

Cherbourg Aboriginal Shire Council



Working Papers For Council Meeting

*Held On
15 & 16 December 2021*



AGENDA

Cherbourg Aboriginal Shire Council Council Meeting

December 15 & 16, 2016

Wednesday 15 December 2021

9.30am

1. Declaration of Opening
2. Attendance & Leave of Absence
3. Councillor Obligations
 - Prescribed Conflicts of Interest
 - Declarable Conflicts of Interest
 - Register of Interest
4. Minute Approval - 17 & 18 November 2021
5. Action Sheets

6. Reports

Manager Reports

10.00am	Chief Executive Officer
10.30am	Corporate Services
11.00am	Economic & Community Services
11.30am	Operations Manager
1.00pm	Community Services

7. Information Papers

- Clifton Proud – Qld Ambulance
- St Joseph's Catholic Parish
- Preston Law
- WBBRRTG
- Ration Shed Museum
- Qld Govt – Indigenous Businesses in Cherbourg
- Premier of Qld
- Local Govt Grants Commission
- Hazel Kelly
- Inspector General – Emergency Management

Thursday 16 December 2021

8. Declaration of Opening

9. Appointments

9.30am Florence Watson & TO's
10.00am Lucy Kelly (DATSIP)
10.15am Robert Ceder

Re: Community Issues
Re: Justice Reinvestment
Re: Disability Connect Outreach Program

Action Sheet

ACTION SHEET

For Council Meeting - Held 17 & 18 November 2021

MOTION NO.	MOTION	REFERRED TO	ACTION TAKEN
2189	<p><u>Confirmation of Minutes</u></p> <p><u>Resolution</u></p> <p>that the minutes of the council meeting held on 20 & 21 October 2021 be adopted.</p> <p>Moved : Deputy Mayor Tom Langton Seconded: Cr Fred Cobbo</p> <p>Motion No.2190 Carried For Vote: Council Voted Unanimously</p>	Noted	
2191	<p><u>Resolution</u></p> <p>that Council allocates \$100 per household during the Christmas period.</p> <p>Moved : Cr Leighton Costello Seconded: Cr Bronwyn Murray</p> <p>Motion No. 2191 Carried For Vote: Council Voted Unanimously</p>	Chief Executive Officer	

2192	<p><u>Resolution</u></p> <p><i>Cherbourg Aboriginal Shire Council resolves to endorse the submitted DATSIP Structure.</i></p> <p><i>Moved : Deputy Mayor Tom Langton</i> <i>Seconded: Cr Leighton Costello</i></p> <p><i>Motion No. 2192 Carried</i> <i>For Vote: Council Voted Unanimously</i></p>	Chief Executive Officer	DATSIP Advised
2193	<p><u>Report Approval</u></p> <p><i>Council resolves that the Chief Executive Officer Report be adopted.</i></p> <p><i>Moved : Deputy Mayor Tom Langton</i> <i>Seconded: Cr Leighton Costello</i></p> <p><i>Motion Noted. 2193 Carried</i> <i>For Vote: Council Voted Unanimously</i></p>	Noted	
2194	<p><u>Resolution</u></p> <p><i>That Council adopts the Cherbourg Aboriginal Shire Council Overtime & Procedure Policy.</i></p> <p><i>Moved : Deputy Mayor Tom Langton</i> <i>Seconded: Cr Leighton Costello</i></p> <p><i>Motion No. 2194 Carried</i> <i>For Vote: Council Voted Unanimously</i></p>	Noted	

2195	<u>Report Approval</u> That the Corporate Services Report be adopted. Moved : Cr Leighton Costello Seconded: Cr Fred Cobbo Motion No. 2195 Carried For Vote: Council Voted Unanimously	Noted	
2196	<u>Report Approval</u> That the Operations Dept Report be adopted. Moved : Cr Fred Cobbo Seconded: Cr Leighton Costello Motion No. 2196 Carried For Vote: Council Voted Unanimously	Noted	
2197	<u>Report Approval</u> That the Community Services Report be adopted. Moved : Cr Fred Cobbo Seconded: Cr Leighton Costello Motion No. 2197 Carried For Vote: Council Voted Unanimously	Noted	

MOTION NO.	MOTION	REFERRED TO	ACTION TAKEN
2198	<p><u>Report Approval</u></p> <p>That the Economic & Community Development Report be adopted.</p> <p>Moved : Cr Leighton Costello Seconded: Cr Fred Cobbo</p> <p>Motion No. 2198 Carried For Vote: Council Voted Unanimously</p>	Noted	
2199	<p><u>Resolution</u></p> <p>That Cherbourg Aboriginal Shire Council allocates sponsorship of \$500 to the Cherbourg Cricket Club.</p> <p>Moved : Cr Leighton Costello Seconded: Cr Fred Cobbo</p> <p>Motion No. 2199 Carried For Vote: Council Voted Unanimously</p>	Chief Executive Officer	Barry Fisher Notified

2200	<p><u>Resolution</u></p> <p>That council approves tender and recommendation to purchase Skid Steer from Clark Equipment (Bobcat).</p> <p><i>Moved : Cr Leighton Costello</i> <i>Seconded: Deputy Mayor Tom Langton</i></p> <p><i>Motion No. 2000 Carried</i> <i>For Vote: Council Voted Unanimously</i></p>	Matthew Bock	Noted
2201	<p><u>Resolution</u></p> <p>That Cherbourg Aboriginal Shire Council endorses occupational therapist recommendation for home modifications for houses at;</p> <p>1 Jerome Street 29 Barber Street</p> <p><i>Moved : Cr Bronwyn Murray</i> <i>Seconded: Cr Leighton Costello</i></p> <p><i>Motion No. 2201 Carried</i> <i>For Vote: Council Voted Unanimously</i></p>	Noted	

	Resolution	Chief Executive Officer	DATSIP Advised
2202	<p>Resolution</p> <p>That Cherbourg Aboriginal Shire Council resolves;</p> <p>To seek assistance from DSDSATIP with the preparation of a Development Application and relevant survey work for a development generally in accordance with the plan attached, and;</p> <p>That Cherbourg Aboriginal Shire Council commit to fund the Consultation component towards the cost of the project.</p> <p>Moved : Deputy Mayor Tom Langton Seconded: Cr Bronwyn Murray</p> <p>Motion No. 2202 Carried For Vote: Council Voted Unanimously</p>		

MOTION NO.	MOTION	REFERRED TO	ACTION TAKEN
2203	<p><u>Resolution</u></p> <p>That Cherbourg Aboriginal Shire Council accepts Silver Lining's agreement to pay \$250 per week lease on Bert Button Lookout Building.</p> <p>Moved : Cr Fred Cobbo Seconded: Cr Bronwyn Murray</p> <p>Motion No. 2203 Carried For Vote: Council Voted Unanimously</p>	Chief Executive Officer	Lease being prepared
2204	<p><u>Resolution</u></p> <p>Council resolves to allocate the Donga between Council Building and store to Qld Health for their suicide program.</p> <p>Moved : Cr Fred Cobbo Seconded: Cr Leighton Costello</p> <p>Motion No. 2204 Carried For Vote: Council Voted Unanimously</p>	Chief Executive Officer	Chief Executive Officer to advise Community Services Manager/SPAN Group

Minutes

*Cherbourg
Aboriginal Shire
Council*

Minutes

*Meeting Held 17 & 18
November 2021*

MINUTES

COUNCIL MEETING

HELD 17 & 18 NOVEMBER 2021

Attendance

Mayor Elvie Sandow
Deputy Mayor Tom Langton
Cr Fred Cobbo
Cr Leighton Costello
Cr Bronwyn Murray

Apologies: Nil

Officers: CEO Zala
Eileen Jacobs

Mayors Welcome

1 Mins Silence for Late Michael Tapau

Meeting Commenced 9.35 am

Councillor Obligations

Prescribed Conflict of Interest

Nil

Declarable Conflict of Interest

Nil

Register of Interest

Nil

Confirmation of Minutes

Resolution

that the minutes of the council meeting held on 20 & 21 October 2021 be adopted.

Moved : Deputy Mayor Tom Langton

Seconded: Cr Fred Cobbo

*Motion No.2190 Carried
For Vote: Council Voted Unanimously*

CHIEF EXECUTIVE OFFICER'S REPORT

ILUA- Meeting with Wakka Wakka Traditional Owners

QSNTS and Wakka Wakka TO's have confirmed a meeting on 9 December 2021 to meet with Cherbourg Aboriginal Shire Council.

Council has decided that it will not meet with Wakka Wakka Traditional Owners until their claim has passed the Determination stage as Council does not believe that a suitable outcome will be achieved before then.

Premiers of Qld Visit

Council held a successful meeting with Premier Palaszczuk on her recent visit to Cherbourg on Wednesday 10 November 2021.

Financial Hardship Grant

For the Christmas period Cherbourg Aboriginal Shire Council has decided to allocate a \$100 Gift Card to each household to help to ease the burden of a tough year of COVID-19 and suicides within the community.

Resolution

that Council allocates \$100 per household during the Christmas period.

Moved : Cr Leighton Costello

Seconded: Cr Bronwyn Murray

*Motion No. 2191 Carried
For Vote: Council Voted Unanimously*

DATSIP Structure

DATSIP is seeking Council endorsement of the submitted DATSIP Structure.

Resolution

Cherbourg Aboriginal Shire Council resolves to endorse the submitted DATSIP Structure.

*Moved : Deputy Mayor Tom Langton
Seconded: Cr Leighton Costello*

*Motion No. 2192 Carried
For Vote: Council Voted Unanimously*

Report Approval

Council resolves that the Chief Executive Officer Report be adopted.

*Moved : Deputy Mayor Tom Langton
Seconded: Cr Leighton Costello*

*Motion Noted. 2193 Carried
For Vote: Council Voted Unanimously*

CORPORATE SERVICES REPORT

Overtime Policy

Cherbourg Aboriginal Shire Council overtime policy and Procedure has been submitted for endorsement.

