creek through the CBD, in particular Dent Street, the QR bridge also needs to be replaced/upgraded with a more hydraulically efficient structure as soon as possible. **Table 1** illustrates that a Q100 immunity cannot be achieved by one project in isolation, it is the combination of both that will provide the desired outcome.

It is proposed to meet with QR in the near future to discuss this matter and other potential waterway improvements within QR land.

### **3. Priority of Future Works Proposed under the Gowrie Creek Catchment Management Strategy**

A key outcome of both the November and December Councillor Information sessions was the prioritisation of the works to be completed under the Gowrie Creek Catchment Management Strategy.

Mitigation works undertaken in West Creek since implementation of the strategy in 1998 have reduced the peak Q100 flows by approximately 35%. The construction of the Clewley Park detention basin will further reduce the peak flows in a Q100 (as shown in Table 1 above) providing increased flood immunity to Dent Street and the CBD. Additional channel works proposed in West Creek will further increase immunity in the CBD and Prescott Street area and replacing/upgrading the QR bridge will also increase flow capacity in West Creek through the CBD. However, when comparing the cost of these works with the relative flow reductions, additional works in West Creek following the construction of the Clewley Park detention basin offer a

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

diminishing return on investment. In isolation, the Clewley Park detention basin provides the largest single mitigation effect in West Creek.

It is considered that a more appropriate course of action following the completion of the Clewley Park detention basin would be to commence mitigation works in East Creek where no significant works to date have been undertaken and public safety issues were highlighted in the January flood event. The proposed detention basins in East Creek at Ballin Drive and Garnett Lehmann Park are predicted to reduce the peak discharges in East Creek in a Q100 event by 25%.

Council has discussed the option of committing to the construction of Clewley Park detention basin whilst still seeking supplementary funding opportunities. Based on the Draft Capital Works Plan which has been submitted to Financial Services Branch for review, the construction of the Clewley Park basin has been identified to be constructed as a Priority Infrastructure Plan (PIP) project in the 2012/2013 financial year. Due to its classification as a PIP identified project, it is unlikely that the status of this project will be altered in the final adoption of the Capital Works Plan. Based on these interim dates, offers for design have been invited and, provided Council resolves to proceed with this project, construction of the detention basin could commence in July 2012.

The recommended priority order of the remaining works under the strategy along with their estimated cost and anticipated construction date currently shown in the 10 year Capital Works Plan are summarised in **Table 2** below.

**Table 2: Priority of Works Remaining under the Gowrie Creek catchment Management Strategy**

Priority Level	Proposed Works under the GCCMS	Estimated Cost of Works (1) \$M	Draft Capital Works Plan Project Date (2)
1	Clewley Park detention basin	3.0	2012/2013
2	Ballin Drive detention basin	3.5	2014/2015
3	Garnett Lehmann Park detention basin	3.6	2014/2015
4	Channel Works on West Creek between James & Herries Streets	1.7	Currently unfunded
5	QR Bridge upgrade (3)	3.0	N/A
6	Channel works from James Street to Creek St incorporating Horton Street and Mary Street	6.7	Currently unfunded
7	West Creek works north of Russell Street	1.7	Currently unfunded
8	Black Gully Channel Works	1.6	Currently unfunded

*Notes:*

(1) *Based on conceptual design (current \$)*

(2) *Generally assumes at least 50% subsidy from State and Federal Governments*

(3) *Yet to be confirmed with QR.*

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

**4. Community Reference Group and/or Education Officer**

In the initial development of the GCCMS, extensive community consultation was undertaken and a reference group established to determine the goals and objectives of the strategy and identify the community's needs. At the time of adoption, community support for the project was strong and generally in favour of the works proposed under the strategy.

Following the adoption of the strategy by Council in 1998, Council had a dedicated education officer who was responsible for preparing and conducting community education programs. This position was funded under the Natural Heritage Trust. When funding for this position ceased, the role was adopted by Council's Bushland Parks Officer on a part-time basis. With the loss of Council's dedicated Bushland Parks Officer, the community consultation role in the Gowrie Creek Catchment ceased to exist in a permanent role.

In the years since its adoption, there is reduced knowledge in the public forum about the GCCMS and its objectives which has potentially led to an incorrect perception that Council has been inactive in pursuing flood mitigation measures. This lack of background knowledge, along with the successful integration of the mitigation structures into adjoining parkland and recreation spaces, has seen a general complacency or ignorance as to the function of these structures and other strategy measures.

There is merit in creating an 'education officer' position on a part time basis, in conjunction with other supporting Council staff, to be responsible for educating the public on a number of Council's projects and issues, not only those relating to flood mitigation. This may again be in conjunction with a Bushland Parks Officer's position on Council's Community Engagement Team.

**5. 2-D Modelling of the Gowrie Creek Network**

Council's one-dimensional (1-D) hydraulic model of the Gowrie Creek System (using the MIKE11 software package) has been updated and calibrated within Council, based on the events of January 2011. The option of providing a graphical interface for the flow information determined using this model was discussed as an option to provide more clarity to both Council staff and the public as to how the system performs during certain design events. The option of two-dimensional (2-D) hydraulic modelling of the Gowrie Creek system was also raised.

2-D hydraulic models are predominantly used in areas where complex floodplain interaction occurs, that is where flow-paths become less defined and the interaction of creek and floodplain flow occurs. The majority of the Gowrie Creek system is contained within a defined channel, with only a select few areas displaying a two-dimensional flow characteristic where flows break out of the defined channel. The most noteworthy of these locations is West Creek through the CBD (in the vicinity of Dent Street) and at the confluence of East and West Creeks.

It is possible to utilise the existing 1-D MIKE11 hydraulic model and build onto this the 2-D component of the "floodplain" areas in these select locations, rather than developing a full two-dimensional model of the entire system. Using currently available DEM data, the results of this 2-D model can be overlaid onto either Google Earth or other mapping software to produce detailed time series maps.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

These maps can be used to display design events and historical flood events such as the January 2011 event, as required.

Ultimately, to provide the most reliable technical outcome and to facilitate community education, the existing 1-D hydraulic model should be replaced by a full 2-D hydraulic model.

#### **6. Councillor Inspection of Creek System**

During the information sessions, Councillors expressed an interest in touring the Gowrie Creek system to inspect those mitigation and water quality measures already constructed in the system.

It is proposed to conduct a tour of the creek system and constructed mitigation measures at a suitable time in January 2012.

#### **7. East Creek at Mackenzie Street**

East Creek at Mackenzie Street, upstream of the waterbird habitat, currently has less than a Q20 immunity as determined by the 2007 GCFR&M Study. Concerns were expressed as to the location of a wire fence across the floodway and whether this caused a significant flow impediment to the Mackenzie Street crossing.

The primary flow issue at this location is the capacity of the pipe structure under Mackenzie Street. The structure consists of three 600mm diameter pipes which currently have less than a 20 year immunity (the lowest event modelled in the 2007 hydraulic study), it is actually estimated that they have less than a Q2 immunity due to the frequency of inundation in this area. This low hydraulic capacity means the road itself in this location basically acts as a large floodway. The fence under consideration may cause an impediment to the overland flows across Mackenzie Street that are discharging into the Waterbird Habitat by filling with debris in a flood event. Removing a portion of the fence through the floodway and replacing with wire will allow flows to drain more readily into the Waterbird Habitat. This may temporarily provide some flood level reduction in this vicinity until a full upgrade is undertaken of this road crossing.

#### **8. Russell Street Bridge Capacity**

During the November Councillor information session, concerns were raised as to the capacity of the Russell Street bridge on West Creek and its ability to convey the 1 in 100 year ARI flood event.

Based on the 2007 Gowrie Creek Flood Risk and Mapping Study, the Russell Street bridge has a Q100 immunity, with the Margaret Street crossing upstream being a significantly larger structure with a relatively higher immunity. However, this immunity estimate assumes that all flow directly approaches the Margaret Street bridge via the creek. In large events though, significant flow breaks out of West Creek further upstream at the QR bridge and approaches Margaret Street via Dent Street, overflowing the railway line near the Margaret Street bridge back into the creek.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

**9. Potential Detention Storage in Queen's Park**

The option of constructing an additional detention basin on East Creek at Queen's Park is one that has been considered in previous studies of the catchment. It was an option that was again raised during discussions on the progress of the Gowrie Creek Catchment Management Strategy in the lead up to the information session on 21 November 2011. It was also raised in the information session whilst discussing additional mitigation measures near the confluence of East and West Creeks.

The option was re-investigated with an alternative option of an off-stream detention basin located in the south-western corner of Queen's Park. The logic behind an off-stream basin was to reduce the significant flows from the large catchment to the north-east of the park prior to it reaching the East Creek waterway.

The potential for a 30ML off-stream detention basin was investigated in the current "Frog's Hollow" area in the south-western corner of the park. Although the flow reduction to the local catchment was considerable in a Q100 event, the location of the basin in the lower reaches of the East Creek system meant that little impact was had on the total creek flows. Due to the basin location, it was found that insufficient volume could be obtained in this area to provide effective mitigation for the large flows generated upstream in East Creek in a Q100 event.

**10. Potential Warning Systems for the Gowrie Creek Catchment**

This was discussed in the second information session with Councillors on 6 December 2011. The outcomes of this discussion are to be addressed in a scoping study on the options available to Council. This Scoping Study is anticipated to be conducted in the first half of 2012.

**RESOURCE IMPLICATIONS**

- As the Clewley Park detention basin has been included in the PIP and forward programming, no financial implications are applicable, provided the position in the Capital Works Program is retained.
- Should a part-time 'education officer' position be considered, then funding for salaries and other resources would be necessary.

**CONCLUSION**

The implementation of the Gowrie Creek Catchment Management Strategy has been ongoing since completion of the 1998 report. To date, structural works have been substantially completed in West Creek (already giving significant benefits), with some works still to be completed in West Creek and works remaining in both East Creek and Black Gully.

Council commitment is required to adopt a prioritised approach to completing and funding the final mitigation works required under the Gowrie Creek Catchment Management Strategy.

