

Cherbourg Aboriginal Shire
Council

Working Papers

For Council Meeting Held 20 & 21 July 2022

Reports

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

1. Minutes (Unconfimred)

MINUTES

*Cherbourg Aboriginal Shire
Council*

Held 15 & 16 June 2022

Unconfirmed

MINUTES

COUNCIL MEETING

HELD 15 & 16 JUNE 2022

Attendance

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

Officers: Chief Executive Officer- Zala
Minute Taker - Eileen Jacobs

9.45am Mayors Welcome

Sorry Business

1 minute silence held for Late - Merna Compton
Darren Lonergan

Meeting Commenced 9.45am

Councillor Obligations

Prescribed Conflict of Interest

Nil

Declarable Conflict of Interest

Nil

Minutes
Council Meeting

Register of Interest

Nil

Confirmation of Minutes

Resolution

Council resolves that the minutes of the previous council meeting held on 18 & 19 May 2022 be adopted.

Moved: Cr Fred Cobbo

Seconded: Cr Bronwyn Murray

*Motion No. 2180 Carried For Vote:
Council Voted Unanimously*

Chief Executive Officer Report

Chief Executive Officer tabled his Report

Town Clock

Mock designs for the clock were presented to council for approval.

Resolution

- 1. That Cherbourg Aboriginal Shire Council endorses all the artwork to be printed by JS Sign.*
 - 2. Invite Peter Carlo to get handprints done by Cherbourg State School Students. 3.*
- Hold official Town Clock Opening when all work is completed*

Moved: Cr Leighton Costello

Seconded: Cr Bronwyn Murray

*Motion No. 2181 Carried For Vote:
Council Voted Unanimously*

Video Monitoring System

Chief Executive Officer Recommends installing video monitoring systems in all council buildings due to unlawful incidents and workplace safety incidents.

Resolution

That Cherbourg Aboriginal Shire Council;

*Minutes
Council Meeting*

A. Obtain quotes for installation of a Camera System for the main council building followed by other council facilities

Moved: Deputy Mayor Tom Langton

Seconded: Cr Bronwyn Murray

*Motion No. 2182 Carried
For Vote: Council Voted Unanimously*

BUDGET & LONG TERM FINANCIAL PLAN 2023-2032

Recommendation regarding Cherbourg Aboriginal Shire Council Budget 2022/2023

That Cherbourg Aboriginal Shire Council:-

- 1. Adopts the Deficit budget of \$1,577,963. We have over \$3.1 million of depreciation (non-cash item)*
- 2. Councillor pay rise of 2% as per Local Government Tribunal, Employee pay rise of 3% to account current inflation rate above 5%.*
- 3. Council does not approve the Christmas Gift Card to Council Employees.*

Moved: Deputy Mayor Tom Langton

Seconded: Cr Bronwyn Murray

*Motion No. 2183 Carried For Vote:
Council Voted Unanimously*

Councillors – Microsoft Surface Pro

Some of the Councillors are having difficulties with their Apple iPads downloading reports. Suggestion is to try the Microsoft Surface Pro with the larger screens and keypads.

Resolution

That Cherbourg Aboriginal Shire Council Purchase Microsoft Surface Pro for Councillors having issues with their Apple iPads.

Moved: Cr Fred Cobbo

Seconded: Deputy Mayor Tom Langton

*Motion No. 2184 Carried For Vote:
Council Voted Unanimously*

Report Approval

That Cherbourg Aboriginal Shire Council approves the Chief Executive Officer Report.

Moved: Deputy Mayor Tom Langton

Seconded: Cr Leighton Costello

*Motion No. 2185 Carried For Vote:
Council Voted Unanimously
CORPORATE SERVICES REPORT*

The Corporate Services Report was tabled

Community Disputes

Council resolves that it does not become involved in community disputes but refer matters to the appropriate bodies.

Moved: Cr Bronwyn Murray

Seconded: Deputy Mayor Tom Langton

Motion No. 2186 Carried For Vote: Council Voted Unanimously Report Approval

That the Corporate Services Report be adopted.

Moved: Cr Leighton Costello

Seconded: Cr Fred Cobbo

*Motion No. 2187 Carried For Vote:
Council Voted Unanimously*

12.02pm Meeting Adjourned for lunch

1.00pm Meeting Recommenced

ECONOMIC & COMMUNITY DEVELOPMENT

The Economic & Community Development Report was tabled

Report Approval

That the Economic & Community Development Report be adopted.

Moved: Cr Fred Cobbo

Seconded: Cr Leighton Costello

*Motion No. 2188 Carried For Vote:
Council Voted Unanimously
OPERATIONS REPORT*

The Operations Report was tabled

Sell Bus

Fleet Manager recommends that Council sells the old 22 Seater Bus 015REK as this bus is not being used and is costing council to pay rego, insurance and inspection fees. Council has another 22 seater bus that can accommodate council's needs.

Resolution

That Cherbourg Aboriginal Shire Council sells its 22 Seater Bus – Rego 015REK as it will

- *Eliminate Unnecessary rego, insurance & inspection fees*
- *Eliminate risk of breakdowns*
- *Free up much needed storage space in workshop*

Moved: Deputy Mayor Tom Langton

Seconded: Cr Leighton Costello

*Motion No. 2189 Carried For Vote:
Council Voted Unanimously*

Report Approval

That the Operations Report be adopted.

Moved: Cr Leighton Costello

Seconded: Cr Fred Cobbo

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

COMMUNITY SERVICES REPORT

The Community Services Report was tabled

Report Approval

That the Community Services Report be adopted.

Moved: Cr Fred Cobbo

Seconded: Cr Leighton Costello

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

Traevonnah Fisher

Seeking Sporting Assistance to participate in the QRL Female Under 19 Rugby League Championship on the Gold Coast 8-12 June 2022.

Denied - Applicants are permitted only one Sporting Assistance each year.

Gulgen Care

Cr Leighton Costello Declared interest and left meeting - Chief Executive Officer is his uncle

Request for office space for the Gulgencare Organisation.

There is no suitable office space available at present, however council suggests GulgenCare inspect the space at back of Welfare Hall.

Resolution

Cherbourg Aboriginal Shire Council recommends that GulgenCare inspect the space at back of the Welfare Hall.

Moved: Deputy Mayor Tom Langton

Seconded: Cr Bronwyn Murray

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

Dept State Dev Infrastructure LG & Planning

Advice - 2021-2022 Auditor- General Report

Minister for Seniors, Disabilities ATSIP

Progress Report - Qld Govt response to recommendations of the Qld Productivity Commissions Inquiry into service delivery in remote and discrete ATSI Communities.

Gavin Tyson - Combuilt Constructions Pty Ltd

Combuilt Construction Pty Ltd is a new indigenous company advising of the services that they provide.

DATSP

Local Thriving Communities Joint Coordinating Communique

ALG

Federal Election Commitment

Dept Communities Housing & Digital Economy

Advice - Local Housing Plans

Monica Fahey

Progress Report – Genomic Analysis of Bunya

Cowboy Hats

These hats will be sold at the Cherbourg Rodeo for \$10 per hat.

Meeting Closure

Resolution

that the Cherbourg Aboriginal Shire Council meeting held on 15 June 2022 be closed at 2.16pm

Moved: Deputy Mayor Tom Langton

Seconded: Cr Fred Cobbo

Motion No. 2193 Carried For Vote: Council Voted Unanimously

MINUTES

COUNCIL MEETING

HELD 16 JUNE 2022

*Minutes
Council Meeting*

Attendance

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

Officers: Chief Executive Officer- Zala
Minute Taker - Eileen Jacobs

9.31am Mayors Welcome

9.31am Andrew Beckett – MRF Manager entered meeting

Andrew informed that he has issues in relation to MRF staff attending funerals and using personal mobile phones during work hours. The MRF was left short staffed. He asked if he could recruit staff in the wider community.

Council advised Andrew that these are operational matters that needed to be addressed with his Manager. Economic & Community Dev Manager, Chief Executive Officer and HR to discuss and draft a policy for council perusal.

9.51am Andrew Beckett – MRF Manager left meeting

9.51am Robert Ah Wing & Jackie Ruble State Library entered meeting

Robert & Jackie advised that they were introducing the Indigenous Language Workshop and were visiting the IKC.

10.00am Robert Ah Wing & Jackie Ruble State Library entered meeting

| | | | |
|---------|---------|----------------|--------------------------|
| 10.00am | Entered | Pat Vidgen | Electoral Commission Qld |
| | | Celia Nutsel | Electoral Commission Qld |
| | | Rahman | Electoral Commission Qld |
| | | Matthew Malone | |

The Electoral Commission Qld Team's mission is to identify & train locals to deliver local government elections that effectively meets the electoral needs of local communities in Queensland.

Matthew suggested various strategies that could possibly be included in the training.

Minutes
Council Meeting

| | | | |
|---------|------|----------------|--------------------------|
| 10.45am | Left | Pat Vidgen | Electoral Commission Qld |
| | | Celia Nutsel | Electoral Commission Qld |
| | | Rahman | Electoral Commission Qld |
| | | Matthew Malone | |

| | | | |
|---------|---------|--------------|------------------------------|
| 10.45am | Entered | Laura Gannon | Qld Reconstruction Authority |
| | | Julie | Qld Reconstruction Authority |

Laura & Julie presented the Burnett Multi-Hazard Resilience Strategy- the local plan. Qld Strategies for disaster resilience included Resilience Strategies and Action Plans. These are Locally Led, Regionally Co-ordinated and State Facilitated.

Council advised that The local Burnett Multi-Hazard Resilience Strategy needed to be updated and needed to include reference to the Wakka Wakka people.

| | | | |
|---------|------|--------------|------------------------------|
| 11.25am | Left | Laura Gannon | Qld Reconstruction Authority |
| | | Julie | Qld Reconstruction Authority |

| | | | |
|---------|---------|-------------|------------|
| 11.25am | Entered | Tony Goode | LGAQ |
| | | Jon Guarna | LGAQ |
| | | Simon Booth | LGAQ |
| | | Gabrielle | LGAQ Teams |
| | | Peter Carlo | |

Tony & Gabrielle are retiring from the LGAQ within the next month after 20 years. They thanked council and recounted their experiences from their time with LGAQ.

Council thanked Tony & Gabrielle for their assistance and support over the past 2 years and presented them with Emu Eggs.

| | | | |
|---------|------|-------------|------------|
| 12.00pm | Left | Tony Goode | LGAQ |
| | | Jon Guarna | LGAQ |
| | | Simon Booth | LGAQ |
| | | Gabrielle | LGAQ Teams |
| | | Peter Carlo | |

12.00pm Meeting Adjourned for lunch

2.00pm Meeting recommences

2.00pm Brett De Chastel Teams

Brett presented workshop - Managing Conflict of Interest.

2.30pm Workshop Ended

| | | | |
|--------|---------|--------------|---------------------|
| 2.30pm | Entered | Paul Mooney | Toll Global Express |
| | | Jack Simpson | Toll Global Express |

Paul is an Operations Manager & Jack is a driver with Toll Global Express. They gave a brief overview of Toll Global Express's operations. As part of Reconciliation Toll Global Express is wanting to connect and contribute to the indigenous communities through training, providing pathways etc and is willing to discuss how TGE can assist.

Further meetings are to be scheduled to discuss further.

| | | | |
|--------|------|--------------|---------------------|
| 2.30pm | Left | Paul Mooney | Toll Global Express |
| | | Jack Simpson | Toll Global Express |

3.00pm meeting closed

2. Chief Executive Officers Report

➤ **1. Internal Audit and Risk Committee:**

Council will recall that it passed resolutions earlier this year to establish an audit and risk committee which is a requirement from the Queensland Audit Office. Council agreed to appoint the Mayor and Deputy Mayor as well as two external independent members to that committee (Mark Pitt and Scott Mead). The committee meetings are also attended by the Queensland Audit Office, council's external auditor (KPMG) and a representative from Sunshine Coast Regional Council who will be assisting with our internal audits.

The first audit committee meeting was held on Monday 27 June and was a good initial meeting to begin the process. There are three issues from that meeting that Council needs to pass formal resolutions on. They relate to (i) noting the minutes of the inaugural audit and risk committee (copy attached) (ii) agreeing to appoint Mr Scott Mead as the chairperson of that committee (it is usual for a Council to have one of the independent members as the chair of the committee) and (iii) adopting the Charter for the committee which sets out its roles and responsibilities (the committee has reviewed this Charter and is happy with it).

In the future, the committee will be developing an internal audit plan. This is a plan that will identify different areas of our Council that can

benefit from independent review. The next meeting of the Audit and Risk Committee will be held on 7 October.

CEO Recommendation to Council

That in relation to the first meeting of Council's Audit and Risk Committee, Council :-

- A. Note the minutes of the first Audit and Risk Committee meeting held on 27 June 2022;
- B. Appoint Mr Scott Mead as Chairperson of the Committee as recommended by the Audit and Risk Committee pursuant to section 210 (3) of the Local Government Regulation; and
- C. Adopt the Audit and Risk Committee Charter that will guide the role and focus of the Committee.

