

Cherbourg Aboriginal Shire Council



Working Papers
For Council Meeting

Held On
16 & 17 March 2022

*Chief Executive Officer's
Report*

Acting CEO:

I am planning on taking some annual leave from 26 to 29 April 2022. As Monday of that week is the Anzac Day holiday, I will effectively be out of the office for only 3 ½ days but will be away from Cherbourg. However, I also plan on taking some more leave later this year as it is important to refresh and recharge the batteries as a CEO. It is opportune to put in place arrangements for an Acting CEO for my planned April short break and to look at future occasions while I am away on leave.

Under section 195 of the Local Government Act, the Council can appoint an Acting CEO when the CEO is absent. There are a couple of options available to Council including the option to delegate this function to the CEO. I am suggesting that at this stage, we simply appoint an Acting CEO for my April leave and then consider putting in place arrangements to give others an opportunity in the future but we do not need to make that second decision at this stage.

Over time, I would like to give some of my managers an opportunity to act in the role to develop their leadership skills. This will also provide managers with an opportunity to see the “big picture” issues that the Council deals with and assist with their professional development. Council is fortunate to have some good managers who have the ability to step up into the Acting CEO role. Our Council

Advisor Brett de Chastel who is working for Council on a volunteer basis will also be available to support the Acting CEO during my absence.

Recommendation regarding Acting CEO

That Council resolves that it:-

- A. Notes that the CEO will be on annual leave from 26 to 29 April 2022 and will be absent from the community for that time;
- B. Notes that the appointment of an Acting CEO during future periods of annual leave by the CEO will be referred back to Council in the first instance.

Establishing an internal Audit Function and an Audit Committee

Why do we need internal audit?

- The Queensland Audit Office (QAO) have raised the issue of establishing an internal audit function with Council in previous QAO reports. They will continue to raise it until we address it.
- It is actually a requirement of the Local Government Act (section 105) that every Council in Queensland have an internal audit function.
- An internal audit function is different from requiring designated staff to undertake this work. It simply means that we need to undertake audits of our activities during the year.

- We don't have any spare resources/budget to undertake that activity which presents a challenge.
- The QAO have also recommended that we consider establishing an audit committee.
- An audit committee is a mandatory requirement for most councils in Queensland but not for smaller councils like us. It is optional for smaller councils and many Councils have done so.
- There are benefits in setting up an audit committee but we haven't allocated resources/budget for this either.

Benefits of having an internal audit function and an audit committee

- regular audits can assist in reducing risk for the Council (e.g. fraud, cyber security etc)
- audits provide an opportunity to improve how we do things
- a good audit committee can assist in developing a risk management framework that will help Council in its decision-making
- a good audit committee will find ways to improve management practices and increase efficiencies
- audits can improve good governance and demonstrate that the Council is moving towards best practice in its operations.

How an internal audit function would work

- given that we don't have budget or resources to undertake this function, our Council advisor Brett de Chastel has offered to assist Council on a pro bono basis in addressing these challenges.
- If Council agrees to set up an internal audit function, Brett will approach other councils to assist on the basis that there is no cost to our Council

- this would mean that another Council would donate their staff time to meet our Council's internal audit obligations. In practice, they may review our payroll systems, accounts payable systems, cyber security risks etc over a period of time and make recommendations about how we can do functions better and reduce risk.
- No approaches yet been made pending Cherbourg Aboriginal Shire Council agreeing to go down this path.

Establishing an audit committee

- Most Councils in Queensland have an Audit Committee
- A Council audit committee normally consists of 2 external members and 2 Councillors (normally the Mayor and Deputy Mayor).
- This committee provides access to external experts who attend audit committee meetings and provide advice to Council on improving its governance.
- Councils with audit committees normally have 3 to 4 audit committee meetings per year.
- While external members of the audit committee normally receive meeting fees at other councils, Brett de Chastel proposes to use his network to attract 2 additional volunteers with experience in audit matters to support our Council.
- Successful Councils use audit committees to improve their governance over time and to gain access to additional expertise as required.
- Again, no approaches have yet been made for members of an audit committee pending our Council agreeing to go down this path.

What next?

- If Council agrees to establish an internal audit function, approaches will be made to get volunteer support from other Councils for our Council to undertake these activities. It should hopefully come at no direct cost to our Council.
- We would also finalise an audit charter that would guide the proposed audit committee (I suggest it be called the Audit, Risk and Improvement Committee). Brett would also seek two experienced local government volunteers to assist Council with that committee.
- We would aim to have this in place before the end of the financial year but this matter will come back to Council for final decision .
- Brett de Chastel will provide general support and assistance for the audit committee processes.
- This will satisfy the QAO requirements and also lead to better governance for our Council.
- The recommendation below is that we start a process to establish an internal audit function and to establish an Audit Committee but that the matter come back to Council for endorsement before proceeding to full implementation.

Recommendation regarding establishing an internal audit function and Audit Committee

That Cherbourg Aboriginal Shire Council resolves that it:-

- A. Notes that the Queensland Audit Office has requested that it establish an internal audit function and audit committee;
- B. Agrees in principle to establishing the internal audit function and audit committee and request the CEO to work with Council's advisor Brett de Chastel to identify opportunities for the

establishment of the internal audit function and audit committee at no cost to Council;

C. Note that a further report will be provided to Council once suitable arrangements are ready to be put in place and that the CEO will report back to Council for final endorsement before proceeding.

➤ **Council Meeting – Managers Report:**

As per council decision, I enjoy presenting all the managers reports to council. It is highly recommended that report should be present to the council by person who writes the report.

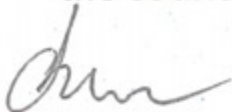
If council agree, We can bring the manager back to council meeting from month of April 2022 to present their departmental reports to council.

Recommendation regarding Council Reports :

That Council resolves that it:-

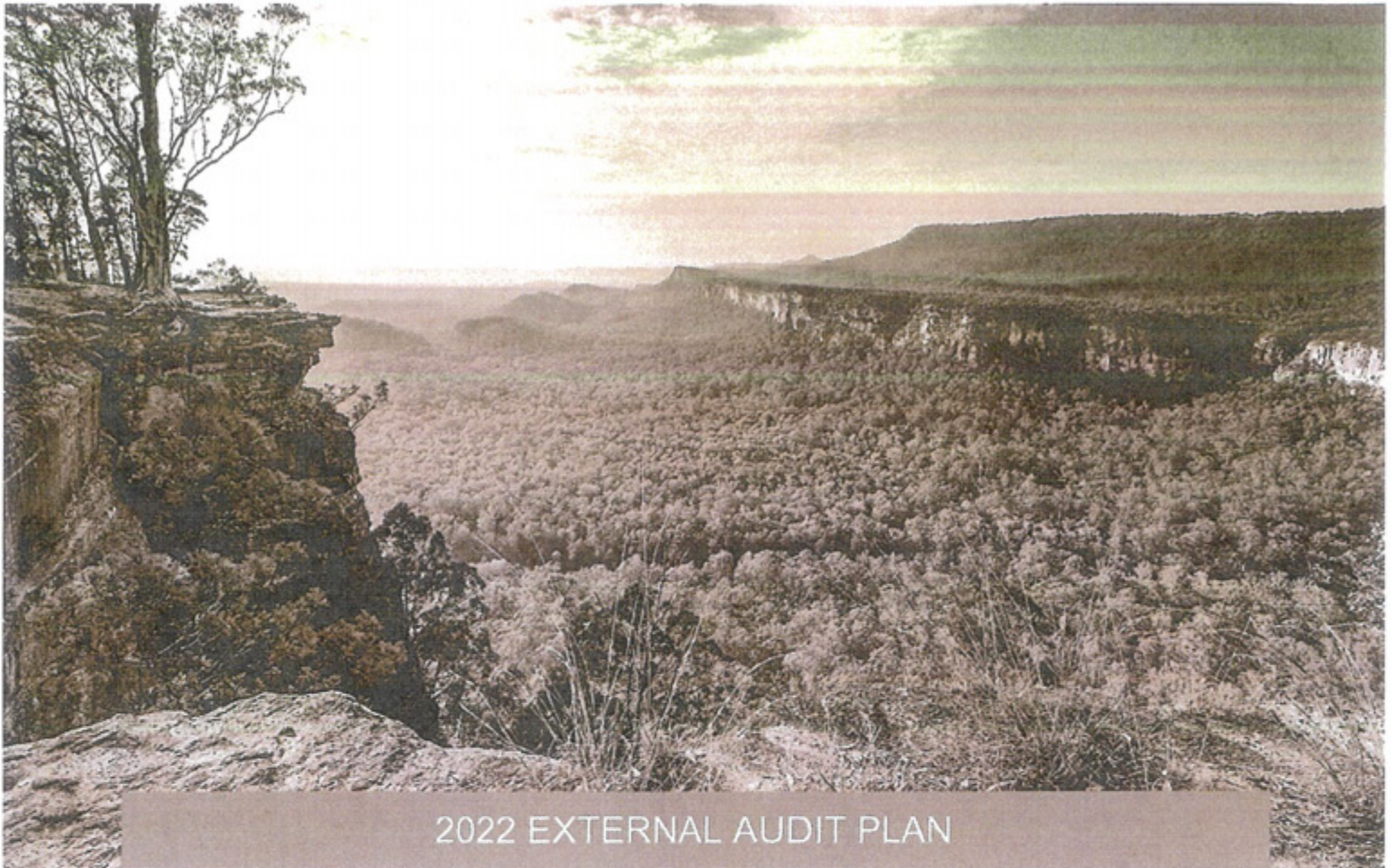
A. Department Managers comes to council meeting to present their report.

B. They get strict 20 minutes, first 10 minutes they summarise the quick overview of their report and next 10 minutes is question from the councillors.



Chatur Zala

Chief Executive Officer



2022 EXTERNAL AUDIT PLAN

Cherbourg Aboriginal Shire Council

30 June 2022

SENSITIVE

4 March 2022

Mr Chatur Zala
Chief Executive Officer
Cherbourg Aboriginal Shire Council
22 Barambah Avenue
Cherbourg QLD 4605

Dear Mr Zala

2022 External audit plan

We are pleased to present to you our external audit plan for Cherbourg Aboriginal Shire Council for the financial year ending 30 June 2022. It includes an analysis of key audit risks, our planned audit response, a timetable for financial reporting and audit deliverables, and other matters.

The purpose of the audit is to express opinions on the 2022 financial statements. Our audit of the financial report does not relieve management from its responsibilities to:

- prepare financial statements in accordance with the applicable reporting framework
- develop internal controls to prepare financial statements free from material misstatement
- comply with prescribed legislative requirements
- provide our auditors full and free access to all documents and property of your entity.

Our audit does not guarantee that every amount and disclosure in the financial statements is free from error. Our aim is to identify material errors and omissions, which might adversely affect the needs of users of your financial statements. Our audit may also consider your accountability for the use of public moneys, which includes our assessment of:

- compliance with relevant acts, regulations, government policies and prescribed requirements
- acts or omissions that result in a waste of public resources
- the probity and propriety of matters associated with the management of Cherbourg Aboriginal Shire Council.

We formulated this audit plan based on our understanding of Cherbourg Aboriginal Shire Council's business and the sector in which it operates. Our plan focuses on the material components of your financial report. It targets those areas that have, in our view, the highest risks of material misstatement due to fraud or error. We reassess our audit program throughout the year to address any emerging risks and to ensure our audit effort remains focused.

If you have any questions or would like to discuss the audit plan, please do not hesitate to contact me on 3233 3108. We look forward to working with you.

Yours sincerely



Jillian Richards
Partner
KPMG

Enc.

cc: Mayor, Elvie Sandow, Cherbourg Aboriginal Shire Council

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1. Summary

Financial reporting risks and areas of audit focus

This audit plan documents our preliminary assessment of Cherbourg Aboriginal Shire Council's business and financial reporting risks and our audit responses to these risks. A summary of our audit focus areas and preliminary risk assessments are summarised below:

	Audit risk assessment	Risk change from prior year	
Valuation of property, plant and equipment	HIGH	Stable	Page 3
Revenue recognition	HIGH	Stable	Page 3
Completeness, existence, and accuracy of employee expenses	MODERATE	Stable	Page 4
Completeness, existence, and accuracy of purchases of goods and services	MODERATE	Stable	Page 4

Key audit and reporting milestones

9 May 2022	Asset valuation due
16 May 2022	Pro forma financial statements due
16 May 2022	Position papers due
12 September 2022	Draft financial statements due
6 October 2022	Financial statements signed by management
10 October 2022	Audit report issued

Internal controls and financial reporting issues

1 significant deficiency
4 deficiencies

\$128 thousand
overall materiality

\$65 thousand
audit fees

Audit team



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2. Your business environment

In developing this audit plan, we met with management, reviewed internal reports, considered previously identified issues, and analysed financial and other relevant information. Below, we have highlighted the key observations informing our audit responses to significant risk.

Key observations

Council Objectives	<ul style="list-style-type: none"> To deliver responsible governance, efficient service and administration support for Council's operations To maintain and upgrade essential infrastructure and housing to service the needs of the community now and in the future To develop and maintain a healthy living environment for the community To explore economic development opportunities for Council and the community To ensure residents are provided with facilities and activities that assist in providing quality of life.
Key Developments	<ul style="list-style-type: none"> Increasing public scrutiny over Councillors, Councils and controlled entities Managing revenue sources and government grants to meet growing demand for services and facilities Funding replacement and renewal of infrastructure and other assets such as as Cherbourg-Murgon footpath and water reservoir tanks.
Revenue/expense drivers	<ul style="list-style-type: none"> Grant income represents 53% of total revenue and finances infrastructure and the acquisition of plant and equipment.
Balance sheet drivers	<ul style="list-style-type: none"> Property, plant and equipment (\$140m) is the most significant balance sheet account Of this housing comprises 48% and infrastructure 23%.

Extract from QAO Queensland Dashboard ¹

About Cherbourg Aboriginal Shire Council



This demographic data was sourced from the [2017 Census of Population and Housing: Cherbourg Aboriginal Shire Council, Queensland](#) and the [2017 Census of Population and Housing: Cherbourg Aboriginal Shire Council, Queensland](#). The data is presented in the dashboard as a percentage of the total population of the Cherbourg Aboriginal Shire Council. The data is presented in the dashboard as a percentage of the total population of the Cherbourg Aboriginal Shire Council.

¹ QAO Queensland dashboard | Queensland Audit Office

3. Areas of audit focus

We have identified items that present the greatest risk of material error to the financial statements.

Risk is assessed in terms of the level of inherent risk (likelihood of occurring) and the financial impact (magnitude).

This chart displays our risk assessments for the identified areas of audit focus.

The table that follows outlines a description of the risks and the planned audit responses.



Risk	Description of risk	Audit response
1	Valuation of property, plant and equipment <ul style="list-style-type: none"> Property, plant and equipment is the most material balance in the financial statements at \$140m. Valuation involves significant estimates and judgements Infrastructure assets generally have long lives which require significant estimation. 	We will perform the following: <ul style="list-style-type: none"> Assess valuation methodologies and reasonableness of key assumptions such as unit rates, condition and useful life assessments Assess the competence, capability and objectivity of specialists engaged in the valuation process Check on a sample basis the accuracy of input data used by management to estimate the fair value Assess management's key assumptions and judgements based on our knowledge of the infrastructure construction industry Check the mathematical accuracy of the valuation models Consider the potential impact of reasonably possible downside changes in these key assumptions Assess the appropriateness of indices used for property, plant and equipment asset classes Assess the appropriateness of useful life assumptions used in the calculation of depreciation Ensure disclosures comply with Australian Accounting Standards.
2	Revenue Recognition <ul style="list-style-type: none"> Revenue recognition depends on the specific terms and conditions applicable to the grants Grants are a material revenue for Council Risk of fraud in revenue recognition 	We will perform the following: <ul style="list-style-type: none"> For grants revenue agree the transactions to supporting schedules, invoices and letters and assess revenue recognition Perform substantive test of details over rent revenue, fees and charges and sales revenue Perform cut-off testing of accrued revenue Evaluate ongoing compliance with prescribed requirements including AASB 15 <i>Revenue from Contracts with Customers</i> and AASB 1058 <i>Income of Not-for-Profit Entities</i>

Risk	Description of risk	Audit response
3	Completeness, existence, and accuracy of employee expenses <ul style="list-style-type: none"> Employee benefits represent approximately 33% of total expenses 	We will perform the following: <ul style="list-style-type: none"> Test the design and implementation of relevant internal controls Test accuracy of employee master file data and salary and wage calculation Perform predictive substantive analytical procedures over employee related expenses
4	Completeness, existence, and accuracy of purchases of goods and services <ul style="list-style-type: none"> Undertakes large projects where legislative requirements guide tendering and probity processes Increase in vendor fraud attacks across Queensland 	We will perform the following: <ul style="list-style-type: none"> Test the design and implementation of relevant internal controls Cut-off testing and unrecorded liability testing to ensure completeness of the expenditure Select a sample of expenses and trace through to invoice and payment

Management override of controls

Management override of controls is a presumed significant risk under auditing standards and is a pervasive risk to the financial statements.

