

Cherbourg Aboriginal Shire
Council

Working
Papers

For Council Meeting 11 & 12 December 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*

20 & 21 November 2024

MINUTES

COUNCIL MEETING

HELD ON 20 & 21 NOVEMBER 2024

Attendance

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

Officers: CEO - Zala
Minute Taker - Eileen Jacobs

9.31am Mayor Opened Meeting
Welcome to Country - Cr Daniel Weazel
Sorry Business - 1 Minute Silence

Councillor Obligations

Prescribed Conflict of Interest

Nil

Declarable Conflict of Interest

Nil

Register of Interest

Nil

Minute Approval

Cherbourg Aboriginal Shire Council resolves that the minutes of the Council Meeting held on 16 & 17 October 2024 be adopted.

Moved: Cr Gordon Wragge
Seconded: Cr Tom Langton

Motion No. 2628 Carried
For Vote: Council Voted Unanimously

MAYOR'S REPORT

Mayor presented his report.

Report Approval

Council resolves that the Mayor's Report be adopted.

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

Motion No. 2629 Carried
For Vote: Council Voted Unanimously

Deputy Mayor's Report

Deputy Mayor presented her report.

Council resolves that the Deputy Mayor's Report be adopted.

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

Motion No. 2630 Carried
For Vote: Council Voted Unanimously

CHIEF EXECUTIVE OFFICER REPORT

CEO Presented his report

Annual Report

CEO presented the Cherbourg Aboriginal Shire Council Annual Report 2023/2024

Resolution

In relation to the Annual Report Council resolves to;

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

Moved: Cr Tom Langton

Seconded: Cr Daniel Weazel

Motion No. 2631 Carried
For Vote: Council Voted Unanimously

2025 Council Meeting Dates

The 2025 Council Meeting Dates were presented for council approval.

Resolution

That in relation to the 2025 Council Meeting Dates Council resolves to;

1. Adopt the council meeting dates for 2025
2. Publish the adopted meeting dates on Council Website for Community and stake-holders information

Moved: Deputy Mayor Carla Fisher

Seconded: Cr Daniel Weazel

Motion No. 2632 Carried
For Vote: Council Voted Unanimously

Cherbourg Aboriginal shire Council Elders Meeting Minutes

The September Elders Meeting Minutes have been attached for council information.

Resolution

That in relation to the Cherbourg Elders Advisory Group meeting;

- Council resolves to Endorse the meeting minutes from the Elders Advisory Group Meeting held on 9 October 2024

Moved: Cr Daniel Weazel

Seconded: Cr Tom Langton

Motion No. 2633 Carried
For Vote: Council Voted Unanimously

Audit & Risk Minutes

This meeting was held on 14 November 2024. A copy of the minutes are attached for council information.

Resolution

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

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

Motion No. 2634 Carried
For Vote: Council Voted Unanimously

External Members

In accordance with the audit and risk committee charter, two of the members of the committee must be independent external members, one of whom must chair the meeting. Council is fortunate to have two volunteer external members who provide expert advice on a pro bono basis. The term 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. Both have agreed to continue to provide their expertise and support to council for another two years.

Resolution

That in relation to the Audit and Risk External Members, that Council;

- 1. Appoint Mr Mark Pitt and Mr Scott Meade as independent external members of the Council's Audit and Risk Committee for a further term of 2 years*
- 2. Appoint Mr Mark Pitt as Chairperson of the committee; and*
- 3. Thank those members for their ongoing pro bono support of Council's Audit and Risk Committee*

Moved: Cr Gordon Wragge

Seconded: Deputy Mayor Carla Fisher

*Motion No 2635. Carried
For Vote: Council Voted Unanimously*

Historic Housing Debt Write Offs

The committee has considered various options and has made a recommendation to Council.

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

- 1. Note that Council has adopted better policies and procedures which have been successfully implemented to reduce the overall amount of debt owing for housing rentals; and*
- 2. 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.*

Deceased – Housing Debt Write Off

Council has decided to write off Deceased Rental Debt

Resolution

Cherbourg Aboriginal Shire Council has resolved to write off the submitted list of Deceased Housing debt.

Moved: Cr Gordon Wragge

Seconded: Cr Daniel Weazel

*Motion No. 2636 Carried
For Vote: Council Voted Unanimously*

More Information

In relation to historical housing debt write offs, Council has requested the CEO provide further advice for council to deal with debts of persons who have left the community.

Resolution

Council resolves to request the CEO provide further advice for Council to consider in dealing with people with rent debt who have left the community.

Moved: Cr Daniel Weazel

Seconded: Deputy Mayor Carla Fisher

*Motion No. 2637 Carried
For Vote: Council Voted Unanimously*

Repeal a Resolution – Voluntary Redundancy

A notice to repeal a council resolution- voluntary redundancies was submitted to council.

At the council meeting in August 2024, council passed the following resolution;-

Voluntary 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*

The purpose of the 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.

Resolution

That the Council repeal the following motion 2604 that was passed at Cherbourg Aboriginal Shire Council's September 2024 Ordinary Meeting.

Voluntary 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

Moved: Deputy Mayor Carla Fisher

Seconded: Cr Daniel Weazel

Motion No. 2638 Carried
For Vote: Council Voted Unanimously

Quarter 1. Review - Operational Plan 2024/2025

The Quarter 1. Review Operational Plan 2024/2025 has been submitted for council information.

Resolution

That Cherbourg Aboriginal Shire Council receive and note the Operational Plan 2024/2025 Progress Report

Moved: Cr Gordon Wragge

Seconded: Deputy Mayor Carla Fisher

Motion No. 2639 Carried
For Vote: Council Voted Unanimously

Cherbourg Wellbeing Indigenous Corp – Removal of Donga Building

The Cherbourg Wellbeing Indigenous Corp has made a request to move the current donga building (which is next to the council chambers) to the area next to the CAFÉ. They have funding to purchase an additional donga to increase their office capacity.

The intended site has been inspected and has water connections.

Resolution

In relation to Cherbourg Wellbeing Indigenous Corporation's request to move the Donga Building, council

1. Approves the relocation of the current donga building next to the new site next to the CAFÉ
2. Approves Cherbourg Wellbeing Indigenous Corporation to purchase additional donga building to provide more office space
3. Proceed with a new lease for the new site once all the work has been completed.

Moved: Cr Gordon Wragge

Seconded: Deputy Mayor Carla Fisher

Motion No. 2640 Carried
For Vote: Council Voted Unanimously

Council Christmas Dinner

Council has decided to hold its annual Christmas Dinner on 6 December 2024.

Resolution

Cherbourg Aboriginal Shire Council has resolved to hold its annual Christmas Dinner on 6 December 2024 and will invite the Cherbourg Elders Group and Audit and Risk Members.

Moved: Cr Tom Langton

Seconded: Cr Gordon Wragge

Motion No. 2641 Carried
For Vote: Council Voted Unanimously

Report Approval

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

Moved: Cr Tom Langton

Seconded: Cr Daniel Weazel

Motion No. 2642 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 Tom Langton

Motion No. 2643 Carried

For Vote: Council Voted Unanimously

ECONOMIC & COMMUNITY DEVELOPMENT

Economic & Community Development Manager presented his report.

Report Approval

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

Moved: Deputy Mayor Carla Fisher

Seconded: Cr Daniel Weazel

Motion No. 2644 Carried

For Vote: Council Voted Unanimously

COMMUNITY SERVICES REPORT

Community Services Manager presented her report.

Report Approval

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

Moved: Cr Daniel Weazel

Seconded: Deputy Mayor Carla Fisher

Motion No. 2645 Carried

For Vote: Council Voted Unanimously

OPERATIONS DEPT REPORT

Operations Dept Manager's presented his report

Street Sweeper

Council has decided to name the new street sweeper the "Beetle Gang" after the Cherbourg's elders who cleaned the streets with brooms, shovels, chipping hoes.

Resolution

That Cherbourg Aboriginal Shire Council name the new Street Sweeper the "Beetle Gang" in honour of our elders who cleaned the streets without machinery.

Moved: Cr Gordon Wragge

Seconded: Cr Daniel Weazel

**Motion No. 2646 Carried
For Vote: Council Voted Unanimously**

Fisher Street Bus Zone Upgrade

Operations Manager has submitted the Fisher St Bus Zone Upgrade plan. The plan provides more safety for students, pedestrians, proper drop off zones and school bus zones at the front of the Cherbourg State School.

Resolution

Cherbourg Aboriginal Shire Council approved the Fisher St Bus Zone Upgrade Plan as it provides safety at the front of the Cherbourg State School.

Moved: Deputy Mayor Carla Fisher

Seconded: Cr Gordon Wragge

**Motion No. 2647 Carried
For Vote: Council Voted Unanimously**

Depot Concept Plan

Operations Manager submitted a Depot Concept Plan for the Operations Dept.

Resolution

Cherbourg Aboriginal Shire Council approved the Depot Concept Plan as it is more functional and safer than the current depot.

Moved: Deputy Mayor Carla Fisher

Seconded: Cr Tom Langton

*Motion No. 2648 Carried
For Vote: Council Voted Unanimously*

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. 2649 Carried
For Vote: Council Voted Unanimously*

Office Closure

It was agreed that the council office will close on 20 December 2024 and reopen on 30 December 2024.

Resolution

Cherbourg Aboriginal Shire Council resolved that the Council Office will be closed over the Christmas period from 20 December 2024 and reopen on 30 December 2024.

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

*Motion No. 2650 Carried
For Vote: Council Voted Unanimously*

Leave of Absence – Cr Gordon Wragge

Resolution

Council resolves to grant Leave of Absence to Cr Gordon Wragge due to a cultural matter

Moved: Deputy Mayor Carla Fisher

Seconded: Cr Tom Langton

*Motion No. 2651 Carried
For Vote: Council Voted Unanimously*

CORRESPONDENCE

Sandra Morgan

Suggestion to name the new street sweeper "Beetle Gang".

Council has already name the street sweeper "Beetle Gang" in honour of the past elders who worked hard to clean the streets of Cherbourg without any machinery.

Kalchiri Jacobs

Kalchiri, manager of the Cherbourg Tidda Girls Rugby League Team is seeking sponsorship for their team to participate in the Morrison Civil Works Xmas Cup being held in Palm Island on 13-15 December 2024.

Council has agreed to donate \$500 as sponsorship towards the Cherbourg Tidda Girls Rugby League Team.

Resolution

that Cherbourg Aboriginal Shire Council provides sponsorship of \$500 for the Cherbourg Tidda Girls Rugby league Team to compete in the Morrison Civil Works Xmas Cup being held in Palm Island on 13-15 December 2024.

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

*Motion No. 2652 Carried
For Vote: Council Voted Unanimously*

Damien Bond

Damien is seeking sponsorship for Goomeri Junior Rodeo on 31 December 2024.

Council has agreed to donate \$500 as sponsorship for the Goomeri Junior Rodeo.

Resolution

that Cherbourg Aboriginal Shire Council provides sponsorship of \$500 for the Goomeri Junior Rodeo on 31 December 2024.

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

*Motion No. 2653 Carried
For Vote: Council Voted Unanimously*

*Mayor Bruce Simpson declared a conflict of Interest and left the meeting
(Gawun Supplies Michael Grundon is Mayor Bruce Simpson's cousin)*

Deputy Mayor Carla Fisher chaired meeting

Gawun Supplies- Basketball Court Proposal

Gawun Supplies, in collaboration with its partners, is embarking on a meaningful project to construct a brand-new basketball court for Cherbourg to promote health, fitness, and overall well-being among the community members while fostering teamwork and a strong sense of community spirit and is seeking council support.

Resolution

Cherbourg Aboriginal Shire Council endorsed Gawun Supplies Basketball Proposal.

Moved: Cr Daniel Weazel

Seconded: Cr Tom Langton

*Motion No. 2654 Carried
For Vote: Council Voted Unanimously*

Mayor Bruce Simpson entered meeting

Joshua Creamer

Qld's Truth-Telling and Healing Inquiry - Info

Qld Health

Info – First Nations Environmental Health Strategy 2024-2029

Minjerribah Moorgumpin Elders – Stradbroke Island

Stradbroke, Cherbourg & Doomadgee call for Federal Support in the continuation of a Truth Telling Inquiry

Qld Audit Office – 2024 Closing Report

Cherbourg Aboriginal Shire Council Closing Report – 18 October 2024

LGAQ

Annual Report for year ended 30 June 2024

Veteran Mentors

Junior Leader Program – Info Pack

WBBROC

Minutes of the WBBROC Annual General Meeting held on 12 November 2024 Via Teams Meeting was tabled.

Steven & Jennifer Hart

Steven & Jennifer are requesting a donation of \$200 gift card as a prize for their 35th Wedding Anniversary on 14 December 2024.

Resolution

Cherbourg Aboriginal Shire Council resolves to donate a \$200 gift card to Steven & Jennifer Hart for prizes at their 35th Wedding Anniversary.