2. Council Community Centre and Council Offices :

Planning for a new "Council Community Centre and Council Offices" get green lights 

Cherbourg Council were today pleased to host a delegation from the Queensland Department of State Development, Infrastructure, Local Government and Planning bringing a positive response to our application for funding under the Queensland Government's 2022-24 Local Government Grants and Subsidies Program (2022-24 LGGSP) The Honourable Steven Miles MP, Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning and Minister Assisting the Premier on Olympics Infrastructure has approved funding of: Planning for "Cherbourg Community Centre and Council Offices" – approved for 100% of

eligible project costs to the value of \$248,929.00 CEO Chatur Zala said this Stage 1 funding is for initial planning and costing for the new centre, “this will take us 6 to 9 months of drafting, planning and community consultations as to what the centre will look like, what the needs are for the community and the overall funding needed to get the project out of the ground”

CEO Zala said the Mayor Elvie Sandow is thrilled with today’s news, “councillors all made it crystal clear in today’s meeting, we need to build a multipurpose centre that will handle all our needs for the next 30 to 50 years for this community” he went on to add “everything and anything we do is make this community a better place”

Council has taken a long journey to get to this point, with much lobbying and presenting of concept designs to all visiting government officials over the last few years including the Premier Annastacia Palaszczuk Pictures shown here are initial architect concepts drawings that were used to support our lobbying and applications ends



Recommendation regarding Council Community Centre and Council Offices:

That Cherbourg Aboriginal Shire Council: -

1. Council form the committee including Council representatives, Department of Local government, Queensland Treasury corporation and also Project Managers.
2. Council should consider to use Grip fast consulting for the project managers.

➤ **New Accounting software – Office 365:**

Given the PCS – product of CIVICA is getting outdated and poor customer service, Cherbourg council should look for new accounting software to keep up with future needs.

What we think as a good way forward is to undertake an initial product demonstration for you and to provide an overview of the software as well as show some specific aspects of it which you are particularly interested in. In an hour's demonstration we could probably get through about five specific activities as well as the overview and questions. To help guide this we want to get you to let us know the following:

1. What specific functions would you like to see demonstrated (eg raise and approve a purchase order, make a payment, set up a new ledger account, run a report etc)? I'd suggest some of the core features or activities that you do a lot of would be good to see.
2. What concerns would you like addressed in going to the new software?
3. Are there any particular features that the software must have (eg integrations with other systems etc)?
4. It would also be good to think about the number and type of users that you will want in the system.

To help in Tim's understanding of the current GL and reporting, are you happy if I share with him a copy of the latest dashboard spreadsheet I have (which would be February)?

If you wish to proceed to formally look at a new software system then it will have to go through a procurement process seeking quotes/tenders for a new system to ensure compliance with the legislation and also that there is value for money. Noting that I don't have any experience in running the procurement for a new software system so we will probably need to think that through and see what the best way to do it will be and what options are available to achieve the outcome required. Similarly, I have very limited experience in the implementation process so again we should look to get advice on that as well so as to minimise risk as changing software systems is a major undertaking.

Recommendation regarding New Accounting software – Office 365:

That Council resolves that it: -

- A. Council should get initial demonstration of this product with Corporate services team and also the costing for the year. New Accounting software – Office 365:

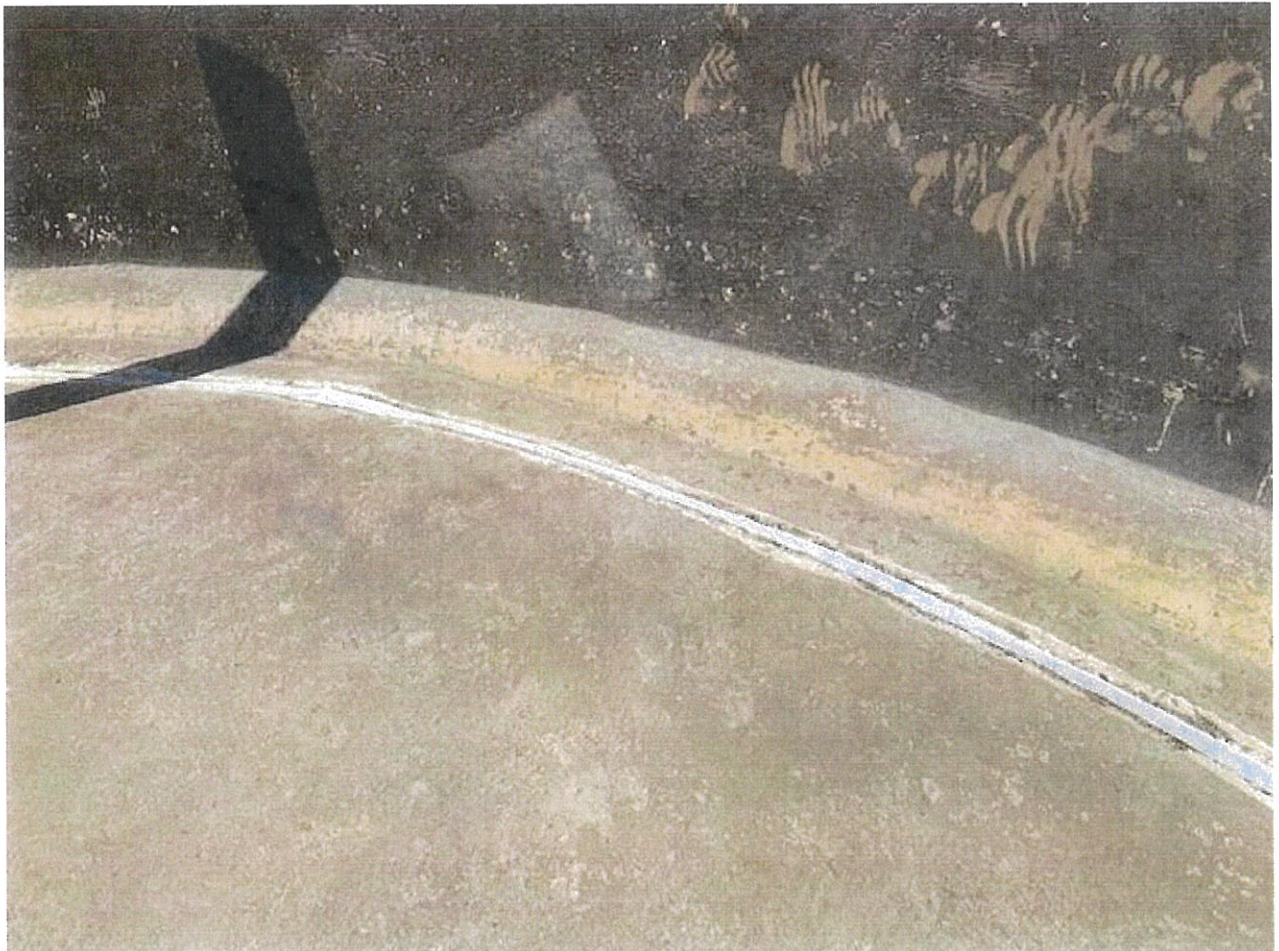
➤ Reservoir Roof Replacement:

Just an update on the reservoir roof replacement works.

This week we've removed the remaining timber roof structure and replaced the seals in the bottom of the reservoir.

The steelwork has been delivered at the metal fabrication shop. Once the posts are manufactured and galvanised we will commence the installation on site.

Our estimated scheduled completion time will be towards the end of August.





➤ **LGAQ Annual Conference 2022:**

2022 LGAQ Annual Conference

The 2022 LGAQ Annual Conference will be held on Monday 17 - Wednesday 19 October 2022 at the Cairns Convention Centre.

Date:

17th October 2022 - 19th October 2022 Every day

Location:

Cairns Convention Centre

Queensland communities deserve to be liveable ones, and this year's program is packed with speakers and topics based on this year's theme of liveability.

The 2022 LGAQ Annual Conference will also include the following:

Annual General Meeting where our sector's future policy priorities will be debated

That Council resolves that it: -

- A. Council confirms the delegation attending delegates from council attending LGAQ Conference.
- B. We have all the elected council and Ceo attends this LGAQ Conference.



Chatur Zala

Chief Executive Officer

Activities

- Ongoing SMS management
- Updated records including vehicle checks, toolbox talks, training matrix and CAR
- Completed May monthly report for MRF and WHS
- Monthly emergency equipment checks completed
- Hazard inspections completed
- Completed LGMS Internal Audits as required by LGMS
- Follow up on proposed digital message board for community
- Purchased communication head-sets for improved comms during tasks
- Conducted SSC meeting
- Reviewed Altor Online Induction for use at CASC. Not recommending at this time

Recommendations/Resolution Required

- Asbestos register – apparently Sean is now looking after this
- Control of bus hires to be reviewed. Decision now with Council
- Number of dog incidents of late is of concern. Meeting being organised to discuss solutions / actions.

Incidents/ Alerts

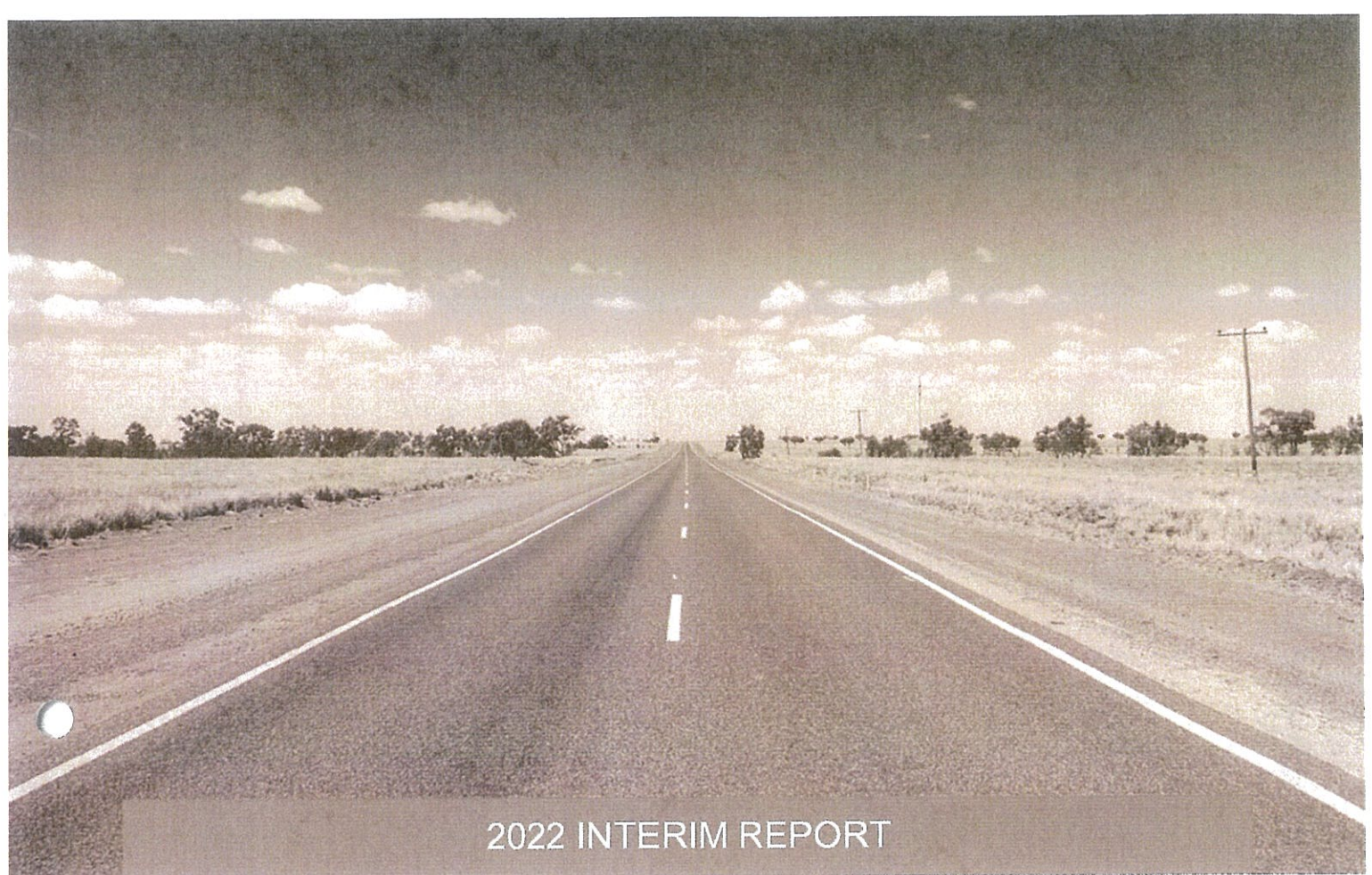
- 10 Incidents reported:
 - 06/06 tenant abused employee during a letter drop
 - 07/06 employee cut finger when a spanner slipped. Medical treatment required
 - 07/06 employee abused Supervisor
 - 08/06 tenant abused employee when they came into office
 - 09/06 community member abused staff over the phone
 - 13/06 employee reversed ute into a ditch. No damage as a result
 - 14/06 contractor fell into dam at WTP. No injury
 - 15/06 2 x employees had verbal argument
 - 20/06 employee operating forklift in an unsafe manner. When approached about this he went on a verbal rant
 - 29/06 employee slipped on steps resulting in a minor injury to his back
- 0 hazards reported
- 1 Safety Alert communicated
 - 14/06 OHS Alert – council fined for not meeting its WHS obligations
 - 14/06 WorkSafe Qld – reaction occurred when 2 chemicals were mixed
 - 28/06 WorkSafe Qld – 4 x alerts: changing forklift gas bottle, entering area without isolation, fall in unkept area, unexpected movement of plant

Training

- Safety Awareness (Induction) conducted – 11 participants

Next Month

- Emergency First response training scheduled for July 26th - 2 sessions. Provider will be Torkit Solutions (Tina) following comments from last courses with a different trainer
- Trevor and I attending LGMS Master Class in Toowoomba 13th & 14th
- Pallet racking audit scheduled for week of 11th.



