

Cherbourg Aboriginal Shire
Council

Working Papers

For Council Meeting Held 20 & 21 September 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 16 & 17 August 2023

MINUTES

COUNCIL MEETING

HELD 16 & 17 AUGUST 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

9.30am Meeting Commenced

9.30am Mayors Welcome

Councillor Obligations

Prescribed Conflict of Interest

Nil

Declarable Conflict of Interest

Nil

Register of Interest

Nil

Bert Button Lookout Building

Council has now decided to allocate the Bert Button Lookout Building to the Cherbourg YAG Group and the Cherbourg State School have been offered a donga behind the Radio Station for their Annex Program.

Resolution

Cherbourg Aboriginal Shire Council has resolved to allocate

- *the Bert Button Lookout Building to the Cherbourg YAG Group*
- *a Donga behind the Radio Station to the Cherbourg State School*

Moved: Cr Fred Cobbo

Seconded: Cr Leighton Costello

*Motion No. 2374 Carried
For Vote: Council Voted Unanimously*

Minutes Confirmation

Cherbourg Aboriginal Shire Council resolves that the minutes of the council meeting held on 19 July 2023 be adopted.

Moved: Deputy Mayor Tom Langton

Seconded: Cr Bronwyn Murray

*Motion No. 2375 Carried
For Vote: Council Voted Unanimously*

CEO REPORT

Updated Cherbourg Aboriginal Shire Council Organisation Structure

2023 QAO Interim Audit Report

There is a control deficiency in relation to a lack of review/measures in place over employee data changes (including pay rate increases).

CEO recommendation

That Cherbourg Aboriginal Shire Council adopt the Recommendation as per QAO Audit Report Regarding a control deficiency in relation to a lack of review/measures in place over employee data changes (including pay rate increases). That the responsibility to update payrates in the system should be assigned to HR Advisor only.

Resolution

Cherbourg Aboriginal Shire Council adopts the QAO Audit Report recommendation in relation to a lack of review/measures in place over employee data changes (including pay rate increases). That the responsibility to update payrates in the system should be assigned to HR Advisor only.

Moved: Cr Leighton Costello

Seconded: Deputy Mayor Tom Langton

*Motion No. 2376 Carried
For Vote: Council Voted Unanimously*

Local Thriving Communities

The first Local Thriving Communities action plan (PDF, 2.5MB) Action plan (DOXX, 1.2 MV) 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 DATSIP Representatives - CEO recommends that Council does not implement Local Thriving Communities to Cherbourg as \$100K is insufficient to employ staff and other job related expenses.

Resolution

Cherbourg Aboriginal Shire Council resolves that

- Council does not implement Local Thriving Communities on Cherbourg due to insufficient funding*

Moved: Cr Bronwyn Murray

Seconded: Cr Fred Cobbo

*Motion No. 2377 Carried
For Vote: Council Voted Unanimously*

Debtor Write Offs

Cherbourg Aboriginal Shire Council Internal Audit Recommendation, is that Council Write Off the Trial Debt of \$216,429.90, as these debts are more than 6 years old.

CEO recommendation

CEO recommends that Council write off these old debts of \$216,429.90 as per list and ensure that current debts are pursued in a timely manner.

Council agreed to write off top 4 Deceased only.

Report Approval

Council resolves that the CEO Report be adopted.

Moved: Deputy Mayor Tom Langton

Seconded: Cr Bronwyn Murray

Motion No. 2378 Carried
For Vote: Council Voted Unanimously

CORPORATE SERVICES REPORT

CEO presented the Corporate Services Report

Noisy Parties

Noisy Parties are once again becoming a problem. Housing Dept seeks approval to send a notice to each household regarding noisy parties.

Approved

Report Approval

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

Moved: Deputy Mayor Tom Langton

Seconded: Cr Leighton Costello

Motion No. 2379 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: Deputy Mayor Tom Langton*

*Motion No. 2380 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 Leighton Costello
Seconded: Cr Bronwyn Murray*

*Motion No. 2381 Carried
For Vote: Council Voted Unanimously*

OPERATIONS DEPT REPORT

Acting Operations Dept Manager's report was presented.

