

Cherbourg Aboriginal Shire Council



Working Papers For Council Meeting

*Held On
19 & 20 May 2021*

*Chief Executive Officer's
Report*

➤ **Tenancy Rent update and House Inspection Report:**

1) WE HAVE 36 TENANTS OWING MORE THAN \$10,000
HOWEVER OUT OF THOSE 36 TENANTS

36 (28 ARE ON REPAYMENT PLAN)
(1 PAYS CASH)
(2 ARE NON PAYERS WHOM WE ARE CHASING)
(5 TENANTS SIGNED A PAYMENT PLAN WITH US- BUT
STOP AND START THEIR DEDUCTIONS
WE ARE CHASING UP THESE PEOPLE ALSO)

2) WE HAVE 6 COUNCIL WORKERS OVER \$10 000

6 (5 ARE ON REPAYMENT PLAN PAYING EVERY FORTNIGHT)
(1 IS A NON PAYER WHOM WE ARE CHASING)

3) HOUSE INSPECTIONS HAVE BEEN DONE ON 11 STREETS SO
FAR:

BLIGH ST	CARTER ST
MILL AVE	ALAN DOUGLAS DR
OAK AVE	BARAMBAH AVE
JEROME ST	HILLVIEW ST
BEATTIE ST	MARSHALL ST
BELL ST	

➤ **Cherbourg Outstanding Report for maintenance work – Q build :**

There are concerns with outstanding Q Build maintenance work. I am working hard with Building department to get the outstanding works completed in timely way.

14.05.2

Over 181	3
between 121-180 days	7
between 91 - 120 days	6
between 61 - 90 days	54
between 31 - 60 days	45
30 days	168
Total - Unplanned	283

07.05.21

Over 181	2
between 121-180 days	7
between 91 - 120 days	7
between 61 - 90 days	34
between 31 - 60 days	58
30 days	185
Total - Unplanned	293

➤ **Cherbourg Reservoirs & associated. works:**

This week has had the first reservoir floor excavated, levelled, compacted and bearing capacity testing carried out.

The Reservoir builders dropped off their initial equipment.

The second pond has had some of its contents removed as we look to de-water that pond also.

2.

Soil testing has been carried out and the results will be used in the design of concrete lining which should be in mid next week.

We've had the surveyors on site for the second time to give us final levels on the reservoir slab, the raw water pipeline and the inlet works.

Earthworks for the generator slab have begun with clearing of the material for the new concrete slab.

The pontoon for the inlet works has been brought up to the work site.

Please find attached the photos of the site this week.



Start Up Meeting Minutes (Project Control Group Meeting No. 1)

START UP MEETING MINUTES

Owner	Cherbourg Aboriginal Shire Council
Project Name	Reservoirs Replacement and Associated Works
Project No.	B2012
Meeting No.	PCG 1
Date / Time	05/05/2021 at 10.30am
Location	Cherbourg Aboriginal Shire Council - CASC Works Department Training Room

REQUIRED ATTENDEES

Present	Apology	Name	Position	Company	Initial
	Apology	Zala Chatur	Chief Executive Officer	Cherbourg Aboriginal Shire Council	ZC
Present		Darren Lonergan	Council Engineer	Cherbourg Aboriginal Shire Council	DL
Present		David McGuire	Project Director	Principal's Representative	DM
Present		Nicole Wilson	Senior Project Manager	Principal's Representative	NW
Present		Paul Cleminson	Director of Engineering Local Government Division (DSDILGP)	Stakeholder	PC
	Apology	Christine Edwards	Associate	Slattery	CE
Present		Rhys Kilpatrick	Associate	Built Environment Collective	RK

ALL RECIPIENTS OF THESE NOTES MUST ADVISE AMENDMENTS WITHIN 48 HOURS OF RECEIPT. IF NO ADVICE IS RECEIVED, THESE NOTES ARE ACCEPTED AS ISSUED.

OPTIONAL ATTENDEES

Present	Apology	Name	Position	Company	Initial

ITEM	ISSUES / ACTIONS	ACTION BY	DUE DATE
	General Business		
1.01	Introductions	Noted	
1.02	Roles & Responsibilities of Project Control Group (PCG) <ul style="list-style-type: none"> - Cherbourg Aboriginal Shire Council – Client - Gripfast Consulting – Principal's Representative (PR) - Department of State Development, Infrastructure, Local Government and Planning – Stakeholder - Slattery – Quantity Surveyor (QS) - Built Environment Collective – Independent 	Noted	

Start Up Meeting Minutes (Project Control Group Meeting No. 1)

ITEM	ISSUES / ACTIONS	ACTION BY	DUE DATE
	Engineer/ Certifier - Water, Treatment and Filtration Solutions – Head Contractor		
1.03	Communication – Refer to Communication Plan in the Gripfast PMP	NW will issue the PMP to all parties Note: All Media/enquiries will only be by client request. No other parties are to make comment without a Gripfast consultant present or notified	
1.04	Consultancy Agreement/Signed Contracts	Noted	
1.05	Securities - Bank Guarantees x 2 (unconditional)	Noted	
Scope of Work			
2.01	Scope of Work Overview - Gannt Chart Review	WTF Solutions to provide to Gripfast an updated construction program. Monthly reporting will be benchmarked against the original construction program	
2.02	Completion of Early Works	Early works invoice has been submitted. Works to be assessed and inspected on site today by Slattery. Scope of works in the project cost sheet to be sent to David at Slattery.	
Program/Progress			
3.01	Overview of Delivery Process	Weekly Reporting to Gripfast no later than 2pm Friday afternoon.	
3.02	Project Program / Milestones	Milestones for the project will be: - Raw Water Inlet - Raw Water Pump Station Generator - New Rising Main - Supernatant Ponds - Reservoir 1 - Reservoir 2	
3.03	Weekly Progress Reports (Contractor)	Weekly photographs to be taken by WTF and sent to Gripfast Consulting every Friday by 12pm.	
3.04	Notable Public Holidays - Labour Day (04/05/21) - Royal QLD Show (11/08/21) - Queen's Birthday (04/10/21) - Christmas Period (24/12/21 to 27/12/21)	Noted	

Start Up Meeting Minutes (Project Control Group Meeting No. 1)

ITEM	ISSUES / ACTIONS	ACTION BY	DUE DATE
	- New Year's Day (01/01/22)		
	Risk Management		
4.01	Risk Register Review (Project Kick Off Workshop)	Please take the time to review and contribute to the risk register prior to starting works on site. During PCG Meetings Gripfast Consulting will look at five top risks	
4.02	Risk Management Plan	The risk management plan will be read in conjunction with the risk register	
4.03	Site Specific Issues / Restrictions	Ongoing Risk Management is to be the responsibility of WTF. WTF site specific SWMS and management plans cover additional and work-related risks.	
4.04	Safety Issues	Follow site specific processes for OH &S as set out by WTF (head contractor)	
	Budget/Approvals/Authority		
5.01	Making Recommendations <ul style="list-style-type: none"> - Endorse recommendations on the appointment and engagement of consultant appointments such as the engineer and quantity surveyor. - Seek approval to vary the project scope or budget. - Review and endorse project reports submitted by contractors 	Client PR PR	
5.02	Seek Approvals Seek approval from CASC to advance from one phase to the next and confirm the following: <ul style="list-style-type: none"> - funding sources - commitment of funds - change(s) in scope and / or additional expenditure. 	PR	
5.03	Recommend / Endorse payments The responsibility of the Principal's Representative will be to jointly manage the project on behalf of CASC from inception through to financial completion. <ul style="list-style-type: none"> - Endorse all payments to its consultants, contractors, and suppliers. - Recommend commitment of funds, expenditure of contingency sums and payments. Although the Principal's Representative will have delegated 	PR/QS	

Start Up Meeting Minutes (Project Control Group Meeting No. 1)

ITEM	ISSUES / ACTIONS	ACTION BY	DUE DATE
	authority for day-to-day management, approval will need to be sought CASC to: <ul style="list-style-type: none"> o Entering into contracts o Committing CASC funds o Change scope of works o Increase or vary the budget 		
5.05	Financial Reporting <ul style="list-style-type: none"> - Monthly (last Friday of the month) 	Noted	
5.06	Cost Planning <ul style="list-style-type: none"> - The Quantity Surveyor will monitor costs throughout the project and provide monthly reports for the PGC. 	NW to provide Slattery with <ul style="list-style-type: none"> - Breakdown of the agreed contract amount incl demolition of chemical building - Progress claim from WTF Solutions 	
5.07	Contractor Claims <ul style="list-style-type: none"> - A pro forma Invoice that must contain: <ul style="list-style-type: none"> o Supplier Company Name o Company Details (contact person, phone and email) o Company's Physical Address o ABN Number o GST Registration o Bank Details (Account Name/Number and BSB Number) o Payment Terms: Statement that payment terms are subject to the Building and Construction Industry Security of Payment Act 2002 	Requirements for contractor claims	
5.08	Cashflow to be provided monthly	Cashflow will be provided monthly and will be completed by Gripfast and Slattery	
Construction			
6.01	Project Meetings <ul style="list-style-type: none"> - Project Control Group (PCG) Monthly - Site Meetings (Generally a fortnightly basis) - Virtual Meetings (If and when required) 	Site formalities discussed with the team. Sign in and WTF to provided Gripfast with 24 hours' notice if a meeting is required. Sign out process. Induction process/daily prestart. If anyone needs to come to Cherbourg when they need to. David and Nicole will be	

Start Up Meeting Minutes (Project Control Group Meeting No. 1)

ITEM	ISSUES / ACTIONS	ACTION BY	DUE DATE
		up every fortnight for site meetings. Gripfast is there to monitor risk and progress	
6.02	Reporting <ul style="list-style-type: none"> - Monthly PCG Report - Weekly Progress Report including photographs 	Noted	
6.03	Drawing Certification by RPEQ	Linear Engineering have been engaged by WTF. BEC will ensure drawings have been signed off and endorsed.	
6.04	OH&S Safety Plans	Noted	
6.05	OH&S Incidents during Construction In the event of any OH&S incident, injury or near miss related to construction works to a contractor, staff member or visitor the following processes must occur: <ul style="list-style-type: none"> - Contractor to advise Principal's Representative, Site Manager and CASC - Appropriate medical attention is to be sought and area made safe - Head Contractor to provide a written OH&S Incident Report within 24 hours to Principal's Representative including details of the incident - If it is a notifiable incident, the Head Contractor must also notify WorkSafe immediately 	Noted	
6.06	Dilapidation Survey <ul style="list-style-type: none"> - To be completed by Head Contractor prior to commencing works and submitted to Principal's Representative. Report should include photographs particularly to areas such as council lands 	Completed WTF to provide copy of Dilap Report to Gripfast Photographs have been taken and can be provided to group.	
6.07	Asbestos / Hazardous Materials <ul style="list-style-type: none"> - The Head Contractor is to advise Principal's Representative should Asbestos or hazardous material is found on the project site - The Head Contractor will take the appropriate action to secure the site and make safe until an appropriate next step is deciphered - The Head Contractor is to contact local authorities if in doubt 	There are pipes containing asbestos still in ground on the site and under control/verified and noted in OH&S plans	
6.08	Community Billboard / Signage	WTF to install signage	no later than

Start Up Meeting Minutes (Project Control Group Meeting No. 1)

ITEM	ISSUES / ACTIONS	ACTION BY	DUE DATE
			Friday, 7 th May
6.09	<p>Communication during Construction Phase</p> <ul style="list-style-type: none"> - All site instructions to go through Principal's Representative - All requests for variation to be sent to the Principal's Representative for review prior to sending to the Quantity Surveyor for recommendation to the Client. Only once approved will any variation works takes place - The Head Contractor to liaise with Principal's Representative for scoping/construction and operational issues 	All parties can liaise with one another providing Gripfast is advised of the conversations that have occurred in writing.	
6.10	Traffic Management Plan	In Place. WTF to provide DASC & Gf with an electronic copy of the TMP.	no later than Friday, 7 th May
6.11	<p>Site Compound</p> <ul style="list-style-type: none"> - Site Hoarding to be erected - Contractor Access to Site / Deliveries set down - Rubbish collection and skip bins - Toilet's and wash amenities - Drinking water - Site sheds/power 	WTF are permitted to put up branded hoarding if they wish to do so.	
Quality			
7.01	Standards and available information	BEC is to assist Gripfast in Quality Control.	
7.02	Asbestos and Hazardous containing Materials	Liaising with Council and other bodies should there be a situation where materials or hazards are found.	
Other Business			
8.01	Questions/Other Issues	<p>NW to forward Gantt Chart highlighting the hold points, and included when inspections need to be undertaken to all sub-consultants.</p> <p>Include in weekly photographs included dot points with progress so Gripfast can track against the current program</p> <p>Slattery is requesting a full contact list.</p> <p>WTF subcontractor has requested permission to</p>	no later than Friday, 7 th May

Start Up Meeting Minutes (Project Control Group Meeting No. 1)

ITEM	ISSUES / ACTIONS	ACTION BY	DUE DATE
		<p>Purchase steel upfront for the entire works to save costs</p> <p>Caveats: ensure funds are available and Slattery to do an assessment and justification prior to approving the procurement of steel.</p> <p>DSDILGP will prioritise funds release, as soon as possible.</p> <p>Council is to set up account for the funds for this project and ledger to track expenditure – QS to liaise with CFO.</p> <p>DSDILGP to seek advice re. if project comes under budget that council may be able to use the money for any additional works related to the project.</p> <p>Future meetings and site meetings a DSDILGP rep. will attend where possible.</p> <p>Gripfast to send council a sanitised version of our project files (CASC ICCIP)</p> <p>Slattery requires key dates for assessing claims and making recommendations.</p> <p>Variations will be sent to NW and DM and Slattery and can be assessed without waiting for Gripfast. Works are insured – these costs will be treated as a variation.</p> <p>No noise restrictions noted.</p> <p>Site possession has been given to WTF.</p>	
8.02	Meeting Schedule/Next Meeting	The next site meeting will be held on Tuesday 18th May from 10.00am	
8.03	Site Investigation/Walk around	completed	

Start Up Meeting Minutes (Project Control Group Meeting No. 1)

Meeting Close: (Time) 11.40am.



