

3. Corporate Services

Corporate Services Manager
February 2024



HR

HR has submitted her report to Council.

This role has been advertised and an independent contractor has been allocated the job of connecting us with the right person for that role. CEO and I will ultimately interview and offer the role to the applicable applicant.

HR has also worked with getting PDs signed by all CASC Staff and has 85% of a total 66 signed. CASC has numerous staff that have the same PD, all MRF workers, for example, share the same position descriptions. We have a total of staff 121.

CASC senior managers are also watching issues being discussed on a larger scale re. contacting workers after hours. It's a minefield right now but the issue needs to be look at seriously. After hour contacting, are crucial for areas like the CFC's and MRF. We will watch this space intently.

Housing

Housing team have submitted their report to Council.

Housing trip to Woorabinda has been cancelled due to staffing shortfall.

I have met with CASC Housing and Finance teams to co-ordinate an overall effort from both departments regarding debt recovery. Rental, CASC Debt, deceased debtors and those in credit will have an impact of cleaning up long-standing issues in our financial software and we're looking at "cleaning" it up heading into the new financial year. Attached is a copy of that meeting's agenda. We'll be having those meetings every 2 months.

Our Housing officer has nominated for the upcoming Council elections and is on leave pending the result. He's not involved in any housing matters after 5pm, 12/01/2024.

Reception

Reception staff are readying for training on the 28th, February 2024. They will undertake a minute training course at the IKC.

Finance

Finance team is headed by our accountant but will still operate under the Corporate Services banner. I will ask Dol to present finance reporting in the future as recognition of his very important role withing Council.

Sam Murray | Corporate Services Manager | CASC

Meetings**Internal**

CASC Housing Meeting – 14/01/2024

CASC Corporate Services Meeting - 31/1/2024

CASC Finance and Housing Meeting – 12/2/2024

External

Nil

Corporate Services

There will be a co-ordinated effort with animal control staff in the coming weeks around dogs per household according to the Residential Tenancies and Rooming Accommodation Act 2008. I have attached a copy of this section for your information.

Our animal control people are currently undertaking training. But for the sake of community and council we should identify how this response to an ongoing problem can best be addressed, according to the law of the land.

Thanks for your time

Sam Murray

Corporate Services Manager

Cherbourg Aboriginal Shire Council

184 Tenant's use of premises

The tenant must not—

- (a) use the premises for an illegal purpose; or
- (b) cause a nuisance by the use of the premises; or
- (c) interfere with the reasonable peace, comfort or privacy of a neighbour of the tenant.

Part 1A Pets

Division 1 Preliminary

184A Definitions for part

In this part—

pet—

- (a) means—
 - (i) a domesticated animal; or
 - (ii) an animal that is dependent on a person for the provision of food or shelter; but
- (b) does not include—
 - (i) a working dog; or
 - (ii) an animal prescribed by regulation not to be a pet.

working dog means—

- (a) an assistance dog, guide dog or hearing dog under the *Guide, Hearing and Assistance Dogs Act 2009*, schedule 4; or
- (b) a corrective services dog under the *Corrective Services Act 2006*, schedule 4; or
- (c) a police dog under the *Police Powers and Responsibilities Act 2000*, schedule 6.

Division 2 Keeping pets and other animals at premises

184B Keeping pets and other animals at premises

- (1) The tenant may keep a pet or other animal at the premises only with the approval of the lessor.
- (2) However, the tenant may keep a working dog at the premises without the lessor's approval.
- (3) An authorisation to keep a pet, working dog or other animal at premises is subject to a body corporate by-law, park rule or other law relating to keeping animals at the premises.

Examples—

- 1 The premises may be subject to a local law that limits the number or types of animals that may be kept at the premises.
- 2 The premises may be subject to a body corporate by-law that requires the tenant to obtain approval from the body corporate before keeping a pet at the premises.

184C Tenant responsible for pets and other animals

- (1) The tenant is responsible for all nuisance caused by a pet or other animal kept at the premises, including, for example, noise caused by the pet or other animal.
- (2) The tenant is responsible for repairing any damage to the premises or inclusions caused by the pet or other animal.
- (3) Damage to the premises or inclusions caused by the pet or other animal is not fair wear and tear for the purpose of section 188(4).

5.

Division 3 Approvals, refusals and conditions for keeping pets at premises

184D Request for approval to keep pet at premises

- (1) The tenant may request, in the approved form, the lessor's approval for the tenant to keep a stated pet at the premises.
- (2) The lessor must respond to the tenant's request within 14 days after receiving the request.
- (3) The lessor's response must be in writing and state—
 - (a) whether the lessor approves or refuses the tenant's request; and
 - (b) if the lessor approves the tenant's request subject to conditions—the conditions of the approval; and
 - (c) if the lessor refuses the tenant's request—
 - (i) the grounds for the refusal; and
 - (ii) the reasons the lessor believes the grounds for the refusal apply to the request.

Note—

See section 184E for the permitted grounds for refusal.

- (4) The lessor is taken to approve the keeping of the pet at the premises if—
 - (a) the lessor does not comply with subsection (2); or
 - (b) the lessor's response does not comply with subsection (3).
- (5) To remove any doubt, it is declared that a lessor's refusal of a tenant's request on the grounds that 'no pets are allowed' is not enough to comply with subsection (3)(c).

184E Grounds for refusing pets being kept at premises

- (1) The following are the only grounds for a lessor to refuse a tenant's request for approval to keep a stated pet at the premises—
 - (a) keeping the pet would exceed a reasonable number of animals being kept at the premises;
 - (b) the premises are unsuitable for keeping the pet because of a lack of appropriate fencing, open space or another thing necessary to humanely accommodate the pet;
 - (c) keeping the pet is likely to cause damage to the premises or inclusions that could not practicably be repaired for a cost that is less than the amount of the rental bond for the premises;
 - (d) keeping the pet would pose an unacceptable risk to the health and safety of a person, including, for example, because the pet is venomous;
 - (e) keeping the pet would contravene a law;
 - (f) keeping the pet would contravene a body corporate by-law or park rule applying to the premises;
 - (g) the tenant has not agreed to the reasonable conditions proposed by the lessor for approval to keep the pet;
 - (h) the animal stated in the request is not a pet;
 - (i) if the premises is a moveable dwelling premises—keeping the pet would contravene a condition of a licence applying to the premises;
 - (j) another ground prescribed by regulation.
- (2) Subsection (1)(g) applies only to conditions to which an approval may be subject under section 184F.

184F Conditions for approval to keep pet at premises

- (1) The lessor's approval for the tenant to keep a pet at the premises may be subject to conditions if the conditions—
 - (a) relate only to keeping the pet at the premises; and

- (b) are reasonable having regard to the type of pet and the nature of the premises; and
 - (c) are stated in the written approval given to the tenant under section 184D(2).
- (2) Without limiting subsection (1)(b), the following conditions of the lessor's approval are taken to be reasonable—
 - (a) if the pet is not a type of pet ordinarily kept inside—a condition requiring the pet to be kept outside at the premises;
 - (b) if the pet is capable of carrying parasites that could infest the premises—a condition requiring the premises to be professionally fumigated at the end of the tenancy;
 - (c) if the pet is allowed inside the premises—a condition requiring carpets in the premises to be professionally cleaned at the end of the tenancy.
- (3) A condition of the lessor's approval for the tenant to keep a pet at the premises is void if the condition—
 - (a) would have the effect of the lessor contravening section 171 or 172; or
 - (b) would, as a term of a residential tenancy agreement, be void under section 173; or
 - (c) would increase the rent or rental bond payable by the tenant; or
 - (d) would require any form of security from the tenant.
- (4) For subsection (2), the premises are professionally fumigated, and carpets are professionally cleaned, if the fumigation and cleaning are done to a standard ordinarily achieved by businesses selling those services.

184G Continuation of authorisation to keep pet or working dog at premises

- (1) This section applies if—

- (a) the lessor gives approval for the tenant to keep a pet at the premises; or

Note—

See section 184D(4) for circumstances in which a lessor is taken to have approved a pet being kept at the premises.

- (b) the tenant is authorised under section 184B(2) to keep a working dog at the premises.
- (2) The authorisation to keep the pet or working dog at the premises continues for the life of the pet or working dog and is not affected by any of the following matters—
- (a) the ending of a residential tenancy agreement, if the tenant continues occupying the premises under a new agreement;
 - (b) a change in the lessor or lessor's agent;
 - (c) for a working dog—the retirement of the dog from the service the dog provided as a working dog.

Part 2 General standard of the premises

185 Lessor's obligations generally

- (1) This section does not apply to an agreement if—
 - (a) the premises are moveable dwelling premises consisting only of the site for the dwelling; and
 - (b) the tenancy is a long tenancy (moveable dwelling).
- (2) At the start of the tenancy, the lessor must ensure—
 - (a) the premises and inclusions are clean; and
 - (b) the premises are fit for the tenant to live in; and
 - (c) the premises and inclusions are in good repair; and

Finance and Housing Meeting February 2024



Welcome to our first combined Finance and Housing meeting for 2024. This will be held every month before and after our Corporate Services meetings. The focus of this meeting is better communication and strategy development from both teams.

As the Corporate Services manager my job is to involve both departments into this field together. Anyone in debt to Council, whether rental or not is a finance issue for Council. We have developed strategies to deal with any perceived conflicts of interests and I know this has been put in place for this reason.

The purpose of the meetings will be a combined and committed effort, throughout the year, to reduce debt and provide structure for a clearer way forward.

I sent out an email on Friday, 2/2/2024 notifying this team of the issue.

Please find attached the Outstanding Rental Debt as at End of January 2024.