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.

---

## RECOMMENDATION

1. That Council adopt the following "priority of works" program for the remaining flood mitigation components of the Gowrie Creek Catchment Management Strategy:

Priority Level	Proposed Works under the GCCMS	Concept Estimate \$M
1	Clewley Park detention basin	3.0
2	Ballin Drive detention basin	3.5
3	Garnett Lehmann Park detention basin	3.6
4	Channel Works on West Creek between James and Herries Streets	1.7
5	QR Bridge upgrade	3.0*
6	Channel works from James Street to Creek Street incorporating Horton Street and Mary Street	6.7
7	West Creek works north of Russell Street	1.7
8	Black Gully Channel Works	1.6

\*QR to fund

2. That Council continue to seek funding support from both the State and Federal Governments.
3. That Council prioritise construction of the Clewley Park detention basin in the 2012/2013 budget and complete the design documentation and tendering process prior to 30 June 2012.
4. That QR be requested to replace/upgrade the rail bridge downstream of Herries Street with a bridge of higher hydraulic capacity.
5. That the appointment of a Community Education Officer role be investigated.
6. That the option of preparing a 2-D model of the Gowrie Creek system be investigated for inclusion in the 2012/2013 budget.
7. That replacement of a portion of the Waterbird Habitat security fence with wire across the Mackenzie Street crossing of East Creek be listed for consideration in the 2012/2013 Budget.
8. That a scoping document on flood warning systems and their applicability to the catchment be prepared and a report submitted to Council by June 2012.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

**REASONS FOR RECOMMENDATION**

1. A priority list provides focus for future planning and funding applications.
2. Funding assistance is needed to expedite the program.
3. The immediate construction of the Clewley Park detention basin would provide additional flood mitigation benefits to the Toowoomba CBD.
4. The existing rail bridge over West Creek in the CBD is a limiting factor to upgrading the capacity of West Creek in this area.
5. A 'community education' role can undertake consultation on the flood mitigation works Council undertakes in the Gowrie Creek Catchment as well as across the region.
6. A 2-D hydraulic model can be used to provide graphical displays of how the creek system operates in design and recorded flood events. These displays can be used for education and internal purposes.
7. Removing a portion of the chain-wire fence across East Creek in the Waterbird Habitat at Mackenzie Street will reduce blockage due to debris at this location. It may also provide a temporary flow improvement until the road crossing is upgraded.
8. A scoping study is required to assess the types of warning systems suitable for use in the Gowrie Creek catchment, the locations that would benefit from such systems and the costs of installation.

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.

---

**MOTION:**

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

1. That Council adopt the following "priority of works" program for the remaining flood mitigation components of the Gowrie Creek Catchment Management Strategy:

Priority Level	Proposed Works under the GCCMS	Concept Estimate \$M
1	Clewley Park detention basin	3.0
2	Ballin Drive detention basin	3.5
3	Garnett Lehmann Park detention basin	3.6
4	Channel Works on West Creek between James and Herries Streets	1.7
5	QR Bridge upgrade	3.0*
6	Channel works from James Street to Creek Street incorporating Horton Street and Mary Street	6.7
7	West Creek works north of Russell Street	1.7
8	Black Gully Channel Works	1.6

*\*QR to fund*

2. That Council continue to seek funding support from both the State and Federal Governments.
3. That Council prioritise construction of the Clewley Park detention basin in the 2012/2013 budget and complete the design documentation and tendering process prior to 30 June 2012.
4. That QR be requested to replace/upgrade the rail bridge downstream of Herries Street with a bridge of higher hydraulic capacity.
5. That the appointment of a Community Education Officer role be investigated.
6. That the option of preparing a 2-D model of the Gowrie Creek system be investigated for inclusion in the 2012/2013 budget.
7. That replacement of a portion of the Waterbird Habitat security fence with enlarged flood flaps across the Mackenzie Street crossing of East Creek be listed for consideration in the 2012/2013 Budget.
8. That a scoping document on flood warning systems and their applicability to the catchment be prepared and a report submitted to Council by June 2012.

**Carried**

## 11.0 APPROVED INSPECTION PROGRAM, CONTROL OF MOSQUITOES

Manager, Environmental Health Services (Tony Shadwell) and Coordinator Regulation and Compliance (Paul Samios) - 19 December 2011

### PURPOSE OF REPORT

To seek approval for the conducting of a selective mosquito inspection program to determine the presence of disease carrying mosquitoes in the Toowoomba Regional Council area including the mosquito species *Aedes aegypti* and *Aedes albopictu*.

### CORPORATE PLAN REFERENCE

1.3.2 Ensure high quality health standards are maintained, including food safety, immunisation and public health

### BACKGROUND

Queensland Health has reported increases in mosquito-borne disease rates over the last 10 years, particularly Dengue, Ross River and Barmah Forest virus infections in Queensland. In response, the Queensland Joint Strategy Frame work for Mosquito Management 2011/2015 was developed which provides a strategic direction for the management of mosquitoes and mosquito-borne disease in Queensland and has been signed off by Queensland Health and the Local Government Association of Queensland.

This initiative by Queensland Health involves working in partnership with Local Governments to assist with development of local mosquito surveillance, prevention and control programs to minimise the risk of mosquito-borne disease and pest mosquito impact on the community.

### CONSULTATION UNDERTAKEN

Consultation was undertaken with the Darling Downs Public Health Unit of Queensland Health to plan the mosquito inspection program and select areas of surveillance.

### ISSUES AND RESPONSES

Mosquito surveillance in selected areas of Toowoomba Regional Council is proposed to commence on the 27 February 2012. In consultation with Queensland Health, the following areas were selected:

- **Newtown** (selected residential properties within an area bounded by Taylor Street, Nathan Street, Weetwood Street, Toowoomba Racecourse and Barter Lane).

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

- **Wilsonton** (selected residential properties within an area bounded by Cessna Street, McCafferty Street, Lacaze Street and Boyd Street).
- **East Toowoomba** (selected residential properties within an area bounded by Margaret Street, MacKenzie Street, Arthur Street and Curzon Street).
- **South Toowoomba** (selected residential properties within an area bounded by Long Street, Geddes Street, Tolmie Street and Ramsay Street).
- **North Toowoomba** (selected residential properties within an area bounded by Bridge Street, Sir Street, Gentle Street and Edward Street).
- **Highfields** (selected residential properties within an area bounded by New England Highway, Highfields Road, Kuhls Road West, Rainbow Road, Sunray Drive, Maylen Court, Forest Road, Lacinda Avenue and Gladswood Drive) .
- **Crows Nest** (selected residential properties within an area bounded by the Crows Nest Golf Course, Nolan Street, Grace Street, Sharp Street, Thallon Street and Park Road).
- **Yarraman** (selected residential properties within an area bounded by Barr Smith Street, Toomey Street, Davies Street and Watson Street).

A select number of residential properties will be chosen from these areas.

### **Community Benefits**

Community benefits include raising awareness of how to manage risks related to the use of different types of containers used to collect water and their potential to contribute to urban mosquito breeding. The destruction of mosquito breeding sources will help reduce health risks and nuisances caused by mosquitoes.

### **Benefits To Council**

The benefits to Council will be training provided to Council's Local Laws Officers by a Medical Entomologist and Senior Environmental Health Officer from Queensland Health in mosquito surveillance and assistance in developing a mosquito management program which will assist in initiating changes in householders' behaviours in regards to storage of water in containers.

### **Processes Required When Undertaking An Approved Inspection Program**

Council approval is sought for an approved inspection program to facilitate access to properties. Unless an "approved inspection program" is adopted and advertised by Council, it is necessary for officers to seek occupier agreement to enter, or failing agreement, to obtain a warrant. An approved inspection program assists authorised persons to enter a property (other than a home on the property) without the permission of the occupier of the property, at any reasonable time of the day or night.

The process under which a property is entered is covered under the *Local Government Act 2009* (S 133 and 134) and the *Public Health Act 2005* (S 393(5)).

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

Under the *Local Government Act 2009*, the local government must give the public notice of the approval of an inspection program, at least 14 days, but not more than 28 days, before the approved inspection program starts. The notice must be published:

- in a newspaper that is circulating generally in the local government area; and
- on the local government's website.

Furthermore, with regards to properties chosen to be entered, the local government must give, or must make a reasonable attempt to give, the occupier of the property a written notice that informs the occupier of the following:

- the local government's intention to enter the property;
- the reason for entering the property;
- an estimation of when the property will be entered.

In regard to the provision of the written notice, the local government must give, or make a reasonable attempt to give the written notice to the occupier within a reasonable time before the property is to be entered.

The authorised person must, as soon as entering the property, inform any occupier of the property:

- of the reason for entering the property; and
- that the authorised person is authorised under this Act to enter the property without the permission of the occupier.

The *Public Health Act 2005* S 393(5) also requires that, if the authorised person enters the place after being unable to locate an occupier, the authorised person must leave a notice in a conspicuous position and in a reasonably secure way stating the date, time and purpose of the entry.

### **Choosing an Appropriate Type of Inspection Program**

The *Local Government Act 2009* describes the following types of inspection programs:

- A **systematic inspection program** which allows an authorised person to enter and inspect all properties, or all properties of a certain type, in the local government area.
- A **selective inspection program** which allows an authorised person to enter and inspect those properties in the local government area that have been selected in accordance with objective criteria specified in the resolution.

As it is proposed to select residential properties for this surveillance program, a **selective inspection program** is proposed to Council for consideration.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

### **Requirements for Local Government**

The *Local Government Act 2009* S 133 and 134 requires Council to comply with the following requirements before an authorised person may enter and inspect properties:

- Adopt by resolution an "approved inspection program" under which authorised persons may enter and inspect properties in a local government area to ensure the Local Government Act is being complied with.

The proposed inspection program is to commence on Monday, 27 February 2012 and continue for a period of three months which is the maximum period allowed by the *Local Government Act 2009*. The extended period will enable follow up compliance inspections to be completed.

