

Cherbourg Aboriginal Shire  
Council

# Working Papers

For Council Meeting Held 19 & 20 June 2024

## Reports

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

1. Minutes (Unconfirmed)

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*Cherbourg  
Aboriginal  
Shire  
Council*

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*Minutes – Council  
Meeting*

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*15 May 2024*

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*Unconfirmed*

MINUTES

COUNCIL MEETING

HELD 15 & 16 MAY 2024

Attendance

Mayor Bruce Simpson  
Deputy Mayor Carla Fisher  
Cr Tom Langton  
Cr Daniel Weazel

Officers: CEO - Zala  
Minute Taker - Eileen Jacobs

9.03am Mayor Opened Meeting  
Opening Prayer - Uncle John Stanley  
Welcome to Country - Cr Daniel Weazel  
Sorry Business - 1 Minutes Silence

Councillor Obligations

Prescribed Conflict of Interest

Nil

Declarable Conflict of Interest

Nil

Register of Interest

Nil

Minute Approval

*Cherbourg Aboriginal Shire Council resolves that the minutes of the*

- *Council meeting held on 24 April 2024*

*be adopted.*

*Moved: Cr Tom Langton*

*Seconded: Deputy Mayor Carla Fisher*

*Motion No. 2517 Carried  
For Vote: Council Voted Unanimously*

MAYOR'S REPORT

*Mayor presented his report.*

*Mayor presented the Cherbourg strategic vision for the next four years aimed at nurturing growth, equality, and sustainability in Cherbourg. This plan will lay out council's immediate and long-term goals, addressing critical issues and leveraging our community's unique strengths.*

Resolution

*That in relation to a strategic vision for Cherbourg Council*

- *Endorses the Cherbourg Strategic Vision*

*Moved: Cr Tom Langton*

*Seconded: Deputy Mayor Carla Fisher*

*Motion No. 2518 Carried  
For Vote: Council Voted Unanimously*

Complaints About the CEO Policy

Council resolves to comply with the requirements of Section 48A of the Crime and Corruption Act 2001 Complaints about the Chief Executive Officer Policy. Mayor submitted an updated Complaints about the CEO Policy.

Resolution

To comply with Section 48A of the Crime & Corruption Act 2001 Cherbourg Aboriginal Shire Council resolves to

1. Repeal the previous Complaints About the CEO Policy
2. Adopt the updated Executive Officer Complaints Policy (which governs the process to be used if a complaint against the CEO is referred to the Mayor for investigation).

Moved: Cr Daniel Weazel  
Seconded: Cr Gordon Wragge

Motion No. 2519 Carried  
For Vote: Council Voted Unanimously

Report Approval

Council resolves that the Chief Executive Officer's Report be adopted.

Moved: Cr Daniel Weazel  
Seconded: Cr Gordon Wragge

Motion No. 2520 Carried  
For Vote: Council Voted Unanimously

10.08am Cr Gordon Wragge entered meeting

CHIEF EXECUTIVE OFFICER REPORT

CEO presented his Report

Standing Order & Investigation Policy

Standing Orders are the rules and procedures for the conduct of Council meetings. Investigation Policy (governs the process to be used if a complaint against a Councillor is referred to Council for investigation).



Resolution

*That in relation to the Council's ongoing review of its governance policies, Council:-*

- A. Repeal its previous version of the Council's Standing Orders which govern Council's meeting procedures and adopt the latest version of the Standing Orders as attached to the report of the CEO;*
- B. Repeal its previous version of the Investigation Policy (which governs the process to be used if a complaint against a councillor is referred to council for investigation) and adopt the latest version of the Investigation Policy as attached to the report of the CEO; and*
- C. Publish these documents on Council's website for the information of our community*

*Moved: Cr Gordon Wragge*

*Seconded: Cr Daniel Weazel*

*Motion No. 2521 Carried  
For Vote: Council Voted Unanimously*

Reimbursement of Expenses and Provisions of Facilities for Councillors;

*The previous Council had adopted a policy and this has now been updated to reflect the requirements of the new Council. There are 2 versions of the policy attached.*

*Policy in Revision Mode – Shows all of the changes in revision mode from the current policy so that the Council can clearly identify what is being proposed.*

*Final Policy for adoption – this incorporates all the changes into a clean skin version for adoption.*

*The changes that have been made include –*

- Adding a new provision that the Mayor is being provided with an office*
- Adding the new provision for laptops to be provided to all councillors*
- Clarify that Council vehicles can be used for travel outside of the Shire on Council business but that within the shire (eg Attending Council meetings) Councillors will use their own vehicle and there is no reimbursement of expenses. In the rare instances where no Council vehicle is available for travel outside the Shire on council business, the CEO can approve a councillor to use their own car and there will be reimbursement for that expense.*



Resolution

*In relation to the Policy on the Reimbursement of Expenses and the Provision of Facilities for Councillors, the Council;-*

- A. Repeal the previous policy, and*
- B. Adopt the updated policy as attached to the CEO's Report and note that a copy of the new policy will be published on Council's website.*

*Moved: Cr Tom Langton*

*Seconded: Cr Daniel Weazel*

*Motion No. 2522 Carried  
For Vote: Council Voted Unanimously*

Mayors Vehicle

*Mayor Bruce Simpson Declared interested & left meeting*

*Discussion on Vehicle for the mayor. Council agree that a vehicle is necessary for the Mayor to carryout his duties.*

Resolution

*That in relation to a vehicle for the mayor position that the Council;*

- 1. Purchases a vehicle for the Mayor*
- 2. Vehicle policy be reviewed and updated*

*Moved: Cr Daniel Weazel*

*Seconded: Cr Tom Langton*

*Motion No. 2523 Carried  
For Vote: Council Voted Unanimously*

LGAC - Board - Policy Executive Representative

*There were 3 nominations for 2 positions on this Board*

- 1. Hopevale - Cr Bruce Gibson*
- 2. Lockhart River - Cr Wayne Butcher*
- 3. Palm Island - Cr Alf Lacey*

Resolution

*In relation to nominations for the LGAQ Policy Executive Representatives Council voted for;*

- *Cr Bruce Gibson*
- *Cr Wayne Butcher*

*Moved: Cr Tom Langton*  
*Seconded: Cr Daniel Weazel*

*Motion No. 2524 Carried*  
*For Vote: Council Voted Unanimously*

Cherbourg Aboriginal Shire Council Elders Advisory Group

*This group is to be established to provide advice to Cherbourg Aboriginal Shire Council on matters that are referred to the Group from Council.*

*Terms of Reference were submitted*

Resolution

*That in relation to Cherbourg Aboriginal Shire Council Elders Advisory Group;-*

- 1. Council adopts the Elders Advisory Group Terms of Reference*
- 2. Once funding received from DATSIP, council proceed with an expression of interest from our community*

*Moved: Cr Gordon Wragge*  
*Seconded: Deputy Mayor Carla Fisher*

*Motion No. 2525 Carried*  
*For Vote: Council Voted Unanimously*

Development in Cherbourg New Subdivision

Fisher Street Development & Collins Road Development

A workshop is scheduled for Tuesday 11 June 2024 to present and discuss the concept subdivision layouts for these two developments.

Resolution

That in relation to the Fisher Street, and Collins Road Developments, Council will;

- A. Proceed with the planning and design workshop scheduled for 11 June 2024 and
- B. Progress meeting with the local Wakka Wakka Traditional Owners

Moved: Cr Daniel Weazel

Seconded: Cr Tom Langton

Motion No. 2526 Carried  
For Vote: Council Voted Unanimously

Report Approval

Council resolves that the Chief Executive Officer's Report be adopted.

Moved: Cr Daniel Weazel

Seconded: Deputy Mayor Carla Fisher

Motion No. 2527 Carried  
For Vote: Council Voted Unanimously

Workplace Health & Safety

Report presented

Approval

Council resolves that the Workplace Health & Safety Report be adopted.

Moved: Cr Tom Langton

Seconded: Cr Daniel Weazel

Motion No. 2528 Carried  
For Vote: Council Voted Unanimously



CORPORATE SERVICES REPORT & FINANCE REPORT

Report Approval

*Cherbourg Aboriginal Shire Council resolves that the Corporate Services & Finance Report be adopted.*

*Moved: Cr Daniel Weazel  
Seconded: Deputy Mayor Carla Fisher*

*Motion No. 2529 Carried  
For Vote: Council Voted Unanimously*

ECONOMIC & COMMUNITY DEVELOPMENT REPORT

Report Approval

*Cherbourg Aboriginal Shire Council resolves that the Economic and Community Development Report be adopted.*

*Moved: Cr Gordon Wragge  
Seconded: Cr Tom Langton*

*Motion No. 2530 Carried  
For Vote: Council Voted Unanimously*

OPERATIONS DEPT REPORT

*Operations Dept Manager's presented his report*

Report Approval

*Cherbourg Aboriginal Shire Council resolves that the Operations Dept Report be adopted.*

*Moved: Cr Daniel Weazel  
Seconded: Deputy Mayor Carla Fisher*

*Motion No. 2531 Carried  
For Vote: Council Voted Unanimously*

12.36pm meeting adjourned for lunch  
1.00pm meeting recommenced

1.00pm Brett De Chastel - Via TEAMS Link

Presentation - Effective Decision Making

1.30pm Brett De Chastel - Via TEAMS Link Closed

### COMMUNITY SERVICES REPORT

Community Services Manager presented her Report

#### Report Approval

Cherbourg Aboriginal Shire Council resolves that the Community Services Report be adopted.

Moved: Cr Daniel Weazel  
Seconded: Cr Gordon Wragge

Motion No. 2532 Carried  
For Vote: Council Voted Unanimously

### CORRESPONDENCE

#### Bunya Peoples Aboriginal Corp

Update on Bunya Peoples Aboriginal Corp and suggestion to use Nursery as the Wakka Wakka Ranger Base.

#### CTC

Invitation - CTC Community Bus Tour

#### QSNTS

Advice - New CEO of Queensland South Native Title Services is Tim Wishart.

Old State Archives

*Old State Archives is calling for Expression of Interest for A First Nations Advisory Group to help it embed First Nations perspectives into its practices.*

Emergency Management

*Review into the 2023-24 Severe Weather Season*

Dept Housing LG Planning & Public Works

*Advice - Housing Availability and Affordability (Planning and Other Legislation Amendment) Bill 2023 has been passed in the Queensland Parliament.*

North Burnett Reginal Council

*Advise - Wide Bay Burnett Urban Water Alliance (WBBUWA) Update*

DV Prevention Council

*Invitation to become a member of the DV Champion's Network.*

Old Reconstruction Authority

*Advice - Approval for Extension of Time for all work packages under the 2021-22 Flood Risk Management Program (FRMP) and Work Package three (WP3).*

Fraser Coast Regional Council

*Seeking endorsement - motion before the WBBROC meeting to be held on Friday 31<sup>st</sup> May in Goomeri.*

Mobilizer

*Biomass & Waste to Energy - Clean Energy*

**2.00pm Meeting Closed**



## 2. Mayor's Report

Mayor's Report  
For Council Meeting  
19 & 20 June 2024

Items

- Strategic Plan
- Australian Local Government Association  
(2-4 July 2024) - Building Community Trust
- Cherbourg Health Council
- Cherbourg Elders Council
- Leave





# EMPOWERING CHERBOURG

## A FOUR YEAR STRATEGIC PLAN

PRESENTED BY MAYOR BRUCE SIMPSON

### INTRODUCTION

*"Our vision for the next four years focuses on nurturing self-determination, equality, growth, and sustainability in Cherbourg, building on the legacy of our early leaders and addressing today's challenges."*

## Short-Term Goals (1-2 Years)

### 1. Strengthening Our Workforce and Economic Foundations

**Objective:** Enhance local employment and business opportunities through strategic initiatives.

**Action Steps:**

- Address funding gaps with support from state and federal levels.
- Promote small business development.
- Engage philanthropic and private sector partnerships.

### 2. Advancing Health Equity

**Objective:** Close the health gap and enhance healthcare accessibility.

**Action Steps:**

- Review and upgrade health services infrastructure.
- Strengthen partnerships across health sectors.

### 3. Enhancing Community Infrastructure

**Objective:** Improve living conditions and accessibility.

**Action Steps:**

- Prioritise essential infrastructure projects.
- Foster innovative town planning for inclusivity.

## Long-Term Goals (3-4 Years)

### 1. PATH TO TREATY

**Objective:** Lay the groundwork for treaty discussions to affirm Indigenous rights.

**Action Steps:**

- Form a committee for treaty discussions.
- Educate the community on treaty processes.

### 2. LEVERAGING THE OLYMPICS FOR COMMUNITY BENEFIT

**Objective:** Maximise Olympic-related infrastructure investments.

**Action Steps:**

- Review and upgrade health services infrastructure.
- Strengthen partnerships across health sectors.

### 3. Boosting Tourism and Cultural Preservation

**Objective:** Develop tourism while preserving local culture.

**Action Steps:**

- Create cultural heritage sites.
- Develop tourism marketing strategies.

### 4. Sustainable Urban Development

**Objective:** Expand and improve living spaces through community planning.

**Action Steps:**

- Create cultural heritage sites.
- Develop tourism marketing strategies.

## CONCLUSION

*"As we unite to build a thriving Cherbourg, we call upon every community member to actively participate and contribute to our collective future. Let's open the right doors, together!"*



### 3. Chief Executive Officer

➤ **1. Proposed New Corporate Plan 2024-2029:**

**Introduction :**

Every Council in Queensland is required to have a corporate plan. A corporate plan is essentially a business plan – setting out the long-term priorities for the Council and guiding strategic decision-making.

Our current Council Corporate Plan was prepared in 2020 and expires in 2025. With a new mayor and new Council, it is time to set new priorities and strategies for the next 5 years.

It is proposed to commence a corporate plan making process in the coming weeks.

**About Corporate Plans :**

The corporate plan is the primary strategic planning document for the Council. It sets out the strategic direction for the next 5 years. Traditionally, corporate plans contain the following:-

- A vision statement
- Key strategies - these are often grouped in themes (e.g. community, infrastructure, economic, environment etc).
- A mission statement for the organisation – how the Council will work to support the community
- Key statistics about our community on the basis that we can also use our corporate plan to support funding applications and other advocacy work

- Measures that we can monitor to determine our progress in improving our community.

A professional and concise corporate plan is a very useful document for our Council to use in setting a strategic direction and engaging with government funding agencies.

### Legislative Requirements for Corporate Plans

There are some requirements in the Local Government Act in relation to corporate plans. These include:-

- A corporate plan must be for a minimum of 5 years. Some councils undertake a longer planning horizon (up to 10 or 20 years) but most focus on the 5 year timeframe as that is more practical.
- The development of a corporate plan must include a community engagement process. However, the way in which community engagement is to be undertaken is not prescribed by legislation and is up to each Council to decide.
- A Council can amend its corporate plan at any time i.e. at any time during the 5 year corporate plan period, a Council can revisit its priorities and amend its corporate plan (but needs to undertake community engagement to do so)
- The corporate plan must set out the strategic direction for the Council.
- The corporate plan must also set out performance indicators which will enable the Council to measure its progress to achieving those long-term strategies. The CEO is also required to report to Council on an annual basis (usually around July/August) on progress towards achieving the Council's strategies. This information is also to be included in the Council's annual report.
- The annual operational plan must also be consistent with the Council's corporate plan i.e. the operational plan sets out activities to be undertaken over the next 12 months which will assist the Council in achieving its long-term goals.