Resolution

That Council adopts the Cherbourg Aboriginal Shire Council Overtime & Procedure Policy.

*Moved : Deputy Mayor Tom Langton
Seconded: Cr Leighton Costello*

*Motion No. 2194 Carried
For Vote: Council Voted Unanimously*

Report Approval

That the Corporate Services Report be adopted.

Moved : Cr Leighton Costello

Seconded: Cr Fred Cobbo

*Motion No. 2195 Carried
For Vote: Council Voted Unanimously*

OPERATIONS REPORT

Report Approval

That the Operations Dept Report be adopted.

Moved : Cr Fred Cobbo

Seconded: Cr Leighton Costello

*Motion No. 2196 Carried
For Vote: Council Voted Unanimously*

*12.20pm lunch
1.01pm meeting recommenced*

COMMUNITY SERVICES REPORT

Report Approval

That the Community Services Report be adopted.

Moved : Cr Fred Cobbo

Seconded: Cr Leighton Costello

*Motion No. 2197 Carried
For Vote: Council Voted Unanimously*

ECONOMIC & COMMUNITY DEVELOPMENT

Report Approval

That the Economic & Community Development Report be adopted.

Moved : Cr Leighton Costello

Seconded: Cr Fred Cobbo

*Motion No. 2198 Carried
For Vote: Council Voted Unanimously*

CORRESPONDENCE

Deputy Mayor Tom Langton declared an interest. Council agreed that Deputy Mayor Tom Langton remain in meeting but not participate in discussion.

Cherbourg Cricket Club is applying for sponsorship of \$500.

As Council supports all Cherbourg sporting groups it agreed to sponsor the Cherbourg Cricket Club to the value of \$500.

Resolution

That Cherbourg Aboriginal Shire Council allocates sponsorship of \$500 to the Cherbourg Cricket Club.

Moved : Cr Leighton Costello

Seconded: Cr Fred Cobbo

*Motion No. 2199 Carried
For Vote: Council Voted Unanimously*

Fleet Manager

Advising process of tender for Skid Steer and decision to recommend quote from Clark Equipment (Bobcat).

Resolution

That council approves tender and recommendation to purchase Skid Steer from Clark Equipment (Bobcat).

Moved : Cr Leighton Costello

Seconded: Deputy Mayor Tom Langton

*Motion No. 2000 Carried
For Vote: Council Voted Unanimously*

Dept Agriculture & Fisheries

- *Regional Drought Resilience Planning Program*

Minister Communities/Housing/Digital Economy/Arts

- *2021-2022 Funding*

LQAG

- *Regional Waste Management Plan*

Qld Audit Office

- *Final Management Report for Cherbourg Aboriginal Shire Council*

Sarah Simpson - Occupational Therapist

- *Recommended - Home Modifications for*
 - *1 Jerome Street*
 - *29 Barber Street*

Resolution

That Cherbourg Aboriginal Shire Council endorses occupational therapist recommendation for home modifications for houses at;

- *1 Jerome Street*
- *29 Barber Street*

Moved : Cr Bronwyn Murray
Seconded: Cr Leighton Costello

Motion No. 2201 Carried
For Vote: Council Voted Unanimously

Dept State Dev & Infrastructure/LG & Planning

- *Wide Bay Burnett Regional Plan*

Mayor Bundaberg

- *LGAQ Update*

DTSIP- Planning Officer

Residential Development Application

Cherbourg Aboriginal Shire Council has already passed a resolution for the use of 24JAA, Council does not have 40 years leases, the document has been updated to remove these items.

Resolution

That Cherbourg Aboriginal Shire Council resolves;

- To seek assistance from DSDSATIP with the preparation of a Development Application and relevant survey work for a development generally in accordance with the plan attached, and:*
- That Cherbourg Aboriginal Shire Council commit to fund the Consultation component towards the cost of the project.*

Moved : Deputy Mayor Tom Langton

Seconded: Cr Bronwyn Murray

*Motion No. 2202 Carried
For Vote: Council Voted Unanimously*

Silver Lining

- Advice accepting Lease amount of \$250 per week.*

Resolution

That Cherbourg Aboriginal Shire Council accepts Silver Lining's agreement to pay \$250 per week lease on Bert Button Lookout Building.

Moved : Cr Fred Cobbo

Seconded: Cr Bronwyn Murray

*Motion No. 2203 Carried
For Vote: Council Voted Unanimously*

Jo Campbell

- Advising Silver Lining is ready to paint Mural on Fisher Street Wall.*

2.24pm Meeting closed

MINUTES

COUNCIL MEETING

HELD 18 NOVEMBER 2021

Attendance

Mayor Elvie Sadow
Deputy Mayor Tom Langton
Cr Fred Cobbo
Cr Leighton Costello
Cr Bronwyn Murray

Apologies: Nil

Officers: CEO Zala
Eileen Jacobs

9.35am meeting opened

Mayors Welcome

Donga

Council has decided to reclaim the donga between Council Building & store and allocate to Qld Health for their suicide program.

Resolution

Council resolves to allocate the Donga between Council Building and store to Qld Health for their suicide program.

Moved : Cr Fred Cobbo
Seconded: Cr Leighton Costello

Motion No. 2204 Carried
For Vote: Council Voted Unanimously

*Chief Executive Officer's
Report*

➤ **Health Action Group :**

Council requires to decide seven committee members with council resolution.

As per our discussion, the Cherbourg Health Council plan is as follows;

- Seven Health Council Members have been identified by Mayor and Council
 - o Mix of Cherbourg Councillors, Elders and Younger Community Members
 - o Names to be provided by Council to Interagency Liaison Position (myself)
- Governance will be with Cherbourg Aboriginal Shire Council
 - o Cherbourg Health Council will report to the Mayor and Councillors
- First meeting date (to be confirmed)
 - o Wednesday 9 February 2022
 - o Monthly meetings ongoing
- Review of Cherbourg Health Action Plan
 - o One to two day Workshop
 - o March 2022 (date to be confirmed)

- DDWMPHN to provide financial support for;
 - o Secretariate Position/Support
 - o Training
 - o Meeting sitting fees
 - o Conference expenses (for example 'National Closing the Gap Conference May 2022- Gold Coast, QLD)
 - o Facilitator costs when reviewing the Health Council Action Plan (One to two day Workshop- as above)

➤ **Premier's meeting with the Cherbourg Aboriginal Shire Council
Wednesday 10 November 2021 :**

We have very good news that Premier has directed DG of Department of local Government to proceed with funding for our new Community centre and council administration building.

The meeting is planned to be between 11am and 2pm on Tuesday 11 January 2022 to discuss funding opportunities for the proposed Cherbourg administration building. Can you please confirm if this date and time will suit Council's availability?

Proposed attendees will include:

Council -

-
- Elvie Sandow – Mayor
- Tom Langton – Deputy Mayor
- Chapter Zala - CEO
- Sean Nicholson - Economic & Community Development
- Sam Murray – Corporate Services Manager

State Representatives -

- Bronwyn Blagoev – ED LGD
- John Martinkovic – RD LGD
- Samantha Freyer – Senior Regional Advisor
- Brett Brogan - General Manager, Major Projects, Department of Energy and Public Works
- Matthew Nye - DDG Strategy and Corporate Services, Department of Communities, Housing and Digital Economy

➤ **CASC – Reservoir Upgrade & Associate Works :**

All the work is on track with the reservoir projects. Three variations have been approved now.

We are looking at February 2022 for official opening of the project we are planning to invite our elders, departmental official and Cherbourg community for official opening.

➤ **Commonwealth Banking with Council :**

we confirm council's decision to bank CommBank needs to sit separate to any request for a grant from the bank

Regardless of that decision our Indigenous Banking Team is looking at community grants that may be available for the Cherbourg Community.

Noel Prakash our Head of Indigenous Banking is investigating options there.

➤ **Councillors portfolios :**

From our workshop with Council meeting training, recommendation was to have portfolios for councillors, portfolios will help council to be more effective in their decision making.

Some suggested portfolios :

1. Health
2. Education
3. Housing
4. Law and Order
5. Sports and rec

➤ **Vaccine mandates for Local government :**

Chief Health Officer hasn't mandated vaccines for local government employees yet.

Page 5 of Schedule 1A to the Direction states that only fully vaccinated visitors and staff, or those with a medical contraindication, are permitted to enter and remain at:

- State Government libraries; and
- Galleries and museums; and
- National and State institutions and historic sites.

In the context of local government facilities, this means that to enter local government galleries, museums, and historic sites all staff and visitors must be fully vaccinated unless they have a medical contraindication. Council owned libraries are exempt meaning unvaccinated staff and visitors may enter and remain.

We have to manage this possible COVID outbreaks through our WH&S legislation.

➤ **Transportable Dwellings :**

Following the planning meeting yesterday, Wayne and I undertook a site visit with Sean, of the area at the Farm. A visual inspection confirmed that power, water and sewerage are available on site.

Before we undertake further work site assessment work, can you please confirm that this area is the Council's preferred site for the transportable dwellings and that Council will undertake to ensure that the land is made available and any existing native title and cultural heritage issues are resolved prior to the commencement of work.



