

Cherbourg Aboriginal Shire
Council

Working
Papers

For Council Meeting 19 & 20 March 2025

Reports

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

*Cherbourg
Aboriginal
Shire Council*

*Minutes – Council
Meeting*

19 & 20 February 2025

MINUTES

COUNCIL MEETING

HELD ON 19 & 20 FEBRUARY 2025

Attendance

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

Apologies: Cr Daniel Weazel

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

*9.34am Deputy Mayor Carla Fisher Opened Meeting
Sorry Business - 1 Minute Silence
Welcome to Country - Cr Gordon Wragge*

TEAMS Link

Mayor Bruce Simpson requested to Join the Cherbourg Aboriginal Shire Council Council Meeting on 19 February 2025 by TEAMS Link

Resolution

That Mayor Bruce Simpson be granted approval to join the Cherbourg Aboriginal Shire Council Meeting on 19 February 2025 by TEAMS link.

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

*Motion No. 2685 Carried
For Vote: Council Voted Unanimously*

Leave of Absence – Cr Daniel Weazel

Cr Daniel Weazel requested a Leave of Absence for Cultural Reasons.

Resolution

That Cr Daniel Weazel be granted a Leave of Absence for Cultural Reasons.

Moved: Deputy Mayor Carla Fisher

Seconded: Cr Gordon Wragge

*Motion No. 2686 Carried
For Vote: Council Voted Unanimously*

Councillor Obligations

Prescribed Conflict of Interest

Nil

Declarable Conflict of Interest

Nil

Register of Interest

Nil

Minute Approval

Cherbourg Aboriginal Shire Council resolves that the minutes of the Council Meeting held on 19 & 20 January 2025 be adopted.

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

*Motion No. 2687 Carried
For Vote: Council Voted Unanimously*

MAYOR'S REPORT

The Mayor's Report was presented

Scholarships

With a number of Cherbourg Students entering universities this year Council will seek support for scholarships through Stanwell and philanthropic avenues.

Resolution

That Council's CEO investigate scholarships with Stanwell – philanthropic support.

Moved: Cr Gordon Wragge
Seconded: Deputy Mayor Carla Fisher

*Motion No. 2688 Carried
For Vote: Council Voted Unanimously*

Report Approval

Council resolves that the Mayor's Report be adopted.

Moved: Cr Tom Langton
Seconded: Deputy Mayor Carla Fisher

*Motion No. 2689 Carried
For Vote: Council Voted Unanimously*

CHIEF EXECUTIVE OFFICER REPORT

CEO Presented the CEO Report

Fisher Street Section 24JAA – Consultation Request for our proposed subdivision

Cherbourg Aboriginal Shire Council does not have an ILUA in place yet, and is seeking council representative to attend the section 24JAA meeting for the Fisher Street housing development on;

Date: Wednesday 26 February 2025
Venue: Cherbourg Aboriginal Shire Council Office
Time: To be confirmed – potentially 10.00am

The RNTB has nominated two directors, Eileen Cobbo and Garry Cobbo to attend the meeting, both are in Brisbane. We have attached a copy of the draft ILUA. A meeting is being arranged between Council, Crown Law and QSNTS as soon as possible regarding the ILUA.

Resolution

That in relation to the Fisher Street Section 24JAA - Consultation process meeting ;

- A. Council nominates CEO Zala to be council representative to discuss the 24JAA application for our Fisher Street Development Subdivision*
- B. Hold the ILUA meeting discussion on the day with PBC and Council to begin the initial discussion*

Moved: Cr Tom Langton
Seconded: Cr Gordon Wragge

*Motion No. 2690 Carried
For Vote: Council Voted Unanimously*

Removal of Member of the Elders Advisory Group

Cherbourg Aboriginal Shire Council has appointed 9 members of the Elders Advisory Group in accordance with the Terms of Reference adopted by Council at the June 2024 meeting.

It is proposed that one member of the Advisory Group be removed. The recommendation below proposes to remove Cindy Button as a member of the Elders Advisory Group due to a number of complaints and also behaviour contrary to that expected under Council's code of conduct. The removal is also supported by the chair of the Elders Advisory Group.

This will create a vacancy as the Charter requires 9 members. The recommendation below also proposes that the CEO be authorised to call for nominations upon any vacancy arising within the group. The decision for appointment (or removal) of members to the group remains with Council.

It is also proposed to fix a minor typo in the terms of reference for the Elders advisory Group. The intent was to have a quorum of 5 being more than half of 9 members) but in one part of the current terms of reference it refers to 4.

