Cherbourg Aboriginal Shire Council

Working Papers

For Council Meeting Held 20 & 21 December 2023

Reports

1. Minutes (Unconfirmed)
2. Chief Executive Officer
3. Corporate Services
4. Economic & Community Development
5. Operations Department
6. Community Support

1. Minutes (Unconfirmed)

MINUTES

Cherbourg Aboriginal Shire Council

Held 15 & 16 November 2023

MINUTES

COUNCIL MEETING

HELD 15 & 16 NOVEMBER 2023

Attendance

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

Officers: *CEO - Zala*
Minute Taker - Eileen Jacobs

9.30am *Mayors Welcome*

9.30am *Meeting Commenced*

Councillor Leave of Absence

Council resolves to grant a leave of absence for Cr Bronwyn Murray from council meeting (15 November 2023) because family business.

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

Motion No. 2424 Carried
For Vote: Council Voted Unanimously

Councillor Obligations

Prescribed Conflict of Interest

Nil

Declarable Conflict of Interest

Nil

Register of Interest

Nil

Minutes Confirmation

Cherbourg Aboriginal Shire Council resolves that the minutes of the council meeting held on 19 October 2023 be confirmed.

Moved: *Deputy Mayor Tom Langton*
Seconded: *Cr Fred Cobbo*

Motion No. 2425 Carried
For Vote: Council Voted Unanimously

CHIEF EXECUTIVE OFFICER REPORT

CEO presented his Report

Annual Report 2022-2023

Approval sought to adopt Cherbourg Aboriginal Shire Council Annual Report 2022/2023.

Resolution

Cherbourg Aboriginal Shire Council resolves that it

A. ***Adopt the Annual Report 2022/2023 to comply with legislation***

B. ***Publish the report on council's website within two weeks of adoption LGR s182(4)***

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

Motion No. 2426 Carried
For Vote: Council Voted Unanimously

Council Meeting Dates

Approval sought for 2024 Council Meeting Dates

Resolution

Council resolves that it

Adopts the council meeting dates for 2024, (March Meeting Dates are before the council election day, LGAQ Annual Conference is a week after our Council date in October 2024).

Moved: *Mayor Elvie Sandow*
Seconded: *Cr Leighton Costello*

Motion No. 2427 Carried
For Vote: Council Voted Unanimously

Debtor Write Offs

Finance Team has recommended that listed unrecoverable debtors be written.

Resolution

Cherbourg Aboriginal Shire Council resolves that it writes off the listed old unrecoverable debts.

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

Motion No. 2428 Carried
For Vote: Council Voted Unanimously

Audit & Risk Meeting

This meeting was held on Friday 27 October 2023 - a copy of the minutes is attached for Council Information.

Resolution

Cherbourg Aboriginal Shire Council resolves that it

(a) Receives and notes the minutes of the Audit and Risk Committee Meeting

(b) Receive and note the final management letter from the external auditors and express its appreciation for the Finance Team in achieving another successful audit outcome

(c) Note that the feedback has been positive in terms of the Audit and Risk Committee's operation and progress after 18 months and further, note that the CEO will identify a local staff member who can work with Council Advisor to assist in the Audit and Risk Committee process to transfer skills and knowledge; and

(d) Adopt the updated Audit and Risk Committee Charter

Moved: ***Mayor Elvie Sandow***
Seconded: ***Cr Leighton Costello***

Motion No. 2429 Carried
For Vote: Council Voted Unanimously

Operational Plan 2023/2024

Approval sought for Cherbourg Aboriginal Shire Council Operational Plan 2023/2024

Resolution

Cherbourg Aboriginal Shire Council resolves that it

1. ***Receive and note the Operational Plan Progress Report; and***
2. ***Extend the target dates for the following items***

   (a) Item 2.1 30 June 2024
   (b) Item 2.5 31 March 2023

Moved: Deputy Mayor Tom Langton
Seconded: Cr Leighton Costello

Motion No. 2430 Carried
For Vote: Council Voted Unanimously

Report Approval

Council resolves that the CEO Report be adopted.

Moved: Cr Fred Cobbo
Seconded: Cr Leighton Costello

Motion No. 2431 Carried
For Vote: Council Voted Unanimously

CORPORATE SERVICES REPORT

Corporate Services Manager presented the Corporate Services Report

Report Approval

Cherbourg Aboriginal Shire Council resolves to adopt the Corporate Services Report.

Moved: Cr Fred Cobbo
Seconded: Deputy Mayor Tom Langton

Motion No. 2432Carried
For Vote: Council Voted Unanimously

ECONOMIC & COMMUNITY DEVELOPMENT REPORT

Economic & Community Development Manager presented his Report

Report Approval

Cherbourg Aboriginal Shire Council resolves to adopt the Economic and Community Development Report.

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

Motion No. 2433 Carried
For Vote: Council Voted Unanimously

COMMUNITY SERVICES REPORT

CEO presented Community Services Report

Community Safety Plan

Approval sought for the Cherbourg Service Enhancement Implementation Plan.

Resolution

Cherbourg Aboriginal Shire Council resolves to endorse the Cherbourg Community Safety Plan.

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

Motion No. 2434 Carried
For Vote: Council Voted Unanimously

Report Approval

Cherbourg Aboriginal Shire Council resolves to adopt the Community Services Report.

Moved: ***Cr Fred Cobbo***
Seconded: ***Cr Leighton Costello***

Motion No. 2435 Carried
For Vote: Council Voted Unanimously

OPERATIONS DEPT REPORT

Operations Dept Manager's report was presented.

Report Approval

Cherbourg Aboriginal Shire Council resolves to adopt the Operations Dept Report.

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

Motion No. 2436 Carried
For Vote: Council Voted Unanimously

12.00pm ***meeting adjourned for lunch***
1.00pm ***meeting recommenced***

1.00pm ***Teams Workshop ""The Role of Leadership in Establishing Culture"***
1.30pm ***Teams Workshop Ended***

CORRESPONDENCE

Elvie Douglas

Elvie is seeking permission for the Mother's Heart Ministry to hold her Annual Christmas Celebration in the Community Hall on 16 December 2023.

Approved if the hall is not booked on 16 December 2023.

Darrie Lea

Darrie has sent an urgent appeal regarding her living situation.

This issue has been addressed.

Makira Fisher

Makira is seeking a room for her small lash extension business.

Unfortunately, there is no room or space available for Makira's business.

Manny Hegarty

Manny has provided a local café proposal for council to consider. He will be attending Council meeting tomorrow to discuss further.

Vicky Yarrow – Dept Children Yth Justice & Multiculutral Affairs

Meet with Regional Executive Director & Regional Director and Manager of South Burnett Child Safety Service Centre, and Rep from Mercy Community Services.

To be Invited to Council's December Floater Meeting

Ian Lacey

Info - Introduction to Arthur Beetson Foundation Future Immortals Tour

Unfortunately Council does not have a budget to bring this tour to Cherbourg.

COEX

Info – Containers for Change will accept glass wine and pure spirit bottles for 10 cent refunds at hundreds of refund points across Qld.

Office of Industrial Relations

Cherbourg's Gazetted Public holidays.

- *12 July 2024 - NAIDOC Day*
- *12 August 2024 - Show Holiday*

LGA External Boundary Change

Written consent from both SBRC and Cherbourg Aboriginal Shire Council is required By way of resolution at a council meeting to support a future application and submission by Cherbourg Aboriginal Shire Council.

Resolution

Cherbourg Aboriginal Shire Council (Council) resolves that it

A. ***writes to the Honourable Steven Miles, Minister for State Development infrastructure, Loal Government and Planning; and the Premier the Honourable Anastasia Palaszczuk advising that Council is in support of an external local government boundary change, as initiated by the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA), acting on behalf of Cherbourg Aboriginal Shire Council , in the change request letter dated 20 September 2021.***

B. ***acknowledges the recent development permit approval for the Reconfiguration of a Lot to subdivide the historical Lot 13 on SP104351, issued by South Burnett Regional Council by decision notice dated 22 August 2022 (Council Ref: 02)***

This resolution is in support of the following:

Parcel	*Wholly South Burnett Regional Council*	*Wholly Cherbourg Aboriginal Shire Council*
L13 SP104351		√
L130 SP104351	√	

Moved: ***Cr Fred Cobbo***
Seconded: ***Deputy Mayor Tom Langton***

Motion No. 2437 Carried
For Vote: Council Voted Unanimously

Explanatory Notes-

Importantly, the proposed wording makes reference to approval of the concurrent ROL development. This reflects the likely sequence of actions for the change request, which is expected to be the declaration of consent following approval of the ROL development application.

The 'parcel' table refers to the parent (Sunwater Limited) lot (Lot 130 SP104351) as remaining wholly within SBRC LGA, and the newly created residential (house) lot (Lot 13 on SP1004351) as wholly within the Cherbourg Aboriginal Shire Council LG. The 'parcel' table demonstrates the transfer of the residential lot to SBRC LGA.

Tamara Riley – Report Community One Health

Uni Student - Tamara worked with the visiting vet team and produced the report Community One Health – the relationships between human and animal health and health of our shared environment.

Meeting Closed

Resolution

Council resolved to close the council meeting held on 15 November 2023 at 2.07pm.

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

Motion No. 2438 Carried
For Vote: Council Voted Unanimously

MINUTES

COUNCIL MEETING

HELD 16 NOVEMBER 2023

Attendance

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

Officers: *CEO - Zala*
Minute Taker - Eileen Jacobs

9.30am Mayors Welcome

Meeting Commenced

Cr Fred Cobbo declared interest and left meeting

Resolution

that Cr Fred Cobbo leaves meeting whilst discussion takes place on Bowman Button's request for financial assistance.

Moved: *Cr Fred Cobbo*
Seconded: *Cr Leighton Costello*

Motion No. 2439 Carried
For Vote: Council Voted Unanimously

Bowman Button

Request for financial assistance to attend the National Rodeo Association Finals which will be held in Gympie, Stanthorpe, and Caboolture in the coming weeks.

Resolution

Cherbourg Aboriginal Shire Council resolves to allocate $200 to Bowman Button to assist him in attending the National Rodeo Assoc Finals.

Moved: Cr Bronwyn Murray
Seconded: Cr Leighton Costello

Motion No. 2440 Carried
For Vote: Council Voted Unanimously

Cr Fred Cobbo entered meeting

10.30am Entered meeting – Visiting Vets

Bonny Comming presented an update of the visiting vet program.

The Uni Vet students advised of the vet work that they have done over the past few weeks which included chipping, castrations, desexing, health checks, promotion of animal care at the State School and St Joseph in Murgon. The local RSPCA also accepted some puppies and kittens from Cherbourg.

Large animal desexing is still an option but requires further investigation.

11.45am Left Meeting - Visiting Vets

Mayor Elvie Sandow called for the council meeting to be closed.

Resolution

Council resolves that the Council Meeting held on 16 November 2023 be closed at 11.49am.

Moved: Cr Fred Cobbo
Seconded: Deputy Mayor Tom Langton

Motion No. 2441 Carried
For Vote: Council Voted Unanimously

2. Chief Executive Officers Report

- **ILUA – Indigenous land Use Agreement with Wakka Wakka People:**

As per our meeting with Wakka Wakka Native Title Aboriginal Corporation (WWNTAC) on Wednesday, 22nd November, I would recommend getting the "in-principle" agreement upfront. I understand things have changed frequently over the course of the negotiations, so it will provide Council and the State with confidence to proceed.

Recommendation regarding Indigenous land Use Agreement:

A. Council agree to proceed with Indigenous land Use Agreement with Wakka Wakka People.

B. Request the Wakka Wakka Native Title Aboriginal Corporation (WWNTAC) to give us in the writing regarding them agreeing with process to proceed.

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2. New Houses – Tender Process:

Since Council has taken the control of tender process to build new houses, we have received completed tender prices from two local builders.

Prices to build the houses are in the range of 600k, we will bring the final tender process to council to allocate the tender.

Asset Cost Schedule Summary

Project Details

MPN:	81912-B
PKG:	3x DH
Date:	7/12/2023

Project Number		Address	Yield	Total of Part 1	Total of Part 2 (On ground cost)	Total Construction cost (excluding GST)
1	82278	19 Bell Street	1x3B DH Gold	$24,797.34	$603,175.55	$627,972.89
2	82279	1 Alan Douglas Avenue	1x2B DH Platinum	$26,258.19	$565,578.20	$591,836.39
3	82280	13 Barber Street	1x3B DH Gold	$25,734.83	$615,656.16	$641,390.99
		Total Tender Sum (excluding GST)		**$76,790.36**	**$1,784,409.91**	**$1,861,200.27**
		GST component		$7,679.04	$178,440.99	$186,120.03
		Total Tender Sum (including GST)		**$84,469.40**	**$1,962,850.90**	**$2,047,320.30**

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Recommendation regarding new houses build:

A. Council wait for the final prices from all the interested parties and proceed with allocation of tender.

➢ 3. Ny-Ku Byun Elders Village - Grant Funding for Staff Accommodation Development.