Our strategy will be a combination of controls and substantive-based testing and includes:

- evaluating and testing key controls over manual journals and the extent of segregation of duties
- reviewing material accounting estimates and one-off items for management bias
- assessing transactions with related parties to ensure all occur at arm's length
- reviewing budget monitoring, including budget contingency and reporting process to manage project costs
- applying a data-driven approach to journal entry testing.

We will also build an element of unpredictability into our procedures, meaning management will not be aware of all procedures prior to their execution.

Materiality

We use materiality to determine the nature, timing, and extent of audit procedures for our audit and to evaluate misstatements.

We design our procedures to detect misstatements using the performance materiality level and report items above the clearly trivial threshold to those charged with governance.

Some items may be reported based on their nature (qualitative reasons). We assess these thresholds throughout the audit—they may change if the underlying benchmark or our risk assessments change significantly. Our planning materiality thresholds are disclosed below.

Overall materiality for 2022	\$128k	2021: \$135k
Performance materiality for 2022	\$96k	2021: \$101k
Clearly trivial threshold for 2022	\$6.4k	2021: \$7k

Specific—property, plant and equipment
for 2022

\$7m

2021: \$6.9m

Benchmarks

We have assessed materiality, considering a range of benchmarks. Based on our preliminary assessment of the risks, consistent with the prior period, we have used 1% of total expenses as our benchmark for overall materiality and 5% of property, plant and equipment for specific purpose materiality (limited to valuation impacts on Asset Revaluation Surplus).

Financial sustainability

For the current year financial sustainability statement, we will assess materiality on a mix of qualitative and quantitative factors, including the percentage deviation from the target range.

4. Other audit considerations

Other certificates/opinions

Each year, we are required under Part 8 of the *National Land Transport Act 2014* and subsection 6.2(b) of the *Roads to Recovery Funding Conditions 2019* to provide audit opinions on the Roads to Recovery grant Acquittal.

It is also anticipated that we will be required to provide audit opinions in relation to funding received under the Local Roads and Community Infrastructure program. This will incur additional audit fees, which will be advised once further information is available on the extent of audit procedures required to be performed.

Financial sustainability reports

We audit the sustainability ratios included in your current year financial sustainability statement to determine whether they are accurately calculated based on the council's general purpose financial report and the requirements set out in the *Financial Management (Sustainability) Guideline 2013*.

Our responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios nor on the council's future sustainability.

Over the last few years, QAO has made several recommendations to the Department of State Development, Infrastructure, Local Government and Planning through our various reports to parliament, about reviewing the financial sustainability ratios and target ranges. The department is developing a new sustainability framework and commenced consultations with councils in late 2021 with a view to implementation in July 2022.

5. Prior year issues

This section provides an update on the significant control/control deficiencies and financial reporting issues we identified in prior years.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



Internal control issues			Financial reporting issues		
Significant deficiency	Deficiency	Other matter	High	Medium	Low

Internal control issues

Ref.	Rating	Issue	Status and comment
21CR-1		Controls for the Tracking of Grant Revenue Obligations Council does not have sufficiently reliable resources in place to prevent or detect material misstatements that arise from the recording and recognition of grant revenue.	Status: Work in progress Action date: 31 March 2022
17FR-4		Council does not have an internal audit function including a documented and approved internal audit plan Lack of such plan increases the risk that internal audit activities are not directed towards high risk areas, and therefore that such risks are not effectively monitored and mitigated.	Status: Work in progress Action date: 31/12/2021
18FR-4		Lack of formal oversight function Whilst Council is not required to maintain a formal audit committee under the legislation it is necessary for this function to be undertaken and formally evidenced.	Status: Work in progress Action date: 31/12/2021
17FR-2		Council's asset management plans are still in draft and have not been formally adopted or approved by the Council Council's ability to make informed decisions is severely diminished when relevant and reliable asset performance information is not available.	Status: Work in progress Action date: 31/12/2021

6. Assessing internal controls

We are developing assessment tools that will help us better communicate with our clients about the strength of their internal controls, and the areas they can improve. These tools focus on common controls across government entities. Further information on our new internal control assessment tools is included in our fact sheet, which is available on our website: www.qao.qld.gov.au/reports-resources/fact-sheets.

We are planning for a phased roll out of our assessment tools across different sectors of government.

For your entity, we intend to roll out our assessment tools in a future year. We will continue with our traffic light processes for 2021–22.

7. Assessing financial reporting maturity

In 2019, QAO developed a financial statement preparation maturity model. The model outlines the key components that result in high-quality and timely financial reports, providing a maturity assessment for each of the four components. The aim of the model was to highlight strengths and bring focus to areas of development so entities could reach their desired maturity.

In 2020–21, management self-assessed its processes as sitting between Established and Integrated across the four components of the model, as summarised below.

We encourage management to revisit its self-assessment for 2021–22, reflecting on its recent financial reporting experiences, and any changes in desired and actual level of maturity.

Strengths	Improvement opportunities
<ul style="list-style-type: none"> Good consultation with external audit on financial reporting matters and review processes. There is on-going discussions with external audit on financial reporting improvement, financial reporting issues, new accounting standards and papers. 	<ul style="list-style-type: none"> Skilled financial statement preparation processes and use of appropriate technology through integration and data quality.
<ul style="list-style-type: none"> Early close procedures are performed for most balances; they are well documented and updated as required. 	<ul style="list-style-type: none"> Establishing an Audit committee to discuss financial reporting matters.
<ul style="list-style-type: none"> Valuations completed prior to year-end. 	<ul style="list-style-type: none">

We will continue to have reference to the model, and as exceptions or improvements are noted in your financial statement preparation processes we will consider the impact on the maturity assessment. We will report to you our updated assessment at the conclusion of the audit.

8. Key financial audit milestones

We have discussed with management to establish the following key audit reporting deadlines. Strong collaboration will ensure that these deliverables are mutually achievable.

Planning	Agreed date
Planning visit	14 March 2022
External audit plan	4 March 2022
Interim	
Asset valuations completed	9 May 2022
Position papers on known accounting issues due	16 May 2022
Pro forma financial statements due	16 May 2022
Interim visit	16 May 2022
Feedback on position papers	30 May 2022
Feedback on proforma financial statements	30 May 2022
Asset valuations reviewed by audit	6 June 2022
Interim management report	20 June 2022
Final	
Year-end visit	12 September 2022
Complete draft financial statements to audit	12 September 2022
QAO closing report issued to council	30 September 2022
Financial statements signed by management	6 October 2022
QAO signs financial statements	10 October 2022
Audit review of annual report	24 October 2022
Final management report	10 October 2022
Report to Parliament on Local Government audits	February 2023

Note: Audit visit | CASC deadline | QAO deadline

We recommend that you monitor these agreed timeframes and report to us any slippages as soon as possible. Please sign and return this page to by Jillian Richards by 11 March 2022.

Name

Signed

Date

Chatur Zala – Chief Executive
Officer

9. Audit fees

Our proposed audit fee (exclusive of GST) is **\$65,000** (2021: \$63,100). This includes \$6,000 travel related expenses and is based on our planned audit program. We will bill our fee progressively as we complete each stage of our work.

Each year QAO undertakes an exercise to benchmark the fees for our clients to ensure that our fees reflect the audit effort and the service we provide our clients. This does not include cost of travel as this varies for each council depending on their location.

We have compared the audit fees for Cherbourg Aboriginal Shire Council to councils that are similar size and nature. For this purpose, we have taken into account various factors such as population and full-time equivalent employees (FTE):

- There are 12 councils that have similar population levels as that of Cherbourg Aboriginal Shire Council. The average audit fees for these 12 councils is \$63,000.
- There are 10 councils that have similar FTEs as that of Cherbourg Aboriginal Shire Council. The average audit fees for these 10 councils is \$58,000.

There is more to audit fees than population and FTEs. Our aim is to ensure we charge a fair fee that can be adequately explained by the risk profile of the council, the council's attitude to governance and accountability, the volume of significant issues raised and the quality of the financial statement and supporting work papers.

Our fee estimate can be affected by:

- the effectiveness of your internal control environment
- the quality of draft financial statements and supporting workpapers
- significant accounting issues not raised with the audit team during planning
- whether the milestones are achieved within the agreed time frames
- the availability of your management and staff, and the timeliness of their responses to audit issues.

We will discuss any anticipated variations to our fee with you during the audit.



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Activities

- Ongoing SMS management
- Updated records including vehicle checks, toolbox talks, training matrix and CAR
- Completed January monthly report for MRF and WHS
- Monthly emergency equipment checks completed
- Hazard inspections completed
- Continued work on outstanding actions from Co-Ex Audit
- Developed and distributed Toolbox Topic for February – Management of Young Workers and for March – Mobile Plant and Vehicle Operation
- Completed investigation of skip incident at KCRP
- Completed LGM Self-Assessment Questionnaire

Recommendations/Resolution Required

- Asbestos register – apparently Sean is now looking after this
- Action items require closing in CAR
- Control of bus hires to be reviewed. Decision now with Council

Incidents/ Alerts

- 0 Incidents reported:
- 0 hazards reported
- 0 Safety Alert communicated

Training

- Ran Safety Awareness (Induction) Course 23rd Feb. 7 attendees including 4 High School Based Trainees (AI Project)
- Full First Aid Course More + CPR Refresher booked in for March and request emailed to leaders for nominations
- Training to be scheduled:
 - Training required for elected Health and Safety Reps – new and refresher
 - Fire Warden training to be planned
 - General evacuation training to be planned (new Provider found and discussions underway for delivery of training)
 - Traffic management training to be planned for Works guys
 - WHS Obligations and Incident Procedure (as per SSCM).

Next Month

- Risk Assess clothing PPE

2022 Draft Budget Summary Report

3/11/2022

Operating

Income

Grants & Subsidies	(3,807,638)	(4,251,803)	(444,164)
Fees & Charges	(767,335)	(748,371)	18,964
Interest Revenue	(59,100)	(30,050)	29,050
Other Income	(115,200)	(317,000)	(201,800)
Rent	(1,232,915)	(1,122,280)	110,635
Sales & Recoverable Works	(3,552,838)	(4,949,458)	(1,396,620)
Income Total	(9,535,027)	(11,418,962)	(1,883,935)

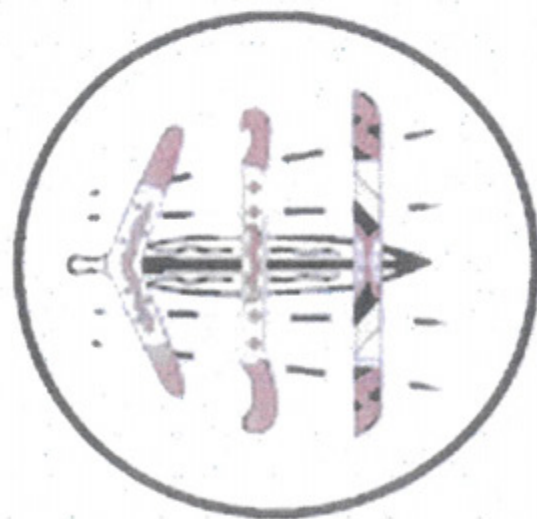
Expense

Employee Costs	5,505,866	5,787,663	281,796
Materials & Services	4,227,608	4,679,308	451,700
Depreciation	2,511,354	3,041,157	529,803
Finance Costs	79,047	79,047	0
Expense Total	12,323,875	13,587,175	1,263,299
Operating Total	2,788,848	2,168,213	(620,636)

Grants & Subsidies	
CDSP community Services 2021-22 new grant	\$ 104,000
Digital Connectivity Pilot Program new grant	\$ 35,000
first start Program 2021-22	\$ 15,000
Fags funding increased	\$ 49,000
illegal dumping round 2A	\$ 36,000
SGFA fund more than budgeted amount	\$ 45,000
IYCC remaining grant received	\$ 21,000
NIAA artificial Intelligence	\$ 49,000
other grants- Local Thriving / QRA generator project outstanding claim e.tc.	\$90,000
Fees & Charges	
Adjusted with YTD data	
Interest	
Drop in market interest rate	
Other income	
Increased due to incentive received from Busy work	
Rental income	
Adjusted with YTD data	
Sales & Recoverable Works	
Major upgrade income re-classified as sales & recoverable work and new budget forecasted	\$ 1,200,000
Plant hire income adjusted as per YTD data	\$ 76,000
Glazing work for new housing not included in previous budget	\$ 111,000
Employee Costs	
Sports & Rec- sport complex budget adjusted as per YTD. Overspent	\$48,000
Radio station budget adjusted as per YTD actual. Overspent	\$36,000
New budget for illegal dumping compliance officer wages	\$ 32,000
IYCC artificial intelligence 21-23 budget forecasted for trainee	\$ 43,000
FBT	\$50,000
WPG wages/Kingaroy CRP wages/CDSP 2021-22	\$47,000
Materials & Services	
CDSP2021-22 community services new budget	\$ 93,000
Digital connectivity Pilot Program	\$ 35,000
CDSP financial Hardship 2020-21 previously not budget	\$ 81,000

Artificial intelligence	\$ 124,000
Community safety plan expenses not included in previous budget	\$50,000
Illegal Dumping /local Thriving communities/ATSI Service Reform not budgeted previously	\$42,000
Depreciation	
Adjusted as per YTD Actual	

2022 REVISED BUDGET & LONG-TERM FINANCIAL PLAN



**CHERBOURG
ABORIGINAL
SHIRE COUNCIL**

CONTENTS

UPDATED LONG TERM FINANCIAL FORECAST

Statement of Income & Expenditure

Statement of Financial Position

Statement of Cash Flows

Statement of Changes in Equity

Relevant Measures of Sustainability

Cherbourg Aboriginal Shire Council
2021/2022 Budget and Long Term Financial Forecast 2022 to 2031 - Budget Review #1
Statement of Income and Expenditure

Revenue	2022 \$	2023 \$	2024 \$	2025 \$	2026 \$	2027 \$	2028 \$	2029 \$	2030 \$	2031 \$
Recurrent revenue:										
Fees and charges	0.75M	0.76M	0.78M	0.79M	0.81M	0.83M	0.85M	0.87M	0.89M	0.92M
Sales, contract and recoverable works	4.95M	5.04M	5.14M	5.25M	5.37M	5.49M	5.62M	5.76M	5.91M	6.06M
Operational Grants & subsidies	4.25M	4.33M	4.42M	4.51M	4.61M	4.72M	4.83M	4.95M	5.08M	5.20M
Interest received	0.03M	0.09M	0.12M	0.15M	0.18M	0.19M	0.20M	0.20M	0.21M	0.22M
Other recurrent income	1.44M	1.46M	1.47M	1.49M	1.51M	1.53M	1.55M	1.57M	1.59M	1.62M
Total recurrent revenue	11.42M	11.69M	11.94M	12.20M	12.49M	12.76M	13.05M	13.36M	13.68M	14.01M
Capital revenue:										
Capital Grants	7.62M	3.90M	3.90M	3.90M	3.90M	3.90M	3.90M	3.90M	3.90M	3.90M
Capital Contributions	2.33M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M
Total capital revenue	9.95M	3.90M	3.90M	3.90M	3.90M	3.90M	3.90M	3.90M	3.90M	3.90M
Total income	21.37M	15.59M	15.84M	16.10M	16.39M	16.66M	16.95M	17.26M	17.58M	17.91M
Expenses										
Recurrent expenses:										
Employee costs	5.79M	5.90M	6.02M	6.14M	6.26M	6.39M	6.52M	6.65M	6.78M	6.92M
Materials and services	4.68M	4.76M	4.85M	4.94M	5.05M	5.15M	5.27M	5.39M	5.52M	5.65M
Depreciation and amortisation	3.04M	3.27M	3.35M	3.43M	3.51M	3.59M	3.66M	3.74M	3.82M	3.90M
Finance costs	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M
Total recurrent expenses	13.59M	14.01M	14.30M	14.59M	14.90M	15.21M	15.53M	15.87M	16.20M	16.55M
Result from ordinary activities	7.78M	1.57M	1.54M	1.51M	1.49M	1.45M	1.42M	1.40M	1.38M	1.36M
Operating Result										
Adj for Capital Income	(2.17M)	(2.33M)	(2.36M)	(2.39M)	(2.41M)	(2.45M)	(2.48M)	(2.50M)	(2.52M)	(2.54M)

Cherbourg Aboriginal Shire Council

2021/2022 Budget and Long Term Financial Forecast 2022 to 2031 - Budget Review #1