Resolution

In relation to the Cherbourg Aboriginal Shire Council Elders Advisory Group:-

1. Council remove Cindy Button as a member of the Advisory Group for the reasons set out in the CEO's Report
2. Amend the current Terms of Reference to clarify that a quorum for the meetings of the Elders Advisory Group is 5 Members.
3. Council will consider authorising the CEO to seek nominations from community members for any vacancy on the Cherbourg Advisory Group, noting that the appointment of new members to the Advisory Group will be determined by Council at a later date.

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

**Motion No. 2691 Carried
For Vote: Council Voted Unanimously**

CASC Risk Register Review- 6 Month Review 2024/2025

As required under legislation, we have to review our Strategic Risk Register Review to make sure that any new risk has been identified.

A summarised risk register which includes the 23 strategic risks, 5 are extreme risks including Technology failure, ILUA, Changes with State & Federal Government, Disaster events is attached for Council Information.

Resolution

Cherbourg Aboriginal Shire Council resolves to;

- 1. Receive the 6 month review of Cherbourg Aboriginal Shire Council Strategic Risk Register and*
- 2. Recommend the CEO to keep close attention on extreme risks to make strategies to manage those risks by future planning*

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

*Motion No. 2692 Carried
For Vote: Council Voted Unanimously*

Frank Fisher Cup – 4 & 5 April 2025

We met with Brad Beetson and Danny Macquire, QRL Director to discuss the Frank Fisher Cup in Cherbourg. A draft program for the day is attached.

Council support is sought for approximately \$3000 to coordinate some events taking place on the day.

Resolution

Cherbourg Aboriginal Shire Council supports the Frank Fisher Cup being held in Cherbourg and will seek sponsorships from Stanwell and other organisations to support the requirements.

Moved: Cr Tom Langton

Seconded: Cr Gordon Wragge

*Motion No. 2693 Carried
For Vote: Council Voted Unanimously*

Civic Leaders Summit – 12 & 13 March 2025

The 2025 Civic Leaders Summit will be held in Brisbane on 12-13 March 2025. The following Crs will be attending.

*Mayor Bruce Simpson
Deputy Mayor Carla Fisher
Cr Gordon Wragge
Cr Daniel Weazel
CEO - Zala*

Resolution

That the following Councillors and CEO will attend the Civic Leaders Summit on 12-13 March 2025 in Brisbane.

*Mayor Bruce Simpson
Deputy Mayor Carla Fisher
Cr Gordon Wragge
Cr Daniel Weazel
CEO Zala*

Moved: Cr Tom Langton

Seconded: Cr Gordon Wragge

*Motion No. 2694 Carried
For Vote: Council Voted Unanimously*

Report Approval

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

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

*Motion No. 2695 Carried
For Vote: Council Voted Unanimously*

CORPORATE SERVICES REPORT

The Corporate Services Manager presented his report.

Housing Software

Corporate Services have been investigating new Housing software as the current software is extremely old. Corporate Services Manager recommended the Chintara Software as it meets the reporting needs of Housing.

Resolution

That Cherbourg Aboriginal Shire Council invests in the Chintara Software.

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

*Motion No. 2696 Carried
For Vote: Council Voted Unanimously*

Report Approval

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

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

*Motion No. 2697 Carried
For Vote: Council Voted Unanimously*

FINANCE REPORT

Finance Officer Presented his report

Report Approval

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

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

*Motion No. 2698 Carried
For Vote: Council Voted Unanimously*

OPERATIONS REPORT

The Operations Manager presented his report.

Road Project

Approval sought for Council's Combined Road Project \$740k that includes Road Repairs, and bitumen to the depot area

Resolution

That Cherbourg Aboriginal Shire Council approve the Combined Road Project \$740K that includes Road Repairs and Bituman to the depot area.

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

**Motion No. 2699 Carried
For Vote: Council Voted Unanimously**

Report Approval

Cherbourg Aboriginal Shire Council resolves that Operations Report be adopted.

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

**Motion No. 2700 Carried
For Vote: Council Voted Unanimously**

COMMUNITY SERVICES REPORT

Community Services Manager presented her report.

Report Approval

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

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

**Motion No. 2701 Carried
For Vote: Council Voted Unanimously**

HR

The HR Report was presented

Report Approval

Cherbourg Aboriginal Shire Council resolves that the HR Report be adopted.

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

**Motion No. 2702 Carried
For Vote: Council Voted Unanimously**

12.15pm Meeting adjourned for lunch
12.44pm Cr Gordon Wragge left meeting
1.00pm meeting recommenced
1.00pm Presentation - Brett De Chastel
Community Engagement (Building Trust With Our Community)

ECONOMIC & COMMUNITY DEVELOPMENT

The Economic & Community Development report was presented

Economic & Community Development Plan

The Economic & Community Development Plan 2024-2029 was presented for council approval.