Service Contract Multimedia and Website Design

Cherbourg Aboriginal Shire Council

("Council")

The person or entity named in Item 1 Clause 1

("the Contractor")

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PARTIES

CHERBOURG ABORIGINAL SHIRE COUNCIL

("Council")

THE PERSON OR ENTITY NAMED IN ITEM 1 OF CLAUSE 1

("the Contractor")

BACKGROUND

- A. Council is engaging the Contractor to deliver the Services.
- B. Council agrees to engage the Contractor, and the Contractor agrees to provide the Services, on the terms and conditions set out in this Contract.

OPERATIVE TERMS

REFERENCE SCHEDULE

1. REFERENCE SCHEDULE

Term	Detail
Contractor	Council to insert
Commencement Date	Council to insert
Expiry Date	Council to insert
Services	Council to insert
Contract Sum	Council to insert If the Contract Sum is to include a Schedule of Rates, the Schedule of Rates is to be included in Annexure 1
Invoicing Instalments	Council to insert
Council's Address for Notices	Street Address: 22 Barambah Avenue, Cherbourg Qld 4605 Postal Address: c/- Post Office, Cherbourg Qld 4605

	Email Address: ceo@cherbourg.qld.gov.au
Contractor's Address for Notices	Street Address: Council to insert
	Postal Address: Council to insert
	Email Address: Council to insert

INTRODUCTORY PROVISIONS

2. DEFINITIONS AND INTERPRETATION

- 2.1. In this Contract, unless the contrary intention appears:
- 2.1.1. **Annexure** means an annexure to this Contract.
 - 2.1.2. **Contract** means this document, and includes the Annexures.
 - 2.1.3. **Commencement Date** means the date specified in the Reference Schedule.
 - 2.1.4. **Confidential Information** means documents and information provided or made available by Council or obtained by the Contractor in connection with the delivery of the Services which are of their nature confidential or which Council has identified to the Contractor as being confidential but does not include documents and information which are in the public domain other than through a breach of this clause.
 - 2.1.5. **Contractor** means the person or entity specified as the Contractor in this Reference Schedule who is a party to this Contract and including their successors and assigns.
 - 2.1.6. **Contract Sum** means the amount specified in the Reference Schedule.
 - 2.1.7. **Council** means Cherbourg Aboriginal Shire Council, a party to this Contract.
 - 2.1.8. **Expiry Date** means the date specified in the Reference Schedule.
 - 2.1.9. **Intellectual Property Rights** includes all copyright, trade mark, design, patents or other proprietary rights, or any rights to registration of such rights existing in Australia, or elsewhere or as protected by legislation from time to time, whether created before, on or after the date of this Contract.
 - 2.1.10. **Invoicing Instalments** means the practice by which the Contractor shall be entitled to invoice the Contract Sum, as specified in the Reference Schedule and in the terms and conditions of this Contract.
 - 2.1.11. **Moral Rights** means:
 - 2.1.11.1. the right to be attributed as author;
 - 2.1.11.2. the right not to have authorship falsely attributed; and

2.1.11.3. the right of integrity of authorship,

as described in the *Copyright Act 1968* (Cth).

2.1.12. **Purchase Order** means a purchase order for Services issued by the Council with the Contractor under the terms of the Contract.

2.1.13. **Services** means the Services and/or other deliverables which the Contractor is engaged to supply under this Contract, as specified in the Reference Schedule, and in any Specification and other Annexures.

2.1.14. **Specification** includes any specification contained in Annexure 1.

2.1.15. **Statutory Requirement** includes:

2.1.15.1. any Acts, ordinances, regulations, by-laws, local laws, orders, awards and proclamations of Council, Queensland or the Commonwealth;

2.1.15.2. certificates, licences, consents, permits, approvals and requirements of any entities having jurisdiction in connection of the performance of obligations under this Contract;

2.1.15.3. fees and charges payable in connection with the foregoing.

2.1.16. **Term** means the period commencing on the Commencement Date and expiring on the Expiry Date.

2.2. In this Contract, unless the contrary contention appears:

2.1.1. Reference to:

2.1.1.1. a business day means a day that is not a public holiday in Cherbourg;

2.1.1.2. one gender includes the other genders;

2.1.1.3. the singular includes the plural and the plural includes the singular;

2.1.1.4. a person includes a partnership and a body corporate;

2.1.1.5. a party includes the party's successors and permitted assigns;

2.1.1.6. a clause, sub-clause, paragraph or schedule is to a clause, sub-clause, paragraph or schedule of this Deed;

2.1.1.7. a statute, regulation or provision of a statute or regulation ("statutory provision") includes a reference to:

(a) that statutory provision as amended or re-enacted from time to time; and

(b) a statutory provision enacted in replacement of that statutory provision; and

2.1.1.8. writing includes a reference to printing, typing and each other method of producing words in a visible form.

2.1.2. If a party consists of more than one person, this Contract binds them jointly and each of them severally.

2.1.3. Headings are for convenience only and do not affect the interpretation of this Contract.

2.1.4. Any party which is a trustee is bound in its capacity as a trustee and personally.

3. CONTRACT

3.1. This Contract commences on the Commencement Date and expires on the Expiry Date.

3.2. This Contract comprises:

3.2.1. the detail contained in the Reference Schedule;

3.2.2. the clauses of these Contract;

3.2.3. the Annexures.

3.3. Where there is any inconsistency or ambiguity between the terms set out in this Contract, the documents will be read in the following order of preference:

3.3.1. firstly, the Reference Schedule;

3.3.2. then, the clauses of this Contract, in sequential order;

3.3.3. then, the Annexures, in sequential order.

SERVICES

4. SUPPLY OF SERVICES BY PURCHASE ORDER ONLY

4.1. **Purchase Order required always**

4.1.1. The parties acknowledge and agree that the Contractor may only proceed with supplying Services once they have received a Purchase Order from Council.

4.1.2. No Services will be accepted, and Council will not be liable to accept any Services, unless a Purchase Order has been provided.

4.2. **Supply by Purchase Order**

4.2.1. Where a Purchase Order is issued by Council and given to the Contractor, the Contractor must supply Services:

4.2.1.1. after a Purchase Order has been provided;

4.2.1.2. in accordance with the terms and conditions of the Purchase Order; and

4.2.1.3. that comply with the Specification.

4.2.2. Council may issue a Purchase Order for:

4.2.2.1. any one type or item of the Services; and

4.2.2.2. Services in one lot or instalments or in such quantities as may be required from time to time.

5. GENERAL PROVISIONS ABOUT SUPPLY OF SERVICES

5.1. Timing

5.1.1. The Contractor must supply the Services punctually. However, if a time for supply of the Services is stated in a Purchase Order, Specification or anywhere else in the Contract, the Services must be supplied within the time stated in the Purchase Order, Specification or anywhere else in the Contract, as the case may be.

5.1.2. Time shall be of the essence in all cases.

5.1.3. Upon it becoming evident to the Contractor that supply of the Services is likely to be delayed, the Contractor must promptly notify Council in writing. Such notification shall not release the Contractor from its obligation to supply the Services by the due date or from any other obligation under the Contract, unless Council agrees in writing. The Contractor shall not be entitled to any increase in the Contract Price or damages, costs or expenses in connection with any delay.

5.1.4. The Contractor shall not be entitled to any extension of time for supply of the Services except with the prior written consent of Council. Council may in its sole discretion grant or refuse its consent.

5.2. Title and Intellectual Property

5.2.1. The Contractor agrees that all Intellectual Property Rights in any part of the Services and any material and drafts created as part of delivering the Services, including any changes sought by Council pursuant to this Contract, are transferred in full to the Council. Council may, in its discretion, acknowledge the Contractor in any reproduction of intellectual property but this does not amount to a retransfer or licence to the Contractor of any of the Intellectual Property Rights in any part of the Services.

5.2.2. The Contractor acknowledges that Council as the owner in the Intellectual Property Rights in any part of the Services may use, reproduce or manipulate any intellectual property delivered as part of the Services in the Services for any purpose in its sole discretion.

5.3. Acceptance

Delivery and receipt of Services shall not of itself constitute acceptance of any Services by Council, with acceptance being subject to the approval of Council on receipt.

6. QUALITY OF SERVICES

- 6.1. Unless the Specification states otherwise, all Services supplied must be in accordance with Australian Standards where such exist. Where an Australian Standard does not exist the relevant ISO Standard shall apply.
- 6.2. If no sample or standard is stated in the Specification and no Australian Standard or ISO Standard applies, the Services must be:
 - 6.2.1. of the highest standard and quality;
 - 6.2.2. fit for their stated purpose;
 - 6.2.3. carried out promptly with all due skill, care and diligence.
- 6.3. The Contractor must:
 - 6.3.1. engage and retain personnel who are able to competently provide the Services; and
 - 6.3.2. ensure that all personnel engaged in the supply of the Services have all skills and qualifications necessary to supply the Services; and
 - 6.3.3. consult regularly during the Term with Council.

7. DEFECTIVE SERVICES

- 7.1. Where, at any time during the supply of the Services or any part of the Services pursuant to a Purchase Order, Specification, or otherwise in accordance with this Contract, or after the supply of the Services pursuant to a Purchase Order, Council determines, acting reasonably, that the Services or a part of the Services do not comply with the Specification, the Purchase Order or the Contract ("Defective Services"), Council may give written notice to the Contractor of the lack of compliance, and require the Contractor to promptly supply or supply again the Services or such part of the Services as do not comply.
- 7.2. Council may, without derogating from any other right it may have on account of such unsatisfactory or defective supply, defer payment of the invoice or such part of the invoice as relates to the Defective Services until the Council has certified that the resupplied Services comply with the Specification, the Purchase Order or the Contract, as the case may be.
- 7.3. If the Contractor fails to comply with a requirement of a notice given under Clause 7.1, Council reserves the right to arrange for the supply of the Defective Services from another supplier. If under this subclause Council elects to arrange for the supply of the Defective Services from another supplier, the Contractor shall not be entitled to payment of the invoice or such part of the invoice as relates to the Defective Services.
- 7.4. All costs and expenses incurred by Council in exercising the rights of Council under Clause 7.3 shall be a debt due and payable by the Contractor to Council.

8. VARIATION OF SERVICES

- 8.1. Council may, by written notice given to the Contractor, require the Contractor to vary the Services in nature, scope or timing.
- 8.2. Without limiting the generality of the preceding subclause, Council may direct the Contractor to:
 - 8.2.1. increase, decrease or omit any part of the Services; or
 - 8.2.2. change the character or content of any part of the Services; or
 - 8.2.3. change the direction or dimensions of any part of the Services; or
 - 8.2.4. perform additional work.
- 8.3. Where Council requires a variation to the Services, the parties must negotiate in good faith a variation of the Contract Price and the time for completion of supply of the Services. If the parties cannot agree within fourteen (14) days of the day Council gives notice to the Contractor that it requires a variation, then either party may terminate this Contract.
- 8.4. The Contractor must not commence work on the variation to the Services unless and until the variation is agreed in writing by Council and the Contractor.