## Suggested approach for Undertaking Engagement in the Development of our New Corporate Plan

It is up to each Council to decide how it wants to undertake community engagement in the development of a new corporate plan. Experience shows that a good community engagement process will increase the degree of “ownership” that the community and organisation have in terms of the contents of the corporate plan. In other words, a good community engagement process increases “buy in” to the strategic direction.

The following program is suggested for our Council to undertake community engagement:-

- initial session with Mayor and Councillors (facilitated by our Council Advisor)
- input sessions with key community groups including Elders Advisory Group, Justice Group, Youth Advisory Group and other key community groups identified by Council
- input session from a representative group from the local school (suggest grade 6 children)
- Input session with Council senior managers
- input session with Council staff
- feedback from important not for profit organisations operating in Cherbourg
- feedback from key government agencies operating in Cherbourg
- other groups identified by the Mayor and Councillors

Based on this feedback, a draft corporate plan will be prepared and reviewed by the Mayor and Councillors in the first instance. Once the Mayor and Councillors are happy with the draft corporate plan, that draft will be provided to those involved in the first round of consultation.

Any further suggestions would be incorporated into the final document which will be referred to Council for formal adoption. Ultimately, it is the Council who

determines the content of the corporate plan. It is likely that the process to develop a new corporate plan will take 3 to 4 months. While it could be done more quickly, taking time to ensure that there is good community engagement will lead to a better outcome.

### Optimising the Corporate Plan

A good corporate plan can add enormous value to the Council's effectiveness. It provides common ground for both the organisation and community to understand the Council's priorities and work together to achieve those outcomes. The worst thing that can happen is for a corporate plan to sit on the shelf and gather dust. That risk is minimised if key stakeholders are actively involved in the development of the corporate plan and feel that sense of ownership.

The corporate plan can also be used to develop an effective advocacy strategy. The corporate plan can be used to support advocacy and funding applications. It also helps in the development of a Council/community led list of priorities and projects that ensures that our advocacy is targeted and relevant to our needs.

### Support for the Corporate Plan Process

As the primary planning document for Council, the corporate planning process needs to be led by the Mayor and CEO, particularly in relation to the community engagement process.

Our Council Advisor (Brett de Chastel) will also assist in facilitating Council and staff workshops, documenting the draft corporate plan and providing advice to Council throughout the process on how to develop and implement a successful corporate plan.

### Recommendation for Proposed New Corporate Plan 2024-2029:

That in relation to the Council's corporate plan, Council:-

- A. Commence a process to develop a new corporate plan;



B. Undertake a community engagement process that seeks to include our community and Council staff in the development of our new corporate plan with the engagement process to be generally in accordance with the suggested approach set out in the report by the CEO; and

C. Note that the Council will use its new Corporate Plan to set its strategy and priorities for the next 5 years and help focus its advocacy and lobbying for future funding.

## **2. Audit and risk committee Update:**

The regular meeting of the Council's Audit and Risk Committee was held on Friday, 9 June 2024. The Council recently appointed Mayor Simpson and Councillor Weazel as its representatives on that committee. This Committee meets 4 times per year and receives advice from its internal and external auditors. The Committee also has 2 external members (Scott Mead and Mark Pitt) who provide pro bono support to Council.

A copy of the minutes of the Audit and Risk Committee are provided to the Council after each meeting. A copy of those minutes are attached to my CEO report.

Key issues for Council to be aware of following that meeting are as follows:-

- The external audit process for 2023/2024 has commenced with no major issues identified as yet. Council staff have arranged for a review of the value of Council assets to take into account indexation and this is being reviewed by the external auditors.
- The committee noted that as indigenous councils do not have rates revenue, it is difficult for Councils to fund depreciation (asset replacement and renewals) which is a critical element of asset management.

- The committee suggested that Council look at focusing the upcoming Works for Queensland grants on asset renewal and/or training for Council staff on asset management rather than building new assets.
- The committee noted the outcomes of the QAO review on water quality which has helped Council focus on what needs to be fixed (main pipeline replacement) and will also assist in our grant funding application.
- The committee noted that Council had not yet taken action to write off old housing debt (over 6 years old) which is not able to be legally recovered. The committee recognised the practical and community challenges which this presented and will workshop options at its next meeting to assist the Council.
- A detailed presentation on Council's asset management journey was presented to the committee. The committee encouraged Council to continue on the journey of improving asset management and to consider whether further resources are required in that regard.

#### Recommendation regarding Audit and risk committee Update:

In relation to the Council's Audit and Risk Committee, the Council note the minutes of the Audit and Risk Committee meeting held on 9 June 2024.

### 3. Councillor expenses policy:

Council will recall that at the May meeting, a draft policy on the issue of reimbursement of expenses and provision of facilities for Councillors was considered. At that time, an additional provision was requested, namely providing the Mayor with a Council provided vehicle for use while undertaking Mayoral duties and also the provision of a fuel card and a CabCharge card to the Mayor for use while undertaking his role as Mayor.

Those changes have now been incorporated (see new section 2.3.4 of the policy).

There are 2 versions of the policy attached to my report:-



- Policy in revision mode – this shows all of the changes in revision mode from the current policy so that the Council can clearly identify what is being proposed. This includes a new section 2.3.4 which covers the additional support for the Mayor in his role.
- Final policy for adoption – this incorporates all the changes into a clean skin version for adoption.

### Recommendation regarding Councillor expenses policy :

In relation to the Policy on the Reimbursement of Expenses and the Provision of Facilities for Councillors, the Council:-

- A. Repeal the previous policy; and
- B. Adopt the updated policy as attached to the CEO's report and note that a copy of the new policy will be published on Council's website.

### ➤ 4. Cherbourg Elders to form the Cherbourg Aboriginal Shire Council Elders Advisory Group:

The Cherbourg Aboriginal Shire Council Elders Advisory Group is to be established to provide advice to the Cherbourg Aboriginal Shire Council on matters that are referred to the Group from Council.

#### Role

The Group will provide sound advice to Council on matters that are referred to the Group'

#### Skills and Talents

We are seeking well respected Elders who want to contribute and advise Council in a formal way for the betterment of the Community. We are looking for Elders who are:

- Well connected
- Knowledge and expertise in a particular area

- Known to community as a leader
- Local knowledge
- Past and ongoing demonstration of striving for the betterment of the community and region
- Collective wisdom

#### Expectations for applying

- Must be a resident of Cherbourg.
- Well respected by community.
- Willing to commit to the Group for a minimum of 12 months..

#### Application received as order of time :

1. Uncle Arnold Murray
2. Uncle Eric Law
3. Uncle Kenny Day
4. Aunty Leila Davidson
5. Uncle Neil Simpson
6. Uncle Lance Hill
7. Aunty Christine Stewart
8. Uncle Manny Hegarty
9. Aunty Cynthia Button



➤ **5. WBBROC Meeting 31st May 2024:**

Please find attached the minutes of the WBBROC meeting held in Goomeri on 31st May 2024, and the Outstanding Action Register for your attention

Cherbourg council resolution for WBBROC Meeting:

1. That WBBROC write to the State Government in support of Cherbourg Aboriginal Shire Council's request for the removal of Alcohol Management Plans for their community.

I have also attached the full meeting minutes and action items for council information.

**6. . Council Media Policy:**

Cherbourg Aboriginal Shire Council Media Policy

This policy aims to establish guidelines for the management and operation of all media communications by the Cherbourg Aboriginal Shire Council (CASC) and its associated entities, including the Cherbourg Radio Station, Digital Call Centre, Containers For Change, Sports Complex, Indigenous Knowledge Centre, Youth Advisory Group, and other business units under the CASC management structure.

I have attached media policy for council discussion.

**Recommendation regarding Media policy :**

1. Council should adopt media policy to manage our media press releases and social media.

## 6. INVITATION TO COUNCIL TO JOIN TCICA:

The Torres Cape Indigenous Council Alliance (TCICA) passed a formal resolution during our ordinary meeting on 28<sup>th</sup> May to invite Cherbourg Aboriginal Shire Council to become a member of our alliance.

TCICA members recognise that having Cherbourg Aboriginal Shire Council as a member would add significant strength to our organisation and bring with it strong knowledge, skills, and experience. While TCICA would need to discuss how we continue to focus on issues specific to regions, it is timely for us to reflect on where we have come from and the future role we can play in advocating for Indigenous local governments and our communities at the State and National level. An alliance that incorporates all 17 Indigenous councils in Queensland is an extremely powerful voice that cannot be ignored.

Under our Rules of Association, Cherbourg Aboriginal Shire Council is entitled to be represented by you and your Chief Executive. You may also appoint another elected councillor to act as your representative.

If Cherbourg Aboriginal Shire Council formally accepts our invitation to join TCICA our current annual membership fee is \$10,000 (plus GST) commencing 1 July each year. While we have not yet set our annual membership fee for the future years, our membership fees have remained at \$10,000 since fees were first collected in 2018-19. It is not expected that fees will rise significantly, if at all, as we work hard to attract

other sources of funding to keep fees as low as possible.

### Recommendation regarding COUNCIL TO JOIN TCICA:

In relation to regarding COUNCIL TO JOIN TCICA, the Council:-

- A. Should consider the additional cost of Annual membership fees of \$10,000 and all the travel cost associated to travel to Cairns.
- B. Majority of TCICA discussion are relevant to Torres strait and cape communities.
- C. Council should consider not to joint TCICA membership in current format.



Chatur Zala

Chief Executive Officer



# Minutes - Audit and Risk Committee

## Cherbourg Aboriginal Shire Council



Friday 9 June 2024

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 (via Teams)

Mayor Bruce Simpson

Councillor Daniel Weazel

#### Council Observers

Zala Chatur – CEO

Dol Ranabaht – Finance Manager

Brett de Chastel – Council Advisor

Kayler Hayer – Finance Officer

Michael Monk – Council Media manager

#### Auditors

Erin Neville-Stanley – Partner KPMG

Ryan Lindwall - KPMG (via Teams)

Chantelle Hanna – Queensland Audit Office (via Teams)

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

### **Apologies**

Sam Murray – Manager of Corporate Services

Sean Nicholson – Manager of Economic and Community Development

### 1. Meeting Opening and Welcome.

The Chairperson Scott Mead opened the meeting and noted apologies for the meeting and welcomed the new Councillor members of the committee following the recent Council elections.

The Chairperson outlined that the role of the committee was to support and add value to management in improving governance and operations for the Council.

### 1. Minutes of the previous meeting

The minutes of the meeting held on 29 February 2024 were noted.

**Moved:** Mark Pitt

**Seconded:** Scott Mead

*That the minutes of the Audit and Risk Committee meeting held on 29 February 2024 be adopted as true and correct.*

**Carried unanimously.**

### 2. Matters arising from previous Minutes

Brett advised that there were no other outstanding issues from the previous meeting and any follow-up issues were already listed on this agenda.

### 3. External Audit Update

Erin provided the meeting with an update on the progress of the external audit. It was on track with no major issues identified at this point in time.

KPMG are re-looking at the payroll controls to follow up on the issues identified in last year's audit. They have also received a copy of the pro forma financial statements from the Council and will be providing some suggestions to simplify those statements.

In terms of asset valuations, the auditors have requested a workpaper from Council to cross check proposed valuation increases compared to actual construction costs. They are still working through a number of issues associated with the valuation indexation.

The auditors noted that in terms of the grant register, improvements have been undertaken since the last audit and they propose to close out this issue off as at 30 June 2024.

The only other pending issue from last year's audit was the payroll issue and they will check changes that have been made as part of this year's audit.

Next steps – KPMG will be on site in September for detailed testing.

The committee noted the update from the external auditors.

#### **4. QAO briefing note**

Chantelle provided the meeting with details of the QAO briefing note for the audit and risk committee. A number of sector wide audits are underway with the most significant being their report on cyber-attacks in a public sector. That report was being tabled in parliament this week and contains checklists and podcasts that are available to assist public sector organisations. While not containing recommendations that are specific to local government, it does provide best practice guidelines which will be useful to councils.

It was noted that the State government as a free cyber security service for local government and Council could look at having an audit and staff training undertaken in the future. Previous testing had not disclosed any major issues but the committee noted that this was a matter that needed to be continually monitored due to its high risk.

The committee noted the QAO briefing note.

#### **5. Proposed shell financial statements**

Dol provided the meeting with an overview of the proposed shell financial statements which have been provided to the auditor.

The Audit and Risk Committee discussed the implications of any delay in terms of the Financial Assistance Grants (FAGs). Last year, 100% of the grant was paid early in June but there is no indication yet as to whether this will be the case again in June 2024. The committee noted that local governments need certainty for financial planning purposes and that any variation in the receipt of this grant will have a significant impact on the financial ratios of local governments, particularly those councils like Cherbourg which are highly dependent on external grants for revenue.

The Committee noted the shell financial statements and that the auditors are providing feedback to Council on the draft statements to simplify them further.

#### **6. Review of annual indexation of Council assets**

The Committee reviewed the work undertaken by Council's valuers on indexing the value of Council's various asset classes. The asset valuations have been provided to the auditors for review.

It was noted that for indigenous councils who have no general rate revenue, the funding model for local government does not work as valuation increases impact on depreciation which is generally unfunded. This then impacts on Council's financial ratios. This is a sector wide issue although the committee noted that the large increase last year in the value of council's housing asset class had a significant impact on our Council's financial sustainability ratios due to the large increase in depreciation required.

The committee noted that there was an opportunity for the Council to use Works for Queensland grant funding to help close this funding gap for asset renewal. The committee



encourages the Council to look at using Works for Queensland funding for the renewal of existing assets, not just building new assets.

The CEO noted that the funding guidelines now permit this grant program to be used for issues such as planning and training, and consideration could be given to developing our asset management plan capability as part of this program.

#### **7. Review of Council's water supply/water quality**

The QAO has been undertaking a sector wide review of water quality. Cherbourg was one of the Councils selected across Queensland for detailed auditing and the Council has been provided with a series of recommendations in relation to its water supply.

The CEO provided an update Council's response to those recommendations. There have been problems with the chlorine level and it seems that old pipes between the treatment plant and the community are causing problems. SEQWater are helping with the assessment process and will provide practical recommendations to solve the issues.

In a nutshell, some of our old infrastructure needs replacing (especially the main pipe to the town) and Council is applying for funding to fix those issues.

Council was happy to receive the QAO report which was very helpful as it identified the key problems and will support Council's funding submissions.

The committee noted the outcome of the QAO report and requested that the recommendations and proposed actions be included in the register of audit outcomes for future monitoring.

#### **8. Audit register**

Brett presented a new register which sets out details of all internal and external audit recommendations together with action taken by Council in the current status.

The Audit and Risk Committee approved of the format and suggested that as issues were closed out, they could be removed from the register so that it does not become unworkable.

The committee discussed some of the outstanding issues from previous audits. In particular, the issue of writing off housing rental debts older than 6 years was discussed at length. The CEO advised that some debts had been written off (where people had moved away, were deceased etc) but the Council had not yet written off all housing debt older than 6 years as per the recommendation from the audit. This was due to concerns about how this will be perceived in the community, with those not doing the right thing being rewarded with aged debts being written off, while those who have honoured their debt obligations do not receive any such benefit.