Report Approval

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

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

*Motion No. 2382 Carried
For Vote: Council Voted Unanimously*

CORRESPONDENCE

Kimberley Barrett

Application to utilise the donga at the rear of the Radio Station for a Womens Group.

Denied as this Building has already been allocated to the Cherbourg State School for its Annex Program.

Tammie Harrison

Request for sponsorship of Rachel Saltner Memorial Rugby League Teams (Mens & Womens) to participate in the upcoming Bindal Sharks All Black Rugby League Carnival to be held in Townsville from 13-15 October 2023.

Request has been denied due to financial constraints.

SBRL

South Burnett Rugby League is seeking financial assistance for South Burnett Teams that compete in the Toowoomba and Bundaberg Competitions.

Request Denied due to financial constraints

Deputy Premier

- *Advice - New Funding*

Local Govt

- *Remuneration Commission council category review*

WBBROC

- *Notice AGM*

QUT – Food Sovereignty Project

QUT Project – Co-designing a Food Sovereignty Model with Indigenous Communities (Cherbourg Aboriginal Community). QUT's Food Sovereignty Project is in partnership with Cherbourg Regional Aboriginal and Islander Community Controlled Health Service (CRAICCHS) and Goolburri Aboriginal Health Advancement Company Limited (Toowoomba).

Cherbourg Aboriginal Shire Council does not endorse this project as it believes that there is a Conflict of Interest in that the Director of Indigenous Health QUT is a Director/Board member of the Cherbourg Regional Aboriginal and Islander Community Controlled Health Service (CRAICCHS) which is auspicing the project. The Food Sovereignty Project is a partnership between QUT, CRAICCHS, and Goolburri Aboriginal Health Advancement Company Ltd.

Resolution

Cherbourg Aboriginal Shire Council resolves that it does not endorse the QUT – Food Sovereignty Project.

Moved: Cr Bronwyn Murray

Seconded: Cr Leighton Costello

Motion No. 2383 Carried
For Vote: Council Voted Unanimously

QLD Govt

Model Meeting Procedures – Conduct of Local Government Meeting and its Committee Meeting

Best practice example standing orders for Local Government and Stand Committee Meetings

Resolution

Cherbourg Aboriginal Shire Council resolves to endorse the Qld Government's Model Meeting Procedures and Standing Orders & Standing Committee.

Moved: Deputy Mayor Tom Langton

Seconded: Cr Bronwyn Murray

Motion No. 2384 Carried
For Vote: Council Voted Unanimously

Telecommunications Facility – 23 Barambah Ave Cherbourg

Approval sought for Material Change of Use for a Telecommunications Facility on 23 Barambah Avenue, Cherbourg. Access Licence and supportive access is of benefit to and representative of the aspirations of the Cherbourg community.

Cherbourg Aboriginal Shire Council
Trustee and Council Resolution

The Council is the Local Government Authority for the Cherbourg Aboriginal Shire area and the Trustee of the Cherbourg Deed of Grant in Trust (DOGIT). 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 (with conditions) the Material Change of Use for a Telecommunications Facility on 23 Barambah Avenue, Cherbourg and supportive access is of benefit to and representative of the aspirations of the Cherbourg community.

1. Council as the Local Government Authority and Trustee of the DOGIT resolves to approve (subject to conditions):
 - a. The Development Application lodged with Council for:
 - i. Material Change of Use for Telecommunications Facility.
 - ii. Access Licence

Moved: Deputy Mayor Tom Langton
Seconded: Cr Fred Cobbo

Motion No. 2385 Carried
For Vote: Council Voted Unanimously

Variation for Cherbourg Multipurpose Civic Centre

Palladium has submitted a Variation Proposal, Options Analysis, Updates for the Cherbourg MCC.

Cherbourg Aboriginal Shire Council is in agreement with the variation proposal, options analysis and updates for the Cherbourg Multipurpose Civic Centre.

Resolution

Cherbourg Aboriginal Shire Council resolves to endorse the submitted variation proposal, options analysis and updates for the Cherbourg Multipurpose Civic Centre.