Statement of Financial Position

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Current assets										
Cash assets and cash equivalents	5.74M	5.70M	5.71M	5.77M	5.89M	6.05M	6.25M	6.51M	6.83M	7.21M
Other inventory	0.23M	0.23M	0.23M	0.23M	0.23M	0.23M	0.23M	0.23M	0.23M	0.23M
Receivables	0.94M	0.95M	0.97M	0.99M	1.01M	1.03M	1.05M	1.08M	1.11M	1.13M
Other assets	1.90M									
Total current assets	8.81M	6.89M	6.91M	6.99M	7.13M	7.31M	7.54M	7.82M	8.17M	8.57M
Non-current assets										
Property, plant and equipment	147.62M	149.27M	150.84M	152.33M	153.75M	155.08M	156.34M	157.51M	158.61M	159.63M
Total non-current assets	147.62M	149.27M	150.84M	152.33M	153.75M	155.08M	156.34M	157.51M	158.61M	159.63M
Total assets	156.43M	156.16M	157.75M	159.33M	160.88M	162.39M	163.87M	165.34M	166.78M	168.20M
Current liabilities										
Trade and other payables	0.61M	0.62M	0.63M	0.64M	0.66M	0.67M	0.68M	0.70M	0.71M	0.73M
Other	2.53M	2.53M	2.53M	2.53M	2.53M	2.53M	2.53M	2.53M	2.53M	2.53M
Total current liabilities	3.14M	3.15M	3.16M	3.17M	3.18M	3.20M	3.21M	3.23M	3.24M	3.26M
Non-current liabilities										
Other liabilities	0.54M	0.52M	0.49M	0.47M	0.45M	0.43M	0.41M	0.38M	0.36M	0.34M
Employee payables/provisions	0.42M	0.42M	0.42M	0.42M	0.42M	0.42M	0.42M	0.42M	0.42M	0.42M
Other provisions	2.55M	2.62M	2.69M	2.76M	2.83M	2.90M	2.97M	3.04M	3.11M	3.18M
Total non-current liabilities	3.50M	3.55M	3.60M	3.65M	3.70M	3.74M	3.79M	3.84M	3.89M	3.94M
Total liabilities	6.64M	6.70M	6.76M	6.82M	6.88M	6.94M	7.00M	7.07M	7.13M	7.19M
Net community assets	149.79M	149.46M	151.00M	152.51M	154.00M	155.45M	156.87M	158.27M	159.65M	161.01M
Community equity										
Asset revaluation reserve	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M
Retained surplus (deficiency)	107.81M	109.38M	110.92M	112.43M	113.92M	115.38M	116.80M	118.19M	119.57M	120.93M
Total community equity	149.79M	151.36M	152.89M	154.40M	155.90M	157.35M	158.77M	160.17M	161.54M	162.91M

Cherbourg Aboriginal Shire Council

2021/2022 Budget and Long Term Financial Forecast 2022 to 2031 - Budget Review #1

Statement of Cash Flows

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Cash flows from operating activities:										
Receipts from customers	11.45M	11.58M	11.80M	12.03M	12.28M	12.55M	12.83M	13.13M	13.44M	13.76M
Payment to suppliers and employees	(10.92M)	(10.66M)	(10.87M)	(11.08M)	(11.31M)	(11.54M)	(11.79M)	(12.03M)	(12.30M)	(12.56M)
Interest received	0.03M	0.09M	0.12M	0.15M	0.18M	0.19M	0.20M	0.20M	0.21M	0.22M
Net cash inflow (outflow) from operating activities	0.54M	0.98M	1.03M	1.08M	1.14M	1.18M	1.22M	1.28M	1.34M	1.40M
Cash flows from investing activities:										
Payments for property, plant and equipment	(8.47M)	(4.92M)	(4.92M)	(4.92M)	(4.92M)	(4.92M)	(4.92M)	(4.92M)	(4.92M)	(4.92M)
Subsidies, donations and contributions for new capital expenditure	5.88M	3.90M	3.90M	3.90M	3.90M	3.90M	3.90M	3.90M	3.90M	3.90M
Proceeds from sale of property, plant and equipment	0.03M	-	-	-	-	-	-	-	-	-
Net cash inflow (outflow) from investing activities	(2.56M)	(1.02M)	(1.02M)	(1.02M)	(1.02M)	(1.02M)	(1.02M)	(1.02M)	(1.02M)	(1.02M)
Cash flows from financing activities										
Proceeds from borrowings	-	-	-	-	-	-	-	-	-	-
Repayment of borrowings	-	-	-	-	-	-	-	-	-	-
Net cash inflow (outflow) from financing activities	-	-	-	-	-	-	-	-	-	-
Net increase (decrease) in cash held	(2.02M)	(0.04M)	0.01M	0.06M	0.12M	0.16M	0.20M	0.26M	0.32M	0.38M
Cash at beginning of reporting period	7.76M	5.74M	5.70M	5.71M	5.77M	5.89M	6.05M	6.25M	6.51M	6.83M
Cash Balance	5.74M	5.70M	5.71M	5.77M	5.89M	6.05M	6.25M	6.51M	6.83M	7.21M

Cherbourg Aboriginal Shire Council										
2021/2022 Budget and Long Term Financial Forecast 2022 to 2031 - Budget Review #1										
Statement of Changes in Equity										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Asset revaluation surplus										
Opening balance	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M
Increase in asset revaluation surplus	-	-	-	-	-	-	-	-	-	-
Closing balance	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M	41.97M
Retained surplus										
Opening balance	100.62M	107.81M	109.38M	110.92M	112.43M	113.92M	115.38M	116.80M	118.19M	119.57M
Net result	7.20M	1.57M	1.54M	1.51M	1.49M	1.45M	1.42M	1.40M	1.38M	1.36M
Closing balance	115.01M	110.96M	112.46M	113.94M	115.41M	116.83M	118.22M	119.59M	120.95M	122.30M
Total										
Opening balance	142.59M	149.79M	151.36M	152.89M	154.40M	155.90M	157.35M	158.77M	160.17M	161.54M
Net result	7.20M	1.57M	1.54M	1.51M	1.49M	1.45M	1.42M	1.40M	1.38M	1.36M
Increase in asset revaluation surplus	-	-	-	-	-	-	-	-	-	-
Closing balance	149.79M	151.36M	152.89M	154.40M	155.90M	157.35M	158.77M	160.17M	161.54M	162.91M

Cherbourg Aboriginal Shire Council 2021/2022 Budget and Long Term Financial Forecast 2022 to 2031 - Budget Review #1 Relevant Measures of Financial Sustainability												
	Target	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Average
	Between 0% and 10%	(19.0)%	(19.9)%	(19.8)%	(19.6)%	(19.3)%	(19.2)%	(19.0)%	(18.7)%	(18.4)%	(18.1)%	(19.1)%
Operating Surplus Ratio (Net Operating Surplus / Total Operating Revenue) (%)												
	<= 60%	(19.0)%	(17.9)%	(17.2)%	(17.0)%	(17.2)%	(17.8)%	(18.6)%	(19.9)%	(21.4)%	(23.4)%	(18.9)%
Net Financial Asset / Liability Ratio (Total Liabilities - Current Assets) / Total Operating Revenue												
	>90%	238.9%	74.0%	72.2%	70.6%	69.0%	67.5%	66.0%	64.6%	63.3%	62.0%	84.8%
Asset Sustainability Ratio (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)												

Corporate Services Report

Corporate Services Manager
February/March 2022



Finance

Accountant has submitted his report to Council.

He has added housing debt indicator to inform Council monthly. Accountant and Finance Officer were included in a recent Housing meeting to advise that rental debt will now be covered by Finance team working alongside Housing to recover outstanding funds.

Accountant has been working with finance consultant on asset register. We are conducting asset valuation with a new contractor this year. We make a significant savings and change in general is a healthy finance reporting option as well. Our previous valuer did a great job, but we need to review savings anywhere we can make them.

Accountant, CEO and Corporate Service Manager are preparing for 2021 Audit.

HR

HR has submitted his report to Council.

Process for new building manager has progressed to interview stages.

I would like Council to consider Christmas gift card guidelines re: Council debt recovery. Please advise if Council would like to exclude \$ 500 gift cards for Council staff owing more than the gifted amount in rental arrears.

We could use those cards to support tenants that maintain rental standards for the whole year? A number of CASC employees are in rental debt to Council.

If we advise now, the gift card would be seen as reward rather than a gift

Housing

Housing manager has submitted her report to Council.

Emergency Housing is increasing due to rental difficulty in the South Burnett. A number of CASC staff living out of community will be affected. This will be difficult to manage in the sense that it could be seen as "jumping the line" if accommodation is allocated for these reasons.

The other side of the coin is they are CASC employees. We had a Housing Meeting yesterday, Tuesday, 15/3/22. It has been noted with Housing team as well.

Sam Murray | Corporate Services Manager | CASC

2.

Reception

Staff member has returned from maternity leave.

Staff member has resigned.

Staff member has been moved into full time position.

Meetings

CASC Housing meeting – every fortnight Tuesday (twice a month) 1st and 15th February 2022. 1st, 15th and 29th, March 2022.

CASC QAO External Audit Plan Meeting 8/3/22

Multiple LDMG Flood meetings

Corporate

Brett De Castle has been great as an advisor and sounding board, in general. I have attached a copy of his assistance and advice after many, many years in Local Government. He is a resource, who has offered us his own time free of charge and this has helped in difficult situations, to consider strategies and options. I have attached some of this information in this report.

This concludes my brief report to Council. I can expand on these issues should Council seek clarification, through the CEO. Thank you.

Sam Murray | Corporate Services Manager | CASC

Housing rent arrears issue

Stakeholder	Purpose	Key messages	Method of Engagement	When	Who
Mayor and Councillors	Ensure that Councillors are supportive of the proposed approach.	<ul style="list-style-type: none"> • They need to support Council's proposed action • Tell them how they can respond to inquiries from the community (give them practical solutions) 	Report to Council to get them to re-adopt the policy (and include any changes if necessary)	At the beginning of the process	Sam or Zala
Tenants with significant arrears	<p>Target the largest/worst debt first.</p> <p>Potentially create some symbolic actions (e.g. evictions) to demonstrate Council's intent.</p>	<ul style="list-style-type: none"> • Council will no longer tolerate this level of outstanding debt • You need to make arrangements to start to pay off the debt or there will be consequences (including 	<ul style="list-style-type: none"> • Direct one-on-one contact • formal letters • document arrangements to pay • follow-up letters and one-on-one contact 	<p>After Council agrees to the process.</p> <p>Focus on this cohort early.</p>	Housing team with support from Sam

		<p>potential eviction)</p> <ul style="list-style-type: none"> the choice is yours - either start to deal with the rent arrears in a genuine way or accept that you may lose your house 			
Tenants with some arrears	<p>Make sure that these tenants don't get into further difficulty and let the debt get too much.</p>	<ul style="list-style-type: none"> Don't let your Housing debt build up. Engage with Council early to develop a plan to reduce it over time. 	<ul style="list-style-type: none"> Direct one-on-one contact formal letters document arrangements to pay follow-up letters and one-on-one contact 	<p>After the tenants with significant arrears have been dealt with</p>	<p>Housing team with support from Sam</p>
Tenants up-to-date	<p>Recognise and thank those good tenants who do the right thing.</p>	<ul style="list-style-type: none"> You are doing the right thing and we want others to do the same. Thank you for being a good example to others 	<ul style="list-style-type: none"> Radio Council newsletter? 	<p>Ongoing</p>	<p>Mayor and CEO</p>

5.

Tenants – staff and Councillors	<p>Make sure that Council staff and Councillors set a good example for the community.</p> <p>Avoid criticism of Council having double standards.</p>	<ul style="list-style-type: none"> As Council staff and Councillors, we need to set the standard. We can't expect our community to comply if we aren't doing the same. 	<ul style="list-style-type: none"> One-on-one meetings with Council staff who have rent arrears 	<p>After Council adopts the policy but before we start with the tenants with significant rent arrears (get our own house in order first)</p>	Housing Team with support from Sam
General community	<p>Explain why the Council is taking action</p>	<ul style="list-style-type: none"> If people pay their rent, there will be more money to provide better services to the community There is a waiting list of people for housing who are prepared to pay rent and is not currently fair on them 	<ul style="list-style-type: none"> Community radio Council newsletter? Other local media 	<p>just before the Council starts issuing formal letters to tenants so people understand why the Council is taking this action</p>	Mayor and CEO
Any other stakeholders?					

- HR Report # 3 – March 2022



Human Resources

Executive Summary

1. Second Annual Staff Awards – POSTONED to June 2022
2. Matter with QLD Industrial Relations Commission resolved
3. Council is about to recruit for up to 20 positions
4. Interviews for new building manager occurring Wednesday 09 March 22
5. Accommodation for Council Staff - due to increase in rental costs in Murgon, Wondai, and Kingaroy – Council is respectfully advised this may impact on our ability to retain staff and fill vacancies in the future.
6. Copy of staff positions attached

Position Number	Title	Name
1001	Mayor	Elvie Sandow
1002	Deputy Mayor	Tom Langton
1003	Councillor	Bronwyn Murray
1004	Councillor	Fred Cobbo
1005	Councillor	Leighton Costello
Position Number	Title	Name
2001	Chief Executive Officer	Chatur Zala
2002	Executive Assistant	Eileen Jacobs
2003	WHS Manager (Consultant)	Greg Mashford
2004	WHS Officer	Trevor Blair
Position Number	Title	Name
3001	Community Services Manager	Edwina Stewart
3002	Community Services Officer	Wawida Collins
3003	Indigenous Knowledge Centre Manager	Martina Jacobs
3004	Radio Station Manager	Michael Monk
3005	Sport and Recreation Manager	Lavinia Dynevor
3006	Cleaner	Lesley Purcell
3007	IKC Coordinator	Sophia Jacobs
3008	Radio Station Coordinator	Arlene Langton
3009	Radio Announcer	Harold Chapman
3010	Radio Announcer	Kimberley Barrett
3011	Radio Announcer	Tara Priestley
3012	Sport and Recreation Officer	Jeffrey Dynevor
3013	Sport and Recreation Officer	Jim Hawkins
3014	Gardener	Jeffrey Hopkins
3015	Radio Station Tech assistant	Harry Whaleboat
Position Number	Title	Name
4001	Corporate Services Manager	Sam Murray
4002	Accountant	Dol Ranabhat
4003	Housing Manager	Antonia Jacobs
4004	Human Resources Advisor	Mark Celledoni
4005	Accounts Officer	Tessa Fisher
4006	Accounts Officer assistant	Kayla Hayer
4007	Cleaner	Marilyn Bond
4008	Housing Inspection Officer	Joanne Simpson
4009	Housing Officer	Chantelle Mackay
4010	Reception	Celeste Purcell
4011	Reception	Charmaine Georgetown
4012	School Based Trainee	Destiny Conlon
Position Number	Title	Name
5001	Economic Development Manager	Sean Nicholson
5002	Economic Development Officer	Kevin Curtis
5003	Farm Manager	Bowman Button
5004	Joinery Manager	Greg Tynan
5005	MRF and CRPoint Manager	Andrew Beckett
5006	CRP Manager - Kingaroy	Christine Beresford
5007	MRF and CRPoint Supervisor	Damian Selby
5008	Building Administration Officer	Fiona Gadd
5009	Carpenter	Gene Barrett

5010	Carpenter	Ian Bird
5011	Glasier	Bill Gormly
5012	Painter	Lindsay Cobbo
5013	Painter	Preston Rewald
5014	Farm Labourer	Eric Blair
5015	Farm Labourer	Jarrabah Davidson
5016	Casual Labourer	Donald Anderson
5017	CRP - Cherbourg - Worker	Cathryn Sullivan
5018	CRP - Cherbourg - Worker	Jakeem Murray
5019	CRP - Cherbourg - Worker	Bowman Murray
5020	CRP - Cherbourg - Worker	Siehana Mickelo
5021	CRP - Cherbourg - Worker	Miranda Blackman
5022	CRP - Kingaroy - Worker	Danyon Mickelo
5023	CRP - Kingaroy - Worker	George Bone
5024	CRP - Kingaroy - Worker	Les Collins
5025	CRP - Kingaroy - Worker	Rhys Cobbo
5026	MRF - Cherbourg - Worker	Cyril Georgetown
5027	MRF - Cherbourg - Worker	Gordon Davidson
5028	MRF - Cherbourg - Worker	Joseph Sullivan
5029	MRF - Cherbourg - Worker	Thomas Weazel
Position Number	Title	Name
6001	Operations Department Director	Darren Lonergan
6002	Water and Sewerage Manager	Elizabeth O'Chin
6003	Works & Environment Manager	Lindsay Bligh
6004	Workshop Manager	Matthew Bock
6005	Administration	Robert Nixon
6006	Cleaner	Lesley Purcell
6007	Animal Management Officer	Daniel Weazel
6008	Environment Health Worker	Jackson Cobbo
6009	Water and Sewerage	Justin Cobus
6010	Water and Sewerage	Clifton Bell
6011	Works Parks and Gardens - Worker	Aaron Rosewarne
6012	Works Parks and Gardens - Worker	Joseph Weazel
6013	Works Parks and Gardens - Worker	Kerrod Burke
6014	Works Parks and Gardens - Worker	Robert Chermiside
6016	Works Plant Operator	Charlie Bond
6017	Works Plant Operator	Lyndon Hopkins
6019	Mechanic - Apprentice	Craig Renouf
6020	Mechanic - Apprentice	Lowana Leedie

Housing Report March 2022



The months of February - March have been extremely busy for our Department. We've been monitoring vacant houses and carrying out admin duties including monthly statements, rent reconciliations, daily interviews and supervising the Housing Officer. Overall we are very busy and working well.

VACANT HOMES/UNITS

- 15 Marshall Street
- 09 Bulgi Street
- 39A Barber Street
- 03 Mill Avenue
- 32 Barber Street

COMPLAINTS

Nil Complaints for the month.

HOUSING ENQUIRES FOR CLIENTS:

Enquiries from: NDIS
Hub
CRAICCHS

Antonia Jacobs
Snr Housing Manager

Antonia Jacobs | Senior Housing Officer | CASC

6.