CONTRACT SUM

9. CONTRACT SUM

- 9.1. The Contractor agrees to supply and Council agrees to purchase the Services for the Contract Sum in accordance with the terms and conditions of the Purchase Order.
- 9.2. Unless provided otherwise in the Purchase Order the parties agree that payment of the Contract Sum shall be made in the Invoicing Instalments, and only if:
 - 9.2.1. the Contractor has provided Council with a tax invoice which clearly states the milestone or deliverable to which the Invoiced Instalment of the Contract Sum applies; and
 - 9.2.2. Council is reasonably satisfied that the milestone or deliverable in respect of which an instalment of the Contract Sum has been invoiced has been completed by the Contractor.
- 9.3. The Contractor acknowledges that the payment to which it is entitled under this clause is the Contractor's full and sole monetary compensation for discharging the Contractor's obligations under the Contract, described in or to be reasonably inferred from the Contract, in accordance with the Contract, including, without limitation:
 - 9.3.1. delivering the Services;

- 9.3.2. providing all items of work necessary for the proper delivery of the Services or the compliance of the Contractor with its other obligations under the Contract (including items which are not expressly mentioned in the Contract but which are obviously and indispensably necessary for the proper delivery of the Services or the compliance of the Contractor with its other obligations under the Contract);
 - 9.3.3. all disbursements, incidentals, sundries and outlays in connection with the delivery of the Services including travel, accommodation, meals, living expenses, provision of site office facilities, photocopying, printing and telephone fees, costs and charges;
 - 9.3.4. paying all fees, charges, costs, expenses, taxes or duties incurred by the Contractor in carrying out its obligations under the Contract;
 - 9.3.5. effecting and maintaining the insurances required under the Contract;
 - 9.3.6. attendance by the Contractor at all inductions, training, workshops and other meetings required by Council;
 - 9.3.7. all payments required to be made by the Contractor in accordance with any legislative requirement, including but not limited to fees, charges, costs, expenses, taxes, duties, levies, wages, superannuation allowances, bonuses and other payments, and payments in respect of any employees or personnel engaged by the Contractor;
 - 9.3.8. paying all royalties and other fees in connection with any patents, copyright and other Intellectual Property Rights provided by the Contractor;
 - 9.3.9. complying with all directions authorised by the Contract;
 - 9.3.10. complying with all of the Contractor's other obligations under the Contract;
 - 9.3.11. all warranties given by the Contractor under the Contract;
 - 9.3.12. complying with any Statutory Requirements applicable to the Contract; and
 - 9.3.13. all other risks borne by the Contractor under the Contract.
- 9.4. Council shall be entitled to apply any amount otherwise required to be paid to the Contractor to set off any loss or damage suffered by Council and for which Council can sue the Contractor or recover monies from the Contractor, either under this Contract or at law generally.

WARRANTIES AND INDEMNITIES

10. CONTRACTOR'S WARRANTIES

- 10.1. The Contractor warrants that as at the date of this Contract, the Contractor and/or its personnel (as the case may be) hold all necessary competencies, accreditations, qualifications, permits, clearances or other authorisations which are required for the Contractor to comply with its obligations under this Contract, and will maintain such

competencies, accreditation, qualifications, permits, clearances or other authorisations at all times during the Term.

- 10.2. The Contractor must, and must ensure that its personnel and authorised sub-contractors, in performing work associated with the Services, comply with:
 - 10.2.1. this Contract;
 - 10.2.2. all applicable Statutory Requirements;
 - 10.2.3. all relevant industry standards, codes and guidelines;
 - 10.2.4. all policies, requirements and procedures of Council which are applicable to the Services and which are publicly available or otherwise made known to the Contractor, including but not limited to Council's work health and safety policies and procedures. The Contractor warrants that it has reviewed copies of Council's policies and procedures, understands them and agrees to comply with them.
- 10.3. The Contractor must supply all personnel and equipment necessary for the proper supply or performance of the Services.
- 10.4. The Contractor warrants that it has the necessary skills and expertise to be able to competently supply Services, in accordance with this Contract and any applicable industry standard.
- 10.5. Without limiting the generality of the preceding subclauses, the Contractor warrants to Council that:
 - 10.5.1. the Contractor at all times shall be suitably qualified and experienced, and shall exercise due skill, care and diligence in delivery of the Services and otherwise discharging its obligations under this Contract;
 - 10.5.2. the Services or any part of them do not infringe the copyright, other Intellectual Property rights or Moral Rights of any third party;
 - 10.5.3. the Contractor shall deliver the Services and otherwise discharge its obligations under this Contract so that the Services, when delivered, are:
 - 10.5.3.1. fit for their stated purpose; and
 - 10.5.3.2. compliant with all the requirements of the Contract; and
 - 10.5.4. any personnel or authorised sub-contractor engaged by the Contractor to deliver or assist in the delivery of the Services hold all competencies, licenses, accreditations and qualifications which are required;
 - 10.5.5. the Contractor has undertaken all necessary enquiries and investigations to satisfy itself as to:
 - 10.5.5.1. the nature and extent of its obligations under the Contract;
 - 10.5.5.2. the completeness and accuracy of the Contract;
 - 10.5.6. **Warranties Unaffected by Variation**

The warranties remain unaffected notwithstanding any variation.

11. RISK AND INDEMNITY

- 11.1. Council (including its employees, representatives, contractors or any associated entity who performs services on behalf of Council hereunder) is not liable to the Contractor in contract, tort or otherwise whatsoever for any loss or damage (including consequential loss) to any person or property arising from performance of rights or obligations under this Contract by the Contractor or others, save to the extent the loss or damage is a consequence of the negligent acts or omissions of Council (or Council's employees, representatives, contractors or associated entities).
- 11.2. The Contractor:
 - 11.2.1. carries out its obligations under this Contract at its own risk;
 - 11.2.2. shall be liable for claims of third parties for personal injury and property damage which result from the negligence of the Contractor having due regard to the standards set out in this Contract provided that the Contractor shall not assert any claims against Council and Council shall not be liable to the Contractor for any losses, damages, liabilities or expenses (including legal costs) incurred or sustained by the Contractor.
 - 11.2.3. indemnifies Council from and against any claim, damage, loss or expense suffered by Council or others as a result of the performance of its rights and obligations under this Contract by the Contractor or the Contractor's employees and agents or as a result of or arising out of the grant of, or the exercise of, this Contract, save to the extent the loss or damage is a consequence of the negligent acts or omissions of Council.
- 11.3. Without limiting the generality of the preceding subclause, the Contractor shall be responsible for any loss or damage caused to any part of Council's information technology systems that arises because of the Contractor's wilful or negligent acts or omissions in delivering the Services.
- 11.4. The Contractor must maintain any insurances reasonably required to cover the Contractor in respect of the risks set out in this clause.
- 11.5. **Indemnity by Contractor regarding Statutory Requirements**
 - 11.5.1. The Contractor shall indemnify Council against any claim which may be brought against Council and for any loss (including Specified Loss) which may be suffered or incurred by Council relating to or arising out of or in connection with:
 - 11.5.1.1. the Contractor's failure to comply with a Statutory Requirement;
and/or
 - 11.5.1.2. any enforcement of obligations imposed on the Contractor under a Statutory Requirement,

but the indemnity will be reduced to the extent that a negligent act or omission of Council caused or contributed to the claim or loss.

11.5.2. In this clause, **Specified Loss** includes any of the following, whether direct, indirect, special or consequential:

11.5.2.1. loss of use, production, profit, income, revenue, business, contract, opportunity or anticipated saving;

11.5.2.2. liability for loss or damage suffered by third parties;

11.5.2.3. any financing costs, increase in operating costs or legal costs (on a solicitor and client basis);

11.5.2.4. any fines levied;

11.5.2.5. loss of reputation or embarrassment;

11.5.2.6. any other financial or economic loss not expressly referred to in the preceding paragraphs;

11.5.2.7. any indirect, special or consequential loss, damage, cost, expense or penalty not expressly referred to in the preceding paragraphs, howsoever arising.

NON-PERFORMANCE AND SUSPENSION

12. NON-PERFORMANCE

12.1. Without limiting any other obligation of the Contractor or right of Council under this Contract or at law where Council, acting reasonably, considers that any of the Services are not in accordance with this Contract or the Contractor fails to comply with any other obligation of the Contractor:

12.1.1. Council may direct the Contractor to re-perform the part of the Services which was not performed in accordance with this Contract, or to otherwise comply with the obligation, at the Contractor's expense and within the timeframes required by Council; and

12.1.2. if the Contractor fails to comply with such a direction then Council may, after giving reasonable notice to the Contractor:

12.1.2.1. re-perform the whole or part of the Services which was not performed in accordance with this Contract or have it performed by others; or

12.1.2.2. carry out that other obligation itself or have it carried out by others;

and the cost incurred by Council in doing so shall be a debt due and owing by the Contractor to Council.

13. SUSPENSION

- 13.1.1. Council may, acting reasonably, direct the Contractor to suspend delivery of the Services or suspend any other obligation under this Contract by giving written notice to the Contractor.
- 13.1.2. The Contractor must comply with all reasonable directions of Council in relation to a suspension, including any directions in relation to recommencement.
- 13.1.3. If Council suspends this Contract for a period exceeding one (1) month, then either party may terminate this Contract upon giving no less than one (1) week's written notice to the other. If Council recommences the Contract during the period of notice specified in the termination notice, then the termination notice shall have no effect.

END OF CONTRACT

14. END OF CONTRACT

- 14.1. This Contract will end on the earlier of:
 - 14.1.1. the Expiry Date;
 - 14.1.2. the date this Contract is terminated under Clause 14.2.
- 14.2. **Termination by Council for breach**
 - 14.2.1. This clause applies without derogating from or limiting any rights of Council under this Contract which may apply in the event of the Contractor's breach.
 - 14.2.2. If Council, acting reasonably, considers that the Contractor has breached this Contract, Council may give the Contractor a notice requiring the Contractor to remedy the breach within a reasonable time (which must be no less than five business days) ("**Breach Notice**").
 - 14.2.3. If Council, acting reasonably, considers that the breach has not been remedied within the time period allowed in the Breach Notice, Council may terminate this Contract effective immediately by notice in writing to the Contractor.
 - 14.2.4. If Council terminates this Contract in accordance with this clause, Council may recover any costs paid by Council to the Contractor for Services that were not yet supplied by the Contractor under this Contract, or for Services that were partially supplied, incompletely supplied or defectively supplied, as a liquidated debt.
- 14.3. **Termination on default**
 - 14.3.1. Council may immediately terminate this Contract by written notice to the Contractor, if at any time:

27.

- 14.3.1.1. the Contractor or a member of its staff commits a serious or persistent breach of any provision of this Contract which is incapable of being remedied to Council's reasonable satisfaction;
 - 14.3.1.2. the Contractor fails to remedy, to Council's reasonable satisfaction, a breach of any provision of this Contract within five days of receiving a notice from Council identifying the breach and requiring the breach to be remedied (or such other period as Council allows in its discretion);
 - 14.3.1.3. subject to Chapter 5 of the *Corporations Act 2001 (Cth)*, the Contractor becomes, or in the reasonable opinion of Council is in jeopardy of becoming, subject to any form of insolvency administration or bankruptcy (as the case may be);
 - 14.3.1.4. the Contractor, if a natural person, dies or becomes incapacitated by illness or injury from performing obligations under this Contract.
- 14.3.2. Council will not be liable in any way whatsoever to the Contractor for any loss or damage arising as a result of the termination of this Contract under this clause.

GENERAL PROVISIONS

15. NATURE OF RELATIONSHIP

- 15.1. The Contractor is engaged by Council as an independent contractor.
- 15.2. The Contractor and its personnel are not employees, servants, agents or partners of Council, are not authorised to bind Council in any way and must not represent, imply or hold out to any third party to the contrary.
- 15.3. Subject to the terms of this Contract, the parties acknowledge that the Contractor is solely responsible for controlling the manner in which the Contractor and its personnel deliver the Services.
- 15.4. The Contractor is solely responsible for and must solely bear:
 - 15.1.1. the cost of payment to the Contractor's personnel, of remuneration benefits;
 - 15.1.2. the payment of taxes and duties in respect of such remuneration and benefit; and
 - 15.1.3. compliance with, and costs of compliance with requirements of law with respect to the Contractor's employees or age.

16. ASSIGNMENT

- 16.1. The Contractor may not assign, sell, subcontract or otherwise transfer its rights, interests and obligations under this Contract without the prior written consent of

Council, which may be given, withheld or given subject to conditions, in Council's absolute discretion.

- 16.2. Where the Contractor is a corporation, an assignment, sale, subcontract or other transfer of rights will include any arrangement whereby the controlling shareholders of the Contractor as at the Commencement Date are changed.

17. NON-EXCLUSIVITY

- 17.1. The Contract does not confer on the Contractor an exclusive right to supply the Services to Council.
- 17.2. Council may obtain the Services or any part of the Services from an alternate supplier at any time during the Term.

18. INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION

- 18.1. The Contractor warrants to Council that it has not infringed any Intellectual Property Rights of a third party in connection with this Contract or generally in the delivery of the Services.
- 18.2. The Contractor agrees to maintain the confidence of any Confidential Information and to prevent its unauthorised disclosure to or use by any other person.
- 18.3. The Contractor warrants that it will not do anything to infringe Council's Intellectual Property Rights in any material, whether that material is provided by Council in accordance with this Contract, or whether the material is identified by the Contractor during the course of the performance of its obligations.

19. PROVISION OF DOCUMENTS

- 19.1. The Contractor agrees to provide Council with any documents that Council reasonably requires in order to:
- 19.1.1. satisfy itself about the Contractor's performance of its obligations under this Contract;
- 19.1.2. consider any other matter related or incidental to this Contract.
- 19.2. Without limiting the generality of the preceding clause, Council may request financial records, employment records, material delivered to any regulatory body or other documents produced internally by the Contractor
- 19.3. Council may use any document given by the Contractor under this clause in the way it sees fit, but subject to Council's legislative obligations, and any specific direction given by the Contractor that a document is confidential.
- 19.4. The Contractor must comply with any reasonable direction given by Council about providing the document in a different format, including in an electronic format capable of amendment.

19.5. In this clause, the term “document” has the meaning given to it by the *Acts Interpretation Act 1954*.

20. ACTS ON BEHALF OF COUNCIL

20.1. Where this Contract provides for an act to be performed by or on behalf of Council, then that act may be only be performed:

20.1.1. with a resolution of Council;

20.1.2. by a delegate of Council;

20.1.3. by a person who holds a delegation given by a person in subclause (b).

