Cherbourg Aboriginal Shire Council

Working Papers

For Council Meeting

Held On

19 & 20 December 2022

Chief Executive Officer's Report

Disaster Events – COVID 19 and Flood:

We had our first case of COVID-19 detected on Wednesday, 29th December and total positive cases has gone up to 160 in total now but good thing is that virus is very mild and only 1 people in hospital now with COVID 19 disease.

I like to congratulate council for your leadership by managing both the event with COVID 19 and flooding very well and having minimum issues in our community.

Health Action Group :

Council requires to decide seven committee members with council resolution.

Cherbourg Health Council

- Requires terms of reference to be revised (see attached)
- Names of members;
  - Mayor Elvie Sandow
  - Deputy Mayor Tom Langton
  - Cr Fred Cobbo
  - Cr Leighton Costello

- Cr Bronwyn Murray
- Frank Malone
- Alexander Speedy
- Emails required for correspondence

Cherbourg Health Council- First Meeting

- Date 09.02.21
- Requires invites to be sent to attendees
- Room to be booked
- Meeting template
- Agenda
- Minutes (afterwards)
- Monthly ongoing meetings
- ? Council board room

Cherbourg Health Council Workshop Preplanning (small group in Toowoomba to discuss)

- Date 18.02.21 1pm to 3pm
- Invite sent and Kit Hurley to be booked
- Kit Hurley Room 4 Booked

Cherbourg Health Council Workshop

- Date 02.03.22
- Room to be booked- Cherbourg ? too large group for the Council (Eileen may know a good place to book)
- Invites to be sent
- Rica will have an idea of who to invite (I can also assist on my return with invites)
- Catering and facilitator- ? required

Communication Plan

- To be done

- To incorporate all Cherbourg Projects
  - First 2000 days
  - Health Equity
  - Community Wellbeing and Support Program
  - Interagency Project

13th National Closing the Gap Conference- Gold Coast

- Date: May 9 to 11 May 2022
- Registration (??interest) for 9 people completed (see attached)- not sure if it worked. Maybe contact the organisers to check. - see attached
  - All 7 health Council Members plus you and I.
- Accommodation requires booking (Book in May 8 and check out May 11)- PHN to fund
- I can't currently see the agenda for the conference- ? still to come

Cherbourg Aboriginal Shire Council Meeting Dates

- See attached

Contact;

- Eileen Jacobs- for all Cherbourg Council bookings and info
  - secretary@cherbourg.qld.gov.au o Names to be provided by Council to Interagency Liaison Position (myself)
- Governance will be with Cherbourg Aboriginal Shire Council
  - Cherbourg Health Council will report to the Mayor and Councillors
- First meeting date (to be confirmed)
  - Wednesday 9 February 2022
  - 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)

➢ **Water Reservoirs project Update :**

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 :**

With the number of trades down with COVID we were lucky to get the concrete delivered, let along having trades on site. Brendan has been managing COVID controls very well so we will keep our fingers crossed.

Next pour will be internal piers.

I plan to be on site again next week – weather & COVID willing.

As an aside, if Council needs any help with Disaster Recovery Funding Arrangements as a result of recent floodig please let me know – I consulted into QRA for about 5 years.

Chatur Zala

Chief Executive Officer

Our Vision

The Cherbourg Council in partnership with the community of Cherbourg will strive to:

- Provide a clean, safe and healthy community. Will work to improve the health and well-being of our people
- Consistently empower community to become self-reliant/independent
- Empower/encourage our youth to determine their future through self-respect, education, training, cultural and traditional values
- Provide a caring, respectful and safe environment for our elders

Whilst respecting and upholding local traditional, cultural and Christian values and beliefs, we will strive to maintain our identity, our Aboriginality, our culture and respect for each other.

1. Name

Cherbourg Health Council

2. Authorisation

- The committee functions under the authority of Cherbourg Aboriginal Shire Council
- The committee reports to the Cherbourg Aboriginal Shire Council Mayor and Councillors
- The committee provides advice and recommendations to the Cherbourg Aboriginal Shire Council Mayor and Councillors
- The committee receives reports from Cherbourg Aboriginal Shire Council Mayor
- The committee has authority to create relevant sub-committees or other subordinate bodies it deems necessary at discharging its responsibilities.

3. Health Council purpose

- The purpose of the Cherbourg Health Council is to enable community led changes to enhance and improve the quality of the local health services. A Cherbourg Health Council Strategic Plan will be developed with an aim to implement these changes in Cherbourg Health Services. This will include genuine partnerships with Health Services so that accountability is upheld.

4. Health Council responsibilities concerning Standards and Plan Objectives

The Cherbourg Aboriginal Shire Council is to oversight the Cherbourg Health Council's response to the following requirements of standards and objectives of Corporate Plans (2020-2025);

- Promoting healthy lifestyles
- Provision and growth of disability services
- Work in collaboration with Health Service Providers to respond to health emergencies
- Regional co-operation
- Community consultation
- Monitor demographic changes and trends in Cherbourg to meet future community needs

- Ensure residents are provided with facilities and activities that assist in providing quality of life
- To develop and maintain a healthy living environment for our community

5. Scope of the Health Council

To contribute to the management and delivery of health services the Cherbourg Health Council undertakes the following:

- To have a direct, practical input of consumers into local health services plans.
- To develop communication pathways by receiving, considering, and disseminating information from and to the local health Services and community.
- To develop an effective partnership between the (governance and management team) and community by providing a strong and viable voice for the community and consumers/patients as a collective perspective in health services planning, design, and delivery.
- To enhance consumer experience and service integration across the sector, promote equity and ensure that services are organised around the needs of people.
- To ensure patient perspectives are embedded across health service and contribute to patient and family centred care by working with patients and families to co-design care, facilities, and strategies.
- To engage people earlier with the health system and encourage them to take responsibility to actively self-manage their own treatment and care
- To create strong links between communities and the Darling Downs Hospital and Health Service.
- To act as vehicle for consumers to participate in improving health outcomes
- To ensure a focus on improving health equity for Aboriginal and Torres Strait Islander peoples

6. Risk management

- The Cherbourg Health Council is to adopt a pro-active approach to risk management.
- The Committee will:
  - Identify risks and mitigating strategies with all decisions and recommendations made.
  - Implement processes to enable the Committee to identify, monitor and arrange management of risks as they relate to the scope of the Committee.

7. Sub committees

Currently no subcommittees.

8. Key Performance Indicators/Deliverables

The Key Performance Indicators will be developed after the establishment of the Cherbourg Health Council. Please see plan below;

	Indicator	Completion date	Audit arrangements
1.	Recruitment of a Cherbourg Health Council	31 October 2021	Interagency Liaison
2.	Establish Community Health Council Priorities	31 December 2021	Interagency Liaison
3.	Cherbourg Health Council's KPI's developed	31 December 2021	Interagency Liaison
4.	Cherbourg health Council Plan Established	31 January 2022	Interagency Liaison
5.	Implementation of Cherbourg Health Plan • Stage 1	30 April 2022	Interagency Liaison
6.	Implementation of Cherbourg Health Plan • Stage 2	31 December 2022	Interagency Liaison
7.	Implementation of Cherbourg Health Plan • Stage 3	30 December 2023	Interagency Liaison

9. Membership

Membership eligibility is determined by the Cherbourg Aboriginal Shire Council. The Cherbourg Aboriginal Shire Council would like the following considerations for representations.

- One nominated Councillor from the Cherbourg Aboriginal Shire Council
- Youth representative
- Disability representative
- Elder representative
- Aged representative
- Parent of young children representative
- Chronic disease representative
- Mix of females and males (4:3) either way
- Non agency or health service community members only

Chair:

- Community Member (1)

If the chair is absent from the meeting, or vacates the Chair during the meeting, the Chair must arrange an alternate Chair from amongst the members of the Committee. Failing this the members should elect a Chair from amongst their number.

Members:

- Community Member (2)
- Community Member (3)
- Community Member (4)
- Community Member (5)

- Community Member (6)
- Community Member (7)

Proxies

- Would the Council like proxies??
- [For example, a proxy is allowed providing they are suitably briefed prior to the meeting]
- [Also include information as to whether only persons officially acting / working in the position may attend and whether they participate in any decision-making processes of the committee.]

Training

- All Cherbourg Health Council Members will be provided with appropriate training.
    - Cherbourg Aboriginal Council to partner with Darling Downs and West Moreton Primary Health Network (DDWMPHN) so that costs of consumer and governance training are met.

Committee Expenses

- Cherbourg Health Council members will be supported financially through partnership with the DDWMPHN and Health Consumers Queensland.
    - Details to be decided.

It is the responsibility of the Chair to induct new members using the Cherbourg Health Council Manual.

10. Quorum arrangements

The quorum for the Cherbourg Health Council Committee will be half of the members plus one.

11. Other attendees

Non-members of the Committee who are attending should be discussed at least 24 hours before the meeting with the Chair. They should join the meeting for relevant sections of the Agenda only and do not take part in the decision making but can participate in the discussion as appropriate and decided by the Chair.

12. Frequency of meetings

Monthly

13. Agenda, Papers, Minutes, Actions and Summary

- The Agenda and any papers for the meeting are to be circulated electronically to the members one week before the meeting.
- As soon as practical but within one week of the meeting, minutes of the meeting and a list of actions determined by the meeting are to be circulated to the members electronically. Minutes will be confirmed at the next meeting of the committee.
- A short summary of the meeting and its outcomes is to be produced suitable to be circulated to the District or relevant area.