The *Local Government Act 2009* requires the resolution to state:

- the purpose of the program;
- when the program starts;
- for a selective inspection program, the objective criteria for selecting the properties to be entered and inspected; and
- the period (of not more than 3 months or another period prescribed under a regulation) over which the program is to be carried out.

### **RESOURCE IMPLICATIONS**

All local laws officers in Environmental Health Services will receive training and participate in the initial mosquito surveillance program.

### **CONCLUSION**

The adoption of the approved inspection program provides Council with a cost effective means of initiating this type of mosquito surveillance program.

### **RECOMMENDATION**

1. That Council resolve to approve a selective inspection program under which authorised persons may enter residential properties to monitor compliance with requirements for mosquito control under the *Public Health Act 2005*.
2. That the selective inspection program commence on Monday, 27 February 2012 for a three month period concluding on 27 May 2012.
3. That the selective inspection program be undertaken in the following areas with the objective of locating and destroying mosquito breeding sources:

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

- **Newtown** (selected residential properties within an area bounded by Taylor Street, Nathan Street, Weetwood Street, Toowoomba Racecourse and Barter Lane).
- **Wilsonton** (selected residential properties within an area bounded by Cessna Street, McCafferty Street, Lacaze Street and Boyd Street).
- **East Toowoomba** (selected residential properties within an area bounded by Margaret Street, MacKenzie Street, Arthur Street and Curzon Street).
- **South Toowoomba** (selected residential properties within an area bounded by Long Street, Geddes Street, Tolmie Street and Ramsay Street).
- **North Toowoomba** (selected residential properties within an area bounded by Bridge Street, Sir Street, Gentle Street and Edward Street).
- **Highfields** (selected residential properties within an area bounded by New England Highway, Highfields Road, Kuhls Road West, Rainbow Road, Sunray Drive, Maylen Court, Forest Road, Lacinda Avenue and Gladswood Drive) .
- **Crows Nest** (selected residential properties within an area bounded by the Crows Nest Golf Course, Nolan Street, Grace Street, Sharp Street, Thallon Street and Park Road).
- **Yarraman** (selected residential properties within an area bounded by Barr Smith Street, Toomey Street, Davies Street and Watson Street).

#### **REASONS FOR RECOMMENDATION**

To undertake a selective mosquito inspection program under which authorised persons may enter residential properties.

#### **MOTION:**

Moved by Cr. Cahill, seconded by Cr. Marks

1. That Council resolve to approve a selective inspection program under which authorised persons may enter residential properties to monitor compliance with requirements for mosquito control under the *Public Health Act 2005*.
2. That the selective inspection program commence on Monday, 27 February 2012 for a three month period concluding on 27 May 2012.
3. That the selective inspection program be undertaken in the following areas with the objective of locating and destroying mosquito breeding sources:
  - **Newtown** (selected residential properties within an area bounded by Taylor Street, Nathan Street, Weetwood Street, Toowoomba Racecourse and Barter Lane).

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

- **Wilsonton** (selected residential properties within an area bounded by Cessna Street, McCafferty Street, Lacaze Street and Boyd Street).
- **East Toowoomba** (selected residential properties within an area bounded by Margaret Street, MacKenzie Street, Arthur Street and Curzon Street).
- **South Toowoomba** (selected residential properties within an area bounded by Long Street, Geddes Street, Tolmie Street and Ramsay Street).
- **North Toowoomba** (selected residential properties within an area bounded by Bridge Street, Sir Street, Gentle Street and Edward Street).
- **Highfields** (selected residential properties within an area bounded by New England Highway, Highfields Road, Kuhls Road West, Rainbow Road, Sunray Drive, Maylen Court, Forest Road, Lacinda Avenue and Gladswood Drive) .
- **Crows Nest** (selected residential properties within an area bounded by the Crows Nest Golf Course, Nolan Street, Grace Street, Sharp Street, Thallon Street and Park Road).
- **Yarraman** (selected residential properties within an area bounded by Barr Smith Street, Toomey Street, Davies Street and Watson Street).

**Carried**

## 12.0 NEW LEASE - CHEETHAM STREET, CECIL PLAINS (LIONS CLUB OF CECIL PLAINS INC.)

Senior Property Officer (Steve Chapman) - 4 January 2012

### PURPOSE OF REPORT

To seek Council approval to enter into a new Lease with the Lions Club of Cecil Plains Inc. on Council land being part of Lot 251 on DY970 known as Cecil Plains Recreation Reserve in Cheetham Street, Cecil Plains.

### CORPORATE PLAN REFERENCE

- 1.1 Opportunities for creative expression, cultural exchange and life long learning are accessible community wide.
- 1.1.2 Ensure cultural facilities and services, such as theatres, art galleries and museums, meet the needs of our growing and diverse community.

### BACKGROUND

The Cecil Plains Lions Club (Lions Club) have written to Council requesting permission to construct a shed measuring 6m x 9m on part of Council controlled land described as Lot 251 on DY970 (Subject Land), and known as the Cecil Plains Recreation Reserve in Cheetham Street, Cecil Plains.

Previously, the Lions Club had been using a privately owned shed located on private property for the storage of the Lions Club's equipment, including fundraising equipment such as signs, barbecues, tables and other sundry items. In early 2011, most of the equipment stored in this shed was destroyed due to the proximity of the shed to the flood affected areas of Cecil Plains.

Council Property and Community Liaison Officers met with the Lions Club on 1 December 2011 to identify an appropriate location for the construction of the shed, and have identified a suitable location as identified in the plan below.

### ISSUES AND RESPONSES

#### Land Characteristics

The Cecil Plains Recreation Reserve is crown land with Council as trustee and is currently zoned Open Space and Recreation. This zoning will require a development application from the Lions Club for the construction of the shed.

The lease area will be an area of approximately 12m x 12m (144m<sup>2</sup>) in a final location to be suitably determined within the area shaded in red, as per Image A and Image B.

The land in this area is quite flat and will require minimal excavation.

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.

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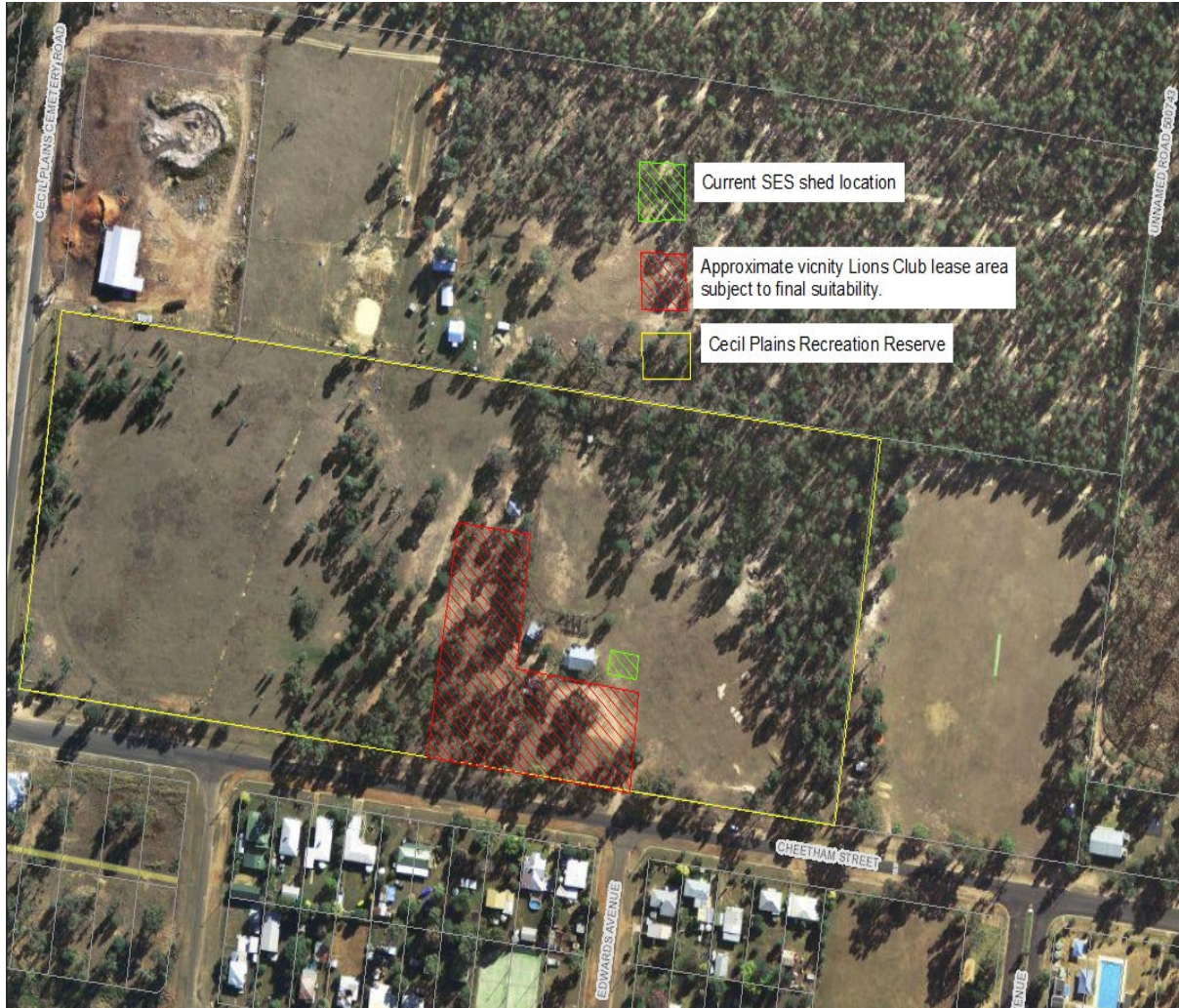
Image A - Cecil Plains Recreation Reserve Approximate Lease Area



Unclassified

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.

**Image B - Approximate Lease Area location on Cecil Plains Recreation Reserve**



**Legislation/Policy**

Local Government Act 2009

The Lions Club is an incorporated body and therefore exempt under section 185 of the *Local Government (Finance, Plans & Reporting) Regulation 2010* relating to the need to call tenders for the lease of the site.