*Economic & Community
Development*

ECONOMIC & COMMUNITY DEVELOPMENT REPORT

March 2022

1. Executive Report



New sign on Town Hall 2022

Executive Summary

Lots of employment opportunities this month, some good projects going forward, the Hall sign is up and looks really good. We will be putting up some Illegal dumping and no littering signs on roads and forest tracks to help remind people to keep the town clean. The town is looking reasonably neat and Council and the residents can be proud of the way Cherbourg is looking.

Cattle & Farm

Lots of flooding damage, we are working to fix fence lines, 2 new bulls purchased to keep the herd developing. Pastures are in good condition at the moment. We are liaising with the animal management department to bring horses under control.

Recycling Facility

- The container depots have been much quieter during February. We have a new forklift arriving as the one we hire is getting old and has mechanical issues.
- Processing has been quieter with the flood events, still trading at a reasonable level.
- We are changing the business structure 1st April, so CRPs will be managed separately to the MRF/Processor.

Building Department

New manger has been identified, final negotiations in progress. Current team are doing their best and able to keep up with the work.

Upgrade program is going well, work completed is on target. – Dangerous trees have been removed, sheds on Bond Street are being put up.

New houses have been handed over and new tenants are already in them.

Vacants are being returned to tenancy as quickly as possible.

Next stage of new construction subsequent to the current program is at concept, I will progress to full design by the end of April.

Joinery

Joinery, manger will be away on long service leave from April to October -m Joinery may have to close during this period.

General Information

1. Cemetery sign is ready to install, wet weather has delayed the project.
2. Skatepark pad for the slab is under construction, project will complete end of March/early April.
3. Contact Centre will open end of March, some new jobs for community.
4. We went to Dalby to look at temporary housing, but it is not strong enough for our purposes, so we have declined them.
5. SQW trainees are working with Alan and working on various town projects agreed with works dept and ec dev.
6. New sign going up on town hall this week.

Current Grant Application & Grant Progress

1. BOR 5 - 5 stages of project currently in progress. – Extension requested until end June 2022 (3 months)

- a. Fuel Depot – 100% complete
- b. Weighbridge – 100% complete
- c. Vacuum extraction system 100% complete
- d. Cardboard baler 100% - manufacture complete – to be shipped.
- e. Infeed conveyor and guards 80% complete
- f. Viewing platform – 100% complete

Conveyor to be installed this month will open up further work opportunities and trade volumes.

LRCI

LRCI 2 – reporting up to date.

LRCI 3 – no project determined

Illegal Dumping Grant

Adverts are out to recruit a suitable candidate with the skills necessary as per grant agreement.

Cultural Pathway

Several potential construction companies are working on the tender, last piece of the puzzle is to complete the cultural heritage inspections which are scheduled this month.

Innovation Funding – AI project

The new cameras arrived this week and will be installed in the MRF – They will link to the satellite dish system which will be connected this month. School based trainees are attending the AI hub on a Tuesday, they have completed an induction and are getting familiar with the software.

We need a policy from council on air conditioners in social housing – this needs thorough discussion at all levels and with Qbuild to get the best result for tenants and Council.
We need a policy on pest control – agreed with Qbuild and discussed at all levels, currently pest control is a tenant's responsibility in the leases.

By: Sean Nicholson

*Operations Manager's
Report*

*Community Services
Report*

COMMUNITY SERVICES REPORT

February -March 2022



Community Safety Plan – Community Services team meeting

- Final report completed and attached for Council perusal.
Council endorsement required.

Cherbourg Sports Complex Report

- Gym equipment audit, equipment found not working are in the process of being replaced.
- Programs currently happening:
 - Early morning gym sessions
 - Men's yarning Group
 - Afterschool program
 - Boxing
- Host Community Services (Radio, IKC, Sports & Rec) meetings and tooltalks

Number Stats for the Month

	Week 1	Week 2	Week 3	Week 4	Total
Sessions					
Early Morning Gym/Court			1 group 16 children 2 Clontarf staff	0	18
People Using Gym During the Day		0	5	8	11
Children After School		77	104	107	117
Men's Day Group			17	17	27
Boxing Training		16	24	12	26
People using Gym after 5pm			1		1
Children Sent Home for Bullying and Disrespectful Behaviour to Others		1	1	1	3

Men's Yarning Group reports attached for Council to peruse.

Radio

- Staff member commencing Cert3 in Media and Cert2 in business
- 2 Staff members have left
- Queensland Investments Corp distributed donated laptops to Radio Staff
- Small podcasting/recording kit purchased for the AIM church to help with recording and producing content for broadcasting, this equipment has been purchased with thanks to a sponsor who wishes to remain anonymous

- Cherbourg Radio has been very active in the community support and engaging with stakeholders , Council and Service Providers
- COVID pandemic messaging in partnership with Darling Downs Health
- Covering important news and information to keep Cherbourg informed

IKC

- IKC has a surplus of funds in First5 funding – purchases for this program have commenced
- Planning for community under 8's day has commenced
- Continued First 5 playgroup on Tuesdays
- Limit of 5 adults inside the IKC at one time due to COVID, community use of IKC – checking emails, Centrelink claims, job search and afterschool students
- The outdoor under cover roof needs to be sealed. Renewal of Microsoft office licenses for IKC computers.

OTHER

- | | |
|---|------------|
| • Light Up Cherbourg Day Against Bullying | 18/03/22 |
| • RUOK? SPAN - Family Support Day | 24/03/22 |
| • School Holiday Program | 4-14/04/22 |

This ends my report for the months of February/March 2022


Edwina Stewart

Community Services Manger

Cherbourg Sports Complex Men's Group

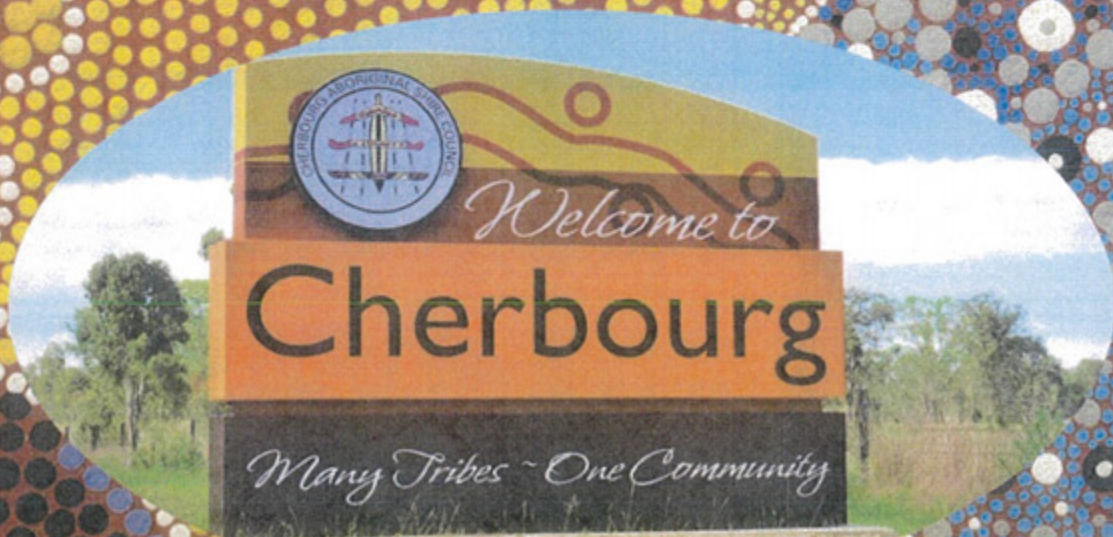
Date: 22-2-2022	Time: 11am – 1pm
Place: Cherbourg Sports Complex	Number of people Attended: 17
Lunch: sandwiches, fruit platter and juice	
Talked about	
After everyone introduced themselves we talked about	
<ul style="list-style-type: none">➤ Time and day of our meetings.<ul style="list-style-type: none">- We agreed to keep the meetings on the same time Tuesday 12pm -1pm.➤ Doing culture activities and paintings➤ An elder shared about things he did as a young man in community and wanted to encourage others to do with their children.➤ Being shame and not trusting people when men need help. And about how we can encourage and support other brothers to talk when they are feeling down.➤ We talked about personal men's business.	
Comments	
<ul style="list-style-type: none">- Uncle said he was so happy to come along to the men's group meeting today. It helped him to get out of the house and to meet the young men in community. He talked passionately about men needing to help each other in Cherbourg.- One of the nephews said he was very encouraged and enjoyed listening to stories when elders was growing up in Cherbourg and the things, they did to keep busy to keep their mind off other things. The other thing that he said didn't really notice before till is the shame factor young fullas got about talking about their problem.	

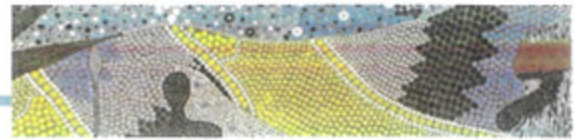
Cherbourg Sports Complex Men's Group

Date: 1 March 2022		Time: 12p – 1pm
Place: Cherbourg Sports Complex	Number of people Attended: 17	
Lunch: BBQ Lunch with Drinks and Water		
<p>Talked about</p> <ul style="list-style-type: none"> ➤ Having a game of Golf in Murgon, <ul style="list-style-type: none"> - One of the men helped by making a flyer and helped plan golf day. - We are having it 2nd April 2022 (need to change date so we can support brothers Killivan Horse Ride) ➤ Doing painting and other culture activities. <ul style="list-style-type: none"> - Traditional dancing, - Making traditional artifacts - Traditional aboriginal painting ➤ Camping up the BP Dam <ul style="list-style-type: none"> - Fishing, hunting and collect things for traditional artifacts. ➤ Horse riding <ul style="list-style-type: none"> - Trail ride in community and other places ➤ The MEN in our community talk about cleaning our own back yard up first before going to visit other communities <ul style="list-style-type: none"> - Supporting, encouraging and strengthen other men in our community - Standing up as men in our community. (MEN doing MEN'S business) - Fixing men's issues problem in community first. - Helping out community events ➤ Talked about how we can encourage other MEN to come along and join the MENS YARNING at the Cherbourg Sports Complex. ➤ Helping other MEN and young MEN and boys in our community by talking to them and encourage each other. ➤ Day / Weekend trip away <ul style="list-style-type: none"> - NRL game - - Beach - 		
<p>Feedback</p> <ul style="list-style-type: none"> ➤ All the young MEN was encouraging by listening to the old MEN talking and telling their stories. ➤ Need to keep the MENS Group yarning ongoing every Tuesday 		



COMMUNITY SAFETY PLAN





Mayor Elvie Sandow

What is a Safety Plan?

A safety plan is a document that allow us to plan to avoid or prevent dangerous situations. A safety plan identifies how to react when a dangerous situation occurs and can be used in several areas of life from family and domestic violence, waste management, clean water and environment, crime, social and emotional wellbeing, COVID-19, mental health, suicide prevention through to public safety.

On behalf of our Cherbourg Aboriginal Shire Council thank you for taking the time to read and learn about our Community Safety Plan 2021 to 2023. We look forward to reviewing and renewing this plan in 2023. As a permanent resident who has lived and worked in this community all my life knows the complexity Council deals with everyday. The policies, legislations, rules and laws that impact our lives from day to day.

We are striving together with community leaders, elders, our young people and listening to the voices of our residents and future generation to include them in having their say in the future of their community. Our Council realises that we can't achieve or implement any action in this plan without the engagement and input of local residents, through community consultations, surveys, plus coordination of people's skills, resources, and knowledge. Working in collaboration with support agencies, service providers to deliver and make changes for the better.

Cherbourg Aboriginal Shire Council prides itself as being a forward thinking council, sensitive to the needs of our growing community. With a vision to building accountability, capability, stability and positive outcomes into the future. We are striving to build enterprise and industry that create employment and self-determination for our community.

This is our first safety plan and together hope that we can achieve and establish a culturally safe and healthy community for all our residents of Cherbourg. Build on our strengths and achievements and also acknowledge the invaluable contribution of all tribes toward Cherbourg's past, present and future.

Mayor Elvie Sandow

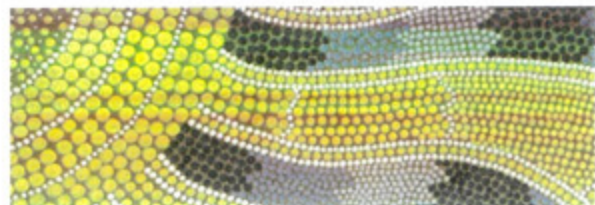
PURPOSE

The purpose of a Community Safety Plan is to bring together local authorities, Police, Fire and Emergency services, Health organisations, Disaster Management etc., Justice group, Probation/Parole services to tackle crime, restorative justice, anti-social behaviour and reducing reoffending. The Community Safety Plan is a document/report detailing how the CSP will make Cherbourg a safer place. It will be revised on an annual basis until 2023.

Safety planning is important which may also help reduce the risk of future harm and future crises. It is not just about preventing danger and/or crime prevention; it is about building strong, cohesive, resilient communities, and to reform a culture of community safety.

Community safety is about feeling safe at all times, whether at work, in the street or in your own home. It relates to quality of life and being able to pursue and obtain the fullest benefits from your domestic, social and economic lives without fear or hindrance from crime and disorder.





HISTORY OF CHERBOURG

The history of Cherbourg is one of Aboriginal people being forcibly removed and brought from all over Queensland and Northern New South Wales to a newly formed government reserve.

Under the Aborigines Protection Act of 1897 the settlement then called Barambah, was gazetted and established in 1904.

In 1932, the name Barambah was then changed to Cherbourg due to a nearby property called "Barambah Station" which caused confusion in mail delivery.

Cherbourg currently has a population of 1800 people with approximately 324 households and is located 3 hours drive north-west of Brisbane in the South Burnett region.



Picture: Aerial View of Cherbourg



COMMUNITY SAFETY AND WELLBEING IN CHERBOURG

Community Safety and Wellbeing is a key focus for Cherbourg Aboriginal Shire Council. The goal is to work toward building a safer community for our Elders, children and families. Cherbourg Aboriginal Shire Council will work collaboratively with all organisations to make Cherbourg a safer place.

Council, in partnership with relevant stakeholders, will focus on areas such as:

- Leadership
- Alcohol & the Alcohol Management Plan
- Social & Emotional Wellbeing
- Health
- Education & Employment
- Drugs
- Economic & Development
- Children & Young People
- Law & Order
- Housing & Homelessness
- Violence

*See Appendix 3

The Community Safety Plan will outline Council's direction for promoting a safer, stronger and healthier community.





CHERBOURG ABORIGINAL SHIRE COUNCIL'S VISION:

- Provide a clean, safe and healthy community. We will work to improve the health and wellbeing of our people
- Consistently empower the community to become self-reliant and independent
- Empower and encourage youth to determine their future through self-respect, education, training, cultural and traditional values
- Providing a caring, respectful and safe environment for our elders

VALUES

- Honesty and integrity
- Leadership
- Respect for people, culture and country
- Working for our future





GUIDING PRINCIPLES:

Conducive to a unified and safe Cherbourg, guiding principles act similarly to that of customary Lore. It is our vision that these values are adopted by individual community members and gradually become indoctrinated into the cultural norm. To establish this objective, key stakeholders and residents were engaged to participate in a community forum, with the intent to collect valuable information and knowledge beneficial to the development of the plan.

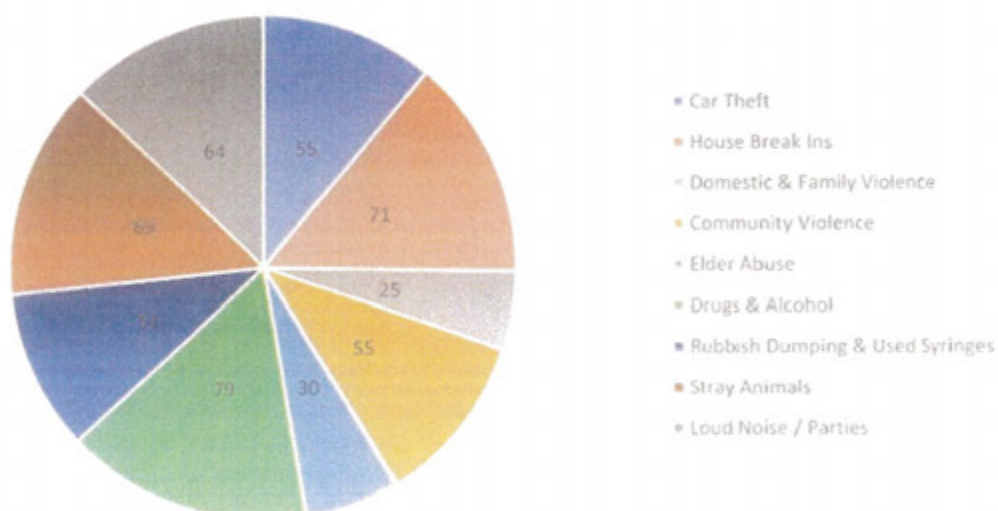
This approach facilitated a process that was inclusive, transparent and promoted ideologies favourable to enforcing accountability collectively across the community. The collaborative framework executed throughout the development of this plan, advocated a diverse representation of guiding principles to be implemented within the community.