14. Urgent out of session matters

Any urgent matters can be managed as an out of session paper. However, the proponent of such a matter must ensure that it is minuted at the next meeting of the Committee.

15. Conflict of interest

All members must declare any real or potential conflict of interest, and manage those in consultation with the Chair, including absenting themselves through the meeting, relevant sections and ensuring the recording of such absences.

16. Decision making

Committee recommendations are made by consensus.

17. Evaluation

Cherbourg Health Council will be evaluated in terms of its performance against the approved Terms of Reference and key performance indicators through an annual self-assessment using an evaluation form. These will be collated by the Secretariat.

18. Secretariat

The secretariat to the Committee is provided by Cherbourg Health Council Secretary. This position will be employed by Cherbourg Aboriginal Regional Council in partnership with the DDWMPHN.

19. Changes to Terms of Reference

These Terms of Reference may be altered following committee consultation and endorsement by the Cherbourg Regional Council Mayor on the recommendation of the Council.

These Terms of Reference will be reviewed in June of each year in conjunction with the annual committee performance evaluation.

This Cherbourg Regional Council Health Council was formally approved by Mayor on .....

Signature.....

Chairperson Name of Chairperson

Signature.....

12

Workplace Health & Safety – December 2021

Activities

- Ongoing SMS management
- Updated records including vehicle checks, toolbox talks, training matrix and CAR
- Completed November monthly report for MRF and WHS
- Monthly emergency equipment checks completed
- Hazard inspections completed
- Continued work on outstanding actions from Co-Ex Audit
- Conducted flood inspection with HR Advisor
- Email regarding smoking rules at work prepared and sent (as discussed with HR Advisor)

Recommendations/Resolution Required

- Asbestos register – apparently Sean is now looking after this
- Action items require closing in CAR
- Control of bus hires to be reviewed. Decision now with Council

Incidents/ Alerts

- 1 Incident reported:
    - Corp Serv-Tennancy-3 x dogs attacked Ergon employee while they were reading electricity meter
- 0 hazards reported
- 1 Safety Alert communicated:
    - WorkSafe Qld-Fall from Height. Painter fell from scaffold when floor plates separated

Training

- 2 x CPR refresher sessions run at TAFE
- Training to be scheduled:
    - More CPR Refresher + full First Aid course
    - Training required for elected Health and Safety Reps – new and refresher
    - Fire Warden training to be planned
    - General evacuation training to be planned
    - Traffic management training to be planned for Works guys
    - WHS Obligations and Incident Procedure (as per SSCM).

Next Month

- Risk Assess clothing PPE

Corporate Services Report

Corporate Services Manager
December 2021

CHERBOURG ABORIGINAL SHIRE COUNCIL

Finance

Accountant has submitted his report to Council.

Finance Officer has resigned after a meeting with CEO and I. We duly accepted the resignation and parted on mutual terms. Due to budget limitations and experience we will offer the role internally. We are fortunate to have a ready-made replacement and expect to transition smoothly. With this in mind, we have increased processing invoices lately and expect to continue and improve in this area as we move forward. This position is an important one.

Finance team also engaging with Surepact to develop understanding and input into their system. It has been beneficial to both parties. It is a software we are becoming more confident with.

HR

HR has submitted his report to Council.

Christmas gift cards for staff and residents were handled very well, special thank you to our reception staff.

Housing

Housing manager has submitted her report to Council.

We have appointed a new Housing Inspection Officer and have moved our Housing Officer into the Water Department. He had already begun training and spent days and time with the water guys and has already begun in his new position.

Reception

Staff movement will create opportunity for internal adjustments.

Reception has been great during Covid changes as well. We have maintained community mail services and staff have taken necessary measures for community and workplace safety.

Meetings

- **Multiple DDMG, LDMG meetings as part of Covid management.**

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

Position Number	Title	Name	Award
1001	Mayor	Elvie Sandow	Fixed Term Contract
1002	Deputy Mayor	Tom Langton	Fixed Term Contract
1003	Councillor	Bronwyn Murray	Fixed Term Contract
1004	Councillor	Fred Cobbo	Fixed Term Contract
1005	Councillor	Leighton Costello	Fixed Term Contract
2001	Chief Executive Officer	Chatur Zala	Fixed Term Contract
2002	Executive Assistant	Eileen Jacobs	Award A
2003	WHS Manager (Consultant)	Greg Mashford	Sub-contractor
2004	WHS Officer	Trevor Blair	Award A

3001	Community Services Manager	Edwina Stewart	Award A
3002	Community Services Officer	Wawida Collins	Award A
3003	Community Services Disaster Manager	VACANT	Award A
3004	Indigenous Knowledge Centre Manager	Martina Jacobs	Award A
3005	Radio Station Manager	Michael Monk	Award A
3006	Sport and Recreation Manager	Lavinia Dynevor	Award A
3007	Cleaner	Kaysee Miller	Award B
3008	Cleaner	Lesley Purcell	Award B
3009	IKCentre Coordinator	Sophia Jacobs	Award A
3010	Radio Station Coordinator	Arlene Langton	Award A
3011	Radio Announcer	Harold Chapman	Award A
3012	Radio Announcer	Kimberley Barrett	Award A
3013	Radio Announcer	Tara Priestley	Award A
3014	Radio Announcer	VACANT	Award A
3015	Radio Announcer	VACANT	Award A
3016	Radio Trainee	Shannon Keyes	Award A
3018	Sport and Recreation Officer	Daniel Georgetown	Award B
3019	Sport and Recreation Officer	Jeffrey Dynevor	Award B
3020	Sport and Recreation Officer	Jim Hawkins	Award B
3021	Sport and Recreation Officer	Kaysee Miller	Award B
3022	Sport and Recreation Officer	Sonny Weazel	Award B
3023	Sport and Recreation Officer	Sphree Jacobs	Award B
3024	Sport and Recreation Officer	VACANT	Award B
3025	Sport and Recreation Officer	VACANT	Award B
3026	Sport and Recreation Officer	VACANT	Award B
3027	Sport and Recreation Officer	VACANT	Award B
3028	Sport and Recreation Officer	VACANT	Award B

4001	Corporate Services Manager	Sam Murray	Fixed Term Contract
4002	Corporate Services Officer	VACANT	Award A
4003	Accountant Consultant	Tony Brett	Sub-contractor
4004	Accountant	Dol Ranabhat	Award A
4005	Housing Manager	Antonia Jacobs	Award A
4006	Human Resources Advisor	Mark Celledoni	Award A
4007	Accounts Officer	Tessa Fisher	Award A
4008	Accounts Officer assistant	Vacant	Award A
4009	Cleaner	Kerri Watson	Award A
4010	Housing Inspection Officer	Joanne Simpson	Award A
4011	Housing Officer	Chantelle Mackay	Award A
4012	Human Resources Officer	VACANT	Award A
4013	Reception	Celeste Purcell	Award A
4014	Reception	Noella Murray	Award A
4015	Reception	Charmaine Georgetown	Award A
4016	Reception	Kayla Haya	Award A
4017	Reception School Based Trainee	Destiny Conlon	Award A
4018	Reception School Based Trainee	VACANT	Award A

5.

5001	Economic Development Manager	Sean Nicholson	Fixed Term Contract
5002	Economic Manager	VACANT	Award A
5003	Economic Development Officer	Kevin Curtis	Award A
5004	Building Manager	Neil Uebergang	Award A
5005	Farm Manager	Bowman Button	Award A
5006	Joinery Manager	Greg Tynan	Award A
5007	MRF and CRPoint Manager	Andrew Beckett	Award A
5008	CRP Manager - Kingaroy	Christine Beresford	Award A
5009	MRF and CRPoint Supervisor	Damian Selby	Award A
5010	CRPoint Supervisor - Cherbourg	Vacant	Award A
5011	Building Administration Officer	Fiona Gadd	Award A
5012	Carpenter	Gene Barrett	Award C
5013	Carpenter	Ian Bird	Award C
5014	Carpenter	VACANT	Award C
5015	Carpenter Apprentice	VACANT	Award C
5016	Glasier	Bill Gormly	Award C
5017	Glasier Apprentice	Ian Davidson	Award C
5018	Painter	Lindsay Cobbo	Award C
5019	Painter	Preston Rewald	Award C
5020	Painter Apprentice	VACANT	Award C
5021	Joiner	VACANT	Award C
5022	Joiner	VACANT	Award C
5023	Joiner Apprentice	VACANT	Award C
5024	Farm Labourer	Eric Blair	Award B
5025	Farm Labourer	VACANT	Award B
5026	Farm Labourer	Jarrabah Davidson	Award B
5027	Casual Labourer	Donald Anderson	Award B
5028	Casual Labourer	Hughie Carlo	Award B
5029	Casual Labourer	VACANT	Award B
5030	Casual Labourer	VACANT	Award B
5031	Casual Labourer	VACANT	Award B
5032	Casual Labourer	VACANT	Award B
5033	Casual Labourer	VACANT	Award B
5034	CRP - Cherbourg - Worker	VACANT	Award B
5035	CRP - Cherbourg - Worker	VACANT	Award B
5036	CRP - Cherbourg - Worker	VACANT	Award B
5037	CRP - Cherbourg - Worker	VACANT	Award B
5038	CRP - Cherbourg - Worker	VACANT	Award B
5039	CRP - Cherbourg - Worker	VACANT	Award B
5040	CRP - Cherbourg - Worker	VACANT	Award B
5041	CRP - Cherbourg - Worker	VACANT	Award B
5042	CRP - Cherbourg - Worker	VACANT	Award B
5043	CRP - Cherbourg - Worker	VACANT	Award B
5044	CRP - Kingaroy - Worker	Danyon Mickelo	Award B
5045	CRP - Kingaroy - Worker	George Bone	Award B
5046	CRP - Kingaroy - Worker	Joe Sullivan	Award B
5047	CRP - Kingaroy - Worker	Les Collins	Award B
5048	CRP - Kingaroy - Worker	Rhys Cobbo	Award B
5049	CRP - Kingaroy - Worker	VACANT	Award B
5050	CRP - Kingaroy - Worker	VACANT	Award B
5051	CRP - Kingaroy - Worker	VACANT	Award B
5052	CRP - Kingaroy - Worker	VACANT	Award B
5053	CRP - Kingaroy - Worker	VACANT	Award B
5054	MRF - Cherbourg - Worker	VACANT	Award B
5055	MRF - Cherbourg - Worker	VACANT	Award B
5056	MRF - Cherbourg - Worker	Cyril Georgetown	Award B

