

Cherbourg Aboriginal Shire
Council

Working
Papers

For Council Meeting 20 & 21 November 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*

16 & 17 October

MINUTES

COUNCIL MEETING

HELD ON 16 & 17 OCTOBER 2024

Attendance

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

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

9.29 am Mayor Opened Meeting
Welcome to Country - Cr Gordon Wragge
Sorry Business - 1 Minute Silence

Leave of Absence - Cr Daniel Weazel

Cr Daniel Weazel has requested leave on 16 & 17 October 2024 for Cultural Reasons.

Resolution

Council resolves to grant Leave of Absence to Cr Daniel Weazel due to an important event (Cultural Reasons)

Moved: Cr Gordon Wragge
Seconded: Cr Tom Langton

Motion No. 2616 Carried
For Vote: Council Voted Unanimously

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 18 & 19 September 2024 be adopted.

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

*Motion No. 2617 Carried
For Vote: Council Voted Unanimously*

MAYOR'S REPORT

Mayor presented his report.

Mayors Leave

Mayor has requested leave from 25-29 November 2024.

Resolution

Cherbourg Aboriginal Shire Council resolves that Mayor Bruce Simpson be granted leave on 25-29 November 2024.

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

*Motion No. 2618 Carried
For Vote: Council Voted Unanimously*

Report Approval

Council resolves that the Mayor's Report be adopted.

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

*Motion No. 2619 Carried
For Vote: Council Voted Unanimously*

10.08 DG Jasmina Joldic DJAG and Michael Walsh (DG, Qld Health) entered meeting

Jasmina & Michael were seeking feedback from Council on matters of health & any other issues, also to visit various community organisations.

10.43am DG Jasmina Joldic DJAG and Michael Walsh (DG, Qld Health) left meeting

10.43am Entered meeting
Council Managers - Sam Murray, Edwina Stewart, Matt Boich, Dol Ranabhat

CHIEF EXECUTIVE OFFICER REPORT

Future Teachers Project – Partnership with Cherbourg State School

The project will enable 5 Cherbourg residents to undertake RATEP (Remote Area Teacher Education Program) to become qualified teachers. Whilst studying RATEP participants will be employed as teacher aides at the Cherbourg State School. It is anticipated that the graduates with degrees would be employed at Gundoo, Cherbourg State School, or Murgon State High School.

Within 6 yrs we would have a group of graduate teachers that would live, teach and lead our School and Community.

Resolution

Cherbourg Aboriginal Shire Council resolves that it

- 1. works in partnership with Cherbourg State School to explore the funding options with relevant departments for the Future Teachers Project*
- 2. Explores the possibility of meeting with the DG of Department of Education and Training to discuss the Future Teachers Project*

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

*Motion No. 2620 Carried
For Vote: Council Voted Unanimously*

Regional University Study Hub – SBRC & CASC Partnership (Board Members)

Cherbourg Aboriginal Shire Council has agreed to partner with South Burnett Regional Council 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. (CUC) is a government funded network of soon to be 22 centres operating in 25 communities across NSW, QLD & VIC. The strength of the CUC is in its network approach to delivering quality higher education into regional communities.

As part of the joint initiative they are wanting to appoint 9 directors for the board. Council would like to nominate Mayor Bruce Simpson and Eric Law to be members of the Board.

Resolution

Cherbourg Aboriginal Shire Council nominates Mayor Bruce Simpson & Eric Law as Board Members for the Regional University Study Hubs.

Moved: Cr Tom Langton

Seconded: Cr Gordon Wragge

*Motion No. 2621 Carried
For Vote: Council Voted Unanimously*

Elders Meeting

Minutes of the Elders Meeting held on 11 September 2024 at 11am at the Council Chambers have been submitted.

Resolution

Cherbourg Aboriginal Shire Council resolves to

1. Endorse the September minutes from the Elders Advisory Group Meeting.
2. Endorse the recommendation Agenda 9 Item - Erect a memorial in recognition of those who died from the Spanish flu epidemic in 1919. The area has been identified through group penetrating radar scanning

Moved: Deputy Mayor Carla Fisher

Seconded: Cr Gordon Wragge

Motion No. 2622 Carried
For Vote: Council Voted Unanimously

Acting CEO delegation and change of date for December 2024 meeting

CEO Zala will be taking leave on 16 December 2024 to 22 January 2025. He is requesting Council delegate the power to appoint an Acting CEO to the CEO (when he goes on leave), provided the CEO has consulted with the Mayor.

Resolution

That Council delegate to the Chief Executive Officer the power to appoint an Acting CEO whilst the CEO is on leave. The CEO Must consult with the Mayor prior to making such appointments.

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

Motion No. 2623 Carried
For Vote: Council Voted Unanimously

December Council Meeting

As the CEO plans to be on leave during the 18 & 19 December 2024 Council Meeting, he suggests moving the ordinary council meeting date forward to 11 & 12 December 2024 so that he can attend.

Resolution

That the Council bring forward the December 2024 ordinary council meeting date from 18 & 19 December to 11 & 12 December 2024 and appropriate notice be provided to the community about the meeting date changes.

Moved: Cr Tom Langton

Seconded: Cr Gordon Wragge

Motion No. 2624 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. 2625 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: Deputy Mayor Carla Fisher

Seconded: Cr Gordon Wragge

*Motion No. 2626 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: Deputy Mayor Carla Fisher

Seconded: Cr Gordon Wragge

*Motion No.2627 Carried
For Vote: Council Voted Unanimously*

OPERATIONS DEPT REPORT

Report Approval

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

Moved: Deputy Mayor Carla Fisher

Seconded: Cr Gordon Wragge

*Motion No. 2628 Carried
For Vote: Council Voted Unanimously*

12.00pm Meeting adjourned for lunch
1.00pm meeting recommenced

CORRESPONDENCE

Dept Child Safety, Snrs & Disability Services

Advice – Staff from the Dept will be visiting Cherbourg on 15-17 October for community consultation for feedback on in how services are designed, commissioned, delivered, and evaluated in the community to best meet community needs.

LGAQ

Election of LGAQ President- 2 nominated candidates

- Mayor Andrew Martin
- Mayor Matt Burnett

The ballot to elect the President will be held as part of the as part of the LGAQ Annual General Conference Meeting on Wednesday 23 October 2024 in Brisbane.

DJAG

Advice – Funding approval to support design, manufacture and decoration of eight wooden Reconciliation benches for distribution across South Burnett communities.

Old Police Service

QPS Emergency Management & Coordination Command in collaboration with LGAQ has developed a disaster management compendium designed as a key resource for Local Govt Leaders. This compendium will be available at the LGAQ Annual Conference 21-24 October 2024 in Brisbane.

Minister Treaty & DATSIP Communities & Arts

Advice – IKC Funding

Dept Housing LG Planning & Public Works

Confirmation- Council's W4Q program projects & funding.

Dept Housing LG Planning & Public Works

Confirmation - Indigenous Council's Funding Program

Dept Housing LG Planning & Public Works

In-principal endorsement of progress to Stage 2 of application process – Cherbourg Street Lighting

Dept Resources

Info - Dedication of public use land as unallocated state land – plans of subdivision

Minister Health, Mental Health & Ambulance Services/Women

Response to Night Services regarding Cherbourg Hospital

Matt Burnett

Candidate for LGAQ President

Ann Leahy MP

Info – Works for Qld

DG Dept Transport & Main Roads

Info – State Controlled Roads

DJAG

Info – Consultation Paper - Right to Information Regulation 2009.

1.44pm meeting closed

MINUTES

COUNCIL MEETING

HELD ON 19 SEPTEMBER 2024

Attendance

*Mayor Bruce Simpson
Deputy Mayor Carla Fisher
Cr Gordon Wragge
Cr Tom Langton*

*Officers: CEO - Zala
Minute Taker - Eileen Jacobs*

*9.30am Mayor Opened Meeting
Welcome to Country - Cr Gordon Wragge
Sorry Business - 1 Minute Silence*

*9.35am Entered Meeting - Truth Telling Staff

Ron Saltner - Manager, Community Participation
Nia Emmanouil - Senior Lawyer
Belle Wilson - Senior Project Officer*

Ron & Nia provided an update on the Truth Telling Project scheduled for Cherbourg. It will commence on 18 November 2024 at the Ration Shed. They have participants and are open to accommodate as many as they can within their allotted time frame.

*10.10am Left Meeting - Truth Telling Staff

Ron Saltner - Manager, Community Participation
Nia Emmanouil - Senior Lawyer
Belle Wilson - Senior Project Officer*

10.10am meeting closed

2. Mayor's Report

Mayors Report

Council Meeting 20 & 21 NOVEMBER 2024

1. Truth Telling
2. IKC – Growing Indigenous Knowledge Centres project & the Digital & You Campaign
3. Discrete Community Mayors – UQ Wise Council – Research Discussion & Framework Development
4. Multiplex engagement – continued funding and future projects.
5. Mayor's Leave

Bruce Simpson
Mayor

Deputy Mayors Report

Council Meeting 20 & 21 NOVEMBER 2024

1. 2024 7NEWS Queensland Community Achievement Awards
2. IKC – Growing Indigenous Knowledge Centres project & the Digital & You Campaign
3. Veteran Mentors – Junior Leader Program

Carla Fisher
Deputy Mayor

➤ **1. Annual Report 2023-2024:**

Council must prepare an annual report for each financial year and adopt it within one month after the day the auditor-general gives their audit report about council's financial statements for the financial year to council. LGR s182(2) & (3). Our Financial audit 2023/2024 was signed on 22nd October 2024 by Queensland Audit Office.

We would like to congratulate our new council lead by Mayor Simpson, Deputy Mayor Fisher, CR Tom Langton, Cr Gordon Wragge, and Cr Daniel Weazel; Vision set by our new council will lead the better future for our community. On behalf of the newly elected Council and the entire management team we would like to thank the previous Council and the entire workforce for their contribution to making Cherbourg Aboriginal Shire Council and community better place. I believe we have vision for a well-being, progressive and contributing Cherbourg.

Part A covers the activities across Council, noting, highlights unique to the previous financial year to 30 June. Additionally, there are some mandatory operational disclosures, in accordance with the Local Government Act, covering Councillors, and Governance matters coordinated through the Office of the Chief Executive Officer.

Part B incorporates the Annual Audited Financial Statements of Council. The format of these reports follows the guidelines stated in the Local Government Regulations, Finance Standards, and many other accounting standards. Queensland Councils are audited annually, and these are required to be signed off by the Queensland Audit Office (QAO). While the QAO does directly undertake a number of these Audits, a large number are delegated to large scale Accounting Firms. As these statements are a formal record of the financial activities throughout the year, a report is also produced with less technical disclosures, in Part C.

Part C incorporates the Community Financial Report aimed at highlighting the financial performance and position of Council, in a more relaxed and readable format.

Recommendation regarding Annual Report 2023/2024:

- A. Adopt the annual report 2023/2024 to comply with legislation.
- B. Publish the report on council's website within two weeks of adoption. LGR s182(4)

2. Council Meeting Dates – 2025 Calendar year:

It is a requirement for each Local Government in Queensland to adopt council meeting dates for public information:

Once below dates are adopted by Council, We will publish council meeting dates for public.



Cherbourg Aboriginal Shire Council Meeting Dates for 2025

<i>Month</i>	<i>Floater Meeting</i>	<i>Ordinary - Monthly Meeting</i>
<i>January</i>	<i>8 January</i>	<i>15 & 16 January</i>
<i>February</i>	<i>5 February</i>	<i>19 & 20 February</i>
<i>March</i>	<i>5 March</i>	<i>19 & 20 March</i>
<i>April</i>	<i>2 April</i>	<i>16 & 17 April</i>
<i>May</i>	<i>7 May</i>	<i>21 & 22 May</i>
<i>June</i>	<i>4 June</i>	<i>18 & 19 June</i>
<i>July</i>	<i>2 July</i>	<i>16 & 17 July</i>
<i>August</i>	<i>6 August</i>	<i>20 & 21 August</i>
<i>September</i>	<i>3 September</i>	<i>17 & 18 September</i>
<i>October</i>	<i>1 October</i>	<i>15 & 16 October</i>
<i>November</i>	<i>5 November</i>	<i>19 & 20 November</i>
<i>December</i>	<i>3 December</i>	<i>17 & 18 December</i>

Recommendation regarding Council Meeting Dates – 2025 Calendar year:

- A. Adopt the council meeting dates for 2025,
- B. Publish them on Website for our community and stakeholders information's.

