

Cherbourg Aboriginal Shire
Council

Working
Papers

For Council Meeting 16+ & 17 October 2024

Reports

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

1. Minutes (Unconfirmed)

***Cherbourg
Aboriginal
Shire
Council***

***Minutes – Council
Meeting***

18 & 19 September 2024

MINUTES

COUNCIL MEETING

HELD ON 18 & 19 SEPTEMBER 2024

Attendance

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

Officers: CEO - Zala
Minute Taker - Eileen Jacobs
Advisor - Brett De Chastel

9.31am Mayor Opened Meeting
Welcome to Country - Cr Daniel Weazel
Opening Prayer - Uncle John Stanley
Sorry Business - 1 Minute 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 14 & 15 August 2024 be adopted.

Moved: Cr Tom Langton
Seconded: Cr Gordon Wragge

Motion No. 2593 Carried
For Vote: Council Voted Unanimously

2024 LGAQ – Annual Conference

Council has decided to invite Council Advisor Brett De Chastel to attend the LGAQ Annual Conference with Council.

Resolution

Cherbourg Aboriginal Shire Council that it invites Council Advisor Brett De Chastel to attend the 2024 LGAQ Conference.

Moved: Deputy Mayor Carla Fisher

Seconded: Cr Gordon Wragge

Motion No. 2594 Carried
For Vote: Council Voted Unanimously

MAYOR'S REPORT

Mayor presented his report.

Report Approval

Council resolves that the Mayor's Report be adopted.

Moved: Deputy Mayor Carla Fisher

Seconded: Cr Daniel Weazel

Motion No. 2595 Carried
For Vote: Council Voted Unanimously

CHIEF EXECUTIVE OFFICER REPORT

Model Meeting Procedures

The Model Meeting Procedures have been updated.

Resolution

Cherbourg Aboriginal Shire Council resolves to

1. Note the changes with model meeting procedure as highlighted in yellow
2. Adopt the updated model meeting procedure in accordance with the Local Government Act 2009

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

Motion No. 2596 Carried
For Vote: Council Voted Unanimously

Regional Uni Study Hub

Cherbourg Aboriginal Shire Council will partner with South Burnett Regional Council to apply for a Site in our region under the Cohort 5 Funding Round for a Regional University Study Hub.

Resolution

Cherbourg Aboriginal Shire Council agrees

- 1. That South Burnett Regional Council in partnership with Cherbourg Aboriginal Shire Council for a working group with the aim to establish a community led board to develop and attract Regional University Study Hubs; and*
- 2. That the South Burnett Regional Council in partnership with Cherbourg Aboriginal Shire Council and Community Board submit an application for the Regional University Study Hub through the Cohort 5 application process*

*Moved: Cr Daniel Weazel
Seconded: Cr Gordon Wragge*

*Motion No. 2597 Carried
For Vote: Council Voted Unanimously*

Cherbourg Elders Advisory Group

The Cherbourg Elders Advisory Group held a meeting on Thursday 15 August 2024, the minutes of this meeting are submitted.

Resolution

Cherbourg Aboriginal Shire Council resolves to endorse the

- 1. Minutes of the second Elders Advisory Meeting held on 15 August 2024*
- 2. CEAG Resolution that each of Council's Buildings be named in Wakka Wakka Language*

*Moved: Cr Tom Langton
Seconded: Deputy Mayor Carla Fisher*

*Motion No. 2598 Carried
For Vote: Council Voted Unanimously*

Skate Park Lighting

Resolution

Cherbourg Aboriginal Shire Council resolves that lighting be installed at the skate park.

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

*Motion No. 2599 Carried
For Vote: Council Voted Unanimously*

New Sub- Division (New Houses) Option C

Resolution

Cherbourg Aboriginal Shire Council resolves to note the Cherbourg Elders Advisory Groups selection of Sub- Division (New Houses) Option C.

Moved: Deputy Mayor Carla Fisher

Seconded: Cr Daniel Weazel

*Motion No. 2600 Carried
For Vote: Council Voted Unanimously*

Wakka Wakka Names- on Council Buildings

2 Design Options were submitted for council perusal

Resolution

Cherbourg Aboriginal Shire Council resolves to endorse Option 1 of Wakka Wakka Name Design for Council Buildings.

Moved: Cr Daniel Weazel

Seconded: Deputy Mayor Carla Fisher

*Motion No. 2601 Carried
For Vote: Council Voted Unanimously*

Boundary Changes- Murray Road

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 Cherbourg Aboriginal Shire Council, whose residents are members of the Cherbourg Community.

Council (Cherbourg Aboriginal Shire Council) Local government Area (LGA). This proposal seeks to adjust the boundary between Cherbourg Aboriginal Shire Council and SBRC LGAs to incorporate the proposed residential lot (proposed Lot 13) and extension to Murray Road into the Cherbourg Aboriginal Shire Council LGA. The balance area of 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.

Resolution

That Cherbourg Aboriginal Shire Council adopts the below resolution to finalise the Murray Road Boundary changes;

Cherbourg Aboriginal Shire Council writes to the Honourable Steven Miles, Minister for State Development, Infrastructure, Local Government and Planning, and the Premier the Honourable Anastasia Plaszczyk 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 (DTASTIPCA), acting on behalf of Cherbourg Aboriginal Shire Council, in the change request letter dated 20 September 2021.

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 approval reference is: RAL23/0034 approval issued via decision notice on 13 August 2024.

This resolution is in support of the following;

Parcel	Wholly South Burnett Regional Council	Wholly Cherbourg Aboriginal Shire Council
Lot 13 SP104351		√
Lot 130 SP104351	√	

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

1Motion No. 2602 Carried
For Vote: Council Voted Unanimously

Audit & Risk Committee Meeting

The regular meeting of the Audit & Risk Committee was held on Thursday 12 September 2024. The meeting minutes are attached to the CEO Report.

Cherbourg Aboriginal Shire Council resolve to;

1. Note the minutes of the Audit & Risk Committee meeting held on 12 September 2024
2. Thank the Sunshine Coast Regional Council for ongoing support in relation to audit services that support Council's improved governance and
3. Note that the Audit & Risk Committee will undertake further analysis of the historic debt over 6 year old for housing rental and provide further advise in due course

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

Motion No. 2603 Carried
For Vote: Council Voted Unanimously

Volunteer Redundancy Proposal

Cherbourg Aboriginal Shire Council currently have 145 employees (Fulltime, Parttime, Casuals). The expected wages bill for 2024/2025 is \$8 Million Dollars. This is not sustainable therefore, CEO recommends offering voluntary redundancies.

Resolution

In relation to the offered voluntary redundancies, the council proceed;

1. To get our HR Advisor to proceed with the Voluntary redundancy process
2. Report back to Council on the outcome of the process

Moved: Cr Daniel Weazel

Seconded: Cr Tom Langton

Motion No. 2604 Carried
For Vote: Council Voted Unanimously

Report Approval

Cherbourg Aboriginal Shire Council resolves that the CEO's Report be adopted.

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

Motion No. 2605 Carried
For Vote: Council Voted Unanimously

CORPORATE SERVICES REPORT & FINANCE REPORT

The Corporate Services & Finance Managers presented their report.

Report Approval

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

Moved: Cr Daniel Weazel

Seconded: Cr Gordon Wragge

Motion No. 2606 Carried
For Vote: Council Voted Unanimously

ECONOMIC & COMMUNITY DEVELOPMENT

Economic & Community Development Manager presented his report.

Report Approval

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

Moved: Cr Gordon Wragge

Seconded: Cr Daniel Weazel

*Motion No. 2607 Carried
For Vote: Council Voted Unanimously*

COMMUNITY SERVICES REPORT

Community Services Manager presented her report.

Report Approval

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

Moved: Cr Gordon Wragge

Seconded: Deputy Mayor Carla Fisher

*Motion No. 2608 Carried
For Vote: Council Voted Unanimously*

OPERATIONS DEPT REPORT

Operations Dept Manager's presented his report

Waste Collection Policy

A new Waste Collection Policy was submitted for council approval

Resolution

Cherbourg Aboriginal Shire Council resolves to endorse the Waste Collection Policy as submitted by Operations Manager.

Moved: Cr Tom Langton

Seconded: Cr Gordon Wragge

*Motion No. 2609 Carried
For Vote: Council Voted Unanimously*

Report Approval

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

Moved: Cr Daniel Weazel

Seconded: Cr Tom Langton

*Motion No. 2610 Carried
For Vote: Council Voted Unanimously*

2024 LGAQ Annual General Meeting & Conference - Delegate Voting

Resolution

Cherbourg Aboriginal Shire Council resolves to nominate the following Councillors as Voting Delegates at the 2024 LGAQ Annual General Meeting & Conference:

- 1. Mayor Bruce Simpson*
- 2. Deputy Mayor Carla Fisher*

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

*Motion No. 2611 Carried
For Vote: Council Voted Unanimously*

Local Housing Plan Cherbourg 2024

The Local Housing Plan 2024 was submitted for Council approval.

Resolution

Cherbourg Aboriginal Shire Council resolves that the Local Housing Plan Cherbourg 2024 be approved.

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

*Motion No. 2612 Carried
For Vote: Council Voted Unanimously*

CORRESPONDENCE

Kimberley Barrett

Kimberley is seeking financial assistance for her daughter Bella to compete at the U16 Girls State Athletic Championships Brisbane on 11-14 October 2024.

Resolution

Cherbourg Aboriginal Shire Council resolves to allocate \$200 to assist Bella Barret to Compete at the U16 Girls State Athletic Championships Brisbane on 11-14 October 2024.

Moved: Deputy Mayor Carla Fisher

Seconded: Cr Tom Langton

**Motion No. 2613 Carried
For Vote: Council Voted Unanimously**

DATSIP

Seeking feedback on the Remote Indigenous Land & Infrastructure Program Office Stakeholder Engagement Plan.