5057	MRF - Cherbourg - Worker	Gordon Davidson	Award B
5058	MRF - Cherbourg - Worker	Joseph Sullivan	Award B
5059	MRF - Cherbourg - Worker	VACANT	Award B
5060	MRF - Cherbourg - Worker	VACANT	Award B
5061	MRF - Cherbourg - Worker	Thomas Weazel	Award B
5062	MRF - Cherbourg - Worker	VACANT	Award B
5063	MRF - Cherbourg - Worker	VACANT	Award B
5064	MRF - Cherbourg - Worker	VACANT	Award B
5065	MRF - Cherbourg - Worker	VACANT	Award B
5066	MRF - Cherbourg - Worker	VACANT	Award B
5067	MRF - Cherbourg - Worker	VACANT	Award B
5068	MRF - NEW SITE - Worker	VACANT	Award B
5069	MRF - NEW SITE - Worker	VACANT	Award B
5070	MRF - NEW SITE - Worker	VACANT	Award B
5071	MRF - NEW SITE - Worker	VACANT	Award B
5072	MRF - NEW SITE - Worker	VACANT	Award B
5073	MRF - NEW SITE - Worker	VACANT	Award B
5074	MRF - NEW SITE - Worker	VACANT	Award B
5075	MRF - NEW SITE - Worker	VACANT	Award B

6001	Operations Department Director	Darren Lonergan	Fixed Term Contract
6002	Operations Department - EA	VACANT	Award A
6003	Water and Sewerage Manager	Elizabeth O'Chin	Award A
6004	Works & Environment Manager	Lindsay Bligh	Award A
6005	Workshop Manager	Matthew Bock	Award A
6006	Administration	Robert Nixon	Award A
6007	Cleaner	VACANT	Award B
6008	Animal Management Officer	Daniel Weazel	Award B
6009	Animal Management Officer	VACANT	Award B
6010	Environment Health Worker	Jackson Cobbo	Award B
6011	Water and Sewerage	Justin Cobus	Award B
6012	Water and Sewerage	Les Wragge	Award B
6013	Water and Sewerage	Clifton Bell	Award B
6014	Works Parks and Gardens - Worker	Aaron Rosewarne	Award B
6015	Works Parks and Gardens - Worker	Joseph Weazel	Award B
6016	Works Parks and Gardens - Worker	Kerrod Burke	Award B
6017	Works Parks and Gardens - Worker	Robert Chermside	Award B
6018	Works Parks and Gardens - Worker	William Weazel	Award B
6019	Works Parks and Gardens - Worker	VACANT	Award B
6020	Works Parks and Gardens - trainee	VACANT	Award B
6021	Works Plant Operator	Charlie Bond	Award B
6022	Works Plant Operator	Lyndon Hopkins	Award B
6023	Works Plant Operator	Shamus Cobbo	Award B
6024	Works Plant Operator	VACANT	Award B
6025	Works Plant Operator - Trainee	VACANT	Award B
6026	Mechanic	VACANT	Award C
6027	Mechanic	VACANT	Award C
6028	Mechanic - Apprentice	Craig Renouf	Award C
6029	Mechanic - Apprentice	Lowana Leedie	Award C

CHERBOURG ABORIGINAL SHIRE COUNCIL - ORGANISATIONAL STRUCTURE

COUNCIL

MAYOR
Elvie Sandow
pn: 1001

DEPUTY MAYOR
Tom Langton
pn: 1002

COUNCILLOR
Bronwyn Douglas
pn: 1003

COUNCILLOR
Fred Cobbo
pn: 1004

COUNCILLOR
Leighton Costello
pn: 1005

WHS
Greg Mashford (External Consultant) pn: 3003
Trevor Blair (Administrator) pn: 2004

CHIEF EXECUTIVE OFFICER
Chatur Zala pn: 2001

EXECUTIVE SECRETARY
Eileen Jacobs pn: 2002

COMMUNITY SERVICES
Pn: 3001

- Community Roundtable
- Community Liaison
- Disaster Management
- IKC
- Radio Station
- Sport & Recreation

CORPORATE SERVICES
Pn: 4001

- Asset Management
- Audit
- Tenancy Management
- Creditors
- Customer Service
- Debtors
- Financial Management
- Grant Management
- Human Resources (Inc. Training & Development)
- Information Technology

ECONOMIC & COMMUNITY DEVELOPMENT
Pn: 5001

- Building Upgrades
- Building Maintenance
- Enterprises
- Farm Activities
- Joinery
- New Construction
- Recycling (MRF & CRP)

OPERATIONS
Pn: 6001

- Cemetery
- Capital Projects
- Environmental Health & Animal Management
- Essential Services (Drainage, Storm water, Waste Collections)
- Fleet Management
- Landfill
- Roads, Parks & Gardens
- Warehouse Operations
- Workshop