UnitingCare are applying for grant funding in the current Aged Care Capital Grant Program (ACCAP) – Thin Markets funding round. As part of this, we are applying for grant funding to develop staff accommodation on-site at Ny-Ku Byun Elders Village.

To assist with this application for a valuable investment, for the service and the region, we are requesting a letter of support from Cherbourg Aboriginal Shire Council which outlines:

The Council's support for the grant application and development, given the challenge of attracting and retaining staff for a critical service in the community and the value the investment will add to the service and the community generally.

The Council's desire and motivation to extend UnitingCare's (Pinangba's) tenure at Ny-Ku Byun with a long-term lease of at least 10 years

Recommendation regarding Ny-Ku Byun Elders Village:

A. The Council's support for the grant application and development, given the challenge of attracting and retaining staff for a critical service in the community and the value the investment will add to the service and the community generally.

B. The Council's desire and motivation to extend UnitingCare's (Pinangba's) tenure at Ny-Ku Byun with a long-term lease of at least 10 years

Chatur Zala

Chief Executive Officer

Workplace Health & Safety – November 2023

Activities

- Ongoing SMS management
- Updated records including vehicle checks, toolbox talks, training matrix and CAR
- Completed WHS October reports for CoEx and CEO
- Safety Spotlight Newsletter for Sep – Oct compiled and distributed (edition 34)
- Monthly emergency equipment checks completed.
- Hazard inspections completed
- Attend projects update meetings
- Participate in fortnightly SurePact meeting with Kara
- Chemwatch subscription now in place – just need to populate data to reflect CASC hazardous substances
- Participate in tender analysis of footpath project (with Britton Project Services)
- Adam Stevenson (LMGA) visiting Tuesday 28th Nov (report to follow)
- Draft forklift prestart inspection and sent for comment
- Completed outstanding action from CoEx CCRP audit – all sites now 100% compliant

Recommendations/Resolution Required

- Asbestos register – quote provided
- Equipment noise audit required – quote provided
- Continue working on WHS Management System Plan

Incidents/ Alerts

- 1 Incident reported
  - 30/11 – contractor not meeting required dress standard while working at a residence
- 0 Hazards reported
- 1 Safety Alert communicated
  - 13/11 – locations of AEDs

Training

- Skills Matrix (or training needs analysis) commenced with Senior Managers
- Approval given to send 2 x Leaders to WHS for Leaders course in January. (Matt B has nominated Jackson and Seb as the guinea pigs). If feedback is good following the course the plan will be to run on site training for all Leader in 2024
- Hanny has arranged FEL (front end loader) training for MRF staff (+others that would benefit from attending)

Next Month

- Waiting delivery of replacement W@H equipment (current gear is out of date)

REPORTS FOR CONSIDERATION OF THE COUNCIL

CONTRACT NO. 0923 CHERBOURG CULTURAL PATHWAY STAGE 1 STRUCTURES AND PATHWAY APPROACHES.

Author	Project Manager Adam Britton - Britton Project Services Pty Ltd
Index	Project and Contract / 0923 – Cherbourg Cultural Pathway Stage 1 Structures and Pathway Approaches – Tender Award / Council Reports

EXECUTIVE SUMMARY

- This report provides a recommendation for the contract award of the preferred contractor for Contract No. 0923 for construction of the Cherbourg Cultural Pathway Stage 1 Structures and Pathway Approaches.
- This is a lump sum price contract that will include all materials and services required for the construction of the project.
- In accordance with Local Government Legislation and Council Procurement Policy, a Public Invitation to Tender was issued.
- The tender evaluation panel completed the evaluation process and considered the tender submission from Bryan Zelinski Engineering Pty Ltd to be the most advantageous to Council, representing best value for money. The Bryan Zelinski Engineering Pty Ltd tender submission demonstrated compliance with the requirements of the invitation to tender and suitable experience, capability, and resourcing to complete the works.
- Bryan Zelinski Pty Ltd demonstrated experience in the development and implementation of Indigenous Employment Plans.
- The anticipated construction period is between February and August 2024 subject to issue of For Construction Documentation by the consulting engineers and wet weather during construction.

RECOMMENDATION

That Council note the report by the consulting project manager to the Council Meeting dated 21 December 2023 and award Contract No. 0923 Cherbourg Cultural Stage 1 Pathway Structures and Pathway Approaches to Bryan Zelinski Engineering Pty Ltd for the lump sum price of $1,586,840 excl. GST).

REPORT

1. Project Scope

Cherbourg Aboriginal Shire Council (CASC) through the Queensland Government Department of Energy and Public Works had previously coordinated the design of the Cultural Pathway Project between Cherbourg and Murgon. The project was nominated to be constructed in a series of three stages including;

- Stage 1: Cherbourg to The Turtles. Approximately 2km.
- Stage 2: The Turtles north to approximately 400metres south of Wesslings Road. Approximately 1km.
- Stage 3: End of Stage 2 to Perkins St, Murgan. Approximately 2.4km.

Following an earlier tender process for Stage 1 which did not proceed, an updated estimated cost of construction for Stage 1 was undertaken in August 2023 allowing the project scope for Stage 1 to be aligned to the available remaining funding with a focus on the pedestrian structures and pathway approaches. It was deemed that this allowed the more complex scope to be completed in a single project allowing for the remaining less complex works able to be completed over time.

The adjusted scope for the first phase works in Stage 1 includes the following;

- 385 metres of concrete pathway
- 2 drainage culverts
- 1 Driveway
- Barambah Boardwalk
- Bridge 3

Works not included in the first phase Stage 1;

- 1414metres of concrete pathway
- 4 drainage culverts
- 6 Driveways

Whilst there is a large portion of the concrete pathway delayed until a future stage, it is considered that these sections are typically flat, away from the road and able to be used as informal pathways.

2. Tender Process

- In accordance with Chapter 6, Part 3 of the Local Government Regulations Council invited written tenders for the construction of the Cherbourg Cultural Stage 1 Pathway Structures and Pathway Approaches.
- The invitation to tender was issued as a lump sum construction contract.
- Council invited written tenders via the Council VendorPanel e-portal on 25 September 2023 with responses closing on 14 November 2023.
- A tender evaluation panel was established comprising CASC staff, consulting engineer and project manager.
- Three companies successfully submitted tenders by the tender close date.

3. Tender Assessment

The tender evaluation panel undertook an assessment of the following conforming tender submissions, listed in alphabetical order:

Tenderer	**Lump Sum Price (Excl. GST)**
Ark Construction Group Pty Ltd	$2,323,570.03
Bryan Zelinski Engineering Pty Ltd	$1,586,840.00
Water Treatment & Filtration Solutions Pty Ltd	$3,690,240.00

All conforming tenders were evaluation against the following criteria:

Criteria
Solvency, Financial Details, Insurances
Business Profile (including Local Content and Indigenous Employment Plan)
Experience and Capability
Experience of Key Personnel
Management Systems (including Workplace Health & Safety, Environment Management, Quality Management)
Methodology
Program
Price

The tender evaluation panel assessed tenders and considered the submission from Bryan Zelinski Engineering Pty Ltd the most advantageous based on their tender demonstrating the following:

- Located nearby in Murgon with high local supplier and subcontractor content.
- Previous experience and commitment to development and implementation of an Indigenous Employment Plan.
- Experienced in similar projects comprising structural steel and concrete works.
- Good access to plant and equipment.
- Good range of personnel allocated to the project.
- Workplace Health and Safety systems in place.
- Environmental Management systems in place.
- Quality Management systems in place.
- Provision of a detailed methodology on the proposed construction process.
- Lowest Price. The tenderer's schedule of construction prices compared favourably to the Quantity Surveyor's pre-tender estimate.
- Scored highest for both price criteria and combined price and non-price criteria.

4. Access during construction

The project will cause some disruption to traffic and pedestrians in the project vicinity, however this will be managed through appropriate traffic and pedestrian management plans and procedures. Public notifications will be provided during construction.

5. Program

Contractor Bryan Zelinski Engineering Pty Ltd proposed contract program indicates the project will be completed within 7 months of award.

6. Previous Council Consideration

Nil.

7. Finance

The current allocated remaining budget for the Cherbourg Cultural Pathway Stage 1 Structures and Pathway Approaches project is considered sufficient to cater for the tender award. The below table provides a current estimated high-level breakdown of the project costs.

Cherbourg Cultural Pathway Stage 1 Structures and Pathway Approaches – Cost Estimate

Item	Cost (excl. GST)
Tendered Contract Value	$1,586,840
Value Engineering Target - Provisional	-$60,000
Fencing using Local Provider - Provisional	$75,000
Cultural Monitoring - Provisional	$10,000
Quantity Surveyor	$5,750
Project Management	$49,280
Legal Consultant - Allowance	$7,500
Design Engineer & Inspecting Engineer	$135,600
Sub Total	$1,809,970
Contingency 10%	$180,997
Total project cost	**$1,990,967**
Project remaining budget	$2,100,000
Balance	$109,033

8. Risks & Opportunities

Identified Risks	Mitigation
Project scope increases.	This is to be mitigated through the project team with focus on budget.
Contingency amount being insufficient.	A ten percent construction contingency has been included. The project team will endeavour to achieve project savings in the For Construction design development to offset any unforeseen additional costs.
Contractor becomes insolvent	Council obtained financial information from the preferred contractor to determine financial risks which appeared acceptable.
Delays to preparation of For Construction Documentation	Design consulting engineers have provided commitment to produce documentation within 3 weeks of award, subject to any scope changes for savings.
Delays due to wet weather.	The contract allows for wet weather delay days in its program based on past weather data. Extensions of time over and above this are assessed by the Superintendent. The project is commencing onsite towards the end of the wet weather period and the risk is considered low-medium.
Delays due to services clashes	The project aims to consider realigning Barambah Boardwalk to avoid the need to relay Telstra services. This is ideally a cost saving and a reduced risk to the project.
Resource risk.	The contractor has nominated a capable and experienced project team to undertake construction.
Construction takes longer than allowed for.	The contractor is well resourced and has the available resources to deliver this project successfully. The risk is mitigated through the contract. Grant funding bodies will be consulted with to manage any variations to agreements.

Lead time of materials pushing the program out.	Many associated risks are mitigated by ordering the materials as soon as possible after the tender award and the issue of For Construction Documentation. The contractor is aware and will manage this risk and work closely together with Council's project team to minimise residual timing risk.
Site safety	The contractor has experience with similar works and would be appointed as the Principal Contractor, being responsible for all Workplace Health and Safety of the site and surrounds. Prior to construction commencing, workplace health and safety and construction management plans will be required to be submitted to the Superintendent for review by the CASC WHS Advisor. Reviews of contractor compliance with these approved plans will be undertaken throughout the construction
Works impact on the environment.	The construction phase is considered a low risk due to largely previously disturbed site and the design which aims to avoid any sensitive areaa. The contractor is required to implement a site environmental management plan to identify and manage site specific risks.
Risk of not meeting project objectives.	Compliance with project objectives will be managed through regular reviews of the contractor's construction by the Inspecting Engineer, Project Manager and other project team members as required.
Traffic and pedestrian disruption	The construction works will result in periodic disruption to the surrounding area. Construction will be managed through the contractor's traffic and pedestrian management plan which will be reviewed and monitored by the Superintendent, WHS Advisor and other project members.
Communication issues	The contractor is to conduct public communication regarding the project. Communication issues will be consulted with CASC.
Noise from plant and equipment may be a cause of disruption to residents.	This will be minimised by working during normal working hours where possible.