Deputy Mayor Carla Fisher declared Interest and left meeting room as George Fisher is her uncle

George Fisher- Cherbourg Aboriginal Rugby League

George is seeking financial assistance to pay ARWK Solutions Pty Ltd Invoice No. 2817 of \$5497.25 (Grant Submission).

Resolution

Cherbourg Aboriginal Shire Council resolves to deny George Fisher's request for financial assistance to pay Cherbourg Rugby League Invoice for Grant Submission.

Moved: Cr Tom Langton

Seconded: Cr Daniel Weazel

**Motion No. 2614 Carried
For Vote: Council Voted Unanimously**

*Mayor Bruce Simpson declared his interest & Left Meeting
Leighton Costello is Mayor Bruce Simpson's Nephew*

Leighton Costello

Cherbourg State School Education Engagement Coordinator is requesting a designated bus zone out the front of the school with signage for school zone and speed. The school is planning to have a safer bus zone off the street and onto school grounds via Jerome Street gates but this won't occur for some time.

Leighton is requested to submit a design of the State School's proposed Fisher Street bus zone and line marking for Council consideration.

Mayor Bruce Simpson entered meeting

Government House

The Governor congratulated Council on being elected and advised that a part of her role is to unify and promote Queensland and Queenslanders. One principle way of achieving this is by visiting regional, and remote communities.

Elder Abuse Action Australia

Info – compass.info An essential initiative developed by EAAA and the premier resource for information and support concerning the abuse of older people in Australia

Arvind Ponnappali

Cherbourg FASD Project

Remote Indigenous Land & Infrastructure Program Office

Community & Stakeholder Engagement Framework

Darling Downs Environmental Health

Cherbourg Environmental Health Community Survey – Results

2.10pm Meeting Closed

MINUTES

COUNCIL MEETING

HELD ON 19 SEPTEMBER 2024

Attendance

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

Officers: CEO - Zala
Minute Taker - Eileen Jacobs

9.30am Mayor Opened Meeting
Welcome to Country - Cr Daniel Weazel
Sorry Business - 1 Minute Silence

Cherbourg State School

Principal Boyd McLean has advised that a community member Jamie-Lee Wylie has completed her teaching degree and has been employed as a first year teacher at the Cherbourg State School. He suggests that we need more community members working as teacher aides whilst completing their teaching degrees.

He would like to work with Council to co-design a jointly funded learning pathway program for 5 future teachers.

Council supports this initiative as the benefits to this community is immense.

Resolution

Cherbourg Aboriginal Shire Council resolves to partner with Cherbourg State School to co-design a jointly funded learning pathway program for 5 future teachers.

Moved: Cr Gordon Wragge
Seconded: Deputy Mayor Carla Fisher

Motion No. 2615 Carried
For Vote: Council Voted Unanimously

10.08am Matthew Malone entered meeting

Matthew is employed as a community ADA (Aged Disability Advocacy) worker. The services provides support for community people 50yrs and older. He also provides referral services.

10.30am Matthew Malone left meeting

10.35am Sotera Trevaskis, Kay Strong, Austin Ryan from AusIndustry entered meeting

Presented a suite of open programs available through RDA and AusIndustry, and also spoke to some of their current projects?

11.08am Sotera Trevaskis, Kay Strong, Austin Ryan from AusIndustry left meeting

11.12am meeting closed

Mayor's Report

Mayors Report

Council Meeting 16 & 17 October 2024

1. DJAG – Government Champion
2. Coordination / Advocacy – Health, Youth Justice, Education
3. Truth Telling and Healing Inquiry
4. Mayors next week off – 2nd week of November

Bruce Simpson
Mayor

*Chief Executive Officer's
Report*

➤ **1. Future Teachers Project – Partnerships with Cherbourg State School:**

The Future Teachers Project is a concept that would allow us to future-proof quality teachers for Cherbourg State School. The project would see 5 local Cherbourg residents undertake RATEP study to become a qualified teacher, and throughout this learning journey they would be employed as a teacher aide at Cherbourg State School. This partnership would enhance their professional knowledge and ensure they had access to easily accessible support, as well as a teacher mentor.

Having Future Teacher participants employed to work and study at Cherbourg State School would support many positive outcomes. These include.

- Having adults that live in Cherbourg to become teachers of our school, would allow long term, consistent teachers teaching our students.
- It would provide role models that our students can aspire to become.
- It would allow our students to see family members valuing education by studying to become teachers and a leaders of this community.

- Whilst these parents/community members are studying, they would gain practical experience working in our school. This would then allow these future teachers to be more prepared to enter the teaching workforce.
- Having five community funded teacher aides that are studying to become teachers, allows our students more access to quality support in their classrooms, which would allow for great educational outcomes for all of our students and better life long pathways.

Whilst a teacher aide is employed through the Future Teachers Project, they must engage in RATEP. If their study stops then they are no longer employed through the Future Teacher Project. Any Future Teacher graduate is guaranteed employment at either Gundoo Early Learning Centre, Cherbourg State School or Murgon State High School, upon successful completion of the degree.

We feel that within 6 years we would have a group of graduate teachers that would live, teach and lead our school and the Cherbourg Community.

Recommendation for Future Teachers Project:

1. Council should work in partnership with Cherbourg state school to explore the funding options with relevant department.
2. Council also explore the possibility of meeting with DG of Department of education and training to discuss the project.

2. Regional University Study Hubs- SBRC and CASC Partnership: Board Members:

Introduction

As part of the process for the planned regional university study hub, the South Burnett Regional Council in partnership Cherbourg Aboriginal Shire Council plan to apply for a site in our region under the Cohort 5 funding round.

Council will partner with the Country Universities Centre (CUC) to develop and submit the funding application for the establishment and the ongoing operation of the Regional University Study Hub. Country Universities Centre (CUC) is a government-funded network of a soon to be 22 Centres operating in 35 communities across New South Wales, Queensland, and Victoria. The strength of the CUC is in its network approach to delivering quality higher education into regional communities.

Part of the joint initiative, They are looking to appoint 9 directors for the board. Cherbourg council would like to nominate Mayor Bruce Simpson and Uncle Eric law for the board nomination. There will be mix of skills on the board to make sure that they run the effective board.

We have spoken to Uncle Eric Law and he is very to be one of the board member representing Cherbourg community and our Cherbourg Elders Advisory Group.

Director and/or Members

Mayor Bruce Simpson

Uncle Eric Law

Recommendation regarding Board Members for Regional University Study Hubs:

1. Cherbourg Council nominate Mayor Bruce Simpson and Uncle Eric Law for the Board Members for Regional University Study Hubs.

3. Cherbourg Aboriginal Shire Council Elders Advisory Group – Meeting Minutes from Third Meeting- September 2024.

As per agreed in our terms of reference for Elders Advisory Group, We have attached the meeting minutes from our September 2024 meeting held on Wednesday, 11th September 2024 at 10.00 at Council chambers.

We have attached September meeting minutes for council information.

Recommendation regarding Elders Advisory Group – Meeting Minutes from September 2024 Meeting.:

1. Council endorses the meeting minutes from our September 2024 Elders Advisory Group meeting.
2. Council endorse the recommendation made Agenda Item 9 – Memorial at Old Cemetery:

Erect memorial in recognition of those who died from the Spanish flu epidemic in 1919, The area has been identified through group penetrating radar scanning.

➤ 4. Acting CEO delegation and change of date for December Council meeting:

Acting CEO while CEO is on leave:

Under the Local Government Act, it is the Council who can appoint an Acting CEO while the CEO is on leave. Council also has the power to delegate this to the CEO.

As CEO, I am taking annual leave from Monday 16 December 2024 to Wednesday 22 January 2025. After discussion with the Mayor, I am suggesting that the Council

delegate to the CEO, the power to appoint an Acting CEO while the CEO is on leave provided I have consulted with the Mayor. Obviously, I will also provide advice to all Councillors about proposed acting CEO arrangements in the event that I am on leave. This provides more flexibility in appointing another manager or managers to cover my annual leave period.

I will provide the Council with an update at this meeting on proposed Acting CEO arrangements for my upcoming leave at Christmas.

Recommendation Acting CEO while CEO is on leave :

That the Council delegate to the Chief Executive Officer, the power to appoint an Acting CEO while the CEO is on leave, provided the CEO must consult with the Mayor prior to making such appointments.

Date for December Council meeting

Earlier this year, the Council adopted its meeting timetable for Council meetings through to December 2024. The current adopted date for the December Council meeting is 18 and 19 December. This is very close to the Christmas break and the CEO also has scheduled annual leave for that week.

The suggestion is to bring forward the scheduled December Council meeting to 11 and 12 December. This will give Councillors more of a break after the December meeting and also allow the CEO to be present to provide advice to Council at this important meeting.

Recommendation Date for December Council meeting :

That the Council bring forward the date of the December Council meeting from 18/19 December to 11/12 December and that appropriate notice be provided to the community about the proposed change to the Council meeting date.

➤ 5. Works for Queensland – Approved Project 2024-2027:

We are pleased to advise that Mr Mark Cridland, Director-General, Department of Housing, Local Government, Planning and Public Works has endorsed the council's 2024-24 W4Q program projects as per the enclosed schedule. I have also written to your council's Mayor advising about the endorsed projects.

The council's 2024-27 W4Q program funding allocation of \$1,900,000 is to be only used for the endorsed projects.