The following principles were formed to support and guide our approach:

- Every person within this community has the right to feel safe without any fear of danger or harm within their home, at school, public place, street or neighbourhood.
- Together we are responsible for keeping our mob and culture strong, healthy and safe.
- Support zero tolerance against family/domestic, child and elder abuse, and community violence.
- Community safety is not just the responsibility of Council but a shared responsibility together with our key service providers and stakeholders as a collective body.
- A holistic approach to safety, taking into consideration not only a person's mental health and safety, but inclusive one's social and spiritual wellbeing.
- Reintroduce RE – Religious Education within our community, in schools and local Sunday Schools.
- Building stronger relationship between service providers and community people to ensure transparency and communication is effective and efficient designed for access to services.
- Endorsement of educational/career/leadership development pathways, prioritising infrastructural development in community people first (our people are our future).
- Campaigns promoting education and educational success - celebrating milestones and supporting the educational achievements of people from Cherbourg. Education is the key to success.
- Support and focus on the implementation of therapeutic initiatives – forward thinking and innovative projects that aim to engage at risk people in community. Appeal to target demographic and promotes long term outcomes.
- Empowering community and investing in job/employment infrastructure - Upskilling and training, education, career development support, job sustainability.
- Focus and investment in culturally driven projects that aim to preserve cultural identity and history.

- Promotion of health information and education – Chronic illness, mental health, delayed child development and cognitive disorders, sexual health, social and emotional wellbeing, nutrition, drug and alcohol addiction, Covid-19
- A collaborative approach to service delivery – to best utilise resources and funding to achieve the desired outcomes and long-term sustainability
- The development and use of Bi-laws that authorise community to enact disciplinary powers - campaign law and order, enforce zero tolerance policy towards crime and juvenile delinquency in the community.
- Continuous Community evolution – Approach to initiatives and project implementation with appeal to evolving demographics (crime, youth, communications and media platforms, elders, resources and facilities etc.).

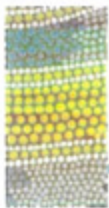
Survey Responses



84 people were surveyed. The pie graph above shows the number of people who answered the problems listed on the right hand side are major problems in Cherbourg.

Survey Question: How safe do you feel in your community?





CSP Implementation Principles

The Community Safety Implementation will progress in collaboration with leaders of key agencies/service providers, together with the community acknowledging that:

- Our focus is on health, social and emotional wellbeing and the safety of our most vulnerable, the aged, disability, women and children.
- Community ie individuals or families, community leaders, service providers government and non government have a role to play.
- Address priority concerns such as health and wellbeing, drug and alcohol, family and community violence and crime.
- Reform drug and alcohol rehabilitation support service/centre on a remote property away from community but within the region.
- Review the AMP - Alcohol Management Plan in conjunction with community and local justice group with a focus to ensure a healthy culture towards alcohol, and increase educational campaigns on drug and alcohol misuse.





Cherbourg Aboriginal Shire Council, based on community feedback through a community forum, surveying community members and conversations, intends to seek changes to the Alcohol Management Plan (AMP). As Barambah Local Justice Group play a key role in managing the AMP, they will lead the AMP review process in partnership with CASC.

ALCOHOL MANAGEMENT PLAN

The Cherbourg restricted area is the Cherbourg Aboriginal Shire including all public and private places. This includes the banks of the Barambah Creek bounding the community and the waterway where it passes through Cherbourg.

It is an offence to drink in a public place anywhere in Queensland.

ALCOHOL RESTRICTIONS

The maximum amount of alcohol that a person can carry in Cherbourg Shire is: 11.25 litres (1 carton of 30 x 375ml cans) of light or mid-strength beer, no wine and no spirits. This amount is per person on foot or per vehicle, boat or aircraft regardless of the number of people in it. Light or mid-strength beer is the only type of alcohol allowed in your home.

PENALTIES

Maximum penalties for possessing illegal alcohol in the restricted area are:

- first offence 375 penalty units (currently \$50,043)
- second offence 525 penalty units (currently \$70,061) or 6 months imprisonment
- third or subsequent offence 750 penalty units (currently \$100,087) or 18 months imprisonment.
- Vehicles found carrying alcohol above the set quantity in the restricted area may be confiscated.
- It is also an offence to attempt to bring alcohol above the set quantity into the restricted area. The maximum is 375 penalty units (currently \$50,043).
- The maximum penalty for possessing alcohol in a dry place is 19 penalty units (currently \$2,535).
- These penalties apply to all people living in, travelling through, visiting or working in the restricted area.
- The penalty unit from 1 July 2019 is \$133.45.





SLY GROG

It is illegal to sell alcohol without a licence or permit (sly grog) in Queensland. Penalties apply. To report incidents of sly grog phone the confidential Sly Grog Hotline on 1800 500 815.

(AMP) Alcohol Management Plan - Reversal in Cherbourg, Queensland.

1st September, 2012.

It is proposed that the (AMP) – Alcohol Management Plan be reversed in Cherbourg, Queensland. The reversal of the plan is proposed by both the Mayor and Cherbourg Aboriginal Council and the Mayor and South Burnett Regional Council.

Preamble:

It is proposed that the AMP be reversed through the instrument as attached, of a Memorandum of Understanding between the two (2) councils.

There would have to be a committee formed to ensure that the citizens and residents of Cherbourg and to a lesser degree Murgon were not in any way disadvantaged; or financially driven to reverse the AMP.

The governance under which the committee would operate would ideally include Queensland Police Service, the Departments of Communities, Health and Justice and to a lesser degree Departments of Correctional Services and Education.

There would also need to be training and compliance established with the Community Justice Group.

Other bodies and agencies which would also need to be a part of the advisory to the governance group would include the Domestic Violence agencies, Children's services, Diversionary services and community agencies.

Survey Question: Do you think the
AMP should be reviewed?



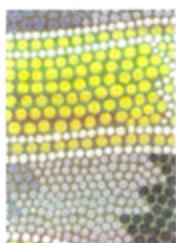
Picture: Survey Responses from Community Members



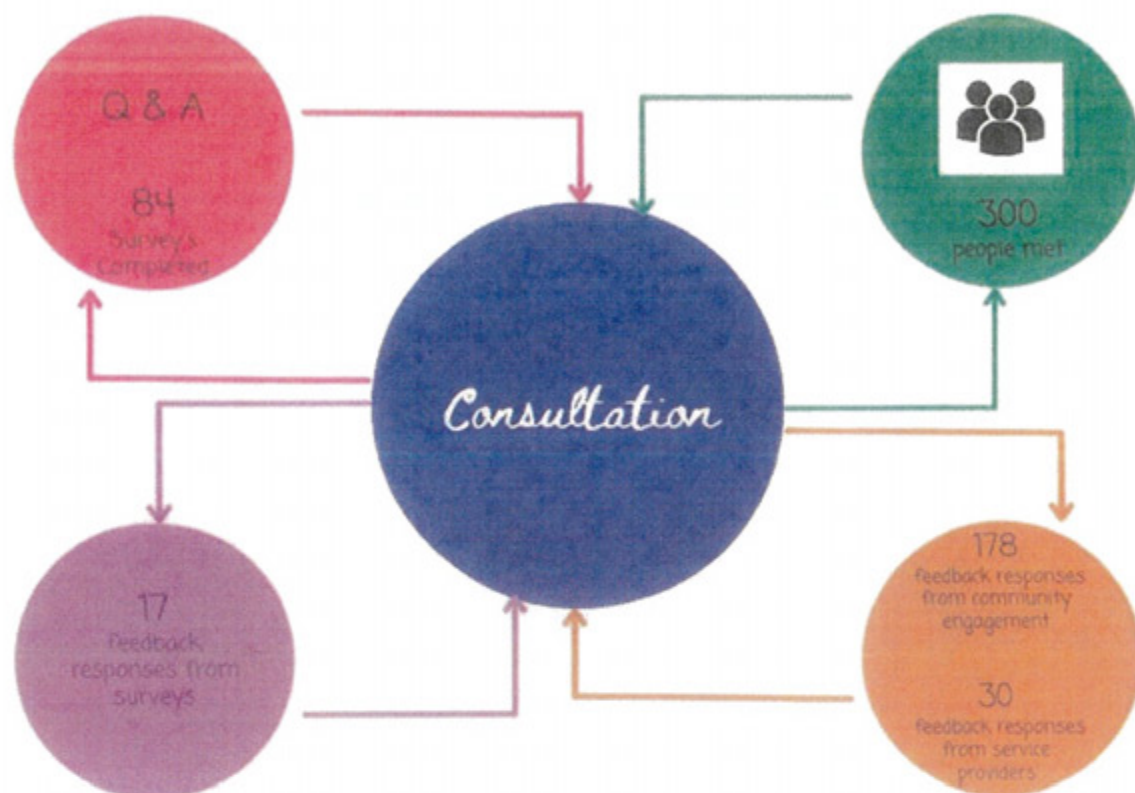
COUNCIL'S PROPOSED NEW LAWS

- **Local Law and Subordinate Local Law No.1 (Administration) 2021:**
To provide a legal and procedural framework for the administration, implementation and enforcement of the local government's local laws, subordinate local laws and specified regulatory powers under legislation, and to provide for miscellaneous administrative matters by providing for:
 - Consistent and comprehensive processes for the local government to grant and regulate approvals to undertake prescribed activities; and
 - Authorised persons for enforcing local laws
 - Review of certain decisions made under local laws; and
 - Matters relating to legal proceedings; and
 - Miscellaneous administrative matters relating to meetings, fees, abandoned goods and seized and impounded items.
- **Local Law and Subordinate Local Law No.2 (Animal Management) 2021:**
To regulate and manage the keeping and control of animals in the local government's area in a way that:
 - Balances community expectations with the rights of individuals; and
 - Protects the community against risks to health and safety; and
 - Prevents pollution and other environmental damage; and
 - Protects the amenity of the local community and environment.
- **Local Law and Subordinate Local Law No.3 (Community and Environmental Management) 2021:**
To protect the environment and public health, safety and amenity within the local government's area by elimination or reduction of risks and threats to the environment and public health, safety and amenity resulting from:
 - Inadequate protection against animal and plant pests; and
 - Vegetation overgrowth; and
 - Visual pollution resulting from accumulation of objects and materials; and
 - Fires and fire hazards not regulated by State law; and
 - Community safety hazards; and
 - Noise that exceeds noise standards.
- **Local Law and Subordinate Local Law No.4 (Indigenous Community Land Management) 2021:**
To enable the local government with jurisdiction over the trust area under the Aboriginal and Torres Strait Islander Communities (Justice, Land and Other Matters) Act 1984, to regulate the use of that area.

Council has identified that Proposed New Local Laws may contain anti-competitive provisions, and Council has prepared a review of these anti-competitive provisions in accordance with legislative requirements.



Community Engagement



Consultation Outcomes

The consultation process consisted of surveys, forums and face to face interaction with community members and key stakeholders. The consultations allowed community members to give honest feedback as well as highlighting issues concerning community safety and wellbeing in Cherbourg.

A short 10 question survey was developed which was delivered through face to face consultation and also online. A number of community forums were held which allowed community to voice their concerns and have crucial input into the community safety plan.

Service providers were active in providing feedback and ideas toward community safety and wellbeing and outlined how their services would work toward implementing changes to accommodate the aims of Cherbourg's safety plan.

CHERBOURG SPAN (Suicide Prevention Action Network)



The Cherbourg SPAN vision is:

To empower the people in community to reduce suicide through, education; building resilience; making supports accessible, supporting those bereaved by suicide.

The Cherbourg Suicide Prevention Action Network was commenced in 2008 due to the noticeable increase of suicides in Cherbourg. Service providers, Organizations and agencies such as Cherbourg Health, CRAICCHS, Rodeo School, CTC, Disabilities, Laurel Place, PCYC and Cherbourg Council formed a Suicide Prevention Group. As our community members became empowered, community wanted change and it happened in 2012 when more community members joined SPAN and the Service Providers and Agencies stepped down, the Span Group became community driven as Cherbourg community members took ownership.

Strengths of Cherbourg SPAN:

- Community members
- Communication with everyone
- Prepared to talk up
- Supporting one another
- Helping each other out
- Value and encourage everyone's ideas
- Respectful to individual needs
- Trust with the community
- Be responsive (first responder) in community 24/7
- Supporting families in need through journey
- Active listeners
- Local knowledge/history of community and people
- Holistic approach

Cherbourg SPAN (Suicide Prevention Action Network) is a Community Group made up of Cherbourg residents that have lost family to suicide. They are first responders when a suicide happens and are proactive in prevention. SPAN members support families that are going through sorry business and have recently organized grief and loss support groups with community and the AIM Church ladies.

SPAN have purchased RUOK? Merchandise - Shirts, promotional items to create their prevention packs. These packs are given out to community and supporters at the twice annual Cherbourg RUOK Marches. These marches happen at the beginning of the year and in September on RUOK Day.



On the 13th October 2021 SPAN attended a strategic planning workshop and the opportunities identified as priorities for SPAN are;

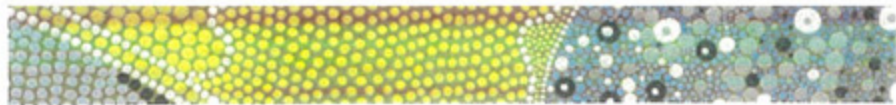
- Strong leadership
- Knowledge and promotion of SPAN
- Professional development of SPAN and community members
- Advisory Group for community and service providers
- Build up self esteem
- Encourage community engagement/input
- Cultural guidelines for services
- Cultural awareness training specific to Cherbourg
- Culturally specific suicide prevention training
- SPAN/ community/ service providers more awareness of suicide prevention
- Awareness of Child Safety impact on mental wellbeing
- Schools adding wellbeing and resilience programs into curriculum
- Advocacy for dual diagnosis (Drug & Alcohol & Mental Health)
- Community trained professionals
- Local phone/helpline support
- Informing teachers of concerns impacting on children's wellbeing and behavior
- More community people to be involved in SPAN
- Train the Trainor (adapt to community)

SPAN is strong in their belief that community training is essential and advocate that "Train the Trainor" programs happen for sustainability. The SPAN group was successful in gaining funding for IASSIST & SafeTALK training to happen in Cherbourg, 80 people completed the training. Out of the 80 people, 57 aboriginal people from Cherbourg, Murgon, Wondai attended, majority was from Cherbourg (47) completed.

2021 has been a very difficult year for our community, Cherbourg SPAN have done an incredible job supporting and advocating for Cherbourg whilst dealing with their own grief and loss. They are community role models in that through their community spirit and life experience want to assist our community in gaining whole community resilience.



Picture: SPAN Members at a Planning Day with Wesley Lifeforce staff



CHERBOURG LOCAL DISASTER MANAGEMENT

The Cherbourg Local Disaster Management Group is responsible for managing disasters in Cherbourg. They are required by the Queensland Disaster Management Act, 2003 to help the Cherbourg Aboriginal Shire Council to maintain and implement a disaster management plan.

When disasters are not happening, the Local Disaster Management Group helps the Council and the Community to try to prevent or mitigate possible disasters and prepare the community for various things that could happen such as storms, bushfires and earthquake and other things.

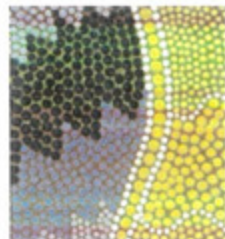
When disasters happen, the Local Disaster Management Group meets to solve problems and coordinate the response to the disaster. They are helped by a number of organisations including community organisations. Some of these are local and are members of our Group, but some belong to the Gympie District Disaster Management Group and they are there to support the Cherbourg Local Disaster Management Group.