3. Cherbourg Aboriginal Shire Council Elders Advisory Group – Meeting Minutes from Third Meeting- October 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, 9th October 2024 at 9.30am at Council chambers.

We have attached September meeting minutes for council information.

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

1. Council endorses the meeting minutes from our October 2024 Elders Advisory Group meeting.

➤ **4. Audit and Risk Committee meeting:**

The regular meeting of the Council's audit and risk committee was held on 14 November 2024. A copy of the minutes of that meeting are attached to the CEOs report.

For the information of Council, the following matters were considered at that meeting:-

- The final annual financial statements were reviewed noting that they had been signed off by the Queensland Audit Office. As in previous years, our Council met the statutory timeframes and had an unqualified audit.
- The committee analysed Council's financial performance noting that the delay in the receipt of Council's Financial Assistance Grant impacted our financial result. This same impact was felt by all councils across Queensland.
- The Audit and Risk Committee reviewed the draft annual report.
- The committee undertook its annual review of its effectiveness. Based on feedback, Council is being well served by the committee which is improving Council's overall governance approach.
- The committee adopted its forward audit program identifying which audits will be undertaken in the coming years. A review of Council's procurement practices will commence in December.

There are a number of matters referred to Council for decision in relation to recommendations from the Audit and Risk Committee.

1. Receipt and adoption of Audit and Risk Committee minutes

Recommendation

That in relation to the Audit and Risk Committee meeting held on 14 November 2024, the Council note the minutes of that meeting.

2. External members of the Audit and Risk Committee

In accordance with the audit and risk committee Charter, two of the members of the committee must be independent external members, one of whom chairs the meeting. Council is fortunate to have two volunteer external members who provide expert advice on a pro bono basis. The term of appointment of those members is two years and they can be reappointed by Council if all parties are in agreement.

The current external members are Scott Mead and Mark Pitt. Scott is a well-respected former CEO who has a major local government consulting firm providing services to councils across the State. Mark is the current CEO of South Burnett regional Council and also has extensive CEO and governance experience.

Both have agreed to continue to provide their expertise and support to our Council for another two years. Scott has chaired the committee for the first two years and has suggested that it may be beneficial to rotate chairing the meeting by appointing Mark Pitt as the chairperson. Mark has agreed to that suggestion.

Recommendation

That the Council:-

- A. Appoint Mr Mark Pitt and Mr Scott Mead as independent external members of the Council's Audit and Risk Committee for a further term of 2 years;
 - B. Appoint Mr Mark Pitt as Chairperson of the committee; and
 - C. Thank those members for their ongoing pro bono support of Council's Audit and Risk Committee.
3. Write off of historic housing debt

As Council will recall from the previous Audit and Risk Committee, that committee has been considering options as to how the Council can deal with historic housing rental debt. Council has previously received advice that it would not be able to recover debt over the age of 6 years due to statutory limitations. However, the

Council is also conscious of public perception that those tenants who have not paid rent may be perceived to be gaining a benefit from having historic debt written off, while those who have diligently paid their debt do not gain such a benefit.

The Committee has considered various options and has made a recommendation to Council. The committee's recommendation is as follows:-

That in relation to historic debt associated with housing, the Audit and Risk Committee:-

- A. Note that the Council has adopted better policies and procedures which have been successfully implemented to reduce the overall amount of debt owing for housing rentals; and
- B. Recommend that Council take action to write off historic housing debt (over 6 years old) where the previous tenants have either passed away or permanently left the community, noting that this would result in the write-off of historic housing debt (over 6 years old) in the sum of \$324,784.

The Committee noted a list of debtors which met those criteria and a copy of the outstanding debtors list which is proposed to be written off is attached to the CEOs report on a confidential basis. As the list contains details of persons who have deceased or left the community and relate to personal debt, the Audit and Risk Committee dealt with this matter on a confidential basis and accordingly, the details of individuals are to remain confidential.

Recommendation

Based on advice by the Audit and Risk Committee, Council write off historic housing debt (over 6 years old) where the previous tenants have either passed away or permanently left the community, noting that this would result in the write-off of historic housing debt (over 6 years old) in the sum of \$324,784 and further note that the details of individual debtors is to remain confidential.

➤ **5. Notice to repeal a resolution - Voluntary redundancies:**

Notice of Intention to repeal a Council resolution – Voluntary Redundancies

Background

At the Council meeting in August 2024, the Council passed the following resolution:-

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
1st Vote: Council Voted Unanimously*

The purpose of that resolution was to commence a process of voluntary redundancies. Based on advice and best practice HR approaches, it is now apparent that voluntary redundancies are not required. Instead, it is proposed to have an approach that focuses on supporting staff who are looking to retire early based on health or other reasons.

It is therefore appropriate to repeal the previous Council decision as voluntary redundancies are not required. The Local Government Regulation has some special provisions relating to the repeal of existing Council resolutions.

262. Repeal or amendment of resolutions

A resolution of a local government may be repealed or amended only if written notice of intention to propose the repeal or amendment is given to each councillor at least 5 days before the meeting at which the proposal is to be made.

Therefore, this notice is being provided to Councillors to comply with the provisions of the Local Government Regulation in relation to repealing the earlier resolution about voluntary redundancies.

Proposed resolution

That the Council repeal the following motion that was passed at its September Ordinary Meeting:-

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*

6. Quarter 1 Review – Operational Plan 2024/2025

Local governments prepare and adopt an operational plan each financial year that is consistent with the budget and states how the local government will implement the five-year corporate plan and manage operational risks.

I have attached the detailed Quarter 1 Review – Operational Plan progress report 2024/2025 for council information.

Recommendation that council :

1. Receive and note the Operational Plan Progress Report; and

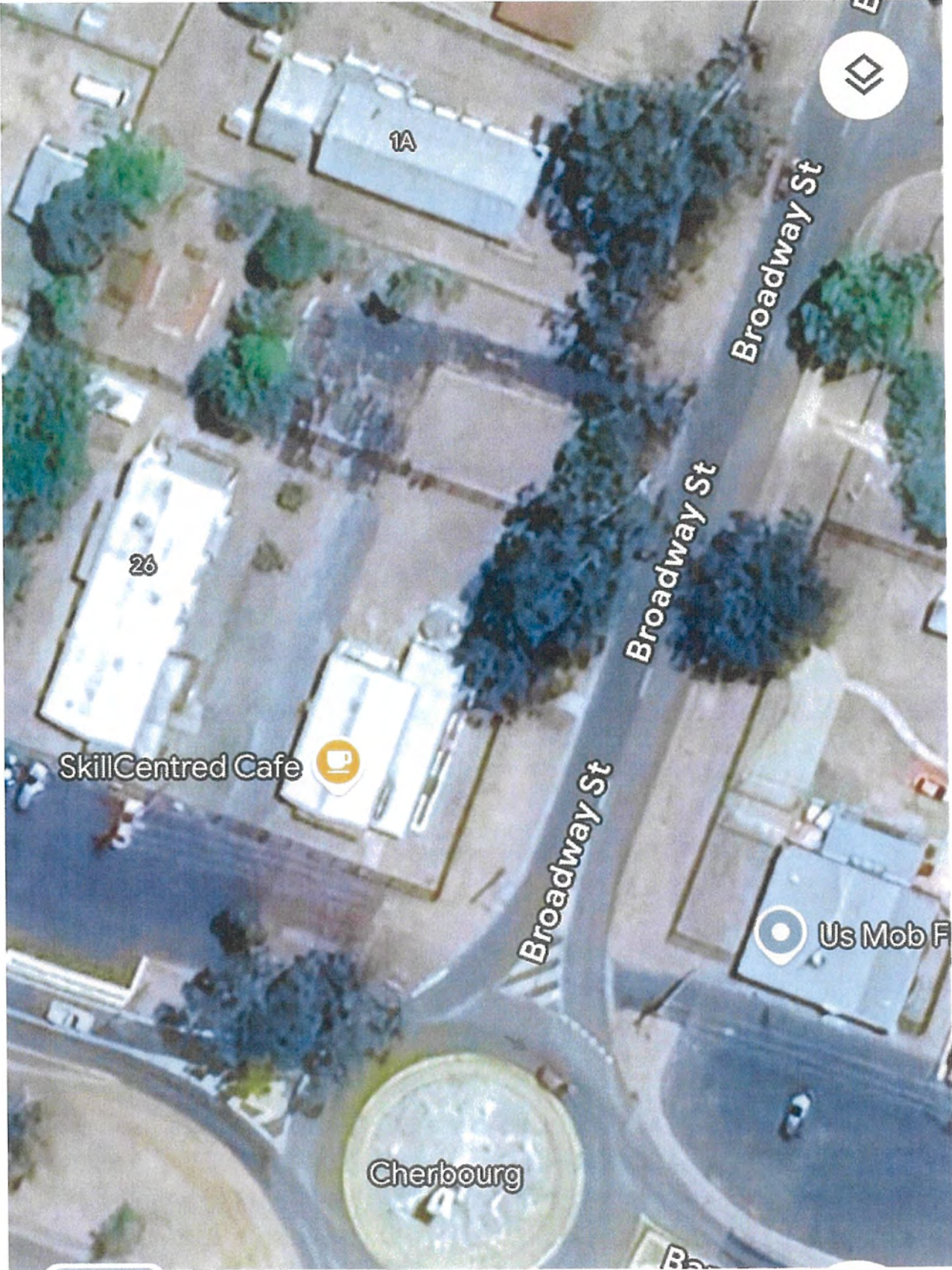
7. Cherbourg Wellbeing Indigenous Corporation – Request of moving Donga Building.

Cherbourg Wellbeing Indigenous corporation has received additional funding to strengthening their current building space. They have requested to move current donga building next to council chambers move to next to our CAFÉ. Additional funding will also allow Cherbourg Wellbeing Indigenous Corporation to purchase additional donga and will increase the office capacity.

We have inspected the side, they have got the water connections that can be connected.

Recommendation on Cherbourg Wellbeing Indigenous Corporation – Request of moving Donga Building that council resolve :

1. Council approved the relocation of current donga building next to CAFÉ.
2. Allows Cherbourg Wellbeing Indigenous Corporation to purchase additional Donga building
3. Proceed with new lease for the site once all the work has been completed.



7. Christmas Dinner for Council:

We have annual Christmas dinner for council in spirit of Christmas. We now have Cherbourg Elders Advisory Group and Risk and Audit Committee. We allow family members to join the Christmas dinner.

My advise to council will be having joint Christmas dinner for:

1. Cherbourg Aboriginal Shire Council
2. Cherbourg Elders Advisory Group
3. Risk and Audit committee members

Possible date and Venue has to be discussed and finalised.

Date and Day : Friday, 6th December 2024

Venue : Dusty Hill Moffatdale

Cherbourg Aboriginal Shire Council



Chatur Zala
Chief Executive Officer

Cherbourg Aboriginal Shire Council Elders Advisory Group Meeting Minutes

Date:	9 th October 2024
Time:	10:00AM
Venue:	Cherbourg Council Office
Attendees:	Eric Law, Christine Stewart, Cynthia Button, Lindsay Cobbo, Kenny Day, Leila Davidson, Lance Hill, Arnold Murray & Neil Simpson
Apologies:	
Guests:	

Agenda Item 1 – Attendance

Agenda Item 2 - Apologies

Agenda Item 3 – Review minutes of previous meeting

Minutes were: Accepted Not Accepted

Agenda Item 4 – Review matter arising from previous minutes

- Cynthia Button stated that Private Enterprise should be for local people. Local people should be encouraged to start Private Enterprise. Zala stated that Elvie Douglas will be opening the café in the very near future. He also stated that it was difficult for people to have the funds available to start a business.
- Council is currently working with the Cherbourg State School to get teacher aides to undertake further studies to enable them to become teachers.
- Concern was raised about the children and young adults who are sniffing and how the police are not acting.
- Concern was also raised about the drug problem on the community and little or no action from the Police. Zala is to invite the Police Commissioner to an Elders Advisory Group meeting.
- How can the by-laws be reinstated to give the Council and Police the power to act on certain things.
- A person is living in a house of a person who is currently in prison and awaiting court on serious drug charges. Why has this not been boarded up or rented to another community member?
- Lot more people are fronting the health service with drug induced mental health issues.
- [Desma Reynolds has complained about the young sniffers harassing her. Members indicated that she is part of the problem as she supplies and joins them sniffing and using drugs. She will be asked to front the Elders Advisory Group.
- Discussion took place on tenants who are using their premises for illegal activities.