Chatur Zala

Chief Executive Officer

INDEPENDENT LIVING FACILITY (ILF) AACAP 2020 - PORMPURA AW

DRAWING SCHEDULE

ARCHITECTURAL

A000	TITLE PAGE
A101	SITE PLAN
A102	ILF FLOOR PLAN
A200	ELEVATIONS
A400	PERSPECTIVE VIEW

PROJECT NUMBER: 222



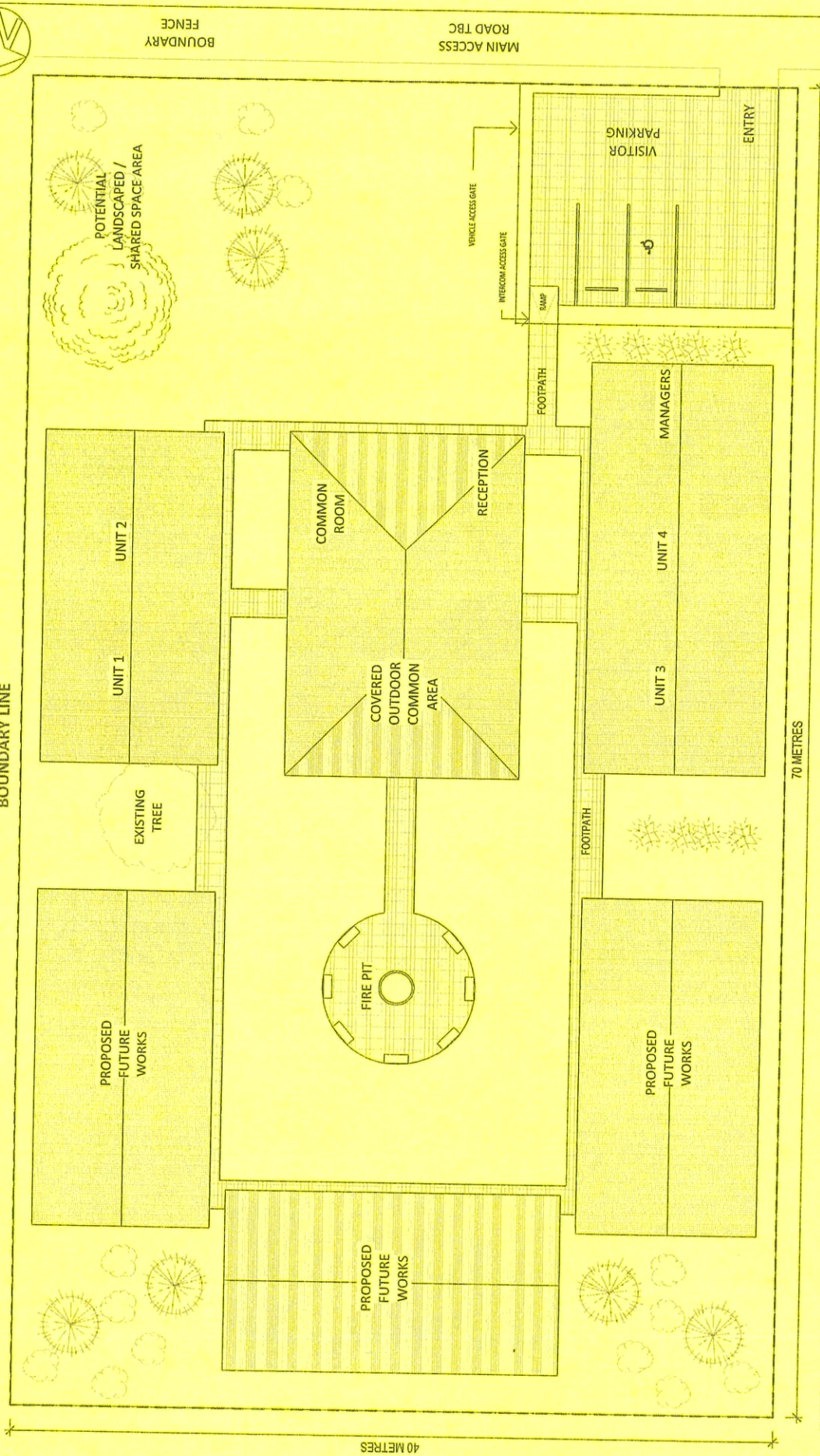
19th CHIEF ENGINEER WORKS

373a AVOCA ST RANDWICK NSW 2031





BOUNDARY LINE



1 SITE PLAN

1 : 200



REV	DESCRIPTION	BY	CHKD	DATE
00	Issue for Concept	J.M.	C.A.	28/05/19
01	Issue for Concept	K.M.	C.A.	20/06/19
02	Issue for Concept	G.S.	C.A.	30/07/19
03	Issue for Concept	G.S.	K.H.	28/08/19

AMENDMENTS

19th Chief Engineer Works

373a AVOCA STREET RANDWICK NSW 2031
Telephone (02) 93490242
Facsimile (02) 93490243



PLM DESIGN DELIVER

SURVEYOR:	LOPL W. COX
DRAWN BY:	SPR G. STEWART
WKS MANAGER:	WOT R. HICKS
PROJECT ENG:	CAPT K. HAVLIN
PROJECT MGR:	MAJ S. NEILSEN
PROJECT DIR:	LTCOL K. REYNOLDS

SCALE:

1 : 200

SIZE:

A3

DATE DRAWN:

28/08/19

PROJECT:

AACAP 2020 - PORMPURA AW

TITLE: SITE PLAN

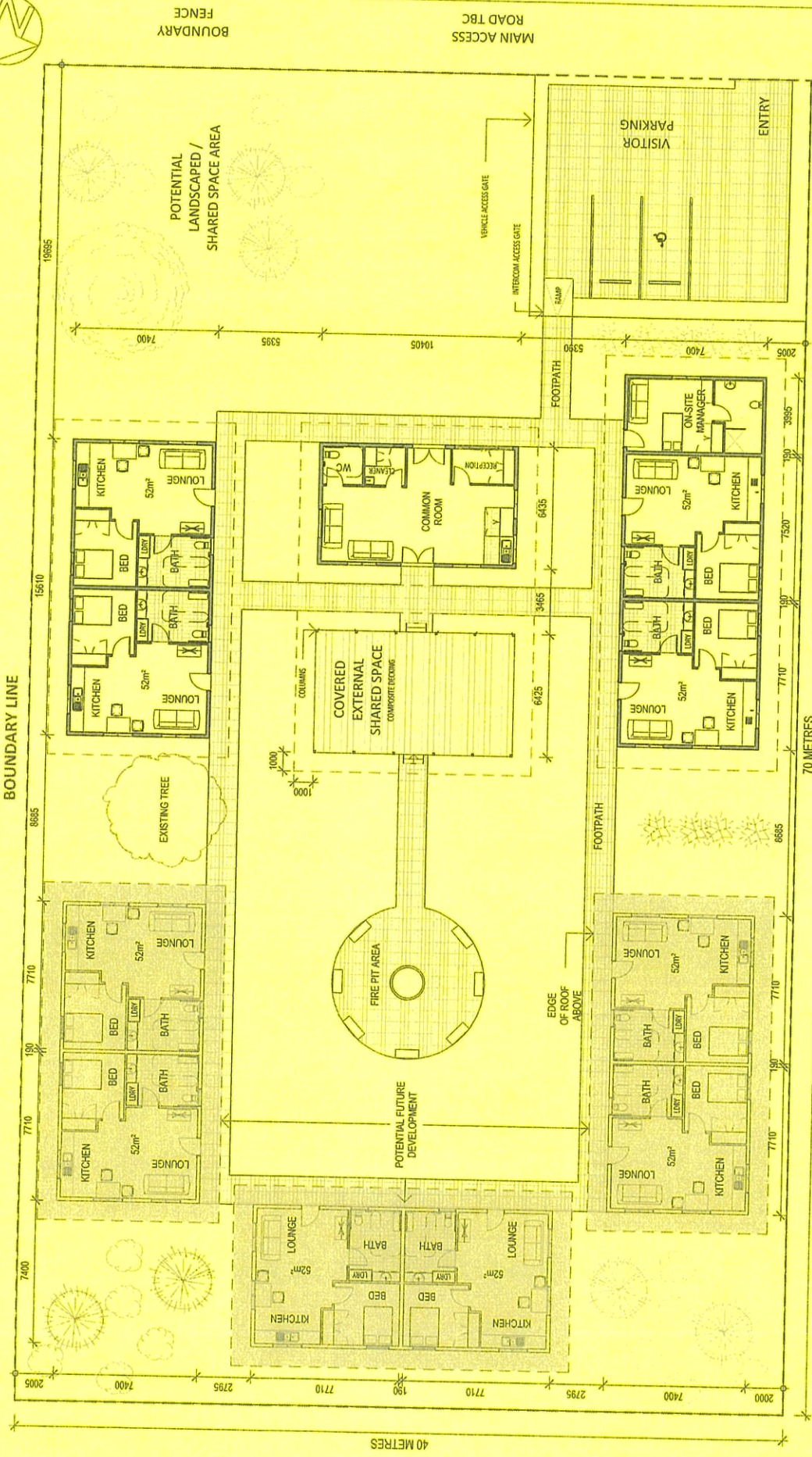
DRAWING NUMBER:

222 - A101

DRAWING STATUS:

CONCEPT

7.



