

### 3. Corporate Services

# Corporate Services Manager

## January 2024



## HR

HR has submitted her report to Council.

CEO and I met with HR, 9/1/2024, to discuss a few things. She has agreed to a phasing out of her employment with us but will be available throughout. We will advertise, when appropriate. This action is very much an accommodation issue. But other matters are also present.

We will be working very closely for the transition to be as seamless as possible, for all parties. She has a flexible working arrangement that CEO and I have agreed to.

## Housing

Housing team have submitted their report to Council.

Housing team and I have worked on structuring the waiting list, into (2) working lists. A General Waiting List and an Emergency Waiting List. We will then alternate allocations depending on availability. Each month will focus on a different list accordingly.

I have organised for a field trip to Maryborough on Monday, 22 January to view Department processes relating to allocations. Ours is very much different but added skills from those processes will build capacity in our allocations. The plan is for our (4) x Housing staff to be fully confident in the allocation delivery. They ultimately will decide as a team.

Another trip to Woorabinda is planned for next month as a follow up to see the processes wheeled out in our nearest aboriginal community. Yarrabah is the only other indigenous community handling Housing, under Council. I believe the trip will help CASC Housing gain "hands on" understanding of the differences and what is familiar. CASC Housing has visited Yarrabah in our recent past.

## Reception

Ms. Kerry Watson has helped with our reception staff of late. She has shown a genuine interest in this area. It is a short-term arrangement, but she has been a great help. Especially after the Christmas period.

## Meetings

CASC Senior manager's meeting 9/1/2024

CASC Housing 10/1/2024

*Happy New Year*

Sam Murray | Corporate Services Manager | CASC

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## HR Report # 12 – December 2023



## ***Human Resources***

### **Executive Summary**

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

*Pay Period 5 - (TOTAL 121 staff)*

(this does not include mayor and councilor's)

Fulltime 58

Part-time 27

Casual 32

Apprentices 4

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

September Award pay rise has been delayed to late January

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

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

Water industry training continues

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



# Housing Report December 2023/January 2024



## Meetings/workshops

- Housing meeting every Monday (weekly)
- Joint Operational Meeting (JOM)

## Service provided to tenants:

- **59** Tenants (repairs)
- **4** Complaints re: repairs to home
- **8** Tenants requested pest control.
- **10** Follow up tenants for Upgrade program.
- **5** Occupational Therapist referrals
- **2** House Inspection
- Following up with tenants for rainwater tank surveys
- Working closely with NDIS tenants for maintenance
- **10** request to install air conditioners.
- **5** Follow ups for gutter cleaning.
- **3** Noise parties
- **2** Housing list
- **8** Rent/enquires.

Mrs Joanne Simpson  
Housing Inspection Officer  
Cherbourg Aboriginal Shire Council

# FINANCE MANAGER REPORT AS AT 31 Dec 2023





## 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 (\$ 3,310,066) for the month ending Dec 2023 with operating surplus ratio of - 40% .The forecast ratio for the year is -21.5%. The operating surplus ratio is below the recommended benchmark (0%-10%). The main reason for the deficit is the inclusion of depreciation expense of \$5.25 Million.

**a. Sales & recoverable works:**

- Major Upgrade income is below the budget. \$800K variance.
- Joinery income is \$147K below the budget amount. Dec income is not included in this report due to Joinery Manager's leave.
- MRF stock income is zero. Budget amount for Dec is \$ 135K.
- Fujitsu sales income is \$19K less than the forecast amount. Dec months invoice not raised(timing issue)
- MRF sales and auction income is about \$91K below the budget.
- Offset by: more revenue generated from Q build responsive , \$349K and \$78K from Cherbourg CRP, Processor & Kingaroy CRP

**b. Other Income:**

- Incentives income is \$56K below the budgeted figures.
- Sundry receipts and funeral actual income is \$32k less than the budgeted revenue
- Farm other income (water charges) is zero. Budget amount for Dec is \$ 20K.

**c. Materials & Services:**

- Q build responsive program is overspent by \$325k. Need budget review for responsive maintenance expenses
- \$252K variance is due to Housing Insurance and MV invoice paid in advance for full year renewal.
- Vehicle rego paid in invoice of \$37K
- Workshop's part overspent by \$49K.
- Road's materials and services overspent by \$42K.
- Admin telephone is overspent by \$40K.
- Water materials and services overspent by \$23K.
- Admin IT and professional fees overspent by \$14K.
- Offset by underspent in Joinery materials \$72K , CDSP Self-esteem young mothers,\$25K , council write offs , \$76K , carpenters materials \$ 30K and QRA FRMP \$62K

- d. Finance Costs:** processed the unwinding of discount journal for landfill provision. Need to adjust new budget amount.

**Bank Balances:**

Cash at bank as at 30 Nov is \$10.22 M with restricted cash component ( contract liability ) is \$2.81M. So, available cash balance after satisfying the performance obligations is \$7.40 M.

## Community Services

### Materials & Services :

- IYCC meeting expenses overspent by \$32K.
- Offset by underspent in CDSP Self-esteem young mothers \$25K.

### Corporate Services:

**Other Income:** Incentives income is \$56K below the budgeted figures.

### Employee costs:

- SGFA admin wages is underspent by \$161K.
- On cost Admin recoveries for Workcover/WH/FBT/Training not budgeted but actual figure \$136K is reducing employee expenses account.

**Finance Costs:** processed the unwinding of discount journal for landfill provision. Need to adjust new budget amount

### Depreciation

Need to increase annual Dep by \$75K for MV and Plant and Equipment.

### Housing:

**Materials and Services:** \$230 K variance . This is due to Insurance invoice paid in advance for full year renewal \$ 438K.

## Economic & Community Development:

### Grants & Subsidies

Illegal dumping grant is underspent and thus variance of \$17K in revenue due to milestone not achieved .

### Sales & Recoverable Works:

- Major Upgrade income is below the budget. \$800K variance.
- Joinery income is \$147K below the budget amount. Dec income is not included in this report due to Joinery Manager's leave.
- MRF stock income is zero. Budget amount for Dec is \$ 135K.
- Fujitsu sales income is \$19K less than the forecast amount . Dec months invoice not raised( timing issue)
- MRF sales and auction income is about \$91K below the budget.
- Offset by : more revenue generated from Q build responsive , \$349K and \$78K from Cherbourg CRP, Processor & Kingaroy CRP

### Other Income:

Cattles other income( water charges) is zero . Annual budget revenue is \$40K.

