

### 3. Corporate Services Report

# Corporate Services Manager

## March 2023



## Finance

Our accountant has submitted his report to Council.

Our accountant has been busily preparing for our auditors and assisting with some areas of the Audit Risk Committee's look at our Housing processes, namely rental collection.

## HR

HR has submitted her report to Council.

16/20 staff interviewed have joined the CASC team for the new digital call centre.

As finance officer previously helped filing for HR we have resumed this to help with HR workload.

Have advised HR that we will not advertise unless funding is available for any position within Council.

## Housing

Our housing manager has submitted her report to Council.

We have been very busy in the housing department and adjusted well with our new staff member gaining more confidence in his role.

- Both Housing Pest Control officer and Inspection officer have team with the skin infection team to help community battle skin infections and complications from it, here in Cherbourg. It is a united commitment with Health service providers on community as well.
- Housing team have met with the department regarding 12month action plan and other matters. It is a capacity building process that shares the knowledge and processes we need in CASC Housing across the team. Our staff have been very eager to learn and the department is keen to teach. Some matters we'll need to develop ourselves but in general the help has been great.

## Reception

In the helping the Council as a team, we have moved someone into our invoicing area from the front desk and that role has been filled by a Skillshare trainee. These staff are both trainees and if we find them work, cost Council nothing.

They both are very capable are very much appreciated members of the Corporate Services team.

Sam Murray | Corporate Services Manager | CASC

This concludes my brief report to Council. Thank you.



# CASC FINANCE REPORT AS AT Feb 2023



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

YTD Operating Income  
Actual  
\$8.76M  
Variance  
(\$0.05M) ▼ (0.5%)

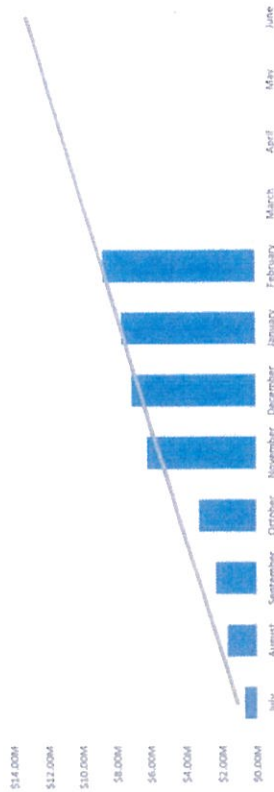
YTD Operating Expenditure  
Actual  
\$14.58M (\$0.38M) ▲ (2.6%)



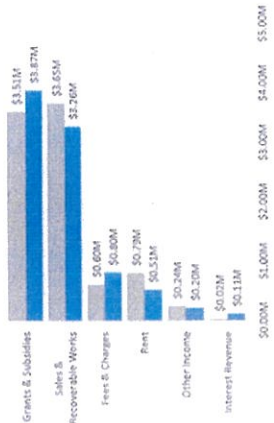
■ Budget ■ Actual  
■ Positive Variance ■ Negative Variance

Operating Surplus Ratio  
-66.47%

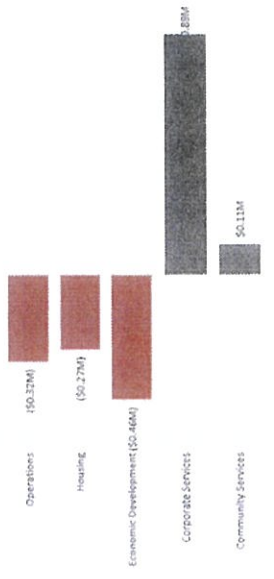
Total Income - Actual vs Budget



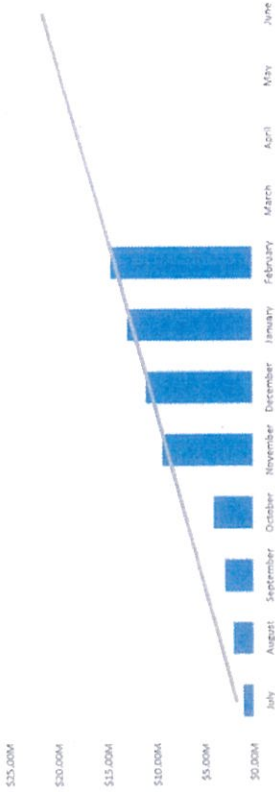
Income YTD



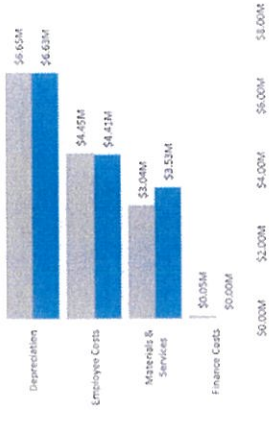
YTD Income Variance By Directorate



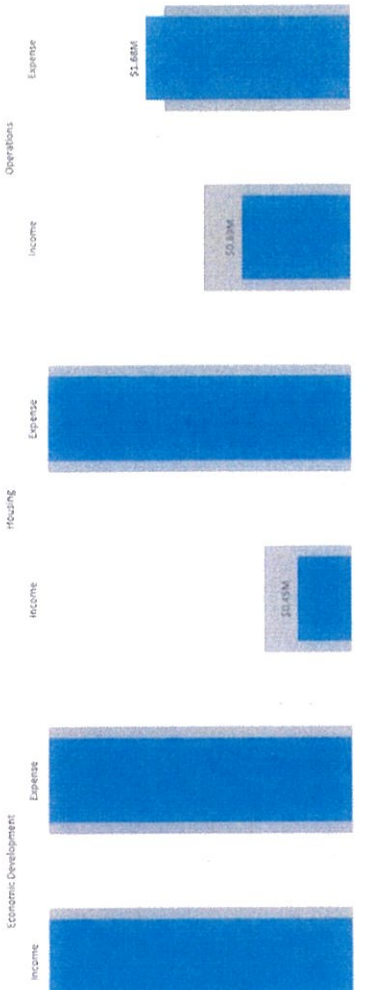
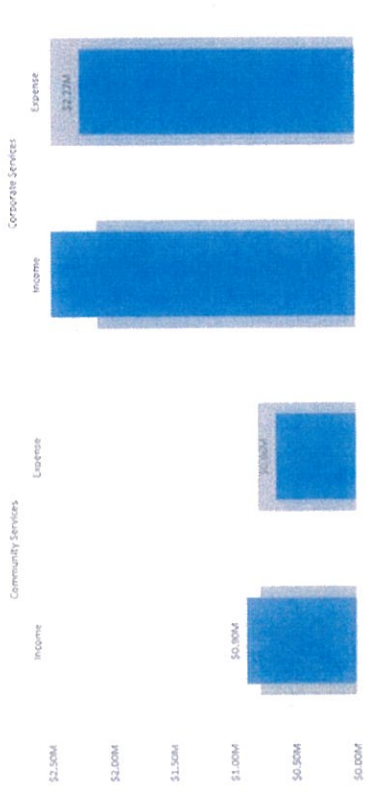
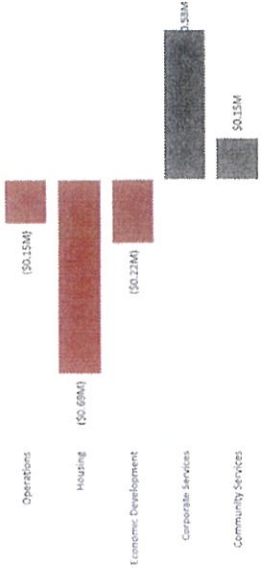
Total Expenditure - Actual vs Budget



Expenditure YTD



YTD Expenditure Variance By Directorate



# Cherbourg Aboriginal Shire Council Financial Position FY 2022-2023

YTD Assets  
Current \$9.50M  
Non-Current \$198.08M

YTD Liabilities  
Current \$3.88M  
Non-Current \$3.14M



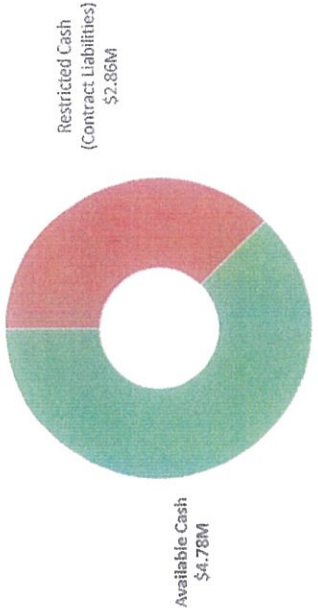
Actual — Prior Year  
Decrease ▲ Increase ▼