If the District can't help then the State or the Commonwealth Government will try to help



Picture: Local Flooding, January 2022

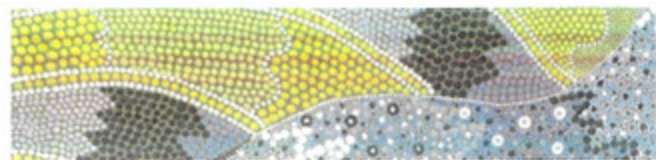
For a copy of the Cherbourg Disaster Management Plan, visit the website:
www.cherbourg.qld.gov.au/services/disaster-management/



Appendices

Appendix 1 – Action areas and identified community issues from community forum

Action Area	Identified Community Issues
1. Leadership	<ul style="list-style-type: none"> Gaps in service delivery Service delivery (partnerships) Disaster Management Duplicated Services Lack of communication between services and community Lack of transparency Policies – Dictatorship – Cronism
2. Alcohol & Alcohol Management Plan	<ul style="list-style-type: none"> Not working Against human rights Underage drinking Violence Broken & Smashed glass in the streets Binge Drinking Drink Spiking
3. Social & Emotional Well Being	<ul style="list-style-type: none"> Health & SEWB High suicide rates The need for more specialised services Nutrition & Diet Community needs – men, women, children Lack of Cultural respect Dual Diagnosis Therapeutic Services
4. Health	<ul style="list-style-type: none"> Health & SEWB Heart Disease & Diabetes education Specialised Services Nutrition & Diet COVID 19 Passive smoking – Varnadi & Cigarettes
5. Education & Employment	<ul style="list-style-type: none"> Truancy Educational outcomes High numbers of unemployment Guidance counselling
6. Drugs	<ul style="list-style-type: none"> Used needles / syringes Violence Broken & smashed glass in the streets Drug dealers Underage consumers Drink spiking
7. Economic Development	<ul style="list-style-type: none"> Traineeships Entrepreneur
8. Children & Young People	<ul style="list-style-type: none"> Child Safety Parenting programs
9. Policing	<ul style="list-style-type: none"> Law & order Community policing Gambling Noise Violence Rock Throwing Car Theft Filming / Recording fights Patrols
10. Housing & Homelessness	<ul style="list-style-type: none"> Overcrowding Homelessness Noise – parties Gambling at houses Assisted Living Accommodation
11. Violence	<ul style="list-style-type: none"> DFV Family Counselling Elder Abuse Community Violence Filming / Recording of fights on the streets Sexual Abuse



Appendix 2 – SWOT Analysis from community forum (Strengths, Weaknesses, Opportunities, Threats)

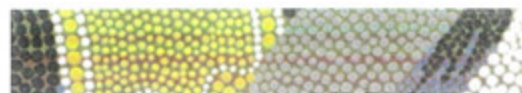
S.W.O.T Analysis

Strengths

<ul style="list-style-type: none"> • Opportunities • Arts & Culture • Sports • Good Services • Leadership • Lots of Services • Identity • Community People • Skills • Spiritual Connection • Sharing lived experiences 	<ul style="list-style-type: none"> • Resilience – Youth • Education • Curiosity – Kids • Local Knowledge • Proud History • Not Remote • Good Infrastructure • Strong Values • Families • Freedom / Choice • Language
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Weaknesses

<ul style="list-style-type: none"> • Not working together (lack of community engagement) • Creating more local jobs (need more jobs for our mob) • Lack of trust in governments and outside people • Job opportunities for young people • Law and Order • No unity in community • Public Transport for Cherbourg • Murgon/ Cherbourg Police united • Renovations to homes – poor materials, poor action and timeframes on maintenance and repairs – 3rd / 4th world standard • Lack of acknowledgement • Lack of volunteers • Community reaction – no action outcomes • Drugs and alcohol • Community policing • Lack of funding support – housing 	<ul style="list-style-type: none"> • Not taking actions on previous recommendations • More cultural awareness specific to Cherbourg • Lack of infrastructure and local services • Ownership to the local people • Relationship with QPS and Child Safety • More community events • Housing allocation policy • Support to Suicide Prevention group • No transport for community people to access medical treatment, shopping but every white person has a funded vehicle to use. • Blue / White card criteria • No transparency from government to community • Lack of respect and identity • Low self esteem • Lack of implementation of plans • Info sharing and communication
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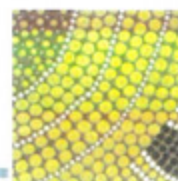


Opportunities

<ul style="list-style-type: none"> • Environmental jobs • Elders knowledge and education; identities and culture • Using existing resources within community and acknowledging these resources; partnerships and sharing / gathering information • Encouraging tertiary education and support • More jobs for the Mob • Increase self esteem • More career pathways; leaders in community • Work - Mining opportunities • Opportunities in Armed Forces (Army / Navy / Airforce) 	<ul style="list-style-type: none"> • Early intervention parenting program (PPP) • Community engagement • Community trained professionals • Good community leaders; mentoring our young people to become leaders • Community development (socially and culturally) and education driven by community • Community people feel confident in their skill sets • Empower community to be resilient • School based traineeships and apprenticeships • Council to build rapport with government agencies in Cherbourg – Cherbourg Hospital, CRAICCHS, TAFE, QPS etc.
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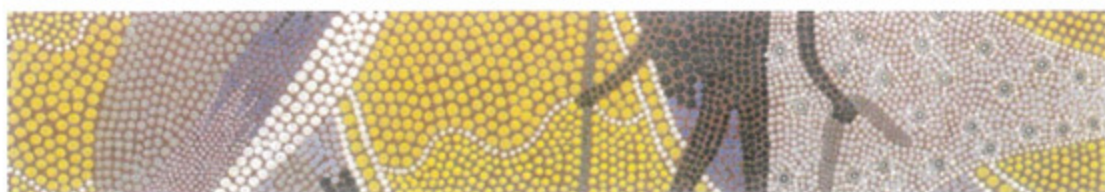
Threats

<ul style="list-style-type: none"> • Propaganda surrounding Indigenous people and the way they are portrayed in the media • Lack of transparency between service providers and community people • Loss of Community unity • Loss of respect • Loss of work ethic • Misinformation • Lockdowns • Distinctive differences in services in mainstream vs community eg. Policing, education and housing • Safe play areas for recreational use outside of operational hours • Training and education • Funding • Environmental – Water, EPA license, Quarry • Bullying • Negativity • Favouritism • Sexual Health • Lack of understanding of Aboriginal people from Non-Aboriginal people • Gambling • Lack of sensitivity 	<ul style="list-style-type: none"> • Breakdown of communication between service providers / Council • Lack of input from community people • Apartheidism creeping into Cherbourg Council Workforce • Loss of cultural practices • Violation of civil liberties • Isolation • Lack of resources and facilities – lack of funding and support for community lead projects and initiatives • Lack of community involvement • Jobs and employment opportunities • No after hours services • Animal Management • Anti-Social behaviour • Lack of trust • Pride and jealousy • Illicit drugs • Health and Wellbeing • Ignorance • Family, carers and volunteers burn out • Vandalism • Lack of Cultural values
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Appendix 4 – Survey Response Feedback

- AMP should be lifted
- Skatepark and outdoor basketball courts for community use
- Training for young people to fill roles in organisations on community
- Housing for single mums, young men and small families
- More community engagement from service providers
- Safe housing for Elders and those with disabilities
- More 24/7 support for suicide prevention
- No afterhours support
- Education around the importance of schooling
- Social Justice Reform
- Increased support for men
- No men's shelter



Information Papers

From: O'SULLIVAN, Gaye <Gaye.O'SULLIVAN@qed.qld.gov.au>

Sent: Tuesday, March 8, 2022 1:33 PM

To: Zala Chatursinh <zalac@cherbourg.qld.gov.au>

Subject: Youth Hub Art Competition Support

Good afternoon Zala,

As discussed yesterday, I am excited to advise that the Youth Hub will be announcing an **art competition** to coincide with *Youth Week 2022*. As you know the Youth Hub (on the grounds of Murgon State High School) which opened in October 2021, has come about through the government, non-government and community sectors identifying a need for a coordinated and collaborative response to improve general and mental health outcomes for youth. The Youth Hub provides a coordinated service approach for young people across Cherbourg, Murgon, and South Burnett communities to enhance mental health and wellbeing, and provide opportunities for improved school success and post school outcomes. Whilst it sits on school grounds, the Youth Hub is separate from the school, and services are available to all youth across the South Burnett, aged 10 to and including 24.

The purpose of the competition is to expose young people to the supports and services that are available at the Youth Hub, as well as increasing the sense of belonging for youth at the Youth Hub. Art works will be displayed at the Youth Hub over the next year. Plans are underway to announce the competition on 28 March 2022 (and the competition will run over Youth Week (1-11 April 2022)).

There will be two age categories and two prizes for each category. Prizes will be provided in the form of gift cards from local Murgon businesses. First prize will be to the value of \$100 and a highly commended to the value of \$50.

I am enquiring into your capacity to support this worthwhile competition and improved outcomes for youth through provision of a prize category.

Thank you in advance for your support. If you have any questions, please don't hesitate to contact me.

Kind regards,
Gaye

Gaye O'Sullivan | Murgon Cherbourg Youth Hub Manager
Darling Downs South West Region
Department of Education

P: 07 41729729 **M:** 0460 002 602

E: Gaye.O'SULLIVAN@qed.qld.gov.au

Youth Hub | Gore Street | Murgon QLD 4605



**Queensland
Government**

I acknowledge the Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of this country and recognise their connection to land, wind, water and community. I pay my respects to them, their cultures and to the Elders, past, present and emerging.

Office of State Librarian
t 07 3840 7901
e vicki.mcdonald@slq.qld.gov.au
570/250/215

Mr Chatur Zala
Chief Executive Officer
Cherbourg Aboriginal Shire Council
C/- Post Office
CHERBOURG QLD 4605
ceo@cherbourg.qld.gov.au

Dear Mr Zala

I am writing to advise that new Public Library and First 5 Forever Funding methodologies have been approved by The Honourable Leeanne Enoch MP, Minister for Communities and Housing, Minister for Digital Economy and Minister for the Arts.

The new methodologies confirm ongoing funding to enable Councils to provide important library services, collections, and programs.

The current Service Level Agreements will expire on 30 June 2022. New agreements will be distributed by 30 May for your signature to be in place from 1 July 2022 for two years for Public Library Funding (2022-24) and four years for First 5 Forever (2022-26) to assist councils with planning and provide certainty during recovery from COVID-19.

The proportion of funding provided directly to local governments has increased with many regional, remote, and Indigenous councils receiving increased funding. The new methodologies also ensure no council will receive less funding than the 2021-22 allocation.

Further information including Frequently Asked Questions and estimated funding amounts for your Council are available at <https://plconnect.slq.qld.gov.au/methodology-review>.

We will confirm council specific funding allocations after the latest population data is released.

I look forward to continuing to work together, investing in the long-term prosperity of the State's public libraries and Indigenous Knowledge Centres.

For any questions regarding changes to the methodologies please contact Louise Denoon, Executive Director, Public Libraries and Engagement louise.denoon@slq.qld.gov.au

Yours sincerely



Vicki McDonald AM FALIA
State Librarian and Chief Executive Officer

22 / 02 / 2022

Cultural Centre Stanley Place South Bank
PO Box 3488 South Brisbane Queensland 4101 Australia
t 07 3840 7666 w slq.qld.gov.au



**Queensland
Government**

2.



Hon Steven Miles MP
Deputy Premier
Minister for State Development, Infrastructure,
Local Government and Planning
Minister Assisting the Premier on Olympics Infrastructure

Our ref: MBN21/1804

18 February 2022

Councillor Elvie Sandow
Mayor
Cherbourg Aboriginal Shire Council
mayor@cherbourg.qld.gov.au

1 William Street
Brisbane Queensland 4000
PO Box 15009
City East Queensland 4002
Telephone + 61 3719 7100
Email deputy.premier@ministerial.qld.gov.au
Website www.statedevelopment.qld.gov.au

ABN 65 959 415 158

Dear Councillor Sandow

I write to advise that I have made an amendment to the existing Wide Bay Burnett Regional Plan 2011 (the regional plan) to assist in facilitating a potential regionally significant economic opportunity.

I appreciate that although the current review of the 2011 regional plan continues to progress with a draft plan expected to be released later this year, I considered that a more immediate response ahead of the finalisation of the current regional plan review was appropriate.

This amendment has mapped the Gympie township area as a Priority Living Area for the purposes of the *Regional Planning Interests Act 2014*. The restricted area declaration under the *Mineral Resources Act 1989* that prohibited new resource exploration activities from this area has also been removed. This allows for resource activities to be brought forward in the mapped area for assessment by the State and the Gympie Regional Council while ensuring appropriate controls are in place to protect the continued growth and liveability of Gympie.

A copy of the *Wide Bay Burnett Regional Plan Amendment 1* can be accessed at <https://planning.statedevelopment.qld.gov.au/planning-framework/plan-making/regional-planning/wide-bay-burnett-regional-plan> and a copy of the Queensland Government Gazette notice (as required under the *Planning Act 2016*) is enclosed for your reference.

If you require any further information regarding this matter, please contact Ms Danielle Cohen, Chief of Staff in my office, by email at danielle.cohen@ministerial.qld.gov.au or by telephone on (07) 3719 7100.

Yours sincerely

STEVEN MILES MP
DEPUTY PREMIER
Minister for State Development,
Infrastructure, Local Government and Planning
Minister Assisting the Premier on Olympics Infrastructure

Enc

3



Our ref: DGBN22775

Department of
State Development, Infrastructure,
Local Government and Planning

25 FEB 2022

Councillor Elvie Sandow
Mayor
Cherbourg Aboriginal Shire Council
mayor@cherbourg.qld.gov.au

Dear Councillor Sandow

I write in relation to the proposed new Community Administration Building in Cherbourg. As you are aware, the Department of State Development, Infrastructure, Local Government and Planning (the department), through the office of the Honourable Anastacia Palaszczuk MP, Premier and Minister for the Olympics, has been asked to assist the Cherbourg Aboriginal Shire Council (the council) with this proposal.

The Cherbourg Administration Building presents an opportunity to redevelop the council's Chambers and administration centre, as well as potentially providing the community with a rejuvenated and multipurpose civic and community centre.

I have been advised Queensland Government representatives met with you and your Chief Executive Officer, Mr Chatur Zala, on 11 January 2022 to discuss this proposal in more detail and to assist the council with progressing this project to a more developed business case stage.

As part of this work, I encourage the council to consider

- (a) the development of a range of design options, at different cost points, noting that other councils have recently completed similar projects in the range of \$5 million to \$7 million
- (b) identify how the project may be staged to allow for funding options to be considered, such as access to a range of funding sources
- (c) identify how the council will engage with its community regarding the prioritisation of the functionality intended to be incorporated in the Cherbourg Administration Building or equivalent design.

A more developed business case will then provide the Queensland Government with further information for it to consider funding options for the proposal in due course. Local governments are encouraged to consider existing funding programs such as the Local Government Grants and Subsidies Program (LGGSP) when considering external funding sources for projects.

1 William Street
Brisbane Queensland 4000
PO Box 15009
City East Queensland 4002
Telephone 13 QGOV (13 74 68)
Website www.statedevelopment.qld.gov.au
ABN 29 230 178 530

4.

Accordingly, I encourage you to continue to work with departmental representatives, noting that the council may wish to submit an application under the current LGGSP for funding for the completion of this business case, detailed designs and costings. I also understand that representatives from a range of government agencies, including the Queensland Government Architect are available to assist the council with this work.

If you require any further information, please contact Mr Stephen Robbins, Acting Deputy Director-General in the department, by telephone on (07) 3452 6789 or by email at stephen.robbs@dcdilgp.qld.gov.au, who will be pleased to assist.

Yours sincerely



Damien Walker
Director-General

Transitional Arrangements for Cherbourg Aboriginal Shire Council – Wide Bay Burnett Regional Roads and Transport Group

Welcome to Roads and Transport Alliance

Introduction

The Roads and Transport Alliance Board welcomes First Nations councils to the Alliance, as members of Regional Roads and Transport Groups (RRTGs). As a result of an independent review in 2013 (by de Chastel & Associates), the Board has implemented several its recommendations, including:

- inviting non-Cape York councils and those currently with observer status in RRTGs, to become full RRTG members
- the quarantining of a portion of Aboriginal and Torres Strait Islander (ATSI) Transport Infrastructure Development Scheme (TIDS) funding for those First Nations councils who have joined/are joining RRTGs, for a transitional period.
- maintaining current ATSI TIDS funding arrangements for those councils not participating in the Alliance
- providing sufficient support to build capability within participating First Nations councils in the functions of a RRTG.

The 2013 review also identified a number of benefits for First Nations councils in a transitional approach to full participation in a RRTG, including:

- decision-making authority over council's ATSI TIDS funding sits with the local government
- increased support from other local governments in the RRTG (e.g. support networks for developing asset management plans)
- council's road and transport issues are considered in the context of regional transport planning and priorities
- potential for capability/capacity building in council can be met through the RRTG.

About the Alliance

The Roads and Transport Alliance, established in 2002, is a cooperative governance arrangement between the Department of Transport and Main Roads (TMR), the Local Government Association of Queensland (LGAQ) and local governments.

Queensland's local governments and TMR districts voluntarily come together as RRTGs to jointly address shared road and transport challenges and deliver improved value from all available resources.

Operational Guidelines have been developed by the Alliance, which outline the roles and responsibilities of RRTG members, and should be referenced against these Transitional Arrangements, as the foundation for the participation of a First Nations council in a RRTG.

Your responsibilities as a Regional Roads and Transport Group member

The RRTG is the primary decision-making body for the Roads and Transport Alliance comprised of member council mayors and the local district director from TMR. As a member of this group your key responsibilities are to:

- attend and participate in regular RRTG meetings

- work with neighbouring local governments to jointly decide key transport priorities
- endorse your council's primary access routes and significant local roads for inclusion in the RRTG's asset register
- decide where and when ATSI TIDS funding is best allocated within your shire area
- endorse the ATSI TIDS program within the RRTG's four-year program development process
- ensure your yearly program of works is delivered by the end of the financial year
- support Technical Committee capability development initiatives and joint purchasing and resource sharing (JP&RS) opportunities.

Further information about the RRTG roles and responsibilities and how they operate in general are detailed in the [Operational Guidelines](#).