Moved: Cynthia Button
Seconded: Arnold Murray

That people who are proven to be using their premises for illegal activities be evicted. More decisive action needs to be taken.

Motion: Carried

Agenda Item 5.

PLO's

- The appointment of PLO's is in the final stages of appointment.
- PLO Tom Langton is doing a great job as a PLO. He is out walking Community talking with people. State Police Officer's should be out walking with Tom to have a positive relationship with the community rather than sitting in the Police Station or in Murgon.

Agenda Item 6.

Sniffing

- Concern was raised with children sniffing and then abusing community members, breaking into houses and stealing.
- Can elders sit in on the courts? Option to bail outside of Cherbourg.
- Advice is that an elder needs to be a member of the local justice group to be eligible to sit in on the court.

Agenda Item 7.

Footpath

- Bridges are being built at the present time. Once the bridges have been installed work will commence on the footpath.

Agenda Item 8.

Water Infrastructure

- Funding has been obtained by Council for the upgrade to the Water Treatment Plant and Trunk Mains. One engineered design has been finalized; work will commence on the construction.

Agenda Item 9.

Truth Telling and Healing Inquiry

- Members of the Truth Telling and Healing Inquiry addressed the meeting. They will be coming to Cherbourg on a weekly basis to inform the community of the process and in preparation for the Inquiries visit soon.
- Expect that many of the stories will be told for the first time.
- Social and Emotional wellbeing supports will be available.
- Communication throughout the area has commenced.
- Spaces for private conversations have been identified.

114

Moved: Cynthia Button
Seconded: Arnold Murray

That people who are proven to be using their premises for illegal activities be evicted. More decisive action needs to be taken.

Motion: Carried

Agenda Item 5.

PLO's

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- PLO Tom Langton is doing a great job as a PLO. He is out walking Community talking with people. State Police Officer's should be out walking with Tom to have a positive relationship with the community rather than sitting in the Police Station or in Murgon.

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- Expect that many of the stories will be told for the first time.
- Social and Emotional wellbeing supports will be available.
- Communication throughout the area has commenced.
- Spaces for private conversations have been identified.

- Spaces for public conversations have been identified.
- Stories told will be treated in similar fashion to evidence.
- Person telling story will own the information.
- Can be shared is agreed by the storyteller.
- Information will be stored in State Archives.
- Not public record for 100 years.
- Family can access information.

Moved: Lance Hill

Seconded: Arnold Murray

That the Cherbourg Elders Advisory Group be part of the Truth Telling and Healing Inquiry.

Motion: Carried

Meeting closed 11:45AM

Next Meeting Date	13 th November 2024	
Location	Cherbourg Aboriginal Shire Council	
Start Time	9:30AM	
<p>The above minutes have been confirmed as a true and correct record of proceedings.</p> <p>Chairperson's Name:</p>		
Date:	/ /	Signature

Minutes - Audit and Risk Committee

Cherbourg Aboriginal Shire Council

Thursday 14 November 2024

Cherbourg Council Chambers and Online via Teams

The meeting opened at 10.00am.

Attendees

Audit and Risk Committee Members

Scott Mead – Independent member and Chairperson

Mark Pitt - Independent member (via Teams)

Mayor Bruce Simpson

Councillor Tom Langton from 10.05am (Observer in place of Cr Weazel)

Council Observers

Zala Chatur – CEO

Sean Nicholson – Manager of Economic and Community Development

Dol Ranabaht – Finance Manager

Brett de Chastel – Council Advisor (via Teams)

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

Sam Murray – Manager of Corporate Services

Kayler Hayer – Finance Officer

Councillor Daniel Weazel



1. Meeting Opening and Welcome.

The Chairperson Scott Mead opened the meeting and welcomed everyone to the final meeting of the year.

Scott noted apologies for the meeting and noted that Cr Langton was attending as an observer due to the apology of Cr Weazel.

2. Minutes of the previous meeting

The minutes of the meeting held on 12 September 2024 were noted.

Moved: Mark Pitt

Seconded: Mayor Simpson

That the minutes of the Audit and Risk Committee meeting held on 12 September 2024 be adopted as true and correct.

Carried unanimously.

3. Matters arising from previous Minutes

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

4. External Audit Closing Report and QAO Update

Erin (KPMG) provided the meeting with an update on the 2024 Closing Report. The key issues were:-

- The audit process is now complete – on time and unqualified which is a great result. The areas of focus in this year's audit were similar to previous years.
- The external auditors noted the impact of the delay in the payment of the Financial Assistance Grants (FAGs) and the increase in depreciation as impacting on Council's financial sustainability ratios.
- The external auditors noted that a number of misstatements have been corrected and that one significant deficiency in terms of process was identified, namely the end of year processes for checking that all invoices, expenses etc have been correctly attributed and accounted for. The chairperson requested management to look at how this can be improved next year to improve end of year processes.

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

- The report on the state wide audit of water quality will be tabled in Parliament in December. Cherbourg was one of the sample councils audited.
- There are an increasing number of councils that are not completing their audits on time but it was pleasing that Cherbourg is continuing to meet statutory requirements.

- The committee noted that all councils in Queensland will appear to be less financially sustainable this year due to the late receipt of the Financial Assistance Grants. This needs to be explained in the annual report so that the public understand the reason.

Moved: Mayor Simpson

Seconded: Mark Pitt

That the committee note the closing report from KPMG re the 2023/24 audit and also the QAO briefing note.

Carried unanimously.

5. Review of Signed Financial statements and Financial Trends

Dol provided the meeting with an overview of the final 2023/24 financial statements which have now been signed off.

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. The impact of this delay on the 2023/24 financial statements was approximately \$2.2 million.

Brett presented a trend analysis from the recent financial statements. The committee highlighted the importance of Council monitoring movements in its unrestricted cash reserves. Further, the CEO advised that while employee numbers and costs had increased, the Council was always endeavouring to maintain the balancing act between creating local employment but also maintaining financial sustainability.

Moved: Mark Pitt

Seconded: Scott Mead

That the Committee note the 2023/24 financial statements and also note the financial trends from the last 5 years.

Carried unanimously.

6. Proposed forward program for the CASC Internal Audit Program

The Committee reviewed the report from Brett noting that it had provided feedback on the proposed program at the September Audit and Risk Committee meeting. The forward program outlines the proposed internal audits to be undertaken by Ziggy (Sunshine Coast Council) plus also opportunities to undertake other audits using other resources.

It was noted that Cherbourg Council will be having an external audit undertaken of its workplace health and safety in early 2025. The discussion also took place as to whether there

was any opportunity for JLT to review Council's disaster management readiness. This will be reviewed in early 2025.

Moved: Mayor Simpson

Seconded: Mark Pitt

That the Committee adopt the proposed Internal Audit program for future years and revisit progress on an annual basis.

7. Council annual report

The draft annual report was presented by Zala and briefly reviewed by the committee. The committee noted that the annual report has been reviewed against the department of local government checklist for compliance with the Local Government Act provisions.

Zala will provide the members of the Audit and Risk Committee with an electronic copy of the final version of the annual report. The annual report is proposed to be adopted by Council at its meeting next week.

The committee noted the annual report and commended Council on finalising that report within the statutory required timeframes.

8. Discussion on Options for dealing with historic housing Debt

Confidentiality – *The Committee noted that the information provided in relation to this matter contained confidential information (the names of persons who have deceased or left the community but still have a rental debt). This information was confirmed to be confidential information that could not be released to other parties.*

Following discussion by the Audit and Risk Committee at the last meeting, the issue of how the Council can best deal with any long overdue housing rent was further considered by the Committee. The committee noted and acknowledged the good progress the Council had made in reducing rent debt amounts owing overall, and that new processes introduced to stop debt building up was working well.

The Committee had previously suggested that some debts should be written off immediately (where people had moved away, were deceased etc) and the CEO presented details of the rent that fell into that category.

Moved: Scott Mead

Seconded: Mark Pitt

That in relation to historic debt associated with housing, the Audit and Risk Committee:-

- A. *Note that the Council has adopted better policies and procedures which have been successfully implemented to reduce the overall amount of debt owing for housing rentals; and*

- B. Recommend that Council take action to write off historic housing debt (over 6 years old) where the previous tenants have either passed away or permanently left the community, noting that this would result in the write-off of historic housing debt (over 6 years old) in the sum of \$324,784.*

Carried unanimously.

9. Annual review of Audit and Risk Committee Performance and Charter

The Committee undertook its regular 12 monthly review of the performance of the Audit and Risk Committee Performance. Feedback from the committee and stakeholders was as follows:

- The audit and risk committee is operating very well.
- Management is open to identifying problem areas and how things can be improved.
- The committee is helping Council improve its overall governance.
- The two external members are providing valuable expertise and experience and that is greatly appreciated by Council.
- The Council is committed to continuous improvement and is an exemplar to other councils.
- The committee is providing good advice and practical suggestions how Council can improve.

In terms of improvement, the following were noted:-

- We need to continue to build internal capacity so that the strong governance base is maintained into the future and that the momentum is continued after the current pro bono volunteers conclude.
- There may be an opportunity to invite more Councillors to attend meetings as a learning opportunity.
- We could perhaps look at inviting other managers to present to the committee on their business risks which would also provide an opportunity for those managers to learn about the audit and risk committee's processes.

In terms of the Audit and Risk Committee Charter, no changes were recommended.

It was noted that the two external members terms are due for renewal and a recommendation to renew will be made to the next Council meeting to renew the two external members appointments on the basis that they are happy to continue to provide pro bono support.

10. CEO Update

Zala provided the meeting with an update on the proposed changes to Council's ICT systems. Council is considering replacing a current PCS system with another system (potentially Readytech). The audit and risk committee provided the following feedback:-

- It is critical that the Council defines what it is seeking a new system before proceeding down that path.
- It should exercise caution in listening to sales promises from ICT providers. Determine exactly what is being provided with any proposed system to ensure the Council is not paying extra further down the track.
- To get the benefit of a new system, it is imperative that Council look at how it can do business differently rather than having a system that simply replicates current processes.
- There are 3 keys to successful software change (i) managing people (change management) (ii) changing processes and (iii) having a strong implementation plan.

Based on this feedback, management will consider slowing down the current processes to ensure that risk is properly managed. The Audit and Risk Committee will maintain a watching brief on this project and provide further advice and support as required.

11. General Business and agenda for next meeting

The committee set meeting dates for 2025. These were: -

1. 10 am Thursday 27 February 2025
2. 10 am Thursday 1 May 2025
3. 10 am Thursday 25 September 2025
4. 10 am Thursday 27 November 2025

The agenda for the February meeting was also agreed.

Meeting closed at 11. 45am.

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Notice of Intention to repeal a Council resolution – Voluntary Redundancies

Background

At the Council meeting in August 2024, the Council passed the following resolution:-

Voluntary Redundancy Proposal

Clerbourg 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*

The purpose of that resolution was to commence a process of voluntary redundancies. Based on advice and best practice HR approaches, it is now apparent that voluntary redundancies are not required. Instead, it is proposed to have an approach that focuses on supporting staff who are looking to retire early based on health or other reasons.

It is therefore appropriate to repeal the previous Council decision as voluntary redundancies are not required. The Local Government Regulation has some special provisions relating to the repeal of existing Council resolutions.

262. Repeal or amendment of resolutions

A resolution of a local government may be repealed or amended only if written notice of intention to propose the repeal or amendment is given to each councillor at least 5 days before the meeting at which the proposal is to be made.

