

### 3. Corporate Services

# Corporate Services Manager February 2023



## Finance

Our accountant has submitted his report to Council.

Accountant has been busy preparing budget and visits from financial delegates.

Finance Officer has been directed into specific roles and payroll will be solely handled by Accounts payable, with support from whole finance team. There was a temporary measure in place, but we have rectified that situation with our new HR advisor.

## HR

Our new HR advisor has submitted her report.

We had a planning meeting last week to discuss

- Training and TA – current staff and future employees.
- Staff - movement based PD's – manager input and support before the interview process.

## Housing

Our housing manager has submitted her report to Council.

A new housing staff member has joined the team. Danny Weazel has transferred across from animal control to join us. His role has been identified through his PD (thanks HR) as an internal CASC pest control option for housing on community.

## Reception

Supporting other areas, when available.

- I have recently returned from 2 weeks annual leave between meetings and CEO has filled in. I would like to thank each Corporate Services Team member for their contribution in my absence, CEO has commended

# CASC FINANCE REPORT AS AT 31 Jan 2023





**Cherbourg Aboriginal Shire Council**  
**Operating Actual Vs Budget**  
**FY 2022-2023**

**January**

**YTD Operating Income**  
**Actual** \$7.67M  
**Variance** (\$0.03M) ▼ (0.4%)

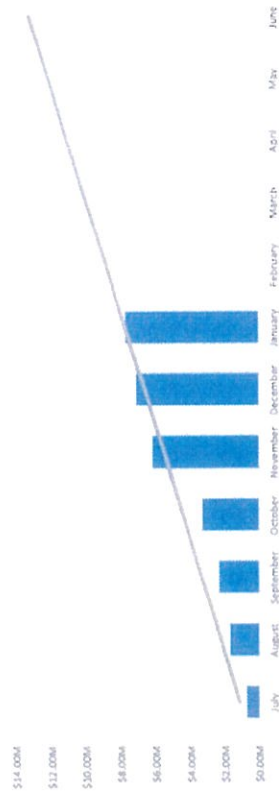
**YTD Operating Expenditure**  
**Actual** \$13.00M (\$0.58M) ▲ (4.4%)



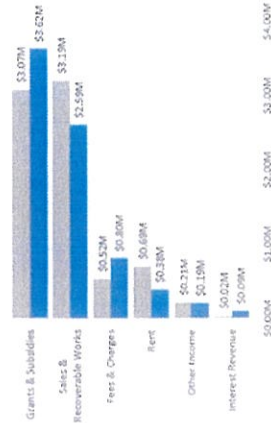
**Operating Surplus Ratio**  
**-69.48%**

■ Budget ■ Actual  
 ■ Positive Variance ■ Negative Variance

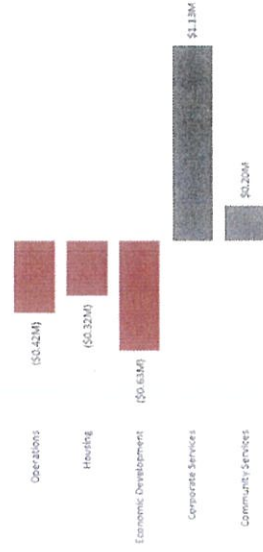
**Total Income - Actual vs Budget**



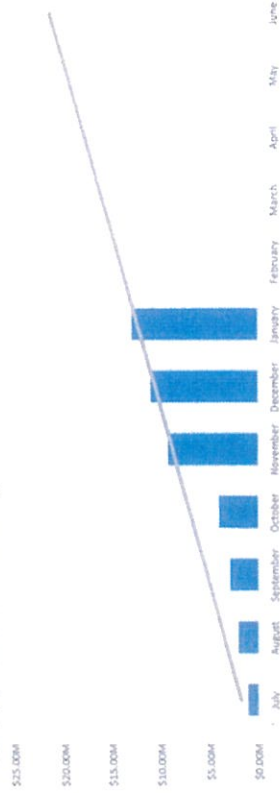
**Income YTD**



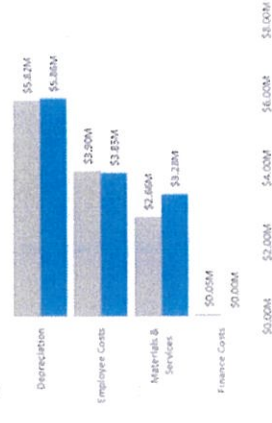
**YTD Income Variance By Directorate**



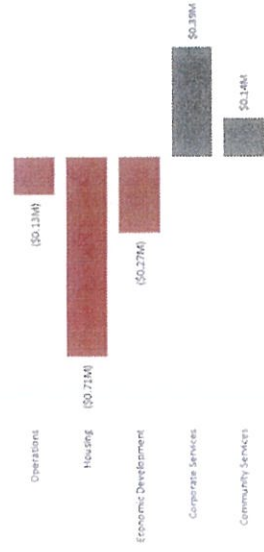
**Total Expenditure - Actual vs Budget**



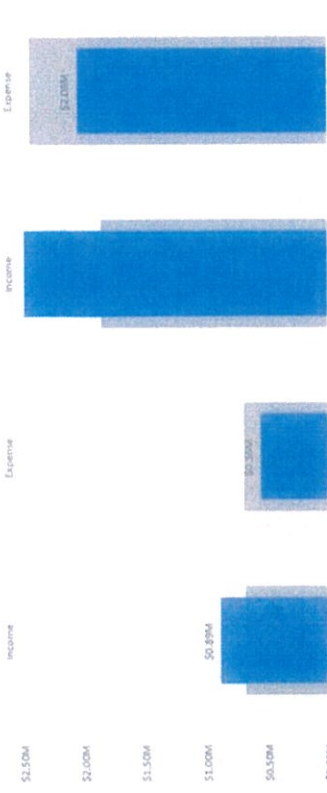
**Expenditure YTD**



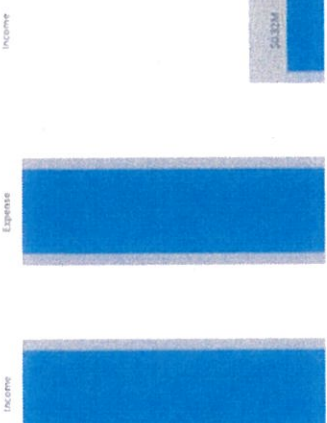
**YTD Expenditure Variance By Directorate**



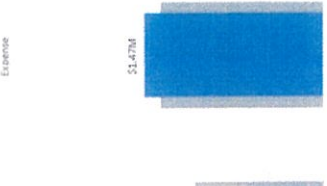
**Income**



**Expenditure**



**Income**



**Expenditure**



# Cherbourg Aboriginal Shire Council Financial Position FY 2022-2023

YTD Assets  
Current \$9.35M Non-Current \$198.31M

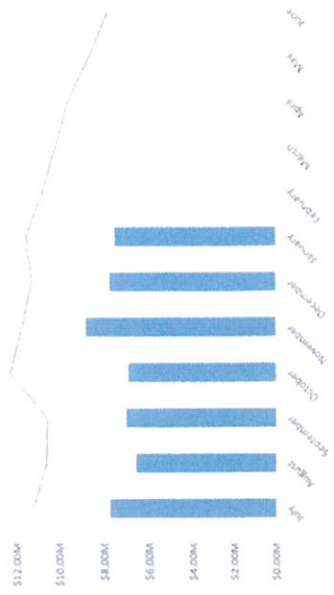
YTD Liabilities  
Current \$3.70M Non-Current \$3.15M



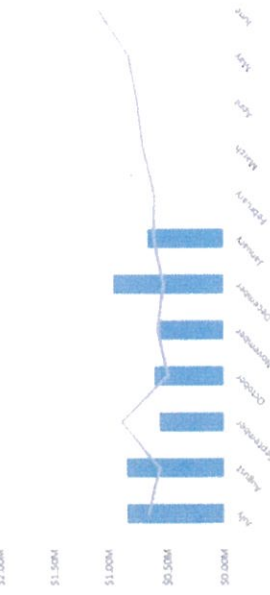
Actual — Prior Year  
▼ Decrease ▲ Increase