Red (\$10 000 or higher) is \$468,516.29.
Orange (\$5 000 or higher) is \$346,580.09.
Yellow (\$0 to \$5 000) is \$215,271.50.

Finance Team

Where are we now?

Housing Team

Where are we now?

- What is the combined strategy for the next two months?

1. All CASC Staff notified by letter from Finance manager advising to remedy debt as soon as possible.
2. Finance team to issue these letters every (3) x months, to CASC staff in debt to CASC.

Meeting starts – Monday, 12th February 3pm

Meeting ends – Monday, 12th February 3:45pm

Next meeting 15/4/24

Sam Murray | Corporate Services Manager | CASC

FINANCE MANAGER REPORT AS AT 31 Jan 2024



COMMENTARY OF INCOME STATEMENT- BY NATURE

Whole of Council Financial Summary: The Cherbourg Aboriginal Shire Council made a net operating Loss of (\$ 4,236,741) for the month ending Jan 2024 with operating surplus ratio of (45)% .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 \$6.13 Million.

a. Grants & Subsidies :

timing issue for FAGS funding : \$1.27 M variance from the budget figures . EOY prepayment amount will offset the variance.

- offset by SGFA paid in advance for the full year. Need to decrease the grant revenue by \$ 1M .

b. Sales & recoverable works:

- Major Upgrade income is below the budget. \$929K variance.
- Joinery income is \$151K below the budget amount.
- MRF stock income is zero. Budget amount for Jan is \$ 158K.
- MRF sales income is about \$80 K below the budget.
- Offset by: more revenue generated from Q build responsive, \$382K and \$171K from Cherbourg CRP, Processor & Kingaroy CRP

c. Other Income:

- Incentives income is \$69K below the budgeted figures.
- Sundry receipts and funeral actual income is \$36k less than the budgeted revenue
- Farm other income (water charges) is zero. Budget amount for Jan is \$ 23K.

d. Materials & Services:

- Q build responsive program is overspent by \$372k. Need budget review for responsive maintenance expenses
- \$206K variance is due to Housing Insurance and MV invoice paid in advance for full year renewal.
- Vehicle rego paid in invoice of \$25K
- Workshop's part overspent by \$56K.
- Road's & water materials and services overspent by \$61K.
- WPG vehicle expenses is overspent by \$36K
- MRF expenses overspent by \$32K
- Offset by underspent in Joinery materials \$95K , council write offs , \$94K , carpenters materials \$ 34K and QRA FRMP \$45K

- e. **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 \$9.99 M with restricted cash component (contract liability) is \$2.81M. So, available cash balance after satisfying the performance obligations is \$7.18 M.

FINANCE MANAGER COMMENTARY OF INCOME STATEMENT- DEPARTMENT

Community Services**Materials & Services :**

- DATSIP alcohol management program is not included in original budget. Actual spending for the year is \$23K

Corporate Services:

Other Income: Incentives income is \$69K below the budgeted figures.

Employee costs:

- SGFA admin wages is underspent by \$180K.
- On cost Admin recoveries for Workcover/WH/FBT/Training not budgeted but actual figure \$161K 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: \$204 K variance . This is due to Insurance invoice paid in advance for full year renewal \$ 438K.

Economic & Community Development:**Grants & Subsidies**

- IEDG grant need to be removed -4301 cost centre .There is no separate IEDG/SGFA grant this year. Department consolidated three separate funding programs into one Indigenous Councils Funding Program (ICFP). Therefore, there is variance of \$46K
- Illegal dumping grant is underspent and thus variance of \$20K in revenue due to milestone not achieved.
- Offset by MRF feasibility study grant received from previous year claim : \$45K

Sales & Recoverable Works:

- Major Upgrade income is below the budget. \$929K variance.
- Joinery income is \$151K below the budget amount.
- MRF stock income is zero. Budget amount for Jan is \$ 158K.
- MRF sales income is about \$80 K below the budget.
- Offset by: more revenue generated from Q build responsive , \$382K and \$171K from Cherbourg CRP, Processor & Kingaroy CRP

Other Income:

Farm other income (water charges) is zero. Budget amount for Jan is \$ 23K

Employee Costs:

- project management wages is overspent by \$74K. Consultant charges not budgeted
- Painters' wages is overspent by \$39K. Only one employee salary budgeted.
- MRF wages is overspent by \$ 70K
- Processor expenses is overspent by \$21K
- DAF & SSQ combined total overspent by \$53K. Need to increase salary expenses figures in next budget review.
- Its offset by \$170K total underspent in Fujitsu, joinery, yard, Cattle farm e.t c Wages e.tc

Materials & Services :

- Q build responsive program is overspent by \$372k. Need budget review for responsive maintenance expenses
- Offset by underspent in Joinery materials \$95K , council write offs , \$94K , carpenters materials \$ 34K and QRA FRMP \$45K

Operations:

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

Materials & Services

- Vehicle rego paid in invoice of \$25K
- Workshop's part overspent by \$56K.
- Road's & water materials and services overspent by \$61K.
- WPG vehicle expenses is overspent by \$36K
- Offset by underspent in QRA FRMP \$45K

Thanks for your time to read my report.

Dol Ranabhat, Finance Manager

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

January

YTD Operating Income
Actual \$9.34M
Variance (\$1.34M) ▼ (12.6%)

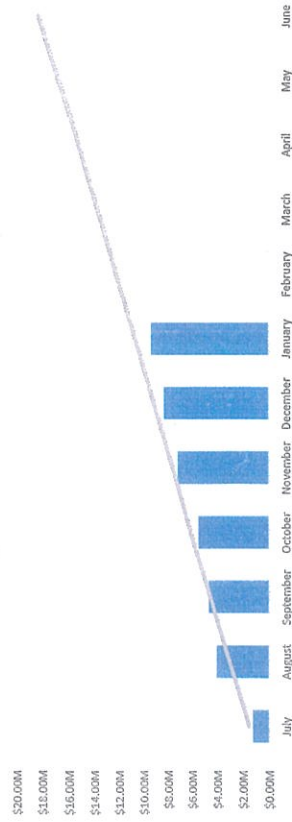
YTD Operating Expenditure
Actual \$13.58M
Variance (\$0.55M) ▲ (4.0%)

Operating Surplus Ratio
-45.37%

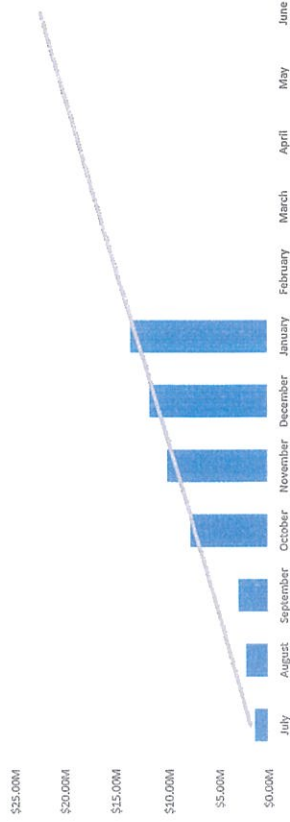


■ Budget ■ Actual
 ■ Positive Variance ■ Negative Variance

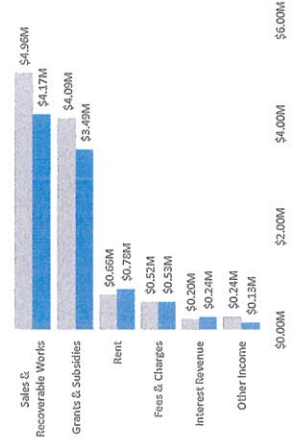
Total Income - Actual vs Budget



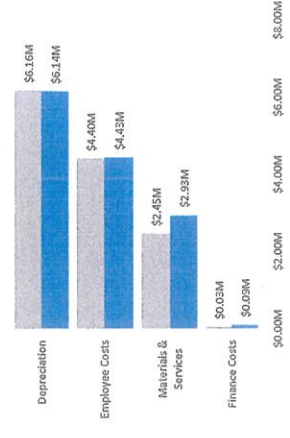
Total Expenditure - Actual vs Budget



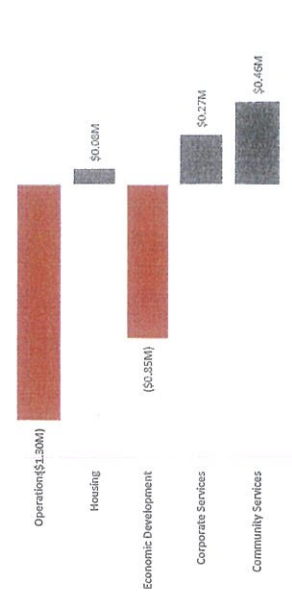
Income YTD



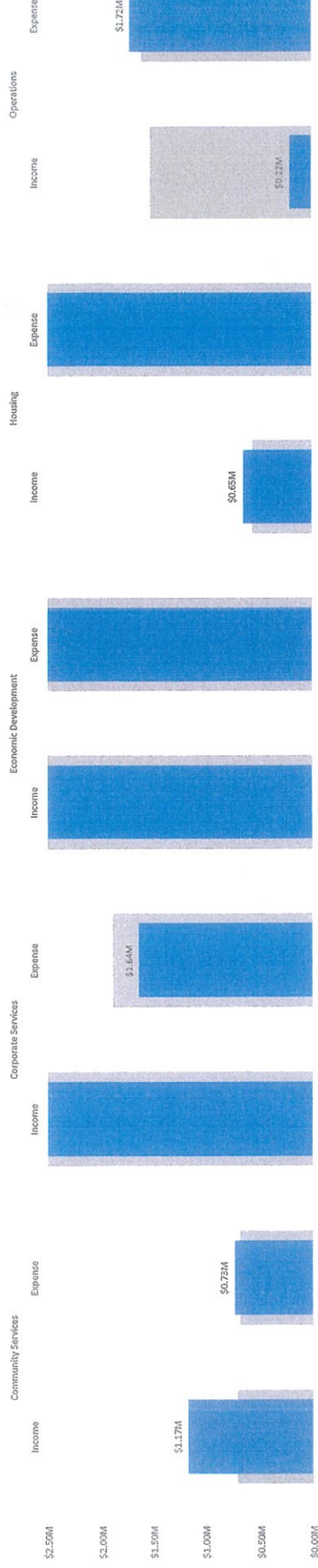
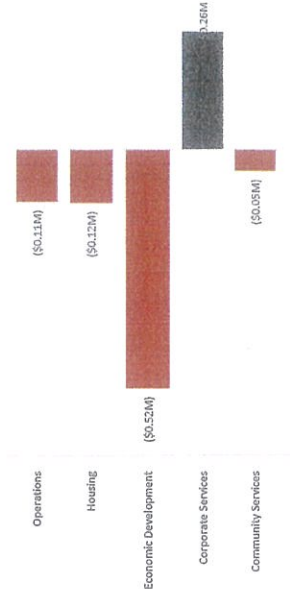
Expenditure YTD



