

Cherbourg Aboriginal Shire  
Council

# Working Papers

For Council Meeting Held 16 & 17 August 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)

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*MINUTES*

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*Cherbourg Aboriginal  
Shire Council*

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*Held 19 July 2023*

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MINUTES

COUNCIL MEETING

HELD 19 JULY 2023

Attendance

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

Officers: CEO - Zala  
Minute Taker - Eileen Jacobs

Meeting Commenced 9.12am

9.12am Mayors Welcome

Councillor Obligations

Prescribed Conflict of Interest

Nil

Declarable Conflict of Interest

Nil

Register of Interest

Nil

9.25am Entered Meeting - Boyd McLean - Principal Cherbourg State School  
- John former Deputy Principal / Support  
- Malakai Douglas

Cherbourg State School is introducing the Cherbourg Annex Program (No Lost Time- No Suspension). No student will be suspended but will attending the Annex Program Principal is seeking Bert Button Lookout Building as venue for the Annex Program.

9.53am Left Meeting - Boyd McLean - Principal Cherbourg State School  
- John former Deputy Principal / Support  
- Malakai Douglas

Minutes  
Council Meeting  
Held on 19 July 2023

Mayors Init. -----

Bert Button Lookout Building

The Bert Button Lookout Building has already been allocated to the Youth Advisory Group for their programs.

After discussion Council has decided to allocate the Bert Button Lookout to the Cherbourg State School for their Annex Program.

Resolution

*Cherbourg Aboriginal Shire Council resolves to allocate the Bert Button Lookout Building to the Cherbourg State School for their Annex Program.*

Moved: Cr Bronwyn Murray

Seconded: Cr Fred Cobbo

Motion No. 2359 Carried  
For Vote: Council Voted Unanimously

CEO REPORT

2024 Mayors Budget & Long Term Financial Plan

The Mayors 2024 Budget & Long Term Financial Plan was tabled

Recommendation

That

1. Pursuant to section 107A of the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council's Budget for the 2023/2024 financial year, incorporating;
  - a) The statements of financial position;
  - b) The statement of cash flow
  - c) The statement of income and expenditure
  - d) The long term financial forecast
  - e) The statements of changes in equity
  - f) The relevant measures of financial sustainability
  - g) The 2023/2024 Revenue Policy
  - h) The 2023/2024 Revenue Statement including the Fees & Charges
  - i) The 2023/2024 Procurement Policy; and
  - j) The 2023/2024 Debt Policy

Attached to the CEO's Report, as tabled be adopted.

2. Pursuant to section 205 of the Local Government Regulation 2012, the statement of the financial operations and financial position of the Council in respect of the previous financial year ("the Statement of Estimated Financial Position as at 30 June 2023") be received and its contents noted.

### Resolution

*Cherbourg Aboriginal Shire Council resolves that:*

1. Pursuant to section 107A of the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council's Budget for the 2023/2024 financial year, incorporating:
  - k) The statements of financial position;
  - l) The statement of cash flow
  - m) The statement of income and expenditure
  - n) The long term financial forecast
  - o) The statements of changes in equity
  - p) The relevant measures of financial sustainability
  - q) The 2023/2024 Revenue Policy
  - r) The 2023/2024 Revenue Statement including the Fees & Charges
  - s) The 2023/2024 Procurement Policy;
  - t) The 2023/2024 Debt Policy

*Attached to the CEO's Report, as tabled be adopted.*

2. Pursuant to section 205 of the Local Government Regulation 2012, the statement of the financial operations and financial position of the Council in respect of the previous financial year ("the Statement of Estimated Financial Position as at 30 June 2023") be received and its contents noted.

*Moved: Cr Bronwyn Murray*

*Seconded: Cr Leighton Costello*

*Motion No. 2360 Carried*

*For Vote: Council Voted Unanimously*

### Minutes Confirmation

*Cherbourg Aboriginal Shire Council resolves that the minutes of the council meeting held on 21 & 22 June 2023 be adopted.*

*Moved: Cr Bronwyn Murray*

*Seconded: Cr Leighton Costello*

*Motion No. 2361 Carried*

*For Vote: Council Voted Unanimously*



S24JAA Required for – 1 Cobbo Street – Lot 269 SP280472

1 Cobbo Street (Lot 269 SP280472) is subject to native title rights and interests under the Wakka Wakka 3# Native Title Determination.

Council will need to run a 24JAA process prior to construction of the new dwelling on this lot or Council also has the option of entering into a cultural heritage agreement (CHA) with the native title holders for this construction. This usually involves the presence of cultural heritage monitors who would need to be paid at council's expense a CHA is not compulsory and the duty of care provisions under the cultural heritage act applies regardless.

Resolution

Cherbourg Aboriginal Shire Council as Trustee of the Deed of Grant in Trust resolves to engage the Remote Indigenous Land and Infrastructure office (RILIPO) to assist with issuing a notice under 24JAA of the Native Title Act over Lot 269 on SP280472 (known as 1 Cobbo Street, Cherbourg). Native Title continues to exist over this lot, and in the absence of an Indigenous Land Use Agreement (ILUA), the Council will rely on the native title validity provided by 24JAA for the construction of a new dwelling on this lot.

Council will rely on the provisions of the Cultural Heritage Act to ensure duty of care for any cultural heritage discovered during construction. No additional cultural heritage agreement will be entered into.

Moved: Deputy Mayor Tom Langton

Seconded: Cr Leighton Costello

Motion No. 2362 Carried  
For Vote: Council Voted Unanimously

Local Thriving Communities

CEO advises that the Qld Government made a firm commitment to progress local solutions, land decision-making with Aboriginal people and Torres Strait Islander people.

The first Local Thriving Communities action plan (PDF, 2.5MB) Action plan (DOXX, 1.2 MB) sets out actions to be implemented in the short term underpinned by the principles of self-determination. Through the action plan the Queensland Government has committed to better support Aboriginal and Torres Strait Islander Communities to:

- Make decisions about their own futures
- Build on their strengths as a community
- Invest in the things that will make communities stronger and make a difference to people's lives

Recommendation

After meeting with new DG Clare O'Connor and her reassurance of working with Cherbourg Aboriginal Shire Council, CEO recommends that Council should become a member of Local Thriving Communities to receive additional funding.

Resolution

*Cherbourg Aboriginal Shire Council resolves to:*

- *become a member of the Local Thriving Communities*
- *view other Local Thriving Communities models before setting up Cherbourg's Local Thriving Communities body*

*Moved: Cr Bronwyn Murray*

*Seconded: Cr Leighton Costello*

*Motion No. 2363 Carried  
For Vote: Council Voted Unanimously*

AMPLITEL - New Telstra Tower Lease

*Lease proposal for the new Telstra Tower at 23 Barambah Ave, Cherbourg Qld 4605.*

Resolution

*that in relation to the lease of the Telstra Tower Cherbourg Aboriginal Shire Council resolves;*

- A. to sign the 20 year lease (Lease 1 & Lease 2)*
- B. Lease 1. 10 years from 1 August 2023 to 31 July 2033*
- C. Lease 2. 10 years from 1 August 2033 to 31 July 2043*

*Moved: Deputy Mayor Tom Langton*

*Seconded: Cr Bronwyn Murray*

*Motion No. 2364 Carried  
For Vote: Council Voted Unanimously*

Container Exchange Contract

*We have received a new contract from COEX to run our operation in Cherbourg, Nanango, Yarraman, Blackbutt, and Kingaroy. Effective date of contract is from 31 October 2023.*

Recommendation:

*CEO recommendation is that Cherbourg Aboriginal Shire Council should sign the contract to continue our Recycling Business.*

Resolution

*Cherbourg Aboriginal Shire Council resolves to sign the COEX contract effective from 31 October 2023.*

*Moved: Cr Bronwyn Murray  
Seconded: Cr Leighton Costello*

*Motion No. 2365 Carried  
For Vote: Council Voted Unanimously*

Report Approval

*Council resolves that the CEO Report be adopted.*

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

*Motion No. 2366 Carried  
For Vote: Council Voted Unanimously*

COMMUNITY SERVICES REPORT

*Community Services Manager presented her report*

Report Approval

*Cherbourg Aboriginal Shire Council resolves to adopt the Community Services Report.*

*Moved: Cr Fred Cobbo  
Seconded: Cr Bronwyn Murray*

*Motion No. 2367 Carried  
For Vote: Council Voted Unanimously*



### OPERATIONS DEPT REPORT

Operations Dept Manager presented his report.

#### Report Approval

Cherbourg Aboriginal Shire Council resolves to adopt the Operations Dept Report.

Moved: Cr Bronwyn Murray  
Seconded: Cr Leighton Costello

Motion No.2368 Carried  
For Vote: Council Voted Unanimously

12.20pm Meeting adjourned for lunch  
1.15pm Meeting recommenced

### CORPORATE SERVICES REPORT

CEO presented the Corporate Services Report

#### Report Approval

Cherbourg Aboriginal Shire Council resolves to adopt the Corporate Services Report.

Moved: Deputy Mayor Tom Langton  
Seconded: Cr Leighton Costello

Motion No. 2369 Carried  
For Vote: Council Voted Unanimously

### Economic & Community Development Report

CEO presented the Economic & Community Development Report

#### Report Approval

Cherbourg Aboriginal Shire Council resolves to adopt the Economic and Community Development Report.

Moved: Cr Fred Cobbo  
Seconded: Deputy Mayor Tom Langton

Motion No. 2370 Carried  
For Vote: Council Voted Unanimously

CORRESPONDENCE

Old Govt Customer & Digital Group

- Digital Profile - Cherbourg

Dept Yth Justice

Advice – Arrilla Indigenous consultancy Ltd have been awarded the contract to engage with Council and Community for design work of a youth crime response.

Dept Health Mitch Longman

Aged Care Qld – Working together on Aged Care Issues

Assistant Minister for Local Govt

- Local Govt Sustainable Framework

Dept Regional Development Manufacturing & Water

Assessment of challenges and opportunities for drinking water and sewerage services provision in remote and regional communities.

Dept State Development Infrastructure LG & Planning

- Auditor General Report (2022-2023 QAO Report)

Office of Fair Trading

Classification of Publications Act 1991 (COP Act).

QUT – Deb Duthie

- Food Sovereignty Model with Indigenous Communities Program



Old Govt – LG Remuneration Commission

- Local Government Remuneration Commission Consultation Paper

Cherbourg Township Bushfire Management Plan

Approval sought for the Cherbourg Township Bushfire Management Plan.

Resolution

Cherbourg Aboriginal Shire Council resolves to adopt the

- Cherbourg Township Bushfire Management Plan

Moved: Deputy Mayor Tom Langton

Seconded: Cr Leighton Costello

Motion No. 2371 Carried  
For Vote: Council Voted Unanimously

Cherbourg Aboriginal Shire Council Operational Plan

Approval sought for the Cherbourg Aboriginal Shire Council Operational Plan 2023-2024

Resolution

Cherbourg Aboriginal Shire Council resolves to adopt the

- Cherbourg Aboriginal Shire Council Operational Plan 2023-2024

Moved: Cr Leighton Costello

Seconded: Deputy Mayor Tom Langton

Motion No. 2372 Carried  
For Vote: Council Voted Unanimously

CAFÉ

Council has decided to call for Expressions of Interest in the CAFÉ. Condition is that the Expressions of Interest must be from a Cherbourg Resident.

Office Leases

Council has also decided to update its Office Lease Fees

Resolution

*Cherbourg Aboriginal Shire Council Resolves to update its rate of Office Lease Fees to;*

<i>Each</i>	<i>1 Office</i>	<i>\$9600</i>
<i>DATSIP</i>	<i>2 Offices</i>	<i>\$24000</i>
<i>Barambah Local Justice</i>	<i>2 Offices</i>	<i>\$24000</i>
<i>Group</i>		
<i>Refocus</i>	<i>1 Office</i>	<i>\$6000</i>

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

*Motion No. 2373 Carried*  
*For Vote: Council Voted Unanimously*

*2.40pm Meeting Closed*

## 2. Chief Executive Officer

➤ **1. 2023 Interim Audit Report:**

We table the interim audit report for our council for the financial year ending 30 June 2023.

Significant deficiency;

As for the impact on our audit, we will be raising a control deficiency as a result of this in relation to a lack of review/measures in place over employee data changes (including Pay rate increases).

As part of the report we include management response to the identified deficiency, would you be able to provide us with some details in terms of the below:

- Actions taken to address the identified issue
  - o Including some details around the back pay audit and when back pay will be made
  - o Any controls management have or intend to put in place going forward to ensure changes to employee details (including pay rate changes) are complete and accurate (i.e. will there be an individual separate to the person who updates the employee information, perform a review of the employee data changes and document this review?)

- o Who is responsible for the backpay audit and who would be responsible for implementing future controls
- o An expected action date for the backpay audit completion and actual payment of backpay to employees

### Recommendation regarding 2023 Interim Audit Report:

That Cherbourg Aboriginal Shire Council: -

1. We follow the QAO recommendation as per the attached report. The responsibility to update payrates in the system should be assigned to HR Advisor only.

### ➤ 2. Cherbourg Aboriginal Shire Council – Organisation Structure review and update

We have growth in our council and budget of \$26 million from previous year of \$21 million. We will need additional employees' resources to keep up with our growth, mainly in area of projects and Building Department.

Key addition and changes in our organisational structure:

1. New Project Officer
2. Building Supervisor
3. Finance manager role under Corporate Services
4. HR Trainee



## Recommendation for Cherbourg Aboriginal Shire Council – Organisation Structure review and update

Cherbourg council adopt the updated organisational structure for effective management of our council.

### 3. Local Thriving Communities:

Local Thriving Communities (LTC) is a Queensland Government reform that seeks to build on a community's strengths, existing leadership structures and community leaders to empower local decision making to:

Co-design, advise, influence and improve delivery of all services in community.

Ensure government investment is directed to where it will best benefit the community.

Maximise opportunities from local service and industry partnerships.

We have attached the draft terms of reference for council information.

### Recommendation:

1. After meeting with DATSIP representative and offer of \$100,000 to council to run LTC, We strongly recommended not to go ahead as \$100k is not enough funds to employ staff and other job related expenses.