Net Financial Asset/Liability Ratio  
-33%

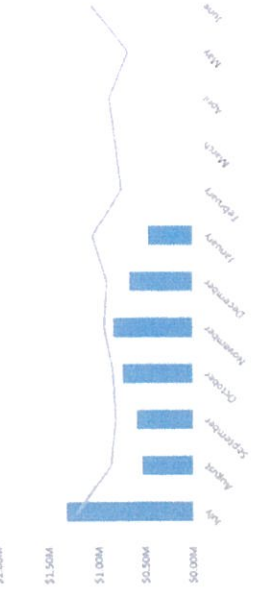
Cash & Cash Equivalents  
\$14.00M



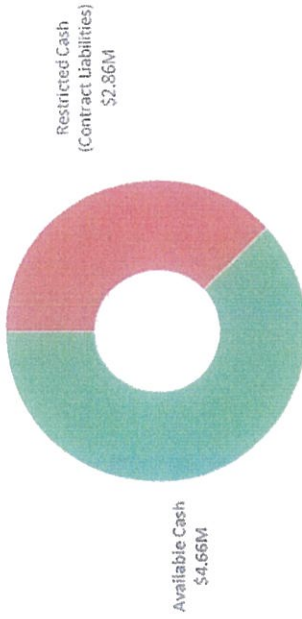
Debtors & Receivables  
\$2.00M



Accounts Payable & Other Current Liabilities  
\$2.00M



Cash Balance



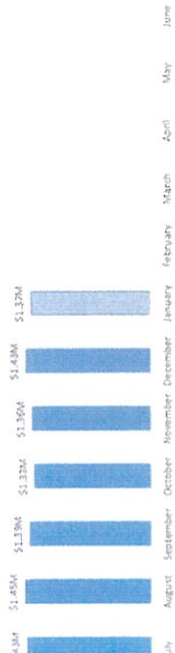
Rent Debtors



Number of Rent Debtors by Amount Owing



Rent Debtors > 90 Days Outstanding



Current Assets

Cash & Cash Equivalents	\$7.52M
Contract Assets	\$0.80M
Trade & Other Receivables	\$0.66M
Inventories	\$0.28M
Biological Assets	\$0.08M
<b>Total Current Assets</b>	<b>\$9.35M</b>

Non-Current Assets

Buildings	\$35.81M
Furniture & Fittings	\$0.00M
Houses	\$121.49M
Infrastructure	\$34.08M
Land	\$1.48M
Motor Vehicles	\$0.62M
Plant & Equipment	\$3.80M
Work in Progress	\$1.03M
<b>Total Non-Current Assets</b>	<b>\$198.31M</b>

Total Assets

<b>Total Assets</b>	<b>\$207.66M</b>
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Current Liabilities

Contract Liabilities	\$2.86M
Trade & Other Payables	\$0.47M
Current Provisions	\$0.37M
<b>Total Current Liabilities</b>	<b>\$3.70M</b>

Non-Current Liabilities

Non-Current Provisions	\$2.61M
Trade & Other Payables	\$0.54M
<b>Total Non-Current Liabilities</b>	<b>\$3.15M</b>

Total Liabilities

<b>Total Liabilities</b>	<b>\$6.85M</b>
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Equity

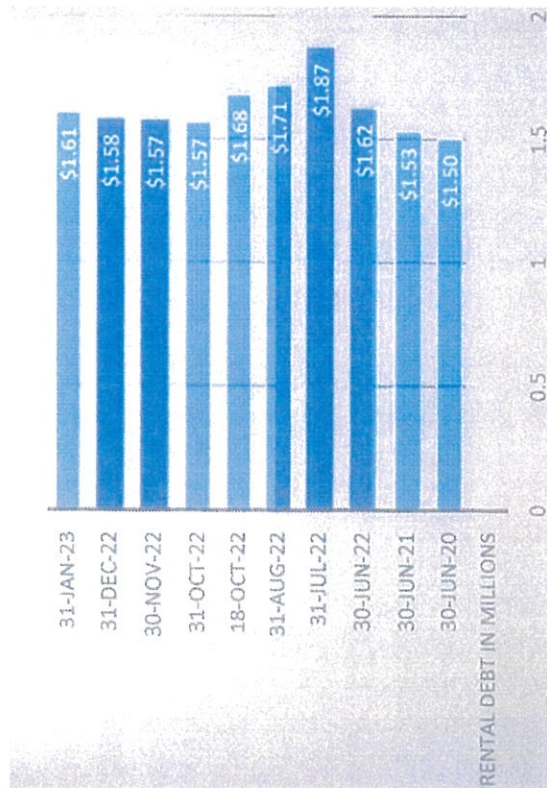
Retained Surplus	\$98.83M
Asset Revaluation Surplus	\$101.97M
<b>Total Equity</b>	<b>\$200.80M</b>

Total Liabilities & Equity

<b>Total Liabilities &amp; Equity</b>	<b>\$207.66M</b>
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# Rental Debt in Millions

30-Jun-20	\$	1.50
30-Jun-21	\$	1.53
30-Jun-22	\$	1.62
31-Jul-22	\$	1.87
31-Aug-22	\$	1.71
18-Oct-22	\$	1.68
31-Oct-22	\$	1.57
30-Nov-22	\$	1.57
31-Dec-22	\$	1.58
31-Jan-23	\$	1.61





# Cherbourg Aboriginal Shire Council Capital Actual Vs Budget FY 2022-2023

January

YTD Capital Income  
Actual  
\$0.63M (\$3.46M) ▼ (84.6%)

YTD Capital Expenditure  
Actual  
\$1.13M (\$6.71M) ▼ (85.6%)



■ Budget ■ Actual

## Capital Income - Actual vs Budget

\$4,000,000  
\$3,500,000  
\$3,000,000  
\$2,500,000  
\$2,000,000  
\$1,500,000  
\$1,000,000  
\$500,000  
\$0



\$72,085

\$74,579

\$0

\$0

\$0

\$0

\$0

\$0

Department Section

Sum of YTD ActualSum of Full Year Budget

\$2,500,000

\$2,000,000

\$1,500,000

\$1,000,000

\$500,000

\$0



\$0

\$0

\$0

\$0

\$0

\$0

\$0

\$0

\$0

\$0

Economic Development

Housing

Operations - Solid Waste

Plants & Vehicles

Plant Hire Business

## Comments:

- **Rising main project** : revenue recognised based on the expenses incurred not the actual cash received
- **QRA** released 30% funding for disaster recovery. Council has now full lists of project and cost centre
- **New housing grant** : Council will receive about \$1M once the grant is executed.
- **Cherbourg Community Centre Project**: 30% grant is released for initial design phase. The grant amount now increased to \$474K to complete the business case
- **LRCI 3**: \$59 K released for LRCI 3 . The remaining \$12k was from LRCI 2 final payment.
- **Murgon to Cherbourg Footpath/ Solid Waste Project** : no expenses incurred and thus no revenue taken out from contract liability AASB 1058

## Comments:

- **2 New housing project** is in planning stage
- **Solid waste project** : engaged with consultant to develop landfill masterplan
- **Plant and Vehicle purchase** is \$54K over the forecast amount
- **Murgon to cherbourg Footpath and Gundoo capital project** slow progress
- **LRCI 3 project** has now quote received from Roadtek to start the project . Additional fund is supported by Q build and FAGS funding.
- **Major upgrade project** is \$390 below the budget amount, possibly timing issue

A.

## ACCOUNTANT COMMENTARY OF INCOME STATEMENT- BY NATURE

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### Whole of Council Financial Summary :

The Cherbourg Aboriginal Shire Council made a net operating loss of \$(5,329,000) for the month ending Jan 2023 with operating surplus ratio of -64.48% .The forecast ratio for the year is -60.70%. The operating surplus ratio is below the recommended benchmark (0%-10%). The main reason for the deficit is the inclusion of depreciation expense of \$5.86 Million .

#### a. Sales & recoverable works :

- Q-build major upgrade income is \$914 k less than budgeted, possibly timing issue
- Cherbourg Call centre self-generated income is nil. Should have been \$116k in Jan as per the budget
- Cherbourg CRP auction sales & skill centre recoverable wages combined income is \$35 K compared to \$106k budgeted income. Contract with skill centre is now ended. This needs to be reflected in the upcoming budget review.

b. Rent : Timing issue .Rental offset manual journal processed for the whole year.

c. **Employee costs:** Employee costs overall is in line with the budget . Overspent on Economic Development Department is offset with underspent in Corporate Services & Housing Department .



d. **Materials & Services:**

- **Housing Department( Overspent)** : Insurance invoice paid in advance for full year renewal. About \$236K variance due to timing difference. Actual amount paid is \$100K above the budget
- **Operations Department(overspent)** : Overspent on Water materials & services /registration /insurance \$87K plus plant hire income (50K) below the budget . overall overspent is \$106K
- **Corporate services ( Overspent):** Admin IT and professional fees is \$51K over the budget. FBT paid \$276K for the last 5 years , not in the budget.
- **Offset by community services (under spent \$145K):** IYCC underspent by \$96K , sports community support funding and radio station ( self-generated ) expenses combined \$50K below the budget

- e. **Finance costs** : Need restoration provision estimate for 2023 . There will be possible changes in interest rate and costs. Process manual journal for interest expenses for the year based on the new estimate.

**Bank Balances:**

Cash at bank as at 31 Jan is \$7.52 M with restricted cash component ( contract liability ) is \$4.66 M. So, available cash balance after satisfying the performance obligations is \$4.66M.

**Community Services :**

a. **Other income** : Radio station monthly sponsorship invoice is about \$20K below the budget.

b. **Materials & Services** :

IYCC underspent by \$96K , sports community support funding and radio station

( self-generated ) expenses combined \$50K below the budget .