Cherbourg Cultural Pathway Stage 1 Structures and Approaches - Bryan Zeleinski Engineering Pty Ltd					Panel Member Rated Scores							
Weighting	Evaluation Criteria	Criteria Sub Weightings	Elements	Rationale.	PDG	KC	AB	SN	MB	GM	KevC	PANEL MEDIAN
10%	Solvency & Financial Details (Schedule D), Insurances (Schedule C)	50.0%	D1 Solvency of Respondent	Consider Respodents submission and whether the Respondent has demostrated financial solvency/capability.			55	50				52.5
		50.0%	D2 Financial Details of Respondent	Consider Respodents submission and whether the Respondent has demostrated financial solvency/capability.			55	50				52.5
TOTAL SCORE FOR CRITERIA												
15%	Business Profile (Schedule D)	25.0%	D1 Local Content	Consider Respodents submission and whether the Respondent has demostrated Local Content	60	80	70	100	70		85	75
		75.0%	D2A & D2B Indigenous Employment Plan; Previous & Current Employment D3 Environment Scores in Management Systems below	Consider Respodents submission and whether the Respondent has demostrated suitable Indigenous employment plan.	80	80	90	35	70		85	80
TOTAL SCORE FOR CRITERIA												
10%	Experience & Capability (Schedule E)	10.0%	E1 Similar engagements underway	Consider Respodents submission and whether the Respondent has demostrated Experience and Capability from projects underway.	80	80	70	100	75		85	80
		80.0%	E2 Past Similar Engagement	Consider Respodents submission and whether the Respondent has demostrated Experience and Capability from previous projects.	80	80	80	80	75		85	80
		10.0%	E3 Resources (Plant & Equipment)	Consider Respodents submission and whether the Respondent has demostrated Experience and Capability from proposed plant and equipment	90	80	90	80	80		85	82.5
TOTAL SCORE FOR CRITERIA												
5%	Experience of Key Personnel (Schedule F)	75.0%	F1 Key Personnel	Consider Respodents submission and whether the Respondent has demostrated experience and capability of key personnel, subcontractors and suppliers	80	85	80	90	80		80	80
		25.0%	F2 Subcontractors, Suppliers, and Consultants	Consider Respodents submission and whether the Respondent has demostrated suitable subcontractors and suppliers	80	80	80	85	80		80	80
TOTAL SCORE FOR CRITERIA												
10%	Management Systems (Schedule G)	50.0%	G1.1 Workplace Health and Safety Systems	Consider Respodents submission and the Respondent's demostration of WHS Systems.	60	60	60	75	70	60	80	70
		30.0%	G1.2 Workplace Health and Safety Record	Consider Respodents submission and the Respondent's demostration of WHS Record.	80	80	80	90	85	60	80	80
		10.0%	G2 Environment Management	Consider Respodents submission and the Respondent's demostration of Environmental Management	60	80	60	20	70	60	80	60
		10.0%	G3 Quality Management	Consider Respodents submission and the Respondent's demostration of Quality Management.	60	80	60	100	70	60	80	70
TOTAL SCORE FOR CRITERIA												
10%	Methodology (Schedule H)	100.0%	H1 Methodology	Consider Respodents submission and the Respondent's demostration of Methodology.	60	85	80	90	80	70	85	80
TOTAL SCORE FOR CRITERIA												
5%	Program (Schedule I)	100.0%	I1 Program	Consider Respodents submission and the Respondent's demostration of Program.	50	85	50	90	70		80	75
TOTAL SCORE FOR CRITERIA												

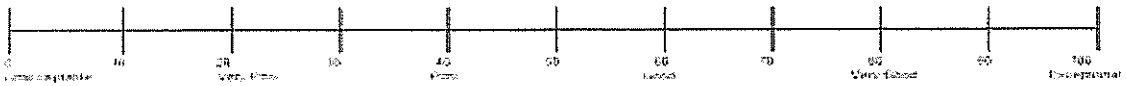
Cherbourg Cultural Pathway Stage 1 Structures and Approaches - Ark Construction Group Pty Ltd					Panel Member Rated Scores							
Weighting	Evaluation Criteria	Criteria Sub Weightings	Elements	Rationale.	PDG	KC	AB	SN	MB	GM	KevC	PANEL MEDIAN
10%	Solvency & Financial Details (Schedule B), Insurances (Schedule C)	50.0%	B1 Solvency of Respondent	Consider Respodents submission and whether the Respondent has demostrated financial solvency/capability.			55					55
		50.0%	B2 Financial Details of Respondent	Consider Respodents submission and whether the Respondent has demostrated financial solvency/capability.			55					55
TOTAL SCORE FOR CRITERIA												
15%	Business Profile (Schedule D)	25.0%	D1 Local Content	Consider Respodents submission and whether the Respondent has demostrated Local Content	40	40	20	50	20		35	37.5
		75.0%	D2A & D2B Indigenous Employment Plan; Previous & Current Employment D3 Environment Scores in Management Systems below	Consider Respodents submission and whether the Respondent has demostrated suitable Indigenous employment plan.	40	30	20	35	20		40	32.5
TOTAL SCORE FOR CRITERIA												
10%	Experience & Capability (Schedule E)	10.0%	E1 Similar engagements underway	Consider Respodents submission and whether the Respondent has demostrated Experience and Capability from projects underway.	80	80	80	50	85		75	80
		80.0%	E2 Past Similar Engagement	Consider Respodents submission and whether the Respondent has demostrated Experience and Capability from previous projects.	80	80	80	100	80		75	80
		10.0%	E3 Resources (Plant & Equipment)	Consider Respodents submission and whether the Respondent has demostrated Experience and Capability from proposed plant and equipment	40	35	50	90	30		75	45
TOTAL SCORE FOR CRITERIA												
5%	Experience of Key Personnel (Schedule F)	75.0%	F1 Key Personnel	Consider Respodents submission and whether the Respondent has demostrated experience and capability of key personnel, subcontractors and suppliers	80	70	70	100	50		75	72.5
		25.0%	F2 Subcontractors, Suppliers, and Consultants	Consider Respodents submission and whether the Respondent has demostrated suitable subcontractors and suppliers	70	70	80	100	70		75	72.5
TOTAL SCORE FOR CRITERIA												
10%	Management Systems (Schedule G)	50.0%	G1.1 Workplace Health and Safety Systems	Consider Respodents submission and the Respondent's demostration of WHS Systems.	80	80	90	80	80	80	80	80
		30.0%	G1.2 Workplace Health and Safety Record	Consider Respodents submission and the Respondent's demostration of WHS Record.	80	75	90	80	80	80	80	80
		10.0%	G2 Environment Management	Consider Respodents submission and the Respondent's demostration of Environmental Management.	80	70	90	90	80	80	75	80
		10.0%	G3 Quality Management	Consider Respodents submission and the Respondent's demostration of Quality Management.	80	70	90		80	80	75	80
TOTAL SCORE FOR CRITERIA												
10%	Methodology (Schedule H)	100.0%	H1 Methodology	Consider Respodents submission and the Respondent's demostration of Methodology.	80	35	80	90	70	70	55	70
TOTAL SCORE FOR CRITERIA												
5%	Program (Schedule I)	100.0%	I1 Program	Consider Respodents submission and the Respondent's demostration of Program.	80	75	80	90	80		70	80
TOTAL SCORE FOR CRITERIA												

Cherbourg Cultural Pathway Stage 1 Structures and Approaches - Water Treatment & Filtration Solutions					Panel Member Rated Scores							
Weighting	Evaluation Criteria	Criteria Sub Weightings	Elements	Rationale.	PDG	KC	AB	SN	MB	GM	KevC	PANEL MEDIAN
10%	Solvency & Financial Details (Schedule B), Insurances (Schedule C)	50.0%	B1 Solvency of Respondent	Consider Respondents submission and whether the Respondent has demostrated financial solvency/capability.			55					55
		50.0%	B2 Financial Details of Respondent	Consider Respondents submission and whether the Respondent has demostrated financial solvency/capability.			55					55
TOTAL SCORE FOR CRITERIA												
15%	Business Profile (Schedule D)	25.0%	D1 Local Content	Consider Respondents submission and whether the Respondent has demostrated Local Content	60	90	80	50	90		85	82.5
		75.0%	D2A & D2B Indigenous Employment Plan; Previous & Current Employment D3 Environment Scores in Management Systems below	Consider Respondents submission and whether the Respondent has demostrated suitable indigenous employment plan.	80	95	85	25	90		80	82.5
TOTAL SCORE FOR CRITERIA												
10%	Experience & Capability (Schedule E)	10.0%	E1 Similar engagements underway	Consider Respondents submission and whether the Respondent has demostrated Experience and Capability from projects underway.	70	50	80	50	60		50	55
		80.0%	E2 Past Similar Engagement	Consider Respondents submission and whether the Respondent has demostrated Experience and Capability from previous projects.	80	50	70	85	60		50	65
		10.0%	E3 Resources (Plant & Equipment)	Consider Respondents submission and whether the Respondent has demostrated Experience and Capability from proposed plant and equipment	80	70	80	50	75		85	77.5
TOTAL SCORE FOR CRITERIA												
5%	Experience of Key Personnel (Schedule F)	75.0%	F1 Key Personnel	Consider Respondents submission and whether the Respondent has demostrated experience and capability of key personnel, subcontractors and suppliers	60	50	70	80	70		65	67.5
		25.0%	F2 Subcontractors, Suppliers, and Consultants	Consider Respondents submission and whether the Respondent has demostrated suitable subcontractors and suppliers	60	50	60	80	75		65	62.5
TOTAL SCORE FOR CRITERIA												
10%	Management Systems (Schedule G)	50.0%	G1.1 Workplace Health and Safety Systems	Consider Respondents submission and the Respondent's demostration of WHS Systems.	60	50	60	70	70	60	65	60
		30.0%	G1.2 Workplace Health and Safety Record	Consider Respondents submission and the Respondent's demostration of WHS Record.	80	75	80	85	85	60	80	80
		10.0%	G2 Environment Management	Consider Respondents submission and the Respondent's demostration of Environmental Management.	60	75	60	50	70	60	80	60
		10.0%	G3 Quality Management	Consider Respondents submission and the Respondent's demostration of Quality Management.	60	65	60	50	70	60	65	60
TOTAL SCORE FOR CRITERIA												
10%	Methodology (Schedule H)	100.0%	H1 Methodology	Consider Respondents submission and the Respondent's demostration of Methodology	20	75	50	70	75	60	75	70
TOTAL SCORE FOR CRITERIA												
5%	Program (Schedule I)	100.0%	I1 Program	Consider Respondents submission and the Respondent's demostration of Program.	20	75	50	90	80		75	75
TOTAL SCORE FOR CRITERIA												

Weighted Attribute Evaluation Spreadsheet

INSTRUCTIONS FOR USING EVALUATION BOOK - SIMPLE

1 Contract Administrator / Panel member 1 - Check each tenderer has supplied all required information as part of their tender submission - see 'Supplied Information' worksheet
2 Contract Administrator / Panel Member 1 - Within the 'Final Evaluation' worksheet, enter Contract Title, Contract No., and Panel Member Position Titles/Names
3 Contract Administrator / Panel Member 1 - Within the 'Final Evaluation' worksheet, enter ALL conforming tender names and values and ensure submissions are sorted by lowest tendered value to highest value. Enter whole dollars ($) only v
4 Contract Administrator / Panel Member 1 - Within the 'Final Evaluation' worksheet, enter the non price 'Evaluation Criteria' and the corresponding 'Weighting' as per the 'Procurement Probity Plan' for this tender/quote
5 Contract Administrator / Panel Member 1 - Within the 'Final Evaluation' worksheet, enter the price 'Weighting' as per the 'Procurement Probity Plan' for this tender/quote
6 Contract Administrator / Panel Member 1 - Within the 'Supplied Information' worksheet, enter/amend/confirm the 'Submitted Supplier Offer Schedules' detail to match your 'Tender Response Form' Schedules exactly.
7 Contract Administrator / Panel Member 1 - Within worksheet '1' enter/amend/confirm the "Elements Weighting" ensuring it adds up to the "Weighting" for this Evaluation Criteria AND amend the "Elements" according to the Procurement Probity Plan and Evaluation Methodology. The "Elements Weighting" and "Elements" will auto copy to the remaining 9 worksheets (Total 10 worksheets).
8 Contract Administrator / Panel Member 1 - Within worksheet '1' enter/amend/confirm the Schedule Numbers within the 'Supplier Return' column and ensure it correlates with the tender documents
9 All Panel Members - Read all tenders and based on scoring guide below, enter scores out of 100 for each non-price criteria on individual Tenderer/Respondent scoring spreadsheets **Refer tabs BZE, ACG, WTFS** . Provide comments on what influenced the score. Note to score each tender on its own merits not by comparison to other tenders.
Panel members are not required to assess Schedules A, B & C . These will be reviewed with Council's Economic and Community Development Manager & Finance
Do Not type into any of the cells in the 'Final Evaluation' Worksheet as they are all formular and link based cells
10 The scores will automatically be multiplied by the assigned weighting. The result is the individual evaluation panel members assessment of the tender submission.
11 Contract Administrator contacts Tenderers Referees - via email if internal referee or via telephone if external referee
12 Contract Administrator / Panel Member 1 Coordinates the Assessment Panel evaluation team meeting to compare and discuss the individual scores arrived at on an individual basis
13 Contract Administrator / Panel Member 1 - Once the Assessment Panel have agreed on final scores, create a master Evaluation Workbook
14 Once the agreed scores have been transposed to the 'Final Evaluation' worksheet, the Contract Administrator is to print and sign the individual tenderers score sheets
15 Contract Administrator / Panel Member 1 - The Final Evaluation worksheet and the signed assessment sheets must be placed on records system.