2024-27 Works for Queensland Cherbourg Aboriginal Shire Council

LIST OF ENDORSED PROJECTS Project Title 2024-27 W4Q

1. Cherbourg Town Hall Revitalisation \$600,000.00
2. Cherbourg Technology Modernisation \$350,000.00
3. Council Building Fire Escape Compliance Project \$100,000.00
4. Town Footpath Expansion and Compliance \$160,000.00
5. Council Building - Roofing Upgrade \$200,000.00
6. Public Amenity Sewer - Consolidation and renovation \$200,000.00
7. Works Dept. Road Infrastructure Upgrade \$200,000.00
8. Streetlight Installation and repair \$90,000.00



Chatur Zala

Chief Executive Officer

Cherbourg Aboriginal Shire Council Elders Advisory Group Meeting Minutes

Date:	11 September 2024
Time:	9.55am
Venue:	Cherbourg Aboriginal Shire Council Chambers
Attendees:	Eric Law, Arnold Murray, Neil Simpson, Lindsay Cobbo
Apologies:	Cynthia Button, Lance Hill, Kenny Day
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	
As a true and correct record	
Moved: Arnold Murray	Motion Carried
Seconded: Leila Davidson	
Agenda Item 4 – Review matter arising from previous minutes	
Nil	
Agenda Item 5. – Truth Telling & Healing Inquiry	
<ul style="list-style-type: none"> • Important to be involved • Must have an outcome • Must ensure healing is part of the process • The Bert Button Lookout be used as part of the Truth Telling & Healing Inquiry 	
Agenda Item 6. Corporate Plan	
<p>CEO Zala outlined the process to develop the new Corporate Plan and the intention of meeting with key stakeholders. It was decided that the Elders Advisory Group, would invite the Traditional Owner Group to meet with the Elders Advisory Group and Council to further develop the Corporate Plan.</p>	
Moved: Arnold Murray	Motion Carried
Seconded: Christine Stewart	

Agenda Item 7. Elders Issues

- Need to see more private enterprise on the community
- Need to work in partnership with key stakeholders on the community such as education, provide scholarships to students who are excelling at school

Agenda Item 8. Correspondence

- Invite from CRAICCHS to meet new CEO 25th September
- Invite to Indigenous Business month event 15th October
- Truth Telling & Healing Inquiry Staff visit 24 – 26 September
- Barambah Local Justice Group is Struggling
- Sammi Jo Barrett has restarted in the role of Coordinator
- Suggested that perhaps members of the Elders Advisory Group could become members and sit on the Board
- DJAG is intending to visit and want to strengthen the board and get back to business

Agenda Item 9. Items for Next Meeting

Local Laws

- Local Strategies
- Community Engagement

Community Safety Plan

- Thorough Review
- Night Patrols-volunteers
- Invite Police Commissioner to Cherbourg
- Appointment of PLO's taking too long
- Policing issues on the community

Old Cemetery

- Erect memorial in recognition of those who died from the Spanish Flue epidemic in 1919
- The area has been identified through group penetrating radar scanning

The Elders Group has agreed to part fund the memorial along with Council.

Moved: Christine Stewart

Seconded: Leila Davidson

Motion Carried

Next Meeting Date	9 October 2024	
Location	Cherbourg Aboriginal Shire Council Chambers	
Start Time		
<p>The above minutes have been confirmed as a true and correct record of proceedings.</p>		
Chairperson's Name	Date: / /	Signature

Our reference: DGBN24/562

4 October 2024

Mr Chatur Zala
Chief Executive Officer
Cherbourg Aboriginal Shire Council
ceo@cherbourg.qld.gov.au



Department of
**Housing, Local Government,
Planning and Public Works**

Dear Mr Zala

I refer to the Cherbourg Aboriginal Shire Council's (the council) project applications submitted under the 2024-28 Local Government Grants and Subsidies Program (2024-28 LGGSP).

Infrastructure Projects

I am pleased to advise that the following infrastructure project(s) have been granted **in-principle** endorsement to progress to Stage 2 of the application process:

Project Title	Requested Subsidy Amount	Requested Subsidy %	Endorsed Subsidy Amount	Endorsed Subsidy %
Cherbourg Streetlighting Upgrade	\$657,052.78	97.0	\$657,052.78	97.0

There is no action required from council at this time regarding Stage 2 project applications.

Information about Stage 2 project applications will be provided to all councils with a Stage 1 endorsed project in October 2024, with the eGrant portal expected to open from 4 November 2024.

Councils will have until 31 May 2025 to provide the documentation outlined in Section 3.3 of the 2024-28 LGGSP Program Guidelines (the guidelines). It is important to note that projects will only be approved to commence once a Stage 2 approval has been received and a Project Funding Schedule has been executed between the council and the Department of Housing, Local Government, Planning and Public Works.

I congratulate the council on identifying projects that will continue to support delivery of outcomes to meet the identified needs of your community.

If you need further information, please contact Mr John Martinkovic, Regional Director, Southern Region, Local Government Division on (07) 3452 6872 or by email at John.Martinkovic@dSDLGP.qld.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Joshua Hannan".

Joshua Hannan
**Deputy Director-General
Local Government Division**

Our reference: DGBN24/480



3 October 2024

Department of
**Housing, Local Government,
Planning and Public Works**

Mr Chatur Zala
Chief Executive Officer
Cherbourg Aboriginal Shire Council
ceo@cherbourg.qld.gov.au

Dear Mr Zala

I refer to the Cherbourg Aboriginal Shire Council's (the council) project proposals submitted for endorsement under the 2024-27 Works for Queensland (W4Q) program.

I am pleased to advise that Mr Mark Cridland, Director-General, Department of Housing, Local Government, Planning and Public Works has endorsed the council's 2024-24 W4Q program projects as per the enclosed schedule. I have also written to your council's Mayor advising about the endorsed projects.

The council's 2024-27 W4Q program funding allocation of \$1,900,000 is to be only used for the endorsed projects.

The Head Funding Agreement executed between the council and the State, the 2024-27 W4Q Program Guidelines and the program specific Project Funding Schedule to be executed by both the council and the department, will govern the delivery of these projects.

Once the Project Funding Schedule has been executed by both parties, the council may commence delivery of its projects. At this time the council will receive payment of the first 50 per cent of the allocation. It is a condition of funding that all works are completed by 30 June 2027. Extensions of time beyond this date to complete works will not be considered.

The department's regional advisor for your council will be in contact to arrange execution of the Project Funding Schedule.

Projects will be monitored by the department to ensure that 2024-27 W4Q is achieving the program aim and objectives. Consistent with section 2.13 of the Program Guidelines, quarterly progress reports are to be provided via the department's online portal. The council must also adhere to the department's Funding Acknowledgement requirements as set out in section 3 of the Program Guidelines.

Further information on acknowledgement requirements, including the use of the Queensland Government logo, is available on the department's website at www.localgovernment.qld.gov.au.

Funding for all projects will be subject to an acquittal process. The council is required to submit the Project Completion Report and any required supporting documentation to the department within one month of the completion date.

If you need further information, Mr John Martinkovic, Regional Director, Southern Region, Local Government Division can be contacted on (07) 3452 6872 or by email at John.Martinkovic@dsdilgp.qld.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Joshua Hannan', written in a cursive style.

Joshua Hannan
Deputy Director-General
Local Government Division

Encl. (1)

Schedule

2024-27 Works for Queensland

Cherbourg Aboriginal Shire Council

LIST OF ENDORSED PROJECTS

Project Title	2024-27 W4Q project budget (excluding GST)
Cherbourg Town Hall Revitalisation	\$600,000.00
Cherbourg Technology Modernisation	\$350,000.00
Council Building Fire Escape Compliance Project	\$100,000.00
Town Footpath Expansion and Compliance	\$160,000.00
Council Building - Roofing Upgrade	\$200,000.00
Public Amenity Sewer - Consolidation and renovation	\$200,000.00
Works Dept. Road Infrastructure Upgrade	\$200,000.00
Streetlight Installation and repair	\$90,000.00
Council's Total Program Allocation	\$1,900,000.00

Corporate Services Report

Corporate Services Manager
October 2024



HR

HR and assistant have submitted their report to Council.

HR has advised of (6) new apprenticeships for Council. We briefly discussed placement options for these apprentices for various reasons.

HR has also interviewed for receptionist. (2) x applicants made it through and were interviewed for the position.

HR has organised a committee of CASC Staff to look at new operational software. There may also be some planning toward *housing specific* software that can integrate with the approved, local government friendly, system. I'm already looking at software options following this initial meeting.

Housing

Housing team have submitted their report to Council.

Housing team and I have developed a CASC Housing calendar for next year to include notice schedules, meetings, training periods and inspections. Annual leave will be managed accordingly to ensure Housing services are efficient and effective.

Finance

Finance manager has submitted his report.

Final audit exchanges have taken place and final statement is close to completion.

Reception

Position has been advertised for another receptionist. Vacancy left by staff moving into other roles within Council. This in turn provided an opportunity for local employment.

HR has interviewed and a new employee will begin with us shortly.