Net Financial Asset/Liability Ratio  
-28%

Cash & Cash Equivalents



Cash Balance



Current Assets

Cash & Cash Equivalents	\$7.64M
Contract Assets	\$0.80M
Trade & Other Receivables	\$0.69M
Inventories	\$0.28M
Biological Assets	\$0.08M
<b>Total Current Assets</b>	<b>\$9.50M</b>

Non-Current Assets

Buildings	\$35.64M
Furniture & Fittings	\$0.00M
Houses	\$121.34M
Infrastructure	\$34.03M
Land	\$1.48M
Motor Vehicles	\$0.66M
Plant & Equipment	\$3.90M
Work in Progress	\$1.03M
<b>Total Non-Current Assets</b>	<b>\$198.08M</b>

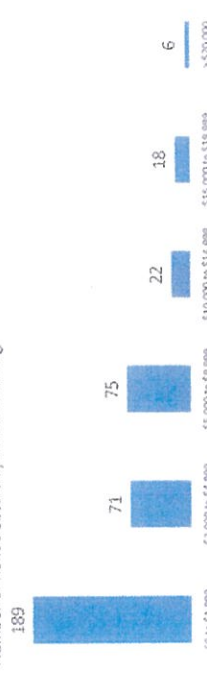
Debtors & Receivables



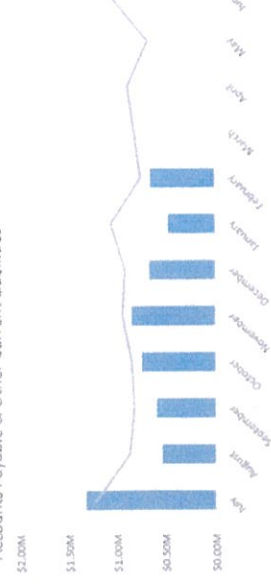
Rent Debtors



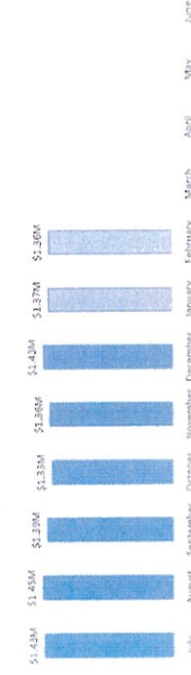
Number of Rent Debtors by Amount Owed



Accounts Payable & Other Current Liabilities



Rent Debtors > 90 Days Outstanding



Total Liabilities

<b>Total Liabilities</b>	<b>\$7.02M</b>
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Equity

Retained Surplus	\$98.59M
Asset Revaluation Surplus	\$101.97M
<b>Total Equity</b>	<b>\$200.56M</b>

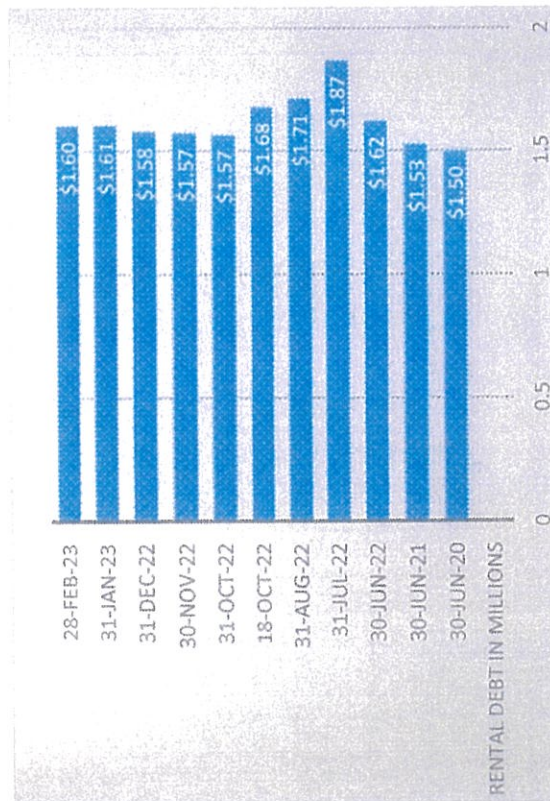
Total Liabilities & Equity

<b>Total Liabilities &amp; Equity</b>	<b>\$207.58M</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
28-Feb-23	\$	1.60



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

February

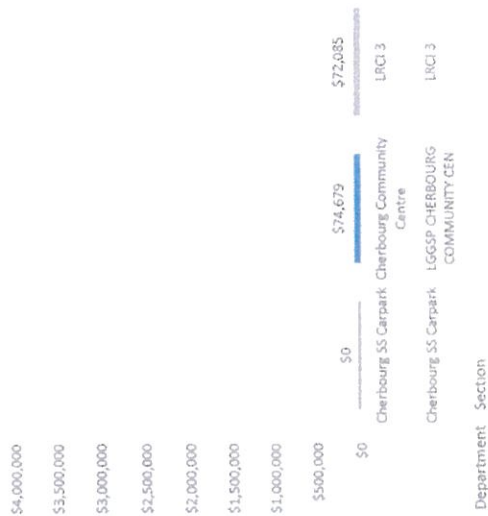
YTD Capital Income  
Actual  
\$0.62M (\$2.57M) ▼ (80.5%)

YTD Capital Expenditure  
Actual  
\$1.24M (\$3.99M) ▼ (84.2%)



■ Budget ■ Actual

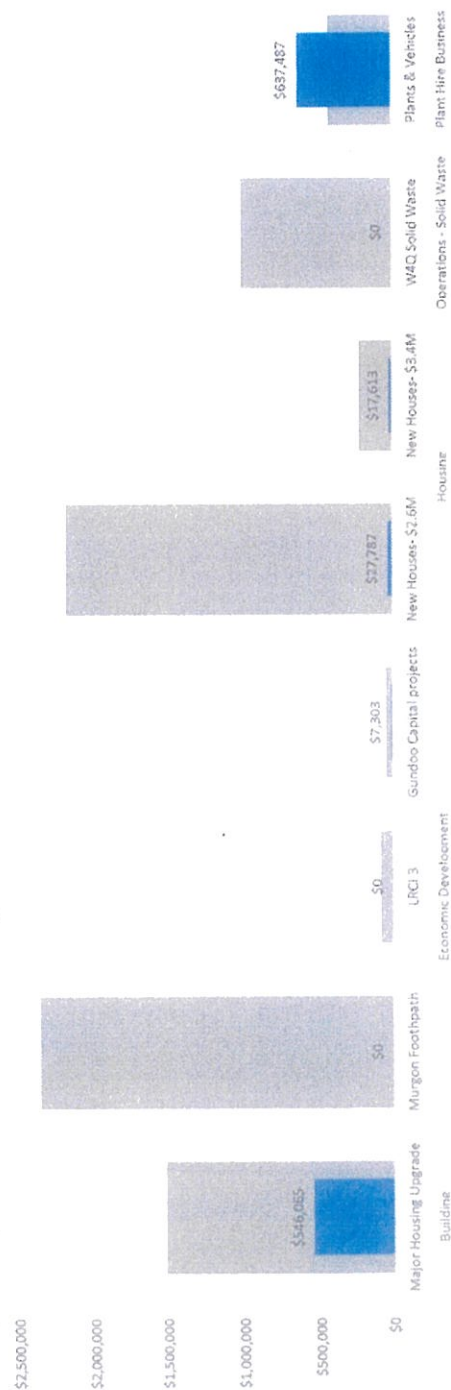
## Capital Income - Actual vs Budget



**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 ans 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

## Capital Expenditure - Actual vs Budget



**Comments:**

- **2 New housing project** is in planning stage
- **Solid waste project** : engaged with consultant to develop landfill masterplan
- **Plant and Vehicle purchase** is \$212K 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 \$462K below the budget amount, possibly timing issue