**Corporate Services :**

a. **Employee costs** :

- On cost recoveries for training, WPH & S and Workcover not budgeted . However, actual recoverable amount is reducing /offsetting employee cost account by \$143K
- SGFA admin wages is underspent by \$98K
- LSL expenses is underspent by \$40K

b. **Materials & Services** : Admin IT and professional fees is \$51K over the budget. FBT paid \$276K for the last 5 years , not in the budget.

c. **Depreciation**: Depreciation amount for MV is budgeted too much. Need to amend this in upcoming budget review.

d. Finance costs : Process manual journal for interest expenses for the year based on the new estimate.

### **Housing :**

- a. **Rent** : Timing issue .Rental offset manual journal processed for the whole year
- b. **Materials & Services: Housing** Insurance invoice paid in advance for full year renewal
- c. **Depreciation**: need to increase budget amount to reflect the variance

### **Economic & community development :**

- a. **Grants & subsidies:**
  - Artificial intelligence ILSC & DSDIT grant revenue is \$104K less than the budget
  - Illegal dumping round 2A grant income is \$51 K less than from the budgeted amount
  - Offset by revenue paid in advance for IEDG grant, NIAA MRF feasibility study and fire mitigation program grant .
- b. **Sales & recoverable works :**
  - Q -build major upgrade income is \$914 k less than budgeted, possibly timing issue
  - Cherbourg Call centre self-generated income is nil. Should have been \$116k in Jan as per the budget .
  - Cherbourg CRP auction sales & skill centre recoverable wages combined income is \$35 K compared to \$106k budgeted income. Contract with skill centre is now ended. This needs to be reflected in the upcoming budget review
- c. **Employee costs :**
  - Project Management and carpenter wages is overspent by \$79K. original budget is forecasted with 5 staffs. Staff numbers now increased to 10.
  - Kingaroy CRP is overspent by \$85K. original budget is forecasted with 8 staffs. Staff numbers now increased to 11. Overtime hours costing about \$1800 per fortnight .
  - MRF is overspent by \$84K. staff numbers now in this area is 16, costing \$40K per month

- Offset with underspent in Glazier , tiling , painter & skill centre wages

#### Operations :

- a. **Grants & subsidies** : timing issue for FAGS funding . EOY prepayment amount will offset the variance .
- b. **Materials & Services**: Overspent on Water materials & services /registration /insurance \$87K plus plant hire income (50K) below the budget . overall overspent is \$106K

Thanks for your time to read my report.

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**Dol Ranabhat, Accountant**

Whole Of Council

	January			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		
Grants & Subsidies	\$ 45,950	\$ 438,596	\$ (392,646)	-89.52%	\$ 3,622,584	\$ 3,070,172	⬇️	\$ 5,263,156
Fees & Charges	\$ 2,882	\$ 74,931	\$ (72,049)	-96.15%	\$ 798,473	\$ 524,517	⬇️	\$ 899,165
Sales & Recoverable Works	\$ 330,589	\$ 456,350	\$ (125,761)	-27.56%	\$ 2,593,970	\$ 3,194,450	ⓧ	\$ 5,476,185
Interest Revenue	\$ 18,740	\$ 2,541	\$ 16,199	637.51%	\$ 85,822	\$ 17,787	⬇️	\$ 30,489
Rent	\$ 188,896	\$ 98,667	\$ 90,229	91.45%	\$ 375,579	\$ 690,669	ⓧ	\$ 1,184,002
Other Income	\$ 6,463	\$ 29,605	\$ (23,142)	-78.17%	\$ 193,769	\$ 207,235	⬆️	\$ 355,238
<b>Total Income</b>	<b>\$ 593,520</b>	<b>\$ 1,100,690</b>	<b>\$ (507,170)</b>	<b>-46.08%</b>	<b>\$ 7,670,197</b>	<b>\$ 7,704,830</b>		<b>\$ 13,208,235</b>
Employee Costs	\$ 359,840	\$ 556,617	\$ (196,777)	-35.35%	\$ 3,854,930	\$ 3,896,319	⬆️	\$ 6,679,444
Materials & Services	\$ 701,031	\$ 380,249	\$ 320,782	84.36%	\$ 3,277,591	\$ 2,661,743	ⓧ	\$ 4,562,800
Depreciation	\$ 848,521	\$ 830,834	\$ 17,687	2.13%	\$ 5,862,768	\$ 5,815,838	⬆️	\$ 9,970,000
Finance Costs	\$ 722	\$ 6,817	\$ (6,095)	-89.41%	\$ 3,908	\$ 47,719	ⓧ	\$ 81,814
<b>Total Expenditure</b>	<b>\$ 1,910,115</b>	<b>\$ 1,774,517</b>	<b>\$ 135,598</b>	<b>7.64%</b>	<b>\$ 12,999,197</b>	<b>\$ 12,421,619</b>		<b>\$ 21,294,058</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (1,316,594)</b>	<b>\$ (673,827)</b>	<b>\$ (642,767)</b>	<b>95.39%</b>	<b>\$ (5,329,000)</b>	<b>\$ (4,716,789)</b>		<b>\$ (8,085,823)</b>



Community Services

	January				Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ -	\$ 84,794	\$ (84,794)	-100.00%	\$ 812,123	\$ 593,558	\$ 218,565	36.82%	⬇️	\$ 1,017,552
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	⬆️	\$ -
Sales & Recoverable Works	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	⬆️	\$ -
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	⬆️	\$ -
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	⬆️	\$ -
Other Income	\$ 6,631	\$ 13,655	\$ (7,024)	-51.44%	\$ 78,152	\$ 95,585	\$ (17,433)	-18.24%	⬇️	\$ 163,850
<b>Total Income</b>	<b>\$ 6,631</b>	<b>\$ 98,449</b>	<b>\$ (91,818)</b>	<b>-93.26%</b>	<b>\$ 890,275</b>	<b>\$ 689,143</b>	<b>\$ 201,132</b>	<b>29.19%</b>		<b>\$ 1,181,402</b>
Employee Costs	\$ 36,403	\$ 53,070	\$ (16,667)	-31.41%	\$ 378,242	\$ 371,490	\$ 6,752	1.82%	⬆️	\$ 636,841
Materials & Services	\$ 20,803	\$ 47,432	\$ (26,629)	-56.14%	\$ 186,113	\$ 332,024	\$ (145,911)	-43.95%	⬇️	\$ 569,138
Depreciation	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	⬆️	\$ -
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	⬆️	\$ -
<b>Total Expenditure</b>	<b>\$ 57,206</b>	<b>\$ 100,502</b>	<b>\$ (43,296)</b>	<b>-43.08%</b>	<b>\$ 564,355</b>	<b>\$ 703,514</b>	<b>\$ (139,159)</b>	<b>-19.78%</b>		<b>\$ 1,205,979</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (50,575)</b>	<b>\$ (2,053)</b>	<b>\$ (48,522)</b>	<b>2363.47%</b>	<b>\$ 325,920</b>	<b>\$ (14,371)</b>	<b>\$ 340,291</b>	<b>-2367.90%</b>		<b>\$ (24,577)</b>

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# Housing

	January				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	\$ 149,099	\$ 90,250	\$ 58,849	65.21%	\$ 316,267	\$ 631,750	\$ (315,483)	-49.94%	✗	\$ 1,083,002
Other Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
<b>Total Income</b>	<b>\$ 149,099</b>	<b>\$ 90,250</b>	<b>\$ 58,849</b>	<b>65.21%</b>	<b>\$ 316,267</b>	<b>\$ 631,750</b>	<b>\$ (315,483)</b>	<b>-49.94%</b>		<b>\$ 1,083,002</b>
Employee Costs	\$ 9,077	\$ 17,862	\$ (8,785)	-49.19%	\$ 105,972	\$ 125,034	\$ (19,062)	-15.25%	!	\$ 214,347
Materials & Services	\$ 4,066	\$ 30,714	\$ (26,648)	-86.76%	\$ 463,211	\$ 214,998	\$ 248,213	115.45%	✗	\$ 368,550
Depreciation	\$ 742,499	\$ 666,667	\$ 75,832	11.37%	\$ 5,144,672	\$ 4,666,669	\$ 478,003	10.24%	✗	\$ 8,000,000
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
<b>Total Expenditure</b>	<b>\$ 755,642</b>	<b>\$ 715,243</b>	<b>\$ 40,399</b>	<b>5.65%</b>	<b>\$ 5,713,855</b>	<b>\$ 5,006,701</b>	<b>\$ 707,154</b>	<b>14.12%</b>		<b>\$ 8,582,897</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (606,542)</b>	<b>\$ (624,993)</b>	<b>\$ 18,451</b>	<b>-2.95%</b>	<b>\$ (5,397,588)</b>	<b>\$ (4,374,951)</b>	<b>\$ (1,022,637)</b>	<b>23.37%</b>		<b>\$ (7,499,895)</b>