21. GENERAL PROVISIONS

21.1. Notices

21.1.1. Any notice to or by a party under this Contract must be in writing and signed by the sender or, if a corporate party, an authorised officer of the sender.

21.1.2. Any notice may be served by delivery in person or by post or transmission by email to the address of the recipient specified in the Reference Schedule.

21.1.3. If a party's addresses for notices change from what is specified in the Reference Schedule, that party must advise the other party of the address change as soon as practicable, and the newly notified address shall be the party's address for notices.

21.1.4. Notice is effective for the purposes of this Contract:

21.1.4.1. if delivered by hand to the recipient's street address:

- (a) if delivered before 5.00pm on a business day: immediately upon delivery;
- (b) if delivered after 5.00pm on a business day, or if delivered on a day that is not a business day: 8.30am the following business day;

21.1.4.2. if delivered by post to the recipient's postal address:

- (a) if the notice was posted before 5.00pm on a business day: three business days after the date the notice was posted;
- (b) if the notice was posted after 5.00pm on a business day, or if posted on a day that is not a business day: three business days after the next business day;

21.1.4.3. if transmitted by email to the recipient's email address:

- (a) if transmitted before 5.00pm on a business day: immediately upon transmission, unless the sender receives a notification of failed transmission immediately following transmission;
- (b) if transmitted after 5.00pm on a business day, or if transmitted on a day that is not a business day: at 8.30am on the next business day.

21.2. Costs

Each party will bear their own costs associated with the negotiation, preparation and execution of this Contract.

21.3. Binding on successors

This Contract shall be for the benefit of and binding upon the parties and their heirs, executors, successors and permitted assigns.

21.4. Time of the essence

Time is in all cases and in every respect of the essence of this Contract.

21.5. Further assurances

The parties must execute and deliver all documents and must do all things as are necessary for the complete performance of their respective obligations under this Contract.

21.6. Contra proferentem

The *contra proferentem* rule and other rules of construction will not apply to disadvantage a party whether that party put the clause forward, was responsible for drafting all or part of it or would otherwise benefit from it.

21.7. Entire understanding

21.7.1. This document contains the entire understanding and agreement between the parties as to the subject matter of this document.

21.7.2. All previous negotiations, understandings, representations, warranties, memoranda or commitments about the subject matter of this document are merged in this document and are of no further effect.

21.7.3. No oral explanation or information provided by a party to another affects the meaning or interpretation of this document or constitutes any collateral agreement, warranty or understanding.

21.8. Severance

If a provision of this Contract is void or unenforceable it must be severed from this Contract and the provisions that are not void or unenforceable are unaffected by the severance.

ANNEXURE 1 SPECIFICATION

Modification is required here. This is what should contain:

- any relevant Specification;
- Schedule of Rates

EXECUTED AS AN AGREEMENT

EXECUTED by CHERBOURG ABORIGINAL
SHIRE COUNCIL in accordance with
Section 236 of the *Local Government Act*
2009 (QLD) in the presence of:

Signature of Mayor

Signature of Chief Executive Officer

Witness

INDIVIDUAL –

EXECUTED by

[full name]

in the presence of:

Signature

Witness

COMPANY –

EXECUTED by

ACN in accordance with
Section 127 of the *Corporations Act 2001*:

Director

Witness

Director/Secretary

Corporate Services Report

Corporate Services Report

April 2021



CORPORATE SERVICES

I submit this report as a general indicator of the month's duties as the Corporate Services Manager of the Cherbourg Aboriginal Shire Council. Thank you.

Finance

CASC Accountant has submitted his report to Council.

- Budget and Audit preparations have taken the most amount of time this past month. Add in insurance and asset reporting, it has been a busy time as usual for this time of year.
- Renesco has also begun superannuation assistance, teaching CASC Accountant processing procedures. I have asked him to offer the same to Accounts Payable Officer and HR.
- Finance Officer has completed her TAFE classes and is now working on finishing her remaining blocks. I have authorised time, for her to use, to complete them ASAP.
- Payroll is still in transition between Community and Corporate Services. It is hoped we will have this completed by the end of May 2021.

Housing

Housing Manager has submitted her report to Council.

- New Quarterly Report has been submitted and signed by CEO for January – March 2021. Compared to Jan- Mar quarter last year we can see improved results for rent collection. Rent Arrears re-paid has also increased by more than double, according to report. Clearly it is an indication housing messages and Council's direction overall has had an impact.
- We will be targeting tenants with arrears but no existing rental arrears repayment plan in place. Data from reports also shows we have a number of tenants that have faltered on previous plans as well. Housing will follow this issue with the next course of action being eviction, if no or little attempt is made by tenant to address this matter. There are 20 in Barber Street alone, in this situation.
- Housing has also been approached for a number of disability housing matters of late. We have a plan for addressing this issue into the future. There is definitely need for this to happen, as growing health concerns for community continue such as diabetes.

Human Resources


HR Advisor has submitted his report to Council.

This concludes my report to Council, thank you for your time.

Sam Murray | Corporate Services Manager, Cherbourg Aboriginal Shire Council



Quarterly Report

Reporting Period - Quarter - 1 JANUARY 2021 - 31st MARCH 2021	
Council: Cherbourg Aboriginal Shire Council	
Total property count	324
Total vacant tenable properties	11
Total vacant untenable properties	0
Tenanted properties	313
Total signed tenancies in place	313
Number of applicants on waitlist	272
Properties where rent discount applies	0
Rent charged for social housing	\$ 417 750-00
Rent collected for social housing	\$413,909
Total rent arrears	\$1,413,372
Number of households in arrears (current tenants)	158
Number of households on working repayment plans to pay off arrears (current tenants)	72
Rent arrears repaid (current tenants)	\$ 51 241-91
Number of households in arrears (ex-tenants)	124
Rent arrears repaid (ex-tenants)	\$ 1220-00
Signed: CHATUR ZALA	
Position: CHIEF EXECUTIVE OFFICER	
Date:	

Department of Housing and Public Works



Chatur Zala

From: Chatur Zala
Sent: Wednesday, 12 May 2021 8:45 AM
To: Antonia Jacobs
Subject: Requested Informations

Good morning Antonia,

I am preparing my council report for month of May 2021 and can I please request below information regarding :

1. How many current tenants are owing rent more than \$10,000 – I don't need names, just total number of tenants
2. How many current council employees owing rent more than \$10,000 - I don't need names, just total number of tenants
3. How many houses in got their house inspection completed

Thank-you in advance.

Kind Regards,

Chatur Zala

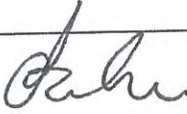


Chatur Zala | Chief Executive Officer | Cherbourg Aboriginal Shire Council
T 07 4168 1866 | M 0432 103 515 | F 07 4168 2727

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Quarterly Report

Reporting Period - Quarter JANUARY TO MARCH 2020	
Council: Cherbourg Aboriginal Shire Council	
Total property count	316
Total vacant tenantable properties	4
Total vacant untenable properties	0
Tenanted properties	316
Total signed tenancies in place	316
Number of applicants on waitlist	234
Properties where rent discount applies	0
Rent charged for social housing	\$ 460,090.00
Rent collected for social housing	\$ 376,293.00
Total rent arrears	\$ 1,820,500.00
Number of households in arrears (current tenants)	174
Number of households on working repayment plans to pay off arrears (current tenants)	85
Rent arrears repaid (current tenants)	\$ 23 159.19
Number of households in arrears (ex-tenants)	127
Rent arrears repaid (ex-tenants)	\$ 1 032.86.00
SIGNED: CHATUR ZALA 	
POSITION: CHIEF EXECUTIVE OFFICER	
DATE: 17/04/2020	

Department of Housing and Public Works



HR Report #5 –May / Jun 2021



Human Resources

Executive Summary

1. Operations Department restructure
2. Policy – Mobile and Vehicle distributed to all staff
3. Recruitment – new receptionist appointed.

Industrial Relation Issues

1. Preparing pay and reviews for Audit and end of Financial year
2. Staff abandonment of employment policy attached for Council

Staff Training

1. Forklift licencing procedures streamlined and working much better
2. Confined staff training happening soon
3. Two staff attended training in Cairns on Better Health and Housing

Other Matters

1. Payroll processing tranfer still work in progress

Mark Celledoni | Human Resources Advisor

Mobile Phone Policy

1. Purpose

- 1.1 The purpose of this Policy is to provide employees of the Cherbourg Aboriginal Shire Council (CASC) with a framework regarding the appropriate use of mobile phones. Regardless if the mobile phone is CASC supplied or private the following rules are be applied for all employees during the course of performing his or her duties in CASC's business.
- 1.2 The mobile phone is provided primarily to allow contact with the employee by other employees or customers or to enable the employee to contact CASC and its customers.

2. Commencement of Policy

- 2.1 This Policy will commence on and from 04 January 2021. It replaces all other policies or arrangements governing the usage of mobile phones (whether written or not).

3. Application of this Policy

- 3.1 This Policy applies to all employees of CASC.
- 3.2 This policy does not form part of an employee's contract of employment.

4. Using your own Mobile Phone

- 4.1 In the case of an emergency, staff may use their own mobile phones.
- 4.2 With the agreement of CASC, an employee may use his or her own mobile phone in connection with CASC's business according to the terms agreed with CASC.
- 4.3 When this occurs, CASC will pay the cost of those calls on the completion of an 'expenses claim form' by the employee. The form must be submitted with copies of mobile phone invoices for the relevant period, identifying those calls that are work-related.
- 4.4 When using his or her own mobile phone on CASC's business, an employee must not use the device in any way that may damage the legitimate interests of the CASC's business.
- 4.5 If an employee is permitted to use his or her own mobile phone in connection with CASC's business, then CASC may require the employee to produce any records arising out of or in connection with work-related use of that employee's own mobile phone, including for the purposes of justifying any claim for reimbursement.

5. Eligibility

- 5.1 An employee may be eligible to have a mobile phone if, in the view of CASC, it is deemed necessary for the appropriate performance of their position. For example, if the employee's duties require them to spend time out of the office and/or to be contactable outside the normal hours of work.

- 5.2 Alternatively, CASC may reimburse an employee for the cost of business-related phone calls made from their personal mobile phone in circumstances where the employee is not provided with a CASC mobile phone.
- 6. Use**
- 6.1 As stated in 1.2, The mobile phone is provided primarily to allow contact with the employee by other employees or customers or to enable the employee to contact CASC and its customers.
- 6.2 Employees must not use the mobile phone while operating a motor vehicle unless a 'Hands-free Car Kit' is installed in an employee's vehicle. Disciplinary action may be taken against an employee who is found using a mobile phone while driving a council vehicle.
- 6.3 Employees who have been provided with a mobile phone with email and internet access must comply with CASC's policies dealing with email and internet access where relevant. Disciplinary action may be taken against an employee who is found using an electronic device inappropriately or viewing illegal material.
- 7. Private use**
- 7.1 A CASC mobile phone is provided predominantly for work purposes. Therefore, private usage of the mobile phone should be kept to a minimum.
- 7.2 CASC has the right to monitor the phone and data usage, if CASC believes an employee is using a CASC mobile phone irresponsibly or unreasonably, then the employee may have the phone removed or be requested to reimburse CASC for excessive personal calls and/or data use. .
- 7.3 In those circumstances, the employee's phone use will continue to be closely monitored until a more reasonable proportion of business versus private use is achieved. Disciplinary action may be taken against an employee who is found using a mobile phone for excessive personal calls and/or data use.
- 7.4 An employee must not use the device in any way that may damage the legitimate interests of the CASC's business and employment relationships.
- 8. Voicemail**
- 8.1 An employee must activate the voicemail set up on their phone supplied by CASC so that calls divert to voicemail when unanswered or busy. Missed calls should be returned in a timely manner (i.e. within 2 hours) and employees should ensure they clear their voicemail regularly.
- 9. Mobile phones in meetings**
- 9.1 Mobile phones should be switched off or set to silent before entering a meeting.
- 10. Diverting fixed telephone when out of office**
- 10.1 If an employee is out of the office, the employee should divert calls coming in via their fixed telephone to their CASC mobile phone.

11. Lost, stolen or damaged CASC phones

- 11.1 CASC expects all employees who have been allocated mobile phones to take the utmost care and responsibility for them.
- 11.2 If a phone is lost, stolen or damaged, it should be reported to the CEO of their appointed delegate as soon as that event occurs.
- 11.3 Depending on the circumstances in which the phone was lost, stolen or damaged, the employee may be held responsible for costs reimbursing CASC if the mobile phone loss, damage or theft was caused or contributed to by the employee's lack of care.

12. Return of the mobile phone

- 12.1 On termination of employment or otherwise at the request of CASC, an employee who has been issued with a CASC mobile phone must return the phone to the CEO or their appointed delegate. Any battery chargers or other accessories supplied by CASC for use with the mobile phone must also be returned.