2022 INTERIM REPORT

Cherbourg Aboriginal Shire Council

2022 Interim report to the Mayor

27 June 2022

DRAFT

Your ref:
Our ref: CASC FY22-Interim-Letter
Jillian Richards 07 3233 3108

27 June 2022

Councillor Elvie Sandow
Mayor
Cherbourg Aboriginal Shire Council
22 Barambah Avenue
Cherbourg QLD 4605

Dear Mayor Sandow

2022 Interim report

We present to you our interim report for Cherbourg Aboriginal Shire Council for the financial year ending 30 June 2022.

This report details the results of our risk assessment and interim work performed to 31 May 2022. In this phase we assessed the design and implementation of your internal controls, and whether they are operating effectively. The internal controls that we assessed are those key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management have implemented across the organisation.

We have also undertaken work over areas of audit focus, communicated in our external audit plan.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if they consider it to be significant. The results of your entity's audit will be included in our Local Government sector report to parliament.

If you have any questions or would like to discuss the audit report, please contact me on 3233 3108.

Yours sincerely

Jillian Richards
Partner
KPMG

Enc.

cc. Chatur Zala, Chief Executive Officer

1. Summary

We completed our audit planning phase and issued an external audit plan on 4 March 2022. This report details our audit findings from the work we performed on key controls over rates, employment expenses and materials and services expenses as well as an update on matters reported in the prior year.

Internal controls

Significant deficiencies:

- Nil raised in the current year
- 1 unresolved from prior years

Deficiencies:

- Nil raised in the current year
- 2 unresolved from prior years

Whilst our audit approach assesses the design and implementation of controls, we have adopted a substantive audit approach for the 2022 financial year.

Areas of audit focus

We have also performed work over the areas of audit focus identified in our external audit plan. Our progress against the areas of audit focus is on track and we have not identified any significant findings to report.

Milestones

- Asset valuations – Draft valuations provided to audit team and are currently being reviewed.
- Position papers on known accounting issues – Not papers provided.
- Pro forma financial statements – Pro forma financial statements have been reviewed and feedback has been provided to management.

Audit fees – On track

-

2. Areas of audit focus

In our external audit plan, we identified those classes of transactions, accounts, and balances that we considered to present the greatest risk of material misstatement to the financial statements. The following table sets out our identified areas of audit focus, including any new areas, and progress on the audit procedures conducted to address the risk.

| Risk | Description of risk | Audit response |
|------|---|---|
| 1 | Valuation of Property, plant and equipment <ul style="list-style-type: none"> • Property, plant and equipment is the most material balance in the financial statements. • Valuation involves significant estimates and judgements. | <p>We are currently in the process of reviewing the valuation reports including assessment of key methodologies, assumptions and data inputs. Matters of interest are continuing to be discussed with management and we have not identified any significant issues to date requiring reporting. We will</p> |


| | | |
|----------|---|--|
| | <ul style="list-style-type: none"> Infrastructure assets generally have long lives which require significant estimation. | provide a summary of our findings as part of our closing report. |
| 2 | Revenue Recognition <ul style="list-style-type: none"> Revenue recognition depends on the specific terms and conditions applicable to the grants Grants are a material revenue source for council | We are currently in the process of auditing Council's grant revenue for the period ended 30 April 2022 and have not identified any significant issues to date requiring reporting. |
| 3 | Completeness, existence, and accuracy of employee expenses <ul style="list-style-type: none"> Employee benefits represent approximately 33% of total expenses | We have assessed the design & implementation of relevant controls. We are currently in the process of auditing Council's employee expenses for the 10 months ended 30 April 2022. We have not identified any significant issues to date requiring reporting |
| 4 | Completeness, existence and accuracy of purchases of goods and services <ul style="list-style-type: none"> Council undertakes large projects where legislative requirements guide tendering and probity process Increase in vendor fraud attacks across Queensland | We have assessed the design & implementation of relevant controls governing procurement.. We are currently in the process of auditing Council's materials and services expenses for the 10 months ended 30 April 2022. We have not identified any significant issues to date requiring reporting |

3. Status of issues

Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of deficiencies that we identified during our interim audit are outlined further in this section. Refer to [Section 4](#) Prior year issues for the status of prior year issues.

| Internal control issues by COSO element | Number of significant deficiencies | | Number of deficiencies | | Rating |
|--|------------------------------------|------------------------------|------------------------|------------------------------|--------|
| | Current year issues | Prior year unresolved issues | Current year issues | Prior year unresolved issues | |
| Control environment <i>Structures, policies, attitudes and values that influence daily operations</i> | - | - | - | 1 | ● |
| Risk assessment <i>Processes for identifying, assessing and managing risk</i> | - | - | - | - | ● |
| Control activities <i>Implementation of policies and procedures to prevent or detect errors and safeguard assets</i> | - | - | - | 1 | ● |
| Information and communication <i>Systems to capture and communicate information to achieve reliable financial reporting</i> | - | - | - | - | ● |

| Internal control issues by COSO element | Number of significant deficiencies | | Number of deficiencies | | Rating |
|--|------------------------------------|------------------------------|------------------------|------------------------------|---|
| | Current year issues | Prior year unresolved issues | Current year issues | Prior year unresolved issues | |
| Monitoring activities <i>Oversight of internal controls for existence and effectiveness</i> | - | 1 | - | * |  |

Our ratings: **Effective** – No significant deficiencies identified; **Partially effective** – One significant deficiency identified; **Ineffective** – More than one significant deficiency identified.

No additional matters were identified during the current year.

Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



Financial reporting issues

No additional matters were identified during our Interim Audit procedures. Refer to section 4 Prior year issues for the status of prior year financial reporting issues.

| Year and status | High risk | Moderate risk | Low risk |
|--------------------------------|-----------|---------------|----------|
| Current year issues | - | - | - |
| Prior year issues – unresolved | - | - | - |

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



Financial reporting issues



 High
  Medium
  Low

Internal control issues

 Significant deficiency
  Deficiency
  Other matter

4. Prior year issues

The following table summarises the status of deficiencies, financial reporting issues and other matters reported in prior years.

| Ref. | Rating | Issue | Status |
|--------|---|---|--|
| 17FR-4 |  | <p>Council does not have an internal audit function including a documented and approved internal audit plan</p> <p>Lack of such plan increases the risk that internal audit activities are not directed towards high risk areas, and therefore that such risks are not effectively monitored and mitigated.</p> | <p><i>Work in progress</i></p> <p>Council advisor has approached Sunshine Coast Regional Council (SCRC) for their support in providing "pro bono" assistance with internal audit issues. This would entail SCRC providing us with one free internal audit per year. The internal audit support will commence after September later this year.</p> <p>Responsible officer: CEO</p> <p>Action date: 30 September 2022</p> |
| 18FR-4 |  | <p>Lack of formal oversight function</p> <p>Whilst council is not required to maintain a formal audit committee under the legislation it is necessary for this function to be undertaken and formally evidenced.</p> | <p><i>Resolved</i></p> <p>Council are in the process of setting up an Audit and Risk Committee which will be comprised of two independent experts and two councillors.</p> <p>Council have received application from two suitably strong independent candidates who will sit on the committee on a volunteer basis.</p> <p>An Audit and Risk Committee Charter has been drafted and is expected to be tabled at the first Audit and Risk Committee in June.</p> <p>Responsible officer: CEO</p> <p>Action date: 30 June 2022</p> |
| 17FR-2 |  | <p>Council's asset management plans are still in draft and have not been formally adopted or approved by the council</p> <p>Council's ability to make informed decisions is severely diminished when relevant and reliable asset performance information is not available.</p> | <p><i>Work in progress</i></p> <p>Council intend on drafting updated asset management plans in September 2022.</p> <p>Responsible officer: CEO</p> <p>Action date: 30 September 2022</p> |
| 21CR-1 |  | <p>Controls for the Tracking of Grant Revenue Obligations</p> <p>Based on our assessment of Councils' Grant register, we recommend a control is established to ensure performance obligations are documented in the register and revenue recognised in accordance with the identified performance obligations. .</p> | <p><i>Resolved pending audit clearance</i></p> <p>Council have implemented a Grant Register which outlines all grants and is updated monthly by the Financial Accountant.</p> |



qao.qld.gov.au/reports-resources/reports-parliament

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LGAQ Annual Conference 2022

CAIRNS

17-19 OCTOBER



CAIRNS CONVENTION CENTRE

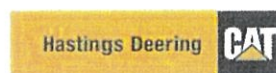
#LGAQ2022



Every Queensland
community deserves
to be a liveable one

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LGAQ 2022 ANNUAL CONFERENCE CAIRNS CONVENTION CENTRE

20

PRESIDENT'S WELCOME



MAYOR MARK JAMIESON
PRESIDENT

Welcome to the **Local Government Association of Queensland's 2022 Annual Conference** and Annual General Meeting in Cairns.

One of the great things to emerge from last year's 125th Annual Conference was the strength of our universal focus on the liveability of our communities. This is at the heart of what we do as councils every day – and it is at the core of what motivates elected members across our local government family. Fittingly, it is the central tenet of our conference this year, and across the entirety of the program.

When we say 'every Queensland community deserves to be a liveable one' this isn't just a catchphrase. It is a foundation principle and one which we – the local governments of Queensland – stand by and represent in everything we do. While some of the challenges we face are unchanged, new ones continue to emerge, particularly in the form of the rising cost of living for our residents and our communities. Arguably, one of the biggest challenges we are confronting as the level of government closest to the community is the housing crisis. While this is the focus of a dedicated session on the conference program, I have no doubt it will feature in wider discussions a number of times during our time together in Cairns.

We are fast approaching the three-quarter mark in this term of local government, so the 'What do we need to think of now?' session will be an important conversation for mayors and councillors who are looking to continue in the service of their communities, as will be our special focus on young councillors.

As always, the Council Showcase will highlight the innovation and drive that are vital to our success as councils and to the future of the communities we represent. There are sure to be some great learning opportunities for all of us in the five stories that will be on offer this year.

You'll also find something new at the conclusion of this year's conference program, and I hope your council has been able to take part in 'Queensland: It's Time to Shine', which I think is a wonderful initiative. I am really looking forward to seeing what our councils have come up with in the way of promoting their unique, local attractions.

I want to encourage everyone attending this year's conference to make the most of our time together in Cairns. Pick up some great insights from our conference speakers, but also take advantage of the all-too-rare chance to spend some time with your colleagues from across our great state. That opportunity alone, is worth its weight in gold.



WELCOME TO CAIRNS

MAYOR BOB MANNING CAIRNS REGIONAL COUNCIL



I would like to warmly welcome you to the **126th LGAQ Annual Conference**, which is being held in the best regional city in Australia – Cairns.

A vibrant and sophisticated tropical city, Cairns is the international gateway to two of the world's most precious and pristine natural wonders – the World Heritage listed Great Barrier Reef and Wet Tropics Rainforest.

It is also home to two of the world's oldest living cultures – Aboriginal and Torres Strait Islander peoples have inhabited the Cairns and Great Barrier Reef region for tens of thousands of years.

After more than two years of operating under the cloud of COVID-19 restrictions, I am happy to say that the green shoots of recovery have blossomed into fruits of prosperity for Cairns as visitors return to our city.

The unique natural attractions, enviable climate, relaxed lifestyle and friendly hospitality make Cairns one of Australia's most desirable places to live, visit and do business. It is with that same spirit that we welcome our colleagues from local governments throughout the state to this year's conference.

This annual event is an extraordinary forum that can help us find better ways to serve our communities through the sharing of our ideas, challenges and achievements.