Moved: Deputy Mayor Carla Fisher

Seconded: Cr Tom Langton

*Motion No. 2655 Carried
For Vote: Council Voted Unanimously*

1.36pm meeting closed

MINUTES

COUNCIL MEETING

HELD ON 21 NOVEMBER 2024

Attendance

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

Apologies: Cr Gordon Wragge

Officers: CEO - Zala
Minute Taker - Eileen Jacobs

9.50am Mayor Opened Meeting
Sorry Business - 1 Minute Silence

10.00am George Fisher entered meeting

George advised that he is the President of the Cherbourg Hornets Football Club and outlined his ideas for development of the Football Oval and amenities.

George was asked to get a plan of the required upgrade of the Football Oval and amenities to be included in Council's Masterplan.

10.40am George Fisher left meeting

10.40am The Bowie Family (Albert, Nancy, Selma, Talitha, Marisa) entered meeting

The Bowie Family operate a business Generational Care (Gen Care) that provides solutions to reduce the over representation of ATSI children and young people in the Queensland Child Safety & Youth Justice Systems. They also provide a dual solution approach - Street Care Service, which is Street Care Referral Service and Street Care Security Solutions.

The Bowies have a long history with Cherbourg and are happy to provide this service to the community if required.

11.30am The Bowie Family (Albert, Nancy, Selma, Talitha, Marisa) left meeting

11.30am Meeting Closed

2. Mayor's Report

Mayors Report

Council Meeting 11 & 12 December 2024

1. Justice

- a. Pathways – prevention, service delivery, advocacy
- b. Service Delivery
- c. Advocacy

2. Education

- a. Quarterly Education Stakeholder meetings
- a. Advocacy

3. Health

- a. Advocacy – working tirelessly to get the Health Council back on-country
- b. Inviting ministers and DG to Cherbourg new year!

4. Social Housing, Employment, Economic Development, Innovation, Safety and other!

Bruce Simpson
Mayor

3. Chief Executive Officer

➤ **1. New Subdivision - Fisher Street Development - Update:**

Development Application Process

- The Development Application was submitted to Council on 18/10/2024
- Council provided a Confirmation Notice on 31/10/2024
- The application was referred to the State Assessment Referral Agency (SARA) on 04/11/2024
- SARA reply received on 05.12/2024 – no State conditions or requirement
- The application is on public notification as required by the Planning Act from 09/12/2024 until 04/02/2025.
- The council will assess the development application for approval at the council meeting of February or March 2025.

Native Title Process

- Fisher Street section 24JAA *Native Title Act 1993* notification process underway
- Notice issued to RNTBC on 11 October 2024
- On 19 November 2024 the RNTBC requested consultation

- State is working with the RNTBC to arrange a consultation meeting for early January
- The section 24JAA process is expected to be completed by early March 2025

Where to from here?

- After the approval of the Development Application the following is required.
 - Design of the Civil Works to provide roads, water, sewer, electricity and stormwater to the development, approximately 4-5 months
 - Tender process to engage a civil contractor to install the infrastructure, standard council process is approximately 4-5 months
 - Physical construction of the infrastructure approximately 7+ months
- Housing & RILIPO applied for infrastructure funding for the Fisher St development to the Commonwealth.

If the application is successful, then the above process will commence, if not then alternative funding sources will be sought

Recommendation regarding New Subdivision - Fisher Street Development:

- A. Council confirm the receipt of progress of Fisher street – New Subdivision development.
- B. Hold the Collins road subdivision process until the Fisher street get approved with Native title process.

2. Organisational Restructure 2024:

We have recently lost our long term WHS Advisor Greg Mashford. Greg was very experienced WHS Advisor and managed our WHS area very effectively. To fill the gap of WHS advisor, We are recommending council to make small changes of combining WHS and HR functions, which is very common across many local government. New role of Manager, People and Culture will report directly to CEO. We have attached the new organisational structure for council information.

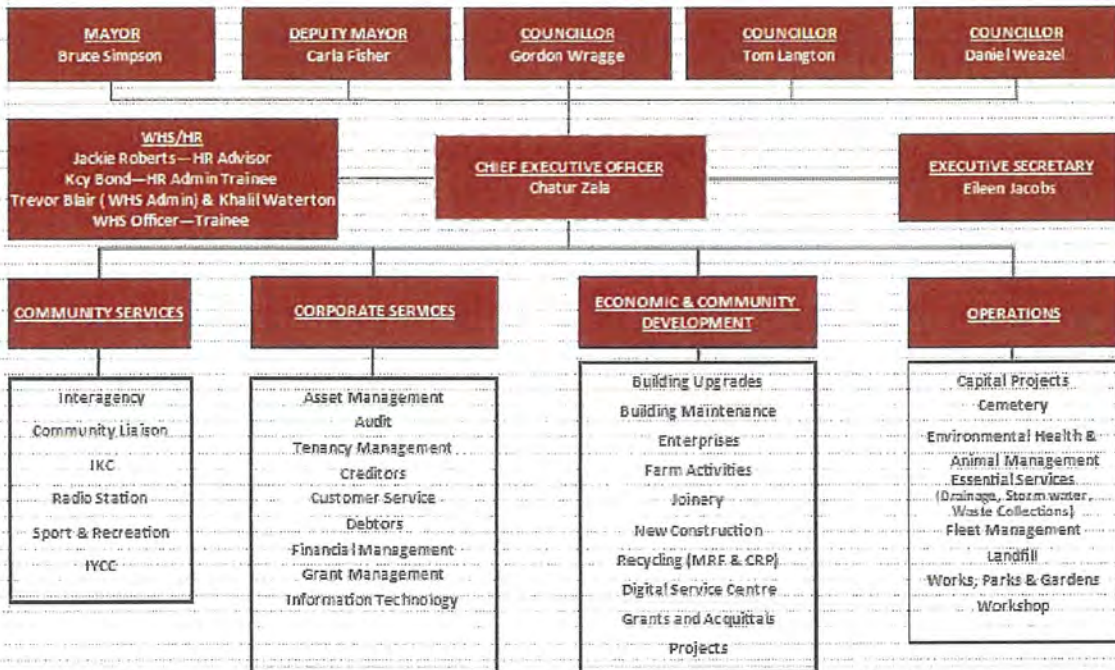
Under section 196 of Local government act 2009 :

- (1) A local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government's responsibilities.
- (2) The local government may employ local government employees for the performance of the local government's responsibilities.
- (3) The chief executive officer appoints local government employees.



CHERBOURG ABORIGINAL SHIRE COUNCIL - ORGANISATION STRUCTURE

COUNCIL



Recommendation regarding Organisational Restructure 2024

- A. Council adopt the updated Organisation structure for the effective management of our council.
- B. Current HR Advisor takes the new role of Manager, People and culture to manage WHS and HR Functions.

3. Cherbourg Aboriginal Shire Council Elders Advisory Group:

As we have moved our council meeting week earlier, our Elders Advisor Group meeting will be held as per schedule date – 13th December 2024 at 2.00pm.

We will bring the meeting minutes for December 2024 Elders Advisory Group in January 2025.

Recommendation regarding Elders Advisory Group – December Meeting .

1. Council will be receiving December 2024 meeting minutes in January due to early council meeting in second week of the month from third week of the month.

➤ 4. Cherbourg Safety Proposal - GENERATIONAL CARE:

With the current Law and Order situation and delay with QPS lead Protective Services Officer – We have received proposal from Generation Care : Uncle Albert Bowie to do night patrols in our community :

Please see enclosed the Proposal and accompanying budgets for the first stage of a dual solution addressing community safety measures in Cherbourg, including:

- 122 nights of community patrol by our Street Care Safety team, and
- 13 weeks of a social program combining Culture, Activity, Lifestyle, Management (CALM Program) operating 3 nights per week, and
- 5 x community camps (3 x off-Country, 2 x on-Country) that will strengthen identity and enhance family and community cohesion.

Apart from direct benefits for Cherbourg families (including employment), the program will also provide:

- Economic opportunities for micro-business and local services (e.g. bus hire from community)
- Increased community cohesion and opportunities for reducing criminal activities

The Proposal was completed in a short timeframe in anticipation of a quick start so we also need to progress the following:

1. A house to be based from. To begin as soon as possible a rental property on a short-term lease (3month/ 6month) may be the best option.
2. Upon approval our starting safety team are already employed and onboarded. We will need lead time of roughly 24-48 hours to secure vehicles, purchase PPE and equipment for the initial shifts.
3. In noting Item #2 we are requesting a startup amount of \$10,000 (payable immediately) to ensure that we can secure the resources we need for the initial shifts.
4. During the CALM nights, the locations may need some extra lighting around the periphery of the activities. It would be helpful if Cherbourg Council was able to assist with in kind support.
5. Work in partnership with Cherbourg Council to source funds to finance the budget for the initial period, and then to implement ongoing training, development, and infrastructure.

Recommendation Cherbourg Safety Proposal - GENERATIONAL CARE:

1. Council hasn't budgeted for the cost of night patrols in our community, Total cost for 13 weeks could be very expensive.
2. Take the proposal to various funding bodies to find the funding to begun the community lead night patrols.

5. Gunyah Residential Home Build & Indigenous Youth Intervention Project Development:

Mayor and Cherbourg Community Council Members, this proposal prepared again on this day 21st day of November 2024 is our **Official Expression Of Interest** in presenting our diverse professional services in design and building for Indigenous community infrastructure and passive housing.

Cherbourg council, we have also an iconic Indigenous Youth Juvenile Justice Build that requires a location and letter of support, welcoming the project into the community, in co-development.



Gunyah Group Artist expression of Indigenous Youth Intervention Development copyrights reserved 2024

My expression of interest is also supporting and engaging in consultation on the Cherbourg Church Upgrade structure. New engineering safe building structure of current Church, suitable for people with disability safe access.

Please find attached the project brief, and our expression of interest for the 19 residential design and build homes for Cherbourg.

Note: Our current capacity is Passive Residential Home Design, Project Management, and Build.

Recommendation that council proceed with :

1. As requested by Uncle John Smith Gumbula, Council agree to prepare Non-Disclosure Agreement to start the process of exploring the funding and detailed project process.