Operations

	January			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		
Grants & Subsidies	\$ 45,950	\$ 151,324	\$ (105,374)	-69.63%	\$ 642,375	\$ 1,059,268	✗	\$ 1,815,886
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
Sales & Recoverable Works	\$ 1,273	\$ -	\$ 1,273	100.00%	\$ 1,273	\$ 1,273	✓	\$ -
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
Other Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
<b>Total Income</b>	<b>\$ 47,223</b>	<b>\$ 151,324</b>	<b>\$ (104,101)</b>	<b>-68.79%</b>	<b>\$ 643,648</b>	<b>\$ 1,059,268</b>		<b>\$ 1,815,886</b>
Employee Costs	\$ 63,682	\$ 85,682	\$ (22,000)	-25.68%	\$ 621,960	\$ 599,774	✓	\$ 1,028,179
Materials & Services	\$ 61,005	\$ 31,114	\$ 29,891	96.07%	\$ 324,475	\$ 217,798	✗	\$ 373,331
Depreciation	\$ 75,510	\$ 74,167	\$ 1,343	1.81%	\$ 523,699	\$ 519,169	✓	\$ 890,000
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
<b>Total Expenditure</b>	<b>\$ 200,197</b>	<b>\$ 190,963</b>	<b>\$ 9,234</b>	<b>4.84%</b>	<b>\$ 1,470,135</b>	<b>\$ 1,336,741</b>		<b>\$ 2,291,510</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (152,974)</b>	<b>\$ (39,639)</b>	<b>\$ (113,335)</b>	<b>285.92%</b>	<b>\$ (826,487)</b>	<b>\$ (277,473)</b>		<b>\$ (475,624)</b>



Economic Development

	January				Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ -	\$ 38,330	\$ (38,330)	-100.00%	\$ 163,276	\$ 268,310	\$ (105,034)	-39.15%	✗	\$ 459,950
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Sales & Recoverable Works	\$ 329,317	\$ 456,264	\$ (126,947)	-27.82%	\$ 2,592,698	\$ 3,193,848	\$ (601,151)	-18.82%	✗	\$ 5,475,150
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Other Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
<b>Total Income</b>	<b>\$ 329,317</b>	<b>\$ 494,594</b>	<b>\$ (165,277)</b>	<b>-33.42%</b>	<b>\$ 2,755,973</b>	<b>\$ 3,462,158</b>	<b>\$ (706,185)</b>	<b>-20.40%</b>		<b>\$ 5,935,100</b>
Employee Costs	\$ 148,054	\$ 232,153	\$ (84,099)	-36.23%	\$ 1,819,179	\$ 1,625,071	\$ 194,108	11.94%	✗	\$ 2,785,875
Materials & Services	\$ 259,932	\$ 185,292	\$ 74,640	40.28%	\$ 1,372,704	\$ 1,297,044	\$ 75,660	5.83%	✓	\$ 2,223,448
Depreciation	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
<b>Total Expenditure</b>	<b>\$ 407,986</b>	<b>\$ 417,445</b>	<b>\$ (9,459)</b>	<b>-2.27%</b>	<b>\$ 3,191,883</b>	<b>\$ 2,922,115</b>	<b>\$ 269,768</b>	<b>9.23%</b>		<b>\$ 5,009,323</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (78,669)</b>	<b>\$ 77,149</b>	<b>\$ (155,818)</b>	<b>-201.97%</b>	<b>\$ (435,909)</b>	<b>\$ 540,043</b>	<b>\$ (975,952)</b>	<b>-180.72%</b>		<b>\$ 925,777</b>

## Corporate Services

	January			Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance		
Grants & Subsidies	\$ -	\$ 164,148	\$ (164,148)	-100.00%	\$ 2,004,810	\$ 1,149,036	\$ 855,774	⬇️	\$ 1,969,768
Fees & Charges	\$ 2,882	\$ 74,931	\$ (72,049)	-96.15%	\$ 798,473	\$ 524,517	\$ 273,956	⬇️	\$ 899,165
Sales & Recoverable Works	\$ -	\$ 86	\$ (86)	-100.00%	\$ -	\$ 602	\$ (602)	⬇️	\$ 1,035
Interest Revenue	\$ 18,740	\$ 2,541	\$ 16,199	637.51%	\$ 85,822	\$ 17,787	\$ 68,035	⬇️	\$ 30,489
Rent	\$ 39,797	\$ 8,417	\$ 31,380	372.82%	\$ 59,313	\$ 58,919	\$ 394	⬆️	\$ 101,000
Other Income	\$ (169)	\$ 15,950	\$ (16,119)	-101.06%	\$ 115,616	\$ 111,650	\$ 3,966	⬆️	\$ 191,388
<b>Total Income</b>	<b>\$ 61,250</b>	<b>\$ 266,073</b>	<b>\$ (204,823)</b>	<b>-76.98%</b>	<b>\$ 3,064,034</b>	<b>\$ 1,862,511</b>	<b>\$ 1,201,523</b>		<b>\$ 3,192,845</b>
Employee Costs	\$ 102,625	\$ 167,850	\$ (65,225)	-38.86%	\$ 929,577	\$ 1,174,950	\$ (245,373)	⬇️	\$ 2,014,202
Materials & Services	\$ 355,225	\$ 85,697	\$ 269,528	314.51%	\$ 931,087	\$ 599,879	\$ 331,208	⬇️	\$ 1,028,333
Depreciation	\$ 30,512	\$ 90,000	\$ (59,488)	-66.10%	\$ 194,397	\$ 630,000	\$ (435,603)	⬇️	\$ 1,080,000
Finance Costs	\$ 722	\$ 6,817	\$ (6,095)	-89.41%	\$ 3,908	\$ 47,719	\$ (43,811)	⬇️	\$ 81,814
<b>Total Expenditure</b>	<b>\$ 489,084</b>	<b>\$ 350,364</b>	<b>\$ 138,720</b>	<b>39.59%</b>	<b>\$ 2,058,970</b>	<b>\$ 2,452,548</b>	<b>\$ (393,578)</b>	⬇️	<b>\$ 4,204,349</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (427,834)</b>	<b>\$ (84,291)</b>	<b>\$ (343,543)</b>	<b>407.57%</b>	<b>\$ 1,005,064</b>	<b>\$ (590,037)</b>	<b>\$ 1,595,101</b>		<b>\$ (1,011,504)</b>



# HR Report # 1 – January 2023



## ***Human Resources***

### **Executive Summary**

#### ***1 Dashboard***

*Pay Period 16 - (TOTAL 116 staff)*

(this does not include mayor and councilor's)

Fulltime 60

Part-time 14

Casual – 41

Apprentice/Trainee – 1

#### ***2 Industrial Relations news***

Matter before the Industrial Relations Commission;

Discontinued 21 December 2022

#### ***3 Recruitment***

Youth Worker –6-month contract funded from IYCC (NIAA)

Housing Officer / Pest Control started 13 February 2023

Call centre interviews 8 February 2023 – 15 FTE to be filled

All general recruitment on hold

#### ***4 Training***

Asbestos Awareness Training is being arranged for several building staff

Forklift Training is being arranged for CRP and MRF staff

#### ***5 Other News***

Work hours Policy for endorsement



## Work Hours Policy

### 1. Purpose

- 1.1 The purpose of this Policy is to provide all employees of the Cherbourg Aboriginal Shire Council (CASC) with a framework regarding expected working hours within the Council.

### 2. Commencement of Policy

- 2.1 This Policy will commence on and from 01 March 2023. It replaces all other policies or arrangements governing the expected working hours within the Council (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. Expected Working Hours

Depending on your work area you are requested to work from at 7am to 4pm Monday to Friday. With an RDO Friday after pay day, this equates to a maximum of 76 hours per fortnight.

Other staff work from 8am to 5pm Monday to Thursday, and 8am to 12pm on Friday weekly, this equates to a maximum of 72.50 hours per fortnight.

All staff are requested to start work at 7am or 8am, depending on your work area, therefore you are requested to arrive and be ready to start work at your work area at 7am or 8am.

- 4.1 You will be required to clock on and off daily (including for lunch breaks) using the clock and cards provided as per CASC policy. Please note that time in lieu may only be approved by the C.E.O. for accrual; no penalty rates will be paid for extra hours worked.  
4.2 For staff who have flexible working arrangements in place you are requested to follow those arrangements.

## 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: 9 February 2023

Review date: 9 February 2024



Phone: (07) 4168 1866

Fax: (07) 4168 2727

# CHERBOURG ABORIGINAL SHIRE COUNCIL

22 Barambah Avenue Cherbourg QLD 4605

## 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



# Housing Report February 2023





**SNR HOUSING OFFICER & HOUSING OFFICER:**

The month of January/February so far has been quite busy. I have been printing statements and raising rental invoices, completing the monthly rent reconciliation for the invoices, preparing the quarterly report also rental checks, assisting tenants adjust their Centrelink and wage rental deductions and conducting daily interviews with clients.

**SNR HOUSING OFFICER CLIENT CONTACT END DECEMBER/START JANUARY: (89)**

Phone Calls	-	12
Rent/ Enquires	-	20
Centrelink deductions	-	17
Rental Reimbursements	-	22
Housing Enquires	-	15
Complaints/Misc.	-	03 Misc.