13. Work health and safety

- 13.1 The use of mobile phones in certain parts of the workplace and in vehicles can create unsafe situations or potentially unsafe situations.
- 13.2 It is illegal in all Australian states and territories to use a hand-held mobile phone while operating a vehicle. This includes, but is not limited to, talking, texting or using any other function of a mobile phone whilst the vehicle is operating
- 13.3 Supervisors and managers may issue general notices or particular notices to staff regarding the use of mobile phones if they perceive a real or potential work health and safety risk.

14. Use and disclosure of records

- 14.1 CASC may use and/or disclose any records arising out of or in connection with the use of a CASC mobile phone or work-related use of an employee's own mobile phone, including where that use or disclosure is:
 - (a) for a purpose related to the employment of any employee or related to CASC's business activities; or
 - (b) use or disclosure to a law enforcement agency in connection with an offence; or
 - (c) use or disclosure in connection with legal proceedings; or
 - (d) Use or disclosure reasonably believed to be necessary to avert an imminent threat of serious violence to any Person or substantial damage to property.
- 14.2 An employee is taken to have consented to the use and disclosure of any record arising out of or in connection with the use of a CASC mobile phone or work-related use of an employee's own mobile phone.

15. Enforcement

- 15.1 Employees must comply with the requirements of this policy. Any breach of this policy may result in disciplinary action which may include termination of employment.



- 15.2 Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension from using a mobile phone for CASC's business whether permanently or on a temporary basis.

Variations

The Cherbourg Aboriginal Shire Council reserves the right to vary, replace or terminate this policy from time to time.

Policy version and revision information

Policy Authorised by: Chatur Zala

Original issue: 12 May 2021

Review date: 12 May 2022

Workplace participant acknowledgement

I acknowledge that:

- I have received the CASC Policy;*
- that I will comply with the Policy; and*
- That there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Employee Name: _____

Signed: _____

Date: _____

Chatur Zala
Chief Executive Officer

Sean Nicholson
Mobile Phone Coordinator

Vehicle Usage Policy

1. Purpose

- 1.1 Cherbourg Aboriginal Shire Council (CASC) provides vehicles to enable its employees to perform their duties efficiently and in a cost-effective manner.
- 1.2 The use of Council vehicles in an improper or unsafe manner endangers the well-being of CASC employees and members of the community whom we serve.
- 1.3 The "Cherbourg Aboriginal Shire Council Workplace Vehicle Usage Policy" will govern the use of CASC vehicles.

2. Commencement

- 2.1 This Policy will commence on and from 01 January 2021. It replaces all other policies or dealing with Vehicle Usage, Management and Administration (whether written or not).

3. Policy Scope

- 3.1 This policy applies to all employees, agents and contractors (including temporary contractors or subcontractors) of CASC (and its related entities). This policy also applies to other drivers who have been granted usage for any vehicles owned by, or under the control of, CASC (and its related entities).
- 3.2 This policy applies during work hours and outside work hours.

4. Policy Objectives

- 4.1 The objectives of the *Cherbourg Aboriginal Shire Council Vehicle Usage, Management and Administration* policy are:
 - ❖ to ensure that vehicles owned and/or controlled by Council are utilised to meet operational requirements; and
 - ❖ to ensure that vehicles owned and/or controlled by Council are properly maintained and are functional for long-term use; and
 - ❖ to enable Council employees to perform their duties effectively and efficiently; and
 - ❖ to ensure the fair and proper administration of vehicles to users; and
 - ❖ to ensure the safe and proper use of vehicles owned and/or operated by Council;
 - ❖ And to ensure transparency and accountability for all users.

5. Vehicle Ownership

- 5.1 All vehicles remain the property of Council. Council is responsible for paying vehicle registration and insurance.

6. Vehicle Driver Requirements

- 6.1 All drivers of vehicles must hold an appropriate and current Queensland Driver's Licence (including any conditional licences where the conditions of such licence are observed during use). Drivers are to show their licence to CASC and a copy kept on file for HR and WHS purposes.

- 6.2 An "L" plate driver shall not use any vehicle without written approval and authorisation from the relevant Council manager.
- 6.2.1 Where an "L" plate driver has received written approval and authorisation from the relevant Council manager they shall be accompanied by a person holding the appropriate and current Queensland Driver's Licence.
- 6.3 All drivers of plant and vehicles shall immediately report to the relevant manager if their licence is, or will be, cancelled fully or partially and forfeit their right to use the plant and/or vehicle.
- 7. Vehicle Usage Administration**
- 7.1 All employees or persons wishing to use any of Council's vehicles shall make a formal request and await approval and authorisation from the relevant Council manager before using the vehicle.
- 7.1.1 All employees and persons requesting vehicle usage shall provide accurate information regarding their intent.
- 7.1.2 The CEO, Fleet Manager or Department Manager reserves the right to deny, rescind authorisation and approval of vehicle usage or vary the type of vehicle provided at any time.
- 7.1.3 The provision of inaccurate or misleading information at any stage of the vehicle usage request process may result in disciplinary action.
- 7.2 Authorised drivers shall conduct pre-start checks to identify actual or suspected faults or damages.
- 7.2.1 There are three main categories for vehicle issue 1) Position Issued Vehicles such as CEO, and Department Managers 2) Roll Requirement Vehicles Garbage truck, glassier truck, Spray Rig, Mechanic etc. 3) Pool vehicle, work trucks, work utes and vehicles used for transport for meetings and training.
- 7.2.2 Keys for position issued vehicles are kept by the person issued with a specific vehicle
- 7.2.3 Keys for Roll requirement and Pool Vehicles are to be kept by the Fleet Manager and Spare with the Operations Manager. These Keys are to be issued prior to use and then returned after use.
- 7.3 Council reserves the right to purchase, install and activate vehicle tracking devices on any of its assets. Assets are to be managed by the Fleet Manager and the respective department manager.
- 7.3.1 Inappropriate use of Council assets or interfering with the tracking unit may result in disciplinary action being taken by Council.
- 8. Vehicle Usage Restrictions**
- 8.1 Unless provided for by other provisions of this policy, vehicles can only be used by an employee who has been authorised to use the vehicle.
- 8.2 Unless previously authorised, vehicles shall not be used for private purposes and shall be used only for work purposes by authorised Council employees only.

- 8.3 Where authorisation is provided for private use, this is restricted to use within a 60km radius of Cherbourg QLD and does not allow for towing of leisure craft such as boats, jet skis etc. Company vehicles are also not permitted to be driven through bottle shop drive throughs, transporting alcohol or illegal substances, or similar use due to Council's stance on alcohol provision and Cherbourg's alcohol restrictions. Any requests to contravene this policy must be made in writing to the CEO.
- 8.4 Vehicles shall not be used:
- 8.4.1 for competition or rally; or
 - 8.4.2 for commercial purposes; or
 - 8.4.3 for farming practices (unless authorised); or
 - 8.4.4 for an unlawful purpose/s;
 - 8.4.5 or for other purposes prohibited by the relevant Council manager.
- 8.5 The driver of the vehicle must not wilfully or knowingly misuse, mistreat or damage the vehicle.
- 8.6 Smoking or the use of e-cigarettes is prohibited in or on any vehicles.
- 8.7 The use of mobile phones whilst driving is prohibited. The vehicle must be legally parked prior to the use of a mobile phone occurring.
- 8.8 Drivers of vehicles, or persons accompanying "L" plate drivers, shall comply with the relevant traffic legislation and regulations.

9. Vehicle Maintenance

- 9.1 Council is responsible for ensuring that all vehicles are in a roadworthy condition and is safe for use.
- 9.2 Council is responsible for communicating and ensuring that authorised drivers are aware of any serious faults before the vehicle is used.
- 9.3 The Council fleet service workshop shall immediately notify the Chief Executive Officer or their relevant supervisor where the vehicle is faulty, damaged, inappropriately used or not being properly maintained.
- 9.4 Authorised drivers have a responsibility and duty of care to the vehicles provided. This includes:
- 9.4.1 ensuring that vehicles are kept clean and presentable (this includes ensuring that the interior and exterior of the vehicle is clean and presentable); and
 - 9.4.2 ensuring that any faults and/or damages (suspected or actual) are brought to the attention of the relevant Council manager; and
 - 9.4.3 ensuring that the vehicle is ready for use by the next authorised driver; and
 - 9.4.4 conducting pre-start checks to ensure that the vehicle is functional, safe for use and actual or suspected faults can be identified; and
 - 9.4.5 ensuring that the appropriate fuel is used when refuelling the vehicle;

- 9.4.6 And taking reasonable steps to ensure that the vehicle is stored in a safe place to prevent theft, loss or damage, such as graffiti or physical damage.

10. Liability

- 10.1 A driver who is found to be under the influence of alcohol or illegal drugs in association with a crash and/or incident shall be liable for all costs associated repair of vehicles or compensation for damages.
- 10.2 Incursion of any traffic infringement fines are the responsibility of the driver at the time of the infringement.
- 10.3 Council is not liable, nor responsible, for any damages, repairs, compensation or traffic infringements fines arising from the use of vehicles by persons other than the authorised driver.
- 10.4 Council is not liable, nor responsible, for any damages, repairs, compensation or traffic infringements fines arising from the use of vehicles by authorised drivers who have their licence either fully or partially cancelled.
- 10.5 Council is not liable, nor responsible, for any damages, repairs or compensation where the vehicle has been used beyond the driver's capabilities or the vehicle's functional capabilities or for a purpose that the vehicle was not designed for.

11. Financial Management

- 11.1 Council will ensure the supply of fuel for all vehicles.
- 11.2 Council reserves the right to set preferred fuel suppliers.
- 11.3 Council shall not be financially liable for any road toll fees if the toll fee incurred was not connected to work for Council.

Variations

The Cherbourg Aboriginal Shire Council reserves the right to vary, replace or terminate this policy from time to time.

Policy version and revision information

Policy Authorised by: Chatur Zala

Original issue: 12 May 2021

Review date: 12 May 2022

Workplace participant acknowledgement

I acknowledge that:

- *I have received the CASC Policy;*
- *that I will comply with the Policy; and*
- *That there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Employee Name: _____

Signed: _____

Date: _____

Chatur Zala
Chief Executive Officer

Matthew Bock
Workshop/ Fleet Manager



Housing Report

19th & 20th MAY 2021

The months of April/May have been extremely busy for our Housing Department. Our Housing Officers have monitored all the vacant houses, and other duties. I have been busy preparing monthly statements, reconciliations, general admin work.

VACANT HOMES:

We still have a few vacant homes that are almost ready to be tenanted. We have moved tenants into a couple of houses which we are pleased about. Hopefully the other vacant homes won't take too much longer.

MEETINGS

- Blue Care
- Centrelink
- Support Services

COMPLAINTS:

- 1 dog Complaint – has been addressed immediately

HOUSE INSPECTIONS:

House inspections will recommence on the 13th May 2021. The Housing Officers will be inspecting Bulgi Street.

We are hoping to complete inspections on all houses within a couple of months if all goes well.

Antonia Jacobs
Housing Manager

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Cherbourg Aboriginal Shire Council Operating Actual Vs Budget FY 2020-2021