*Moved: Cr Fred Cobbo
Seconded: Cr Leighton Costello*

*Motion No. 2386 Carried
For Vote: Council Voted Unanimously*

Qld Govt CHDE

*APC Waste Consultants – Cherbourg Recycling Hub Concept Feasibility Assessment Report Draft
Presented for Council Approval*

Resolution

Cherbourg Aboriginal Shire Council resolves to endorse the

- Cherbourg Recycling Hub Concept Feasibility Assessment Report Draft*

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

*Motion No. 2387 Carried
For Vote: Council Voted Unanimously*

Patrick Murray

Cr Bronwyn Murray declared interest and left meeting

Patrick is applying for financial support for a Cherbourg Men's Team to compete in the Qld Murri Rugby League Carnival on 20-24 September 2023.

Denied – due to financial constraints.

*12.18am Meeting adjourned for lunch
1.00pm meeting recommenced*

1.00pm Brett De Chastel presented – Workshop "Managing Through the Election Period"

1.25pm Workshop ended

CEO Zala declared interest and left Meeting

Renewal of CEO contract

Section 275 (1) (a) of the Local Government Regulation provides as follows:-

s275 (1) a local government or committee may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to close the meeting to discuss –

(a) the appointment, dismissal or discipline of employees.

As such, it is appropriate to close the meeting while considering this matter related to the employment of the CEO. As a reminder to Council, a Council cannot pass a substantive resolution while the meeting is closed but is able to discuss the matter freely while the meeting is closed.

Resolution to close the meeting

Pursuant to section 275 (1) (a) of the Local Government Regulation, the Council resolves to close the meeting to consider a staffing matter relating to the renewal of the CEO's contract.

Moved: Deputy Mayor Tom Langton

Seconded: Cr Leighton Costello

*Motion No. 2388 Carried
For Vote: Council Voted Unanimously*

Resolution to open the meeting

the Council resolves to open the meeting after consideration of staffing matter relating to the renewal of the CEO's contract.

Moved: Deputy Mayor Tom Langton

Seconded: Cr Leighton Costello

*Motion No. 2389 Carried
For Vote: Council Voted Unanimously*

Recommendation

That in relation to the employment contract of the Cherbourg Aboriginal Shire Council's Chief Executive Officer:-

- A. Council note that the CEO's existing contract is due to expire in December 2023;*
- B. Council thank the CEO for his exemplary service to the Cherbourg Aboriginal Shire Council and the Cherbourg community since his appointment in December 2019;*

- C. Council agree to a further four-year contract for the CEO to commence on 19 December 2023 on similar terms and conditions to the existing contract;
- D. Council agreed to an adjustment to the remuneration component in the contract as set out in the report to Council by the Council Advisor; and
- E. Council authorise the Mayor (with support from the Council Advisor) to finalise the terms and conditions of the new CEO contract and enter into a new contract of employment with Mr Chatur Zala for a four-year term.

Resolution

Cherbourg Aboriginal Shire Council resolves that in relation to the employment contract of the Cherbourg Aboriginal Shire Council's Chief Executive Officer:-

- A. Council note that the CEO's existing contract is due to expire in December 2023;
- B. Council thank the CEO for his exemplary service to the Cherbourg Aboriginal Shire Council and the Cherbourg community since his appointment in December 2019;
- C. Council agree to a further four-year contract for the CEO to commence on 19 December 2023 on similar terms and conditions to the existing contract;
- D. Council agreed to an adjustment to the remuneration component in the contract as set out in the report to Council by the Council Advisor; and
- E. Council authorise the Mayor (with support from the Council Advisor) to finalise the terms and conditions of the new CEO contract and enter into a new contract of employment with Mr Chatur Zala for a four-year term.

Moved: Mayor Elvie Sandow
Seconded: Cr Leighton Costello

Motion No. 2390 Carried
For Vote: Council Voted Unanimously

CEO Zala entered meeting

Mayor updated CEO on Council decision regarding his contract.

Risk Management Framework

Tony Brett presented Cherbourg Aboriginal Shire Council's Strategic Risk Management Framework.