**HOUSING ENQUIRES FOR CLIENTS FROM OTHER AGENCIES:**

- NDIS - In relation to clients requesting accommodation
- TOOWOOMBA HOSPITAL - Enquiring about accommodation for client.

**COMPLAINTS: (1)**

- 1 complaint - Noise Complaint (letter and notice sent to tenant).

**RENTAL CREDIT-REIMBURSEMENTS:**

Over the past 2 weeks we have issued approx. 22 rental reimbursements for tenants who were in credit. Their Centrelink deductions have now been reduced to the correct amount so that they won't get in credit again.

Antonia Jacobs  
Snr Housing Officer

## Housing Inspection Officer

### Meetings/Workshops:

- Building & Housing Meeting every 2<sup>nd</sup> Monday

### Service provided to tenants:

- 3 Inquiries about housing waiting list.
- 50 Follow ups for tenants re: works.
- 10 Assisted with Qbuild
- 3 House Inspections
- Follow ups for upgrade program.
  - 11 New kitchens (July 2022 – February 2023)
  - 17 New linen & bedroom wardrobe (July 2022 – February 2023)
- 8 Pest control order
- 2 Inspected Hall before & after hire.
- 3 Home modifications to be completed.

### Entry Reports:

19 Broadway Street

44 Barber Street

### Vacant:

8 Barambah Ave

Joanne Simpson

Housing Inspection Officer

## 4. Economic & Community Development

# ECONOMIC & COMMUNITY DEVELOPMENT REPORT

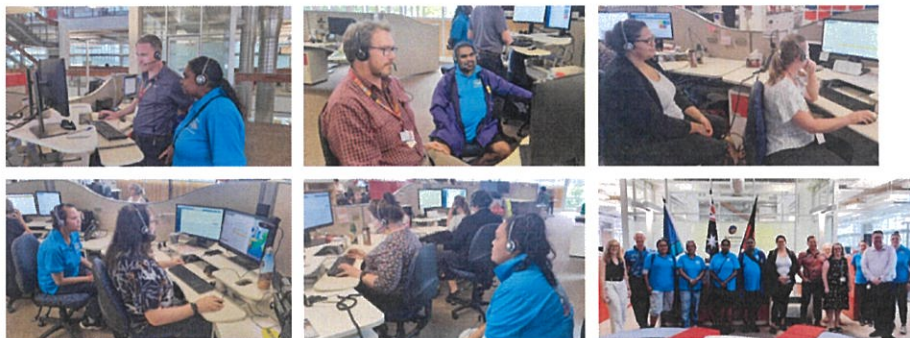
February 2023

## 1. Executive Report

Exploratory visit to SSQ for Cherbourg Digital Service Centre



### Smart Service & Cherboug Visit – 9 February





## Executive Summary

There is a positive feeling amongst the staff – lots of growth happening and some new opportunities opening up.

### Cattle & Farm

Farm manager has been working with the herd, branding, and de-horning. One staff member injured himself – not at work, we have replaced him with a casual worker from community. The farm work plan for March is to repair gates and clean up trees from the fence lines.

Community horse issues have been discussed with the owners and resolved. Community horses are to be kept on the town side of the Barambah creek – the farm will maintain paddocks, improve pasture and manage cattle on the fenced paddocks.

### Recycling Facility

Recycling is going well operationally – this week the Containers for Change Scheme has captured 6 billion containers in its 4 years of operating. The SBRC contract is going well, but the financial sustainability of this stream is proving a challenge. We need more volume and faster processing to happen. Commodity prices are low at this time of year due to lack of warehousing and shipping as a result of the Chinese New Year. We expect commodity prices to rise significantly by June. Some cost cutting measures have been implemented, others are being considered. Kingaroy CRP has been putting through a large volume of containers and our payment amount has increased a little.

### Building Department

Upgrade program - progressing well, lots of work is completed, more is in progress – flooring, bathrooms and kitchens have been completed and invoiced.

1 Dismod is outstanding and only 2 vacants to resolve.

Responsive program is struggling, we have 4 issues to resolve and we are working on all of them. 1. Still difficult to find contractors, Our staff have not been at work – sick or on holiday. 3. Our admin is slow – trying to get this solved – proving very difficult – this means work is completed but we are struggling to invoice it. 4. tradies invoicing is slow. ATSIH are proving quite a challenge to work with – we have done a lot of evaluation work on housing stock and can see a clear need for high priority work – but we cannot get ATSIH to address these issues – a typical response is to fund them from rent. Qbuild are good to work with but they don't control the budget.

We are now compliant on WHS in the building dept to daily job site JSAs this is an important part of our Qbuild contract – well done to the Manager and team members for using the software and systems effectively.

### Joinery

Completed 3 kitchens – a great achievement this month. One staff member has left and another has been started, looking to get a trainee from the high school engaged.

### Cherbourg Digital Service Centre

Interviewed 15 applicants for the SSQ operations, - trying to get the training started by 1<sup>st</sup> March, funding agreements will be in place by then. Our application to work with DAF and SSQ are progressing well, we have identified 15 new job applicants from the 40 applications and will be interviewing them by the end of this month. We visited the large Service Centre in Zillmere and saw 1<sup>st</sup> hand how they operate – very impressive.

## **General Project Information**

1. BOR 5 - Project 100 % complete – final payments received – project closed.
2. LRCI 3 – Road Tek quotes received – project has been finalised and the P.O. has been issued.
3. Illegal Dumping Grant – In progress – no issues – finishes at the end of Feb.
4. Fire Mitigation – Reporting up to date – some underspend – trying to finalise last stage.
5. Cultural Pathway – Variations have been discussed and applied for – waiting for approvals from NIAA – no progress this month
6. Landfill – negotiations and work is in progress with frequent meetings and discussions to get this project right so The community has a good system in place to benefit waste management for the next 50 years.
7. Innovation Funding – AI project – the CoralAI has got our imaging to work very well it will meet the grant criteria, we are trying to achieve a 99% accuracy – we have in excess of 90% currently.

## **New Housing**

**2.35 project** – trying to solve the funding/ cost issue, we are making slow progress. We met with Dept. Housing and they are trying to secure more funding, we are working on reducing the cost of the builds by using local contractors.

**3.4 project** – concepts sent out to 4 local builders, - 2 sets of indicative quotes have been returned they are very high but not as high as the tender. Concepts attached – note brick walls.

By: Sean Nicholson

## 5. Operations Department



# Operations Department Report January 2023



By Matthew Bock, Operations Manager

7<sup>th</sup> February 2023

[ops@cherbourg.qld.gov.au](mailto:ops@cherbourg.qld.gov.au)



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Water, Sewerage.....	7
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Attachement .....	9

## Executive Summary

### Operations department

- New rubbish truck had sign writing fitted
- A funding request has been submitted to DES (Department of Environment and Science) requesting funding for a 20t excavator for the landfill, a waste shredder for landfill and additional funding for the landfill and surrounding area cleanup/landscaping and leachate system
- The landfill has undergone an extensive cleanup (figure1 and figure2 in attachments)
- The sewerage ponds had extensive erosion from last years flooding events water is constantly sitting around ponds testing of this water was undertaken.
- Water tests taken from around sewerage ponds came back positive to effluent there is a small leak coming from the ponds or piping
- DES and DDPU have been notified of incident
- Council is waiting on REPA funding from the QRA to repair the ponds
- Contaminated water is confined to around the ponds and further testing downstream has come back negative

### Fleet Services

- 25 Jobs were completed for the month of December this included services and repair work
- 5 Vehicles received their annual scheduled services
- Fitment of electric brakes to vehicles towing mini excavator
- Repair of hydraulic system of Backhoe and was put back into service
- Fit tracking devices to new vehicles and updated old vehicles
- Replaced tappet cover spark plugs, coil and engine mount on WHS fiesta
- Replaced rear window on Hiace and repaired wheelchair lift.
- Prepared and submitted quotes for Used SUV
- Prepared and submitted quotes for Animal management Canopy
- Decals fitted to side of garbage truck
- Installation of 18t hoist for truck and plant repairs

### Environment and Waste

- Recycling Program Commenced – First pick up day: 31<sup>st</sup> January 2023, *Figure 1 - CASC Recycling Program 2023.*
- EHW working closely with DDPHU to ensure all Food Business's licensing requirements are up to date
- First recycle bin collection was satisfactory with 21 out of approximately 340 Recycling bins collected

### Works, Roads, Parks and Gardens

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

### Water and Sewerage

- Daily, Weekly, Monthly Water Sampling, including Raw Water (*Figure 1 & 2*).
- Daily Checks on Plant and Operations
  - WTP & WWTP Operations including Effluent Ponds & Pivot irrigator
  - Sewage Pump Station's (SPS)
  - General check's on WTP & WWTP i.e., Basic Housekeeping and ensuring grounds are clean and maintained
- Fortnightly catch up with DDPHU, Regular Catch up with RDMW
- Both Reservoirs at WTP have been drained and cleaned as part of annual maintenance.
- Analyzers at WTP (both Chlorine and Turbidity) have been calibrated, cleaned and faulty parts replaced as required.
- Sand Filters at WTP pressure cleaned as part of monthly maintenances.