YTD Income Variance By Directorate



YTD Expenditure Variance By Directorate



Cherbourg Aboriginal Shire Council
Financial Position
FY 2023-2024

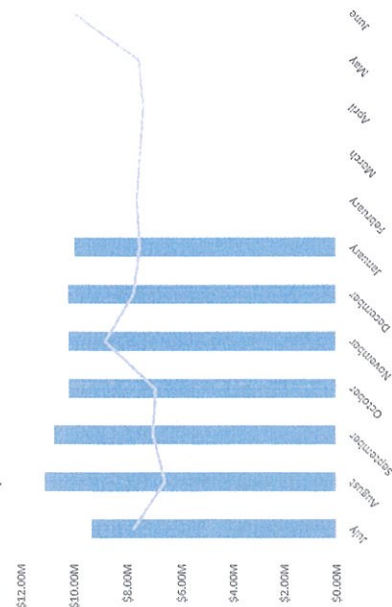
January

YTD Assets
 Current \$11.69M
 Non-Current \$203.06M

YTD Liabilities
 Current \$3.92M
 Non-Current \$3.86M

Net Financial Asset/Liability Ratio
 -42%

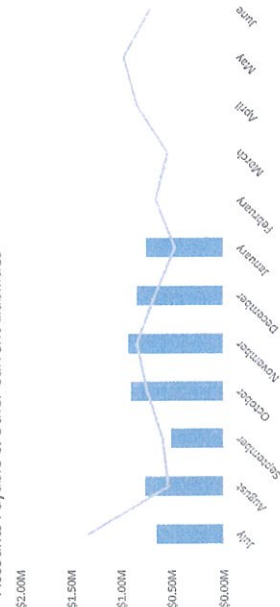
Cash & Cash Equivalents



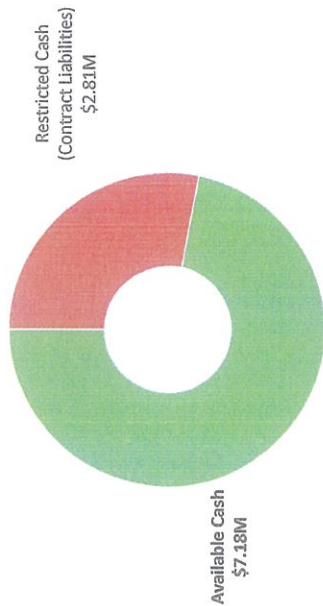
Debtors & Receivables



Accounts Payable & Other Current Liabilities



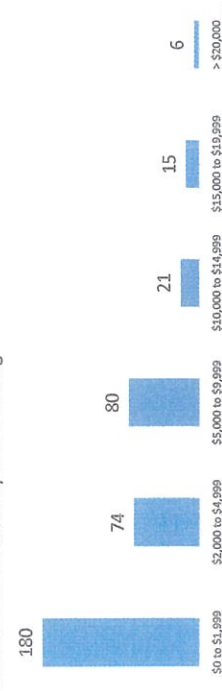
Cash Balance



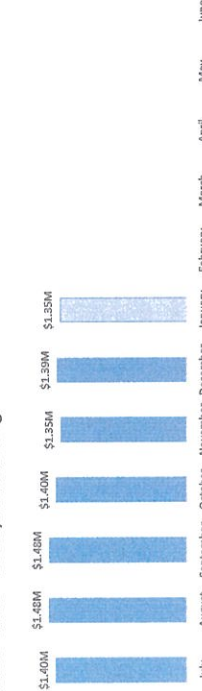
Rent Debtors



Number of Rent Debtors by Amount Owing



Rent Debtors > 90 Days Outstanding



Current Assets

Cash & Cash Equivalents	\$9.99M
Contract Assets	\$0.54M
Trade & Other Receivables	\$0.57M
Inventories	\$0.46M
Biological Assets	\$0.12M
Total Current Assets	\$11.69M

Non-Current Assets

Buildings	\$95.70M
Furniture & Fittings	\$0.00M
Houses	\$121.58M
Infrastructure	\$37.63M
Land	\$1.75M
Motor Vehicles	\$0.80M
Plant & Equipment	\$4.37M
Work in Progress	\$1.24M
Total Non-Current Assets	\$203.06M

Total Assets

Total Assets	\$214.75M
---------------------	------------------

Current Liabilities

Contract Liabilities	\$2.81M
Trade & Other Payables	\$0.75M
Current Provisions	\$0.35M
Total Current Liabilities	\$3.92M

Non-Current Liabilities

Non-Current Provisions	\$3.34M
Trade & Other Payables	\$0.52M
Total Non-Current Liabilities	\$3.86M

Total Liabilities

Total Liabilities	\$7.78M
--------------------------	----------------

Equity

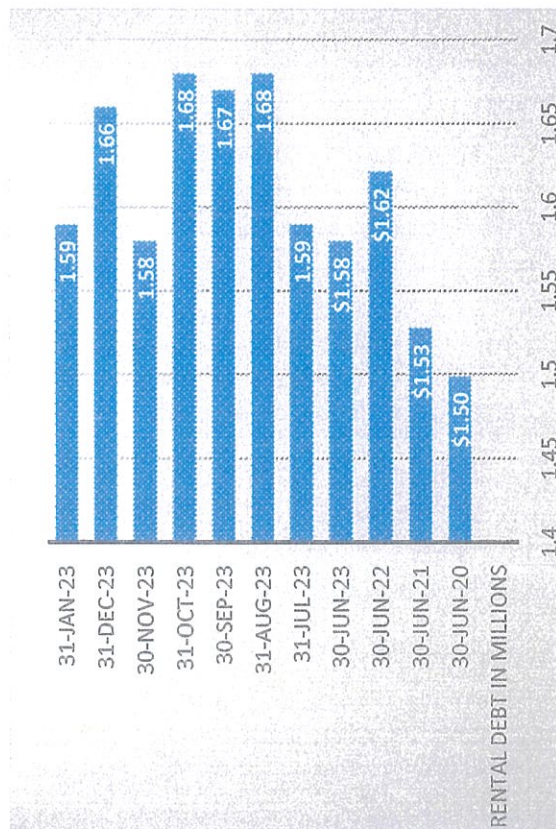
Retained Surplus	\$92.06M
Asset Revaluation Surplus	\$114.92M
Total Equity	\$206.98M

Total Liabilities & Equity

Total Liabilities & Equity	\$214.75M
---------------------------------------	------------------

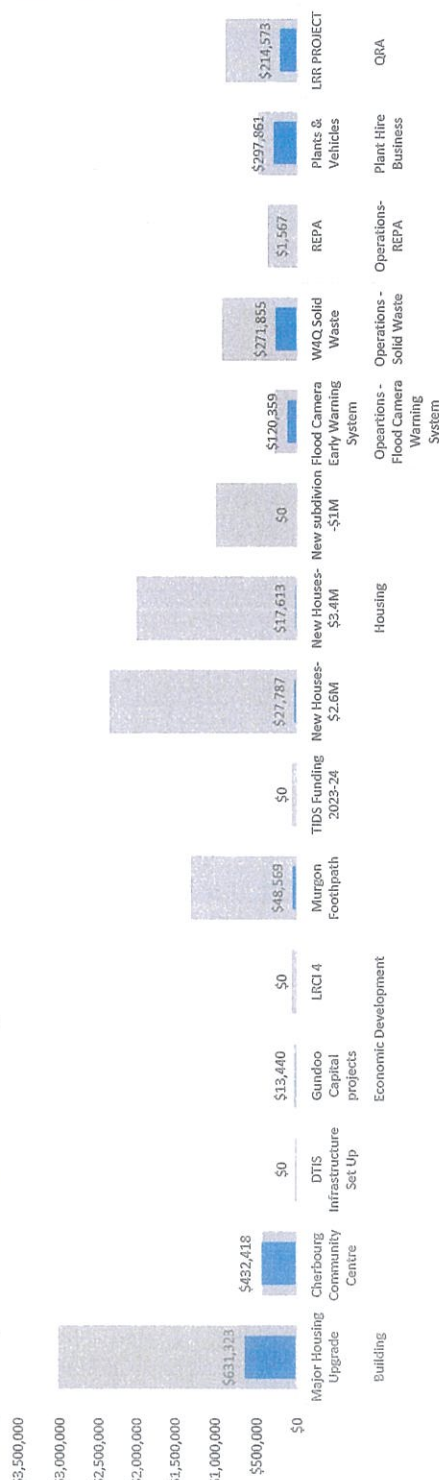
Rental Debt in Millions

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
31-Jan-23		1.59





- **QRA LRR:** revenue based on the expenses incurred
- **QRA REPA:** approved funding is \$199,546.33 and released 30 % funding . revenue based on expenses incurred
- **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 ,RCI 4/7TDS:** still in planning phase
- **Murgon to Cherbourg Footpath/ Solid Waste Projects :** revenue based on the expenses incurred



- **2 New housing project and subdivision** are in planning stage: about \$3M variance between actual and budgeted figures
- **Solid waste project** : actual capex figure is \$272 less than the budgeted amount.
- **Murgon to Cherbourg Footpath** : \$700K below the YTD budget figures
- **LRI 4 project & REPA** : projects are in Planning stage
 - **Major upgrade project** is \$1M variance between the budget and actual amount
 - **QRA LRR project & REPA** : \$0.50M variance between budget and actual progress
- **TIDS project** : project is in Planning stage
- **Flood camera project** : \$120K spent .