#### 4. Debtors Write Offs:

As per the Internal audit recommendation, We have list of debtors including deceased account and also account more than 6 years old. I have attached the details list for council information.

Trial debt to be written off is \$216,429.90

#### Recommendation for Debtors Write Offs:

We recommended to write of these old debts as per list. We also have to make sure that we chase our debt in timely manner to not to reach to this kind of situation.



Chatur Zala

Chief Executive Officer



## 2023 INTERIM REPORT

# Cherbourg Aboriginal Shire Council

26 July 2023

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Councillor Elvie Sandow  
Mayor  
Cherbourg Aboriginal Shire Council  
22 Barambah Avenue  
Cherbourg QLD 4605

Dear Mayor Sandow

### 2023 Interim report

We present our interim report for Cherbourg Aboriginal Shire Council for the financial year ending 30 June 2023. This report details the results of our interim work performed to 30 April 2023. Under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

#### Results of our interim audit

In this phase, we assessed the design and implementation of your internal controls relevant to the financial report, and whether they are operating effectively. We assessed the key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management has implemented across the organisation.

#### Significant deficiencies:

- One raised in the current year, relating to changes in employee pay rates
- Nil unresolved from prior years

#### Deficiencies:

- Nil raised in the current year
- One unresolved from prior years

#### Financial reporting matters:

- Nil raised in the current year
- One unresolved from prior years

Based on the results of our testing completed to date, we have determined that we will not be relying on your internal control environment to support our audit strategy and will be taking a substantive based approach.

Refer to section 1 and 2 for further details.

If you have any questions or would like to discuss the audit report, please contact me on 3225 6839 or Ryan Lindwall on 3233 9452.

Yours sincerely



Erin Neville-Stanley  
Partner  
KPMG

Enc.  
cc. Chatur Zala, Chief Executive Officer  
Scott Mead, Chair

SENSITIVE

# 1. Status of issues

## Internal control issues

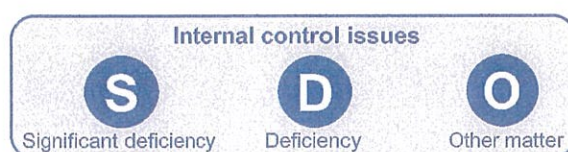
The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of the deficiencies we identified during our interim audit are outlined further in this section. Refer to section 2 *Matters previously reported* for the status of previously raised issues.

Issues	Significant deficiencies	Deficiencies	Other matters*
Current year issues	1	-	-
Prior year issues – unresolved	-	1	-
<b>Total issues</b>	<b>1</b>	<b>1</b>	<b>-</b>

\*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

The following section details control deficiencies and other matters identified as at 4 July 2023. It includes a response from management.

Our 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](http://www.qao.qld.gov.au/information-internal-controls) or scan the QR code.



## Significant Deficiency

### 23-CR1 Controls for ensuring employee pay rates are accurately reflected

#### Observation

Council does not have an effective control in place to update pay rates in the system where there are required changes in employee pay rates. Changes may be required when new Enterprise Bargaining Agreements (EBA) become effective or when there are changes in employee positions. This has led to employee pay rates not being appropriately updated as of 1 September 2022 when an updated EBA was effective, which has resulted in an underpayment of wages of approximately \$96K to date impacting 114 employees. Back payment to these employees was made on 28 June 2023.

#### Implication

Employees may continue to be underpaid by the Council going forward. This could result in reputational damage for the Council and loss of trust from the community. It may also lead to issues around non-compliance with the relevant EBA's that are in place.

#### QAO recommendation

The responsibility to update payrates in the system should be assigned to an appropriate individual. Before any changes go live, they should be checked back to the updated EBA/contracts for accuracy by an independent person to the preparer. Evidence of this review should be retained for audit purposes.

**SENSITIVE**

### Management response

Management have prepared a management paper and presented this for review. As at the date of this report, Council's paper is still in progress with a number of feedback points being addressed which includes a detail root cause analysis and rectification controls to be implemented to prevent re-occurrence.

Responsible officer: Sam Murray

Status: Work in progress

Action date: 14 July 2023

## Financial reporting issues

This table identifies the number of financial reporting issues we raised. Refer to section 2 *Matters previously reported* for the status of previously raised financial reporting issues.

Year and status	High risk	Moderate risk	Low risk
Current year issues	-	-	-
Prior year issues – unresolved	-	1	-

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](http://www.qao.qld.gov.au/information-internal-controls) or scan the QR code.




## 2. Matters previously reported

The following table summarises the status of deficiencies, financial reporting issues, and other matters previously reported to you.

Ref.	Rating	Issue	Status
17FR-4	<b>S</b>	<p><b>Council does not have an internal audit function including a documented and approved internal audit plan</b></p> <p>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.</p>	<p>Resolved</p> <p>Council has implemented an internal audit function and documented an approved internal audit plan.</p> <p>Responsible officer: CEO</p>
21CR-1	<b>D</b>	<p><b>Controls for Tracking of Grant Revenue Obligations</b></p> <p>Based on our assessment of Councils' Grant Register, we recommend a control is established to ensure performance obligations are documented in the register and revenue recognised in accordance with identified performance obligations.</p>	<p>Resolved pending audit clearance</p> <p>Council have implemented a Grant Register which outlines all grants and is updated monthly by the Financial Accountant.</p>

**SENSITIVE**



Ref.	Rating	Issue	Status
			<p>Council have worked to ensure costs incurred in relation to Capital Grants are being tracked and linked to the Grant Register to ensure revenue recognition is correct.</p> <p>The final updated Capital grants Register will be reviewed as part of the year end audit.</p> <p>Responsible officer: Corporate Services Manager</p> <p>Action date: 31 March 2023</p>
22-CR1		<p><b>Provision for refuse restoration</b></p> <p>Council have used a 2019 external specialist report as a basis for recording the refuse restoration provision at 30 June 2022 and changes in interest rates and inflation may have an impact on assumption and inputs used.</p>	<p>Resolved pending audit clearance</p> <p>Council has engaged a specialist to perform an updated assessment of the refuse restoration provision in FY23.</p> <p>The Specialist's report has been received and the report and recording of the provision will be reviewed during the year end audit.</p> <p>Responsible officer: Corporate Services Manager</p> <p>Action date: 30 June 2023</p>



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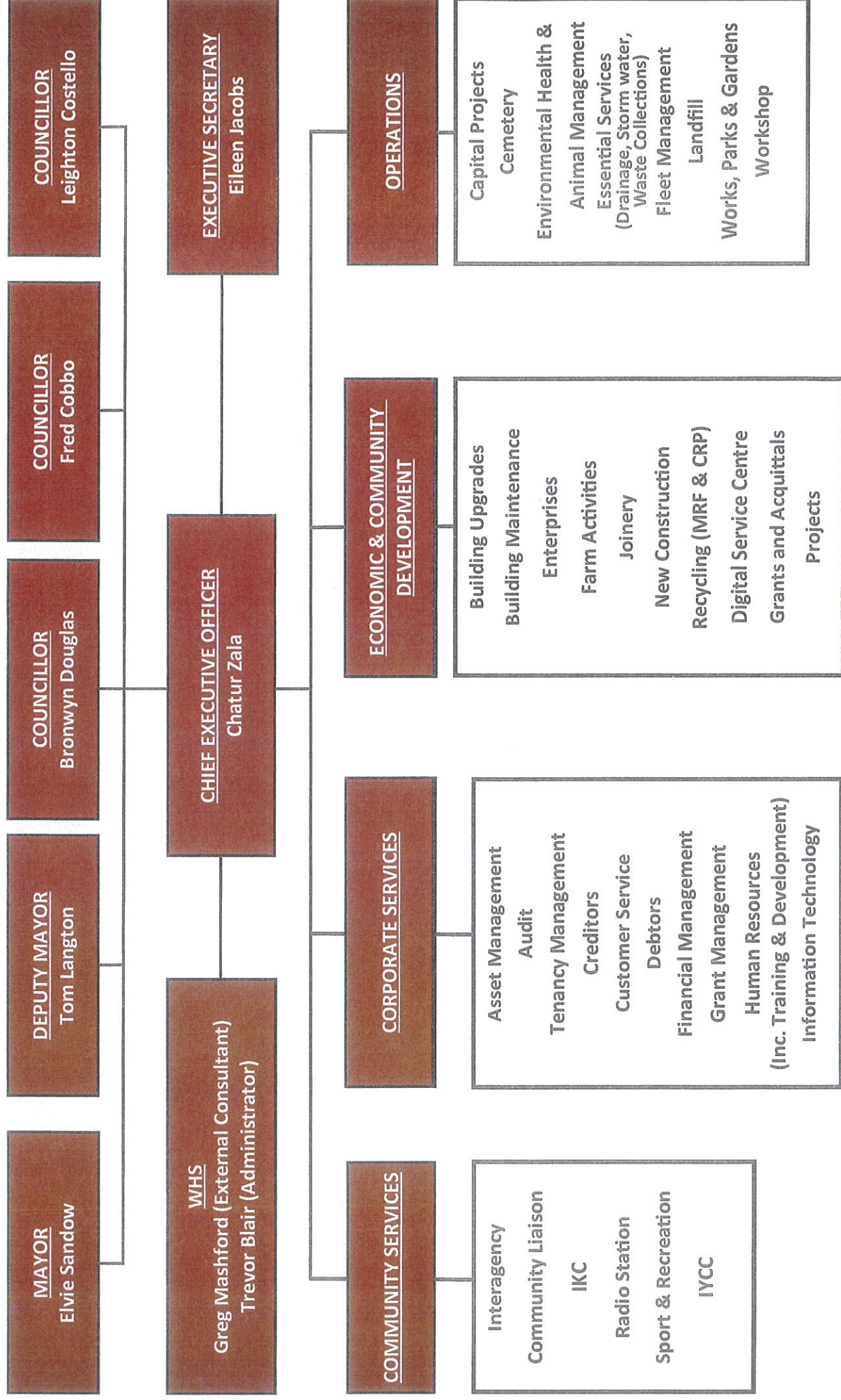
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# CHERBOURG ABORIGINAL SHIRE COUNCIL - ORGANISATION STRUCTURE