## **Environment and Waste**

### Animal Management

CASC Data	Dogs	Cats	Total
Registrations	3	0	3
Treatment Administered	6	0	6
Euthanised	5	2	7
Rehomed (RSPCA, Community)	4	0	4
Traps Set	Daily	1	
Strays Caught (Landfill, Street etc.)	5	1	6

AMRRIC Data	Dogs		Cats		Total
	Female	Male	Female	Male	
Entire	165	307	26	22	520
Desexed	223	175	37	25	460
Unknown	21	11	3	-	35
<b>Total by species</b>	<b>902</b>		<b>113</b>		<b>1015</b>

### Issues, concerns, or comments

- Barber St dog's reproductive rate is a continuous concern
- AMW's setting traps at Landfill/Dump daily and catching wild dogs
- Wild/ stray animals that are somewhat tame; are being rehomed with the RSPCA or within community
- MOU between RSPCA – Kingaroy and CASC in Development

Complaints and/ or concerns				
	Dogs	Cats	Other	Total
Public				
Open				
Closed				

**Food safety**

- Current No. of Food Businesses – 4
- EHW working closely with DDPHU to ensure all Food Business's licensing requirements are up to date
- Food

**Waste & Recycling**

- Recycling Program Commenced – First pick up day: 31<sup>st</sup> January 2023, *Figure 1 - CASC Recycling Program 2023.*
- Recycling Bin Collection, Every Tuesday – Frequency to be reevaluated in future
- General Rubbish Collection – Monday & Thursdays ONLY
- Bulk Rubbish – Monday & Thursday between 1:30-3:30pm ONLY

**Issues, concerns, or comments**

- First recycle bin collection was satisfactory with 21 out of approximately 340 Recycling bins collected
- Education and promotion still a requirement
- Community Engagement opportunities are in discussion with DES

**Water & Wastewater**

- Weekly & Monthly Water Sampling – EHW, *Figure 2 - FY2023 Weekly/ Monthly Sampling Verification Results*
- Daily Verification & Monitoring – ESO's, WSM, *Figure 3 - FY2023 CASC Daily Water Quality Field Results*

**Issues, concerns, or comments**

- Boil Water Alert – Current and ongoing, Until further notice



## CASC Recycling Program 2023

Type & Weight (kg)											Comments	Improvements/ Advice
Collection No.	Date	Cardboard	Paper	Glass	Aluminum	Steel	Plastic (Mixed)	Contaminated	Daily total	No. of Bins		
1	31-Jan-23	35	9	29	4	1	7	37	122	21	Refundable items, Soft plastics (bread & potato bags, meat trays), Excess amount of Nappies with recycling	No Nappies, soft plastics, meat trays. Empty recyclables before disposal, incentive - Bin day bingo

## FY2023 CASC Weekly/Monthly Water Sampling Verification Results

Coliforms (mpn/100mL)								E. coli (mpn/100mL)							
WTP								WTP							
Figure 2															
Date	STP (Wakka park) tap CHER 1	Depot (External) tap CHER 2	Day care (rear) tap CHER 3	Button lookout tap CHER 4	After treatment yard tap CHER T	& 2 Blended Tap CHER 5	Summary	STP (Wakka park) tap CHER 1	Depot (External) tap CHER 2	Day care (rear) tap CHER 3	Button lookout tap CHER 4	After treatment yard tap CHER T	& 2 Blended Tap CHER 5	Summary	
04-Jan-23	0	0	0	0	0	NT	PASS	0	0	0	0	0	NT	PASS	
09-Jan-23	0	0	0	0	0	NT	PASS	0	0	0	0	0	NT	PASS	
11-Jan-23	0	0	0	43	0	NT	FAIL	0	0	0	1	0	NT	FAIL	
12-Jan-23	0	0	0	14	0	0	PASS	0	0	0	0	0	0	PASS	
16-Jan-23	0	1	0	0	0	0	PASS	0	0	0	0	0	0	PASS	
18-Jan-23	0	0	0	0	0	0	PASS	0	0	0	0	0	0	PASS	
23-Jan-23	0	0	0	0	0	0	PASS	0	0	0	0	0	0	PASS	
30-Jan-23	1	0	0	0	0	0	PASS	0	0	0	0	0	0	PASS	
Total Chlorine (mg/L)								Free Chlorine (mg/L)							
Date	STP (Wakka park) tap CHER 1	Depot (External) tap CHER 2	Day care (rear) tap CHER 3	Bert Button lookout tap CHER 4	After treatment yard tap CHER T	WTP Reservoir 1 & 2 Blended Tap CHER 5	Summary	STP (Wakka park) tap CHER 1	Depot (External) tap CHER 2	Day care (rear) tap CHER 3	Bert Button lookout tap CHER 4	After treatment yard tap CHER T	WTP Reservoir 1 & 2 Blended Tap CHER 5	Summary	
04-Jan-23	0.29	0.28	0.77	2.06	1.12	NT	PASS	0.21	0.17	0.46	1.28	0.87	NT	PASS	
09-Jan-23	0.41	0.44	1.34	0.48	0.52	NT	PASS	0.27	0.3	1.03	0.28	0.33	NT	PASS	
11-Jan-23	0.55	0.59	0.56	0.41	0.6	NT	PASS	0.41	0.37	0.31	0.27	0.45	NT	PASS	
12-Jan-23	0.3	0.31	0.48	0.39	4.48	1.51	PASS	0.3	0.22	0.25	0.22	4.2	0.96	PASS	
16-Jan-23	0.27	0.07	0.32	0.83	0.73	0.6	PASS	0.13	0.03	0.17	0.63	0.59	0.44	PASS	
18-Jan-23	0.28	0.48	1.91	1.19	0.9	0.87	PASS	0.2	0.25	1.67	0.82	0.59	0.62	PASS	
23-Jan-23	0.52	0.43	0.44	0.84	2.44	2.45	PASS	0.29	0.23	0.28	0.54	2.03	2.05	PASS	
30-Jan-23	0.44	0.35	0.42	0.5	0.47	0.36	PASS	0.2	0.22	0.37	0.37	0.31	0.17	PASS	
pH								Total THMs							
Date	STP (Wakka park) tap CHER 1	Depot (External) tap CHER 2	Day care (rear) tap CHER 3	Bert Button lookout tap CHER 4	After treatment yard tap CHER T	WTP Reservoir 1 & 2 Blended Tap CHER 5	Summary	Date	STP (Wakka park) tap CHER 1	WTP Reservoir 1 & 2 Blended Tap CHER 5	(ADWG Health Value limit: 250)	*NR - Results not yet received *NT - Not tested			
04-Jan-23	7.95	7.72	7.73	7.77	7.78	NT	PASS	04-Jan-23	400	NT	FAIL				
09-Jan-23	7.86	7.87	7.8	7.86	7.87	NT	PASS	09-Jan-23	360	NT	FAIL				
11-Jan-23	7.75	7.73	7.83	7.81	7.84	NT	PASS	11-Jan-23	390	NT	FAIL				
12-Jan-23	7.84	7.69	7.75	7.81	7.99	7.58	PASS	12-Jan-23	340	NT	FAIL				
16-Jan-23	7.51	7.55	7.55	7.64	7.69	7.46	PASS	16-Jan-23	360	NT	FAIL				
18-Jan-23	7.63	7.49	7.53	7.59	7.54	7.6	PASS	18-Jan-23	110	NT	PASS				
23-Jan-23	7.55	7.57	7.72	7.5	7.63	7.75	PASS	23-Jan-23	310	300	FAIL				
30-Jan-23	7.51	7.54	7.54	7.69	7.47	7.39	PASS	30-Jan-23	250	NT	PASS				