Your responsibilities as a Technical Committee member

The Technical Committee is a group of technical officers from the member organisations of the RRTG. They provide technical advice and assist the RRTG to meet its responsibilities. Usually, members consist of senior managers and engineers who are able to represent their council's planning and programming interests. If your council does not have an engineer, a senior works overseer or supervisor is invited to join the group. As a Technical Committee member your responsibilities are to:

- attend and participate in regular Technical Committee meetings
- participate in the development of regional transport priorities
- keep the RRTG member (Mayor or delegated Councillor) informed of Technical Committee activities
- nominate primary access routes and significant local roads for RRTG endorsement in line with the Operational Guidelines
- ensure your council maintains an asset register to collate information on the condition of your transport network
- collaborate in the development and management of the ATSI TIDS program with the group (four year rolling program, first two years committed)
- ensure progression of your yearly program of works to completion by the end of the financial year
- engage in JP&RS activities that improve program delivery
- identify capability needs to be included in your RRTG's capability agreement and ensure attendance of nominated staff for arranged training.

Further information about the Technical Committee can be found in the Operational Guidelines.

Your Technical Coordinators are there to help

Many RRTGs have engaged a Technical Coordinator to assist in meeting their responsibilities. If you have any questions about the Regional Roads and Transport Group, the Operational Guidelines, or would like to have a general discussion about the Alliance, Technical Coordinators, along with the Roads and Transport Alliance Project Team, are able to help. The primary role of a Technical Coordinator is one of facilitation and coordination, however they are also available to:

- assist in identifying your primary access route and significant local road network
- assist with the development of an asset register, where required
- provide guidance on project management and program development
- identify and coordinate relevant capability development initiatives, for example, practical training events, resource sharing and knowledge/mentoring opportunities
- assist with administrative tasks in relation to the TIDS program.

The role of Wide Bay Burnett (WBB) RRTG Technical Coordinator is currently vacant and soon to be advertised. Allen Christensen is Technical Advisor to the group and is managing the coordinator duties in the interim. Allen can be contacted by phone on 0438 122 997 or by Email on allen@atcengineers.com.au

Your ATSI TIDS allocations

Based on historical programming trends, a corresponding portion of ATSI TIDS will be allocated to First Nations councils who elect to join RRTGs. On that basis, and in line with the broader Roads and Transport Alliance TIDS allocation model, ATSI TIDS allocations have been determined for all participating non-Cape York First Nations councils using the following method:

- 20% of this amount is divided equally between these eight councils
- 80% is allocated based on historic annual maintenance costs of primary access infrastructure. This includes air, sea and road transport infrastructure, where relevant, in each council.

Using this method, Cherbourg Aboriginal Shire Council will be allocated **\$43,543** annually through the WBB RRTG, to take effect on **1 July 2022**. Allocations will be monitored to ensure equity over time.

In recognition of your agreement to join the Alliance, the Board has agreed to allow, for the transition period, projects on identified significant local roads to be 100% funded using ATSI TIDS, similar to works on primary access routes.

Significant local roads in your council will be identified as those that provide access to or between significant community institutions, such as:

- Community health facilities
- Education facilities
- Essential service facilities, for example, sewage treatment plant; water storage or treatment plant
- Community access facilities, for example, airport

Funding your transport infrastructure with TIDS and other funding sources

Conditions for TIDS eligibility are described in the TIDS Policy, however, during your transition period, your TIDS funding arrangements will be:

- 100% of project costs for works on your council's primary access route
- 100% of project costs for identified significant local roads within your council area
- 50% of project costs for all other local government roads.

As a member of a RRTG you have greater flexibility with the allocation of your ATSI TIDS funding. You may agree to re-allocate any of your ATSI TIDS to another project on your RRTG's program if:

- your council is unable to achieve full expenditure across the annual program
- your council decides that another RRTG member's TIDS project is a higher priority.

If you decide to reallocate funding in this manner, all RRTG members need to be aware that:

- ATSI TIDS funding allocated to a non-First Nations council project is required to be matched by that council.
- Any transfer of funds is done through agreement amongst RRTG members (for example, ATSI TIDS could be transferred in the current financial year, and returned in the following year).

You are encouraged to consider whether grants from other funding programs can be used to match and expand your ATSI TIDS program and scope of works. For example: Commonwealth Financial Assistance Grants and State Government Financial Aid. This may allow larger scale projects to be completed.

Funding your capability development and training

To improve your council's capability as an effective RRTG member, funding can be applied for through the State-wide Capability Development Fund (SCDF). The SCDF assists RRTG member councils to improve their

practices in asset management, program development, transport safety and joint purchasing and resource sharing.

Applications for SCDF are made by the RRTG on behalf of member councils and is generally provided as a 50/50 matched funding arrangement. However, to support your transition into the Alliance, the cost of your council's staff participation in SCDF initiatives will be fully covered to 100%.

In line with other RRTG members, up to 2.5% of your ATSI TIDS allocation may be used for capability development with no requirement to match these funds. The decision to allocate 2.5% of your ATSI TIDS funding is to be made at the time of your RRTG's program development.

To access SCDF or use 2.5% of your ATSI TIDS, your Technical Committee representative will need to identify needs within your council and develop a capability agreement describing how your council will improve their skills. This agreement will form part of the RRTG's Capability Development Action Plan.

Your Technical Coordinator can help identify and arrange your capability improvement projects on behalf of the RRTG.

Review of these transitional arrangements

Transitional Arrangements will be monitored by the Alliance Board to determine ongoing practices. This will allow arrangements described here to be reviewed and updated to ensure they continue to form an effective part of the Roads and Transport Alliance operational framework.

From: Wall, Karen <Karen.WALL@stanwell.com>

Sent: Monday, February 28, 2022 11:41 AM

To: Zala Chatursinh <zalach@cherbourg.qld.gov.au>

Subject: Information - Mental Health Service Provider - Bunyarra Counselling & Mediation

Morning Zala,

Below is the website link and information on Bunyarra Counselling & Mediation services that we spoke about last week, who have been engaged as a supplement to the current mental health services already provided by Stanwell as an alternative to employees unable to seek timely mental health services for themselves.

[Services | Bunyarra Counselling & Mediation](#)

Bunyarra's history:

- *Founded in 2019 by Michael Sanford , after identifying many gaps within the sector and his region, the South Burnett.*
- *Since 2019, the team at Bunyarra have not only continued to uphold their vision of identifying needs within their community but also looked broader at what needs Bunyarra can support on a larger scale.*

Bunyarra's services:

- *One on one counselling, relationships or group settings, Bunyarra will be able to match the right counsellor to your needs at the right time.*
- *Workplace wellbeing programs are changing the way workplaces respond to mental health on a daily basis. Whether it be our "Spotlight on Wellbeing" training packages, or a more tailored wellbeing coaching service. Bunyarra has the support you need to ensure your workplace is well equipped to manage the psychological wellbeing of your employees.*
- *A wide range of corporate mediation to support you and your business, improve your communication skills, and reduce conflict within the workplace.*
- *Engaging and insightful guest speakers to support your event or functions. If you have something in mind, why not reach out and see if Bunyarra is the right fit for you.*

Bunyarra's vision:

- *Increase the spotlight on mental wellbeing and share the scope for change. We encounter many people along this journey, each with their own stories, continuing to motivate us to drive change. Together we are opening doors, creating conversations and reducing the stigma.*
- *Follow us and join our vision and experience first-hand what it is we are doing, our vision for mental wellbeing, and hopes for change*

Please let me know if you need any further information.

Regards,

Karen Wall
Marketing & Communications Coordinator
Strategy & Engagement
Stanwell Corporation Limited



mobile 0408 833 324 direct 07 4160 9251
Tarong Power Station / Meandu Mine
GPO Box 800, Brisbane, QLD 4001 stanwell.com



Department of
**Communities, Housing
and Digital Economy**

Ainsley Devlin
Occupational Therapist
Delivery – Property Services
Aboriginal and Torres Strait Islander Housing
Department of Communities, Housing and Digital Economy
5B Sheridan St, Cairns Qld 4870 (PO Box 2556)
Phone: 40 365 556 or 0428 730 737
Email: Ainsley.Devlin@chde.qld.gov.au

Personal Information Privacy Notice

The Department of Communities, Housing and Digital Economy is collecting personal information on this form to provide you with housing assistance or assess grant funding applications. This is authorised by the Housing Act 2003. To assist you with your housing needs and services, relevant personal information may, in very limited and specific circumstances, be disclosed to: partner agencies, service providers, agencies authorised by legislative provisions, and local governments and non-governmental agencies that now or will provide you with housing and/or support services. Limited personal information may be used for housing related research, policy or planning functions. Unless authorised or required by law, your personal information will not be passed on to any other third party without your consent. More information about the department's privacy policy is available on our website at www.privacy.qld.gov.au

OCCUPATIONAL THERAPY RECOMMENDATIONS

HOME MODIFICATIONS REQUEST FROM COMMUNITY OT

Home modifications for:

Name:	Anthony Chambers
Address:	5 Ada Simpson Way, Cherbourg, QLD 4605
Contact	Phone Number: 0459105963 (support staff 8am-12pm)
Date of Birth:	07/03/1968
Party Reference:	63962
Tenancy Reference:	n/a tenancy managed by Cherbourg Aboriginal Shire Council
Property Reference:	10159324

I have read the request for modifications to Mr Anthony Chambers accommodation, which was completed by Jessica Ross, Occupational Therapist from Coast2Coast Occupational Therapy on 21/01/22.

This report has been supported, with changes to original brief, due to customer's medical conditions.

The builder's brief has been amended to reflect the agreed changes which have been made in consultation with the external OT. The external OT will be provided with a copy of the approved report for their records.

Limitations of this report:

The modifications proposed in this report are made after consultation with the customer and an evaluation of the customer's circumstances and needs. Their purpose is to outline steps considered necessary or desirable for the benefit of the customer, having regard to his or her disabilities. They do not purport to reflect other than limited knowledge on the part of the Occupational Therapist of structural considerations and building codes.

Although obvious structural deficiencies or faults at the premises may be identified during the evaluation process, the content of the report is not to be considered as an inspection, audit or survey relating to compliance with legislation or structural requirements. Unless otherwise noted in the report it must be assumed that professional engineering and structural advice has not been sought in the formulation of findings and modification proposals.

Any variations made by persons relying on the content of this report by way of effecting the practical implementation of specific proposals made in it, should be discussed with the report writer, and, unless agreed to in writing by the report writer and authorised by delegated authority, are not to be considered as approved for the purpose of this report.

HOME MODIFICATIONS BRIEF TO BUILDING SERVICES PROVIDER

Name: Anthony Chambers
Address: 5 Ada Simpson Way, Cherbourg QLD, 4605
Property Reference: 10159324
Number of Sketches: 2

MODIFICATIONS REQUESTED:

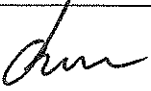
'Please note, the following modifications must have adequate load capacity and fixings to comply with AS1428.1 (2021) and for dynamic force applied by a person of body weight 85kg'.

1. Remove and dispose of existing toilet. Supply and install a new disability toilet suite in the same location.
 - a. New toilet pedestal to be installed at same projection as existing toilet pedestal
 - b. Toilet is to have an overall seat height of 460-480mm.
 - c. Toilet is to have a double flap, solid toilet seat with metal hinges and buffers under the seat.
 - d. There is to be no backrest installed at the toilet.
 - e. Suggest use of Caroma Cosmo Sovereign Care Toilet Suite with Caravelle Care White Double Flap Seat or similar.
 - f. Note: A Throne Spacer is not a suitable substitute for the disability toilet pedestal.
 - g. Please advise the OT if there are any issues with completing this work.
2. Remove and dispose of existing horizontal rail on left side of toilet when seated. Make good disturbed surfaces. See photo on sketch 1.
3. Supply and install a drop down grabrail, on left side of toilet when seated (open side). Grabrail must have locking mechanism when in the up and down position. Grabrail to be 850mm long. Grabrail to be positioned 450mm from the centreline of the cistern and so that the top rail is at a height of 800mm above floor level. Recommend use of Con-Serv Tiltlock 850mm Grab rail (TL 850 SS LH). See sketch 1.
4. Supply and install a horizontal grab rail on orange wall leading to living room. Rail to be 900mm AFL and approximately 3m in length (rail to be from corner to corner of wall). See photo on sketch 2.

Note: If Canterbury Concepts modular grab rails are used, please ensure a mid-brace is installed as per manufactures installation instructions as maximum unsupported span is 1000mm. If an alternative brand of modular grab rails is used, please ensure the manufactures installation instructions are followed.

NOTE:

1. Modifications are based on specific client requirements.
2. Modifications to comply with AS 1428.1 (2021) unless otherwise specified.
3. Any alteration to this brief should be checked with the QBuild Supervisor in the first instance. QBuild Supervisor will liaise with the Housing Occupational Therapist regarding the proposed changes.
4. Drawings (where provided) are not to scale and should be read in conjunction with the written brief.
5. Paint / repair all areas disturbed.

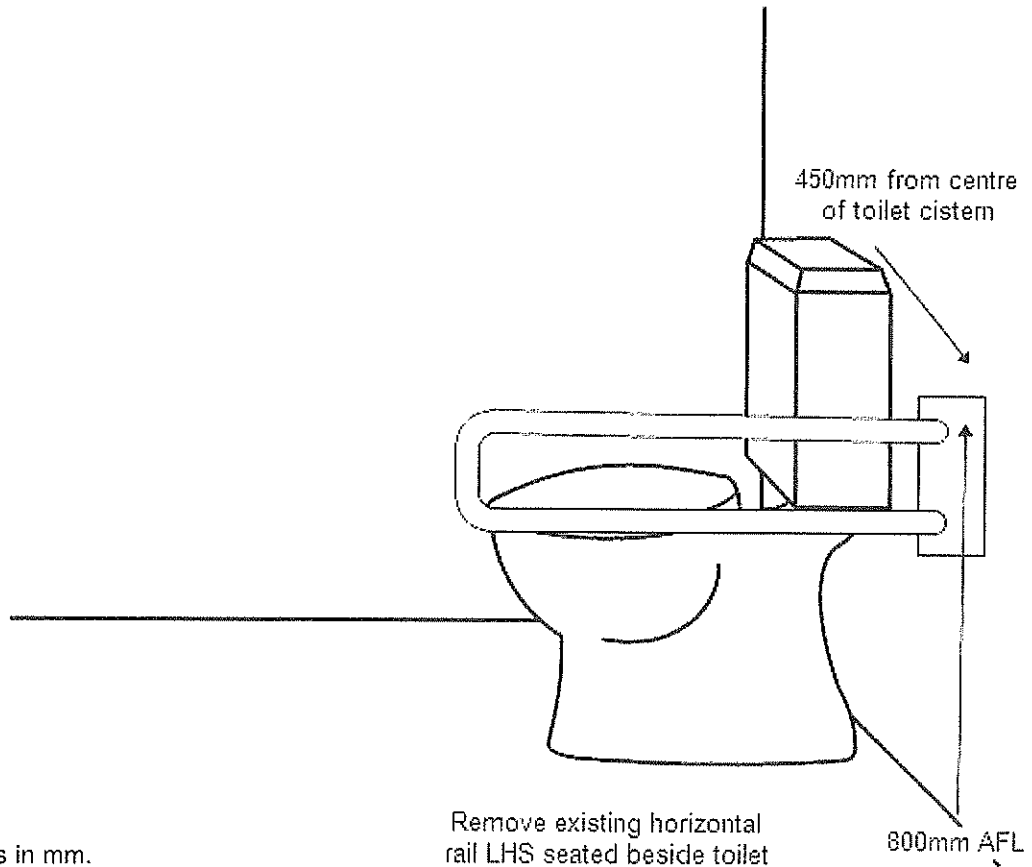
<p>Original Report submitted by:</p> <p>J E Ross Occupational Therapist: Jessica Ellen Ross Country2Coast Occupational Therapy Date: 21.01.2022</p>	<p>Reviewed by:</p> <p>Ainsley Devlin</p> <p>Digitally signed by Ainsley Devlin Date: 2022.02.11 15:58:33 +10'00'</p> <p>Ainsley Devlin Occupational Therapist Delivery – Property Services Aboriginal and Torres Strait Islander Housing Date: 10/02/22</p>
<p>Endorsed by:</p> <p> CHATUR ZAGA CEO Cherbourg Aboriginal Shire Council Date: 01/03/2022</p> <p>Council confirms customer is residing at address and they support works to proceed as described: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Note: Council endorsement is only required for non-tenancy managed communities i.e. Cherbourg, Yarrabah and TSIRC. The ATSIH OT will arrange for Council endorsement following their review and endorsement.</i></p>	<p>Approved by:</p> <p>Martin Vinton</p> <p>Digitally signed by Martin Vinton Date: 2022.02.14 10:41:27 +10'00'</p> <p>Martin Vinton Manager Delivery – Property Services Aboriginal and Torres Strait Islander Housing Date:</p>

Sketch 1 TOILET

Address: 5 Ada Simpson Way, Cherbourg QLD 4605
Property Reference: 10159324



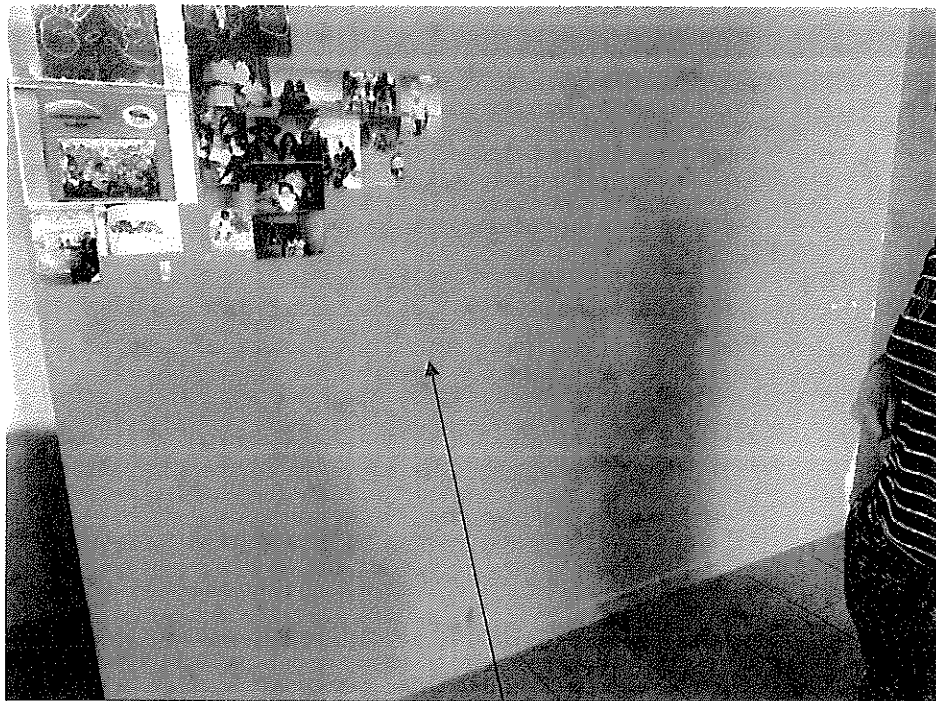
Rail to be removed



All measurements in mm.
Diagram not to scale.
Studs not located.