Council will consider and bring back to the March Meeting.

1.52pm Cr Gordon Wragge entered meeting

CORRESPONDENCE

Darius Chambers

Seeking Confirmation of Aboriginality.

Resolution

That Cherbourg Aboriginal Shire Council acknowledges Darius Chambers as Aboriginal.

Moved: Deputy Mayor Carla Fisher
Seconded: Cr Tom Langton

Motion No. 2703 Carried
For Vote: Council Voted Unanimously

Cherbourg Wellbeing Indigenous Corporation

Deputy Mayor Carla Fisher declared a conflict of Interest - (declarable conflict of Interest)
(Deputy Mayor Carla Fisher is a Member of Cherbourg Wellbeing Indigenous Corporation)

Deputy Mayor Carla Fisher Requested she stays in the meeting.

Cherbourg Aboriginal Shire Council voted unanimously that Deputy Mayor Carla Fisher could remain in the meeting but not participate in any discussions or voting.

Resolution

Council unanimously voted that Deputy Mayor Carla Fisher remain in the meeting but will not participate in any voting or discussion.

**Moved: Cr Tom Langton
Seconded: Mayor Bruce Simpson**

**Motion No. 2704 Carried
For Vote: Council Voted Unanimously**

Cherbourg Wellbeing Indigenous Corp – Child Safety Building Swap

Cherbourg Wellbeing Indigenous Corp is requesting a building swap with Child Safety. The current Child Safety Building between the Catholic Church and Youth Justice in Vincent Law Way is hardly ever used. The Child Safety Staff don't seem to use the building, mostly conduct home visits and are hardly ever on the community.

CWIC is a locally owned and community controlled organisation, currently have 5 staff members and are expected to take on 2 more. With expansion of services they are working with 11 young people and 20 families and individuals across the Justice Reinvestment Program. It is a requirement of their contract and principles that they are located in Cherbourg. The current donga is not suitable for the number of staff and programs CWIC wish to implement and the donga may be more suitable to Child Safety needs.

CEO will investigate to bring back more information about the buildings and organisations to the next council meeting.

Minister Environment Local Tourism Science & Innovation

Confirmation of funding through the Local Government Illegal Dumping Partnerships Program for the employment of one Compliance Officer to address the challenges caused by illegal dumping.

Dept Natural Resources Mines, Manufacturing Regional & Rural Dev

Info – Dedication of public use land as unallocated state land – Plans of subdivision

Electoral Commission Qld

Info – Summary of Cherbourg 2024 March Local Government Elections

Dept Prime Minister & Cabinet

Acknowledgement of letter inviting Prime Minister to visit Cherbourg regarding truth telling.

Education, Arts & Communities Committee

Inquiry into Elder Abuse in Qld – Cherbourg Public Consultation – 26 March 2025.

Terry Janke & Co

First Nations Barrister – protecting first nations intellectual properties

Protecting first nations people – legal framework

Proposal for funding.

Old Local Government Remuneration Commission

Cherbourg Aboriginal Shire Council resolves to Adopt the new Remuneration Figures as recommend by the independent Local Government Remuneration Commission 2024 - from 1 July 2025.

Moved: Cr Gordon Wragge

Seconded: Cr Tom Langton

**Motion No. 2705 Carried
For Vote: Council Voted Unanimously**

Old Local Govt Water & Volunteers

Info – Red Tape Reduction Taskforce

2.08pm Meeting Closed

MINUTES

COUNCIL MEETING

HELD ON 20 FEBRUARY 2025

Attendance

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

Officers: CEO - Zala
Minute Taker - Eileen Jacobs
Emma Turaganivalu

9.30am Mayor Opened Meeting
Welcome to Country - Cr Daniel Weazel

9.30am Council looked at submitted council paintings and selected no. 2 for the design of its new Councillor Shirts

10.00am Presentation - Council Budget & Checklist

10.30am TEAMS ILF LGAQ Staff Entered Meeting - Angus Sutherland
- Nicole Johnson

Angus & Nicole worked with Council in Preparation for the ILF's Cherbourg Visit on 29 April 2025.

