

Cherbourg Aboriginal Shire
Council

Working Papers

For Council Meeting Held 16 February 2023

Reports

1. Minutes (Unconfirmed)
2. Chief Executive Officer
3. Corporate Services
4. Economic & Community Development
5. Operations Department
6. Community Support

1. Minutes (Unconfirmed)

MINUTES

*Cherbourg Aboriginal
Shire Council*

Held 18 & 19 January 2023

MINUTES

COUNCIL MEETING

HELD 18 & 19 JANUARY 2023

Attendance

Mayor Elvie Sandow
Deputy Mayor Tom Langton
Cr Fred Cobbo
Cr Leighton Costello

Officers: Chief Executive Officer- Zala
Minute Taker - Eileen Jacobs
Council Advisor - Brett De Chastel

Meeting Commenced 9.30am

9.30am Mayors Welcome

Sorry Business

1 Minute Silence was held for the Late - Lillian Gray

Councillor Obligations

Prescribed Conflict of Interest

Nil

Declarable Conflict of Interest

Nil

Register of Interest

Nil

Leave of Absence – Cr Fred Cobbo

Seeking leave of absence from the council meeting held on 19 January 2023.

Resolution

Council resolves to grant leave of absence to Cr Fred Cobbo because of another important event.

*Moved: Deputy Mayor Tom Langton
Seconded: Cr Fred Cobbo*

*Motion No. 2282 Carried
For Vote: Council Voted Unanimously*

Confirmation of Minutes

Resolution

Council resolves that the minutes of the Cherbourg Aboriginal Shire Council Meeting held On 21 & 22 December 2022 be adopted.

*Moved: Deputy Mayor Tom Langton
Seconded: Cr Fred Cobbo*

*Motion No. 2283 Carried
For Vote: Council Voted Unanimously*

9.42am Cr Bronwyn Murray entered meeting

CEO REPORT

The CEO Report was tabled

Report Approval

Council resolves that the Chief Executive Officer Report be adopted.

*Moved: Cr Bronwyn Murray
Seconded: Deputy Mayor Tom Langton*

*Motion No. 2284 Carried
For Vote: Council Voted Unanimously*

CORPORATE SERVICES REPORT

The Corporate Services Report was Tabled

Extension – Rent Reimbursement

Request to extend the Rental Reimbursement period to the end of January 2023. This is to enable all tenants in credit to clear their accounts by the end of January 2023.

Resolution

Cherbourg Aboriginal Shire Council resolves to extend the Rental Reimbursement period to 31 January 2023.

Moved: Cr Leighton Costello

Seconded: Cr Fred Cobbo

*Motion No. 2285 Carried
For Vote: Council Voted Unanimously*

Report Approval

Council resolves that the Corporate Services Report be adopted.

Moved: Cr Leighton Costello

Seconded: Cr Fred Cobbo

*Motion No. 2286 Carried
For Vote: Council Voted Unanimously*

ECONOMIC & COMMUNITY DEVELOPMENT

The Economic & Community Development Report was tabled.

Report Approval

Council resolves that the Economic and Community Development Report be adopted.

Moved: Deputy Mayor Tom Langton

Seconded: Cr Leighton Costello

*Motion No. 2287 Carried
For Vote: Council Voted Unanimously*

COMMUNITY SERVICES REPORT

The Community Services Report was tabled.

Report Approval

Council resolves that the Community Services Report be adopted.

Moved: Cr Fred Cobbo

Seconded: Cr Leighton Costello

*Motion No. 2288 Carried
For Vote: Council Voted Unanimously*

OPERATIONS DEPT REPORT

The Operations Dept Report was tabled.

Report Approval

Council resolves that the Operations Dept Report be adopted.

Moved: Cr Leighton Costello

Seconded: Cr Bronwyn Murray

*Motion No. 2289 Carried
For Vote: Council Voted Unanimously*

12.14pm Meeting adjourned for lunch

1.00pm Meeting recommenced

1.00pm Workshop – Managing Politics by Brett De Chastel

1.30pm Conclusion of Workshop

CORRESPONDENCE

Qld Police Service

Qld Police Service 'First Nations Mayors Summit' will be held on 9 March 2023. Mayor & CEO will attend.

Brett De Chastel

Brett has provided a Draft – Community Grants Policy for Council consideration.

Dept State Development Infrastructure Local Govt & Planning

Update to the Model Meeting Procedures (MMP) and Best Practice Example – Standing Orders.

Remote Indigenous Land & Infrastructure Program Office

Cr Fred Cobbo – Declared Conflict of Interest and left the room

The Council is the Local Government Authority for the Cherbourg Aboriginal Shire Council area. As the Local Government Authority, Council as duly elected representatives of the community, through local decision making has the responsibility of deciding what is in the best interest of the community, advancing a thriving community.

It is considered that approving the Redevelopment of the Old Goal (Lot 49) Cherbourg is considered to be of benefit to the Cherbourg community.

Notice from the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnership (DSDSATSIP) on behalf of Cherbourg Aboriginal Shire Council in relation to the below mentioned matter.

- Notice of Intention to Commence Public Notification*
- Development Application for Preliminary approval (Remove Heritage Building from the planning scheme) Building work, demolition of a heritage building at 2-4 Alan Douglas Ave (previously known as 5 Oak St) Cherbourg on Lot 49SP274901*

Advising that in accordance with section 17.2 of the Development Assessment Rules, the Public Notification of the abovementioned Development Application will commence on 12 January 2023. The Public Notification will run for a period of 15 business days from 12 January 2023 to 03 February 2023.

Resolution

- 1. Cherbourg Aboriginal Shire Council as the Local Government Authority and Trustee of the DOGIT resolves to approve*

the Public Notification of the abovementioned Development Application which will commence on 12 January 2023. The Public Notification will run for a period of 15 business days from 12 January 2023 to 03 February 2023.

*Moved: Deputy Mayor Tom Langton
Seconded: Cr Leighton Costello*

*Motion No. 2290 Carried
Council Voted Unanimously*

Cr Fred Cobbo entered meeting

LGAQ

2023-24 Council Budget Implications- Flood Warning Asset Maintenance

Wide Bay Burnett Regional Plan

Draft Wide Bay Burnett Regional Plan 2022.

Meeting Close

Mayor called for meeting to be closed

Resolution

Council resolves that the council meeting held on 21 December 2023 be closed at 1.50pm

Moved: Cr Leighton Costello
Seconded: Cr Fred Cobbo

Motion No. 2291 Carried
For Vote: Council Voted Unanimously

MINUTES

COUNCIL MEETING

HELD ON 19 JANUARY 2023

Attendance

Mayor Elvie Sadow
Deputy Mayor Tom Langton
Cr Leighton Costello
Cr Bronwyn Murray

Apologies: Cr Fred Cobbo

Officers: Chief Executive Officer- Zala
Minute Taker - Eileen Jacobs

9.34am Mayors Opens Meeting
Mayors Welcome

9.30am Entered Meeting . Michael Bond
Patricia Bond

Michael and Patricia reported of the damage done to the Catholic Church by children. There is no financial support for repairs to churches. Michael and Patricia advised that the community churches were built by our elders and needed to be preserved. They also suggested Council approach Stanwell for Funding (Repairs and Maintenance for Churches).

Council agreed to investigate the possibility of Stanwell funding for Church Repairs and Maintenance.

10.00am Left Meeting Michael Bond
Patricia Bond

10.05am Entered Meeting Christine Stewart
Jack Day

Christine and Jack advised that the Cherbourg Wellbeing Program has been reintroduced with new members. The aim of the Cherbourg Wellbeing Program is to provide sport & rec and social wellbeing. The group wants to work with and assist Council, it will be able to apply for program funding that Council can't. It welcomes Council feedback, and input. The group will also have Community consultation, as community input is very important. The Cherbourg Sports Club Facility Master Plan (10 year project lifecycle) was presented.

10.19am Left Meeting Christine Stewart
Jack Day

10.39am Entered Meeting Bruce Simpson -Gulgen Care

Bruce gave an update on Gulgen Care and advised that their group is still seeking office space on the community.

10.55am Left Meeting Bruce Simpson - Gulgen Care

Damien Bond

Damien has requested permission to place a rodeo practice arena on the property at 56 Borcherts Hill Road for Barrel Racing Practice.

Council requires more information before it can consider this request.

Charles Watson

Charles has made a complaint regarding the noise and dust coming from the recycling plant.

This Complaint was referred to housing.