While noting that the current management of existing rental collection and debt issues is significantly better, the committee undertook to consider this aged debt issue further to see if there are other options. It will be listed for discussion at the next meeting.

## 9. Asset Management presentation

Zala and Dol provided the committee with a presentation on the status of asset management at Cherbourg Aboriginal Shire Council. The following issues were noted by the committee: -

- The major asset class is community housing with a value of \$160 million.
- The Council does not have the revenue streams to fund maintenance/renewal of all of its asset classes and is reliant on state grants to do so.
- Better asset management plans will assist Council with its lobbying for more funding/better services by providing evidence-based support for more funding
- Management should prioritise which asset classes it should focus on to develop detailed asset management plans in the first instance. The committee suggested community housing and water and sewerage based on their importance to the community and their asset value.
- Asset management planning should be considered as an issue in the upcoming corporate plan review process
- The CEO provided detailed responses to the 5 recommendations made by the QAO to local government in relation to improving asset management across the local government sector.
- Brett will update the audit register to include Cherbourg Council proposed response to the 5 QAO recommendations.

The chairperson thanks management for an excellent presentation noting that Council is that the early part of its asset management journey but has a good understanding of what is needed to be done.

## 10. CEO Update

Zala provided the meeting with an update. Key issues were: -

- The budget and operational plan process is well underway.
- There has been an excellent training/induction process for the new Council with the new Council working well together
- It is proposed to commence a process to develop a new corporate plan in June 2024. Following the adoption of a corporate plan, the CEO may look at the org structure.
- There have been a lot of meetings across the region which has been a good opportunity for the new mayor to meet and engage with other councils.
- Council has established an elder's advisory group which will be a positive initiative
- Council's cash reserves are still okay.
- Council faces a challenge to establish an ILUA which is required to be able to build new infrastructure (particularly community housing) and this is dependent on reaching

agreement with the traditional owners' PBC. It was agreed that the development of an ILUA would be included on the strategic risk register.

- More work is being done by management on improving the Council's response in relation to disaster management scenarios.

#### **11. General Business and agenda for next meeting**

Mayor Simpson thanked the audit and risk committee for its work which is assisting the Council improve operations and management practices that will ultimately benefit the Cherbourg community.

The committee noted that the next internal audit will cover the topic of "Procure to Pay". This looks at how the Council purchases materials and services and pays for those services. Given the proposed audit timeframes and the workload impact on finance staff, it was agreed that this internal audit would commence in October 2024 after the external audit has been completed. Ziggy and Brett will develop a terms of reference for that internal audit which will be considered at the next meeting.

The committee reviewed the proposed agenda items for the next meeting and requested the following issue be added to that agenda:-

- Writing off historic housing rental debt – what options are available?
- Future internal audits – review of priorities.

The next meeting is proposed to be held around the time of the draft financial statements being available for review which is currently scheduled for 10 September 2024. Mark requested that for diary management purposes, future meetings of the committee be locked in ahead of time. The committee agreed with this suggestion. Brett will circulate proposed dates for the 2 remaining meetings this year and have them locked into diaries. This will be done on an annual basis in the future.

**Meeting closed at 11.45am.**

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## CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE  
CHERBOURG QLD 4605

Phone: (07) 4168 1866  
Fax: (07) 4168 2727

### MAYOR AND COUNCILLORS - REIMBURSEMENT OF EXPENSES AND PROVISION OF FACILITIES POLICY

---

#### ORIGIN/AUTHORITY

Local Government Act 2009  
Section 250 of the  
Local Government Regulation 2012

#### PURPOSE

This policy sets the basis by which Council provides for the following:

- Reimbursement for the Mayor and Councillors and Mayor of legitimate expenses incurred, or to be ~~incurred~~ incurred in carrying out their roles; and
- Facilities to be provided for and/or at the disposal of the Mayor and Councillors and Mayor, while carrying out civic duties as elected representatives of the Cherbourg Aboriginal Shire Community Council.

#### APPLICATION

This policy applies to the Mayor, Deputy Mayor, and Councillors.

This policy deals with the reimbursement of expenses or provision of a facility to Councillors and is made in accordance with the Local Government Act and Regulation.

#### DEFINITIONS

For the purpose of this policy the following definitions shall apply:

**Council** – shall mean the Cherbourg Aboriginal Shire Council.

**Councillors** – Includes the Mayor, Deputy Mayor and other Councillors, unless specifically identified.

**Expenses** - Expenses are payments reasonably incurred, or to be incurred, in connection with Councillors discharging their duties as a Councillor. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge. Expenses are not included as part of the remuneration paid by Council.

**Facility** - Facilities provided to Councillors that are the "tools of trade" and required to enable them to perform their duties with relative ease and at a standard appropriate to fulfil the community expectation for their role.

**Reasonable** - Councils must make sound judgments and consider what is prudent, responsible and acceptable to the community when determining appropriate levels of facilities and expenditure.

**The Act** – shall mean the *Local Government Act 2009* ~~(as amended)~~.

**The Regulations** - shall mean the *Local Government Regulation 2012*.



## CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE  
CHERBOURG QLD 4805

Phone: (07) 4168 1866  
Fax: (07) 4168 2727

### BACKGROUND

This policy has been written to be compliant with the five (5) underpinning principles set by Section 4 of the

Local Government Act 2009:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors and local government employees.

In addition, the financial sustainability criteria under Section 102 of the Act requires that financial policies must be formulated to:

- (i) to ensure a reasonable degree of equity, stability and predictability; and
- (ii) so that current services, facilities and activities are financed by the current users of the services, facilities and activities; and
- (iii) having regard to the effect of the policies on the future users of services, facilities and activities.

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### 1. PAYMENT OF EXPENSES

Expenses will be paid to a Councillor through administrative processes as approved by Council's Chief Executive Officer subject to:

- (a) the limits outlined in this policy;
- (b) Council endorsement by resolution, when ~~any~~ claim is made ~~are~~ outside this policy;
- (c) in the case of reimbursement of expenses, ~~the~~ production of receipts and tax invoices or evidence that such expenses have been paid is required prior to reimbursement; and
- (d) expense reimbursement must be claimed within three (3) months of such expense having been paid by the Councillor and claims for reimbursements outside of this period will not be accepted.

#### 1.1. Expense Categories

##### 1.1.1. Professional Development /Conferences /Workshops /Training

Council will reimburse expenses incurred for:

- (a) attendance at Regional, State or National Local Government associated conferences, subject to attendance being approved by Council resolution;
- (b) attendance at Regional meetings and workshops associated with a Councillor's responsibilities;
- (c) mandatory professional development as approved by Council resolution; and
- (d) discretionary professional development deemed essential by Council for the Councillor's role and approved by Council resolution.





## CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE  
CHERBOURG QLD 4605

Phone: (07) 4168 1866  
Fax: (07) 4168 2727

- 1.1.2. Travel as required to represent Council including deputations to Government, Ministers and organisations *that promote for the purpose of promoting Council's objectives.*



## CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMJAH AVENUE  
CHERBOURG QLD 4605

Phone: (07) 4168 1866  
Fax: (07) 4168 2727

Council may reimburse local and, in some cases, interstate and overseas travel expenses (eg flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where:

- (a) a Councillor is an official representative of Council; and
- (b) the activity/event and travel have been endorsed by resolution of Council.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport. Council will pay for reasonable expenses incurred for overnight accommodation when a Councillor is reasonably required to stay outside the local government's region.

All fines incurred while travelling in either Council or privately owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine.

Councillors must consider alternatives to paying excess baggage such as couriering or posting material prior to departure. Any personal excess luggage e.g. gifts and souvenirs must be at the Councillor's personal cost.

### 1.1.3. Travel Bookings

All Councillor travel approved by Council resolution will be booked and paid for by Council.

Economy class is to be used in all cases. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business. They cannot be used to offset other unapproved expenses (eg cost of partner or spouse accompanying the Councillor).

### 1.1.4. Travel/Transfer Costs

Any travel/transfer expenses associated with Councillors travelling for Council approved business will be reimbursed. Examples: Trains, taxis, buses and ferry fees, toll fees. Council will provide reimbursement for parking costs paid by Councillors while attending to official Council business.

### 1.1.5. Fuel

Councillors' may fuel up Council vehicles at the Council depot fuel bowsers prior to departure if using a Council vehicle for travel outside of the shire. If further fuel is required during travel then the provision of receipts is required for reimbursement.

### 1.1.6. Accommodation

- (a) All Councillor accommodation for Council business will be booked and paid for by Council.
- (b) Council will pay for the most economical accommodation arrangement available.
- (c) Where possible, the minimum standards for Councillors' accommodation should be three or four star rating.
- (d) Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.



## CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE  
CHERBOURG QLD 4605

Phone: (07) 4168 1866  
Fax: (07) 4168 2727

### 1.1.7. Meals

Councillors receive an allowance as stipulated on the Claim for "Travel Accommodation/Meals" form. The amounts will be determined by the CEO and be consistent with the amount paid for staff who attend conferences.

## 2. FACILITIES

### 2.1. Provision of Facilities

All facilities provided to councillors remain the property of council and must be returned to Council when a Councillor's term expires.

### 2.2. Private use of Council-owned facilities

Based on the principles of transparent and effective process, good governance and ethical and legal behaviour the facilities provided to Councillors by Cherbourg Aboriginal Shire Council are to be used only for council business (not private or business use) unless prior approval has been granted by resolution of Council.

### 2.3. Facilities Categories

#### 2.3.1. Administrative tools

Administrative tools should be provided to Councillors as required to assist Councillors in their role. Administrative tools include:

- (a) office space and meeting room with the Mayor being provided with a separate office
- (b) ~~access to provision of a laptop with a Council email address for all Councillors-computers~~
- (c) stationery
- (d) access to photocopiers
- (e) access to printers
- ~~(f) access to facsimile machines~~
- (g) publications such as local government magazines
- (h) use of Council landline telephones and internet-wifi access in Council offices
- (i) Secretarial support may also be provided for the Mayors and councillors

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#### 2.3.2. Maintenance costs of Council owned equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council owned equipment that is supplied to Councillors for official business use.

This includes the replacement of any facilities which fall under Council's asset replacement program.

#### 2.3.3. Name Badge and Safety Equipment for Councillors

22



## CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE  
CHERBOURG QLD 4605

Phone: (07) 4168 1666  
Fax: (07) 4168 2727

A local government may provide Councillors with:

- (a) a name badge; and
- (b) the necessary safety equipment for use on official business, eg safety helmet/boots.

### 2.3.4. Use of Council Vehicles on Council Business

Councillors may access a Council vehicle for use on official business outside of the shire. This can be arranged through the CEO. If a Council vehicle is not available for any reason, with the prior approval of the CEO, a Councillor may use their private vehicle for attending Council business outside of the Shire and be reimbursed mileage at the rate approved by the ATO. In that circumstance, the Councillor must provide the CEO with details of kilometers travelled. For Council business within the Shire (e.g. attending Council meetings and events) Councillors will use their own transport with no reimbursement for that use.

### 2.3.5 Provision of Council vehicle for Mayor

In addition to other entitlements set out in this policy, the Council will provide the Mayor with a Council owned vehicle for use while on Council business, both within the Shire and also for attending meetings related to Council business outside of the Shire. The type of vehicle to be provided will be determined by the CEO but will be commensurate with other Council vehicles used for Council business. The Mayor may use the vehicle for limited private use but only where such private use is ancillary to work purposes.

In addition, the Mayor will be provided with the following cards for use while on Council business:-

- A. Council Fuel Card for use only with their Council provided vehicle; and
- B. A Cab Charge Card for use only while travelling on Council business.

### 2.3.6. Insurance Cover

Cherbourg Aboriginal Shire Council will indemnify or insure Councillors in the event of injury sustained while discharging their civic duties. The local government will pay the excess for injury claims made by a Councillor resulting from conducting official Council business.

## 3. CLAIMS FOR REIMBURSEMENT

All claims for reimbursement of expenses will be made on the approved form and submitted with original receipts to the Chief Executive Officer for approval.

Failure to comply with this policy, falsifying claims or logbooks or the misuse of facilities may breach the Councillors' Code of Conduct and/or represent an offence under the Criminal Code and may be referred to the Crime and Corruption Commission.

## 4. NOTIFICATION OF ADOPTION OF EXPENSES REIMBURSEMENT POLICY

As soon as practicable after a local government adopts its expenses reimbursement policy, the local government must publish the policy on the local government's website.

## 5. POLICY WILL BE DISCUSSED AT AN OPEN MEETING.





## CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE  
CHERBOURG QLD 4605

Phone: (07) 4168 1966  
Fax: (07) 4168 2727

A local government cannot resolve under section 72 that a meeting at which a proposed expenses reimbursement policy is discussed (including its adoption or amendment, for example) be closed.

Adopted by Council by Resolution on \_\_\_\_\_



# CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE  
CHERBOURG QLD 4605

Phone: (07) 4168 1866  
Fax: (07) 4168 2727

## MAYOR AND COUNCILLORS - REIMBURSEMENT OF EXPENSES AND PROVISION OF FACILITIES POLICY

---

### ORIGIN/AUTHORITY

*Local Government Act 2009*

*Section 250 of the Local Government Regulation 2012*

### PURPOSE

This policy sets the basis by which Council provides for the following:

- Reimbursement for the Mayor and Councillors of legitimate expenses incurred, or to be incurred in carrying out their roles; and
- Facilities to be provided for and/or at the disposal of the Mayor and Councillors, while carrying out civic duties as elected representatives of the Cherbourg Aboriginal Shire Council.

### APPLICATION

This policy applies to the Mayor, Deputy Mayor and Councillors.

This policy deals with the reimbursement of expenses or provision of a facility to Councillors and is made in accordance with the Local Government Act and Regulation.

### DEFINITIONS

For the purpose of this policy the following definitions shall apply:

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**Facility** - Facilities provided to Councillors that are the “tools of trade” and required to enable them to perform their duties with relative ease and at a standard appropriate to fulfil the community expectation for their role.

**Reasonable** - Councils must make sound judgments and consider what is prudent, responsible and acceptable to the community when determining appropriate levels of facilities and expenditure.

**The Act** – shall mean the *Local Government Act 2009*.

**The Regulations** - shall mean the *Local Government Regulation 2012*.



# CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE  
CHERBOURG QLD 4605

Phone: (07) 4168 1866  
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## BACKGROUND

This policy has been written to be compliant with the five (5) underpinning principles set in section 4 of the

Local Government Act 2009:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors and local government employees,

In addition, the financial sustainability criteria under Section 102 of the Act requires that financial policies must be formulated to:

- (i) to ensure a reasonable degree of equity, stability and predictability; and
- (ii) so that current services, facilities and activities are financed by the current users of the services, facilities and activities; and
- (iii) having regard to the effect of the policies on the future users of services, facilities and activities.

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Expenses will be paid to a Councillor through administrative processes as approved by Council's Chief Executive Officer subject to:

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- (c) in the case of reimbursement of expenses, the production of receipts and tax invoices or evidence that such expenses have been paid is required prior to reimbursement; and
- (d) expense reimbursement must be claimed within three (3) months of such expense having been paid by the Councillor and claims for reimbursements outside of this period will not be accepted.