Therefore, this notice is being provided to Councillors to comply with the provisions of the Local Government Regulation in relation to repealing the earlier resolution about voluntary redundancies.

Proposed resolution

That the Council repeal the following motion that was passed at its September Ordinary Meeting:-

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, CFO 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*



CHERBOURG ABORIGINAL SHIRE COUNCIL

OPERATIONAL PLAN 2024/2025



Cherbourg Aboriginal Shire Council – Operational Plan – 2024/2025

Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status
Office of the Chief Executive Officer						
<i>To undertake the strategic management of Council's overall operations and work with key stakeholders for the benefit of the community</i>						
1.1	District Disaster Management Plans	<ol style="list-style-type: none"> Liaison with South Burnett Regional Council on issues affecting each Council Attending District Disaster Management Group meetings 	<ol style="list-style-type: none"> On going Quarterly 	<ol style="list-style-type: none"> Mayor & CEO Mayor & CEO 	<ol style="list-style-type: none"> No. of meetings held & DIMP amended accordingly No. of meetings attended 	
1.2	Attend LGAQ Conference, ILF and WBBROC meetings, and Police Commissioner's Summit	<ol style="list-style-type: none"> Attend meetings to establish Cherbourg as a strong part of the region Identify support and assistance that can be provided by neighbouring Councils 	<ol style="list-style-type: none"> As required On going 	<ol style="list-style-type: none"> Mayor, Councillors and CEO CEO 	<ol style="list-style-type: none"> No. of meetings attended No. of meetings attended & report to Council 	
1.3	Intergovernmental relations	<ol style="list-style-type: none"> Effectively manage relationships with government agencies and other bodies 	<ol style="list-style-type: none"> Ongoing 	<ol style="list-style-type: none"> CEO 	<ol style="list-style-type: none"> No. of meetings attended & report to Council 	
1.4	Cherbourg Community and Council Administration Building	<ol style="list-style-type: none"> Seek funding opportunities through Federal and State Governments 	<ol style="list-style-type: none"> 30 June 2025 	<ol style="list-style-type: none"> Mayor, CEO, and EDC Manager 	<ol style="list-style-type: none"> No. of meetings attended Funding applications submitted 	
1.5	Revise Council's Corporate Plan	<ol style="list-style-type: none"> Coordinate the revision and update of Council's Corporate Plan for the period 2024 - 2029 	<ol style="list-style-type: none"> 31 December 2024 	<ol style="list-style-type: none"> Mayor, Councillors, CEO, and Council Advisor 	<ol style="list-style-type: none"> Updated Corporate Plan adopted by Council 	
1.6	Elder's Advisory Group	<ol style="list-style-type: none"> Initiate an Elder's Advisory Group to advise Council on important matters 	<ol style="list-style-type: none"> Monthly meetings 	<ol style="list-style-type: none"> CEO, Elder's Advisory Group Coordinator, Advisory Group Members 	<ol style="list-style-type: none"> No. of meetings attended & report to Council 	
1.7	Review of Cherbourg Council Masterplan	<ol style="list-style-type: none"> Work with Community stakeholders, Council, and DATSIP to finalise the master plan 	<ol style="list-style-type: none"> 30 June 2025 	<ol style="list-style-type: none"> CEO, Management Team 	<ol style="list-style-type: none"> No. of meetings attended & report to Council Number of Community consultation sessions held 	

On track

Delays expected

Off track

26

Cherbourg Aboriginal Shire Council – Operational Plan – 2024/2025

Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status
Corporate Services						
<i>To deliver responsible governance, efficient service and administrative support for Council's operations and strategic initiatives</i>						
2.1	Provide responsible and accountable financial planning and management	<ol style="list-style-type: none"> 1. Implement new finance, accounting, and enterprise management software 2. Review additional opportunities for improvements in systems and processes 	<ol style="list-style-type: none"> 1. 31 March 2025 2. 30 June 2025 	<ol style="list-style-type: none"> 1. CEO & Finance Manager 	<ol style="list-style-type: none"> 1. Implementation of core modules 2. Report to Council on further opportunities 	
2.2	Manage corporate services to support and increase the effectiveness of operations	<ol style="list-style-type: none"> 1. Workshop policies and procedures with Council staff 	<ol style="list-style-type: none"> 1. 31 March 2025 	<ol style="list-style-type: none"> 1. HR Advisor, HR Trainee 	<ol style="list-style-type: none"> 1. Register of policies completed & statutory policies available on website 2. Workshops completed 	
2.3	Reviewing leasing arrangements of Council facilities to private organisations	<ol style="list-style-type: none"> 1. Review and document all current leasing arrangements where organisations occupy Council owned buildings 2. Meet with all organisations to discuss and agree on possible future leasing arrangements 3. Arrange for lease documents to be prepared and signed. 	<ol style="list-style-type: none"> 1. 31 December 2024 2. 31 March 2025 3. 30 June 2025 	<ol style="list-style-type: none"> 1. Corporate Services Manager & Finance Manager 2. Corporate Services Manager & Finance Manager 3. Corporate Services Manager & Finance Manager 	<ol style="list-style-type: none"> 1. Report provided to CEO 2. Report on meetings attended 3. Lease documents finalised 	
2.4	Ensuring all Council's assets are managed and maintained within annual budget constraints	<ol style="list-style-type: none"> 1. Implement recommended improvements to the Asset Management Plan 	<ol style="list-style-type: none"> 1. 31 March 2025 	<ol style="list-style-type: none"> 1. Finance Manager, Finance Officer 	<ol style="list-style-type: none"> 1. Updated plan adopted by Council 	

On track

Delays expected

Off track

27

Cherbourg Aboriginal Shire Council – Operational Plan – 2024/2025

Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status
2.5	Develop and Implement Workforce Strategy	<ol style="list-style-type: none"> 1. Review and/or development of human resource policies and processes 2. Ensuring all staff have opportunities for personal development and training 3. Succession planning including trainees and apprentices, staff mentoring, and liaison with other stakeholders 4. Skills analysis and development of training plan 5. Implement a rewards and recognition program 6. Implement health and wellbeing program for staff 7. Review of organisational structure to align with service delivery 8. Develop volunteer program for community members 	<ol style="list-style-type: none"> 1. 31 March 2025 2. Ongoing 	<ol style="list-style-type: none"> 1. HR Advisor 	<ol style="list-style-type: none"> 1. Policy & procedures approved by CEO 2. Training programs undertaken 	
2.6	Tenancy Management	<ol style="list-style-type: none"> 1. Manage tenancies for Community Housing including regular inspections, and administrative processes 2. Addressing rental arrears and debtor management 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 	<ol style="list-style-type: none"> 1. Corporate Services Manager, Housing Manager 2. Corporate Services Manager, Finance Team 	<ol style="list-style-type: none"> 1. Monthly report to Council, Regular Team meetings 2. Monthly report to Council, reduction in arrears 	
2.7	Review of Council's Risk Management Framework	<ol style="list-style-type: none"> 1. Undertake an organisation wide review of risk management, risk identification and analysis, and risk appetite. 	<ol style="list-style-type: none"> 1. 30 June 2025 	<ol style="list-style-type: none"> 1. CEO, Management Team 	<ol style="list-style-type: none"> 1. Revised Risk Registers 2. Updated Risk Management Policies 	

On track

Delays expected

Off track

Cherbourg Aboriginal Shire Council – Operational Plan – 2024/2025

Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status
Operations						
<i>To maintain and upgrade essential infrastructure and housing to service the needs of the community now and in the future</i>						
3.1	Maintaining an appropriate level of roads to enhance safety in the town area.	<ol style="list-style-type: none"> Maintenance and pothole patching of town streets Cleaning of road kerb and channelling and drains Review and maintain pedestrian crossings and signage Regular inspections and repairs to footpaths 	<ol style="list-style-type: none"> On-going Monthly On-going On-going 	<ol style="list-style-type: none"> Operations Manager Operations Manager Operations Manager Operations Manager 	<ol style="list-style-type: none"> Monthly report to Manager Monthly report to Manager Monthly report to Manager Monthly report to Manager 	
3.2	Maintaining an efficient fleet of plant and equipment	<ol style="list-style-type: none"> Develop an Asset Management Plan for plant and equipment Training and skills development for all operators 	<ol style="list-style-type: none"> 31 January 2025 As required 	<ol style="list-style-type: none"> Operations Manager Operations Manager 	<ol style="list-style-type: none"> Plan adopted by Council Level of qualification increased 	
3.3	Ensuring the water supply, sewerage system and garbage system are provided in accordance with the highest possible health standards and reliability.	<ol style="list-style-type: none"> Review progress of maintenance plan for WTP to including completion of routine maintenance of plant, inspection of water intake well & pumps, hydrants and scouring of water lines Review progress of maintenance plan for STP to including completion of routine maintenance of plant, inspection of wet wells, pumps and man holes 	<ol style="list-style-type: none"> Ongoing Ongoing 	<ol style="list-style-type: none"> Water & Sewerage Manager Water & Sewerage Manager 	<ol style="list-style-type: none"> Monthly report to Manager Monthly report to Manager 	
3.4	Effective management of pest animals through the Animal Management Plan	<ol style="list-style-type: none"> Liaise with State Authorities on control of wild dogs. Registration and control of dogs and horses Community awareness sessions on the Animal Management Plan 	<ol style="list-style-type: none"> As required On-going On-going 	<ol style="list-style-type: none"> Works Co-ordinator & Pastoral Manager Animal Management Officer Animal Management Officer 	<ol style="list-style-type: none"> Monthly report to Manager/s Report to Manager No. of sessions undertaken 	
3.5	Effective management of noxious weeds through the Weed Management Plan	<ol style="list-style-type: none"> Work with South Burnett Regional Council on implementing the Weeds Management Plan 	<ol style="list-style-type: none"> Ongoing 	<ol style="list-style-type: none"> Works Co-ordinator 	<ol style="list-style-type: none"> Plan endorsed by CEO 	

On track

Delays expected

Off track

Cherbourg Aboriginal Shire Council – Operational Plan – 2024/2025

Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status
3.6	Maintaining community facilities and buildings and making them available to the public	2. Development of an annual work program to treat parthenium and giant rat's tail 1. Maintenance of community buildings 2. Development of a forward plan for maintenance of community buildings	2. Ongoing 1. As required 2. 30 June 2025	2. Works Co-ordinator & Pastoral Manager 1. Building Supervisor 2. Works Supervisor	2. Program provided to Manager 1. Report to Manager 2. Plan provided to Manager then CEO & Council	
3.7	Capital Works Program	1. Plant and Equipment Purchases 2. DFRA Round 1 – Flood camera and warning systems 3. TIDS Funding 4. W4Q 5. Landfill upgrade 6. Water treatment plant upgrades 7. Road Safety Audit	1. 30 November 2024 2. 30 June 2025 3. 30 June 2025 4. 30 June 2027 5. 30 June 2025 6. TBD 7. 30 June 2025	1. Operations Manager	1. Completion of projects as per scope 2. Purchase of budgeted items	
3.8	Illegal Dumping	1. Develop plan to manage illegal dumping in the community	1. 30 June 2025	1. Operations Manager, Illegal Dumping Officer	1. Plan provided to CEO & Council	