Whole Of Council

	February			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		
Grants & Subsidies	\$ 250,305	\$ 438,596	\$ (188,292)	-42.93%	\$ 3,872,888	\$ 3,508,768	🟡	\$ 5,263,156
Fees & Charges	\$ 2,891	\$ 74,931	\$ (72,040)	-96.14%	\$ 801,364	\$ 599,448	🟡	\$ 899,165
Sales & Recoverable Works	\$ 668,222	\$ 456,350	\$ 211,872	46.43%	\$ 3,262,192	\$ 3,650,800	🔴	\$ 5,476,185
Interest Revenue	\$ 20,520	\$ 2,541	\$ 17,979	707.54%	\$ 106,342	\$ 20,328	🟡	\$ 30,489
Rent	\$ 134,838	\$ 98,667	\$ 36,171	36.66%	\$ 510,417	\$ 789,336	🔴	\$ 1,184,002
Other Income	\$ 10,168	\$ 29,605	\$ (19,437)	-65.66%	\$ 203,936	\$ 236,840	🔴	\$ 355,238
<b>Total Income</b>	<b>\$ 1,086,942</b>	<b>\$ 1,100,690</b>	<b>\$ (13,748)</b>	<b>-1.25%</b>	<b>\$ 8,757,139</b>	<b>\$ 8,805,520</b>		<b>\$ 13,208,235</b>
Employee Costs	\$ 558,810	\$ 556,617	\$ 2,193	0.39%	\$ 4,413,740	\$ 4,452,936	🟢	\$ 6,679,444
Materials & Services	\$ 314,714	\$ 380,249	\$ (65,535)	-17.23%	\$ 3,527,659	\$ 3,041,992	🔴	\$ 4,562,800
Depreciation	\$ 800,968	\$ 830,834	\$ (29,866)	-3.59%	\$ 6,632,284	\$ 6,646,672	🟢	\$ 9,970,000
Finance Costs	\$ 501	\$ 6,817	\$ (6,316)	-92.65%	\$ 4,409	\$ 54,536	🔴	\$ 81,814
<b>Total Expenditure</b>	<b>\$ 1,674,992</b>	<b>\$ 1,774,517</b>	<b>\$ (99,525)</b>	<b>-5.61%</b>	<b>\$ 14,578,092</b>	<b>\$ 14,196,136</b>		<b>\$ 21,294,058</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (588,050)</b>	<b>\$ (673,827)</b>	<b>\$ 85,777</b>	<b>-12.73%</b>	<b>\$ (5,820,953)</b>	<b>\$ (5,390,616)</b>		<b>\$ (8,085,823)</b>



Community Services

	February			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	Actual	Budget	\$ Variance		
Grants & Subsidies	\$ -	\$ 84,794	\$ (84,794)	\$ 812,123	\$ 678,352	\$ 133,771	🟡	\$ 1,017,552
Fees & Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	🟢	\$ -
Sales & Recoverable Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	🟢	\$ -
Interest Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	🟢	\$ -
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	🟢	\$ -
Other Income	\$ 6,010	\$ 13,655	\$ (7,645)	\$ -	\$ -	\$ -	🟢	\$ -
<b>Total Income</b>	<b>\$ 6,010</b>	<b>\$ 98,449</b>	<b>\$ (92,439)</b>	<b>\$ 84,162</b>	<b>\$ 109,240</b>	<b>\$ (25,078)</b>	🔴	<b>\$ 163,850</b>
Employee Costs	\$ 78,315	\$ 53,070	\$ 25,245	\$ 456,557	\$ 424,560	\$ 31,997	🟢	\$ 636,841
Materials & Services	\$ 10,682	\$ 47,432	\$ (36,750)	\$ 201,550	\$ 379,456	\$ (177,906)	🔴	\$ 569,138
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	🟢	\$ -
Finance Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	🟢	\$ -
<b>Total Expenditure</b>	<b>\$ 88,997</b>	<b>\$ 100,502</b>	<b>\$ (11,505)</b>	<b>\$ 658,107</b>	<b>\$ 804,016</b>	<b>\$ (145,909)</b>	🟢	<b>\$ 1,205,979</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (82,987)</b>	<b>\$ (2,053)</b>	<b>\$ (80,934)</b>	<b>\$ 238,178</b>	<b>\$ (16,424)</b>	<b>\$ 254,602</b>		<b>\$ (24,577)</b>

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## Corporate Services

	Actual	February Budget	\$ Variance	% Variance	Actual	Budget	Year to Date \$ Variance	% Variance	Traffic Light	Full Year Budget
Grants & Subsidies	\$ -	\$ 164,148	\$ (164,148)	-100.00%	\$ 1,929,810	\$ 1,313,184	\$ 616,626	46.96%	!	\$ 1,969,768
Fees & Charges	\$ 2,891	\$ 74,931	\$ (72,040)	-96.14%	\$ 801,364	\$ 599,448	\$ 201,916	33.68%	!	\$ 899,165
Sales & Recoverable Works	\$ -	\$ 86	\$ (86)	-100.00%	\$ -	\$ 688	\$ (688)	-100.00%	!	\$ 1,035
Interest Revenue	\$ 20,520	\$ 2,541	\$ 17,979	707.54%	\$ 106,342	\$ 20,328	\$ 86,014	423.13%	!	\$ 30,489
Rent	\$ 1,364	\$ 8,417	\$ (7,053)	-83.80%	\$ 60,676	\$ 67,336	\$ (6,660)	-9.89%	!	\$ 101,000
Other Income	\$ 4,158	\$ 15,950	\$ (11,792)	-73.93%	\$ 119,774	\$ 127,600	\$ (7,826)	-6.13%	!	\$ 191,388
<b>Total Income</b>	<b>\$ 28,932</b>	<b>\$ 266,073</b>	<b>\$ (237,141)</b>	<b>-89.13%</b>	<b>\$ 3,017,966</b>	<b>\$ 2,128,584</b>	<b>\$ 889,382</b>	<b>41.78%</b>		<b>\$ 3,192,845</b>
Employee Costs	\$ 83,883	\$ 167,850	\$ (83,967)	-50.02%	\$ 1,013,460	\$ 1,342,800	\$ (329,340)	-24.53%	x	\$ 2,014,202
Materials & Services	\$ 90,409	\$ 85,697	\$ 4,712	5.50%	\$ 1,027,803	\$ 685,576	\$ 342,227	49.92%	x	\$ 1,028,333
Depreciation	\$ 29,444	\$ 90,000	\$ (60,556)	-67.28%	\$ 223,673	\$ 720,000	\$ (496,327)	-68.93%	x	\$ 1,080,000
Finance Costs	\$ 501	\$ 6,817	\$ (6,316)	-92.65%	\$ 4,409	\$ 54,536	\$ (50,127)	-91.92%	x	\$ 81,814
<b>Total Expenditure</b>	<b>\$ 204,237</b>	<b>\$ 350,364</b>	<b>\$ (146,127)</b>	<b>-41.71%</b>	<b>\$ 2,269,346</b>	<b>\$ 2,802,912</b>	<b>\$ (533,566)</b>	<b>-19.04%</b>		<b>\$ 4,204,349</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (175,306)</b>	<b>\$ (84,291)</b>	<b>\$ (91,015)</b>	<b>107.98%</b>	<b>\$ 748,620</b>	<b>\$ (674,328)</b>	<b>\$ 1,422,948</b>	<b>-211.02%</b>		<b>\$ (1,011,504)</b>

Economic Development

	February			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		
Grants & Subsidies	\$ -	\$ 38,330	\$ (38,330)	-100.00%	\$ 238,276	\$ 306,640	✗	\$ 459,950
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
Sales & Recoverable Works	\$ 668,222	\$ 456,264	\$ 211,958	46.46%	\$ 3,260,919	\$ 3,650,112	✗	\$ 5,475,150
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
Other Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
<b>Total Income</b>	<b>\$ 668,222</b>	<b>\$ 494,594</b>	<b>\$ 173,628</b>	<b>35.11%</b>	<b>\$ 3,499,195</b>	<b>\$ 3,956,752</b>	✓	<b>\$ 5,935,100</b>
Employee Costs	\$ 257,260	\$ 232,153	\$ 25,107	10.81%	\$ 2,076,438	\$ 1,857,224	✗	\$ 2,785,875
Materials & Services	\$ 169,643	\$ 185,292	\$ (15,649)	-8.45%	\$ 1,486,256	\$ 1,482,336	✓	\$ 2,223,448
Depreciation	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
<b>Total Expenditure</b>	<b>\$ 426,902</b>	<b>\$ 417,445</b>	<b>\$ 9,457</b>	<b>2.27%</b>	<b>\$ 3,562,695</b>	<b>\$ 3,339,560</b>	✓	<b>\$ 5,009,323</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ 241,319</b>	<b>\$ 77,149</b>	<b>\$ 164,170</b>	<b>212.80%</b>	<b>\$ (63,500)</b>	<b>\$ 617,192</b>		<b>\$ 925,777</b>