3. Corporate Services Report

Corporate Services Manager
November/December 2023

Finance

CASC Accountant has submitted his report to Council. In the New Year, 2024, His report and all matters financial will be separate from my reports to Council.

Our accountant has successfully completed all his studies and is now fully qualified in his chosen field. A huge win for him, Council and community, he has agreed to an increase in salary to match his extended duties as Finance manager.

HR

HR has submitted her report to Council.

HR has arranged flexible working arrangement and will continue this arrangement in the short term (3-4 weeks) CEO met with HR and myself regarding the big year ahead of CASC next year. I have resumed full working hours as my flexible working hours are no longer needed.

Housing

Housing manager has submitted her report to Council.

Housing team met on Monday, 18 December 2023 to allocate current vacant housing at 4 Hillview Street and 15 Broadway Street. These homes have been allocated to waiting list applicants.

Reception

Met with reception team to discuss filling roles when senior receptionist will be away on maternity leave. She is a great leader in her role and has shown an interest in gaining a better understanding of CASC Finance. I'm confident that as she steps into another area, we can arrange other stuff to accommodate those changes.

Meetings

CASC Housing meeting 18/12/2023

CASC Christmas carnival 5/12/2023

Cherbourg Area Fire Management Meeting 8/12/2023

CASC Housing, Area Fire and Murray Rd residents meeting 20/12/2023

FINANCE MANAGER REPORT AS AT 30 Nov 2023

I am thrilled to announce that I have successfully achieved CPA status. I wanted to express my sincere gratitude for continuous support provided by the Council, CEO and Senior Management in facilitating my CPA Journey . Your belief in continuous learning and professional development has been driving force behind this achievement.

I look forward to leveraging my skill and knowledge to contribute even more effectively to our team and Council. Thank you all for being an integral part of this milestone in my career.

Best regards,

Dol Ranabhat CPA

Whole of Council Financial Summary: The Cherbourg Aboriginal Shire Council made a net operating Loss of ($ 2,660,390) for the month ending Nov 2023 with operating surplus ratio of -37% .The forecast ratio for the year is -21.5%. The operating surplus ratio is below the recommended benchmark (0%-10%). The main reason for the deficit is the inclusion of depreciation expense of $4.36 Million .

a. **Sales & recoverable works:**

- Major Upgrade income is below the budget. $618K variance.
- Joinery income is $111K below the budget amount
- MRF stock income is zero. Budget amount for Nov is $ 112K.
- Fujitsu sales income is $16K less than the forecast amount due to Nov months invoice not raised.
- MRF sales and auction income is about $84K below the budget.
- Offset by : more revenue generated from Q build responsive ,173K and $70K from Cherbourg CRP, Processor & Kingaroy CRP

b. **Other Income :**

- Incentives income is $42K below the budgeted figures
- Sundry receipts and funeral actual income is $27k less than the budgeted revenue
- Farm other income (water charges) is zero. Budget amount for Nov is $ 16K.

c. **Materials & Services:**

- $264K variance is due to Housing Insurance invoice paid in advance for full year renewal.
- Q build responsive program is overspent by $334k . Need budget review for responsive maintenance expenses.
- Workshop's part overspent by $49K.
- MV Rego overspent by $33K.
- MV Insurance overspent by $25K.
- Road's materials and services overspent by $34K.
- Water materials and services overspent by $17K.
- Fuels and Oils overspent by $18K.
- Admin telephone is overspent by $43K.
- Admin IT and professional fees overspent by $18K.
- Offset by underspent in Joinery materials, CDSP Self-esteem young mothers, council write offs and QRA FRMP

d. **Finance Costs:** Need to process journal for FY 2023-24 restoration provision .

Bank Balances:

Cash at bank as at 30 Nov is $10.21 M with restricted cash component (contract liability) is $3.13 M. So, available cash balance after satisfying the performance obligations is $7.08M.

COMMENTARY OF INCOME STATEMENT- DEPARTMENT

Community Services

Materials & Services :

- IYCC meeting expenses overspent by $25K.
- CDSP promotional events overspent by $21K.
- Offset by underspent in CDSP Self-esteem young mothers $21K.

Corporate Services:

Other Income: Incentives income is $42K below the budgeted figures.

Employee costs:

- SGFA admin wages is underspent by $108K.
- On cost Admin recoveries for Workcover/WH/FBT/Training not budgeted but actual figure $119K is reducing employee expenses account.

Materials & Services:

- Admin telephone is overspent by $43K.
- Admin IT and professional fees overspent by $18K.

Finance Costs: Need to process journal for FY 2023-24 restoration provision .

Depreciation

Need to increase annual Dep by $75K for MV and Plant and Equipment.

Housing:

Rent: Timing issue. Rental offset manual journal processed for the 6 months.

Materials and Services: $282 K variance. This is due to Insurance invoice paid in advance for full year renewal $ 438K.

Economic & Community Development:

Sales & Recoverable Works:

- Major Upgrade income is below the budget. $618K variance.
- Joinery income is $111K below the budget amount.
- MRF stock income is zero. Budget amount for Nov is $ 112K.
- Fujitsu sales income is $16K less than the forecast amount due to Nov months invoice not raised.
- MRF sales and auction income is about $84K below the budget
- Offset by : more revenue generated from Q build responsive ,173K and $70K from Cherbourg CRP, Processor & Kingaroy CRP

Other Income:

Cattles other income is zero . Annual budget revenue is $40K.

Employee Costs:

- project management wages is overspent by $45K. Consultant charges not budgeted
- Painters' wages is overspent by $30K. Only one employee salary budgeted.
- MRF wages is overspent by $ 46K
- Processor expenses is overspent by $22K

- DAF & SSQ combined total overspent by $42kK. Need to increase salary expenses figures in next budget review.
- Its offset by $111KK underspent in Fujitsu, joinery, yard, Cattle farm e.t c Wages e.tc

Materials & Services :

Q build responsive program is overspent by $334k Q .This is offset by the underspent in Joinery materials, carpenter materials , processor general expenses and illegal dumping expenses .

Operations:

Grants & Subsidies: timing issue for FAGS funding . EOY prepayment amount will offset the variance.

Materials & Services

- Oct mileage report not entered in the system due to timing issue and thus increasing expenses account by $53K
- Workshop's part overspent by $49K.
- MV Rego overspent by $33K.
- MV Insurance overspent by $25K.
- Road's materials and services overspent by $34K
- Water materials and services overspent by $17K.
- Fuels and Oils overspent by $18K.

Thanks for your time to read my report.

Dol Ranabhat CPA , Finance Manager

Cherbourg Aboriginal Shire Council
Operating Actual Vs Budget
FY 2023-2024

November

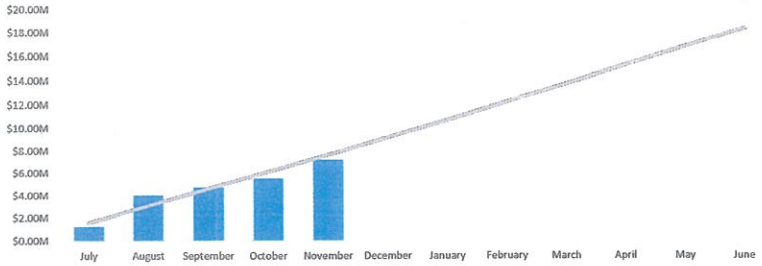
YTD Operating Income		
Actual	Variance	
$7.22M	($0.41M)	▼(5.3%)

YTD Operating Expenditure		
Actual	Variance	
$9.88M	($0.57M)	▲(5.8%)

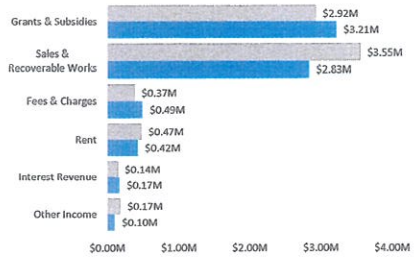
Budget ■ Actual
■ Positive Variance ■ Negative Variance

Operating Surplus Ratio
-36.84%

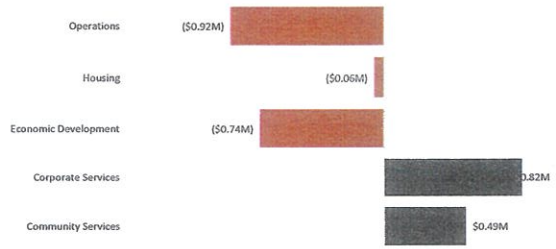
Total Income - Actual vs Budget



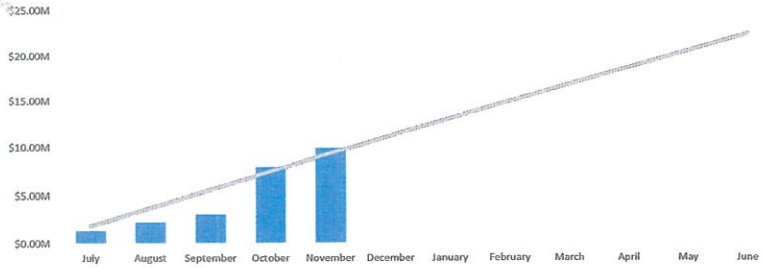
Income YTD



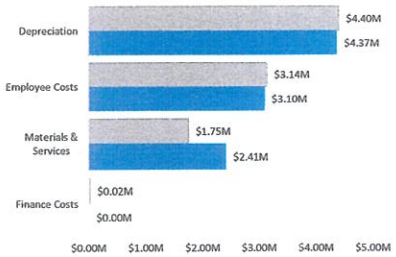
YTD Income Variance By Directorate



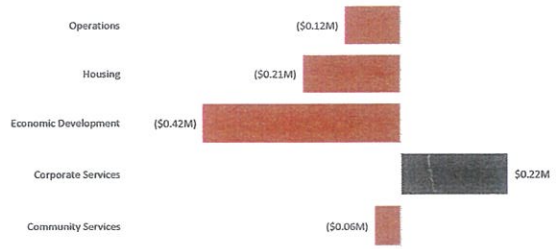
Total Expenditure - Actual vs Budget

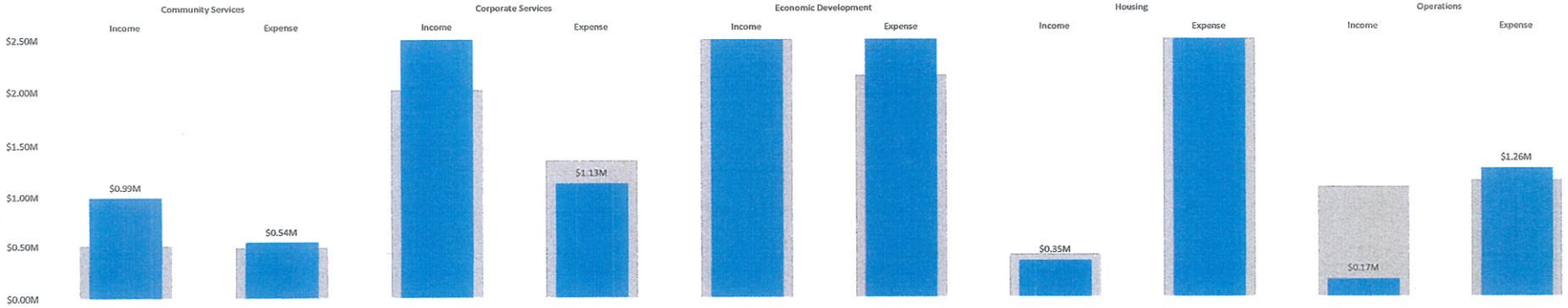


Expenditure YTD



YTD Expenditure Variance By Directorate





Cherbourg Aboriginal Shire Council
Financial Position
FY 2023-2024

November

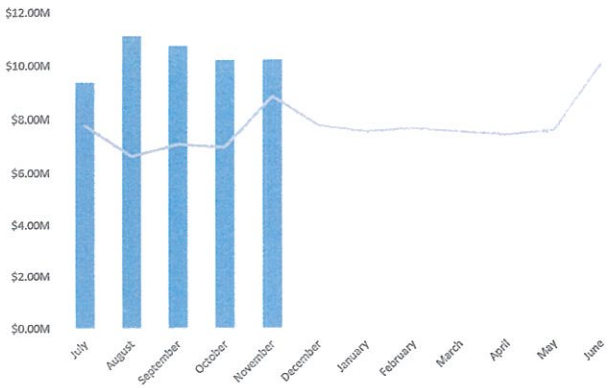
YTD Assets	
Current	Non-Current
$11.74M	$204.54M