11.22am TEAMS ILF LGAQ Staff left Meeting - Angus Sutherland
- Nicole Johnson

*Mayor's Report
For Council Meeting*

*Held On
19 & 20 March 2025*

Mayors Report

Council Meeting 19 & 20 March 2025

- Cabinet meeting, Cairns - ACCORD
- Ministerial Briefs
- Advocacy/Funding – philanthropic/private sector
- BYDC visit
- Health Council
- Atlantic Fellows for Social Equity
- Mayor’s Quarterly Leave
 - March 31st – 4th April 2025
- New Zealand Advocacy Invitational Trip
 - 23- 27th April 2025
 - Proposed Detailed Itinerary

Bruce Simpson
Mayor

1. Chief Executive Officer

➤ **1. Audit and Risk Committee – February 2025:**

The regular meeting of the Council's Audit and Risk Committee was held on 27 February 2025. A copy of the minutes is attached to my report.

For the information of Council, the key issues discussed were: -

- KPMG has been re-appointed by the Queensland Audit Office as our external auditors for the next 3 years. It is positive to have continuity with the same external auditors who have been good to deal with in the past.
- The committee noted that Council is undertaking work to have our asset values indexed in preparation for the 2024/25 audit and financial statements. We are preparing well for the end of financial year already.
- The committee received an update from our internal auditor about the current internal audit being undertaken (i.e. a review of Council's procurement and payment processes). This is our third internal audit that we have had undertaken, and the draft report is currently with management for feedback. The report identifies a number of opportunities to improve how we manage purchasing risks, comply with relevant legislation and opportunities to get better value for money with our procurement. That report should be finalised shortly.
- Representatives from JLT (contracted by LGAQ) provided a presentation on risk management and in particular, potential

opportunities for the Council to better manage its insurances. This will ensure that the Council has sufficient insurance coverage for its assets – making sure that we are not underinsured (which would mean that we don't get fully paid if we need to make a claim) nor are we over insured (which would mean that we are paying too much in insurance premiums).

- The committee reviewed the Council's current strategic risk register. Feedback from JLT (experts on risk management) was that our Council's current risk register is better than most other councils. This was pleasing feedback.

The Audit and Risk Committee continues to assist Council with improving our governance, management of risk and providing support to management for continuous improvement.

Recommendation regarding Audit and Risk Committee – February 2025 :

- A. That in relation to the Audit and Risk Committee, the Council note the minutes of the committee meeting held on 27 February 2025..

2. Notice of Proposed Resolution – Deputy Mayor Role

The Local Government Act contains a provision that if the Council proposes to declare the position of Deputy Mayor vacant, 14 days' notice must be issued to the Councillors before the Council meeting where that resolution is to be determined. This notice is compliant with the legislative requirements as this proposed resolution will be presented at the March Council meeting.

As we are approaching the 12-month anniversary of the 2024 election, it is appropriate to consider the rotation of the role of Deputy Mayor between Councillors over the term of this Council. This provides other Councillors with an opportunity to fill the Deputy Mayor role if they wish to do so over the term of this Council.

I would like to acknowledge the excellent role undertaken by Cr Fisher as Deputy Mayor for the first 12 months of this term. The notice proposes that we appoint one of our other Councillors as Deputy Mayor for the next 12 months

Recommendation regarding Deputy Mayor Role :-

Pursuant to section 165 of the Local Government Act, I hereby give notice of a proposed resolution in relation to the role of Deputy Mayor.

Proposed resolution

That Council: -

- A. Declare the office of Deputy Mayor to be vacant; and
- B. Appoint Cr xxxxx to the vacant position of Deputy Mayor for a period of 12 months noting that is the intention of Council to rotate the position of Deputy Mayor between Councillors during the current Council term

➤ **3. Change to Membership of the Cherbourg Elders Advisory Group and CEAG Meeting minutes:**

Council will recall that it appointed 9 members to the Elders Advisory Group in accordance with the Terms of Reference adopted by Council. This was determined at the June 2024 meeting.

The Cherbourg Elders Advisory Group has been working well and is chaired by Uncle Eric Law.

As we have now sadly lost Aunty Leila Davidson and one Elder has been removed from last meeting resolution, We now have 7 members forming Cherbourg Elders Advisory Group. Chair Uncle Eric Law has agreed to have 7 members to Elders Advisory Group. I have updated the Terms of reference for council endorsement.

I have attached the meeting minutes from months of February and March 2025 for our Elders Advisory Group meeting.

Recommendation for Cherbourg Elders Advisory Group:

1. Council endorses the updated Terms of Reference to reflect the current changes with number of members to Cherbourg elders Advisory Group.
2. That in relation to the Cherbourg elders Advisory Group meetings, the Council note the minutes of the February and March meeting has been tabled as per agreed Terms of reference.

