



	<p>Mayor Kathy – Discussion around Cherbourg Study Hub, South Burnett Study Hub. South Burnett Cherbourg Study Hub.</p> <p>Consensus on Name: CUC South Burnett and Cherbourg</p> <p>Mayor Kathy – closing. Next meeting in 2 weeks, all happy. Tuesday 10 September at 4pm. Yes, all happy with that.</p> <p>Danita – change youth council booking. Happy to change council meeting. Youth council to sit in on meeting.</p> <p>Kerry – One pager to Kerry.</p> <p>Mayor Kathy - CLOSE – 5.07PM</p> <p>Next meeting 10 September 2024 4 to 5 pm</p>	<p>Naming protocol resolved.</p> <p>Sanju to provide Kerry with a 1 page brief to assist with the support letters</p> <p>Invitation to be extended to Youth Council to attend next meeting.</p>	

325.

Cherbourg Aboriginal Shire Council Elders Advisory Group Meeting Minutes

Date:	15 August 2024
Time:	2.05pm
Venue:	Cherbourg Aboriginal Shire Council Chambers
Attendees:	Eric Law, Arnold Murray, Cynthia Button, Lance Hill, Kenny Day, Neil Simpson, Lindsay Cobbo
Apologies:	
Guests:	Joshua Creamer, Ivan Ingram, Meghan Harris, Eddie Monai

Agenda Item 1 – Attendance
Agenda Item 2 - Apologies
Agenda Item 3 – Review minutes of previous meeting
Minutes were: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted
Moved: Arnold Murray Seconded: Cynthia Button
Motion Carried
Agenda Item 4 – Review matter arising from previous minutes
Nil
Agenda Item 5. – Truth Telling Inquiries
Joshua Creamer, Ivan Ingram, Meghan Harris, Eddie Monai presented The Truth Telling Inquiries The Inquiry will open in Brisbane on 16 September 2024 Cherbourg will be second after Brisbane
Agenda Item 6. Information Sharing
That Members personal information is not to be shared
Moved: Kenny Day Seconded: Lance Hill
Motion Carried

Agenda Item 7. Terms of Reference

That The following be added to the Cherbourg Aboriginal Shire Council Elders Advisory Group Terms of Reference 'That if a member misses 3 consecutive meetings without notification or the approval of the Chair, they will have been deemed to have vacated their position on th3e Group'.

Moved: Neil Simpson
Seconded: Lindsay Cobbo

Motion Carried

Agenda Item 8. Lighting of Skate Park

That the Skate Park be a priority for the installation of lighting.

Moved: Cynthia Button
Seconded: Lance Hill

Motion Carried

Agenda Item 9. Community Safety

Cynthia Button raised concerns regarding cars speeding around the community. It is becoming an extremely dangerous practice.

The group is to look at the Community Safety Plan at its next meeting to see what changes or enhancement can be made. The group will also focus more on the Closing the Gap recommendations.

Discussion on what LDMB's are doing?
The Group is willing to meet with other LDMB's.

Agenda Item 10. Items of Focus

The Chair discussed his thoughts on what the group could be focusing on;

Respect, Culture, History, Health, Housing, Private Employment and Justice.

He asked other members to consider what they thought were key items that they wished to put forward and bring to the next meeting.

Agenda Item 11. Housing - New Subdivision

New subdivision plans were submitted.

The group endorsed Subdivision Plan - Option C as presented.

Moved: Cynthia Button
Seconded: Lance Hill

Motion Carried

Agenda Item 12. Traditional Owners

Cynthia Button raised the need to consult with the Traditional Owners. She also raised concerns regarding by-laws.

Agenda Item 13. Traditional Names on Buildings

That Each of Council Buildings be named in Wakka Wakka language.

Moved: Kenny Day

Seconded: Lance Hill

Motion Carried

Agenda Item 14. Rent Payers

The CASC Elders Group recommended that good rent payers (tenants) be congratulated and possibly rewarded.

Agenda Item 15. Items for Next Meeting

- Invite LCEB to the Next Council Meeting
- Justice Issues
- Local laws/by-laws
- Closing the Gap
- Community Safety Plan

Next Meeting Date	11 September 2024	
Location	Cherbourg Aboriginal Shire Council Chambers	
Start Time		
The above minutes have been confirmed as a true and correct record of proceedings.		
Chairperson's Name	Date: / /	Signature



CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE
CHERBOURG QLD., 4605.

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

*Extract from Minutes of the Cherbourg Aboriginal Shire Council Meeting held
16 September 2021.*

Transfer of Lot of Land at 13 Murray Street

Council has agreed to include land situated at lot 13 Murray Street into Cherbourg Aboriginal Shire Council LGA Area. In order for this to occur the land must be transferred from Sunwater to Cherbourg Aboriginal Shire Council LGA Area.

Resolution

That Cherbourg Aboriginal Shire Council agrees

- To have ownership of the land situated at 13 Murray Street transferred from Sunwater to Cherbourg Aboriginal Shire Council.*
- To have lot 13 Murray Street included into the Cherbourg LGA Area with realignment of boundaries between South Burnett Regional Council and Cherbourg Aboriginal Shire Council.*

Moved : Cr Fred Cobbo

Seconded: Cr Bronwyn Murray

***Motion No. 2163 Carried
FOR VOTE – COUNCIL VOTED UNANOMOUSLY***

Signed: Elvie Sandow
.....
Elvie Sandow
Mayor

Zala
.....
Zala
Chief Executive Officer

20/09/2021

20/09/2021

"Many Tribes One Community"

Attachment C
Previous Council
Correspondence

Our ref: AU009657

Level 8, 31 Duncan Street
Fortitude Valley QLD 4006
T +61 7 3539 9500

Date: 24 October 2023

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

Dear Chatur,

Subject: External boundary of local government change over land at Murray Road, Cherbourg QLD 4605, between South Burnett Regional Council and Cherbourg Aboriginal Shire Council.

1 INTRODUCTION

RPS AAP Consulting Pty Ltd (RPS) has been engaged by Remote Indigenous Land and Infrastructure Program Office (RILIPO) within the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA), who is acting on behalf of Cherbourg Aboriginal Shire Council (CASC), for town planning services over land at Murray Road, Cherbourg. The site is formally described as Lot 13 on SP104351.

2 BACKGROUND

This request is being submitted concurrently with a development application, lodged with South Burnett Regional Council (SBRC), seeking:

- **Development Permit for Reconfiguring a Lot** for Subdivision (1-into-2 lots comprising one (1) residential lot and a balance lot and new public road).

The proposal relates to an existing residential dwelling, located on the eastern boundary with CASC, whose residents are members of the Cherbourg Community. The purpose of the development application is to create a stand-alone residential lot and road reserve for incorporation into the Cherbourg Aboriginal Shire Council (CASC) Local Government Area (LGA).

This proposal seeks to adjust the boundary between CASC and SBRC LGAs to incorporate the proposed residential lot (proposed Lot 13) and extension to Murray Road into the CASC LGA. The balance area of existing Lot 13 on SP104351 will remain within the SBRC LGA.

The external boundary change is sought on the basis that there is clear social need for the existing dwelling house and tenants to be included within the formal jurisdiction of Cherbourg Aboriginal Shire Council (CASC). Furthermore, the subdivision will remove association and burdening of the house with the parent lot, owned by *Sunwater Limited* for the operation of Bjelke-Petersen Dam infrastructure.

Cherbourg Aboriginal Shire Council (Council) writes to the Honourable Steven Miles, Minister for State Development, Infrastructure, Local Government and Planning; and the Premier the Honourable Anastasia Palaszczuk advising that Council is in support of an external local government boundary change, as initiated by the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA), acting on behalf of Cherbourg Aboriginal Shire Council, in the change request letter dated DAY MONTH YEAR.

Council acknowledges the recent development permit approval for the Reconfiguration of a Lot to subdivide the historical Lot 13 on SP104351, issued by South Burnett Regional Council by decision notice dated DAY MONTH YEAR (Council Ref:

This resolution is in support of the following:

<i>Parcel</i>	<i>Wholly South Burnett Regional Council</i>	<i>Wholly Cherbourg Aboriginal Shire Council</i>
<i>L13 SP104351</i>		✓
<i>L130 SP104351</i>	✓	

Explanatory Notes –

Importantly, the proposed wording makes reference to approval of the concurrent ROL development. This reflects the likely sequence of actions for the change request, which is expected to be the declaration of consent following approval of the ROL development application.

The 'parcel' table refers to the parent (Sunwater Limited) lot (Lot 130 SP104351) as remaining wholly within SBRC LGA, and the newly created residential (house) lot (Lot 13 on SP104351) as wholly within the CASC LGA. The 'parcel' table demonstrates the transfer of the residential lot to SBRC LGA.