Cherbourg Aboriginal Shire Council



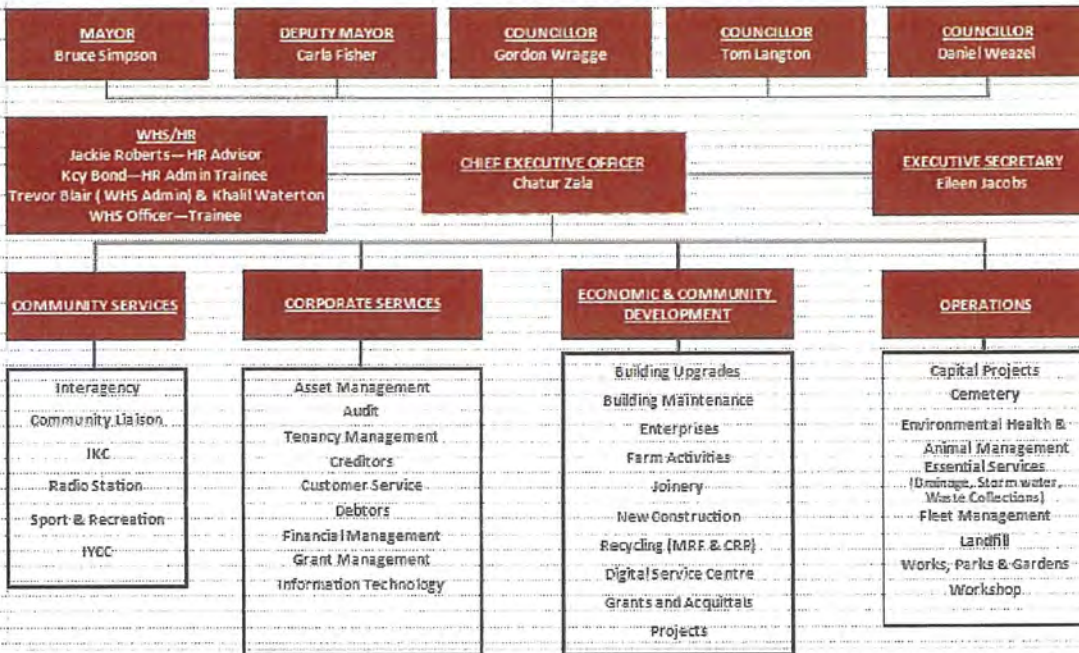
Chatur Zala
Chief Executive Officer



10 Aug 2023

CHERBOURG ABORIGINAL SHIRE COUNCIL - ORGANISATION STRUCTURE

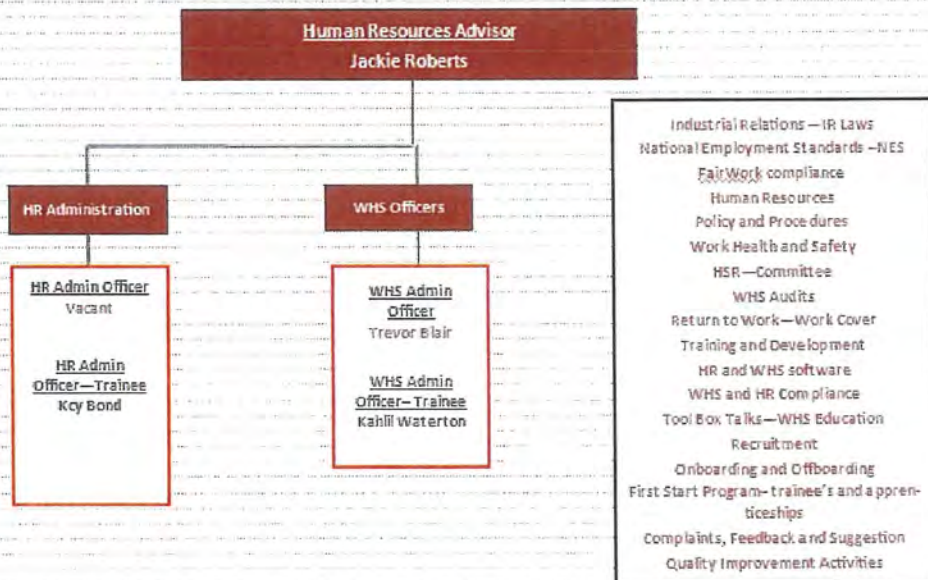
COUNCIL



10 Aug 2023

CHERBOURG ABORIGINAL SHIRE COUNCIL - ORGANISATION STRUCTURE

HR/WHS DEPARTMENT





Many Tribes. One Community

**CHERBOURG
ABORIGINAL SHIRE
COUNCIL**

Christmas Open Hours

Monday 23rd DEC - CLOSED

Tuesday 24th DEC - CLOSED

Wednesday 25th DEC - CLOSED

Thursday 26th DEC - CLOSED

Friday 27th DEC - CLOSED

Monday 30th DEC - OPEN

Tuesday 31st DEC - OPEN

1st JAN - CLOSED

2nd JAN - OPEN

**MRF/CRP ONLY CLOSED PUBLIC HOLIDAYS &
WILL BE OPEN AS NORAML**

**GEN CARE
PROPOSAL FOR SERVICES
NIGHT PATROL & C.A.L.M PROGRAM**



Generational Care (Gen Care) will provide two services to the Cherbourg community via the Cherbourg Aboriginal Shire Council. The two services Gen Care will manage are:

- 1. A night patrol service, managed by Gen Care and employing local Cherbourg community members as well as some selected Gen Care staff.*
- 2. A 12-week Activities program incorporating Culture, Activities, Lifestyle and Management (CALM) Program.*

OVERVIEW

Rationale and Execution Strategy

Gen Care provides solutions to reduce the over-representation of Aboriginal and Torres Strait Islander children and youth in the Queensland Child Safety and Youth Justice Systems. The rationale for this proposal is to provide a dual solution with an aim to reduce crime within the Cherbourg community. The Execution Strategy is to leverage the Bowie family's long-standing relationship with families and institutions in Cherbourg, as well as their business acumen.

Gen Care will manage the Street Care Safety Team and the 12-week social sports & activities based in Cherbourg and the on-Country camps. The off-Country camps will be contracted to Bowie Solutions (subcontracted to Sea Rats).

- 1. Street Care Safety Team*
 - a. managed by Gen Care (Coordinator role)*
 - b. employing 4 x staff per night to patrol in vehicles (2 staff x 2 vehicles)*
 - c. patrolling along routes*
 - d. 12-hours of patrol (6pm to 6am)*
- 2. A 12-week Activities program incorporating Culture, Activities, Lifestyle and Management (CALM) Program.*
 - a. Incorporating 3 sports:*
 - i. 3v3 basketball (Tue nights at Complex)*
 - ii. Fast 5 netball (Thu nights at Complex)*
 - iii. Touch football (Sat nights at Oval)*
 - b. 2 x on-Country camps – (i) father and son, (ii) identity*
 - c. 3 x off-Country camps – 2 x day trips, 1 x 3-day camp*
 - i. Sub contracted to Bowie Solutions & SeaRats*

Resources

The following resources are provided inside the allocated budget:

- Accommodation (base/ HQ) (by agreement with Cherbourg Council)
- Patrol vehicles, uniforms & equipment (Outlined in **Safety Equipment List**)
- Staff recruitment, onboarding and management

The Cherbourg Council/ community have agreed to provide the following resources:

- Facilities, sports equipment & camping gear
- Stakeholder group involvement & assistance with communications & promotions

Resources yet to be allocated are:

- Extra lighting for the Complex and Oval on the social sports nights

Safety Equipment List

1. Transportation

- Patrol Vehicles: Reliable vehicles for covering large areas, transporting patrol members, and providing a visible presence in the community.

2. Communication Tools

- Two-Way Radios: For instant communication between field and central teams.
- Mobile Phones: For emergency calls or backup communication.
- Emergency Whistles: Simple but effective for signaling in distress situations.

3. Personal Protective Equipment (PPE)

- Hi-vis Vests: Ensuring patrol members are highly visible during nighttime hours.
- Headlamps & Flashlights: For visibility in poorly lit areas.
- Weather-Appropriate Clothing: Including raincoats, thermal wear, and gloves.
- First Aid Kits: Compact kits in vehicles and portable if necessary.

4. Uniforms

- Standardised Uniforms: To identify official representatives of the safety team.
- ID Badges (**optional**): For authentication and trust-building with the community.

5. Monitoring and Reporting Tools

- Notebooks/Tablets: For logging incidents, observations, and report notes.
- Cameras/Body Cameras (**optional**): For critical incidents & evidence collection.

6. Safety Enhancements

- Personal Alarms: To alert the team or nearby residents in case of danger.
- Shelters or Checkpoints: Identified rest or observation posts in the community.

7. Signage and Awareness Tools

- **"Safety Patrol in Progress"** Signs: To inform and deter potential threats.
- Safety Cones and Barriers: For marking hazardous areas identified during patrols.

8. Technology Support

- GPS Devices or Tracking Apps: To coordinate patrol routes, communicate locations and ensure member safety.
- Charging Stations/Power Banks: For keeping communication devices operational throughout long shifts.
- Drones with Night Vision Cameras: For monitoring larger or hard-to-reach areas.

Project Deliverables

Night Patrol Deliverables	Description
<i>Operational Night Patrol Team</i>	<i>A trained team of patrol members active from 6 PM to 6 AM, ensuring safety in the community.</i>
<i>Patrol Routes and Schedules</i>	<i>Predefined routes covering key community areas, ensuring consistent monitoring of high-priority locations</i>
<i>Incident Reporting System</i>	<i>A system for documenting and reporting incidents to local authorities, ensuring timely intervention and tracking of safety issues.</i>
<i>Safety Equipment Deployment</i>	<i>Vehicles, communication tools (radios, phones), personal protective equipment (PPE), and uniforms for all team members.</i>
<i>Community Awareness Campaign</i>	<i>Flyers, posters, and community meetings to inform residents about the patrol team, its purpose, and how to engage with it.</i>
<i>Safety Reports</i>	<i>Detailed reports highlighting patrol activities, safety improvements, and key metrics like reduced incidents.</i>
<i>Data Analysis & Report</i>	<i>Detailed analysis of data related to prevention, treatment and community aims of the Night Patrol correlations and outcomes.</i>

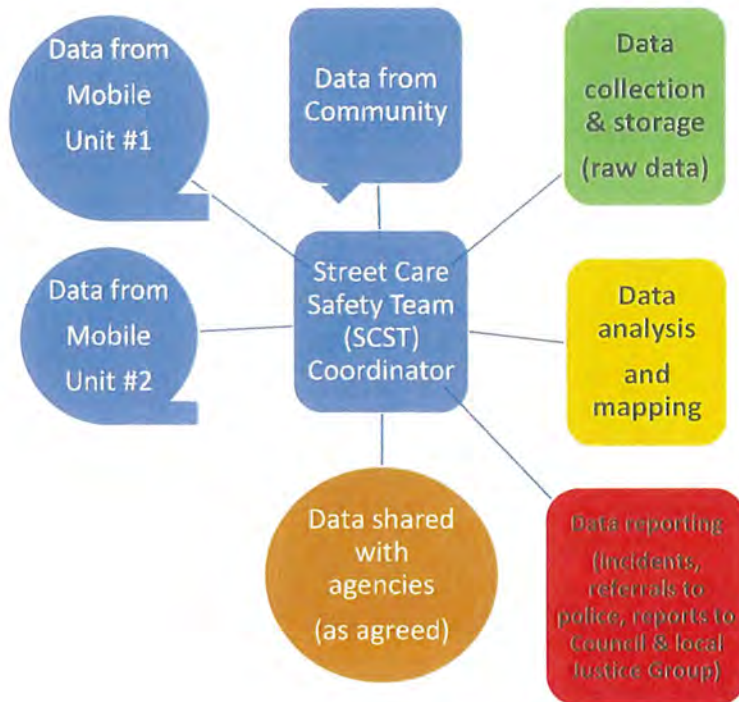
CALM Program Deliverables	Description
12-Week Activities Schedule	A finalized and distributed timetable for weekly basketball, netball, and touch football games, including locations and facilitators.
Youth Participation Metrics	<i>Targets for participation rates, attendance tracking, and engagement levels over the 12 weeks.</i>
Community Engagement	Documented involvement of community members in catering, coaching, and program support roles.
Reward-Based Camps	2 x On-Country and 3 x Off-Country camps, with participation determined by behaviour and engagement in the activities.
Cultural Workshops and Activities	Sessions focused on cultural learning and skills development, especially during On-Country camps.
Youth Skills Development Report	Assessment of youth progress in teamwork, leadership, and resilience through program participation.
Positive Behavioral Outcomes	Tracking improved behavior and reduced instances of antisocial activity among participants.
Program Feedback Mechanism	Surveys or feedback forms for youth and parents to evaluate the program's impact and areas for improvement.

Timeline for Execution

Description	Start Date	End Date	Duration
<p>Planning and Preparation</p> <p>Begin team recruitment, onboarding and training for patrol and activity facilitators.</p> <p>Secure equipment, vehicles, and program materials.</p> <p>Develop patrol schedules and 12-week activities timetable.</p> <p>Launch community awareness campaign and distribute promotional materials.</p>	29 November 2024	8 December 2024	10 Days
<p>Implementation of Activities and Patrols</p> <p>Patrol Operations: Starting ASAP - Nightly patrols from 6 PM to 6 AM begin, covering key community areas.</p> <p>C.A.L.M. Activities:</p> <p>Week 1 (starting 10 December): Launch of social sports and cultural activities.</p> <p>Ongoing: Weekly games on Tuesdays, Thursdays, and Saturdays.</p> <p>Ongoing: community catering</p>	9 December 2024	31 March 2025	122 Days
<p>Reward Camps</p> <p>Conduct 2 On-Country Camps in January (aligned with school holiday periods).</p> <p>Conduct 3 Off-Country Camps in February and March as rewards for exemplary participation.</p>	January 2025	Early March 2025	Roughly 6 weeks
<p>Monitoring and Evaluation</p> <p>Weekly team debriefs to discuss patrol effectiveness and activities engagement.</p> <p>Initial assessment, progress reports tracking participation metrics and community safety improvements.</p>	Throughout Program Duration		
<p>Wrap-Up and Reporting</p> <p>Compile and present final program evaluation, including outcomes, lessons learned, and recommendations for future initiatives.</p> <p>Host a community celebration event to acknowledge participants, volunteers, and supporters.</p>	15 March 2025	29 March 2025	14 days

STREET CARE SAFETY TEAM TASK CHART

The flowchart below shows data flow of data relating to Street Care Safety Team.



Raw data flows from the Mobile Units (vehicles) to the SCST Coordinator, who collects and keeps data for analysis.

After data is analysed it can be mapped and placed into other reporting tools (e.g. spreadsheets, databases, tables, charts, etc.)

The red box indicates formal data reporting to police (if required) and informal data reporting to Cherbourg Council and community (via local justice group).

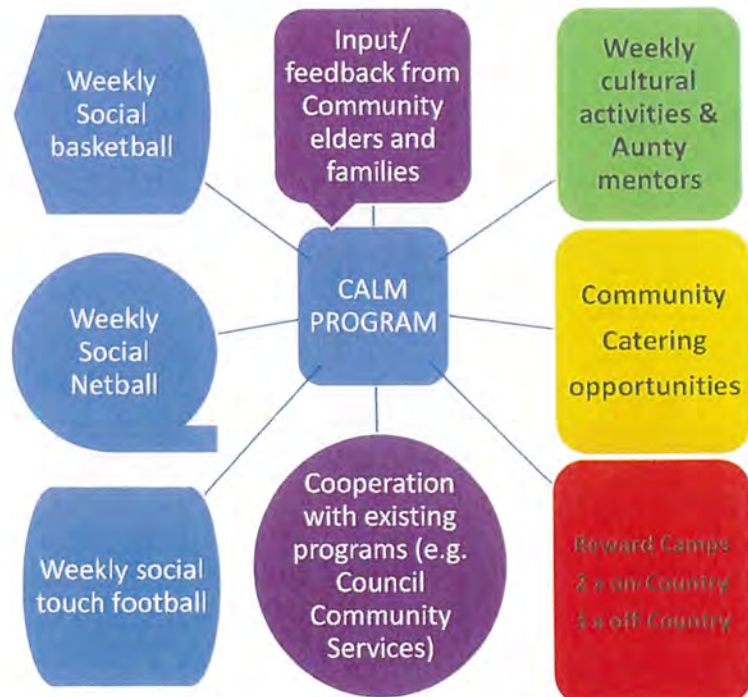
The brown circle indicates that data may be shared with other agencies as agreed by the priority stakeholders (Cherbourg Council, local justice group, community).