Sketch 2
Photos of orange wall leading to living room

Address:	5 Ada Simpson Way, Cherbourg QLD 4605
Property Reference:	10159324



Grab rail to be installed along this wall

Limitations of this report:

The modifications proposed in this report are made after consultation with the client and an evaluation of the client's circumstances and needs. Their purpose is to outline steps considered necessary or desirable for the benefit of the client, having regard to his or her disabilities. They do not purport to reflect other than limited knowledge on the part of the Occupational Therapist of structural considerations and building codes.

Although obvious structural deficiencies or faults at the premises may be identified during the evaluation process, the content of the report is not to be considered as an inspection, audit or survey relating to compliance with legislation or structural requirements. Unless otherwise noted in the report it must be assumed that professional engineering and structural advice has not been sought in the formulation of findings and modification proposals.

Any variations made by persons relying on the content of this report by way of effecting the practical implementation of specific proposals made in it, should be discussed with the report writer, and, unless agreed to in writing by the report writer and authorised by delegated authority, are not to be considered as approved for the purpose of this report.

HOME MODIFICATIONS BRIEF TO BUILDING SERVICES PROVIDER

Name:	Kerri-Lee Weazel
Address:	33 Barber Street, Cherbourg
Property Reference:	10142491
Number of Sketches:	2

Home Modifications Requested:*Main Toilet – Sketch 1*

1. Supply and install a 400mm vertical grab rail on left side wall of toilet as seated. Lower end of grab rail to commence at 700mm AFL. Rail to be installed approximately 900mm from back wall. If required, please adjust placement to ensure rail is installed to a stud.
 - a. Relocate Toilet Roll holder if required.

Bathroom – Sketch 2

2. Supply and install a foldaway, wall mounted shower seat with stainless steel frame, tension hinges, high density polyethylene seat with self-draining channels and supporting leg framework that complies with AS1428.1 (2021). The seat is to be 600mm x 400mm. The seat is to be mounted on the side wall of the shower recess so that the shower taps are located on the left side when seated. It is to be installed at a height of 480mm AFL and be positioned centrally on the wall, ensuring adequate clearance to fold past grab rail or other obstructions including taps. Recommend use of Con-Serv safe-assist folding shower seat SS604SS. Ensure wall is suitably reinforced for installation of seat if required.
3. Supply and install a handheld shower hose mounted on a friction slide grab rail, to replace current shower rose. Mount vertical grab rail centrally (ensure 50mm clearance from taps) with base of rail to be 1000-1100mm above floor level. Ensure that the lights, switches and socket outlets conform to current electrical code – AS/NZS 3000:2007 with consideration to the installation of the new handheld shower hose.

NOTE:

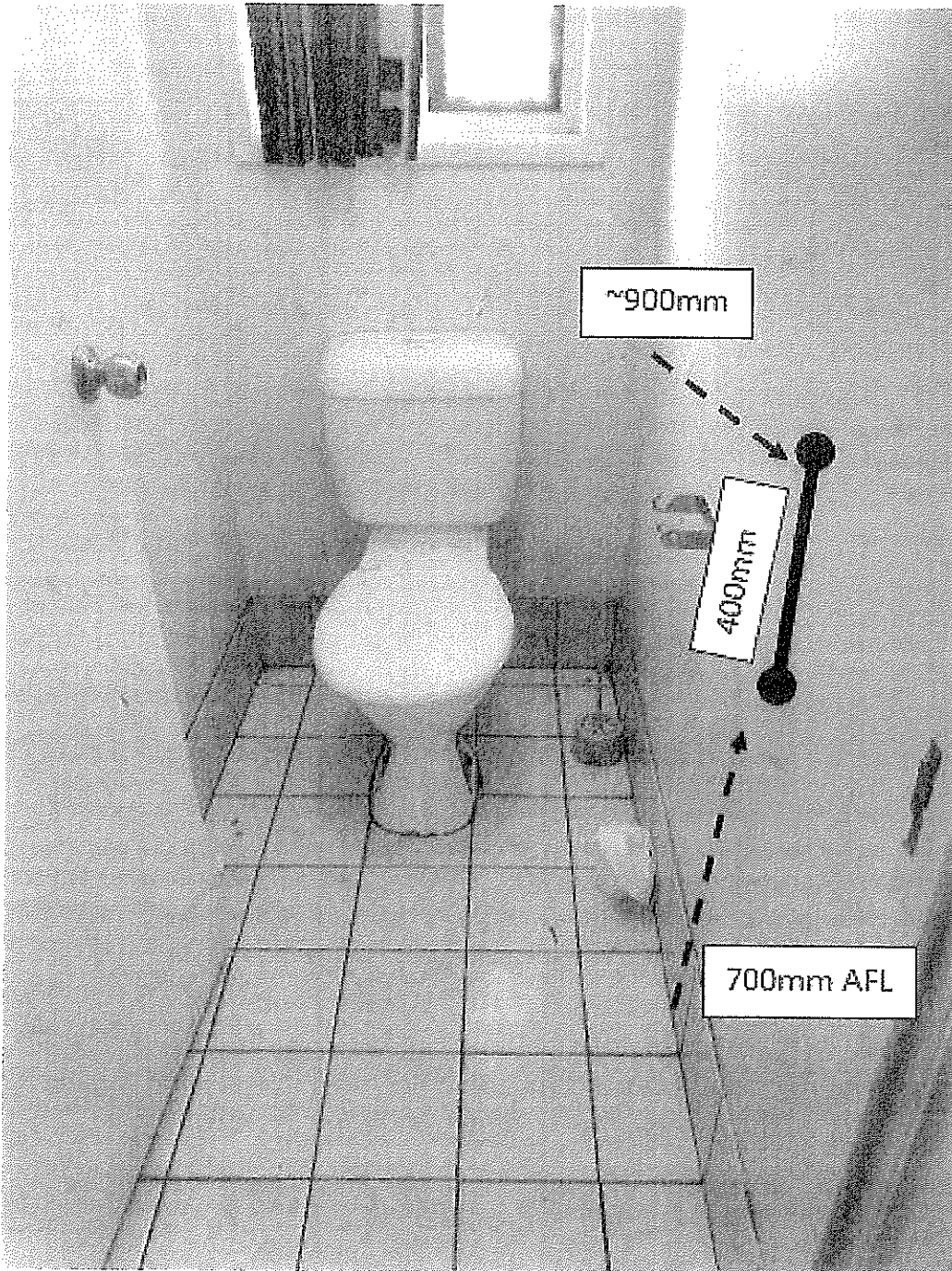
1. Modifications are based on specific client requirements.
2. Modifications to comply with AS 1428.1 (2009) unless otherwise specified.
3. Any alteration to this brief should be checked with the QBuild Supervisor in the first instance. QBuild Supervisor will liaise with the Department of Housing and Public Works' Occupational Therapist regarding the proposed changes.
4. Drawings (where provided) are not to scale and should be read in conjunction with the written brief.
5. Paint / repair all areas disturbed.

<p>Original report submitted by:</p> <p>Bridget Roth Occupational Therapist Kingaroy Hospital Date: 22/12/2021</p>	<p>Supported by:</p> <p>Ainsley Devlin Digitally signed by Ainsley Devlin Date: 2022.02.11 16:04:26 +10'00'</p> <p>Ainsley Devlin Occupational Therapist Delivery – Property Services Aboriginal and Torres Strait Islander Housing Date: 11/02/2022</p>
<p>Endorsed by:</p> <p><i>[Signature]</i> PHATUR ZACA CEO Date: 01/03/2022</p> <p>Council confirms customer is residing at address and that they are happy for the works to proceed as described: <input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p> <p><i>Note: Council endorsement is only required for non-tenancy managed communities i.e. Cherbourg, Yarrabah and TSIRC. The ATSIH OT will arrange for Council endorsement following their review and endorsement.</i></p>	<p>Approved by:</p> <p>Martin Vinton Digitally signed by Martin Vinton Date: 2022.02.14 10:42:56 +10'00'</p> <p>Martin Vinton Manager Delivery – Property Services Aboriginal and Torres Strait Islander Housing Date:</p>

**Sketch 1
Toilet**

Address: 33 Barber Street, Cherbourg QLD
Property Reference Number: 10142491

Vertical rail on left side seated of toilet

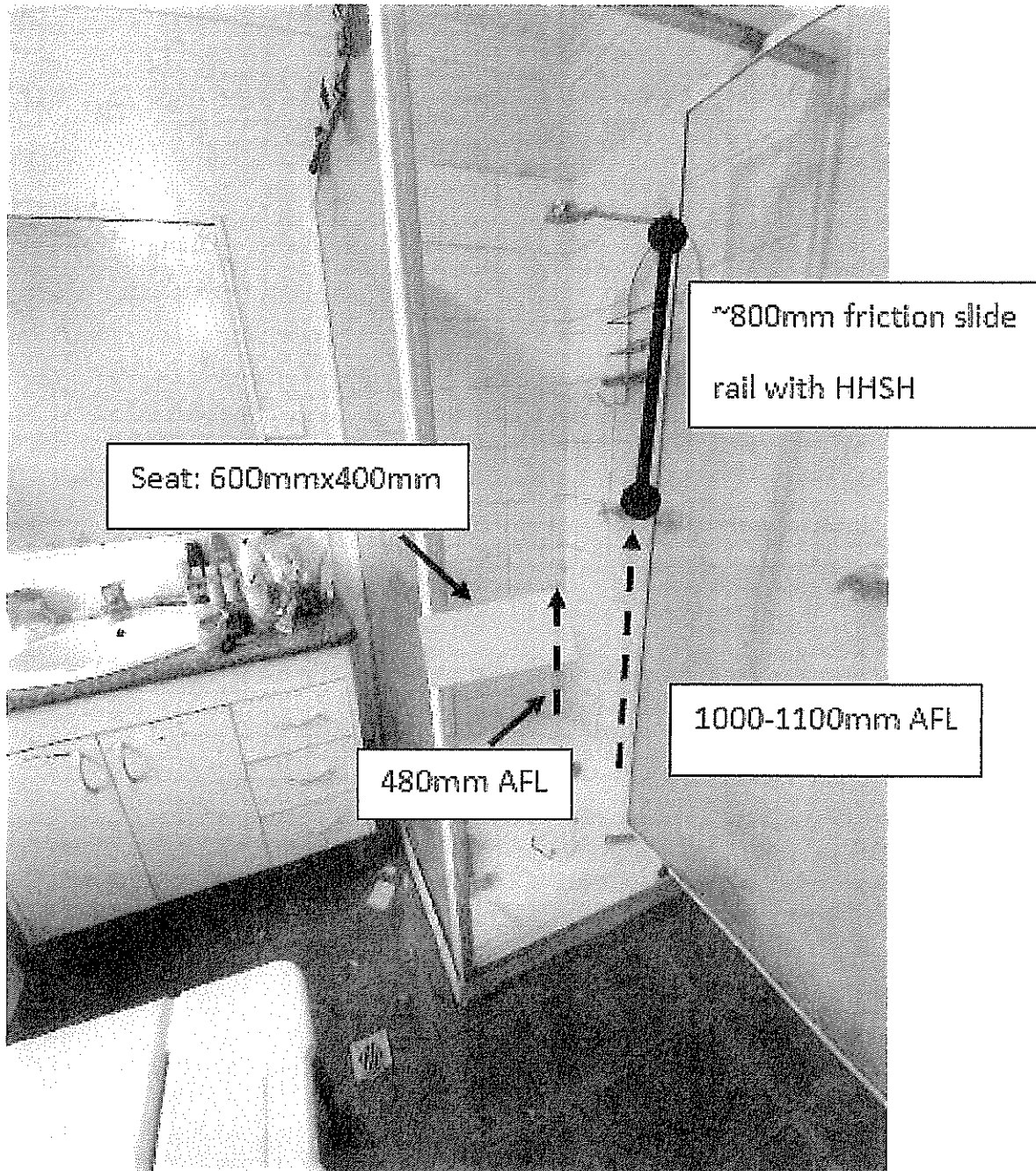


All measurements in mm
Diagram not to scale. Studs not located.

Sketch 2
Shower Recess

Address:	33 Barber Street, Cherbourg QLD
Property Reference Number:	10142491

HSHH to replace current shower rose
Flip down shower seat on wall opposite door



All measurements in mm
Diagram not to scale. Studs not located.

From: Anna Moffitt <Anna.Moffitt@health.qld.gov.au>
Sent: Monday, March 7, 2022 2:26 PM
To: Zala Chatursinh <zalac@cherbourg.qld.gov.au>
Subject: Signs recommended/requested.

Hi Zala,

In a signage review last year, there were two recommendations that were to be escalated to Council. The recommendations are below;

- Council be approached to amend street signage to put a direction signage with a large blue arrow similar to the one providing directions to TAFE building (photo below)
- Council be approached to add direction signage to community health to the street signs similar to the shapes below



The remainder of the recommendations were for the DDH to implement. I have attached the full review.

Can you let me know if Council is supportive of the above recommendations? Thank you Zala!

Kind regards

Anna

Anna Moffitt

A/Director of Nursing Cherbourg Interagency Liaison- DDH First Nations COVID-19 Project

p: 0408 193 905

a: Cherbourg Council/Cherbourg

e: anna.moffitt@health.qld.gov.au | w: Darling Downs Health

**Darling Downs
Health**

Caring for our communities - *healthier together*



Darling Downs Health acknowledges the Traditional Custodians of the land,
and pays respect to Elders past, present and future.



**CLEAN HANDS
SAVE LIVES**

**Wash your hands regularly
to stop the spread of germs.**

Think before you print

10

From: Kylie Robins <Kylie.Robins@dssatsip.qld.gov.au> **On Behalf Of** Chris Sarra
Sent: Wednesday, March 2, 2022 8:15 AM
To: Elvie Sandow <mayor@cherbourg.qld.gov.au>
Cc: Zala Chatursinh <zalach@cherbourg.qld.gov.au>
Subject: Cherbourg Community Statshot Profile - February 2022

Dear Mayor Sandow,

I write to advise you of significant progress that is being made to support self-determination and local decision making.

In line with commitments made in the Local Thriving Communities (LTC) reform and the National Agreement on Closing the Gap the Queensland Government is enhancing data sharing to ensure there is greater transparency and accountability and to support community leaders with a more comprehensive picture of what is happening in their community.

Communities have long requested access to Queensland Government data and I am pleased to be providing the attached copy of the StatShot Community Profile about your community today.

The StatShot report includes community-level data based on both Queensland and Commonwealth Government information sources. This provides you with much of the same detailed, community-level data that government officers access when supporting the ongoing monitoring and planning of services for your community. This is a significant step towards improved openness and transparency of data and shifting away from government-held decisions towards community-led decision making processes and community-led solutions.

With the support of the Queensland Government Statisticians Office, our Department will provide these reports to you annually, from late October to mid- to late-December each year. There may be additional data available on a quarterly basis; this will be provided as part of an ongoing commitment to enhanced data sharing and local decision making processes currently being progressed through LTC and Closing the Gap implementation.

I look forward to continuing to work with you, including to understand how we might continue improving data sharing processes, so that decisions about the design and delivery of services can be informed by current, accessible and relevant data. If you would like to discuss the content in the StatShot report, please contact your Regional Director or Tim Fell, Executive Director, Local Thriving Communities via email timothy.fell@dssatsip.qld.gov.au

I look forward to working closely with you throughout 2022 to ensure the Queensland Government is responding to community needs and aspirations and enhancing local decision-making.

Kind regards,

Chris
Dr Chris Sarra

Director-General
Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships
T: 07 3003 6451 | E: chris.sarra@dssatsip.qld.gov.au