YTD Liabilities	
Current	Non-Current
$4.17M	$3.78M

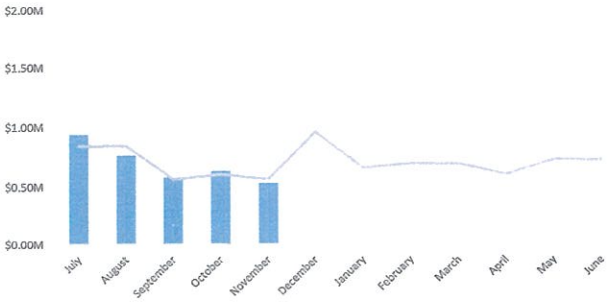
■ Actual — Prior Year
▼ Decrease ▲ Increase

Net Financial Asset/Liability Ratio
-52%

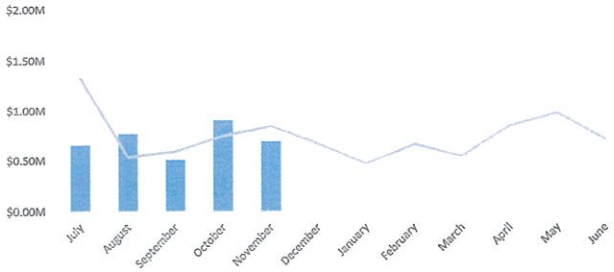
Cash & Cash Equivalents



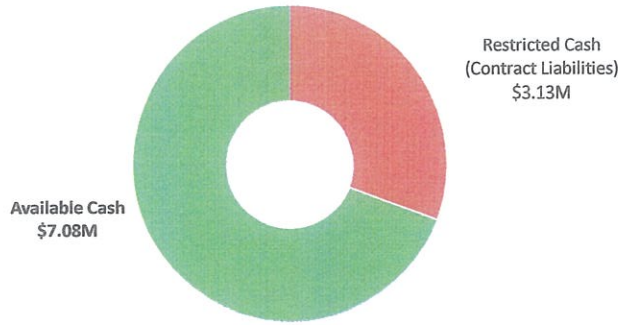
Debtors & Receivables



Accounts Payable & Other Current Liabilities



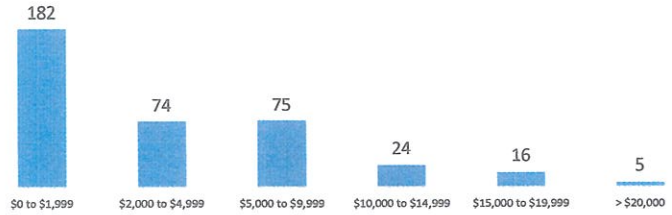
Cash Balance



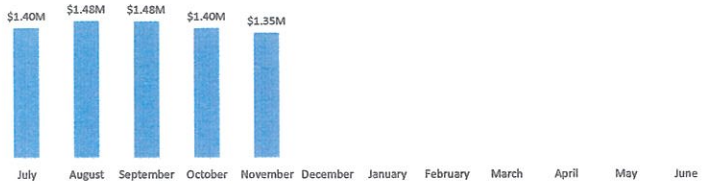
Rent Debtors

Number of Rent Debtors	Average $ Outstanding	Total $ Outstanding
376 ▼	$4,215 ▲	$1,584,771 ▼

Number of Rent Debtors by Amount Owing



Rent Debtors > 90 Days Outstanding



Current Assets	
Cash & Cash Equivalents	$10.21M
Contract Assets	$0.42M
Trade & Other Receivables	$0.53M
Inventories	$0.46M
Biological Assets	$0.12M
Total Current Assets	**$11.74M**
Non-Current Assets	
Buildings	$36.08M
Furniture & Fittings	$0.00M
Houses	$122.76M
Infrastructure	$37.77M
Land	$1.75M
Motor Vehicles	$0.63M
Plant & Equipment	$4.30M
Work in Progress	$1.24M
Total Non-Current Assets	**$204.54M**
Total Assets	**$216.28M**
Current Liabilities	
Contract Liabilities	$3.13M
Trade & Other Payables	$0.69M
Current Provisions	$0.35M
Total Current Liabilities	**$4.17M**
Non-Current Liabilities	
Non-Current Provisions	$3.27M
Trade & Other Payables	$0.52M
Total Non-Current Liabilities	**$3.78M**
Total Liabilities	**$7.95M**
Equity	
Retained Surplus	$93.41M
Asset Revalaution Surplus	$114.92M
Total Equity	**$208.33M**
Total Liabilities & Equity	**$216.28M**

8

Cherbourg Aboriginal Shire Council
Capital Actual Vs Budget
FY 2023-2024

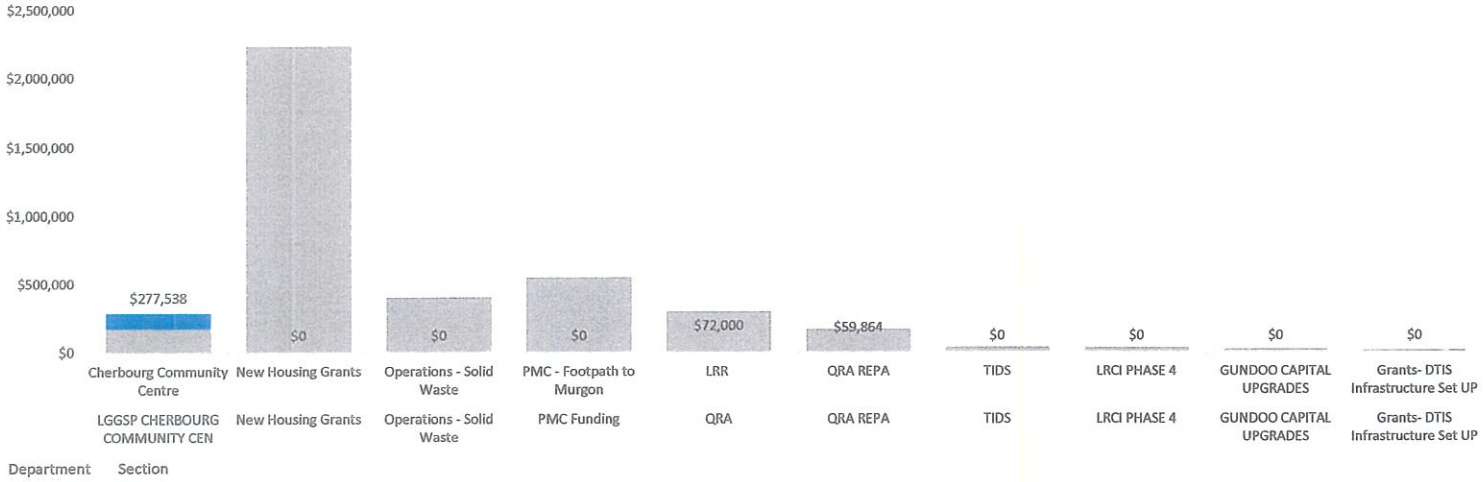
November

YTD Capital Income		
Actual	Variance	
$0.41M	($3.57M)	▼(89.7%)

YTD Capital Expenditure		
Actual	Variance	
$1.66M	($3.87M)	▼(87.5%)

Budget ■ Actual

Capital Income - Actual vs Budget



Comments:

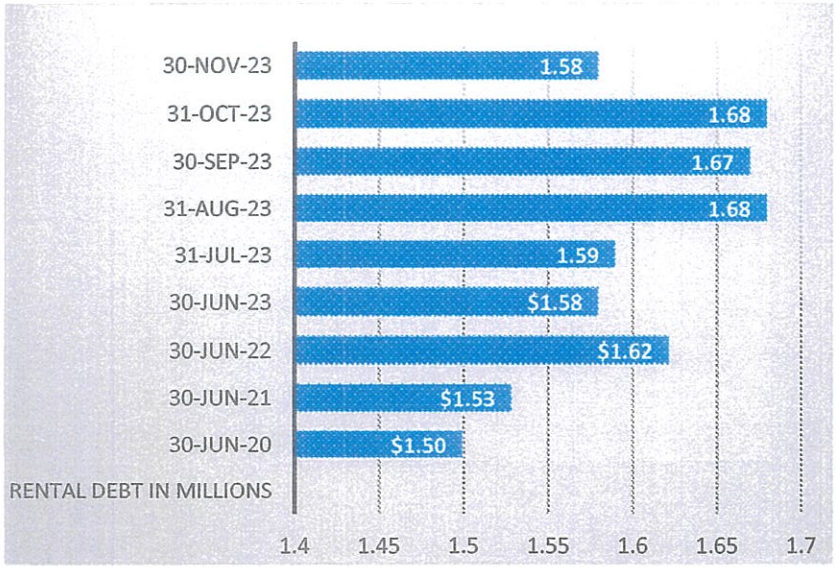
- **QRA LRR**: released 30% funding of $240K projects
- **QRA REPA** : approved funding is $199,546.33 and released 30 % funding .
- **DTIS Call centre Infrastructure Feasibility study** : grant received in advance $12K last FY
- **Cherbourg Community Centre Project**: The project is now completed and need to submit completion report and subsidy claim of $122,112.
- **New Housing Projects ,LRCI 4/TIDS**: still in planning phase
- **Murgon to Cherbourg Footpath/ Solid Waste Projects** : working on new capital regiser

Capital Expenditure - Actual vs Budget

Comments:

- **2 New housing project and subdivision** are in planning stage
- **Solid waste project** : $185K spent on fencing
- **Plant and Vehicle purchase** is $297K
- **Murgon to cherbourg Footpath and Gandoo capital project**: slow progress
- **LRCI 4 project & REPA** : projects are in Planning stage
- **Major upgrade project** is $840K below the budget amount
- **QRA LRR project** : slow progress
- **TIDS project** : project is in Planning stage
- **Major upgrade project** is $808K below the budget amount
- **Flood camera project** : $60 K spent

Rental Debt in Millions		
30-Jun-20	$	1.50
30-Jun-21	$	1.53
30-Jun-22	$	1.62
30-Jun-23	$	1.58
31-Jul-23		1.59
31-Aug-23		1.68
30-Sep-23		1.67
31-Oct-23		1.68
30-Nov-23		1.58



10.

Whole Of Council

	November				Year to Date					Full Year
	Actual	Budget	$ Variance	% Variance	Actual	Budget	$ Variance	% Variance	Traffic Light	Budget
Grants & Subsidies	$ 276,218	$ 584,444	$ (308,226)	-52.74%	$ 3,212,420	$ 2,922,220	$ 290,200	9.93%		$ 7,013,343
Fees & Charges	$ 390,260	$ 74,698	$ 315,562	422.45%	$ 488,781	$ 373,490	$ 115,291	30.87%		$ 896,388
Sales & Recoverable Works	$ 1,208,612	$ 709,238	$ 499,374	70.41%	$ 2,830,057	$ 3,546,190	$ (716,133)	-20.19%		$ 8,510,861
Interest Revenue	$ 33,474	$ 28,333	$ 5,141	18.14%	$ 165,463	$ 141,665	$ 23,798	16.80%		$ 340,000
Rent	$ (230,743)	$ 94,294	$ (325,037)	-344.71%	$ 424,436	$ 471,470	$ (47,034)	-9.98%		$ 1,131,529
Other Income	$ 34,099	$ 34,855	$ (756)	-2.17%	$ 100,194	$ 174,275	$ (74,081)	-42.51%		$ 418,260
Total Income	**$ 1,711,919**	**$ 1,525,862**	**$ 186,057**	**12.19%**	**$ 7,221,351**	**$ 7,629,310**	**$ (407,959)**	**-5.35%**		**$ 18,310,381**
Employee Costs	$ 624,989	$ 628,015	$ (3,026)	-0.48%	$ 3,096,081	$ 3,140,075	$ (43,994)	-1.40%		$ 7,536,152
Materials & Services	$ 514,785	$ 349,565	$ 165,220	47.26%	$ 2,413,991	$ 1,747,825	$ 666,166	38.11%		$ 4,194,671
Depreciation	$ 856,656	$ 880,385	$ (23,729)	-2.70%	$ 4,368,945	$ 4,401,925	$ (32,980)	-0.75%		$ 10,564,622
Finance Costs	$ 524	$ 4,084	$ (3,560)	-87.16%	$ 2,724	$ 20,420	$ (17,696)	-86.66%		$ 49,012
Total Expenditure	**$ 1,996,954**	**$ 1,862,049**	**$ 134,905**	**7.24%**	**$ 9,881,741**	**$ 9,310,245**	**$ 571,496**	**6.14%**		**$ 22,344,457**
Net Surplus/(Deficit)	**$ (285,034)**	**$ (336,187)**	**$ 51,153**	**-15.22%**	**$ (2,660,390)**	**$ (1,680,935)**	**$ (979,455)**	**58.27%**		**$ (4,034,076)**