### Employee Costs:

- project management wages is overspent by \$50K. Consultant charges not budgeted
- Painters' wages is overspent by \$31K. Only one employee salary budgeted.
- MRF wages is overspent by \$ 58K
- Processor expenses is overspent by \$20K



- DAF & SSQ combined total overspent by \$45K. Need to increase salary expenses figures in next budget review.
- Its offset by \$139K total underspent in Fujitsu, joinery, yard, Cattle farm e.t c Wages e.tc

#### **Materials & Services :**

- Q build responsive program is overspent by \$325k . Need budget review for responsive maintenance expenses
- Offset by underspent in Joinery materials \$72K and \$76K , carpenters materials

#### **Operations:**

**Grants & Subsidies:** timing issue for FAGS funding . EOY prepayment amount will offset the variance. **Materials & Services**

- Vehicle rego paid in invoice of \$37K
- Workshop's part overspent by \$49K.
- Road's materials and services overspent by \$42K.
- Water materials and services overspent by \$23K.
- Insurance paid in advance of \$43K
- Offset by underspent QRA FRMP \$62K

**Thanks for your time to read my report.**

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**Dol Ranabhat, Finance Manager**

**Cherbourg Aboriginal Shire Council**  
**Operating Actual Vs Budget**  
**FY 2023-2024**  
**December**

**YTD Operating Income**  
**Actual** \$8.33M  
**Variance** (\$0.83M) ▼ (9.0%)

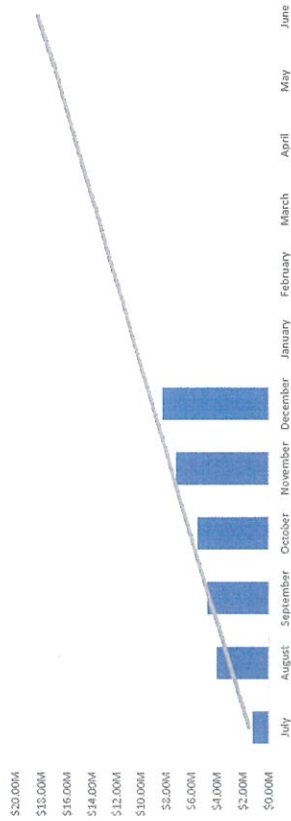
**YTD Operating Expenditure**  
**Actual** \$11.64M  
**Variance** (\$0.46M) ▲ (4.0%)



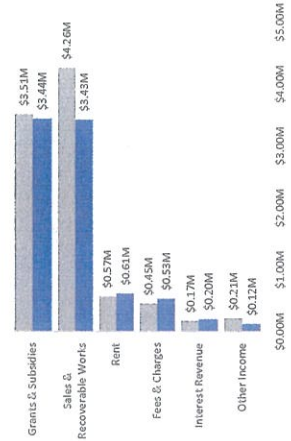
**Operating Surplus Ratio**  
**-39.75%**

■ Budget ■ Actual  
■ Positive Variance ■ Negative Variance

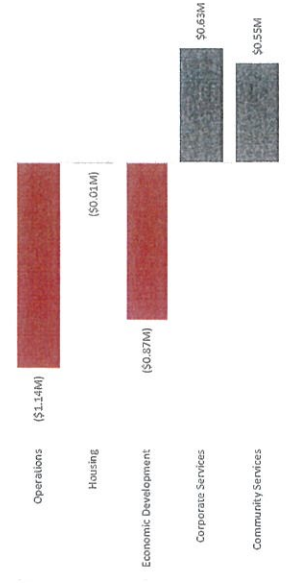
**Total Income - Actual vs Budget**



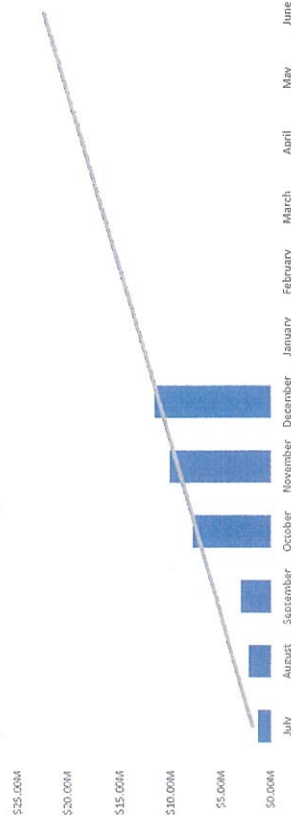
**Income YTD**



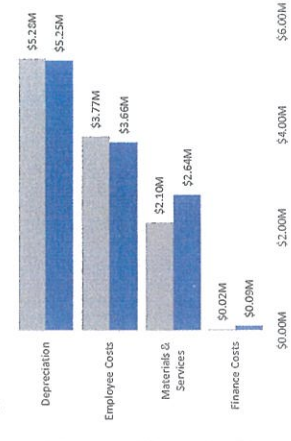
**YTD Income Variance By Directorate**



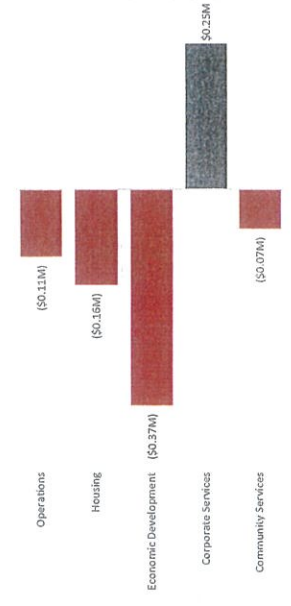
**Total Expenditure - Actual vs Budget**