1 FLOOR PLAN

1 : 200

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19th Chief Engineer Works															PROJECT : AACAP 2020 - PORMPURA					20 m									
373a AVOCA STREET RANDWICK NSW 2031															SCALE : 1 : 200														
Telephone (02) 93490242															DRAWN BY : SPR G. STEWART														
Facsimile (02) 93490243															WKS MANAGER : WO1 R. HICKS														
FLAW DESIGN DELIVER															PROJECT ENG : CAPT K. HAVLIN					TITLE : ILF FLOOR PLAN									
															PROJECT MGR : MAJ S. NEILSEN					DATE DRAWN : 28/08/19									
															PROJECT DIR : LTCOL K. REYNOLDS					DRAWING NUMBER : 222 - A102									
																				DRAWING STATUS : CONCEPT									
AMENDMENTS																													
00 Issue for Concept															J.M.					C.A.					28/05/19				
01 Issue for Concept															K.M.					C.A.					20/06/19				
02 Issue for Concept															G.S.					C.A.					30/07/19				
03 Issue for Concept															G.S.					K.H.					28/08/19				
REV															DESCRIPTION					BY					CHKD DATE				

RECEPTION/COMMON ROOM

UNITS

POTENTIAL FUTURE DEVELOPMENT

▲RL 8.786 ROOF APEX RECEPTION CENTRE
 ▲RL 8.463 ROOF APEX UNITS
 ▲RL 7.467 ROOF APEX AWNING
 ▲RL 6.704 CEILING GROUND FLOOR
 ▲RL 4.304 GROUND FLOOR
 ▲RL 4.204 GROUND LINE

1 EAST
1:200

RECEPTION/COMMON ROOM

UNITS

UNITS

▲RL 8.786 ROOF APEX RECEPTION CENTRE
 ▲RL 8.463 ROOF APEX UNITS
 ▲RL 7.467 ROOF APEX AWNING
 ▲RL 6.704 CEILING GROUND FLOOR
 ▲RL 4.304 GROUND FLOOR
 ▲RL 4.204 GROUND LINE

2 SOUTH
1:200

POTENTIAL FUTURE DEVELOPMENT

UNITS

▲RL 8.786 ROOF APEX RECEPTION CENTRE
 ▲RL 8.463 ROOF APEX UNITS
 ▲RL 7.467 ROOF APEX AWNING
 ▲RL 6.704 CEILING GROUND FLOOR
 ▲RL 4.304 GROUND FLOOR
 ▲RL 4.204 GROUND LINE

3 WEST
1:200

PROPOSED FUTURE DEVELOPMENTS

▲RL 8.786 ROOF APEX RECEPTION CENTRE
 ▲RL 8.463 ROOF APEX UNITS
 ▲RL 7.467 ROOF APEX AWNING
 ▲RL 6.704 CEILING GROUND FLOOR
 ▲RL 4.304 GROUND FLOOR
 ▲RL 4.204 GROUND LINE

4 NORTH
1:200

REV	DESCRIPTION	BY	CHKD	DATE
00	Issue for Concept	J.M.	C.A.	28/05/19
01	Issue for Concept	K.M.	C.A.	28/05/19
02	Issue for Concept	G.S.	C.A.	30/07/19
03	Issue for Concept	G.S.	K.H.	28/08/19

AMENDMENTS

19th Chief Engineer Works

373a AVOCA STREET RANDWICK NSW 2031
Telephone (02) 93490242
Facsimile (02) 93490243



SURVEYOR : LPL W. COX
 DRAWN BY : SPR G. STEWART
 WKS MANAGER : WOJ R. HICKS
 PROJECT ENG : CAPT K. HAVLIN
 PROJECT MGR : MAJ S. NEILSEN
 PROJECT DIR : LTCOL K. REYNOLDS

SCALE : 1:200

SIZE : A3

DATE DRAWN : 28/08/19

PROJECT : AACAP 2020 - PORMPURA AW

TITLE : ELEVATIONS

DRAWING NUMBER : 222 - A200

DRAWING STATUS : CONCEPT



00	Issue for Concept	J.M.	C.A.	29/05/19	19th Chief Engineer Works				SURVEYOR:	LCPL W. COX	SCALE:	PROJECT:	AACAP 2020 - PORMPURA
01	Issue for Concept	K.M.	C.A.	20/06/19	373a AVOCA STREET RANDWICK NSW 2031				DRAWN BY:	SPR G. STEWART			
02	Issue for Concept	G.S.	C.A.	30/07/19	Telephone (02) 934-90242				WKS MANAGER:	WOI R. HICKS	SIZE:	TITLE:	PERSPECTIVE VIEW
03	Issue for Concept	G.S.	K.H.	29/08/19	Facsimile (02) 934-90243				PROJECT ENG:	CAPT K. HAVLIN	A3		
REV	DESCRIPTION	BY	CHKD	DATE					PROJECT MGR:	MAJ S. NEILSEN	DATE DRAWN:	DRAWING NUMBER:	
AMENDMENTS									PROJECT DIR:	LTCOL K. REYNOLDS	28/08/19	222 - A400	DRAWING STATUS:
													CONCEPT

Our ref: MBN21/1553

10 December 2021

Mr Chatur Zala
Chief Executive Officer
Cherbourg Aboriginal Shire Council
ceo@cherbourg.qld.gov.au



Department of
**State Development, Infrastructure,
Local Government and Planning**

Dear Mr Zala

I am pleased to advise that the Honourable Steven Miles MP, Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning and Minister Assisting the Premier on Olympics Infrastructure recently announced the release of the \$85.859 million, application-based 2022–24 Local Government Grants and Subsidies Program (LGGSP). The Deputy Premier has written to your Mayor about the LGGSP.

The LGGSP provides funding assistance to support councils to deliver priority infrastructure and essential services that meet the identified needs of their communities. The rate of subsidy is up to 60 per cent of total eligible project costs and the funding period is from 1 July 2022 to 30 June 2024.

Examples of eligible projects are provided in the LGGSP guidelines, available on the Department of State Development, Infrastructure, Local Government and Planning's (the department) website at: www.statedevelopment.qld.gov.au, and then by clicking on (1) Local government, (2) Grants and subsidies, and (3) Current programs.

The department is available to support councils during both the project application and delivery stages of the LGGSP and it will manage the application assessment process. Additionally, the department will be arranging information sessions for councils in January 2022 about the application process. More information on the information sessions will be available on the department's website and from your council's regional advisor.

Applications can be submitted through the department's e-Grant Portal, which will open from 13 December 2021 and close on 4 March 2022. Project approvals are expected to be announced from late-April 2022.

If successful for funding, the council will have until 30 June 2024 to deliver the approved projects, whilst the Head Funding Agreement executed by the council and a specific LGGSP Project Funding Schedule will govern the delivery of endorsed projects.

If you require any further information, please contact Mr John Martinkovic, Regional Director, Southern Region, Local Government Division in the department, by telephone on (07) 3452 6872 or by email at John.Martinkovic@dlgrma.qld.gov.au, who will be pleased to assist.

Yours sincerely

A handwritten signature in blue ink, appearing to be "D Walker", written over a circular stamp.

Damien Walker
Director-General

1 William Street
Brisbane Queensland 4000
PO Box 15009
City East Queensland 4002
Telephone 13 QGOV (13 74 68)
Website www.statedevelopment.qld.gov.au
ABN 29 230 178 530

Corporate Services Report

HR Report # 12 – Dec 21/Jan 22



Human Resources

Executive Summary

1. Christmas Shutdown
2. Council Office Closes 24 Dec 2021
3. Council Office Reopens 04 Jan 2022
4. Council/Community Xmas Party Friday 17 Dec 2021
5. Community and Staff Gift Cards issued from Monday 13 Dec 2021

Industrial Relation Issues

1. One staff member in disciplinary process

Staff Training

1. A number of staff now have their Fork Lift Licences
2. Apprentice Mechanics presented with a Leatherman for completing their first year
3. Two staff have passed their Truck Driver Licence

Other Matters

1. Recruiting for qualified cabinet maker – no suitable applicants
2. Recruiting for casual on call staff for recycling centre – Five candidates recruited
3. Recruiting for casual on call truck driver – completed and has started
4. Recruiting for Housing Inspections Worker – interviews conducted process is being finalised

Corporate Services Manager
November 2021



Finance

Accountant has submitted his report to Council.

Consultant has been working with accountant on preparing reviewed asset register and contract liability over the last month. We will be looking at probably using a new vendor to compare pricing and services.

Accountant and Finance Officer have been regularly invoicing. We have also been receiving payments from funeral directors operating on community as well.

Accountant and I also attended Local Government Financial Professionals (LGFP) Conference in Cairns from November 23- 26. It was a great networking experience with multiple vendors. We had the chance to meet with other council reps also. Many issues we face are shared by similar sized communities and the way they tackle these situations was encouraging. Plenty of ideas and of course everyone knew our CEO.

HR

HR has submitted his report to Council.

After recent interview process it is planned that the new Housing Inspection and Assistance Officer will be trained for house inspections in the new year. This will be a priority for this position. With current housing officer moving into water department. We will have a defined role moving forward in this area. We will have 2 x house inspections done per year for the whole community. Due to conflict of interest, I withdrew from the interview and appointment process.

HR had also organised for the complex bus getting a new look. Feedback from community has been great.

Housing

6 x new dwellings to be handed back very soon. Rain and damage have delayed return to Housing. All except the disability units in Fisher St., have been already allocated. This will "free up" 2 houses, 9 Bulgi and 30 Barber. The latter being allocated as an emergency home. 9 Bulgi will be boarded up heading into the new year. Community and Economic Development Manager has been notified.

We have also taken back 19 Broadway and 28 Barber, these homes have been allocated due to the demolition of houses, 3 Bulgi and 13 Bulgi. Families have been moved and advised. We helped move and clean 3 houses in 1 day.

Sam Murray | Corporate Services Manager | CASC

Reception

Reception has been uploading and assisting files for HR and Sure Pact for Community and Economic Development manager.

Gift cards for community also handled by reception.

Meetings

Monday, 15/11/21 – Finance Budget

Monday, 15/11/21 – Housing Investment Plan

Friday, 19/11/21 – Housing Allocation Meeting

Wednesday, 24/11/21 - Friday, 26/11/21 – LGFP Conference, Cairns

This concludes my brief report to Council. I can expand on these issues should Council seek clarification, through the CEO.

Thank you.

Sam Murray | Corporate Services Manager | CASC

2.

*Economic & Community
Development*

ECONOMIC & COMMUNITY DEVELOPMENT REPORT

December 2021

1. Executive Report
2. Building Report



Premiers Visit to the MRF - 2021

Executive Summary

We are looking forward to next year and progressing some of the most significant projects ever for Cherbourg. The footpath project, the landfill upgrade, the Community centre and offices, and the connectivity projects will all be moved forward over the next 12 to 24 months some really positive stuff- congratulations to Council and the Mayor for some excellent advocacy to bring these projects to Cherbourg.

Cattle & Farm

We have resolved the MLA and NLIS registration issues and have sold some steers. Parthenium is out of control again – we need more resources to solve the problem. The farm team have been trying hard to keep up but with the hot temperatures and lots of rain the weed is ahead of them.