Community Services

	November				Year to Date					Full Year
	Actual	Budget	$ Variance	% Variance	Actual	Budget	$ Variance	% Variance	Traffic Light	Budget
Grants & Subsidies	$ 258,500	$ 88,768	$ 169,732	191.21%	$ 931,846	$ 443,840	$ 488,006	109.95%		$ 1,065,236
Fees & Charges	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Sales & Recoverable Works	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Interest Revenue	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Rent	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Other Income	$ 13,517	$ 12,459	$ 1,058	8.49%	$ 60,703	$ 62,295	$ (1,592)	-2.56%		$ 149,500
Total Income	**$ 272,017**	**$ 101,227**	**$ 170,790**	**168.72%**	**$ 992,549**	**$ 506,135**	**$ 486,414**	**96.10%**		**$ 1,214,736**
Employee Costs	$ 64,075	$ 65,041	$ (966)	-1.48%	$ 350,537	$ 325,205	$ 25,332	7.79%		$ 780,490
Materials & Services	$ 66,443	$ 32,750	$ 33,693	102.88%	$ 193,457	$ 163,750	$ 29,707	18.14%		$ 392,968
Depreciation	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Finance Costs	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Total Expenditure	**$ 130,518**	**$ 97,791**	**$ 32,727**	**33.47%**	**$ 543,994**	**$ 488,955**	**$ 55,039**	**11.26%**		**$ 1,173,458**
Net Surplus/(Deficit)	**$ 141,499**	**$ 3,436**	**$ 138,063**	**4018.14%**	**$ 448,555**	**$ 17,180**	**$ 431,375**	**2510.92%**		**$ 41,278**

18.

Corporate Services

	November				Year to Date					Full Year
	Actual	Budget	$ Variance	% Variance	Actual	Budget	$ Variance	% Variance	Traffic Light	Budget
Grants & Subsidies	$ -	$ 268,333	$ (268,333)	-100.00%	$ 2,071,044	$ 1,341,665	$ 729,379	54.36%		$ 3,220,000
Fees & Charges	$ 390,260	$ 74,698	$ 315,562	422.45%	$ 488,781	$ 373,490	$ 115,291	30.87%		$ 896,388
Sales & Recoverable Works	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Interest Revenue	$ 33,474	$ 28,333	$ 5,141	18.14%	$ 165,463	$ 141,665	$ 23,798	16.80%		$ 340,000
Rent	$ 20,182	$ 12,500	$ 7,682	61.45%	$ 72,636	$ 62,500	$ 10,136	16.22%		$ 150,000
Other Income	$ 20,582	$ 19,063	$ 1,519	7.97%	$ 39,491	$ 95,315	$ (55,824)	-58.57%		$ 228,760
Total Income	**$ 464,497**	**$ 402,927**	**$ 61,570**	**15.28%**	**$ 2,837,416**	**$ 2,014,635**	**$ 822,781**	**40.84%**		**$ 4,835,148**
Employee Costs	$ 140,619	$ 163,055	$ (22,436)	-13.76%	$ 531,196	$ 815,275	$ (284,079)	-34.84%		$ 1,956,672
Materials & Services	$ 123,339	$ 75,512	$ 47,827	63.34%	$ 425,117	$ 377,560	$ 47,557	12.60%		$ 906,148
Depreciation	$ 33,205	$ 27,771	$ 5,434	19.57%	$ 169,348	$ 138,855	$ 30,493	21.96%		$ 333,253
Finance Costs	$ 524	$ 4,084	$ (3,560)	-87.16%	$ 2,724	$ 20,420	$ (17,696)	-86.66%		$ 49,012
Total Expenditure	**$ 297,688**	**$ 270,422**	**$ 27,266**	**10.08%**	**$ 1,128,384**	**$ 1,352,110**	**$ (223,726)**	**-16.55%**		**$ 3,245,085**
Net Surplus/(Deficit)	**$ 166,809**	**$ 132,505**	**$ 34,304**	**25.89%**	**$ 1,709,032**	**$ 662,525**	**$ 1,046,507**	**157.96%**		**$ 1,590,063**

13.

Economic Development

	November				Year to Date					Full Year
	Actual	Budget	$ Variance	% Variance	Actual	Budget	$ Variance	% Variance	Traffic Light	Budget
Grants & Subsidies	$ -	$ 10,570	$ (10,570)	-100.00%	$ 44,556	$ 52,850	$ (8,294)	-15.69%		$ 126,830
Fees & Charges	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Sales & Recoverable Works	$ 1,208,612	$ 709,030	$ 499,582	70.46%	$ 2,828,937	$ 3,545,150	$ (716,213)	-20.20%		$ 8,508,361
Interest Revenue	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Rent	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Other Income	$ -	$ 3,333	$ (3,333)	-100.00%	$ -	$ 16,665	$ (16,665)	-100.00%		$ 40,000
Total Income	**$ 1,208,612**	**$ 722,933**	**$ 485,679**	**67.18%**	**$ 2,873,493**	**$ 3,614,665**	**$ (741,172)**	**-20.50%**		**$ 8,675,191**
Employee Costs	$ 296,367	$ 277,214	$ 19,153	6.91%	$ 1,613,852	$ 1,386,070	$ 227,782	16.43%		$ 3,326,501
Materials & Services	$ 268,308	$ 152,902	$ 115,406	75.48%	$ 953,782	$ 764,510	$ 189,272	24.76%		$ 1,834,773
Depreciation	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Finance Costs	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Total Expenditure	**$ 564,676**	**$ 430,116**	**$ 134,560**	**31.28%**	**$ 2,567,634**	**$ 2,150,580**	**$ 417,054**	**19.39%**		**$ 5,161,274**
Net Surplus/(Deficit)	**$ 643,936**	**$ 292,817**	**$ 351,119**	**119.91%**	**$ 305,859**	**$ 1,464,085**	**$ (1,158,226)**	**-79.11%**		**$ 3,513,917**

Housing

	November				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	$ (250,924)	$ 81,794	$ (332,718)	-406.78%	$ 351,800	$ 408,970	$ (57,170)	-13.98%		$ 981,529
Other Income	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Total Income	**$ (250,924)**	**$ 81,794**	**$ (332,718)**	**-406.78%**	**$ 351,800**	**$ 408,970**	**$ (57,170)**	**-13.98%**		**$ 981,529**
Employee Costs	$ 25,211	$ 24,319	$ 892	3.67%	$ 112,608	$ 121,595	$ (8,987)	-7.39%		$ 291,831
Materials & Services	$ 8,557	$ 39,955	$ (31,398)	-78.58%	$ 482,561	$ 199,775	$ 282,786	141.55%		$ 479,449
Depreciation	$ 741,812	$ 770,251	$ (28,439)	-3.69%	$ 3,783,241	$ 3,851,255	$ (68,014)	-1.77%		$ 9,243,017
Finance Costs	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%		$ -
Total Expenditure	**$ 775,579**	**$ 834,525**	**$ (58,946)**	**-7.06%**	**$ 4,378,411**	**$ 4,172,625**	**$ 205,786**	**4.93%**		**$ 10,014,297**
Net Surplus/(Deficit)	**$ (1,026,504)**	**$ (752,731)**	**$ (273,773)**	**36.37%**	**$ (4,026,611)**	**$ (3,763,655)**	**$ (262,956)**	**6.99%**		**$ (9,032,768)**

Operations

	November				Year to Date					Full Year
	Actual	Budget	$ Variance	% Variance	Actual	Budget	$ Variance	% Variance	Traffic Light	Budget
Grants & Subsidies	$ 17,718	$ 216,773	$ (199,055)	-91.83%	$ 164,974	$ 1,083,865	$ (918,891)	-84.78%	✗	$ 2,601,277
Fees & Charges	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Sales & Recoverable Works	$ -	$ 208	$ (208)	-100.00%	$ 1,120	$ 1,040	$ 80	7.69%	✓	$ 2,500
Interest Revenue	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Rent	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Other Income	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Total Income	**$ 17,718**	**$ 216,981**	**$ (199,263)**	**-91.83%**	**$ 166,094**	**$ 1,084,905**	**$ (918,811)**	**-84.69%**		**$ 2,603,777**
Employee Costs	$ 98,717	$ 98,386	$ 331	0.34%	$ 487,888	$ 491,930	$ (4,042)	-0.82%	✓	$ 1,180,658
Materials & Services	$ 48,138	$ 48,446	$ (308)	-0.64%	$ 359,075	$ 242,230	$ 116,845	48.24%	✗	$ 581,333
Depreciation	$ 81,638	$ 82,363	$ (725)	-0.88%	$ 416,356	$ 411,815	$ 4,541	1.10%	✓	$ 988,352
Finance Costs	$ -	$ -	$ -	0.00%	$ -	$ -	$ -	0.00%	✓	$ -
Total Expenditure	**$ 228,493**	**$ 229,195**	**$ (702)**	**-0.31%**	**$ 1,263,319**	**$ 1,145,975**	**$ 117,344**	**10.24%**		**$ 2,750,343**
Net Surplus/(Deficit)	**$ (210,774)**	**$ (12,214)**	**$ (198,560)**	**1625.68%**	**$ (1,097,225)**	**$ (61,070)**	**$ (1,036,155)**	**1696.67%**		**$ (146,566)**

HR Report # 11 – November 2023

Human Resources

Executive Summary

1. Dashboard

Pay Period 5 - (TOTAL 126 staff)
(this does not include mayor and councilor's)
Fulltime 58
Part-time 25
Casual 34
Apprentices 4

2. Industrial Relations news

September Award pay rise has been delayed

3. Recruitment

New digital service centre employee commenced

4. Training

Water industry training continues

5. Other News

Housing Report December 2023

SNR HOUSING OFFICER & HOUSING OFFICER:

The month of November/December has been quite busy with the Housing Officers attending to housing enquiries , producing statements, raising rental invoices, monthly rent reconciliation for the invoices, rental checks, home visits, assisting tenants adjust their Centrelink deductions and daily interviews with clients.

SNR HOUSING OFFICER CLIENT CONTACT END JULY/START AUGUST: (50)

Phone Calls	-	*13*
Rent/ Enquires	-	15
Housing Enquires	-	19
Complaints/Misc.	-	3.

HOUSING ENQUIRES FOR CLIENTS FROM OTHER AGENCIES:

- CRAICCHS - Housing for a clients.
- CHERBOURG HOSPITAL - Support for accommodation for a client
- CORRECTIVE SERVICES KROY - Support for accommodation for client.
- GRAHAM HOUSE - Enquiry for housing.

COMPLAINTS: (3)

- 3 complaint - Noise from party (letter done up and delivered)

RAINWATER TANKS:

So far 191 surveys have been returned to us. The results of these 191 surveys show us that the tenants do use their tanks and that they do want to keep their tanks.

We hope to have the rest of the survey's returned to us in the new year.

Antonia Jacobs
Snr Housing Officer

Meetings/workshops

- Housing meeting every Monday (weekly)
- Joint Operational Meeting (JOM)

Service provided to tenants:

- ***50*** Tenants (repairs)
- ***6*** Complaints re: repairs to homes & 1 after hour jobs
- ***6*** *T*enants requested pest control.
- **6** Follow up tenants for Upgrade program.
- **3** Occupational Therapist referrals
- **2** House Inspection
- Following up with tenants for rainwater tank surveys
- Working closely with NDIS tenants for maintenance
- **9** request to install air conditioners.
- **5** Follow ups for gutter cleaning.

Mrs Joanne Simpson
Housing Inspection Officer
Cherbourg Aboriginal Shire Council

4. Economic & Community Development

5. Operations Department

Operations Department Report November 2023

By Matthew Bock, Operations Manager
9th November 2023
Matthewb@cherbourg.qld.gov.au

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Executive Summary

Operations department

- Vet program kicked off with great success
- Matthew Bock travelled to Brisbane to visit Urban Utilities sewerage treatment plants. The trip was organized through the department of environment and science (see attached report)
- Operations department restructure has been finalized for approval (see attached structure) restructure to take place early 2024
- The tender for the Landfill upgrade has been released it closes early January 2024 and tender will be awarded in January

Feet Services

- 22 Jobs were completed for the month of November this included services and repair work
- 11 Vehicles and plant equipment received their annual scheduled services
- All Forklifts received their quarterly service
- Fit brake control units to 2 x operations utes
- Refurbished cracked slasher deck with plate and welding
- Bullbar fitted to water and sewage ute
- Repaired mower blade towers on 2 x zero turn mowers

Environment and Waste

- UQ Skills Teams session catch up once a week
- Attended block training in Cairns from 20th – 24th November 2023, next block 12th – 16th February 2024
- November Average no. of 54 bins per week with average weight of 540kg
- Bin Day Bingo 193 entries in November
- BOIL WATER ALERT issued on 14th of November 2023
-

Works, Roads, Parks and Gardens

- The parks and gardens crew are picking up rubbish and mowing where needed daily
- Cemetery burials and associated works

Water and Sewerage

- All 7 Effluent ponds are in working condition with no blockages.