22.

Whole Of Council

	January			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		
Grants & Subsidies	\$ 49,571	\$ 584,444	\$ (534,873)	-91.52%	\$ 3,488,750	\$ 4,091,108	✗	\$ 7,013,343
Fees & Charges	\$ 1,786	\$ 74,698	\$ (72,912)	-97.61%	\$ 530,478	\$ 522,886	✓	\$ 896,388
Sales & Recoverable Works	\$ 740,772	\$ 709,238	\$ 31,534	4.45%	\$ 4,166,268	\$ 4,964,666	✗	\$ 8,510,861
Interest Revenue	\$ 37,838	\$ 28,333	\$ 9,505	33.55%	\$ 240,195	\$ 198,331	⚠	\$ 340,000
Rent	\$ 167,277	\$ 94,294	\$ 72,983	77.40%	\$ 778,555	\$ 660,058	⚠	\$ 1,131,529
Other Income	\$ 13,177	\$ 34,855	\$ (21,678)	-62.19%	\$ 133,223	\$ 243,985	✗	\$ 418,260
Total Income	\$ 1,010,422	\$ 1,525,862	\$ (515,440)	-33.78%	\$ 9,337,469	\$ 10,681,034		\$ 18,310,381
Employee Costs	\$ 603,153	\$ 628,005	\$ (24,852)	-3.96%	\$ 4,428,583	\$ 4,396,035	✓	\$ 7,536,031
Materials & Services	\$ 271,866	\$ 349,575	\$ (77,709)	-22.23%	\$ 2,918,727	\$ 2,447,025	✗	\$ 4,194,792
Depreciation	\$ 885,211	\$ 880,385	\$ 4,826	0.55%	\$ 6,139,367	\$ 6,162,695	✓	\$ 10,564,622
Finance Costs	\$ 541	\$ 4,084	\$ (3,543)	-86.76%	\$ 87,532	\$ 28,588	✗	\$ 49,012
Total Expenditure	\$ 1,760,771	\$ 1,862,049	\$ (101,278)	-5.44%	\$ 13,574,209	\$ 13,034,343		\$ 22,344,457
Net Surplus/(Deficit)	\$ (750,349)	\$ (336,187)	\$ (414,162)	123.19%	\$ (4,236,741)	\$ (2,353,309)		\$ (4,034,076)

Community Services

	January			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		
Grants & Subsidies	\$ -	\$ 88,768	\$ (88,768)	-100.00%	\$ 1,081,846	\$ 621,376	🟡	\$ 1,065,236
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	🟢	\$ -
Sales & Recoverable Works	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	🟢	\$ -
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	🟢	\$ -
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	🟢	\$ -
Other Income	\$ 10,629	\$ 12,459	\$ (1,830)	-14.69%	\$ 85,425	\$ 87,213	🟢	\$ 149,500
Total Income	\$ 10,629	\$ 101,227	\$ (90,598)	-89.50%	\$ 1,167,270	\$ 708,589		\$ 1,214,736
Employee Costs	\$ 52,231	\$ 65,031	\$ (12,800)	-19.68%	\$ 470,057	\$ 455,217	🟢	\$ 780,369
Materials & Services	\$ 13,232	\$ 32,760	\$ (19,528)	-59.61%	\$ 261,959	\$ 229,320	🟡	\$ 393,089
Depreciation	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	🟢	\$ -
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	🟢	\$ -
Total Expenditure	\$ 65,463	\$ 97,791	\$ (32,328)	-33.06%	\$ 732,016	\$ 684,537		\$ 1,173,458
Net Surplus/(Deficit)	\$ (54,834)	\$ 3,436	\$ (58,270)	-1695.36%	\$ 435,254	\$ 24,052		\$ 41,278

Corporate Services

	January			Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance		
Grants & Subsidies	\$ -	\$ 268,333	\$ (268,333)	-100.00%	\$ 2,147,803	\$ 1,878,331	\$ 269,472	⚠️	\$ 3,220,000
Fees & Charges	\$ 1,786	\$ 74,698	\$ (72,912)	-97.61%	\$ 530,478	\$ 522,886	\$ 7,592	✅	\$ 896,388
Sales & Recoverable Works	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	✅	\$ -
Interest Revenue	\$ 37,838	\$ 28,333	\$ 9,505	33.55%	\$ 240,195	\$ 198,331	\$ 41,864	⚠️	\$ 340,000
Rent	\$ -	\$ 12,500	\$ (12,500)	-100.00%	\$ 125,818	\$ 87,500	\$ 38,318	⚠️	\$ 150,000
Other Income	\$ 2,549	\$ 19,063	\$ (16,514)	-86.63%	\$ 47,799	\$ 133,441	\$ (85,642)	❌	\$ 228,760
Total Income	\$ 42,173	\$ 402,927	\$ (360,754)	-89.53%	\$ 3,092,093	\$ 2,820,489	\$ 271,604		\$ 4,835,148
Employee Costs	\$ 132,303	\$ 163,055	\$ (30,752)	-18.86%	\$ 835,890	\$ 1,141,385	\$ (305,495)	❌	\$ 1,956,672
Materials & Services	\$ 39,805	\$ 75,512	\$ (35,707)	-47.29%	\$ 474,875	\$ 528,584	\$ (53,709)	⚠️	\$ 906,148
Depreciation	\$ 34,312	\$ 27,771	\$ 6,541	23.55%	\$ 237,973	\$ 194,397	\$ 43,576	❌	\$ 333,253
Finance Costs	\$ 541	\$ 4,084	\$ (3,543)	-86.76%	\$ 87,532	\$ 28,588	\$ 58,944	❌	\$ 49,012
Total Expenditure	\$ 206,962	\$ 270,422	\$ (63,460)	-23.47%	\$ 1,636,269	\$ 1,892,954	\$ (256,685)		\$ 3,245,085
Net Surplus/(Deficit)	\$ (164,789)	\$ 132,505	\$ (297,294)	-224.36%	\$ 1,455,824	\$ 927,535	\$ 528,289		\$ 1,590,063

Economic Development

	January			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget		
Grants & Subsidies	\$ -	\$ 10,570	\$ (10,570)	-100.00%	\$ 44,556	\$ 73,990	✗	\$ 126,830
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
Sales & Recoverable Works	\$ 740,772	\$ 709,030	\$ 31,742	4.48%	\$ 4,165,148	\$ 4,963,210	✗	\$ 8,508,361
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
Other Income	\$ -	\$ 3,333	\$ (3,333)	-100.00%	\$ -	\$ 23,331	✗	\$ 40,000
Total Income	\$ 740,772	\$ 722,933	\$ 17,839	2.47%	\$ 4,209,704	\$ 5,060,531		\$ 8,675,191
Employee Costs	\$ 295,194	\$ 277,214	\$ 17,980	6.49%	\$ 2,250,061	\$ 1,940,498	✗	\$ 3,326,501
Materials & Services	\$ 213,991	\$ 152,902	\$ 61,089	39.95%	\$ 1,277,753	\$ 1,070,314	✗	\$ 1,834,773
Depreciation	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	✓	\$ -
Total Expenditure	\$ 509,185	\$ 430,116	\$ 79,069	18.38%	\$ 3,527,813	\$ 3,010,812		\$ 5,161,274
Net Surplus/(Deficit)	\$ 231,587	\$ 292,817	\$ (61,230)	-20.91%	\$ 681,890	\$ 2,049,719		\$ 3,513,917

Housing

	January				Year to Date				Traffic Light	Full Year Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Sales & Recoverable Works	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Rent	\$ 167,277	\$ 81,794	\$ 85,483	104.51%	\$ 652,737	\$ 572,558	\$ 80,179	14.00%	⚠	\$ 981,529
Other Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Total Income	\$ 167,277	\$ 81,794	\$ 85,483	104.51%	\$ 652,737	\$ 572,558	\$ 80,179	14.00%		\$ 981,529
Employee Costs	\$ 20,281	\$ 24,319	\$ (4,038)	-16.60%	\$ 159,062	\$ 170,233	\$ (11,171)	-6.56%	✓	\$ 291,831
Materials & Services	\$ (2,063)	\$ 39,955	\$ (42,018)	-105.16%	\$ 483,820	\$ 279,685	\$ 204,135	72.99%	✗	\$ 479,449
Depreciation	\$ 766,539	\$ 770,251	\$ (3,712)	-0.48%	\$ 5,316,320	\$ 5,391,757	\$ (75,437)	-1.40%	✓	\$ 9,243,017
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	✓	\$ -
Total Expenditure	\$ 784,757	\$ 834,525	\$ (49,768)	-5.96%	\$ 5,959,202	\$ 5,841,675	\$ 117,527	2.01%		\$ 10,014,297
Net Surplus/(Deficit)	\$ (617,481)	\$ (752,731)	\$ 135,250	-17.97%	\$ (5,306,465)	\$ (5,269,117)	\$ (37,348)	0.71%		\$ (9,032,768)