CHERBOURG ABORIGINAL SHIRE COUNCIL - ORGANISATIONAL STRUCTURE

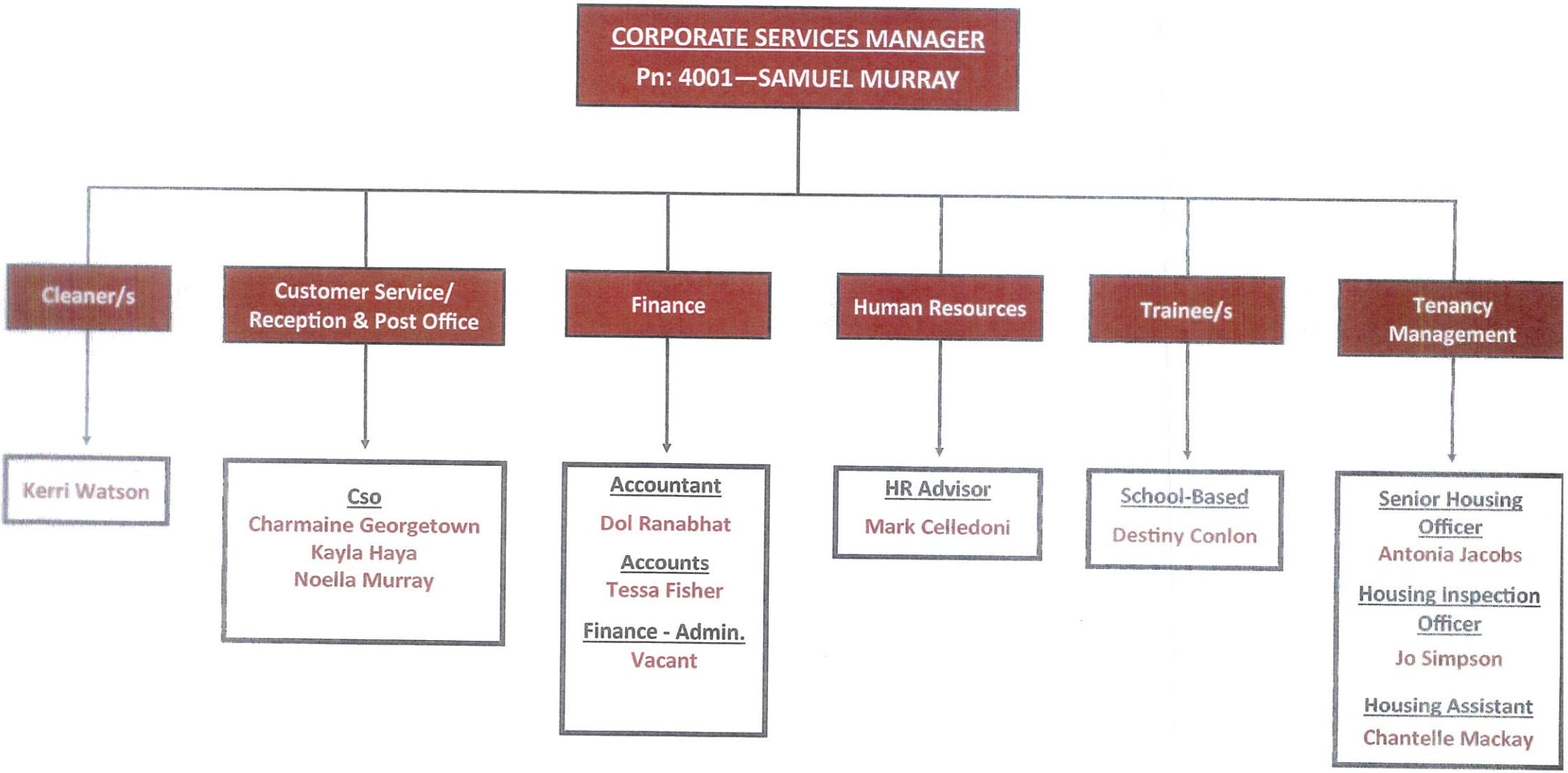
COMMUNITY SERVICES DEPARTMENT

COMMUNITY SERVICES MANAGER
Pn: 3001 Edwina Stewart

- **Cleaners**
- **Community Services Officer**
  - Wawida Collins
- **Community Support Services including Disaster Management**
  - *Vacant*
- **Indigenous Knowledge Centre**
  - Manager: Martina Jacobs
  - Coordinator: Sophia Jacobs
- **Radio Station**
  - Coordinator: Michael Monk
  - Assistant Radio Station Coordinator: Arlene Langton
  - Broadcasters: Harold Chapman, Joylene Seckold, Kimberley Barrett
- **Sport & Recreation**
  - Coordinator: *Lavina Dynevor*
  - Sports & Rec. Officers: Jeffrey Dynevor, Jim Hawkins

CHERBOURG ABORIGINAL SHIRE COUNCIL - ORGANISATIONAL STRUCTURE

CORPORATE SERVICES DEPARTMENT



CHERBOURG ABORIGINAL SHIRE COUNCIL - ORGANISATIONAL STRUCTURE

ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT

ECONOMIC & COMMUNITY DELOPMENT MANAGER
Pn: 5001 SEAN NICHOLSON

Building Department

Administration
Fiona Gadd

Building Manager
Neil Uebergang

Apprentice Glazier
Gene Barrett
Ian Bird
Lindsay Cobbo
Preston Rewald
William Gormly

Economic & Community Development Officer

DEV Off
Kevin Curtis
Deadly Casual
Donald Anderson

Farm

Farm Supervisor
Bowman Button

Eric Blair
Jarrabah Davidson

Joinery

Joinery Manager
Greg Tynan

Lawrence Dalton

Recycling

Material Recycling Facility & Container Refund Point Manager
Andrew Beckett

MRF & CRP Supervisor - Damian Selby

CRP Cherbourg
Casuals X 4

MRF
Casuals X 8

CRP Manager Kingaroy
Christine Beresford

Casuals X 4

CHERBOURG ABORIGINAL SHIRE COUNCIL - ORGANISATIONAL STRUCTURE

OPERATIONS DEPARTMENT

OPERATIONS MANAGER
Pn: 6001 DARREN LONERGAN

Administrator
Robert Nixon
pn: 6002

Cleaner
Lesley Purcell
pn: 6003

Roads, Parks & Gardens (RPG)
Manager
Pn: 6004 Lindsay Bligh

Works, Parks & Gardens
Aaron Rosenwarne
Joseph Weazel
Kerrod Burke
Robert Chermside

Plant Operator/s
Charlie Bond
Lyndon Hopkins

Animal Management
Daniel Weazel

P/T Environment
Jackson Cobbo

Water & Sewerage
Manager
Pn: 6005 Elizabeth O'Chin

Water & Sewage
Justin Cobus
Clifton Bell
Les Wragge

P/T Water
Jackson Cobbo

Workshop
Manager
Pn 6006
Matthew Bock

Apprentice Mechanic's
Craig Renouf
Lowana Leedie

13.

Whole Of Council

	December				Year to Date					Full Year
	Actual	Budget	$ Variance	% Variance	Actual	Budget	$ Variance	% Variance	Traffic Light	Budget
Grants & Subsidies	$ (3,000)	$ 317,303	$ (320,303)	-100.95%	$ 2,841,239	$ 1,903,818	$ 937,421	49.24%		$ 3,807,639
Fees & Charges	$ 655,832	$ 63,944	$ 591,888	925.63%	$ 681,668	$ 383,664	$ 298,004	77.67%		$ 767,335
Sales & Recoverable Works	$ 421,860	$ 259,904	$ 161,956	62.31%	$ 2,279,355	$ 1,559,424	$ 719,931	46.17%		$ 3,118,838
Interest Revenue	$ 2,375	$ 4,925	$ (2,550)	-51.78%	$ 18,070	$ 29,550	$ (11,480)	-38.85%		$ 59,100
Rent	$ (458,356)	$ 102,744	$ (561,100)	-546.11%	$ 234,648	$ 616,464	$ (381,816)	-61.94%		$ 1,232,915
Other Income	$ 23,892	$ 9,601	$ 14,291	148.85%	$ 186,017	$ 57,606	$ 128,411	222.91%		$ 115,200
Total Income	**$ 642,603**	**$ 758,421**	**$ (115,818)**	**-15.27%**	**$ 6,240,997**	**$ 4,550,526**	**$ 1,690,471**	**37.15%**		**$ 9,101,027**
Employee Costs	$ 476,577	$ 450,020	$ 26,557	5.90%	$ 3,077,020	$ 2,700,120	$ 376,900	13.96%		$ 5,400,258
Materials & Services	$ 341,057	$ 375,713	$ (34,656)	-9.22%	$ 2,309,463	$ 2,254,278	$ 55,185	2.45%		$ 4,508,508
Depreciation	$ 253,254	$ 209,281	$ 43,973	21.01%	$ 1,518,799	$ 1,255,686	$ 263,113	20.95%		$ 2,511,355
Finance Costs	$ 355	$ 6,596	$ (6,241)	-94.62%	$ 2,909	$ 39,576	$ (36,667)	-92.65%		$ 79,167
Total Expenditure	**$ 1,071,243**	**$ 1,041,610**	**$ 29,633**	**2.84%**	**$ 6,908,191**	**$ 6,249,660**	**$ 658,531**	**10.54%**		**$ 12,499,288**
Net Surplus/(Deficit)	**$ (428,640)**	**$ (283,189)**	**$ (145,451)**	**51.36%**	**$ (667,194)**	**$ (1,699,134)**	**$ 1,031,940**	**-60.73%**		**$ (3,398,261)**
Profit/Loss on Sale of Assets	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Capital Grants & Subsidies	$ 635,000	$ -	$ 635,000	100.00%	$ 3,591,632	$ -	$ 3,591,632	100.00%		$ -
Capital Sales Revenue	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Contributions & Donations	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Capital Expenses	$ 729,001	$ 12,738	$ 716,263	5623.04%	$ 3,080,193	$ 76,428	$ 3,003,765	3930.19%		$ 152,860

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Community Services

	December				Year to Date					Full Year
	Actual	Budget	$ Variance	% Variance	Actual	Budget	$ Variance	% Variance	Traffic Light	Budget
Grants & Subsidies	$ (3,000)	$ 45,606	$ (48,606)	-106.58%	$ 599,737	$ 273,636	$ 326,101	119.17%		$ 547,280
Fees & Charges	$ 655,832	$ 63,944	$ 591,888	925.63%	$ 681,668	$ 383,664	$ 298,004	77.67%		$ 767,335
Sales & Recoverable Works	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Interest Revenue	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Rent	$ 1,364	$ 9,167	$ (7,803)	-85.12%	$ 10,035	$ 55,002	$ (44,967)	-81.75%		$ 110,000
Other Income	$ 3,965	$ 5,667	$ (1,702)	-30.04%	$ 72,821	$ 34,002	$ 38,819	114.17%		$ 68,000
Total Income	**$ 658,161**	**$ 124,384**	**$ 533,777**	**429.14%**	**$ 1,364,262**	**$ 746,304**	**$ 617,958**	**82.80%**		**$ 1,492,615**
Employee Costs	$ 62,333	$ 40,902	$ 21,431	52.40%	$ 367,827	$ 245,412	$ 122,415	49.88%		$ 490,826
Materials & Services	$ 48,225	$ 14,225	$ 34,000	239.02%	$ 280,770	$ 85,350	$ 195,420	228.96%		$ 170,680
Depreciation	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Finance Costs	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Total Expenditure	**$ 110,558**	**$ 55,127**	**$ 55,431**	**100.55%**	**$ 648,597**	**$ 330,762**	**$ 317,835**	**96.09%**		**$ 661,506**
Net Surplus/(Deficit)	**$ 547,602**	**$ 69,257**	**$ 478,345**	**690.68%**	**$ 715,664**	**$ 415,542**	**$ 300,122**	**72.22%**		**$ 831,109**
Profit/Loss on Sale of Assets	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Capital Grants & Subsidies	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Contributions & Donations	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Capital Expenses	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -

Corporate Services

	December				Year to Date					Full Year
	Actual	Budget	$ Variance	% Variance	Actual	Budget	$ Variance	% Variance	Traffic Light	Budget
Grants & Subsidies	$ -	$ 155,583	$ (155,583)	-100.00%	$ 1,882,745	$ 933,498	$ 949,247	101.69%		$ 1,867,000
Fees & Charges	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Sales & Recoverable Works	$ -	$ 167	$ (167)	-100.00%	$ 18	$ 1,002	$ (984)	-98.19%		$ 2,000
Interest Revenue	$ 2,375	$ 4,925	$ (2,550)	-51.78%	$ 18,070	$ 29,550	$ (11,480)	-38.85%		$ 59,100
Rent	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Other Income	$ 19,927	$ 3,934	$ 15,993	406.54%	$ 113,190	$ 23,604	$ 89,586	379.54%		$ 47,200
Total Income	**$ 22,302**	**$ 164,609**	**$ (142,307)**	**-86.45%**	**$ 2,014,022**	**$ 987,654**	**$ 1,026,368**	**103.92%**		**$ 1,975,300**
Employee Costs	$ 135,287	$ 154,247	$ (18,960)	-12.29%	$ 1,000,367	$ 925,482	$ 74,885	8.09%		$ 1,850,958
Materials & Services	$ 71,322	$ 94,509	$ (23,187)	-24.53%	$ 452,058	$ 567,054	$ (114,996)	-20.28%		$ 1,134,108
Depreciation	$ 23,957	$ 18,429	$ 5,528	30.00%	$ 142,197	$ 110,574	$ 31,623	28.60%		$ 221,138
Finance Costs	$ 355	$ 6,596	$ (6,241)	-94.62%	$ 2,909	$ 39,576	$ (36,667)	-92.65%		$ 79,167
Total Expenditure	**$ 230,921**	**$ 273,781**	**$ (42,860)**	**-15.65%**	**$ 1,597,531**	**$ 1,642,686**	**$ (45,155)**	**-2.75%**		**$ 3,285,371**
Net Surplus/(Deficit)	**$ (208,618)**	**$ (109,172)**	**$ (99,446)**	**91.09%**	**$ 416,491**	**$ (655,032)**	**$ 1,071,523**	**-163.58%**		**$ (1,310,071)**
Profit/Loss on Sale of Assets	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Capital Grants & Subsidies	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Contributions & Donations	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Capital Expenses	$ -	$ -	$ -	0.00%	$ 16	$ -	$ 16	100.00%		$ -

Economic Development

	December				Year to Date					Full Year
	Actual	Budget	$ Variance	% Variance	Actual	Budget	$ Variance	% Variance	Traffic Light	Budget
Grants & Subsidies	$ -	$ 19,084	$ (19,084)	-100.00%	$ 80,000	$ 114,504	$ (34,504)	-30.13%		$ 229,000
Fees & Charges	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Sales & Recoverable Works	$ 421,751	$ 259,737	$ 162,014	62.38%	$ 2,276,392	$ 1,558,422	$ 717,970	46.07%		$ 3,116,838
Interest Revenue	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Rent	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Other Income	$ -	$ -	$ -	0.00%	$ 6	$ -	$ 6	100.00%		$ -
Total Income	**$ 421,751**	**$ 278,821**	**$ 142,930**	**51.26%**	**$ 2,356,398**	**$ 1,672,926**	**$ 683,472**	**40.85%**		**$ 3,345,838**
Employee Costs	$ 167,890	$ 171,350	$ (3,460)	-2.02%	$ 1,065,790	$ 1,028,100	$ 37,690	3.67%		$ 2,056,214
Materials & Services	$ 154,000	$ 133,979	$ 20,021	14.94%	$ 983,882	$ 803,874	$ 180,008	22.39%		$ 1,607,720
Depreciation	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Finance Costs	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Total Expenditure	**$ 321,889**	**$ 305,329**	**$ 16,560**	**5.42%**	**$ 2,049,672**	**$ 1,831,974**	**$ 217,698**	**11.88%**		**$ 3,663,934**
Net Surplus/(Deficit)	**$ 99,861**	**$ (26,508)**	**$ 126,369**	**-476.72%**	**$ 306,726**	**$ (159,048)**	**$ 465,774**	**-292.85%**		**$ (318,096)**
Profit/Loss on Sale of Assets	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Capital Grants & Subsidies	$ -	$ -	$ -	0.00%	$ 572,000	$ -	$ 572,000	100.00%		$ -
Contributions & Donations	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Capital Expenses	$ 221,722	$ -	$ 221,722	100.00%	$ 1,267,400	$ -	$ 1,267,400	100.00%		$ -
Capital Sales Revenue	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -

Housing

	December				Year to Date					Full Year
	Actual	Budget	$ Variance	% Variance	Actual	Budget	$ Variance	% Variance	Traffic Light	Budget
Grants & Subsidies	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Fees & Charges	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Sales & Recoverable Works	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Interest Revenue	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Rent	$ (459,720)	$ 93,577	$ (553,297)	-591.27%	$ 224,613	$ 561,462	$ (336,849)	-59.99%	✗	$ 1,122,915
Other Income	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Total Income	**$ (459,720)**	**$ 93,577**	**$ (553,297)**	**-591.27%**	**$ 224,613**	**$ 561,462**	**$ (336,849)**	**-59.99%**		**$ 1,122,915**
Employee Costs	$ 15,222	$ 15,728	$ (506)	-3.22%	$ 76,469	$ 94,368	$ (17,899)	-18.97%	!	$ 188,742
Materials & Services	$ 25,385	$ 29,249	$ (3,864)	-13.21%	$ 376,006	$ 175,494	$ 200,512	114.26%	✗	$ 351,000
Depreciation	$ 157,479	$ 141,130	$ 16,349	11.58%	$ 950,329	$ 846,780	$ 103,549	12.23%	✗	$ 1,693,560
Finance Costs	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Total Expenditure	**$ 198,086**	**$ 186,107**	**$ 11,979**	**6.44%**	**$ 1,402,804**	**$ 1,116,642**	**$ 286,162**	**25.63%**		**$ 2,233,302**
Net Surplus/(Deficit)	**$ (657,806)**	**$ (92,530)**	**$ (565,276)**	**610.91%**	**$ (1,178,191)**	**$ (555,180)**	**$ (623,011)**	**112.22%**		**$ (1,110,387)**
Profit/Loss on Sale of Assets	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Capital Grants & Subsidies	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Contributions & Donations	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Capital Expenses	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -

Operations

	December				Year to Date					Full Year
	Actual	Budget	$ Variance	% Variance	Actual	Budget	$ Variance	% Variance	Traffic Light	Budget
Grants & Subsidies	$ -	$ 97,030	$ (97,030)	-100.00%	$ 278,757	$ 582,180	$ (303,423)	-52.12%	✗	$ 1,164,359
Fees & Charges	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Sales & Recoverable Works	$ 109	$ -	$ 109	100.00%	$ 2,945	$ -	$ 2,945	100.00%	✓	$ -
Interest Revenue	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Rent	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Other Income	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Total Income	**$ 109**	**$ 97,030**	**$ (96,921)**	**-99.89%**	**$ 281,702**	**$ 582,180**	**$ (300,478)**	**-51.61%**		**$ 1,164,359**
Employee Costs	$ 95,845	$ 67,793	$ 28,052	41.38%	$ 566,567	$ 406,758	$ 159,809	39.29%	✗	$ 813,518
Materials & Services	$ 42,125	$ 103,751	$ (61,626)	-59.40%	$ 216,747	$ 622,506	$ (405,759)	-65.18%	!	$ 1,245,000
Depreciation	$ 71,818	$ 49,722	$ 22,096	44.44%	$ 426,273	$ 298,332	$ 127,941	42.89%	✗	$ 596,657
Finance Costs	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Total Expenditure	**$ 209,788**	**$ 221,266**	**$ (11,478)**	**-5.19%**	**$ 1,209,587**	**$ 1,327,596**	**$ (118,009)**	**-8.89%**		**$ 2,655,175**
Net Surplus/(Deficit)	**$ (209,679)**	**$ (124,236)**	**$ (85,443)**	**68.78%**	**$ (927,885)**	**$ (745,416)**	**$ (182,469)**	**24.48%**		**$ (1,490,816)**
Profit/Loss on Sale of Assets	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Capital Grants & Subsidies	$ 635,000	$ -	$ 635,000	100.00%	$ 3,019,632	$ -	$ 3,019,632	100.00%	!	$ -
Contributions & Donations	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Capital Expenses	$ 507,279	$ 12,738	$ 494,541	3882.40%	$ 1,812,777	$ 76,428	$ 1,736,349	2271.88%	✗	$ 152,860

Housing Report December 2021

CHERBOURG ABORIGINAL SHIRE COUNCIL

20.

The months of December and January has been busy for our Housing Department. Our Housing Officers were very busy monitoring all the vacant houses and also doing a lot of other duties in the office. I have been really busy doing monthly statements, rent reconciliations, day to day interviews and supervising the Housing Officers. Our section is very busy and is working quite well together.

VACANT HOMES/UNITS:

- 07 Bulgi Street
- 46b Barber Street
- 03 Mill Avenue
- 31 Barber Street

We have tenants for these houses/unit however, we are just waiting for some maintenance to be done.

COMPLAINT:

We had one dog complaint and we acted on this complaint.

1) Dog complaint - letter done to owner.

COVID:

We are trying hard to be safe in the office. All clients who visit our Housing Department are required to mask up until they leave (we really would like to limit face to face contact and encourage clients to ring us-the less contact the better).