I encourage you to get out and about and sample our city's unique lifestyle. With world-class restaurants serving up some of the best seafood, tropical fruits and local produce, along with more than 500 tourism experiences on offer across the region, I am sure you will enjoy your time in Cairns.



SUNDAY

16 October 2022

Peak Services Professional Development Course Communications Intelligence

10:00am – 12:00pm

Kim Skubris' two-hour workshop will look at how Elected Members can increase their "CI" - Communications Intelligence to increase their storytelling and message mastery for their communities

Peak Services Professional Development Course Course repeated

2:00pm – 4:00pm

Attendees must register with Peak Training prior to arriving at Conference

12:00pm – 4:30pm

Policy Executive meeting

Registration

2:00pm – 5:00pm

Delegates, observers, trade, corporate and accompanying persons



MONDAY

DAY 1

17 October 2022

8:00am - 5:00pm

Registration

Delegates, observers, trade, corporate and accompanying persons

10:30am - 5:00pm

Indigenous Leaders Forum

10:30am - 11:00am

Morning tea

11:00am - 12:30pm

Panel discussion: success of regional university centres in Queensland

12:30pm - 1:00pm

Lunch

Speed dating with LGAQ CEO, Alison Smith

1:00pm - 2:45pm

Regional Roads and Transport Group Assembly

2:45pm - 3:15pm

Afternoon tea

Council Forums

3:15pm - 5:00pm

Rural and Remote Councils
Resources Councils
SEQ Councils
Coastal Councils



CONTINUED

DAY 1

17 October 2022

5:15pm - 6:30pm

Welcoming Ceremony

5:15pm **Welcome to Country**

5:20pm **Welcome to Cairns**

Mayor Bob Manning

Response

5:30pm Mayor Mark Jamieson
LGAQ President

Sponsor address

5:35pm Tim-Fynes Clinton, Managing Partner
King & Company Solicitors

2022 LGAQ Journalism award

5:40pm The LGAQ Regional Journalism Award is dedicated to showcasing excellence in reporting in regional Queensland. The Award honours the memory of ABC journalists John Bean, Paul Lockyer and Gary Ticehurst. Listen to the official announcement of the 2022 winner, who will receive a \$15,000 prize.

5:45pm - 7:15pm

Networking drinks

Trade exhibition



TUESDAY

DAY 2

18 October 2022

8:00am – 5:00pm

Registration

Delegates, observers, trade, corporate and accompanying persons

8:30am

Welcome

Masters of Ceremonies – Mr Tim Cox, Communications Advisor, LGAQ

8:35am

Call to order and Presidential Address

Mayor Mark Jamieson, President, LGAQ

8:55am

Presentation of Policy Executive

9:00am

CEO welcome

Alison Smith, Chief Executive Officer, LGAQ

9:05am

Official opening

9:25am

Advocating for success – and when to re-set

The Hon Bruce Billson, Ombudsman, Australian Small Business and Family Enterprise

9:45am

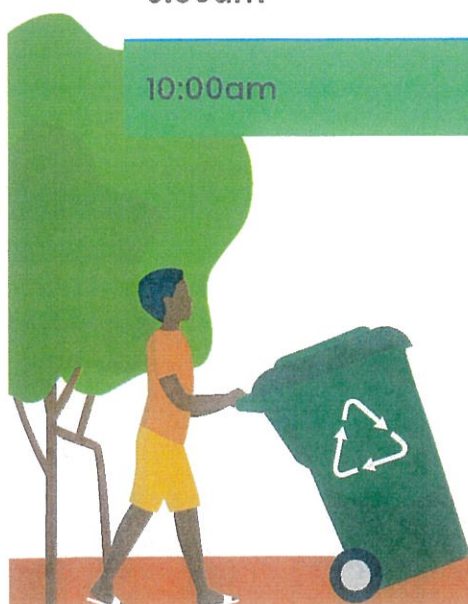
Sponsor address – Telstra

9:50am

Waste Study Tour highlights

10:00am

Morning tea



CONTINUED

DAY 2

18 October 2022

Panel session: Council segment showcases

Chaired by: Cory Heathwood, Head of Advocacy, LGAQ

Scenic Rim Regional Council: Scenic Rim farm box

10:30am

Cherbourg Aboriginal Shire Council: Game-changers: Cherbourg's facilities for the future

Flinders Shire Council: Transparency brings community benefits

Livingstone Shire Council: Positive action for climate resilience

12:00pm

Sponsor address: Brighter Super

12:05pm

Lunch

Speed dating with LGAQ CEO, Alison Smith

1:00pm

Community asset or community liability?

1:30pm

Raising the roof on the housing crisis

2:00pm

LGMS Member update and risk management awards

Ian Leckenby, Chair, LGMS

2:20pm

Sponsor address: Department of Local Government

2:25pm

Young councillor cohort

2:55pm

2022 Alison Woolla Memorial Award for Local Leadership in Preventing Domestic and Family Violence



CONTINUED

DAY 2

18 October 2022

3:10pm

Sponsor address: Energy Queensland

3:15pm

Federal Government update

4:00pm

Program concludes

6:15pm for 7:15pm

Gala Dinner

Australian Armour & Artillery Museum, Cairns

Sponsored by Hastings Deering

11:30pm

Dinner concludes



WEDNESDAY

DAY 3

19 October 2022

8:30am

Conference resumes

8:35am

Australian Local Government Association update

Councillor Linda Scott, President, ALGA

8:50am

Opposition update

Ms Ann Leahy, Shadow Minister for Disaster Recovery, Shadow Minister for Volunteers, Shadow Minister for Local Government

9:10am

Peak Services update

Brent Reeman, Managing Director, Peak Services
David Foster, Non-Executive Director, Peak Services

9:25am

Annual General Meeting voting overview

Darren Leckenby, Chief Financial Officer & Company Secretary
LGAQ

9:30am

Motions debate

10:30am

Sponsor address: Amazon

10:35am

Morning tea

11:05am

Integrity Update

Mayor Tom Tate, City of Gold Coast
Mayor Lyn McLaughlin, Burdekin Shire Council
Tim Fynes-Clinton, Executive Partner, King & Company Solicitors



CONTINUED

DAY 3

19 October 2022

11:40am

Motions debate

12:40pm

Lunch

Speed dating with CEO, Alison Smith

1:40pm

Future of work – not today but tomorrow

2:00pm

Motions debate

2:30pm

March 2024 – what do we need to think of now?

Pat Vidgen, Electoral Commissioner, ECQ

Glen Beckett, Head of Assist, LGAQ

3:00pm

Queensland: it's time to shine – Winners announced

3:45pm

Close of conference



WORKSHOPS

MONDAY
17th October 2022

INDIGENOUS LEADERS FORUM

Since 2011, the Indigenous Leaders Forum has been a valuable way for Aboriginal and Torres Strait Islander councils to come together to discuss specific challenges and to put forward issues they would like the LGAQ to assist them in addressing. The Forum is held twice-yearly.

Success of Regional University Centers in Queensland.

Growing your own talent locally. Regional University Centres help students in regional, rural and remote areas of Australia to not only participate but also succeed in tertiary education through the provision of support and facilities. Each Centre is unique and reflects the community it serves including the place, people, local industry and educational provision. Come along to hear from the panel of speakers as they discuss how they are retaining local talent with innovative education models which are enhancing the lives of locals and the communities they live in.

REGIONAL ROADS AND TRANSPORT GROUP ASSEMBLY

The Roads and Transport Alliance celebrates its 20th anniversary as a cooperative governance arrangement between the Department of Transport and Main Roads, the LGAQ and local governments to invest in and regionally manage the Queensland transport network. Established in 2002, the Roads and Transport Alliance was formed to jointly address shared road and transport challenges and deliver improved value from all available resources.

COUNCIL FORUMS

Join your council peers in one of FOUR forums to discuss, share and debate key issues. This is also your opportunity to talk with each other, and your Policy Executive members, about ways the LGAQ can help support your council. The forums will be hosted by the LGAQ Policy Executive members. When registering for the conference, please ensure you register for the council forum that you believe will most interest your council – if you can't decide, you are welcome to send delegates to separate forums of interest.

RURAL AND REMOTE COUNCILS

Hosts: Cr Robyn Fuhrmeister, Cr Robert Dare and Cr Jane McNamara

RESOURCE COUNCILS

Hosts: Cr Paul McVeigh

COASTAL COUNCILS

Hosts: Cr Jack Dempsey, Cr Matt Burnett, Cr Jenny Hill, Cr Peter Scott and Cr Anne Baker

SOUTH EAST QUEENSLAND COUNCILS

Hosts: Cr Peter Matic, Cr Karen Williams, Cr Paul Tully and Cr Peter Flannery



CONFERENCE SHIRT

(Council delegates/observers only)

Council delegates and observers will be issued with ONE shirt whilst at conference. Your shirt needs to be ordered online as part of your conference registration.

The sizing is as follows:

| MENS MODERN FIT | | Neck | | Chest | | Waist | |
|--------------------|--|------|------|-------|------|-------|----|
| Size | | CM | IN | CM | IN | CM | IN |
| XXS | | 34 | 13.4 | 87 | 34.3 | 72 | 28 |
| XS | | 36 | 14.2 | 92 | 36.2 | 77 | 30 |
| S | | 38 | 15 | 97 | 38.2 | 82 | 32 |
| M | | 40 | 15.7 | 102 | 40.2 | 87 | 34 |
| L | | 42 | 16.5 | 107 | 42.1 | 92 | 36 |
| XL | | 44 | 17.3 | 112 | 44.1 | 97 | 38 |
| 2XL | | 46 | 18.1 | 117 | 46.1 | 102 | 40 |
| 3XL | | 48 | 18.9 | 122 | 48 | 107 | 42 |
| 4XL | | 50 | 19.7 | 127 | 50 | 112 | 44 |
| 5XL | | 52 | 20.5 | 132 | 52 | 117 | 46 |

| WOMENS MODERN FIT | | Bust | | Waist | | Hip | |
|----------------------|-----|---------|-----------|---------|-----------|---------|-----------|
| | AUS | CM | IN | CM | IN | CM | IN |
| XXS | 4 | 75-77 | 29.5-30.3 | 57-59 | 22.4-23.2 | 84-86 | 33.1-33.9 |
| XS | 6 | 78-82 | 30.7-32.3 | 60-64 | 23.6-25.2 | 87-91 | 34.2-35.8 |
| XS-S | 8 | 83-87 | 32.6-34.2 | 65-69 | 25.6-27.2 | 92-96 | 36.2-37.8 |
| S | 10 | 88-92 | 34.6-36.2 | 70-74 | 27.5-29.1 | 97-101 | 38.1-39 |
| M | 12 | 93-97 | 36.6-38.2 | 75-79 | 29.5-31.1 | 102-106 | 40.1-41.7 |
| L | 14 | 98-102 | 38.6-40.2 | 80-84 | 31.5-33.1 | 107-111 | 42.1-43.7 |
| L-XL | 16 | 103-108 | 40.6-42.5 | 85-90 | 33.5-35.4 | 112-117 | 44.1-46.1 |
| XL | 18 | 109-114 | 43-44.9 | 91-96 | 35.8-37.8 | 118-123 | 46.5-48.5 |
| 2XL | 20 | 115-119 | 45.3-46.9 | 97-101 | 38.1-39.8 | 124-128 | 48.8-50.4 |
| 3XL | 22 | 120-124 | 47.2-48.8 | 102-106 | 40.2-41.7 | 129-133 | 50.7-52.4 |
| 4XL | 24 | 125-129 | 49.2-50.8 | 107-111 | 42.1-43.7 | 134-138 | 52.7-54.3 |
| 5XL | 26 | 130-134 | 51.2-52 | 112-116 | 44.1-45.7 | 139-143 | 54.7-56.3 |

CONFERENCE REGISTRATION (GST incl)

Please refer to registration cancellation policies on www.lgaq.asn.au when making your registration.

Early Bird Full Registration – prior to and including 26 August 2022

| | |
|--|------------|
| Council or State Government observer | \$ 1540.00 |
| 5 or more observers from one council/government department | \$ 1430.00 |
| Corporate (private sector) | \$ 3000.00 |

After 26 August 2022

| | |
|--|------------|
| Council or State Government observer | \$ 1740.00 |
| 5 or more observers from one council/government department | \$ 1600.00 |
| Corporate (private sector) | \$ 3240.00 |

Early Bird One Day Registration – prior to and including 26 August 2022

| | |
|--------------------------------------|------------|
| Council or State Government observer | \$ 770.00 |
| Corporate (private sector) | \$ 1210.00 |

After 26 August 2022

| | |
|--------------------------------------|------------|
| Council or State Government observer | \$ 880.00 |
| Corporate (private sector) | \$ 1600.00 |

FUNCTIONS

| | |
|---|----------|
| Welcoming Ceremony (accompanying persons, day registrations and additional trade exhibitors) | \$ 75.00 |
|---|----------|

DINNER

| | |
|---|-----------|
| Gala Dinner – Tuesday evening (18 October 2022) | \$ 175.00 |
|---|-----------|

Please note that the Welcoming Ceremony on the Monday evening is included in the conference fee for delegates, observers and corporates attending the full three days of Conference.
Accompanying persons are welcome to attend the Welcoming Ceremony and Gala Dinner.