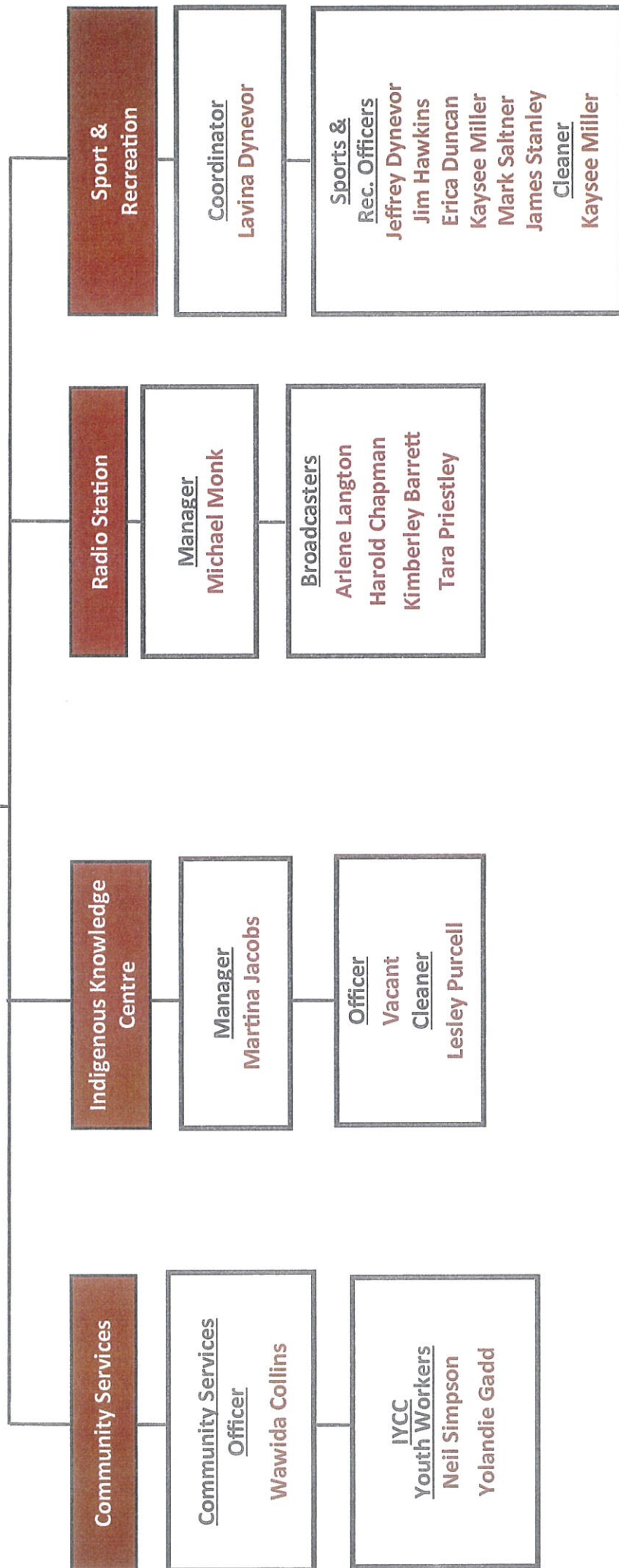
## COUNCIL



# CHERBOURG ABORIGINAL SHIRE COUNCIL - ORGANISATION STRUCTURE

## COMMUNITY SERVICES DEPARTMENT

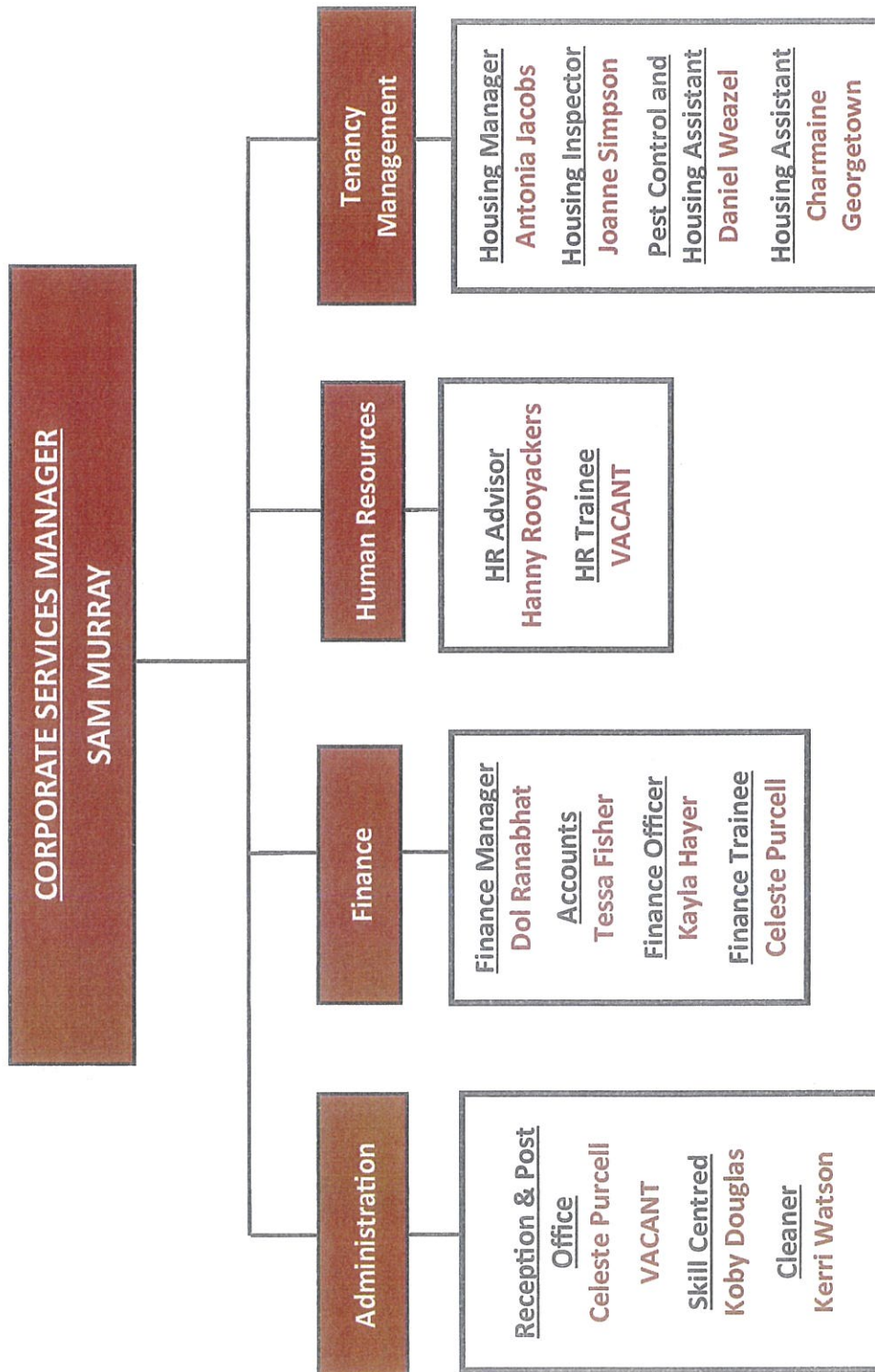
**COMMUNITY SERVICES MANAGER**  
**EDWINA STEWART**





# CHERBOURG ABORIGINAL SHIRE COUNCIL - ORGANISATION STRUCTURE

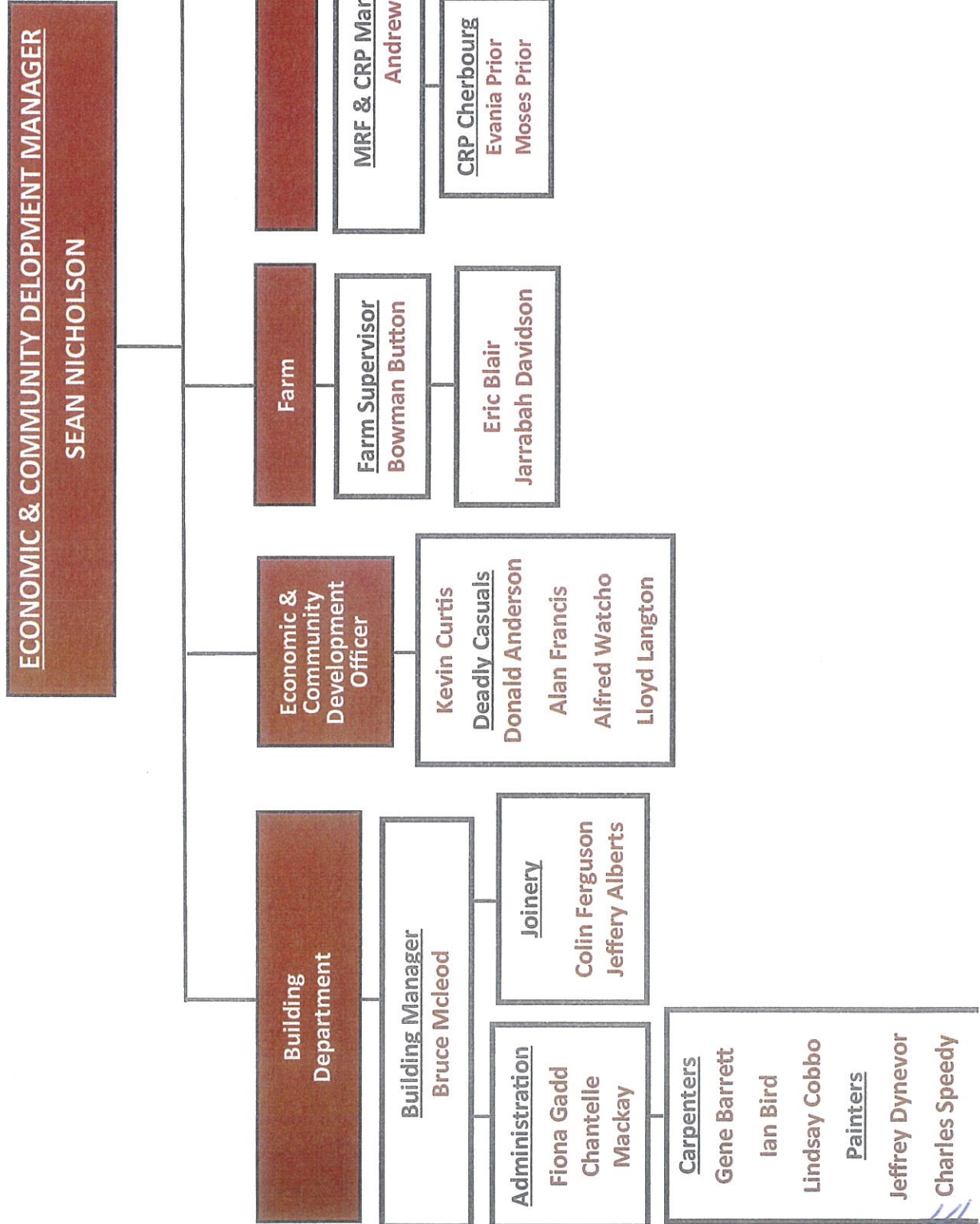
## CORPORATE SERVICES DEPARTMENT





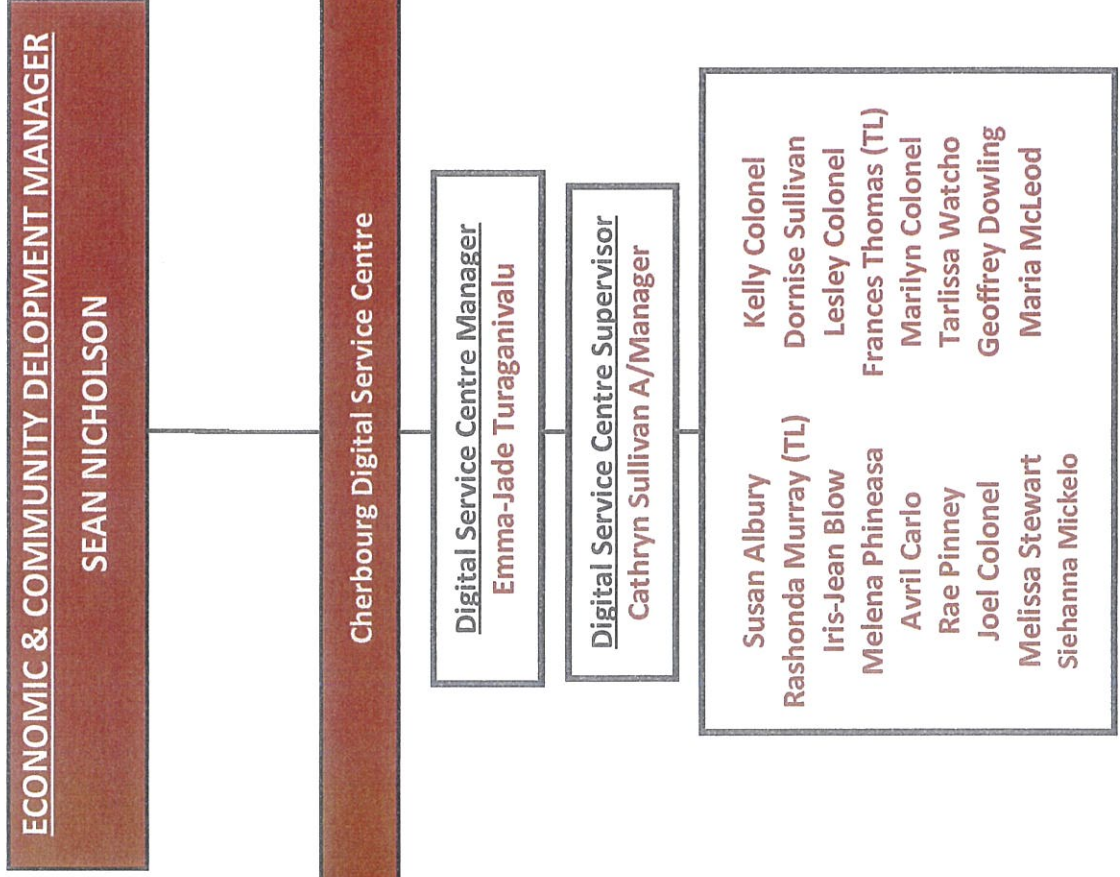
# CHERBOURG ABORIGINAL SHIRE COUNCIL - ORGANISATION STRUCTURE

## ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT (Page 1)



# CHERBOURG ABORIGINAL SHIRE COUNCIL - ORGANISATION STRUCTURE

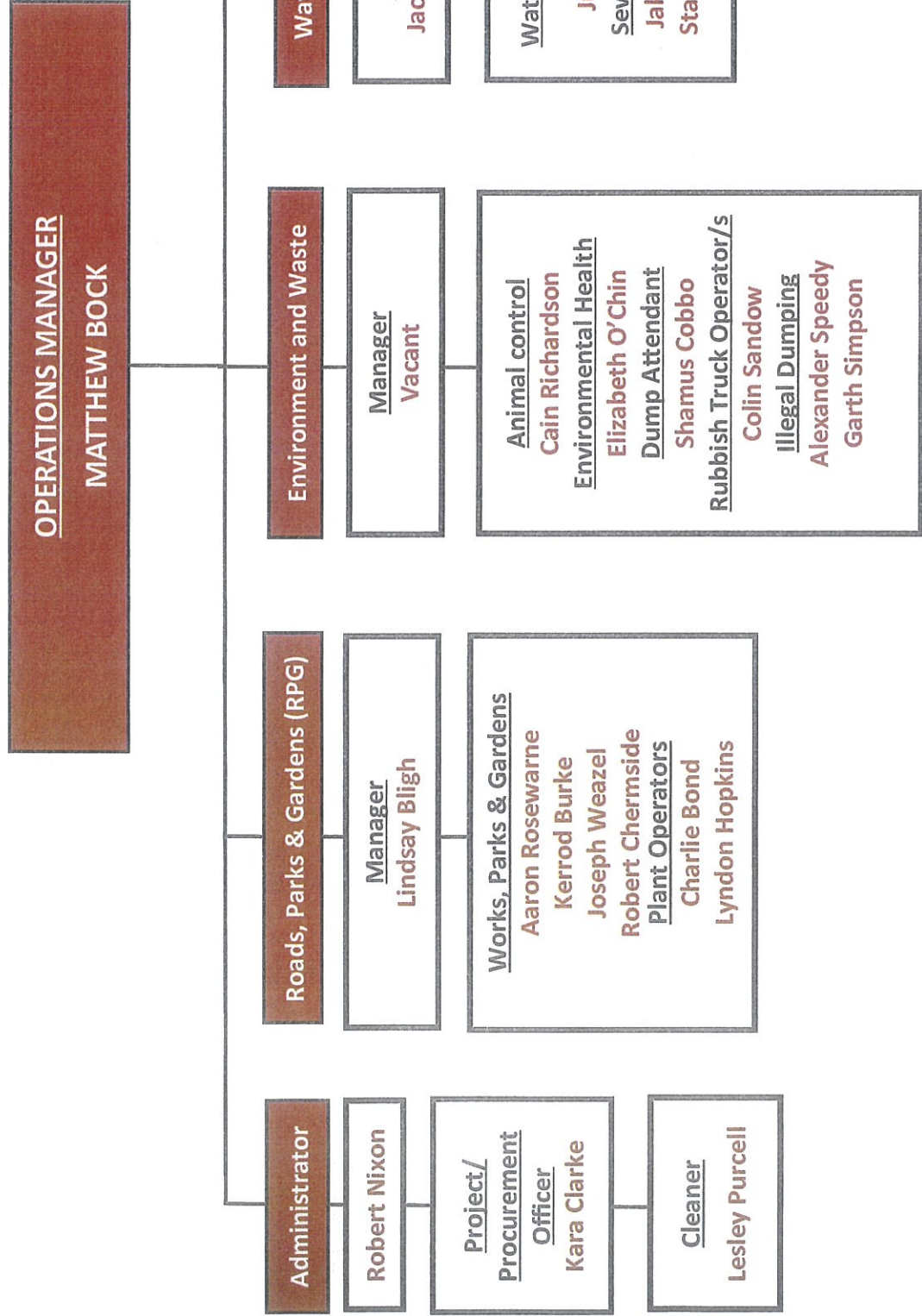
## ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT (Page 2)