Meetings

CASC Housing meeting, 9/10/2024

CASC New Software IT working group meeting, 3/10/2024

Cherbourg Show Day Holiday, 11th October 2024

Overall CASC rental debt indicator

<i>End of September 2023</i>	
Red (\$10 000 or higher)	\$ 525,706.97
Orange (\$5 000 to higher)	\$ 337,699.97
Yellow (\$0 to \$ 5 000)	\$ 257,638.89
	\$ 1,121,045.83
<i>End of September 2024</i>	
Red (\$10 000 or higher)	\$ 438,866.25
Orange (\$5 000 to higher)	\$ 262,616.32
Yellow (\$0 to \$ 5 000)	\$ 204,483.15
	\$ 905,965.72

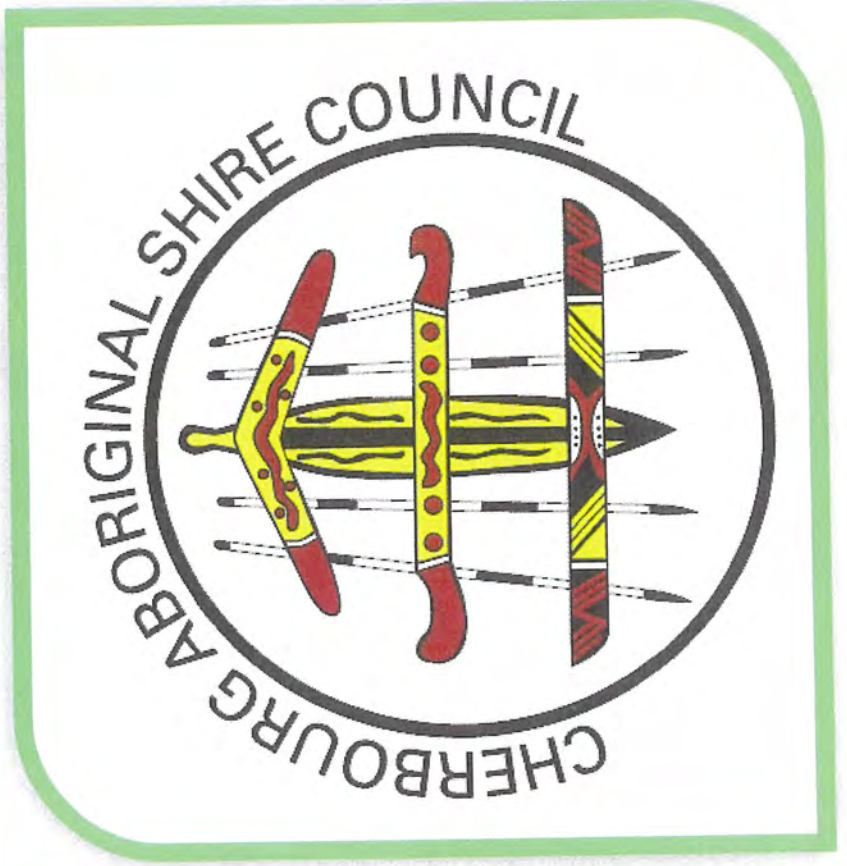
In my honest opinion, further information, consultation and decision making would be needed, by both Council and management around Housing specific issues concerning -

1. Debt write-offs.
2. Debt recovery.
3. Incentives.
4. Penalties.

Thank you

FINANCE MANAGER REPORT AS AT

30 Sep 2024



Whole Of Council

Year to Date

	Actual	Budget	\$ Variance	% Variance	Traffic Light	Comments
Grants & Subsidies	\$ 3,584,160	\$ 1,543,002	\$ 2,041,158	132.28%	🟡	<ul style="list-style-type: none"> •Timing issue for FAGS funding . It was paid in advance for the full year (\$2.0M extra to the end of Sep). •Additionally NIAA radio station and Sports Centre Combined \$390K extra grant received compared to the SEP budget figures. •Offset by SGFA funding not released yet . Budgeted income for the month of Sep was \$543K.
Fees & Charges	\$ 306,952	\$ 243,930	\$ 63,022	25.84%	🟡	On track
Sales & Recoverable Works	\$ 1,164,142	\$ 1,984,383	\$ (820,241)	-41.33%	🟠	<ul style="list-style-type: none"> •Timing issue for Q build repairs & maintenance /upgrade income : \$614K variance. •Additionally, Cherbourg Call centre Private Enetprise has \$157k Variance •Joinery Income has variance of \$ 32k
Interest Revenue	\$ 107,090	\$ 84,999	\$ 22,091	25.99%	🟡	Higher interest revenue due to increase in interest rates.
Rent	\$ 341,576	\$ 304,182	\$ 37,394	12.29%	🟡	On track
Other Income	\$ 42,241	\$ 77,421	\$ (34,880)	-45.23%	🟠	Incentives income , radio station self-generated income and YAG sales is less than budgeted amount . The total variance is \$37K.
Total Income	\$ 5,546,161	\$ 4,237,617	\$ 1,308,544	30.88%		
Employee Costs	\$ 1,984,156	\$ 2,021,811	\$ (37,655)	-1.86%	🟡	Overspent on Economic and Community development is offset by underspent in Corporate services . Operation and Community Services.
Materials & Services	\$ 1,788,152	\$ 1,177,005	\$ 611,147	51.92%	🟠	<ul style="list-style-type: none"> •Insurance invoice paid in advance for full year renewal and thus variance of \$ 418k . •Q build Responsive program overspent by \$133K •Surepac renewal invoice of \$84K paid in advance and not budgeted . •The overspent is offset by underspent in FAGS funding Cost centre \$58K and total underspent of \$60K in Elders advisory group , IYCC, and ILSC e.t.c .
Depreciation	\$ 2,627,322	\$ 2,627,322	\$ -	0.00%	🟢	On track. Assets register has not rolled over yet. Estimated Depreciation budget figures for the three months.
Finance Costs	\$ 16,612	\$ 23,691	\$ (7,079)	-29.88%	🟡	On track
Total Expenditure	\$ 6,416,242	\$ 5,849,829	\$ 566,413	9.68%		
Net Surplus/(Deficit)	\$ (870,082)	\$ (1,612,212)	\$ 742,130	-46.03%		

Cash and Investments:

Cash at bank as at 30 Sep is \$12.39 M with restricted cash component (contract liability) is \$4.99M. So, available cash balance after satisfying the performance obligations is \$7.40M. Cash increased due to advance cash of \$2.50M received from FAGS funding, \$1.90M from REEF and \$1.025 from New housing Capital grant .QTC Investment balance is \$10.60 M. Interest revenue for the Sep is \$37,890.

Cash Balance



Whole Of Council

	September			Year to Date			Traffic Light	Full Year Budget		
	Actual	Budget	\$ Variance	% Variance	Actual	Budget			\$ Variance	% Variance
Grants & Subsidies	\$ 225,334	\$ 514,334	\$ (289,001)	-56.19%	\$ 3,584,160	\$ 1,543,002	\$ 2,041,158	132.28%	🟡	\$ 6,171,995
Fees & Charges	\$ 136,300	\$ 81,310	\$ 54,990	67.63%	\$ 306,952	\$ 243,930	\$ 63,022	25.84%	🟡	\$ 975,711
Sales & Recoverable Works	\$ 747,443	\$ 661,461	\$ 85,982	13.00%	\$ 1,164,142	\$ 1,984,383	\$ (820,241)	-41.33%	🔴	\$ 7,937,534
Interest Revenue	\$ 37,891	\$ 28,333	\$ 9,558	33.73%	\$ 107,090	\$ 84,999	\$ 22,091	25.99%	🟡	\$ 340,000
Rent	\$ 110,148	\$ 101,394	\$ 8,754	8.63%	\$ 341,576	\$ 304,182	\$ 37,394	12.29%	🟡	\$ 1,216,728
Other Income	\$ 21,169	\$ 25,707	\$ (4,538)	-17.65%	\$ 42,241	\$ 77,121	\$ (34,880)	-45.23%	🔴	\$ 308,477
Total Income	\$ 1,278,284	\$ 1,412,539	\$ (134,255)	-9.50%	\$ 5,546,161	\$ 4,237,617	\$ 1,308,544	30.88%		\$ 16,950,445
Employee Costs	\$ 578,932	\$ 673,937	\$ (95,005)	-14.10%	\$ 1,984,156	\$ 2,021,811	\$ (37,655)	-1.86%	🟢	\$ 8,087,213
Materials & Services	\$ 563,674	\$ 392,335	\$ 171,339	43.67%	\$ 1,788,152	\$ 1,177,005	\$ 611,147	51.92%	🔴	\$ 4,707,880
Depreciation	\$ -	\$ 875,774	\$ (875,774)	-100.00%	\$ 2,627,322	\$ 2,627,322	\$ -	0.00%	🟢	\$ 10,509,274
Finance Costs	\$ 639	\$ 7,897	\$ (7,258)	-91.91%	\$ 16,612	\$ 23,691	\$ (7,079)	-29.88%	🟡	\$ 94,750
Total Expenditure	\$ 1,143,245	\$ 1,949,943	\$ (806,698)	-41.37%	\$ 6,416,242	\$ 5,849,829	\$ 566,413	9.68%		\$ 23,399,117
Net Surplus/(Deficit)	\$ 135,039	\$ (537,404)	\$ 672,443	-125.13%	\$ (870,082)	\$ (1,612,212)	\$ 742,130	-46.03%		\$ (6,448,672)

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

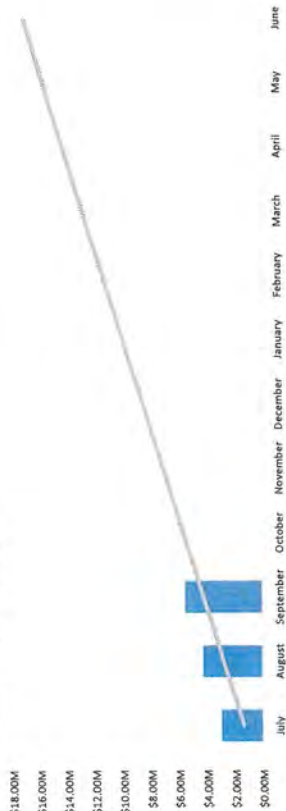
YTD Operating Income
Actual \$5.55M
Variance \$1.31M ▲ 30.9%

YTD Operating Expenditure
Actual \$6.42M
Variance (\$0.57M) ▲ (8.8%)