Register via links below or online at
<https://www.lgaq.asn.au/membership/events>.
under the Events Tab 126th LGAQ Annual
Conference.

Delegate & Observers Group Registration

**Registration
Booking**

Delegate & Observer Individual Registration

**Registration
Booking**

Corporate Registration

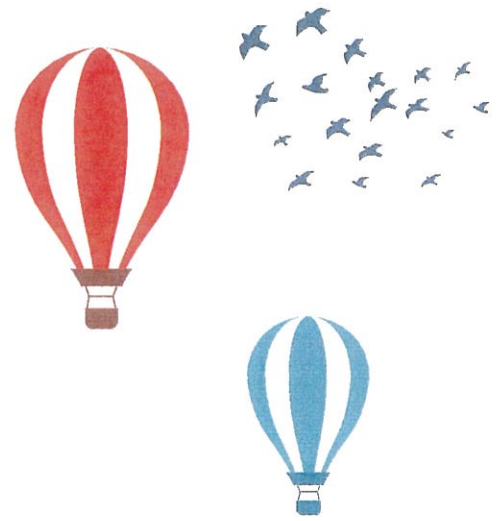
**Registration
Booking**

Accommodation

**Accommodation
Booking**

Accommodation for Annual Conference is being organised by FMC travel.





**Every Queensland
community** deserves
to be a liveable one

CONTACT US

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INSTAGRAM

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@LocalGovernmentAssociationofQueensland



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3. Corporate Services Report

Corporate Services Manager

June 2022



Finance

Accountant has submitted his report to Council.

Microsoft Business Central is a possible new accounting software we are in the early stages of possibly using soon. It will be a visible upgrade on the current system, which is dated and well used. The new program will bring added skills to our staff and better scrutiny measures.

Tony from Renesco has been very involved and has seen the demonstration and advises it would be an excellent replacement for our PCS system. He is very familiar with our financial operations and are waiting for possible demonstration date and time.

Updated Asset Management Plan is being worked on and we are almost complete.

CASC Auditors have set a visit date of 12th, September 2022. Copies of External Audit Plan have been received.

CASC's first meeting of the Audit and Risk Committee was a success. Thanks to Brett De Castle for contacting delegates that have offered their time to help get the ball rolling with this important panel. A few ATSI Councils have also begun this process, too. Brett mentioned, " *It's good to be able to assist the Council in developing its commitment to good governance and improving its operations.*"

Brett will be attending the Council meeting for formal determination by Council i.e. appointment of the committee chairperson and adoption of the Charter before the Audit visit, as discussed at the A&RC meeting.

Next meeting of the Audit and Risk Committee will be held on Friday 7 October at 10am.

HR

HR has submitted his report to Council.

Housing

Senior Housing Officer has submitted her report to Council.

South Burnett Housing and Homelessness Forum, Kingaroy, 22/07/22 will be a good meeting to attend and see the regional responses and actions needed in this area. CASC are facing growing requests for emergency style accommodation. It will only increase.

This concludes my brief report to Council. Thank you.

Sam Murray | Corporate Services Manager | CASC

HOUSING LIST

HIGH DEMAND:

| APPLICANT | DATE APPLIED | BEDROOM REQUIREMENT | REQUEST FOR | AGE OF CHILDREN | MALE OR FEMALE | PLACE OF RESIDENCE |
|-----------|--------------|---------------------|----------------------|---------------------|------------------|--------------------|
| 1. | AUG 15 | 5 | 1 ADULT, 6 CHILDREN | 7, 8, 5, 4, 2, 1 | M, M, F, M, F, F | MURGON |
| 2. | | 5 | 2 ADULTS, 6 CHILDREN | 11, 9, 8, 6, 4, 1 | F, F, F, M, M, M | CHERBOURG |
| 3. | FEB 16 | 3 | 2 ADULTS, 2 CHILDREN | 1, 1 | M, F | CHERBOURG |
| 4. | NOV 16 | 5 | 1 ADULT, 5 CHILDREN | 8, 5, 4, 3, 2 | M, M, M, M, F | CHERBOURG |
| 5. | AUG 17 | 2 | 1 ADULT | | | CHERBOURG |
| 6. | OCT 17 | 5 | 2 ADULTS, 6 CHILDREN | 12, 10, 7, 5, 3, 2 | M, M, F, F, F, F | CHERBOURG |
| 7. | NOV 17 | 2 | 1 ADULT | | | CHERBOURG |
| 8. | DEC 17 | 2 | 2 ADULTS | | | CHERBOURG |
| 9. | MAR 18 | 2 | 2 ADULTS, 1 CHILD | 2 | M | CHERBOURG |
| 10. | JUN 18 | 3 | 1 ADULT, 4 CHILDREN | 10, 6, 3, 2 | M, F, F, F | CHERBOURG |
| 11. | | 5 | 1 ADULT, 6 CHILDREN | 17, 16, 15, 7, 6, 5 | M, M, M, M, F, M | |
| 12. | JAN 19 | 3 | 1 ADULT, 4 CHILDREN | 10, 9, 7, 6 | F, M, M, M | CHERBOURG |
| 13. | AUG 19 | 2 | 1 ADULT | | | |
| 14. | NOV 20 | 2 | 1 ADULT | | | |
| 15. | JAN 21 | 2 | 2 ADULTS | | | CHERBOURG |

21

| | | | | | | |
|-----|---------|---|----------------------|-----------------------|------------------|-----------|
| 16. | MAR 21 | 6 | 1 ADULT, 7 CHILDREN | | | CHERBOURG |
| 17. | AUG 21 | 3 | 1 ADULT, 4 CHILDREN | | | CHERBOURG |
| 18. | SEP 21 | 2 | 1 ADULT | | | CHERBOURG |
| 19. | OCT 21 | 2 | 2 ADULTS, 1 CHILD | 0 | M | CHERBOURG |
| 20. | NOV 21 | 2 | 1 ADULT | | | CHERBOURG |
| 21. | DEC 21 | 2 | 1 ADULT, 2 CHILDREN | 2, 1 | M, M | CHERBOURG |
| 22. | JAN 22 | 6 | 1 ADULT, 8 CHILDREN | | | CHERBOURG |
| 23. | MAY 22 | 5 | 2 ADULTS, 6 CHILDREN | 16, 15, 13, 11, 11, 2 | F, M, M, M, M, M | |
| 24. | | 3 | 1 ADULT, 2 CHILDREN | 10, 4 | F, M | CHERBOURG |
| 25. | JUNE 22 | 2 | 1 ADULT, 1 CHILD | 2 | M | CHERBOURG |
| 26. | | 2 | 1 ADULT | | | CHERBOURG |

TOTAL NUMBER OF BEDROOMS REQUESTED: 83

69

HOUSING LIST

VERY HIGH DEMAND:

| APPLICANT | DATE APPLIED | BEDROOM REQUIREMENT | REQUEST FOR | AGE OF CHILDREN | MALE OR FEMALE | PLACE OF RESIDENCE |
|-----------|--------------|---------------------|----------------------|-----------------|----------------|--------------------|
| 1. | FEB 14 | 2 | 1 ADULT | | | MURGON |
| 2. | APR 15 | 3 | 3 ADULTS, 2 CHILDREN | 10, 9 | M, M | MURGON |
| 3. | FEB 17 | 2 | 1 ADULT, 2 CHILDREN | 6, 2 | M, M | CHERBOURG |
| 4. | JUN 19 | 4 | 1 ADULT, 3 CHILDREN | 17, 16, 13 | F, M, F | CHERBOURG |
| 5. | NOV 20 | 2 | 1 ADULT, 1 CHILD | 4 | F | CHERBOURG |
| 6. | NOV 21 | 2 | 1 ADULT | | | CHERBOURG |
| 7. | JAN 22 | 2 | 1 ADULT | | | CHERBOURG |
| 8. | FEB 22 | 2 | 1 ADULT | | | CHERBOURG |

TOTAL NUMBER OF BEDROOMS REQUESTED: 19

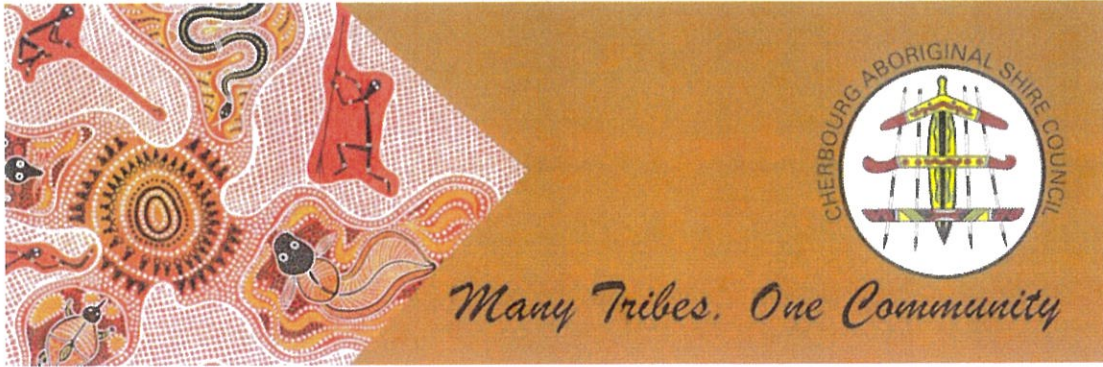
- HR Report # 8 – August 2022



Human Resources

Executive Summary

- 1 Letter being sent to all staff from CEO about pay increase and gift cards – (copy attached)
 - 2 Recruitment – Youth Worker – filled
 - 3 Recruitment – 2 Casuals for 6 weeks from the Digit Electricity Meter Reader project (placed from the SkillCentred program – started)
 - 4 Darren Lonergan Funeral, I attended along with Tess Fisher on behalf of Council
 - 5 Zala, will be acting Operations Manager for the time being
- UPDATE – Interviews being conducted for replacement
- 6 New uniform roll outs successfully occurring



21 July 2022

From the Chief Executive Officer, ZALA
Memo to Staff

About
Pay Increase for 2022 & Xmas Gift Card update

Hello everyone, I am very pleased to announce that council has approved a three percent (3%) pay increase to all staff.

This is good news! And the increase in pay will take effect from **Thursday 1st September 2022.**

Council has also decided, due to budget constraints, not to issue Xmas gift cards this year.

Should you have questions or concerns about this memo please see your manager or make an appointment to see me.

Regards

Chatur Zala

Chief Executive Officer

6.

Housing Report July 2022



The months of June-July have been extremely busy for our Department. We've been monitoring vacant houses and carrying out admin duties including monthly statements, rent reconciliations, quarterly reports and daily interviews. Overall we are very busy and working well.