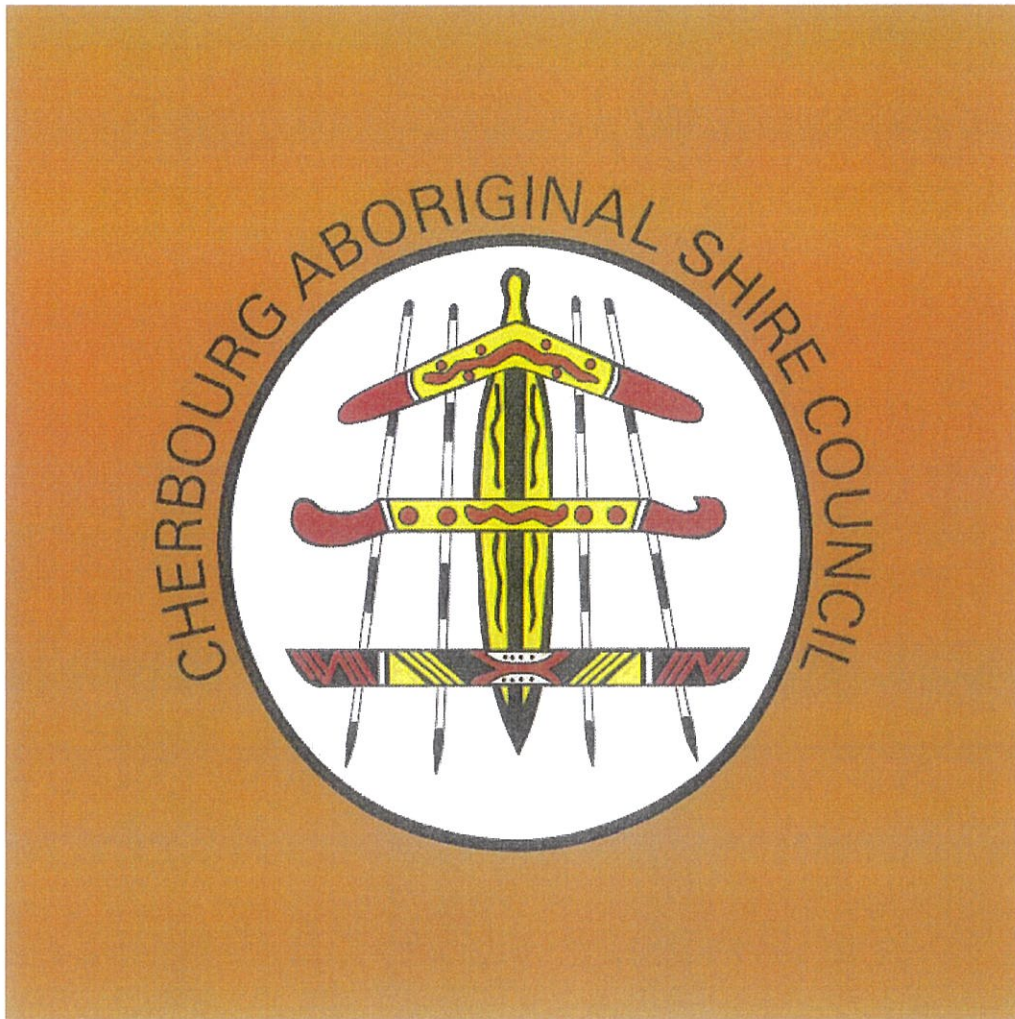


# CHERBOURG ABORIGINAL SHIRE COUNCIL - ORGANISATION STRUCTURE

## OPERATIONS DEPARTMENT



# TERMS OF REFERENCE



## Cherbourg Local Thriving Communities Advisory Committee

**Advisory Committee appointed by Cherbourg Aboriginal Shire Council**

*The group can choose any name they prefer for their committee/body. Some areas have used a traditional name. Does not need to say LTC or LDMB.*



**All below content is suggested only – the Terms of Reference are entirely up to CASC and the Advisory Committee to decide.**

## Overview

Local Thriving Communities (LTC) is a Queensland Government reform that seeks to build on a community's strengths, existing leadership structures and community leaders to empower local decision making to:

- Co-design, advise, influence and improve delivery of all services in community.
- Ensure government investment is directed to where it will best benefit the community.
- Maximise opportunities from local service and industry partnerships.
- Work with Government and Ministerial Champions to achieve community goals.

The following sets out the formal Terms of Reference for the Cherbourg LTC Advisory Committee (the Committee):

**Head of Power** – An **Advisory Committee appointed by Council** under Section 264 of the *Local Government Regulation 2012*.

**General Purpose** - The Committee shall **provide advice to Council** to guide its decisions relating to the implementation of the Queensland Government's LTC reforms.

**Delegated Authority** - In accordance with the constraints of the *Local Government Act 2009*, Council cannot delegate authority to the Committee.

**Membership** – (below membership is an example only – CASC to determine preferred membership with consideration to achieving representation from across community)

The Committee shall be made up of:

- Cherbourg Aboriginal Shire Council (CASC) Mayor
- Cherbourg Aboriginal Shire Council (CASC) Deputy Mayor
- three community members appointed by Council.

The CASC Mayor will chair the Committee. In the absence of the Mayor, the CASC Deputy Mayor will assume the role of Chair.

**Quorum** - There must be at least three members of the Committee present at each meeting to form a quorum.

Where a quorum is not obtained for a particular meeting within 30 minutes of the appointed starting time of the meeting, the Chair shall postpone the meeting to a later date.

**Appointment of Community Members** - Recruitment and appointment of community members will be managed by the CASC Chief Executive Officer (CEO) and endorsed by CASC.

- **TATSIPCA Community Connector will assist with this role if CASC would like this support.**

**Tenure of Community Members** – Community Committee members will be appointed for minimum 12 month term unless otherwise determined by CASC.

**Induction & Governance Training** – Community Committee members will be required to undertake an induction about the purpose and role of the Committee within two months of being appointed. A Community Member that has been reappointed to the Advisory Committee

should undertake governance training at least once every three years.

**Meeting Frequency** - Meetings of the Committee shall be **quarterly**. Additional meetings may be called as deemed appropriate provided the overall number of meetings each year does not exceed 12 in a financial year.

**Notice of Meetings** - At least once a year, CASC will publish notice of the days and times when Committee meetings will be held, on Council's website. Notice will also be provided in a conspicuous place at Council's public office.

**Integration of Meetings with Council's Budget and Planning Operations** -The CEO, in consultation with the Mayor, will determine meeting dates for the financial year ahead. In determining meeting dates the CEO will ensure consideration is given to integrating meetings with Council's statutory and non-statutory planning timeframes including annual budget and operational plan processes.

**Meeting Location** - Meetings will be held in CASC chambers wherever possible though meetings can be moved to a suitable alternative venue, preferably at a CASC facility, provided approval of the Chair is received and appropriate notice (at least two days) is provided to all Committee members.

**Standing Orders** - For all matters not covered by these Terms of Reference, Council's Standing Orders will apply, and all Committee members will be required to abide by the Standing Orders.

**Secretariat** - the CEO will provide a secretariat for the Committee. The secretariat will be responsible for:

- preparing an agenda of key issues identified by the Committee to be discussed and providing a copy of the agenda to all Committee members no later than two business days before each meeting;
- preparing and providing a report of each meeting to all Committee members not later than five business days after the conclusion of each meeting;
- preparing a register to monitor actions and recommendations from meetings to ensure the Committee is progressing their identified priorities and goals to completion.

- TATSIPCA will resource the secretariat expenses.

- Community Connector can assist with secretariat support if CASC would like this support.

**Committee Recommendations** - Recommendations at each meeting will be open with questions decided by a consensus of the members present.

Note, the Committee has no delegated authority – CASC will consider and vote upon recommendations of the committee at a full Council meeting.

### **Meeting Reports**

All Meeting Reports will be presented to the next available Council meeting for consideration of Committee recommendations. CASC may endorse, amend or reject the recommendations by resolution; or may refer recommendations back to the Committee for further consideration.

### **Attendance at Meetings by non-Committee members**

**Employees or Other Parties and Requests for Employee Assistance** – Non-member CASC Councillors may attend meetings and provide input, as regulated by the Chair.



The Committee may invite other parties to Committee meetings to provide information that may assist the Committee in their recommendations to CASC. Government agencies, Council employees, non-government service providers, contractors or consultants with specific expertise might be asked to attend Committee meetings to present information, answer questions or provide advice.

Invitations to Committee meetings will be directed through the CEO. Where external parties are required to attend meetings, they are required to provide full, frank, and meaningful advice on all issues within their capacity.

If external parties would like to request to attend a meeting, the request should be directed to the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts Community Connector, who will liaise with the CEO/secretariat regarding the request.

**Public Access to Meetings** - All formal meetings will be open to the public, consistent with legislative requirements and normal practice at Council's General Meeting. By exception, and in accordance with the *Local Government Act 2009*, confidential matters may be considered in closed session without the public present and informative and/or deliberative workshops may be conducted, if necessary, without public access.

**Government and Ministerial Champions Program** – the Committee will engage with Government and Ministerial Champions as required, to progress Committee goals; under guidance of CASC as the delegate authority.

**Remuneration** – Remuneration for community members of the Committee will be in accordance with *Level three of the Regulation, Administration and Advice Category outlined in the Queensland Government Bodies Guidelines*.

Councillors and Council Staff (excluding Council staff who are appointed to the Committee as community members) will receive no additional remuneration for their role in relation to this committee.

- **TATSIPCA will resource community Committee member sitting fees**

**Conflict of Interest** – Councillors and community members of the Committee are required to discharge any prescribed or declarable conflict of interest in the same fashion as required under the *Local Government Act 2009*.

In the event that a Community Committee member has a prescribed or declarable conflict of interest, they shall declare same to the Chair as soon as they become aware of the situation and the Meeting Report will record the interest.

**Reviews of Terms of Reference** - The Terms of Reference will be reviewed by the Committee as necessary, and at least once every 12 months. Minor changes that do not alter the intent of the Committee or its structure can be approved by the Committee and referred to CASC for noting. Changes to the intent of the Committee or its structure must be ratified by Council resolution. It is noted the role of the Committee will continue to evolve as community needs and priorities change.

ZZI232	JACK SIMPSON SNR	\$	580.00		DECEASED ACCOUNT		0
WRAGN	NORMAN WRAGGE	\$	2,881.25		DECEASED ACCOUNT		0
LANGR	ROBERT LANGTON	\$	4,049.92		DECEASED ACCOUNT		0
MURRL	LORRAINE MURRAY	\$	7,956.24		DECEASED ACCOUNT		0
BURKE	EFFIE BURKE	\$	7,610.91	DEBT WAS FROM 2017	OLD DEBT		6
BURKM1	MARION BURKE	\$	7,316.34	DEBT WAS FROM 2017	OLD DEBT		6
DOUGTR1	TINA R DOUGLAS	\$	477.00	DEBT WAS FROM 2017	OLD DEBT		6
DYNED1	KARA DYNEVOR	\$	13,132.48	DEBT WAS FROM 2017	OLD DEBT		6
WILEP1	PATRICIA WILEY	\$	705.50	DEBT WAS FROM 2017	OLD DEBT		6
SANDT1	TESSA SANDOW	\$	9,891.83	DEBT WAS FROM 2017	OLD DEBT		6
WALST1	TALISHA WALSH	\$	230.00	DEBT WAS FROM 2017	OLD DEBT		6
ZZI273	ARMACOAT INDUSTRIAL COATINGS	\$	1,672.80	DEBT WAS FROM 2017	OLD DEBT		6
ZZX577	KATRINA WATSON	\$	150.00	DEBT WAS FROM 2017	OLD DEBT		6
ZZX578	STELLA ISAACS	\$	500.00	DEBT WAS FROM 2017	OLD DEBT		6
MILLS	SHEERA MILLER	\$	805.00	DEBT WAS FROM 2017	OLD DEBT		6
JAMES	SHAWNIQUE JAMES	\$	250.00	DEBT WAS FROM 2017	OLD DEBT		6
MALOE1	EDNA MALONE	\$	7,766.24	DEBT WAS FROM 2017	OLD DEBT		6
MALOP1	PRISCILLA MALONE	\$	16,647.35	DEBT WAS FROM 2017	OLD DEBT		6
HERON1	NINA HERO	\$	9,502.76	DEBT WAS FROM 2017	OLD DEBT		6
HILLSKI	SHIRLEY HILL & R SKINNER	\$	1,126.34	DEBT WAS FROM 2017	OLD DEBT		6
HOPKC1	CHRISTINE HOPKINS	\$	2,523.47	DEBT WAS FROM 2017	OLD DEBT		6
JACOI	IRENE JACOBS	\$	193.85	DEBT WAS FROM 2017	OLD DEBT		6
DYNSKI1	BOWMAN DYNEVOR & TAMARA SKINNER	\$	6,673.06	DEBT WAS FROM 2016	OLD DEBT		7
WILLTC	TORI WILLIAMS	\$	362.87	DEBT WAS FROM 2016	OLD DEBT		7
WALSK1	KAREN WALSH	\$	6,285.14	DEBT WAS FROM 2016	OLD DEBT		7
GEORD1	DONALD GEORGE	\$	3,890.10	DEBT WAS FROM 2016	OLD DEBT		7
ZZF345	WESLEY BYERS	\$	1,495.00	DEBT WAS FROM 2016	OLD DEBT		7
ZZF348	HAZEL KELLY	\$	1,495.00	DEBT WAS FROM 2016	OLD DEBT		7
ZZX380	SHERRY SANDOW	\$	83.80	DEBT WAS FROM 2016	OLD DEBT		7
ZZX386	ARNOLD MURRAY	\$	160.00	DEBT WAS FROM 2016	OLD DEBT		7
ZZX560	ASHLEY ALBERTS	\$	250.00	DEBT WAS FROM 2016	OLD DEBT		7
ZZX570	MURIEL CONLON	\$	800.00	DEBT WAS FROM 2016	OLD DEBT		7
JACOM	MAUD JACOBS	\$	103.05	DEBT WAS FROM 2016	OLD DEBT		7