## FY2023 CASC DAILY WATER QUALITY FIELD RESULTS

Date	FIELD																WTP Outlet								
	STP (CHER 1)				Depot (CHER 2)				Daycare (CHER 3)				Lookout (CHER 4)				WTP (CHER T)				RES. 1&2 (CHER 5) (Blended Tap)				
	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	
1-Jan-23	0.36	0.45	7.74	0.23	0.41	0.51	7.77	0.22	0.5	0.67	7.88	0.42	1.22	1.51	7.9	0.64	1.06	1.29	7.92	0.88	MD	MD	MD	MD	
2-Jan-23	0.33	0.43	7.73	0.23	0.39	0.47	7.77	0.22	0.43	0.67	7.88	0.42	1.22	1.51	7.9	0.64	1.06	1.29	7.92	0.88	MD	MD	MD	MD	
3-Jan-23	0.33	0.43	7.73	0.23	0.39	0.47	7.77	0.22	0.43	0.67	7.88	0.42	1.22	1.51	7.9	0.64	1.06	1.29	7.92	0.88	MD	MD	MD	MD	
4-Jan-23	0.33	0.43	7.73	0.23	0.39	0.47	7.77	0.22	0.43	0.67	7.88	0.42	1.22	1.51	7.9	0.64	1.06	1.29	7.92	0.88	MD	MD	MD	MD	
5-Jan-23	0.48	0.55	7.79	0.23	0.51	0.61	7.7	0.32	0.55	0.72	7.82	0.65	0.48	0.93	7.82	0.82	0.54	0.86	7.76	0.6	MD	MD	MD	MD	
6-Jan-23	0.33	0.47	7.71	0.45	0.31	0.47	7.82	0.85	0.52	0.62	7.58	0.82	0.61	0.75	7.66	0.9	0.66	0.78	7.74	0.95	MD	MD	MD	MD	
7-Jan-23	0.35	0.48	7.73	0.54	0.4	0.61	7.56	0.55	0.65	0.91	7.67	0.6	0.76	0.97	7.65	0.91	1.08	1.23	7.76	0.96	MD	MD	MD	MD	
8-Jan-23	0.27	0.41	7.86	0.34	0.3	0.44	7.87	0.83	1.03	1.34	7.8	4.0	0.28	0.48	7.86	0.78	0.32	0.52	7.87	0.91	MD	MD	MD	MD	
10-Jan-23	0.41	0.55	7.75	0.50	0.37	0.49	7.73	0.43	0.31	0.56	7.83	0.51	0.27	0.41	7.81	0.82	0.45	0.6	7.84	0.78	MD	MD	MD	MD	
11-Jan-23	0.3	0.38	7.84	0.02	0.22	0.31	7.89	0.01	0.25	0.48	7.75	0.06	0.22	0.39	7.75	0.45	4.2	4.48	7.98	0.78	MD	MD	MD	MD	
12-Jan-23	0.26	0.43	7.82	0.35	0.31	0.4	8.0	0.86	2.04	2.37	8.01	0.58	0.66	0.93	7.81	0.74	1.76	1.99	7.92	1.0	1.45	1.85	7.89	1.6	
13-Jan-23	0.24	0.4	7.8	0.87	0.26	0.44	7.75	0.91	0.40	0.61	7.89	1.12	0.6	0.72	7.39	1.35	0.81	1.05	7.87	1.22	0.99	1.25	7.72	1.48	
15-Jan-23	0.13	0.17	7.51	0.43	0.03	0.07	7.51	0.81	0.17	0.32	7.55	0.81	0.63	0.83	7.64	0.92	0.59	0.73	7.46	0.97	0.44	0.53	7.46	0.83	
16-Jan-23	0.31	0.45	7.65	0.45	0.82	1.22	7.88	2.73	0.41	0.59	8.03	0.89	1.47	1.82	7.37	0.96	0.72	0.94	7.77	0.7	0.71	0.92	7.75	1.82	
17-Jan-23	0.66	0.71	7.81	1.62	0.39	0.41	7.9	0.64	0.27	0.57	7.81	1.62	0.73	1.06	7.92	1.62	1.64	1.82	7.56	1.2	1.98	2.31	7.8	1.42	
19-Jan-23	0.26	0.4	7.82	0.41	0.24	0.32	7.72	0.22	0.32	0.54	7.84	0.77	0.64	0.83	7.83	1.43	0.5	0.68	7.8	1.22	0.52	0.72	7.77	0.95	
21-Jan-23	0.31	0.53	7.79	0.78	0.26	0.42	7.78	0.82	0.32	0.47	7.77	0.99	0.62	0.83	7.86	0.91	0.47	0.64	7.81	1.22	0.53	0.72	7.97	1.4	
22-Jan-23	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	0.94	1.0	8.0	1.32	0.52	0.66	7.60	0.73	0.58	0.81	7.71	0.97
23-Jan-23	0.37	0.42	7.68	0.6	0.21	0.47	7.73	0.12	0.4	0.64	7.77	0.55	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	MD	
24-Jan-23	0.33	0.61	7.68	0.11	0.2	0.31	7.68	0.26	4.02	4.6	8.03	0.24	0.22	0.47	7.81	1.0	4.61	5.0	7.88	0.66	0.22	0.45	7.7	0.47	
25-Jan-23	0.53	0.62	7.85	0.01	0.53	0.83	7.78	0.26	0.48	0.62	7.95	0.07	0.77	1.03	7.73	0.67	0.59	0.8	7.77	6.22	0.23	0.43	7.8	0.23	
26-Jan-23	0.41	0.59	7.67	0.21	0.32	0.51	7.64	0.3	0.97	0.56	7.87	0.17	0.95	1.21	7.8	0.87	0.42	0.52	7.78	0.43	0.54	0.52	0.81	7.77	0.3
27-Jan-23	0.36	0.58	7.54	0.45	0.35	0.55	7.67	0.55	0.32	0.48	7.6	0.44	0.62	2.1	7.67	0.54	0.34	0.56	7.64	6.32	0.31	0.56	7.74	0.45	
28-Jan-23	0.31	0.61	7.72	0.74	0.45	0.66	7.51	0.54	0.40	0.67	7.82	0.78	0.32	0.46	7.77	0.67	2.0	2.27	7.67	0.69	1.79	1.85	7.64	0.77	
29-Jan-23	0.35	0.55	7.55	0.63	0.34	0.66	7.64	0.59	0.32	0.51	7.8	0.58	0.64	0.9	7.78	0.95	1.2	1.52	7.61	0.69	1.12	1.20	7.72	0.83	
30-Jan-23	0.28	0.58	7.65	0.49	0.31	0.51	7.73	0.7	0.28	0.61	7.91	0.39	0.57	0.78	7.57	0.6	0.23	0.41	7.57	0.55	0.41	0.57	7.6	0.79	
31-Jan-23	0.35	0.53	7.69	0.9	0.23	0.54	7.62	0.61	0.28	0.4	7.56	0.46	0.46	0.67	7.6	0.89	0.26	0.36	7.55	0.61	0.32	0.52	7.58	0.83	

### Current Business

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

### Staffing and Training

NIL.

### Workplace Health & Safety Incidents

Nil

### Issues & Training Updates

Nil

### Next Month's Business Plan

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

By Matthew Bock (Operations Manager) for Lindsay Bligh

## **Fleet Services**

### Workshop

#### Current Business

- 25 Jobs were completed for the month of December this included services and repair work
- 5 Vehicles received their annual scheduled services
- Fitment of electric brakes to vehicles towing mini excavator
- Repair of hydraulic system of Backhoe and was put back into service
- Fit tracking devices to new vehicles and updated old vehicles
- Replaced tappet cover spark plugs, coil and engine mount on WHS fiesta
- Replaced rear window on Hiace and repaired wheelchair lift.
- Prepared and submitted quotes for Used SUV
- Prepared and submitted quotes for Animal management Canopy
- Decals fitted to side of garbage truck
- Installation of 18t hoist for truck and plant repairs



Issues

Nil

Damage Report

Back window of tipper broken from wood being loaded into tipper

Rear window of Hiace broken due to wiper snipper and rear bumper of damaged from being reversed into tree  
-minor damage

Workplace Health & Safety Incidents

Nil

Training Updates

Nil

Next Month's Business Plans

- Continuation of normal workshop work
- Tenders will be evaluated, and purchases made
- Procurement of Used SUV and new Animal Management canopy

Other Information

By Sebastian Mearns

## Water, Sewerage

Water & Wastewater

- Daily, Weekly, Monthly Water Sampling, including Raw Water (*Figure 1 & 2*).
- Daily Checks on Plant and Operations
  - WTP & WWTP Operations including Effluent Ponds & Pivot irrigator
  - Sewage Pump Station's (SPS)
  - General check's on WTP & WWTP i.e., Basic Housekeeping and ensuring grounds are clean and maintained
- Fortnightly catch up with DDPHU, Regular Catch up with RDMW
- Both Reservoirs at WTP have been drained and cleaned as part of annual maintenance.
- Analyzers at WTP (both Chlorine and Turbidity) have been calibrated, cleaned and faulty parts replaced as required.
- Sand Filters at WTP pressure cleaned as part of monthly maintenances.

### Incidents

- High Turbidity through town reticulation system 07.02.23
- CASC is currently on an Information Requirement Notice (IRN) – Monthly Monitoring Records reported to Regulator. (Figure 1 & 2)
  - DWQMP amendment and re-submitted to the RDMW on 30<sup>th</sup> of November 2022 as part of CASC's compliance requirement in IRN
  - DWQMP yet to be finalised and approved by RDMW
- 6 Open drinking water incidents from 02 Nov 2021-30th Nov 2022.

### Staffing & Training

- Justin Cobus on leave for this period.
- Current Qualifications
  - Certificate III in Water Industry Operations - 3 (2 Active in Water Operations)
  - Certificate IV Water Industry Operations – 1 (Active in Water Operations)
  - Ongoing Training and develop to ensure Operators are qualified and confident in operating WTP and WWTP

### General

- EHW joined QLD Health Aboriginal and Torres Strait Islander Public Health Program

## Requests for Council Approval

1. A resident has requested the installation of speed bumps on Collins Road due the speeds that the stolen cars reach going down the road
2. Matthew Bock requests that council considers that council charge operating businesses in Cherbourg utility fees. The fees would include water usage (by way of a water meter) rubbish collection fees.