### 1.1. Expense Categories

#### 1.1.1. Professional Development /Conferences /Workshops /Training

Council will reimburse expenses incurred for:

- (a) attendance at Regional, State or National Local Government associated conferences, subject to attendance being approved by Council resolution;
- (b) attendance at Regional meetings and workshops associated with a Councillor's responsibilities;
- (c) mandatory professional development as approved by Council resolution; and
- (d) discretionary professional development deemed essential by Council for the Councillor's role and approved by Council resolution.





# CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE  
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- 1.1.2. *Travel as required to represent Council including deputations to Government, Ministers and organisations for the purpose of promoting Council's objectives.*

Council may reimburse local and, in some cases, interstate and overseas travel expenses (eg flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where:

- (a) a Councillor is an official representative of Council; and
- (b) the activity/event and travel have been endorsed by resolution of Council.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport. Council will pay for reasonable expenses incurred for overnight accommodation when a Councillor is reasonably required to stay outside the local government's region.

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Councillors must consider alternatives to paying excess baggage such as couriering or posting material prior to departure. Any personal excess luggage e.g. gifts and souvenirs must be at the Councillor's personal cost.

1.1.3. *Travel Bookings*

All Councillor travel approved by Council resolution will be booked and paid for by Council.

Economy class is to be used in all cases. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business. They cannot be used to offset other unapproved expenses (eg cost of partner or spouse accompanying the Councillor).

1.1.4. *Travel/Transfer Costs*

Any travel/transfer expenses associated with Councillors travelling for Council approved business will be reimbursed. Examples:- Trains, taxis, buses and ferry fees, toll fees. Council will provide reimbursement for parking costs paid by Councillors while attending to official Council business.

1.1.5. *Fuel*

Councillors may fuel up Council vehicles at the Council depot fuel bowsers prior to departure if using a Council vehicle for travel outside of the shire. If further fuel is required during travel then the provision of receipts is required for reimbursement.

1.1.6. *Accommodation*

- (a) All Councillor accommodation for Council business will be booked and paid for by Council.
- (b) Council will pay for the most economical accommodation arrangement available.
- (c) Where possible, the minimum standards for Councillors' accommodation should be three or four star rating.





# CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE  
CHERBOURG QLD 4605

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- (d) Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

## 1.1.7. Meals

Councillors receive an allowance as stipulated on the Claim for "Travel Accommodation/Meals" form. The amounts will be determined by the CEO and be consistent with the amount paid for staff who attend conferences.

## 2. FACILITIES

### 2.1. Provision of Facilities

All facilities provided to councillors remain the property of council and must be returned to Council when a Councillor's term expires.

### 2.2. Private use of Council-owned facilities

Based on the principles of transparent and effective process, good governance and ethical and legal behaviour the facilities provided to Councillors by Cherbourg Aboriginal Shire Council are to be used only for council business (not private or business use) unless prior approval has been granted by resolution of Council.

### 2.3. Facilities Categories

#### 2.3.1. Administrative tools

Administrative tools should be provided to Councillors as required to assist Councillors in their role. Administrative tools include:

- (a) office space and meeting room with the Mayor being provided with a separate office
- (b) provision of a laptop with a Council email address for all Councillors
- (c) stationery
- (d) access to photocopiers
- (e) access to printers
  
- (g) publications such as local government magazines
- (h) use of Council landline telephones and wifi access in Council offices
- (i) Secretarial support may also be provided for the Mayor and councillors

#### 2.3.2. Maintenance costs of Council owned equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council owned equipment that is supplied to Councillors for official business use.

This includes the replacement of any facilities which fall under Council's asset replacement program.



# CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE  
CHERBOURG QLD 4605

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## 2.3.3. Name Badge and Safety Equipment for Councillors

A local government may provide Councillors with:

- (a) a name badge; and
- (b) the necessary safety equipment for use on official business, eg safety helmet/boots.

## 2.3.4. Use of Council Vehicles on Council Business

Councillors may access a Council vehicle for use on official business outside of the shire. This can be arranged through the CEO. If a Council vehicle is not available for any reason, with the prior approval of the CEO, a Councillor may use their private vehicle for attending Council business outside of the Shire and be reimbursed mileage at the rate approved by the ATO. In that circumstance, the Councillor must provide the CEO with details of kilometers travelled. For Council business within the Shire (e.g. attending Council meetings and events) Councillors will use their own transport with no reimbursement for that use.

## 2.3.5 Provision of Council vehicle for Mayor

In addition to other entitlements set out in this policy, the Council will provide the Mayor with a Council owned vehicle for use while on Council business, both within the Shire and also for attending meetings related to Council business outside of the Shire. The type of vehicle to be provided will be determined by the CEO but will be commensurate with other Council vehicles used for Council business. The Mayor may use the vehicle for limited private use but only where such private use is ancillary to work purposes.

In addition, the Mayor will be provided with the following cards for use while on Council business:-

- A. Council Fuel Card for use only with their Council provided vehicle; and
- B. A Cab Charge Card for use only while travelling on Council business.

## 2.3.6. Insurance Cover

Cherbourg Aboriginal Shire Council will indemnify or insure Councillors in the event of injury sustained while discharging their civic duties. The local government will pay the excess for injury claims made by a Councillor resulting from conducting official Council business.

## 3. CLAIMS FOR REIMBURSEMENT

All claims for reimbursement of expenses will be made on the approved form and submitted with original receipts to the Chief Executive Officer for approval.

Failure to comply with this policy, falsifying claims or logbooks or the misuse of facilities may breach the Councillors' Code of Conduct and/or represent an offence under the Criminal Code and may be referred to the Crime and Corruption Commission.

## 4. NOTIFICATION OF ADOPTION OF EXPENSES REIMBURSEMENT POLICY

As soon as practicable after a local government adopts its expenses reimbursement policy, the local government must publish the policy on the local government's website.



## CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE  
CHERBOURG QLD 4605

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### 5. POLICY WILL BE DISCUSSED AT AN OPEN MEETING.

A local government cannot resolve under section 72 that a meeting at which a proposed expenses reimbursement policy is discussed (including its adoption or amendment, for example) be closed.

Adopted by Council by Resolution on :- \_\_\_\_\_



**Minutes of the Meeting**  
**Wide Bay Burnett Regional Organisation of Council's**  
**Held at Goomeri, 31<sup>st</sup> May 2024, at 10.00 am.**

---

**Present**

Mayor George Seymour	Fraser Coast Regional Council
CEO, Mr. Ken Diehm	Fraser Coast Regional Council
Mayor Glen Hartwig	Gympie Regional Council
CEO Robert Jennings	Gympie Regional Council
Mayor Les Hotz	North Burnett Regional Council
A/CEO, Anna Scott	North Burnett Regional Council
Mayor Kathy Duff	South Burnett Regional Council
Cr. Danita Potter	South Burnett Regional Council
CEO, Mr. Mark Pitt	South Burnett Regional Council
Mayor Helen Blackburn	Bundaberg Regional Council
Cr. Tracey McPhee	Bundaberg Regional Council
Cr. Gordon Wragge	Cherbourg Aboriginal Shire Council
Cr. Carla Fisher	Cherbourg Aboriginal Shire Council

**Apologies**

Cr. Denis Chapman	Fraser Coast Regional Council
Mayor Bruce Simpson	Cherbourg Aboriginal Shire Council

---

**1. Admission of Bundaberg Regional Council.**

That the Bundaberg Regional Council be readmitted as a member effective 31<sup>st</sup> May 2024.

**Moved: Mayor Hartwig      Seconded: Mayor Duff      Carried Unanimously**

**2. Confirmation of Minutes of Previous Annual General Meeting.**

That the minutes of the Ordinary Meeting held on 2<sup>nd</sup> February 2024, be received and confirmed.

**Moved: Mayor Hartwig      Seconded: Cr. Fisher      Carried Unanimously**

**3. Appointment of Vice President.**

That the Mayor of Bundaberg Regional Council, Cr. Helen Blackburn, be appointed as the Vice President.

**Moved: Mayor Hotz      Seconded: Cr. Jones      Carried Unanimously**

**4. WBBROC Rules of Association**

That WBBROC adopt the proposed Rules of Association as presented.

**Moved: Mayor Hartwig      Seconded: Mayor Seymour      Carried Unanimously**

**5. Finance Report**

That the Secretary/Treasurer's Financial Report and the following financial statement be noted:

1. Balance Sheet as at 30th April 2024
2. Aged Receivables Aging Summary as at 30th April 2024
3. Budget Vs Actuals Profit and Loss for the period 1st July 2023 to 30th April 2024

**6. LGAQ Presentation**

That the presentation from LGAQ be noted.

**Moved: Mayor Seymour      Seconded: Mayor Blackburn      Carried Unanimously**

In considering the LGAQ presentation, WBBROC further resolved as follows:

1. That WBBROC write to the State Government requesting a review of the Local Government Grants and Subsidy Program to ensure:
  - i. A non-competitive ongoing fixed distribution (with inflationary indexes) to Councils in regional areas.
  - ii. An equitable method of allocation that is not solely population-based and takes into account the social demographics of the regions.

**Moved: Cr. Wragge      Seconded: Mayor Blackburn      Carried Unanimously**

2. That WBBROC write to the State Government in support of Cherbourg Aboriginal Shire Council's request for the removal of Alcohol Management Plans for their community.

**Moved: Mayor Duff      Seconded: Mayor Blackburn      Carried Unanimously**

3. That WBBROC write to the LGAQ requesting them to consider developing a resource for immediate and ongoing support for newly elected Mayors.

**Moved: Mayor Blackburn      Seconded: Mayor Hartwig      Carried Unanimously**

4. That WBBROC write to the LGAQ requesting their consideration of advocacy for minimum competency standards for local government Chief Executive Officers and support their efforts to address turnover.

**Moved: Mayor Duff      Seconded: Mayor Blackburn      Carried Unanimously**

*302*

**7. RRTG Presentation**

That the RRTG presentation be noted.

**Moved: Mayor Seymour    Seconded: Mayor Blackburn    Carried Unanimously**

In considering the RRTG presentation, WBBROC further resolved as follows:

1. That WBBROC write to the State Government in support of Cherbourg Aboriginal Shire Council's request for financial assistance to undertake road improvements on the access road to Cherbourg.

**Moved: Mayor Duff    Seconded: Cr. Wegge    Carried Unanimously**

**8. Green Energy Transmission Projects**

1. That WBBROC write to the State Government requesting improved regulation on large-scale wind, solar, nuclear, battery energy storage systems, pumped Hydro, and related transmission projects, to ensure that local communities have a say and are not adversely impacted by their construction and ongoing activities.
2. That the South Burnett Regional Council liaises with fellow WBBROC members and develops a briefing paper on this matter to be attached to the letter to the State Government.
3. That a WBBROC delegation be made to the relevant State Government Ministers to advocate WBBROC's position.

**Moved: Mayor Seymour    Seconded: Mayor Duff    Carried Unanimously**

There being no other business the President Closed the meeting at 12.30pm.

Signed: \_\_\_\_\_

Mayor G. Seymour, President

### WBBROC Outstanding Actions Register

Item	WBBROC Meeting Date	WBBROC Decision	Responsible CEO
1	31 <sup>st</sup> May 2024	That WBBROC write to the State Government requesting a review of the Local Government Grants and Subsidy Program to ensure: <ol style="list-style-type: none"> <li>a. A non-competitive ongoing fixed distribution (with inflationary indexes) to Councils in regional areas.</li> <li>b. An equitable method of allocation that is not solely population-based and takes into account the social demographics of the regions.</li> </ol>	<b>CEO of South Burnett Regional Council</b> to prepare a draft letter for the WBBROC President (Mayor Seymour) to sign on behalf of all members.
2	31 <sup>st</sup> May 2024	That WBBROC write to the State Government in support of Cherbourg Aboriginal Shire Council's request for the removal of Alcohol Management Plans for their community.	<b>CEO of Cherbourg Aboriginal Shire Council</b> to prepare a draft letter for the WBBROC President (Mayor Seymour) to sign on behalf of all members.
3	31 <sup>st</sup> May 2024	That WBBROC write to the LGAQ requesting them to consider developing a resource for immediate and ongoing support for newly elected Mayors.	<b>CEO of South Burnett Regional Council</b> to prepare a draft letter for the WBBROC President (Mayor Seymour) to sign on behalf of all members.
4	31 <sup>st</sup> May 2024	That WBBROC write to the LGAQ requesting their consideration of advocacy for minimum competency standards for local government Chief Executive Officers and support their efforts to address turnover.	<b>CEO of South Burnett Regional Council</b> to prepare a draft letter for the WBBROC President (Mayor Seymour) to sign on behalf of all members.
5	31 <sup>st</sup> May 2024	That WBBROC write to the State Government in support of Cherbourg Aboriginal Shire Council's request for financial assistance to undertake road improvements on the access road to Cherbourg.	<b>CEO of Cherbourg Aboriginal Shire Council</b> to prepare a draft letter for the WBBROC President (Mayor Seymour) to sign on behalf of all members.



6	31 <sup>st</sup> May 2024	That WBBROC write to the State Government requesting improved regulation on large-scale wind, solar, nuclear, battery energy storage systems, pumped Hydro, and related transmission projects, to ensure that local communities have a say and are not adversely impacted by their construction and ongoing activities.	<b>CEO of South Burnett Regional Council</b> to prepare a draft letter for the WBBROC President (Mayor Seymour) to sign on behalf of all members.
7	31 <sup>st</sup> May 2024	That the South Burnett Regional Council liaises with fellow WBBROC members and develops a briefing paper on this matter to be attached to the letter to the State Government.	<b>CEO of South Burnett Regional Council</b> to prepare a briefing paper for the information of member Councils and to be attached to the letter to the State Government
8	31 <sup>st</sup> May 2024	That a WBBROC delegation be made to the relevant State Government Ministers to advocate WBBROC's position.	<b>CEO of Fraser Coast Regional Council</b> to organise delegation, on completion of correspondence to the State Government.



3 June 2024

Cr Bruce Simpson  
Mayor  
Cherbourg Aboriginal Shire Council  
22 Barambah Avenue  
CHERBOURG QLD 4605

Dear Mayor Simpson

### INVITATION TO COUNCIL TO JOIN TCICA

The Torres Cape Indigenous Council Alliance (TCICA) passed a formal resolution during our ordinary meeting on 28<sup>th</sup> May to invite Cherbourg Aboriginal Shire Council to become a member of our alliance.

TCICA members recognise that having Cherbourg Aboriginal Shire Council as a member would add significant strength to our organisation and bring with it strong knowledge, skills, and experience. While TCICA would need to discuss how we continue to focus on issues specific to regions, it is timely for us to reflect on where we have come from and the future role we can play in advocating for Indigenous local governments and our communities at the State and National level. An alliance that incorporates all 17 Indigenous councils in Queensland is an extremely powerful voice that cannot be ignored.

Under our Rules of Association, Cherbourg Aboriginal Shire Council is entitled to be represented by you and your Chief Executive. You may also appoint another elected councillor to act as your representative.

If Cherbourg Aboriginal Shire Council formally accepts our invitation to join TCICA our current annual membership fee is \$10,000 (plus GST) commencing 1 July each year. While we have not yet set our annual membership fee for the future years, our membership fees have remained at \$10,000 since fees were first collected in 2018-19. It is not expected that fees will rise significantly, if at all, as we work hard to attract other sources of funding to keep fees as low as possible.