Meeting Close

Resolution

Cherbourg Aboriginal Shire Council resolves to close the Cherbourg Aboriginal Shire Council meeting at 2.39pm.

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

*Motion No. 2391 Carried
For Vote: Council Voted Unanimously*

MINUTES

COUNCIL MEETING

HELD 17 AUGUST 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 9.30am

9.30am Mayors Welcome

9.30am Entered Meeting

- Tony Brett
- Sean Nicholson
- Edwina Stewart
- Dol Ranabhat
- Hanny Rooyackers

CEO – Thank You

CEO Zala formally thanked Council for approving his CEO Contract with Cherbourg Aboriginal Shire Council for a further 4 years.

Cherbourg Aboriginal Shire Council Updated Policies

Tony Brett worked shopped Councils Updated Policies with Council and Snr Staff.

HR to workshop Policies with Council Employees

Endorsement of Updated Policies

Cherbourg Aboriginal Shire Council resolved to endorse Cherbourg Aboriginal Shire Council Updated Policies presented in the Workshop.

Moved: Deputy Mayor Tom Langton

Seconded: Cr Bronwyn Murray

*Motion No. 2392 Carried
For Vote: Council Voted Unanimously*

12.40pm Left Meeting

- Tony Brett*
- Sean Nicholson*
- Edwina Stewart*
- Dol Ranabhat*
- Hanny Rooyackers*

Meeting Close

Resolution

Cherbourg Aboriginal Shire Council resolves to close the council meeting at 12.43pm.

Moved: Deputy Mayor Tom Langton

Seconded: Cr Leighton Costello

*Motion No. 2393 Carried
For Vote: Council Voted Unanimously*

2. Chief Executive Officer

➤ **1. Audit and Risk committee:**

The regular meeting of the audit and risk committee was held on Friday, 25 August 2023. A copy of the minutes is attached the information of Council. The key issues the Council to note are: -

- Our external audit is on track with KPMG auditors due on-site in September. The annual financial statements are almost complete and will be reviewed by our auditors at that time.
- The next internal audit will commence on 1 November 2023. This will be look at how we manage grants that we receive ie How we apply for grants, how we manage those grants, how we acquit them etc.
- The audit and risk committee is monitoring our progress with implementing the recommendations made during the internal audit of housing.
- A review of our strategic risk register was undertaken by the committee. It was noted that key risks include cyber security, workplace health and safety, financial sustainability etc.
- The audit and risk committee provided advice about the recent payroll issue. Who is responsible for the backpay audit and who would be responsible for implementing future controls

Recommendation regarding Audit and Risk committee:

That Cherbourg Aboriginal Shire Council: -

1. That the Council receive and note the minutes of the audit and risk committee meeting held on 25 August 2023.

➤ 2. Cherbourg Aboriginal Shire Council – Cherbourg Multipurpose & Civic centre project :

Option A is the larger building and includes commercial space, retains the tree and is same orientation as our Site visit.

Option B is the smaller building excludes commercial space, removes the tree, flips the building and move everything closer to the street saving considerable civil and piling works (and cost).

Site

- Removing tree and flipping design for Option B looks like it will save costs and seems a better fit.
- Need to link to street (need to show parking etc) and building and access should not be too far below street level (elevations will show this).
- Move Carpark west and will need more parking as this area is being used for parking already.
- Can we provide exercise room for staff in undercroft.

Ground Floor

- Security of staff important with swipe card type access to non public areas and lock down/safe rooms.
- Would it be better to have Community Services on the lower floor to mirror Tenancy Services (one in left front wing and one in right front wing)?
- Rationalise/combine Lounge, Chambers and Training Room as unlikely all would be used at same time (maybe 2 multi purpose rooms).
- Rationalise meeting rooms with one larger size in conjunction with previous bullet point to provide a lounge/Council break out room.
- Configure rooms so they can be commercial space, meeting rooms or overflow offices.
- Require direct kitchen access from Chambers and break out room (could be one of the meeting rooms).
- Alternative access/exit from chamber that can provide access to stairs/upper level
- Dual access to both halves of training room when it is partitioned for 2 uses at a time.
- Reduction in storage good, but may have gone too far and would be good to use undercroft if possible (shed seen as high risk).
- Are all wing verandas required?
- Have we made provision for children e.g. safe areas, children's corner
- Shade required for outside entrance.
- Suggest additional toilet.
- More windows for eastern aspect and less to entrance.