3 KEY CONSIDERATIONS

Relevant considerations for CASC in relation to the proposal include:

Trunk infrastructure impacts:

- The house is connected to the CASC LGA reticulated water network. No change to CASC water network. Impact
Nil
- The house has an existing on-site septic system which operates at a sufficient level for the size of the lot and house. No change to CASC wastewater network. Nil
- The house is connected to the CASC local distribution electricity network. No changes to the CASC electricity network. Nil
- The house has sole access via Murray Road, a rural road within CASC LGA. The site can only be accessed via Murray Road, which is accessed via Cherbourg. This further demonstrates the spatial separation of the site from the remainder of the SBRC LGA. Nil
- The residents of the house use local utilise parks, sporting and cultural facilities, community areas in Cherbourg, and Council services associated with Cherbourg and CASC. No change. Nil
- There are no flooding, overland flow or stormwater impacts over the site due to increased elevation and slope toward Bjelke-Petersen Dam. The proposal is for a subdivision only and there are no changes to built form nor the number of residents, and will not impact on CASC water management infrastructure. Nil

Financial impacts:

- The change is minor in nature and will not impact CASC financial stability. Impact
Nil
- CASC already provide support and services for the house. No change. Nil

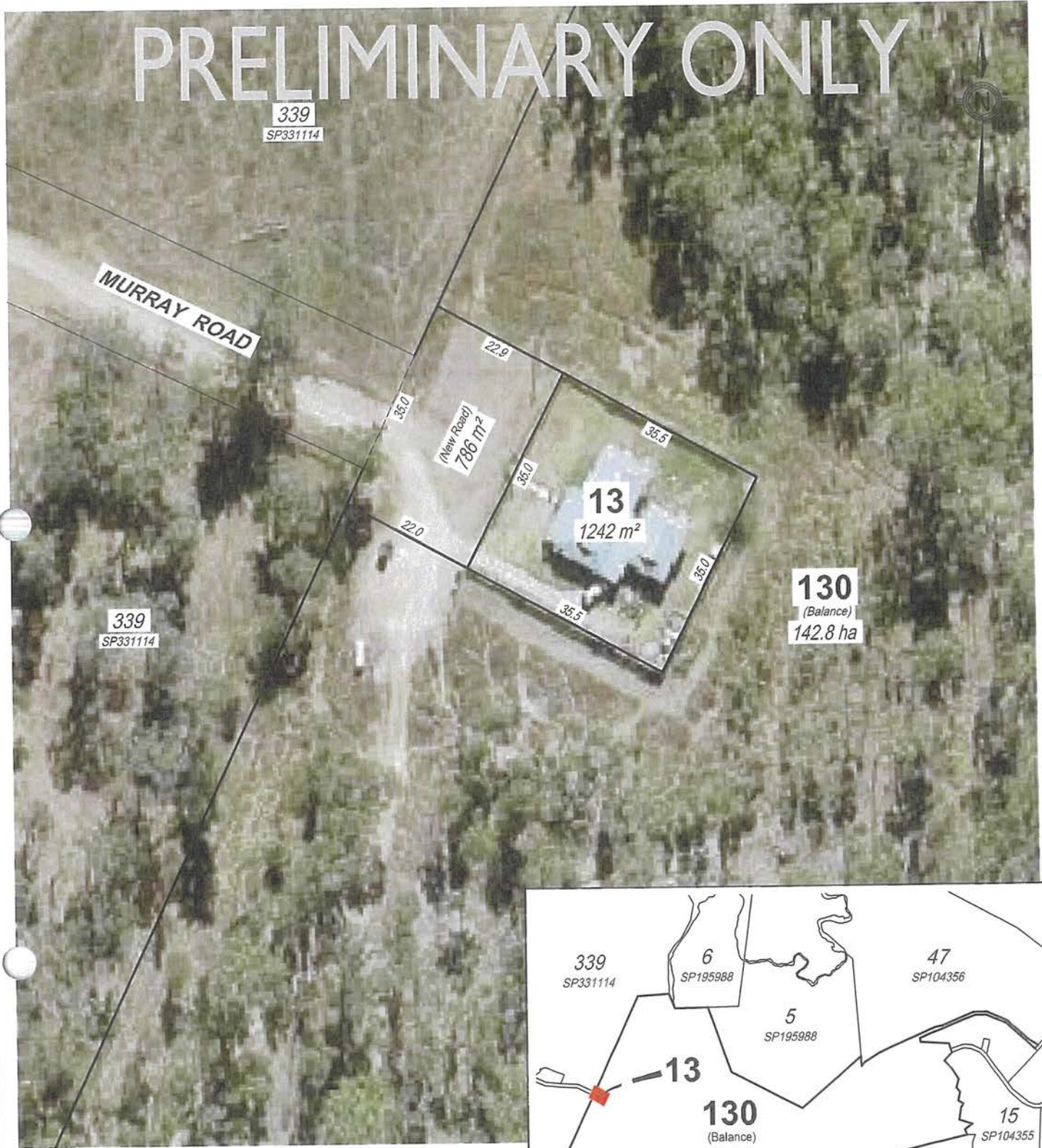
Planning and legislative impacts:

- The proposed house lot (Lot 13) will be freehold land under CASC LGA. Impact
Nil
- The proposal will not impact on the existing Cherbourg Deed of Grant in Trust (DOGIT). Nil

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Attachment B
Plan of
Subdivision

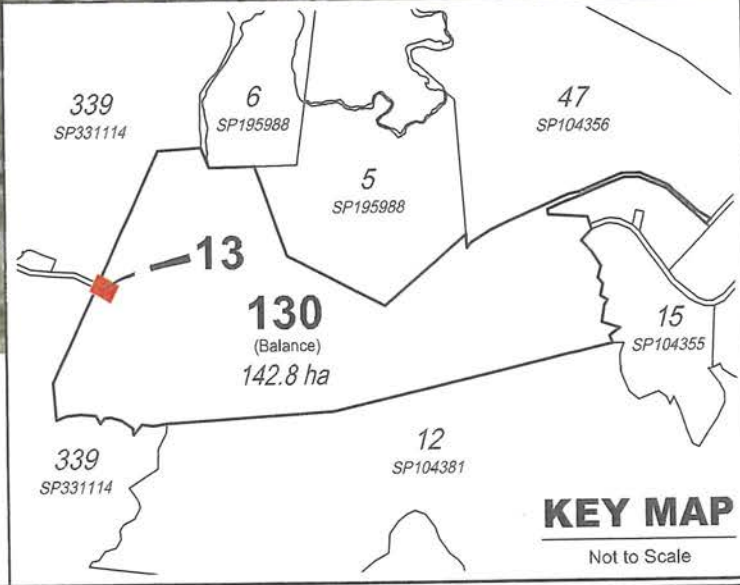
PRELIMINARY ONLY




Note
All dimensions and areas are approximate only, and are subject to survey and Council approval.

Dimensions have been rounded to the nearest 0.1 metres.

The boundaries shown on this plan should not be used for final detailed engineers design.



PROJECT PROPOSED SUBDIVISION		CLIENT	 RPS A TETRA TECH COMPANY <small>© COPYRIGHT PROTECTS THIS PLAN Unauthorised reproduction or amendment not permitted. Please contact the author.</small>	RPS AAP Consulting Pty Ltd ACN 117 883 173 ABN 97 117 883 173 Level 4 HQ South 520 Wickham Street PO Box 1559 Fortitude Valley QLD 4006 T +61 7 3539 9500 F +61 7 3539 9501 W rpsgroup.com	
Job Ref AU009657	Date 23 MAY 2023	PROPOSED LOTS 13 & 130 CANCELLING LOT 13 ON SP104351		Scale	Sheet
Level Datum	Comp By TJE		1:600	A3	AU009657-01
Origin	Checked By DAC		Local Authority	Rev	
	Dwg Name AU009657-1-PRO	SOUTH BURNETT REGIONAL	43		
	Locality MOFFATDALE				

Minutes - Audit and Risk Committee

Cherbourg Aboriginal Shire Council

Thursday 12 September 2024

Cherbourg Council Chambers and Online via Teams

The meeting opened at 11.30am.

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

Cr Gordon Wragge

Zala Chatur – CEO

Sam Murray – Manager of Corporate Services

Sean Nicholson – Manager of Economic and Community Development

Dol Ranabaht – Finance Manager

Brett de Chastel – Council Advisor (via Teams)

Jackie Roberts – HR Manager

Auditors

Erin Neville-Stanley – Partner KPMG (via Teams)

Chantelle Hanna – Queensland Audit Office (via Teams)

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

Apologies

Kayler Hayer – Finance Officer



1. Meeting Opening and Welcome.

The Chairperson Scott Mead opened the meeting and provided an acknowledgement of Wakka Wakka country.

Scott noted apologies for the meeting and acknowledged that today was RU OK Day and congratulated the Council on the event in the community.

2. Minutes of the previous meeting

The minutes of the meeting held on 7 June 2024 were noted.

Moved: Mark Pitt

Seconded: Cr Weazel

That the minutes of the Audit and Risk Committee meeting held on 7 June 2024 be adopted as true and correct.

Carried unanimously.