4. Cherbourg Aboriginal Shire Council's Environmental Health Plan:

The plan was developed in consultation with Matt, Lizzie, and Brayden to address the concerns raised by the Cherbourg community during the consultation process. We did the community survey and key results are below: Animal management is biggest concerns for our community.

Survey results : Concern Rates by EH Topic -

Serious Concerns

Animal management	98%	79%
Caring for country	90%	61%
Pest management	84%	40%
Wastewater	72%	17%
Drinking water	70%	37%
Healthy housing	59%	38%
Food safety	48%	3%
Air pollution	47%	11%
Waste management	44%	11%
Recycling	16%	0%

\Recommendation for Cherbourg Aboriginal Shire Council's Environmental Health Plan:

1. Council formally endorses the Environmental health plan
2. Works with Darling Downs Health to proceed with Key actions and strategies to manage the key issues identified in the Environmental health plan.

5. Draft Council to CEO delegations:

The Local Government Act 2009 grants councils the power to delegate their functions, including those under the Act and other Acts, to the CEO.

Purpose of Delegation:

Delegations are used to allow councils to focus on strategic issues and to ensure efficient operation of the local government.

CEO's Role:

Once powers are delegated to the CEO, they are responsible for exercising those powers and can further delegate to other council officers, unless prohibited or limited by the council.

Delegation Register:

The Local Government Act 2009 requires councils to maintain a register of delegations, which must be open to the public.

Examples of Delegations:

Councils can delegate powers related to financial management, procurement, asset management, and other areas.

Conditions of Delegation:

Delegations must be exercised within the framework of the Act, council policies, procedures, and local laws.

Accountability:

The trail of accountability for decision-making needs to be clear and must remain intact, including any sub-delegation of authority by the CEO or others.

Review of Delegations:

Delegations from Council to the CEO must be reviewed annually.

Recommendation for Draft Council to CEO delegations:

1. Council reviews the draft council to CEO delegations.
2. Organize workshop with Bill Gillmore, Mead Perry Group to understand the delegation in more details. Workshop date will be Thursday, 10th April at Council office.

6. Department of Youth Justice – Upgrade approval and Lease (10 Years) :

We have attached the plans for the extension to Jumbunna Youth Justice Service Centre. Cherbourg Council meeting will need to approve the resolution regarding lease and contract to build the extension.

Agreement an annual CPI of 4% on top of the 10k lease per year.

Recommendation to council on extension and lease:

1. Council should approve the extension of Jumbunna Youth Justice Service Centre to have better youth services in our community.

2. Lease for 10 years from Youth Justice is offering \$10,000 per year + CPI Increase, Our recommendation to council is \$25,000 per year + CPI Increase.
3. CEO Take lease back to Department and negotiate the lease amount.

7. LGAQ Climate Resilience Alliance Funding:

- Fraser Coast Regional Council (FCRC) is happy to be the host Council for the alliance and host either the regional analyst or program coordinator (whichever approach is decided upon) & coordinate funding for the application if interest is received from other Councils.
- Potential to create a Wide Bay Burnett ROC alliance or another option to include Gladstone Regional Council (GRC), Rockhampton Regional Council (RRC) and/or Livingstone Shire Council (LSC) unless they want to create their own for Central Queensland.
- Far North Queensland alliance membership is currently only has ROC members and is governed by their ROC.
- Preference from FCRC is to use the initial funding to get a regional analyst instead of a project manager to do a needs assessment to get the baselines of needs of each Council instead of jumping into projects. This will create report that will show the individual needs of each council as well as the regional needs of the alliance. This is up for discussion and FCRC welcomes ideas.
- Purpose and priorities of each Council is required to be included in the application – Further details can be worked out if application is successful.
- Alliances can be geographical or thematic.

- Authorized representative is required to sign off letter stating that Council would like to join alliance which needs to be included with the application – CEO is not necessarily required to sign off if Council is not the Host.
 - Host Council will need CEO sign off on letter agreeing to join.
 - Application to outline expectations of Councils.
 - Funding is for a part time role position or consultant.
 - LGAQ is advocating for funding for after 2026.
 - Councils to Direct letters to Edward ASAP – Application required to be submitted by 13th March 2025.
 - FCRC CEO emailed other Council's CEO's for interest.
-
- GRC, RRC and LSC can't host an alliance but are interested in co-creating one as a member.
 - Bundaberg Regional Council can't host but is presenting to Council next week to see if there is interest to co-create an alliance as a member.

Recommendation to council on LGAQ Climate Resilience Alliance

Funding :

1. Council become the part of LGAQ Climate Resilience Alliance
Funding hosted by Frasher Coast Regional Council.

Kind Regards,



Chatur Zala

Minutes - Audit and Risk Committee

Cherbourg Aboriginal Shire Council

Thursday 27 February 2025

Cherbourg Council Chambers and Online via Teams

The meeting opened at 10.05am.