FSHAYA	SHAYA FISHER	\$	2,030.00	DEBT WAS FROM 2015	OLD DEBT		8
ZZJ233	SHERRY SANDOW	\$	45.00	DEBT WAS FROM 2015	OLD DEBT		8
ZZX554	CARRUTHERS CONTRACTING	\$	6,521.24	DEBT WAS FROM 2015	OLD DEBT		8
MILLHE	HERBERT MILLER	\$	1,000.00	DEBT WAS FROM 2015	OLD DEBT		8
BIRGA	AUDREY BIRD-GEORGETOWN	\$	473.90	DEBT WAS FROM 2014	OLD DEBT		9
BONDD	DAMIEN BOND	\$	447.15	DEBT WAS FROM 2014	OLD DEBT		9
BONDDAM	DAMIEN BOND	\$	920.00	DEBT WAS FROM 2014	OLD DEBT		9
CHAMSI	SAMUEL CHAMBERS JNR	\$	8,055.10	DEBT WAS FROM 2014	OLD DEBT		9
CHAMSIJNR	SAMUEL CHAMBERS JNR	\$	475.85	DEBT WAS FROM 2014	OLD DEBT		9
COBBK	KIERON COBBO	\$	476.50	DEBT WAS FROM 2014	OLD DEBT		9
DAVIJAN	JANINE DAVIDSON	\$	130.00	DEBT WAS FROM 2014	OLD DEBT		9
FEWCE	COLIN & ESME FEWQUANDIE	\$	10,571.43	DEBT WAS FROM 2014	OLD DEBT		9
FISHSHAY	SHAYA FISHER	\$	242.86	DEBT WAS FROM 2014	OLD DEBT		9
SPEEA	ALEXANDER SPEEDY	\$	170.00	DEBT WAS FROM 2014	OLD DEBT		9
REYNS	SARAH REYNOLDS	\$	552.86	DEBT WAS FROM 2014	OLD DEBT		9
ZZCF0012	EMPLOYMENT SERVICES QUEENSLAND	\$	746.50	DEBT WAS FROM 2014	OLD DEBT		9
ZZCF0065	D BARNES CAPE YORK LAND COUNCIL	\$	356.75	DEBT WAS FROM 2014	OLD DEBT		9
ZZF339	KINGAROY FUNERAL SERVICES	\$	5,828.00	DEBT WAS FROM 2014	OLD DEBT		9
ZZJ267	GARRY SIMPSON	\$	35.25	DEBT WAS FROM 2014	OLD DEBT		9
MENZIES	MENZIES SCHOOL OF HEALTH RESEARCH	\$	573.75	DEBT WAS FROM 2014	OLD DEBT		9
MILLH	HERBERT MILLER	\$	302.34	DEBT WAS FROM 2014	OLD DEBT		9
ALBEA	ASHLEY ALBERTS	\$	4,364.60	DEBT WAS FROM 2013	OLD DEBT		10
BELL	LESLEY BELL	\$	1,042.70	DEBT WAS FROM 2013	OLD DEBT		10
BONDN	NONI BOND	\$	35.00	DEBT WAS FROM 2013	OLD DEBT		10
ZZJ256	IVAN HARRISON	\$	495.00	DEBT WAS FROM 2013	OLD DEBT		10
ZZX522	SKILLCHOICE AUSTRALIA	\$	800.00	DEBT WAS FROM 2013	OLD DEBT		10
ZZX545	GEORGE FISHER	\$	300.00	DEBT WAS FROM 2013	OLD DEBT		10
WARND	DEIDRE WARNER	\$	1,856.01	DEBT WAS FROM 2012	OLD DEBT		11
ZZJ012	ARNOLD MURRAY	\$	388.00	DEBT WAS FROM 2012	OLD DEBT		11
ZZX491	EMPLOYMENT SERVICES QUEENSLAND	\$	93.69	DEBT WAS FROM 2012	OLD DEBT		11
JACORJNR	ROY JACOBS	\$	3,150.00	DEBT WAS FROM 2012	OLD DEBT		11
HOPKT	TARRYN HOPKINS	\$	2,782.65	DEBT WAS FROM 2012	OLD DEBT		11
DOUGP	PATRICIA DOUGLAS	\$	5,946.60	DEBT WAS FROM 2011	OLD DEBT		12

WATCB	BERYL WATCHO	\$	5,998.20	DEBT WAS FROM 2011	OLD DEBT		12
PURCS	SHARON PURCELL	\$	180.00	DEBT WAS FROM 2011	OLD DEBT		12
MUNRF	FAYLENE MUNROE	\$	263.47	DEBT WAS FROM 2011	OLD DEBT		12
ZZJ235	KEN BORROW	\$	3,432.00	DEBT WAS FROM 2011	OLD DEBT		12
ZZX486	SHARLENE BUTTON	\$	120.00	DEBT WAS FROM 2011	OLD DEBT		12
ZZX191	JACK WATSON	\$	200.00	DEBT WAS FROM 2011	OLD DEBT		12
ZZX239	PATRICK ALBERTS JNR	\$	533.60	DEBT WAS FROM 2011	OLD DEBT		12
SIMPT	THOMAS SIMPSON	\$	6,989.80	DEBT WAS FROM 2010	OLD DEBT		13
ZZX381	SERINA TAPAU	\$	43.80	DEBT WAS FROM 2010	OLD DEBT		13
CLESAN	CHEYENE CLEVENS & W SANDOW	\$	2,558.40	DEBT WAS FROM 2009	OLD DEBT		14
WALSW	WILLIAM WALSH	\$	752.84	DEBT WAS FROM 2009	OLD DEBT		14
ZZJ215	LUELLA BLAIR	\$	318.00	DEBT WAS FROM 2009	OLD DEBT		14
ZZX270	BELITA GADD	\$	111.20	DEBT WAS FROM 2009	OLD DEBT		14
SANDR	RICHARD SANDOW	\$	249.56	DEBT WAS FROM 2009	OLD DEBT		14
PURCP	PAMELA PURCELL	\$	876.36	DEBT WAS FROM 2008	OLD DEBT		15
ZZJ045	Percy Stewart	\$	40.00	DEBT WAS FROM 2008	OLD DEBT		15
ZZX266	BERNARD HOPKINS	\$	150.00	DEBT WAS FROM 2008	OLD DEBT		15
ZZX269	ALEXANDER SPEEDY	\$	80.00	DEBT WAS FROM 2008	OLD DEBT		15
BONDM	MARILYN BOND	\$	101.15	DEBT WAS FROM 2007	OLD DEBT		16
SALTM	MARK SALTNER	\$	791.53	DEBT WAS FROM 2007	OLD DEBT		16
GADDD	DEREK GADD	\$	354.75	DEBT WAS FROM 2006	OLD DEBT		17
ZZJ129	ARNOLD MURRAY	\$	5.00	DEBT WAS FROM 2006	OLD DEBT		17
ZZX229	MR & MRS TAYLOR	\$	440.00	DEBT WAS FROM 2006	OLD DEBT		17
CLEVJ	JUANITA CLEVENS	\$	1,925.62	DEBT WAS FROM 2005	OLD DEBT		18
WATCDA	DAISY WATCHO	\$	755.53	DEBT WAS FROM 2005	OLD DEBT		18
ZZX100	GORDON WRAGGE SNR	\$	60.50	DEBT WAS FROM 2004	OLD DEBT		19
ALBEWI	WILMA ALBERTS	\$	3,026.21	DEBT WAS FROM 2003	OLD DEBT		20
SECKJ1	JOYLENE SECKOLD	\$	342.25	DEBT WAS FROM 2001	OLD DEBT		22
GORHT1	TANYA GORHAM	\$	904.97	DEBT WAS FROM 2001	OLD DEBT		22
ZZJ089	EDNA MALONE	\$	523.38	DEBT WAS FROM 2001	OLD DEBT		22
BELSH	SHELTON BELL	\$	42.90	DEBT WAS FROM 1999	OLD DEBT		24
ZZX091	DAISY WATCHO	\$	680.30	DEBT WAS FROM 1999 & 2000	OLD DEBT		24
ZZX092	MELISSA COSTELLO	\$	503.60	DEBT WAS FROM 1999 & 2000	OLD DEBT		24

20.

ZZX112	ROBERT LANGTON	\$	34.00	DEBT WAS FROM 1999	OLD DEBT		24
COLL	JAMES COLLINS	\$	533.54	DEBT WAS FROM 1998	OLD DEBT		25
COLOF	FABIA COLONEL	\$	3,305.01	DEBT WAS FROM 1998	OLD DEBT		25
ZZX062	WARREN CARLO	\$	334.37	DEBT WAS FROM 1998	OLD DEBT		25
WATSR	RONALD WATSON	\$	92.03	DEBT WAS FROM 1992	OLD DEBT		31

**\$ 216,429.90**



Dealing Number



OFFICE USE ONLY

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Print one-sided only

Mortgagee's Australian Credit Licence

<b>1. Type/Dealing No of Instrument/Document being amended</b>	<b>Lodger</b> (Name, address, E-mail & phone number)	<b>Lodger Code</b>
Type of Instrument/Document . Lease	Preston Law	789
Dealing Number 720244234	P.O. Box 707N	
	North Cairns QLD 4870	
	Email: info@prestonlaw.com.au	
	Ph: 07 4052 0700	
	Ref: MLD:223030	

<b>2. Lot on Plan Description</b>	<b>Title Reference</b>
Lot 55 on SP 274901	49100975

**3. Lessor**  
CHERBOURG ABORIGINAL SHIRE COUNCIL

**4. Lessee**  
BELEN DAMEGLIO

**5. Amendment of Lease Details** (Both parts (a) AND (b) must be completed. Do not complete if amending covenants only.)

(a) Expiry date (DD/MM/YYYY): 13 January 2026 **AND/OR** Event (if applicable):

(b) Option/s#: Nil

# Insert NIL if no option or insert option period (e.g. 2 years or 2 x 3 years)

**6. Request/Execution**

The parties identified in items 3 and 4 agree that the instrument/document in item 1 is amended in accordance with:- ~~\*item 5;~~ \*item 5 and attached schedule; ~~\*attached schedule.~~

\*rule through or delete if not applicable

Witnessing officer must be aware of his/her obligations under section 162 of the Land Title Act 1994

CHERBOURG ABORIGINAL SHIRE COUNCIL

.....signature

.....full name

.....qualification

Witnessing Officer

/ /  
Execution Date

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner JP, C Dec)

.....signature

.....full name

.....qualification

Witnessing Officer

/ /  
Execution Date

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

Chief Executive Officer  
Lessor's Signature

Belen Dameglio  
Lessee's Signature

**Title Reference 49100975**

This is the schedule referred to in Item 6 of the Form 13 Amendment dated \_\_\_\_\_ of \_\_\_\_\_ 2023.

**INTRODUCTION**

- A. The Lessor leases the Premises to the Lessee upon the terms and conditions contained in the Lease.
- B. The Lessor and the Lessee have agreed to vary the Lease on the terms and conditions contained in this Amendment of Lease.

**IT IS AGREED**

**1. Definitions**

**1.1. In this document**

- (1) **Amendment of Lease** means the Form 13 Amendment and this schedule;
- (2) **Effective Date** means 14 January 2023;
- (3) **Land** means the land described in Item 2 of the Form 13 Amendment;
- (4) **Lease** means the lease referred to in Item 1 of the Form 13 Amendment;
- (5) **Lessee** means the lessee named in Item 4 of the Form 13 Amendment and **Tenant** has the corresponding meaning; and
- (6) **Lessor** means the lessor named in Item 3 of the Form 13 Amendment and **Landlord** has the corresponding meaning;
- (7) **Premises** has the meaning given to that term in the Lease;
- (8) words and expressions defined in the Lease, not defined in this Amendment of Lease, shall have the same meaning in this Amendment of Lease; and
- (9) rules of interpretation set out in the Lease, shall have the same application in this Amendment of Lease.

**2. Variations of Lease**

**2.1 On and from the Effective Date, the Lessor and the Lessee agree the Lease is varied as follows:**

- (1) the Expiry Date stated in Item 6 of the Form 7 of the Lease is amended to read "13 January 2026";
- (2) the Options stated in Item 6 of the Form 7 of the Lease is amended to read "Nil";
- (3) the Term stated in the Reference Schedule is amended to read "6 years";
- (4) the Option to Renew in the Reference Schedule is amended to read "Not applicable"; and
- (5) clause 14 Option to Renew of the Lease is deleted.

**2.2 The Rent for the year commencing 14 January 2023 is \$20,247.55 plus GST, in accordance with the Rent Review Method specified in the Reference Schedule of the Lease.**

**2.3 Any provision of the Lease inconsistent with the covenants, conditions and terms of this Amendment of Lease will not apply to the extent of their inconsistency.**

**2.4 The parties affirm the terms of the Lease except as they have been varied by this Amendment of Lease. The other terms and conditions of the Lease remain unchanged and continue to have full force and effect.**

Title Reference 49100975

**3. Non-waiver**

- 3.1 Nothing contained in this Amendment of Lease operates as a waiver by the Lessor of any past breach of any covenant or provision of the Lease to be complied with by the Lessee.

**4. Costs**

- 4.1 The Lessee must pay:

- (1) all transfer duty and registration fees in connection with this Amendment of Lease;
- (2) the Lessor's reasonable legal fees and other expenses in connection with:
  - (a) the stamping and registration of this Amendment of Lease;
  - (b) obtaining the consent of any mortgagee of the Land to this Amendment of Lease (if required); and
- (3) the Lessor's legal fees in connection with the preparation and execution of this Amendment of Lease.

**5. GST**

- 5.1 If any payment made by one party to any other party under or relating to this document constitutes consideration for a taxable supply for the purposes of GST or any similar tax, the amount to be paid for the supply will be increased so that the net amount retained by the supplier after payment of that GST is the same as if the supplier was not liable to pay GST in respect of that supply. This provision is subject to any other agreement regarding the payment of GST on specific supplies, and includes payments for supplies relating to the breach or termination of, and indemnities arising from, this document.

**6. Governing Law and Jurisdiction**

- 6.1 This Amendment of Lease is governed by and construed under the law in the State of Queensland.
- 6.2 Any legal action in relation to this Amendment of Lease against any party or its property may be brought in any court of competent jurisdiction in the State of Queensland.
- 6.3 Each party by execution of this Amendment of Lease irrevocably, generally and unconditionally submits to the non-exclusive jurisdiction of any court specified in this provision in relation to both itself and its property.