Operations

	January			Year to Date			Full Year Budget		
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Traffic Light
Grants & Subsidies	\$ 49,571	\$ 216,773	\$ (167,202)	-77.13%	\$ 214,545	\$ 1,517,411	\$ (1,302,866)	-85.86%	⊗
Fees & Charges	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	⊗
Sales & Recoverable Works	\$ -	\$ 208	\$ (208)	-100.00%	\$ 1,120	\$ 1,456	\$ (336)	-23.08%	⊗
Interest Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	⊗
Rent	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	⊗
Other Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	⊗
Total Income	\$ 49,571	\$ 216,981	\$ (167,410)	-77.15%	\$ 215,665	\$ 1,518,867	\$ (1,303,202)	-85.80%	
Employee Costs	\$ 103,144	\$ 98,386	\$ 4,758	4.84%	\$ 713,514	\$ 688,702	\$ 24,812	3.60%	⊗
Materials & Services	\$ 6,901	\$ 48,446	\$ (41,545)	-85.76%	\$ 420,321	\$ 339,122	\$ 81,199	23.94%	⊗
Depreciation	\$ 84,359	\$ 82,363	\$ 1,996	2.42%	\$ 585,074	\$ 576,541	\$ 8,533	1.48%	⊗
Finance Costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	⊗
Total Expenditure	\$ 194,404	\$ 229,195	\$ (34,791)	-15.18%	\$ 1,718,910	\$ 1,604,365	\$ 114,545	7.14%	
Net Surplus/(Deficit)	\$ (144,833)	\$ (12,214)	\$ (132,619)	1085.80%	\$ (1,503,245)	\$ (85,498)	\$ (1,417,747)	1658.22%	

HR Report # 1 – January 2024



Human Resources

Executive Summary

1. Dashboard

Pay Period 5 - (TOTAL 121 staff)

(this does not include mayor and councilor's)

Fulltime 64

Part-time 27

Casual 26

Apprentices 4

2. Industrial Relations news

September Award pay rise has been delayed until further notice

Complaint against CEO found to be unsubstantiated

3. Recruitment

HR Advisor recruitment process commenced

4. Training

Water industry training continues

5. Other News

Housing Report February 2024



SNR HOUSING OFFICER & HOUSING OFFICER:

The month of January/February has been quite busy with the Housing Manager & Officers attending to housing enquiries, producing statements, raising rental invoices, monthly rent reconciliation for the invoices, rental checks, home visits, assisting tenants adjust their Centrelink deductions and daily interviews with clients

SNR HOUSING OFFICER CLIENT CONTACT END JULY/START AUGUST: (74)

Phone Calls	-	12
Rent/ Enquires	-	20
Housing Enquires	-	39
Complaints/Misc.	-	3

HOUSING ENQUIRES FOR CLIENTS FROM OTHER AGENCIES:

- Graham House - In relation to a client requesting accommodation
- Housing Dept. - Housing maintenance for a client
- CRAICCHS - Support for accommodation for 2 of their clients.

COMPLAINTS: (3)

- 3 complaints - Noise from parties (letter done up and sent out)

COUNCIL NOTICES:

The Housing Department has sent out notices to all tenants about long grass. Since we had a lot of rain the grass has continued to grow very fast and needs to be kept short.

Notices have also been sent out informing tenants that Q Build has a new after-hours number (1800 808 107). Tenants who have maintenance issues from 6pm to 6am on weekends and public holidays will need to call this number.

Antonia Jacobs
Snr Housing Officer

Antonia Jacobs | Senior Housing Officer | CASC

32.

Meetings/workshops

- Housing meeting

Service provided to tenants:

- **20** Tenants (repairs)
- **4** Complaints re: repairs to home
- **3** Tenants requested pest control.
- **2** Follow up tenants for Upgrade program.
- **2** Occupational Therapist referrals
- **2** House Inspection
- **3** request to install air conditioners.
- **5** enquire about closed in garage shed.

Mrs Joanne Simpson
Housing Inspection Officer
Cherbourg Aboriginal Shire Council

4. Economic & Community Development

ECONOMIC & COMMUNITY DEVELOPMENT REPORT

Feb 2024

1. Executive Report

2024 Flood Warning System
Resilience and Public Safety



Executive Summary

Major projects such as the planning for a new Digital service Centre, a new housing estate, the footpath, and social housing construction are all progressing through the various Government departments. The business divisions – some are going very well; others are struggling a bit. Summer has been hot, and our people are tired, with a cooler autumn coming they will be re-invigorated. I'm pleased that everybody is trying hard.

Cattle & Farm

Farm team have been spraying parthenium, it is a big job. We will sell steers in April.

Recycling Facility

New cages have arrived at the processor which will ease logistics issues, all systems are working well, struggling with staff absenteeism. CRP throughput is significantly above budget levels which is pleasing. We are in discussions with DES to improve the facility

Café

Two applications have been received to run the café, both are reasonable, Council needs to decide what level of support and rent to charge.

Building Department

Upgrade program –

PAINTING UPGRADES:

Completed Jobs

1. 9 Barambah Ave internal
2. 3 Broadway St internal
3. 16 Marshall St External
4. 2 Mill Ave External
5. 11 Bligh St

IN PROGRESS

1. 19 Barber St internal
2. 7 Barber St internal
3. 13 Cobbo internal, due to start next week.

BATHROOM UPGRADES:

Completed Jobs

1. 10 Cobbo St, Main & ensuite
2. 2 Jerome St, Main & Ensuite
3. 8 Beattie St, Main & Ensuite
4. 45 Barber St, Ensuite

IN PROGRESS

4. 45 Barber St, Main bathroom 20% completed.
5. 18 Bond St, main bathroom 85% completed.
6. 13 Murray Rd, main bathroom 80% completed.
7. 4 Bond St, Ensuite 85% Completed
8. 5 Cobbo St ensuite, 90% Completed.
9. 20 Bond St Main bathroom 65% completed.

10. 19 Marshall St, Main Bathroom to commence 21.02.2024.

JOBS COMING UP:

Painting:

- 5 Bell internal
- 12 Marshall internal
- 11 Collins external
- 45 Barber internal & external.

Kitchens:

- 19 Barber

Bathrooms:

- 15 Cobbo main
- 4 Barber main
- 3 Bond main
- 6 Bulgi main
- 2 Murray Rd Main
- 6 Stan Mickelo....

ROOFS:

- 24 Barber (Tender submitted)

New Housing – Tender has been submitted to Qbuild sitting with AHTSI for decisions to move forward.

Responsive – progressing well, some paperwork to tidy up, outstanding work orders and invoicing remains at a good level.

Joinery

Joinery completed the installation at 45 Barber and is fitting a kitchen to 5 Cobbo next.

Cherbourg Digital Call Centre

We have had an information session, 17 people attended, all ages and genders which was very encouraging, we will hold another info session in 2 weeks. We are trying to find some funding for trainees to start in mid-April 20 jobs initially. We have regular meetings with all stakeholders, we need to solve the space issue, we are working on that. Fourier are going to audit our communication systems to ensure we have adequate and functional systems.

General Project Information

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 – indicative funding sought \$3M
3. New Community Centre business case complete – lobbying commenced
4. QRA projects – 50% complete.
5. Water lease –t, lease has not been taken up by anyone yet.
6. Fire mitigation/tree lopping – to commence April.
7. Sports centre stabilization – to commence April.

By: Sean Nicholson

5. Operations Department

Operations Department Report

January 2024



By Matthew Bock, Operations Manager

14th February 2024

Matthewb@cherbourg.qld.gov.au

Contents

Executive Summary	2
Environment and Waste	4
Roads Parks and Gardens.....	7
Fleet Services.....	7
Water, Sewerage.....	8

Executive Summary

Operations department

- Current funded project report
- Recovery resilience funding (QRA)
 1. Kitchen upgrade to sports complex (upgrade completed)
 2. 7 generators being installed at all sewerage pump stations, depot office, Bert Button reservoir pumps, sports complex (works started due to finish middle of March 24)
 3. Disaster emergency trailer (trailer has been purchased supplies for trailer still to be purchased)
 4. Emergency supplies storage container (container being purchased completed end of March)
 5. Mobile catering trailer (purchased)
 6. Disaster emergency supplies (to be purchased after storage containers)
 7. Emergency water tank for sports complex(tanks and filtration system have been installed completed)
 8. Diesel tank trailer (Purchased completed)
 9. Raising pump station switch board (works started due to finish March April)
 10. Drain clearing recontouring (works started to be completed by June)
 11. Sewerage pump station bunding (Due to start March April)
 12. Electronic notification sign (installed completed)
 13. Sports complex retaining wall upgrade (quotes obtained commence work April May)
 14. Fire mitigation (fire breaks have been cleared but will need doing again after rain events Ongoing)
- DRFA funding (QRA)
 1. Flood camera installation (in progress due to finish end of March)
 2. Town siren install (waiting for siren to arrive in country)
 3. Flood warning electronic road closed signs (in progress due to finish end of March)
- REPA (QRA)
 1. Road repairs (commencing 19/2/24)
- LRCI
 1. Road repairs (commencing 19/2/24)
- TIDS
 1. Solar light installation on Cherbourg road from turtle park to Stan Mickelo drive (lights have been ordered due to start in 10-12 weeks)
- Telstra
 1. Smart bins for community (smart bins have been delivered waiting installation completed by end of February)

- Process engineers from ARUP have been engaged by DRDMW on councils behalf to conduct an assessment of the water treatment plant on ways to optimize the plant
- Department of environment and science visited to conduct inspections on the landfill have discussions on the future of the recycling program
- Currently engaging with Department of environment and science behavioral change team discussing funding the recycling community engagement for the next 3 years with a possibility of a full time funded position.