VACANT HOMES/UNITS

- 18 Broadway Street
- 06 Marshall Street
- 18 Bell Street
- 03 Carter Street
- 17B Barambah Avenue

COMPLAINTS

- 01 Noise complaint

HOUSING ENQUIRES FOR CLIENTS

Enquiries from:

- Goolburri Aboriginal Health
- Department Children/Youth Justice
- Maryborough Correctional Centre
- Brisbane Women's Prison

CLIENT CONTACT FOR MONTH

- 98

Antonia Jacobs

Snr Housing Manager

CASC FINANCE REPORT AS AT 30 JUNE 2022



Cherbourg Aboriginal Shire Council
Operating Actual Vs Budget
FY 2021-2022

June

YTD Operating Income
Actual
\$11.39M

Variance
\$0.49M

▲ 4.5%

YTD Operating Expenditure
Actual
\$13.07M

Variance
\$0.94M

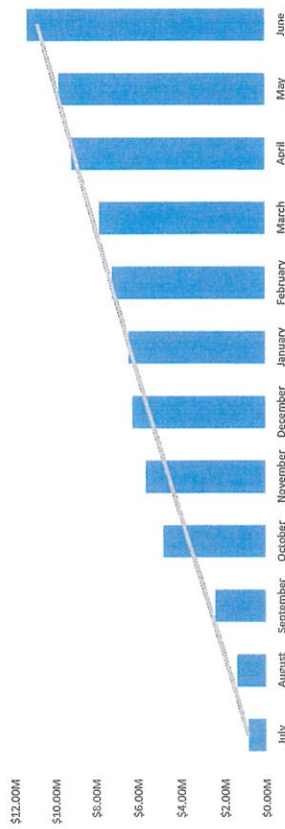
▼ 7.2%



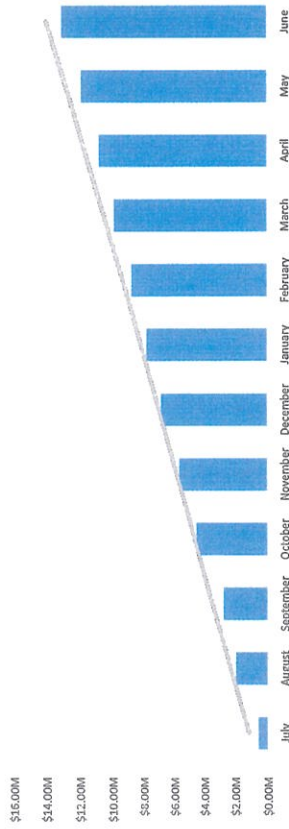
Operating Surplus Ratio
-15.26%

■ Budget ■ Actual
■ Positive Variance ■ Negative Variance

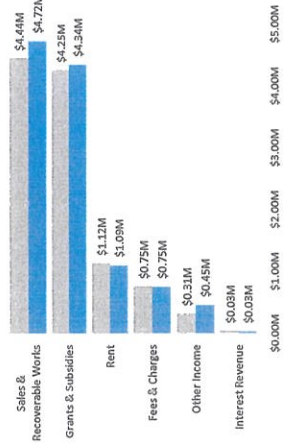
Total Income - Actual vs Budget



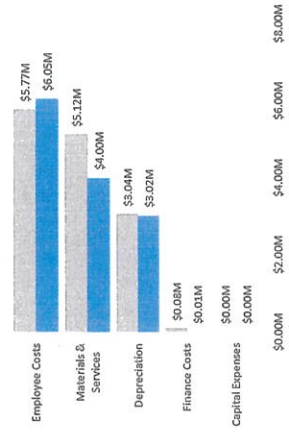
Total Expenditure - Actual vs Budget



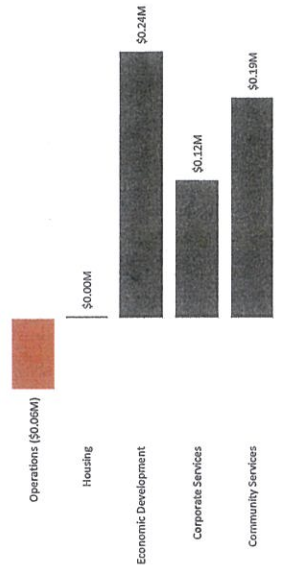
Income YTD



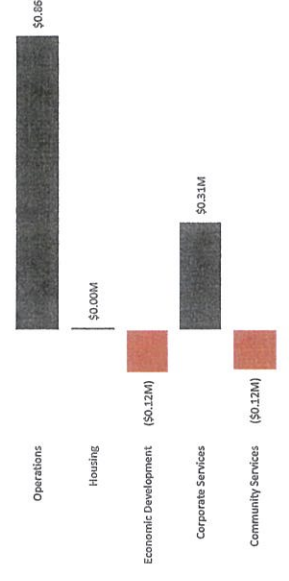
Expenditure YTD



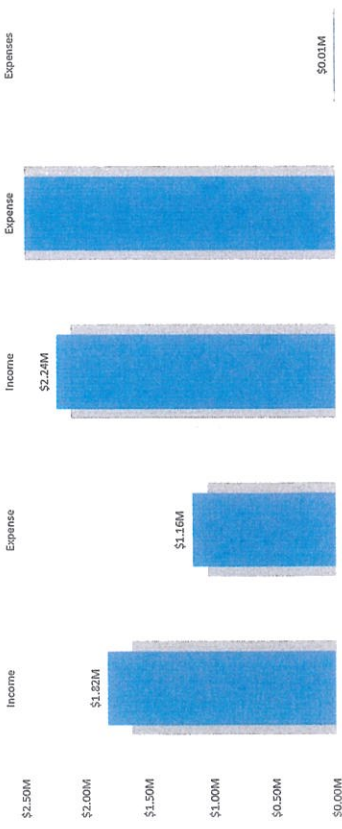
YTD Income Variance By Directorate



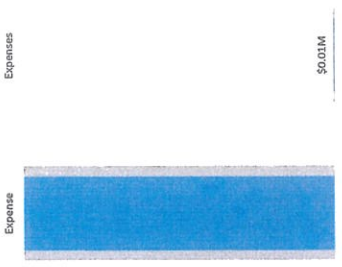
YTD Expenditure Variance By Directorate



Community Services



Corporate Services



Economic Development

Housing

Operations

Whole Of Council

| | June | | | | Year to Date | | | | Traffic Light | Full Year Budget |
|-------------------------------|---------------------|---------------------|-------------------|-----------------|-----------------------|-----------------------|---------------------|----------------|---------------|-----------------------|
| | Actual | Budget | \$ Variance | % Variance | Actual | Budget | \$ Variance | % Variance | | |
| Grants & Subsidies | \$ 349,390 | \$ 354,338 | \$ (4,948) | -1.40% | \$ 4,354,874 | \$ 4,251,803 | \$ 103,071 | 2.42% | ✓ | \$ 4,251,803 |
| Fees & Charges | \$ 3,127 | \$ 62,248 | \$ (59,121) | -94.98% | \$ 748,983 | \$ 746,976 | \$ 2,007 | 0.27% | ✓ | \$ 746,976 |
| Sales & Recoverable Works | \$ 908,008 | \$ 369,964 | \$ 538,044 | 145.43% | \$ 4,720,443 | \$ 4,439,458 | \$ 280,985 | 6.33% | ✓ | \$ 4,439,458 |
| Interest Revenue | \$ - | \$ 2,506 | \$ (2,506) | -100.00% | \$ 29,274 | \$ 30,050 | \$ (776) | -2.58% | ✓ | \$ 30,050 |
| Rent | \$ 133,449 | \$ 93,527 | \$ 39,922 | 42.69% | \$ 1,094,844 | \$ 1,122,280 | \$ (27,436) | -2.44% | ✓ | \$ 1,122,280 |
| Other Income | \$ 146,093 | \$ 25,820 | \$ 120,273 | 465.81% | \$ 452,082 | \$ 309,895 | \$ 142,187 | 45.88% | ⚠ | \$ 309,895 |
| Total Income | \$ 1,540,067 | \$ 908,403 | \$ 631,664 | 69.54% | \$ 11,400,500 | \$ 10,900,462 | \$ 500,038 | 4.59% | | \$ 10,900,462 |
| Employee Costs | \$ 549,954 | \$ 486,193 | \$ 63,761 | 13.11% | \$ 6,095,653 | \$ 5,834,250 | \$ 261,403 | 4.48% | ✓ | \$ 5,834,250 |
| Materials & Services | \$ 412,169 | \$ 429,229 | \$ (17,060) | -3.97% | \$ 4,020,525 | \$ 5,151,221 | \$ (1,130,696) | -21.95% | ⚠ | \$ 5,151,221 |
| Depreciation | \$ 249,138 | \$ 253,416 | \$ (4,278) | -1.69% | \$ 3,017,791 | \$ 3,041,157 | \$ (23,366) | -0.77% | ✓ | \$ 3,041,157 |
| Finance Costs | \$ 550 | \$ 6,601 | \$ (6,051) | -91.68% | \$ 6,114 | \$ 79,047 | \$ (72,933) | -92.27% | ⚠ | \$ 79,047 |
| Total Expenditure | \$ 1,211,810 | \$ 1,175,439 | \$ 36,371 | 3.09% | \$ 13,140,083 | \$ 14,105,675 | \$ (965,592) | -6.85% | | \$ 14,105,675 |
| Net Surplus/(Deficit) | \$ 328,256 | \$ (267,036) | \$ 595,292 | -222.93% | \$ (1,739,583) | \$ (3,205,213) | \$ 1,465,630 | -45.73% | | \$ (3,205,213) |
| Profit/Loss on Sale of Assets | \$ - | \$ - | \$ - | 0.00% | \$ (911,838) | \$ - | \$ (911,838) | 100.00% | ⚠ | \$ - |
| Capital Grants & Subsidies | \$ 45,455 | \$ - | \$ 45,455 | 100.00% | \$ 3,517,980 | \$ - | \$ 3,517,980 | 100.00% | ⚠ | \$ - |
| Capital Sales Revenue | \$ - | \$ - | \$ - | 0.00% | \$ 58,903 | \$ - | \$ 58,903 | 100.00% | ✗ | \$ - |
| Contributions & Donations | \$ - | \$ - | \$ - | 0.00% | \$ 2,342,257 | \$ - | \$ 2,342,257 | 100.00% | ⚠ | \$ - |
| Capital Expenses | \$ (2,834,445) | \$ - | \$ (2,834,445) | 100.00% | \$ 906,052 | \$ - | \$ 906,052 | 100.00% | ⚠ | \$ - |

27

ACCOUNTANT COMMENTARY OF INCOME STATEMENT- BY NATURE

Whole of Council Financial Summary :

The Cherbourg Aboriginal Shire Council made a net operating loss of \$1,739,583 for the month ending June 2022 with operating surplus ratio of -15.26% which is below the recommended benchmark (0%-10%).

Bank Balances:

Cash at bank as at 30 June is \$7.46 M with restricted cash component (contract liability) is \$2.83M. So, available cash balance after satisfying the performance obligations is \$4.63M.

Community Services :

- a. **Building Rent** : Need to review lease register to make sure invoice is done for Council owned building .
- b. **Employee Cost** :
 - No budget forecasted for IYCC employee benefits
 - No budget forecasted for community safety plan employee cost

Housing :

Materials & Services: Housing :Actual Insurance invoice for houses is more than forecasted amount.

About \$62K is above the budget figure.

Thanks for your time to read my report.

Dol Ranabhat, Accountant

Community Services

| | June | | | Year to Date | | | Traffic Light | Full Year Budget |
|------------------------------|-------------------|-------------------|--------------------|----------------|---------------------|---------------------|---------------|---------------------|
| | Actual | Budget | \$ Variance | % Variance | Actual | Budget | | |
| Grants & Subsidies | \$ 105,590 | \$ 57,291 | \$ 48,299 | 84.30% | \$ 889,377 | \$ 687,415 | 🟡 | \$ 687,415 |
| Fees & Charges | \$ 3,127 | \$ 62,248 | \$ (59,121) | -94.98% | \$ 748,983 | \$ 746,976 | 🟢 | \$ 746,976 |
| Sales & Recoverable Works | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 🟢 | \$ - |
| Interest Revenue | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 🟢 | \$ - |
| Rent | \$ 1,364 | \$ 5,837 | \$ (4,473) | -76.64% | \$ 41,498 | \$ 70,000 | 🔴 | \$ 70,000 |
| Other Income | \$ 14,733 | \$ 10,424 | \$ 4,309 | 41.34% | \$ 144,000 | \$ 125,000 | 🟡 | \$ 125,000 |
| Total Income | \$ 124,814 | \$ 135,800 | \$ (10,986) | -8.09% | \$ 1,823,858 | \$ 1,629,391 | | \$ 1,629,391 |
| Employee Costs | \$ 57,924 | \$ 49,949 | \$ 7,975 | 15.97% | \$ 673,318 | \$ 599,179 | 🔴 | \$ 599,179 |
| Materials & Services | \$ 55,169 | \$ 37,208 | \$ 17,961 | 48.27% | \$ 489,649 | \$ 446,639 | 🟢 | \$ 446,639 |
| Depreciation | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 🟢 | \$ - |
| Finance Costs | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 🟢 | \$ - |
| Total Expenditure | \$ 113,092 | \$ 87,157 | \$ 25,935 | 29.76% | \$ 1,162,968 | \$ 1,045,818 | | \$ 1,045,818 |
| Net Surplus/(Deficit) | \$ 11,721 | \$ 48,643 | \$ (36,922) | -75.90% | \$ 660,890 | \$ 583,573 | | \$ 583,573 |

Corporate Services

| | June | | | Year to Date | | | Full Year | |
|------------------------------|--------------------|---------------------|--------------------|----------------|---------------------|-----------------------|---------------------|----------------|
| | Actual | Budget | \$ Variance | % Variance | Actual | Budget | \$ Variance | Traffic Light |
| Grants & Subsidies | \$ - | \$ 158,602 | \$ (158,602) | -100.00% | \$ 1,903,159 | \$ 1,903,158 | \$ 1 | 0.00% |
| Fees & Charges | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | \$ - | 0.00% |
| Sales & Recoverable Works | \$ - | \$ 87 | \$ (87) | -100.00% | \$ 18 | \$ 1,000 | \$ (982) | -98.18% |
| Interest Revenue | \$ - | \$ 2,506 | \$ (2,506) | -100.00% | \$ 29,274 | \$ 30,050 | \$ (776) | -2.58% |
| Rent | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | \$ - | 0.00% |
| Other Income | \$ 131,360 | \$ 15,396 | \$ 115,964 | 753.21% | \$ 308,068 | \$ 184,895 | \$ 123,173 | 66.62% |
| Total Income | \$ 131,360 | \$ 176,591 | \$ (45,231) | -25.61% | \$ 2,240,519 | \$ 2,119,103 | \$ 121,416 | 5.73% |
| Employee Costs | \$ 96,323 | \$ 154,837 | \$ (58,514) | -37.79% | \$ 1,880,602 | \$ 1,858,220 | \$ 22,382 | 1.20% |
| Materials & Services | \$ 92,803 | \$ 101,462 | \$ (8,659) | -8.53% | \$ 931,500 | \$ 1,217,621 | \$ (286,121) | -23.50% |
| Depreciation | \$ 26,944 | \$ 24,006 | \$ 2,938 | 12.24% | \$ 306,604 | \$ 288,193 | \$ 18,411 | 6.39% |
| Finance Costs | \$ 550 | \$ 6,601 | \$ (6,051) | -91.68% | \$ 6,114 | \$ 79,047 | \$ (72,933) | -92.27% |
| Total Expenditure | \$ 216,619 | \$ 286,906 | \$ (70,287) | -24.50% | \$ 3,124,819 | \$ 3,443,081 | \$ (318,262) | -9.24% |
| Net Surplus/(Deficit) | \$ (85,259) | \$ (110,315) | \$ 25,056 | -22.71% | \$ (884,300) | \$ (1,323,978) | \$ 439,678 | -33.21% |

6.