**7. Severability**

- 7.1 Any provision of this Amendment of Lease which is invalid in any jurisdiction is invalid in that jurisdiction to that extent, without invalidating or affecting the remaining provisions of this Amendment of Lease or the validity of that provision in any other jurisdiction.

**8. Execution as a deed**

- 8.1 By signing the Form 13 – Amendment to which this Schedule is attached, the parties enter into and are bound by the terms of this document as a deed.

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### 3. Corporate Services

## HR Report # 7 – July 2023



## ***Human Resources***

### **Executive Summary**

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

*Pay Period 3 - (TOTAL 132 staff)*

(this does not include mayor and councilor's)

Fulltime 56

Part-time 28

Casual 43

Apprentices 5

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

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

Successfully interviewed for the Illegal Dumping Project Admin Officer

Successfully interviewed for the Project and Procurement Officer

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

3 staff undertaking Water Industry Operations training

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

All Policies updated and ready for Council endorsement



## Housing Report August 2023



**SNR HOUSING OFFICER & HOUSING OFFICER:**

The month of July/August has been quite busy with the Housing Officers attending to housing enquiries, producing statements, raising rental invoices, monthly rent reconciliation for the invoices, rental checks, home visits, assisting tenants adjust their Centrelink deductions and daily interviews with clients. We are currently in the process of compiling data for the yearly survey.

**SNR HOUSING OFFICER CLIENT CONTACT END JULY/START AUGUST: (63)**

Phone Calls	-	15
Rent/ Enquires	-	21
Housing Enquires	-	24
Complaints/Misc.	-	3

**HOUSING ENQUIRES FOR CLIENTS FROM OTHER AGENCIES:**

- CTC X 1 - In relation to a client requesting accommodation
- NDIS - Housing maintenance for two of their clients
- CENTRELINK - Meeting - Centrelink rental deduction.
- HEALTH TEAM - Enquiry regarding a client for housing.
- CRAICCHS - Support for accommodation for 2 of their clients.

**COMPLAINTS: (3)**

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

**NOISY PARTIES:**

Council support and approval is required for the Housing Department to send out a Council Notice to every household regarding noisy parties in Council Homes.

Please advise.

Antonia Jacobs  
Snr Housing Officer

### Meetings/workshops

- Housing meeting every Monday (weekly)
- Building meeting every Monday (Fortnightly)
- Department of Housing (House Inspections)
- Joint operation Meeting

### Service provided to tenants:

- **80** Tenants (repairs)
- **6** Tenants requested pest control.
- **3** Inspection of hall before and after hire
- **10** Follow up tenants for Upgrade program.
- **20** Delivered Housing inspection notices.
- **3** Tenants re: OT services.
- **6** House Inspection
- Assisted department of housing with House Inspections

### Vacant:

- 46B Barber St

### Property Inspections:

3<sup>rd</sup> – 7<sup>th</sup> July 2023

21<sup>st</sup> – 26<sup>th</sup> August 2023

Mrs Joanne Simpson  
Housing Inspection Officer  
Cherbourg Aboriginal Shire Council



## 4. Economic & Community Development

# ECONOMIC & COMMUNITY DEVELOPMENT REPORT

Aug 2023

## 1. Executive Report

Cherbourg from above,



## Executive Summary

We have run another management training course and I am very pleased with the progress the managers have made. They have all been involved in the budget process for the coming year and they are all trying different approaches with their staff. The biggest issue they all have is getting staff to attend work as required, but all business areas are making progress and many staff are doing the right thing and have good attendance. Those that are struggling we are trying to support and encourage; we have some flexible working arrangements to help those people. We have 4 staff at present who are homeless which is proving a challenge.

### Cattle & Farm

Farm operations has a new vehicle, they are moving the herd around dependent on pasture, and spraying noxious weeds. We have had no sale of water yet.

### Recycling Facility

Contract extensions are being negotiated with SBRC for yellow top bins. There is a new contract there to replace Hiral. The contract will be brought to Council to review when it is ready.

Kingaroy CRP is chugging along nicely under Chrissy, they have expanded containers collections to Junior and High schools in the South Burnett which is added business for them.

MRF is joining the Drum muster and has collected from Gympie and made a couple of bales from that product. There has been some maintenance on forklifts and on the baler – quickly managed and resolved. There have been a few staff changes and Andrew is building a good team there that are getting faster and faster at their jobs- which is encouraging.

### Building Department

**Upgrade program** – last years in final stage of completion, working on this year's program – we have found another potential contractor who can renovate bathrooms. The 3 new apprentices are going well.

SQW are running another program in construction Derek G. is doing a great job and they have painted up the Rationshed fence, Council have supplied each course worker with Their own tool kit, the team is motivated and going well.

We have advertised for a new staff member to assist the building manager and we have a temporary vacancy to fill in admin there.

A shuffle around of vehicles has happened which will ease the current shortage.

**New Housing** – the tender has closed – we are marking criteria – the early indication is the time to construct is a year longer than we specified so we will negotiate hard on that point to get them built as quickly as possible.

**Responsive** – Ongoing works – invoicing is slowly progressing doing their best to catch up still a bit behind.

We have submitted a new structure for the building dept to be considered by Council.

### Joinery

Joinery manager has resigned – as work is reasonably quiet there we will likely advertise appoint from within our team.



### **Cherbourg Digital Call Centre**

Presently operating from the TAFE and our Training rooms – attendance is good and everybody is learning as we go – we have had several enquiries for work there which is very positive – 4 people from community attended the DBR info event. The Acting manager is doing a great job and learning heaps.

### **General Project Information**

1. Cultural Pathway – P.M. appointed lots of background work done – nearly ready to go to tender.
2. Innovation Funding – AI project – we are working with CoralAI to reach a user agreement negotiation in progress.
3. Feasibility study for service centre in progress 10% complete
4. New community centre business case progressing with Palladium – progressing well business case and concept designs are in progress.

By: Sean Nicholson

## 5. Operations Department

# Operations Department Report

## July 2023



By Matthew Bock, Operations Manager

9<sup>th</sup> August 2023

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



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## Executive Summary

### Operations department

- Several staff have signed up for training
  1. Stafford Sandow Cert 3 in machinery plant operation and Cert 3 in Water industry worker
  2. Jakeem Murray Cert3 in water industry worker and Cert3 in water industry operator
  3. Justin Cobus Cert 3 in water industry worker
  4. Cain Richardson Cert 4 in animal management
  5. Matthew Bock Cert 3 in Water industry operator
  6. Elizabeth O'Chin Cert4 in Environmental health Start date 2024
  7. Jackson Cobbo Cert4 in Water Start date 2024
  8. Sebastian Mearns Fleet management qualification
  9. Craig Renouf Cert 3 in Mechanic technician
  10. Lowana Leedie Cert 3 in Mechanic technician

10 out of 25 people or 40% of the operations department are under going training qualifications
- Interviews were conducted for the illegal dumping officer as well as a Project and procurement officer and both are due to start next month
- The water main at the corner of Barambah and Fisher was replaced due to pipes cracking (Fig7/8)
- A traffic management plan and line marking was completed for the depot
- Fleet purchases will begin next month with 2 dual cab utes, 2 Vans, 1 truck and a forklift being purchased
- The civil plant operators have been clearing and recontouring drains in Fisher st around the skate park
- Cleanup of building rubble and dirt piles around town has commenced
- The Carbon filter at the water treatment plant was replaced under warranty due to the carbon breaking down and getting into the water
- Cleanup around the sewerage ponds has started
- Gripfast have been engaged to write a tender package for future funding to replace the cast iron water main from the water treatment plant all through town as well as the replacement of the Bert Button reservoir and pipework funding opens up later this year.

- A contractor has been engaged to replace the landfill fence as well start the design for the new transfer station.

### Feet Services

- 16 Jobs were completed for the month of July this included services and repair work
- 10 Vehicles and plant equipment received their annual scheduled services
- MRF and containers for change forklifts received their 3 month services
- Animal control Ute fitted with beacon lights and Flood lights
- Delivery of Used farm ute
- Delivery of Resilience funding Diesel trailer

### Environment and Waste

- CASC Community NAIDOC Day Celebrations
- Animal census commenced, ongoing.
- AWO currently enrolled in CERT IV in Animal Management
- EHW working closely with SEHO (DDPHU) to ensure all Food Business's licensing requirements are up to date
- Residents enquiring about additional bins
- 6 bins distributed in July

### Works, Roads, Parks and Gardens

- The parks and gardens crew are picking up rubbish and mowing where needed daily
- Cemetery burials and associated works
- Tree pruning and removal of dead trees was undertaken

### Water and Sewerage

- Daily, Weekly, Monthly Water Sampling, including Raw Water (*Figure 1 & 2*).
  - (Daily) – Daily grab samples from different locations throughout community.
  - MWDRNK – (Weekly) – Human Consumption.
  - MWHCPC – (when requested) Heterotrophic Colony Count.
  - KEWTHM – (Weekly) - THM's.
  - KWP & KWHPDI (Monthly) – Pesticides.
  - KPCB – (Monthly) - Blue Green Algae.
  - SWAHN – (Monthly) – Standard Water Analysis.
- ANZMT – (Monthly) –Heavy Metals.
- Daily Checklists on Plant and Operations:
  - QR code Checklists WTP & WWTP Operations including Effluent Ponds & Pivot irrigator.
  - QR code Checklists on all Sewage Pump Station's (SPS).

- Daily QR code checklists on WTP & WWTP i.e., Basic Housekeeping and ensuring grounds are clean and maintained.
- Fortnightly catch up with DDPHU, Regular Catch up with RDMW
- Analyzers at WTP (both Chlorine and Turbidity) have been calibrated, cleaned and faulty parts replaced as required.
- Roll out of new QR code scanning for Sewage Treatment plant, Water Treatment Plant and all Water and Sewage Pump Stations.

#### Incidents

- Only two current open water incidents.

## Environment and Waste

### Environmental Health/ Animal Welfare (Management) Monthly Report – JULY 2023

#### General

- ⇒ Fortnightly Catch up with DDPHU – Safe & Healthy Drinking Water Program
- ⇒ Fortnightly Catch up with DDPHU – ATSI Public Health program
- ⇒ Monthly Teams Engagement – ATSIPHP EHW & AMW Working Group
- ⇒ MOU between RSPCA – Kingaroy and CASC in Development, RSPCA still taking in unwanted animals.
- ⇒ Assist DDPHU in planning of EH Referrals to be conducted in August as a result of Healthy Skin, Healthy Skin Program
- ⇒ EHW obtained forklift licence

#### Community Engagement

- CASC Community NAIDOC Day Celebrations – June Monthly Report *Figure 1 - CASC Community NAIDOC Day Celebrations*

#### Animal Welfare

- Animal census commenced, ongoing.
- AWO currently enrolled in CERT IV in Animal Management

CASC Records								
CASC Data (April 2023)	Dogs	Cats	Total					
Registrations	8	1	9					
Treatment Administered	58	1	59	Complaints and/ or concerns				
Euthanised	2	-	2		Dogs	Cats	Other	Total
Rehomed (RSPCA, Community)	8	-	8	Public	2	0	1	2
Traps Set	0	0	0	Open	0	0	1	1
Strays Caught (Landfill, Street etc.)	1	0	1	Closed	2	0	0	2



AMRRIC Data	Dogs		Total Dogs	Cats		Total Cats	Total
	Female	Male		Female	Male		
Entire	52	136	189	13	8	21	210
Unknown	20	12	32	1	-	1	33
Desexed	146	117	263	21	16	37	300
<b>Total by species</b>	<b>484</b>			<b>59</b>			<b>543</b>

\*Data

submitted by AWO – Cain Richardson

### Food Safety

- EHW working closely with SEHO (DDPHU) to ensure all Food Business's licensing requirements are up to date
- Current No. of Food Business - 3, 2 – Fixed Business Licence Certificate Issued
  - Ny Ku Byun, & Cherbourg Retail Store
  - Gundoo Early Learning Centre & Cherbourg Community Café & Training Centre – Additional Information Required
- Expression of Interest, Cherbourg Community Café – Avril Gray
  - Application submitted – additional information required
  - Qualifications submitted
  - Advice given to Avril to submit formal EOI to CASC
- Food recall notices sent to food businesses
  - 1 Food Recall in July

### Waste & Recycling

- Residents enquiring about additional bins
  - 6 bins distributed in July
- Recycling Program – Continuing to improve, numbers are steady *Figure 2 - CASC Recycling Program 2023*
  - July Average no. of bins per week – 46 with an average weight of 455kg
- Bin Day Bingo, 168 Entries in July
  - July Winner announced on Weds 2<sup>nd</sup> August 2023 at Council meeting by Mayor Elvie Sandow  
*Figure 3 – Bin Day Bingo July Draw & Winner*
- Bin Sticker distribution still ongoing

### Water & Wastewater

- Weekly & Monthly Water Sampling – EHW, *Figure 4 - FY2023 Weekly/ Monthly Sampling Verification Results*
  - Weekly
- Daily Verification & Monitoring – ESO's, WSM, Trainees *Figure 5 - FY2023 CASC Daily Water Quality Field Results*



Figure 2 - CASC Community NAIDOC Day Celebrations

### CASC Recycling Program 2023

Collection No.	Date	Weight (kg)	Monthly Total (kg)	No. of Bins	Monthly Total (No. of bins)	Comments
		Daily total				
23	4-Jul-23	280	1820	36	184	Enquires for additional bins
24	11-Jul-23	500		45		Propsoal to charge residents for additional bins
25	18-Jul-23	460		53		Weekly average, Bin no. - 46
26	25-Jul-23	580		50		Weekly average weight (kg) - 455