12.05pm Meeting Adjourned for Lunch

1.30pm Meeting Recommenced

2.00pm Meeting Closed

2. Chief Executive Officer

➤ **1. Cherbourg Local Housing Plan 2022:**

The Cherbourg Local Housing Plan identifies local housing priorities. It is a strategic document to guide the Department of Communities, Housing and Digital Economy (DCHDE or 'the department') and Council to deliver structural, service, and economic reforms to improve housing outcomes in community.

A local housing plan will:

1. Provide the Council/Community and government with a strategic focus and a tool to identify the needs and priorities for housing services.
2. Ensure Council/Community is at the centre of decision making about local housing services.
3. Identify the partnerships and arrangement to achieve housing outcomes.
4. Form an agreement between DCHDE and community to improve housing outcomes for Aboriginal and Torres Strait Islander Queenslanders.

The Cherbourg Local Housing Plan will be a living document that will be reviewed and monitored through new governance arrangements

between DCHDE and Council to ensure community priorities and concerns are raised and key actions and deliverables are identified to resolve issues. This will lead to better housing outcomes that meet the community need.

I have attached the detailed Local Housing Plan and also Stakeholder and Community engagement document for council information.

Recommendation regarding Allowances and Reimbursements review:

1. Council endorses the Local Housing Action Plan- Draft 2.
2. Council also endorses the Stakeholder and Community engagement document to proceed further on engagements with community.

2. Queensland Health ATSI Public Health Program Workshop - proposed location Cherbourg, May 2023:

Queensland Health is proposing to have Queensland Health ATSI Public Health Program workshop in Cherbourg, which we are supported of. As you would be aware, as part of the QH ATSI Public Health Program service agreements, it's a requirement for this funding to be used for EHW/AMWs to attend two workshops a year. In the past, all the workshops have been in North Queensland.

Exciting news – there has been agreement with our northern counterparts to host the next workshop in Cherbourg. If you are still happy to support this, this will be the first AMW/EHW workshop outside North Queensland – which is super exciting!

Also, QLD health have been working with LGAQ to organise a Certificate IV in Animal Management for indigenous councils. It appears that this course will be up and running this year. To assist with reducing costs for LGs and travel for participants etc, there is a proposal to have the a block of face to face training for the Certificate IV with the QLD Health ATSI Public Health Program workshop, for example: Monday to Wednesday – Certificate IV Animal Management training and Thursday - Friday QLD Health ATSI EHW/AMW workshop.

Recommendation regarding Queensland Health ATSI Public Health Program Workshop - proposed location Cherbourg, May 2023:

That Council resolves that it:-

- A. Its wonderful opportunity to have the workshop in our community, Council endorses the workshop to be held at Cherbourg.
- B. Cherbourg TAFE will be the venue for workshop given they will have 40 attendees.

3. Water Treatment plant – Update on Turbidity and Chlorine:

Update on our current water issue with low chlorine and high turbidity problems. Yesterday we had turbidity spike again to over 5 all around town. We flushed lines around town to bring fresh water through this was not effective. We tested the water from the plant going into the res and found that the turbidity was over 5 going into the res. We checked the level at the plant and found it was coming out of the plant at 2.5. Checking the filter beds found they were dirty we initiated a back wash

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which cleaned the beds up slightly. A back wash had been done 3 hr prior to us manually starting a back wash so the backwashing had been ineffective. Turbidity levels came down to below 1 coming out of the plant and the plant ran through the night but shut down at 11:30pm due to a chlorine pumps having no flow. Today we drained the filter beds pressure cleaned the walls, cleaned the wall and pipes with chlorine and back washed the beds. The plant came back online however shut down again for no flow in the chlorine pumps. We checked the strainer at the pick up point and found it was blocked, strainer was then cleaned refitted plant started back up and has been running without fault. Turbidity out of the plant is sitting around 0.1-0.2. Res 2 was cleaned out today aswell and is currently filling. Todays results around town are as follows:

CherT- F- 0.58

T-0.80

NTU-0.94

Cher 1- F-0.75

T 0.89

NTU-4.12

Cher2- F-0.44

T-0.57

NTU-1.27

Cher3- F-0.44

T0.84

NTU-0.54

Cher4- F0.44

T-0.82

NTU-1.17

Cher5- F-0.49

T-0.74

NTU-0.99

4.Damien Bond - Barrel jumping on Borangi Farm :

Our EC&D Manager Sean Nicholson met with Bow Button – farm manager last week and one item discussed was this letter from Damien Bond.

Bow said that Damien Bond had discussed locating barrel jumping on Borangi – he said that Damien was working well with the kids and he supported the idea in principle – we agreed on that.

Bow and I discussed the realities of a regular event and raise the following points to consider.

1. We would prefer the barrel jumping to be away from the cattle section as more horses are needed and they will interfere with our horse and cattle paddocks/pasture (expect up to 20 more horses being brought in on top of the 10 that Damien already has here)
2. We suggest we locate barrel jumping near the footy ground as it will have access to pasture and water, is a reasonable size paddock and easy for spectator and truck accessibility.

3. There are toilets available at the footy ground
4. There are no car parking facilities at Borangi - reasonable size crowds attend these events
5. Horses spread parthenium and this is a big biological risk – our recent spray was very successful and has reduced the risk in the short term –

Bow has worked for years trying to control horses so there is no clash with the cattle, in the last couple of years things have gone well – occasionally townspeople have put horses into Council paddocks and Bow has had to ask them to move the horses out – they have all co-operated – hard now for him to give someone favour.

Recommendation regarding Barrel jumping on Borangi Farm:

That Council resolves that it:-

- A. Council endorses the recommendation from our Farm team and sent letter back to Damien Bond accordingly.

5. Flood Risk Management Programme and Recovery and Resilience Grants :

Very happy to share the news that We have picked up \$1,247,000 total value of grants to deliver more than 20 projects. All the projects will strengthen our disaster resilience capacity, All the project will be completed by June 2024.

List of projects :

Asset name/s	Total actual costs (excl GST)
	\$760,000.00
Disaster centre kitchen upgrade	\$85,000.00
Generators for key infrastructure	\$180,000.00
Disaster emergency trailer	\$80,000.00
Emergency supply storage containers	\$30,000.00
Mobile catering trailer	\$40,000.00
Emergency water storage tanks	\$40,000.00
Disaster emergency supplies	\$30,000.00
Diesel tank trailer	\$25,000.00
Raising waste water infrastructure switchboards	\$50,000.00
Drain clearing/recontouring	\$100,000.00
Sewerage pump station bunding levy wall	\$100,000.00

Cherbourg Total Flood Warning Review CASC-1 \$57,500.00

Cherbourg Council Depot Flood Mitigation

Feasibility Assessment CASC-2 \$80,500.00

Cherbourg Stormwater Data Survey CASC-3 \$40,000.00

Cherbourg Overland Flow Study and

Mitigation Feasibility Assessment

CASC-4 \$69,000.00

6. Company Directors Course for my (CEO) Professional Development :

The Company Directors Course™ gives you an in-depth look at the responsibilities and expectations of directors. It explores issues and trends facing today's boards and businesses. On completion of the course, you will deepen your understanding of what effective governance looks like in practice.

The course will help you:

Gain clarity around a director's role, legal responsibilities and community expectations.

Improve financial literacy and understanding of the strategic and financial levers that can help drive performance and sustainable value in your organisation.

Explore the tensions between short and long-term priorities and diverse stakeholder interests.

Enhance future strategic discussions with the knowledge and tools needed to improve your organisation's performance and evaluate risks effectively.

Identify how you can make your board more effective and streamline board processes.

Enhance judgement and decision-making skills.

Improve performance as a director and deepen your understanding of boardroom dynamics.

Put learnings into practice through activities, real-world case studies and a boardroom simulation alongside peers.

Join a network of leaders: Established in 1975, the Company Directors Course has a proven track record. With over 65,000 graduates, our alumni include the directors of many of Australia's most prestigious organisations.

Council please consider:

That Council resolves that it:-

- A. CEO pays fees as per council education support policy and reimburse back on successful completion of the course.
- B. Prefer study is face to face course in Brisbane, Dates will be in June / July 2023.



Chatur Zala

Chief Executive Officer



Local Housing Plan

Cherbourg 2022



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Acknowledgement

We respectfully acknowledge the Aboriginal and Torres Strait Islander Traditional Owners and Elders of the lands and seas on which we meet, live, learn and work.