Economic Development

| | June | | | Year to Date | | | Traffic Light |
|------------------------------|---------------------|-------------------|-------------------|----------------|---------------------|---------------------|---------------|
| | Actual | Budget | \$ Variance | % Variance | Actual | Budget | |
| Grants & Subsidies | \$ 243,800 | \$ 37,286 | \$ 206,514 | 553.86% | \$ 414,191 | \$ 447,399 | 🟢 |
| Fees & Charges | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 🟢 |
| Sales & Recoverable Works | \$ 908,008 | \$ 369,877 | \$ 538,131 | 145.49% | \$ 4,717,425 | \$ 4,438,458 | 🟢 |
| Interest Revenue | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 🟢 |
| Rent | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 🟢 |
| Other Income | \$ - | \$ - | \$ - | 0.00% | \$ 14 | \$ 14 | 🟢 |
| Total Income | \$ 1,151,808 | \$ 407,163 | \$ 744,645 | 182.89% | \$ 5,131,630 | \$ 4,885,857 | 5.03% |
| Employee Costs | \$ 285,982 | \$ 182,074 | \$ 103,908 | 57.07% | \$ 2,275,325 | \$ 2,184,877 | 🟢 |
| Materials & Services | \$ 181,422 | \$ 150,510 | \$ 30,912 | 20.54% | \$ 1,814,974 | \$ 1,806,461 | 🟢 |
| Depreciation | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 🟢 |
| Finance Costs | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 🟢 |
| Total Expenditure | \$ 467,404 | \$ 332,584 | \$ 134,820 | 40.54% | \$ 4,090,298 | \$ 3,991,338 | 2.48% |
| Net Surplus/(Deficit) | \$ 684,403 | \$ 74,579 | \$ 609,824 | 817.69% | \$ 1,041,332 | \$ 894,519 | 16.41% |

| | |
|------------------|--------------|
| Full Year Budget | \$ 447,399 |
| | \$ - |
| | \$ 4,438,458 |
| | \$ - |
| | \$ - |
| | \$ - |
| | \$ - |
| | \$ 4,885,857 |
| | \$ 2,184,877 |
| | \$ 1,806,461 |
| | \$ - |
| | \$ - |
| | \$ 3,991,338 |
| | \$ 894,519 |

Housing

| | June | | | | Year to Date | | | | Traffic Light | Full Year Budget |
|------------------------------|--------------------|---------------------|--------------------|----------------|-----------------------|-----------------------|-------------------|---------------|---------------|-----------------------|
| | Actual | Budget | \$ Variance | % Variance | Actual | Budget | \$ Variance | % Variance | | |
| 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 | \$ 132,086 | \$ 87,690 | \$ 44,396 | 50.63% | \$ 1,053,346 | \$ 1,052,280 | \$ 1,066 | 0.10% | ⊙ | \$ 1,052,280 |
| Other Income | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | \$ - | 0.00% | ⊙ | \$ - |
| Total Income | \$ 132,086 | \$ 87,690 | \$ 44,396 | 50.63% | \$ 1,053,346 | \$ 1,052,280 | \$ 1,066 | 0.10% | | \$ 1,052,280 |
| Employee Costs | \$ 18,345 | \$ 16,229 | \$ 2,116 | 13.04% | \$ 179,862 | \$ 194,660 | \$ (14,798) | -7.60% | ⊙ | \$ 194,660 |
| Materials & Services | \$ 2,723 | \$ 29,261 | \$ (26,538) | -90.70% | \$ 389,900 | \$ 351,000 | \$ 38,900 | 11.08% | ⊙ | \$ 351,000 |
| Depreciation | \$ 153,576 | \$ 158,260 | \$ (4,684) | -2.96% | \$ 1,870,977 | \$ 1,899,098 | \$ (28,121) | -1.48% | ⊙ | \$ 1,899,098 |
| Finance Costs | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | \$ - | 0.00% | ⊙ | \$ - |
| Total Expenditure | \$ 174,643 | \$ 203,750 | \$ (29,107) | -14.29% | \$ 2,440,739 | \$ 2,444,758 | \$ (4,019) | -0.16% | | \$ 2,444,758 |
| Net Surplus/(Deficit) | \$ (42,557) | \$ (116,060) | \$ 73,503 | -63.33% | \$ (1,387,393) | \$ (1,392,478) | \$ 5,085 | -0.37% | | \$ (1,392,478) |

8.

Operations

| | June | | | Year to Date | | | Traffic Light | Full Year Budget |
|------------------------------|---------------------|---------------------|---------------------|-----------------|-----------------------|-----------------------|---------------|-----------------------|
| | Actual | Budget | \$ Variance | % Variance | Actual | Budget | | |
| Grants & Subsidies | \$ - | \$ 101,159 | \$ (101,159) | -100.00% | \$ 1,148,147 | \$ 1,213,831 | ● | \$ 1,213,831 |
| Fees & Charges | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | ● | \$ - |
| Sales & Recoverable Works | \$ - | \$ - | \$ - | 0.00% | \$ 3,000 | \$ 3,000 | ● | \$ - |
| Interest Revenue | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | ● | \$ - |
| Rent | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | ● | \$ - |
| Other Income | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | ● | \$ - |
| Total Income | \$ - | \$ 101,159 | \$ (101,159) | -100.00% | \$ 1,151,147 | \$ 1,213,831 | | \$ 1,213,831 |
| Employee Costs | \$ 91,381 | \$ 83,104 | \$ 8,277 | 9.96% | \$ 1,086,547 | \$ 997,314 | ● | \$ 997,314 |
| Materials & Services | \$ 80,053 | \$ 110,788 | \$ (30,735) | -27.74% | \$ 394,502 | \$ 1,329,500 | ● | \$ 1,329,500 |
| Depreciation | \$ 68,618 | \$ 71,150 | \$ (2,532) | -3.56% | \$ 840,210 | \$ 853,866 | ● | \$ 853,866 |
| Finance Costs | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | ● | \$ - |
| Total Expenditure | \$ 240,052 | \$ 265,042 | \$ (24,990) | -9.43% | \$ 2,321,259 | \$ 3,180,680 | | \$ 3,180,680 |
| Net Surplus/(Deficit) | \$ (240,052) | \$ (163,883) | \$ (76,169) | 46.48% | \$ (1,170,112) | \$ (1,966,849) | | \$ (1,966,849) |

9

Cherbourg Aboriginal Shire Council Financial Position FY 2021-2022

June

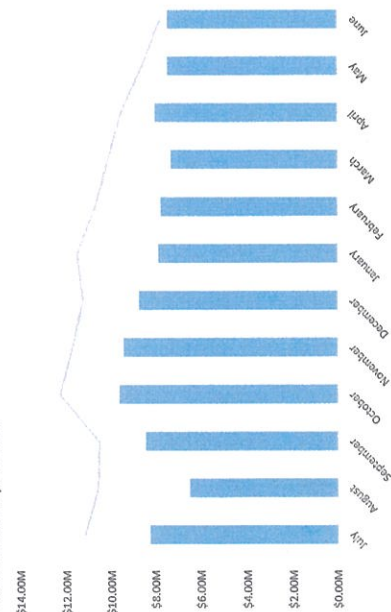
YTD Assets
Current \$9.89M
Non-Current \$143.78M

YTD Liabilities
Current \$3.84M
Non-Current \$3.16M

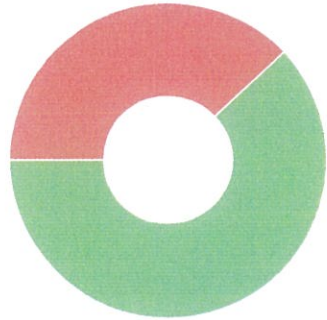


Net Financial Asset/Liability Ratio
-25%

Cash & Cash Equivalents



Cash Balance



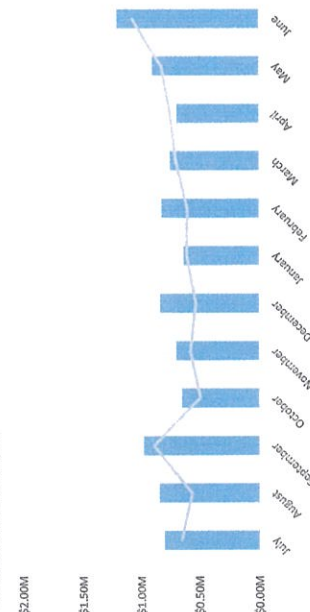
Available Cash
\$4.63M

Restricted Cash
(Contract Liabilities)
\$2.83M

| | |
|-----------------------------|----------------|
| Current Assets | |
| Cash & Cash Equivalents | \$7.46M |
| Contract Assets | \$1.00M |
| Trade & Other Receivables | \$1.20M |
| Inventories | \$0.21M |
| Biological Assets | \$0.02M |
| Total Current Assets | \$9.89M |

| | |
|---------------------------------|------------------|
| Non-Current Assets | |
| Buildings | \$36.04M |
| Furniture & Fittings | \$0.00M |
| Houses | \$69.52M |
| Infrastructure | \$32.86M |
| Land | \$0.66M |
| Motor Vehicles | \$0.62M |
| Plant & Equipment | \$3.44M |
| Work in Progress | \$0.63M |
| Total Non-Current Assets | \$143.78M |