Recycling Facility

- Have commenced Nanango pop-up to 3 days a week, Mon, Wed, Fri starting 06/12/21 already advertised on Containers For Change website. Hours will be 1 hour longer (9am to 1pm). If trailer and Ute fill up we will need to bag the stuff and leave onsite overnight.
- achieved 100% on our recent site inspection from our Regional manager - COEX - 01/12/2021.
- Will only be closed for the public holidays over the Christmas/New Year break but will have shorter days on Christmas Eve and New Year's Eve.
- Look at options of growth inside shed by adding another 2 to 3 tables.
- 3 staff received their forklift licences after recent assessment.
- Nil further action on street signs
- Nil further action on 3 bin system
- Roster in use, staff have adapted well. Long term benefits for the business and staff.

We are taking cardboard again at the MRF – new baler really working well.

Lots of ground break up due to the rain – have requested quotes from contractors for repair works.

Building Department

New houses – nearly completed – all will be complete before Christmas, delays due to vandalism and wet weather.

Demolition of 3 houses – is going ahead this week.

Joinery

Joinery is busy, we lose a key tradie this week and the other one leaves his position there at the end of next week.

General Information

1st load of skatepark ramps have been delivered and the cover is on order. There are delays in laying the floor slab due to the high rain events.

Very pleased that we are progressing with the call centre partnership with advance Queensland and Fujitsu, 5 FTE equivalent will commence at the end of March. There has been some very interesting and encouraging progress with internet connectivity and speeds. Cemetery sign is still waiting for painting – will be installed in January if the weather is good to us.

Current Grant Application & Grant Progress

1. BOR 5 - 5 stages of project currently in progress.
 - a. Fuel Depot – 100% complete
 - b. Weighbridge – 100% complete
 - c. Vacuum extraction system 100% complete
 - d. Cardboard baler 100% - manufacture complete – to be shipped.
 - e. Infeed conveyor 40% complete
 - f. Viewing platform – 100% complete

Roads to Recovery

LRCI 2 – Project commenced – stage 1 100% complete – filling in open drain near skatepark site.

Illegal Dumping Grant

Acquittal submitted. Project closed – I have applied for stage 2 which will give us wages to employ an officer for a year.

Cultural Pathway

In Progress – trying to finalise some cultural heritage approvals with T.O.s- scheduled to break ground in Feb 2022.

Innovation Funding – AI project

Project in progress. – Poor bandwidth is stalling the project.

By: Sean Nicholson

Building Department

Current Business

Unscheduled maintenance:

- Responsive maintenance is running smoothly and is full on but manpower holding us back a bit.
- 5 Collins Road vacant nearly complete,
- All aged work orders have been completed, except those to do with fireplaces.
- Bill is away on holidays till 4/5th January 2022,
- 19 Broadway is in a disgusting mess in and outside. We now have it as vacant and will hand back Wednesday or Thursday the 15th or 16th Dec'.
- 8A Cobbo vacant will be handed back late afternoon on 8th Dec'
- We are boarding up windows until Bill gets back

Damage Report

70 Barber Street (new house) damaged three times now by young people.

By: Neil Uebergang

*Operations Manager's
Report*

Operations Department Report

Nov. 2021



By Darren Lonergan, Operations Manager
10th December 2021

ops@cherbourg.qld.gov.au

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Executive Summary

Works, Roads, Parks and Gardens and Animal Control

- The parks and gardens crew are picking up rubbish and mowing where needed daily
- Rubbish truck runs are carried out daily
- The dump pit and bins are being emptied weekly

Workshop

Current Business

- 28 Jobs were completed for the month of November. This included services and repair work
- 11 Vehicles received scheduled servicing
- 2 Mowers received services
- The older Rosa bus had a service. While undertaking the service, mechanics found that the fuel tank had a pin hole in it. The tank was removed, the hole fixed and a bash plate manufactured and fitted to stop it from receiving damage in the future.
- The forklift at the council depot received some major engine repairs and is now back in service
- All mowers received minor repairs

Water, Sewerage and Environmental Health

There are currently two open WSS incidents.

The Illegal dumping program has recommenced.

The vet program was a success with an official report yet to be received.

The WTP operations are going fine. Good quality water is being produced despite the very high turbidity of the raw water from recent storm runoff.

General

CASC is continuing to provide and promote training as required to staff in order that works are performed more professionally and safely.

Monthly toolbox talks produced by the consultant WHSO continue to be delivered and recorded on time.

WTP Project 2: Site works have started or continue on the following scope items:

Site works have started or continue on the following scope items:

- Replacement of reservoir clear water tank (tank 2). Formwork and reinforcement placement is being undertaken.
- Wiring up of the new gen set for the rising main pump station

Site works are currently on schedule and within budget. Works were delayed due due to recent rainy weather. Actual completion date forecast to 4 February, 2021.

The 2021 approved DWQMP needs to have Standard Operating Procedures (SOPs) included within it and resubmitted to the Regulator by 12th February, 2022. This work is underway.

General

Training Update

Elizabeth O'Chin, Jackson Cobbo and Clifton Bell continue their studies in the Certificate 3 course to be water officers. Their next formal block training at TAFE is from 31 January to 4 February.

ACW trainee, Daniel Weazel is continuing with Cert. 4 training and being assisted by Amanda Hutchins and Peter Bollard from the Qld Health Department.

Matthew Bock continues supervising two new apprentice mechanics, Lowana Leedie and Craig Renouf.

Brendon Roots (PC) continues to assist the water operators to operate the WTP and training them on the use of new and refurbished plant.

There is a need to have additional field staff trained to obtain licences in medium rigid truck driving. Charlie and Lyndon are both achieved heavy rigid truck licences on 5 November.

Surepact have not yet contacted Darren regarding future training of their project management software.

WHS & Monthly Toolbox Talks

Monthly toolbox talks produced by the consultant WHSO continue to be delivered and recorded. These are held together amongst the operations, building and joinery and farm workers, unless they hold their own meetings. The Works Department remains up to date with these important safety communication requirements. The November talk was on 'Working in Heat'.

WTP Projects

Project 1 Title: Water Treatment Plant, Rising Main and Sewerage Pump Stations Upgrade.

This project is Practically Completed as of 1 April with the Defects Liability Period (DLP) started. The DLP will continue for 1 year when Final Completion is due. CASC holds 5% of the contract sum as security until final completion.

The PC, WTF is assisting W&S staff to run the plant and train CASC operators in all aspects of this following the refurbishment works under stage 1.

Project 2 Title: Replace Two Reservoirs and Associated Works.

Contract Delivery Type

Design and construct

Work Scope Summary

This project includes the:

- upgrade of the intake pipework into the creek wet well pump station
- Replacement of the remaining section of rising main not yet replaced. Located on the upper part of the rising main connecting the WTP
- Provision of a generator set to the rising main control building
- Replacement of two reservoir clear water tanks
- Upgrade of two supernatant ponds
- Demolishment works of the old dosing pump and switchboard building (Costs only)
- Replacing parts of the damaged boundary security fence
- Providing a clear and accessible fire break around the site
- Provision of an Alum loading pump to easily and safely refill the storage tank
- Provision of a small pump well and associated plumbing at the discharge of both ponds in order to recycle settled backwash water into the WTP

Possible variations (wish list) to the contract may be invoked dependent on funds left over as follows.

- Replacement of the filter media backwash supply pump and making the tanks redundant by installing two new pumps to supply backwash water directly from the CWT.
- Provision of a reinforced concrete driveway at the top end of the WTP

Project Manager, Principal Contractor & Principal's Representative

Project Management (PM) (Superintendent): Gripfast Consulting

Principal Contractor (PC): Water Treatment & Filtration Solutions Pty Ltd (WTF) Brendon Roots

Principal's Representative (PR): CASC Operations Manager (Civil Eng.) Darren Lonergan

Contract awarded (signed): 14 April 2021

Project Program / Cost

Official contract completion date: 21st January, 2022 on original works.

Works are currently on track for actual completion by 5 January; however there are risks that may delay this ambition.

Project Management (Gripfast Consulting) and other consultants Claim Summary (GST free)

Claim #	Month	Total Paid (\$)	Total Paid Cumulative (\$)
1	April	4,277.28	4,277.28
2	May	1,050.00	5,327.28
3	June	27,144.78	32,472.06
4	July	12,124.56	44,596.62
5	August	15,162.28	59,758.90
6	September	17,054.56	76,813.46
7	October	16,677.28	93,490.74
8	November	17,054.56	110,545.30

Principal Contractor (WTF Solutions) Claim Summary (GST free)

Contract Sum Inc. approved Variations (\$)	Claim #	Total Paid as Approved claim including Security Retention (\$)	Approved Variations (\$)	Retention Held (\$)	Remaining (\$)
3,439,930.00	1	577,966	0	57,797	2.622m
	2	652,724.10	0	72,524.90	2,011,976.00
14,661.00	3	433,874.45	14,661.00	40,350.55	1,578,101.55
21,417.00	4	285,205.80	21,417.00	0	1,433,376.00
	5	271,348.25	0	0	1,162,027.75
3,507,322.00	6	244,625.00	0	0	978,104.00

Total retention held \$171,996.50

Gripfast Consultants project management and associated costs \$375k

Demolishment works of the old dosing pump and switchboard building (Costs only) \$275k

Total costs as planned \$3.85m

Project Progress / Issues (refer Appendix A for photos)

Site works have started or continue on the following scope items:

- Replacement of reservoir clear water tank (tank 2). Formwork and reinforcement placement is being undertaken.
- Wiring up of the new gen set for the rising main pump station

Project Works Completed

- The installation of concrete lining of supernatant pond (pond 2) was completed
- Ladders and stairs have been installed with the reservoir tank 1 now complete
- Imported fill was placed around reservoir 1 and compacted over the concrete skirt
- Formed and poured the RC Supernatant pump well chamber lids.