The flowchart below shows the interaction of CALM Program

The CALM Program has two components: social sports activities (left side, blue shapes) and Rewards & Opportunities (right side, coloured shapes).

The purple speech bubble shape on the top indicates community input and feedback, which can shape the CALM Program's weekly priorities

The purple circle on the bottom indicates that Gen Care acknowledges existing programs in the community and wants to be collaborate, support and refer to the programs that are already being run by community champions.



RISK ASSESSMENT & MANAGEMENT

Risks are assessed using the below matrix. Following assessment risks can be prioritised according to their matrix result.

Risk Management Strategies include:

- **Internal controls and audits**
- Regularly review of **goals and regulations**.
- Strong **leadership** in decision-making.
- Regular **stakeholder communication**.
- **Technology solutions** for monitoring and compliance.

RISK ASSESSMENT MATRIX

PROBABILITY / IMPACT	UNLIKELY HARM/ DAMAGE	POSSIBLE HARM/ DAMAGE	VERY LIKELY HARM/ DAMAGE
LOW POSSIBILITY	LOW	LOW	MEDIUM
MEDIUM POSSIBILITY	LOW	MEDIUM	HIGH
HIGH POSSIBILITY	MEDIUM	HIGH	HIGH

Categories of risk include:

- 1. Governance:** Practices or approaches that compromise the management systems.
- 2. Compliance:** Non-compliance with legal or regulatory systems (e.g. expired insurance).
- 3. Operational:** Hazards that stay unaddressed (e.g. staff working without PPE).
- 4. Financial:** Processes that fail to manage funds (e.g. filing invoices late).
- 6. Technological:** Practices that lead to technology failures (e.g. not replacing broken chargers).
- 7. Environmental, Social, and Governance (ESG):** Approaches that fail to address community needs (e.g. lack of reporting and data-sharing with community organisations).
- 8. Political and Regulatory:** External circumstances in wider politics or law (e.g. law changes to prohibit communities taking independent safety measures).

Mitigation Strategies include:

- **Preventive Measures:** Policies, procedures, technologies, and training.
- **Detective Measures:** Monitoring tools, detection systems, audits (e.g. stationary lights)
- **Responsive Measures:** Incident response and reporting protocols.
- **Recovery Measures:** Planning for contingency and business continuity.
- **Reporting Measures:** Real-time data collection, data analysis and reporting protocols.

ONGOING TRAINING & DEVELOPMENT

The Street Care Safety Model is an immediate community safety measure. Following feedback from community Gen Care will source opportunities for the Street Care Safety Team to study and attain a **Certificate II in Security Operations (CPP20218)** to qualify for a security license (if they have not already). Key training modules include:

1. Communication and Teamwork:

- Effective communication skills.
- Working within a security team.

2. Legal and Procedural Knowledge:

- Understanding legal requirements and security procedures.
- Managing intoxicated persons and removing individuals safely from locations.

3. Safety and Emergency Response:

- Applying workplace health and safety protocols.
- Emergency response and evacuation procedures.

4. Risk Assessment and Management:

- Conducting risk assessments.
- Providing quality services to clients.

5. Operational Skills:

- Defensive techniques for self-protection.
- Monitoring and patrolling premises.
- Screening people and controlling access.

6. Additional Skills:

- Crowd control.
- Escorting and protecting persons and valuables.
- First aid certification (HLTAID011).
- Responsible Service of Alcohol (RSA) certification

Additional training opportunities:

For community members with a security license Gen Care aims to source opportunities for specialised training in:

- Remote first aid.
- First responder training.
- Armed guarding.
- Cash-in-transit.
- Dog handling.
- Control room operation.
- Close counter (personal bodyguard).

EXPECTED RESULTS & BENEFITS

Financial Benefits

1. Cost Savings for Community Assets

- By proactively monitoring community buildings, residential areas, and key sites, the night patrol team will prevent vandalism, theft, and damage, reducing repair and replacement costs for local infrastructure.

2. Reduced Emergency Response Costs

- Prompt reporting and intervention by the safety team will minimize the need for costly emergency responses from law enforcement or other agencies.

3. Long-Term Value

- Engaging youth through the C.A.L.M. Program reduces idle time and antisocial behavior, ultimately lowering societal costs related to crime and rehabilitation while investing in future community leaders.
-

Technical Benefits

1. Improved Security Infrastructure

- Establishing clear patrol routes, equipping patrol members with modern tools (e.g., radios, GPS devices, and reporting systems), and building a centralized communication network will enhance the community's overall safety infrastructure.

2. Data-Driven Decision-Making

- The regular documentation of patrol findings and youth engagement metrics will provide valuable insights for refining strategies and allocating resources effectively.

3. Skill Development for Participants

- Through ongoing training and development Street Care Safety Team will have opportunities to develop technical and leadership skills, such as first aid, communication, team coordination, and event planning, which are transferable to other areas of life and work.
-

Other Benefits

1. Cultural Preservation & Stronger Community Bonds

- On-Country camps and cultural workshops will deepen connections to heritage, and community, promoting strong identity and passing on cultural knowledge.
- The CALM Program encourages collaboration between residents, agencies, children and young people to promote a consistent safety presence.

2. Balancing Community needs with Police engagements

- The CALM Program activities aim to advocate for police transparency and opportunities to build community trust that will balance police enforcement with cultural competence and social relationships to encourage data-driven policing.

3. Increased technology and digital literacy

- The Street Care Safety Program provides access to, and opportunities for, engaging with technological and digital applications and products (e.g. electronic roster & sign-ins, QR code scanning, drone training, electronic signatures, etc.)

4. Data collection, control, analysis and reporting

- The Street Care Safety Team will collect and record real time data either manually and/ or electronically. Raw data will be analysed every four weeks and reports provided to Council.

BUDGET

The budget outlines are appended to this Proposal.

Disclaimer: Apart from the employees' wages, which are determined by the Modern Award, prices listed in the budget outlines are based on discussions with the Cherbourg Council and are indicative, but not a guarantee of, the final amounts. We have been diligent to be as accurate as possible in our estimations.

CONCLUSION – WHY OUR APPROACH WILL ACHIEVE THESE RESULTS

Gen Care will leverage **proactive safety measures** (through the patrol team) and **engagement community, especially children and youth** (via the C.A.L.M. Program) combining:

- Visible and consistent safety efforts,
- Opportunities for youth to actively contribute and grow,
- And a strong foundation in cultural values and community collaboration,

this approach ensures immediate impact while laying the groundwork for lasting change.

Environmental health in Cherbourg

Community engagement survey results 2024

Cherbourg Aboriginal Shire Council and Darling Downs Health surveyed the community in June 2024 to understand your environmental health concerns and ideas.

The survey results will help to inform an environmental health plan for Cherbourg, which will be released in the coming months.

A total of 46 community members in Cherbourg participated in the survey. Thank you to everyone who took part and had their say.

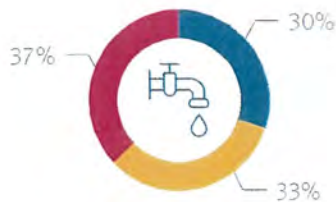


Ten environmental health topics were included the survey

■ Not concerned ■ Concerned ■ Seriously concerned

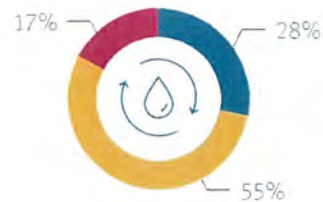
01. Drinking water

Main concern:
It causes skin sores (50%)



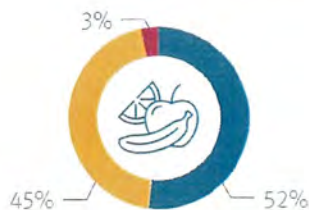
02. Wastewater

Main concern:
It is smelly (32%)



03. Food safety

Main concern:
Lack of training for food handlers (55%)



04. Pest management

Main concern:
Rats/mice (75%)



■ Not concerned ■ Concerned ■ Seriously concerned

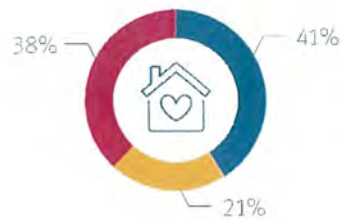
05. Waste

Main concern:
Illegal dumping (70%)



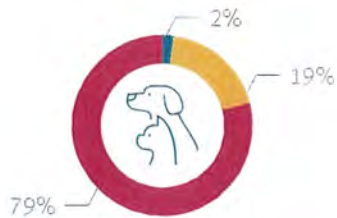
06. Healthy housing

Main concern:
Disease from rats/mice (45%)



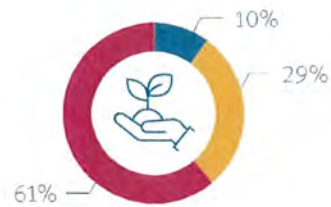
07. Animal management

Main concern:
Roaming dogs (68%)



08. Caring for country

Main concern:
Littering (80%)



09. Recycling

Main concern:
need more education on what
can be recycled (100%)



10. Air pollution

Main concern:
Fires on public locations
e.g. landfill (53%)



For more information:

- Elizabeth O'Chin, Environmental Health Worker 0439 535 253
- Animal Welfare Worker 0475 721 870

4. Corporate Services

Corporate Services Manager
December 2024



HR

Overall preparations for our end of year break have begun. Notices have gone out to every staff member advising of CASC office hours re. this period. It was also mentioned at Corporate Services meeting on 28/11/24. Staff leave forms have been signed off on.

HR activities

- Calling for WHS reps – Nominations are open to all Corporates Services staff.
- Fire Warden Training – as above – After nominations, notification board will identify our Fire Wardens.
- Board with WHS rep – Same process, as above.
- Driving lessons; **Morris on the Move**. Dates, 28th and 29th and 12th December – bookings can be made through reception.
- Apprentice and Trainee Applications now closed interviews will be held soon.
- HR /WHS working together as a team now. Both will report to CEO in CASC organisational re-structure. Senior managers notified and supportive of the change.

Apprenticeships for 2025

1. Landscape Construction –Building Department / Outdoor team.
2. Cabinet/Joinery with our Joinery – Building Department
3. Carpentry/ Building – Building Department.
4. Civil, Roads and Waste – Operations Department.
5. Water and Sewerage - Operations Department.

These positions will all be advertised throughout community and follow CASC HR approved structures.

HOUSING

Understanding Housing Demand

Cherbourg has a growing demand for housing, with different needs for different types of homes. In our most recent Quarterly Housing report to the State Government, we've identified.

- Consistent data shows regularly, the highest demand is for **two-bedroom homes**, followed by **three-bedroom homes**.
- A small number of larger homes (four or five bedrooms) are also needed for families with growing needs, especially overcrowding.

So, What Factors Are We Considering?

When deciding on the types of homes to build, we consider several important factors:

- **Who needs homes the most:** Families and individuals in "high need" or "very high need" categories are prioritized.
- **The condition of existing homes:** Some older homes require possible replacement to provide safer, more comfortable living spaces. Addressing changes in building practices, quality, and standards.

Continued from previous page.

- **Sustainability and costs:** smaller homes like two-bedroom houses are more cost-effective to maintain, helping us stretch resources further for the community.
- **Long-term planning:** We aim to build homes that will serve Cherbourg well into the future, balancing immediate needs with ongoing costs like insurance and maintenance.

Our Current Plan

Using the documented data, sent to Government, and signed by the CEO. For an **example:** 10 x new houses could be broken down this way.:

- **4 x two-bedroom homes** to meet the highest demand.
- **3 x three-bedroom homes** to support growing families.
- **1 x four -bedroom house** to help with larger families.

All housing on community is dependent on Government funding. They set the budget, of course. Council then looks at the most needed houses. The most cost-effective way to build them and where they could go.

This whole process takes months before construction even begins. Housing data is fundamental in the planning stages. But a co-ordinated collation of our housing data requires upgrading.

Software changes and technology

Contributing factors make the need for Housing specific software, unavoidable. From everything to better tenancy management, developing skills for Housing staff. Rental debt prevention. Real time receipting. Easier collection and accessing Housing data. Better asset management. It's simply a must for us.