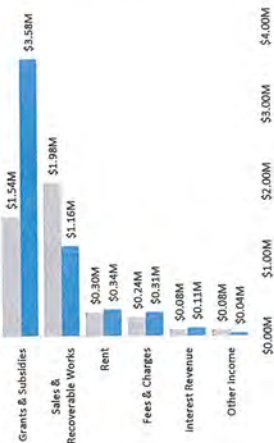


Operating Surplus Ratio
-15.69%

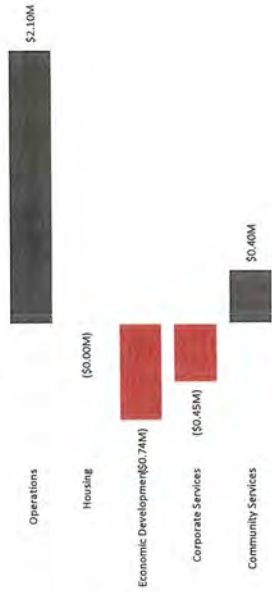
Total Income - Actual vs Budget



Income YTD



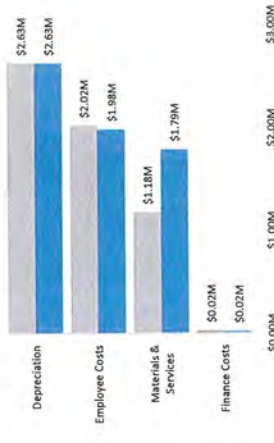
YTD Income Variance By Directorate



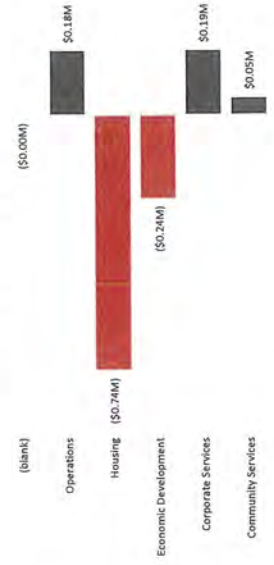
Total Expenditure - Actual vs Budget



Expenditure YTD



YTD Expenditure Variance By Directorate



Community Services

Income

Expense

September

October

November

December

January

February

March

April

May

June

Income

Expense

Community Services

Income

Expense

Economic Development

Income

Expense

Housing

Income

Expense

Operations

Income

Expense

Cherbourg Aboriginal Shire Council
Financial Position
FY 2024-2025

September

YTD Assets	
Current	\$14.69M
Non-Current	\$214.01M

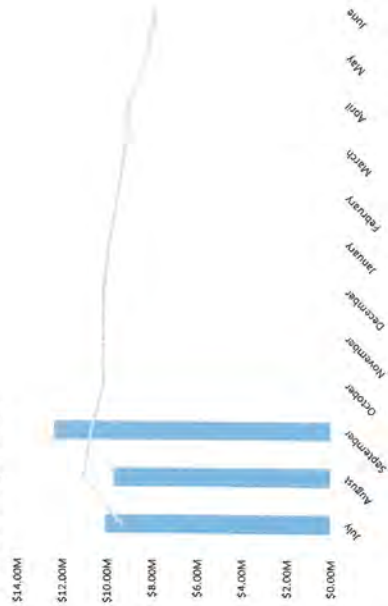
YTD Liabilities	
Current	\$6.30M
Non-Current	\$3.51M



Actual — Prior Year
 Decrease ▲ Increase ▼

Net Financial Asset/Liability Ratio	
	-88%

Cash & Cash Equivalents



Cash Balance



Current Assets

Cash & Cash Equivalents	\$12.39M
Contract Assets	\$1.09M
Trade & Other Receivables	\$0.78M
Inventories	\$0.31M
Biological Assets	\$0.13M
Total Current Assets	\$14.69M

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

Total Assets

Total Assets	\$228.71M
---------------------	------------------

Current Liabilities

Contract Liabilities	\$4.99M
Trade & Other Payables	\$0.90M
Current Provisions	\$0.40M
Total Current Liabilities	\$6.30M

Non-Current Liabilities

Non-Current Provisions	\$3.02M
Trade & Other Payables	\$0.49M
Total Non-Current Liabilities	\$3.51M

Total Liabilities

Total Liabilities	\$9.81M
--------------------------	----------------

Equity

Retained Surplus	\$142.34M
Asset Revaluation Surplus	\$127.56M
Total Equity	\$269.90M

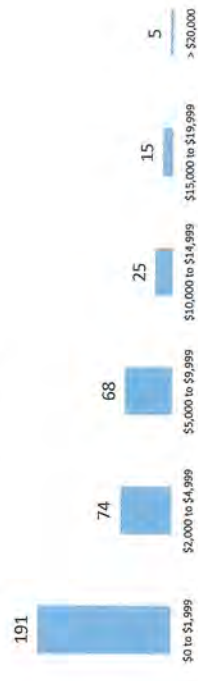
Total Liabilities & Equity

Total Liabilities & Equity	\$279.71M
---------------------------------------	------------------

Rent Debtors



Number of Rent Debtors by Amount Owing



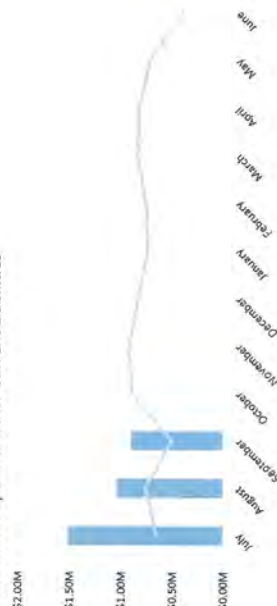
Rent Debtors > 90 Days Outstanding



Debtors & Receivables

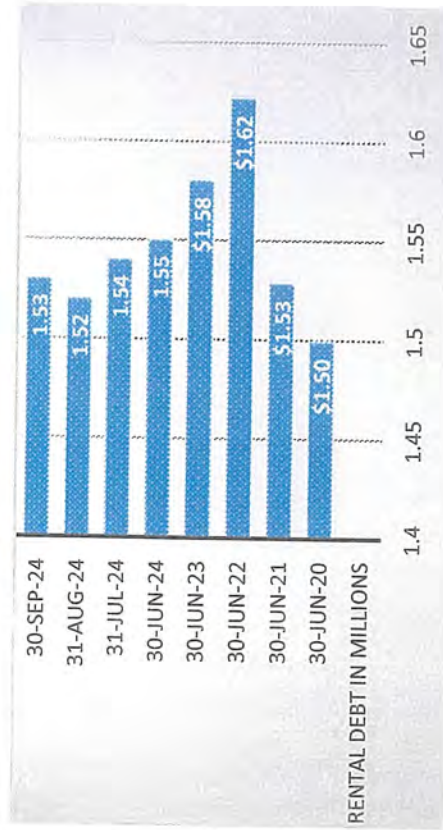


Accounts Payable & Other Current Liabilities



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
30-Sep-24		1.53



HR Report # 10 – October 2024



Human Resources

Executive Summary

1. Employee Numbers as on 8/8/2024

Fulltime 37 /Part time -49

Casual -60

4 Resignations

2. Industrial Relations news

4 Staff Complaints

Retirement, Voluntary Redundancy package communication preparation and documentation underway – for those employees requiring support and guidance. Brighter Super to visit and offer support and financial advice in the coming weeks.

3. Recruitment – Positions

Community Services – Casual allrounder role – advertised and interviewing 21st October

CFC Kingaroy – Casual – advertised – Recruited 2 new recruits

MRF – Cherbourg – Casual advertised – Recruited 5 new recruits

Reception Admin casual – advertised, interviewed and finalising successful applications x 2 casuals appointed

WHS/L&D trainee– Advertised, shortlisted, interviews commencing 8/10/2024

Radio Station Trainee – advertised, shortlisted and interview commencing 15/2024

5. Training

- Procurement Training – held, media training provided internally.
- LGMA Propeller Program announced – seeking EOI from Cherbourg employee leaders' applications close 21 Feb 2025
- LGMA ignite program announced – seeking EOI from team applications close 3rd Feb 2025
- Australasian Management Challenge application close 17th Feb 2025
- Governance Forum Mackay 30/31 October 2024
- WHS Forum 16/17 2024 October Gladstone

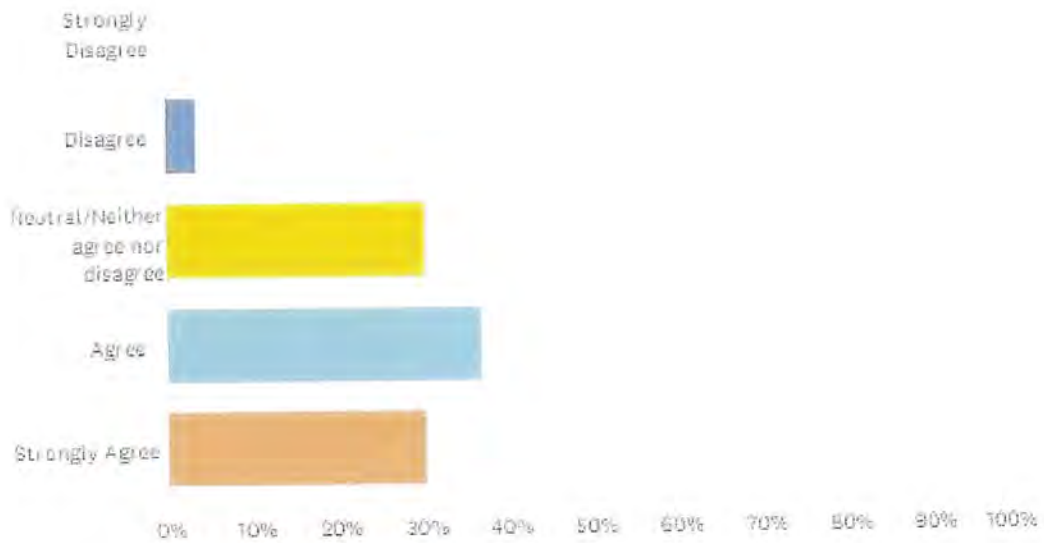
5. Other News

- New Working Group – ITC new Software (HR/ Finance/ Payroll) first meeting 3/10/2024 – TOR endorsed, and Potential Software will be reviewed by the group and endorsement made to CEO and Council in the coming weeks.
- Retirement Information
- Annual Performance Appraisal and Professional Development Template and meetings with employee and manager to commence October 2024.
- Senior Manager Committee Meeting Group – Terms or Reference and Action plan to ensure operational plans are achieved. New Action plan and Agenda to begin Oct 2024

- Engagement with Indigenous Work starts to support trainees
- Employee Satisfaction Survey 30 Results – Attached example results and full Summary (20 pages)

Q3 I am satisfied with my opportunities for professional growth.