We acknowledge those of the past, the ancestors whose strength has nurtured this land and its people, and who have passed on their wisdom. We acknowledge those of the present for their leadership and ongoing effort to protect and promote Aboriginal and Torres Strait Islander peoples and cultures. We acknowledge those of the future, the Elders not yet born, who will inherit the legacy of our efforts.

We recognise it is our collective efforts, and responsibility as individuals, communities and governments, to ensure equality, recognition and advancement of Aboriginal and Torres Strait Islander Queenslanders across all aspects of society and everyday life.

Traditional Owners: Wakka Wakka people.

Revision history

Rev	Date	Details	Authorised	
			Name/Position	Signature
1	Dec, 2021	Draft		
2	May, 2022	Draft		
3	Feb, 2023	Draft		

Artist Acknowledgement

Cover design: original artwork by First Nations artists Chern'ee Sutton, Kalkadoon woman, and Laurie Nona, Badhulayg, Maluyligal, Guda Maluyligal and Meriam Nation man.

Introduction

The Queensland Government is committed to supporting healthy and empowered Aboriginal and Torres Strait Islander communities through shared leadership, transparency and accountability.

The Queensland Housing Strategy 2017-2027 (the Housing Strategy) sets out the 10-year vision for the state's housing system and the Queensland Government's commitment to making sure all Queenslanders have a pathway to safe, secure and affordable housing.

The Housing Strategy demonstrates the Queensland Government's plan to work with communities, industry and the housing and homelessness sector to deliver more social and affordable homes and better services for vulnerable Queenslanders. Delivered through multiple action plans, the Housing Strategy drives new ways of working across government and the sector, delivering new social and affordable homes and an integrated system where people can access housing with support according to their needs.

In June 2019, the Queensland Government launched the *Aboriginal and Torres Strait Islander Housing Action Plan 2019-2023* (the Action Plan) as a key commitment under the Queensland Housing Strategy 2017-2027 and sets the strategic direction and work program for improving Aboriginal and Torres Strait Islander housing outcomes. It is more than just housing – it's about government, communities and the housing sector working together to create housing outcomes to enable Aboriginal and Torres Strait Islander Queenslanders to prosper.

The Action Plan outlines the specific tasks to achieve this, driven by a new way of working together, that places local communities at the forefront of decision-making for housing services. The Queensland Government recognises the importance of Aboriginal and Torres Strait Islander communities identifying, deciding and implementing the solutions to respond to the unique housing challenges they face.

The vision is for Aboriginal and Torres Strait Islander Queenslanders to have access to safe, appropriate and suitable housing that provides the foundation to close the gap, and improve health, safety, wellbeing, education and economic outcomes.

Key actions under the Action Plan include a commitment to develop place-based, community led, local housing plans with communities to identify and respond to local housing challenges and priorities.

Local housing plans aim to empower community decision making, choice and control to prioritise and progress housing and homelessness responses at the local level. The department is working with Aboriginal and Torres Strait Islander communities across Queensland to develop co-designed, place-based and community-led Local Housing Plans to respond to local housing challenges and priorities.

What is a Local Housing Plan?

Purpose

The Cherbourg Local Housing Plan identifies local housing priorities. It is a strategic document to guide the Department of Communities, Housing and Digital Economy (DCHDE or 'the department') and Council to deliver structural, service, and economic reforms to improve housing outcomes in community.

A local housing plan will:

1. Provide the Council/Community and government with a strategic focus and a tool to identify the needs and priorities for housing services.
2. Ensure Council/Community is at the centre of decision making about local housing services.
3. Identify the partnerships and arrangement to achieve housing outcomes.
4. Form an agreement between DCHDE and community to improve housing outcomes for Aboriginal and Torres Strait Islander Queenslanders.

The Cherbourg Local Housing Plan will be a living document that will be reviewed and monitored through new governance arrangements between DCHDE and Council to ensure community priorities and concerns are raised and key actions and deliverables are identified to resolve issues. This will lead to better housing outcomes that meet the community need.

Co-design and co-delivery

The Cherbourg Local Housing Plan will be developed through a co-design approach which recognises that Aboriginal communities are best placed to inform the planning, design and delivery of local housing solutions. Local communities, families and tenants need services and support that is flexible and responsive to their unique needs and circumstances. The knowledge, experiences and values of tenants, their families and communities has informed the development of the Cherbourg Local Housing Plan and will underpin how it is implemented.

As a living document, the Cherbourg Local Housing Plan will build on good practice and recognises the information gathered from tenants and providers belongs to Aboriginal people and families, communities and the organisations we work with. The Plan will be refreshed to reflect evolving priorities and new opportunities as they arise and as a result of annual program evaluations.

LHP Methodology and co-design approach undertaken

Summary of community and stakeholder consultation undertaken

Cherbourg Community

Cherbourg, an Aboriginal community town 170 km north-west of Brisbane, is on the Barambah Creek. It is located in Wakka Wakka tribal boundaries, near the border of Gubbi Gubbi territory.

In 1894 the Queensland government commissioned Archibald Meston (1851-1924), journalist, explorer and amateur anthropologist, to make recommendations for improving the condition of Queensland Aborigines. Meston recommended their segregation from the European population, protecting them from alcohol and opium and providing better medical attention and 'instruction in industrial habits'.

A Salvation Army officer at Nanango, William Thompson, secured the severance of 7000 acres from the Barambah pastoral station in 1901. The allotment was gazetted as a mission station and known as the Barambah Industrial School. Its establishment predated the beginnings of Murgon township by three years. Thompson gathered local Aborigines onto the mission station and was superintendent until 1904. Conditions were rudimentary, worsened by drought and lack of finance. Control of Barambah passed to the state government in 1905, but the superintendent allowed Aboriginal residents to be forcibly hired out for casual labour in the rapidly growing local agricultural economy. Despite this, the settlement became substantially self-sufficient in food (goats, poultry, vegetables), a hospital was built and a sawmill opened in 1917. Improved housing was built with locally milled timber.

Barambah was the receiving place for Aborigines swept up by government policy from the South Burnett and elsewhere. An informed source estimated in 1935 that there were 28 'tribal' groups present.

During the 1920s a larger school and a new hospital were opened. The reserve was also enlarged to nearly 32,000 acres in 1932. In that year the name was changed to Cherbourg, the name given to one of the ten blocks that had comprised the Barambah pastoral station. Despite the merging of so many Aboriginal groups, a Barambah/Cherbourg identity emerged.

In 1966 the first Cherbourg Community Council was elected, and in 1986 it took over local management of the community from the state under a Deed of Trust. Cherbourg is the most southern of the Aboriginal Local Government Areas.

The Wakka Wakka people issued a native title claim to lands including the Cherbourg Aboriginal Community in 2012 with the Federal Court. 12 April 2022 the Federal Court formally recognised the Wakka Wakka people as native title holders over almost 1,180 square kilometres of land, from the Bunya Mountains in southern Queensland to Gayndah in the South Burnett River Catchment, encompassing the town of Cherbourg.

More information can be found at the Cherbourg Council website: www.cherbourg.qld.gov.au

Cherbourg Aboriginal Shire Council

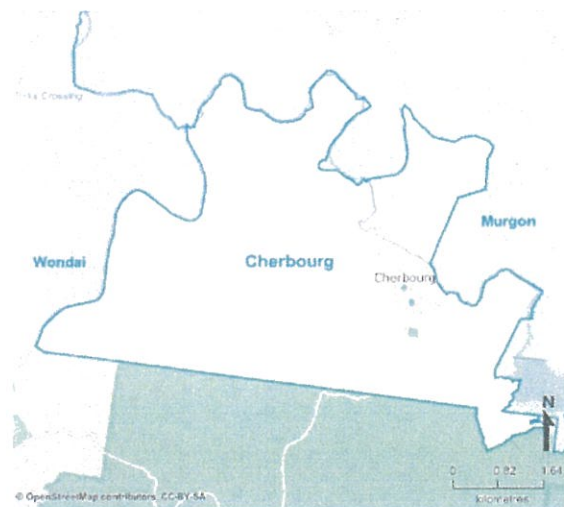
Mayor – Elvie Sandow

Deputy Mayor– Cr. Tom Langton

Councillor– Cr. Frederick Cobbo

Councillor– Cr. Bronwyn Douglas

Councillor– Cr. Leighton Costello



Local government and Deed of Grant in Trust community¹

On 30 March 1985, the Cherbourg community elected 5 councillors to constitute an autonomous Cherbourg Aboriginal Council. Established under the *Community Services (Aborigines) Act 1984 (Qld)*, local government type powers and responsibilities were conferred upon Aboriginal councils for the first time. An Aboriginal reserve held by the Queensland Government was transferred on 28 August 1986 to the trusteeship of the council under a Deed of Grant in Trust.