I've contacted two different suppliers of Housing software and booked presentations from them both. A decision will be made hopefully before Christmas. And we'll see CASC moving forward in this space.

I've attached a brochure from one of them.

Finance

Finance team have now paid scheduled backpay. All CASC positions are now updated accordingly to award wages. All paid positions are above the award/category. HR and Finance worked together on this matter. Great teamwork. Congratulations, Dol, Jackie and their respective teams.

We're also in the final stages of adjusting to a new finance software. Both these program changes will have a major impact in how Council operates over the next 10 -15 years, and possibly beyond. The lines between Finance and Housing cross continually. So, the changes will be an investment toward the future.

Thank you,

Sam Murray – CASC Corporate Services Manager



Why Chintaro?

- Chintaro is currently the most widely-used Tenancy and Property management system for Community Housing providers in Australia and New Zealand
- Chintaro helps hundreds of Community Housing businesses meet their day-to-day operational requirements and compliance objectives
- Chintaro has been developed in consultation with the Australian and New Zealand Community Housing sector for more than 20 years
- Chintaro is so much more than a real estate system
- Chintaro proudly works across the Community Housing sector, including with Aboriginal & Torres Strait Islander, Maori & Pasifika, Women's Refuges, LGBTQI, Aged Care, Housing Co-ops, Refugee, Asylum Seeker, Transitional, Crisis, Disability and Youth providers.

Security



We understand the real threats posed to your data by hackers and other bad actors, and employ a dedicated third-party security specialist (fortian.com.au).

This includes 24/7 monitoring and incident response, advanced threat detection, vulnerability management, endpoint management and penetration testing.

Chintaro is undergoing a continuing security uplift, and is working towards ISO 27001 certification.

If you'd like to know more, get in touch:



AU 03 9111 2667
NZ 09 888 0714



sales@chintaro.com.au



chintaro.com.au



The Community
Housing System

Why Chintaro?



About Chintaro



Keep track of all your tenants, ensuring you both live up to the tenancy agreement. Manage tenants' rent payments and arrears, and stay on top of rent reviews, inspections, safety checks and other requirements.



Manage your properties and assets using condition ratings, inventory management and long-term maintenance plans.



Stay in touch with tenants through SMS, emails, letters and through the Chintaro Tenant portal.



Chintaro is completely scalable; whether working with a handful or thousands of properties and tenancies.



Process tenant payments from Centrepay and banks, manage your incomes, deductions and rent verifications with Centrepay automatically.



Prepare for compliance and reporting requirements with Chintaro, and prepare submissions with the click of a button.



Request and manage maintenance with the Chintaro Trades portal. Receive up-to-date progress directly from the tradesperson. Track all your assets, and manage long-term maintenance plans with Chintaro.



Ensure your tenants are receiving the best care and support with Chintaro's Tenancy Risk module. Empower them with the Chintaro tenant portal.



Trades Portal

Tradespeople can be allocated jobs, and keep you updated on all jobs with Chintaro Trades Portal.



Tenant Portal

Empower your tenants by giving them access to their tenancy on Chintaro. Communicate with them directly, and maintain a record of all interactions.

Chintaro Mobile

View and update all your Chintaro info when you're away from your desk.



Housing Report December 2024



HOUSING MANAGER & HOUSING OFFICER:

The month of November/December has been 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 NOVEMBER/DECEMBER: (39)

Phone Calls	-	12
Rent Enquires	-	10
Housing Enquires	-	13
Complaints/Misc.	-	4

ENQUIRES FOR CLIENTS FROM OTHER AGENCIES:

- Graham House - Information requested by tenant.

COMPLAINTS: (4)

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

MEETINGS – ATTENDED 2:

- 1 Housing Meeting
- 1 Corporate Services Meeting

Antonia Jacobs
Housing Manager

Meeting/workshops

Housing meeting
Corporate Service

Working with other services:

- QBuild
- Dept of Housing & homelessness
- Senior Occupational Therapist – Dept of Housing
- Pest Control

Service provided to tenants:

House Inspections 2024 – Properties 320, Inspected 187, Not inspected 123, Vacant lot 7 & Vacant homes 3.

20 – House Inspection

50 - Assisted tenants with calling Qbuild.

20 - Pest Control

Home Modifications: 16 on register & 19 to be added
Entry & Exit Reports

Vacant:

53A Barber St

18 Bell St

10 Hillview St

10 Jerome St

Entry Report

12B Hillview St

1B Wragge Way

Mrs Joanne Simpson
Housing Inspection Officer
Cherbourg Aboriginal Shire Council

Antonia Jacobs | Senior Housing Officer | CASC

FINANCE MANAGER REPORT AS AT

30 Nov 2024



Cherbourg Aboriginal Shire Council Operating Actual vs Budget November FY 2024-2025

YTD Operating Income
Actual
\$10.04M

YTD Operating Expenditure
Actual
\$10.07M

Operating Surplus Ratio
-0.56%

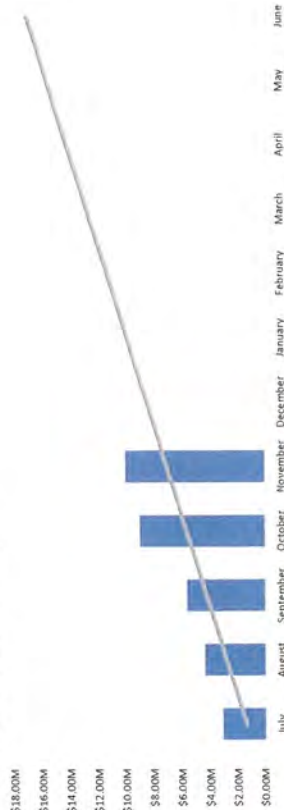
YTD Operating Income Variance
\$2.98M ▲42.2%

YTD Operating Expenditure Variance
(\$0.04M) ▲(0.4%)

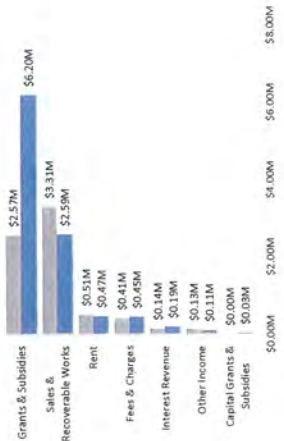


Legend: Budget (grey), Actual (blue), Positive Variance (red), Negative Variance (black)

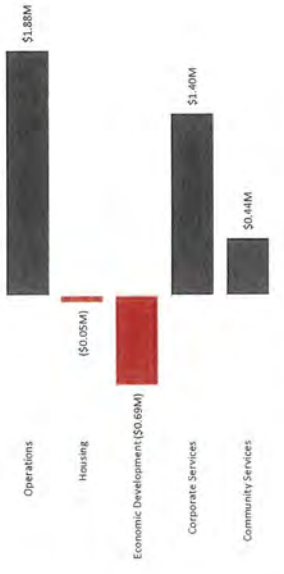
Total Income - Actual vs Budget



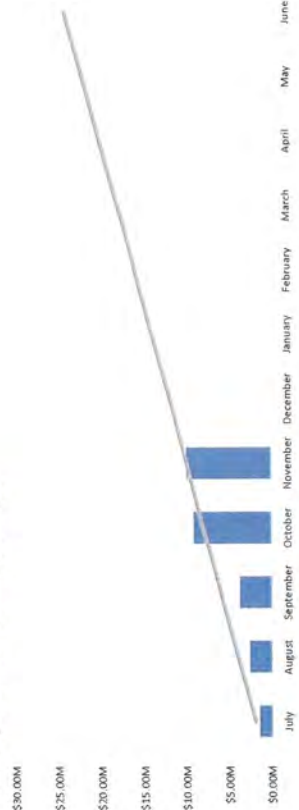
Income YTD



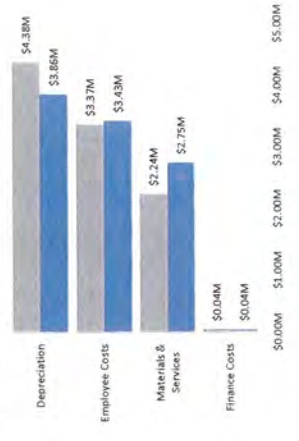
YTD Income Variance By Directorate



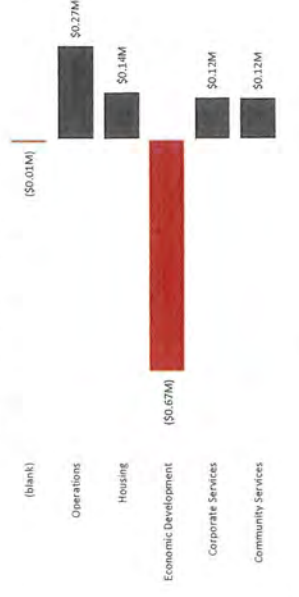
Total Expenditure - Actual vs Budget



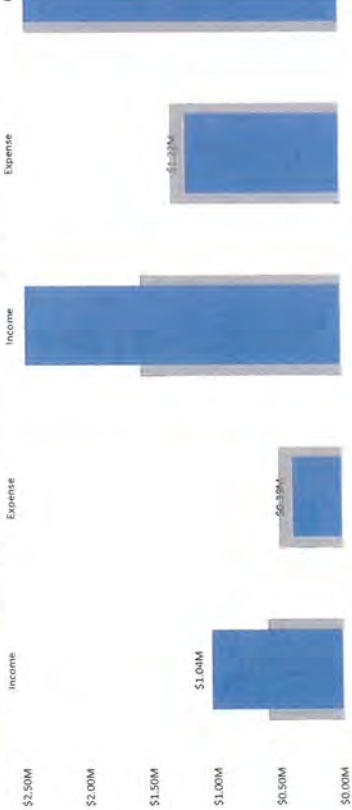
Expenditure YTD



YTD Expenditure Variance By Directorate



Total Expenditure - Actual vs Budget



**Cherbourg Aboriginal Shire Council
Financial Position
FY 2024-2025**

YTD Assets
Current \$16.22M
Non-Current \$210.23M

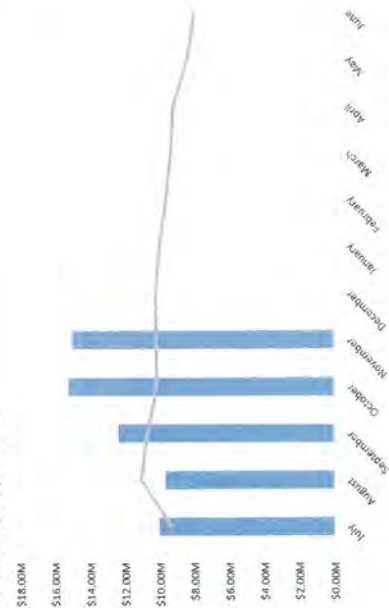
YTD Liabilities
Current \$7.07M
Non-Current \$3.54M



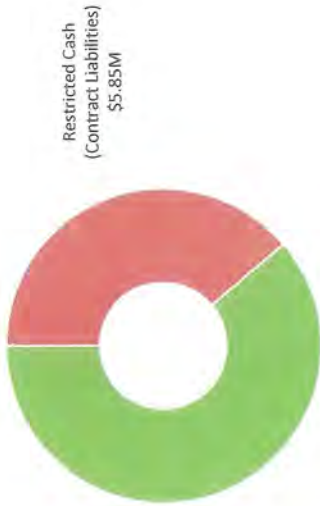
Actual — Prior Year
Decrease ▲ Increase ▼

Net Financial Asset/Liability Ratio
-56%

Cash & Cash Equivalents



Cash Balance



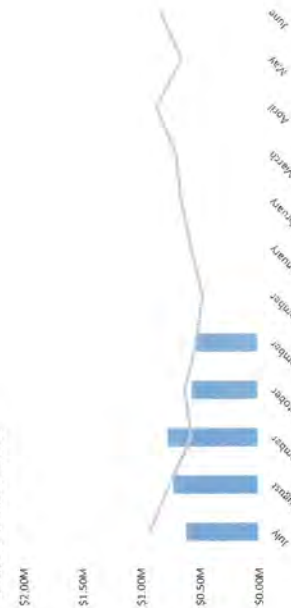
Current Assets

Cash & Cash Equivalents	\$15.05M
Contract Assets	\$0.21M
Trade & Other Receivables	\$0.52M
Inventories	\$0.31M
Biological Assets	\$0.13M
Total Current Assets	\$16.22M

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	\$1.52M
Total Non-Current Assets	\$210.23M