3. Matters arising from previous Minutes

The Committee noted that one of the key focus areas at the last Audit and Risk Committee meeting was the ongoing development of Council's asset management plans. DoI provided the committee with an update and noted that the Buildings Asset Management Plan has been completed since the last meeting. It identified that while we have \$700,000 per year in our forward plan for building renewals, this is still an approximate \$1.2M shortfall per year. Therefore, the focus is on both identifying which buildings to prioritize for maintenance (establishing a building hierarchy) and also applying grants such as Works For Queensland towards renewal of buildings. The AMP will assist Council when making grant funding applications to update existing buildings. More work will also need to be done on reviewing useful lives for each of the listed building assets.

The Committee congratulated the Council on setting out on the asset management journey and looked forward to future updates.

All other matters from the previous agenda were noted as either already finalised or covered later in this agenda.

4. External Audit Update and QAO Update

Erin (KPMG) provided the meeting with an update on the progress of the external audit. Key issues were:-

- The external audit started last week.
- The auditors received the draft financial statements in accordance with the adopted timetable. An initial assessment of those statements by the Auditors looked sound and the Auditors will provide feedback to the Council by the end of next week.

- The auditors reported that they are off to a good start with the audit and are getting all of the required information very quickly from Council staff.
- The only outstanding issue from previous audits (the grants register issue) should be closed out in this audit.
- The process is on track for sign off by 15 October subject to any unexpected issues arising.

The committee noted the update from the external auditors and noted that the usual Audit and Risk Committee sign off on the statements can occur by flying minute.

Chantelle (QAO) provided the meeting with details of the QAO briefing note for the Audit and Risk Committee. The key issues were:-

- The sector wide water quality formal report is likely now in December. Cherbourg as one of the 5 participating Councils has been provided with specific recommendations relating to this community and these were reviewed at the last meeting. Zala noted that Council was working with the State on a potential \$26M funding package to address water issues.
- An update on cyber security was also noted by the Committee. Sean advised that from his perspective, the key risk is if staff click on a malicious link. Training is intended to be rolled out to staff to reduce that risk.

Moved: Cr Weazel

Seconded: Mayor Simpson

That the committee note the update from KPMG re the external audit progress and also the QAO briefing note.

Carried unanimously.

5. Review of Draft Financial statements

Dol provided the meeting with an overview of the draft 2023/24 financial statements which have already been provided to the external auditor.

The Audit and Risk Committee noted the delay in payment of the Financial Assistance Grants (FAGs) which impacted on many of Cherbourg Council's financial ratios which is highly dependent on external grants for revenue. Similar issues arose for other Councils across Queensland. Dol updated the committee on end of year cash balances and the impact of the FAG grant delay.

Moved: Mark Pitt

Seconded: Scott Mead

That the Committee note the draft 2023/24 financial statements and also note that the external auditors are currently undertaking their audit of the financial statements.

Carried unanimously.

6. Review of draft terms of reference for “Procure to Pay” Internal Audit

Ziggy provided the committee with an update on the draft terms of reference for the upcoming Internal Audit on Procure to Pay. This internal audit is proposed to examine a range of issues including:-

- Council’s compliance with legislation and policy requirements of procurement
- How the Council manages quotations, tenders, evaluation and awarding of contracts
- How conflicts of interest and probity issues are managed
- Delegations and processes for approving payment of contractors (e.g. checking on deliverables) and
- How Vendor Masterfile’s are created and maintained (to reduce the risk of fraud).

The Committee noted that the Internal Audit was scheduled to commence in early December 2024.

Moved: Mark Pitt

Seconded: Scott Mead

That the Audit and Risk Committee approve the draft terms of reference for the internal audit on Procure to Pay.

Carried unanimously.

7. Annual Review of the Future Internal Audit Program

The Committee reviewed the report from Brett providing an opportunity for the Committee to re-look at the forward internal Audit program.

The committee also noted that internal audits on (i) Council’s management of community housing and (ii) Council’s management of grants had been completed and the internal audit on Procurement to Pay was about to commence. Other internal audits on the committee’s current forward program were a review of the Council’s recycling business and also an audit of payroll. Ziggy clarified that the proposed review of the recycling business was an operational review so would cover all aspects of the business (finance, WH&S, risk management etc).

Other suggestions raised by committee members were :-

- WH&S (with that audit to be undertaken through JLT and LGW).
- Disaster Management preparedness – potential internal audit issue

- Insurance coverage (perhaps to be managed by the A&R Committee and reviewed by staff)
- Review of water (post the implementation of the major upcoming works)
- Revisit our management of housing (follow up on the 2023 Internal Audit).

It was agreed that a revised forward program would be developed by Brett based on the committee's feedback and that a further report would be provided to the November meeting.

8. Audit register Update

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

The Committee confirmed that matters could be taken off once they were completed.

Moved: Mark Pitt

Seconded: Scott Mead

That the Committee receive the update on the Audit register and noted the good progress in implementing recommendations.

Carried unanimously.

9. Discussion on Options for dealing with historic housing Debt

At the request of the Audit and Risk Committee at the last meeting, the issue of how the Council can best deal with long overdue housing rent was discussed by the Committee. The 2023 internal audit on how the Council manages community housing, identified that the Council has a lot of housing debt that is over 6 years old which cannot be legally recovered due to the statute of limitations.

Some debts can be written off (where people had moved away, were deceased etc) but the Council has not yet written off all housing debt older than 6 years. The original internal audit identified that this was an issue that the Council needed to address. The delay in dealing with this issue 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.

The committee noted and acknowledged the excellent progress the Council had made in reducing rent debt amounts owing and that the new processes to stop debt building up was working well.

Zala and Dol presented data on the aged debt issue. The committee considered the options and resolved as follows:

Moved: Mark Pitt

Seconded: Scott Mead

That in relation to the aged housing debt issue, the Committee:-

- A. Request the CEO to provide a report direct to the Council recommending that the Council write off historic housing debt over 6 years old where the tenants have either left the community or passed away; and
- B. Request the CEO to provide a report to the November Audit and Risk Committee on the details of other historic housing debt over 6 years old so that the committee can further consider options and provide advice to Council.

Carried unanimously.

10. Review of Strategic Risk Register

The Committee undertook its regular 6 monthly review of the Council's strategic risk register. It was noted that the register has been updated to include a new strategic risk being the risk associated with finalizing an ILUA with the Wakka Wakka PBC. Failure to do so could impact future development of housing and other projects in Cherbourg.

11. CEO Update

Zala provided the meeting with an update on the process to develop a new Corporate Plan. Facilitated workshops have already been held with the Mayor and Councillors and also with the CEO / Executive Team. Feedback has also been sought from the local Elders Advisory Committee. A draft will be prepared in the coming months and reviewed by the Council before further community consultation.

12. General Business and agenda for next meeting

The Committee noted that Sunshine Coast Regional Council has generously agreed to continue to provide pro bono Internal Audit services and was pleased to note that Ziggy Kapera will be continuing in that role.

Mayor Simpson thanked the Audit and Risk Committee for its ongoing work which is assisting the Council improve operations and management practices of Council that will ultimately benefit the Cherbourg community.

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

- Further consideration of the future Internal Audit program noting feedback from this meeting on potential future topics; and
- Further review of the historic debt issue with the CEO to provide further information on the details of historic debt over 6 years old from existing tenants.

The next meeting will be held on 14 November which will be the last Audit and Risk Committee meeting of the year.

Meeting closed at 1.54pm.

000ooo000



[date]

Staff

By Email: [email address]

Employee Consultation Meetings

Cherbourg Aboriginal Shire Council (Council) is committed to open discussion and direct consultation, equally with employees about workplace issues that have significant effects on them. This letter provides notice of Council's intent to commence discussions with affected employees in relation to a proposed decision to implement a voluntary redundancy program for Council's [INSERT TEAM].

Council has reviewed the current resourcing requirements across the team and has determined that the structure is not operating efficiently and is presently over resourced. This has been a prolonged issue and has not been able to be remedied through natural attrition. Accordingly, it is Council's intent to offer voluntary redundancies in an effort to rebalance the team and achieve operational efficiencies.

Council is also inviting an expression of interest from eligible staff members who are interested in accepting a voluntary redundancy (VR).

With the aim of communicating the proposed changes, including the rationale, Council has scheduled consultation meetings as per the details below:

Meeting Attendees	Date	Time	Venue / Location

Employees will be invited to bring a support person to the scheduled meetings. If you would like to attend any of the scheduled meetings, either in person or via phone/teams, please advise Jackie Roberts or your Senior Manager person).

At the meetings there will be opportunity for employees to ask questions and provide their feedback (should they wish to provide immediate feedback).

Employees will also have a period of two (2) weeks following the consultation meeting to submit their application if they are interested in accepting a voluntary redundancy package.

Should you have any further enquiries or require additional information, please contact Council's Human Resources Advisor, Jackie Roberts on 0417 923 024

Yours sincerely,

Chatur Zala
Chief Executive Officer
Cherbourg Aboriginal Shire Council

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CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE
CHERBOURG QLD 4605

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

11/9/ 2024

Dear Colleagues

Re: Council Organisational Voluntary Redundancy Notice

We are writing to inform you that CASC will undergo a significant organisational restructuring to improve council sustainability, reduce costly inefficiencies, respond to new competitive markets, and develop strategies to move forward successfully.