Feet Services

- 16 Jobs were completed for the month of January this included services and repair work
- 8 Vehicles and plant equipment received their annual scheduled services
- Old Garbage Truck Transmission removed and re-sealed
- Major service on Slasher Tractor
- Slashing Deck reinforced with plate, replaced seals and oil change
- Slasher PTO shaft and clutch replaced
- Replaced leaking water pump on Nissan Forklift
- Upkeep of mowers during heavy rain season
- Implemented Truck and Plant charges for more accurate costings

Environment and Waste

- Bowman Murray (AWO) and Elizabeth O'Chin (EHW) currently enrolled in CERT IV in Animal Regulation and Management
- AWO and EHW have completed Authorised persons training
- BOIL WATER ALERT issued on 14th 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.
- All water and sewage staff are currently working new roster from 7am to 4:30pm include RDOs, public holidays and weekends.

Environment and Waste

EHW, AWO/AMW Monthly Report – JANUARY 2024

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
- CASC, DES, PHU Workshop – 31st January 2024, Planning for 2024 (projects, timeframes, organisation roles/responsibilities, training etc.)

Animal Welfare

- Bowman Murray (AWO) and Elizabeth O'Chin (EHW) currently enrolled in CERT IV in Animal Regulation and Management
 - 3rd Training Block in Cairns, 12th – 16th February 2024
- Dangerous dog register active – 2 Regulated dogs
- Rehoming with RSPCA or private rehoming's between October 2023 – January 2024
 - 29 Dogs, 1 Cat
- 54% of Dogs and 62% of cats in community are desexed

AMRRIC Data (January 2024)	Dogs			Total Dogs	Cats			Total Cats	Total
	Female	Male	Unknown		Female	Male	Unknown		
Entire	49	121	3	173	10	8	-	18	191
Unknown	26	23	3	52	2	1	1	4	56
Desexed	149	122	-	271	21	16	-	37	308
Total by species	496				59				

*Data submitted by AMO. As at 30/01/2024

CASC Data (January 2024)	Dogs	Cats	Total					
Registrations	1	-	-					
Treatment Administered	-	-	-	Complaints and/ or concerns				
Euthanised	-	-	-		Dogs	Cats	Other	Total
Rehomed (RSPCA, Community)	-	-	-	Public	-	-	1	1
Traps Set	-	-	-	Open	2	-	1	3
Strays Caught (Landfill, Street etc.)	-	-	-	Closed	-	-	-	-
Deceased (Injury, Illness)	10	4						

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 – 3 Food recalls in January

Waste & Recycling

- 1 Year since yellow lid recycle bin collection commenced, CONGRATULATIONS CHERBOURG!
 - First Yellow lid bin collection - 31st January 2023
 - 1st collection & least collected (31.01.2023) - 122kg/ 21 bins, Last collection (30.01.2024) 300kg, 32 bins/ Most collected (06.06.2023) 780kg, 60 bins,
 - Recycle runs - 51 Tuesday's
 - Bins Collected - 2523
 - Total weight - 23,102kg (23t)
 - Participating households - 254
 - 150 bin stickers distributed
 - Bin replacements (Feb 23-Feb24) - 40 Recycling, 34 General
- Recycling Program – Steady, consistent recyclers **Figure 1 – CASC Recycling Program 2024**
- Bin Day Bingo, recycling incentive ended in December 2023; 3 Winners Drawn in December at Cherbourg Christmas Fair
 - November, December, and a 2nd 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
- **8 bins distributed in January**
 - Frequency of stolen, burnt or damaged bins has decreased in the Spring and Summer months
 - Damages by rubbish truck have occurred
- Education and community engagement is required for recycling to become a habit,
 - Bin audit to commence in Feb 2024 and a Community Waste Survey in development

Water & Wastewater

- BOIL WATER ALERT issued on 14th of November 2023 – Ongoing issues with WTP
- Daily Monitoring – ESO's, WSM, Trainees – *See Water & Sewerage Manager Sub-Report*
- Weekly & Monthly Water Sampling – EHW, **Figure 2 - FY2023 Weekly/ Monthly Sampling Verification Results**
- Clear water tank added back into sampling program for use

<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

Complaint/s, Concerns, Issues

- Dog/s from 20 Bond in paddock near water intake attacking horses, Unregistered, owner does not seem to want to be compliant, multiple complaints received
- Community owned Horses roaming in community, dog attacks and children torturing them
- Boil Water Alert ongoing – Low Chlorine, engineers to visit WTP sites in Feb 2024
- Food Vendors are not compliant with Food safety laws – DDPHU Senior EHO, CASC EHW to commence education program in 2024
- Parthenium weed in paddocks and near waterways – OVERGROWN

CASC Recycling Program 2024						
Collection No.	Date	Weight (kg)	Monthly Total (kg)	No. of Bins	Monthly Total (No. of bins)	Comments
		Daily total		Daily Total		
48	9-Jan-24	600	1780	52	178	Weekly Average: Bin No.44 Weight:445
49	16-Jan-24	400		46		No current recycling incentives, 30th Jan was very wet, could be why not many residents put recycling bins out. Community engagement and new ideas to be planned at CASC/DES/ PHU Workshop
50	23-Jan-24	480		48		
51	30-Jan-24	300		32		

Figure 1 - CASC Recycling Program 2024

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	CWT	Summary	Date	CHER 1	CHER 5	CWT	Summary
03-Jan-24	0	2	0	3	0	0	NT	PASS	03-Jan-24	74	240	NT	PASS
09-Jan-24	0	0	0	18	0	0	NT	PASS	09-Jan-24	90	230	NT	PASS
15-Jan-24	1	1	0	24	0	0	NT	PASS	15-Jan-24	66	260	NT	1/2 PASS
22-Jan-24	0	0	0	16	0	0	0	PASS	22-Jan-24	68	260	270	1/3 PASS
31-Jan-24	0	0	0	4	0	0	NT	PASS	31-Jan-24	150	240	NT	PASS
E.coli (mpn/100mL)									Sample Points				
Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5		Summary	CHER 1 STP (Wakka park) tap CHER 2 Depot tap CHER 3 Day care (rear) tap CHER 4 BB Lookout Res. tap CHER 5 WTP Reservoir 1 & 2 Blended Tap CHER T After treatment yard tap CWT Clear water tank in WTP yard				
03-Jan-24	0	0	0	0	0	0	NT	PASS					
09-Jan-24	0	0	0	0	0	0	NT	PASS					
15-Jan-24	0	0	0	0	0	0	NT	PASS					
22-Jan-24	0	0	0	0	0	0	0	PASS					
31-Jan-24	0	0	0	0	0	0	NT	PASS					
Total Chlorine (mg/L)									Monthly Tests				
Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	CWT	Summary	BGA BlueGreenAlgae HM HeavyMetals SWA Standard Water Analysis Pesticides				
03-Jan-24	0.06	0.18	0.22	0.24	0.28	0.25	NT	PASS					
09-Jan-24	0.19	0.16	0.33	0.34	0.51	0.45	NT	PASS					
15-Jan-24	0.12	0.12	0.29	0.11	0.33	0.45	NT	PASS					
22-Jan-24	0.21	0.28	0.49	0.26	0.63	0.54	0.6	PASS					
31-Jan-24	0.61	0.91	0.75	0.26	1.02	0.75	NR	PASS					
Free Chlorine (mg/L)									Weekly Tests				
Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	CWT	Summary	THM's - Trihalomethanes E. Coli - Escherichia coli pH - Acidity				
03-Jan-24	0.03	<.01	0.12	0.09	0.1	0.08	NT	PASS					
09-Jan-24	0.1	0.1	0.14	0.14	0.3	0.25	NT	PASS					
15-Jan-24	0.07	0.1	0.18	0.04	0.1	0.26	NT	PASS					
22-Jan-24	0.09	0.12	0.22	0.11	0.32	0.23	0.29	PASS					
31-Jan-24	0.26	0.77	0.51	0.13	0.63	0.55	NT	PASS					
pH									Legend/ key				
Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	CWT	Summary	*NR - Results not yet received *NT - Not tested *MD - Missing Data Green text & B/Ground - Perfect Red text - Monitor Water quality Red text & B/Ground - Reportable				
03-Jan-24	6.9	7.03	7.48	7.22	6.96	7.02	NT	PASS					
09-Jan-24	7.04	7.02	7.51	7.17	7.14	7.14	NT	PASS					
15-Jan-24	7.07	7.45	7.23	7.1	7.09	7.21	NT	PASS					
22-Jan-24	6.65	6.74	7.44	7.19	7.06	7.16	7.21	PASS					
31-Jan-24	7.01	7.06	7.24	7.45	6.99	7.11	NT	PASS					

Figure 2 - FY2023 Weekly/ Monthly Sampling Verification Results
By Elizabeth O'Chin

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

- 16 Jobs were completed for the month of January this included services and repair work
- 8 Vehicles and plant equipment received their annual scheduled services
- Old Garbage Truck Transmission removed and re-sealed
- Major service on Slasher Tractor
- Slashing Deck reinforced with plate, replaced seals and oil change
- Slasher PTO shaft and clutch replaced
- Replaced leaking water pump on Nissan Forklift
- Upkeep of mowers during heavy rain season
- Implemented Truck and Plant charges for more accurate costings

Issues

Nil

Page 7 of 9

Damage Report

Nil

Workplace Health & Safety Incidents

Nil

Training Updates

Class B High Pressure Water training required for operators

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 3rd – 4th October with Viridis, DDPHU, and CASC staff.
- Weekly jar testing (coagulant optimization) to cope with recent rain events.
- Daily flushing of all Community main water lines to ensure disinfection of town water distribution system and eliminate buildup of turbidity.