Land Act 1994

As the proposed lease area is located on reserve land, there are requirements under the Land Act for approval by the Toowoomba office of the Department of Environment and Resource Management. DERM officers have verbally indicated that the proposed use on the reserve is acceptable.

Tenure Policy

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

In line with Council's Tenure Policy, the Lions Club will be required to submit to Council a strategic plan, identifying how they intend to promote and improve the facilities during the term of the lease. The continuance of the lease at the end of the term will be based on the Lions Club's success in achieving the outcomes agreed in the strategic plan. Council Officers will meet regularly with the Lions Club to inspect the premises and discuss matters related to the achievement of their plan.

Under the recently adopted Property Tenure Guidelines, the lease will be identified as a community lease and will therefore be classified as a Category 7.3 – Charitable and Non Commercial Community Service Organisations (Except Community Halls) Exclusive Use Lease (Non Gaming & Non Liquor).

As such the following apply:

Rental Fee Structure

As per Category 7.3:

7	<b>Charitable and Non Commercial Community Service Organisations (except Community Halls)</b>	<b>Standard Rental</b>	<b>Min. Rental</b>
7.1	Exclusive Use Lease (Gaming – Gaming Machine Act and Liquor Licence – Liquor Act)	2.5% of UV for the land on which the clubhouse & associated amenities are situated; & 1% of UV on the balance of the land under the lease	\$250
7.2	Exclusive Use Lease (Liquor Licence – Liquor Act but no Gaming)	1.5% of UV for the land on which the clubhouse & associated amenities are situated; & 1% of UV on the balance of the land under the lease	\$150
<b>7.3</b>	<b>Exclusive Use Lease (Non Gaming &amp; Non Liquor)</b>	<b>1% of UV</b>	<b>\$100</b>
7.4	Non Exclusive Use Licence (Non Gaming & Non Liquor)	1% of UV	\$100

Rates

Applicable rates charges are assessed in accordance with the guidelines of the rates exemption policy and would be approved (or otherwise) by Council as landlord. An appropriately worded clause is then included in the lease agreement stating that the lessee is, or is not required to pay the applicable rates.

On this basis, rates exemption forms will be completed by the Lions Club and will be assessed by the Rates Section. Given the Lions Club is a not for profit organisation and that they will not be operating with a Liquor or Gaming Machine licence at the premises, the most likely result is that the Lions Club would be eligible for a rates exemption. If this is the case, the lease would be drafted to include the rates exemption.

Tenure Length

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

The tenure length is to be negotiated to a maximum of 10 years as per the Property Tenure Policy.

Unconfirmed

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

Maintenance Responsibilities

As the Lions Club will be the owner of the building, they will be responsible for all the maintenance of the premises.

**CONCLUSION**

The finalisation of the lease will allow the Lions Club to formally have tenure over the site and apply to Council for the approval of the construction of a shed for the purpose of storing Lions Club equipment.

**RECOMMENDATION**

1. That Council negotiate a Lease with the Lions Club of Cecil Plains Inc. over part of Lot 251 on DY970 in accordance with the Council Property Tenure Policy and under the following terms and conditions:
  - (a) RENT 1% of the UV of the land, or the minimum of \$100 per year, whichever is the greater.
  - (b) TERM 10 years.
  - (c) RATES Utility and consumption charges only (subject to assessment of rates exemption application).
  - (d) MAINTENANCE The Lions Club to maintain the lease area and building.
  - (e) GENERAL All other conditions in accordance with Council's Property Tenure Policy with the final wording to the satisfaction of the Chief Executive Officer.
2. That the lease proposed in Recommendation 1. above be subject to approval by Council's Development Assessment and Building Branches.
3. That the Chief Executive Officer or his delegate be authorised to sign and execute all relevant documents to complete Recommendation 1.

**REASONS FOR RECOMMENDATION**

The establishment and endorsement of the lease will allow the Lions Club to have formal tenure over the site and therefore proceed with the applications for the construction of the building for the storage the Club's fundraising and general equipment.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

**MOTION:**

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

1. That Council negotiate a Lease with the Lions Club of Cecil Plains Inc. over part of Lot 251 on DY970 in accordance with the Council Property Tenure Policy and under the following terms and conditions:
  - (a) RENT 1% of the UV of the land, or the minimum of \$100 per year, whichever is the greater.
  - (b) TERM 10 years.
  - (c) RATES Utility and consumption charges only (subject to assessment of rates exemption application).
  - (d) MAINTENANCE The Lions Club to maintain the lease area and building.
  - (e) GENERAL All other conditions in accordance with Council's Property Tenure Policy with the final wording to the satisfaction of the Chief Executive Officer.
2. That the lease proposed in Recommendation 1. above be subject to approval by Council's Development Assessment and Building Branches.
3. That the Chief Executive Officer or his delegate be authorised to sign and execute all relevant documents to complete Recommendation 1.

**Carried**

## 13.0 COUNCILLOR REMUNERATION FOR 2012

Manager, Governance (Norm Garsden) - 8 December 2011

### PURPOSE OF REPORT

To consider the Local Government Remuneration and Discipline Tribunal Report and the Tribunal's determination published in the Queensland Government Gazette on 8 December 2011.

### CORPORATE PLAN REFERENCE

2.1.5 Review and ensure compliance with policies, standards, codes and other legislative requirements.

### BACKGROUND

In accordance with Section 183 of the *Local Government Act 2009* (LGA 2009), the Local Government Remuneration Tribunal (the Tribunal) is charged with:

- establishing the categories of local governments; and
- deciding which category each local government belongs to; and
- deciding the remuneration that is payable to the councillors in each of those categories.

Councils have 90 days from the date of the gazettal to adopt the Tribunal's determination.

### CONSULTATION UNDERTAKEN

The Remuneration and Discipline Tribunal undertook public consultation in this matter, as described in its Report to the Minister.

### ISSUES AND RESPONSES

Toowoomba Regional Council (TRC) has been categorised by the Tribunal as a Category 6 Council together with Cairns, Mackay, Redland, Rockhampton and Townsville. The Tribunal has decided to discontinue the practice of setting remuneration ranges for 2012 and instead set a single remuneration level for Mayors, Deputy Mayors and Councillors. The remuneration and amalgamation loading payable to Councillors for the 2012 calendar year has been set as:

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

	<b>Annual Paid Remuneration for 2011 (for comparison only)</b>	<b>Annual Remuneration Rate for 2012</b>	<b>Amalgamation Loading (payable until the conclusion of the 2012 elections)</b>
<b>Mayor</b>	\$150,120	\$150,864	\$3,240
<b>Deputy Mayor</b>	\$101,170	\$102,862	\$2,300
<b>Councillor</b>	\$ 91,380	\$ 89,147	\$2,060

Note:

- The monetary amounts shown are per annum figures. If an elected representative only serves for part of a calendar year they are only entitled to a pro-rata payment to reflect the portion of the year served.
- Mayors, Deputy Mayors or Councillors over 75 years of age may qualify for additional remuneration in lieu of contributions foregone because of taxation laws which prevent Local Governments from making voluntary superannuation contributions for Councillors over that age. Local Governments may make submissions to the Tribunal for approval to vary the remuneration of any Councillors over 75 to reflect the level of voluntary superannuation contributions which would otherwise have been paid.
- The Mayor, Deputy Mayor and Councillors are entitled to receive the (per annum) amalgamation loading from 1 January 2012 to the conclusion of the 2012 quadrennial elections (when the last declaration of a poll conducted in the 2012 quadrennial election for the Local Government is displayed at the office of the Returning Officer).

## **RESOURCES**

The Council's budget provides for the payment of the remuneration.

## **CONCLUSION**

Council must adopt the remuneration as determined by the Tribunal.

## **RECOMMENDATION**

That Council adopt the remuneration and amalgamation loading payable to Councillors as set by the Local Government Remuneration and Discipline Tribunal for the 2012 calendar year, as follows:

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.

---

	Annual Remuneration Rate for 2012	Amalgamation Loading
<b>Mayor</b>	\$150,864	\$3,240
<b>Deputy Mayor</b>	\$102,862	\$2,300
<b>Councillor</b>	\$ 89,147	\$2,060

**REASONS FOR RECOMMENDATION**

To comply with the requirements of the *Local Government Act 2009* and *Local Government (Operations) Regulations 2010*.

**MOTION:**

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

That Council adopt the remuneration and amalgamation loading payable to Councillors as set by the Local Government Remuneration and Discipline Tribunal for the 2012 calendar year, as follows:

	Annual Remuneration Rate for 2012	Amalgamation Loading
<b>Mayor</b>	\$150,864	\$3,240
<b>Deputy Mayor</b>	\$102,862	\$2,300
<b>Councillor</b>	\$ 89,147	\$2,060

**Carried**

## 14.0 MONTHLY PERFORMANCE STATEMENT AS AT 31 DECEMBER 2011

General Manager, Finance and Business Strategy Group (Arun Pratap) - 10 January 2012

### 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

#### DECEMBER IMPLICATIONS

- Council acquired ownership of the Wivenhoe Pipeline in December 2011 (\$172M).
- Receipt of \$20M NDRRA funding.

#### PREVIOUSLY REPORTED IMPLICATIONS

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

- Construction and Maintenance Private Works operational expenditure incurred 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.
- Council's NDRRA capital expenditure submissions awaiting consideration by the Queensland Reconstruction Authority (QRA).

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

- The first levy for general rates was issued on the 25 August 2011 with a due date of 27 September 2011.
- The first levy for water was issued on the 28 October 2011 with a due date of 29 November 2011.
- September Budget Review was adopted 23 November 2011.

**Operating Income - overall exceeding YTD pro rata budget expectations by \$5,589,158 or 4%**

*Fees and Charges (exceeds pro-rata budget by \$1,068,407 or 5%)*

- Private Works Income exceeds YTD budget by \$2.3M largely due to extra work undertaken for Main Roads Performance Contracts.

*Interest Received (exceeds pro-rata budget by \$1,046,320 or 29%)*

- Interest at call receiving high rates and large cash balances generating greater income than budgeted (\$863,988).

