

Item No.	11.2
REPORT TITLE	CORPORATE SERVICES REPORT - March 2024
AUTHOR	Business Operations and Contract Manager (Ida Lammermoor)
ATTACHMENTS	Blackboy Outstation Report Staff Houses 93 Munns Drive Residence

EXECUTIVE SUMMARY:

The purpose of this report is to provide information in relation to the status of programs managed by the Business Operations and Contracts Manager.

OFFICER'S RECOMMENDATION:

That the Business Operations and Contracts Manager Report for March 2024 be received and that those matters not covered by resolution be noted.

Topic	Action
Centrelink Agency	<p>The Agency is open for Business daily and the Community members are accessing the agency. The community members expressed concerns in relation to the online services and assistance through the Self-Service system and I will be investigating on how to get better service or relations with Services Australia to better accommodate community needs.</p> <p>The Centrelink Agency position will go out for advertisement.</p>

Blackboy

Topic	Action
Blackboy Outstation	Blackboy accommodation is operating at a steady capacity for bookings. Council is receiving requests for large group bookings which is a result of reviews and feedback of the guests. Report attached.

Leases

Topic	Action
Council Leases	Currently reviewing all Council leases with Preston Law that are engaged to assist. At the next council meeting will provide a list of all Council leases.

Staff Housing

Topic	Action
Staff Houses	Attached Spreadsheet of Staff Houses. 93 Munns Drive existing tenant vacated the premises and left the residence in a mess. Images Attached.



Address	Rental Payment	Arrears/or Advance	Comments	Actions
22 Munns Drive	\$120.00 per week	Advanced	Rent paid up to date	Will meet with the tenant once I know the New Housing Committee.
32 Munns Drive	\$120.00 per week	Advanced	Rent paid up to date	-
93 Munns Drive	\$120.00 per week	Arrears	Last payment for rent received 29.11.2023	Started the small claims process to recover rental arrears. Previous Tenant now vacated and left the residence in a mess. WASC Staff did the vacate clean last week.
294A George Close	\$120.00 per week	Current	-	-
294B George Close	\$120.00 per week	Arrears	WASC to generate the tax invoice and Tenant advised they will make payment in full to cover the rental arrears immediately.	-
191A Rankin Street	\$105.00 per week	Current	Rental payment is payroll deduction from employee	-
191B Rankin Street	\$105.00 per week	Current	Rental payment is payroll deduction from employee	-
191A Carbine Street	\$105.00 per week	Current	Rental payment is payroll deduction from employee	-
191B Carbine Street	\$105.00 per week	Current	Rental payment is payroll deduction from employee	-
135 Carbine Street (Pool House)	\$120.00 per week	Current	Rental payment is payroll deduction from employee	-
32 Carbine Street Unit 1	\$95.00 per week	Current	Rental payment is payroll deduction from employee	-
Carbine Street Unit 2	\$105.00 per week	Current	Rental payment is payroll deduction from employee	-
Carbine Street Unit 3	\$95.00 per week	Current	Rental payment is payroll deduction from employee	-
Carbine Street Unit 4	\$95.00 per week	Current	Rental payment is payroll deduction from employee	-
Munns Drive Unit 1	\$130.00 per week	-	Rental payment is payroll deduction from employee	-
Munns Drive Unit 2	\$130.00 per week	-	Rental payment is payroll deduction from employee	-
Munns Drive Unit 3	\$130.00 per week	-	Rental payment is payroll deduction from employee	-
Munns Drive Unit 4			Vacant	-
55 Stopford Street Baralaba	Under Contract	-	-	-
Previous Tenant 135 Carbine Street	\$120.00 per week	Arrears	Last payment for rent received 27/07/2023	Started the small claims process to recover rental arrears



Blackboy Outstation Report March 2024

OPERATIONAL

CARETAKER | 22/04/2024

BOOKING/S

All bookings and administration for the Blackboy Outstation facility are managed by Blackboy's on-site staff with invoicing and payment/s directed to the WASC finance team.

All bookings for March 2024 are as follows:

- 21 guests stayed in BBO Accommodation
- 3 Functions
- 2 Cancellation

TOPIC OVERVIEW:

Facility Issues- Water issues continue to arise with the caretaker taking on the task of pumping water to all buildings daily, for efficient water supply to cover bookings.

PROGRESS:

We have had numerous visits from water experts and WASC to amend the problem.

PLANS:

Short term plans is: caretaker will continue to monitor water levels at the facility daily, with the long term plan to source funding for the repairs of the bore and pump.

PROBLEMS:

As previously stated, water continues to be a barrier for all large bookings for the facility, with the communications of all levels of business improving.

All repairs are reported to the Property Manager for action and recording, at this stage we will advocate for a commercial kitchen and laundry to be funded for the facility's strategic planning.

KEY INFORMATION:

Please refer to the Property Manager for all figures relating to the cost of repairs and management of the facility.

CONCLUSION:

Blackboy Outstation staff will continue to work with the WASC management staff and allocated specialist to improve the efficient water quality of facility.

Upon completion of the issue, Blackboy staff plan to research professional marketing for promotion of the facility.

William Munns SHR

Blackboy Outstation Caretaker

*Please refer to the Property Manager for all Profit & Loss figures for this facility.