Incidents

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

Burst water main in Bligh Street

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.
- 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.
- Awaiting standard water analysis results for the Clear Water Tank to bring it back online.
- The CWT will also be included in weekly Micro Verification sampling and regular inspections followed up with scheduled maintenance.

6. Community Services Department

COMMUNITY SERVICES REPORT

January – February 24

**RADIO*

**IKC*

SPORTS & REC

**YAG*



All staff returned from leave eager to progress with projects.
Regular in-house meetings are organised and booked for the year.

The Interagency meeting will happen the first Thursday of every month. LDMG meeting will be held on the 6th of March, commencing 11am.

Works in progress

- 2024 Calendar of Events available – work in progress (copy attached).
- Community Services area working on Community Safety Plan – updating the current plan, community consultation will be happening soon.
- YAG will be employing young people in retail positions and yardmen position. Shop will open Monday – Saturday. YAG Social Enterprises commenced (Flyers attached).
- Designer workshops at the IKC commenced.
- Projects with SLQ – Who's your mob? And truth telling workshops. Registered community and staff interest.
- University of QLD – Fryer library visit, yarns with Lesley Acres from UQ to make this happen.
- Planning for Youth Festival - Youth Week with Office for Youth (Draft Plan attached).
- Camps for Men, Women & Youth planning – Planning to work in partnership with community organisations to make this happen.

Sports & Rec

Report attached.

Radio Station

Report attached.

IKC (Library)

Report attached.

IYCC Yag Project

Report attached.

This ends my report for the months of January-February 24



Edwina Stewart

Community Services Manager

February Monthly Report - 2024

Staff

Coordinator – 8hrs day - 72.5 hours f/n

Lavina Dynevor

Sport and Rec Officer: 5 hrs daily - (50 hr f/night)

Kaysee Miller

Mark Saltner

Jeffrey Dynevor

Erica Duncan

Boxing Program: Mon, Tues, Wed – 5hrs each day

No one at the moment

Cleaner: 2hrs daily

Kaysee Miller

Relief Staff: when needed 3hrs daily

Myesha Gadd

Marhella Saltner

Colin Saltner

- **Blue** – is open upon request for community members who's wanting to use the complex/boxing/gym outside normal opening hours.
 - **Yellow** –programs we run at the sports complex set by sports and rec staff for children and community.
 - **Green** – is our only/main program we run Monday – Friday (public holidays not included.)
 - **Orange** - activities are our funded Deadly Active Sports we run at the sports complex for and with the children and any interested community people. They are done on different days and times throughout the week.
- The aim of these games is to in courage children and their families to take up and be active in a sport that they enjoy playing. Also, for parents to support their children in choice of sports.
 - For children to know and understand the rules and how to play game.
 - We hope that the skills and rules they learn from the sports, helps them make healthy, safe choices in life.

Number Stats for the January

	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Sessions						
Early Morning Gym	No one has requested yet.					0
People Using Gym During the Day	2	0	3	3	4	7
Children After School	8	10	2	6	30	46
Deadly Active Sports						
Golf	Waiting for children to settle back in. Wanting to run programs again in February, giving time for children to settle back in to routines (home, school and complex)					
Netball						
Rugby League						
Gymnastics						
Ladies Gym Group	Starting program in February. Doing all the planning at the moment.					
Play Group						
Men's Basketball	6	4	0	3	4	8
Boys Cultural Group	Waiting for children to settle back in. hoping to run programs again in February					0

Stats from programs at the sports complex		
Early Morning Gym Sessions 6:30a -7:30a Daily	Female Staff for Ladies Male Staff for Males	Staff are trying to start this program up again. We have had lots of request from female workers who wants to start looking out for their physical wellbeing.
Ladies Workout Group 10a – 12p Tuesdays	Erica	We've just started this program back up again. And have had a good response from women in our community willing to be part of the program. Erica is now in the process putting activities/program together. Hoping to have up and running this month.
After School 2:45p -5p Daily	All Staff	Things are starting to pick back up again including our numbers for afterschool care from 6 to 60 children this month. High school children (12) are attending more regularly play basketball, using the gym. State school children (36) still enjoy playing cricket, touch footy and small basketball games. Staff are trying to give them new games to play however children are go back to playing their favourites doing arts & craft activities.
Play Group Supporting Other Community Play Groups 10am – 12pm	Kaysee & Myesha	This is an old program we are bringing back. Our play group will be done at the sports complex once a month, fun day in the park and help support other community groups. (IKC play group & Hippy). It is yet to start like our ladies' group- we are hoping to have up and running this month.
Boys Cultural Activities 2p – 5p Wednesday	Jeffrey	This activity is only for the boys. We had to stop this program over the school holidays. At the moment the boys are waiting on their clapsticks to dry. Jeffrey has a few ideas he would like to do with the boys, (camping, bush walks, gathering items and traditional food etc). Hoping to restart this program up soon.
Community Basketball 5p – 7p Wednesday	Mark & Jeffrey	This program is after our after-school program. It is done to help the men in our community to be active and to catch up and check in on each other. When we have enough people coming, we hope to set up a community comp.
Deadly Active Sports Seniors Games 10a – 12p Mondays	Kaysee & Lavina	We need more information on planning games for our community elders. We hope to run this twice a month until our elders get used at participating in the activities. Then it will become a weekly event. We are yet to start this program.
Deadly Active Sports Netball 5p – 6p Tuesday	Erica & Lavina	With netball season starting soon we hope to have some children taking part in district club matches. We also planning to run our own netball comp in community. The children have been training before the holidays and we started up training again.
Deadly Active Sports Rugby League 4p – 5p Thursdays (Feb-Apr)	Jeffrey	Training for this Deadly Active Sports will be held at the sports complex and football field. The weather is still a bit hot for children to be running around. As soon as it starts to cool down staff will start training.
Deadly Active Sports Golf 3p – 5p Monday	Mark & Jeffrey	At the moment staff and children are making mini putt putt courses (3). Planning for the program is done, we just need a few more equipment to start for interested children. However, because of extreme heat and rainy weather staff haven't been able to fully start our golf program.
Deadly Active Sports Gymnastics 4p – 5p Thursday	Lavina & Myesha	Our gymnastic sessions are running during our afterschool hours. Children come and go from this active. Sometime the practiced with hula hoops and do tumbles on the mat. Other times they practiced their balance on the balancing beams. We are currently looking for a gymnastic teacher who can come once a month.

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

IBA Simon Taylor - working in partnership with basketball clinics (once a term) being held at the clinic for all age groups. We still have some interested children including 3 boys who have been selected for IBA state basketball trials.

Community organisations have used the sports complex for meetings:

- CTC grannies' group: use the complex for community ladies to meet once a month in the morning doing arts and craft activities.
- Staff are going to help with community family touch night. We will be running games and sport activities for children who are not playing touch.

Maintenance

Main Building

- Water drip through the roof when raining. This was reported before, a hole had been cut in the ceiling to see where water is coming from but has been checked by plumbers/building.
- Work is still being done on kitchen upgrade. However, it's just for half of the kitchen.

Outdoors

- Fence off retaining wall boxing shed area and rails put in place where the steps.
- Our lawn needs mowing and whipper snipping around the buildings in yard.
- Can we ask TAFE if they can mow grass in their cut-off fenced area please. Some days children go in there when balls go over the fence. Staff are worried for their and children's safety.

Other

- Re-running our women work again upon request from community members over Facebook. Hope to start mid-February.
- Boxing Shed and main being has been broken into several over the holidays. To secure the complex council and complex staff have trying somethings to minimize break in.
- Staff would like to do a community celebration BBQ for award winning story of Pa Eddie Gilbert inspiration film clip for community members.
- With doors and gates locks being change staff need new set of keys. We only have 2 keys. Don't want to get all staff a set until everything is secured properly. (locks might change)

6.

Cherbourg Radio Progress Report - to February 2024

To: Cherbourg Aboriginal Shire Council

STAFF & General UPDATE

Our team now consists of Arlene Langton, Tara Priestly, Kimberly Barrett and Michael Monk

Sunday Gospel Show will continue, staff are taking turns at paneling the show for Pastor Max – however with Pastor and his family leaving Cherbourg, there will be further changes to how this will run. We have had a number of enquiries about joining the team or volunteering. We are looking at ways we can encourage volunteers – policies and procedures need to be developed.

Refurbishments at the radio and tech upgrades We have been successful in getting a grant to update and replace vital components for our transmitter site. Totally Technical has been engaged to supply new parts/equipment and engage riggers for tower works. We will also acquire new PCs for studios as part of upgrades to new more modern playout software.

Station projects and partnerships

The CRAICCHS “Deadly Funny” show and comedy workshop that was postponed due to ill health – has been re-scheduled to Thursday 29th February – this event has now been expanded to include a live music performance from Jungaji (Troy Brady) and his band. The night will showcase his new music. There will also be a Comedy Workshop and a community Feed.

General Operations and Community Contact:

Our range of UsMob Radio merchandise available for sale have been well received. This has been helped along with CASC now accepting card payments - Profits from sales will go toward assisting with sponsoring individuals, sporting teams and events in our community. We are looking to expand on the range with products like jackets, drink coolers and bandannas in the future.