Off track

Delays expected

On track

30

Cherbourg Aboriginal Shire Council – Operational Plan – 2024/2025

Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status
Economic and Community Development						
<i>To explore opportunities to improve skills and work options for Cherbourg community, to grow the capability of our staff and business operations and provide strategic direction. To improve the liveability of Cherbourg community.</i>						
4.1	Farm	<ol style="list-style-type: none"> Council to consider and decide on the future direction of the Farm Implement the outcomes of the Council decision 	<ol style="list-style-type: none"> 30th July 2024 30 December 2024 	<ol style="list-style-type: none"> Farm Manager ECD Manager and Farm Manager 	<ol style="list-style-type: none"> Report to Council and Council Resolution Report to Council 	
4.2	Recycling	<ol style="list-style-type: none"> CRPs - Increase turnover by 5% MRF - maintain production levels 	<ol style="list-style-type: none"> 30 June 2025 30 June 2025 	<ol style="list-style-type: none"> MRF Manager and CRP Managers ECD Manager and Call centre manager 	<ol style="list-style-type: none"> Amount of turnover Amount of production 	
4.3	Call centre	<ol style="list-style-type: none"> Further develop team members through training, expand staffing to meet contractual obligations Explore innovations and opportunities for improved service delivery 	<ol style="list-style-type: none"> 30 June 2025 30 June 2025 	<ol style="list-style-type: none"> ECD Manager and Call centre manager ECD Manager and Call centre manager 	<ol style="list-style-type: none"> Report to Council Report to Council 	
4.4	Joinery	<ol style="list-style-type: none"> Qbuild Upgrade program Develop staff to a quality production standard Improve profitability, target \$30k Improve marketing 	<ol style="list-style-type: none"> 30 June 2025 	<ol style="list-style-type: none"> Joinery Manager 	<ol style="list-style-type: none"> Completion of Projects Amount of rework Amount of profit achieved Report on marketing effort 	
4.5	Building Dept	<ol style="list-style-type: none"> Deliver Qbuild upgrade program Resolve discovered asset management issues on Council buildings Improve stock control and stock accountability. Improve staff productivity 	<ol style="list-style-type: none"> 30 June 2025 	<ol style="list-style-type: none"> Building Manager ECD Manager 	<ol style="list-style-type: none"> Completion of projects Report to Council 	

On track

Delays expected

Off track

Cherbourg Aboriginal Shire Council – Operational Plan – 2024/2025						
Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status
4.6	Provide strategic direction and operational guidance to the Cherbourg business units.	<ol style="list-style-type: none"> 1. Ensure that enterprises are running effectively. 2. Improve productivity 3. Improve WHS practices and records. 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 	<ol style="list-style-type: none"> 1. ECD Manager 2. Finance Manager 3. 	<ol style="list-style-type: none"> 1. Report to Council 	
4.7	Oversee projects	<ol style="list-style-type: none"> 1. Cherbourg to Murgon Footpath Upgrade (two phases) 2. Housing project – New Houses 3. Housing project – new precinct/subdivision (two phases) 4. Qbuild Upgrade program 5. Qbuild responsive program 6. LGGSP – Cherbourg Community Centre Project 7. REFFS 8. W4Q 24/27 <ol style="list-style-type: none"> a. Town Hall revitalisation – \$600k b. Technology Modernisation - \$350k c. Fire-escape Compliance - \$100k d. Town Footpath Expansion and Compliance - \$160k e. Council Building – Roofing Upgrades - \$200k f. Public Amenity Sewer Consolidation – \$200k g. Works Dept. Road infrastructure upgrade - \$200k h. Streetlight Installation and repair - \$90k 	<ol style="list-style-type: none"> 1. 30th November 2024 2. 30 Jun 2025 3. 30 Jun 2026 4. 30 June 2025 5. 30 June 2025 6. 30 June 2025 7. 30th June 2026 8. As per individual project schedules, whole program by 30th June 2027 	<ol style="list-style-type: none"> 1. ECD Manager 	<ol style="list-style-type: none"> 1. Completion of projects 	

On track

Delays expected

Off track

32

Cherbourg Aboriginal Shire Council – Operational Plan – 2024/2025

Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status
Community Services						
<i>To ensure residents are provided with facilities and activities that assist in providing quality of life</i>						
5.1	Providing and maintaining sport and recreation facilities and activities	<ol style="list-style-type: none"> Maintenance of football field, Jack Malone Oval and other parks Liaison with the Dept of Sport and Recreation and PCYC, and NIAA on sport and recreation needs in the community 	<ol style="list-style-type: none"> As required On-going 	<ol style="list-style-type: none"> Works Coordinator & Sports Coordinator Community Services Manager 	<ol style="list-style-type: none"> Report to Manager No. of meetings attended 	
5.2	Update of Disaster Management Plan	<ol style="list-style-type: none"> Coordinating Local Disaster Management Group meetings Input into the Regional Community Recovery Plan and attendance at Community Recovery Committee meetings 	<ol style="list-style-type: none"> Bi monthly As required 	<ol style="list-style-type: none"> CEO Community Services Manager 	<ol style="list-style-type: none"> Meetings held and minutes kept No. of meetings attended 	
5.3	Supporting Bush Fire Mitigation Programs	<ol style="list-style-type: none"> Regular liaison with QF&RS Controlled burn offs around the perimeter of the town area 	<ol style="list-style-type: none"> As required As required 	<ol style="list-style-type: none"> Community Services Manager Community Services Manager, Operations Manager & ECD Manager 	<ol style="list-style-type: none"> No. of meetings held Record of activities undertaken 	
5.4	Raise community awareness of disaster and risk management plans	<ol style="list-style-type: none"> Promote availability of plans to community through newsletters and website. Hold community awareness meetings 	<ol style="list-style-type: none"> Quarterly Quarterly 	<ol style="list-style-type: none"> Community Services Manager CEO & Community Services Manager 	<ol style="list-style-type: none"> Inclusion into website and news letters No. of meetings held Community Attendance at events 	
5.5	Work in collaboration with Health Service Providers to support health equity	<ol style="list-style-type: none"> Hold regular meetings with Qld Health, CRAICCHS, and Community Health 	<ol style="list-style-type: none"> Bi monthly 	<ol style="list-style-type: none"> Community Services Manager 	<ol style="list-style-type: none"> Meetings attended 	
5.6	Support to Indigenous Knowledge Centre	<ol style="list-style-type: none"> Operations of the IKC Promote IKC programs and boost membership and IKC usage Source funding for community and cultural workshops 	<ol style="list-style-type: none"> Ongoing Ongoing Ongoing 	<ol style="list-style-type: none"> Community Services Manager IKC Manager Community Services Manager and IKC Manager 	<ol style="list-style-type: none"> Records of visits Number of memberships Approved grants 	

On track

Delays expected

Off track

Cherbourg Aboriginal Shire Council – Operational Plan – 2024/2025						
Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status
5.7	Cherbourg Radio	<ol style="list-style-type: none"> 1. Operations of the UsMob Radio 2. Build in-house capacity to support radio operations 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 	<ol style="list-style-type: none"> 1. Community Services Manager and Radio Station Manager 2. Community Services Manager 	<ol style="list-style-type: none"> 1. Record of activities, surveys, media platform feedback 2. Number of staff trained 	
5.8	Community Events	<ol style="list-style-type: none"> 1. Planning Community events 2. Promotion 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 	<ol style="list-style-type: none"> 1. Community Services Manager and Community Services Officer 2. Radio, Interagency, Social Media 	<ol style="list-style-type: none"> 1. Record of activities, surveys, media platform feedback 2. Attendance by the Community 	
5.9	Interagency	<ol style="list-style-type: none"> 1. Transparency of service provision, community appropriateness, and stop duplication 2. Investigate opportunities for collaboration with groups within the Community and other service providers 	<ol style="list-style-type: none"> 1. Monthly 2. 30 June 2025 	<ol style="list-style-type: none"> 1. Community Services Manager, Community Services Officer, Service Providers 2. Community Services Manager, Community Services Officer, Service Providers 	<ol style="list-style-type: none"> 1. Minutes of meetings 2. Report to Council 	
5.10	IYCC	<ol style="list-style-type: none"> 1. Youth Advisory Group meetings 2. Review and action the IYCC Plan 3. Prepare business plan for the YAG shop 4. Explore synthropic farming opportunities 	<ol style="list-style-type: none"> 1. Monthly 2. Ongoing 3. 30 September 2024 4. 31 December 2024 	<ol style="list-style-type: none"> 1. Community Services Officer and Youth Officer 2. Community Services Officer, Community members and YAG Group 3. Community Services Manager 4. Community Services Manager 	<ol style="list-style-type: none"> 1. Minutes of meetings 2. Set up working groups 3. Report to Council 4. Report to Council 	
5.11	Development of Sports and Recreation Master Plan	<ol style="list-style-type: none"> 1. Develop draft plan for presentation to Council 	<ol style="list-style-type: none"> 1. 30 June 2025 	<ol style="list-style-type: none"> 1. Community Services Manager 	<ol style="list-style-type: none"> 1. Adoption by Council 	

On track

Delays expected

Off track

4. Corporate Services

Corporate Services Manager
November 2024



Achievements

- **Human Resources:**
 - Initiated successful recruitment, including a new HR advisor from South Burnett and a new receptionist.
 - Implemented an Employee Assistance Program (EAP) through Acacia, providing free, confidential support.
 - Hosted Queensland Local Government Award and Allowance information sessions to ensure compliance and transparency.
 - Developed a comprehensive training calendar for Corporate Services, including Professional Development (PD) updates for clearer role alignment and capacity building.
 - Succession planning for leadership roles and traineeships, with a focus on career growth and skills advancement.
- **Housing:**
 - Created a structured housing system with separate Emergency and General Waiting Lists to improve allocation efficiency.
 - Successfully reduced rental debt, demonstrating effective debt recovery initiatives.
 - Continued house inspections and prioritized housing adjustments for single tenants and disability modifications, responding to evolving community needs.
 - Conducted workshops and sessions to enhance housing policies, including strategies for managing tenant breaches and eviction processes.
- **Finance:**
 - Implemented internal audit recommendations, refined grant management, and completed asset valuations.
 - Effective handling of the EOFY rollover and budget planning for FY 2024-25, despite staff on leave, showcasing strong teamwork.
 - Introduced new financial software and systems to improve operational transparency and data management.
 - Continued to work on aged debt write-offs and grant management, providing clarity on long-standing financial challenges.

Challenges

- **Staff Turnover and Recruitment Challenges:**
 - High turnover in key HR and Housing positions created a need for regular recruitment and temporary adjustments, impacting continuity.
 - Delays in fully staffing and managing reception and housing roles led to operational adjustments.

- **Debt and Housing Policy Gaps:**
 - Persistent challenges with rental debt collection and tenant management revealed a need for more structured policies. Housing and Finance continue to collaborate to address this, but significant outstanding rental debt remains a concern.
 - Hall rental was suspended due to high demand and administrative burdens, impacting community access.
- **Technology and Space Limitations:**
 - Space constraints for housing staff and outdated systems hindered administrative efficiency. Transitioning to new software and reallocating office space are intended to address these limitations in the coming year.

Projections

- **HR and Workforce Development:**
 - Focused on building a sustainable workforce through expanded training, defined career paths, and succession planning, especially in Housing and Finance.
 - New training modules and role-based PD alignment across departments are expected to enhance skill development and retention.
- **Housing and Community Infrastructure:**
 - Aiming to increase housing for single tenants and disabled community members, with potential plans for a unit-style accommodation project.
 - Continued emphasis on debt management policies and improved tenancy practices to reduce future financial risks.
- **Finance and Governance:**
 - Projected further improvements in budgeting, audit processes, and financial forecasting, aiming for greater fiscal transparency and efficiency. This will be greatly enhanced by significant software upgrade set for early 2025.
 - Adoption of new technology and data systems will support more comprehensive reporting and facilitate inter-departmental communication, enhancing overall governance. Especially between CASC Finance and Housing.