Answered: 30 Skipped: 0



ANSWER CHOICES

RESPONSES

Strongly Disagree

0.00%

0

Disagree

3.33%

1

Neutral/Neither agree nor disagree

30.00%

9

Agree

36.67%

11

Strongly Agree

30.00%

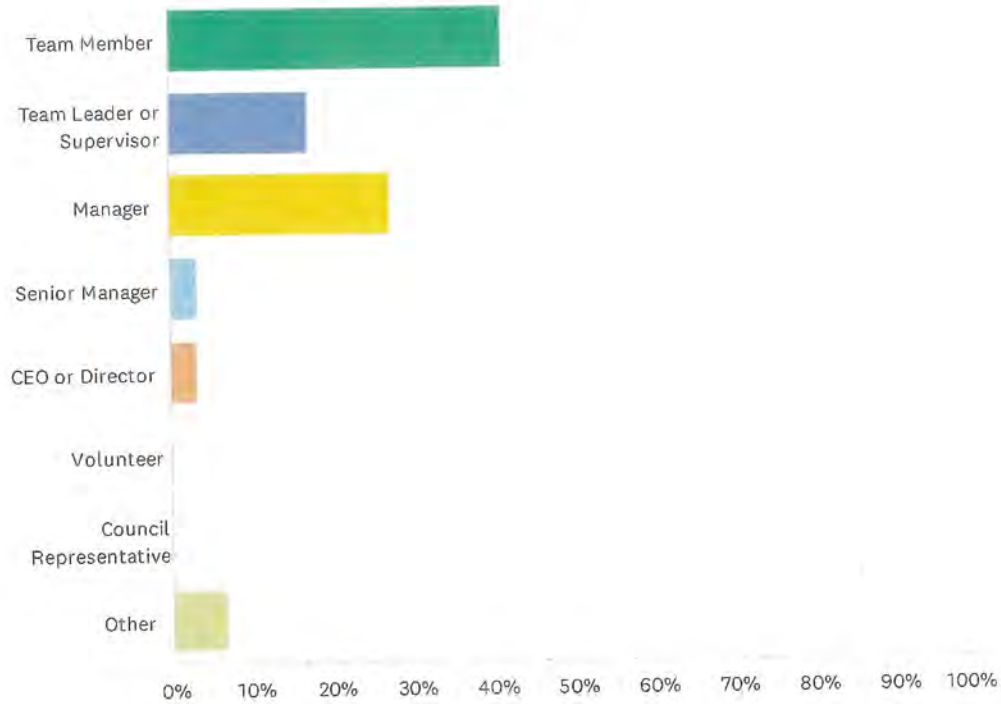
9

TOTAL

30

Q1 What is your job role?

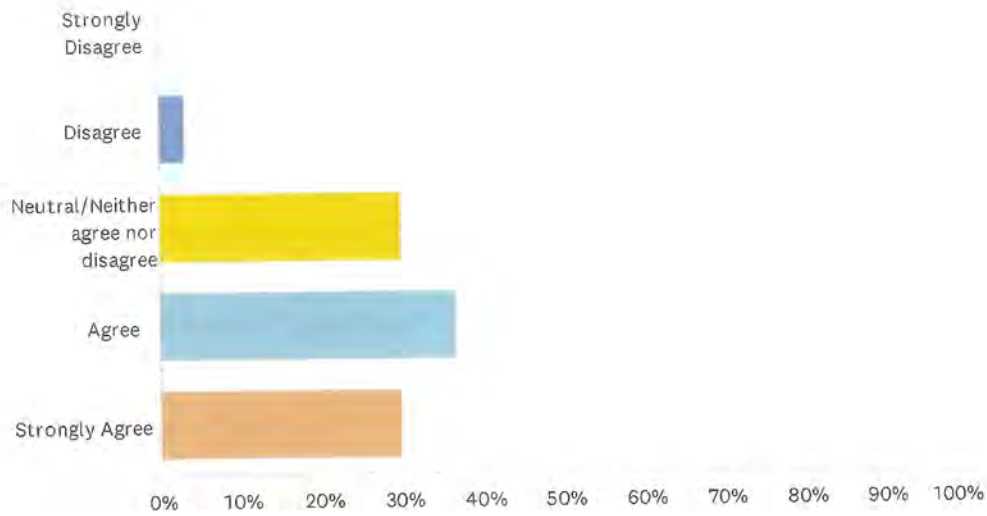
Answered: 29 Skipped: 1



ANSWER CHOICES	RESPONSES	
Team Member	41.38%	12
Team Leader or Supervisor	17.24%	5
Manager	27.59%	8
Senior Manager	3.45%	1
CEO or Director	3.45%	1
Volunteer	0.00%	0
Council Representative	0.00%	0
Other	6.90%	2
TOTAL		29

Q3 I am satisfied with my opportunities for professional growth.

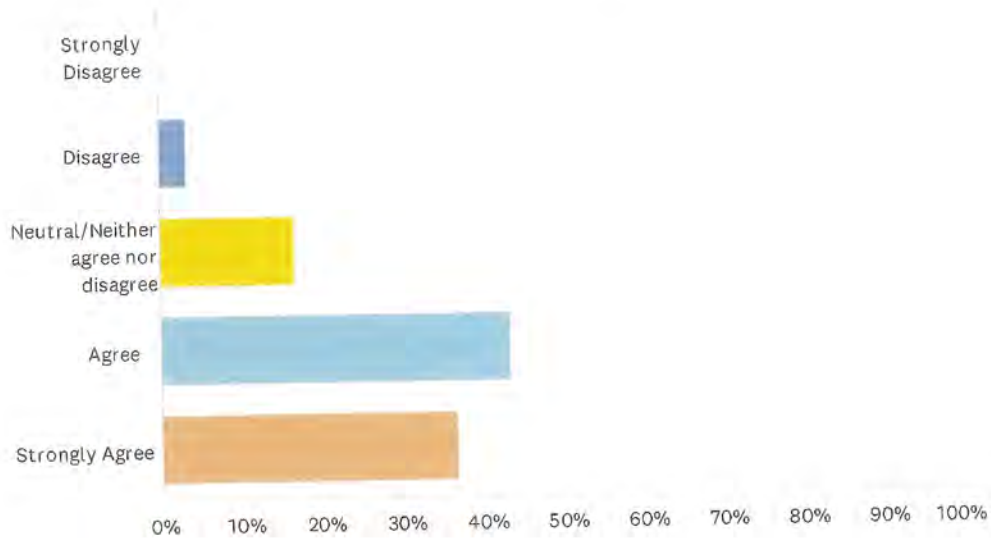
Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	3.33%	1
Neutral/Neither agree nor disagree	30.00%	9
Agree	36.67%	11
Strongly Agree	30.00%	9
TOTAL		30

Q5 I am satisfied that I have the opportunities to apply my skills.

Answered: 30 Skipped: 0

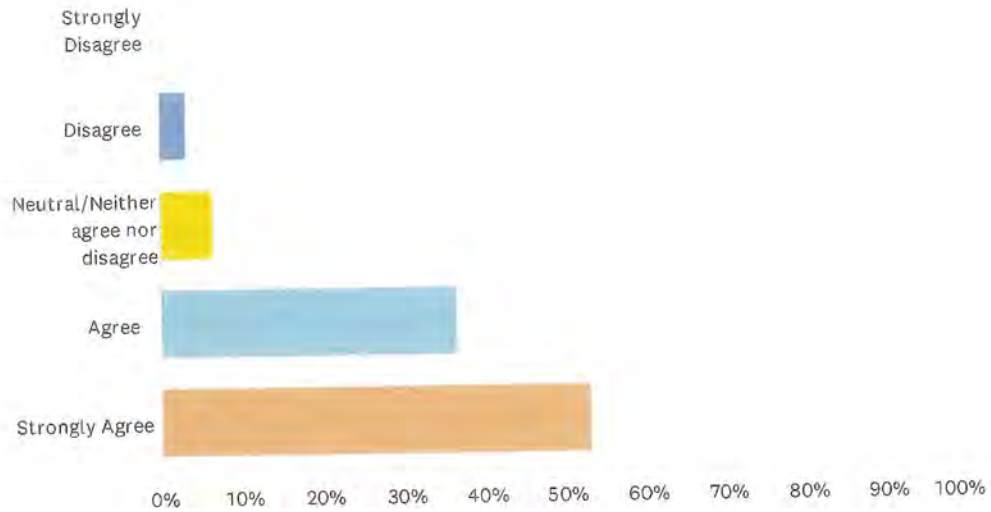


ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	3.33%	1
Neutral/Neither agree nor disagree	16.67%	5
Agree	43.33%	13
Strongly Agree	36.67%	11
TOTAL		30

CASC Employee Engagement Survey June 2024

Q7 I am determined to give my best effort at work each day.