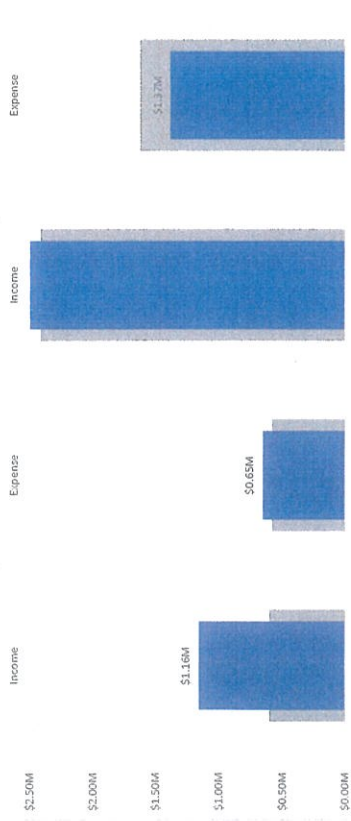
**Expenditure YTD**



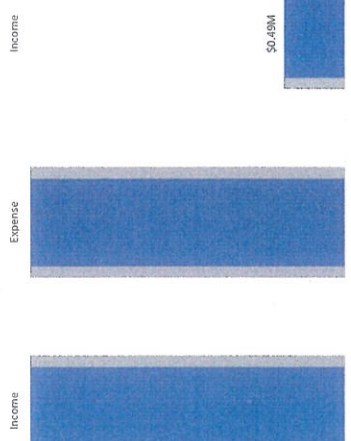
**YTD Expenditure Variance By Directorate**



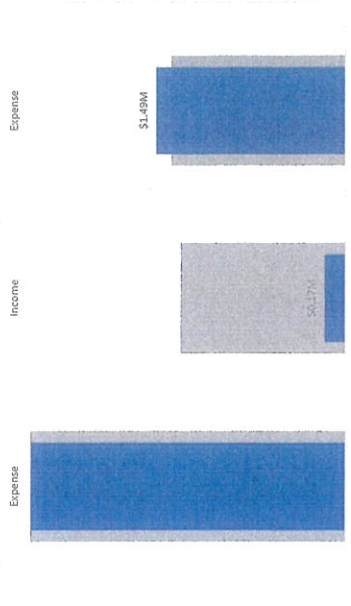
**Total Expenditure - Actual vs Budget**



**Expenditure YTD**



**YTD Expenditure Variance By Directorate**



# Cherbourg Aboriginal Shire Council Capital Actual Vs Budget FY 2023-2024

December

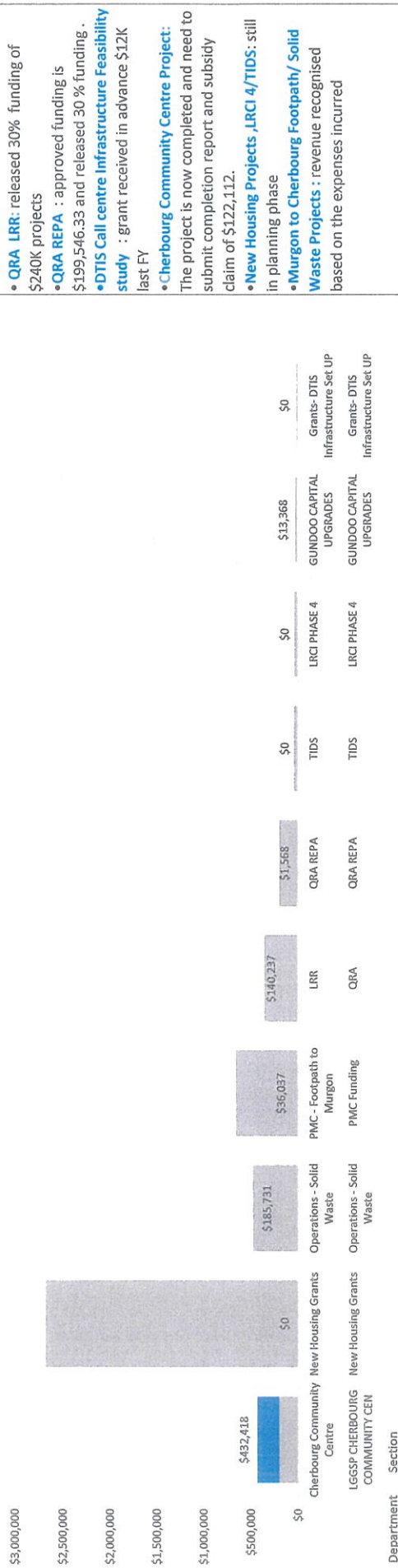
YTD Capital Income  
Actual  
\$0.81M (\$3.96M) ▼(83.0%)

YTD Capital Expenditure  
Actual  
\$1.94M (\$4.70M) ▼(85.4%)



■ Budget ■ Actual

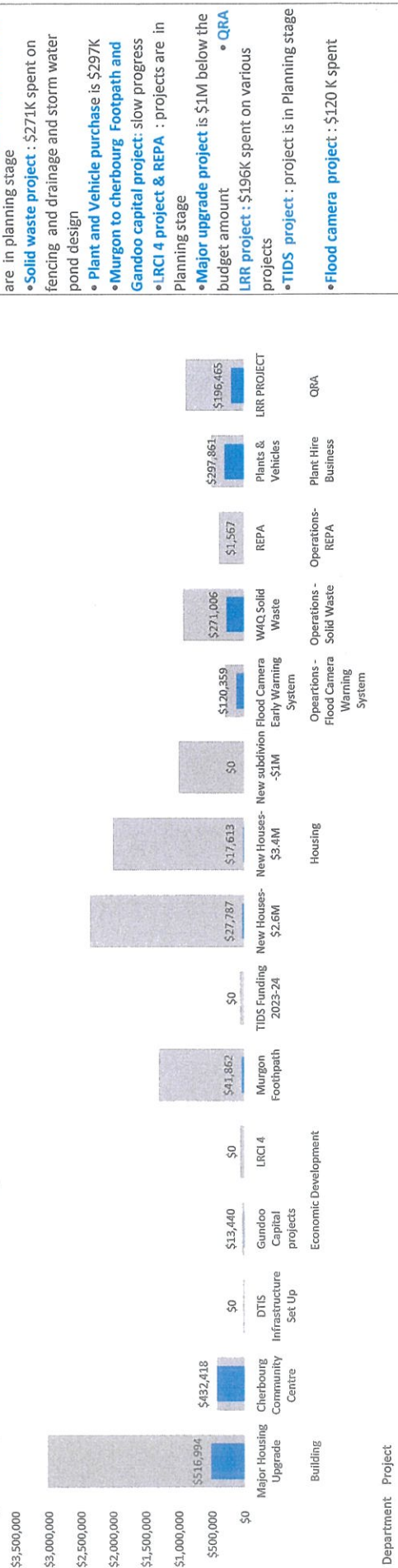
## Capital Income - Actual vs Budget



Comments:

- **QRA LRR**: released 30% funding of \$240K projects
- **QRA REPA**: approved funding is \$199,546.33 and released 30 % funding .
- **DTIS Call centre Infrastructure Feasibility study**: grant received in advance \$12K last FY
- **Cherbourg Community Centre Project**: The project is now completed and need to submit completion report and subsidy claim of \$122,112.
- **New Housing Projects ,LRCI 4/TIDS**: still in planning phase
- **Murgon to Cherbourg Footpath/ Solid Waste Projects**: revenue recognised based on the expenses incurred

## Capital Expenditure - Actual vs Budget

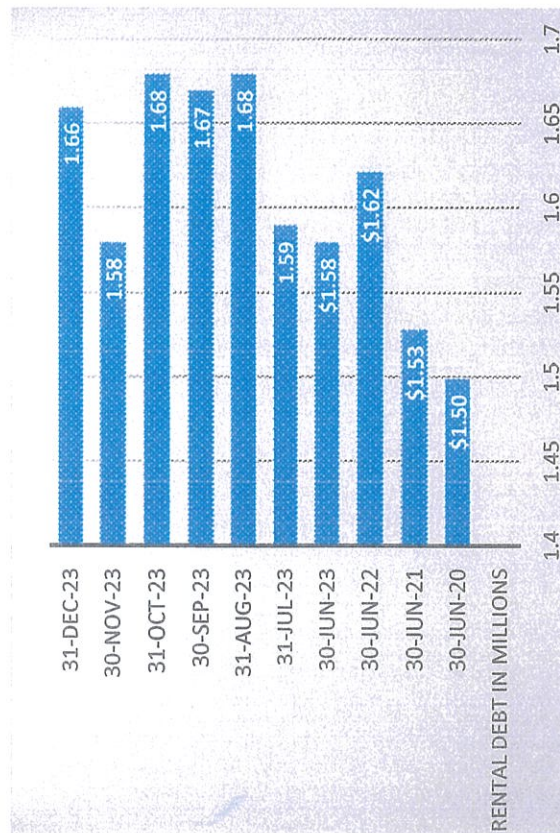


Comments:

- **2 New housing project and subdivision** are in planning stage
- **Solid waste project**: \$271K spent on fencing and drainage and storm water pond design
- **Plant and Vehicle purchase** is \$297K
- **Murgon to cherbourg Footpath and Gandoo capital project**: slow progress
- **LRCI 4 project & REPA**: projects are in Planning stage
- **Major upgrade project** is \$1M below the budget amount
- **QRA LRR project**: \$196K spent on various projects
- **TIDS project**: project is in Planning stage
- **Flood camera project**: \$120 K spent

# Rental Debt in Millions

30-Jun-20	\$	1.50
30-Jun-21	\$	1.53
30-Jun-22	\$	1.62
30-Jun-23	\$	1.58
31-Jul-23		1.59
31-Aug-23		1.68
30-Sep-23		1.67
31-Oct-23		1.68
30-Nov-23		1.58
31-Dec-23		1.66





Whole Of Council

	December			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	
Grants & Subsidies	\$ 226,759	\$ 584,444	\$ (357,685)	-61.20%	\$ 3,439,179	\$ 3,506,664	\$ (67,485)	\$ 7,013,343
Fees & Charges	\$ 39,911	\$ 74,698	\$ (34,787)	-46.57%	\$ 528,692	\$ 448,188	\$ 80,504	\$ 896,388
Sales & Recoverable Works	\$ 595,439	\$ 709,238	\$ (113,799)	-16.05%	\$ 3,425,496	\$ 4,255,428	\$ (829,932)	\$ 8,510,861
Interest Revenue	\$ 36,894	\$ 28,333	\$ 8,561	30.22%	\$ 202,357	\$ 169,998	\$ 32,359	\$ 340,000
Rent	\$ 186,842	\$ 94,294	\$ 92,548	98.15%	\$ 611,278	\$ 565,764	\$ 45,514	\$ 1,131,529
Other Income	\$ 19,852	\$ 34,855	\$ (15,003)	-43.05%	\$ 120,046	\$ 209,130	\$ (89,084)	\$ 418,260
<b>Total Income</b>	<b>\$ 1,105,696</b>	<b>\$ 1,525,862</b>	<b>\$ (420,166)</b>	<b>-27.54%</b>	<b>\$ 8,327,047</b>	<b>\$ 9,155,172</b>	<b>\$ (828,125)</b>	<b>\$ 18,310,381</b>
Employee Costs	\$ 337,878	\$ 628,015	\$ (290,137)	-46.20%	\$ 3,657,251	\$ 3,768,090	\$ (110,839)	\$ 7,536,152
Materials & Services	\$ 207,872	\$ 349,565	\$ (141,693)	-40.53%	\$ 2,638,714	\$ 2,097,390	\$ 541,324	\$ 4,194,671
Depreciation	\$ 885,211	\$ 880,385	\$ 4,826	0.55%	\$ 5,254,156	\$ 5,282,310	\$ (28,154)	\$ 10,564,622
Finance Costs	\$ 84,267	\$ 4,084	\$ 80,183	1963.36%	\$ 86,991	\$ 24,504	\$ 62,487	\$ 49,012
<b>Total Expenditure</b>	<b>\$ 1,515,230</b>	<b>\$ 1,862,049</b>	<b>\$ (346,819)</b>	<b>-18.63%</b>	<b>\$ 11,637,113</b>	<b>\$ 11,172,294</b>	<b>\$ 464,819</b>	<b>\$ 22,344,457</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (409,533)</b>	<b>\$ (336,187)</b>	<b>\$ (73,346)</b>	<b>21.82%</b>	<b>\$ (3,310,066)</b>	<b>\$ (2,017,122)</b>	<b>\$ (1,292,944)</b>	<b>\$ (4,034,076)</b>