- Replacement boundary fencing has been installed at the bottom of the water treatment plant
- Top soil has been spread around the bottom of the completed mural ready for turf to be laid on it
- Formed and poured a stone pitched concrete outlet apron structure for the old reservoir scour and extended the scour pipe
- Profiling of the rock embankment at reservoir 2
- The installation of concrete lining to pond 2 along with handrails and signage.
- Testing of the integrity of the Reservoir 1 for water holding purpose
- The footing subgrade has been poured with mass concrete to increase the foundation strength required to support the new reservoir. It has been left to cure.
- Security boundary fencing
- WTP security boundary fencing, earthworks and fire break works

Work Scope Variations (Omissions / Extras)

Money saved on credit items will be used to fund some variations in the wish list.

Item	Cost / Approval	Work Scope
1	Credit Approved	Divers have investigated the ~DN200 creek intake pipework and found that it is in place and in good condition. The filter at the end of the pipe is still intact and is off the bottom held down by a cable to the bottom of the creek. As a result no works will be done on the intake. The existing pontoon is redundant and therefore removed
2	Expend Approved	Investigate, design and construct a small sewerage transpiration trench. This is required at the WTP to adequately process the effluent from the sinks and toilet at the WTP office building. Previously, this effluent drained into the ponds.
3	Expend Approved	Investigate, design and construct a new small pump well and associated plumbing at the discharge of both ponds in order to recycle settled backwash water into the WTP. This will allow improved WTP electrical and water use efficiencies over that under current operations.
4	Expend Approved	Explore for the source of the pond 2 leakage ingress and repair as required
5	Expend Approved	Qleave - Additional cost of Qleave as amount of contact sum was Changed
6	Expend Approved	Works Insurance as this was requested post tender
7	Expend Approved	Excavation to explore where pond 2 seepage is coming from and installation of seepage drainage from around and under pond 2 to mitigate the negative affects of the seepage on the foundation material load bearing capacity.

8	Expend Approved in concept	Geotech survey identified poor subgrade for tank 2 that may require up to 100 cubic metres of bulk concrete fill – this will be quantified over the following week. VR expected in vicinity of \$50K.
9	Expend Under review	Rock excavation for Res2
10	Expend Under review	Replace backwash pumps and infrastructure that have failed and are required for the system to operate
11	Expend Under review	Security fencing & associated earthworks associated with WTP
12	Expend Under review	Fire break around WTP & Reservoirs
13	Expend Under review	Reservoir outlet valves
14	Expend Under review	Clarifier roof guttering

Refer (Appendix A part 2) for the latest Minutes - Project Coordination Group (PCG) NO. 8

Non-Contract Works Associated with the Upgrade

These works were completed by the PC include the following:

Work	Value (GST free)
Repair of the raw water leak at the rising main PSTN discharge pipe flange	\$1000 (estimated)
Replacement of the WTP backwash tank discharge valve to fix the leakage	\$1000 (estimated)
Repair of the treated water leak and replacement of a very small section of asbestos pipe on the delivery main pipe	\$1000 (estimated)
Draining ,cleaning and recommissioning of the clarifier	\$5000 (estimated)
Water leakage investigation off Murray Road near the mens' shed	\$1000 (estimated)

Annual Regulator KPI Performance Report

This report is completed and lodged with the regulator as a SWIMlocal water recording program data output. The same report is now on the CASC web page.

Drinking Water Quality Management Plan (DWQMP)

The 2021 approved DWQMP needs to have Standard Operating Procedures (SOPs) included within it and resubmitted to the Regulator by 12th February, 2022. QH are assisting CASC in this

task of producing these documents. This work is progressing well and on track with a regulator meeting being held on 14 December for a review of works done.

By Darren Lonergan (Operations Manager & Civil Engineer)

Works, Roads, Parks and Gardens and Animal Control

Current Business

- The parks and gardens crew are picking up rubbish and mowing where needed daily
- Rubbish truck runs are carried out daily
- The dump pit and bins are being emptied weekly

Animal Control

The final report from the Visiting Vet Program from 26th October – 11th November 2021 has not yet been received. This will be presented here when it is available.

Damage Report

Nil

Workplace Health & Safety Incidents

Nil

Issues & Training Updates

Alan Francis has started with CASC on or about the 23 November. He is a full time employee initially appointed for 3 months to assist Daniel with animal control duties.

Three workers namely Daniel, Alan and Jackson have now received personal ID cards containing their names, photos and authorizations from the CEO. These together with written and signed off Instruments of Appointment empower these officers to act under the provisions of the approved CASC animal local laws etc.

The animal control team have been briefed on their priority work which is to educate, encourage and enforce the animal laws to make Cherbourg safe from wondering and aggressive animals and in particular dogs. Those dogs that are aggressive will be given more attention straight away.

Next Month's Business Plans

- Continuation of day to day duties including rubbish pick up and mowing etc.

By Lindsay Bligh

Workshop

Current Business

- 28 Jobs were completed for the month of November. This included services and repair work
- 11 Vehicles received scheduled servicing
- 2 Mowers received services
- The older Rosa bus had a service. While undertaking the service, mechanics found that the fuel tank had a pin hole in it. The tank was removed, the hole fixed and a bash plate manufactured and fitted to stop it from receiving damage in the future.
- The forklift at the council depot received some major engine repairs and is now back in service
- All mowers received minor repairs

Issues

Nil

Damage Report

Nil

Workplace Health & Safety Incidents

Nil

Training Updates

Craig and Lowana passed the forklift license theory and practical and are awaiting their license documents. Craig Passed the excavator ticket course and is now qualified.

Next Month's Business Plans

- Continuation of normal workshop work
- Craig is being assessed for a truck license
- End of year clean up in and around the workshop shed

By Matthew Bock

Water, Sewerage, Environmental Health & Animal Control

Current Business

- Weekly water sampling.
- Monthly water sampling: SWA, THMs and BGA.
- Daily Checks for illegal dumping of waste.
- Weekly flush out of all main water valves.
- Daily checks for injured or deceased animals.
- Fortnightly catch up with South Burnett Regional Council
- Monthly raw water sampling
- Heavy metal samples taken monthly from both treated water (town water) and raw (creek water)
- Fortnightly catch up with DDPHU.

Issues

Nil

Reportable Water Quality Incidents

Refer table 2 for a summary of current open water quality related incidents with the Regulator.

Table 2: Summary of current open water quality related incidents with the Regulator

Incident ID	Date of event	Description	Immediate Corrective Actions	Status
DWM-7-146-00016	11/09/2021	The backwash pump failed, which in turn via SCADA shut down the whole plant. SCADA SMS notifications were sent out to operators and key staff for action.	The clear water tank was cleaned and another back wash pump was fitted and commissioned.	Investigation
Unknown	3/11/2021	Detection of a blue-green algae pathogens in the raw and treated water supply. 555 cells per mL in the WTP treated sample	Additional samples were taken for laboratory testing. SunWater contacted to release water from the BP Dam. The clarifier was cleaned. Jar testing tests performed for coagulant concentration optimisation	Investigation

Staffing

The principal contractor for the WTP refurbishment works is assisting with WTP operations, training and handover purposes. He is a great help in this.

Damage Report

No damage to report.

Workplace Health & Safety Incidents

Nil

Training Updates

Clifton Bell, Jackson Cobbo & Elizabeth O'Chin will be attending the second block training in Water industry Operations from 31st January - 4th February 2021. Justin Cobus is to commence a Cert IV in Water Industry Operations in February 2022.

Other Information

- Water Treatment Plant and Supply Test Summary (Appendix B)
- Animal Control Summary (not available)

WTP Operations Manual Creation & DWQMP upgrade

The refurbished WTP now requires a new documented OM to describe how to run the plant with its new assets and instrumentation. To achieve this, a committee involving the Health Department, the principal contractor and CASC have been working together to develop standard operating procedures (SOPs) and maintenance schedules. The committee has met several times to develop these. Table 3 shows a summary of the work.

Table3:

Standard Operating Procedures and Maintenance Schedule procedures document control register

SOP No.	Document Title	To be Approved by	Issue Date	Approval Date	Next Review Date	Details of changes made at review
Section 1: Standard Operating Procedures						
SOP001	Monitoring & Verification Chlorine and Turbidity Reference Points	Operations Manager	29/9/2021	29/9/2021	15/11/2021	
SOP002	Monitoring & Verification Chlorine & Turbidity Table Kit Cards	Operations Manager	29/9/2021	29/9/2021	15/11/2021	
SOP003	Monitoring & Verification total and free chlorine reference sheet	Operations Manager	29/9/2021	29/9/2021	15/11/2021	
SOP004	Monitoring & Verification - measuring chlorine (Cl) and pH	Operations Manager	29/9/2021	29/9/2021	15/11/2021	
SOP005	Monitoring & Verification - measuring turbidity	Operations Manager	29/9/2021	29/9/2021	15/11/2021	
SOP006	Monitoring & Verification - Collecting and submitting water samples	Operations Manager	29/9/2021	29/9/2021	15/11/2021	Proposed review of monitoring locations to include Fisher Street. Update sample site location for Gundoo Day Care.
SOP007	Monitoring & Verification - transporting water samples	Operations Manager	29/9/2021	29/9/2021	15/11/2021	
SOP008	Jar Testing IN DRAFT					
SOP009	Handling of Chlorine Gas IN DEVELOPMENT					
SOP010	Check, Operate and Wear Breathing Apparatus IN DEVELOPMENT					
SOP011	Chlorine Gas incident response IN DEVELOPMENT					
SOP012	Cleaning and Calibration of turbidity analysers	Operations Manager	29/9/2021	29/9/2021	15/11/2021	
SOP013	Cleaning and Calibration of chlorine analysers IN DRAFT					
SOP014	Cleaning and Calibration of pH analysers IN DRAFT					
SOP015	Flow meters - reading and operation	Operations	29/9/2021	29/9/2021	15/11/2021	
SOP	Document Title	To be Approved by	Issue Date	Approval Date	Next Review Date	Details of changes made at review
		Manager				
SOP016	Sampling results interpretation IN DRAFT					
SOP017	SCADA - Alerts and Actions IN DEVELOPMENT					
SOP018	SWIM Local - Data management IN DEVELOPMENT					
Section 2: Standard Operating Procedures Maintenance Schedule						
MS001	Daily operator log	Operations Manager	28/9/2021	29/09/2021	15/11/2021	
MS002	Service analyser form	Operations Manager	28/9/2021	29/09/2021	15/11/2021	
MS003	Monthly operations checklist	Operations Manager	28/9/2021	29/09/2021	15/11/2021	

Water Treatment Plant and Supply Network Verification and Daily Test Summaries

(Refer Appendix B).