We understand that the change can be unsettling, but this strategic initiative is vital for continued success and sustainability of the organisation.

Council is also in the process of developing a new Corporate Strategic plan and this restructure is necessary to fulfill the strategic goals, priorities, and sustainability.

Council has also endorsed the option of offering **Voluntary Redundancy** to employees that meet certain criteria before the restructure commences.

Voluntary redundancy occurs when an employee volunteers or agrees to be made redundant. Effectively, the employee chooses to voluntarily leave their employment with Council for a financial benefit.

In the coming weeks and months, the Human Resources and Senior Management team will provide more information on how these changes will affect you and your role within the council organisation through a consultative process.

We are committed to open communication and supporting all employees through the transition. We will communicate with you at staff meetings and all staff forums on the Corporate Plan progress.

We appreciate your dedication and look forward to working together as we transition into this new phase.

Yours faithfully,

Zala Chatursinh

CEO

"Many Tribes One Community"



Frequently Asked Questions

Voluntary Redundancy Program

What changes are Council proposing?

Council has reviewed the current resourcing requirements across the **(team)** and has determined that the structure is not operating efficiently and is presently over resourced. This has been a longstanding issue and has not been able to be remedied through natural attrition. Accordingly, it is Council's intent to commence discussions with affected employees in relation to a proposed decision to initiate a voluntary redundancy program.

What is a voluntary redundancy?

Voluntary redundancy occurs when an employee volunteers or agrees to be made redundant. Effectively, the employee chooses to voluntarily leave their employment with Council for a financial benefit.

Why is Council looking to offer voluntary redundancies instead of forced redundancies?

It is a challenging and often complex process for an organisation to implement a forced redundancy program. Therefore, Council have decided to offer voluntary redundancies in the first instance to any employee that may be interested.

What do I receive if I choose to apply for a voluntary redundancy?

Employees who apply for a voluntary redundancy will receive the following as part of their package:

- Notice of termination and redundancy payments based on your number of years' service with Council.
- Any untaken accrued annual leave (and long service leave, if entitled) will be paid out on termination.
- Any untaken accrued sick/carers leave will be paid out on termination.
- Statement of Service

If I apply for a voluntary redundancy, will I be automatically approved?

Each application will be reviewed against the operational needs of Council. Council needs to ensure that the future operating structure has sufficient resourcing, including the knowledge and skills to maintain business continuity.

Can anyone apply for a voluntary redundancy?

No, this initiative is only available to employees that have more than 5 years of service in the Community Services, Corporate Services, Operations and Economic and Community Development Team. Further to this, casual employees and Digital Services Call Centre employees are not eligible to apply.

What will my notice period be?

The notice period payment will be calculated based on the number of years of continuous service an employee has served. See table below.

The Employee's years of continuous service	Notice Period in Weeks
Less than 1 year	1
At least 1 year but not more than 3 years	2
More than 3 years but not more than 5 years	3
More than 5 years	4

What will my redundancy payment be?

The redundancy payments will be calculated based on the number of years of continuous service an employee has served.

STANDARD RATES UNDER THE IR ACT

Period of continuous service	Redundancy pay
At least 1 year but less than 2 years	4 weeks
At least 2 years but less than 3 years	6 weeks
At least 3 years but less than 4 years	7 weeks
At least 4 years but less than 5 years	8 weeks
At least 5 years but less than 6 years	10 weeks
At least 6 years but less than 7 years	11 weeks
At least 7 years but less than 8 years	13 weeks
At least 8 years but less than 9 years	14 weeks
At least 9 years but less than 10 years	16 weeks
At least 10 years	12 weeks*

* There is a reduction in redundancy pay from 16 weeks to 12 weeks for employees with at least 10 years continuous service. This is consistent with the *2004 Redundancy Case* decision made by the Australian Industrial Relations Commission.

(OR WILL COUNCIL OFFER SOMETHING ADDITIONAL TO EMPLOYEES ?? for council approval as per budget allocation] eg access to EAP for a period of 3 months?

Can I apply for another position with Council if I apply for and accept a voluntary redundancy?

No, as part of accepting a voluntary redundancy, employees will be required to enter into a deed of separation which will state that they cannot work for Council in any capacity for at least 12 months.

If the Voluntary Redundancy Program goes ahead, when can I submit an application?

If Council moves forward with the proposed voluntary redundancy program, it is anticipated that applications will open up on the 1st of November 2024.

If the Voluntary Redundancy Program goes ahead and my application is accepted, what will be my last day at Council?

Subject to the completion of the consultation process, employees that apply for a voluntary redundancy and have their application accepted will finish up at the Christmas Shutdown on Friday the 20th December 2024

What happens if the Voluntary Redundancy Program goes ahead but Council does not receive any (or enough) applications?

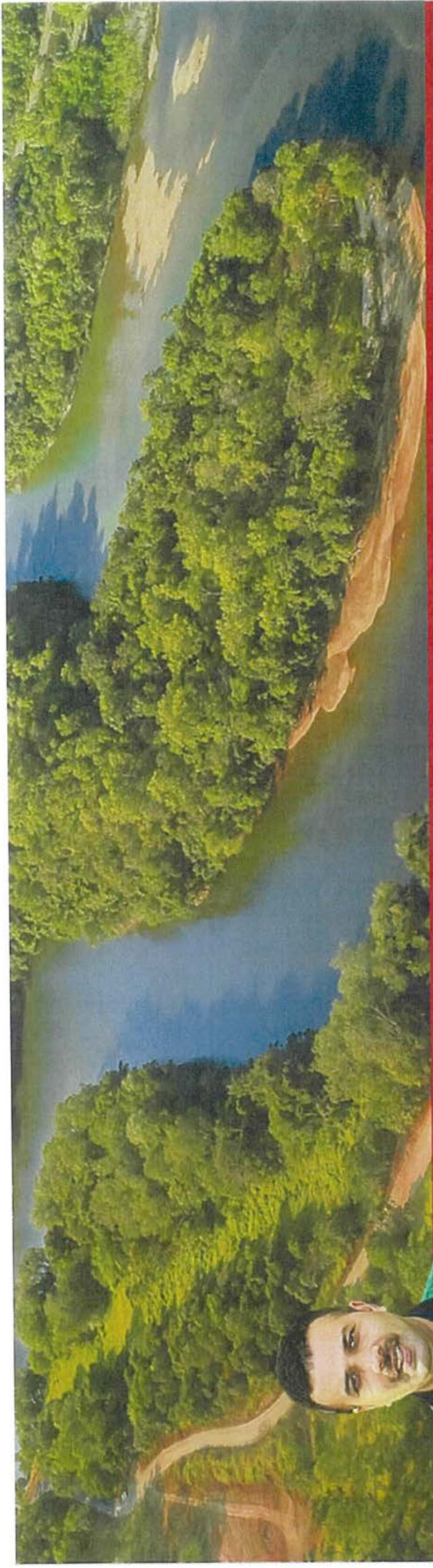
In the event that there is little, or no interest, in the proposed voluntary redundancy program, Council will continue to explore ways to effectively manage costs and resources whilst meeting operational and business needs. Council is committed to job security and will look to explore other options such as redeployment before considering proposing any forced redundancies. In the event Council determines that redundancies may need to be implemented as a result of a change to its operations, Council will ensure compliance with the terms of the *Industrial Relations Act 2016* and the consultation provisions contained in *Local Government Awards*. In the event this becomes a possibility, Council will recommence consultation with impacted employees and their union representatives.

How can I provide feedback about Council's proposal?

Employees are invited to provide their feedback, or submit any alternative proposals for consideration by close of business, 30th October 2024 to Jackie Roberts – Human Resources Advisor hr@cherbourg.qld.gov.au.

Who can I contact if I have any questions?

If you have any questions about the voluntary redundancy program please contact Jackie Roberts – Human Resources Advisor on 0417 923 024.