Community Services

	December			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		
Grants & Subsidies	\$ 150,000	\$ 88,768	\$ 61,232	68.98%	\$ 1,081,846	\$ 532,608		\$ 1,065,236
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -		\$ -
Sales & Recoverable Works	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -		\$ -
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -		\$ -
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -		\$ -
Other Income	\$ 14,093	\$ 12,459	\$ 1,634	13.11%	\$ 74,796	\$ 74,754		\$ 149,500
<b>Total Income</b>	<b>\$ 164,093</b>	<b>\$ 101,227</b>	<b>\$ 62,866</b>	<b>62.10%</b>	<b>\$ 1,156,642</b>	<b>\$ 607,362</b>	<b>90.44%</b>	<b>\$ 1,214,736</b>
Employee Costs	\$ 33,129	\$ 65,041	\$ (31,912)	-49.06%	\$ 405,618	\$ 390,246		\$ 780,490
Materials & Services	\$ 55,150	\$ 32,750	\$ 22,400	68.40%	\$ 248,607	\$ 196,500		\$ 392,968
Depreciation	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -		\$ -
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -		\$ -
<b>Total Expenditure</b>	<b>\$ 88,279</b>	<b>\$ 97,791</b>	<b>\$ (9,512)</b>	<b>-9.73%</b>	<b>\$ 654,225</b>	<b>\$ 586,746</b>	<b>11.50%</b>	<b>\$ 1,173,458</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ 75,813</b>	<b>\$ 3,436</b>	<b>\$ 72,377</b>	<b>2106.45%</b>	<b>\$ 502,417</b>	<b>\$ 20,616</b>	<b>2337.03%</b>	<b>\$ 41,278</b>



**Corporate Services**

	Actual	December Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Year to Date Budget	\$ Variance	% Variance	Traffic Light	Full Year Budget
Grants & Subsidies	\$ 76,759	\$ 268,333	\$ (191,574)	-71.39%	\$ 2,147,803	\$ 1,609,998	\$ 537,805	33.40%				🟡	\$ 3,220,000
Fees & Charges	\$ 39,911	\$ 74,698	\$ (34,787)	-46.57%	\$ 528,692	\$ 448,188	\$ 80,504	17.96%				🟡	\$ 896,388
Sales & Recoverable Works	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%				🟢	\$ -
Interest Revenue	\$ 36,894	\$ 28,333	\$ 8,561	30.22%	\$ 202,357	\$ 169,998	\$ 32,359	19.04%				🟡	\$ 340,000
Rent	\$ 53,182	\$ 12,500	\$ 40,682	325.45%	\$ 125,818	\$ 75,000	\$ 50,818	67.76%				🟡	\$ 150,000
Other Income	\$ 5,759	\$ 19,063	\$ (13,304)	-69.79%	\$ 45,250	\$ 114,378	\$ (69,128)	-60.44%				🔴	\$ 228,760
<b>Total Income</b>	<b>\$ 212,504</b>	<b>\$ 402,927</b>	<b>\$ (190,423)</b>	<b>-47.26%</b>	<b>\$ 3,049,920</b>	<b>\$ 2,417,562</b>	<b>\$ 632,358</b>	<b>26.16%</b>					<b>\$ 4,835,148</b>
Employee Costs	\$ 59,759	\$ 163,055	\$ (103,296)	-63.35%	\$ 648,588	\$ 978,330	\$ (329,742)	-33.70%				🔴	\$ 1,956,672
Materials & Services	\$ 9,630	\$ 75,512	\$ (65,882)	-87.25%	\$ 434,778	\$ 453,072	\$ (18,294)	-4.04%				🟢	\$ 906,148
Depreciation	\$ 34,312	\$ 27,771	\$ 6,541	23.55%	\$ 203,660	\$ 166,626	\$ 37,034	22.23%				🔴	\$ 333,253
Finance Costs	\$ 84,267	\$ 4,084	\$ 80,183	1963.36%	\$ 86,991	\$ 24,504	\$ 62,487	255.01%				🔴	\$ 49,012
<b>Total Expenditure</b>	<b>\$ 187,969</b>	<b>\$ 270,422</b>	<b>\$ (82,453)</b>	<b>-30.49%</b>	<b>\$ 1,374,018</b>	<b>\$ 1,622,532</b>	<b>\$ (248,514)</b>	<b>-15.32%</b>					<b>\$ 3,245,085</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ 24,535</b>	<b>\$ 132,505</b>	<b>\$ (107,970)</b>	<b>-81.48%</b>	<b>\$ 1,675,902</b>	<b>\$ 795,030</b>	<b>\$ 880,872</b>	<b>110.80%</b>					<b>\$ 1,590,063</b>

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# Housing

	December			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	
Grants & Subsidies	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
Sales & Recoverable Works	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
Rent	\$ 133,660	\$ 81,794	\$ 51,866	63.41%	\$ 485,460	\$ 490,764	\$ (5,304)	\$ 981,529
Other Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
<b>Total Income</b>	<b>\$ 133,660</b>	<b>\$ 81,794</b>	<b>\$ 51,866</b>	<b>63.41%</b>	<b>\$ 485,460</b>	<b>\$ 490,764</b>	<b>\$ (5,304)</b>	<b>\$ 981,529</b>
Employee Costs	\$ 13,422	\$ 24,319	\$ (10,897)	-44.81%	\$ 134,562	\$ 145,914	\$ (11,352)	\$ 291,831
Materials & Services	\$ 3,322	\$ 39,955	\$ (36,633)	-91.69%	\$ 485,883	\$ 239,730	\$ 246,153	\$ 479,449
Depreciation	\$ 766,539	\$ 770,251	\$ (3,712)	-0.48%	\$ 4,549,781	\$ 4,621,506	\$ (71,725)	\$ 9,243,017
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure</b>	<b>\$ 783,283</b>	<b>\$ 834,525</b>	<b>\$ (51,242)</b>	<b>-6.14%</b>	<b>\$ 5,170,225</b>	<b>\$ 5,007,150</b>	<b>\$ 163,075</b>	<b>\$ 10,014,297</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (649,623)</b>	<b>\$ (752,731)</b>	<b>\$ 103,108</b>	<b>-13.70%</b>	<b>\$ (4,684,766)</b>	<b>\$ (4,516,386)</b>	<b>\$ (168,380)</b>	<b>\$ (9,032,768)</b>