By, Liz O'Chin (Manager: Water, Environment & Animal Control)

Illegal Dumping / Waste Compliance Officer's (WCO) Report (Marina Gibson)

The WCO is a government funded position shared by 3 councils (North and South Burnett Regional C's and CASC) and is paid for through the SBRC.

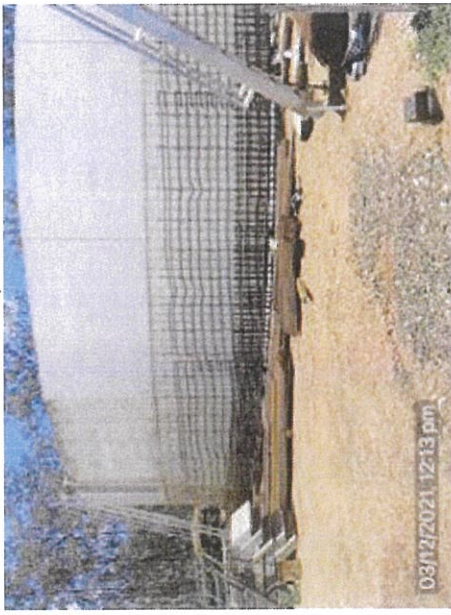
Refer Appendix C - Illegal Dumping Incident and Investigation Tracking Register. – Note that this is unchanged from last month.

Council's state government funding for this joint council initiative including Marina has now recommenced.

By Marina Gibson (WCO)

APPENDIX A (part 1) – Photos of WTP Stage 2 Works

Res 2 – Inner form walls in place



Res 2 – reinforcement bars for the wall



Res 2 Base slab



APPENDIX A (part 2) –Latest Minutes - Project Coordination Group (PCG) NO. 8



MINUTES - PROJECT COORDINATION GROUP (PCG) NO. 8

CHERBOURG ABORIGINAL SHIRE COUNCIL (CASC) RESERVOIRS & ASSOCIATED WORKS

1100HR, 23rd November 2021

Location: CASC Council Works Depot or via Teams

Attendee	Company	Present / Apology
Chatur Zala	Cherbourg Aboriginal Shire Council	Apology
Darren Lonergan	Cherbourg Aboriginal Shire Council	Present
David McGuire	Gripfast Consulting	Present
Nicole Wilson	Gripfast Consulting	Via Teams
Chantel Wood	Slattery	Present
Martin Ma	Built Environment Collective	Report Submitted
Rhys Kilpatrick	Built Environment Collective	Apology
Brendon Roots	Water Treatment & Filtration Solutions	Present

ITEM	TOPIC	MBR	Notes
1	<p>WTF Solutions overall update</p> <ul style="list-style-type: none"> - Overall program (progress / delays) - Projects Update (time, cost, quality) <ul style="list-style-type: none"> o Raw Water Inlet o New Generator o Rising Main o Supernatant Ponds o Reservoirs - Activities coming up 	WTF	<p>1. Raw Water Inlet Works – Complete.</p> <p>3. Demolitions – Complete.</p> <p>4. Raw water pump station generator – to be completed by 3 Dec 21.</p> <p>5. Rising Main – Complete.</p> <p>N.B. Road repair works to be completed next month (Dec) by a private contractor.</p> <p>6. Supernatant Ponds 1 & 2 – Complete less switchboard – to be installed mid-Dec.</p> <p>Delay on supply of flow meters from supplier – should be here next month (Nov).</p> <p>7. Reservoir 1 – Skirting to be poured and handrails / banister to be installed next month.</p> <p>8. Reservoir 2 – Current works program behind 2 weeks. BEC inspection report with WTF - there are a number of items to action. Report attached.</p> <p>Targeting roof pour pre-Christmas.</p> <p>WTF to issue revised works program by 1 Dec 21. Fill tank 2 18 Jan 22. Everyone out of community by Australia Day. Targeting PC by 4 Feb 22.</p>



ITEM	TOPIC	MBR	Notes
			<p>8. Variations 3-7 approved 1 Nov 21, works well underway on: Backwash pump & assoc. works – Ordered and pipework installed up to final connections. Fire Break and Fencing – Completed (waiting on 1x gate). Valves Replacement – Excavated and waiting on delivery of new valves. Rock Removal – Complete.</p> <p>9. WTF requested to cost a sealed road into the new reservoir site, pending availability of funds.</p> <p>10. Activities over next month – Finalise all concrete pours for Reservoir 2.</p>
2	Site issues:	WTF	1. Nil.
3	Quality: - Issues raised by independent engineer	BEC	<p>1. Independent engineer's report on Reservoir 2 submitted being actioned by WTF. Report attached.</p> <p>2. Next visit will be to inspect the steel prior to pouring outer rim of Reservoir 2 (3 Dec 21).</p> <p>3. No other issues.</p>
4	Cost Update: - Draw down on build cost (EVM) - Variations - Outstanding invoices	QS	<p>1. Progress Claim 7 due 26 Nov 21.</p> <p>2. See attached Cost Report for a full breakdown.</p>
5	Risk Update: - Wet weather - COVID Delays - Variations place pressure on budget.	PM - Gripfast	<p>1. Significant wet weather in Dec/Jan could push PC into Feb.</p> <p>2. COVID outbreak in Cherbourg high risk due to very low vaccination rates. This risk will increase as borders reopen.</p> <p>3. Once all variations approved there will be approx. \$40k contingency left.</p>
6	Stakeholders: - Local CASC community	CASC PM	1. CASC engaging community through social media and radio station – no issues at this point in time.
7	Other General Business	Open	<p>1. \$220K left in ICCIP – could be spent on carbon filter & 3rd reservoir roof – works proposed by QLD Health Environmental Health Officer.</p> <p>2. PC 4 Feb 22 (not incl. wet weather).</p>



ITEM	TOPIC	MR	Notes
8	Next Meeting: <ul style="list-style-type: none">- Site Inspection- PCG 9	PM	1. Meeting schedule has been adjusted around council meetings. 2. Next site inspection - 1 Dec 21 3. Next PCG - 15 Dec 21 (Pending)

Meeting Closed at 11.45 am

APPENDICES:

Appendix A - BEC (Independent Engineer) Report

APPENDIX B - Water Treatment Plant and Supply Network Verification and Daily Test Summaries

Date	Coliforms (mpn/100ml)										E. coli (mpn/100ml)				
	Weekly Tests														
	After treatment yard tap O-ERT T	STP yard tap O-HER1	Training room kitchen tap O-HER2	Day care kitchen tap O-HER3	Bert Button lockout tap O-HER4	WTP Reservoir 2 O-HER5	Summary	After treatment yard tap O-ERT	STP yard tap O-HER1	Training room kitchen tap O-HER2	Day care kitchen tap O-HER3	Bert Button lockout tap O-HER4	WTP Reservoir 2 O-HER5	Summary	
3/11/2021	0	0	0	0	0	MD	PASS	0	0	0	0	0	MD	PASS	
11/11/2021	0	0	0	0	12	MD	PASS	0	0	0	0	0	MD	PASS	
17/11/2021	0	0	5	0	12	MD	PASS	0	0	0	0	0	MD	PASS	
24/11/2021	MD	MD	MD	MD	MD	MD	N/A	MD	MD	MD	MD	MD	MD	N/A	

pH														
Date	Weekly Tests													
	After treatment yard tap O-HER T	STP yard tap O-HER1	Training room kitchen tap O-HER2	Day care kitchen tap O-HER3	Bert Button lockout tap O-HER4	WTP Reservoir 2 O-HER5	Summary							
3/11/2021	7.51	7.15	7.57	7.45	7.29	MD	PASS							
11/11/2021	7.7	7.15	7.33	7.26	7.44	MD	PASS							
17/11/2021	6.46	6.86	6.95	6.85	7.45	MD	PASS							
24/11/2021	MD	MD	MD	MD	MD	MD	N/A							

MD on 24/11/2021 - Test samples were not picked up by the courier due to flooding

Date	Total Chlorine (mg/L)										Free Chlorine (mg/L)			
	Weekly Tests													
	After treatment yard tap G-HER T	STP yard tap G-HER1	Training room kitchen tap G-HER2	Day care kitchen tap G-HER3	Bert Button lookout tap G-HER4	WTP Reservoir 2 G-HER5	Summary	After treatment yard tap G-HERT	STP yard tap G-HER1	Training room kitchen tap G-HER2	Day care kitchen tap G-HER3	Bert Button lookout tap G-HER4	WTP Reservoir 2 G-HER5	Summary
3/11/2021	0.89	0.35	0.55	0.44	0.62	MD	PASS	0.7	0.24	0.44	0.32	0.37	MD	INVEST. RESULTS
11/11/2021	1.69	0.41	0.45	0.21	1.07	MD	PASS	1.46	0.33	0.32	0.25	0.91	MD	INVEST. RESULTS
17/11/2021	0.76	0.31	0.27	0.21	0.2	MD	PASS	0.6	0.18	0.22	0.13	0.2	MD	INVEST. RESULTS
24/11/2021	MD	MD	MD	MD	MD	MD	N/A	MD	MD	MD	MD	MD	MD	N/A

Date	Total TH-Vs (microg/L)	
	Weekly Tests	
	STP yard tap G-HER1	Summary
3/11/2021	75	PASS
11/11/2021	32	PASS
17/11/2021	56	PASS
24/11/2021	MD	N/A

Operational Guidelines**After Water Treatment CHERT** (mpn) means most probable number