First Floor

- Appears to be 4 showers and if so is 2 sufficient.
- Are the number of toilets to comply with standard or can these be reduced.
- Reconfigure Executive with Mayor and CEO offices and meeting room and Corporate Service Manager to be with Team.
- Economic Development and Community Service may be a little tight particularly if there are a number Projects in action (moving Community Services downstairs would resolve this).
- Rationalise/Reconfigure meeting rooms to maximise flexibility (small and medium).

Recommendation for Cherbourg Aboriginal Shire Council – Cherbourg Multipurpose & Civic centre project :

Cherbourg council prefers to go with Option A : the larger building and includes commercial space, retains the tree and is same orientation as our Site visit.

3. 2023 FIRST NATIONS MAYORS SUMMIT CAIRNS:

Commissioner's Panel:

Commissioner Katarina Carroll

Deputy Commissioner Kevin Guteridge

Assistant Commissioner Charysse Pond

Patrol Group Inspector, Scott Stahlhut

Superintendent Kerry Johnson

Proposed additional panel members:

Assistant Commissioner George Marchesini

Council Panel:

Mayor Elvie Sandow CEO Chatur Zala

Discussion points:

Item 1 Request for extension of police hours

a) Request 24-hour 7-day police presence

Item 2 Request for additional staff

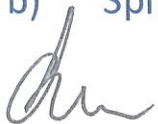
Police Liaison Officers

a) Increase in PLO staff and delays to recruiting

Item 3 Youth Crime and trends

a) Stolen vehicles continue to be a significant issue

b) Spikes in drug offences



Chatur Zala

Chief Executive Officer

Minutes - Audit and Risk Committee

Cherbourg Aboriginal Shire Council

Friday 25 August 2023

Cherbourg Council Chambers and Online via Teams

The meeting opened at 10am.

Attendees

Audit and Risk Committee Members

Scott Mead – Independent member and Chairperson

Mark Pitt – Independent member

Deputy Mayor Tom Langton

Council Observers

Chatur Zala – CEO

Sean Nicholson – Manager of Economic and Community Development and Acting CEO

Dol Ranabaht – Accountant

Brett de Chastel – Council Advisor

Auditors

Erin Neville-Stanley – Partner KPMG and Ryan Lindwall KPMG (via Teams)

Jessica Rossouw and Michael Claydon – Queensland Audit Office (via Teams)

Ziggy Kapera – Pro Bono Internal Audit from Sunshine Coast Regional Council (via Teams)

Apologies - Mayor Elvie Sandow and Sam Murray – Manager of Corporate Services



1. Meeting Opening and Welcome.

The Chairperson Scott Mead opened the meeting and noted that Mayor Elvie Sandow was an apology for the meeting.

The Acting Chairperson welcomed everyone to the third meeting of the Council's Audit and Risk Committee for 2023.

2. Minutes of the previous meeting

The minutes of the meeting held on 23 May 2023 were noted.

Moved: Mark Pitt

Seconded: Deputy Mayor Tom Langton

That the minutes of the Audit and Risk Committee meeting held on 23 May 2023 be adopted as true and correct.

Carried unanimously.

3. Matters arising from previous Minutes

- Brett advised that there were no outstanding issues from the previous meeting.
- No other issues were identified for further consideration.

4. External Audit Update including the QAO update

Erin from KPMG presented the update from the external auditors on progress with the current audit. At this stage, the Council is slightly behind schedule but there are no major concerns at this stage about meeting the overall timeframes.

Erin provided an update on the interim audit which has been undertaken. There was one item identified of significance which related to controls associated with employee pays. An issue was identified with incorrect pay rates being applied and management have identified how that happened, fixed the problem and identified learnings. Erin advised that the issue was raised as significant not necessarily because of the materiality (which was relatively low) but because of the process issue which was problematic. Zala provided the meeting with an update of how the issue arose and advised that \$96k of backpay has been provided to address the staff issue. The issue arose because pay increases were being applied based on the Council's budget, not the actual award increases set each year by the Commission.