Figure 3 - CASC Recycling Program 2023





Figure 4 - Bin Day Bingo July Draw & Winner



FY2023 CASC Weekly/Monthly Water Sampling Verification Results														
Coliforms (mpn/100mL)								E.coli (mpn/100mL)						
Date	STP (Wakka park) tap CHER 1	Depot (External) tap CHER 2	Day care (rear) tap CHER 3	Bert Button lookout tap CHER 4	After treatment yard tap CHER T	WTP Reservoir 1 & 2 Blended Tap CHER 5	Summary	STP (Wakka park) tap CHER 1	Depot (External) tap CHER 2	Day care (rear) tap CHER 3	Bert Button lookout tap CHER 4	After treatment yard tap CHER T	WTP Reservoir 1 & 2 Blended Tap CHER 5	Summary
04-Jul-23	0	0	0	0	0	0	PASS	0	0	0	0	0	0	PASS
11-Jul-23	0	0	0	0	0	0	PASS	0	0	0	0	0	0	PASS
17-Jul-23	0	0	0	0	0	0	PASS	0	0	0	0	0	0	PASS
25-Jul-23	0	0	0	0	0	0	PASS	0	0	0	0	0	0	PASS
31-Jul-23	0	0	0	0	0	0	PASS	0	0	0	0	0	0	PASS
Total Chlorine (mg/L)								Free Chlorine (mg/L)						
Date	STP (Wakka park) tap CHER 1	Depot (External) tap CHER 2	Day care (rear) tap CHER 3	Bert Button lookout tap CHER 4	After treatment yard tap CHER T	WTP Reservoir 1 & 2 Blended Tap CHER 5	Summary	STP (Wakka park) tap CHER 1	Depot (External) tap CHER 2	Day care (rear) tap CHER 3	Bert Button lookout tap CHER 4	After treatment yard tap CHER T	WTP Reservoir 1 & 2 Blended Tap CHER 5	Summary
04-Jul-23	0.56	0.55	0.5	0.55	1.65	1.63	PASS	0.33	0.32	0.42	0.3	1.35	1.32	PASS
11-Jul-23	0.66	0.45	0.77	0.48	1.29	1.54	PASS	0.22	0.27	0.39	0.19	1.02	1.14	PASS
17-Jul-23	0.51	0.46	0.7	0.49	1.19	1.21	PASS	0.23	0.19	0.38	0.37	0.79	0.95	PASS
25-Jul-23	0.41	0.56	0.65	0.49	0.96	0.85	PASS	0.16	0.22	0.29	0.26	0.75	0.6	PASS
31-Jul-23	0.52	0.46	0.63	0.57	1.29	1.48	PASS	0.33	0.17	0.29	0.29	0.91	1.05	pass
pH								Total THMs						
Date	STP (Wakka park) tap CHER 1	Depot (External) tap CHER 2	Day care (rear) tap CHER 3	Bert Button lookout tap CHER 4	After treatment yard tap CHER T	WTP Reservoir 1 & 2 Blended Tap CHER 5	Summary	Date	STP (Wakka park) tap CHER 1	WTP Reservoir 1 & 2 Blended Tap CHER 5	(ADWG Health Value limit 250)	*NR - Results not yet received *NT - Not tested *MD - Missing Data		
04-Jul-23	7.64	7.56	7.74	7.69	7.59	7.66	PASS	04-Jul-23	220	240	PASS	xxxx	Monitor Water Quality	
11-Jul-23	7.3	7.3	7.23	7.22	7.44	7.23	PASS	11-Jul-23	200	220	PASS	x.xx	Reportable	
17-Jul-23	7.46	7.34	7.28	7.36	7.46	7.36	PASS	17-Jul-23	180	190	PASS			
25-Jul-23	7.46	7.26	7.26	7.47	7.4	7.27	PASS	25-Jul-23	250	280	PASS 1/2			
31-Jul-23	7.4	7.32	7.42	7.4	7.41	7.31	PASS	31-Jul-23	170	190	PASS			

Figure 5 - FY2023 Weekly/ Monthly Sampling Verification Results

XAX Non Compliant		XAX Reportable		MO Missing Data		FY2023 CASC DAILY WATER QUALITY FIELD RESULTS																							
Date	FIELD				WTP Outlet																								
	STP (CHER 1)				Depot (CHER 2)				Daycare (CHER 3)				Lookout (CHER 4)				RES. 1&2 (CHER 5) (Blended Tap)								WTP (CHER T)				
	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	Cl Free (mg/L)	Cl Total (mg/L)	pH	Turbidity (NTU)	
1-Jul-23	0.33	0.45	7.77	0.83	0.41	0.62	7.73	0.74	0.52	0.8	7.64	0.17	0.51	0.76	7.72	0.17	1.01	1.31	7.55	0.05	1.02	1.36	7.6	0.1					
2-Jul-23	0.32	0.48	7.7	0.37	0.34	0.5	7.62	0.49	0.41	0.62	7.64	0.49	0.41	0.65	7.69	0.8	0.95	1.37	7.67	0.26	0.99	1.33	7.63	0.56					
3-Jul-23	0.31	0.48	7.71	0.83	0.35	0.44	7.65	0.17	0.53	0.81	7.88	0.06	0.33	0.54	7.61	0.01	0.89	1.24	7.66	0.06	0.96	1.3	7.61	0.16					
4-Jul-23	0.33	0.56	7.64	0.4	0.32	0.55	7.56	0.94	0.42	0.65	7.74	0.34	0.3	0.5	7.69	0.16	1.32	1.63	7.6	0.01	1.35	1.65	7.59	0.07					
5-Jul-23	0.3	0.44	7.57	0.51	0.31	0.53	7.57	0.13	0.37	0.77	7.63	0.23	0.41	0.7	7.65	0.37	0.88	1.18	7.57	0.12	0.89	1.24	7.54	0.01					
6-Jul-23	0.34	0.62	7.59	0.06	0.41	0.67	7.52	0.17	0.4	0.72	7.51	0.17	0.38	0.72	7.58	0.28	1.24	1.72	7.5	0.02	1.26	1.66	7.52	0.38					
7-Jul-23	0.32	0.47	7.45	0.48	0.37	0.55	7.5	0.87	0.44	0.63	7.56	0.34	0.32	0.55	7.52	0.81	0.79	0.99	7.55	0.26	0.71	0.89	7.4	0.55					
8-Jul-23	0.33	0.45	7.5	0.74	0.39	0.51	7.52	0.53	0.51	0.62	7.46	0.09	0.34	0.53	7.52	0.14	0.89	1.07	7.62	0.15	0.82	1.0	7.5	0.12					
9-Jul-23	0.32	0.42	7.47	0.45	0.41	0.6	7.54	0.13	0.49	0.64	7.51	0.01	0.3	0.48	7.55	0.62	1.23	1.47	7.42	0.01	1.02	1.28	7.5	0.21					
10-Jul-23	0.41	0.54	7.56	0.07	0.32	0.46	7.52	0.33	0.53	0.84	7.51	0.25	0.42	0.71	7.56	0.34	1.39	1.69	7.63	0.01	1.34	1.63	7.63	0.28					
11-Jul-23	0.44	0.74	7.61	0.38	0.5	0.83	7.53	0.37	0.41	0.81	7.59	0.24	0.41	0.88	7.62	0.4	0.95	1.71	7.73	0.04	1.03	1.59	7.72	0.45					
12-Jul-23	0.41	0.61	7.61	0.74	0.31	0.64	7.67	0.48	0.56	0.86	7.36	0.19	0.4	0.58	7.53	0.54	1.02	1.29	7.64	0.38	1.13	1.42	7.67	0.33					
13-Jul-23	0.35	0.55	7.61	0.3	0.33	0.59	7.62	0.24	0.49	0.77	7.65	0.14	0.34	0.58	7.62	0.17	1.01	1.29	7.59	0.17	1.01	1.55	7.59	0.09					
14-Jul-23	0.36	0.52	7.56	0.26	0.44	0.73	7.62	0.26	0.55	0.93	7.7	0.22	0.7	1.2	7.6	0.25	1.05	1.36	7.58	0.18	1.08	1.34	7.5	0.17					
15-Jul-23	0.51	0.91	7.53	0.41	0.33	0.65	7.6	0.7	0.49	0.8	7.69	0.22	0.45	0.92	7.54	0.08	1.43	1.83	7.72	0.25	1.17	1.59	7.7	0.2					
16-Jul-23	0.32	0.49	7.48	0.52	0.38	0.58	7.67	0.36	0.51	0.81	7.63	0.28	0.41	0.79	7.83	0.06	0.77	1.12	7.54	0.07	0.69	0.89	7.62	0.15					
17-Jul-23	0.45	0.65	7.56	0.63	0.41	0.7	7.68	0.26	0.53	0.8	7.59	0.16	0.34	0.67	7.72	0.16	0.83	1.17	7.75	0.08	0.85	1.17	7.71	0.21					
18-Jul-23	0.33	0.5	7.57	0.49	0.33	0.55	7.62	0.49	0.51	0.79	7.71	0.2	0.33	0.84	7.6	0.08	0.97	1.62	7.78	0.05	0.98	1.54	7.7	0.08					
19-Jul-23	0.56	0.42	7.55	0.2	0.34	0.46	7.64	0.22	0.51	0.7	7.61	0.01	0.36	0.56	7.5	0.01	0.98	1.25	7.28	0.04	0.95	1.2	7.56	0.01					
20-Jul-23	0.33	0.48	7.56	0.54	0.44	0.57	7.41	0.5	0.43	0.66	7.6	0.25	0.39	0.61	7.51	0.08	1.0	1.32	7.6	0.11	0.93	1.25	7.58	0.07					
21-Jul-23	0.33	0.4	7.56	0.28	0.31	0.42	7.55	0.55	0.56	0.75	7.6	0.04	0.41	0.71	7.58	0.04	1.07	1.67	7.65	0.09	1.1	1.58	7.63	0.12					
22-Jul-23	0.55	0.44	7.48	0.63	0.31	0.41	7.68	0.29	0.45	0.59	7.56	0.09	0.31	0.51	7.68	0.14	0.89	1.08	7.57	0.01	0.92	1.15	7.53	0.12					
23-Jul-23	0.4	0.5	7.5	0.55	0.34	0.46	7.49	0.53	0.41	0.65	7.54	0.53	0.31	0.51	7.6	0.43	0.89	1.09	7.46	0.1	0.84	1.06	7.63	0.3					
24-Jul-23	0.32	0.51	7.51	0.6	0.34	0.59	7.61	0.68	0.43	0.66	7.7	0.18	0.33	0.51	7.57	0.09	0.84	1.45	7.61	0.23	0.9	1.23	7.57	0.27					
25-Jul-23	0.44	0.65	7.61	0.38	0.32	0.51	7.62	0.09	0.36	0.47	7.67	0.34	0.33	0.64	7.81	0.2	1.15	1.56	7.71	0.07	1.1	1.44	7.73	0.17					
26-Jul-23	0.32	0.52	7.5	0.21	0.34	0.53	7.71	0.15	MD	MD	MD	MD	0.45	0.72	7.71	0.17	0.86	1.29	7.79	0.09	0.85	1.2	7.67	0.05					
27-Jul-23	0.38	0.61	7.81	0.33	0.33	0.65	7.64	0.38	MD	MD	MD	MD	0.45	0.65	7.77	0.19	0.89	1.24	7.72	0.36	0.87	1.26	7.62	0.26					
28-Jul-23	0.33	0.41	7.55	0.45	0.44	0.6	7.53	0.54	0.52	0.68	7.53	0.27	0.42	0.63	7.49	0.32	1.01	1.25	7.61	0.3	1.24	1.56	7.65	0.3					
29-Jul-23	0.41	0.64	7.56	0.41	0.59	0.79	7.57	0.57	0.34	0.65	7.52	0.37	0.33	0.59	7.59	0.42	0.77	1.14	7.5	0.28	0.78	1.09	7.61	0.41					
30-Jul-23	0.52	0.74	7.61	0.56	0.33	0.57	7.6	0.18	0.43	0.67	7.58	0.43	0.42	0.76	7.51	0.22	0.95	1.27	7.65	0.02	0.95	1.26	7.56	0.31					
31-Jul-23	0.35	0.73	7.64	0.71	0.42	0.8	7.56	0.75	0.44	0.75	7.56	0.18	0.31	0.58	7.72	0.66	1.08	1.71	7.72	0.11	1.15	1.95	7.64	0.11					

Figure 6 - FY2023 CASC Daily Water Quality Field Results



## Roads Parks and Gardens

### Current Business

- The parks and gardens crew are picking up rubbish and mowing where needed daily
- Cemetery burials and associated works

### Staffing and Training

NIL.

### Workplace Health & Safety Incidents

Nil

### Issues & Training Updates

Nil

### Next Month's Business Plan

- Continuation of day-to-day duties including rubbish pick up and mowing etc.

By Matthew Bock (Operations Manager) for Lindsay Bligh

## Fleet Services

### Workshop

#### Current Business

- 16 Jobs were completed for the month of July this included services and repair work
- 10 Vehicles and plant equipment received their annual scheduled services
- MRF and containers for change forklifts received their 3 month services
- Animal control Ute fitted with beacon lights and Flood lights
- Delivery of Used farm ute
- Delivery of Resilience funding Diesel trailer

#### Issues

Nil

Damage Report

Nil

Workplace Health & Safety Incidents

Nil

Training Updates

Attending IPWA Online Fleet Management course

Next Month's Business Plans

- Continuation of normal workshop work
- Tenders will be evaluated, and purchases made
- Delivery of New Drain clearing Jetter
- Quotes for New fleet vehicles
- Costing for Internal plant charges

Other Information

By Sebastian Mearns

## Water, Sewerage

Water & Wastewater

- Daily, Weekly, Monthly Water Sampling, including Raw Water (*Figure 1 & 2*).
  - (Daily)** – Daily grab samples from different locations throughout community.
  - MWDRNK** – (Weekly) – **Human Consumption.**
  - MWHCPC** – (when requested) **Heterotrophic Colony Count.**
  - KEWTHM** – (Weekly) - **THM's.**
  - KWP & KWHPDI** (Monthly) – **Pesticides.**
  - KPCB** – (Monthly) - **Blue Green Algae.**
  - SWAHN** – (Monthly) – **Standard Water Analysis.**
- **ANZMT** – (Monthly) – **Heavy Metals.**
- Daily Checklists on Plant and Operations:
  - QR code Checklists WTP & WWTP Operations including Effluent Ponds & Pivot irrigator.
  - QR code Checklists on all Sewage Pump Station's (SPS).
  - Daily QR code checklists on WTP & WWTP i.e., Basic Housekeeping and ensuring grounds are clean and maintained.
- Fortnightly catch up with DDPHU, Regular Catch up with RDMW

- Analyzers at WTP (both Chlorine and Turbidity) have been calibrated, cleaned and faulty parts replaced as required.
- Roll out of new QR code scanning for Sewage Treatment plant, Water Treatment Plant and all Water and Sewage Pump Stations.