Today, the district surrounding the Cherbourg community is governed by the South Burnett Regional Council, while the Cherbourg Aboriginal Shire Council has local government responsibility for the community area.

Cherbourg Aboriginal Shire Council: Community first

Cherbourg Aboriginal Shire Council prides itself as being a forward-thinking council, sensitive to the needs of the growing community. Committed to supporting and strengthening community well-being, Council strives to provide housing solutions that deliver positive impacts across community.

Cherbourg housing vision

"Community need housing and Housing need community; Cherbourg Aboriginal Shire Council is absolutely committed to providing diverse, sustainable and safe houses to our community."

For further discussion:

Positive housing progress and actions achieved. For example:

Supporting community during Covid-19: In a move to ease financial pressures resulting from Covid-19, Council announced that all Cherbourg residents were to pay no rent during the month of May in 2022.

Improving the economic viability of Cherbourg: Between 20XX and 20XX, rent revenue increased by \$900,000 as a result of xx.

Delivering good quality homes for community: In 2022, six new modern homes were completed, featuring split system air conditioning, modern fit outs throughout, rainwater tank, fencing and turf. Two of the new houses were developed to a Platinum standard to support disability living and relieve burden on elderly and infirm residents.

Three old houses that were in poor condition were also demolished to make way for new homes and upgrade the standard of Cherbourg housing.

Programs and initiatives: e.g. Home fan upgrade program shed program

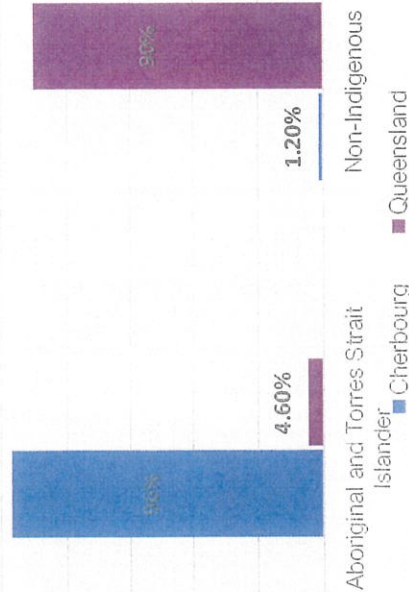
¹ Source: Queensland Government, *Aboriginal and Torres Strait Islander people, Community histories, Cherbourg*

Key community characteristics

Cherbourg's population of 1,194 residents in 2021 is projected to increase to 1,403 by 2041 (0.3% growth rate)

Population

Consensus 2021



Homeless population

Consensus 2016



On consensus night in 2016, 112 people in Cherbourg identified as homeless

*Homelessness rate per 10,000 persons

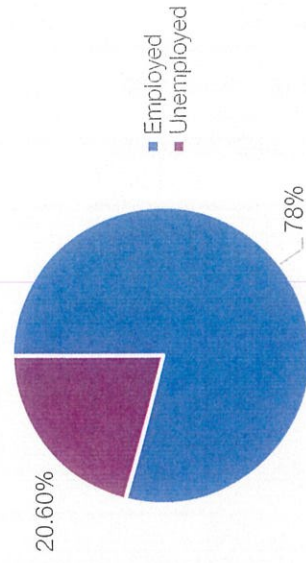
Household structure

Consensus 2021



Work status

Consensus 2021



Household income

Consensus 2021

Average weekly household income in Cherbourg is \$793



Queensland
Government

Cherbourg Housing

Renting, buying, owned

Rented	100%
Owned with mortgage	0%
Owned outright	0%

All homes in Cherbourg are rented from Cherbourg Aboriginal Shire Council.

Social housing

As of October 2022

Cherbourg has a total of 324 Social Housing Properties. All 324 properties are tenancy managed by the Cherbourg Council under an Assistance Agreement with DCHDE. Under the terms of the Assistance Agreement, Cherbourg Council as property owner, agree for houses to be used for social housing. In return, the department agrees to maintain these houses to a social housing standard and provide capital assistance for new construction.

Dwelling Type	Total
Detached House	273
Duplex	28
Dual Occupancy	6
Townhouse	6
Cluster House	11
Apartment	0
<i>Total</i>	<i>324</i>

Number of Bedrooms	Total
1	7
2	66
3	101
4	114
5	31
6+	5
<i>Total</i>	<i>324</i>

Overcrowding

Consensus 2021

Extra bedrooms are required in 19.2% of Cherbourg households where at least one person was Aboriginal and/or Torres Strait Islander.

	Aboriginal and/or Torres Strait Islander Households			
	Cherbourg		Queensland	
Number of dwellings requiring one or more extra bedroom(s)	59	19.2%	9,479	9.3%

Housing applications

As of November 2022

Cherbourg Aboriginal Shire Council owns and manages 324 social housing dwellings in Cherbourg and is responsible for delivery of tenancy management services including maintaining a waitlist, property allocation and rent collection.

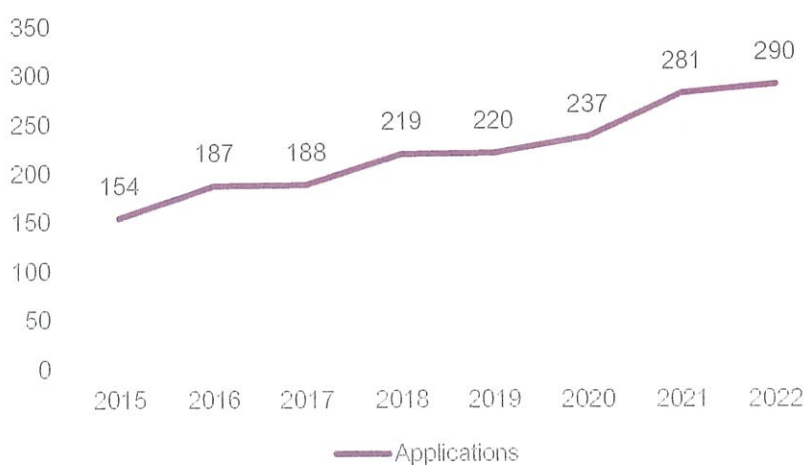
Council Tenancy Officers assist community members to complete housing applications for social housing properties. The table below represents approved applications for Housing Assistance in Cherbourg.

Cherbourg Housing Applications	
Total Numbers of Approved Housing Applications = 321	
Bedroom 1	7
Bedroom 2	66
Bedroom 3	101
Bedroom 4	112
Bedroom 5	30
Bedroom 6	5

Housing waitlist

As of July 2022

From July, 2015 to July 2022 the number of applicants on the housing waitlist register nearly doubled from 154 to 290 applicants. A total of 772 additional bedrooms are needed to cater for the current demand.



Land availability in Cherbourg

For further discussion:

Capital Works Investment

\$40M Queensland Government Capital Works Program

In October 2018 the Queensland Government committed \$40 million towards an Interim Capital Program to sustain a modest level of construction and employment in Aboriginal and Torres Strait Islander communities, while negotiations were undertaken with the Australian Government for future housing construction funding.

Cherbourg Aboriginal Shire Council have received an allocation of \$2.35 million (GST inclusive) under this program. An agreement is in place with Council to demolish 3 dilapidated dwellings and obtain designs for up to six dwellings, after-which they will be tendered on the open market to build up to 6 new social housing dwellings to assist in reducing overcrowding. Under the arrangements agreed between the parties, QBuild is managing the program on behalf of the Council and provides monthly reports to the department on progress of their program.

The current status of the program in the table below, is reported as at 30 May 2022. Any adjustments or variations to the program of works beyond 30 May 2022, will not be reflected in this document but will be managed through the operational management of the program. Adjustments or variations will be updated during the annual review process of the local housing plan.

Address	Housing Type	Status
3 Bulgi Street	Demolition - 1x4 Bedroom Detached House	Demolition Complete Design Stage
13 Bulgi Street	Demolition - 1x4 Bedroom Detached House	Demolition Complete Design Stage
19 Bell St	Demolition 1x3 Bedroom Detached House	Demolition Complete Design Stage
1 Cobbo Street	1x4 Bedroom Detached House	Design Stage
1 Alan Douglas Avenue	1x2 Bedroom Detached House	Design Stage
13 Carter Street	To be determined	Design Stage

\$105M Commonwealth Investment for Remote Housing

The \$105 million remote housing funding agreement is between the Commonwealth, Queensland Government and Aboriginal and Torres Strait Islander local government areas and the Torres Shire, and funding is to be used to address overcrowding. A methodology was agreed to at a workshop of Mayors held in February 2020 and confirmed with the Minister for Housing at a teleconference in September 2020.