This issue has led to a review about how the Council manages changes to the payroll system. The new process is that 2 different managers (HR and finance manager) review rates before any changes are entered into the payroll master file. Further, only 3 people in the organisation have access to the payroll master file (which is password protected). These are the CEO, Finance Manager and HR manager.

New practices have also been introduced to review the payroll system on a quarterly basis. Mark asked that the staff check how allowances are being managed through the payroll system and who makes the decision for any changes to those allowances (should be HR, not payroll).

Erin advised that she is on track for a visit to the Council for the on-site audit in a few weeks time.

Michael from the QAO provided an update to the meeting about other audits being undertaken by the QAO across Queensland. There are a number that are of interest for the Cherbourg A&R Committee, namely:-

1. a state wide audit is underway into regional Queensland water quality issues. This audit is looking at whether water is safe. Cherbourg has been selected as one of the Councils to be included in that audit and QAO staff will be on site next week to commence that review. That review is focused on whether or not adopted plans are being implemented in terms of water quality, a Council's ability to respond to issues/hazards and whether a Council is continuing to improve its performance in relation to water quality.
2. Annual report on local government – the QAO are recommending that Councils undertake a self review of their “procure to pay” processes against the QAO standards. It was noted that procurement is on the forward program for our internal audit.
3. Improving asset management in local government – the QAO report identified how councils can dress the gaps in asset management governance, linking AMPs to other Council plans and budgets etc.

5. Update on financial statements for 2022/23

Dol provided an update for the committee on the progress with the 2022/23 financial statements. They are close to being finished and are likely to be ready for the auditors by 5 September 2023. Dol will circulate a copy of the draft financial statements to the members of the audit and risk committee once they are complete. The A&R committee members can provide Dol with any feedback at that time..

6. Future internal audit program

Brett presented a paper on the proposed internal audit program for the next few years. This was originally adopted by the A&R committee in February 2023 and it was agreed that we would review it once per year to look at ongoing relevance and timing of future internal audits. It was noted that the next internal audit on our schedule relates to our management of grants. The committee agreed that the future internal audit program should continue as previously adopted i.e. management of grants, procurement, recycling centre, payroll and cyber security. In terms of cyber security, it was also agreed that the

Council would continue to work with the State government cyber security unit to reduce risks.

Moved: Deputy Mayor Tom Langton

Seconded: Mark Pitt

That the Audit and Risk Committee adopt the forward program for internal audits and continue to review it on an annual basis.

Carried unanimously

7. Proposed Scope for the Internal Audit of Management of Grants

The committee reviewed the draft terms of reference for the next internal audit – management of grants. While generally happy with the proposed terms of reference, it was suggested that an additional issue could be added – namely a review of whether we have the right processes in place to capture all costs associated with grants (e.g. corporate overheads, staff time plant costs etc).

It was also noted that Sean will be the main contact point for the internal audit in relation to attracting grants, making applications for grants and reporting. Dol will be the main contact for managing costs associated with grants and acquitting grants.

Ziggy is aiming to commence the internal audit on 1 November and complete it by Christmas.

Moved: Mark Pitt

Seconded: Deputy Mayor Tom Langton

That the Audit and Risk Committee adopt the terms of reference for the proposed internal audit of management of grants with an addition to the scope to include a review of whether or not the Council has the right processes in place to ensure that it captures all costs allocated to specific grants (e.g. corporate overheads, staff time, plant costs etc).

Carried unanimously

8. Update on the implementation of the housing review recommendations

The CEO provided an update on progress with implementing the recommendations from the internal audit on Council's housing function. The key focus areas are:-

- endeavouring to reduce debt levels which is a difficult issue and taking some time. It has good support from elected representatives.
- staff who have rental arrears are now all paying extra to catch up via payroll deductions.
- one staff member has been allocated to focus exclusively on debt recovery.

