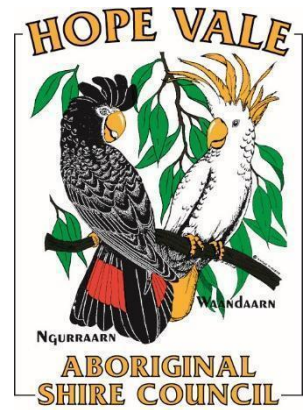


OPERATIONS REPORT

February 2025 Council Meeting

Dated 14th February 2025



Item 1: Essential Services

Item 1.1 - Water Treatment Plant

Daily testing for pH, free chlorine and turbidity at all test points are compliant with Australian Drinking Water Guidelines for January 2024.

1.1 Water Treatment Plant – Daily Testing

- Daily testing of pH, free chlorine, and turbidity at all points in January 2025 met Australian Drinking Water Guidelines.

January Test Results (Averages):

Parameter	January Average	Acceptable Range
pH (Post Reservoir)	7.3	6.5 to 8.5
Turbidity (NTU)	1.54 NTU	0 to 5 NTU
Free Chlorine	086. mg/L	0.5 to 5.0 mg/L

- **Water Connections:** 356 total (1 tap per main connection for new Plug in Properties). Hence total number remains unchanged.
- **Water Volume (January 2024):** 25,571 kilolitres per month
Versus Last Month December being 25,440 kilolitres per month
- **Daily Water Usage (January 2024):** 824 kilolitres per month
Versus Last Month December being 820 kilolitres per month

Note a plateau has continued this last reporting month. We have started to experience heavy rains which explains the plateau in usage. This combined with minimal mains water blow outs has assisted greatly during this period.

In-house microbiological test results of water for detection of Coliforms/E-Coli were all compliant with Australian Drinking Water Guidelines for this reporting period.

Rainfall totals for January = 316mm at the Water Treatment plant

1.2 Incident Reporting / Water Leaks / Sewer Blocks

Incidents of main water leak since last reporting period decreased. During this period there have been ONE (1) interruption to main water lines resulting in only minor losses of water. Regular main water flushing has occurred this reporting period and no known complaints of water quality have been received.

- **Water Main Leaks / 1 in Total:**
- **Sewer Blockages / 0 in Total:**

Frequency since last reporting period has not escalated. These events when they do occur are random in nature and frequency, with NO real option on fault finding until the problems arise.

Routine water flushing is ongoing throughout the town, with no known complaints received. As part of standard practice, residents are advised that mild discolouration may occur during this process. If any discolouration is noticed, running water for a short period should help clear it.

Pending Water Visit – Tropical Health

Representatives from Environmental Health Services will be on-site from 3–7 March to engage with the local council water crew. This visit will focus on discussions around the *Safe & Healthy Drinking Water Program*, as well as water quality and operational matters. Council Water operators maintain an existing working relationship with the Public Health team since 2018, and will be key contacts during the visit. Council looks forward to the discussions and ongoing collaboration to support safe and reliable water services.

Item 2: Animal Management

Item 2.1 – Horse Management Plan

As part of the ongoing efforts to engage with the community, the Horse Management Plan continues to encourage residents interested in claiming horses to complete the relevant RBE forms. While forms were made available at the Biosecurity meeting in October 2024, there has not been significant uptake of the forms thus far.

During the wet season, Council is using this period to continue community consultation and raise awareness about the process for claiming horses. Key messages are being sent out to further engage residents and encourage those who intend to nominate for a horse or horses to complete and return these RBE forms. Forms are available for distribution at the Council office reception.

The forms are a crucial first step in the process of claiming a horse, as they identify the property where the horse will be kept and link the owner's details to the animal. These forms are available for collection upon request at the Council Administration Building. Completed forms should be returned to Biosecurity Queensland for processing. There is no cost associated with the registration, and it remains valid for three years.

Council encourages all residents with an interest in claiming a wandering horse to take action during this consultation period and complete the necessary documentation.

Item 2.2 – Animal Control Officer – Animal Census

The recent Animal Census for dogs and cats was carried out on 15th and 16th October 2024 with assistance from Tropical Health Services and members of Hopevale Council both in attendance. The last Census was undertaken in June 2022.

The Animal Census is to provide vital information to Council, such as, the number of animals and owner details, and the number of abandoned animals. It will also give data on what animals would require veterinary treatments.

Results of Census are as follows:

Animal Census Results

1. 300 Dogs (119 male, 115 Female, 66 unknown)
2. 3 Cats (2 female, 1 unknown)
3. 16 dogs confirmed as desexed by owners
4. Owners requested desexing of 21 dogs and 2 cats
5. Owners requested euthanasia of 5 dogs

Item 2.3 - Veterinary Community Visit – Proposed for 2025

The **next Vet visit is now proposed for end of March 2025**. Date yet to be confirmed.

The information gathered from the recent Census results above will be helpful for any future Vet visits.

The Vet will be continuing to provide the following services: desexing, vaccinations, medications for flea, tick and worming, mange, and microchipping.

The Vet will be utilising Council's Animal Control facilities and the impound areas.