Leadership in safety

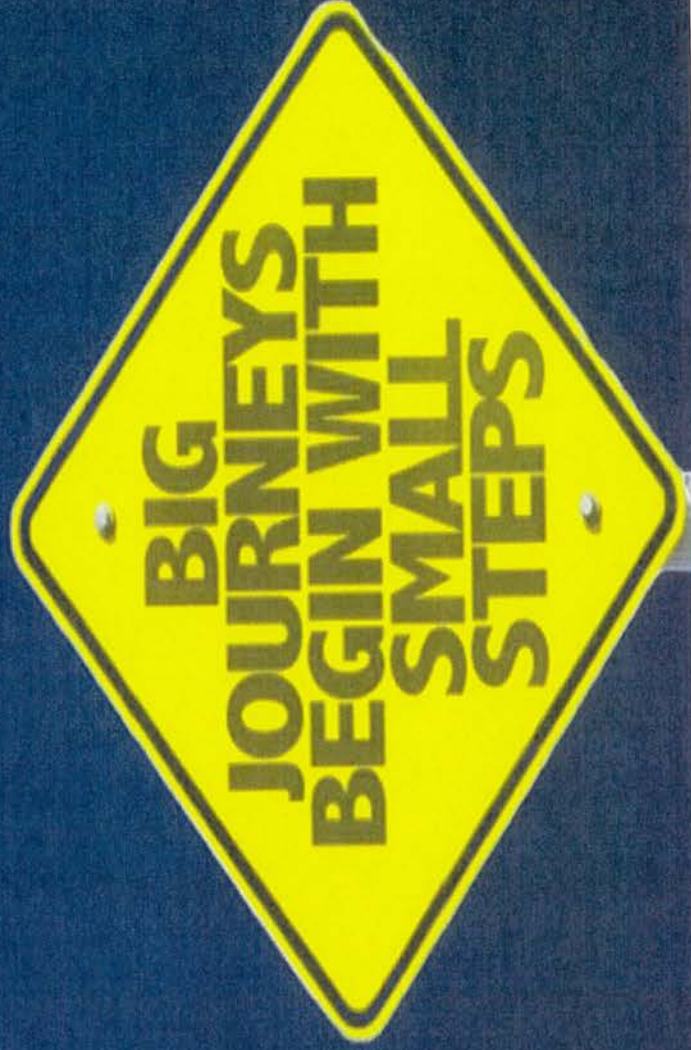
Zala Chatur - CEO

Cherbourg Aboriginal Shire Council





CASC WHS Journey – So Far





2016	No WHS system in place
2016	CEO made decision to commence WHS improvement journey. With the help of LGAQ and WHS Consultant WHS system development commenced
2017	Developed WHS Management System (Policies, Procedures, Forms, etc) as starting point for legal compliance
2018	Implementation of WHSMS starting with Leaders then workforce
Ongoing	Bedding in sections of WHSMS in day-to-day operations (bite sized chunks)



Must be Driven from Top Down

CEO

- Ensure Managers and Leaders are onboard
- Walk the talk – small actions matter i.e. introduction at Induction training, attending mandatory training (Emergency First Response)
- Discipline non-compliance, reward exceptional performance

Managers

- Ensure Leaders participate in WHS training
- Walk the talk – demonstrate by doing and not just talking i.e. take part in area inspections, follow up to actions to make sure they are completed on time, attend group meetings to promote WHS

Leaders

- Ensure team members attend WHS training
- Walk the talk – demonstrate by implementing new WHS systems, procedures, etc. conducting regular WHS meetings, following up on concerns raised by team members



Bite Sized Chunks – Equipment Checks

Electrical Equipment (Legal Requirement)

- Conduct checks on electrical (240v) on required schedule. Record results of inspections
- CASC have had an employee (WSH team member) complete training that allows them to conduct the inspection and testing. But if faults are found they must be repaired by a licensed electrician

Fire Suppression Equipment (Legal requirement)

- Sourced a licensed contractor (Chubb) to conduct and record inspections of all fire suppression equipment on a scheduled program

Emergency Equipment Checks (Legal Requirement)

- Regular checks conducted by WSH team on first aid kits, eye washes/showers, AED's, evacuation alarms, etc

Workplace Hazard Inspections

- Quarterly checks conducted by WSH team on work areas for unsafe conditions i.e. poor storage (items in front of fire extinguisher), hazardous tools, missed inspections, etc



Bite Sized Chunks – Symbols Matter

CASC Clothing

- ✓ CASC never supplied clothing. A change was made and CASC started supplying shirts and jackets
- ✓ Each work team was encouraged to create their own logo. This was a huge success with all teams producing a design
- ✓ While the shirts were all the same design, each area was allowed to choose a colour
- ✓ Wearing a common uniform has improved team membership and working together across departments
- ✓ This in turn has resulted in employees looking out for each other



Bite Sized Chunks Symbols Matter



- WHS Policy (legal Requirement)
- Most important two lines in the WHSMS
- Developed in conjunction with Health and Safety Representatives

**It is our core belief that:
All accidents can, and should be prevented; and
No task is so important that risk of injury to people is ever justified.**



Health & Safety Policy Statement

WORK HEALTH AND SAFETY POLICY STATEMENT

Cherbourg Shire Council is committed to providing a safe and healthy working environment for our workers and visitors to the workplace. Council is committed to achieving a high standard of health and safety performance to ensure the welfare of all employees including contractors and visitors to our operations.

We strive to continuously improve our safety performance in all of our operations and implement a Safety Management System aligned with the requirements of Charlebury Aboriginal Shire Council's Safety Management System and ALNOPS v03.1 to support this improvement approach.

Council sets itself objectives to comply with all relevant health and safety legislation and related standards, codes of practice and industry guidelines. We establish clear objectives with measurable targets, and report on our performance against these targets at pre-determined intervals.

It is our core belief that:

- ✓ all accidents can, and should be prevented and
- ✓ no task is so important that risk of injury to people is ever justified.
- ✓ having our workers lead by example and demonstrate a visible commitment to health and safety, to encourage visitors and support all persons involved in relevant activities
- ✓ proactively identifying and managing health and safety risks
- ✓ ensuring that there is participation consultation to support and enhance our decision making processes
- ✓ emphasising on all communications and education that promote safety and systems are our priority, including the dissemination of important WHS information
- ✓ ensuring all incidents and near misses are fully investigated and corrective measures taken to prevent recurrence
- ✓ ensuring our employees and contractors receive the appropriate health and safety training to enable them to conduct their work safely
- ✓ the ongoing regular monitoring and review of our health and safety performance to measure the effectiveness of work health safety actions and adjust our health and safety objectives and targets as being met
- ✓ ensuring all forms of management and staff carry out their health and safety responsibilities.

With personal commitment and active participation of all our workers, we will achieve excellence in our standards of work health and safety and deliver on our aim to build a safe working environment.

Cherie Jata - Chief Executive Officer

12th June 2024



Bite Sized Chunks – Symbols Matter

Project Opportunities

- Fuel Dispensing Station – very visible to all and WHS improvements are obvious.



**SO REMEMBER THAT TO GET
TO YOUR GOAL, YOU NEED
PROGRESS, NOT PERFECTION.**



Workplace Health & Safety – August 2024 (completed 28/08/24)

Activities

- Ongoing SMS management
- Updated records including vehicle checks, toolbox talks, training matrix and CAR
- Completed WHS July reports for CoEx and CEO
- Monthly emergency equipment checks completed
- Hazard inspections completed
- Toolbox Talk for September distributed – Housekeeping
- Presented Toolbox Talks to Corporate Service and MRF teams
- Prepared presentation on CASC WHS Journey for use at First Nations Forum by Zala

Recommendations/Resolution Required

- Asbestos register – quote provided. Waiting on map of CASC owned buildings (houses not included)
- Equipment noise audit required – quote provided
- Quote provided to repair IKC playground. Decision to be made on repair v removal.

Incidents/ Alerts

- 6 Incidents reported
 - 29/07 Ops - equipment damage to backhoe
 - 30/07 Ops - equipment damage to backhoe
 - 01/08 KCRP - equipment damage to van
 - 06/08 E&CD - parts left on roof by contractor
 - 15/08 KCRP - equipment damage to glass cage
 - 27/08 MRF – contractor/employee abuse
- 0 Hazards reported
- 0 Safety Alerts communicated

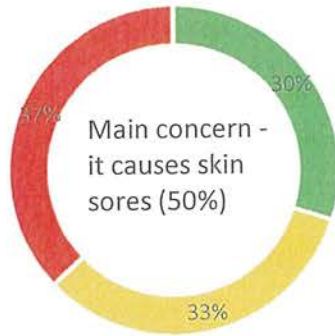
Training

- Skills Matrix (or training needs analysis) ongoing with Senior Managers
- Safety Awareness (Induction) run August 14th – 6 participants
- First Aid + CPR and Emergency First Response booked for September

Next Month

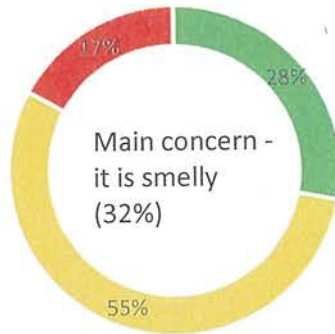
- Finalise electronic forklift prestart inspection with Andrew B and Sebastian
- Arrange noise survey to be conducted

Drinking Water



■ not concerned ■ concerned ■ seriously concerned

Wastewater



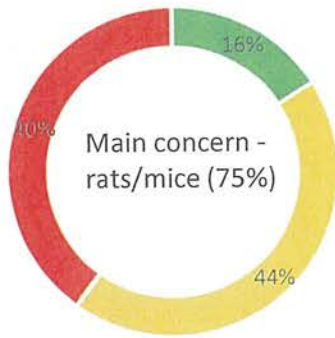
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Food Safety



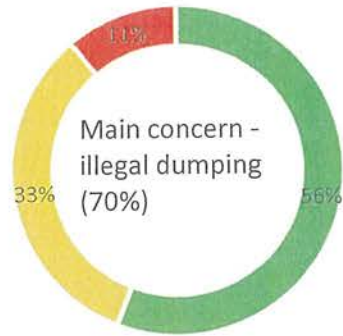
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Pest Management