Economic Development

	December			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	
Grants & Subsidies	\$ -	\$ 10,570	\$ (10,570)	-100.00%	\$ 44,556	\$ 63,420	\$ (18,864)	\$ 126,830
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
Sales & Recoverable Works	\$ 595,439	\$ 709,030	\$ (113,591)	-16.02%	\$ 3,424,376	\$ 4,254,180	\$ (829,804)	\$ 8,508,361
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
Other Income	\$ -	\$ 3,333	\$ (3,333)	-100.00%	\$ -	\$ 19,998	\$ (19,998)	\$ 40,000
<b>Total Income</b>	<b>\$ 595,439</b>	<b>\$ 722,933</b>	<b>\$ (127,494)</b>	<b>-17.64%</b>	<b>\$ 3,468,932</b>	<b>\$ 4,337,598</b>	<b>\$ (868,666)</b>	<b>\$ 8,675,191</b>
Employee Costs	\$ 172,802	\$ 277,214	\$ (104,412)	-37.66%	\$ 1,885,791	\$ 1,663,284	\$ 222,507	\$ 3,326,501
Materials & Services	\$ 102,433	\$ 152,902	\$ (50,469)	-33.01%	\$ 1,062,996	\$ 917,412	\$ 145,584	\$ 1,834,773
Depreciation	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure</b>	<b>\$ 275,235</b>	<b>\$ 430,116</b>	<b>\$ (154,881)</b>	<b>-36.01%</b>	<b>\$ 2,948,787</b>	<b>\$ 2,580,696</b>	<b>\$ 368,091</b>	<b>\$ 5,161,274</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ 320,204</b>	<b>\$ 292,817</b>	<b>\$ 27,387</b>	<b>9.35%</b>	<b>\$ 520,145</b>	<b>\$ 1,756,902</b>	<b>\$ (1,236,757)</b>	<b>\$ 3,513,917</b>

Operations

	December				Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ -	\$ 216,773	\$ (216,773)	-100.00%	\$ 164,974	\$ 1,300,638	\$ (1,135,664)	-87.32%	✗	\$ 2,601,277
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Sales & Recoverable Works	\$ -	\$ 208	\$ (208)	-100.00%	\$ 1,120	\$ 1,248	\$ (128)	-10.26%	⚠	\$ 2,500
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Other Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
<b>Total Income</b>	<b>\$ -</b>	<b>\$ 216,981</b>	<b>\$ (216,981)</b>	<b>-100.00%</b>	<b>\$ 166,094</b>	<b>\$ 1,301,886</b>	<b>\$ (1,135,792)</b>	<b>-87.24%</b>		<b>\$ 2,603,777</b>
Employee Costs	\$ 58,766	\$ 98,386	\$ (39,620)	-40.27%	\$ 582,693	\$ 590,316	\$ (7,623)	-1.29%	✓	\$ 1,180,658
Materials & Services	\$ 37,338	\$ 48,446	\$ (11,108)	-22.93%	\$ 406,450	\$ 290,676	\$ 115,774	39.83%	✗	\$ 581,333
Depreciation	\$ 84,359	\$ 82,363	\$ 1,996	2.42%	\$ 500,715	\$ 494,178	\$ 6,537	1.32%	✓	\$ 988,352
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
<b>Total Expenditure</b>	<b>\$ 180,463</b>	<b>\$ 229,195</b>	<b>\$ (48,732)</b>	<b>-21.26%</b>	<b>\$ 1,489,858</b>	<b>\$ 1,375,170</b>	<b>\$ 114,688</b>	<b>8.34%</b>		<b>\$ 2,750,343</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (180,463)</b>	<b>\$ (12,214)</b>	<b>\$ (168,249)</b>	<b>1377.51%</b>	<b>\$ (1,323,764)</b>	<b>\$ (73,284)</b>	<b>\$ (1,250,480)</b>	<b>1706.35%</b>		<b>\$ (146,566)</b>

## 4. Economic & Community Development



# ECONOMIC & COMMUNITY DEVELOPMENT REPORT

Jan 2024

## 1. Executive Report

Sad Picture of 12 Bell St vandalism





## Executive Summary

We are moving into a more complicated stage in our major projects, it is detailed planning, from there action on the ground will ramp up again after January. We have managed to get the egress roads and fire access tracks graded which has helped with the bushfire currently burning near the Bert Button Lookout. Operational expenses are steadily increasing as fuel costs rise, supply has eased on most materials which make business a lot easier.

### Cattle & Farm

Parthenium is out of control again, we do not have the financial or operational resources to handle the issue. Farm crew are spraying with the limited equipment they have.

### Recycling Facility

Running at full capacity - there is a backlog of yellow top waste to put through – staff attendance is slowing processing. The Container amounts have increased massively with Kingaroy having multiple record days this year. Processing is keeping up and 3 B Double loads have gone out this month. New Processor Contract submitted for Council approval.

### Café

No progress on the café, it remains closed.

### Building Department

**Upgrade program** – on schedule, looks like we will have an underspend due to the program being altered at our request. – We are in discussions with Qbuild on alternative works.

**New Housing** – Tender has been submitted to Qbuild, key people are not back from holiday yet, final tender negotiations will take place and the project will commence with full design in Feb.

**Responsive** – lots of progress clearing outstanding work has been made, the better accountability is proving successful on the financial bottom line of the department. Several issue with water and flooding have surfaced we are working on solving these. Lots of vandalism to Council property over the holiday period, and 12 Bell St has been severely damaged – insurance claim lodged.

### Joinery

Joinery has been awarded a couple of kitchens to make this month which will improve its revenue, it will get the 6 new house kitchens to manufacture plus some upgrades next year. – Unlikely to make budget this year.

### Cherbourg Digital Call Centre

I have had meetings with Fujitsu and DBR, they are both wanting more staff, space for them is the issue, the signal strength at the TAFE is not as reliable or interference free as our microwave linked system. We will be recruiting again in February – we are working behind the scenes to get the training organized.

### **General Project Information**

New project manager has started work with us – she is doing a good job and learning a lot.

1. Cultural Pathway – Tender awarded project progressing – contract to be signed.
2. Feasibility study for service centre in progress – concept complete, business case being developed to source funds from ILSC
3. New Community Centre business case complete – now we need to lobby Gov.
4. QRA projects – 45% complete.
5. Water lease – I spoke with the agent, lease has not been taken up by anyone yet.

By: Sean Nicholson

## 5. Operations Department

# Operations Department Report December 2023



By Matthew Bock, Operations Manager

10<sup>th</sup> January 2024

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

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## Executive Summary

### Operations department

- Staff from the operations dept delivered hams to the community
- The guard rail on Barambah ave was extended to stop vehicles from driving on the grassed area and kicking up dust
- The tender for the Landfill upgrade has been released it closes early January 2024 and tender will be awarded in January
- Roadtec came out and are quoting up on road repairs, repairs to start mid February.
- A planning meeting was held with the Ops departments for 2024 and a plan moving forward into the new year is being developed

### Feet Services

- 11 Jobs were completed for the month of December this included services and repair work
- 3 Vehicles and plant equipment received their annual scheduled services
- Garbage Truck compactor crack welded under warranty
- Fit pressure relief valve to Water Jetter
- Reconditioned Kingaroy Containers for change trailer Hitch and wiring
- Replaced tyres on MRF Crown forklift

### Environment and Waste

- Bowman Murray (AWO) and Elizabeth O'Chin (EHW) currently enrolled in CERT IV in Animal Regulation and Management
- AWO and EHW enrolled in Authorised persons training
- BOIL WATER ALERT issued on 14<sup>th</sup> of November 2023 - Ongoing
- Fortnightly Catch up with DDPHU – Safe & Healthy Drinking Water Program
- Fortnightly Catch up with DDPHU – ATSI Public Health program (ATSIPHP)

### 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

- All 7 Effluent ponds are in working condition with no blockages.