	February				Housing					
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	Year to Date \$ Variance	% Variance	Traffic Light	Full Year Budget
Grants & Subsidies	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Sales & Recoverable Works	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Rent	\$ 133,474	\$ 90,250	\$ 43,224	47.89%	\$ 449,741	\$ 722,000	\$ (272,259)	-37.71%	✗	\$ 1,083,002
Other Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Total Income	\$ 133,474	\$ 90,250	\$ 43,224	47.89%	\$ 449,741	\$ 722,000	\$ (272,259)	-37.71%	✓	\$ 1,083,002
Employee Costs	\$ 19,339	\$ 17,862	\$ 1,477	8.27%	\$ 125,311	\$ 142,896	\$ (17,585)	-12.31%	⬇	\$ 214,347
Materials & Services	\$ 2,233	\$ 30,714	\$ (28,481)	-92.73%	\$ 465,751	\$ 245,712	\$ 220,039	89.55%	✗	\$ 368,550
Depreciation	\$ 703,321	\$ 666,667	\$ 36,654	5.50%	\$ 5,816,709	\$ 5,333,336	\$ 483,373	9.06%	✓	\$ 8,000,000
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Total Expenditure	\$ 724,893	\$ 715,243	\$ 9,650	1.35%	\$ 6,407,771	\$ 5,721,944	\$ 685,827	11.99%	✓	\$ 8,582,897
Net Surplus/(Deficit)	\$ (591,418)	\$ (624,993)	\$ 33,575	-5.37%	\$ (5,958,029)	\$ (4,999,944)	\$ (958,085)	19.16%		\$ (7,499,895)



	February				Operations				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ 250,305	\$ 151,324	\$ 98,981	65.41%	\$ 892,680	\$ 1,210,592	\$ (317,913)	-26.26%	✗	\$ 1,815,886
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Sales & Recoverable Works	\$ -	\$ -	\$ -	0.00%	\$ 1,273	\$ -	\$ 1,273	100.00%	✓	\$ -
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Other Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
<b>Total Income</b>	<b>\$ 250,305</b>	<b>\$ 151,324</b>	<b>\$ 98,981</b>	<b>65.41%</b>	<b>\$ 893,952</b>	<b>\$ 1,210,592</b>	<b>\$ (316,640)</b>	<b>-26.16%</b>	✓	<b>\$ 1,815,886</b>
Employee Costs	\$ 120,013	\$ 85,682	\$ 34,331	40.07%	\$ 741,974	\$ 685,456	\$ 56,517	8.25%	✓	\$ 1,028,179
Materials & Services	\$ 41,747	\$ 31,114	\$ 10,633	34.18%	\$ 346,299	\$ 248,912	\$ 97,387	39.13%	✗	\$ 373,331
Depreciation	\$ 68,203	\$ 74,167	\$ (5,964)	-8.04%	\$ 591,902	\$ 593,336	\$ (1,434)	-0.24%	✓	\$ 890,000
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
<b>Total Expenditure</b>	<b>\$ 229,963</b>	<b>\$ 190,963</b>	<b>\$ 39,000</b>	<b>20.42%</b>	<b>\$ 1,680,174</b>	<b>\$ 1,527,704</b>	<b>\$ 152,470</b>	<b>9.98%</b>		<b>\$ 2,291,510</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ 20,341</b>	<b>\$ (39,639)</b>	<b>\$ 59,980</b>	<b>-151.32%</b>	<b>\$ (786,222)</b>	<b>\$ (317,112)</b>	<b>\$ (469,110)</b>	<b>147.93%</b>		<b>\$ (475,624)</b>

## ACCOUNTANT COMMENTARY OF INCOME STATEMENT- BY NATURE

### Whole of Council Financial Summary :

The Cherbourg Aboriginal Shire Council made a net operating loss of \$(5,820,593) for the month ending Feb 2023 with operating surplus ratio of -66% .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 \$6.66 Million .

#### a. Sales & recoverable works :

- Q -build major upgrade income is \$813 k less than budgeted, possibly timing issue
- Cherbourg Call centre self-generated income is nil. Should have been \$133k in Feb as per the budget . its now reflected in the budget review BR1.
- Cherbourg CRP auction sales & skill centre recoverable wages combined income is \$49 K compared to \$121k budgeted income. Contract with skill centre is now ended. its now reflected in the budget review BR1.

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 /Fuels , water electricity& ATSI Public health Indirect program expenses combined \$121K is offset by underspent in WPG/Road vehicle expenses \$70K. Additionally , plant hire income (58K) below the budget . overall overspent is \$97K
  - **Corporate services ( Overspent):** Admin IT and professional fees /office supplies/WH &S /Travel/Telephone is \$148K over the budget. FBT paid \$276K for the last 5 years , not in the budget.
  - **Offset by community services (under spent ):** IYCC underspent by \$109K
- 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 \$7.64 M with restricted cash component ( contract liability ) is \$2.86 M. So, available cash balance after satisfying the performance obligations is \$4.78M.

## ACCOUNTANT COMMENTARY OF INCOME STATEMENT- DEPARTMENT

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### Community Services :

- a. **Other income** : Radio station monthly sponsorship invoice is about \$29K below the budget.
- b. **Materials & Services** : IYCC underspent by \$109K

### 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 \$176K
  - SGFA admin wages is underspent by \$103K
  - LSL expenses is underspent by \$46K
- b. **Materials & Services** : Admin IT and professional fees /office supplies/WH &S /Travel/Telephone is \$148K 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 \$120K less than the budget
  - Illegal dumping round 2A grant income is \$58 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 \$813 k less than budgeted, possibly timing issue
  - Cherbourg Call centre self -generated income is nil. Should have been \$133k in Feb as per the budget . its now reflected in the budget review BR1.
  - Cherbourg CRP auction sales & skill centre recoverable wages combined income is \$49 K compared to \$121k budgeted income. Contract with skill centre is now ended. its now reflected in the budget review BR1.
- c. **Employee costs :**
  - Project Management and carpenter wages is overspent by \$96K. original budget is forecasted with 5 staffs. Staff numbers now increased to 10.
  - Kingaroy CRP is overspent by \$100K. original budget is forecasted with 8 staffs. Staff numbers now increased to 11. Overtime hours costing about \$1800 per fortnight .
  - MRF is overspent by \$104K. 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 /Fuels , water electricity& ATSI Public health Indirect program expenses combined \$121K is offset by underspent in WPG/Road vehicle expenses \$70K. Additionally , plant hire income (58K) below the budget . overall overspent is \$97K

Thanks for your time to read my report.

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Dol Ranabhat, Accountant

# Housing Report February 2023



**SNR HOUSING OFFICER & HOUSING OFFICER:**

The month of February/March so far has been quite busy. I have been printing statements and raising rental invoices, doing the monthly rent reconciliation for the invoices, doing the quarterly report also rental checks, helping tenants adjust their centrelink and wage rental deductions and doing daily interviews with clients.

**SNR HOUSING OFFICER CLIENT CONTACT END DECEMBER/START JANUARY: (88)**

Phone Calls	-	19
Rent/ Enquires	-	27
Housing Enquiry	-	15
Centrelink deductions	-	19
Complaint/Misc	-	8

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

- Emerg. Support - In relation to clients requesting accommodation
- Kingaroy Hospital - Enquiring about accommodation for client.
- Cherbourg Hospital - Requesting accommodation for client.

**COMPLAINTS: (1)**

- 6 noise complaint - ( letter and notice sent to tenant).