Antonia Jacobs
Snr Housing Manager

Antonia Jacobs | Senior Housing Officer | CASC

Economic & Community Development

Operations Manager's Report

Operations Department Report Dec. 2021

By Darren Lonergan, Operations Manager
10th January 2022
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
- Cemetery burials and associated works

CASC received a draft report, "2021 Cherbourg Animal Health Program Report prepared by AMRRIC, UQ and DDPHU". An excerpt of the program outcomes is contained in this report. Outcome statistics of the vet program visit included:

- Animals seen by the vets: 126 (102 dogs, 24 cats)
- Dogs desexed: 44 (24 female, 20 male)
- Cats desexed: 15 (5 female, 10 male)
- Medical grooming under sedation: 11
- All animals seen during the program received broad spectrum anti-parasite treatments, generously provided by Boehringer Ingelheim Animal Health (BIAH).

The street pavements have been inspected around the school where trucks carrying heavy loads have been traversing. A report was compiled detailing the pavement failures that have arisen due to the loading.

Workshop

Current Business

- 6 recorded jobs were completed for the month of December, which included repair work
- Mowers received daily maintenance
- Both Gravely mowers had drive belts replaced
- The backhoe received a flat tire from working at the dump. It could not be repaired, so both rear tires were replaced
- Workshop staff assisted with mowing, slashing and street cleanup
- The street vacuum equipment was permanently fitted to a ute and a casual staff member was hired to operate it for 2 weeks before Christmas
- Craig passed his MR truck license test. We now have 6 staff within Operations Department with truck licenses
- The workshop had a clean-up inside

- An old concrete pad at the back of the workshop was demolished and filled with road base

Water, Sewerage and Environmental Health

There are 3 open water Incidents under Investigation. The Illegal dumping program has recommenced with no new dumping sites found.
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. A new coagulant is now being used on a permanent basis to replace alum. This is a superior performing chemical.

- Clifton Bell, former Housing Officer, Official transition to Operations occurred Wednesday 05.01.2022.
- Jackson, Clifton and Elizabeth are scheduled for second block training from 31st Jan 2022 – 04th February 2022 – TBC
- Justin Cobus – Certificate IV in Water Industry Operations in EOI Stage - TBC

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) wall. Formwork and reinforcement placement is being undertaken.
- 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.

Site works are currently on schedule and within budget. Works were delayed 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.

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 December talk was on 'Christmas Safety'.

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.

Possible additional works (wish list) under the ICCIP funding may be invoked dependent on funds left over as follows.

- Provision of a reinforced concrete driveway at the top end of the WTP
- Provision of a replacement CWT roof
- Replace the sand media with activated carbon media on 3 of the smaller filter cells

4.

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

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 delayed due to rain for an actual completion (practical completion) around 27 February.

5.

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
9	December	Not yet available	Not yet available

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
	7	552,791.45	227,780.58	0	425,312.55
3,741,385.00	8	295,596.40	6,200.00	0	129,716.15

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) wall. Formwork and reinforcement placement is being undertaken.
- 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.

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

6.

- 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
- Wiring up of the new gen set for the rising main pump station

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.

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	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 Approved	Rock excavation for Res2
10	Expend Approved	Replace backwash pumps and infrastructure that have failed and are required for the system to operate
11	Expend Approved	Security fencing & associated earthworks associated with WTP
12	Expend Approved	Fire break around WTP & Reservoirs
13	Expend Approved	Reservoir outlet valves
14	Expend Under review	Clarifier roof guttering

Refer (Appendix A part 2) for the latest Minutes - Project Coordination Group (PCG) NO. 9

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)

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 held on 14 December for a review of works done.

By Darren Lonergan (Operations Manager & Civil Engineer)

8.

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
- Cemetery burials and associated works

Animal Control

The final report from the Visiting Vet Program from 26th October – 11th November 2021 has not yet been received, however a draft copy is available.

The dialogue below is an excerpt of the program outcomes from the draft report, "2021 Cherbourg Animal Health Program Report prepared by AMRRIC, UQ and DDPHU".

Vet Services Outcomes

Once again, the team had wonderful community engagement and were booked out by the end of the program. Outcome of the visit included:

• Animals seen by the vets: 126 (102 dogs, 24 cats)

• Dogs desexed: 44 (24 female, 20 male)

• Cats desexed: 15 (5 female, 10 male)

• Medical grooming under sedation: 11

• All animals seen during the program received broad spectrum anti-parasite treatments, generously provided by Boehringer Ingelheim Animal Health (BIAH). The total RRP of these doses is just over $31,000 and so represents considerable value to the program. The number of items donated by BIAH included:

- 3 months-worth of canine anti-parasite treatments for 350 dogs (1050 doses each of Nexgard Spectra and ParaGard) and 3 months worth of feline anti-parasites 6 treatments for 45 cats (132 doses Frontline Plus for Cats and 44 doses of Paragard). Of these, 216 dog treatments and 19 cat treatments were issued during the program, with 144 follow up monthly doses for dogs, and 10 follow up monthly doses for cats additionally provided. The remaining donated stock retained by CASC to be distributed in subsequent months.
- 75 canine triennial C3 vaccinations to protect against Parvovirus, Hepatitis and Distempter; and 25 F3 feline vaccinations. to protect against Feline Herpes Virus, Feline Calicivirus and Panleukopaenia. Of these 64 dog vaccinations and 20 cat vaccinations were administered during the program with the remaining stock returned to the UQ Clinical Skills Centre for use during teaching
- Post-surgical anti-inflammatory pain relief for dogs and cats • 56 microchips were implanted, with all microchipped animals that remained in the community registered on the national database.

• 1 dog was euthanased with owner consent due to significant injuries following being hit by a car

For several years, the visiting vet team collaborators have been advised of a particular household in the community which was over-run with cats. Despite previous attempts to engage with this household, the cats were semi-feral and proved challenging to capture. While we had limited success in previous years capturing and desexing a small number of the resident's cats, the remaining entire cats continued to breed causing environmental and public health concerns. This year, the resident of this house recognised that the cat situation was no longer feasible and elected to surrender all but one of her cats. The cat that she kept was already desexed and so poses no risk of breeding. Utilising the cat traps recently purchased by council, as well as strategic use of sedatives, in total the team removed 18 cats and kittens from this residence. Given the environmental and public health threats that cats pose, this should be recognised as a highly significant outcome. Unfortunately, due to CASC AMW's family illness, the animal census was not completed in 2021. Because the animal records captured in the AMRRIC App have not been updated/verified, we are unable to report on the population impacts that this program has achieved this year.

A highlight of the trip for the UQ team was morning tea with the Mayor Elvie Sandow.

Pavement Damage Report

The street pavements have been inspected around the school where trucks carrying heavy loads have been traversing. A report was compiled detailing the pavement failures that have arisen due to the loading. This report was submitted to Zala and the PM of the school project. The report explained that the contractors will be asked to pay a portion of the costs towards fixing these road issues. The repairs will not be done until all the road movements have finished whereby the full scope of the damage may be assessed. In the meantime, urgent repairs will be conducted where considered necessary. One such need was addressed at the corner of Broadway St and Jerome St. The trucks had heaved up a section of pavement in the centre of the road and with it the road surveillance camera cable. It was surprising to see that the pavement base layer depth was only about 50mm and underlaid by natural clay subgrade.

Figure 1: Pavement failure at the corner of Broadway St and Jerome St

Workplace Health & Safety Incidents

Nil

Issues & Training Updates

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 Darren Lonergan

Workshop

Current Business

- 6 Recorded Jobs were completed for the month of December which included repair work
- Mowers received daily maintenance
- Both Gravely mowers had drive belts replaced
- The backhoe received a flat tire from working at the dump. It could not be repaired, so both rear tires were replaced
- Workshop staff assisted with mowing, slashing and street cleanup

- The street vacuum equipment was permanently fitted to a ute and a casual staff member was hired to operate it for 2 weeks before Christmas
- Craig passed his MR truck license test. We now have 6 staff within Operations Department with truck licenses
- The workshop had a clean-up inside
- An old concrete pad at the back of the workshop was demolished and filled with road base

Issues

Nil

Damage Report

Nil

Workplace Health & Safety Incidents

Nil

Training Updates

Lowana added some hours to her excavator ticket when she demolished the concrete slab behind the workshop. Lowana is very close to having enough hours to finish requirements toward her ticket.

Next Month's Business Plans

- Continuation of normal workshop work

Other Information

By Matthew Bock

Water, Sewerage & Environmental Health

Current Business

- Daily, Weekly, Monthly Water Sampling, including Raw Water
- Daily Checks
  - WTP Operations
  - WWTP Operations
  - Effluent Ponds & Pivot
  - Illegal dumping of waste
  - Sewage Pump Station's (SPS)

  - General check's on WTP & WWTP i.e. Basic Housekeeping and ensuring grounds are clean and maintained
- Fortnightly catch up with DDPHU
- Reservoir 2 erection in progress, estimated completion: end February 2022 (see Works Dept report)

Reportable Water Quality Incidents and Events

There are 3 open water incidents under investigation.

Refer Appendix C for a summary of current open water quality related incidents & events with the Water Regulator.

Staffing

- The principal contractor for the WTP refurbishment works is assisting with WTP operations, training and handover purposes. Brendon is a great help in this.
- Clifton Bell, former Housing Officer, Official transition to Operations occurred Wednesday 05.01.2022. Clif. is very eager to learn.

Damage Report (due to flooding)

- SPS 3 located behind Cobbo St is damaged due to flooding of the local switchboard. 'Hit the Switch' Electrical shall replace/ repair the damaged components within the PSTN switchboard. WTF Solutions have arranged for excess water to be pumped out of the PSTN valve pit.