- Boil water alert in place for whole of Cherbourg community until further notice.
- Reservoir 1 drained and cleaned 12/12/23.

## Environment and Waste

### EHW, AWO/AMW Monthly Report – December 2023

#### General

- ⇒ Fortnightly Catch up with DDPHU – Safe & Healthy Drinking Water Program
- ⇒ Fortnightly Catch up with DDPHU – ATSI Public Health program (ATSIPHP)
- ⇒ Monthly Teams Engagement – ATSIPHP EHW & AMW Working Group
- ⇒ 12 Monthly Public Health Program Performance Report 2023 Submitted
- ⇒ 1 EH Referral conducted, provided supplies and advice

#### Animal Welfare

- Bowman Murray (AWO) and Elizabeth O'Chin (EHW) currently enrolled in CERT IV in Animal Regulation and Management
- AWO and EHW enrolled in Authorised persons training
- Dangerous dog register active – 2 Regulated dogs
- 1 dog attack in December – Investigation ongoing

AMRRIC Data	Dogs			Total Dogs	Cats			Total Cats	Total
	Female	Male	Unknown		Female	Male	Unknown		
Entire	50	121	3	174	11	8	-	19	193
Unknown	26	23	3	52	2	1	1	4	56
Desexed	149	122	0	271	21	16	-	37	308
Total by species	497				60				557

\*Data submitted by EHW, as at 09/01/2024 – Issues with AMRRIC on IPAD

CASC Data (April 2023)	Dogs	Cats	Total					
Registrations	1	-	1					
Treatment Administered	-	-	-	Complaints and/ or concerns				
Euthanised	-	-	-		Dogs	Cats	Other	Total
Rehomed (RSPCA, Community)	5	-	5	Public	-	-	1	1
Traps Set	-	-	-	Open	2	-	1	3
Strays Caught (Landfill, Street etc.)	-	-	-	Closed	-	-	-	-

#### Food Safety

- EHW working with DDPHU SEHO to ensure all Food Business's licensing requirements are up to date
- Current No. of Food Business – 3, 2 – Fixed Business Licence Certificate Issued

- Ny Ku Byun & Cherbourg Retail Store
- Gundoo Early Learning Centre – Additional Information Required, EHW and DDPHU SEHO visited facility to provide advice and support to proceed with licensing requirements
- Food recall notices sent to food businesses – 0 Food recalls in December

<u>Sampling Program</u>	
<u>Weekly</u>	<u>Monthly</u>
Human Consumption - MWDRNK	Pesticides - KWP & KWHPDI
THM's - KEWTHM	Blue Green Algae - KPCB
Heterotrophic Colony Count - MWHCPC	Standard Water Analysis - SWAHN
	Heavy Metals - ANZMT

### Waste & Recycling

- Recycling Program – Continuously improving, Bin Day Bingo Incentive ended in December *Figure 1 – CASC Recycling Program 2023*
- Bin Day Bingo, 3 Winners Drawn in December at Cherbourg Christmas Fair
  - November, December, and a 2<sup>nd</sup> Chance Draw Winner/s: 3B Oak Ave, 1 Barambah Ave & 24 Barber St
  - 254 Residents participated in Recycling in 2023
- Bin Sticker distribution still ongoing Coex donated small recycling bags to distribute to community
- 1 bin distributed in December – Catholic Church on Barambah Ave, Bin has since been stolen
- Bin audit to commence in Jan-Feb 2024 and a Community Waste Survey in development

### Water & Wastewater

- BOIL WATER ALERT issued on 14<sup>th</sup> of November 2023 - Ongoing
- Alterations to sampling program, outcome of DWQMP Review and update – TBC
- Daily Verification & Monitoring – ESO's, WSM, Trainees – *See Water & Sewerage Manager Sub-Report*
- Weekly & Monthly Water Sampling – EHW, *Figure 2 - FY2023 Weekly/ Monthly Sampling Verification Results*

### Complaint/s, Concerns, Issues

- Dog/s from 20 Bond in paddock near water intake attacking horses, Unregistered
- Community owned Horses roaming in community, dog attacks and children torturing them
- Boil Water Alert ongoing – Low Chlorine, Water team manually doing Reservoirs when required
- Food Vendors are not compliant with Food safety laws



CASC Recycling Program 2023						
Collection No.	Date	Weight (kg)	Monthly Total (kg)	No. of Bins	Monthly Total (No. of bins)	Comments
		Daily total		Daily Total		
45	5-Dec-23	520	1680	47	156	Last month of Bin Day Bingo Incentive
46	12-Dec-23	640		55		Weekly Average: Bin no. 52 Weight: 560
47	19-Dec-23	520		54		2023 Averages: Bin no. 51 Weight: 453