April

YTD Operating Income
Actual \$8.04M
Variance \$0.32M ▲4.2%

YTD Operating Expenditure
Actual \$10.02M
Variance \$0.28M ▼2.8%



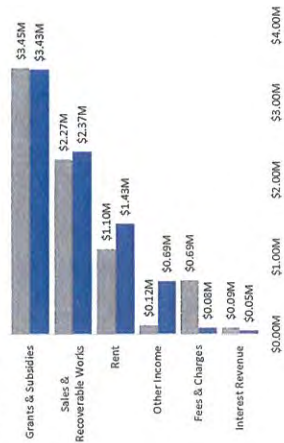
Total Income - Actual vs Budget



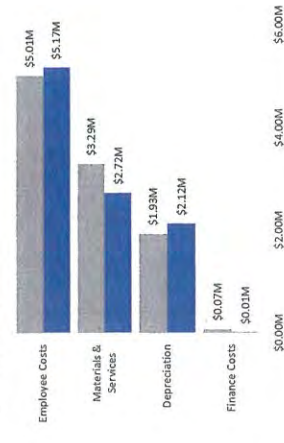
Total Expenditure - Actual vs Budget



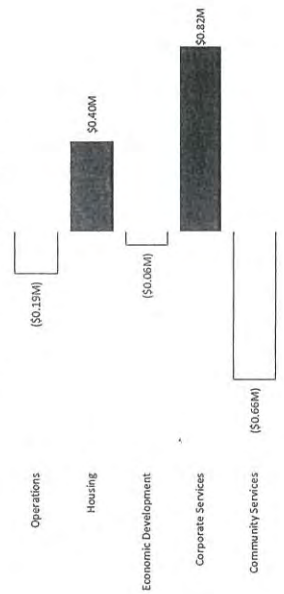
Income YTD



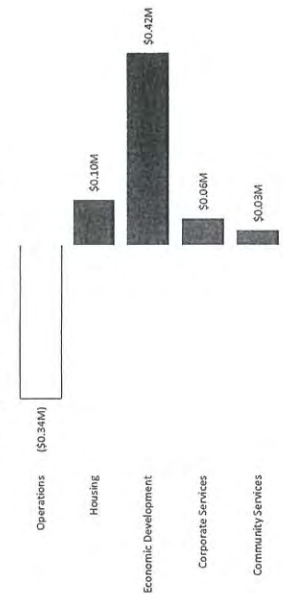
Expenditure YTD



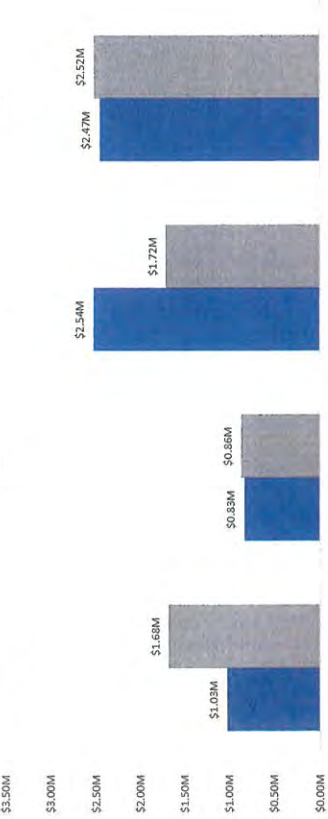
YTD Income Variance By Directorate



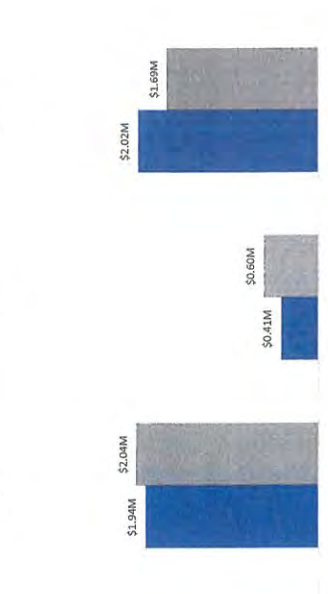
YTD Expenditure Variance By Directorate



Income Variance By Directorate



Expenditure Variance By Directorate



Whole Of Council

	April				Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ 142,002	\$ 344,823	\$ (202,821)	-58.82%	\$ 3,428,751	\$ 3,448,230	\$ (19,479)	-0.56%	✓	\$ 4,137,874
Fees & Charges	\$ 1,091	\$ 69,467	\$ (68,376)	-98.43%	\$ 80,780	\$ 694,670	\$ (613,890)	-88.37%	✗	\$ 833,616
Sales & Recoverable Works	\$ 223,627	\$ 226,668	\$ (3,041)	-1.34%	\$ 2,365,936	\$ 2,266,680	\$ 99,256	4.38%	✓	\$ 2,720,000
Interest Revenue	\$ 4,239	\$ 8,608	\$ (4,369)	-50.75%	\$ 46,393	\$ 86,080	\$ (39,687)	-46.10%	✗	\$ 103,300
Rent	\$ 133,904	\$ 110,386	\$ 23,518	21.30%	\$ 1,429,034	\$ 1,103,860	\$ 325,174	29.46%	⚠	\$ 1,324,642
Other Income	\$ 24,270	\$ 11,591	\$ 12,679	109.38%	\$ 685,387	\$ 115,910	\$ 569,477	491.31%	⚠	\$ 139,100
Total Income	\$ 529,133	\$ 771,543	\$ (242,410)	-31.42%	\$ 8,036,281	\$ 7,715,430	\$ 320,851	4.16%		\$ 9,258,532
Employee Costs	\$ 563,030	\$ 501,105	\$ 61,925	12.36%	\$ 5,170,060	\$ 5,011,050	\$ 159,010	3.17%	✓	\$ 6,013,212
Materials & Services	\$ 181,199	\$ 329,104	\$ (147,905)	-44.94%	\$ 2,724,676	\$ 3,291,040	\$ (566,364)	-17.21%	⚠	\$ 3,949,212
Depreciation	\$ 769	\$ 192,767	\$ (191,998)	-99.60%	\$ 2,122,336	\$ 1,927,670	\$ 194,666	10.10%	✗	\$ 2,313,210
Finance Costs	\$ 474	\$ 6,902	\$ (6,428)	-93.13%	\$ 5,309	\$ 69,020	\$ (63,711)	-92.31%	⚠	\$ 82,821
Total Expenditure	\$ 745,471	\$ 1,029,878	\$ (284,407)	-27.62%	\$ 10,022,381	\$ 10,298,780	\$ (276,399)	-2.68%		\$ 12,358,455
Net Surplus/(Deficit)	\$ (216,339)	\$ (258,335)	\$ 41,996	-16.26%	\$ (1,986,100)	\$ (2,583,350)	\$ 597,250	-23.12%		\$ (3,099,923)
Profit/Loss on Sale of Assets	\$ -	\$ 1,834	\$ (1,834)	-100.00%	\$ (8,515)	\$ 18,340	\$ (26,855)	-146.43%	✗	\$ 22,000
Capital Grants & Subsidies	\$ 51,857	\$ 304,755	\$ (252,898)	-82.98%	\$ 1,758,457	\$ 3,047,550	\$ (1,289,093)	-42.30%	✗	\$ 3,657,034
Capital Sales Revenue	\$ -	\$ 408,333	\$ (408,333)	-100.00%	\$ 368,068	\$ 4,083,330	\$ (3,715,262)	-90.99%	✗	\$ 4,900,000
Contributions & Donations	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Capital Expenses	\$ 1,133,979	\$ 710,991	\$ 422,988	59.49%	\$ 3,780,210	\$ 7,109,910	\$ (3,329,700)	-46.83%	⚠	\$ 8,531,859

	April				Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ 98,000	\$ 83,731	\$ 14,269	17.04%	\$ 850,655	\$ 837,310	\$ 13,345	1.59%	✓	\$ 1,004,780
Fees & Charges	\$ 1,091	\$ 69,467	\$ (68,376)	-98.43%	\$ 80,780	\$ 694,670	\$ (613,890)	-88.37%	✗	\$ 833,616
Sales & Recoverable Works	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Rent	\$ 1,364	\$ 11,033	\$ (9,669)	-87.64%	\$ 35,572	\$ 110,330	\$ (74,758)	-67.76%	✗	\$ 132,398
Other Income	\$ 3,724	\$ 4,250	\$ (526)	-12.37%	\$ 62,757	\$ 42,500	\$ 20,257	47.66%	⚠	\$ 51,000
Total Income	\$ 104,179	\$ 168,481	\$ (64,302)	-38.17%	\$ 1,029,764	\$ 1,684,810	\$ (655,046)	-38.88%		\$ 2,021,794
Employee Costs	\$ 50,150	\$ 35,193	\$ 14,957	42.50%	\$ 383,741	\$ 351,930	\$ 31,811	9.04%	✓	\$ 422,322
Materials & Services	\$ 40,478	\$ 51,231	\$ (10,753)	-20.99%	\$ 448,458	\$ 512,310	\$ (63,852)	-12.46%	⚠	\$ 614,736
Depreciation	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Total Expenditure	\$ 90,628	\$ 86,424	\$ 4,204	4.86%	\$ 832,199	\$ 864,240	\$ (32,041)	-3.71%		\$ 1,037,058
Net Surplus/(Deficit)	\$ 13,551	\$ 82,057	\$ (68,506)	-83.49%	\$ 197,565	\$ 820,570	\$ (623,005)	-75.92%		\$ 984,736
Profit/Loss on Sale of Assets	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Capital Grants & Subsidies	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Contributions & Donations	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Capital Expenses	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -

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Corporate Services

	April				Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ -	\$ 155,583	\$ (155,583)	-100.00%	\$ 1,866,844	\$ 1,555,830	\$ 311,014	19.99%	🟡	\$ 1,867,000
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	🟢	\$ -
Sales & Recoverable Works	\$ -	\$ 833	\$ (833)	-100.00%	\$ 636	\$ 8,330	\$ (7,694)	-92.36%	🟡	\$ 10,000
Interest Revenue	\$ 4,239	\$ 8,608	\$ (4,369)	-50.75%	\$ 46,393	\$ 86,080	\$ (39,687)	-46.10%	🔴	\$ 103,300
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	🟢	\$ -
Other Income	\$ 20,545	\$ 6,508	\$ 14,037	215.69%	\$ 622,530	\$ 65,080	\$ 557,450	856.56%	🟡	\$ 78,100
Total Income	\$ 24,785	\$ 171,532	\$ (146,747)	-85.55%	\$ 2,536,404	\$ 1,715,320	\$ 821,084	47.87%		\$ 2,058,400
Employee Costs	\$ 241,333	\$ 164,692	\$ 76,641	46.54%	\$ 2,270,048	\$ 1,646,920	\$ 623,128	37.84%	🔴	\$ 1,976,290
Materials & Services	\$ (76,933)	\$ 65,768	\$ (142,701)	-216.98%	\$ 5,788	\$ 657,680	\$ (651,892)	-99.12%	🟡	\$ 789,203
Depreciation	\$ -	\$ 15,128	\$ (15,128)	-100.00%	\$ 185,977	\$ 151,280	\$ 34,697	22.94%	🔴	\$ 181,540
Finance Costs	\$ 474	\$ 6,902	\$ (6,428)	-93.13%	\$ 5,309	\$ 69,020	\$ (63,711)	-92.31%	🟡	\$ 82,821
Total Expenditure	\$ 164,874	\$ 252,490	\$ (87,616)	-34.70%	\$ 2,467,122	\$ 2,524,900	\$ (57,778)	-2.29%		\$ 3,029,854
Net Surplus/(Deficit)	\$ (140,089)	\$ (80,958)	\$ (59,131)	73.04%	\$ 69,282	\$ (809,580)	\$ 878,862	-108.56%		\$ (971,454)
Profit/Loss on Sale of Assets	\$ -	\$ 1,834	\$ (1,834)	-100.00%	\$ (8,515)	\$ 18,340	\$ (26,855)	-146.43%	🔴	\$ 22,000
Capital Grants & Subsidies	\$ 8,769	\$ -	\$ 8,769	100.00%	\$ 31,872	\$ -	\$ 31,872	100.00%	🟡	\$ -
Contributions & Donations	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	🟢	\$ -
Capital Expenses	\$ -	\$ -	\$ -	0.00%	\$ 4,767	\$ -	\$ 4,767	100.00%	🟢	\$ -

Economic Development

	April			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	% Variance	Actual	Budget	% Variance		
Grants & Subsidies	\$ -	\$ 10,567	(100.00%)	\$ 80,315	\$ 105,670	(23.99%)	✗	\$ 126,800
Fees & Charges	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	✓	\$ -
Sales & Recoverable Works	\$ 223,627	\$ 260,835	(14.26%)	\$ 2,582,203	\$ 2,608,350	(1.00%)	✓	\$ 3,130,000
Interest Revenue	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	✓	\$ -
Rent	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	✓	\$ -
Other Income	\$ -	\$ 833	(833)	\$ 100	\$ 8,330	(98.80%)	⚠	\$ 10,000
Total Income	\$ 223,627	\$ 272,235	(17.86%)	\$ 2,662,618	\$ 2,722,350	(2.19%)		\$ 3,266,800
Employee Costs	\$ 166,726	\$ 194,857	(14.44%)	\$ 1,558,808	\$ 1,948,570	(20.00%)	⚠	\$ 2,338,253
Materials & Services	\$ 101,141	\$ 123,495	(18.10%)	\$ 1,201,385	\$ 1,234,950	(2.72%)	✓	\$ 1,481,933
Depreciation	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	✓	\$ -
Finance Costs	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	✓	\$ -
Total Expenditure	\$ 267,868	\$ 318,352	(15.86%)	\$ 2,760,192	\$ 3,183,520	(13.30%)		\$ 3,820,186
Net Surplus/(Deficit)	\$ (44,241)	\$ (46,117)	4.07%	\$ (97,575)	\$ (461,170)	(78.84%)		\$ (553,386)
Profit/Loss on Sale of Assets	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	✓	\$ -
Capital Grants & Subsidies	\$ -	\$ 188,408	(100.00%)	\$ 1,573,253	\$ 1,884,080	(16.50%)	✗	\$ 2,260,887
Contributions & Donations	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	✓	\$ -
Capital Expenses	\$ 835,738	\$ 588,811	41.94%	\$ 2,065,630	\$ 5,888,110	(64.92%)	⚠	\$ 7,065,712
Capital Sales Revenue	\$ -	\$ 408,333	(100.00%)	\$ 368,068	\$ 4,083,330	(90.99%)	✗	\$ 4,900,000

5.