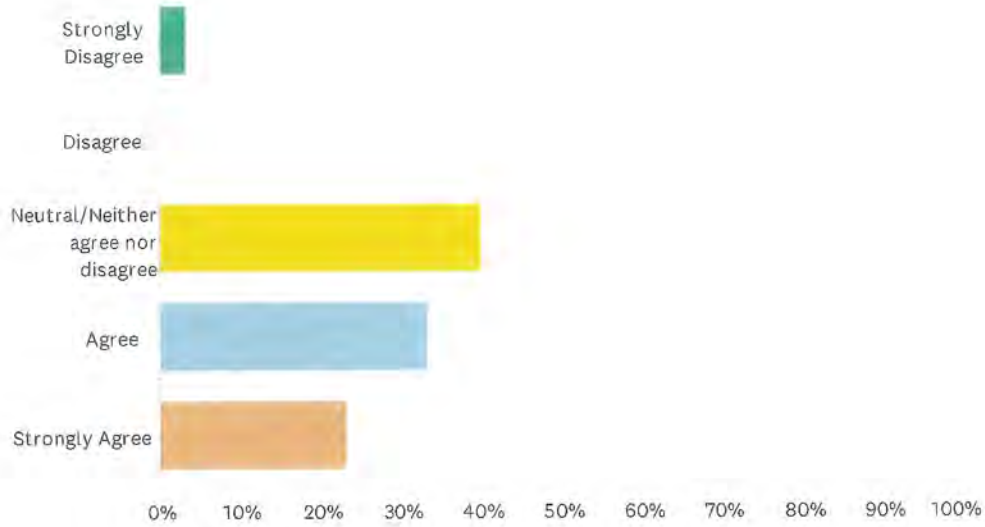
Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	3.33%	1
Neutral/Neither agree nor disagree	6.67%	2
Agree	36.67%	11
Strongly Agree	53.33%	16
TOTAL		30

Q9 Employees in my team take the initiative to help other employees when the need arises.

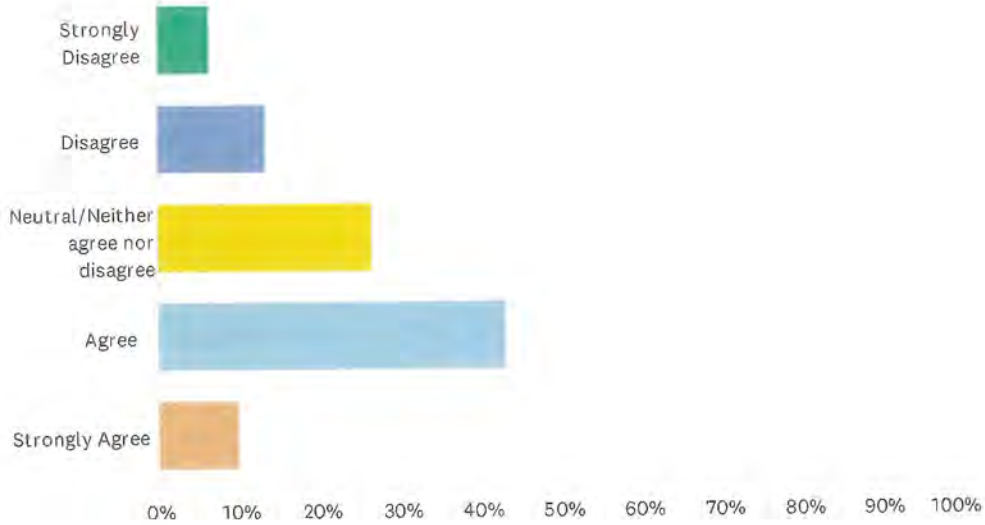
Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Disagree	3.33%	1
Disagree	0.00%	0
Neutral/Neither agree nor disagree	40.00%	12
Agree	33.33%	10
Strongly Agree	23.33%	7
TOTAL		30

Q11 I am satisfied with my overall wages?

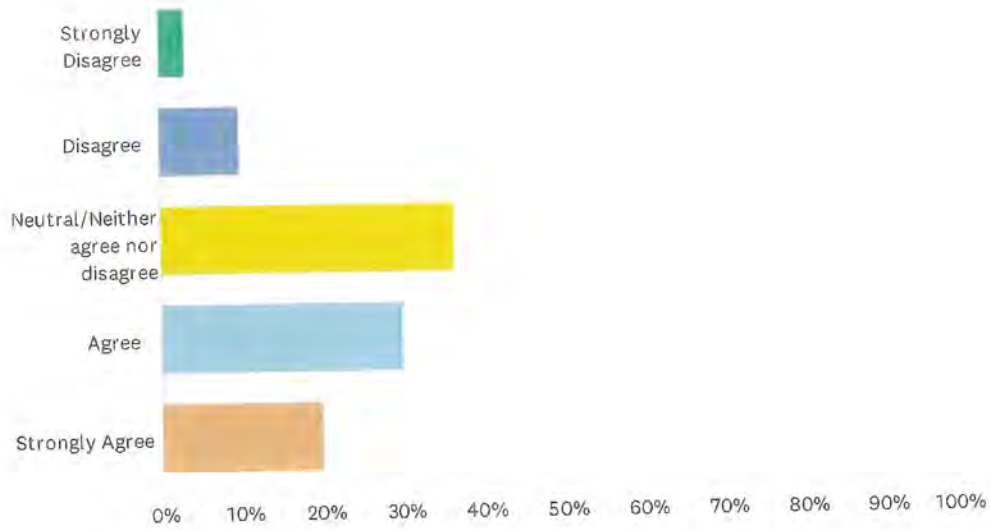
Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Disagree	6.67%	2
Disagree	13.33%	4
Neutral/Neither agree nor disagree	26.67%	8
Agree	43.33%	13
Strongly Agree	10.00%	3
TOTAL		30

Q13 Management recognizes and rewards strong job performance in my area.

Answered: 30 Skipped: 0

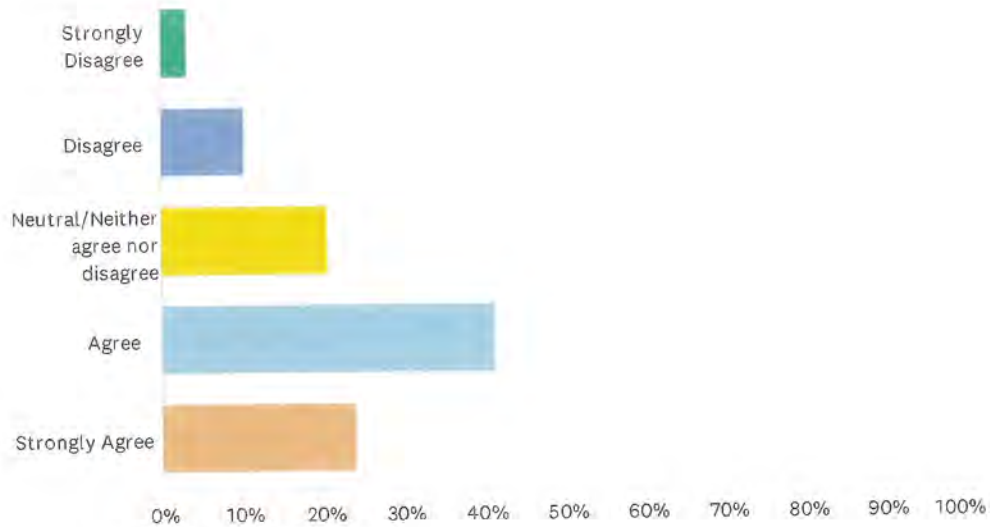


ANSWER CHOICES	RESPONSES	
Strongly Disagree	3.33%	1
Disagree	10.00%	3
Neutral/Neither agree nor disagree	36.67%	11
Agree	30.00%	9
Strongly Agree	20.00%	6
TOTAL		30

21

Q15 Employees treat each other with respect.

Answered: 29 Skipped: 1



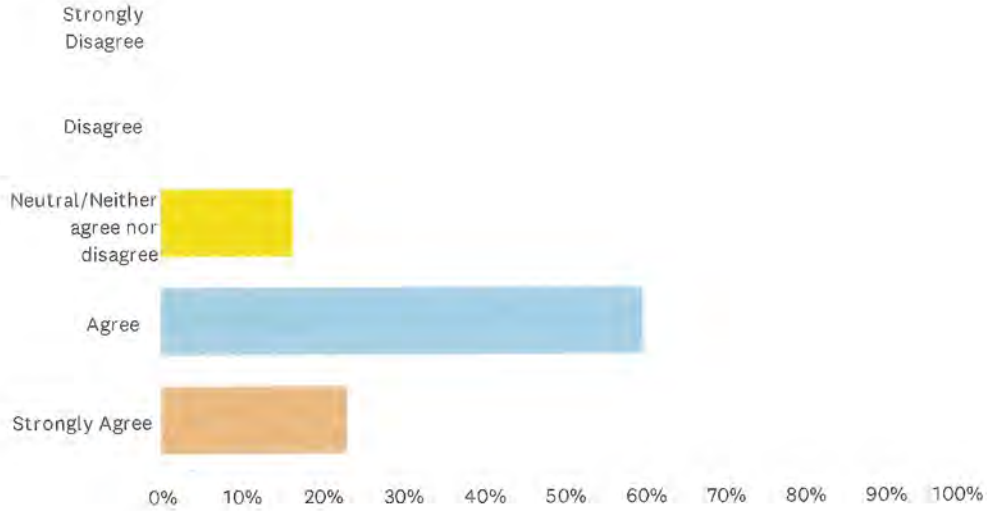
ANSWER CHOICES

RESPONSES

Strongly Disagree	3.45%	1
Disagree	10.34%	3
Neutral/Neither agree nor disagree	20.69%	6
Agree	41.38%	12
Strongly Agree	24.14%	7
TOTAL		29

Q17 I am satisfied with my overall job security.