- Boil water alert in place for whole of Cherbourg community until further notice.

2.

- All water and sewage staff are currently working new roster from 7am to 4:30pm include RDOs, public holidays and weekends.

Environment and Waste

EHW & AWO/AMW Monthly Report – November 2023

General

- Fortnightly Catch up with DDPHU – Safe & Healthy Drinking Water Program
- Fortnightly Catch up with DDPHU – ATSI Public Health program (ATSIPHP)
- Monthly Teams Engagement – ATSIPHP EHW & AMW Working Group

Animal Welfare

- Visiting Vet Program. 31st October – 16th November

Vet visit Summary – *Official report still to be completed, summary:*		
Procedure	**Dogs**	**Cats**
Desexings	53 (26 male, 27 female)	7 (3 male, 4 female)
Microchipping	76	7
Aniti-Parasitic treatment	148	11
Coat clips	11	-
Wound Treatment	9	-
Rehoming	27 (16 pups)	1 (4 kittens)

- Bowman Murray (AWO) and Elizabeth O'Chin (EHW) currently enrolled in CERT IV in Animal Regulation and Management
  - UQ Skills Teams session catch up once a week
  - Attended block training in Cairns from 20th – 24th November 2023, next block 12th – 16th February 2024
- 1 complaint finalised, letters issued to two residents in Carter St
- 1 dog attack, Investigation ongoing
- Dangerous dog register active – 2 Dangerous dogs were desexed as part of Regulated dog conditions

AMRRIC Data	Dogs		Total Dogs	Cats		Total Cats	Total
	Female	Male		Female	Male		
Entire	50	121	**174**	11	8	**19**	**193**
Unknown	26	23	**52**	2	1	**4**	**56**
Desexed	150	124	**274**	21	16	**37**	**311**
Total by species	**500**			**60**			**560**

**Data submitted by AWO/ AMW, As at 13th December 2023*

Food Safety

- EHW working closely with SEHO (DDPHU) to ensure all Food Business's licensing requirements are up to date

3

- Current No. of Food Business – 3, 2 – Fixed Business Licence Certificate Issued
  - Ny Ku Byun & Cherbourg Retail Store
  - Gundoo Early Learning Centre – Additional Information Required
- Food recall notices sent to food businesses
  - 0 Food recalls in November

Waste & Recycling

- Recycling Program – Continuing to improve, numbers are steady. October figures: ***Figure 3 – CASC Recycling Program 2023***
  - November Average no. of 54 bins per week with average weight of 540kg
- Bin Day Bingo 193 entries in November
  - November, December and 2nd chance draw winner's announced on Tuesday 12th December 2023 at Cherbourg Christmas Fair Winner

)2nd Chance – All residents who put their recycling bin out for collection between April and December 2023 had 1 entry in this draw)

  - Bin Sticker distribution still ongoing, residents enquiring about additional stickers
- 0 bins distributed in November
- Bin audit to be conducted in December 2023 – February 2024

Water & Wastewater

- BOIL WATER ALERT issued on 14th of November 2023
- Weekly & Monthly Water Sampling – EHW, ***Figure 2 – FY2023 Weekly/ Monthly Sampling Verification Results***
  - Additional sampling for BGA, minor detection in reticulation system 25.09.2023 – ongoing
- Alterations to sampling program, outcome of DWQMP Review and update – TBC
- Daily Verification & Monitoring – ESO's, WSM, Trainees ***Figure 1 – FY2023 CASC Daily Water Quality Field Results***

Sampling Program

Weekly	Monthly
Human Consumption – MWDRNK	Pesticides – KWP & KWHPDI
THM's – KEWTHM	Blue Green Algae – KPCB
Heterotrophic Colony Count – MWHCPC	Standard Water Analysis – SWAHN
	Heavy Metals – ANZMT

Complaint/s, Concerns, Issues

- Dog/s in paddock near water intake attacking horses
- Dogs from 20 Bond st causing issues, unregistered dogs
- Roaming horses in community, dog attacks and children torturing them

x.xx Reportable x.xx Non Compliant MD Missing Data

FY2023 CASC DAILY WATER QUALITY FIELD RESULTS

Date	FIELD																WTP Outlet							
	STP (CHER 1)				Depot (CHER 2)				Daycare (CHER 3)				Lookout (CHER 4)				RES. 1&2 (CHER 5) (Blended Tap)				WTP (CHER T)			
	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)
1-Nov-23	0.26	0.48	7.57	1.45	0.26	0.45	7.65	1.39	0.27	0.46	7.76	1.16	0.23	0.42	7.49	1.61	0.55	0.81	7.65	1.25	0.45	0.6	7.57	1.15
2-Nov-23	0.22	0.4	7.37	1.15	0.35	0.39	7.3	1.7	0.28	0.46	7.75	1.09	0.28	0.47	7.48	1.55	MD	MD	MD	MD	0.37	0.84	7.55	0.9
3-Nov-23	0.46	0.64	7.61	0.22	0.66	0.81	7.55	0.01	0.46	0.74	7.43	0.34	0.32	0.55	7.41	0.29	0.68	1.0	7.43	0.53	0.72	1.04	7.47	0.27
4-Nov-23	0.65	0.79	7.42	0.11	0.58	0.77	7.51	0.34	0.53	0.67	7.55	0.36	0.43	0.55	7.49	0.1	0.85	1.37	7.56	0.16	0.68	1.01	7.52	0.04
5-Nov-23	0.37	0.53	7.61	0.17	0.44	0.6	7.52	0.39	0.34	0.53	7.43	0.19	0.34	0.49	7.47	0.18	0.8	0.94	7.55	0.39	0.71	1.03	7.56	0.17
6-Nov-23	0.33	0.42	7.49	1.24	0.19	0.41	7.43	1.12	0.27	0.47	7.57	1.1	0.2	0.33	7.38	0.32	0.2	0.4	7.49	0.78	0.27	0.5	7.44	0.57
7-Nov-23	0.39	0.58	7.49	0.55	0.35	0.6	7.51	0.74	0.38	0.66	7.71	0.84	0.39	0.48	7.53	0.42	0.41	0.62	7.52	0.57	0.33	0.6	7.39	0.96
8-Nov-23	0.39	0.49	7.39	0.59	0.36	0.49	7.45	0.42	0.46	0.65	7.56	0.24	0.26	0.38	7.43	0.65	0.4	0.53	7.45	0.34	0.37	0.57	7.53	0.58
9-Nov-23	0.32	0.56	7.39	0.63	0.4	0.61	7.53	0.28	0.53	0.93	7.55	0.08	0.52	0.88	7.63	0.07	0.43	0.66	7.69	0.16	MD	MD	MD	MD
10-Nov-23	0.32	0.54	7.37	0.65	0.47	0.58	7.48	0.62	0.47	0.57	7.37	0.31	0.49	0.77	7.54	0.75	0.5	0.64	7.44	0.26	0.51	0.71	7.54	0.11
11-Nov-23	0.5	0.42	7.43	0.56	0.38	0.46	7.54	0.48	0.58	0.73	7.54	0.48	0.44	0.6	7.46	0.57	0.65	0.8	7.45	0.48	0.58	0.74	7.33	0.5
12-Nov-23	0.57	0.43	7.34	0.63	0.57	0.48	7.59	0.48	0.5	0.61	7.57	0.32	0.41	0.58	7.62	0.38	0.68	0.99	7.5	0.34	0.51	0.6	7.47	0.45
13-Nov-23	0.35	0.49	7.46	0.51	0.4	0.54	7.5	0.46	0.52	0.73	7.68	0.22	0.37	0.54	7.51	0.65	0.55	0.65	7.48	0.5	0.48	0.59	7.55	0.45
14-Nov-23	0.18	0.68	7.63	1.59	0.22	0.42	7.7	1.06	0.22	0.52	7.74	0.92	0.18	0.28	7.49	1.21	0.25	0.55	7.56	1.67	MD	MD	MD	MD
15-Nov-23	0.11	0.55	7.34	0.96	0.12	0.54	7.48	1.08	0.15	0.58	7.46	0.45	0.55	0.44	7.44	0.75	0.56	0.68	7.4	0.72	0.22	0.56	7.49	0.94
16-Nov-23	0.15	0.33	7.42	0.99	0.2	0.4	7.53	0.73	0.26	0.45	7.56	0.45	0.16	0.23	7.5	0.77	1.72	2.06	7.47	0.87	1.14	1.82	7.38	0.94
17-Nov-23	0.33	0.49	7.44	0.95	0.14	0.48	7.51	0.86	0.23	0.49	7.63	0.61	0.12	0.51	7.62	0.79	0.17	0.6	7.45	0.75	0.19	0.51	7.45	0.91
18-Nov-23	0.14	0.35	7.46	0.45	0.09	0.38	7.42	0.6	0.25	0.49	7.43	0.7	0.27	0.4	7.46	0.6	0.26	0.52	7.37	0.7	0.21	0.55	7.39	0.98
19-Nov-23	0.13	0.31	7.36	0.93	0.12	0.32	7.38	0.68	0.17	0.39	7.48	0.68	0.12	0.24	7.5	0.63	0.34	0.6	7.41	0.36	0.25	0.52	7.35	0.78
20-Nov-23	0.1	0.31	7.32	0.71	0.17	0.32	7.49	1.1	0.22	0.42	7.46	0.73	0.12	0.27	7.45	0.84	0.32	0.57	7.53	0.48	0.26	0.52	7.35	0.61
21-Nov-23	0.07	0.28	7.49	0.72	0.13	0.29	7.39	0.56	0.2	0.4	7.66	0.54	0.15	0.32	7.43	0.45	0.33	0.57	7.33	0.48	0.41	0.65	7.5	0.74
22-Nov-23	0.26	0.41	7.53	0.73	0.34	0.58	7.5	0.66	0.38	0.63	7.77	0.39	0.28	0.39	7.53	0.63	0.51	0.8	7.42	0.62	0.52	0.74	7.65	0.4
23-Nov-23	0.22	0.56	7.37	1.02	0.31	0.57	7.35	1.02	0.24	0.51	7.45	0.43	0.16	0.43	7.54	0.64	0.2	0.59	7.41	0.73	0.26	0.44	7.38	0.8
24-Nov-23	0.13	0.21	7.36	0.77	0.25	0.46	7.41	0.88	0.4	0.51	7.4	0.41	0.21	0.36	7.5	0.57	0.52	0.63	7.42	0.65	0.43	0.5	7.37	0.61
25-Nov-23	0.22	0.53	7.38	0.59	0.27	0.58	7.37	0.55	0.38	0.47	7.49	0.37	0.32	0.44	7.5	0.5	0.57	0.72	7.35	0.33	0.46	0.59	7.31	0.78
26-Nov-23	0.33	0.42	7.24	0.88	0.37	0.54	7.55	0.54	0.45	0.58	7.42	0.57	0.3	0.41	7.58	0.66	0.52	0.71	7.37	0.63	0.51	0.69	7.43	0.52
27-Nov-23	0.1	0.23	7.53	0.52	0.13	0.28	7.42	0.91	0.75	1.04	7.56	0.4	0.18	0.33	7.52	0.53	1.38	1.76	7.56	0.5	2.78	3.0	7.46	0.64
28-Nov-23	0.21	0.34	7.34	0.77	0.13	0.31	7.36	0.62	0.31	0.46	7.39	0.36	0.24	0.3	7.42	0.29	0.34	0.55	7.31	0.35	0.33	0.57	7.51	0.56
29-Nov-23					0.15																			
30-Nov-23	0.26	0.38	7.5	0.78	0.22	0.45	7.42	0.86	0.28	0.5	7.49	0.67	0.16	0.3	7.59	0.98	0.38	0.59	7.5	0.57	0.31	0.65	7.36	0.48

Figure 1 – FY2023 CASC Daily Water Quality Field Results

FY2023 CASC Weekly/Monthly Water Sampling Verification Results

Coliforms (mpn/100mL)

Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary
07-Nov-23	0	0	0	12	0	0	PASS
13-Nov-23	0	0	0	0	0	0	PASS
14-Nov-23	0	0	0	0	0	0	PASS
21-Nov-23	0	0	0	4	0	0	PASS
27-Nov-23	2	0	0	0	0	0	PASS