Debtors & Receivables



Rent Debtors

Number of Rent Debtors: **357** ▼

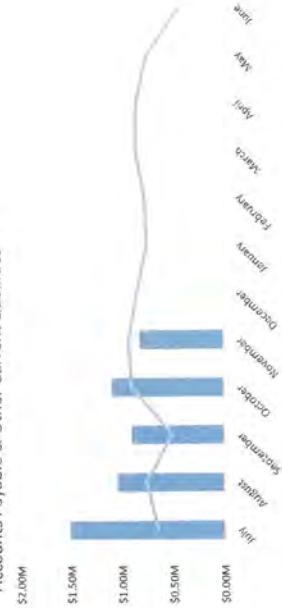
Average \$ Outstanding: **\$4,246** ▲

Total \$ Outstanding: **\$1,515,701** ▼

Number of Rent Debtors by Amount Owing



Accounts Payable & Other Current Liabilities



Rent Debtors > 90 Days Outstanding



Total Liabilities

\$10.61M

Equity

Retained Surplus	\$177.60M
Asset Revaluation Surplus	\$127.56M
Total Equity	\$305.16M

Total Liabilities & Equity

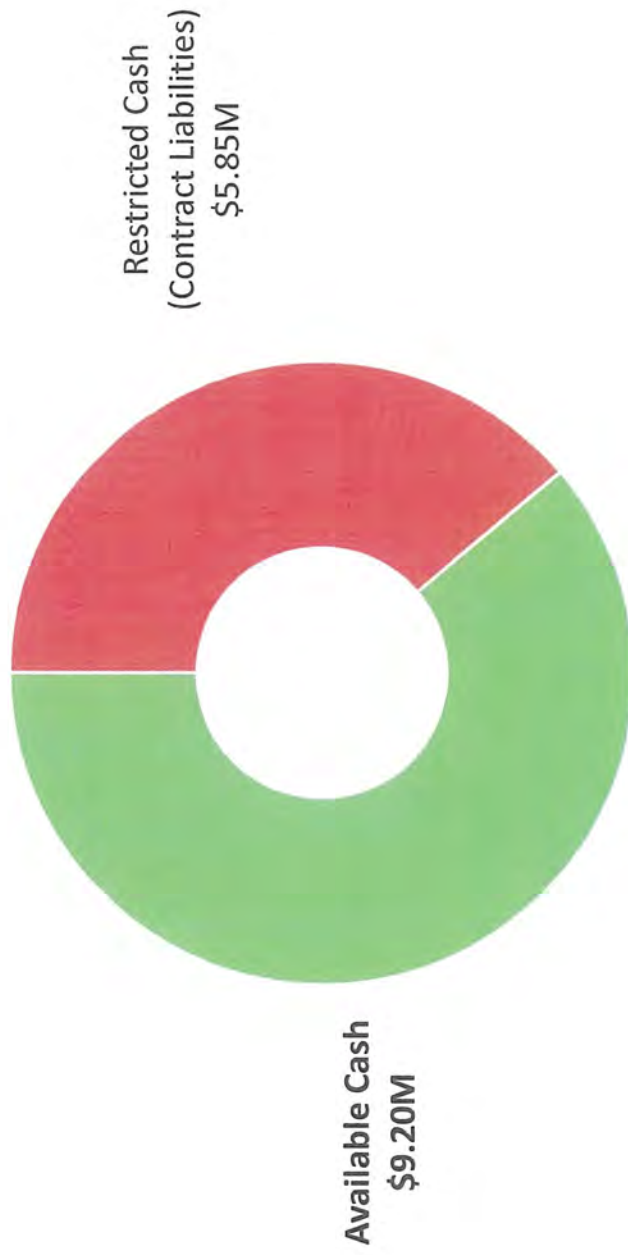
\$315.77M

Cash and Investments:

Cash at bank as at 30 Nov is \$15.05 M with restricted cash component (contract liability) is \$5.85M. So, available cash balance after satisfying the performance obligations is \$9.20M. 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 \$13.69 M. Interest revenue for the Nov is \$52,539.

Cash Balance



Restricted Cash Listings :

Closing Balance Period 2			
Project	Contract Asset	Contract Liability	Grand Total
8 Fisher Street Capital Upgrade		(5,700.22)	(5,700.22)
Capital Works Grant Safety & Wellbeing Program		(1,919,740.51)	(1,919,740.51)
QRA LRR GRANTS	47,410.36		47,410.36
WATER RESERVIOR PROJECTS- DEPARTMENT	0.00		0.00
DRFA Flood Warning Systems	145,112.65		145,112.65
Cherbourg Radio Tower	18,180.00		18,180.00
LRCI Phase 4		(37,701.00)	(37,701.00)
Cherbourg Industrial Site Upgrade - REEF		(1,900,000.00)	(1,900,000.00)
New Housing- Remote Capital Program		(1,025,967.00)	(1,025,967.00)
W4Q 2024-27-		(841,298.89)	(841,298.89)
FY 2024-25 First Start Program (DETE)		(120,000.00)	(120,000.00)
Grand Total	210,703.01	(5,850,407.62)	(5,639,704.61)

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

31-Oct-24 1.59 **Note : Aged debtors report generated on 12 Nov 2024**

30-Nov-24 1.51



Whole Of Council

	November			Year to Date			Traffic Light	Full Year Budget	
	Actual	Budget	\$ Variance	% Variance	Actual	Budget			\$ Variance
Grants & Subsidies	\$ 112,838	\$ 514,334	\$ (401,496)	-78.06%	\$ 6,198,425	\$ 2,571,670	\$ 3,626,755	141.03%	🟡
Fees & Charges	\$ 145,165	\$ 81,310	\$ 63,855	78.53%	\$ 453,416	\$ 406,550	\$ 46,866	11.53%	🟡
Sales & Recoverable Works	\$ 698,371	\$ 661,461	\$ 36,910	5.58%	\$ 2,588,565	\$ 3,307,305	\$ (718,740)	-21.73%	🔴
Interest Revenue	\$ 52,539	\$ 28,333	\$ 24,206	85.43%	\$ 193,051	\$ 141,665	\$ 51,386	36.27%	🟡
Rent	\$ (3,129)	\$ 101,394	\$ (104,523)	-103.09%	\$ 471,404	\$ 506,970	\$ (35,566)	-7.02%	🟢
Other Income	\$ 38,670	\$ 25,707	\$ 12,963	50.42%	\$ 107,501	\$ 128,535	\$ (21,034)	-16.36%	🔴
Total Income	\$ 1,044,454	\$ 1,412,539	\$ (368,085)	-26.06%	\$ 10,012,363	\$ 7,062,695	\$ 2,949,668	41.76%	
Employee Costs	\$ 415,320	\$ 673,937	\$ (258,617)	-38.37%	\$ 3,428,881	\$ 3,369,685	\$ 59,196	1.76%	🟢
Materials & Services	\$ 451,529	\$ 448,383	\$ 3,146	0.70%	\$ 2,750,575	\$ 2,241,915	\$ 508,660	22.69%	🔴
Depreciation	\$ 939,694	\$ 875,774	\$ 63,920	7.30%	\$ 4,796,046	\$ 4,378,870	\$ 417,176	9.53%	🟢
Finance Costs	\$ 15,267	\$ 7,897	\$ 7,370	93.33%	\$ 36,961	\$ 39,485	\$ (2,524)	-6.39%	🟢
Total Expenditure	\$ 1,821,809	\$ 2,005,991	\$ (184,182)	-9.18%	\$ 11,012,462	\$ 10,029,955	\$ 982,507	9.80%	
Net Surplus/(Deficit)	\$ (777,355)	\$ (593,452)	\$ (183,903)	30.99%	\$ (1,000,100)	\$ (2,967,260)	\$ 1,967,160	-66.30%	

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	Year to Date			%	Traffic Light	Comments
	Actual	Budget	\$ Variance			
Grants & Subsidies	\$ 6,198,425	\$ 2,571,670	\$ 3,626,755	141.03%	🟡	<ul style="list-style-type: none"> •Timing issue for FAGS funding . It was paid in advance for the full year (\$1.73M extra to the end of Nov). •Timing issue for 5GFA funding . It was paid in advance for the full year (\$1.24M extra to the end of Nov). •Additionally NIAA radio station , Sports Centre, Combined \$317K extra grant received compared to the Nov budget figures. •Digital Innovation grant and Play our way Participation grant not budgeted : \$215K •QRA Flood study and REPA. Previous year claim not Budgeted : Total income for the month of Oct was \$174K.
Fees & Charges	\$ 453,416	\$ 406,550	\$ 46,866	11.53%	🟢	On track
Sales & Recoverable Works	\$ 2,588,565	\$ 3,307,305	\$ (718,740)	-21.73%	🟡	<ul style="list-style-type: none"> •Timing issue for Q build upgrade income : \$887K variance. •Additionally Cherbourg Call centre Private Enterprise has \$228k Variance •Offset by extra revenue from Q build R & M: \$280K
Interest Revenue	\$ 193,051	\$ 141,665	\$ 51,386	36.27%	🟢	Higher interest revenue due to increase in interest rates.
Rent	\$ 471,404	\$ 506,970	\$ (35,566)	-7.02%	🟢	On track
Other Income	\$ 107,501	\$ 128,535	\$ (21,034)	-16.36%	🟡	Radio station self-generated income (timing issue only) and YAG sales is less than budgeted amount . The total variance is \$30K.
Total Income	\$10,012,363	\$ 7,062,695	\$ 2,949,668	41.76%		
Employee Costs	\$ 3,428,881	\$ 3,369,685	\$ 59,196	1.76%	🟢	On track
Materials & Services	\$ 2,750,575	\$ 2,241,915	\$ 508,660	22.69%	🟡	<ul style="list-style-type: none"> •Insurance invoice paid in advance for full year renewal and thus variance of \$ 326K . •Q build Responsive program overspent by \$438K •Surepac renewal invoice of \$84K paid in advance and not budgeted . •The overspent is offset by underspent in FAGS funding Cost centre \$75K and total underspent of \$77K in Elders advisory group , and ILSC e.t.c .
Depreciation	\$ 4,796,046	\$ 4,378,870	\$ 417,176	9.53%	🟢	Housing & Building Depreciation higher than Budgeted amount.
Finance Costs	\$ 36,961	\$ 39,485	\$ (2,524)	-6.39%	🟢	
Total Expenditure	\$11,012,462	\$ 10,023,955	\$ 982,507	9.80%		
Net Surplus/(Deficit)	\$ (1,000,100)	\$ (2,967,260)	\$ 1,967,160	-66.30%		

HR Report # 12 – December 2024



Human Resources

Executive Summary

1. Employee Update

- Street Sweeper role filled – casual until the end of January 2025
- Executive Administration Officer – (Elders Advisory and Mayor) commenced
- 2 new casuals CRP Kingaroy to cover holiday leave
- 1 new casual Admin Reception – to cover leave and unexpected leave
- 1 junior receptionist holiday casual
- 2 new team leaders appointed DCS

2. Industrial Relations news

- Performance Reviews and Wage Review have commenced with some key employees and will continue in 2025
- Independent Medical Examinations IME will continue with some staff in the new year
- 1 incident – Employee letter – Code of conduct Breach provided
- 2 Abandonment Letters sent
- Casual Conversation application by 2 employees under consideration for permanent roles
- Blue Card – Requirements No Card No Start! (see attached)
 New Legislation changes will come into effect from the 31st of August 2020 for Blue Cards No Card, No Start laws. These changes have been made because of the 2017 Queensland Family and Child Commission's report – Keeping Queensland's children more than safe:

3. Recruitment – Positions

- HR Administration Coordinator Role – advertised
- Animal Management Officer Advertised

5. Training

- EOI – email sent to all employees interested in enrolling in training for 2025 – 1. Leadership and Management, 2. Business Management, 3. Business Administration

5. WHS

- WHS Officers – Updating the Chemical Data Sheets and preparing for the COEX audits
- 1 Incident – MRF (minor Cut)
- WHS Committee Meeting Dates circulated

6. HR Networking and Support

- WHS – First Nations Councils – Collaborative 1st meeting attended on the 21st November - topics covered (
 - Council's Safety Management System – which drives what you do each day.

- visits planned for next from Jon Flower Jon FLOWER Principal Inspector – (Aboriginal and Torres Strait and Remote Communities)
- LGAQ, LGW and LGMA seminars

7. Information Technology – New software

- Software Review continues
- WHS Software review continues
- Top Cyber Security Controls Review 2024 (JLT Report 2024) Actions to be managed as a priority in 2025
- Cyber Security – funding grant \$35k successful and will provide training for employees and community around cyber e-safety.

8. Other news

- Volunteer Program – Host application paperwork submitted to Dept Services awaiting approval
- End of year Awards to be given at the Breakup celebration: Senior Manager of the year, Manager, Employee and Trainee of the year as well – nominated by their manager for each department.

Thank you

Regards

Jackie Roberts

HR Advisor

Blue Cards – No Card, No Start Law

New Legislation changes will come into effect from the 31st August 2020 for Blue Cards No Card, No Start laws.

These changes have been made as a result of the 2017 Queensland Family and Child Commission's report – *Keeping Queensland's children more than safe: Review of the blue card system*. Although the report showed that the Queensland Working with Children Check system is one of the strongest in Australia, there is opportunity to provide a more streamlined and stronger system.

WHAT ARE THE MAIN CHANGES?