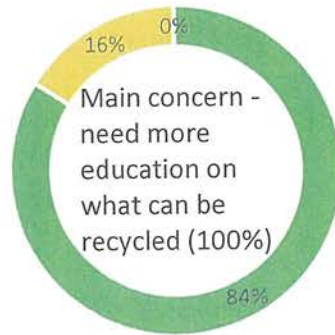
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Waste



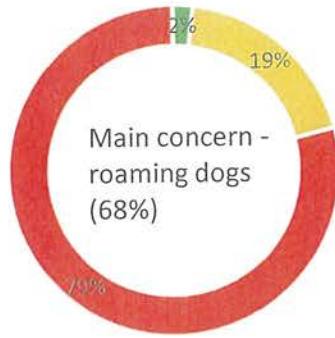
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Recycling



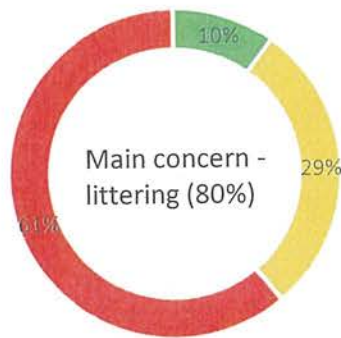
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Animal Management



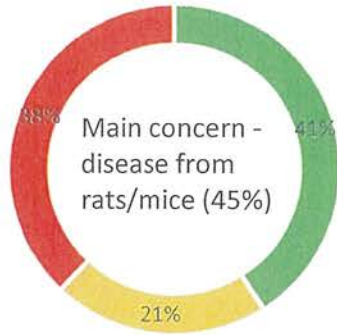
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Caring for Country



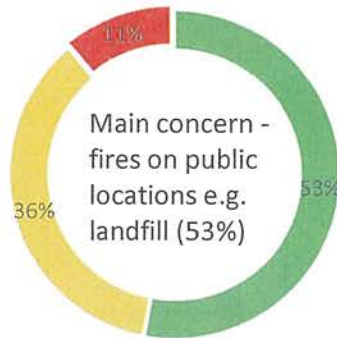
■ not concerned ■ concerned ■ seriously concerned

Healthy Housing



■ not concerned ■ concerned ■ seriously concerned

Air Pollution



■ not concerned ■ concerned ■ seriously concerned

3. Corporate Services Report

FINANCE MANAGER REPORT AS AT

31 August 2024



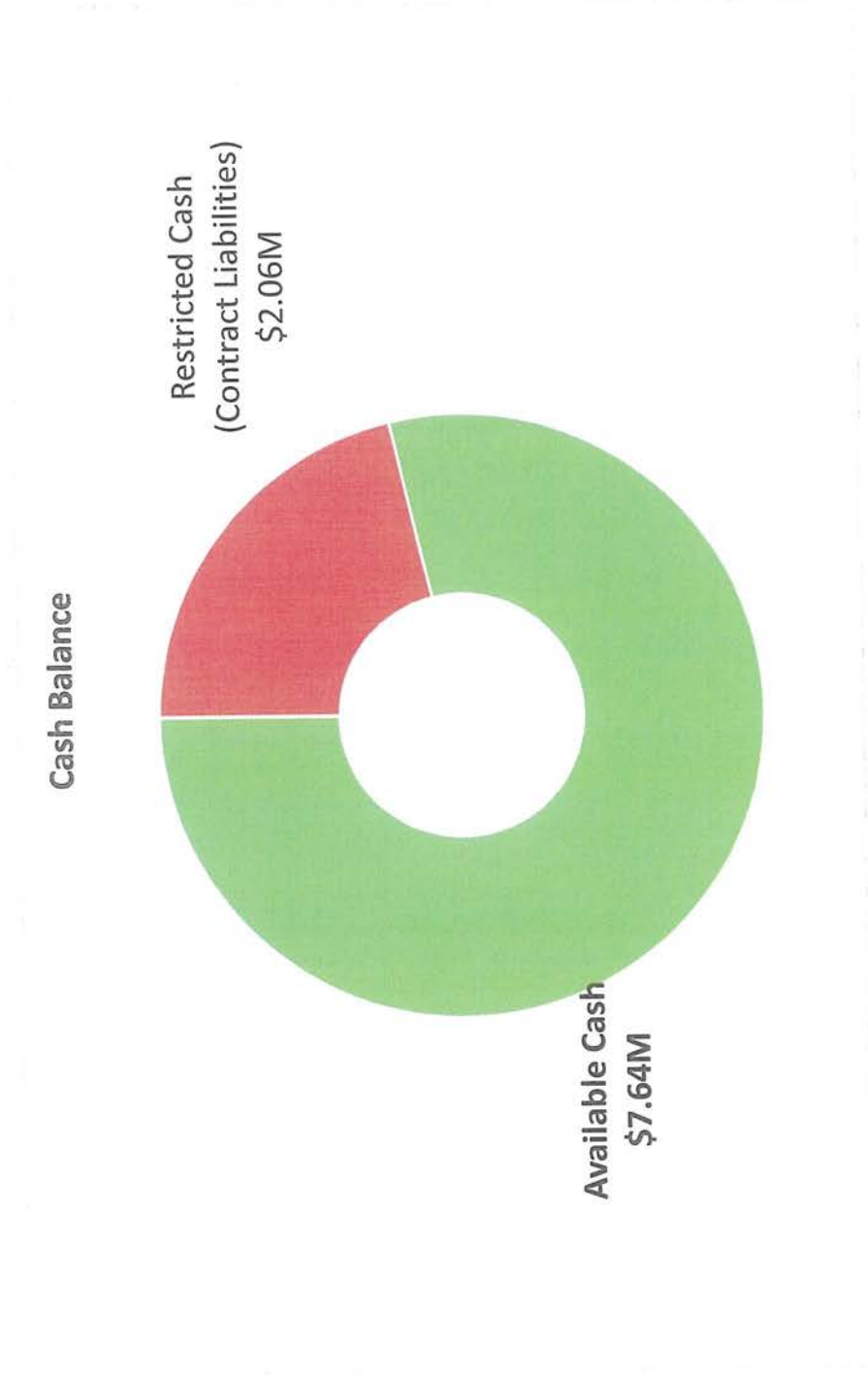
Whole Of Council						Traffic Light	Comments
	Actual	Year to Date Budget	\$ Variance	% Variance			
Grants & Subsidies	\$ 3,358,826	\$ 1,028,668	\$ 2,330,158	226.52%	🟡	<ul style="list-style-type: none"> •Timing issue for FAGS funding . It was paid in advance for the full year (\$2.22M extra to the end of Aug). •Additionnaly NIAA radio station and Sports Centre Combined \$390K extra grant received compared to the Aug budget figures. •Offset by SGFA funding not released yet . Budgeted income for the month of Aug was \$362K. 	
Fees & Charges	\$ 170,651	\$ 162,620	\$ 8,031	4.94%	🟢	On track	
Sales & Recoverable Works	\$ 416,699	\$ 1,322,922	\$ (906,223)	-68.50%	🔴	<ul style="list-style-type: none"> •Timing issue for Q build repairs & maintenance /upgrade income : \$693K variance. •Container for change Kingaroy and Cherbourg facilities YTD actual income is \$209K compared to budgeted revenue of \$ 292K and thus variance of \$83K. •Additionally, Cherbourg Call centre Private Enetrprise has received only \$95K comapred to YTD budget revenue of \$117K. 	
Interest Revenue	\$ 69,200	\$ 56,666	\$ 12,534	22.12%	🟢	Higher interest revenue due to increase in interest rates.	
Rent	\$ 231,428	\$ 202,788	\$ 28,640	14.12%	🟢	On track	
Other Income	\$ 21,072	\$ 51,414	\$ (30,342)	-59.02%	🔴	Incentives income , radio station self-generated income and YAG sales is less than budgeted amount . The total variance is \$30K.	
Total Income	\$ 4,267,877	\$ 2,825,078	\$ 1,442,799	51.07%			
Employee Costs	\$ 1,404,003	\$ 1,347,874	\$ 56,129	4.16%	🟡	Overspent on Economic and Community development is offset by underspent in Corporate services and Community Services.	
Materials & Services	\$ 1,226,002	\$ 784,670	\$ 441,332	56.24%	🔴	<ul style="list-style-type: none"> •Insurance invoice paid in advance for full year renewal and thus variance of \$ 444K . •AUG plant mileage revenue not updated in system and thus inflated the workshop expenses by \$44K. •Surepac renewal invoice of \$84K paid in advance and not budgeted . •The overspent is offset by underspent in FAGS funding Cost centre \$63K and total underspent of \$47K in Elders advisory group , IYCC, MRF, ILSC e.tc . 	
Depreciation	\$ 1,751,546	\$ 1,751,548	\$ (2)	0.00%	🟢	On track. Assets register has not rolled over yet. Estimated Depreciation budget figures for the two months.	
Finance Costs	\$ 15,973	\$ 15,794	\$ 179	1.13%	🟢	On track	
Total Expenditure	\$ 4,397,525	\$ 3,899,886	\$ 497,639	12.76%			
Net Surplus/(Deficit)	\$ (129,648)	\$ (1,074,808)	\$ 945,160	-87.94%			

2.