Housing

	April				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	\$ 132,540	\$ 99,353	\$ 33,187	33.40%	\$ 1,393,462	\$ 993,530	\$ 399,932	40.25%	⬆	\$ 1,192,244
Other Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Total Income	\$ 132,540	\$ 99,353	\$ 33,187	33.40%	\$ 1,393,462	\$ 993,530	\$ 399,932	40.25%		\$ 1,192,244
Employee Costs	\$ 22,233	\$ 17,029	\$ 5,204	30.56%	\$ 171,409	\$ 170,290	\$ 1,119	0.66%	✓	\$ 204,340
Materials & Services	\$ 1,098	\$ 41,070	\$ (39,972)	-97.33%	\$ 338,410	\$ 410,700	\$ (72,290)	-17.60%	⬆	\$ 492,840
Depreciation	\$ 769	\$ 145,889	\$ (145,120)	-99.47%	\$ 1,430,597	\$ 1,458,890	\$ (28,293)	-1.94%	✓	\$ 1,750,670
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Total Expenditure	\$ 24,099	\$ 203,988	\$ (179,889)	-88.19%	\$ 1,940,415	\$ 2,039,880	\$ (99,465)	-4.88%		\$ 2,447,850
Net Surplus/(Deficit)	\$ 108,440	\$ (104,635)	\$ 213,075	-203.64%	\$ (546,954)	\$ (1,046,350)	\$ 499,396	-47.73%		\$ (1,255,606)
Profit/Loss on Sale of Assets	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Capital Grants & Subsidies	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Contributions & Donations	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Capital Expenses	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -

Operations

	April				Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ 44,002	\$ 94,942	\$ (50,940)	-53.65%	\$ 630,937	\$ 949,420	\$ (318,483)	-33.54%	✗	\$ 1,139,294
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Sales & Recoverable Works	\$ -	\$ (35,000)	\$ 35,000	-100.00%	\$ (216,903)	\$ (350,000)	\$ 133,097	-38.03%	✗	\$ (420,000)
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Other Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Total Income	\$ 44,002	\$ 59,942	\$ (15,940)	-26.59%	\$ 414,034	\$ 599,420	\$ (185,386)	-30.93%		\$ 719,294
Employee Costs	\$ 82,589	\$ 89,334	\$ (6,745)	-7.55%	\$ 786,054	\$ 893,340	\$ (107,286)	-12.01%	⚠	\$ 1,072,007
Materials & Services	\$ 115,414	\$ 47,540	\$ 67,874	142.77%	\$ 730,635	\$ 475,400	\$ 255,235	53.69%	✗	\$ 570,500
Depreciation	\$ -	\$ 31,750	\$ (31,750)	-100.00%	\$ 505,763	\$ 317,500	\$ 188,263	59.30%	✗	\$ 381,000
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Total Expenditure	\$ 198,003	\$ 168,624	\$ 29,379	17.42%	\$ 2,022,452	\$ 1,686,240	\$ 336,212	19.94%		\$ 2,023,507
Net Surplus/(Deficit)	\$ (154,001)	\$ (108,682)	\$ (45,319)	41.70%	\$ (1,608,419)	\$ (1,086,820)	\$ (521,599)	47.99%		\$ (1,304,213)
Profit/Loss on Sale of Assets	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Capital Grants & Subsidies	\$ 43,088	\$ 116,347	\$ (73,259)	-62.97%	\$ 153,331	\$ 1,163,470	\$ (1,010,139)	-86.82%	✗	\$ 1,396,147
Contributions & Donations	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Capital Expenses	\$ 298,241	\$ 122,180	\$ 176,061	144.10%	\$ 1,709,812	\$ 1,221,800	\$ 488,012	39.94%	✗	\$ 1,466,147

*Economic & Community
Development*

ECONOMIC & COMMUNITY DEVELOPMENT REPORT

May 2021

1. Executive Report
2. Joinery report
3. Building Report



Memorial Park Anzac Day with Shade Cover – W4Q3

ECONOMIC & COMMUNITY DEVELOPMENT REPORT

Executive Summary

I'm pleased that we are heading in a good direction, lots of the projects are in progress and getting completed, the new footpaths from the School to Marshall St. are being used a lot, the Cemetery project is progressing well, and construction has started on the new houses. Casual gang has been expanded and is working well – some new machinery on order will make their job easier and expand the individuals' skills.

I would like to ask the Mayor to discuss with Council – naming the new Jnr. Footy field – my suggestion for consideration is the Warren Collins Jnr Football Ground.

Cattle Farm

Bow and team have been focussing on eliminating parthenium and continue to find clumps that have re-grown. Bow and Cameron have identified work we need to do to improve fire breaks on the DOGIT, we are arranging a contractor to help where our tractors aren't large enough to do the restoration work. Cattle are under control and a public notice to horse owners to stop using Council paddocks has been issued – this is to reduce the spread of parthenium in our intense agriculture areas.

A business has presented a plan to us that requires Council discussion and decision, they want to bring 11 horses into Cherbourg property (Borangi) for a youth program for 4 months. Please see attached papers.

Recycling Facility

BoR 5 projects are in their last stages – they will complete in July – the baler is delayed due to shipping shortages. The viewing platform has been manufactured fitting will be scheduled around the normal work flow. We are testing a pop-up CRP at Nanango with a view to opening a CRP there and we are looking at putting unmanned container deposit facilities in 4 other urban centres.

Recruitment for a suitable person to run the AI project will go ahead this week. Recycling business has had a 20% improvement in volumes over last year – we are advertising regionally on radio to try and increase our footprint.

Building Department

Responsive program has had a lot of extra work with fireplace cleaning and addressing fireplace maintenance issues, gutter cleans are complete, and tree removal programs are complete for now – we have removed a lot of dangerous vegetation which will reduce risks during the next storm season. Building dept. will hand back another 6 houses (vacants) by the end of May and a further 4 units by the end of June.

Fan Program – we have managed to include a further 17 houses that were not available for inspection when we scoped the program.

Joinery

Has completed a kitchen install in Wondai. Joinery is keeping up with the work load – they are installing cupboards in houses without them in Community.

General Information

Other projects completed with the Deadly Casuals.

- -Continued to keep tidy the many vacant house yards

- -Clean up the area around the hydroponics farm
- -Clean up the abattoir and all the fire hazard risks on that site – old clothes etc.
- -More vacant blocks yard cleans completed.
- -Some dangerous trees have been removed
- -Chimney sweeping and gutter cleans

New Skills

- -Justine and Lorraine have learnt how to use the zero-turn mower.
- -Hughie working with the tee loppers has learnt to use an industrial wood chipper and stump grinder.
- -All crew have had an opportunity to drive a 1.7-tonne mini excavator and will become operators for yard work.

Out of 14 people who attended an expression of interest session we have managed to place 13 into a work place in the last month. Eric and Arthur are going to join the WTP sub-contractors this week.

Current Grant Application & Grant Progress

1. BOR 5 - 5 stages of project currently in progress.
 - a. Fuel Depot – 100% complete
 - b. Weighbridge – 100% complete
 - c. Vacuum extraction system 100% complete
 - d. Cardboard baler 50% - in progress for delivery in July
 - e. Viewing platform – 80% - scheduled for install in May
2. W4Q3 projects (\$1,100,000.00) – projects 2019-2021. – Blue = in progress. Green = completed. Black = not commenced – all projects ready to commence and progressing. All reporting up to date.
 1. Historical Precinct Upgrade – Building maintenance - \$95,000 – 100% Complete
 2. Town Pathways Extension/ Replacement - \$75,000 – repairs being done on various footpaths and a new one at the school entrance. – 100% Complete
 3. Sports Centre Upgrade - \$150,000 – 50% Complete, scoped and quoted, shed is manufactured and delivered, New contractor found.
 4. Roads & Kerbing - \$249,000 – 96% Complete
 5. Cherbourg Memorial Park Upgrade - \$18,000 – 100% completed.
 6. Cherbourg Radio Station Building Upgrade - \$80,000 – 99% complete – window to be fitted then the project is complete planned for 2 weeks' time.
 7. Security Fencing & Public Waste Bins - \$95,000 – 75% complete.
 8. Job active Hub Structural Upgrade – completed.
 9. Demolition Project - Dilapidated Buildings - \$85,000 – scoped, 100% completed.
 10. Lighting Replacement - \$28,000 – scoped – 100% Complete.
 11. Large shed ventilation & insulation Project - \$50,000 – scoped – 100% complete
 12. Convert small park to sports field - \$25,000 – scoped – 100% complete
 13. Roadway Fencing - \$100,000 – 100% complete.
 14. Cherbourg Town Entrance Beautification - \$35,000 – 100% complete – see below
 15. Sewage pump well infrastructure – Bell St. - \$80,000 – variation accepted.

3. COVID W4Q – All projects on hold DLGRMA and treasury want to withdraw substantial funding (amount to be confirmed) to help finance the WTP upgrade.
1. Cemetery Project - \$500k – Project underway works continuing May and June
 2. Skatepark - \$235k – Components ordered - EOT applied for until October 2021
 3. Office Development – Initial project completed. 100%
 4. Fuel Cell - \$80k – 100% complete – new slab laid, electrical install complete, fuel dispensing working well.
 5. Pathway - \$130k – engineer drafting a solution for water flow and soil retention at corner of Beattie and Broadway St. – 15%
 6. Security fencing - \$75k – project scoped.

Roads to Recovery

LRCI 2 – Project approved by Dept. – Must be completed by June 2021 – works being quoted at present.

Illegal Dumping Grant

Project – in progress – camera specifications received – discussions with our works department supervisor and staff and sub-contractor complete – cameras to be ordered this week.

Cultural Pathway

Full design in progress will be presented to Council late May.

Innovation Funding – AI project

Project is commencing – advert for an interested supervisor will go out this week. Software is being developed and the room is ready.

New House Program

In progress – stage 1 works in progress the SR – John Dieteren is visiting the siteworks weekly.

By: Sean Nicholson

CHERBOURG JOINERY

Current Business

We have Benches file drawers and cupboards to finish and install upstairs at the mechanics dept. Cupboards for IKC kitchen, vanities at 6 and 15 Bond St. and noticeboards and a display case for CRP Cherbourg and Kingaroy. Still waiting for info on robes for 18 Bell St. when Tim Cook manages to get access.

By Greg Tynan.

BUILDING DEPARTMENT

Current Business

Unscheduled maintenance:

- Five vacants we have on board now: 26 Fisher, 4 Marshall, 4 Beattie, 20 Bell and 56A Borchert's Hill Road.
- 17c Barambah Ave and 17b Barambah Ave will remain vacant until their upgrades internally and externally are complete.
- 17 a Barambah Ave; (Not vacant) This dwelling has started the external upgrade drainage.
- 17b Barambah (vacant complete) is having bathroom, kitchen and floor covering renovations which are now completed and yard drainage
- Responsive maintenance is running smoothly. The carpenters work has been caught up with, not many jobs left on portal for them.
- Dismods are all completed with the exception of 1 Barber handrails to external steps (now they can be installed as fabricators have made them) and 64 Barber Street ramp which was cancelled but now placed back on.

Issues

Re: Building Dept's Portal update:

This figures below are a good indication of the differences between Cherbourg Building Department and Sellwood Constructions.

NOTE the ones in red

■ [Unscheduled](#) 123
■ [Work In Progress](#) 23
[Awaiting Approval](#) 0
■ [Completed](#) 68
■ [Invoiced](#) 1179

- The unscheduled work orders are the Building Departments jobs which are mainly all glazing./Plumbing and electrical.
- Work In Progress:
- Completed: **Sellwood constructions. These have not been invoiced**

- Invoiced: both Building Dept. and Sellwood constructions

Damage Report

I have done a lot of police requests of costings for damaged homes. The last one is at 15 Broadway reported to police by myself. This place was ready to hand back from a vacant. Shang-eyes were used to cast marbles through boarded up windows and then big rocks followed.

Over the week-end of the 8th and 9th of May kids smashed up 13 Barber and 13 Bulgi (13 Bulgi was done twice). Terrible business this is!

I have ordered material to fix 13 Bulgi Street which has arrived on 10th and started the repairs.

Other places that are being repetitive to damages are: 20 Marshall and 44 Barber at present.

Workplace Health & Safety Incidents

I am concerned of the damages being done by kids and young adults. They create unsafe work places and place our teams in danger.

Other Information

Clock Tower. Has made me look like an idiot. Not so, Jim has promised me that he will have it completed by end of this Month of May 2021.

By: Neil Ubergang.

*Operations Manager's
Report*

Operations Department Report

Apr. 2021



By Darren Lonergan, Operations Manager

12th May 2021

ops@cherbourg.qld.gov.au

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Executive Summary

Works, Roads Parks and Gardens

No sub-report was received from the Works Coordinator.

Workshop

The workshop is operating effectively with the fleet being serviced on scheduled dates. Unscheduled repairs and breakdowns are being addressed in a timely manner. The workshop car hoist is being replaced. Vehicle tracking modules were ordered and delivered. They will be installed starting next week. A CAT mini-excavator was purchased and will be delivered next month.

Environmental Health and Animal Management

A new Local Government Illegal Dumping Partnerships Program (LGIDP) has recently started which services the North and South Burnett Regional and CASC Councils and funded from a state government grant.

A boil water alert implemented from 30th November until further notice is still in place.

General

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

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

ICCIP Project 1: Water Treatment Plant, Rising Main and Sewerage Pump Stations Upgrade works have reached Practical Completion with the WTP in full operation under the new infrastructure. .

ICCIP Project 2: Water Treatment Plant, Rising Main and Raw Water Intake Works Upgrade has commenced onsite with works on one reservoir and one supernatant pond.

The Drinking Water Quality Management Plan (DWQMP) review has been conducted by Viridis Consultants with the assistance of CASC and QH with the final report submitted to the regulator.

General

Training Update

EHW, Jackson Cobbo is continuing with his NWP20119 Certificate II in Water Industry Operations training course.

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

Matthew Bock continues supervising two new apprentice mechanics, Lowana Leedie and Craig Renouf. Both apprentices are now enrolled into the mechanics course at Kingaroy TAFE.