**NOISE & NOISY PARTIES:**

It seems as though the noise and noisy parties are becoming a big problem again. We will do another notice to all tenants regarding loud noise and noisy parties and follow this up with letters and notice to remedy breach if tenants continue after receiving the notice.

Antonia Jacobs  
Snr Housing Officer

*2*

**Meetings/workshops**

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

**Service provided to tenants:**

- **2** Inquiries about housing waiting list.
- **40** Follow ups for tenants re: works.
- **15** Assisted with Qbuild
- **2** House Inspections
- Follow ups for upgrade program.
- **5** Pest control order
- **3** Followed up on home modifications
- **6** tenants installed Air conditioner.

**Vacant:**

8 Barambah Ave  
46B Barber St

Mrs Joanne Simpson  
Housing Inspection Officer  
Cherbourg Aboriginal Shire Council

Antonia Jacobs | Senior Housing Officer | CASC

## 4. Economic & Community Development



# ECONOMIC & COMMUNITY DEVELOPMENT REPORT

March 2023

## 1. Executive Report

### 28 Barber St. Repaint





## Executive Summary

Inflation and wage costs are big challenges that are going to hit our bank later in the year, early positive response and action by our managers has been encouraging. Monthly divisional financial meetings to examine revenue and costs have been implemented and several positive changes to the way our accounts are structured have been done.

Most reporting is up to date and funding for training has been secured.

### Cattle & Farm

Fence lines need maintenance and cleaning up, and parthenium is up and flowered again. cattle work is up to date we are going to sell some steers in April – we have good grass, and the cattle are putting on good weight.

### Recycling Facility

We have been re-negotiating our Processor and CRP contracts, these will be submitted this week. The significant change in the processor contract is that from October it will not include logistics cages – we will be able to hire those out – processing will only be receiving containers, sorting, compacting, and selling.

We have reduced costs significantly at the MRF operation and have found 2 new revenue streams which will be a big help financially, cardboard has also increased in price by 50%.

### Building Department

Upgrade program – all the flooring upgrades are complete; several kitchens and bathrooms have been completed and invoiced and the garden shed program will finalise this month.

Vacant – 46b Barber external contractor has been called to repair.

Responsive program – the work is being done – admin invoicing is very slow so there looks like there is more work than there really is. We have had a positive result in the admin and will be able to invoice 300 completed jobs this month which will lift this quarters cash flow and trading figures.

### Joinery

New staff member going well, manger is on holiday for 2 weeks – Joinery is getting through a lot of work – there have been some supply issues with timber which we are trying to find a solution tom- basically when we order 3 pallets of timber we are restricted to 1 pallet per month which is nowhere near enough.

### Cherbourg Digital Service Centre

A good day with some very good networks created at the 1<sup>st</sup> birthday celebration. Minister Leanne Enoch in attendance and the C.E.O. of Fujitsu Asia + Pacific. Our manager did a very good and positive speech.

New staff have been appointed and engaged – lots of interest from 3 new customers – lots of ongoing discussions, contract preparation, training, testing of systems etc..... All Pds and contracts are in place, team leader and manager contracts will be in place this month.

## General Project Information

1. LRCI 3 – Road Tek update – coming in May to complete the work.
2. Illegal Dumping Grant – new grant issued for an extension to this program for a year
3. Fire Mitigation – Project nearly completed – final report in progress. We have a compliant town fire mitigation plan prepared with a 10-year life – it will come to Council for approval when I get it.
4. Cultural Pathway – Variations have been discussed and applied for – waiting for approvals from NIAA – no progress this month.
5. Landfill – consultant – Resource Innovations have visited the site and are developing a compliant plan. Landfill is looking for a lot better now.
6. 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.
7. New grant for training for Cherbourg Digital Service Centre – agreement in process.

## New Housing

**2.35 project** – put out to tender for re-pricing – builders are beginning to look for work again.

**3.4 project** – Prices back from local builders was favourable with indicative pricing, project on hold while we progress the 2.35 project.

By: Sean Nicholson

## 5. Operations Department

# Operations Department Report February 2023



By Matthew Bock, Operations Manager

7<sup>th</sup> March 2023

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



## Contents

Executive Summary .....	2
Environment and Waste .....	3
Roads Parks and Gardens.....	6
Fleet Services.....	6
Water, Sewerage.....	7

## Executive Summary

### Operations department

- On going low chlorine levels are being investigated
- Drain clearing project has started funded by the recovery resilience grant
- The dump continues to be capped and cleaned up
- A new digital record system is being implemented in the water department it successful will rolled out across other departments

### Fleet Services

- 29 Jobs were completed for the month of December this included services and repair work
- 16 Vehicles received their annual scheduled services
- All Forklifts at MRF and cont. for change received 3 monthly service
- Removal of engine from Hilux, sent for engine re-build
- Repair of transmission and fuel system of Backhoe and was put back into service
- Replaced A/C compressor and re-gassed WHS fiesta
- Replaced left hand rear window on Backhoe smashed during storm
- Delivery of SUV for water management Department
- Completed repairs for Tipper Road worthy certificate compliance
- Repaired drain cleaning machine and returned to service
- Prepared and submitted quotes for Recovery and Resilience grants

### Environment and Waste

- Recycling Program – Continuing to improve - *Figure 1 - CASC Recycling Program 2023*.
  - Daniel Weazel has now moved into Corporate Services Dept., Stafford Sandow and EHW have been doing work in animal control space until a new ACW role is filled.
  - Boil Water Alert – Current and ongoing, Until further notice

### 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
- Blue Green Algae detected in high numbers at CHER 2 (Council Depot)
- Low Chlorine is still an issue throughout towns reticulation system.
- 6 Open drinking water incidents.

## Environment and Waste

### Environmental Health/ Animal Management – February Sub-Report

#### Animal Control

CASC Data	Dogs	Cats	Total
Registrations	3	0	3
Treatment Administered	7	0	7
Euthanised	5	0	5
Rehomed (RSPCA, Community)	9	0	9
Traps Set	1	0	1
Strays Caught (Landfill, Street etc.)	1	0	1

AMRRIC Data	Dogs		Cats		Total
	Female	Male	Female	Male	
Entire	169	309	26	22	526
Desexed	223	175	37	25	460
Unknown	21	12	3	-	37
<b>Total by species</b>	<b>910</b>		<b>113</b>		<b>1023</b>

Complaints and/ or concerns				
	Dogs	Cats	Other	Total
<b>Public</b>	2	0	0	2
<b>Open</b>	1	0	0	1
<b>Closed</b>	1	0	0	1

#### EHW

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

#### Food Safety

- 4 - Current No. of Food Business
- 1 - Food Safety Inspection conducted



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

#### Waste & Recycling

- Recycling Program – Continuing to improve - *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

#### 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

- **Waste & Recycling**
  - Education and promotion ongoing, soft plastics and bagged recyclables found in recycling bins
  - Community Engagement opportunities are in discussion with DES
- **Animal Control**
  - Daniel Weazel has now moved into Corporate Services Dept., Stafford Sandow and EHW have been doing work in animal control space until a new ACW role is filled.
  - 1 Rehoming in community in the Month of February
  - MOU between RSPCA – Kingaroy and CASC in Development, RSPCA still taking in unwanted animals
  - Barber St dog's reproductive rate is a continuous concern
  - Some homes in community have more than 2 animals, ongoing concern
- **Water & Wastewater**
  - Boil Water Alert – Current and ongoing, Until further notice
  - 5 – Open Water Incidents

CASC Recycling Program 2023

Collection No.	Date	Type & Weight (kg)								No. of Bins	Comments	Improvements/ Advice
		Cardboard	Paper	Glass	Aluminum	Steel	Plastic (Mixed)	Contaminated	Daily total			
2	7-Feb-23								160	24	Bagged items,	separate 10c containers if refund wanted
3	14-Feb-23								260	37	13 more bins than last week, 100kg more	continue promotion, commendable effort from community
4	21-Feb-23								340	41	4 more bins	unable to separate waste, too time consuming
5	28-Feb-23								340	54	13 more than last week	Andrew obtaining quote for cages to separate CASC waste, bagging recyclables still an issue