I look forward to receiving the Council formal acceptance to join TCICA. If you would like to discuss further, please feel free to contact me directly on 0457 059 067. If

Torres Cape Indigenous Council Alliance (TCICA) Inc.

PO Box 355, North Cairns Qld 4870

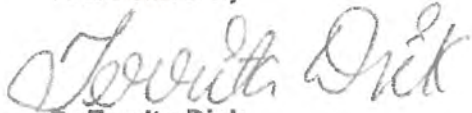
E: [tcica@tcica.com.au](mailto:tcica@tcica.com.au) P: 0436 819 001

[TCICA.com.au](http://TCICA.com.au)



Council agrees to join TCICA, please advise Executive Officer Mick Miller via [michael.miller@tcica.com.au](mailto:michael.miller@tcica.com.au) or on 0436 819 001.

Yours sincerely



**Cr Territa Dick**  
Chair





# Media Policy DRAFT VERSION 1.2 – 03.06.24

## Cherbourg Aboriginal Shire Council Media Policy

### 1. Purpose

This policy aims to establish guidelines for the management and operation of all media communications by the Cherbourg Aboriginal Shire Council (CASC) and its associated entities, including the Cherbourg Radio Station, Digital Call Centre, Containers For Change, Sports Complex, Indigenous Knowledge Centre, Youth Advisory Group, and other business units under the CASC management structure.

### 2. Scope

This policy applies to all employees, contractors, volunteers, and representatives of CASC, including those managing or contributing to the Council's website, social media pages, and any other online presence.

### 3. Principles

- **Transparency:** Ensure that all communications are open, honest, and accessible.
- **Accountability:** Maintain accountability for all published content.
- **Cultural Sensitivity:** Respect and incorporate Aboriginal cultural protocols and values.
- **Accuracy:** Ensure information is accurate and up-to-date.
- **Responsibility:** Define who is authorized to speak on behalf of the Council.

### 4. Definitions

- **Media:** Includes all online and offline channels, including social media, websites, press releases, radio, and print media.
- **Spokesperson:** Authorized personnel designated to communicate on behalf of CASC.

### 5. Roles and Responsibilities

- **Council Leadership:** Responsible for approving media policies and overseeing compliance.
- **Communications Team:** Manages media relations, monitors content, and ensures policy adherence.
- **Authorized Spokespersons:** Only designated individuals can speak on behalf of the Council. This includes the Mayor, CEO, and Communications Manager, unless otherwise authorized in writing.





# Media Policy DRAFT VERSION 1.2 – 03.06.24

## 6. Content Guidelines

- **What Can Be Said:**
  - Information that is public, accurate, and verified.
  - Positive news about Council initiatives, community events, and services.
  - Cultural content that has been approved by relevant cultural authorities.
- **What Cannot Be Said:**
  - Confidential or sensitive information not meant for public disclosure.
  - Personal opinions or content that could be construed as offensive or disrespectful.
  - Any content that breaches confidentiality agreements or privacy laws.
  - Political endorsements or content that could be seen as politically biased.

## 7. Social Media Usage

- **Account Management:**
  - Official accounts must be managed by the Communications Team or contracted management service provider (DIREX Media).
  - With the exception of Cherbourg UsMob Radio, no standalone social media or web pages are permitted unless they are managed directly by CASC's Communications Team or DIREX Media.
- **Content Approval:**
  - All content must be approved by the Communications Manager or designated authority before posting.
- **Engagement:**
  - Encourage respectful and constructive engagement. Monitor and manage comments and interactions to maintain a positive online environment.



# Media Policy DRAFT VERSION 1.2 – 03.06.24

## 8. Setting Up Social Media Accounts

- **Approval Process:**
  - Any new social media account representing CASC's business units or activities must receive prior approval from the Communications Manager.
  - A formal request must be submitted, detailing the purpose of the account, target audience, and content strategy.
- **Management:**
  - All approved social media accounts must be managed by the Communications Team or our chosen Media Management Service provider DIREX Media to ensure consistency in messaging and branding.
- **Exceptions:**
  - Cherbourg UsMob Radio is allowed to have a standalone website and social media page but must adhere to the content guidelines and approval processes outlined in this policy.

## 9. Content Submission for Approval

- **Procedure:**
  - All messaging for CASC business units must be submitted to the Communications Manager for approval before being promoted through the CASC website and social channels.
  - Submissions should include a detailed description of the content, intended audience, and any relevant imagery or media.

## 10. Media Enquiries

- **Procedure:** All media enquiries must be directed to the Communications Team. No unauthorised personnel should respond to media requests.
- **Response Time:** Aim to respond to media enquiries within 24 hours.

## 11. Training

Regular training sessions will be conducted to ensure all staff and representatives understand the media policy, their roles, and responsibilities.



# Media Policy DRAFT VERSION 1.2 – 03.06.24

## 12. Cultural Sensitivity

- **Cultural Protocols:** All content must respect and adhere to the cultural protocols of the Aboriginal community.
- **Consultation:** Where appropriate, engage with cultural leaders and advisors to ensure the accuracy and appropriateness of cultural content.

## 3. Compliance and Monitoring

- **Monitoring:** Regular monitoring of all media channels to ensure compliance.
- **Non-Compliance:** Breaches of this policy will be addressed through appropriate disciplinary actions.

## 14. Review

This policy will be reviewed annually to ensure it remains relevant and effective.

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## 15. Media Response Procedure

### 15.1 Briefing the Interviewee

- **Preparation:** Before any interview, the Communications Team will prepare a brief for the interviewee. This brief will include key messages, background information, potential questions, and suggested responses.
- **Approval:** The brief must be reviewed and approved by the Communications Manager and the relevant department head or CEO.

### 15.2 Types of Media Responses

- **Written Responses:** For straightforward queries, written responses can be prepared and sent to the media. These responses must be reviewed and approved by the Communications Manager before dissemination.
- **Verbal Responses:** For more complex queries or immediate responses, verbal responses can be provided. These should be delivered by an authorized spokesperson and based on the prepared brief.
- **Interviews:** For in-depth stories or feature articles, interviews may be granted. The Communications Team will coordinate these interviews, ensuring the interviewee is well-prepared and briefed.

### 15.3 Communicating Media Responses to Councillors





## Media Policy DRAFT VERSION 1.2 – 03.06.24

- **Notification:** All Councillors will be notified of any significant media requests and responses. This includes providing them with copies of written responses or summaries of verbal and interview responses.
- **Updates:** Regular updates on ongoing media interactions will be provided to Councillors to keep them informed of the Council's media engagements.

### 15.4 Follow-Up and Action Required

- **Action Plan:** After the media response, an action plan will be developed if further action is required. This may include additional communication, community engagement, or addressing any issues raised.
- **Responsibility:** The Communications Team will be responsible for implementing and tracking follow-up actions, with progress reported to the relevant department heads and the CEO.

### 15.5 Recording and Tracking Media Responses

- **Media Response Log:** All media interactions and responses will be recorded in a Media Response Log. This log will include details such as the date of the request, the media outlet, the nature of the query, the response provided, and any follow-up actions.
- **Necessity:** Recording media responses is necessary for accountability, transparency, and tracking the effectiveness of the Council's media engagement. It also helps in identifying trends and areas for improvement.
- **Access:** The Media Response Log will be accessible to the Communications Team, the CEO, and other relevant staff for review and reporting purposes.

### 15.6 Reviewing Media Engagement

- **Regular Review:** The Communications Team will conduct regular reviews of media engagements to assess the effectiveness of the responses and to update the media strategy as needed.
  - **Feedback:** Feedback from Councillors, community members, and media representatives will be incorporated into the review process to improve future interactions.
-



## Media Policy DRAFT VERSION 1.2 – 03.06.24

### Example of a Media Response Brief

#### Interview Brief for [Interviewee Name]

- **Date and Time of Interview:** [Insert Date and Time]
- **Media Outlet:** [Name of Media Outlet]
- **Interviewer:** [Name of Interviewer]
- **Topic:** [Brief Description of the Topic]
- **Key Messages:**
  - [Message 1]
  - [Message 2]
  - [Message 3]
- **Background Information:**
  - [Brief Background]
- **Potential Questions and Suggested Responses:**
  - **Question 1:** [Potential Question]
    - **Suggested Response:** [Response]
  - **Question 2:** [Potential Question]
    - **Suggested Response:** [Response]
- **Contact Information:**
  - **Communications Manager:** [Name and Contact Info]
  - **Relevant Department Head:** [Name and Contact Info]

---

By incorporating these elements, we can ensure a structured and consistent approach to media interactions, enhancing the Council's communication strategy and maintaining a positive public image.

## 4. Corporate Services



Corporate Services Manager  
June 2024



## **HR**

HR has submitted her report to Council.

Former HR advisor has now ceased her employment with CASC. We wish her all the best.

HR attended HR conference in Brisbane 11 -13, June 2024. From all reports it was a really good information and networking event. She has suggested that CASC present at next year's seminar.

## **Housing**

Housing team have submitted their report to Council.

CASC Housing inspections begin house inspections Monday, 17<sup>th</sup> – Wednesday, 19<sup>th</sup> June. The inspections will cover 20 homes during the inspection and are independent of QBuild inspections.

We have also recorded data that shows we need to prioritise housing for single style accommodation. Especially for a range of tenants. We currently have (9) of these types of housing for this group of tenants. The need to increase that number to meet growing needs of people on community. Much like disability modifications.

A unit style building like 2 Collins Rd would fill that need, in the immediate future (12-24 months). Please consider, some tenants don't necessarily need a yard, a garage or a tank, for various reasons. Data shows this will be an emergency situation in the coming years.

## **Finance**

Finance Manager has submitted his report to Council.

He will also be on annual leave from, 18/6/ - 16/7, he will be contactable while away and we have a contingency plan in place to accommodate his leave. He has identified the timing as a cultural matter and is entitled to leave.

Budget, Audit and EFOY rollover processes have all been planned and designated to respective staff.

## **Meetings**

**TWG (external) – 11/6/24**

**RDA (LDMG) (External) – 13/6/24**

**CASC Housing (internal) – 14/6/24**

**CASC Housing & Finance (joint internal meeting) – 18/6/24**

# HR Report # 5 – June 2024



## Human Resources

### Executive Summary

#### 1. Dashboard – approximate

(TOTAL 132 staff)

(this does not include mayor and councilor's)

Fulltime 59

Part-time 29

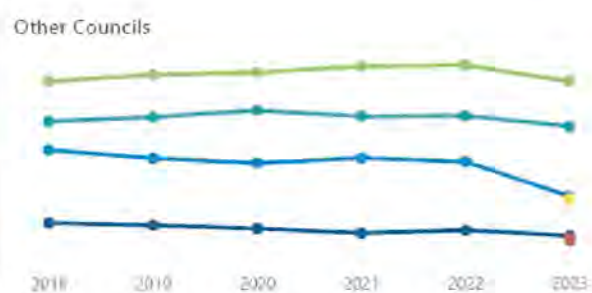
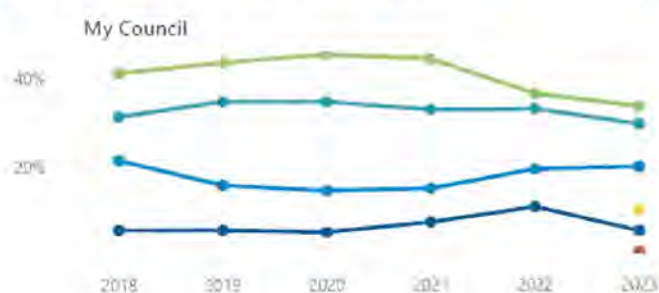
Casual 38

Apprentices 3

#### Employee Snapshot

Average Employees per Age Band

● 16-20 years ● 21-29 years ● 30-44 years ● 45-55 years ● 56-65 years ● 66+ years



#### 2. Industrial Relations news

- Information on the new award rates and allowances provided.
- 3.75 wage increase announced - July 1<sup>st</sup> 2024

#### 3. Recruitment – Onboarding - Positions

- Hanny R – HR Advisor Retiring – 5/6/2024
- 13 new Call centre casual employees onboarded – undertaking their training bootcamp
- 1 new casual onboarded at CRP – Kingaroy
- 1 new casual onboarded at MRF – Cherbourg
- Interviews for Admin and HR trainee Week of 10<sup>th</sup> of June
- Interview for Radio Station coordinator – Week of 10<sup>th</sup> June

#### 4. New Forms and Policy

- New Employee - Onboarding and Exit Checklist
- New Employee – induction and orientation to include HR
- Exit Interview – Checklist – How can we improve and employee of choice
- Housing Debt Policy – conflict of interest added
- Uniform – dress code policy
- Time sheet policy



- Media Policy

**5. Training**

Propeller training continues

Chemical Safety Training

Fire Extinguisher and Evacuation training – 46 team members attended

**Professional Development Budget**

Average % of Budget spent on Professional Development based on total workforce budget

My Council

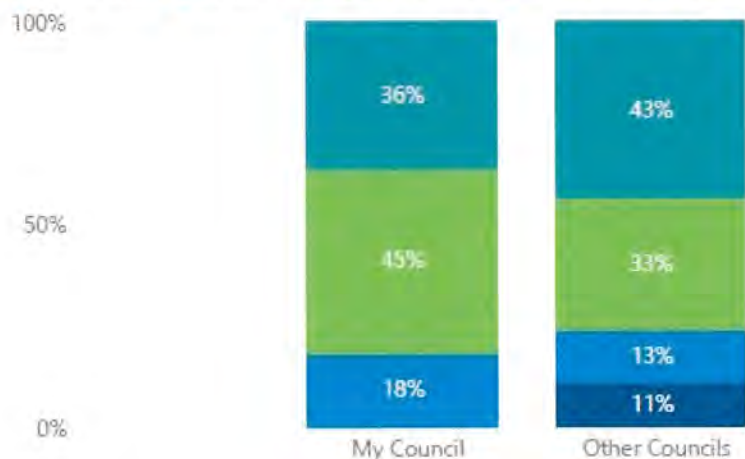
**4.00%**

Average of Other Councils

**2.10%**

**Average Trainees by Age Band**

● 16-20 years ● 21-29 years ● 30-44 years ● 45-55 years ● 56-65 years



**5. Other News**

- EAP – Employee Assistance Program Brochure and communication email circulated
- Restructure – Email communication circulated
- Bidding for First Start – 6 new traineeships and 6 new apprentices -2024/2025

**New Surveys**

1. **Employee Engagement Survey** – Staff Satisfaction Survey Annual
2. **Reward and Recognition Survey** – Nominations for Employee of the month
3. **Skills IT assessment Survey** – to identify skills training required for staff
4. **Reference Check Survey** – for new employee reference checks

# Housing Report June 2024



**HOUSING MANAGER & HOUSING OFFICER:**

The month of May/June has been quite busy with the Housing Manager & 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

**HOUSING MANAGER CLIENT CONTACT MAY/JUNE 24: (30)**

Phone Calls	-	9
Rent Enquires	-	10
Housing Enquires	-	7
Complaints/Misc.	-	4

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

- NDIS - Accommodation enquiry for a client.