Attendees

Audit and Risk Committee Members

Mark Pitt – Independent member and Chairperson

Scott Mead - Independent member (via Teams)

Mayor Bruce Simpson (via Teams)

Councillor Daniel Weazel

Council Observers

Zala Chatur – CEO

Dol Ranabaht – Finance Manager

Matthew Bock - Operations Manager

Brett de Chastel – Council Advisor (via Teams)

Auditors

Chantelle Hanna – Queensland Audit Office (via Teams)

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

Other attendees

Paul Bright, Regional Risk Coordinator from JLT

Jess Hefter, LGM Assets

Apologies

Sam Murray – Manager of Corporate Services

Shaun Nicholson – Economic and Community Development Manager



1. Meeting Opening and Welcome.

The Chairperson Mark Pitt opened the meeting and welcomed everyone to the first meeting of the year.

Mark noted that this was his first meeting as Chairperson and advised that he was looking forward to this role and supporting Cherbourg Council.

2. Minutes of the previous meeting

The minutes of the meeting held on 14 November 2024 were noted as correct.

Moved: Scott Mead

Seconded: Cr Weazel

That the minutes of the Audit and Risk Committee meeting held on 14 November 2024 be adopted as true and correct.

Carried unanimously.

3. Matters arising from previous Minutes

There were two matters arising from the previous minutes.

- A. The meeting noted that the Council considered the historic rental debt issue at its December Council meeting. At that time, Council resolved to write off old housing debt associated with deceased persons. The committee noted that the Council has not yet made a decision to write off historic housing debt from persons who have left the community. There were two reasons for this (i) the persons may return to the community and (ii) it sends a signal to the rest of the community that a poor approach to paying rent will eventually result in that rent being written off i.e. rewarding poor behaviour.
- B. It was noted that the November meeting reviewed the annual report. This was published on time and is now on Council's website. The CEO advised that one of the lessons learnt from the 2024 annual report process was to start the annual report preparation earlier in anticipation of the financial statements being finalised on time. Management will look at improved processes for this in 2025.

4. QAO Update

Chantelle (QAO) provided the meeting with an update on progress with appointing a contract auditor for Cherbourg Council. KPMG have just been reappointed for 3 years and QAO and KPMG are in the process of finalising the formal contract. It was noted that KPMG will need to provide their proposed external audit plan as soon as practical so that preparations for the end of financial year processes can commence.

Zala queried the increase in the external audit fees which will have a significant financial impact on Council. The QAO identified that all councils in Queensland are facing increases for their audit fees as a result of rising costs.

Chantelle (QAO) also provided the meeting with details of some upcoming QAO reports that may be of interest to the Audit and Risk Committee. The QAO is shortly to publish their report on local government Audit and Risk Committees as well as their annual assessment of the financial results for the local government sector. The committee will review these reports when they are published.

The Audit and Risk committee noted the report by the QAO.

5. Asset revaluations for 2024/25 financial statements

Dol provided the meeting with an overview of the proposed process for asset revaluations. For the 2024/2025 financial statements, it is proposed to apply an indexation approach across all asset classes. The committee was provided with a copy of the proposal by the valuation company and it was noted that this is the same company that has done previous valuations which will provide consistency. The next comprehensive revaluation is due in 2026.

The Audit and Risk committee noted the update by the Finance Manager on the proposed indexation of assets for the 2024/25 financial statements.

6. Update on the “Procure to Pay” internal audit

Ziggy (Council’s pro bono internal auditor) provided the committee with an update on progress with the “procure to pay” internal audit. This internal audit examines how Council purchases goods and services and how that process works, including for the payment of those goods and services.

The audit fieldwork has been finalised and the draft report was issued to management last week for comment. The analysis by the internal auditor identified that of the Council’s \$9.5M of purchasing, the majority of suppliers were for low value contracts but the majority of the value of purchases were focused on a small number of suppliers (primarily around housing maintenance work). The analysis identified the key suppliers providing services over \$200,000 per year and the internal audit report will make a number of recommendations as to how to Council can better manage risk, achieve better value and comply with relevant procurement legislation.

The internal auditor will finalise the report once management comments have been received and a copy will be provided to the Audit and Risk committee for information.

The committee thanked Ziggy for his ongoing work with Cherbourg Council and noted the update on the draft “procure to pay” internal audit.