Workplace Health & Safety Incidents

Nil

Training Updates

- Jackson, Clifton and Elizabeth are scheduled for second block training from 31st Jan 2022 – 04th February 2022 – TBC
- Justin Cobus – Certificate IV in Water Industry Operations in EOI Stage - TBC

Other Information

- NALCO Water and CASC conducted initial jar testing onsite to determine the required concentration of chemical dosing for the raw water at the time.
- Water Treatment Operations alteration – Replacement of coagulant Aluminum Sulphate liquid to ULTRION® 44697 liquid. This is a very good upgrade since the new chemical is delivered directly to the depot and the performance characteristics are far superior to alum. Water quality operations will be much easier using the new coagulant.
- CASC Staff conducted a meeting with Connolly's State Waste Transport to discuss current and ongoing services ie. liquid regulated waste (sewage effluent from septic tanks) disposal.

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 collaborating to develop new standard operating procedures (SOPs) and maintenance schedules. The committee has met several times to develop these. Table 3 shows a summary of the work so far.

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 Manager	29/9/2021	29/9/2021	15/11/2021	
SOP016	Sampling results interpretation IN DRAFT					
SOP017	SCADA – Alerts and Actions IN DEVELOPMENT					
SOP018	SWIM Local – Data management IN DEVELOMENT					
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, Sewerage & Environment)

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.

- Waste Compliance Officer – Marina Gibson (SBRC) has rejoined the North Burnett, South Burnett and CASC alliance as of December 2021. The grant position has been extended until April 2022
- Illegal Dumping Signs are complete and in stock, ready for erection
- Illegal Dumping Incident and Investigation – No incidents for this period

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

By Marina Gibson (WCO) & Liz O'Chin

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

Res 2 – Outer & inner form walls in place together with reinforcement with walls to be concreted.

Res 2 – reinforcement bars & inner forms for the wall

APPENDIX A (part 2) –Latest Minutes - Project Coordination Group (PCG) NO. 9

MINUTES - PROJECT COORDINATION GROUP (PCG) NO. 9

CHERBOURG ABORIGINAL SHIRE COUNCIL (CASC) RESERVOIRS & ASSOCIATED WORKS

1100HR, 14th December 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	WTF Solutions overall update - Overall program (progress / delays) - Projects Update (time, cost, quality) o Raw Water Inlet o New Generator o Rising Main o Supernatant Ponds o Reservoirs - Activities coming up	WTF	1. Raw Water Inlet Works – Complete. 3. Demolitions – Complete. 4. Raw water pump station generator – Complete. 5. Rising Main – Complete. 6. Road repair works complete – some patch repairs to be done due to storm damage. 7. Supernatant Ponds 1 & 2 and switchboard complete. Flow meters for supernatant ponds installed. 8. Reservoir 1 – Skirting to be poured and handrails / banister to be installed January – delay due to wet weather. 9. Reservoir 2 – Current works program behind 2 weeks. BEC inspection due 16 Dec – all steel & formwork. Concrete pour now due 11 Jan 22 – roof to be poured on 18 Jan 22. Delays due to unseasonal wet weather. WTF to issue revised works program by 17 Dec 21.

ITEM	TOPIC	MBR	Notes
			Fill tank 2 - 13 Feb 22. Everyone out of community by Australia Day. Targeting PC by 27 Feb 22. 10. Variations 3-7 approved 1 Nov 21, works well underway on: Backwash pump & assoc. works – Ordered and pipework installed up to final connections – installed 17 Dec 21. Switchboard due mid-Jan 22. Works to be complete by 26 Jan 22. Fire Break and Fencing - Complete. Valves Replacement - Complete. 11. WTF requested to cost a new roof on reservoir 3 and a carbon filter system – to be funded out of ICCIP. 12. Activities over next month – Pours and backwash pumps. Commence PC.
2	Site issues:	WTF	1. Wet weather caused erosion on site – to be patched prior to Christmas.
3	Quality: - Issues raised by independent engineer	BEC	1. Independent engineer's report on Reservoir 2 submitted being actioned by WTF. 2. Further inspections of steel & formwork this week by engineer. 3. No other issues.
4	Cost Update: - Draw down on build cost (EVM) - Variations - Outstanding invoices	QS	1. Progress Claim 7 approved and in for payment. 2. Progress Claim 8 being reviewed by QS. 3. See attached Cost Report for a full breakdown.
5	Risk Update: - Wet weather - COVID Delays - Variations place pressure on budget.	PM - Gripfast	1. Significant wet weather in Dec/Jan delayed PC into Feb. Also risk of erosion on site. 2. COVID outbreak in Cherbourg high risk due to very low vaccination rates. This risk increase as borders reopen. 3. Once all variations approved there will be approx. $40k contingency left.

19.

ITEM	TOPIC	MBR	Notes
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	1. $220K left in ICCIP - could be spent on carbon filter & 3rd reservoir roof - works proposed by QLD Health Environmental Health Officer. To be priced by WTF to all Gripfast to submit ICCIP request to DSDILGP. 2. PC 4 Feb 22 (not incl. wet weather).
8	Next Meeting: - Site Inspection - PCG 10	PM	1. Meeting schedule has been adjusted around council meetings. 2. Next PCG - 25 Jan 22 3. Next Site Visit - 11 Jan 22

Meeting Closed at 11.45 am

10.

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 **CHER T**	STP yard tap **CHER 1**	Training room kitchen tap **CHER 2**	Day care kitchen tap **CHER 3**	Bert Button lookout tap **CHER 4**	WTP Resevoir 2 **CHER 5**	**Summary**	After treatment yard tap **CHER T**	STP yard tap **CHER 1**	Training room kitchen tap **CHER 2**	Day care kitchen tap **CHER 3**	Bert Button lookout tap **CHER 4**	WTP Resevoir 2 **CHER 5**	**Summary**
1/12/2021	MD	MD	MD	MD	MD	MD	PASS	MD	MD	MD	MD	MD	MD	PASS
8/12/2021	0	1	0	0	MD	MD	PASS	0	0	0	0	MD	MD	PASS
15/12/2021	4	0	1	2	>200	MD	PASS	0	0	0	0	48	MD	FAIL
20/12/2021	0	1	0	0	9	MD	PASS	0	0	0	0	0	MD	PASS
21/12/2021	0	1	0	0	9	MD	PASS	0	0	0	0	0	MD	PASS

Date	pH						
	Weekly Tests						
	After treatment yard tap **CHER T**	STP yard tap **CHER 1**	Training room kitchen tap **CHER 2**	Day care kitchen tap **CHER 3**	Bert Button lookout tap **CHER 4**	WTP Resevoir 2 **CHER 5**	**Summary**
1/12/2021	MD	MD	MD	MD	MD	MD	N/A
8/12/2021	7.1	MD	MD	MD	MD	MD	PASS
15/12/2021	7.41	7.52	7.52	7.65	7.43	MD	FAIL
20/12/2021	MD	MD	MD	MD	MD	MD	N/A
21/12/2021	7.23	7.28	MD	7.32	7.23	MD	PASS

Overlimit Ecoli value at CHER 4 invoking an incident report

Date	Total Chlorine (mg/L)							Free Chlorine (mg/L)						
	Weekly Tests													
	After treatment yard tap **CHER T**	STP yard tap **CHER 1**	Training room kitchen tap **CHER 2**	Day care kitchen tap **CHER 3**	Bert Button lookout tap **CHER 4**	WTP Resevoir 2 **CHER 5**	**Summary**	After treatment yard tap **CHER T**	STP yard tap **CHER 1**	Training room kitchen tap **CHER 2**	Day care kitchen tap **CHER 3**	Bert Button lookout tap **CHER 4**	WTP Resevoir 2 **CHER 5**	**Summary**
1/12/2021	MD	MD	MD	MD	MD	MD	N/A	MD	MD	MD	MD	MD	MD	N/A
8/12/2021	0.36	0.22	0.24	0.15	MD	MD	PASS	0.2	0.1	0.1	0.11	MD	MD	INVEST. RESULTS
15/12/2021	0.46	0.46	0.48	0.52	0.36	MD	PASS	0.35	0.32	0.36	0.44	0.24	MD	INVEST. RESULTS
20/12/2021	MD	MD	MD	MD	MD	MD	N/A	MD	MD	MD	MD	MD	MD	N/A
21/12/2021	0.75	0.94	0.45	0.63	0.62	MD	PASS	0.6	0.75	0.4	0.48	0.49	MD	INVEST. RESULTS

Date	Total THMs (micro.g/L)	
	Weekly Tests	
	STP yard tap **CHER 1**	**Summary**
1/12/2021	MD	N/A
8/12/2021	MD	N/A
15/12/2021	100	PASS
20/12/2021	63	PASS
21/12/2021	76	PASS

22.