Figure 1 - CASC Recycling Program 2023

FY2023 CASC Weekly/Monthly Water Sampling Verification Results												
Coliforms (mpn/100mL)								Total THMs				
Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary	Date	CHER 1	CHER 5	Summary	
04-Dec-23	0	1	0	1	0	0	PASS	04-Dec-23	130	210	PASS	
11-Dec-23	2	0	0	0	0	0	PASS	11-Dec-23	75	230	PASS	
18-Dec-23	0	0	0	0	0	0	PASS	18-Dec-23	58	MD	PASS	
E.coli (mpn/100mL)								Monthly				
Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary	Test	BGA	HM	Pesticides	SWA
04-Dec-23	0	0	0	0	0	0	PASS	Date	30-Nov-23	30-Nov-23	30-Nov-23	30-Nov-23
11-Dec-23	0	0	0	0	0	0	PASS	Summary	PASS	PASS	PASS	PASS
18-Dec-23	0	0	0	0	0	0	PASS					
Total Chlorine (mg/L)								Monthly Tests				
Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary	Sample Points				
04-Dec-23	0.2	MD	0.48	0.35	0.48	0.36	PASS	BGA-BlueGreenAlgae	CHER 1 STP (Wakka park) tap			
11-Dec-23	0.13	0.17	0.42	0.22	0.7	0.61	PASS	HM-HeavyMetals	CHER 2 Depot tap			
18-Dec-23	0.12	0.15	0.25	0.27	0.35	0.22	PASS	SWA-Standard Water	CHER 3 Day care (rear) tap			
Free Chlorine (mg/L)								Analysis	CHER 4 BB Lookout Res. tap			
Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary	Pesticides	CHER 5 WTP Reservoir 1 & 2			
04-Dec-23	0.11	MD	25	0.14	0.27	0.16	PASS	Weekly Tests	Blended Tap			
11-Dec-23	0.05	0.07	0.14	0.11	0.37	0.41	PASS	THM's -	CHER T After treatment yard			
18-Dec-23	0.1	0.13	0.11	0.12	0.13	0.1	PASS	Trihalomethanes	tap			
pH								E. Coli - Escherichia coli				
Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary	pH - Acidity				
04-Dec-23	7.09	7.3	7.18	7.35	7.16	7.12	PASS					
11-Dec-23	7.02	7.08	7.09	7.05	6.99	7.04	PASS					
18-Dec-23	7.1	7.28	7.03	7.22	7	7.15	PASS					

\*NR - Results not yet received

\*NT - Not tested

\*MD - Missing Data

Green text & B/Ground - Perfect

Figure 2 - FY2023 Weekly/ Monthly Sampling Verification Results

## 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

- 11 Jobs were completed for the month of December this included services and repair work
- 3 Vehicles and plant equipment received their annual scheduled services
- Garbage Truck compactor crack welded under warranty
- Fit pressure relief valve to Water Jetter
- Reconditioned Kingaroy Containers for change trailer Hitch and wiring
- Replaced tyres on MRF Crown forklift

#### Issues

Nil

#### Damage Report

Nil

#### Workplace Health & Safety Incidents

Nil

#### Training Updates

Sebastian, Craig and Lowanna completed Civil Front End loader operations Ticket

#### Next Month's Business Plans

- Continuation of normal workshop work
- Tenders will be evaluated, and purchases made

## Other Information

By Sebastian Mearns

## **Water, Sewerage**

### Water & Wastewater

- Daily, Weekly, Monthly Water Sampling, including Raw Water.  
(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:
  - QR code Checklists WTP & WWTP Operations including Effluent Ponds & Pivot irrigator.
  - QR code Checklists on all Sewage Pump Station's (SPS).
  - Daily QR code checklists on WTP & WWTP i.e., Basic Housekeeping and ensuring grounds are clean and maintained.
- Roll out of new QR code scanning for Sewage Treatment plant, Water Treatment Plant and all Water and Sewage Pump Stations.
- Only 2 open water incidents Cherbourg Aboriginal Shire Council.
- All water staff attended DRQMP review workshop scheduled for 3<sup>rd</sup> – 4<sup>th</sup> October with Viridis, DDPHU, and CASC staff.
- Regular Jar testing to cope with recent flooding.

### **Incidents**

Boil water alert in place for whole of Cherbourg community until further notice.

### Staffing & Training

- Current Qualifications:
  - Certificate III in Water Industry Operations - 3 (2 Active in Water Operations)
  - Certificate IV Water Industry Operations – 1 (1 Active in Water Operations)

- Ongoing Training and develop to ensure Operators are qualified and confident in operating WTP and WWTP

#### General

- All 7 Effluent ponds are in working condition with no blockages.
- Sand media filters topped up with fresh sand.
- Activated Carbon replaced in carbon filter to ensure elimination of smell and odor in drinking water and to counteract Blu-green Algae bloom in creek.
- All water and sewage staff are currently working new roster from 7am to 4:30pm include RDOs, public holidays and weekends.
- Reservoir 1 drained and cleaned 12/12/23.

## 6. Community Services Department



## January Monthly Report - 2024

### **Staff**

**Coordinator - 72.5 hours f/n**

Lavina Dynevor –

**Sport and Rec Officer:**

Kaysee Miller – (5hrs) - (total of 7hrs)

Jeffrey Dynevor – (5 hrs)

Mark Saltner – (5 hrs)

Erica Duncan – (5 hrs)

**Boxing Program: Mon, Tues, Wed - 5hrs each day**

**Cleaner: 2hrs daily**

Kaysee Miller – (2hrs)

**Relief Staff: when needed 3hrs daily**

Myesha Gadd

Marhella Saltner

- Numbers are down throughout the month of December & January holidays.
  - During after school, we had 57 children,
  - We have had 25 children all up during the school holidays in December with children coming and going.

Staff have, no idea of why children are not coming to be part of our program. Upon talking to other organisations who are doing holiday programs we are finding that most are having the same affects – no children turning up for holiday programs. With most of the children who are coming along we have noticed that their interest is more for arts and craft activities then sports. - this meant changing most of our plans/program around to best suit children who is attending.

- 5 teenage boys have been using the gym for exercise and fitness for preseason football and personal wellbeing. There have been questions raised by adults, asking if the boxing gym can be used as part of their fitness training. I wasn't sure so I said they had to wait for a qualified/reliable person them use the boxing shed, in the mean time they could use courts and gym.
- Because our numbers are down, we find it a bit of a challenge to run our Deadly Active Sports of Netball, Golf, Gymnastics, and Rugby League. We did what we could with the small number of children we had but still found it hard without our complex bus.
- We have had 2 of our sport and rec officers become permanent part time workers 5hrs a day and another worker, working hours increased to 7 hrs a day.

## During this month, we have been working in partnership

**Barambah Medical Centre** – during the holiday period Barambah Medical Centre have been coming along some days with some children from the holiday program and playing games here at the sports complex.

Other than them we really haven't been working in partnership with anyone this month.

### **Maintenance**

#### Main Building

- This month the complex has been broken into two nights in a row. Doors have been fixed and locks have been changed. We continued to stay open for children to participate in our holidays program. Myself, Jeffrey and Aunty Edwina had a meeting with Zala to think of solutions to stop/minimize break ins at the complex.

#### Outdoors

- Fence off retaining wall boxing shed footpath and rails put in place where the steps.

-