No Card, No Start law identifies that people cannot work with children or young people until their Blue Card application has been approved. These new rules ensure that employees will be bound by the same rules as those for volunteers and business applicants.

Expiring Cards Rule has changed, this means that people can continue to work with children and young people if they lodge their renewal application before their current blue card expires. If their blue card expires before they lodge their renewal application, they will be subject to the No Card, No Start law.

Expiry date for exemption cards – Queensland police and teachers will need to renew their blue cards prior to their expiry if they still require their blue card for work purposes.

Changes to police information – No Card, No Start law incorporates a more streamlined process for applicants to advise Blue Card Services of any changes to their police information.

Stricter rules for restricted persons ensure people who are considered to be a restricted person cannot access an exception to screening by virtue of being a volunteer.

QUESTIONS FOR FOSTER AND KINSHIP CARERS

Do I need to child safety to sign my blue card application or renewal application?

No. Child Safety are no longer responsible for verifying identification (ID) for a blue card application.

When applying for a blue card, applicants will be required to verify their ID through the Department of Transport and Main Roads (TMR). The verification process can occur either through the Blue Card online application portal or in person at TMR.

Child Safety is also no longer required to advise blue card applicants of the disqualified person rule, this will be the responsibility of the applicant when they complete their application.

I cannot access the online portal; can I still submit a paper-based application?

Yes. Blue Card Services will continue to accept paper-based applications. If you need to apply for your blue card via the paper-based system, you are still required to follow the new No Card, No Start law and processes. If you do not have a form of photo ID with TMR, for example a driver's licence, you will need to attend TMR to prove your identity and obtain a photo and Customer Reference Number (CRN).

Either your ID or CRN letter will need to be certified and submitted with your application. Processing and approval times may take longer for paper applications.

I am being considered for provisional approval (PAC) do I need a blue card?

No. Child Safety Central Screening Unit (CSU) will continue to conduct all required checks for provisional approval applicants and any adult household members, including personal, child protection and criminal histories.

However, once provisionally approved, you and all adult household members will need to have obtained a blue card before your provisional approval expires.

What role does Child Safety play in my Blue Card application?

To apply for a Blue Card as a volunteer (free of charge), you will require an online account number which will be supplied to you once you verify your identity through TMR. You must supply this account number to Child Safety as a part of your carer Application for Approval (APA) form to ensure you are linked to Child Safety.

Once linked, Blue Card services will notify you and you will be able to begin your Blue Card application free of charge.

My blue card is due to expire, is there a time limit to lodge a renewal application?

You must complete your renewal application before your current blue card expires. A renewal application can only be submitted by a carer 16 weeks before their current blue card expires. Your current blue card will remain valid once you have submitted your renewal application, meaning you can continue your caring role while your renewal application is being processed.

If you are renewing an existing blue card for the first time under the new No Card No Start laws and you do not have a form of photo ID with TMR, for example a driver's licence, you will need to attend TMR or you will need to contact Blue Card Services directly.

Please note the contact details for you held by TMR will need to match the information you provide in your initial or renewal application. This will ensure you receive your online account number and all communications thereafter from Blue Card Services. If your details are not current through TMR you will need to contact them to update your personal information before submitting your blue card or exemption card application.

My blue card has expired, and I haven't yet lodged a renewal application, what happens now?

If your blue card expires before you lodge a renewal application, you will be subject to the No Card No Start laws.

Any children or young people placed in your care will require a new care arrangement until you receive your new blue card approval.

A renewal application cannot be lodged after your current blue card has expired. A new blue card application will need to be completed starting with the verification of ID process.

I live interstate, how do I apply for or renew my blue card or exemption card?

If you are applying for a blue card from outside Queensland, you need to obtain a CRN from TMR by requesting a Remote Pack from Blue Card Services. Once you provide your details, Blue Card Services can send you a remote pack via email or post.

Obtaining a CRN from TMR is free.

I have a new adult household member (AHM) planning to live in our home. Does the person need to have a blue card before they can move in?

Yes, unless the new AHM already holds a valid blue card or exemption card any adult wanting to join your household will require a Blue Card Services approval before they move in. This is a requirement of the *Child Protection Act 1999*, section 148D, as a result of the No Card No Start law.

Just like carers, an adult household member will need to complete the verification of ID process with TMR in order to receive their online account number which will need to be provided to CSU in order to be linked to Child Safety as a volunteer, this can be via the *New Adult Household Member* form. Once CSU have completed the link to Child Safety the AHM will be advised by Blue Card Services and they can proceed with their Blue Card application through the Blue Card Services portal.

As a carer you will also be required to complete the 'Change in Carer Circumstances' form to advise Child Safety of the changes to your carer household.

Once the proposed AHM has received their Blue Card approval from Blue Card Services they will be able to join the carer household as a new AHM.

A young person in my household will be turning 18 in a few months and will remain living in my household. When can they apply for their Blue Card?

A young person is able to apply for a blue card from 17 years and 9 months of age.

The young person will need to follow the No Card No Start blue card process, beginning with the verification of ID through TMR to obtain their online account number. This number will need to be provided to CSU via the *New Adult Householder* form so the young person can be linked to Child Safety as a volunteer, so no costs are incurred for their blue card application.


As per the *Child Protection Act 1999*, section 148D as long as a young person has submitted a blue card application, they are able to remain in the carer household while they await an outcome from Blue Card Services.

For further information regarding Blue Cards No Card No Start associated processes please refer to the [Blue Card Services Website](#).

- [Link to the online applicant portal](#)
- [Link to the No Card No Start forms](#)
- [Link to Blue Card applications information](#)

Serious about safe business?

Compliance at a glance — How do you rate?

Safe business is good business 

Management commitment	Consultation	Safe work procedures	Training and supervision	Reporting safety	Workers' compensation and return to work	Rating
<input type="checkbox"/> Manager/s and worker safety responsibilities clearly understood and acted on. <input type="checkbox"/> Time and money allocated to meet safety responsibilities. <input type="checkbox"/> Manager/s promote safety as a high priority. <input type="checkbox"/> Manager/s involved in all safety initiatives. <input type="checkbox"/> Manager/s lead by example.	<input type="checkbox"/> Agreed consultation arrangements are used to discuss safety issues and are working effectively. <input type="checkbox"/> Workers are involved in developing safe work procedures and making safety decisions. <input type="checkbox"/> Workers' views are valued and taken into account.	<input type="checkbox"/> All tasks with safety risks have been identified and the risks controlled. <input type="checkbox"/> Safe work procedures developed and implemented for these tasks. <input type="checkbox"/> Workers involved in developing safe work procedures. <input type="checkbox"/> Procedures followed in day-to-day operations. <input type="checkbox"/> Safe work procedures are reviewed.	<input type="checkbox"/> All workers inducted. <input type="checkbox"/> Workers trained in safe work procedures before commencing tasks. <input type="checkbox"/> Workers understand procedures and can demonstrate how to perform tasks safely. <input type="checkbox"/> Workers are supervised to ensure safe work procedures are followed.	<input type="checkbox"/> Procedures for reporting safety issues and incidents are developed and implemented. <input type="checkbox"/> Safety issues and incidents are reported and acted on, including notifications required by law. <input type="checkbox"/> Safe work procedures and training reviewed following incident reports.	<input type="checkbox"/> Workers' compensation insurance policy accurately reflects business details. <input type="checkbox"/> All injuries are reported to workers' compensation insurer. <input type="checkbox"/> Workers informed of the return to work policy, including procedures to follow the event of an injury or illness. <input type="checkbox"/> Return to work plans implemented for injured workers when required.	Each tick in the green zone means you are more likely to be compliant. Monitor and review to continually improve.
<input type="checkbox"/> Safety responsibilities identified but not understood or operating effectively. <input type="checkbox"/> Insufficient time and money allocated to meet safety responsibilities. <input type="checkbox"/> Safety not always a priority. <input type="checkbox"/> Limited involvement of manager/s in safety initiatives. <input type="checkbox"/> Manager/s do not always lead by example.	<input type="checkbox"/> Consultation arrangements in place but not working effectively. <input type="checkbox"/> Workers not always involved in safety decisions and developing procedures. <input type="checkbox"/> Workers' views not always valued or taken into account.	<input type="checkbox"/> Only some tasks with safety risks have been addressed. <input type="checkbox"/> Limited development and implementation of safe work procedures. <input type="checkbox"/> Limited involvement of workers in developing safe work procedures. <input type="checkbox"/> Procedures developed but not always followed in day-to-day operations.	<input type="checkbox"/> Induction and training in safe work procedures incomplete or inconsistently applied. <input type="checkbox"/> Some workers not able to demonstrate they can perform work tasks safely. <input type="checkbox"/> Supervision does not always result in safe work procedures being followed.	<input type="checkbox"/> Reporting procedures developed but not always followed. <input type="checkbox"/> Some incidents reported, but follow-up action limited. <input type="checkbox"/> Safe work procedures and training not always reviewed following an incident report.	<input type="checkbox"/> Workers' compensation insurance policy does not accurately reflect business details. <input type="checkbox"/> Not all injuries reported to workers' compensation insurer. <input type="checkbox"/> Workers not aware of return to work policy, or procedures to follow if injured at work. <input type="checkbox"/> Return to work plans are not effective in supporting injured workers to return to work.	Each tick in the orange zone means you are increasing your level of compliance. But you still have work to do.
<input type="checkbox"/> No clear understanding of safety responsibilities. <input type="checkbox"/> No time or money allocated to meet safety responsibilities. <input type="checkbox"/> Safety not a priority. <input type="checkbox"/> No safety initiatives. <input type="checkbox"/> Manager/s set a poor safety example.	<input type="checkbox"/> No consultation arrangements in place. <input type="checkbox"/> No involvement of workers in safety issues. <input type="checkbox"/> Workers' views not valued or taken into account.	<input type="checkbox"/> Tasks with safety risks not identified nor the risk controlled. <input type="checkbox"/> No safe work procedures developed. <input type="checkbox"/> Safe work procedures not reviewed. <input type="checkbox"/> Responsibility for doing tasks safely is left to workers.	<input type="checkbox"/> Workers not inducted. <input type="checkbox"/> No safety training provided. <input type="checkbox"/> Workers' ability to perform tasks safely is not checked. <input type="checkbox"/> Ability of workers to perform tasks safely is not checked. <input type="checkbox"/> No supervision to ensure workers are performing tasks safely.	<input type="checkbox"/> No reporting procedures. <input type="checkbox"/> Incidents not reported. <input type="checkbox"/> No review of work practices following an incident.	<input type="checkbox"/> No workers' compensation insurance policy. <input type="checkbox"/> No return to work policy or procedures or plans. <input type="checkbox"/> Workers not assisted to return to work after an injury.	Each tick in the red zone means you are less likely to be compliant. ADDRESS THESE AREAS IMMEDIATELY.

1 Tick the boxes that most apply to you.
2 How did you rate?

There is a range of products and services that can help you improve your work health and safety. Please view the Serious about safe business advice sheets.



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Introduction

The *Serious about safe business pack* contains tools to help you identify what you need to do to make your workplace safer – and outlines how to do it.

The pack is a practical approach to help you achieve compliance and involves:

Management commitment – clearly define your own responsibilities and those of your workers; provide the resources to meet those responsibilities; get involved.

Consultation – involve your workers when identifying and resolving safety issues.

Safe work procedures – identify the tasks that can pose a risk to your workers, take action to control the risks, develop simple procedures to manage any tasks where risks cannot be fully controlled.

Training and supervision – train your workers in the safe work procedures and ensure the procedures are followed at all times.

Reporting safety – have a process for reporting safety issues, such as hazards and incidents, and ensure you act on these reports.

Workers' compensation and return to work – ensure your workers are covered by a workers' compensation insurance policy and have an injury notification system and a return to work program to assist your injured workers.

STEP 1 – How do you rate?

Use the 'Compliance at a glance' checklist to determine how you rate and understand what you need to do to improve safety in your workplace.

STEP 2 – How do you improve?

The tools enable you to address issues that you identify in any of the above areas, and provide useful assistance whether you are starting from scratch or need only build upon what you already have in place.

When using these tools, consider the following:

- The best way to identify and resolve safety issues in your workplace is to involve your workers, and it is essential to have a clear understanding of each other's responsibilities – as a first priority, address the issues in the advice sheets on management commitment and consultation.
- Together with your workers, prioritise those tasks that need to be addressed to improve workplace safety and develop realistic timeframes for their completion based on the complexity of the task and the available resources.
- Implementation of safe work procedures involves training your workers to ensure they understand the procedures and perform them correctly – and supervising your workers to ensure they always follow procedures.

STEP 3 – Where can you get more?

There is a range of additional services that can assist you to work through this process.

Contact Queensland's work health and safety and workers' compensation services for more information.

For more information

Queensland's work health and safety and workers' compensation services

worksafe.qld.gov.au

Call us on 1300 362 128

Queensland business and industry portal

www.qld.gov.au/business

Including:

- Australian Business Licence and Information Service
- Australian Business Account

Department of Tourism, Major Events, Small Business and the Commonwealth Games

www.dtesb.qld.gov.au

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5. Economic & Community Development

ECONOMIC & COMMUNITY DEVELOPMENT REPORT

DEC 2024

1. Executive Report

New House site 2025 – 19 Bell St.