Operational Guidelines

After Water Treatment CHERT (mpn) means most probable number

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

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

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

(THMs) - Trihalomethanes (compounds formed from the action of the 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

			WTP OUTLET				FIELD														
			WTP (CHER T)				STP (CHER 1)				Depot (CHER 2)				Daycare (CHER 3)				Lookout (CHER 4)				Comments
Date	Day	Operator	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)	
12/1/2021	WEDNESDAY		MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	
12/2/2021	THURSDAY		MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	
12/3/2021	FRIDAY		MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	
12/4/2021	SATURDAY		0.22	0.37	7	0.69	0.31	0.48	6.91	1.08	0.28	0.38	6.87	1.2	0.44	0.58	6.95	1.1	0.22	0.37	7	0.69	
12/5/2021	SUNDAY		0.46	0.59	7.15	0.93	0.24	0.42	7.2	0.51	0.42	0.51	7.15	0.56	0.44	0.73	7.05	0.26	0.46	0.59	7.15	0.93	
12/6/2021	MONDAY		MD	MD	MD	MD	0.29	0.41	7.31	MD	0.38	0.49	7.14	MD	MD	MD	MD	MD	MD	MD	MD	MD	
12/7/2021	TUESDAY		0.47	0.55	7.42	0.99	0.65	0.81	7.35	2.87	0.28	0.34	7.2	1.28	0.32	0.42	7.37	1.24	0.47	0.55	7.42	0.99	
12/8/2021	WEDNESDAY		MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	
12/9/2021	THURSDAY		0.56	0.71	7.27	1.48	0.14	0.25	7.09	1.1	0.21	0.36	7.27	1	0.22	0.43	7.38	0.99	0.56	0.71	7.27	1.48	
12/10/2021	FRIDAY		0.58	0.74	7.24	1.09	0.32	0.41	7.39	2.7	0.2	0.25	7.57	1.81	0.12	0.28	7.25	1.38	0.58	0.74	7.24	1.09	
12/11/2021	SATURDAY		0.33	0.41	7.25	1.17													0.33	0.41	7.25	1.17	
12/12/2021	SUNDAY																						
12/13/2021	MONDAY																						Coagulant changed from Alum to Ultrion 44697 from Ecolab
12/14/2021	TUESDAY																						
12/15/2021	WEDNESDAY																						
12/16/2021	THURSDAY																						
12/17/2021	FRIDAY		0.83	1.17	7.45	0.59	0.46	0.5	MD	0.97	MD	MD	MD	MD	MD	MD	MD	MD	0.83	1.17	7.45	0.59	
12/18/2021	SATURDAY		0.65	0.81	7.39	0.92	0.25	0.36	MD	0.81	0.39	0.53	7.25	0.34	0.59	0.78	7.44	0.7	0.65	0.81	7.39	0.92	
12/19/2021	SUNDAY		0.66	0.85	7.35	0.5	0.59	0.68	7.32	0.89	0.31	0.48	7.4	0.43	0.5	0.65	7.36	0.89	0.66	0.85	7.35	0.5	
12/20/2021	MONDAY		0.8	1.12	7.57	0.31	0.43	0.55	7.3	0.66	0.41	0.54	7.32	0.4	0.53	0.72	7.41	0.88	0.8	1.12	7.57	0.31	
12/21/2021	TUESDAY		0.6	0.75	7.23	0.5	0.75	0.94	7.28	0.5	MD	MD	MD	0.62	MD	MD	MD	0.54	0.6	0.75	7.23	0.5	
12/22/2021	WEDNESDAY		MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	
12/23/2021	THURSDAY		0.23	0.37	7.39	MD	0.26	0.38	7.36	0.01	0.42	0.56	7.43	1.42	0.29	0.52	7.66	MD	0.23	0.37	7.39	MD	Equipment fault with turbidity meter
12/24/2021	FRIDAY		0.81	0.94	7.56	0.61	0.3	0.48	7.5	0.91	0.41	0.54	7.44	0.84	0.64	0.78	7.56	0.89	0.81	0.94	7.56	0.61	
12/25/2021	SATURDAY		0.78	0.99	7.4	0.74	0.31	0.4	7.21	0.89	0.21	0.34	7.5	0.81	0.56	0.71	7.57	0.78	0.78	0.99	7.4	0.74	
12/26/2021	SUNDAY		0.48	0.54	7.33	0.82	0.45	0.53	7.36	0.97	0.32	0.4	7.36	0.81	0.5	0.6	7.4	0.95	0.48	0.54	7.33	0.82	
12/27/2021	MONDAY		0.46	0.55	7.4	0.89	0.65	0.72	7.39	0.52	0.23	0.3	7.48	0.48	0.54	0.64	7.4	0.8	0.46	0.55	7.4	0.89	
12/28/2021	TUESDAY		0.34	0.42	7.37	0.76	0.3	0.41	7.47	0.86	0.79	0.9	7.15	0.7	0.45	0.53	7.48	0.82	0.34	0.42	7.37	0.76	
12/29/2021	WEDNESDAY		0.51	0.68	7.65	0.48	0.6	0.7	7.41	0.78	0.34	0.42	7.31	0.78	0.42	0.51	7.5	0.66	0.51	0.68	7.65	0.48	
12/30/2021	THURSDAY		0.3	0.48	7.32	0.24	0.31	0.4	7.34	0.73	0.48	0.54	7.45	0.91	0.65	0.81	7.54	0.4	0.3	0.48	7.32	0.24	
12/31/2021	FRIDAY		0.6	0.71	7.5	0.69	0.45	0.53	7.53	0.34	0.47	0.58	7.4	0.77	0.68	0.7	7.54	0.42	0.6	0.71	7.5	0.69	

APPENDIX C – Summary of Current Open Water Quality Related Incidents & Events with the Water Regulator

Incident ID	Status	Date of Event	Incident / Event Information	Actions to Rectify Immediate Corrective Actions	Actions to Rectify Ongoing Corrective Actions
DWI-146-21-09098	Investigation	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.	
DWI-146-21-09226	Investigation	2/11/2021	Rain event occured Saturday 30/11/2021. which may have caused push of water source causing changes to the clarified water containing BG Algae.	Scheduled to be cleaned in December 2021, this has now been moved forward to November 2021. All relevant persons were notified of potentially toxic species. Additional samples to be taken 3/11/2021 along with regular weekly micro samples. Consulatation to discuss with SunWater the possibility of a dam release to flush creek. SunWater BP Dam operators were contacted by Darren Lonergan, Ops Manager.	PH unit regulator requested that the weekly water sampling and testing for BG Algae continue for the next two weeks ie 24/11 and 1/12 as the current results were becoming acceptable. Operators were also to flush the network mains to rid system of remaining Algae.
DWI-146-22-09410	Investigation	1/05/2022	Detection of e.coli at sample poin Cher4 - Bert Button Look	Ensure Tap is disinfected(burned) correctly, re-sampling, training for ine	Ensure all sample point taps are disinfected(burned or wiped w/ alcohol wipes) correctly, re-sampling, training for inexperienced staff, samples taken for 3 consectutive days to ensure water supply is not contaminted. Tap covers put on affected tap, assessment of security fencing

APPENDIX D – Illegal Dumping Incident and Investigation Tracking Register for December

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)

Illegal Dumping Summary Results for December

Reporting	Total	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21
Incidents reported	6	1	1	1	2	0	1	0
Successful compliance outcome	0	0	0	0	0	0	0	0
PIN issued	0	0	0	0	0	0	0	0
Number of PINs issued	0	0	0	0	0	0	0	0
Volume of waste reported (ltrs)	263700	6000	200	2000	255000	0	500	0
Volume of waste removed (ltrs)	134759	0	200	0	134059	0	500	0
Number of camera sites	0	0	0	0	0	0	0	0
Signage installed	1	0	0	0	0	0	1	0
Number of investigations closed	2	0	1	0	0	0	1	0
Number of investigations opened	4	1	0	1	2	0	0	0

Note: there are zero figures for November & December

Community Services Report

COMMUNITY SERVICES REPORT

December 2021-January 2022

Community Safety Plan – Community Services team meeting

- Draft Plan sent to DATSIP

Cherbourg Sports Complex Report

- Holiday program was ready to go ahead until COVID cases in Cherbourg, Staff put on forced leave for a week. Complex not open to public until notified by public health that it is safe to do so, staff are cleaning, planning and ordering for programs that will be carried out this year.

Radio

- School base trainee has completed all course work for a CERT3 in Broadcasting
- Radio Station won funding grant from FNMA for repairs for our transmitter site, Riggers and Technicians have been engaged to visit early February 2022
- QFNMC secured sponsorship for Cherbourg Radio from QAICH to role out "Make the Choice" COVID Vaccination messaging and podcasts
- Radio Station connected with QIC, they are looking to support with high spec used and refurbished IT equipment like laptops, monitors, servers etc. This has the potential lift capabilities and service we can offer to community and to support training and advancement of radio team – Manager will meet with QIC once COVID pressures die down
- Continued community support and engaging with stakeholders, Council and service providers
- Covering important news and information to keep Cherbourg informed
- New sponsors – Goomeri Emporium, Graham House

IKC

For the past month of December the centre has been

utilized by the following:

MEETINGS:

- St. Vinnies every fortnight.
- Designer Life meeting with Cherbourg clients.

COMMUNITY INTERNET USERS.

- Adults checking emails.
- School Children holiday program
- Centre link clients job search

OTHER NEWS

* Good attendance at afterschool program
* School children holiday program
* First 5 forever program every Tuesday mornings
* IKC staff helped out with the Community Christmas Fair

* Through the month of January 2022 staff will be cleaning, planning and collating recreational packs for community families with children.
* IKC Staff awaiting direction from Public Health with plans to re-open the IKC to Public

OTHER ISSUES

The outdoor under cover roof needs to be sealed.

This ends my report for the months of December 2021/January 2022

Edwina Stewart

Community Services Manger