Cash and Investments:

Cash at bank as at 31 Aug is \$9.70 M with restricted cash component (contract liability) is \$2.06M. So, available cash balance after satisfying the performance obligations is \$7.64M. Cash increased due to advance cash of \$2.50M received from FAGS funding. QTC Investment balance is \$8.56 M.

Interest revenue for the Aug is \$40,460.



Whole Of Council

	August			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	% Variance	Actual	Budget	% Variance		
Grants & Subsidies	\$ 714,403	\$ 514,334	38.90%	\$ 3,358,826	\$ 1,028,668	226.52%	🟡	\$ 6,171,995
Fees & Charges	\$ 162,420	\$ 81,310	99.75%	\$ 170,651	\$ 162,620	4.94%	🟢	\$ 975,711
Sales & Recoverable Works	\$ 284,462	\$ 661,461	-56.99%	\$ 416,699	\$ 1,322,922	-68.50%	🔴	\$ 7,937,534
Interest Revenue	\$ 40,460	\$ 28,333	42.80%	\$ 69,200	\$ 56,666	22.12%	🟡	\$ 340,000
Rent	\$ 65,005	\$ 101,394	-35.89%	\$ 231,428	\$ 202,788	14.12%	🟡	\$ 1,216,728
Other Income	\$ 3,962	\$ 25,707	-84.59%	\$ 21,072	\$ 51,414	-59.02%	🔴	\$ 308,477
Total Income	\$ 1,270,713	\$ 1,412,539	-10.04%	\$ 4,267,877	\$ 2,825,078	51.07%		\$ 16,950,445
Employee Costs	\$ 576,839	\$ 673,937	-14.41%	\$ 1,404,003	\$ 1,347,874	4.16%	🟢	\$ 8,087,213
Materials & Services	\$ 523,089	\$ 392,335	33.33%	\$ 1,226,002	\$ 784,670	56.24%	🔴	\$ 4,707,880
Depreciation	\$ -	\$ 875,774	-100.00%	\$ 1,751,546	\$ (2)	0.00%	🟢	\$ 10,509,274
Finance Costs	\$ 15,295	\$ 7,897	93.68%	\$ 15,973	\$ 15,794	1.13%	🟢	\$ 94,750
Total Expenditure	\$ 1,115,223	\$ 1,949,943	-42.81%	\$ 4,397,525	\$ 3,899,886	12.76%		\$ 23,399,117
Net Surplus/(Deficit)	\$ 155,490	\$ (537,404)	-128.93%	\$ (129,648)	\$ (1,074,808)	-87.94%		\$ (6,448,672)

A.

Cherbourg Aboriginal Shire Council
Operating Actual Vs Budget
FY 2024-2025

August

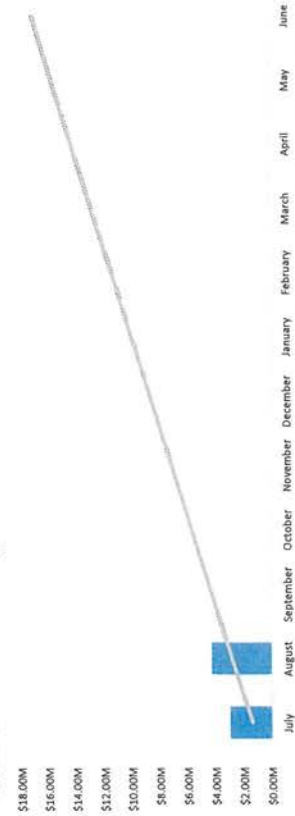
YTD Operating Income Variance
 Actual \$4.27M \$1.44M ▲51.1%

YTD Operating Expenditure Variance
 Actual \$4.40M (\$0.50M) ▲(11.3%)