*Other Recurrent Income (exceeds pro-rata budget by \$2,079,971 or 13%)*

- Invoice of insurance claim for the refurbishment of gorge section of the Wivenhoe Pipeline as part of the ownership transfer. Funds to be set aside to finalise flood repairs.

*Grants, Subsidies, Contributions and Donations (exceeds pro rata budget by \$2,051,466 or 30%)*

- Council has received several grants and subsidies in advance of budget expectations including Council's Federal Financial Assistance Grant.

**Operating Expenses - overall below pro-rata YTD budget by \$2,090,416 or 1%**

*Labour Costs (below pro-rata budget by \$1,626,093 or 3%)*

- Labour costs are subject to adjustment with the forthcoming certification of the outdoor staff agreement (to be back-paid to 1 August 2011) and potentially arbitration with indoor staff agreed.

**Capital Income - overall above pro-rata YTD budget by \$24,457,943 or 229%**

*Grants, Subsidies, Contributions and Donations (exceeds pro-rata budget by \$24,881,272 or 291%)*

- Funding received for NDRRA \$30.29M in total (\$20M received in December 2011) budget timing to be reviewed within the December budget review process.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

*Sale of Assets (below pro-rata budget by \$423,329 or 20%)*

- 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.

**Capital Expenditure - overall above pro-rata YTD budget by \$157,880,625 or 344%**

Council acquired ownership of the Wivenhoe Pipeline in December 2011 (\$172M). Overall capital expenditure after adjustments for the Wivenhoe Pipeline is \$15M Net below budget or 33% approximately.

Major projects are below budget expectations (\$12,013,756) in the following services:

• Roads	\$3,290,190
• Fleet and Plant Services	\$1,652,937
• Project Services - Waste Water	\$3,382,759
• Waste Management	\$854,974
• Information Management	\$1,359,977
• Parks and Recreation Services	\$822,633
• Aerodromes	\$650,286

**RECOMMENDATION**

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

**MOTION:**

Moved by Cr. Antonio, seconded by Cr. Williams

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

**Carried**

## 15.0 GROUP REPORTS FOR DECEMBER 2011

### 15.1 FINANCE AND BUSINESS STRATEGY

**Report from General Manager, Finance and Business Strategy Group (Arun Pratap) dated 11 January 2012**

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

##### **Internal Communications**

- Beginning final drafting of words to be used in Toowoomba Regional Council Intranet pages - ongoing project to be completed by March 2012.

##### **External Communications**

Researched, drafted and disseminated releases/advisories/alerts including:

- 34 media releases
- 4 media alerts
- 1 Letter of Support (Heritage Trail Phone Application Project)
- 2 Mayoral Messages ("The Wizard of Oz" at the Empire Theatre, Carols in the Park)
- Drafting of the Flood Memorial wording
- 2 Speeches (Middle Ridge State School, Vibe 3 on 3 basketball, hip hop challenge)
- Support to FKG Tour of Toowoomba launch
- Organisation of Mayoral press conference - LGAQ 2012 State Election Policy Plan.

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

Advertising, design and production including:

- Design and co-ordination of press advertising (general ads) and Page 6 advertising for the Chronicle
- Annual Report (Booklet prepared for press)
- Waste logo colour change - implementation into templates and documents
- A5 Cemetery booklet
- Heritage brochures
- Local Laws info sheets
- Update of Organisational Chart
- Christmas closure signs
- Cat and dog registration check flyers
- Update Code of Conduct Booklet
- Preparation of Cobb & Co - Toowoomba Never Floods invite
- Mulch DL flyer for waste

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

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### **FINANCIAL SERVICES**

- Asset Accountant and Principal Procurement Officer commenced duties in December.
- Review undertaken of management reports in consultation with stakeholders to enhance usability.
- Final draft of 10 year plan for Queensland Treasury Corporation Credit Review (includes Priority Infrastructure Plan for the first time).

### **INFORMATION, COMMUNICATIONS AND TECHNOLOGY**

- Office 2010/Windows 7 project commenced operational deployment, with 50% of all computers upgraded by end of December.
- Corporate systems revision project endorsed by Council and pre-procurement now underway. Report to be presented to Council in February on governance arrangements
- Replacement of Intranet well underway with designs finalised and project now focussed on updating content. "Launch of beta" site will occur at end of January and decommissioning of existing site will take place at end of February.
- Solution selected for deployment of paperless solution for Council agenda papers using iPads, with parallel trial to begin in January.
- The availability of all corporate applications for the month of December has been within Service Level Agreements (SLA).

### **Internal Customer Performance Statistics**

- Help Desk:
  - 63% requests resolved at first call (target is 50%).
  - Median resolution time for faults 20 minutes.
  - Median resolution time for requests 3 minutes.
  - 90% faults resolved within Service Level Agreement timeframe (target is 90%).
  - 93% requests resolved within Service Level Agreement timeframe (target is 90%)
- Document Management:
  - Records management - 98% requests resolved within SLA timeframe (target is 90%).
  - Storage and archival - 100% requests resolved within SLA timeframe (target is 90%).
  - Courier Service - 100% items delivered within agreed timeframes (target is 98%).
  - Mail processing - 99.9% processing accuracy rate (target is 98%).
  - Right to Information and Information Privacy - 99% processed within 25 day timeframe (target is 98%).

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.

**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>• 26 positions advertised</li> <li>• 31 new staff members recruited</li> <li>• 52 employment extensions processed</li> <li>• 37 incremental increases processed</li> </ul>
Learning and Development	<ul style="list-style-type: none"> <li>• Induction of 39 new full-time trainees and apprentices to commence in January 2012</li> <li>• Completion of 2012 Training Calendar</li> </ul>
WHS & Employee Wellness	<ul style="list-style-type: none"> <li>• 15 hazard inspections undertaken in December (YTD 423)</li> <li>• 7 lost time injuries recorded in December</li> <li>• Project to cater for new legislation underway</li> </ul>
Generator Program	<ul style="list-style-type: none"> <li>• Engineering graduates have been appointed and will commence on 16 January 2012.</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>• 71% calls answered within 20 seconds. Target 80%.</li> <li>• 5.4% abandonment rate. Target &lt; 5%.</li> <li>• 96.3% calls resolved at first point of contact. Target 90%.</li> <li>• Outbound customer care program continued with 64 call backs being generated per week for animal roaming and wheelie bin request types.</li> </ul>
Community Liaison	<ul style="list-style-type: none"> <li>• Continued development of Business Plan</li> <li>• Production of a CLO activity report.</li> </ul>

**Commentary:**

- Call volumes and workload remained constant for the majority of December with calls decreasing significantly due to the Christmas/New Year closedown. Total calls answered for the month 10,045. Total calls since opening 126,670.
- The major factor influencing service levels was the steady call and counter volumes received with decreasing numbers of Customer Service Officers due to approved leave.
- Total counter transactions for December 3,153.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

**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. McVeigh, seconded by Cr. Glasheen

That the Finance and Business Strategy Group Report be received.

**Carried**

Unconfirmed

**MINUTES OF THE ORDINARY MEETING OF TOowoomba REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

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## 15.2 PLANNING AND DEVELOPMENT

### **Report from General Manager, Planning and Development Group (Stewart Somers) dated 11 January 2012**

#### **STRATEGIC LAND USE**

- Submitted response to Second State Interest Review of draft Toowoomba Regional Planning Scheme to Department of Local Government and Planning on 22 December 2011.
- Completed peer and legal reviews and proofed the draft Toowoomba Regional Planning Scheme documents.
- Completed draft cost apportionment and financial modelling for Priority Infrastructure Plan (next step is the adoption of the actual charges).
- Continued work on the Project Plan for the Regional Transport Network Strategy with senior staff from Infrastructure Services Department.
- Undertaking projects for the Skills Queensland, Jobs and Skills Development program.
- Production of guidelines and information sheets for both the public and the development industry on the Toowoomba Regional Planning Scheme.
- Conducted 22 appointments through Council's Heritage Advisory Service in the last month.
- Eight Assistant English teachers have been recruited for Takatsuki. They will depart Toowoomba in March 2012 for a period of 12 months.
- Submitted two applications to the Regional Development Australia Fund: Project A - Toowoomba Regional Arts and Community Centre; and Project B - Flood Mitigation for Toowoomba.
- Data collection progressing for Agricultural Sustainability and Rural Activity Study for the Toowoomba Regional Council area.
- Standard Conditions and Planning Report templates being prepared for Toowoomba Regional Planning Scheme.
- Consultant to prepare and deliver training packages on the Toowoomba Regional Planning Scheme has been appointed and will begin working with selected groups in February/March.
- Preparation of the 3D Urban Model of the existing urban form of Toowoomba and main towns in the region has commenced as a joint project between Planning and Development Group and Finance and Business Strategy Group.
- Exploring opportunities with Toowoomba Regional Enterprise on a possible business delegation to Paju Business Expo (and other places in Korea) in May 2012 connected with the Sister Cities program.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

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- Digital Economy Strategy has commenced with finalisation of the project plan and appointment of the consultant.

### **BUILDING AND COMPLIANCE**

- Compliance requests for this month total 52, which is slightly lower than the 64 for the corresponding month in 2010.
- The cumulative total of compliance requests so far this year is 408 compared to 444 for 2010.
- Building and Development Compliance Section carried out 282 inspections on separate building and construction matters over the last month which is lower than the previous month (356).
- A total of 64 compliance notices were issued compared to 51 for last month which is similar to the corresponding month for 2010 (63).

### **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.
- Preparation for training and transition to the Toowoomba Regional Council Planning Scheme (Change Management) continues.
- December has seen a continuation of the prevailing trend for applications received as shown in the general statistics for MCU and RAL applications.
- Significant number of urgent operational works approvals have been given by the Development Engineering Unit to keep pace with current construction demands in the Charlton Wellcamp Enterprise Precinct.
- The collection and analysis of development statistics for the Region has been cleansed and reformatted to provide a more accurate data set for Council and the community.
- Attended five legal conferences relating to appeals and other related matters.
- Two public DAP meetings were convened late November and December that considered three DA applications in areas around the region (Poultry Farm, Optus Installation and medium-rise residential development).