- a meeting is held each Monday morning with the housing team and attended by the CEO to focus on improving operations.
- 60 to 70% of rental comes directly from Centrelink deductions but a tenant can stop these at any time via Centrelink without Council agreement. However, staff who have payroll deductions cannot stop rental deductions without agreement from the CEO.
- The Council is looking at how to get more direct deductions potentially using a new App for that purpose.
- To date, the Council has only written off a small amount of the historic debt and the Council requested more information from the CEO. However, provision has been made in the financial statements for potential bad debts.

The committee noted the update from the CEO and acknowledged that this is a difficult issue to manage.

9. Six monthly review of Council's Strategic Risk Register

The strategic risk register has recently been reviewed by both the Council and the executive team. It is presented to the audit and risk committee on a 6 monthly basis for review. The CEO identified the top 3 risks as:-

- A. cyber security
- B. ICT systems
- C. Disaster Management

Other high priority risks included financial sustainability and workplace health and safety. The committee agreed with this assessment and noted that it will review the strategic risks on a 6 monthly basis. The committee particular discussed cyber security and workplace health and safety as significant risks which need to be monitored.

Moved: Deputy Mayor Tom Langton

Seconded: Mark Pitt

That the Audit and Risk Committee note the update on the strategic risk register and review it on a 6 monthly basis.

Carried unanimously

10. Structured review of Council's policies

This was deferred to the next meeting.

11. CEO Update

The CEO provided an update to the meeting. Key issues were:-

- The council is very happy with the processes associated with the audit and risk committee.

- The community is looking good with Council doing a lot of maintenance work at the moment.
- The CEO provided an update on some of the major projects at the Council is currently addressing (e.g. major footpath to Murgon, new Council building etc)
- The CEO has recently signed a new 4 year employment contract.
- Council remains focused on creating new jobs for the community. There are currently 132 staff (90% local) with new jobs being created in the call centre and recycling centre which are commercial in nature.

12. General Business and agenda for next meeting

It was agreed that the next audit and risk committee will be held on Friday 27 October from 10am.

Mark requested that for future agendas, a register of internal audit recommendations be established which can be monitored. This will become more relevant as more internal audits are completed. Brett will compile this register.

Meeting closed at 11.20am.



Cherbourg Multipurpose & Civic Centre Project Introduction

12th September 2023

Acknowledgement of Country

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Project Overview

- Project to deliver a Business Case for a Multipurpose Community & Civic Centre in Cherbourg.
- Project commenced March 2023, planned finish for October 2023.
- Engagement with Cherbourg Council and key stakeholders to develop a design brief.
- Two (2) concept options in development:
 - **Option A** includes additional commercial offices and retail space.
 - **Option B** moves building closer to main street, removes commercial offices.



Building Position (Not Final)



Preliminary Option A (Ground Floor)