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

Events / Training

On 22 April Jackson completed the 3rd Round of Work Readiness Assessment on the NWP20119 Certificate II in Water Industry Operations training course

WHS & Monthly Toolbox Talks

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

ICCIP Projects

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

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

Project 2 Title: Replace Two Reservoirs and Associated Works.

Contract Delivery Type

Design and construct contract

Work Scope Summary

This project includes the:

- upgrade of the intake pipework into the creek wet well pump station

- replacement of the remaining section of rising main not yet replaced. Located on the upper part of the rising main connecting the WTP
- provision of a generator set to the rising main control building
- replacement of two reservoir clear water tanks
- upgrade of two supernatant ponds
- demolition works of the old dosing pump and switchboard building (Costs only)

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

- Replacement of the filter media backwash supply pump and making the tanks redundant by installing two new pumps to supply backwash water directly from the CWT.
- Replacing parts of the damaged boundary security fence
- Providing a clear and accessible fire break around the site
- Provision of a reinforced concrete driveway at the top end of the WTP

Project Manager & Principal Contractor

Project Management (Superintendent): Gripfast Consulting

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

Contract awarded (signed): 14 April 2021

Project Program / Cost

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

The PC has been awarded Possession of Site and has started works on the demolition of the reservoir tanks and pipework as well as the supernatant ponds.

Principal Contractor Claim Summary

Original Contract Sum	Claim #	Total Claimed	Approved Variations	Remaining	Retention
\$3.2m	0	\$0	\$0	\$3.2m	\$0

Gripfast Consultants project management and associated costs \$375k

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

Total costs as planned \$3.85m

Project Progress / Issues (refer Appendix A for photos)

Site works have started on the following scope items:

- replacement of two reservoir clear water tanks
 - one of the tanks and its footing has been removed with the foundations prepared for the new reinforced concrete (RC) footing
- upgrade of two supernatant ponds
 - one of the ponds has been cleaned out of vegetation and re-profiled ready for RC lining.
 - The other pond is being dewatered

Site works on this scope item is completed:

- demolition works of the old dosing pump and switchboard building (Costs only)

Non-ICCIP Works Associated with the Upgrade

These works completed by the PC include the following:

Work	Value (GST free)
Repair of the raw water leak at the rising main PSTN discharge pipe flange	\$1000 (estimated)

WTP Regulator Incident Reporting

Viridis Consulting have been engaged by CASC to assist in closing out 3 old outstanding non-conformance (incidents) water supply issues to the Regulator. These should be completed soon.

Drinking Water Quality Management Plan (DWQMP)

The revised DWQMP document by Viridis Consulting has now been produced and submitted to the regulator. This follows a CASC Water Supply onsite risk assessment workshop being chaired by Viridis Consulting at Cherbourg. CASC and QH personnel assisted with the assessments.

SWIMSlocal Software

qldWater are progressing with providing more software for councils to report entered water quality data. The software is web based and will allow the user to easily view custom made dashboards of both tabled and charted data. Dr David Scheltinga of qldWater is managing this work.

By Darren Lonergan (Operations Manager & Civil Engineer)

Works, Roads Parks and Gardens

No sub-report was received from the Works Coordinator.

Workshop

Current Business

- 37 jobs were completed, this included servicing and repair work
- 9 vehicles received annual scheduled services
- The older Gravely mower received extensive repairs to the mower deck
- 003TBD Navara broke down with fuel pump problems

- The tow behind grader blade received extensive repairs to ready it for use on the fire breaks
- All mowers received minor repairs
- All wiper snippers received servicing and minor repairs
- The workshop car hoist condition has deteriorated as it is struggling to lift up the heavier vehicles. Quotes on a new hoist were received with one being ordered. It will be fitted next month
- Vehicle tracking modules were ordered and delivered. They will be fitted next month once the vehicle policy has been updated and approved and staff training has been done
- 3 quotes for a mini excavator were obtained. This is planned for Cameron Bond's casual crew and for contractor hire.
- CAT demonstrated their mini excavator. CASC decided to purchase the CAT excavator. It will be delivered next month.

Issues

Nil

Damage Report

Nil

Workplace Health & Safety Incidents

Nil

Training Updates

Matt. has completed 75% of the fleet managers' certificate course. Both Lowana and Craig are starting there TAFE courses as part of their mechanic apprenticeship positions.

Next Month's Business Plans

- Continuation of normal workshop work
- Preparing quotes for budget
- New hoist to be received and fitted
- Vehicle tracking systems to be fitted and commissioned

Other Information

Nil

By Matthew Bock (Manager: Workshop & Fleet Services)

Environmental Health & Animal Control

Current Business

- Weekly water sampling.
- Daily Chlorine and Turbidity testing/monitoring to lift boil water alert.
- Fortnightly Mosquito Surveillance.
- Daily Checks for illegal dumping of waste.
- Weekly flush out of all main water valves.
- Daily checks on injured pets.
- Moving Livestock out of the Community.
- Upgrade currently being undertaken by contractors at both WTP.

Issues

- Boil water alert implemented from 30th November until further notice due to high Turbidity and low Chlorine in reticulation system and at Water Treatment Plant. This is being reviewed in light of improved water quality readings.

Rubbish/Waste

No illegal dumping was found during April.

A new Local Government Illegal Dumping Partnerships Program (LGIDP) has recently started which services the North and South Burnett Regional and CASC Councils and funded from a state government grant. The program employs a representative, Marina Gibson as Waste Compliance Officer from the South Burnett Regional Council. She will work with the environmental health officers from the three councils to help prevent illegal dumping via education and enforcement. Investigation and reporting of discovered illegal dump sites will assist in this.

Animal Control

- All data entered/ updated into AMRRIC computer app.

Damage Report

Nil

Workplace Health & Safety Incidents

Nil

Training Updates

- AMW, Daniel Weazel and EHW, Jackson Cobbo will attend the Healthy Housing Workshop in Cairns from 10th to 14th May.

Other Information

Animal Control Summary

	Registered Dogs	Euthanised	Registered Cats
Entire Males	199	Nil	41
Desexed Males	78	Nil	
Female	132	Nil	
Desexed Females	84	Nil	

Water & Sewerage

- Weekly verification water testing.
- Flush water mains weekly.
- Daily monitoring of effluent sewage ponds.
- Sewerage Irrigation system pumps will be turned on every 4 weeks as needed.

Water Treatment Plant and Supply Network Verification and Daily Test Summaries (Refer Appendix B).

By Jackson Cobbo, Daniel Weazel and Justin Cobus

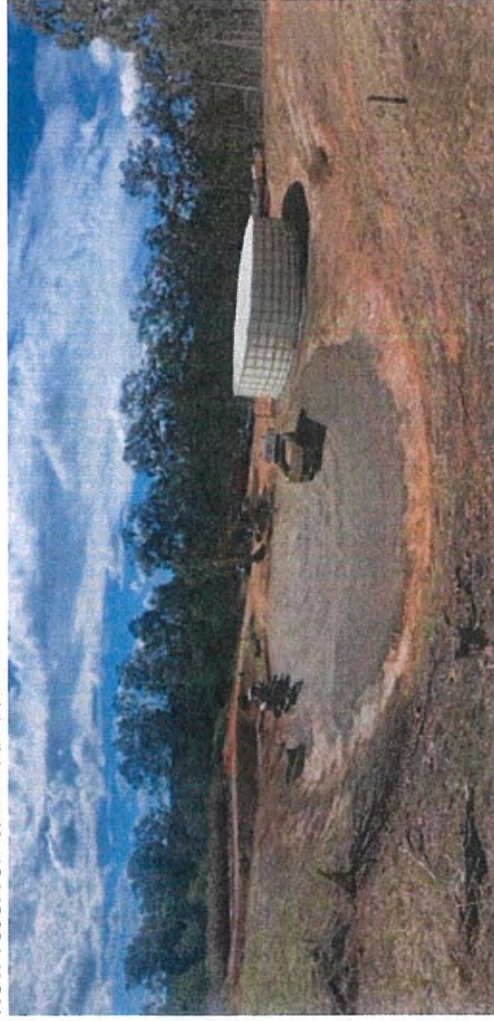
[Environmental Health Officer (Trainee), Animal Management Officer (Trainee), Water & Sewerage Operator (SCADA) Respectively]

APPENDIX A – Photos of ICCIP Stage 2 Works

Reservoir tank footing demolition



New reservoir tank foundation



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

Operational Guidelines

After Water Treatment CHERT (mpn) means most probable number			
Parameter	Investigate Results Limits	Investigate Results Limits	Unacceptable & Reportable Limits
Turbidity	<1 NTU	1-5 NTU	>5 NTU
pH	6.5 - 8.5		
Total Chlorine	<5 mg/L		
Free Chlorine	1 - 2 mg/L	0.5 - 1.8 '2 - 2.5 OK but improvement, >2.5 Too high	0 - 0.5 & >5 mg/L
Coliforms	NA		
E.Coli	0 mpn/100mL		
Total THMs	<200 microg/L		

At Reticulation System Sampling Points

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

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

*Community Services
Report*

COMMUNITY SERVICES REPORT

RADIO

All staff working well together, business as usual.

- A team member attended and spoke at a conference in Lismore 5-7th of May.
- Radio Station Manager was nominated and is successful in becoming a director of the new peak body "Queensland First Nations Media Coalition".
- Audio and Music Production (employing 2 casual positions) The short term goal is develop team members with an interest in music & production who will generate imaging etc. for the radio plus being involved in running PA systems and live streaming events for community.

IKC

Community attendance at the IKC has doubled from previous month. Agencies and

Service Providers have been using this space -

- Health & Wellbeing
- St Vinnies
- Skill Centred & Centrelink

Community have using computers to check their emails, Centrelink job searchers and children at afterschool care. One student is using venue to do homework. DVD borrowing is still popular with community. More books from State Library have arrived.

Future bookings of venue –

- ABS
- MSHS (Educational meetings)

The IKC Staff will be hosting an under 8's Fun day Tuesday 18th May.

COMMUNITY SERVICES REPORT

CHERBOURG SPORTS COMPLEX

During the last month we have been working in partnership with:

- **CRAICCHS, CTC and Cherbourg Community Health, IYCC, Uniting Care Mudjimba Women Shelter** - have been working together with Cherbourg Sports Complex to run sports competitions in our community for people from our community at the moment we are focusing on, an 8-week period now starting on 12th May 2021. Workers from each organisation will contribute to the competition. As a lead up to the community touch comp a Domestic Violence Awareness touch competition will be held at the footy field on the 5th May 2021
- **CRAICCHS** – held their family fun day at the sport complex on the 7th April 2021. Complex staff helped supervise the event.
- **CTC, QPS, CRAICCHS, Cherbourg Council, Cherbourg Community Health** – youth fun day and Run for fun Colour Run held here at the sports complex 14th April 2021. QPS organised the colour fun run event, CTC paid for some rides, contributed money to Colour Fun Run and put on BBQ and ice blocks, Cherbourg Council paid for jumping castles and put some money towards Colour Fun Run, Community Health supplied water and fruit.
- **Gert Geyer** - Complex staff and children and local artist have been working alongside Gert to paint a mural on complex wall last couple of days on school holidays. 14th – 18th April.
- **An Anonymous Donator** - as drop of some sporting clothes supplies new and used at the complex. Never had chance to thank them. (Just found out it was donated to Cherbourg Junior Rugby League and they dropped it off at the sports complex for staff to distribute to children and families).

Community organisations have used the sports complex,

Cherbourg Council – Monthly Inter agency meeting

Cherbourg SPAN Group – hold their monthly meetings at the sports complex every 2nd Thursday.

- **CRAICCHS, CTC and Cherbourg Community Health, IYCC** – has fortnightly/monthly meetings with complex staff.

COMMUNITY SERVICES REPORT

UP COMING EVENTS

- Under 8's Day – 18th May (Tomorrow)
- Gazetted Holiday (National Sorry Day) 26th May
- Services Expo – Thursday 27th May
- Multicultural Food Day - 4th June

Funded Programs

*Service Reform Project (Dept. Child Safety)

Wawida and I will complete final report for this project, completion date – June 2021.

IYCC Project (NIAA) –

Following the Youth Expo an IYCC Reference Group Meeting will be held on Tuesday 18th May.

Agenda item 1

Introduction

- Brief introductions
- Role of the Youth Advisory Reference Group
 - Mentor
 - Guide
 - Governance and Terms of Reference
- Purpose of the project
 - to Empower young people
 - Give young people a platform
 - Reconnect to culture
 - Strengthen Identity
 - Promote inclusiveness

COMMUNITY SERVICES REPORT

Agenda Item 2

Youth Forum and outcomes

- Go through forum workshops briefly
- Prioritise projects, based on forum outcome (what would benefit young people over the next three years)
 - Youth Space
 - Annual forum
 - Leadership workshops and teambuilding camps
 - Cultural exchange
 - Career expo e.g.,

Agenda Item 3

Moving forward, recommendations and suggestions

- Regularity of meetings (once a month, once every 2 weeks)
- Partnerships and commitment with stakeholders

Our community Services area has been very busy with all the events we have been organising and working towards for community members, we hope that Council will be able to attend and support.

This ends my report for the months of April/May 2021.



Edwina Stewart

Community Services Manger