### **CONCLUSION**

December has been a period of consolidation and completion for work associated with the Regional Planning Scheme as well as for detailed planning for the 'change management' required for a smooth transition for the eight existing schemes to the

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

one Regional Scheme. From an assessment and development compliance perspective, the year has ended reasonably consistent with the start. Applications have continued at a low level with small developments in general being submitted and residential lot creation continuing to be inadequate to meet current consumption levels (as shown in the statistics).

**MOTION:**

Moved by Cr. Glasheen, seconded by Cr. Strohfeld

That the Planning and Development Group Report be received.

**Carried**

Unconfirmed

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

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**15.3 ENVIRONMENT AND COMMUNITY SERVICES**

**Report from General Manager, Environment and Community Services Group  
(Brian Pidgeon) dated 13 January 2012**

**INTRODUCTION**

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

**LIBRARIES AND CULTURAL SERVICES**

- An author event featuring Ray Martin was held at the Downs Club on 6 December 2011. This event attracted 130 attendees and was held in conjunction with Mary Ryan's Bookshop.
- The 'Telstra Stay Connected' program covering mobile phone basics as well as sending and receiving text messages and pictures has proven popular with seniors with 72 sessions having been conducted in libraries across the region from September to December 2011. Total attendance at these sessions was 496 participants.
- A popular children's art activity was held on 13 December 2011 at the Millmerran library. This activity was conducted by the Millmerran Arts Society and resulted in a series of paintings featuring hand and foot prints of the children. These paintings will be hung permanently in the library.
- Quotations have been sought for the development of a Regional Library Facilities Strategy 2012-2031. Quotations close on 3 February 2012. The strategy will guide the development of library facilities and capital projects for future years.

**ENVIRONMENTAL HEALTH SERVICES**

**Local Laws**

- The Local Law process was finalised during December 2011 so that the suite of new local laws for the region can take effect from 1 January 2012.
- The local Law Register was finalised to take effect from 1 January 2012.
- The Branch worked with Council's Web Services and finalised web content for publishing Local Laws and the Local Laws Register on the external website to take effect from 1 January 2011.
- Local Law training for all of Council's regulatory officers was undertaken by Council's Regional Solicitor. This training provided officers with a good overview of the new local law, subordinate local law content and application.

**MINUTES OF THE ORDINARY MEETING OF TOowoomba REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

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**PARKS AND RECREATION SERVICES**

- A recreation path is to be constructed at the Criterium which will ensure that Toowoomba Regional Council maximises the available grant from the Department of Communities - Sport and Recreation Services.
- Council's National Green Jobs Corps (NGJC) Projects is now concluded. The NGJC project contributed many hours of volunteer labour to the Parks and Recreation Branch. Participants took part in a number of tasks including planting, mulching, weeding, erecting signage, events and general maintenance.
- A grant from Ergon Energy's Enviro Fund has enabled the rehabilitation of a section of the creek bank near Jellicoe Street in Toowoomba, following the flood event early in 2011. NGJC project participants carried out weeding works at the site. A community planting day was held on 11 December with approximately 30 local residents attending and assisting with planting this section of the creek.

**PROPERTY SERVICES**

- Toowoomba Regional Council SES Unit has taken delivery of a new flood boat, increasing the fleet to four boats. The new addition will be housed in Toowoomba at K Block at the old TAFE site.
- Local emergency co-ordination sub-groups have been established in Yarraman, Oakey, Pittsworth, Millmerran and Greenmount/Clifton.

**TOURISM AND EVENTS**

- Mary-Clare Power has been appointed as Chief Executive Officer of Toowoomba, Golden West & South Burnett Tourism and Southern Downs & Granite Belt Tourism. Ms Power commenced work on 9 January 2012 and is located at the James Cook Centre in Toowoomba.
- The inaugural New Year's Eve Fireworks were delivered successfully at Queen's Park. Audience feedback has been very positive.
- Council's Summer Tunes outdoor music program is scheduled to commence on Sunday, 8 January 2012 at Newtown Park, Queen's Park, Laurel Bank and Picnic Point.
- The second round of the Community Grants Program is currently underway and closes on 10 February 2012. This program provides assistance in the areas of Community Support, Sport & Recreation, Environment, Events Support, Arts & Culture. All available funding in the Events Support Program was allocated in the first round and therefore, it is not intended to seek applications in conjunction with the second round.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

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**MOTION:**

Moved by Cr. Strohfeld, seconded by Cr. Ramia

That the Environment and Community Services Group Report be received.

**Carried**

Unconfirmed

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

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## 15.4 INFRASTRUCTURE SERVICES

### **Report from General Manager, Infrastructure Services Group (Mike Brady) dated 11 January 2012**

#### **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.

#### **OVERVIEW**

- Heavy involvement in NDRRA Flood Restoration program related activities.
- Appointment of NDRRA Principal Program Consultant (PPC) - AECOM.
- Appointment of Jellicoe Street Bridge Replacement Project Contractor - FK Gardners.
- Appointment of Executive Manager, Construction and Maintenance.

#### **TRANSPORT AND DRAINAGE**

Work undertaken on the following projects for this month included:

- Commercial RPT Air Services - currently awaiting outcome of SkyTrans consideration of further commercial services, following the October 2011 forum with Toowoomba business.
- Aerodrome Operations - response actions to the 2011 CASA are being progressed and options to improve the management of increasing KingAir operations around Taxiway Bravo are being developed in consultation with relevant leaseholders and CASA.
- Drainage Asset Management Planning - preparation work to facilitate drainage data collection will start in January 2012.
- Roads Asset Management Planning - FUGRO has completed video and strength data capture on one-third of the sealed road network with results being analysed.
- Design and survey for day labour construction - additional contractors have been commissioned to undertake time critical design projects.
- Design and survey for external commissions - Department of Transport and Main Roads (TMR) has approved initial layouts for James Streets projects and detailed design is proceeding.
- Integrated Transport Plan development - Project Plan and supporting documents are being prepared for adoption by Steering Group in January 2012.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

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- Stormwater Drainage Management Studies - Gowrie Creek Catchment Management Plan Review presented to Councillors in December 2011 and report prepared for Council in January 2012.
- TMR Freight and Public Transport Studies - Awaiting completion of additional Issues Papers and further consultation with TMR's consultant.
- Infrastructure Capital Works Programming - 2011/12 design program remains in advance. Commencing scheduling the 2012/13 design program.

## **CONSTRUCTION AND MAINTENANCE**

### **North Precinct**

#### **Construction**

- Oakey/Cooyar Road - widening works completed.
- New England Highway (widening and overlay) - formation widening, lower sub base and sub base in progress (60% completed).
- New England Highway safety improvements - additional signage, delineation installation and clearing to be finalised on completion of widening and overlay works currently in progress. Signs cannot be completed until the project above is nearing completion as there is a project overlap with the sign locations being impacted on.
- Crows Nest area - gravel resheeting undertaken on Middle Road with Back Creek Road in progress.
- Gowrie/Lilyvale Road - Shoulder resheeting has been completed.
- Haul road to Acland - maintenance (patching etc) prior to Christmas shutdown.

#### **NDRRA**

- Stock piling gravel for Grapetree Road. A number of subgrade breakouts.
- Gowrie/Glencoe Road has been regraded and an emulsion seal applied to weatherproof.
- Mt Darry Road has received a minor resheet as a result of slippery conditions.

### **Central Precinct**

Construction works this month have been undertaken at:

- Jondaryan/Mt Tyson Road (south of the Warrego Highway) - works continuing on the road construction upgrade.
- Boundary Street South (Westbrook) - works completed prior to Christmas.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

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- Alderley Street - asphalt overlay.
- Charlton Trunk Watermain - construction commenced.
- Highfields Trunk Watermain - preliminary works have commenced (materials ordered etc).

### **South Precinct**

#### Capital Works Projects Undertaken

- Logan Road/Bourke Street Intersection, Clifton - 90% complete, waiting for final seal.
- Logan Road, Clifton reconstruction and widening - 90% complete, waiting for final seal.
- Hodgsonvale Road, Hodgsonvale - 90% complete, waiting for final seal.
- Cecil Plains-Moonie Road, Dunmore - 95% complete, final seal and installation of cattle grid still awaiting completion.
- Woodlands Road, Greenmount widening - Currently 75% complete. Work undertaken earlier in this financial year, however, further works are still required.
- Hamilton Street, Pittsworth stormwater and kerb - Stormwater works are almost complete (2 gully pits are still remaining). Overall 70% complete. Road works and kerb and channel for section between Yandilla Street and Evans Lane currently underway. No seals have yet been done.
- Millmerran Town Walkway project - 100% complete.
- Hodgsonvale Pathways project - The footpath works on Freyling Road and between Freyling Road and Kingston Road are 90% complete.
- Cudmore Road reconstruction - Approximately 15% complete. Drainage works commenced on this widening project in December 2011.

### **PROJECT MANAGEMENT**

#### **NDRRA Flood Restoration Program**

- Project Management Branch (PMB) has continued working with the Project Manager Flood Recovery and General Manager developing and implementing the management framework for the delivery of the NDRRA Flood Restoration Projects.
- During the month of December, the following activities/tasks have been actioned:
- Principal Program Consultant (PPC) Tender assessment process completed with AECOM being appointed as the PPC, commencing early January 2012.

**MINUTES OF THE ORDINARY MEETING OF TOowoomba REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

- Civil Contractors initial Expressions of Interest were assessed and shortlisted to 6 contractors from the original 17 EOI's.
- The first package of works have been tendered to the six shortlisted contractors for pricing, closing end of January 2012.
- Council received an additional \$20M advanced funding payment from the Queensland Reconstruction Authority (QldRA), bringing the total amount of grant advanced funding now received from the QldRA to \$45,741,060.

#### Jellicoe Street Bridge

- Bridge design was completed.
- Piles and deck planks have been ordered. The piles were cast in December with the deck planks to be cast in January 2012.
- Bridge contractor tender assessment completed with FKG being awarded the contract. Work commencing early January 2012.