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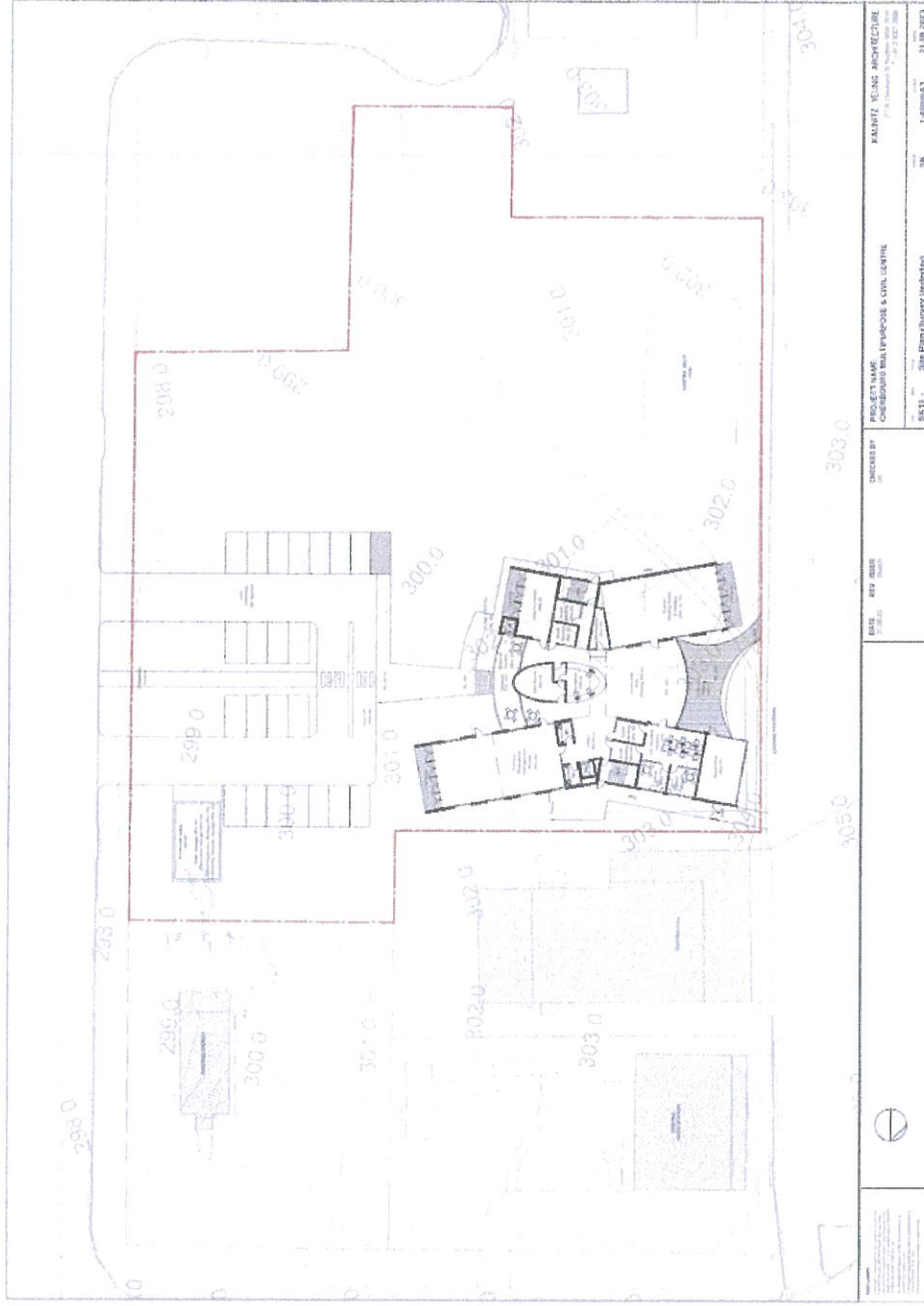
Preliminary Option B (Ground Floor)



Preliminary Option B (1st Floor)



Preliminary Option B (Site)



THE ANK YOU

Workplace Health & Safety – August 2023

Activities

- Ongoing SMS management
- Updated records including vehicle checks, toolbox talks, training matrix and CAR
- Completed WHS July reports for CoEx and CEO
- Monthly emergency equipment checks completed
- Hazard inspections completed
- Trial evacuation alarm success. Alarms for each building ordered
- Participated in CoEx WHS audit at Nanango CRP
- Assist with QFES audit of MRF

Recommendations/Resolution Required

- Asbestos register – quote provided
- Equipment noise audit required – quote provided
- Caution required before awarding housing insulation upgrade work. Refer Qld Govt information emailed out

Incidents/ Alerts

- 4 Incidents reported
 - 01/08 – forklift operated in a dangerous manner – no injury or damage
 - 03/08 – cut finger while handling glass – FA injury
 - 09/08 – paint in the eye while painting over head – medical treatment
 - 21/08 – scratched arm on customer container frame – FA injury
- 0 Hazards reported
- 1 Safety Alert communicated
 - 22/08 – WHSQ x 3 Worker using a drop saw resulting in serious hand injuries
Worker driving a tractor when it has left the road and rolled resulting in the death of the worker. No seat belt worn
Worker driving a tip truck when it rolled crushing the worker

Training

- First response – 29/08: 9 attendees
- Fire Warden - 29/08: 2 attendees
- Arranging FA refresher – having trouble getting a room as Ops room now Call Centre

Next Month