Figure 1

## FY2023 CASC Weekly/Monthly Water Sampling Verification Results

Coliforms (mpn/100mL)								E.coli (mpn/100mL)							
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	
06-Feb-23	0	0	0	0	0	0	PASS	0	0	0	0	0	0	PASS	
13-Feb-23	0	0	0	0	0	0	PASS	0	0	0	0	0	0	PASS	
20-Feb-23	0	0	0	0	0	0	PASS	0	0	0	0	0	0	PASS	
27-Feb-23	0	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	
06-Feb-23	0.43	0.37	0.64	0.36	0.95	0.92	PASS	0.24	0.2	0.24	0.22	0.54	0.69	PASS	
13-Feb-23	0.57	0.41	0.64	0.74	0.95	0.79	PASS	0.28	0.16	0.28	0.46	0.95	0.52	PASS	
20-Feb-23		0.39	1.24	0.92		1.19	PASS		0.33	0.43	0.53		0.82	PASS	
27-Feb-23	0.48	0.7	0.63	0.21	1.06	1	PASS	0.21	0.56	0.37	0.12	0.73	0.62	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			
06-Feb-23	7.28	7.26	7.33	7.27	7.33	7.13	PASS	06-Feb-23	270	270	FAIL				
13-Feb-23	7.45	7.68	7.32	7.38	7.62	7.53	PASS	13-Feb-23	290	310	FAIL				
20-Feb-23		7.39	7.28	7.14		7.47	PASS	20-Feb-23	NT	270	Fail				
27-Feb-23	7.08	7.17	7.48	7.28	7.2	7.13		27-Feb-23	270	NT	Fail				

Figure 2

## FY2023 CASC DAILY WATER QUALITY FIELD RESULTS

Date	FIELD																WTP Outlet							
	STP (CHER 1)				Depot (CHER 2)				Daycare (CHER 3)				Lookout (CHER 4)				RES. 1&2 (CHER 5) (Blended Tap)				WTP (CHER T)			
	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)
1-Feb-23	0.23	0.43	7.72	0.78	0.19	0.4	7.61	0.74	0.22	0.36	7.74	0.46	0.21	0.54	7.66	0.95								
2-Feb-23																								
3-Feb-23	0.35	0.51	7.61	0.39	0.34	0.56	7.66	0.78	0.4	0.75	7.73	1.08	0.28	0.46	7.71	0.76	0.45	0.75	7.52	1.04	0.44	0.74	7.67	0.83
4-Feb-23	0.21	0.37	7.75	0.73	0.19	0.36	7.68	0.85	0.33	0.51	7.85	0.89	0.29	0.46	7.83	1.21	0.73	0.96	7.92	1.87	0.59	0.87	7.88	1.81
5-Feb-23	0.26	0.47	7.79	0.86	0.21	0.51	7.86	0.88	0.34	0.62	7.61	1.18	0.22	0.41	7.62	0.91	0.57	0.86	7.71	1.28	0.41	0.85	7.81	1.12
6-Feb-23	0.33	0.5	7.58	0.79	0.25	0.32	7.59	0.83	0.31	0.6	7.49	0.95	0.22	0.52	7.75	0.88	0.77	1.18	7.58	0.77	0.74	1.03	7.52	0.61
7-Feb-23	0.94	1.11	7.56	1.06	1.05	1.19	7.23	6.28	0.44	0.72	7.63	0.5	0.46	0.56	7.56	1.04	0.69	1.0	7.35	0.96	0.96	1.26	7.55	0.8
8-Feb-23	0.75	0.89	7.41	4.12	0.44	0.57	7.45	1.27	0.44	0.84	7.67	0.54	0.44	0.83	7.48	1.17	0.49	0.74	7.52	0.99	0.58	0.8	7.49	0.94
9-Feb-23	0.27	0.42	7.55	0.42	0.21	0.35	7.5	0.32	0.26	0.54	7.53	0.78	0.45	0.67	7.53	0.99	1.26	1.7	7.58	0.84	1.11	1.4	7.64	0.93
10-Feb-23	0.34	0.51	7.56	0.18	0.21	0.48	7.54	0.3	0.48	0.7	7.48	0.44	0.37	0.72	7.63	0.86	0.86	1.17	7.58	0.77	1.06	1.42	7.61	0.53
11-Feb-23	0.46	0.62	7.6	0.48	0.35	0.51	7.62	0.49	0.4	0.7	7.74	0.76	0.43	0.65	7.72	0.55	1.0	1.24	7.66	0.48	1.11	1.37	7.57	0.7
12-Feb-23	0.52	0.66	7.62	0.42	0.45	0.65	7.52	0.59	0.41	0.7	7.52	0.38	1.67	2.21	7.84	1.07	0.79	1.04	7.69	0.58	0.79	1.09	7.43	0.56
13-Feb-23	0.31	0.65	7.59	0.46	0.41	0.65	7.45	0.34	0.37	0.9	7.73	0.13	0.49	0.8	7.63	0.92	0.74	1.04	7.53	0.53	0.56	0.85	7.48	0.5
14-Feb-23	0.19	0.36	7.48	0.55	0.15	0.32	7.48	0.77	0.23	0.42	7.64	0.95	0.31	0.49	7.49	0.72	0.39	0.6	7.45	0.83	0.61	0.81	7.6	0.64
15-Feb-23	0.37	0.61	7.52	0.62	0.3	0.55	7.59	0.62	0.61	0.97	7.69	0.99	0.19	0.35	7.6	0.89	0.84	1.06	7.74	0.5	0.9	1.14	7.54	0.52
16-Feb-23	0.28	0.52	7.68	0.23	0.26	0.49	7.64	0.96	0.33	0.57	7.57	0.67	0.2	0.44	7.52	0.93	0.34	0.61	7.53	0.68	0.44	0.65	7.55	0.63
17-Feb-23	0.24	0.32	7.48	0.67	0.26	0.49	7.41	0.75	0.25	0.49	7.56	0.35	0.25	0.43	7.42	0.37	0.24	0.41	7.42	0.26	0.3	0.62	7.52	0.54
18-Feb-23	0.3	0.4	7.43	0.49	0.38	0.45	7.53	0.3	0.46	0.63	7.47	0.62	0.22	0.34	7.53	0.53	1.23	1.49	7.46	0.26	1.19	1.46	7.59	0.62
19-Feb-23	0.32	0.44	7.47	0.54	0.31	0.45	7.37	0.67	0.54	0.74	7.31	0.18	0.36	0.53	7.56	0.58	1.2	1.48	7.34	0.3	1.22	1.49	7.42	0.68
20-Feb-23																								
21-Feb-23	0.31	0.46	7.34	0.27	0.27	0.45	7.43	0.67	0.25	0.45	7.36	0.89	0.22	0.44	7.51	0.33	0.36	0.61	7.43	0.46	0.33	0.6	7.5	0.81
22-Feb-23	0.46	0.58	7.43	0.41	0.29	0.49	7.47	0.66	0.42	0.6	7.6	0.86	0.38	0.59	7.31	0.93	0.32	0.52	7.37	0.71	0.48	0.66	7.31	0.56
23-Feb-23	0.15	0.19	7.52	0.33	0.1	0.29	7.56	0.36	0.33	0.56	7.35	0.45	0.14	0.28	7.56	0.8	1.23	1.46	7.51	0.37	1.06	1.38	7.28	0.56
24-Feb-23	0.37	0.58	7.56	0.57	0.33	0.55	7.56	0.72	0.44	0.67	7.63	0.38	3.92	4.51	7.56	0.88	1.09	1.36	7.56	0.49	1.03	1.29	7.44	0.8
25-Feb-23	0.34	0.49	7.53	0.63	0.27	0.43	7.48	0.58	0.37	0.69	7.61	0.47	0.37	0.6	7.62	0.78	0.77	0.99	7.46	0.55	0.78	1.07	7.49	0.67
26-Feb-23	0.33	0.52	7.63	0.6	0.29	0.52	7.35	0.53	0.35	0.55	7.55	0.66	0.32	0.46	7.56	0.78	0.71	0.99	7.72	0.77	0.83	1.15	7.57	0.65
27-Feb-23	0.31	0.55	7.44	0.51	0.23	0.41	7.55	0.67	0.45	0.79	7.61	0.34	0.22	0.4	7.58	0.76	0.64	0.91	7.49	0.88	0.79	1.17	7.39	0.96
28-Feb-23	0.27	0.42	7.5	0.54	0.29	0.47	7.58	0.19	0.36	0.65	7.67	0.32	0.29	0.41	7.52	0.45	0.65	0.93	7.55	0.4	0.67	0.95	7.54	0.46

Figure 3



## Roads Parks and Gardens

### Current Business

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

### Staffing and Training

NIL.