**COMPLAINTS: (2)**

- 2 complaints - Noise from parties (letter done up and sent out.

**MEETINGS:**

Attended 1 meetings.

- 1 Corporate Services Meeting

Antonia Jacobs  
Housing Manager

### **Meeting/workshops**

Housing meeting  
Corporate Services meeting

### **Service provided to tenants:**

**7** Complaints abouts Building department (tenants are waiting long period of time for jobs to be completed and there is no communication given to tenants from Building manager regarding works.) Housing & Building department need to communicate more to better service Cherbourg tenants.

**6** Inquiries about waiting list for housing.

**35** Follow ups for tenants re: works.

**10** Assisted tenants with calling Qbuild.

**25** Delivered housing inspection letters.

**6** Follow up for upgrade program (Bathrooms & Toilets).

**5** Pest Control (delivered appointments cards)

**20** Follow ups with visiting Occupational Therapist, we are waiting for assessments to be completed and each property we inspected will be added to Home Disability Modification

**14** Home Disability Modifications on books, we are waiting for QBuild & Cherbourg Building department to organise paperwork for quotes. **6 outstanding from 2023 & 8 outstanding from January 2024**

We had a few complaints about **Water tanks**, housing team did a survey for Cherbourg tenants and 80% of tenants wanted to keep their water tanks.

### **Network with other services:**

Occupational Therapist  
First Nation, Housing & Homelessness



**Vacant properties:**

2/2 Collins Rd

39A Barber St

17 Marshall St

8A Cobbo St

1B Wragge Way

Mrs Joanne Simpson

Housing Inspection Officer

Cherbourg Aboriginal Shire Council

## 5. Economic & Community Development

# ECONOMIC & COMMUNITY DEVELOPMENT REPORT

Jun 2024

1. Executive Report

**New Fence Excluding animals from town water intake point**



## Executive Summary

It has been a busy month, with completing many projects, preparing budgets and securing future funding. We are in a good position for next year across the business units and with project work.

### **Building Department**

**New Housing** – 5 x Sites have been prepared with preliminary earthworks; concept plans have been sent for conversion to full construction drawings. Qbuild has been directed to progress the project, so we have the normal project paperwork to complete – this will take at least a month.

**Upgrade** program is complete, all projects will finish by the end of financial year. We have our next year schedule and will start that program in July with the new sheds on order for the program. 110 projects this year – the largest we have ever done – including;

- 21 Bathrooms refurbished
- 4 kitchens
- 1 laundry
- 8 interior house paints
- 5 external house paints
- 3 floor covering upgrades – all rooms
- 20 lawn lockers
- 12 roof insulations
- 2 x Footpath repairs outside IKC
- Footy field broadcast box window security upgrade
- 12 x Council building gutter cleans

### The **Responsive** program

- 286 Jobs completed in May = \$349,431 invoiced
- 416 Jobs attended to
- 2 x Dismods completed
- 3 x Dismods in progress
- 2 x Vacants completed
- 3 x Vacants in progress
- 5 x Vandal repairs
- Multiple Project work – stabilizing sports centre, demolition, skate park bollards, Gundoo bike track.

### **Cherbourg Digital Call Centre**

- 17 x new recruits involved in training program for 10 weeks
- Gov. Minister – Mellum visit.
- Business case submitted to ILSC for new Digital Service Centre Building.



### **Recycling – MRF + CRPs**

New Nanango depot open – see attached report.

### **Cherbourg Farm**

The farmers have constructed a new fence to keep animals away from the main town water draw point.

### **Café**

2 x applications from community – 1x Murgon resident

1. Elvie Douglas
2. Bronwyn Murray and Melena Phinesa
3. Jason Norris

### **General Project Information**

1. Cultural Pathway – Progressing, all discovery completed and associated design alterations in progress – see attached report

#### **W4Q**

1. Sports Centre Stabilisation – 50% - will complete end June
2. Shed Demolition – 40%, all electrical and plumbing relocated -will complete 21st June
3. Roof for WTP Filter Beds – 40 % - Will complete by end of June
4. Street Light Installation – 40% - will complete by end of June – contractor delay
5. Roof repair on Muran Djaan – 100% complete.
6. CCTV Repair – stage 1 complete
7. Livestock separation fence from water supply – 100%
8. Road repair – 100%
9. Comms audit – 30% - will complete by 21<sup>st</sup> June

Next W4Q projects need to be discussed and agreed – submission date 5 July 2024

### **Rangers Program**

See attached proposal – we have negotiated an annual lease and a co-operative approach with Council work.

Report by: Sean Nicholson

# Kingaroy operating CRP in Nanango

Started at Nanango Showgrounds  
(open 2 days per week) for 3 months

—  
Transferred to

—  
14 Henry Street Nanango (open 3 days per week)  
lasting from September 2021 to 30<sup>th</sup> May 2024



New location 25 Henry St, Nanango 1<sup>st</sup> June  
2024 (open 4 days per week) in the near future,  
front is for walk in / drop off only & drive through  
is located at the rear via alexander's lane





## **Business Plan**

[insert logo here]

### **Client Contact Details**

Full Name: ELVIE SOPHIE LYN DOUGLAS

Business Name: Sole Trader under Elvie's Name

Business Address: 28 Barber Street Cherbourg Qld 4605

Business Phone/Mobile Number: 0491 838 393

Email Address: eldouglassdogs@gmail.com

ABN: 70 580 811 676

Website Details:

# Business Plan

Date Prepared: 24.10.2023

Prepared By: Elvie Douglas & Tiani Cook

The Business	
Registered Business Name	Elvie Douglas
Business Structure	Sole Trader
ABN	70 580 811 676
ACN/ICN	N/A
<p><b>Business Owner</b>                      (Why do you want to run a business?                      What skills &amp; experience do you have?)</p>	<p>I want to run a business because it will be beneficial to my community.                      Eating healthy will be a huge benefit to my community and I know what their preferences are.                      I've had over 20 years of catering and cooking experience.                      My certifications include:</p> <ul style="list-style-type: none"> <li>◦ Cert III in Food and Hospitality</li> <li>◦ Food Safety Supervisor Certification</li> <li>◦ Cert II in Office Administration</li> </ul> <p>I am passionate about my community and family in Cherbourg Community. My community engagement currently includes working in:</p> <ul style="list-style-type: none"> <li>◦ Mothers' Heart Ministry</li> <li>◦ Working with Children and families in the Department of Child Safety</li> <li>◦ Child Sexual Abuse and Police engagement/consultancy.</li> <li>◦ Family and Domestic Violence consultancy.</li> <li>◦ Suicide Prevention Action Network</li> <li>◦ Cherbourg Community engagement</li> <li>◦ Health and Council engagement forums</li> <li>◦ Working with students and contributing where needed at the Murgon State High and Cherbourg State School through mediation.</li> </ul>



## Business Overview

(What is your business?)

What are your products/services?

What are goals for the first 6 months and longer-term goals?)

Make sure goals are SMART goals:

Specific

Measurable

Achievable

Realistic

Timely

My business is to provide Catering and Home Cooked Meals based from the Cherbourg Cafe.

I develop original receipts that are different from other peoples. I can personalise my catering for my client.

My services include:

- Catering Meals for special events.
- Cake making
  - Speciality Cakes, Birthday, Wedding etc
  - Cheescakes
- Running the Café in Cerbourg:
  - Take away meals from the Café
  - Home Delivery

I will offer cultural cusine on special nights when I open the café, these include:

- Chinese Night
- Mexican Night
- Italian Night
- BBQ Night
- Kup Murri Night

### Short Term Goals (3 Months+):

Goal: To build strong, sustainable business foundations

Steps to Achieve:

- Register ABN - done
- Register Business Name - will trade under Sole Trader for now.
- Complete Business Plan, MR Template -
- Complete Cashflow, MR Template -
- Complete Statement of Financial Position, MR Template -
- Business Email:
  - Create Business Email Address -
  - Set up Email Signature -
- Networking & collaborating to get the business name out amongst the community.
- Marketing:
  - Create Business Logo - not required
  - Pamphlet/Capacity Statement - update existing pamphlet to include café catering
  - Business Cards -
  - Social Media; Facebook page -
  - Google Businesses Listing -
- Research/speak with an Insurance Agent to discuss what kinds of insurance you will require:
  - Public Liability
  - Products Liability
  - Vehicle Insurance
  - Contents Insurance
  - Plate Glass Insurance

- Research/speak with a Tax Agent/Accountant to find someone your comfortable with to discuss EoFY Tax Obligations.
- Open Business Bank Account - NAB Bank Account
- Secure Cherbourg Café to operate business from
  - Collaborate with Cherbourg Council
  - Create list of requirements from Council
  - Submit Business Plan & Cashflow before 23<sup>rd</sup> (next council meeting is 23<sup>rd</sup> and 24<sup>th</sup>) February 2024, will submit by the 20<sup>th</sup> February.
- Eftpos Solutions/Invoicing
  - Square Reader (Sunshine Coast EPOS now)
  - Xero
- Research methods of delivery for orders
- Stocktake of equipment in the Café - Elvie to call Council
- Research WHS requirements  
<https://www.worksafe.qld.gov.au>
- Create a stocktake list with prices for Initial Stock.

Success Measure: Generate first business income

Medium Term Goals (6 Months+):

Goal: I want to be the main meal supplier for Cherbourg

Steps to Achieve:

- Run the business wel.
- Build relationships and be well known to suppliers and other businesses
- Secure regular fruit and vegetable stockists
- Create regular menu's so the community has options for healthy eating

Success Measure: The business is sustainable and has grown.

Long Term Goals (1-2 Years+):

Goal: Have the catering business generating regular income.

Steps to Achieve:

- Cater for events; weddings and functions
- Increase revenue streams in addition to café

Success Measure: Generating income from a number of different services.

**The Market**

**Customers**

*(Who will buy and pay for your products/service?  
How often over the next 12 months?)*

Cherbourg, Wondai and Murgon Business and Community Members.

I have spent the last 2 years developing relationships with businesses and organisations in our local area and have secured stakeholder connections with them.

**Competition**

*(Who else is doing a similar business in your location?  
What will you do better?)*

There are other cafes in Murgon and Wondai, but I am the only local Cherbourg Café, Lena has the local shop and sells hot chips.

My busiest time will be for night time meals, so the biggest competition will people cooking meals themselves. My point of

	<p>difference will be the the cultural food focus nights, people who cook at home will want to try these special foods.</p> <p>I always customise my receipts so that they aren't run of the mill. They are unique and everyone loves them because it's different.</p>	
<b>Advertising &amp; Promotion</b> <i>(How &amp; when will you tell customers about your business?)</i>	<u>Type of Advertising</u> <i>(What form of advertising will you use?)</i>	<u>Marketing Plan</u> <i>(Where, when, how often?)</i>
	Flyers/Pamphlets	
	Word of mouth in the community	Business card Networking events F2f Conversations
	Local Radio Station	Local session to share what upcoming meals are on
<b>Communication</b> <i>(How will you &amp; your customers contact each other?)</i>	Mobile phone Email F2F Social Media - Facebook Radio Station	
<b>Pricing</b> <i>(How much will you charge? How does this compare to others?)</i>	Family and Pension friendly prices, I will have competitive pricing that is 100% above COGS.  I am very imaginative and can repurpose foods to ensure there is limited waste.	
<b>Distribution</b> <i>(Where, when and how will you sell?)</i>	I will operate and distribut my food from from my shop - Cherbourg Café.	
<b>SWOT Analysis</b> <i>(Strengths, Weaknesses, Opportunities and Threats)</i> <i>Strengths and Weaknesses are internal to the business</i> <i>Opportunities and Threats are external and relate to the business and its competitors)</i>	<u>Strengths</u> <i>(What are you good at doing for the business?)</i>	<u>Weaknesses</u> <i>(What can't you do very well that you might need help with?)</i>
	<ul style="list-style-type: none"> <li>• I am an imaginative cook and don't waste food.</li> <li>• I am good at budgeting.</li> <li>• I am a hard worker, I work long hours and ensure I get the job done. I put in the hours.</li> <li>• I am committed to my community and want this to ensure I provide a great service to the people.</li> <li>• I am imaginative with my meals and receipes</li> <li>• I have a strong rapport within the Cherbourg Community. People and Organisations respect and trust me.</li> <li>• I am embedded in the community through my current activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial, book keeping, Record Keeping</li> <li>• Time management and balancing commitments</li> <li>• Money Handling</li> <li>•</li> </ul>

	<ul style="list-style-type: none"> <li>• I have the support of family and community to ensure the business is sustainable and strong.</li> <li>• I am good at delegating and organising people and jobs that require doing.</li> </ul>	
	<p><b><u>Opportunities</u></b> (What do your competitors not do well that your business can do better?)</p>	<p><b><u>Threats</u></b> (What are your competitors good at that they will be able to do better than you?)</p>
	<ul style="list-style-type: none"> <li>• I have strong connections and support from the community, locally and the greater region from organisations, businesses and families.</li> <li>• I will supply foods that people want and are looking for. Food that people recognise and are familiar with.</li> <li>• Originality in cooking.</li> <li>• I can be flexible and have the autonomy to change the menu when needed as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Existing business are established and have been around for longer.</li> <li>• Pricing sorted.</li> <li>• Supplier are sorted.</li> </ul>
<b>The Operations</b>		
<p><b>People</b> (Do you need staff? What are the different job roles?)</p>	<p>I have had a number of people who have put their hand up to volunteer at the café to upskill with work experience.</p> <p>I will be in charge of the Café and ensuring it runs smoothly. I will organise the ordering, cooking, budgeting, general operations of the business.</p> <p>Some of the Volunteer Roles for trustworthy and honest family members include:</p> <ul style="list-style-type: none"> <li>• Cooking</li> <li>• Food Preparation</li> <li>• Customer Service</li> <li>• Cleaning</li> <li>• Yard Maintenance</li> <li>• Restocking foods/drinks</li> <li>• Meal Deliveries</li> <li>• Food Pick up</li> </ul>	
<p><b>Location</b> (Where will the business operate? Do you need to lease premises?)</p>	<p>The Cherboug Café is located at 25 Barambah Avenue Cherbourg Qld 4605</p>	
<p><b>Trading Hours</b> (What hours will your business be available? When will be the busy times?)</p>	<p>7 days a week Trading Hours 7.30am - 2 pm</p>	