Executive Summary

New business

Solar farm – interest from an operator – waiting for further communication, after the last meeting I advised that Council is interested and wants to understand more.

Arafura – Construction business – machines are stored at the abattoir, lease ready for signing.

Café – handover done; new oven needs to be purchased 8k expenditure

ILUA – no progress, at risk of delaying housing and industrial development projects

Building Department

DISMODS – 5 x dismods completed this month.

New Housing Subdivision – Substantial work done on preparing for the next phase of funding – DA is underway, communication to the town for feedback and input is in place, discovery research on further densification and need has been done.

New Housing – 5 x new dwellings will commence on the ground at the beginning of February 2025. House costs construction costs have risen by 20% this year.

Upgrade - approvals still slow – one has come through for Isovalve upgrades.

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

Vacants – 3 x handed back and another 3 before Christmas

Café – lots of work gone into getting the Café ready for occupancy.

Cherbourg Digital Call Centre

Manager on holiday, fill-in manager appointed, business as usual.

Recycling – MRF + CRPs

This is the busiest time of year, CRPs are very busy, the main baler and the truck scales at the MRF have had some issues due to a lightning strike, the problems are being solved as quickly as possible. Weighbridge and scales are back in operation, the baler has to undergo a major service.

Cherbourg Farm

Met with State Gov. DPI and a South Burnett Council representative, the concern about parthenium has escalated, I have requested Government assistance as it is clear that we cannot manage this invasive plant species effectively. The farmers are continuing to spray the parthenium.

General Project Information

1. **Cultural Pathway** – No start date confirmed by the contractor yet – we have requested this several times – however construction is underway in the workshop.
2. **W4Q 24/27**
 - a. Cherbourg Town Hall renovation - \$600k – work on the roof has started, we
 - b. Technology and accounts system upgrade - \$350k – due diligence underway.
 - c. Fire escape compliance - \$100k – in progress, quotes received , reparations works authorized.
 - d. Council building roofing upgrades - \$200k – not commenced

- e. Public amenity sewer consolidation - \$200k -not commenced
 - f. Footpath expansion and compliance - \$160k – not commenced
 - g. Streetlight installation and repair – \$90k – quotes being sought.
 - h. Works Depot. Road infrastructure upgrade - \$200k quotes being sought.
3. **REFFS**
- a. Pre-project compliance documentation underway. Demolition will start as soon as possible. 1st report supplied.
4. **DESI**
- a. Landfill/transfer station – project being submitted.
 - b. MRF expansion – no progress with the change of Gov. – negotiations continuing.
5. **LGGSP**
- a. At stage 2, major application to be developed for submission in April.
6. **New Community Centre** – project submitted for funding – no answer yet.
7. **New Digital Service Centre** - ongoing discussion with Gov. departments and ILSC. – no funding available at this time.

Report by: Sean Nicholson

6. Operations Department

Operations Department Report November 2024



By Matthew Bock, Operations Manager

2nd December 2024

Matthewwb@cherbourg.qld.gov.au

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Executive Summary

Operations department

- Work has commenced on the drain beside the medical center and football field
- The drain project will focus on optimizing the flow of water in the drains to prevent flooding and erosion
- Boil water alert continues to be lifted and manual dosing of reservoirs is continuing daily
- Councils large tipper truck broke down with a failure to the engine, due to its age cannot source parts to fix, a tender has been put out to purchase a new or 2nd hand truck. Tender documents will be provided on the day of the council meeting. A resolution needs to be provided as pricing is over \$200 000
- The ops department is looking at trucks with higher load carrying capability compared to the current broken down truck

Feet Services

- 23 Jobs were completed for the month of November this included services and repair work
- 4 Vehicles and plant equipment received their annual scheduled services
- Repaired Lifter fault in Garbage truck
- Removed and rethreaded bolt for idler pulley on Waste Bobcat track
- Serviced brush cutters for mowing season
- Welded deck and carried out major refurbishment on Ops zero turn mower
- Replaced warped head on MRF forklift due to overheating and returned to service
- Engineered Loader bucket for generic cutting edges
- Fit signage to Emergency Trailer
- Delivery of Bobcat for Building Department
- Delivery of vehicle for Finance Manager

Environment and Waste

- Bowman Murray stepped down from the role of Animal Management Worker (AMW), Position now VACANT
- 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
- **3 Dog attacks** 1xdog on child, 1x Dog on foal, 1x dog on cat
- **Visiting Vet program** Concluded on the 7th of November,

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.
- 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 Community main water lines to ensure disinfection of town water distribution system and eliminate buildup of turbidity.

Civil Roads & Waste

- Jobs were completed for the month of November.
- Started on rework drainage and road surface of Murray Rd dirt end past pound and over grid finishing pound fence,
- Need to finish pound gates.
- Drainage works Carter St.
- Carting gravel to Men's shed.

Animal Management & Environmental Health

Animal Management

- Bowman Murray stepped down from the role of Animal Management Worker (AMW), Position now VACANT
- 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.
- **3 Dog attacks** 1xdog on child, 1x Dog on foal, 1x dog on cat
- **Visiting Vet program** Concluded on the 7th of November,
- *Figure 1. Nov CASC Animal Management*
- AMRRIC App data *Figure 2. AMRRIC App Data November 2024*, 64% of Dogs and 52% of cats in community are desexed

Food Safety *Figure 3. Food Safety November 2024*

- EH Report provided to council and Senior managers, **Requirements of Food Act 2006** - Includes information on requirements of the Local Govt., Qld Health and people providing food to the community under *Queensland Food Act 2006*. This report also contains the potential risks and recommendations (<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-003>)
- **Current No. of Food Business** – 3, 1 to be opened in December-January 2025. 2 of 4 – Fixed Business Licence Certificate Issued

1. **Cherbourg Retail Store – Current Licence 2024/25**
 2. **Ny Ku Byun Elders Village – Current Licence 2024/25**
 3. **Gundoo Early Learning Centre – Compliance/ Information notice issued on 02nd September 2024 – No Response from Director of Gundoo Early Learning Centre**
 - a. Food safety training to be conducted by Amanda Hutchings (Senior Environmental Health Officer DDPHU, Team leader Environmental Health) with staff
 4. **Café 4:18 (Mum Googs Soul Kitchen) – Proposed Opening, Dec 2024**
 - a. Café 4:18 (Mum Googs Soul Kitchen), 25 Barambah Avenue – Tender awarded to Cherbourg local, Elvie Douglas
 - b. Food licence application, qualifications received, Proposed business: Café 4:18 (Mum Googs Soul Kitchen) – Additional information required before Licence is issued
 - c. A follow up inspection was conducted on the Café on the 14/11/2024, to check the compliance and suitability of the premises. Inspection was conducted by Amanda Hutchings (Senior Environmental Health Officer DDPHU, Team leader Environmental Health), Bruce McLeod (CASC Building Manager) and Elizabeth O’Chin (CASC Environmental Health Worker).
 - d. There has been a large amount of work conducted since 24/09/2024 and Elvie has obtained her Food Safety Supervision skill set, congratulations Elvie
 - e. Facility does not yet contain oven, meeting proposed with Elvie on Thursday 5th December 2024
- Food recall notices sent to food businesses – 6 Food recalls in November

Waste & Recycling

- Recycling Program going steady – Additional education and possibly incentives to encourage residents to recycle more *Figure 4. CASC Waste & Recycling November 2024*
- Invoices are now sent to accounts for housing/tenancy department to cover costs incurred by the operations department
- Education, community engagement and incentives required to encourage good Waste and recycling habits
- Bin replacements - 2

Water & Wastewater

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

General Summary/ Community Engagement

- 4 Environmental Health Referrals in November – CASC EHW provided resources (Sheets, towels, mattress covers, washing powder, laundry tokens etc)
- Daily catch up – Operations Manager, AMW & EHW
- Fortnightly Catch up with DDPHU – Safe & Healthy Drinking Water Program
- Fortnightly Catch up with DDPHU – ATSI Public Health program (ATSIPHP)
- Monthly Teams Engagement – ATSIPHP EHW & AMW Working Group

Parks and Gardens

Current Business

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

Staffing and Training

NIL.

Workplace Health & Safety Incidents

Nil

Issues & Training Updates

Nil

Next Month's Business Plan

- Continuation of day-to-day duties including rubbish pick up and mowing etc.

By Matthew Bock (Operations Manager) for Lindsay Bligh

Fleet Services

Workshop

Current Business

- 23 Jobs were completed for the month of November this included services and repair work
- 4 Vehicles and plant equipment received their annual scheduled services
- Repaired Lifter fault in Garbage truck
- Removed and rethreaded bolt for idler pulley on Waste Bobcat track
- Serviced brush cutters for mowing season
- Welded deck and carried out major refurbishment on Ops zero turn mower
- Replaced warped head on MRF forklift due to overheating and returned to service
- Engineered Loader bucket for generic cutting edges
- Fit signage to Emergency Trailer
- Delivery of Bobcat for Building Department
- Delivery of vehicle for Finance Manager

Issues

Vehicle and plant care and pre-starts

Damage Report

Windscreen crack due to stone impact on new housing vehicle

Workplace Health & Safety Incidents

Nil

Training Updates

Plant vehicle training in December

Next Month's Business Plans

- Continuation of normal workshop work
- Tenders will be evaluated, and purchases made
- Preparations for Auction in early 2025
- Tender for Purchase of 50t tipper truck
- Cleaning of Depot, workshop and storage rooms for new year

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 or the water as an additional daily requirement.

Incidents

- Boil water alert no longer in place for whole of Cherbourg community as of 29th July 2024 (no longer in place until further notice).
- 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 (Slashed whipper snipped and sprayed)
- 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.
- Due to operational issues our water team will be looking trailing a different coagulant for water treatment over the holidays. If all goes well, the new coagulant will be used to treat water until the new upgrades.
- Council operators will on call and working through the Christmas and New Year break on a rostered shift.

Civil Roads & Waste

Civil roads & waste

Current Business

- Jobs were completed for the month of November.
- Started on rework drainage and road surface of Murray Rd dirt end past pound and over grid finishing pound fence,
- Need to finish pound gates.
- Drainage works Carter St.
- Carting gravel to Men's shed.
- Landfill works.

Issues – Being without a Large Tipper for the dump.

Damage Report

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.
- Pedestrian crossing on Barambah St
- Start on Fisher Street School parking zone remove concrete pads.
- December Machine Training.
- Container pad Council yard.

Other Information

By Peter Schiffmann

Council Resolution needed

Tender for new Tipper truck

7. Community Services Department

COMMUNITY SERVICES DEPARTMENT November - December 2024 REPORT



Edwina Stewart, Community Services Manager

IKC

- Three designer workshops conducted by Julie Appo
- 64 people attended the IKC
- First 5 break-up – taking the children and parents to Sealife (Sunshine Coast)
- IKC Co-ordinator and Community Services attended State Library Workshops(Cairns) -The 2024 Indigenous Knowledge Centre (IKC) Coordinator’s Workshop in Cairns. together IKC leaders from across Queensland came together to share knowledge, celebrate excellence, and explore innovative strategies to promote digital inclusion and the Growing IKCs program in their communities.

Sports Complex

- In the process of recruiting casual sport and recreation officers
- Outside School Hours Program - **Children** –32 children all are school aged children.
Gym
- During School Hours - 3 adults
- Before School – 5 boys
- Afterschool Hours – 7 teenage boys
- Cherbourg Wellbeing running night programs for children over the Dec/Jan 2024 school holidays.
- Murgon PCYC & Complex having 3 basketball competition over the school holidays.
- Murgon State High – exercises and sports activities.
- Cherbourg Fire Brigade – sports complex on Monday nights and on Wednesday nights for their training and fitness.
- DATSIP – Held a workshop, for small business owners in the community.

IYCC – YAG

- Mowing Crew commenced
- Design workshops with Julie Appo
- Syntropic Farming/ Wicking Beds
- Volunteering at community events
- Continued support with blue card applications & resumes
- Queensland Music Festival visiting – 9th – 12th December

Cherbourg Radio.

- Broadcasting – updating community.
- UQ Anthropology Museum “Voices of our Elders” exhibit visit
- First Nations Media Australia Coverage Conference - Canberra

General Business

Community events:

- 18/11/24 Community Truth Telling Event @ the Ration Shed.
- 26/11/24 Community Services Inf Day @ the Sports Complex.

Upcoming events:

- 18/12/24 Judging of the Christmas Light Competition.
- 19/12/24 Cherbourg Christmas Carol Evening @ the Sports Complex.

I want to wish all Councillors and Staff a Happy Holiday, filled with love, peace, and joy! Stay safe during this period, and I look forward to seeing everyone in the New Year. 😊

This ends my report for November/December 2024.



Edwina Stewart

Community Services Manager