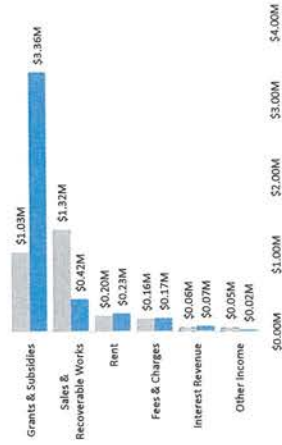


Operating Surplus Ratio
 -3.04%

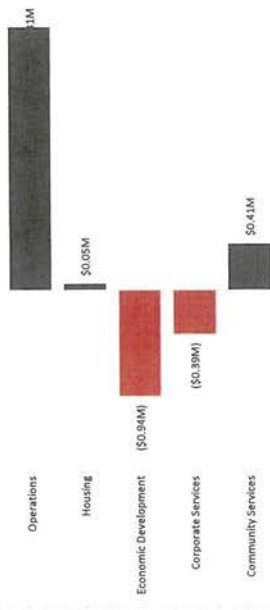
Total Income - Actual vs Budget



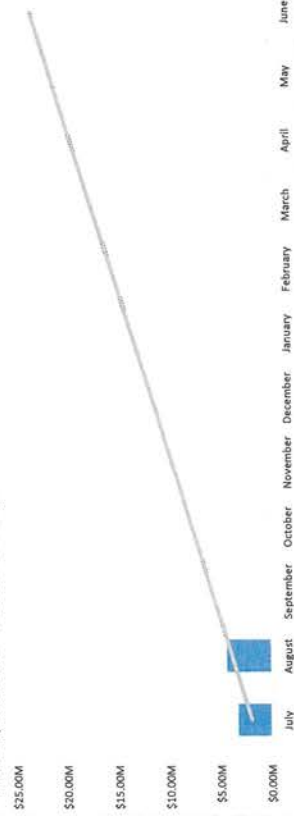
Income YTD



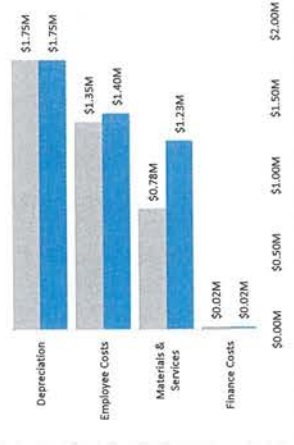
YTD Income Variance By Directorate



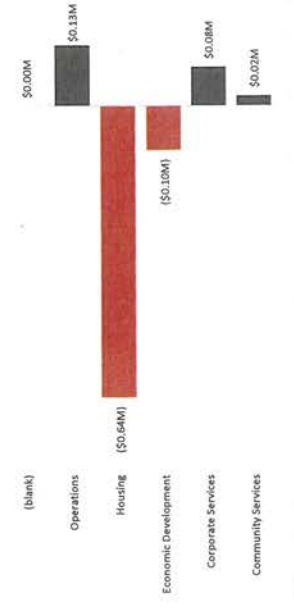
Total Expenditure - Actual vs Budget



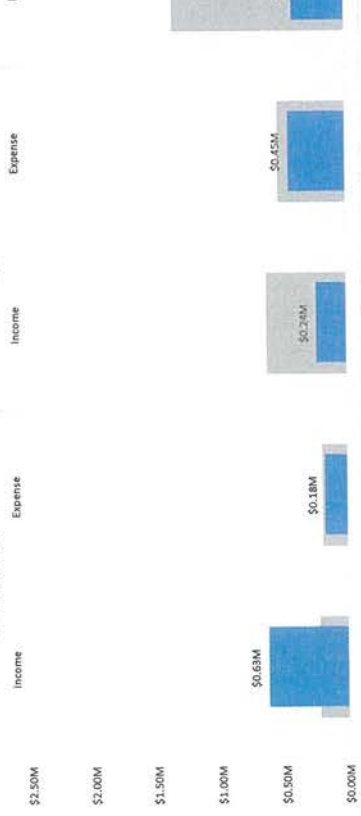
Expenditure YTD



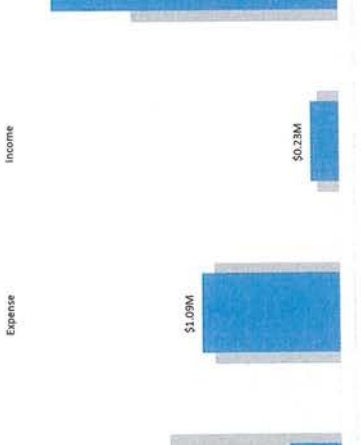
YTD Expenditure Variance By Directorate



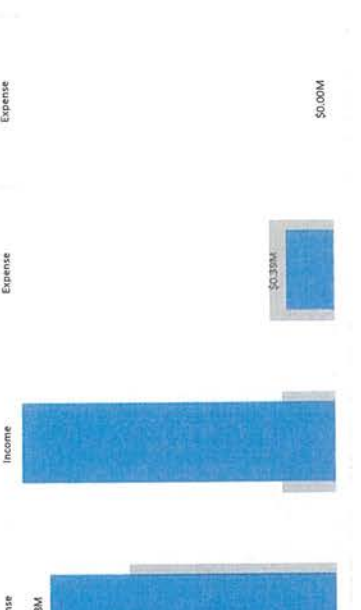
Community Services



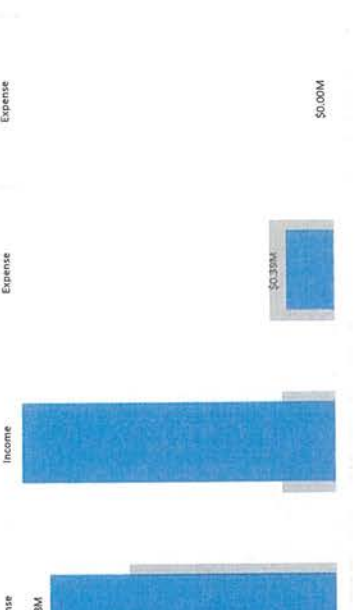
Economic Development



Housing



Operations



Cherbourg Aboriginal Shire Council
Financial Position
FY 2024-2025

August

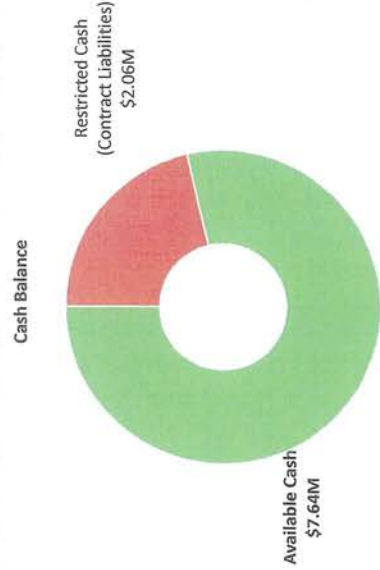
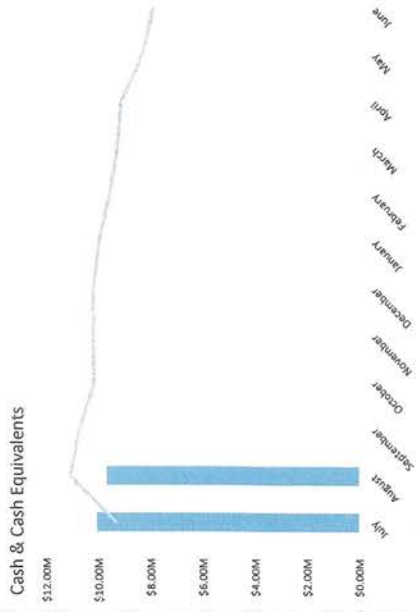
YTD Assets
 Current **\$11.95M**
 Non-Current **\$214.01M**

YTD Liabilities
 Current **\$3.51M**
 Non-Current **\$3.51M**



Actual — Prior Year
 Decrease Δ Increase

Net Financial Asset/Liability Ratio
-116%



Current Assets

Cash & Cash Equivalents	\$9.70M
Contract Assets	\$1.09M
Trade & Other Receivables	\$0.73M
Inventories	\$0.31M
Biological Assets	\$0.13M
Total Current Assets	\$11.95M

Non-Current Assets

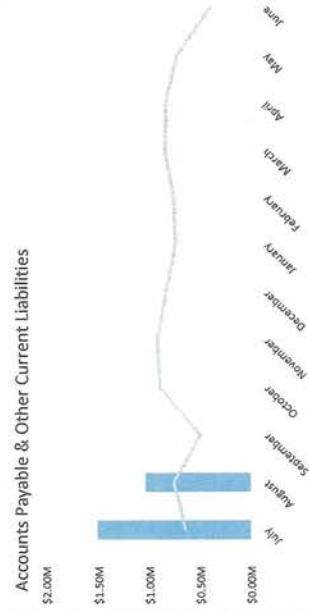
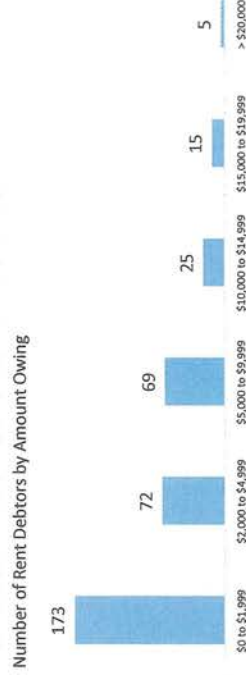
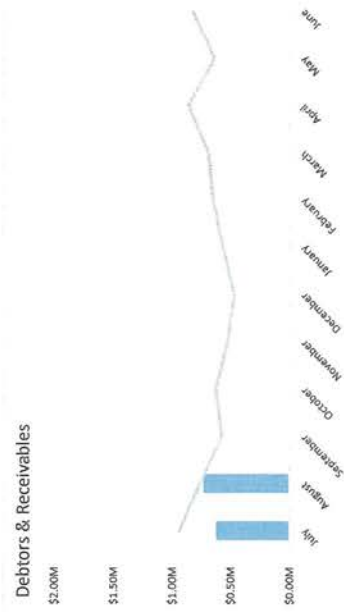
Buildings	\$38.44M
Furniture & Fittings	\$0.00M
Houses	\$127.67M
Infrastructure	\$38.56M
Land	\$1.92M
Motor Vehicles	\$0.94M
Plant & Equipment	\$5.04M
Work in Progress	\$1.45M
Total Non-Current Assets	\$214.01M

Rent Debtors

Number of Rent Debtors: **359** ▲

Average \$ Outstanding: **\$4,244** ▲

Total \$ Outstanding: **\$1,523,659** ▼



Current Liabilities

Contract Liabilities	\$2.06M
Trade & Other Payables	\$1.04M
Current Provisions	\$0.40M
Total Current Liabilities	\$3.51M

Non-Current Liabilities

Non-Current Provisions	\$3.01M
Trade & Other Payables	\$0.49M
Total Non-Current Liabilities	\$3.51M

Total Liabilities

Total Liabilities	\$7.02M
--------------------------	----------------

Equity

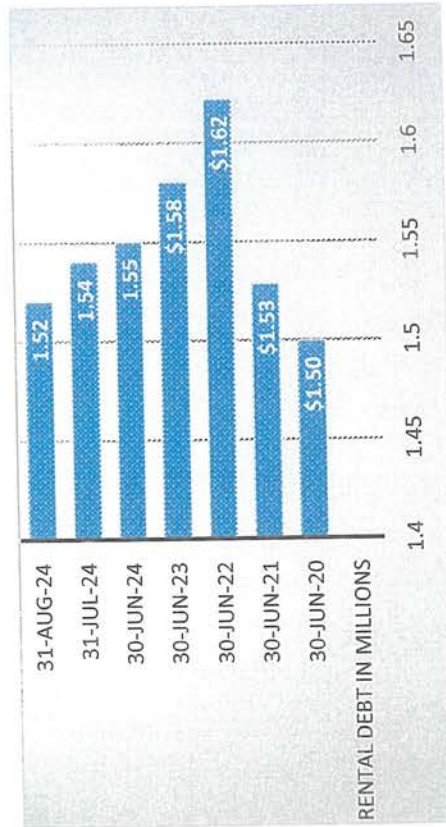
Retained Surplus	\$91.38M
Asset Revaluation Surplus	\$127.56M
Total Equity	\$218.95M

Total Liabilities & Equity

Total Liabilities & Equity	\$225.96M
---------------------------------------	------------------

Rental Debt in Millions

30-Jun-20	\$	1.50
30-Jun-21	\$	1.53
30-Jun-22	\$	1.62
30-Jun-23	\$	1.58
30-Jun-24		1.55
31-Jul-24		1.54
31-Aug-24		1.52



Housing Report September 2024



SNR HOUSING OFFICER & HOUSING OFFICER:

The month of August/September 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

SNR HOUSING OFFICER CLIENT CONTACT JULY/AUGUST: (46)

Phone Calls	-	13
Rent Enquires	-	15
Housing Enquires	-	10
Complaints/Misc.	-	8

HOUSING ENQUIRES FOR CLIENTS FROM OTHER AGENCIES:

- Murgon Court - Eviction of a tenant
- Cherbourg Police - Eviction of a tenant
- Gin Gin Housing - Enquiry about accommodation for a client.

COMPLAINTS: (2)

- 2 complaints - Noise from parties (letters done up and delivered).

MEETINGS:

Attended 2 meetings.

- 2 Housing Meeting

Antonia Jacobs
Snr Housing Officer

Meeting/workshops

Housing meeting
Housing & Building 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 department regarding works.)

73 - Delivered housing inspection notices.

28- House Inspection (Monday – Wednesday)

28 - Assisted tenants with calling Qbuild.

20 - Pest Control

Home Modifications: 11 outstanding & 11 New Occupational Therapy reports

Vacant properties:

1/2 Collins Rd

Exit Report

19 Broadway St

Entry Report

8A Cobbo St

Mrs Joanne Simpson
Housing Inspection Officer
Cherbourg Aboriginal Shire Council