	5pm - 10pm	
<b>Production</b> <i>(How will you make your products or supply services?)</i>	<p><u>Daily Operations:</u>  I'll arrive at the Café early and make salads and sandwiches before opening times.  I will cook meals for sale, using slow cookers, deep fryer, oven and air fryers as required during the day when needed.  I'll make the cheesecakes, trifles and deserts at quiet times during the deay and at night if need be.</p> <p><u>Stocktake and Ordering</u>  I will do stocktakes and ordering twice a week to be prepared for the busiest days will will be Monday and Thursday.  Stocktake Thursday night and order Friday morning.  Stocktake Monday night and order Tuesday Morning</p> <p>I will do this for the first month and review if required</p> <p><u>Picking up Supplies</u>  Picking up supplies will happen twice a week when the orders are ready. Friday and Tuesday afternoons.</p> <p><u>Meal Deliveries</u>  We will offer a service to customers for meal deliveries at night from 5.30pm through until 9.30pm</p>	
<b>Quality Control</b> <i>(What will you do to ensure your products/services are consistently provided?)</i>	<ul style="list-style-type: none"> <li>◦ I will be responsible for all food that is made in the café for meals, catering and special occasions.</li> <li>◦ Ensure temperatures of food is consistent and above requirements</li> <li>◦ Make sure foods are labled when made</li> <li>◦ Make sure foods have expiry dates</li> <li>◦ Buying food, fruit and vegetables from reputable suppliers</li> <li>◦ Washing foods before use (fruit and vegetables)</li> <li>◦ Ensure everyone follows the Propper Handling Guidelines, container use and covering foods, handwashing, use of gloves and aprons etc.</li> <li>◦ I will oversea all food in the Café, I will make the meals, salads, cakes etc</li> <li>◦ Use of propper equipments, chopping boards etc</li> <li>◦ Daily clean</li> </ul>	
<b>Plant &amp; Equipment</b> <i>(What do you have to operate your business? What else do you need?)</i>	<i>(What equipment do you have already?)</i> The Cherbourg Café currently has the following in the premises: <ul style="list-style-type: none"> <li>◦ Industrial Oven &amp; Airfryer</li> <li>◦ 3 Fridges</li> <li>◦ Counter</li> <li>◦ Till</li> <li>◦ Deep Freezer</li> <li>◦ 2 or 3 Industrial Deep Fryer</li> <li>◦ Bae Maree/Hot Box</li> <li>◦ Shelving</li> </ul>	<i>(What equipment do you need?)</i> <ul style="list-style-type: none"> <li>◦ EFTPOS Machine or Square Reader</li> <li>◦ Outside Mats for patio</li> <li>◦ Blender</li> <li>◦ Milkshake Maker</li> <li>◦ Airfryer</li> <li>◦ Hand Mixer</li> <li>◦ Chopping Boards</li> <li>◦ Aprons</li> <li>◦ Cake tins</li> </ul>

	<ul style="list-style-type: none"> <li>• Tables and Chairs (inside and outside)</li> <li>• Chalk board/Menue Board</li> <li>• Display Cabinet for cold food/sandwiches</li> <li>• Fans/airconditioning/heating</li> </ul>	<ul style="list-style-type: none"> <li>• Baking dishes</li> <li>• Cuttlery</li> <li>• Cooking Utensils</li> </ul>
<b>Stock</b> <i>(What do you need to start and grow your business?)</i>	Initial Stock will include the following: <ul style="list-style-type: none"> <li>• Disposable drink cups (cold and hot drinks)</li> <li>• Take away meal containers</li> <li>• Disposable/take away cutlery</li> <li>• Serviettes</li> <li>• Alfoyal &amp; Gladwrap</li> <li>• Drinks for resale</li> <li>• Frozen Take away foods</li> <li>• Fresh fruit and vege</li> <li>• Bread</li> <li>• Milk</li> <li>• Salt and Pepper</li> <li>• Herbes and Spices</li> <li>• Sauces</li> <li>• Deserts and Cakemix ingredients</li> <li>• Cake Decorating ingredients</li> </ul>	
<b>Suppliers</b> <i>(Who will be your main supplier/s?)</i>	Woolworths in Kingaroy Aldi in Kingaroy Murgon Bakery IGA Murgon Murgon Fruit Mart Wondai Butchers Yarramin Butchers	
<b>Seasonality</b> <i>(How will seasons impact your business?)</i>	Footy/sporting season will be busier. School Holidays will be busier Easter and Christmas times will be busier	
<b>Protecting the Business</b>		
<b>Risks</b> <i>(What could go wrong in your business? How will you respond?)</i>	<u>Risks:</u> <i>(What can go wrong?)</i>	<u>Controls:</u> <i>(How can I stop this happening or minimise the impact?)</i>
	Key Person Accident and Illness/Burnout	Work/Life balance Eat Healthy, exercise often I will have people on hand who will be capable to take over for a period of time that I'm not able to be at the business. I will have meals prepared and frozen as I have a back up plan. Excess stock and meals available in times of need.
	Vehicle Breakdown	Vehicle service/maintenance.

		<p>Have a back up vehicle if needed.</p> <p>Have a list of businesses/organisations who do delivery (Bidfest)</p>
	WHS issues	<p>Follow WHS best practice procedures.</p> <p>Wear Hairnets</p> <p>Mat at front door so no dirt/mud coming into Café</p> <p>Non Slip Mats near the deep fryers</p> <p>Make sure no trip hazards/extension leads</p> <p>Wear covered in shoes/steel caps, non slip shoes.</p> <p>PPE - gloves etc</p> <p>Fire blanket</p> <p>Fire extinguisher</p> <p>Temperature control (airconditioning or heating)</p>
	Customer gets foodpoisoning	<p>Propper food handling measures.</p> <p>Make sure food is kept in the correct temperatures.</p> <p>Check expiry dates.</p> <p>Wear gloves.</p> <p>Hand washing facilities with hand washing instructions on wall.</p> <p>Hand Sanatiser.</p> <p>Clean aprons</p> <p>Clean benchtops/surfaces</p>
	People wanting to Book Up their purchases	<p>Sign on the Wall to say no Booking Up.</p> <p>Train volunteers and helpers to support them in how to say NO to Booking up.</p> <p>Gift any food that's not sold at close of business.</p> <p>Food Bowl (stored out the back if needed for little kids etc)</p>
	Break & Enters/thieft	<p>Insurance</p> <ul style="list-style-type: none"> <li>◦ Plate Glass</li> <li>◦ Business Insurance to cover stock</li> <li>◦ No money left on the premises overnight</li> </ul>

## Wakka Wakka Rangers

The Wakka Wakka Rangers work rotating shifts between Murgon base and the Bunya Mountains base. One fortnight every 4 weeks will be based at Murgon. The next fortnight the Wakka Wakka team will be available for work in Cherbourg is the 20<sup>th</sup> to the 30<sup>th</sup> of May. Then the 17<sup>th</sup> to the 27<sup>th</sup>. I can send a calendar if you like to see when the team is available. We also have flexibility when there is particular project work that needs to be addressed.

The following table is from the workplan approved by the Queensland Indigenous Land and Sea Ranger program. Please note the focus is on assessment, planning and agreements.

To summarise on ground activities are proposed to be cleaning up the nursery area, and monitoring and mapping key weed management and fire management priorities across the Cherbourg estate.

The team are keen to plant some more bunyas at the cemetery and at the front of the nursery. This could happen from the 20<sup>th</sup> of May if approved by Council.

As discussed, it would be great to have Council representation on a steering group. We would like to have a meeting before the end of May to approve a Terms of Reference which will be drafted in the next 2 weeks.

The Ranger base in Murgon has limited shed space for the teams' vehicles and equipment requirements. I'm hoping to discuss with you an option for the team to use the sheds at the nursery area as a base. Would this be a possibility?

By 30 April 2024, with endorsement from both BPAC and Wakka Wakka NTAC, establish an appropriate steering committee of representatives from Wakka Wakka NTAC, Bunya Wakka Wakka CHAC, Cherbourg Aboriginal Shire Council to guide the development and operation of the Wakka Wakka Rangers. This includes terms of reference.
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Steering Group meetings held as per Terms of Reference to review and guide the operations of the Wakka Wakka Rangers. Minutes and outcomes of meetings documented.
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<p>Access agreements are in place for project sites for the Wakka Wakka Ranger team</p>	<p>Project site access agreements formalised with Cherbourg Aboriginal Shire Council, Bunya Wakka Wakka CHAC, Silver Lining School and Queensland Parks and Wildlife Service. Agreements executed by June 30 2024.</p>
<p>Cultural site maintenance</p>	<p>Cultural site assessments conducted using the cultural site recording form on Fulcrum for cultural sites at Maidenwell, Coolabunia, Booie, Benarkin Bora rings, Ficks Crossing and throughout the Cherbourg and Wondai Forestry estates.</p>
<p>Rightfire</p>	<p>Fire assessments using the firesticks monitoring app conducted across Cherbourg Wondai Foretry, Ficks Crossing and Maidenwell Project sites.  Implement priority Rightfire burns based on initial assessments and on-going monitoring.  Monitoring the Rightfire outcomes using Firesticks Monitoring App and drone footage.</p>
<p>Biosecurity activities</p>	<p>Assess and map priority biosecurity threats across project areas (Cherbourg, Wondai Foretry, Ficks Crossing and Maidenwell)</p>
	<p>Establishment of Cherbourg Nursery. The existing nursery infrastructure owed by Cherbourg Council is cleaned. A plan for restoring the infrastructure is developed.</p>

Freshwater management

Planning undertaken in partnership with Cherbourg Aboriginal Shire Council for a significant wetland restoration project at 'Muddy Flats'. This will involve restoring flows to the Barambah Creek, revegetation and a wetland filter to improve water quality into the Barambah.

### **Commercial Landcare team**

The following list is a summarised capability list for jobs the Commercial Landcare team could deliver. There is some overlap with what the Ranger team can deliver, so it will be activities that are beyond the time capacity and workplan scope for the Ranger team. Steve will be the key contact for coordinating work for this program and team.

1. Vegetation Management:  
Mowing and trimming

Pruning and hedging

Reforestation and tree planting

2. Land Restoration (beyond the scope of the Muddy Flats restoration project):  
Erosion control

Soil improvement

Revegetation

3. Weed Control (beyond the scope of priority weed management undertaken by the Ranger team):  
Chemical and non-chemical weed removal

Mapping invasive species

## Implementing biocontrol methods

4. Pest Management:  
Monitoring pest populations

Habitat modification to control pests

Biological pest control

5. Water Conservation:  
Installing and maintaining irrigation systems

Waterway restoration

Wetland management

6. Fire Management:  
Controlled burns

Firebreak creation and maintenance

Fire recovery efforts

7. Wildlife Conservation:  
Habitat protection and construction

Wildlife monitoring

Assisting in wildlife relocations

8. Cultural Heritage Protection:  
Maintenance of cultural sites

Protection of culturally significant flora and fauna

Cultural burning practices

9. Waste Management:  
Collection and disposal of litter and green waste

Composting and recycling organic materials

Pollution control

10. Environmental Monitoring and Assessment:  
Soil and water testing

Flora and fauna surveys

Impact assessments

Happy to discuss or provide more details if required

Cheers

Paul



Paul Dawson

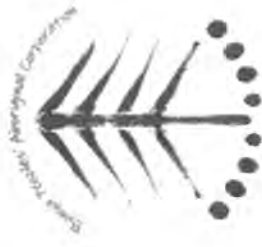
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Healing  
Country,  
Strengthening  
Songlines




# BRITTON PROJECT SERVICES


<b>Project</b>	Cherbourg Cultural Pathway Stage 1
<b>Client</b>	Cherbourg Aboriginal Shire Council
<b>Contact</b>	Sean Nicholson

## PROJECT TIME ALLOCATION – MAY 2024

Date	Description	Hours
1/5/24	Meet ADG civil engineer re guardrail, lighting, path alignment	1.0
2/5/24	Attendance to ADG Engineers. BZE Document review.	3.0
3/5/24	Review ADG guardrail technical note. BZE contract works insurance attendance.	1.25
7/5/24	Collate information. Prepare & issue PM report. Project admin	3.5
8/5/24	Attendance to Project meeting, Survey, Services discussions.	3.5
10/5/24	Meeting actions. Project admin.	2.0
14/5/24	Attend to BZE contract works insurance info requirements. Light pole design conflict attendance.	4.25
15/5/24	Project meeting. Lighting design attendance. Correspondence re BZE. Project files to BZE.	2.25
16/5/24	Lighting design attendance. Review Contractor EMP.	3.0
17/5/24	Lighting design attendance. Correspondence Electrical contractor & ADG	1.0
24/5/24	Project meeting. Correspondence BZE re Fibre Optic Cable. Discussions surveyor	2.0
27/5/24	Review survey pick up	0.5
28/5/24	Survey review with BZE. Insurance info. Program update. Discussion CASC.	2.0
29/5/24	ADG IFC Document review. Discussion CASC. Issue meeting notes	1.75
31/5/24	Survey ascon services review	0.5
<b>Total</b>		<b>31.5 Hours</b>

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## Cherbourg Digital Careers Program Cohort Three - Week One

Hi Team,

Travelling to this beautiful part of Queensland, Peti-Maree Ferguson and Justyne Ford, Back to Work Jobseeker Officers from Cairns in Far North Queensland, had a very chilly minus-degree welcome. The chilly snap didn't seem to be a deterrent to the 15 very enthusiastic participants arriving for the first day, it was a great turnout.

With introductions and getting to know each other taken care of, rapport was built quickly and the group worked well together to discover what the program would mean to each personally, their families, and the wider community.

Taking confidence that the call centre in Cherbourg was already in operation and other community members had led the way, seems to have made a significant and positive difference in the commitment levels of the group and it was clear to them the benefits of the project.







Day two saw Tammy, Manager for Back to Work, taking over from Justyne who headed to Brisbane with other commitments. Participants had another good attendance day and completed Harrison's online Career Assessment tool, continuing to grow in confidence, also "gelling" as a team.

Moving through the "Teamwork" components of the course with team building and group activities, solidified this further, with individuals showing strength in helping others and some natural leaders coming to the fore.

The day ended with much excitement as Minister Mellish had a visit of the TAFE Queensland and the Bootcamp, highlighting the importance of these programs in the community.

With great staying power, even after a Game of Origin Maroons win the night before, Thursday presented yet another fab turnout, showing pride in the team and community with a great commitment level.

Kicking off with a session on "Attitude", we then went on to discover "who are our customers" and worked through communication, listening and phone etiquette.

With such great success in the first week, Peti-Maree, Tammy and Justyne do not doubt that the group will be back next week when Bonnie returns to take over the reins and continue with the remainder of the Bootcamp.





For any further information, please contact us.

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25.

## 6. Operations Department



# Operations Department Report

## May 2024



By Matthew Bock, Operations Manager

13<sup>th</sup> June 2024

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

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## Executive Summary

### Operations department

- Water team is working with a contractor water operator from VEOLIA to optimize water treatment plant processes as well as possible changes to plant
- Demolition of the rainwater tank outside council chambers due to health concerns has been completed
- Concrete skate park is schedule for demolition next month
- Council depot pre fab building has been cleaned out ready for demolition next month
- All current projects on track to be completed by end of next month

### Feet Services

- 20 Jobs were completed for the month of May this included services and repair work
- 4 Vehicles and plant equipment received their annual scheduled services
- Replaced clutch master cylinder on Cattle truck
- Repaired fuel contamination issue immobilizing Parks Slasher
- Repaired Farm tractor and slasher for project works
- Repaired broken tracks spring bolt on Waste Bobcat
- Replaced leaking sump on Kingaroy CRP Ute

### Environment and Waste

- Bowman Murray (AWO) and Elizabeth O'Chin (EHW) currently enrolled in CERT IV in Animal Regulation and Management
- BOIL WATER ALERT issued on 14<sup>th</sup> of November 2023 - Ongoing
- Fortnightly Catch up with DDPHU – Safe & Healthy Drinking Water Program
- Fortnightly Catch up with DDPHU – ATSI Public Health program (ATSIPHP)

### Works, Roads, Parks and Gardens

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

### Water and Sewerage

- Only 2 open water incidents Cherbourg Aboriginal Shire Council.
- Weekly Checks on all wastewater pump station.