Cherbourg Council received an allocation of \$3,419,891 (GST inclusive) under this program and submitted a Housing Investment Plan on 31 January 2022. Under the Housing Investment Plan, Council is planning to develop a new subdivision, build one disability accommodation unit, three build under for seniors' accommodation, two singles/couple units, and two new social housing dwellings. Council is yet to decide whether the funding for this program will be managed through a Capital Funding Agreement or through QBuild which will determine the reporting requirements of the program to the Department.

The program is currently in the development stage and may be delivered throughout the community as detailed below. The current status of the program is reported as at 30 May 2022. Any adjustments or variations to the program of works beyond 30 May 2022, will not be reflected in this document but will be managed through the operational management of the program. Adjustments or variations will be updated during the annual review process of the local housing plan.

Address	Housing Type	Status
TBC	3x2 Bedroom Built Under Senior Units	Development Stage
TBC	Develop New Subdivision	Development Stage
Proposed Old Jail Site	1x2 Bedroom Disability Accommodation Unit	Development Stage
Proposed Old Jail Site	2x3 Bedroom Singles/Couples Unit	Development Stage
TBC	1x3 Bedroom Detached House	Development Stage
TBC	1x3 Bedroom Detached House	Development Stage

National Housing and Homelessness Agreement

Address	Housing Type	Status
11 Barber Street	1x3B Detached House	Complete
30 Fisher Street	1x3B Detached House	Complete
4 Carter Street	1x2B Detached House	Complete
4A Fisher Street	1x2B Dual Occupancy	Complete
4B Fisher Street	1x2B Dual Occupancy	Complete
70 Barber Street	1x3B Detached House	Complete

Upgrades, Repairs and Maintenance program

The department manages annual funding for upgrades, and repairs and maintenance programs on social housing dwellings in Cherbourg. Planned maintenance and upgrade programs are developed in conjunction with Council from condition data provided through property inspections on the social housing

dwellings. The Department's Property Inspectors completed inspections in Cherbourg during September and November 2021 to update condition data.

The department through the Aboriginal and Torres Strait Islander Housing unit is responsible for coordinating the property management services to the Social Housing Portfolio within the community. These services include:

1. Undertaking Annual Property Inspections that check and identify any health, safety and security requirements for the asset.
2. Undertaking Condition Assessments on properties every 3 years to identify current maintenance requirements and future upgrade works
3. Overall program delivery of the Maintenance and Upgrade program.
4. The Property Management function to community is provided by a Cairns and Bundaberg based staff on a regular drive in/drive out basis.

QBuild is CHDE's service delivery provider for the Maintenance and Upgrade program. QBuild are responsible to develop procurement methodologies and engagement of service delivery providers that maximises the use of place-based service providers (i.e. councils, local contractors).

Where place-based service providers are unable to meet the required procurement (i.e., tender closing dates etc) and program delivery timeframes (due to capacity and capability), QBuild will engage other registered service delivery providers to ensure the end of financial year program deliverables and timeframes are achieved.

Since 2016, Cherbourg community has received the below:

Annual Funding	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL (inclusive 2021-22 budget)
Upgrades	\$2,172,000	\$1,964,000	\$3,261,000	\$1,719,811	\$1,471,270	\$2,400,932	\$12,989,013
Maintenance	\$1,960,000	\$1,960,000	\$2,900,000	\$2,674,741	\$2,090,178	\$2,000,000	\$13,584,919
Total	\$4,132,000	\$3,924,000	\$6,161,000	\$4,394,552	\$3,561,448	\$4,400,932	\$26,573,932

The following outputs since 2016 are below:

Annual Outputs	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL (inclusive 2021-22)
Upgrades	37	20	44	143	256	98	598
Maintenance	2192	2269	2715	2320	2311	2215	14022
Total	2229	2289	2759	2463	2567	2313	14620

Home Ownership

Council is supportive of community members aspirations to achieve home ownership and will work with the Queensland Government to develop pathways for aspiring homeowners. This will include developing an agreed sales price for 99-year home ownership leases and investigating new products such as shared equity or rent to buy schemes.

For further discussion:

Additional housing needs not currently captured by the department as approved Housing applications,

Livabilities

For further discussion:

Council to provide vision on future livability plan for Cherbourg. May link to Cherbourg Masterplan

What has been reflected through engagement

From November 2020 to February 2022 the department has led a series of engagement sessions with remote and discrete Aboriginal and Torres Strait Islander Councils to facilitate discussion on housing issues and the development of a Local Housing Plan. There have been three engagement sessions with Council to help inform further development of a Local Housing Plan. The department has identified the following key themes and priorities across all Council areas. Further discussions will tailor priorities for Cherbourg to develop a final list of priorities that will inform actions that will be implemented through a formal governance.

Key Themes

Placed based decision making Council and DCHDE to co-design housing programs, policies and procedures that respond to local housing needs, priorities and aspirations.

Increase land availability Identify and secure land to be developed for future residential use.

Increase housing supply Reduce overcrowding and increase housing diversity to meet the housing need.

Home ownership Home Ownership to enable continuation of cultural, personal and intergenerational connection to our land and homes.

Economic development The delivery of housing and housing services drives economic benefit in community.

Appropriate and sustainable housing Housing in community to reflect the needs of the local terrain and climate.

Cherbourg Priorities and Key Deliverables

Priority 1	Key Deliverables	Responsibilities (Further discussion)
Place-based decision making	<p>We decide how housing services are delivered in our community. This will be delivered by:</p> <ul style="list-style-type: none"> 1.1 Council involvement in program development of housing upgrades. 1.2 Key Performance Indicators for upgrades, maintenance and Occupational Therapist modifications. 1.3 Coordination of Occupational Services with NDIS and other support services. 1.4 Identify avenues that can provide support to tenants reporting maintenance. More property inspections may be one of these avenues. 1.5 Investigate demolition options from the upgrades program to save on new construction funding. 1.6 Develop transparent and fair housing policies which are communicated effectively and consistently to community. 1.7 Instal an additional Blue Phone in a location that ensures all Cherbourg residents have equal access. 	<p>Responsibilities and timeframes to be discussed with relevant stakeholders.</p> <p>[Cherbourg Shire Council, DCHDE and QBuild]</p>
Priority 2	Key Deliverables	
Land for residential development	<ul style="list-style-type: none"> 2.1 Secure land for future residential development/subdivision. 2.2 Secure funding for land and infrastructure development. Identify and secure land for future residential development. 2.3 Identify alternative options for housing to address land availability concerns (building relationships with neighbouring LGA's). 2.4 Seek expert advice and support to guide future land development decisions. 	<p>Responsibilities and timeframes to be discussed with relevant stakeholders.</p> <p>[Cherbourg Shire Council, DCHDE and QBuild]</p>



**Queensland
Government**

Priority 3	Key Deliverables	
Increase housing supply	Our communities have the right to access safe, appropriate and sustainable housing. 3.1 Develop a shared understanding of current and future housing needs in Cherbourg. 3.2 Develop a Strategic Asset Management Plan for long term strategic planning of Councils assets, maintenance, and operations. 3.3 Explore options to provide individual water meters to new builds in preparation for home ownership conversation and long-term water management in community.	Responsibilities and timeframes to be discussed with relevant stakeholders. [Cherbourg Shire Council, DCHDE and QBuild DSDSATSIP, Council, Cherbourg Congress and DSDLGP]
Priority 4	Key Deliverables	
Houses are built and managed for the needs of Cherbourg's community.	All future dwellings built in our communities consider the climate and needs of the wider community. 4.1 All houses within our community need to be functional for our families that ensure safety, privacy and cultural considerations. 4.2 Explore renewable energy systems such as solar power, battery storage and micro grids. 4.3 Investigate the creation of Council policy for tenant installed solar power. 4.4 Deliver proactive property maintenance including scheduled property inspections to identify problem areas and preventable repairs to correct issues before they escalate.	Responsibilities and timeframes to be discussed with relevant stakeholders. [Cherbourg Shire Council, DCHDE and QBuild]
Priority 5	Key Deliverables	
Economic Development	The delivery of housing services in our communities supports Cherbourg's economic development. 5.1 The investment of housing services in our communities supports local jobs, traineeships, apprenticeships, youth mentoring programs and provides ongoing opportunities for economic development across our communities. 5.2 Collaborate with QBuild to deliver traineeship and apprenticeship opportunities to increase local employment opportunities and improve availability of skilled labour for housing services.	Responsibilities and timeframes to be discussed with relevant stakeholders. [Cherbourg Shire Council, DCHDE and QBuild]
Priority 6	Key Deliverables	