7. Presentation from JLT on risk management

At the invitation of the Audit and Risk committee, Paul Bright from JLT provided a presentation on risk management. JLT are retained by LGAQ to manage the joint insurance

scheme for councils across Queensland. This includes public liability, building insurance, vehicle insurance, WH&S etc. Paul and Jess from JLT provided a very comprehensive review of how councils should insure their assets and risks.

Key points in the discussion were as follows:-

- Insurance is one of Council's largest line item expenses and anything we can do to reduce our insurance costs will assist in our financial sustainability
- Are we under or over insuring our assets? If we under insure, we don't recover the right amount if we need to make a claim and if we over insure, we are paying too much for the insurance premiums. JLT are organising an independent review of replacement values for our buildings to make sure that we have the right level of insurance. Zala requested a focus on our housing assets to make sure that we are adequately insured.
- It was noted that JLT can provide risk management training for Council managers and this may be explored later in the year. They are also able to undertake an independent review of the Council's strategic risks. (See comments in item 8 below)
- It was noted that the one of the fastest growing risk for Councils is cyber security (Ransomware, fraud by submitting false invoices, supplier data breaches etc). LGMS can assist Council with resources and training suggestions.

The committee noted and thanked JLT for their informative presentation.

(Scott Mead left the meeting due to other commitments at 10:48am)

8. Six monthly review of Council's strategic risk register

On a six monthly basis, the committee reviews the Council strategic risk register. Zala noted that the Council had also reviewed this register at its February monthly meeting. Since the last review by the committee, the ILUA issue has been added to the strategic risk list as that is critical for future development and housing in the community.

The committee reviewed the high-risk issues and received advice from the CEO about what actions the Council is taking to progressively review those risks over time.

Note – JLT provided feedback to the committee and Council that the format, structure and content of the strategic risk register was more advanced than many other councils and they complimented the Council on work done to date on its risk register.

The committee noted the update on the strategic risk register and agreed to review it again in 6 months time.

9. Six monthly review of Council's budget reports

The Committee undertook its regular 6 monthly review of the format and content of the monthly budget report to Council which was presented by Dol. It was noted that new cash flow information has been included in the monthly report together with further details of restricted/unrestricted cash balances.

The committee noted the improvements to the regular monthly reports to Council and also noted the January monthly budget report.

10. Six monthly review of Council's audit register

The Council keeps a register of all internal and external audit recommendations to monitor progress with their implementation. This register is reviewed by the committee every 6 months. The following key issues were noted:-

- all recommendations of the internal audit on the management of Council housing have now been completed other than the remaining issue of whether or not the Council should write off historic housing debt for residents who have left the community.
- all recommendations of the internal audit on management of grants have now been completed.
- there is only one outstanding recommendation from the 2023/24 external audit and this will be finalised in the 2024/25 audit.
- The QAO audit of Council's water quality was also discussed with Matt providing the committee with an update. Council has been successful in attracting \$26M in funding which will assist, but there is more to do on day to day operational type matters.

The committee noted these updates to the audit register and agreed that those matters that have been completed can be removed from the register for future reports.

11. CEO Update

Zala provided the committee with the following CEO updates:-

- based on advice from the Audit and Risk committee at the last meeting, Council are doing more due diligence on the proposed new financial software. The Council has met with the ReadITech team to gather more information.
- Council is implementing new tenancy software (\$15k per year) that will streamline tenancy management for housing staff. this will be a positive step forward.
- The Council undertook a one day corporate retreat to the Bunyas last week. The Mayor and Councillors reviewed the previous 12 months, focused on current challenges and planned out priorities for 2025.

12. General Business and agenda for next meeting

The committee agreed that the next meeting will be held on Thursday 1 May 2025 at 10 AM.

The agenda for the May meeting was also agreed as per the draft contained within the meeting agenda with the addition of an update on the 2025/26 budget process.

Meeting closed at 11. 45am.

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CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE
CHERBOURG QLD., 4605.

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

Notice of Proposed Resolution – Deputy Mayor Role

Pursuant to section 165 of the Local Government Act, I hereby give notice of a proposed resolution in relation to the role of Deputy Mayor.

Proposed resolution

That Council: -

- A. declare the office of Deputy Mayor to be vacant; and*
- B. appoint Cr xxxxx to the vacant position of Deputy Mayor for a period of 12 months noting that is the intention of Council to rotate the position of Deputy Mayor between Councillors during the current Council term.*

Background

The Local Government Act contains a provision that if the Council proposes to declare the position of Deputy Mayor vacant, 14 days' notice must be issued to the Councillors before the Council meeting where that resolution is to be determined. This notice is compliant with the legislative requirements as this proposed resolution will be presented at the March Council meeting.