### Workplace Health & Safety Incidents

Nil

### Issues & Training Updates

Nil

### Next Month's Business Plan

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

By Matthew Bock (Operations Manager) for Lindsay Bligh

## Fleet Services

### Workshop

#### Current Business

- 29 Jobs were completed for the month of December this included services and repair work
- 16 Vehicles received their annual scheduled services
- All Forklifts at MRF and cont. for change received 3 monthly service
- Removal of engine from Hilux, sent for engine re-build
- Repair of transmission and fuel system of Backhoe and was put back into service
- Replaced A/C compressor and re-gassed WHS fiesta
- Replaced left hand rear window on Backhoe smashed during storm
- Delivery of SUV for water management Department
- Completed repairs for Tipper Road worthy certificate compliance
- Repaired drain cleaning machine and returned to service

- Prepared and submitted quotes for Recovery and Resilience grants

### Issues

Nil

### Damage Report

Left hand rear window of Backhoe broken from branch during storm nobody injured

### 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
- Fitment of 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)** – Daily grab samples from different locations throughout community.  
**MWDRNK** – (Weekly) – **Human Consumption.**  
**MWHCPC** – (when requested) **Heterotrophic Colony Count.**  
**KEWTHM** – (Weekly) - **THM's.**  
**KWP & KWHPDI** (Monthly) – **Pesticides.**  
**KPCB** – (Monthly) - **Blue Green Algae.**  
**SWAHN** – (Monthly) – **Standard Water Analysis.**
- **ANZMT** – (Monthly) – **Heavy Metals.**
- Daily Checklists on Plant and Operations:



- Checklists WTP & WWTP Operations including Effluent Ponds & Pivot irrigator.
- Checklists on all Sewage Pump Station's (SPS).
- Daily checklists on WTP & WWTP i.e., Basic Housekeeping and ensuring grounds are clean and maintained.
- Fortnightly catch up with DDPHU, Regular Catch up with RDMW
- Analyzers at WTP (both Chlorine and Turbidity) have been calibrated, cleaned and faulty parts replaced as required.
- Roll out of new QR code scanning for Sewage Treatment plant, Water Treatment Plant and all Water and Sewage Pump Stations.

#### Incidents

- Blue Green Algae detected in high numbers at CHER 2 (Council Depot)
- Low Chlorine is still an issue throughout towns reticulation system.
- 6 Open drinking water incidents.

#### Staffing & Training

- **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
  - Training for all staff scheduled in 2023.
  - Matthew Bock, Liz O'Chin and myself will be attending 2023 Queensland Indigenous Local Governments Drinking Water Symposium in Cairns from the 12<sup>th</sup> to 13<sup>th</sup> of March.

#### General

- Staff introduction to new water tablets to improve record keeping and to eliminate paper usage.























## 6. Community Support

# COMMUNITY SERVICES REPORT

February - March 2023





## **COMMUNITY SERVICES**

### **Sports Complex**

Report attached

### **Radio Station**

Report attached

### **IKC (Library)**

Report attached

### **IYCC Yag Project**

Report attached

#### **Meetings attended**

- Interagency
  - State Library (IKC discussions) x2
  - Milbi Festival working group meeting with Bundaberg Council
  - Sport & Rec Catch Ups
  - Sports Gala Day working group meetings
  - Community Services meetings/Tooltalks
  - Interagency commenced (February) minutes attached
  - Community Services meeting was held 25<sup>th</sup> February
- \*\* Partnered event IWD with Community Health (Yag & Community Elders) flyer attached

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



Edwina Stewart

**Community Services Manager**

## Sports & Rec February/March

Staff: Full capacity all permanent part-time with one casual soon to be another permanent worker.  
HR is looking into two Sport and Recreation traineeships.

We had about

- 30 – 40 children attending the complex for afterschool programs each week
- 42 Children who attend basketball in Kingaroy each week
- 20 Children who attend our boxing training sessions in afternoon after 5pm Monday Wednesday & Thursdays.

### **Netball**

Katie from Nanango Netball Ass. – has invited some of our girls to be part of the netball club.

The club had offered 2 free tickets for players who would like to attend their clinic that will be done by Gretel Bueta (Australian Diamonds players) and Emma Tickner (former NSW Swift player), Sunday 12th of February from 2pm-3:30pm. More can attend for cost is \$60 but only 2 wanted to go.

We have a few girls and some boys signed up for Nanango Netball Club, at our sports gala day. They will start playing Friday nights mid-March. Once again, we had to put a cap on it because of not enough supervisors and transport can only be for 10 children. (12-seater bus), so far 2 parents for the 1 family has offered to drive and supervise children.

### **Football**

Cherbourg Hornets – had AGM on 17<sup>th</sup> Feb 2023 at the complex.

Swore in new management staff.

President – Ian Saltner Snr

Treasurer – George Fisher Snr

Secretary – Kalcheri Jacobs

Sign up day is on 4<sup>th</sup> March 2023

*I have offered my support where and when I can as complex coordinator and myself personally.*

### **Basketball**

Basketball season is back. We have some interested children who played last year and a few new children who would like to play - 46 children all up. Still got children wanting to play. Unfortunately, we have to put a cap on it because we don't have enough transport and supervisors for the children.

With transport, we are working in partnership with Murgon CTC and Uniting Care – Cherbourg Safe House

We would like to run our own comp here in community, but we need training for coaching refereeing and scoring for staff, community volunteers' parents and players.

- 2 players got selected to play in QIBA tryouts for IBA National Tournament,
- 2 players in small grade made district rep for basketball school. These players are part of our basketball program.
- A few of our basketball players have made club and school selection for rep.

We been running basketball games on Friday evening as part of the children's basketball training.

## **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. Got in touch with the Murgon PCYC gymnastic teacher started taking girls in for classes.

Would like to have an afternoon BBQ with parents to encourage them to be involved in their children's sports.

Have discussions around what it may look like sound and feel like for the children.

Pam Jones, the gymnastic teacher at the Murgon PCYC, said she also does cheer leading and par core classes

Because Pam couldn't attend our gala day, we took the girls into Murgon the week before to see how the girls would go in the classes. They were well behaved and done the work/exercise that they needed to do, wanted to continue gymnastic classes.

Need to get gymnastic equipment for sports complex so the children can practice for the gymnastic classes in Murgon.

## **Boxing**

At the moment we won't have a boxing trainer for a few weeks.

Yarning with Bob Webster (Qld Boxing Hall Fame) asked if we could combine with his boxing club in Fortitude Valley. They help with children getting right training for boxing.

Before anything can happen though we have to register the club un Boxing Qld under the complex name - \$200

Then register new coach - \$50 – just to take some relief of trainer/coach and for us to be updated with events or anything else with boxing.

Our boxers must be registered with our club and Qld boxing before they can fight.

- Before they fight need to have medical checks and blood test done before they receive blue book.

## Cricket

**QLD CRICKET** – we have started our partnership with Qld cricket and Bush kids for inclusion support for children with disadvantages in sports in our community.

We had our last clinic this week.

Wednesday 8<sup>th</sup> March 2023

3:15pm – 4:15pm

Upon asking questions Woolworths and paid Qld cricket to do another set of clinics here in Cherbourg. The people who came to deliver the program didn't know the money side of things.

They children enjoyed being part of this program. They are starting to ask questions of joining a cricket team. If we can get children play cricket we can get better support for a outdoor cricket pitch.

## Sports Gala Day

Had a sports gala day at the sports complex on 1<sup>st</sup> of March was a great success for our first time.

We had good response from participants/children, parents and organisations who helped out on the day.