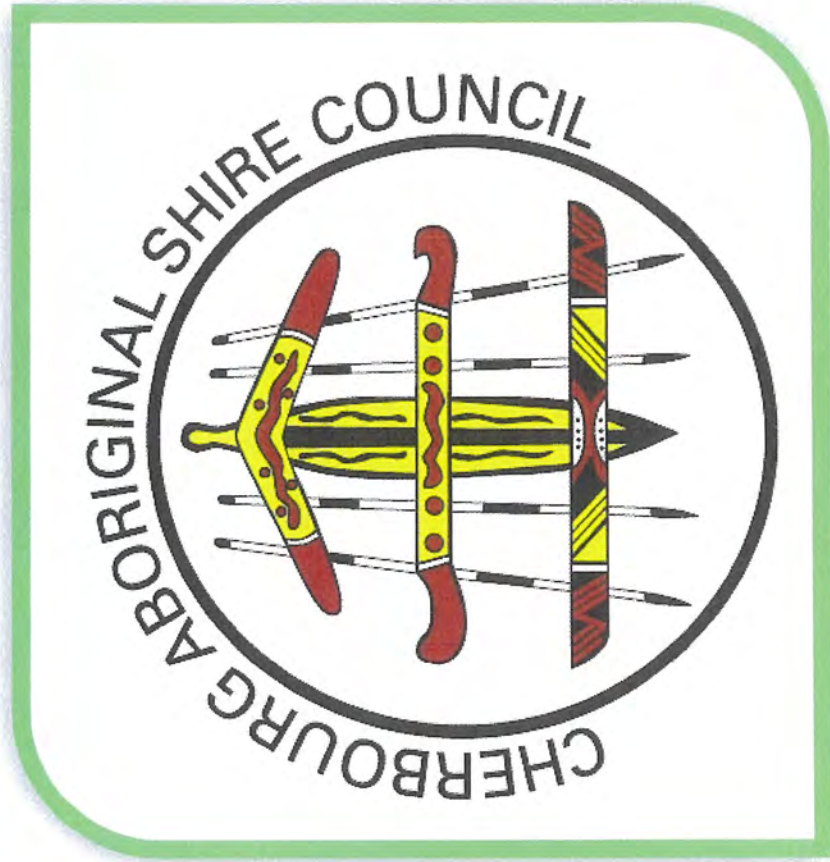
This year's initiatives reflect CASC Corporate Services' commitment to strengthening internal structures, improving community services, and ensuring financial resilience. With strategic workforce planning, technological updates, and community-focused housing solutions, the Council is positioned to address key operational challenges and promote long-term sustainability in the very near future. This information will shape CASC Corporate Services into 2025 and beyond.

Thank you,

Sam Murray – CASC Corporate Services Manager

FINANCE MANAGER REPORT AS AT

31 Oct 2024



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

October

YTD Operating Income
 Actual Variance
 \$8.90M \$3.25M ▲57.5%

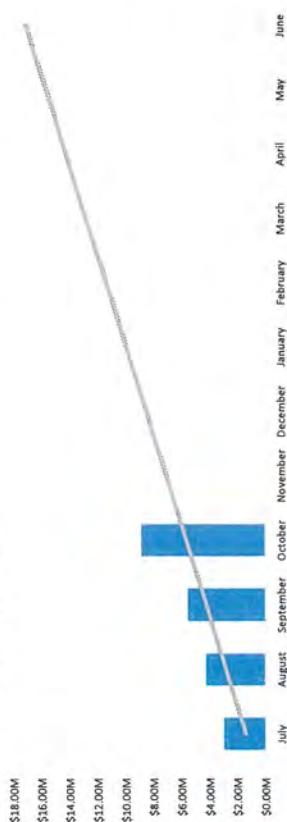
YTD Operating Expenditure
 Actual Variance
 \$8.88M (\$1.08M) ▲(12.2%)

Operating Surplus Ratio
 -0.16%

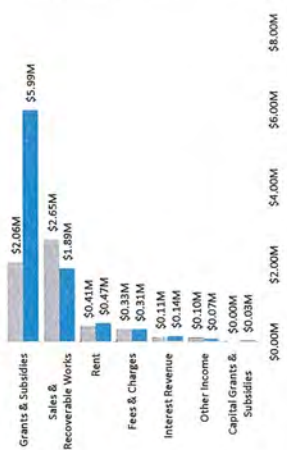
■ Budget ■ Actual ■ Positive Variance ■ Negative Variance



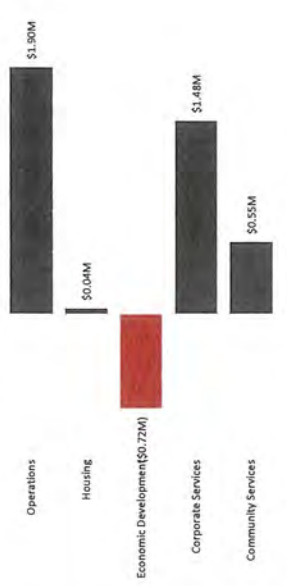
Total Income - Actual vs Budget



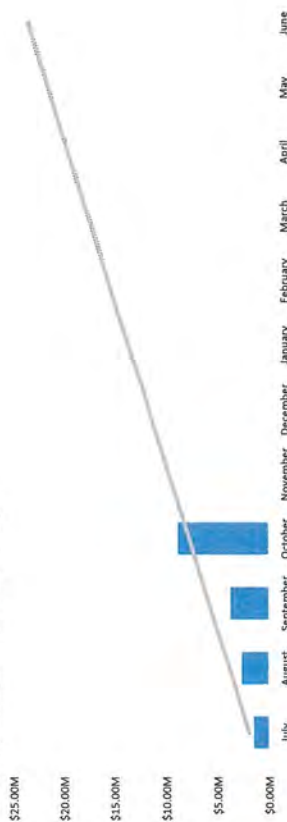
Income YTD



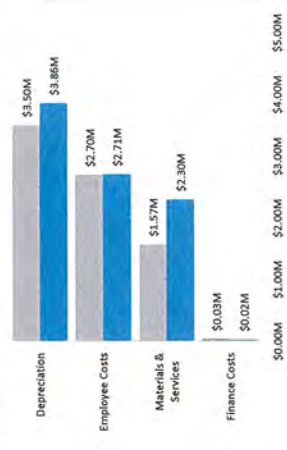
YTD Income Variance By Directorate



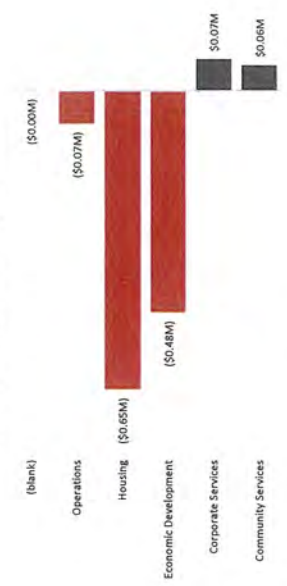
Total Expenditure - Actual vs Budget



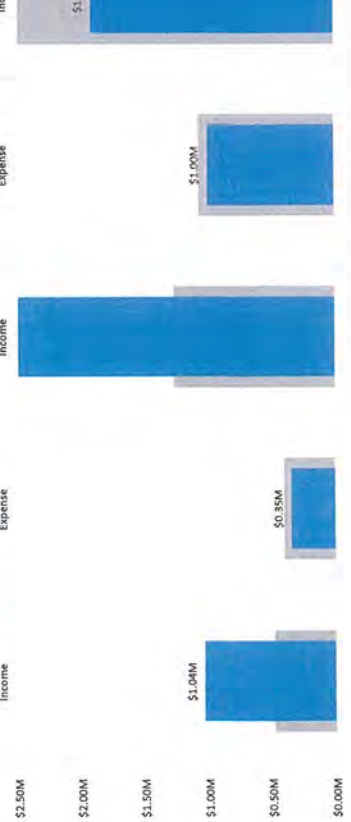
Expenditure YTD



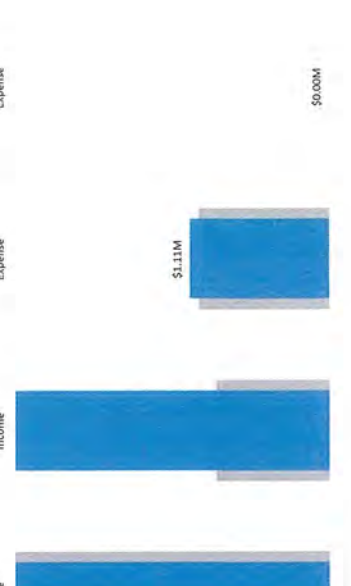
YTD Expenditure Variance By Directorate



Total Expenditure - Actual vs Budget



YTD Expenditure Variance By Directorate

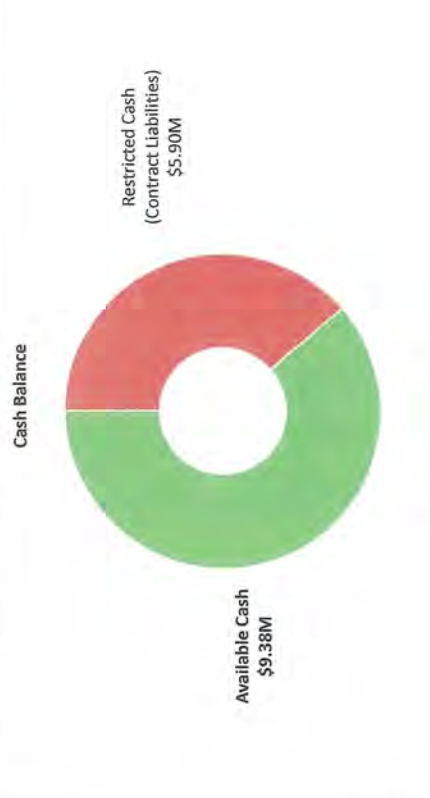
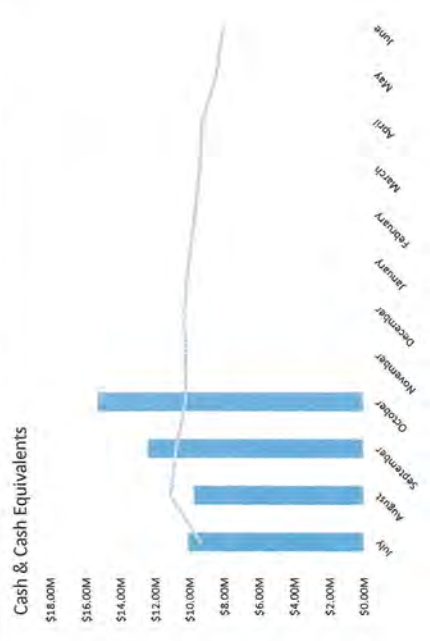


Cherbourg Aboriginal Shire Council Financial Position FY 2024-2025 October

YTD Assets
Current \$16.45M
Non-Current \$210.18M

YTD Liabilities
Current \$7.09M
Non-Current \$3.52M

Actual — Prior Year
Decrease ▲ Increase ▼

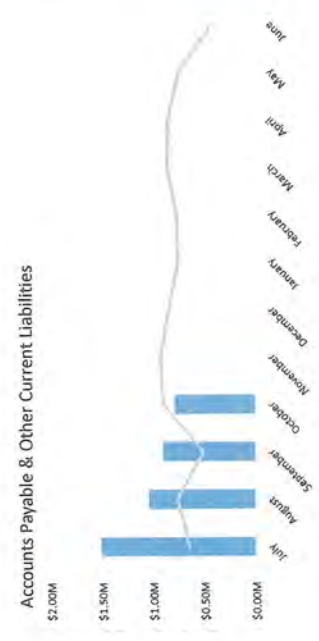
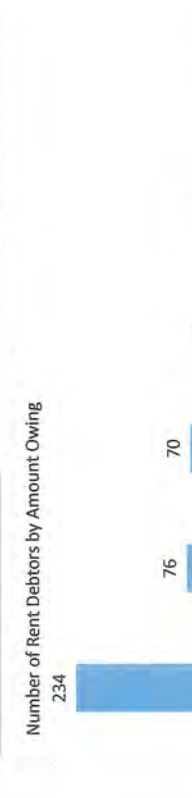
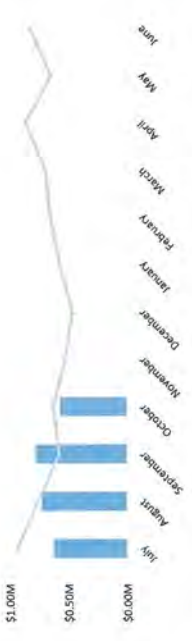
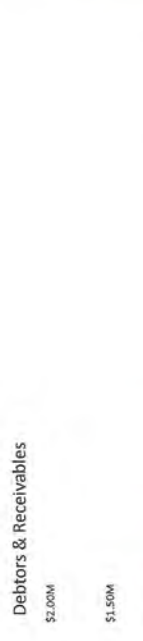


Current Assets

Cash & Cash Equivalents	\$15.28M
Contract Assets	\$0.17M
Trade & Other Receivables	\$0.57M
Inventories	\$0.31M
Biological Assets	\$0.13M
Total Current Assets	\$16.45M