#### Incidents

- Only two current open water incidents.
- Horses are currently being kept in paddocks at a location where Cherbourg Aboriginal Shire Council sources its drinking water (The Rocks). This increase of livestock in the area poses an unnecessary increased risk to public health.

Manure contains nutrients, such as phosphorus, nitrogen, and pathogens, including bacteria, viruses, and parasites. These pollutants contaminate water sources and reduce potential of creeks and rivers, destroy wildlife habitat, and eliminate drinking water supplies for human consumption and livestock. Livestock manure also increases the **biochemical oxygen demand (BOD)** with an increased risk of a Cryptosporidium outbreak.

To insure the safety of our community the horses should be removed from this area and relocated to a more suitable location.

#### Staffing & Training

- Current Qualifications:
  - Certificate III in Water Industry Operations - 3 (2 Active in Water Operations)
  - Certificate IV Water Industry Operations – 1 (Active in Water Operations)
  - Ongoing Training and develop to ensure Operators are qualified and confident in operating WTP and WWTP

#### General

- Staff introduction to new water tablets to improve record keeping and to eliminate paper usage.
- Rollout of new QR code system throughout water department with positive feedback from employees.
- All 7 Effluent ponds are in working condition with no blockages.
- All Sewage Pump Stations have all been cleared of any debris or obstructions including Septic tank at the Pound in preparation for upcoming Vet program.
- Jakeem Murray (water Operator trainee) has been equipped with SCADA SMS alarm system. All water staff will receive an SMS to notify them of all faults at both water and sewage plants.
- Closure of previous water incidents that have been notified to Public Health and Water Regulators
- DRQMP review workshop scheduled for 3<sup>rd</sup> – 4<sup>th</sup> October with Viridis, DDPHU, and CASC staff.
- Activated Carbon replaced in carbon filter to ensure elimination of smell and odor in drinking water.



## Figures



Figure 7





Figure 8

## 6. Community Services Department



# COMMUNITY SERVICES REPORT

July - August 2023

*\*RADIO*

*\*IKC*

*SPORTS & REC*

*\*YAG*



## Sports & Rec

*Report attached*

## Radio Station

*Report attached*

## IKC (Library)

*Report attached*

## IYCC Yag Project

*Report attached*

The Community Services Upcoming Events:

- School Holiday Program 18 – 29<sup>th</sup> September
- Cherbourg Day 12<sup>th</sup> October
- RACQ (Working Group) November

Meetings Attended:

- Interagency July
- Community Services meetings/Tool talks, Rosters, Contracts, and staff inductions
- Justice Re-investment
- Cherbourg Wellbeing

The next project will be to help organise the Cherbourg Golden Oldies, DATSIP have given us funding and we have also gained a favourable submission application from NIAA. The Golden Oldies event will be on Saturday 30<sup>th</sup> September 2023. Invitations have gone out to the different communities and are posted on Council Facebook page, I have also attached and sent out the invite to the Interagency networks.

*\*\*We have a budget break-down for Community Services to run a Rodeo and the Christmas Fair, I have attached spreadsheet. We are still in the process of seeking funds.*

*I would like to take this opportunity to thank Council for their support of the children and staff of the IYCC Youth Advisory Group Project. Our community will be doing some great things and our youth will be leading the way, thank you again for acknowledging the potential of our children, the opportunity is in front of them and with the appropriate support from community leaders, family and friends our children will be our teachers "From little things, big things grow".*

This ends my report for the months of July/August 2023

Edwina Stewart

**Community Services Manager**



# Cherbourg Sports Complex

July - August 2023 Report

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## Staff

### Coordinator - 72.5 hours f/n

Lavina Dynevor – I am sorry I haven't been up to date with work commitments, I have been sick and can't seem to shake it off. So has some of the staff members.

### Sport and Rec Officer: 5 hrs daily

Kaysee Miller, Jeffrey Dynevor, & Mark Saltner

### Relief Staff

Erica Duncan

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

Jim Hawkins – on leave till September

James Stanley – Just started (11-07-2023)

### Cleaner: 2hrs daily

Kaysee Miller - some mornings Mark Saltner helps Kaysee clean.

### Yardman

None

Staff are working together one day a week to keep grounds clean.

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Children in attendance for afterschool program is – 92

**Boxing program** – The boxing shed is almost cleaned and sorted ready for training for public. 6 people using the boxing gym training 3 days a week (Tues, Wed, Thurs), with more people inquiring about programs our boxing trainer is going to run. Trainer (James) is also training children who are interested during our afterschool program.

**Gym workout** – we have 6 male & 1 female high school age children who use the gym in after school program and 4 adults use the gym during school hours.

**Cherbourg Sports Complex Men's Group MEMSO** – Have been getting 6 – 10 men coming along to our men's yarn up on a Tuesdays during their lunch break. We still have ours at the sports complex. Our men's group encourage male people in our community to be strong, ask for help, and support and connect to wider community about men business in Cherbourg.

They had a few different discussions on the agenda

- Planning Cherbourg to Bunya Mountain Weekend Walk

- Planning to visit REFOCUS Men Group on the Sunshine Coast
- Talked about reaching out to children (substance abuse, breaking in and coming from broken homes)
- Michael Brown Salvation Army came and did Red Dust talk with men at the one of the meetings on 1 Aug 2023. Jeffrey said the men found talk good and gave encouragement to men to stand up and take action in their homes and community.
- QLD fisheries attend our last meeting as well. 1 August 2023. They want to work in partnership with not just the men in our group but the male children who attend complex afterschool program. They are having talks about making a video and going camping in the near future.
- Other men group in community are supporting sports complex meetings and vice versa.
- Jeffrey is also doing cultural activities with the afterschool boys on a Friday afternoon, as part of his men group program. The young boys are showing interest by talking to Jeffrey themselves about doing traditional dances. At the moment they are collecting and creating things they needed for dancing (spear sticks, clap sticks, lap laps, ochre, belt & bands).

## Complex Use

- **Complex Staff** held staff meeting with Aunty Edwina and HR Hanny. We yarned about job performance and other job-related issues.
- **Dynevov Family** held a small wake after funeral.

## Sports

We are waiting for equipment to arrive for our new programs we are going to run. Our aim is for children to pick up skills in the sports of their choosing. With parents support for children to continue at regional/state/national levels.

### New Project Plan Sports

#### Netball:

- Establish a competition in Cherbourg

#### Golf

- Partner with Murgon Golf Club for juniors to participate in a golf competition during the week

#### Gymnastics

- Partner with Murgon PCYC to deliver programs in Cherbourg when we purchase equipment.
- Up skill interested children in skills need so they can join a club and participate in competitions with qualified gymnastic instructor.

#### Rugby league

- Establish an 8-week program for girls and boys in the lead up to Queensland Murri Carnival or maybe next year before footy season.

#### **Senior Games:**

- Have a local senior game with the possibility of attending Deadly Choices event and even Masters games.

We are still going to continue with some of the old programs we ran. (Basketball, Cricket, Boxing)

Complex Staff are in discussion and planning to run some programs for adults when children are at school, also for older children (high school age) after the after-school program once or twice a week.

#### **Working in Partnership**

- Working with Salvation Army, Refocus and other community men groups for Bunya Mt walk and other up coming project in community for our men.
- QLD IBA Basketball running training sessions and coaching & ref classes so we can hold our own basketball games in Cherbourg.
- Cherbourg Medical Centre comes once a month give out hotdogs, information about sniffing and give children fruit and water. They also try work in with complex assisting with afterschool activities on that given day.

#### **Maintenance**

- Our retainer wall in front of complex is starting to fall in other parts of wall. It really needs to be fixed.
- Questions are asked (staff) when will renovations start on our kitchen will it affect our work performance?
- Complex staff chipped in together to clean complex best way we can after the break last month. Like cleaning the office and kitchen walls, storerooms and outdoor toilets. However, the office carpet need cleaning professionally (now done), printer fixed or replaced, fire extinguishers replaced (now done) and security alarm reinstalled. On a positive note, I'm happy to say our boxing shed, court area, gym and bus wasn't /touched destroyed during the break in. Things I yarn to all children, individually, about belonging to them and needed to look after for their benefits.

#### **Future plans**

- School holiday activities
- Having programs in place for community adults and high school age



## Cherbourg Radio Progress Report - May to July 2023

*To: Cherbourg Aboriginal Shire Council*

### STAFF & General UPDATE

Arlene Langton has now completed her CERT III in Media and has now indicated an interest in pursuing a CERT IV in Film and Media.

As part of our budget for 2023-24 we have negotiated a series of media "Pathway" courses to help prepare Tara Priestly and Kimberly Barrett prepare to participate in a CERT III in 2024

Refurbishments at the radio and tech upgrades The window we have been waiting to have installed since 2019 is now in place – we just need the frame painted and a blind installed

Waiting for results of application for disaster resilience funding to support much needed tech upgrades – hoping to get an outcome by September.

### Station projects and partnerships

As mentioned, we are rolling out pathway training negotiated with CMTO (Community Media Training Org). Each of the four tailored 3 day courses will be held face to face with a trainer on site here in Cherbourg – as we only have 2-3 of our staff participating, we have invited Crow FM and Murgon High to put forward media trainees to fill extra spaces available – we feel this is a good opportunity to build relationships and pathways in the local community.

We recently received a donation of surplus equipment from ABC Brisbane which included a mixing console and various video blogging accessories. We coordinated the collection of the donated goods with an opportunity to visit the ABC Brisbane broadcast facilities at Southbank with staff as well as a side trip to AAA Murri Country mob.

We have been working more closely with CRAICCHS to get more messaging out on their services and facilities.

### General Operations and Community Contact:

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

Big events have included supporting, CASC and other Community NAIDOC events, Cherbourg YAG with their NAIDOC Ball, promoting and live streaming Legends of League, Support Darling Downs Skin and Vax clinics

New Sponsorships spots & space continue to bring new bookings outside of our local sponsors.

We have increased our rates to local sponsors for the first time in several years effective July 2023

**Michael Monk** Cherbourg Radio Station Coordinator and Manager



# WINIFRED FISHER

## Indigenous Knowledge Centre

1/8/2023

Council Report for the Month July/August 2023

## CENTRE USAGE

*For the past month of July/August the centre has been  
utilized by the following:*

### *↓ MEETINGS:*

*CTC Partners  
QUT interview  
Blue Card 2 days visit with clients  
One other meeting*

### *COMMUNITY INTERNET USERS.*

*Clients for centrelink  
Job search  
Checking emails  
School children researching information*

### *Programs:*

*After school program  
First Five (Under 5's) program*

### *↓ COMMUNITY USERS THE IKC.*

*After School children's program  
Client personal usage  
Graphic Arts*

### *OTHER NEWS*

*Total for month of July/August 84*



# Indigenous Youth Connection to Culture (IYCC)

## Youth Advisory Group

July / August 2023

Update

- Youth officers continuing community engagement with young people, community members and stakeholders. Spoke on the radio promoting YAG and programs and encouraging community to come on board.
- Meetings held with RACQ, Youth Justice, Justice Reinvestment, Ration Shed, Murgon State High School, Michael Cedar & team & QPS around working together, programs etc. Youth Officers also attended interagency and gave an update on projects and programs. There is plenty of interest from other service providers who are willing to come on board and help with YAG projects.
- Membership drive & information BBQ held on 8<sup>th</sup> August went well.
- YAG Meeting held 9<sup>th</sup> August. Discussions included:  
Upcoming workshops and projects
  - Floristry
  - Design
  - Permaculture / Nursery / Worm farm
  - Art & Pottery
  - Camps
- Youth Officer + community volunteer commenced construction of raised garden beds at emu farm nursery. Worm farms and small herb plants are on order.

CHERBOURG CHRISTMAS CARNIVAL 2023

Item	Est Cost
Rides - 2x Bigger Rides + 2x Smaller Rides	\$22,500
10x 30pk Coke @ \$30ea	\$300
1 x 30pk Coke Zero	\$30.00
1 x 30pk Fanta	\$30.00
5x 10pk Pasito @ \$15ea	\$75.00
5x 10 pk Lemondade	\$75.00
5x 10pk Creaming Soda	\$75.00
5x 10pk Lemon Squash	\$75.00
20 x 24pk Water @10 ea	\$200.00
Bread Rolls x 600	\$1,200.00
Meat	\$2,500.00
10 Lettuce	\$30.00
Tomatoes	\$60.00
Onion	\$40.00
Oil	\$50.00
Sauce	\$30.00
Ice	\$50.00
Security	\$1,000
Christmas Lights Prize winners	\$2,500.00
Alfoil Trays	\$100.00
Alfoil	\$40.00
Toilet Paper	\$20.00
Hand Wash	\$30.00
	<u>\$31,010</u>

# CHERBOURG RODEO 2023

Item	Est Cost
10x 30pk Coke @ \$30ea	\$300
1 x 30pk Coke Zero	\$30.00
1 x 30pk Fanta	\$30.00
5x 10pk Pasito @ \$15ea	\$75.00
5x 10 pk Lemondade	\$75.00
5x 10pk Creaming Soda	\$75.00
5x 10pk Lemon Squash	\$75.00
20 x 24pk Water @10 ea	\$200.00
Bread Rolls x 600	\$1,200.00
Meat	\$2,500.00
10 Lettuce	\$30.00
Tomatoes	\$60.00
Onion	\$40.00
Oil	\$50.00
Sauce	\$30.00
Ice	\$50.00
Security	\$1,000
Christmas Lights Prize winners	\$2,500.00
Alfoil Trays	\$100.00
Alfoil	\$40.00
Toilet Paper	\$20.00
Hand Wash	\$30.00
CMC Rodeo	\$21,000.00
Queensland Ambulance	\$1,500.00
National Rodeo Assn	\$1,500.00
Prizes	\$5,000.00
Promotional Give-A-Ways	\$5,000.00
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	\$42,510
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