Answered: 30 Skipped: 0



ANSWER CHOICES

Strongly Disagree

Disagree

Neutral/Neither agree nor disagree

Agree

Strongly Agree

TOTAL

RESPONSES

0.00% 0

0.00% 0

16.67% 5

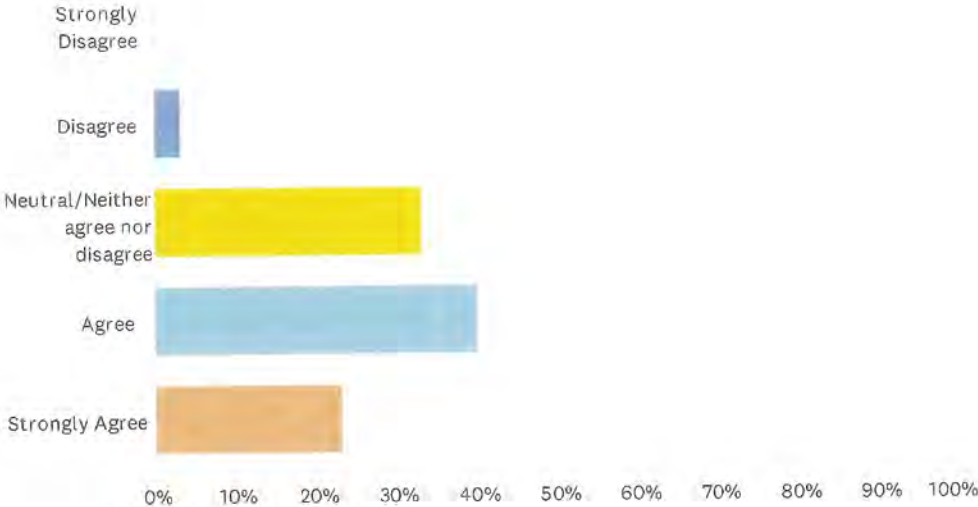
60.00% 18

23.33% 7

30

Q19 Council is dedicated to diversity and inclusiveness.

Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	3.33%	1
Neutral/Neither agree nor disagree	33.33%	10
Agree	40.00%	12
Strongly Agree	23.33%	7
TOTAL		30

24.

Q21 Comments

Answered: 11 Skipped: 19

*Operations Manager's
Report*

Operations Department Report September 2024



By Matthew Bock, Operations Manager

10th October 2024

Matthewb@cherbourg.qld.gov.au

Contents

Executive Summary2

Animal Management & Environmental Health.....3

Parks and Gardens4

Fleet Services.....5

Water, Sewerage.....6

Council Resolution needed7



Executive Summary

Operations department

- Pound upgrades are nearing completion
- Site based Management plan has been completed for the Landfill one step closer to full compliance
- Funding application for street light installation has been approved
- Funding application for water treatment upgrades has been approved for \$26 million
- Boil water continues to be lifted and manual dosing of reservoirs is continuing daily
- Prices for Roundabout beautification project have come back more expensive than initially thought only 1 roundabout can be done for the allocated funding
- Works for Qld projects have been approved projects will commence soon

Feet Services

- 26 Jobs were completed for the month of September this included services and repair work
- 9 Vehicles and plant equipment received their annual scheduled services
- Full service of mowers ready for mowing season
- Replaced steering shaft on Cox 3500 mower
- Replaced drive components on Cox 4500 mower
- Replaced warped head and gasket on MRF Forklift and returned to service
- Repaired faulty wiring on Waste facility Bobcat and returned to service
- 2 x RWC on operations Trucks
- Repaired rodent damage of wiring on Mini excavator
- Delivery of new Ute for Workshop

Environment and Waste

- Bowman Murray (AWO) and Elizabeth O'Chin (EHW) currently enrolled in CERT IV in Animal Regulation and Management
- Fortnightly Catch up with DDPHU – Safe & Healthy Drinking Water Program
- Fortnightly Catch up with DDPHU – ATSI Public Health program (ATSIPHP)
- Education, community engagement and incentives required to encourage good Waste and recycling habits
- Elizabeth O'Chin, Environmental Health Worker & Bowman Murray, Animal Management Worker are now authorised under the *Animal Management Act 2008* as of the 12th of September 2024.

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

- 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.
- Cutting and cleaning Sewer ponds from Pond 1 through to Pond 7 (slashed whipper snipped and sprayed)
- Tree removal (Gum and Wattle), whipper snipping and mowing around Sewage ponds 1-7
- Color testing and Turbidity testing (on all media and carbon filters) daily as apart of daily operations.
- Jar Testing still being conducted once a week due to constant changes in the creek water supply.
- Centre Pivot in working condition.

Animal Management & Environmental Health

Authorised Person's

Elizabeth O'Chin, Environmental Health Worker & Bowman Murray, Animal Management Worker are now authorised under the *Animal Management Act 2008* as of the 12th of September 2024. *Figure 1. Authorised Persons ID Card*

Animal Management

- Bowman Murray (AMW) and Elizabeth O'Chin (EHW) currently enrolled in **CERT IV in Animal Regulation and Management**
 - Weekly online classes on TEAMS
- **Dangerous dogs** register active – 2 Regulated dogs
- AMRRIC App data *Figure 2. AMRRIC App Data September 2024*
 - 57% of Dogs and 43% of cats in community are desexed

Food Safety

- EHW working with DDPHU SEHO to ensure all Food Business's licensing requirements are up to date
 - Renewal Notices issued for 2024/25, 2 of 3 Food Businesses have renewed license
- Current No. of Food Business – 3, 2 – Fixed Business Licence Certificate Issued
 - Cherbourg Retail Store – Current Licence 2024/25
 - Ny Ku Byun Elders Village – Current Licence 2024/25

- Gundoo Early Learning Centre – Compliance/ Information notice issued on 02nd September 2024
- DDPHU Senior Environmental Health Officer, Amanda Hutchings and CASC environmental Health Worker, Elizabeth O'Chin conducted initial inspection of Café on Barambah Ave to assist with new tenant opening new food business
- Food recall notices sent to food businesses – 5 Food recalls in **September**. *Figure 3. September Food recall*

Waste & Recycling

- Recycling Program going steady – Additional education and possibly incentives to encourage residents to recycle more *Figure 4. CASC Recycling September 2024*
- Education, community engagement and incentives required to encourage good Waste and recycling habits

Water & Wastewater

- Weekly & Monthly Water Sampling
 - Results, sample points and types of tests *Figure 5. Weekly_Monthly verification Records September 2024*

General Summary

- Daily catch up – Operations Manager, AMW & EHW
- 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

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

- 26 Jobs were completed for the month of September this included services and repair work
- 9 Vehicles and plant equipment received their annual scheduled services
- Full service of mowers ready for mowing season
- Replaced steering shaft cox 3500 mower
- Replaced drive components Cox 4500 mower
- Replaced warped head and gasket on MRF Forklift and returned to service
- Repaired faulty wiring on Waste facility Bobcat and returned to service
- 2 x RWC on operations Trucks
- Repaired rodent damage of wiring on Mini excavator
- Delivery of new Ute for Workshop

Issues

Vehicle and plant care and pre-starts

Damage Report

NIL

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 street sweeper
- Delivery of Bobcat and trailer for Building Department
- Delivery of vehicle for Housing Department

- New cement mixer attachment for Bobcats

Other Information

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.
- Boil water Alert lifted from community as of the 29th of July 2024
- 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.
- All water staff attended DRQMP review workshop scheduled for 3rd – 4th October with Viridis, DDPHU, and CASC staff.
- 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 or the water as an additional daily requirement.

Incidents

- Boil water alert no longer in place for whole of Cherbourg community as of 29th July 2024 (no longer in place until further notice).
- 1 - Main Water line breaks for this period (out front of Gundoo Daycare centre).
- No sewage main breaks for this period.

- More security needed for both water treatment and sewage plants due to break-ins.

Staffing & Training

- Current Qualifications:
 - Certificate III in Water Industry Operations - (2 qualified in Water Operations)
 - Certificate IV Water Industry Operations – (2 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.
- Cutting and cleaning Sewer ponds from Pond 1 through to Pond 7 (slashed whipper snipped and sprayed)
- Tree removal (Gum and Wattle), whipper snipping and mowing around Sewage ponds 1-7
- Color testing and Turbidity testing (on all media and carbon filters) daily as apart of daily operations.
- Jar Testing still being conducted once a week due to constant changes in the creek water supply.
- Centre Pivot in working condition.
- Clarifier and Sand media filters both pressure cleaned, algae treated with Chlorine.
- Approval of \$26Million to upgrades to water treatment plant and water main reticulation.

Chlorine Gas delivery expected to arrive 10/10/2024.

Council Resolution needed

*Community Services
Report*

COMMUNITY SERVICES DEPARTMENT

September-October 2024

REPORT

Edwina Stewart, Community Services Manager



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IKC

- On Thursday, the 17th, the IKC will be hosting a Breast Cancer Awareness Day starting at 10 a.m. The event will feature guest speakers and a morning tea. The IKC has been operating under regular hours this month.

Sports Complex

- Damage has occurred to the sports complex grounds; the turf was burned. We are understaffed in this area and will be hiring. We have successfully secured a new grant for a women's gym (Jundah Gym).

IYCC – YAG

- Please take note of the following updates:
 - - The male youth officer is actively engaging with the community and stakeholders.
 - - He is providing ongoing support to YAG members by assisting them with licensing, blue card applications, and resume preparation.
 - - He is collaborating with independent businesses to explore syntropic farming, which includes composting, worm farming, and preparing for agricultural activities.
 - - YAG members volunteered at a very successful Golden Oldies event, which was quite busy.
 - - There is an ongoing partnership with the CTC grannies group every Tuesday morning.
 - - There are plans to restart mowing services.
 - - YAG members will be volunteering at the Cherbourg Show on Friday, October 11th.

Cherbourg Radio.

Cherbourg Radio has been notably active within the community this month, providing coverage of significant events such as RUOK Day, Cherbourg Community Health's Kids Party & Wellness Check, South Burnett CTC Day in Cherbourg, Truth-Telling & Healing Inquiry coverage, Ration Shed's 20th Anniversary, and Golden Oldies, among others.

General Business

Golden Oldies was a successful event with unexpectedly high attendance. If we organize another one next year, we will need to consider changing the venue. The positive feedback and we only received constructive criticism.

Upcoming event;

- 11/10/24 Cherbourg Show Day
- 15/10/24 Indigenous Business Day @the Sports Complex
- 17/10/24 Wear it Pink (Breast Cancer Awareness Day) @ the IKC
- 26/11/24 Community Services Inf Day.

This ends my report for August/September 2024.

Edwina Stewart

Community Services Manager

2