Sewerage and water infrastructure management	<p>The management of reliable and sustainable sewerage and water infrastructure solutions that are essential for community to thrive.</p> <p>6.1. Plan for sewage and water infrastructure maintenance and upgrades, such as extensive maintenance work to be conducted on sewerage infrastructure in 2036.</p> <p>6.2 Explore localised water supply options (household water tanks).</p>	Responsibilities and timeframes to be discussed with relevant stakeholders. [Cherbourg Shire Council, DCHDE and QBuild]
Priority 7	Key Deliverables	
Home Ownership	<p>Home Ownership is made available to ensure the continuation of our cultural, personal and intergenerational connection to our land and homes.</p> <p>7.1 Raise community awareness of future home ownership options and pathways in Cherbourg.</p> <p>7.2 Land tenure arrangements allow for Home Ownership in Cherbourg (long-term).</p> <p>7.3 Develop agreed sale price for sale of social housing under 99-year home ownership leases.</p> <p>7.4 Reinvestment strategy for Home Ownership revenue to address overcrowding and homelessness.</p> <p>7.5 Suite of affordable home ownership products available to Cherbourg residents.</p>	Responsibilities and timeframes to be discussed with relevant stakeholders. [Cherbourg Shire Council, DCHDE and QBuild]

How we will respond together

Working Together

The Cherbourg Local Housing Plan will be delivered in partnership with Cherbourg Aboriginal Shire Council and the Department of Communities, Housing and Digital Economy. We know that working in partnership is the key to delivering responsive housing services that provide communities with the greatest outcomes. The Local Housing Plan will be delivered by;

The formation of a working group to drive implementation of the deliverables identified in the Cherbourg Local Housing Plan. The working group will meet quarterly or as required to ensure the identified priorities are delivered appropriately.

1. The working group will develop a monitoring and evaluation framework to drive shared accountability for implementation.
2. DCHDE and Council will implement new governance arrangements to ensure actions from the Local Housing Plan are implemented and housing outcomes are improved for Cherbourg tenants.
3. A 12 monthly review and update of the Local Housing Plan, this may include community consultation and endorsement from, the Minister for the Department of Communities, Housing and Digital Economy and Cherbourg's Ministerial Champion.

Key Contacts

Council	Aboriginal and Torres Strait Islander Housing, DCHDE
Mayor Elvie Sandow	Sharon Kenyon, Executive Director
Deputy Mayor Tom Langton	Kade Brindell, Director, Engagement and Partnerships
Councilor Frederick Cobbo	Jacinta McKewen, A/Director, Delivery
Councilor Leighton Costello	Rick Healey, A/Director, Remote Capital Delivery
Councilor Bronwyn Douglas	Jacob McKenna, Director, Strategy, Policy and Performance

Governance Model

There are a number of arrangements that are in place, being established or suggested to ensure a strong relationship and management between Council and the department in the delivery of housing outcomes for the community. These include

1. Quarterly Strategic Housing meetings – Mayors, CEOs, Director-General and senior DCHDE staff
2. Quarterly Strategic Housing Operations and Local Housing Plan meetings - Council and Aboriginal and Torres Strait Islander Housing
3. Regular Operational Meetings through existing arrangements (TWG's, Joint Operations Meetings and Council Meetings)

Cherbourg LHP Stakeholder and Community Engagement

This document outlines proposed strategies to conduct stakeholder and community engagement to inform the development of the Cherbourg Local Housing Plan.

Purpose and aim:

When developing the Cherbourg Local Housing Plan, it is important to capture the knowledge, lived experience and values of tenants, their families and community to deliver solutions that respond to local needs and priorities. Engagement strategies with community aim to capture feedback and recommendations on the draft Local Housing Plan and identified priorities.

Key community cohorts:

Capturing feedback and insights from a variety of cohorts enables multiple views and diverse knowledge to be captured. Examples of cohorts include:

- Community members including elderly, those living with a disability and young people.
- PBC and Traditional Owner representatives
- Government and non-government agencies that deliver programs and support within community
- Local community groups

Engagement considerations:

- Clearly articulate the purpose of engagement so that participants fully understand why their feedback is being sought and how it will be used to inform the development of the Local Housing Plan.
- Ensure engagement is conducted in a manner that provides participants open, safe and respectful opportunities to speak and share information.
- Emphasise that there are no right or wrong answer and all views, opinions and recommendations are valid and welcome regardless of whether they are in a positive or negative light.
- Consider how those involved in engagement sessions can keep informed on Local Housing Plan progress.

Engagement strategy options:

1. Community workshops

- Conduct small group sessions in an informal setting with select individuals/cohorts.
 - Small groups to allow each participant a chance to speak.
 - Invite selected individuals/cohorts to particular workshops to allow focussed discussion.
 - Leverage existing networks to gain access to particular cohorts.
 - Stakeholder workshop/s / community workshop/s
- Encourage open and free dialogue, allowing time for participants to share feedback in a safe and non-judgemental environment.
 - Provide opportunities for participants to voice concerns, provide feedback and make recommendations.
 - Short and simple discussion guide prepared in advance to guide group discussion.
 - No right or wrong answers

2. Community survey / individual interviews

- Individual interviews
 - Leverage existing community groups/ organisations to deliver a pre prepared survey (short list of questions) within their networks.
 - Identify community groups/organisations that have strong existing networks with community members and the resources and capacity to deliver the survey.
 - Survey can be administered to community members in person by a representative of the community organisation.
- Online survey (e.g. Google Forms)
 - Email survey link to key stakeholder contacts (e.g. Murgon Youth Hub, CRAICCS, Youth Justice Group, PBC)
 - Distribute survey link in community via flyers / Posters / Council communication channels (e.g. Facebook, Website, E-news)

3. Murgon State High School Services Expo

- Murgon State High School will be hosting a Services Expo on the 10th of March, 2023 which provides an opportunity to capture the voice of young people in the development of the Local Housing Plan.
- The Services Expo will feature stalls from a range of service providers with the aim of connecting students with support services.
- Attend the expo with a stall including interactive and engaging elements to elicit feedback and insights from young people

Workplace Health & Safety – January 2023

Activities

- Ongoing SMS management
- Updated records including vehicle checks, toolbox talks, training matrix and CAR
- Completed December monthly report for MRF and WHS
- Monthly emergency equipment checks completed
- Hazard inspections completed
- Respond to non-conformances identified during CoEx WHS audit
- Organised locks and lockout station for MRF
- Ordered trial shelter for smokers
- Met via TEAMS Rick Fox and Adam Stevenson – Rick to visit in Feb (part of LGW review)
- Developed SOP for MRF floor sweeper
- New electronics sign installed and commissioned
- Review CCRP layout with Andrew Beckett
- Completed LGMS 2023 risk assessment review for Zala
- Compiled Feb toolbox talk – Incident Review 2022
- Compiled and distributed Safety Spotlight newsletter – Edition 29 Nov - Dec 2022

Recommendations/Resolution Required

- Asbestos register
- Equipment noise audit required

Incidents/ Alerts

- 2 Incident reports submitted
 - 05/01 Cut finger while sorting customers containers – FA treatment
 - 30/01 Strain wrist while lifting a cabinet – Doctor LTI:4 days lost
- 0 Hazards Reported
- 2 Safety Alerts Communicated
 - 11/01 WorkSafe Qld x 2. Both related to workers being struck by mobile plant they were operating

Training

- Found provider and arranged Asbestos Awareness training for building team - requested by Bruce McCleod. Scheduled for Feb 21st.
- No response from TAFE re CPR training

Next Month

- Refresher CPR due
- Additional First Response + Fire Warden training

Zala Chatursinh

From: John Martinkovic <John.Martinkovic@dsdilgp.qld.gov.au>
Sent: Thursday, February 9, 2023 1:17 PM
To: Zala Chatursinh
Cc: Sean Nicholson; Matthew Nye; Peter Nelson; 'Jan Xanthopoulos (JXanthopoulos@qtc.com.au)'; Denise Hallmark; Samantha Freyer; Peter van Esseveld
Subject: Cherbourg Business Case Development for the Cherbourg Multipurpose and Civic Centre
Attachments: Cherbourg Council Chambers Proposal_Palladium.pdf

Good afternoon Zala

I refer to Cherbourg Aboriginal Shire Council's (the council's) Cherbourg Community Centre and Council Offices Planning Project funded under the Local Government Grants and Subsidies Program (LGGSP).