Item 3: Open Spaces

Item 3.1 - Open Spaces Operations

The Open Spaces Unit is dedicated to enhancing the town's aesthetics and maintaining cleanliness through regular refuse collection, which is carried out three times a week. In addition, the unit assists the Council's Animal Control Officer in managing and removing animals from the township and surrounding roads as needed.

Recently, the Open Spaces department underwent an HR recruitment process to fill full-time positions. Unfortunately, one of the newly appointed candidates has taken up employment outside of the community in the mining industry, leaving the team temporarily understaffed. To address this, Luke Woibo has been engaged on a short-term contract until the position can be filled by candidates selected from the recent recruitment process. HR is now going through a process to appoint next best candidate from previous recruitment drive to fill the now vacant position.

Council confirms that a worker with Open Spaces has been terminated due to abandonment of his role. The worker's continued absence resulted in his position being deemed abandoned.

As a result, Council has proceeded with recruiting and filling the role with replacement employees. The worker has been advised that if they wish to seek future employment with Council, they will need to submit a new application for any advertised vacancies.

Final administrative steps are being completed, including the removal of any remaining payroll and timesheet records associated with their respective employment.

Recent Plant & Equipment Additions:

Council has recently expanded its fleet of plant and equipment for use in parks, gardens, and open spaces maintenance. The new additions include:

- Kubota Tractor, equipped with attachments such as a slasher and an articulating side boom slasher
- Two Kubota ride-on mowers

These additions will enhance the existing equipment in the Open Spaces division, supporting ongoing efforts to maintain and beautify the town. Council recognizes the importance of creating a positive first impression for visitors as they enter the township, and this new equipment plays a key role in achieving that goal.

Service representatives will be on-site from 19 February 2025 for two days to inspect recently purchased equipment and conduct servicing on older machinery. This visit ensures all plant and equipment remain in optimal working condition, supporting Council's operational efficiency. Staff have been advised to make any relevant machinery available for inspection during this period.

Bin Collections:

A proposal is under consideration to reduce the number of bin collection days for the main township from two to one. Draft circulars are currently being reviewed by Council. This change is being proposed due to

the large area that needs to be covered and the limited size of the Parks workforce, which is also tasked with beautification projects across the town and surrounding areas.

Item 4: Cleaning Services

Item 4.1 – Cleaning Services Operations

The Cleaning Services Unit is tasked with providing cleaning services to Council properties and facilities. The unit is made up of a supervisor and two staff members, employed Monday to Thursday each week. A recent HR drive to recruit one additional cleaning staff member was unsuccessful, and as such, the recruitment process is ongoing with interviews currently being conducted by HR.

An alternate approach would be to consider a contract cleaning position and appoint them responsibilities for specific council assets.

Item 5: Workplace Health & Safety (WH&S)

Item 5.1 - Recruitment of WH&S Consultant

Council's WH&S consultant has been conducting monthly visits to Hopevale to review policies, procedures, and key risk areas. During his current visit, he is focusing on the Building Department, particularly assessing subcontractor compliance regarding licenses, insurances, and operator tickets for machinery and trucks. Additionally, he is reviewing Safe Work Method Statements to ensure they remain up to date and is working closely with the Council Building Team to strengthen safety practices.

The WH&S consultant commenced with Council on 22 July 2024 and is scheduled to return at the end of February 2025.

The WH&S report for January has been received and provided with this report to the CEO. Two minor incidents were recorded, with corrective actions implemented. An ongoing review of the subcontractor register update is also underway, alongside the evaluation of WH&S recommendations to enhance compliance and safety measures.

During the current reporting period the following events were recorded:

- **Incident Reports – 2 new incidents to report**
- **Workers Compensation Claims – 0 new work cover claims to report**

Item 6: Building & Construction

Please refer to finance report for details

HVASC General

A new process has been implemented to ensure that works are completed within reasonable timeframes. This "Expected Time of Completion" (ETC) will now be assigned to all works related to New Construction, Upgrades, and Do & Charge. This measure holds contractors accountable for adhering to these timeframes. If works are not completed within the agreed ETC, work orders will be cancelled and reissued. This new process has been introduced over the past month during toolbox talks, with contractor input sought to help shape its implementation.

The ongoing weekly Toolbox meetings have proven to be an invaluable tool for improving communication across all trades. To further support work delivery, a new initiative involving a Work Program Whiteboard is now in place. This allows for direct visual updates from the trades and facilitates discussions and planning among relevant trades, prioritizing collaboration and timeframe expectations.

Regarding Workplace Health & Safety, we have been closely working with our designated WHS Officer to ensure compliance with safety protocols. This includes the use of appropriate PPE, Work Method Statements, and other safety guidelines across all work programs. The results have been positive, with no reported incidents since July 1, 2024.

HVASC look forward to working and delivering timely projects in 2025 whilst identifying and procuring new trades across all work platforms will be a focus of HVASC Building management team.

Preferred Supplier Arrangements – Tender Update

Revised tender documents for Council's Preferred Supplier Arrangements are currently being finalised, with the process expected to be completed by May 2025. This will provide all suppliers and subcontractors the opportunity to update their working rates and conditions. The new arrangements will be in place for a two-year period, with a mid-term review scheduled after 12 months to ensure ongoing alignment with Council's operational needs.

Item 7: Civil Construction

Please refer to finance report for all project details

Recommendation

That council receive and note the Operations Managers' report dated 14 February 2025.