Parameter	Acceptable Results Limits	Investigate Results Limits	Unacceptable & Reportable Limits
Turbidity	<1NTU	1 - 5NTU	>5NTU
pH	6.5 - 8.5		
Total Chlorine	<5mg/L		
Free Chlorine	1 - 2 mg/L	0.5 - 1.8 & 2 - 2.5 OK but improvement, >2.5 Too high	0 - 0.5 & >5mg/L
Coliforms	NA		
E.Coli	0mpn/100mL		
Total THMs	<200microg/L		

At Retiulation System Sampling Points (mpn) means most probable number

Parameter	Acceptable Results Limits	Investigate Results Limits	Unacceptable & Reportable Limits
Turbidity	<1NTU	1.01 - 5NTU	>5NTU
pH	6.5 - 8.5		
Total Chlorine	<5mg/L		
Free Chlorine	0.5 - 1 mg/L	0.2 - 0.4 & 1.1 - 2 OK but improvement, >2 Too high	0 - 0.1 & >5mg/L
Coliforms	NA		
E.Coli	0mpn/100mL		
Total THMs	<200microg/L		

(THMs) - Trihalomethanes (compounds formed from the action of the chlorine demand on biological matter within the water)

Daily Test Summaries

FY2021 CASC DAILY WATER QUALITY FIELD RESULTS

xxxx Data entered by Operations Manager

xxxx

Data Entered by Op's Assistant

xxxx

Non-compliant values

xxxx Unacceptable & Reportable

xxxx Non-compliant values

xxxx NO access to turbidity meter

xxxx Data Not Recorded

Date	Day	Operator	WTP OUTLET				STP (CH-1)				Depot (CH-2)				Daycare (CH-3)				Lookout (CH-4)			
			WTP (CH-1)				STP (CH-1)				Depot (CH-2)				Daycare (CH-3)				Lookout (CH-4)			
			pH	Water Turbidity	Cl Total (mg/L)	Cl Free (mg/L)	Ph	Water Turbidity	Cl Total (mg/L)	Cl Free (mg/L)	pH	Water Turbidity	Cl Total (mg/L)	Cl Free (mg/L)	pH	Water Turbidity	Cl Total (mg/L)	Cl Free (mg/L)	pH	Water Turbidity	Cl Total (mg/L)	Cl Free (mg/L)
1/11/2021	MONDAY		0.39	0.42	7.33	0.47	0.33	0.42	7.36	0.51	0.6	0.74	7.38	0.61	ND	ND	ND	ND	0.5	0.68	7.19	0.88
2/11/2021	TUESDAY		ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
3/11/2021	WEDNESDAY		0.36	0.42	7.29	0.78	0.22	0.42	7.29	0.78	0.51	0.68	7.4	0.81	0.38	0.4	7.32	0.67	0.68	0.86	7.4	0.98
4/11/2021	THURSDAY		ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
5/11/2021	FRIDAY		0.44	0.54	7.3	0.79	0.45	0.52	7.32	0.42	0.37	0.46	7.31	0.96	0.27	0.36	7.24	0.54	0.45	0.55	7.31	0.46
6/11/2021	SATURDAY		0.33	0.42	7.3	0.63	0.34	0.48	7.35	0.48	ND	ND	ND	ND	0.28	0.36	7.28	0.8	0.91	1.1	7.4	0.61
7/11/2021	SUNDAY		0.28	0.31	7.22	0.59	0.44	0.52	7.42	0.68	ND	ND	ND	ND	0.41	0.56	7.41	0.61	1	1.22	7.36	0.88
8/11/2021	MONDAY		0.33	0.42	7.22	0.82	0.44	0.5	7.28	0.8	0.4	0.51	7.28	0.97	ND	ND	ND	ND	0.79	1.3	7.35	0.98
9/11/2021	TUESDAY		0.32	0.45	7.28	0.59	0.38	0.53	7.3	0.81	0.47	0.58	7.3	0.67	ND	ND	ND	ND	1.53	1.85	7.41	0.87
10/11/2021	WEDNESDAY		0.33	0.41	7.15	0.54	0.32	0.45	7.33	0.89	0.15	0.21	7.26	0.84	0.91	1.07	7.44	0.58	1.46	1.69	7.7	0.64
11/11/2021	THURSDAY		0.35	0.43	7.28	0.88	0.32	0.43	7.29	0.92	0.58	0.71	7.34	0.74	ND	ND	ND	ND	1	1.12	7.37	0.88
12/11/2021	FRIDAY		0.35	0.42	7.25	0.6	0.38	0.41	7.4	0.94	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
13/11/2021	SATURDAY		0.3	0.4	7.41	1.87	0.12	0.25	7.52	1.59	ND	ND	ND	ND	0.26	0.3	7.6	2.97	0.54	0.65	7.52	3.97
14/11/2021	SUNDAY		ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
15/11/2021	MONDAY		0.3	0.4	7.2	1.18	0.34	0.45	7.21	1.1	0.61	0.84	7.24	1.21	ND	ND	ND	ND	0.58	0.78	7.13	0.99
16/11/2021	TUESDAY		0.34	0.48	7	1.05	0.31	0.44	7.24	1.1	0.3	0.53	7.1	0.94	ND	ND	ND	ND	0.75	0.89	6.6	0.85
17/11/2021	WEDNESDAY		0.18	0.13	6.86	1.4	0.22	0.27	6.95	1.24	0.13	0.21	6.85	1.2	0.2	0.34	7.45	1.29	0.6	0.76	6.46	0.94
18/11/2021	THURSDAY		ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	0.39	0.54	6.71	ND
19/11/2021	FRIDAY		ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
20/11/2021	SATURDAY		ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
21/11/2021	SUNDAY		ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
22/11/2021	MONDAY		0.17	0.29	6.7	1.63	0.26	0.35	6.8	1.54	0.15	0.25	6.53	1.68	0.2	0.31	6.8	1.37	0.39	0.55	6.51	0.86
23/11/2021	TUESDAY		0.25	0.33	6.79	1.19	0.16	0.27	6.71	0.91	0.17	0.25	6.91	1.21	0.1	0.17	6.96	1.34	0.25	0.41	6.52	1.4
24/11/2021	WEDNESDAY		ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
25/11/2021	THURSDAY		0.35	0.4	6.51	1.09	0.27	0.34	6.64	0.91	0.61	0.78	6.68	0.98	0.41	0.6	6.71	1.1	0.34	0.51	6.6	0.49
26/11/2021	FRIDAY		0.28	0.39	6.8	0.94	0.33	0.41	6.89	0.99	0.5	0.71	6.67	1	0.06	0.1	6.88	0.7	0.48	0.59	6.75	0.61
27/11/2021	SATURDAY		0.11	0.13	6.66	0.83	0.05	0.12	6.93	0.77	0.09	0.14	6.67	0.61	0.06	0.1	6.93	0.72	0.25	0.37	6.71	0.63
28/11/2021	SUNDAY		0.04	0.13	6.7	0.81	0.05	0.14	6.8	0.68	0.11	0.25	6.65	0.67	0.05	0.13	6.98	0.72	0.58	0.63	6.6	0.77
29/11/2021	MONDAY		ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
30/11/2021	TUESDAY		ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND

APPENDIX C – Illegal Dumping Incident and Investigation Tracking Register for October

Illegal Dumping Incident and Investigation Tracking Register

Council: CASC

Council Ref No	Date Reported	Address of Incident	Suburb of Incident	Lat	Long	Location Description	Owner or Land Manager	Major Waste Type	Waste Description	Suspected Commercial Operator	Approx Waste Volume (Litres)	Latest Action/ Outcome	Successful Compliance Outcome (i.e. PIN, Compliance Notice, clean-up after warning)

PIN Issued Yes/No	Number of PINs	PIN ID No.	Total PIN Amount	Waste Removed	Waste Removed By	Approx Volume of Waste Removed (Litres)	Surveillance Camera Installed At Site	Signage Installed	Status	Date Finalised	Council Officer (optional)	Site Details/Notes (optional)

*Community Services
Report*

COMMUNITY SERVICES REPORT

NOVEMBER -DECEMBER 2021



Community Safety Plan – Community Services team meeting

- Ongoing Community surveys
- Draft Plan will be sent to DATSIP

Cherbourg SPAN (Suicide Prevention Action Network)

- Cleaned up donga after break-in
- Community visits (20) first 3 days – one referral made

Cherbourg Sports Complex Report

- Holiday program ready to go
- Basketball season is complete (U12 & U15) grand finalists
(Due to budget constraints, we are unable to fund the trips to Benny Mills & Brian Kerle programs in Brisbane) but are eager to have them come to work with all our community children at the complex.
- Sports on offer at the Complex in the New Year will be, Netball, Cricket, Golf and we would like to continue being a part of the Kingaroy basketball competition when the season starts again and our well received boxing program.
- Starlight Foundation and Complex staff raised awareness (Bullying is not OK) at Movie Night at the Cherbourg Footy Oval
- BLJIP held their NAIDOC Celebrations at the Sports Complex
- Sporting Infrastructure Planning Group (1st Meeting)

Radio

- on-air forums
- social media messaging
- Live broadcasts at community events
-

IKC

For the past month of November/December the centre has been utilized by the following:

MEETINGS:

- ✚ St. Vinnies every fortnight.
- ✚ Designer Life meeting with Cherbourg clients.
- ✚ Aboriginal Cultural Burning Workshop.
- ✚ Standard 11 training with Wayne 3 weeks.

COMMUNITY INTERNET USERS.

2.

- ✦ Adults checking emails.
- ✦ Centre link clients job search and resumes.
- ✦ After school children using computers and iPads.

***OTHER NEWS**

The IKC will be closed

(From 27th Dec and will open 4th Jan 2022)

IKC staff will helping with Christmas fair.

IKC will be running the summer holiday program.

***OTHER ISSUES**

The outdoor under cover roof needs to be sealed.

EVENTS

- *Cherbourg Christmas Carnival – 17th December 2021*

This ends my report for the months of November/December 2021.



Edwina Stewart

Community Services Manger