Background

The State Government is committed to ensuring the detailed design for the Cherbourg Multipurpose and Civic Centre is fit for purpose and provides value for money. The business case and related design, is to determine Cherbourg's Community and Civic needs for now and the future and establish how these can be provided cost effectively and sustainably in a multipurpose building. The business case is required to provide the State Government and the council with certainty about the scope and cost of any proposed building project.

The Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) has acted as project secretariat for the project steering committee (Members included, DSDILGP, Department of Communities, Housing and Digital Economy, Queensland Treasury Corporation, Office of the Queensland Government Architect and Council) who have overseen the Request For Quotes (RFQ) from predetermined suppliers in developing a business case and related design for the Cherbourg Multipurpose and Civic Centre.

On 10 November 2022, the project steering committee provided a briefing with the pre-determined suppliers.

1. Palladium Infrastructure Pty Ltd
2. David Lennie
3. BDO

On 11 November 2022, BDO, withdrew their interest in submitting an offer. Due to the reduction of pre-determined suppliers, the project steering committee sought M5 Advisors interest in participating in the RFQ. M5 Advisors agreed to participate with the following pre-determined suppliers submitting their RFQ by 16 December 2022.

1. Palladium Infrastructure Pty Ltd
2. M5 Advisors
3. David Lennie

On 24 January 2023, the project steering committee reviewed all submissions received and moderated the assessment for each proposal against the selection criteria. (Attached is the moderated score and comments). The assessment by the project steering committee resulted in the following ranking.

1. Palladium Infrastructure Pty Ltd – 38
2. M5 Advisors – 30
3. David Lennie – 15

Palladium Infrastructure Pty Ltd, are therefore nominated as the preferred offeror, with the submitted proposal clearly identifying the project deliverables with a transparent breakdown of costs, identifying practical options and opportunities for local employment, demonstrating understanding of cultural sensitivities and have a history of working with Indigenous communities as well as understanding government frameworks. The project steering committee also determined that being a larger firm, Palladium would be able to provide a stronger support network to assist council with meeting the objectives and requirements of council, community and the State Government alike.

A copy of Palladium submission is attached.

Costings

The Palladium offer is \$431,208.07 (utilising Kaunitz Yeung Architects). In comparing the project costing, the Palladium offer appears at first glance to be more expensive than M5 Advisors, however, it is noted that the M5Advisors provisional costings have a very high chance of increasing due to the sub-consultancies being less detailed in scope and cost and therefore considered significantly under estimated.

As you are aware, the LGGSP funding contribution is \$248,929. DSDILGP therefore requests council to submit a LGGSP budget variation for additional funding of \$225,400 which includes an additional 10% contingency.

Recommendation

The project steering committee recommends the council resolves:

- "In Principal" appoints Palladium Infrastructure Pty Ltd to deliver a business case for the Cherbourg Multipurpose and Civic Centre
- Authorise the Chief Executive Officer to negotiate the terms and conditions of the contract in preparation for execution by Palladium Infrastructure Pty Ltd to deliver the business case for the Cherbourg Multipurpose and Civic Centre once additional funding from the State is confirmed.
- The Chief Executive Officer submit a variation request to DSDILGP for an additional \$225,400 under LGGSP.

ers
John



John Martinkovic

Regional Director (Southern)

Local Government Division

Department of State Development, Infrastructure,
Local Government and Planning

Microsoft teams – meet now

P 07 34526872 M 0472845726

Level 12, 1 William Street, Brisbane QLD 4000

PO Box 15009 QLD 4002

statedevelopment.qld.gov.au



*I acknowledge the traditional custodians of the lands and waters of Queensland.
I offer my respect to elders past, present and emerging as we work towards a just,
equitable and reconciled Australia.*



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Blue Card requirements for local councils

Working together to keep kids safe

This fact sheet provides information for local councils to help determine who needs a blue card under the *Working with Children (Risk Management and Screening) Act 2000* (the Act).

Who decides if a job in the council requires a blue card?

All children in Queensland have a right to be safe and protected from harm. The blue card system checks and monitors people who work in child-regulated industries and helps organisations to create safe environments for children. However, the blue card system does not apply to every environment where a child may be present and not every employee needs a blue card.

Under the *Local Government Act 2009 (Qld)* a Chief Executive Officer (CEO) has the responsibility of ensuring which positions in Council require an employee to hold a blue card. Council should not have a policy that requires their employees to apply for or hold blue cards if the work the person is doing is not regulated by the Act.

When is a blue card required?

Under the Act there are 16 categories of regulated employment. If an employee's work falls within one of these categories, they must have a blue card unless an exemption applies. An employee cannot rely on an exemption under the Act if they are a [restricted person](#).

In some cases, a job may come under more than one category of regulated employment. Whether an employee requires a blue card depends on several factors:

- the environment the work is carried out in,
- the type of work,
- the frequency of work, and
- whether an exemption applies.

Council employees require a blue card if they engage in employment regulated by the Act.

The Council Executive Management Committee

A CEO, Mayor and other elected members will require a blue card (as a business operator) by virtue of their decision-making capacity for any child-related services run by council. More information is available on the [Mayor and Councillors fact sheet](#) and the [Local Council fact sheet](#).

Who needs a blue card?

Common jobs requiring a blue card are:

- working inside in an education and care facility while children are present
- carrying out lifeguard duties at the community pool
- teaching cultural activities or art classes to children
- conducting children's groups in a library.



Common scenarios*

Position within council	Do they require a blue card?	
A librarian employed to do children's story time, reading programs or deliver programs such as technology and arts and craft classes to children.	YES	
A swimming instructor at the community swimming pool providing paid or unpaid swimming lessons to children and young people.	YES	
A lifeguard or staff member responsible for first aid at a community pool or fitness centre with activities and services for children.	YES	
An employee (educator) at an education and care premises ie. Childcare Centre, Outside School Hours Care (OSHC) or Vacation Care Program.	YES	
A Park Ranger who regularly provides cultural activity programs, mainly involving children.	YES	However, if the job does not include cultural activities or programs mainly involving children, a blue card is not required.
Providing support and services to children living with disability .	YES	A Disability Worker Screening Card may also be required. For more information visit: www.workerscreening.dsdsatsip.qld.gov.au
Working at a Community Centre .	MAYBE	A blue card may be required for those providing certain services and activities to children.
Carrying out administration duties/work for council.	NO	However, if duties are carried out within a regulated environment such as a Child Care Centre while children are being cared for, a blue card is required.
Carrying out plumbing, electrical, drain or general maintenance work in the community or government buildings.	NO	However, if duties are carried out within a regulated environment such as a Child Care Centre while children are being cared for, a blue card is required.
Working in an Aged Care Facility .	NO	
Conducting housing inspections / property maintenance inspections .	NO	However, if duties are carried out within a regulated environment such as a Child Care Centre while children are being cared for, a blue card is required.

* This document should be used as a guide only. Please contact Blue Card Services for clarification.

Blue Card requirements for local councils

Other roles in council

There are also other roles within council that are not regulated by the Act and generally **do not require** a blue card. These include:

- Animal control
- Records /Information Officer
- Multi skilled plant operator
- Communications Officer
- Horticultural Officer
- Grants Officer
- Technical Officer – Civil Design
- Illegal Dumping Officer
- Various Roads Team Members
- Technical Officer – Civil Design
- Wastewater Treatment Operator
- Local Laws Officer
- Plant Operator
- Grader Operator
- Compliance Response Officer
- Events Coordinator.

Blue card monitoring

All blue card applicants and card holders are monitored daily by the Queensland Police Service. This means we are notified if there is a change in an applicant or card holder's police information.

If an applicant or card holder has a change in their police information, we will only notify council when the person's change in police information is relevant to child-related employment. This can include withdrawing an application or suspending or cancelling a person's blue card.

A suspended or cancelled card means the employee cannot engage in child-related employment. Council should ensure that only roles regulated by the Act require a blue card.