#### Major Projects Design

- Designers are progressing on all 30 projects. The design options have been approved to proceed to the detailed design stage for the first 3 projects.

#### **Gravel Pits Management**

- Project Management Branch is proposing to work with the PPC to develop a management plan and seek approvals from Toowoomba Regional Council and Environmental Protection Agency / DERM to utilise local gravel pits for operations wherever practicable. Discussions with AECOM (the appointed Principal Program Consultant) on this matter will commence in January.
- 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 may be required to assist and expedite the application and approval processes.

#### **Projects**

Listed below are a number of other projects currently being undertaken:

- CBD bus interchange repairs - reassessing scope of works.
- Bikeways projects Toowoomba - Harvey Road cycleway design progressing.
- Drayton and Toowoomba Cemetery - landscape works and memorial gardens awarded to contractor.
- Acland Coal Haul Road - rehabilitation of southern section continuing.
- Toowoomba Criterium Track - pedestrian footpath around the track will now be included within the existing project budget.

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.

---

**FLEET**

**Replacement Program**

- Purchase Orders were issued totalling \$537,195:
  - 5 Light Vehicles were replaced with a purchase value of \$157,508
  - 17 Minor Plant Items with a purchase value of \$44,735
  - Plant and Truck items with a purchase value of \$334,952

**Disposals**

- 36 Assets with reserve value totalling \$254,250 were sent to auctioneers for disposal in December (11 light vehicles, 3 plant items and 22 minor plant items).

**Other**

- Work is continuing to establish all assets in the Preventative Maintenance module of E1.

**MOTION:**

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

That the Infrastructure Services Group Report be received.

**Carried**

**MINUTES OF THE ORDINARY MEETING OF TOowoomba REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

**15.5 WATER AND WASTE SERVICES**

**Report from General Manager, Water and Waste Services Group (Kevin Flanagan) dated 11 January 2012**

**WATER OPERATIONS**

**Water Operations**

- Toowoomba Water Supply System Production (FYTD as at 30 December 2011)

	<b>Dams</b>	<b>Toowoomba Basalts Bores</b>	<b>GAB Bores (including Hampton Irrigators)</b>	<b>Total Bores</b>	<b>Total</b>	<b>Wivenhoe Pipeline</b>
Production (ML)	3,217	1,384	143	1527	4,744	0
% Total Production	67.8	29.2	3.0	32.2	100	

- Average residential water consumption (Toowoomba residents) for month: **139 L/p/d.**
- **Water Quality Compliance**

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

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

December 2011:

- Crows Nest/Highfields: E.Coli detected in samples collected from Woodlea Court Reservoir 20/12/11 - due to low reservoir turnover and loss of chlorine residual. E.coli not detected in follow up samples.
- Oakey: E.coli detected in Glenvale reservoir 6/12/11 - due to low reservoir turnover. E.Coli not detected in downstream or follow up samples. Reservoir level settings further adjusted to maximise turnover and chlorine residual.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

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- All non-compliances reported and documented in accordance with DERM requirements.

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

Toowoomba: 6  
Crows Nest: 3  
Oakey: 1

Total YTD: 95

**Wastewater Operations**

- Wetalla WRF (December 2011)

Volume Treated (ML)	Volume Recycled Millmerran (ML)	Volume Recycled NAC (ML)	% Recycled	Biosolids Produced (t)	Biosolids Beneficial Reuse (t)	% Beneficial Reuse	Environmental Incidents
685	45.1	67.2	16.5	850*	850*	100	Nil

\* Estimate only

- Wetalla AWTP (December 2011)

Volume Treated (ML)	Volume Recycled (ML)	% AWTP Recycled	Environmental Incidents
231	67.2	29.1	Nil

- Both NAC and Millmerran Power recycled water demand increased in December but remain below the available maximum take.

**Effluent Quality Compliance**

Exceedances discharge licence limits

Service Centre	December 2011
Clifton	Clifton WRF BOD: Licence 85%ile <20mg/L. 64 mg/L as of last sample. Clifton WRF SS: Licence 85%ile <30mg/L. 166 mg/L as of last sample. Licence Max 90 mg/L. 8/11/11 sample 167 mg/L.
Crows Nest	Crows Nest CED Thermotolerant Coliforms: Licence <10 cfu/100 mL median, 4 of 5 <20 cfu/100 mL Last sample 260/280/230/210/240 cfu/100 mL. Crows Nest CED pH: Licence 6.5 – 9.0. 2 of 3 results > 9.0. Highfields: Nil

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

<b>Service Centre</b>	<b>December 2011</b>
Greenmount	Wyreema WRF Total P: Licence <3mg/L All recent results exceed. Wyreema WRF Thermotolerant Coliforms: Licence <1,000 cfu/100 mL. Last result 1,260 /100 mL.
Goombungee/Yarraman	Yarraman WTP: Nil Yarraman WRF: Nil
Millmerran	Millmerran WRF BOD: Licence 50%ile <20 mg/L. 32 mg/L as of last sample. Cecil Plains WRF: Nil
Oakey	Oakey WRF BOD: Licence: 85%ile <15 mg/L. Currently 63 mg/L for last 12 months. Oakey WRF SS: Licence: 85%ile <20 mg/L. Currently 71 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.
Toowoomba	Wetalla WRF Total P: Licence 3mg/L max. One exceedance in December. Wetalla WRF Total N: Licence 50%ile 5.0 mg/L. Rolling 12 month 50%ile = 5.2 mg/L. Current financial year 50%ile = 3.6 mg/L.

- All Environmental Authority non-compliances are being reported to DERM in accordance with Environmental Authority conditions.
- Preparing proposal for Department of Environment and Resource Management (DERM) regarding proposed revised licence conditions for selected Toowoomba Regional Council Water Reclamation Facilities. Focus is on plants not to be decommissioned in short term and subject to unrealistic discharge limits.

#### **Laboratory Services**

- 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**

Regional implementation of Trade Waste Environmental Management Plan is complete and on target.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

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## **WATER PROJECT SERVICES**

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

- Pipe delivery commenced in November with preliminary construction works commenced in December at the Mt Kynoch Water Treatment Plant end of the project. When pipeline construction crews return from leave in mid-January, construction works will recommence at two work fronts. Completion and commissioning of the water main is expected during April 2012.

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

- Construction of Stage 1 of the trunk sewer south of Albert Street (to just south of Charles Street) was completed in December. Construction of Stage 2 of the trunk sewer south of Charles Street (to Parkland Drive and two branch lines across the low lying area) will commence when pipeline construction staff return from leave mid-January.

Design and documentation of the Albert Street SPS and pressure main to the effluent lagoons by an engineering consultant is nearing completion. A number of pre-construction tasks need to be undertaken prior to the commencement of construction. The project is scheduled for completion in June 2012.

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

- Construction of the Charlton trunk water main (DN300 DICL pipe) along Steger Road and O'Mara Road has commenced.

### **Millmerran Water Supply Bores Projects**

- Installation of replacement pumping equipment and switchboards at Bores #5 and #6 (Condamine aquifer) is complete, with the monitoring/communications equipment at the sites to be installed/commissioned by another contractor.

### **Toowoomba Sewer Projects**

- Tenders for the annual sewer relining contract have closed and have been assessed. The contract will be awarded in January with contract work likely to commence in February subject to the contractor's work program commitments.

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

- The contractor continues to undertake procurement and site mobilisation activities and preliminary site construction work commenced on the Highfields project in December 2011. There will be a significant boost in on-site works in January/February with the mobilisation by the contractor of additional construction teams.

Project completion dates for the various projects in the suite of projects are July - October 2012, subject to extensions for wet weather and any other approved delays.

**MINUTES OF THE ORDINARY MEETING OF TOowoomba REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

## **WATER INFRASTRUCTURE SERVICES**

### **Water Supply**

- Hydrants Testing Programme - Commenced.
- Water Meter Replacement Programme - Work is in progress - 35% in Toowoomba is complete.
- Trunk Main Inspections - Completed for 2011.
- Trunk Main Repair Works - Repair work on the Perseverance and Cressbrook mains have been completed. Another two repairs identified in Cooby Main are to be carried out in January 2012.
- Installation of PRV at Reilly Street, Carrington Road is complete.

### **Sewerage System**

- Relining Programme under Capital Works - Evaluation of tender documents is complete.
- CCTV Inspections - Subdivision inspections are underway.
- Crows Nest, South Street Sewer connection - Construction of reticulation pipe work will be started in January 2012.
- Next bank of areas for Smoke Testing have been identified and inspections are planned to start in January - March 2012.

### **Other Items**

- Emergency Action Plan for Trunk Sewers - Comments on the draft have been received and review of the document is underway.
- Rollout and use of Delta S - Ongoing in the Toowoomba and Crows Nest Water and Sewer areas.

### **SCADA**

- Revision of Crows Nest Mimic Screens completed.
- Investigation into relocation of CMF Computers at Clifton and Crows Nest completed. Relocation to take place in late January.
- SCADA issues at Mt Kynoch resolved.
- SMS paging installed in SCADA machine at Oakey.
- Paging issues with Radtel SCADA systems at Pittsworth, Millmerran and Greenmount resolved.
- Trending monitoring and analysis at Crows Nest (ongoing).
- SCADA control of altitude valve at Glenvale reservoir telemetry install.
- Annual servicing of Oakey SCADA system completed.

### **Water**

- Perseverance pump 2 discharge valve overhauled ready for installation.
- Perseverance Line shaft 1 bearing repairs complete.
- Filter membrane caps delivered to Oakey RO and installation underway. Plant to be back on line earlier January 2012.

### **Wastewater**

- Toowoomba SPS maintenance ongoing 90% complete.
- Control faults with sludge solar drier repaired.

**MINUTES OF THE ORDINARY MEETING OF TOowoomba REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

**Toowoomba Dams and Wivenhoe System**

- Dam Safety Inspections - Review of inspection sheets for three dams is underway.
- Wivenhoe Pipeline inspection - Planned to commence in January 2012.
- Options report for flood proofing of the Wivenhoe pump station completed. To be progressed January 2012.