E.coli (mpn/100mL)

Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary
07-Nov-23	0	0	0	8	0	0	PASS
13-Nov-23	0	0	0	0	0	0	PASS
14-Nov-23	0	0	0	0	0	0	PASS
21-Nov-23	0	0	0	0	0	0	PASS
27-Nov-23	0	0	0	0	0	0	PASS

Total Chlorine (mg/L)

Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary
07-Nov-23	0.42	0.3	0.38	0.34	0.54	0.38	PASS
13-Nov-23	0.27	0.5	NT	0.44	0.31	0.44	PASS
14-Nov-23	0.32	0.27	0.44	0.32	0.6	0.44	PASS
21-Nov-23	0.28	0.29	0.4	0.32	0.65	0.57	PASS
27-Nov-23	0.28	0.22	0.34	0.29	0.34	0.34	PASS

Free Chlorine (mg/L)

Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary
07-Nov-23	0.25	0.14	0.17	0.13	0.22	0.13	PASS
13-Nov-23	0.16	0.26	0.24	NT	0.31	0.44	PASS
14-Nov-23	0.15	0.13	0.28	0.15	0.36	0.28	PASS
21-Nov-23	0.07	0.13	0.2	0.15	0.41	0.33	PASS
27-Nov-23	0.12	0.07	0.12	0.13	0.11	0.17	PASS

pH

Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary
07-Nov-23	7.2	7.22	7.29	7.1	7.08	7.16	PASS
13-Nov-23	7.23	7.29	7.21	NT	7.21	7.38	PASS
14-Nov-23	7.42	7.16	7.57	7.43	NT	7.18	PASS
21-Nov-23	7.49	7.39	7.66	7.43	7.45	7.33	PASS
27-Nov-23	7.3	7.37	7.4	7.42	7.28	7.27	PASS

Total THMs

Date	CHER 1	CHER 5	Summary
07-Nov-23	180	200	PASS
13-Nov-23	200	220	PASS
14-Nov-23	61	240	PASS
21-Nov-23	180	220	PASS
27-Nov-23	180	230	PASS

Monthly

Test	BGA	HM	Pesticides	SWA
Date	30-Nov-23	30-Nov-23	30-Nov-23	30-Nov-23
Summary	PASS	PASS	PASS	PASS

Additional BGA Sampling conducted in November 7th, 22nd, 30th

Montly Tests

BGA-BlueGreenAlgae
HM-HeavyMetals
SWA-Standard Water Analysis
Pesticides

Weekly Tests

THM's - Trihalomethanes
E. Coli - Escherichia coli

Sample Points

CHER 1 STP (Wakka park) tap
CHER 2 Depot tap
CHER 3 Day care (rear) tap
CHER 4 BB Lookout Res. tap
CHER 5 WTP Reservoir 1 & 2 Blended Tap
CHER T After treatment yard tap

***NR** - Results not yet received
***NT** - Not tested
***MD** - Missing Data
Green text & B/Ground - Perfect
Red text - Monitor Water quality
Red text & B/Ground - Reportable

Figure 2 - FY2023 Weekly/ Monthly Sampling Verification Results

CASC Recycling Program 2023

Collection No.	Date	Weight (kg) Daily total	Monthly Total (kg)	No. of Bins Daily Total	Monthly Total (No. of bins)	Comments
41	7-Nov-23	380	2160	53	219	Nov 28th - Least amount of bins collected, (39) since July 4th (36)
42	14-Nov-23	580		63		Weekly Averages:
43	21-Nov-23	820		64		Bin no: 54
44	28-Nov-23	380		39		Weight: 540kg

Figure 3 – CASC Recycling Program 2023

By Elizabeth O'Chin

5.

Roads Parks and Gardens

Current Business

- The parks and gardens crew are picking up rubbish and mowing where needed daily
- Cemetery burials and associated works

Staffing and Training

NIL.

Workplace Health & Safety Incidents

Nil

Issues & Training Updates

Nil

Next Month's Business Plan

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

By Matthew Bock (Operations Manager) for Lindsay Bligh

Fleet Services

Workshop

Current Business

- 22 Jobs were completed for the month of November this included services and repair work
- 11 Vehicles and plant equipment received their annual scheduled services
- All Forklifts received their quarterly service
- Fit brake control units to 2 x operations utes
- Refurbished cracked slasher deck with plate and welding
- Bullbar fitted to water and sewage ute
- Repaired mower blade towers on 2 x zero turn mowers

Issues

Nil

Damage Report

Nil

Workplace Health & Safety Incidents

Nil

Training Updates

IPWA Online Fleet Management course finished certification achieved

Next Month's Business Plans

- Continuation of normal workshop work
- Tenders will be evaluated, and purchases made

Other Information

By Sebastian Mearns

Water, Sewerage

Water & Wastewater

- Daily, Weekly, Monthly Water Sampling, including Raw Water.

  (Daily) – Daily grab samples from different locations throughout community.
  MWDRNK – (Weekly) – **Human Consumption.**
  MWHCPC – (when requested) **Heterotrophic Colony Count.**
  KEWTHM – (Weekly) - **THM's.**
  KWP & KWHPDI (Monthly) – **Pesticides.**
  KPCB – (Monthly) - **Blue Green Algae.**
  SWAHN – (Monthly) – **Standard Water Analysis.**
- **ANZMT** – (Monthly) –**Heavy Metals.**
- Daily Checklists on Plant and Operations:
  - QR code Checklists WTP & WWTP Operations including Effluent Ponds & Pivot irrigator.
  - QR code Checklists on all Sewage Pump Station's (SPS).
  - Daily QR code checklists on WTP & WWTP i.e., Basic Housekeeping and ensuring grounds are clean and maintained.
- Roll out of new QR code scanning for Sewage Treatment plant, Water Treatment Plant and all Water and Sewage Pump Stations.
- Only 2 open water incidents Cherbourg Aboriginal Shire Council.

- All water staff attended DRQMP review workshop scheduled for 3rd – 4th October with Viridis, DDPHU, and CASC staff.
- Regular Jar testing to cope with recent flooding.

Incidents

Boil water alert in place for whole of Cherbourg community until further notice.

Staffing & Training

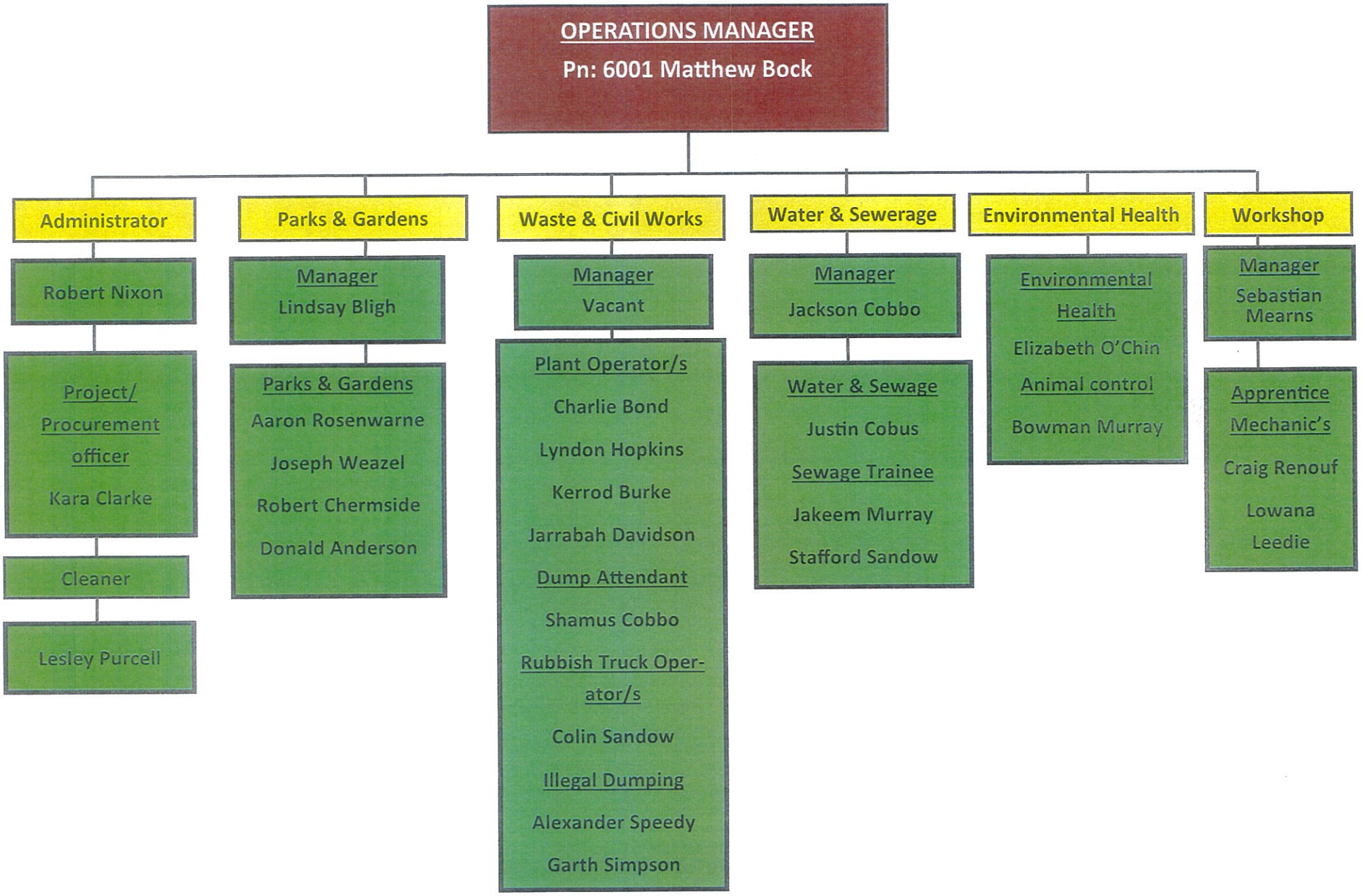
- Current Qualifications:
  - Certificate III in Water Industry Operations - 3 (2 Active in Water Operations)
  - Certificate IV Water Industry Operations – 1 (1 Active in Water Operations)
  - Ongoing Training and develop to ensure Operators are qualified and confident in operating WTP and WWTP

General

- All 7 Effluent ponds are in working condition with no blockages.
- Sand media filters topped up with fresh sand.
- Activated Carbon replaced in carbon filter to ensure elimination of smell and odor in drinking water and to counteract Blu-green Algae bloom in creek.
- All water and sewage staff are currently working new roster from 7am to 4:30pm include RDOs, public holidays and weekends.
- Reservoir 1 drained and cleaned 12/12/23.

Figure 5

OPERATIONS DEPARTMENT



9.

COUNCIL

MAYOR
Elvie Sandow

DEPUTY MAYOR
Tom Langton

COUNCILLOR
Bronwyn Douglas

COUNCILLOR
Fred Cobbo

COUNCILLOR
Leighton Costello

WHS
Greg Mashford (External Consultant)
pn: 2003

CHIEF EXECUTIVE OFFICER
Chatur Zala

EXECUTIVE SECRETARY
Eileen Jacobs

COMMUNITY SERVICES
Pn: 3001

- IKC
- Radio Station
- Sport & Recreation

CORPORATE SERVICES
Pn: 4001

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

ECONOMIC & COMMUNITY DEVELOPMENT

- Building Upgrades
- Building Maintenance
- Enterprises
- Farm Activities
- Joinery
- New Construction

OPERATIONS

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

10.

6. Community Support

COMMUNITY SERVICES REPORT

November - December 2023

*RADIO

*IKC

SPORTS & REC

*YAG

Christmas will be on us before we know it! Lots of activities going on in community.

- The Cherbourg Christmas Fair was very well attended from Community and Service Providers/Agencies support and assistance was amazing.
- Christmas Lights competition judging will happen Tuesday evening 19/12/23.
- CSP Funding – We have employed 2 more casuals to assist will the holiday program.
- Moving forward Community Services staff will continue to work on established programs, planning and connecting/creating partnerships for new projects in our community.

Sports & Rec

Report attached.

Radio Station

Report attached.

IKC (Library)

- *Designer Workshops is well received once again and will continue in the New Year. I will be taking participants down to Bundaberg to take part in a shop opening. Clothing will be on display to see if interest in them reaches a broader clientele.*

IYCC Yag Project

Report attached.

Thank Council for their continued support.

Merry Christmas, Wishing you all a wonderful Happy & Safe New Year.

This ends my report for the months of November/December 2023

Edwina Stewart

Community Services Manager