Obligations for council

As the CEO, you have obligations under the blue card system. Failure to comply with these obligations can be an offence and penalties may apply. Obligations for council include:

- not starting a person in child-regulated work without a valid card
- taking reasonable steps to confirm the card holder's identity
- linking a card holder when they start council
- de-linking a card holder when they leave council
- maintain a register of the people engaged with council
- develop and implement a child and youth risk management strategy, and
- tell us when there is a change in Council's information for example if your blue card contact's name or contact details change.

Read more about your obligations:
www.qld.gov.au/bluecardorganisations

Need more information?

We can help you identify what roles require a blue card. For more information, please call us on **07 3211 6157** and ask to speak to a member of the Community Information team.

Alternatively, you can contact LGAQ Advisory Services on **1300 542 700**.

If you need an interpreter, contact Language Loop on **1800 512 451**.

DEBTS TO BE WRITTEN-OFF

CODE	DEBTOR NAME	AMOUNT	REASON
ZZX199	CHRIS ROBERTS	\$ 1,620.00	INV FROM 2012, LETTERS KEEP GETTING SENT BACK, NO CONTACT DETAILS.
ZZX229	MR & MRS TAYLOR	\$ 1,567.99	INV FROM 2006, LETTERS ARE SENT OUT BUT NO FURTHER CONTACT DETAILS.
ZZX268	CHRIS JOHNSON	\$ 40.00	INV FROM 2008, LETTERS ARE SENT OUT BUT NO FURTHER CONTACT DETAILS.
ZZY100	MURGON COUNTRY FRIED CHICKEN	\$ 2,646.00	DEBT WAS 5346.00, THEY AGREED TO PAID HALF OF IT. MICHAEL CHECKED THIS WITH ZALA.
ZZY159	RIYA'S CAFÉ & RESTAURANT	\$ 275.00	RADIO STATION INCOME, THEY ARE REFUSING TO PAY.
ZZY35	ANGEL FULLER	\$ 125.00	INV FROM 2016, LETTERS KEEP GETTING SENT BACK, NO CONTACT DETAILS.
ZZY49	NICK RODGERS	\$ 350.00	INV FROM 2017, LETTESR KEEP GETTING SENT BACK, NO CONTACT DETAILS.
WARNL	LISCENE WARNER	\$ 196.45	DECEASED ACCOUNT
HOPKL	LEILA HOPKINS	\$ 7,281.88	DECEASED ACCOUNT
MILLH1	HAZEL MILLER	\$ 3,734.83	DECEASED ACCOUNT
		\$ 17,837.15	



Letter of Intent

Delivery of Queensland Government Services by the Cherbourg Digital Service Centre

Parties

This Letter of Intent (LOI) is between:

The State of Queensland as represented by the Department of Communities, Housing and Digital Economy through Smart Service Queensland (SSQ) of Level 4, 310 Ann St, Brisbane, QLD 4000

AND

The Cherbourg Aboriginal Shire Council (Cherbourg) of 22 Barambah Ave, Cherbourg, QLD 4605

Effective date

This LOI is effective on and from the date on which it becomes signed by all parties.

Term

This LOI begins on the Effective Date and continues until superseded by an agreed and executed contract between the parties, or until terminated in writing by one or more of the parties, whichever is the earlier.

Variation

This Letter of Intent, and/or its Schedules, may be varied at any time by written agreement of the Parties.

Background

Cherbourg is operating a digital service centre situated within, and staffed and managed by members of, the Cherbourg Community. The establishment and operation of the digital centre is a Pilot project being led by Department of Tourism, Innovation and Sport (DTIS) and Cherbourg in collaboration with Fujitsu, TAFE, and others. This pilot is referred to in this document as the Pilot or Cherbourg digital centre.

On 8 July 2022, a Letter of Intent was executed detailing Department of Communities, Housing and Digital Economy's (CHDE) commitments to the Pilot, represented through SSQ and Housing, including delivery of several Queensland Government services by the Cherbourg digital centre.

SSQ is also collaborating with the Pilot with regard to the operation, development and ongoing sustainability of the Cherbourg digital service centre. That aspect of our collaboration is not within the scope of this LOI.



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Objective

This LOI is further to the 8 July 2022 LOI (Schedule A), and sets out at a high level how the parties intend to give effect to the commitments made in the 8 July 2022 LOI with respect to

- Providing necessary training, materials, system access and any other requirements to enable the delivery of Queensland Government services by the Pilot (as and when such services are agreed) [All parties].
- Contribute, where required, to the TAFE Queensland (Nurunderi campus) led digital skills pre-employment training to support the Cherbourg digital service centre management and employees in preparation for delivery of the service specific training [SSQ].
- Working collaboratively, and in partnership with relevant government agencies, to facilitate the delivery of one or more government services through the Pilot by 30 June 2023 [All parties].
- Collaborating to design and transition services to Cherbourg digital service centre for resourcing of service delivery over the pilot period and beyond [SSQ].
- Recruitment of equivalent 5 full time persons spread across no more than 15 part-time workers or delivery of up to 200 hours per week. [Cherbourg].
- Fees for services delivered will be \$49.84 per hour (which accounts for salary on-costs e.g., superannuation, workers compensation) and has been calculated based on the State Government Entities Certified Agreement 2019 – Administration Stream L3.1. [SSQ].
- Services will be paid based on hours worked for up to the cost of 5 full time (FTE) persons working up to 200 hours per week, which totals \$9,968 (\$49.84 x 5FTE x 40hrs). The total commitment is up to \$518,336 per annum [SSQ].
- SSQ related implementation resources and expenses to set-up and enable the delivery of government services, such as: service training, travel, service application licence fees [SSQ].
- Provision of resources, facilities (desks), hardware (computers) and uniforms in preparation for Cherbourg digital service centre employee training and service delivery [Cherbourg].

SSQ recognises, and supports through the above, Cherbourg's broader objectives in standing up a digital service centre:

- Simple and flexible approach – creating a transparent and culturally sensitive partnership that is flexible.
- Building capacity – creating transferable skillsets and diversity of career choice.
- Building human capacity and leadership – closing the leadership gap within the younger generation.
- Cost recovery – support the growth of the community where the employees of the service centre are paid a fair wage and money is re-invested into the Community.

It serves to clarify and confirm the relevant intent of the parties until a formal contract covering same is agreed and executed between them.

We acknowledge the Traditional Custodians of the lands on which we walk, work and live. We acknowledge all Elders past, present and emerging.

Designs adapted from [original artwork by First Nations artists](#) Chern'ee Sutton, Kalkadoon woman, and Laurie Nona, Badhulayg, Maluyilgal, Guda Maluyilgal and Meriam Nation man.

Note that the 8 July 2022 LOI remains in force, and none of its clauses are repealed or varied by this LOI.

Commitments

SSQ commits to:

Working with Cherbourg to draft and execute a contract governing the delivery of Queensland Government services by the Cherbourg digital service centre.

- The Contract will cover all matters required to govern the service delivery arrangements including:

- Equipment
- System access
- Privacy and security
- Training
- Costing
- KPIs
- Insurance
- Reporting
- Any other matters agreed by the parties

- The Contract will be developed and executed in line with the following approximate timeline:

Step	Target date
Execution of this LOI	9 February 2023
Discussions to confirm cost recovery principles, service owner engagement, approval of contract period and terms	February 2023
SSQ circulates draft contract to CHDE for feedback	Early March 2023
Cherbourg review of draft contract	Mid-March 2023
Finalise draft based on feedback and submit for CHDE approval and signature	Mid-April 2023
Finalised contract submitted to Cherbourg for approval and signature	Mid/Late-April 2023

SSQ also commits to working with Cherbourg and others to enable the delivery of Queensland Government services by the Cherbourg digital service centre, in line with the following:

- The first service for delivery by Cherbourg will be the Responsive Housing Maintenance Service.
- The intended go-live for delivery of the first service is anticipated to be May/June 2023.
- Additional Queensland Government services will be introduced for delivery by Cherbourg at a pace that accommodates and is agreed by all parties.

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- The nature and content of additional services will also be agreed between SSQ (as bound by the service owner) and Cherbourg.

Executed as a Letter of Intent

For and on behalf of the State of Queensland as represented by Smart Service Queensland
Signature of authorised signatory:
Name and position: Craig Newell, General Manager Smart Service Queensland
Date: / /2023

For and on behalf of Cherbourg Aboriginal Shire Council
Signature of authorised signatory:
Name and position: Chatur Zala, Chief Executive Officer, Cherbourg Aboriginal Shire Council
Date: / /2023

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