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

- **Water Demand Management**

Advertising commenced on TV and radio for Waste recycling awareness.

The Queensland Water Commission advised it would not proceed at this time with proposed simplifications to Permanent Conservation Measures in SEQ.

The installation of leakage detection and associated devices in the public facilities in Queens Park has commenced, after having earlier been postponed due to heavy rain.

- **EMS Co-ordination**

Facilitation of non-conformance and observation findings continued in preparation of a Certification Audit.

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

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

- **Quality/HACCP Co-ordination**

Internal audits were carried out in accordance with the 2011/12 QA and HACCP Audit Schedules.

- **Network Planning**

Preliminary scoping work has commenced on a Water End Use Study and a review of Monitoring Bore Systems.

Network studies are being undertaken in the following areas:

- Pittsworth / Brookstead / Southbrook (Water Supply and Sewerage)
- Highfields / Meringandan / Goombungee (Water Supply)
- Charlton Wellcamp Masterplan
- Cambooya Water Supply
- Greenmount Water Supply
- Nobby Water Supply

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

---

## **WASTE SERVICES**

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

- **Levy Ready Activities**

Installation of the new weighbridge at Jondaryan Landfill was completed mid December 2011.

Ongoing meetings were held with iWeigh during December 2011 to ensure functionality of new PDA System at regional staffed disposal sites with no weighbridge.

Collection of State landfill levy fees and waste disposal data at Toowoomba Regional Council waste facilities commenced 1 December 2011.

- **Public Consultation**

Community Survey submissions closed on 28 November 2011. A total of 7,746 submissions were received.

A Statistical Analysis Report outlining the findings of the Community Survey will be prepared by AECOM / Colmar Brunton during December 2011.

- **Gate Fees**

The fees and charges adopted by Council on 17 May 2011 were introduced on 1 December 2011.

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

Draft tender documents for regional waste and recycling collection services are currently being prepared.

### **DERM Liaison**

Toowoomba Regional Council Waste Services officers met with DERM Toowoomba officers on 21 November 2011 to discuss the findings of April 2011 DERM compliance inspections, levy ready activities and the Bedford Street Landfill expansion project.

Ongoing liaison will continue with local and Brisbane based DERM officers over the coming months.

### **Environmental Compliance**

AECOM has been engaged to conduct further environmental risk assessments at rural landfill sites across the region and provide a report to Council with recommendations to improve environmental compliance.

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

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**MOTION:**

Moved by Cr. Glasheen, seconded by Cr. Marks

That the Water and Waste Services Group Report be received.

**Carried**

Unconfirmed

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
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**16.0 GENERAL BUSINESS**

No matters were raised.

**The Meeting adjourned at 12.49 p.m.**

**The Meeting resumed at 1.39 p.m.**

Unconfirmed

## 17.0 CLOSING OF MEETING TO THE PUBLIC

### **MOTION:**

Moved by Cr. Scotney, seconded by Cr. Strohfeld

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 five items on the agenda:

- (a) **Item 18.0**  
**CONFIDENTIAL - Development Assessment - Planning and Environment Appeals and Compensation Claims - December 2011**

#### **Reason for Closed Meeting**

To discuss starting or defending legal proceedings involving Council and/or actions to be taken by the Council under the Integrated Planning Act 1997 (Section 72(1) (f) and (g) of the Local Government (Operations) Regulation 2010).

- (b) **Item 19.0**  
**CONFIDENTIAL - Lease To Pittsworth Leagues Club Inc. - Stanley Street, Pittsworth**

#### **Reason for Closed Meeting**

To discuss a matter of a commercial nature 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).

- (c) **Item 20.0**  
**CONFIDENTIAL - Lease - Part Of Laurel Bank Park Hall - 50 Hill Street, Toowoomba**

#### **Reason for Closed Meeting**

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).

- (e) **Item 21.0**  
**CONFIDENTIAL - Communications Facility - 50 Panoramic Drive, Preston - NBN Co Limited**

#### **Reason for Closed Meeting**

To discuss a matter of a commercial nature 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).

**MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.**

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- (f) **Item 22.0**  
**CONFIDENTIAL - Administrative Action Complaint - Matters Associated with the Conduct of Easterfest**

**Reason for Closed Meeting**

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 closed to the public at 1.40 p.m.

**Item 18.0**  
**Declaration of Conflict of Interest**

Councillor Cahill declared a conflict of interest in one of the matters contained in the confidential report relating to Item 18.0.

Councillor Cahill left the meeting at 1.44 p.m. prior to discussion on this matter and returned to the meeting at 1.47 p.m. after discussion on the matter concluded.

**Item 22.0**  
**Declaration of Material Personal Interest**

Councillor Ramia declared a material personal interest in Item 22.0 as he operates food stalls during the Easterfest Festival.

Councillor Ramia left the meeting at 2.11 p.m. prior to discussion on this matter and returned to the meeting at 2.21 p.m. after discussion on the matter concluded

**OPENING OF MEETING TO THE PUBLIC**

**MOTION:**

Moved by Cr. Scotney, seconded by Cr. Strohfel

That the meeting be opened to the public.

**Carried**

The meeting opened to the public at 2.22 p.m.

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.

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18.0 **CONFIDENTIAL - DEVELOPMENT ASSESSMENT -  
PLANNING AND ENVIRONMENT APPEALS AND  
COMPENSATION CLAIMS - DECEMBER 2011**

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. Glasheen

That the confidential report on Planning and Environment Appeals and Compensation Claims for January 2012 be noted by Council.

**Carried**

Unconfirmed

## 19.0 CONFIDENTIAL - LEASE TO PITTSWORTH LEAGUES CLUB INC. - STANLEY STREET, PITTSWORTH

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

### **MOTION:**

Moved by Cr. Williams, seconded by Cr. Scotney

1. That, subject to Council successfully negotiating an infrastructure agreement for the transfer of land described as part of Lot 101 on SP245766, Council negotiate a Lease with the Pittsworth Leagues Club over the Subject Land in accordance with the Council Property Tenure Policy and under the following terms and conditions:
  - (a) RENT 1% of the UV of the land.
  - (b) TERM 10 Years.
  - (c) RATES Utility and consumption charges only.
  - (d) MAINTENANCE Pittsworth Leagues Club to maintain the lease area and any improvements
  - (e) GENERAL All other conditions in accordance with Council's Property Tenure Policy and Council's standard lease document with the final wording to the satisfaction of the Chief Executive Officer.
2. That the lease proposed in Recommendation 1 above be subject to Development Assessment and Building approvals.
3. That the Chief Executive Officer or his delegate be authorised to sign and execute all relevant documents to complete Recommendation 1 above.

**Carried**

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.

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20.0 **CONFIDENTIAL - LEASE - PART OF LAUREL BANK PARK HALL - 50 HILL STREET, TOOWOOMBA**

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

**MOTION:**

Moved by Cr. McVeigh, seconded by Cr. Glasheen

1. That Council negotiate a Lease with the Lions Club of Toowoomba Wilsonton Inc. over part of Laurel Bank Park Hall at 50 Hill Street, Toowoomba in accordance with the Council Property Tenure Policy as a Category 8 - Community Hall and under the following terms and conditions:
  - (a) RENT \$1 if demanded.
  - (b) TERM To align with the expiration date of the lease over the balance of the building.
  - (c) RATES Utility and consumption charges only.
  - (d) MAINTENANCE Lions Club to maintain the non-structural components of the building, and Council to maintain the structural components.
  - (e) GENERAL All other conditions in accordance with Council's Property Tenure Policy with the final wording to the satisfaction of the Chief Executive Officer.
2. That the Chief Executive Officer or his delegate be authorised to sign and execute all relevant documents to complete Recommendation 1.

**Carried**

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.

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**21.0 CONFIDENTIAL - COMMUNICATIONS FACILITY - 50  
PANORAMIC DRIVE, PRESTON - NBN CO LIMITED**

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

**MOTION:**

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

1. That Daly International be advised that Council is prepared to offer NBN Co. Limited a lease of approximately 27m<sup>2</sup> of land located adjacent to the water reservoir in Panoramic Drive, Preston on land described at Lot 41 on SP130903, subject to the following terms and conditions:
  - (a) Initial rent to be \$11,000 per annum plus GST.
  - (b) Term of lease to be 5 years plus 3 x 5 year options.
  - (c) Annual rental adjustment in accordance with CPI.
  - (d) The Lessee to be responsible for all outgoings directly pertaining to the site (i.e. rates, electricity).
  - (f) The final location of the tower and equipment hut to be to the satisfaction of Council.
  - (g) Town Planning and Building approvals to be obtained from Council's Development Assessment Branch.
  - (h) The Lessee is to permit Council employees or its agents access to the facilities at all times.
  - (i) In consultation with and without any payment to the Lessee, the Council will be permitted to expand its current communication capacity at the facility.
  - (j) The Lessee will seek Council's approval if it intends to sub-let the facility to any other provider.
2. That the Chief Executive Officer be authorised to sign the necessary documentation to secure the new lease.

**Carried**

MINUTES OF THE ORDINARY MEETING OF TOOWOOMBA REGIONAL COUNCIL  
HELD IN THE GOOMBUNGEE SERVICE CENTRE, 89 MOCATTO STREET, GOOMBUNGEE  
ON TUESDAY, 24 JANUARY 2012 AT 10.00 A.M.

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**22.0 CONFIDENTIAL - ADMINISTRATIVE ACTION COMPLAINT -  
MATTERS ASSOCIATED WITH THE CONDUCT OF  
EASTERFEST**

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

1. That Council note that an Administrative Action Complaint regarding the issue of a permit for Easterfest has been received and investigated and, should a further application be made to hold the event, a number of changes to permit conditions have been identified to provide a greater role for Council in monitoring sound levels and better protect the amenity of residents living in the immediate area.
2. That the complainant be advised of the result of the investigations.

**Carried**

Meeting concluded: 2.23 p.m.

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**CHAIRPERSON**