- Weekly jar testing (coagulant optimization) to cope with recent rain events.
- Daily flushing of all Community main water lines to ensure disinfection of town water distribution system and eliminate buildup of turbidity.
- All water operators have started color testing of the water as an additional daily requirement.

## Environment and Waste

### Summary

- ⇒ Weekly management planning meetings – Operations, Workshop and Fleet Manager' and AMW
- ⇒ Fortnightly Catch up with DDPHU – Safe & Healthy Drinking Water Program
- ⇒ Fortnightly Catch up with DDPHU – ATSI Public Health program (ATSIPHP)
- ⇒ Monthly Teams Engagement – ATSIPHP EHW & AMW Working Group

### Training and Development

- EHW Attended NATSIEH Conference in Melbourne, May 13<sup>th</sup> – 16<sup>th</sup> 2024 (Website link: <https://natsieh.com.au/>) (See figure 1, 14<sup>th</sup> National NATSIEH Conference, Melbourne VIC)
  - The inaugural NATSIEH Conference was held in Cairns in 1998. Conferences are currently held on a biennial basis and provide Aboriginal and Torres Strait Islander environmental health practitioners with a unique opportunity to showcase their projects, build professional networks, and learn from one another. The aim of these national conferences is to increase the understanding and awareness of environmental health issues in Aboriginal and Torres Strait Islander communities, with a key focus on Aboriginal and Torres Strait Islander environmental health practitioners.

The conference provides delegates with the opportunity to hear and view presentations, from a variety of environmental health practitioners from across Australia, that highlight the programs and activities being undertaken in their own settings and the challenges faced in striving to achieve the conference theme:

**Urban, regional, remote: Healthy environments, healthy country, healthy people**

- Bowman Murray (AWO) and Elizabeth O'Chin (EHW) currently enrolled in CERT IV in Animal Regulation and Management
  - 4<sup>th</sup> Block training in Cairns 24<sup>th</sup> – Fri 28<sup>th</sup> June 2024

### Animal Management

- Cherbourg Animal Census, 3<sup>rd</sup> – 7<sup>th</sup> June 2024. Conducted in conjunction with AMMRIC funded by the QLD Govt. Census report to be finalised and released sometime in June



- 55% of Dogs and 45% of cats in community are desexed
- Dangerous dog register active – 2 Regulated dogs
- AMRRIC App data (See *Figure 2, AMRRIC App Data April 2024*)

**Food Safety**

- EHW working with DDPHU SEHO to ensure all Food Business’s licensing requirements are up to date
  - Renewal Notices to be issued in June for 2024-2025.
- Current No. of Food Business – 3, 2 – Fixed Business Licence Certificate Issued
  - Ny Ku Byun & Cherbourg Retail Store
  - Gundoo Early Learning Centre – Additional Information Required
- Food recall notices sent to food businesses – 7 Food recalls in May
- Proposal for DDPHU to conduct a Food Safety Course for community

**Waste & Recycling**

- Recycling Program ongoing – Additional education and possibly incentives to encourage residents to recycle more. (See *Figure 3, CASC Recycling Program 2024*)
- Bin Sticker distribution still ongoing
- Coex donation of small recycling bags to be distributed to community at the Cherbourg Community Environmental Health Plan Community Engagement Day on the 13<sup>th</sup> of June 2024 (See *Figure 4, Cherbourg Community EH plan survey FLYER*)
- **3 Bins distributed in the month of May** 2 Recycling and 1 General waste bin
- Education, community engagement and incentives may be required to encourage good Waste and recycling habits

**Water & Wastewater**

- BOIL WATER ALERT issued on 14<sup>th</sup> of November 2023, still active March 2024 – Ongoing issues with WTP
- Weekly & Monthly Water Sampling – EHW, see table below for sampling program details
  - Monthly sampling records (See *Figure 5, Weekly\_Monthly verification Records May 2024*)

<b><u>Sampling Program</u></b>		
<b><u>Weekly</u></b>	<b><u>Monthly</u></b>	<b><u>Additional Sampling Mon, Weds, Fri</u></b>
Human Consumption - MWDRNK	Pesticides - KWP & KWHPDI	Total Organic Carbon - KNTOC
THM’s - KEWTHM	Blue Green Algae - KPCB	Dissolved Organic Carbon - KNDOC
Heterotrophic Colony Count - MWHCPC	Standard Water Analysis - SWAHN	
	Heavy Metals - ANZMT	

**EHW Complaint/s, Concerns, Issues**

- EHW ENQUIRY REGISTER created on May 1<sup>st</sup>, 2024 – Contains Records of Complaints, Concerns, Suggestions received by the Environmental Health Worker
  - 5 Enquiries were made, 3 Complaints, 1 enquiry, 1 observation by EHW
- EHW ENQUIRY REGISTER – ALL ENQUIRIES RESOLVED
  - Resident Complaint #1 Neighbor’s dogs excessive barking (Barambah Ave)
  - Resident Complaint #2 Neighbour’s dog not contained in yard and causing fear
  - Service Provider Complaint #3 A dog was run over, unable to contact AMW
  - Service Provider Complaint #4 Dogs causing issues at DV Event at CSS
  - External Enquiry about desexing program (Murgon Resident)
- Boil Water Alert (14.11.2024) Ongoing – Low Chlorine
- Food Vendors are not compliant with Food safety laws – DDPHU Senior EHO, CASC EHW to conduct education program in 2024

**FIGURES**

Figure 1, 14<sup>TH</sup> NATSIEH Conference, Melbourne VIC - TBA

AMRRIC App Data - May 2024									
	Dogs			Total Dogs	Cats			Total Cats	Total
	Female	Male	Unknown		Female	Male	Unknown		
Entire	72	121	14	207	20	18	-	38	245
Unknown	5	11	-	16	2	-	-	2	18
Desexed	143	138	-	281	15	19	-	34	315
<b>Total by species</b>	<b>504</b>				<b>74</b>				<b>578</b>

Figure 2, AMRRIC App Data April 2024

CASC Recycling Program May 2024						
Collection No.	Date	Weight (kg)	Monthly Total (kg)	No. of Bins	Monthly Total (No. of bins)	Comments
		Daily total		Daily Total		
65	7-May-24	900	1740	72	177	162 Household recycling bins were collected in May Monthly Averages: Bin No. 44 Collection Weight: 495kg Education and Incentives may be required to encourage residents to recycle and make it a habit
66	14-May-24	300		33		
67	21-May-24	260		33		
68	28-May-24	280		39		

Figure 3, CASC Recycling Data May 2024





Figure 4, Cherbourg Community EH plan survey FLYER

FY2023 CASC Weekly/Monthly Water Sampling Verification Results													
Coliforms (mpn/100ml)								Total THMs					
Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary	Date	CHER 1	CHER 5	Summary		
08-May-24	0	0	0	0	0	0	PASS	08-May-24	290	270	FAIL		
13-May-24	0	0	0	0	0	0	PASS	13-May-24	280	320	FAIL		
20-May-24	0	0	0	2	0	0	PASS	20-May-24	110	320	1/2 PASS		
27-May-24	0	0	0	0	0	0	PASS	27-May-24	120	310	1/2 PASS		
E. coli (mpn/100ml)								<b>Sample Points</b>					
Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary	CHER 1 STP (Wakka park) tap CHER 2 Depot tap CHER 3 Day care (rear) tap CHER 4 BB Lookout Res. tap CHER 5 WTP Reservoir 1 & 2 Blended Tap CHER T After treatment yard tap CWT Clear water tank in WTP yard					
08-May-24	0	0	0	1	0	0	FAIL	<b>Monthly Tests</b>					
13-May-24	0	0	0	0	0	0	PASS	BGA BlueGreenAlgae HM HeavyMetals SWA Standard Water Analysis Pesticides					
20-May-24	0	0	0	0	0	0	PASS	<b>Weekly Tests</b>					
27-May-24	0	0	0	0	0	0	PASS	THM's - Trihalomethanes E. Coli - Escherichia coli					
Total Chlorine (mg/L)								<b>Legend/ key</b>					
Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary	*NR - Results not yet received *NT - Not tested *MD - Missing Data Green text & B/Ground - Perfect					
08-May-24	0.15	0.16	0.36	0.12	0.45	0.51	PASS						
13-May-24	0.42	0.41	0.47	0.35	0.54	0.54	PASS						
20-May-24	0.21	0.43	0.35	0.13	0.67	0.53	PASS						
27-May-24	0.26	0.29	0.41	0.36	2.88	3.39	PASS						
Free Chlorine (mg/L)													
Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary						
08-May-24	0.07	0.09	0.2	0.09	0.16	0.32	PASS						
13-May-24	0.37	0.26	0.39	0.22	0.38	0.36	PASS						
20-May-24	0.16	0.23	0.15	0.08	0.46	0.28	PASS						
27-May-24	0.24	0.26	0.26	0.06	2.66	3.13	PASS						
pH													
Date	CHER 1	CHER 2	CHER 3	CHER 4	CHER T	CHER 5	Summary						
08-May-24	7.05	7.29	7.49	7.19	7.22	7.26	PASS						
13-May-24	7.09	7.11	7.47	7.23	7.31	7.18	PASS						
20-May-24	7.28	7.42	7.43	7.16	7.26	7.34	PASS						
27-May-24	7.56	7.33	7.79	7.44	7.34	7.49	PASS						

Figure 5, Weekly\_Monthly Verification Records May 2024

6.

## 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

- 20 Jobs were completed for the month of May this included services and repair work
- 4 Vehicles and plant equipment received their annual scheduled services
- Replaced clutch master cylinder on Cattle truck
- Repaired fuel contamination issue immobilizing Parks Slasher
- Repaired Farm tractor and slasher for project works
- Repaired broken tracks spring bolt on Waste Bobcat
- Replaced leaking sump on Kingaroy CRP Ute

#### Issues

YAG group abuse and damage to vehicles, mowers and equipment

#### Damage Report



Backhoe Loader arm bent from misuse causing expensive repairs

#### Workplace Health & Safety Incidents

Nil

#### Training Updates

Nil

#### Next Month's Business Plans

- Continuation of normal workshop work
- Tenders will be evaluated, and purchases made
- Delivery of Tractor and Post rammer for various projects
- Finalize purchase and fitout of Disaster response Trailer

#### Other Information

By Sebastian Mearns

## Water, Sewerage

#### Water & Wastewater

- Daily, Weekly, Monthly Water Sampling, including Raw Water.
  - (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.
- Roll out of new QR code scanning for Sewage Treatment plant, Water Treatment Plant and all Water and Sewage Pump Stations.
- Only 2 open water incidents Cherbourg Aboriginal Shire Council.

- Weekly Checks on all wastewater pump station.
- Weekly jar testing (coagulant optimization) to cope with recent rain events.
- Daily flushing of all Community main water lines to ensure disinfection of town water distribution system and eliminate buildup of turbidity.
- All water operators have started color testing on the water as an additional daily requirement.

#### Incidents

- Boil water alert in place for whole of Cherbourg community until further notice.

#### Staffing & Training

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

#### General

- All 7 Effluent ponds are in working condition with no blockages.
- All water and sewage staff are currently working new roster from 7am to 4:30pm include RDOs, public holidays and weekends.

### **Council Resolution needed**

## 7. Community Services Department

# COMMUNITY SERVICES DEPARTMENT MAY 2024 REPORT



Edwina Stewart, Community Services Manager

12<sup>th</sup> June 2024

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



## Executive Summary

### ***IKC***

The Indigenous Knowledge Centre (IKC) utilized computer resources for a range of activities, including email correspondence, Centrelink access, online banking, and job searches. Following school hours, children also made use of computers and iPads. Moreover, the IKC hosted various activities such as a "Who's Your Mob Workshop", First 5 playgroups, scheduled appointments with Cherbourg clients facilitated by Designer Life on a weekly basis, and a visit from State Library representatives. A collaborative effort involving the IKC Manager, State Library staff, and the Community Services Manager & Co-ordinator was undertaken to develop an Action Plan aimed at facilitating grant applications.

### ***Sports Complex***

We have has been collaborating with Uniting Care Mudjimba Safe House to plan Domestic Violence Awareness Month activities. We had to cancel planned basketball and netball competitions due to the sports complex being closed until June. Nonetheless, we are back at the sports complex and continuing to work with community service colleagues. We assisted coordinating activities for IKC's u8's day on May 29, 2024. Additionally, we have been contacted by QLD Basketball and QLD Cricket to run clinics at the sports complex, and Murgon PCYC to organize a basketball competition in Cherbourg or at the PCYC in Murgon.

Recently, the sports complex staff won an award for their efforts in raising awareness about domestic violence. They were presented with a shield and certificate for their achievements, with support from two councillors and two community members.

Maintenance:

Main building-

- *Fix holes in the wall, repair gym powerpoint, finish window bars, replace 3 gym benches damages by fire*

Outdoors-

- *Install fence around retaining wall and boxing shed*
- *Mow and tidy up grass*

*L*

### ***YCC (Yag)***

Youth officers continue engaging with young people, community members, and stakeholders. They will conduct a community drive to recruit more young people for the YAG. YAG staff attended a monthly interagency meeting and are working on a business plan with support from Many Rivers. They also met with a local farmer to discuss programs involving youth. The YAG has ordered new stock for the YAG Shop and the contracts for YAG casual staff will end on June 30.

### ***Cherbourg Radio***

A recruitment process is currently underway to select a new station Coordinator responsible for Sponsorship Sales, as the incumbent Coordinator will conclude their role at the end of June.

One of our community broadcasters is presently engaged in management training with CMTO, while another is anticipated to commence CERT III in broadcasting in the near future.

Refurbishments at the radio station and technology upgrades are in progress. While all invoices for Transmitter site upgrades have been received, the installation works are scheduled for June or August.

The development of the UsMob Radio website is proceeding at a gradual pace; however, it is anticipated to be finalized by the end of June. This website will serve as a platform for podcasts, videos, and recorded stories from the community, and will also provide information on community events and activities.

The Triple Parenting Tips for Mob is currently accessible through the CASC website, but it is projected to be transferred to the UsMob website upon the latter's launch.

Cherbourg Radio continues to be actively engaged in the community, providing support and interacting with stakeholders, council, and service providers, as is customary.

## General Business

- Interagency: Service providers are not effectively cooperating. We are considering modifying the existing format to include community inclusion through advisory groups.
- Grant Submissions: We are in the process of submitting grants for the Jundah gym, Naidoc, and an expression of interest for a Wellbeing grant to align with the IYCC project and a Refurbishment grant for the IKC meeting room + new computers.
- Community Services Manager and YAG representative attended the National Indigenous Women's Leadership Forum.
- We are planning to continue workshops with Ngarla (Julie Appo) and the Indigenous Futures Foundation (Levi Joel)
- We have requested an extension for the Community Safety funding.

### Cherbourg Wellbeing Update:

The recruitment process has started, and we have hired a manager. Job adverts for admin, coordinator, and caseworkers will close on Friday, June 21st. The Donga has been painted, floor coverings have been organized, NBN is in, and computers and furniture have been purchased. Cherbourg Wellbeing spent approximately \$12000 to make it habitable. ***Cherbourg Wellbeing has requested the Council to waive the rent for 12 months please?***

This ends my report for May/ June



Edwina Stewart

Community Services Manager