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

New Sponsorships no new bookings outside of Spots & Space

Michael Monk Cherbourg Radio Station Coordinator and Manager



2/1/2024

Council Report for February 2024

CENTRE USAGE

*For the past month Febuary the centre has
been*

utilized by the following:

MEETINGS:

Parent Next every Wednesdays.

Creative Arts and Designs

(with upcoming projects).

*St Vinnies will be meeting using
the meeting room this month.*

*Creative Arts and Designs will start
Community project this Wednesday.*

COMMUNITY INTERNET USERS.

Clients for centrelink

Job search

Checking emails and printing.

School research.

Programs:

After school program.

First Five Forever started again.

OTHER NEWS

Two community services started

at the IKC today.

TOTAL TALLY FOR January Feburary 88.

Indigenous Youth Connection to Culture (IVCC)

Youth Advisory Group

January / February 2024

- Youth officers continuing community engagement with young people, community members and stakeholders.
- YAG staff have met with the following:
Indigenous Futures Foundation
Cherbourg Interagency
Office for Youth
Murgon State High School
Julie Appo
Greenbox
TAFE
Queensland Music Festival
Silver Lining School
- YAG meeting was held 8th Feb 2024. Discussion was around upcoming events
- Youth officers and a group of young people attended camp on the Sunshine Coast in early January. Camp was organised and ran in partnership with Indigenous Futures Foundation. Young people participated in leadership activities.
- Art & Design workshops with Julie Appo & her sister Maxine will commence 14th Feb at the IKC. Workshops will be targeted at women in community. Workshops will include teaching of symbols to tell stories, designing artwork for fabrics and sewing. Places are limited.
- In partnership with Office For Youth, planning has begun for the Youth Festival which will be held on the 11th April 2024 at the Cherbourg Sports Complex
- Staff met with engagement officer from TAFE around Barista training and Cert 1 in retail for young people
- Staff have assisted young people to apply for blue cards
- 4 young people in community have been employed at the YAG shop and as labourers. Shop opening hours will be Mon – Fri 10am – 2pm and Saturday 10am-12pm.
- YAG have been approached by Graham House clothing to be involved in modelling at the upcoming Murgon Show

This ends my report for January / February

Wawida Collins

Community Services Officer / YAG Co-ordinator

//

Cherbourg Queensland Youth Week Community Event

Event Plan | Wednesday and Thursday 10-11 April 2024

Overview

Date:	Wednesday 10 April 2024
Time:	3:00pm-6:00pm
Location:	Cherbourg Sports Complex: 6 Collins Road, Cherbourg, Queensland
Purpose:	The event is open to young people aged 12-25 from the Cherbourg community that are keen to learn more about audiovisual and how to live-stream their own event.
Attendees:	Community Members (aged 12-25), BlakesAlive Productions, Cherbourg Radio Station staff, Cherbourg Aboriginal Shire Council, and the Office for Youth (OfY)
Date:	Thursday 11 April 2024
Time:	10:00am – 2:00pm (bump in from 8:00am)
Location:	Cherbourg Sports Complex: 6 Collins Road, Cherbourg, Queensland
Purpose:	The event is open to the Cherbourg community and will aim to celebrate, empower and link-in the community and their young people aged 12-25 to the services, information and support they need to thrive.
Attendees:	Community members, Cherbourg Aboriginal Shire Council, OfY, the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (the department), Queensland Government Partners, Cherbourg Radio Station, BlakesAlive Productions and Lincoln Savage from VastYonder

Queensland Youth Week (QYW) is the celebration and acknowledgement of the achievements and contributions of young people aged 12-25 to the state. The Cherbourg QYW Community Event is being delivered in partnership with Cherbourg Aboriginal Shire Council and will include activities and workshops delivered by OfY staff and Queensland Government and industry partners to engage and empower young people from the community.

The Community Event has been designed to respond to the wants and needs of the Cherbourg area and its young people in co-creation with the Cherbourg Aboriginal Shire Council.

The Cherbourg QYW Community Event will take part over two days:

- The first day will focus on a learning and development session for young people (aged 12-25) from the Cherbourg community on basic Audio and Visual management with BlakesAlive Productions including how to live-stream an event.
- The second day will involve an employment and Pathways Session expo, keynote speakers, storytelling, art, and a community BBQ! This event will take an 'expo' format where attendees can interact between partnership tables to discuss career pathways and development as well as engage with activities throughout the venue. The event will be public celebration of Cherbourg's young people while also allowing in-person networking to occur.

Pathways Session

The department will not fund travel expenses to Cherbourg, so attendance will be optional for organisations who are willing and able to attend.

Organisation	Activation	Topic
Office for Youth	Speak OUT: This is a space for young people (aged 12-25) to have their say about issues, projects, programs, and policies which are important to them.	Youth Engagement
TBD		
TBD		
TBD		

Day plan: Wednesday 10 April 2024

Day plan / run sheet	
2:00 pm	Office for Youth arrive and bump in commences with Cherbourg Radio Station staff and attendees
3:00 pm	Young People arrive
3:00-3:15 pm	Welcome Acknowledgement of Country Housekeeping Hello and introductions
3:15-6:00 pm	Training occurs The young people will be taught basic AV skills and how to livestream by BlakesAlive Productions.

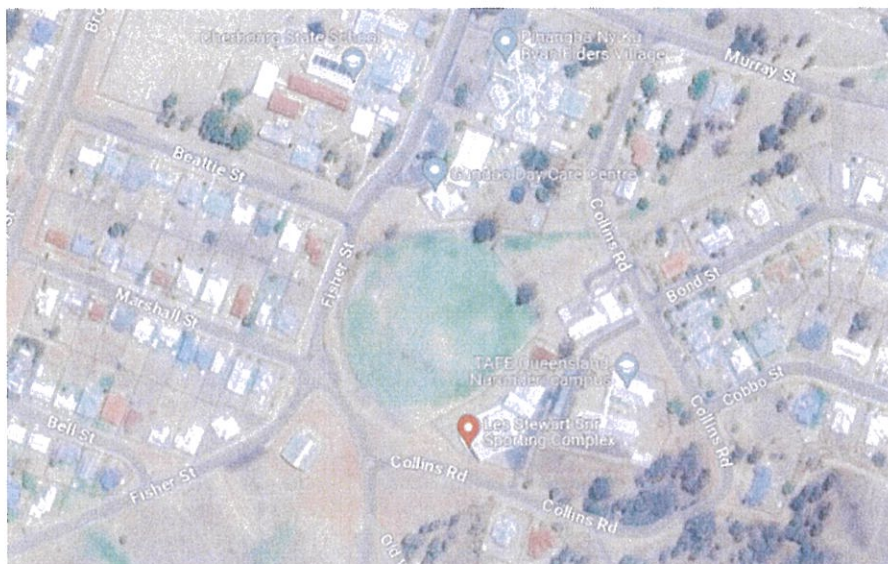
Day plan: Thursday 11 April 2024

Day plan / run sheet	
8:00 am	Office for Youth arrive and bump in commences Set up tables and power
8:30 am	Organisations or departmental representatives begin to arrive and set up their installations
9:00 am	Set up for livestream The young people who were taught how to livestream by BlakesAlive Productions on 10 April 2024, will work with Blake to set up equipment needed to livestream the event.
9:45 am	Set up must be complete by this time Catering will be set up Livestream will be ready to 'go-live'!
10:00 am	Event opens to the community Welcome to Country
10:05 am	Welcome by Cherbourg Aboriginal Shire Council (Mayor)

10:15 am	Government Champion Opening Address Director-General, Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts and the Government Champion for the Cherbourg Community will welcome attendees and explain the event and the importance of QYW.
10:30 am	Lincoln Savage – making your job work for you Lincoln is a Creative Producer with a strong interest in emerging arts and engaging with new technology. He obtained a Bachelor of Technology Innovation from QUT in 2014 and has since worked on many arts, technology, and music-based projects with a focus on emerging practice. His standout projects include establishing the annual music and arts event Yonder Festival, the city-wide Brisbane Street Art Festival, the experiential creative agency Vast Yonder and launching the multi-arts venue Superordinary.
10:45 am	Our leadership Journey Rueben Simpson and Maureen Weazel from the Cherbourg Youth Advisory Group will share a bit about themselves and their journey into leadership.
11:00 am – 2:00 pm	Event runs Community members can wander between tables, speak with the organisations attending and interact with the displays. Performances or art activities will run outside in the greenspace. Young people who were taught how to livestream an event will continue streaming activities throughout the sessions.
2:00 pm	Event closes and bump out commences Activations, tables, power and catering to be packed away
2:30 pm	Bump out ends Space must be packed down and all rubbish removed

The space

The Cherbourg Sports Complex contains several spaces able to be utilised for the activation including an open-plan style sports Hall and outdoor areas for art or performance activities. If you are joining us for the Pathways Session, you will be positioned within the Hall itself. If you are joining us for another activity come find us in the morning and we will take you to your designated area.





**CHERBOURG YAG
FLOWERS & GIFTS**

OPENING HOURS

Mon - Fri

10am - 2pm

Sat

10am - 12pm

To place flower orders give us a call.
All orders must be in by 12pm
two days prior

Bunches & Arrangements
also readily available

Ph: 0429041069

You can find us at
Bert Button Lookout
Murray Road, Cherbourg

15.



Many Tribes. One Community



\$70

To be paid at
Cherbourg Council
Reception

CHERBOURG YAG

LAWN MOWING SERVICE



OUR AWESOME SERVICES

- ✓ Mowing
- ✓ Whipper Snipping
- ✓ Bulk Rubbish

Please book and pay at Council
Reception

Ph: 4168 1866