Non-Current Assets

Buildings	\$37.60M
Furniture & Fittings	\$0.00M
Houses	\$125.10M
Infrastructure	\$38.28M
Land	\$1.92M
Motor Vehicles	\$0.90M
Plant & Equipment	\$4.91M
Work in Progress	\$1.47M
Total Non-Current Assets	\$210.18M



Current Liabilities

Contract Liabilities	\$5.90M
Trade & Other Payables	\$0.79M
Current Provisions	\$0.40M
Total Current Liabilities	\$7.09M

Non-Current Liabilities

Non-Current Provisions	\$3.03M
Trade & Other Payables	\$0.49M
Total Non-Current Liabilities	\$3.52M

Total Liabilities

Total Liabilities	\$10.61M
--------------------------	-----------------

Equity

Retained Surplus	\$88.45M
Asset Revaluation Surplus	\$127.56M
Total Equity	\$216.02M

Total Liabilities & Equity

Total Liabilities & Equity	\$226.63M
---------------------------------------	------------------

	Actual	Year to Date		% Variance	Traffic Light	Comments
		Budget	\$ Variance			
Grants & Subsidies	\$ 5,986,378	\$ 2,057,336	\$ 3,929,042	190.98%	🟡	<ul style="list-style-type: none"> • Timing issue for FAGS funding . It was paid in advance for the full year (\$1.82M extra to the end of Oct). • Timing issue for SGFA funding . It was paid in advance for the full year (\$1.42M extra to the end of Oct). • Additionally NIAA radio station , Sports Centre, Combined \$366K extra grant received compared to the Oct budget figures. • Digital Innovation grant and Play our way Participation grant not budgeted : \$215K • QRA Flood study Previous year claim not Budgeted : Total income for the month of Oct was \$75K.
Fees & Charges	\$ 308,252	\$ 325,240	\$ (16,988)	-5.22%	🟢	On track
Sales & Recoverable Works	\$ 1,890,194	\$ 2,645,844	\$ (755,650)	-28.56%	🟡	<ul style="list-style-type: none"> • Timing issue for Q build upgrade income : \$700K variance. • Additionally, Cherbourg Call centre Private Enterprise has \$181k Variance • Offset by extra revenue from Q build R & M: \$210K
Interest Revenue	\$ 140,512	\$ 113,332	\$ 27,180	23.98%	🟢	Higher interest revenue due to increase in interest rates.
Rent	\$ 474,533	\$ 405,576	\$ 68,957	17.00%	🟢	On track
Other Income	\$ 69,754	\$ 102,828	\$ (33,074)	-32.16%	🟡	Incentives income , radio station self-generated income and YAG sales is less than budgeted amount . The total variance is \$28K.
Total Income	\$ 8,869,623	\$ 5,650,156	\$ 3,219,467	56.98%		
Employee Costs	\$ 2,706,826	\$ 2,695,748	\$ 11,078	0.41%	🟢	Overspent on Economic and Community development is offset by underspent in Corporate services . Operation and Community Services.
Materials & Services	\$ 2,298,592	\$ 1,569,340	\$ 729,252	46.47%	🟡	<ul style="list-style-type: none"> • Insurance invoice paid in advance for full year renewal and thus variance of \$ 367K. • Q build Responsive program overspent by \$323K • Surepac renewal invoice of \$84K paid in advance and not budgeted . • The overspent is offset by underspent in FAGS funding Cost centre \$49K and total underspent of \$57K in Elders advisory group , and ILSC e.tc .
Depreciation	\$ 3,856,352	\$ 3,503,096	\$ 353,256	10.08%	🟢	Housing & Building Depreciation higher than Budgeted amount.
Finance Costs	\$ 21,694	\$ 31,588	\$ (9,894)	-31.32%	🟢	
Total Expenditure	\$ 8,883,464	\$ 7,799,772	\$ 1,083,692	13.89%		
Net Surplus/(Deficit)	\$ (13,841)	\$ (2,149,616)	\$ 2,135,775	-99.36%		

H.

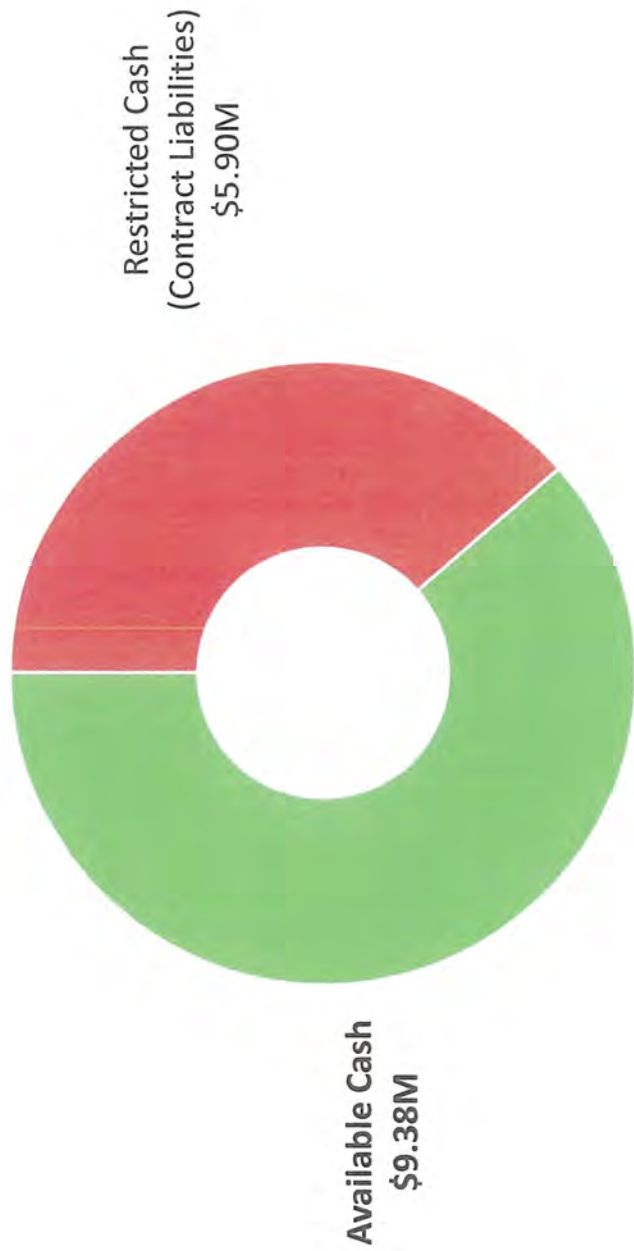
Whole Of Council

	October			Year to Date			Full Year Budget	Traffic Light
	Actual	Budget	% Variance	Actual	Budget	% Variance		
Grants & Subsidies	\$ 2,529,218	\$ 514,334	391.75%	\$ 5,986,378	\$ 2,057,336	190.98%	\$ 6,171,995	🟡
Fees & Charges	\$ 1,300	\$ 81,310	-98.40%	\$ 308,252	\$ 325,240	-5.22%	\$ 975,711	🟢
Sales & Recoverable Works	\$ 726,051	\$ 661,461	9.76%	\$ 1,890,194	\$ 2,645,844	-28.56%	\$ 7,937,534	🔴
Interest Revenue	\$ 33,422	\$ 28,333	17.96%	\$ 140,512	\$ 113,332	23.98%	\$ 340,000	🟡
Rent	\$ 132,957	\$ 101,394	31.13%	\$ 474,533	\$ 405,576	17.00%	\$ 1,216,728	🟡
Other Income	\$ 27,513	\$ 25,707	7.03%	\$ 69,754	\$ 102,828	-32.16%	\$ 308,477	🔴
Total Income	\$ 3,450,461	\$ 1,412,539	144.27%	\$ 8,869,622	\$ 5,650,156	56.98%	\$ 16,950,445	
Employee Costs	\$ 722,670	\$ 673,937	7.23%	\$ 2,706,826	\$ 2,695,748	0.41%	\$ 8,087,213	🟢
Materials & Services	\$ 514,459	\$ 392,335	31.13%	\$ 2,298,592	\$ 1,569,340	46.47%	\$ 4,707,880	🔴
Depreciation	\$ 3,856,352	\$ 875,774	340.34%	\$ 3,856,352	\$ 3,503,096	10.08%	\$ 10,509,274	🔴
Finance Costs	\$ 5,082	\$ 7,897	-35.65%	\$ 21,694	\$ 31,588	-31.32%	\$ 94,750	🟡
Total Expenditure	\$ 5,098,562	\$ 1,949,943	161.47%	\$ 8,883,464	\$ 7,799,772	13.89%	\$ 23,399,117	
Net Surplus/(Deficit)	\$ (1,648,101)	\$ (537,404)	206.68%	\$ (13,842)	\$ (2,149,616)	-99.36%	\$ (6,448,672)	

Cash and Investments:

Cash at bank as at 31 Oct is \$15.28 M with restricted cash component (contract liability) is \$5.90M. So, available cash balance after satisfying the performance obligations is \$9.38M. Cash increased due to advance cash of \$1.90M from REEF, \$1.025 from New housing Capital grant and \$0.95M From W4Q 2024-27. QTC Investment balance is \$13.63 M. Interest revenue for the Oct is \$33,421.

Cash Balance



Restricted Cash Listings :

Capital Works Grant Safety & Wellbeing Program- Cherbourg to Murgon Footpath Projects LRCI Phase 4	(1,980,239.71) (37,701.00)
Cherbourg Industrial Site Upgrade - REEF	(1,900,000.00)
New Housing- Remote Capital Program W4Q 2024-27-	(1,025,967.00) (950,000.00)
Grand Total	(5,899,607.93)

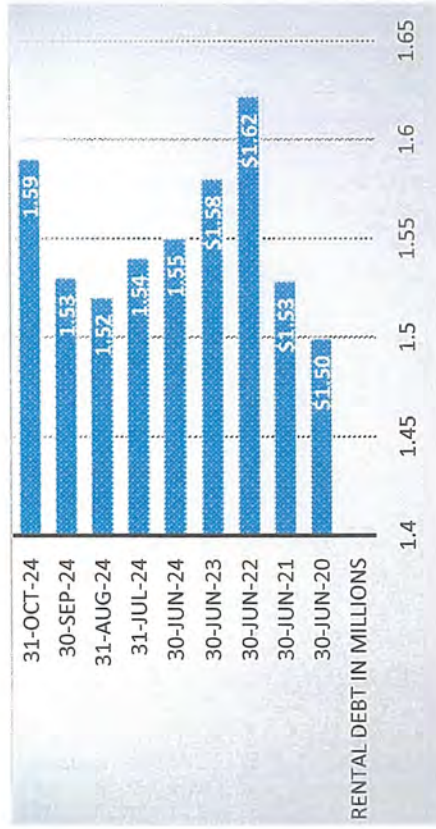
7.

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

1.59 Note : Aged debtors report generated on 12 Nov 2024

31-Oct-24



Housing Report November 2024



HOUSING MANAGER & HOUSING OFFICER:

The month of October/November has been quite busy with the Housing Manager & Officers attending to housing enquiries, producing statements, raising rental invoices, monthly rent reconciliation for the invoices, rental checks, home visits, assisting tenants adjust their Centrelink deductions and daily interviews with clients

HOUSING MANAGER CLIENT CONTACT OCTOBER/NOVEMBER: (49)

Phone Calls	-	14
Rent Enquires	-	12
Housing Enquires	-	13
Complaints/Misc.	-	10

ENQUIRES FOR CLIENTS FROM OTHER AGENCIES:

- Graham House - Information requested by tenant.
- Child Safety Brisbane - Accommodation for a client and family.
- Toowoomba Hospital - Enquiry about a client.

COMPLAINTS: (3)

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

MEETINGS – ATTENDED 3:

- 2 Housing Meeting
- Console Cloud Meeting (re. possible new computer system).

Antonia Jacobs
Housing Manager

Meeting/workshops

Housing meeting
Corporate Service
Housing Presentation

Working with other services:

- Program Officer - Department of Housing
- QBuild
- Senior Occupational Therapist – Dept of Housing
- Pest Control

Service provided to tenants:

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

50 - Delivered housing inspection notices, we are inspecting a lot of properties and working with tenants.