## Attachement



Figure 1



Figure 2



*Community Services  
Report*



# COMMUNITY SERVICES REPORT

January - February 2023



## **COMMUNITY SERVICES**

### **Sports Complex**

Report attached

### **Radio Station**

Report attached

### **IKC (Library)**

New project proposal attached

### **IYCC Yag Project**

Report attached

- Interagency commenced this month with great attendance, minutes will be in my next report to Council
- Working on submission for outdoor basketball court
- Community Services meeting was held 25<sup>th</sup> February

This ends my report for the months of January/February 2023



Edwina Stewart

**Community Services Manager**



## Jan/Feb Report 2023

Meeting with Indigenous Sport & Rec Engagement Officer for South West  
Jasmine Clevin,

- Help with fair play vouchers for children in community. This helps cover some cost of registration fees \$150.

### **Cricket**

**QLD CRICKET** - Working in partnership with Qld cricket to run cricket clinic once a week after the school holidays.

These are the dates we have laid out for the program are:

Wednesday 15 <sup>th</sup> February 2023	3:15pm – 4:15pm
Wednesday 22 <sup>nd</sup> February 2023	3:15pm – 4:15pm
Wednesday 1 <sup>st</sup> March 2023	3:15pm – 4:15pm (Gala Day)
Wednesday 8 <sup>th</sup> March 2023	3:15pm – 4:15pm

Asked QLD cricket to help us get in touch with local **South Burnett cricket**.  
Inquire about how children can join their club.  
Talk about what skill or playing equipment they may need

### **Basketball**

Basketball season is back. We have some interested children who played last year and a few new children who would like to play.

They play their first meet is Tuesday 31<sup>st</sup> Jan 2023 for u15 players and up.  
For u12 players its Thursday 2<sup>nd</sup> Feb 2023

## Netball

Kira Albietz Netball Qld – have made contact with Kira met with her on the 30<sup>th</sup> Jan 2023.

Our plan is for staff, parents, volunteers and players to get qualifications to become

### Coaches

- *Intro to Coaching*
- *Coach Session Planning*
- *Coaching Beginner Players*

### Players

- *Specialist (Basic Attack, Defence, Shooting)*

### Umpires

- *Beginner Umpire*

She is also available to come help us run and set up a Woolworths NetSetGo program in Cherbourg and for younger players to travel to Kingaroy to participate in their netball competition.

## Boxing

There are a few boxing tournaments coming up that Jim would like our boxers to attend. However, before our boxers can box in any QLD Boxing tournaments, we need to register our club and boxers.

I've been in contact with **Sammy Leone** – Indigenous Liaison Officer for Qld Boxing and he is supporting and helping us to register our boxing club and boxers at the moment. Working with Sammy to come to community and check out our new boxing shed and meet our boxers.

Our boxing training clinic with **Jessica Cashman** had been postponed because of personal reason for Jessica. We still in planning for a date for the clinic with her and Palm Island boxer **Patrick Clarke**.

## **Football**

**Cherbourg Hornets** — having AGM this month (Feb) sometime.

Need some help with finding available grants for the club.

They are already a registered club for Fair Play Voucher, need help with claiming for the vouchers. Club is struggling with funding at the moment.

## **Soccer**

In the process of meeting and yarning with **Sean Nicholson** and finding out about soccer club in our local area.

Still trying to find someone to do a clinic with children on Sports Gala Day.

## **Rugby Union**

**Dylan Blackman** – working in with Qld reds to run a clinic here in Cherbourg.

To try create pathways for the few children who are already representing Cherbourg in the Reds programs travelling interstate for comps and to Brisbane for training clinics.

## **Golf**

Golf was suggested by a parent whose son is already playing.

**Murgon Golf Service** has a junior session for children under 18 every weekend and thought some of the other children would like to join.

## **AFL**

Every year the Cherbourg State School is invited to a Brisbane Lions game. Children love it. However, the children don't have the opportunity to play the game. We've added it to one of our activities for our afterschool program. Children in enjoy it but staff don't know the rules and make it up as they go along.

## **Gymnastics**

The smaller younger girls are still wanting to do gymnastics I've had a few parents approach me and saying that their little girls would like to do

gymnastics. Still trying to get in touch with the Murgon PCYC gymnastic teacher.

*Is there anyone else you may know who can teach children?*

- Would love to have training and understanding rules of a few games.
- Trying to do a sports gala day at the sports complex on 1<sup>st</sup> of March just want to check what sports children are interested in and see how can Cherbourg Sports Complex can support parents/families.



## Cherbourg Radio Progress Report - January February 2022

*To: Cherbourg Aboriginal Shire Council*

### STAFF & General UPDATE

Arlene is progressing well with CERT III in Media should be completed by end of February and her CERT II Business soon after.

We are now pursuing places for Tara and Kim to undergo CERT III Media training.

Refurbishments at the radio and tech upgrades still no progress on having window installed, continue to follow up with builders. At last update we have been advised it will most like STILL not be done till after EOFY.

Have submitted quotes for tech upgrades at radio transmitter site and at studios with Sean Nicholson in relation to better preparing the radio as an emergency broadcaster.

### Station projects and partnerships

We recently attended and recorded a cultural training workshop at MSHS prior to the commencement of the new school year.

Have been connecting with broadcast consultants and CBAA in regard gaining a long-term broadcast license for Cherbourg Radio as opposed to the temporary license we renew annually.

### General Operations and Community Contact:

This years NAIDOC them will bring a focus around collecting and sharing more elders stories.

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 continues to excel.

We continue to be highly active supporting community events assisting in (where appropriate) 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 – we have just completed a short term sponsorship with Murgon Fruit Mart.

Have updated our sponsorship packages to include an entry level package starting at \$250 plus GST per month.

**Michael Monk**

Cherbourg Radio Station Coordinator and Manager

6-

## **CHERBOURG CONNECTION TO CULTURE through Language & Arts**

*Engage and connect the Cherbourg Community with their tribal languages and heritage through dialogue, dance, and song. Strengthening community unity (Many Tribes, One Community) by initially focusing on the 3 larger community tribes – Wakka Wakka, Kullili and Kubbi Kubbi, other interested tribal groups are encouraged to take part.*

*Ancestry workshops will be offered to community for the youth and community to assist with strengthening community connection to culture to give individuals a self of belonging.*

- 1. Community Workshops at the Cherbourg IKC**
  - Language
  - Dance
  - Ancestry (Family history)
  - Film/interviewing – assist with YAG and Archiving projects
- 2. Visit SL Brisbane**
  - Interested family groups/workshops
  - Yag (Youth Advisory Group) SL visit - white glove experience
- 3. The University of QLD visiting the Cherbourg IKC**
  - Initial visit to form partnership re: Community accessing the Aboriginal & Torres Strait Islander Services and Collections
- 4. Community Workshop participants and staff visit The University of QLD**
  - Visit the Fryer Library
  - Youth to visit Indigenous Uni facility (part of leadership program)
- 5. Visit other Aboriginal Communities**
  - Cultural exchange (Rural/Urban)

### **OUTCOMES**

- Ongoing Community workshops at the IKC
- IKC support of YAG Leadership program
- Connection of community youth & elders
- Stronger families
- Ongoing Archiving project
- Building family relationships
- Community (individual empowerment)
  - Building on leadership skills
  - Creating Networks and partnerships with key community stakeholders
  - Community inclusion
  - Increase opportunities to pathways
  - Mentorships
  - We would like to connect with our elders
  - Creating initiatives to preserve our culture and history
  - Building on our cultural pride
  - Protecting our identity

- Community Inclusion
- Creating new Dance troupes (Girls & Boys) singing old Wakka Wakka songs
- Creating new songs
- Performances at Community events and wider community
- Creating language books, cards resources for early childhood (First 5, Hippy, Gundoo, Kindy and Prep)
- Altering Nursery Rhymes from English to language
- Collecting historical information and archiving

State Library and University of Queensland contacted, community stakeholders meeting still to be organized. Program to commence ASAP.

# Indigenous Youth Connection to Culture (IYCC)

## Youth Advisory Group

January 2023 / February 2023

### Update

- Youth Officer continuing with community engagement and meeting with relevant stakeholders – Job networks, TAFE, local schools, QMF
- Female youth officer commenced 6<sup>th</sup> Feb.
- Youth Officer continuing engagement with young men volunteering with community projects. Female youth officer will commence activities with the young females once she has settled in.
- January YAG meeting held 31<sup>st</sup> Jan –  
Outcomes from meeting:
  - Planning continuing for youth forum and NAIDOC Ball.
  - Youth officers have been engaging with community and elders to be involved in NAIDOC Ball and Youth Forum.
  - YAG members along with youth officers, conducting interviews with elders to be collated to display at NAIDOC Ball
  - Next YAG meeting scheduled for 15<sup>th</sup> Feb.
- Planning leadership camp with Levi from Indigenous Futures Foundation – June school holidays. 10 Males & 10 Females.
- Continuing partnership with Queensland Music Festival (QMF) to deliver music workshops to community. Next visit planned for April.