Sport events day was ran by:

- Rugby League – NRL, South Burnett
- Rugby Union - Reds Rugby
- Basketball - Queensland Basketball
- Boxing – Bob Webster, Steve Deller
- Cricket – Qld Cricket
- Netball – Nanango Netball Association
- QUT – Technology in Sports

And organisation support/partnership was done by

- Healthy eating – Community Health – fruit cups and Vegetable cups
- Self-well-being – Physically and Mentally – handing out water, yarning and joining children in on activities
- Training and Fitness – TAFE staff was here talking out studies in sports area
- Sun Smart – Slip Slop Slap- bush kids and QUT
- Smoking and substance abuse – CRAAICHS
- Healthy Environment – Silver Lining Rangers School, did an activity on looking after the environment and talked about it being important part of staying healthy. They encouraged children to also eat healthy by planting some seeds to grow vegetables at home the children really enjoyed this activity.

## Cherbourg Radio Progress Report - February March 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.

Waiting for results of application for funding to support much needed tech upgrades.

Having issues with our Audio stream ATM – technicians working on solution.

### Station projects and partnerships

Have renewed a partnership with community health PPP program to record a new series of messages.

Darling Downs Health have commenced a 12 month sponsorship program with radio.

We will be meeting with YAG soon to discuss supporting their projects around community including recording elders stories

CRAICCHS will be increasing their engagement with UsMob Radio – sponsoring payroll costs for an additional 10 hours per week for UsMob radio staff to participate in media support activities for CRAICCHS (project managed by DIREX Media) part of the support will include sponsorship of the Adobe Suite of creative applications for use at the radio station.

### 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 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.

Have done another revision of our sponsorship packages lifting our rates, this also includes an entry level package starting at \$275 plus GST per month.

**Michael Monk** Cherbourg Radio Station Coordinator and Manager








3/1/2023

Council Report February/March 2023

## CENTRE USAGE

*First five forever under 5's program.  
St Vinnie's meetings.  
Every Wednesday designer life Parent Next  
meets with young parents.  
After school fun activities.  
DATSIP conducting interviews.*

## COMMUNITY INTERNET USERS.

-  *Adults checking emails.*
-  *Centre link clients job search.*
-  *After school children using computers/iPads*

## OTHER NEWS

*Central QLD language centre will be conducting  
Wakka Wakka Language workshop 29<sup>th</sup> March.  
Books exchange arrived from Cannon Hill.  
Lesley acres UQ uni librarian and exet. Staff  
will be here early next month for a visit.*

*For the month of Feb and March 2023 Total 94.*

# Indigenous Youth Connection to Culture (IYCC)


## Youth Advisory Group

February 2023 / March 2023  
Update

- Youth Officers continuing with community engagement and meeting with relevant stakeholders – TAFE, Ration Shed, Murgon State High School, Silver Lining School, Cherbourg State School, QMF, Cherbourg Council, QPS, Salvation Army, Sports Complex, Barambah Local Justice Group, Cherbourg Radio, Indigenous Futures Foundation, Barambah Youth Hub, ADF.
- Youth Officers working with core group of youth continuing community projects – Ration Shed projects and art workshops, Community Hall tidy up, Football ground tidy up. The YAG also volunteered at the recent sports gala day held at the complex.
- February YAG meeting held 15<sup>th</sup> Feb – 14 youth attended meeting.  
Outcomes from meeting:
  - Youth agreed that an outdoor basketball / netball court should be installed near the skate park
  - A bike track for push bikes
  - Youth Forum and NAIDOC Ball planning

Next YAG Meeting will be held 15<sup>th</sup> March at 3.30pm.

- Team have been preparing for Youth Forum – Flyers will be sent out soon.
- Planning and organising with QMF for their next visit
- Team attended interagency meeting
- Team met with Lowitja Institute regarding support for evaluation and reporting
- Team met with Indigenous Futures Foundation who is partnering with us for leadership camp 24<sup>th</sup> – 27<sup>th</sup> June at Gold Coast recreational centre.



In partnership with Cherbourg Council, we are inviting you to our "Women's Day" to be held at Cherbourg Community Health Service "Under the Shady Tree"

Thursday, 9<sup>th</sup> March 2023 at 11:30am

There will be a BBQ lunch with drinks and a cuppa.

We have guest speakers talking about:

- Domestic & Family Violence
- Women's Health
- Cherbourg's Skin Program
- Rainbow Flag & LGBTQ
- Grief & Loss
- CTC Activities

# Cherbourg Interagency Meeting

2<sup>nd</sup> February 2023

## Cherbourg Aboriginal Shire Council Community Services Office & Microsoft Teams

Attendances: Edwina Stewart, Wawida Collins, Scott Stahlhut, Tom Atu, Jasmine Clevin, Renee Baldwin, Jo Barrett-Menzies, Jody Labuschewski, Stuart Guerin, Lauren Ryan, Shauni Stanley, Tabitha Bleys, Arlene Langton, Josh Oddy, Patti Bond, Deb Emery, Stacey Taylor, Rod Hunt, Clarissa Hastie, Katherine Simpson, Karen, Debbie Mi-Mi, Gaye O'Sullivan, Biddy Adams, Trevor Stead, Christine Stewart, Max Conlon

### Apologies:

	<p>Welcome – Edwina Stewart</p> <p>Welcome to Country – Patricia Bond</p> <p>Minute Silence</p>	
	<p><b>Actions Arising from Previous Minutes</b></p> <p>Nil</p>	
	<p><b>Edwina &amp; Wawida – CASC</b></p> <ul style="list-style-type: none"> <li>• Calendar of Events for 2023 – encourage all agencies to send through any events to add to calendar</li> <li>• Agencies will have the opportunity to send through any agenda items for future interagency meetings</li> <li>• Youth Advisory Group update – Monthly meetings, Planning for youth forum and NAIDOC Ball, engagement activities with youth officers, partnered with QMF to deliver music workshops, leadership camp</li> </ul>	
	<p><b>Shauni &amp; Tabitha – TAFE</b></p> <ul style="list-style-type: none"> <li>• Tabitha is the new campus co-ordinator and Shauni is the community engagement officer</li> </ul>	
	<p><b>Tom &amp; Josh – NIAA</b></p> <ul style="list-style-type: none"> <li>• Wanting to increase community engagement</li> </ul>	
	<p><b>Gaye – Barambah Youth Hub</b></p> <ul style="list-style-type: none"> <li>• New service – Healthwise – psychological service for 12-25yo</li> <li>• PLO at the hub 1 day per week</li> <li>• CTC – Ready for work program commencing 7<sup>th</sup> Feb</li> <li>• PCYC – Cyber Safety for parents and teens commencing 1<sup>st</sup> Mar</li> <li>• Services Expo – 10<sup>th</sup> March</li> <li>• CTC – Dress for the Job 14<sup>th</sup> March</li> <li>• Art Competition – 2 categories. Entries close 6<sup>th</sup> April</li> </ul>	



	<p><b>Max – Muran Djan</b></p> <ul style="list-style-type: none"> <li>Started in position – Men's support</li> </ul>	
	<p><b>Scott – QPS</b></p> <ul style="list-style-type: none"> <li>Sniffing – 14 year old girl in community – truancy, family concerns, offending has risen in the last 2 weeks (wilful damage, assault, trespass, burglary, stealing and property damage.</li> <li>6 youth in watch house awaiting BYDC.</li> </ul> <p><b>Tom – QPS (Liaison)</b></p> <ul style="list-style-type: none"> <li>Police Rangers program commenced with the girls at Cherbourg State School – looking for support from community groups</li> </ul>	<ul style="list-style-type: none"> <li>Send invite re: 14yo female</li> <li>Send Wandama TOR for review</li> </ul>
	<p><b>Patti – Qld Health</b></p> <ul style="list-style-type: none"> <li>Stronger, smarter Yarns for Life – 28<sup>th</sup> Feb</li> <li>Co-design role of health workers in community</li> <li>Project has started re: First Aboriginal health workers in community</li> </ul>	
	<p><b>Debbi – Services Australia</b></p> <ul style="list-style-type: none"> <li>Australian Government Indigenous Apprenticeship Program – applications open, closes on 17<sup>th</sup> Feb</li> </ul>	
	<p><b>General</b></p> <ul style="list-style-type: none"> <li>After hours services are needed</li> <li>Damage to Catholic Church by young people</li> <li>Funding could be provided if men's groups become incorporated</li> </ul>	
	<p><b>Meeting Closed</b> 11:30am</p> <p><b>Next Meeting</b> 2<sup>nd</sup> March 2023</p>	