House Inspection (Monday – Wednesday)

75 - Assisted tenants with calling Qbuild.

20 - Pest Control

Home Modifications: 16 on register & 19 to be added

Vacant:

12B Hillview St
1B Wragge Way
10 Jerome St

Mrs Joanne Simpson
Housing Inspection Officer
Cherbourg Aboriginal Shire Council

5. Economic & Community Development

ECONOMIC & COMMUNITY DEVELOPMENT REPORT

Nov 2024

1. Executive Report



Business issue Containers for Change Bins with Keylan.

Executive Summary

New business

Solar farm – interest from an operator.

Arafura – Construction business – want to send their machines up

Café – handover done

ILUA – no progress, holding up development projects

Building Department

DISMODs – 35 tasks undertaken, we are working through these as quickly as we can and they have the highest priority of works. We have completed nearly 2M of work this year (6months)

New Housing – Hydraulic plans now completed, Qbuild doing final plan reviews, aiming to start with slab construction before Christmas.

Upgrade approvals still very slow – hindering our ability to deliver the current list of projects, especially lawn lockers.

The **Responsive** program ongoing challenge of keeping up with the workload, due to consistent good practice, electrical faults have dramatically reduced.

To cope with the large workload in the department we propose to recruit 2 more people in technical inspections and project management roles.

Cherbourg Digital Call Centre

3 more staff have completed their cert 3 qualifications which is great – they will now work a five day week of 6 hours per day, we will encourage these employees to continue with their studies.

Recycling – MRF + CRPs

Kingaroy has good numbers, with an 8% increase on last year, we attended the COEX annual conference and were shown some new technology machines – we are investigating putting them into our region.

Cherbourg Farm

The farmers are continuing to spray parthenium.

Café

The Café has been cleaned and some maintenance issues attended to for the tenant. – no lease agreement is in place yet.

General Project Information

1. **Cultural Pathway** – The construction contractors next stage is the earthworks and construction of the pylons to hold the bridge and platform. – No firm date on this he is struggling with skilled staff shortages – all design is complete.
1. **W4Q 24/27**
 - a. Cherbourg Town Hall renovation - \$600k – work has started, we will progress this project as and when we can throughout the year, prices are coming in very high, We are fixing the roof issues 1st.
 - b. Technology and accounts system upgrade - \$350k
 - c. Fire escape compliance - \$100k – initial inspections underway.

- d. Council building roofing upgrades - \$200k
- e. Public amenity sewer consolidation - \$200k
- f. Footpath expansion and compliance - \$160k
- g. Streetlight installation and repair - \$90k – work in progress as a priority
- h. Works Depot. Road infrastructure upgrade - \$200k

2. REFFS

- a. Pre-project compliance documentation underway. Demolition will start as soon as possible.

3. DESI

- a. Landfill/transfer station – project being submitted.
- b. MRF expansion – no progress with the change of Gov. – negotiations continuing.

4. LGGSP

- a. Projects submitted -waiting for an answer from the funding body.

5. New Community Centre – project submitted for funding

6. New Digital Service Centre -ongoing discussion with Gov. departments and ILSC.

Report by: Sean Nicholson

6. Operations Department

● Operations Department Report October 2024



By Matthew Bock, Operations Manager

13th November 2024

Matthewb@cherbourg.qld.gov.au

Contents

Executive Summary.....	2
Animal Management & Environmental Health.....	3
Parks and Gardens	4
Fleet Services.....	5
Water, Sewerage.....	6
Civil Roads & Waste	7
Council Resolution needed	8



Executive Summary

Operations department

- Pound upgrades are complete
- Site based Management plan has been reviewed and minor adjustments are being made
- 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
- Planning for depot upgrades is completed needed council approval of attached plans
- Cherbourg state school has expressed concern around their bus drop off area being that there is no room for buses and vehicles and buses have had to drop kids off out on the road. A plan has been developed and is needing approval to move forward with construction during school holidays

Feet Services

- 21 Jobs were completed for the month of October this included services and repair work
- 7 Vehicles and plant equipment received their annual scheduled services
- Replacement of bearings and pullies on Cherbourg Containers for Change can counter
- Replace wheel speed sensor little tipper
- Replaced turbo hot pipe on Water dept. Ute
- Replaced Ignition switch on Bobcat Mower
- Replaced wheel hub on Gravely Mower
- Delivery of street sweeper
- Delivery of vehicle for Housing Department
- New cement mixer attachment for Bobcats

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
- AMRRIC App data *Figure 2. AMRRIC App Data September 2024*
 - 66% of Dogs and 57% of cats in community are desexed

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.

Civil Roads & Waste

- Jobs were completed for the month of October
- Removing gravel from both entering off town and look out car park placed gravel on access road to workers home at lookout to slow dust the other part of gravel to seating area at look out re move green waste from Lookout seating area.
- Started on rework drainage and road surface of Murray Rd dirt end past pound and over grid finishing pound fence, clean out drains at the look out and down Murray Rd to bottom off hill , remove large rocks from 2 Barber St

Animal Management & Environmental Health

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*
 - 66% of Dogs and 57% 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

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

Page 4 of 7

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

- 21 Jobs were completed for the month of October this included services and repair work
- 7 Vehicles and plant equipment received their annual scheduled services
- Replacement of bearings and pullies on Cherbourg Containers for Change can counter
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- Replaced turbo hot pipe on Water dept. Ute
- Replaced Ignition switch on Bobcat Mower
- Replaced wheel hub on Graverly Mower
- Delivery of street sweeper
- Delivery of vehicle for Housing Department
- New cement mixer attachment for Bobcats

Issues

Vehicle and plant care and pre-starts

Damage Report

S590 Bobcat rear engine door impact

Workplace Health & Safety Incidents

Nil

Training Updates

Craig attended 2 weeks TAFE block

Next Month's Business Plans

Page 5 of 7

- Continuation of normal workshop work
- Tenders will be evaluated, and purchases made
- Delivery of Bobcat and trailer for Building Department
- Signage and fitout for Emergency trailer

Other Information

By Sebastian Mearns

Water, Sewerage

Water & Wastewater

- Daily, Weekly, Monthly Water Sampling, including Raw Water.
 - (Daily) – Daily grab samples from different locations throughout community.
 - MWDRNK – (Weekly) – **Human Consumption.**
 - MWHCPC – (when requested) **Heterotrophic Colony Count.**
 - KEWTHM – (Weekly) - **THM's.**
 - KWP & KWHPDI (Monthly) – **Pesticides.**
 - KPCB – (Monthly) - **Blue Green Algae.**
 - SWAHN – (Monthly) – **Standard Water Analysis.**
- ANZMT – (Monthly) –**Heavy Metals.**
- Daily Checklists on Plant and Operations:
 - QR code Checklists WTP & WWTP Operations including Effluent Ponds & Pivot irrigator.
 - QR code Checklists on all Sewage Pump Station's (SPS).
 - Daily QR code checklists on WTP & WWTP i.e., Basic Housekeeping and ensuring grounds are clean and maintained.
- 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 on 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).
- No main water line breaks for this period.
- No sewage main breaks for this period.
- 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 – 1 (1 Active in Water Operations)
 - Ongoing Training and develop to ensure Operators are qualified and confident in operating WTP and WWTP

General

- All 7 Effluent ponds are in working condition with no blockages.
- All water and sewage staff are currently working new roster from 7am to 4:30pm include RDOs, public holidays and weekends.
- Cutting and cleaning Sewer ponds from Pond 1 through to Pond 7 95% slashed whipper snipped and sprayed)
- Roof finished being installed over sand filters.
- 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.
- Daily flushing of all water mains taking place throughout the reticulation system to help prevent increased turbidity.
- Manual dosing of all reservoirs (Sodium Hypochlorite 10L) to prevent any unwanted contamination.
- Jar test undertaken by Justin and Jakeem on the 12/11/24

Civil Roads & Waste

Civil roads & waste

Current Business

- Jobs were completed for the month of October
- Removing gravel from both entering off town and look out car park placed gravel on access road to workers home at lookout to slow dust the other part of gravel to seating area at look out re move green waste from Lookout seating area.

- Started on rework drainage and road surface of Murray Rd dirt end past pound and over grid finishing pound fence, clean out drains at the look out and down Murray Rd to bottom off hill , remove large rocks from 2 Barber St

Issues

Being with out a Large Tipper for the dump

Damage Report

Back of Skid Steer bent rear engine cover, Broken Carry roller Bolt, Damage to large tipper.

Workplace Health & Safety Incidents

Nil

Training Updates

Just now street sweeper, more training for skid steer, excavator, Backhoe, MR, HR

Next Month's Business Plans

- Continuation of normal work.
- Finish Pound.
- Guard Rail, pedestrian crossing on Barambah St

Other Information

By Peter Schiffmann

Council Resolution needed

Depot concept plan

School bus zone concept plan

Fisher St Bus Zone Upgrade

- 1) Remove islands at exiting pedestrian crossing
- 2) Paint exiting crossing black
- 3) Remove speed humps
- 4) Patch up bitumen where islands were
- 5) Line mark bus zone from driveway to past entrance
- 6) Line mark drop off/zones on skatepark side of driveway
- 7) Cut out island install curbing into daycare car park
- 8) Install raised pedestrian crossings 1: before Ny-Ku Byun carpark
- 2 From daycare car park to school
- 9) Line mark disabled car park in daycare car park



7. Community Services Department

COMMUNITY SERVICES DEPARTMENT October - November 2024 REPORT

Edwina Stewart, Community Services Manager



IKC

- We extend our gratitude to the IKC Co-ordinator for facilitating the annual Breast Cancer Awareness Day. The event was well received by the women in our community, and the discussions led by them have inspired us to organize an informational day specifically for our male community members. We are optimistic about partnering with Cherbourg Community Health once again, as well as CRAICCHS. We would also like to thank the Council for their support of the event, demonstrated by your presence in pink shirts, which has prompted inquiries about where to obtain these shirts.
- The IKC coordinator and I are currently participating in the State Library of Queensland's IKC Workshops in Cairns. I had the opportunity to participate in a panel discussion in which attendees expressed considerable interest in the designer workshops held at the IKC, facilitated by Julie Appo. The State Library Digital Team found inspiration in our initiatives and is now encouraging other communities to implement similar programs. This workshop is highly beneficial as we prepare to implement the digital skills program. During our visit to Yarrabah IKC, I had the opportunity to engage in a discussion with my counterpart there.

Sports Complex

- The Complex venue housed the Woorabinda Women's team early November for the Pioneer & Community Club Challenge.
- Community Services Yarn Up Day will be held at the Complex Tuesday 26th November, commencing at 10am.
- Expressions of interest gone out to recruit Sport & Recreation Officers as well as Community Services casuals.
- Sports Co-ordinator has completed the Holiday Program.
- After School Care is continuing as usual.

IYCC – YAG

- The YAG ladies will be conducting workshops focused on candle and soap making. This initiative aims to foster community inclusion and encourage ownership of the YAG shop by residents. Additionally, the products created during these workshops will be made available for sale in the shop during the Christmas season.
The YAG young men have initiated a mowing and lawn maintenance program, with bookings being received at a rapid pace. Additionally, they will be conducting trials of wicking garden beds.

Cherbourg Radio.

- The radio station extended its support for the Education March at Cherbourg School by documenting the event through photography and conducting interviews with participants both during and after the march.
All four members of the Radio staff will be participating in the First Nations Media National Conference in Canberra, scheduled from Tuesday, November 19, to Thursday, November 21. The staff members will serve as discussion panel experts addressing the topic of Digital Inclusion.

General Business

Deputy Mayor and I attended the Channel 7 Community Awards Night in Brisbane Friday 8th November, it gave us insite into what people are achieving in the community services space. It was a learning experience and we both got some great ideas for our community.

Upcoming event;

- 18/11/24 Community Truth Telling Event @ the Ration Shed.
- 26/11/24 Community Services Inf Day @ the Sports Complex.
- 18/12/24 Judging of the Christmas Light Competition.
- 19/12/24 Cherbourg Christmas Carol Evening @ the Sports Complex.

This ends my report for October/November 2024.

Edwina Stewart

Community Services Manager