Debtors & Receivables



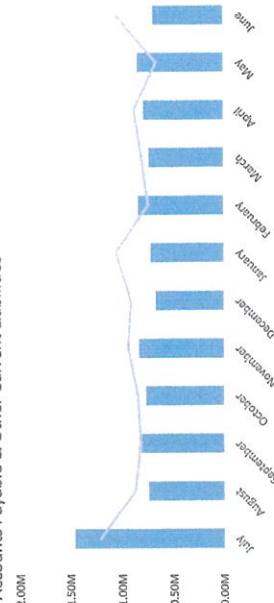
Rent Debtors



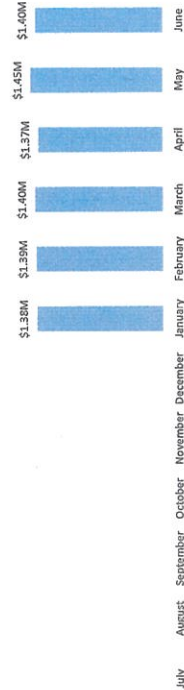
Number of Rent Debtors by Amount Owing



Accounts Payable & Other Current Liabilities



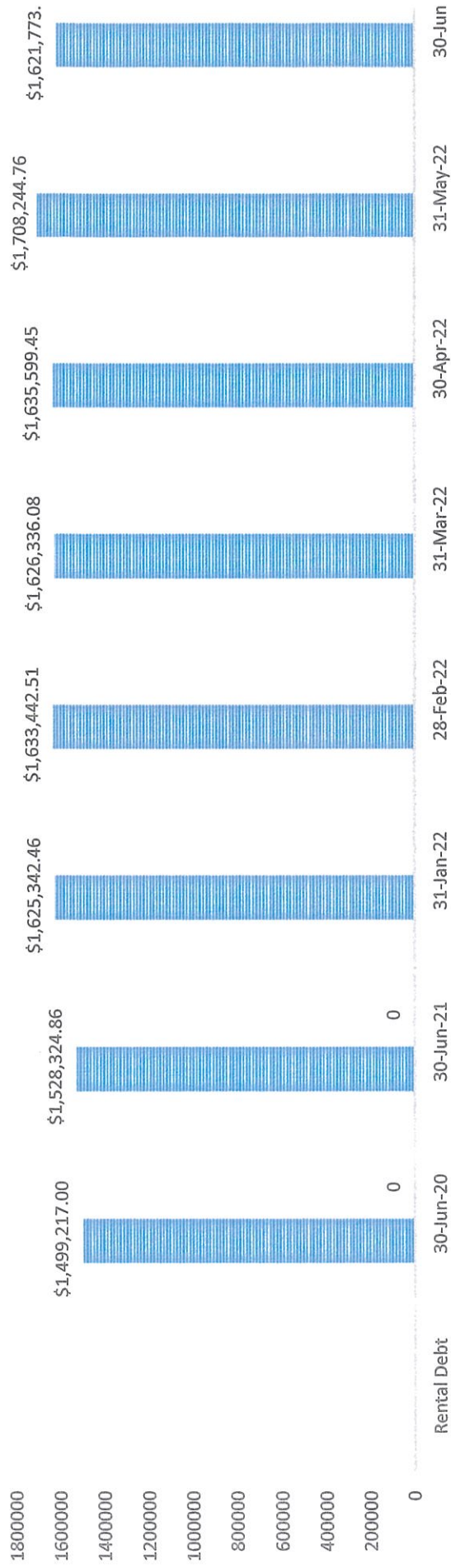
Rent Debtors > 90 Days Outstanding



| | |
|---------------------------------------|------------------|
| Current Liabilities | |
| Contract Liabilities | \$2.83M |
| Trade & Other Payables | \$0.70M |
| Current Provisions | \$0.30M |
| Total Current Liabilities | \$3.84M |
| Non-Current Liabilities | |
| Non-Current Provisions | \$2.60M |
| Trade & Other Payables | \$0.56M |
| Total Non-Current Liabilities | \$3.16M |
| Total Liabilities | \$6.99M |
| Equity | |
| Retained Surplus | \$103.95M |
| Asset Revaluation Surplus | \$42.73M |
| Total Equity | \$146.68M |
| Total Liabilities & Equity | \$153.67M |

Rental Debt

| | | | | | |
|-----------|----|--------------|---------------------------------|----|--------------|
| 30-Jun-20 | \$ | 1,499,217.00 | Adjusted for Debtors In Advance | \$ | (104,950.39) |
| 30-Jun-21 | \$ | 1,528,324.86 | Adjusted for Debtors In Advance | \$ | (84,289.00) |
| 31-Jan-22 | \$ | 1,625,342.46 | | | |
| 28-Feb-22 | \$ | 1,633,442.51 | | | |
| 31-Mar-22 | \$ | 1,626,336.08 | | | |
| 30-Apr-22 | \$ | 1,635,599.45 | | | |
| 31-May-22 | \$ | 1,708,244.76 | | | |
| 30-Jun-22 | \$ | 1,621,773.40 | | | |



//

4. Economic & Community Development

ECONOMIC & COMMUNITY DEVELOPMENT REPORT

July 2022

1. Executive Report
2. Cherbourg MRF
3. Building Report



Lawn Locker 21/22 Qbuild Upgrade program.

Executive Summary

The workload continues to be large – hopefully we will get a dry month so we can catch upon some of our construction projects which are running behind. We have started up our emerging managers course – there are 8 people attending – 3 male and 5 female.

Cattle & Farm

Bow has had some holiday, Orly and team have been weaning calves and doing other cattle work. Stocktake of live assets has been completed.

Recycling Facility

We have a lot more throughput now than we have ever had. The new staff are working out well and productivity is increased. We have been cleaning up the yard – it will be ongoing for a while, again moving in the right direction. The team is forming well and the new employees are bringing a positive work attitude.

Building Department

Some ongoing issues around staff productivity, measures are being introduced to improve WHS and accountability, - having said that the older outstanding work orders are being addressed and Qbuild is pleased that we are making substantial improvement on responsive times – a long way to go but moving in the right direction.

Joinery

Greg has gone on long service leave; Mathew will take over as manager. There is a lot of work this coming year for the joinery it will test the team getting it all done.

Contact Centre

Eight of the team are now trained and accredited, going well with a high standard of quality – the next stage is to get the roster compliant with Fujitsu – we are working on that this month. SSQ have given us a 'letter of intent' to come online with some new trainees to handle the responsive program. Supervisor is appointed and working well with her team – very positive.

General Project Information

1. SQW trainees completed their training – and a new cohort has begun. They are working on various construction projects around the Community.
2. BOR 5 - Project 100 % complete – CSQ issues partly resolved – next stage of compliance reporting to be done.
3. LRCI 2 – reporting up to date - variations completed
4. LRCI 3 – project determined and submitted – finalization of agreement done.
5. Illegal Dumping Grant – New employee engaged and working on illegal dumping and re-organising the landfill. New plans being developed.
6. Cultural Pathway – Meeting with NIAA and Qbuild last week – need to discuss a way forward to conclude this project. – we have several quotes – need a different way to achieve the goals and we need permission from NIAA for those variations.
7. Skatepark – some landscaping is complete; the facility is being well received and used by the children.

Innovation Funding – AI project

The AI project is progressing well – labelling is going ahead – the cameras are installed and working minor angle adjustments need to be done. – bandwidth is still an issue – working on solving that.

Bushfire Mitigation Project - Substantial mitigation has been progressing – mostly focussed at the landfill. Other bush perimeters are delayed due to the wet weather and soft ground conditions. Fire department backburn has not progressed.

New Housing

2.6 project – tender docs are being drawn up – will be released late July.

3.4 project – working though the heritage protection issues for the old jail site – stabilisation report underway.

By: Sean Nicholson

CHERBOURG MRF

Cherbourg MRF/CRP

- MRF floor sweeper on order – 1 major step in the process of elimination to control excessive dust in the MRF shed work environment. Workers are issued dust masks but I guess complacency is an issue and dust has the potential to become a major health issue if left unchecked.
- 72 tonnes of cardboard successfully baled, stockpiled and sold in the past 3 months
- Paper, steel, plastics and aluminium are slowly accumulating since the MRF has started processing co-mingle loads that are being from Gympie kerbside recycling bins. Soon to be sold.
- Starting to see some consistent stability in casual staff attendance as well as new casual staff employees. Will continue to monitor as we move forward.
- Working with Cleanaway and accounts to set up and secure gate fee charges to generate and receive our processing costs.
- Health and safety is becoming a normal part of our daily operations allowing us to learn and follow correct procedures to ensure the safety of all
- There are more upgrades and improvement to be made to get the MRF to operate at an optimal level. We continually analyse our current system and work practices to improve our production to strive and aim to become more cost effective.
- Meeting with key SBRC employees in regards to the introduction to kerbside recycling come January 2023. I am confident we are ready to take on this activity however, we have six months to prepare to make sure we have all our infrastructure in place and ready to go before then.
- Workers asking about uniforms?
- Council meeting face to face – I was on the agenda to attend a CASC meeting to speak of my concerns about MRF/CRP operations. I thought the meeting went well as council have all agreed and have given the green light to go forward allowing me to address what needs to be done to improve the MRF/CRP operations. I was also asked to be part of the rewriting of some policies that will also help managers to control and strengthen worker performance.
- CRP Mick Rush is doing an excellent job and has been very proactive in the CRP operations going forward. He has been working well with staff and customers very well. He communicates between MRF and CRP at every point necessary.
- Have started engaging with Leanne Tu'ipulotu as an advisor for any future grant opportunities for the MRF. Utilising Surepact as the tools for all documentation and preparation for when the opportunity arises.

CHERBOURG BUILDING DEPARTMENT

Current Business

Unscheduled maintenance:

All trades – ATSI Housing OHS inspections scheduled to begin 18/07/22. Preparations have been made to increase capacity via external Contractors in expectation of resultant increase in responsive work orders.

- Carpentry – External contractors arranged to handle small packages of repair work.
- Painting & Tiling – Not expecting a large influx of painting & tiling work from. OHS inspections. Our internal tiling capability is in doubt as our Tiler has medical problems. Contractors are filling gaps in capability.
- Plastering – Existing capability expected to be able to keep up with expected workload.
- Plumbing/Electrical – An extra plumbing contractor to assist with expected workload has been arranged, electrician has arranged extra staff to assist.
- Glazing – Workload has been split to address backlog of work & OHS inspections:
 - External Glazing Contractor – Vacant housing, upgrades, & shower screens (all).
 - Internal Glazier – Responsive windows, grills, screen doors, fireplace glass
 - These changes will be monitored during first quarter of FY22/23, then altered as necessary to bring down outstanding work & response times.
- Glazing – 1 Beattie St sliding door expected to arrive 19/07/22, will be fitted asap after arrival.

Vacant:

Completed:

- 18 Broadway St

Current:

- 6 Marshall St – in progress – stormwater ingress/structural issue being addressed concurrent with vacant work. Work delayed with winter rain.
- 18 Bell St – Painting, pest & cleaning to be done
- 3 Carter St – Carpentry check, painting, pest & cleaning to be done.
- 6 Barber St – Upgrade work complete, extra tasks to complete to vacant standard scoped & completion in progress.

Upcoming:

- 17B Barambah.

DisMods:

- 1 Jerome St – Arranged for tenant to use facilities at Aged Care, as tiling work to start Aged Care facility went into COVID lockdown, tiling work delayed until Aged Care re-opens & alternative accommodation can be re-arranged.
- 51 Barber St – Handrail to complete, scheduled for this week.
- 42 Barber St – Complete
- 39a Barber St – Water stop strip to fit to shower floor on order, otherwise complete.

- 4a Fisher St – Grab rails, seats etc. complete & tenant moving in, electric roller door to be fitted this week, shelf & toilet seat arriving this week for fitment.
- 14 Bond St – Quoting to QBuild
- 1 Collins St – Quoting to QBuild
- 4 Beattie St – Work orders just arrived, materials on order
- 47 Barber St – Quoting to QBuild

Damage Report

Windows, graffiti etc:

- Minor damage occurring at vacants. Working with Housing dept. to minimize damage by streamlining exit & entry processes.

Workplace Health & Safety Incidents

No Incidents to report.

Personnel Issues

Glazier – may have advancing health issues.

Tiler – may have advancing health issues

Training Updates

All Staff-

- Manager & administration staff to complete SimPRO training.

Next Month's Business Plans

EOFY:

- Stocktake complete: stock levels to be reviewed & working stock levels established & maintained.
- Paint procurement – all Building Dept. paint now being procured through Crowies in Kingaroy due to ongoing problems with procurement from Dulux.

Other Information

Software:

SimPRO procurement slower than expected. Admin training to complete later July.

5. Community Services Report

COMMUNITY SERVICES REPORT

June - July 2022



Cherbourg Sports Complex Report

Programs running as per usual at the Sports Complex, the June/July school holiday program was well received by the community children and families. We took the children to Sunshine Coast the first week (Tree Tops & Big Pineapple) the second week we took the children to the Kingaroy Cinemas. Staff from the Complex helped out at the Naidoc Awards event held at the Sports Complex

Radio

STAFF & General UPDATE

Staff member is progressing well with CERT III in Media and CERTII Business

Trainee progressing well with developing his skills as a music producer – some initial discussion around doing some music workshops in cooperation with Qld Music Festival with youth engaged at Sports Complex

Specialised training workshops in recording and production stalled due to health concerns from visiting CMTO trainer – will need to be rescheduled

Refurbishments at the radio and tech upgrades still not progress on having window installed, no follow up so far from builders. We have engaged Dezipna Impressions to create artwork/graphic designs for station signage and a vehicle wrap.

Expecting another visit from technicians to finish some outstanding repairs and upgrades at studios

Station projects and partnerships

With events in the community starting up again, and with the radio station being called upon increasingly to participate with Sound and Streaming services, we are looking to expand our PA equipment – this will bring with it the opportunity to increase revenue

We are also keen to collaborate with storytelling/collecting projects that are being mooted for community – we feel it is important that any projects of this nature in community should include our team from the point of view of local knowledge collating and keeping – as well as growing the skills and capabilities of our team

General Operations and Community Contact:

As per usual, Cherbourg Radio has been very active in the community supporting and engaging with stakeholders, council, and service providers.

As our on-air team continue to grow their skills, focus, and hone their abilities, our overall standard of service to community excels also

As per usual, we are very active in community support and assisting in the coordination of community events and covering important news and information to keep Cherbourg informed.

New Sponsorships spots & space continue to bring new bookings outside of our local sponsors

IKC

Business as per usual.

Community Services -Other

- IYCC (Recruitment process for a Youth Worker) **Completed**
- NAIDOC Community Awards Event (Tuesday 5th July) **Completed**
- Preparing for June/July School Holiday Program - **Completed**
- Language Workshop – 16th June at the IKC - **Completed**
- NDIS Workshops 21st/22nd June – **Completed**
- Preparation for RUOK March in September
- Preparation for Community Rodeo in September

This ends my report for the months of June/July 2022



Edwina Stewart

Community Services Manger