As we are approaching the 12-month anniversary of the 2024 election, it is appropriate to consider the rotation of the role of Deputy Mayor between Councillors over the term of this Council. This provides other Councillors with an opportunity to fill the Deputy Mayor role if they wish to do so over the term of this Council.

I would like to acknowledge the excellent role undertaken by Cr Fisher as Deputy Mayor for the first 12 months of this term. The notice proposes that we appoint one of our other Councillors as Deputy Mayor for the next 12 months.

Regards,

Cr Bruce Simpson
Mayor

Date: - 04 March 2025

Cherbourg Aboriginal Shire Council Elders Advisory Group Meeting Minutes

Date:	12/02/2025
Time:	3:00pm
Venue:	CASC Conference Room
Attendees:	Eric Law, Christine Stewart, Arnold Murray, Neil Simpson, Ken Day, Cynthia Button, Lindsay Cobbo, Zala, Jean Cobbo, Shane Bird, Emma Turaganivalu
Apologies:	Leila Davidson, Lance Hill
Guests:	Fabia Murray & Renee Yarrow – CRAICCHS Jasmine Clevin - Department of Sport, Racing and Olympic and Paralympic Games

Agenda Item 1 – Attendance
Agenda Item 2 - Apologies
Agenda Item 3 – Review minutes of previous meeting
Minutes were: <input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted
Agenda Item 4 – Review matter arising from previous minutes
1. Welcome
2. Minute Silence
3. Previous Minutes

16.

Agenda Item 4. Mayor Simpson's Report

- **Truth Telling Update:**
 - Discussions with Reconciliation Chairs in towns – Blackbutt, Cloyna and other towns about racism. Elders to contribute designs.
- **Sensitive Information:**
 - Mayor is mindful of sensitive information from the Truth Telling.
 - Spoke with a barrister and prepared a written proposal. Zala will expand on this proposal.
 - Decision and resolution will be made at the next meeting.
 - Cherbourg will be protected from external documentary or video makers, who must follow protocols.
 - Emphasis on protecting and sharing Aboriginal stories.
- **Legal Framework:**
 - Barrister expertise in indigenous cultural intellectual property.
 - Proposal to protect storytelling and prevent exploitation by filmmakers.
 - Legal framework to ensure consent and protection of stories.

Agenda Item 5. Zala's Report

1. **Process for Movements:** Eric to set up a process for movements on behalf of the Elders Advisory Group and send a memo to the group.
2. **Community Safety Plan:**
 - On January 24th, discussed the Community Safety Plan.
 - Three local PLOs: Cr. Langton, Aunty Dorothea Douglas, and Edwin Simpson. Looking for a fourth person.
 - Emma and Zala will work together to invite the Police Commissioner.
 - *9 officers in Cherbourg, including three PLOs. Numbers to be confirmed.
 - Cherbourg Officers to stay at Cherbourg station and not in Murgon Station
 - Concern about lawlessness after 4 PM and the need for police presence.
3. **Funding:** Contracted by the NIAA for funding to continue with the Truth Telling
4. **Indigenous Leaders Forum:** Zala updated that the Indigenous Leaders Forum will be held in Cherbourg in April 2025. Elders Advisory Group is invited to host. Emma to follow up with details.
5. **Woorabinda Council & Silver Lining:** Woorabinda Council checking out Silver Lining to incorporate in Woorabinda Would like Woorabinda and Cherbourg to connect and meet at least once a year to look after one another.
 - Mayor Terrance Munns

- o Deputy Mayor Anthony Munns,
- o Cr. Howard Booth
- o Cr. Wagwan Savage
- o Cr. Stewart Smith
- o Noel Gertz – Silverlinings Board Member
- o Ross Mack – Director Silverlinings
- o Christian Wale – Silverlinings Brisbane Office

Mayor Munns, visit is very positive and looking forward to building strong ties with Cherbourg. This includes having regular events and meetings: sports, cultural events, Elders’ games etc.

6. **Call Centre:** Utilising the Call Centre to establish it as an after hours for community safety. Having people on call at nighttime to receive calls.

7. **Elders’ collaboration for Chairs:**

- o Have \$20,000 funding to purchase chairs. Would like input from Elders to have a quote or saying for the chairs:
 - Two hands together with the words “Walk Together”
 - “Together as One”
 - “Home Is Where I Belong”

Agenda Item 6. Shane Bird & Jean Cobbo - DSDSATSIP

Shane Bird – Principal Project Officer, supporting the Program Project Officer, Economic and Business Development.

1. **Introduction and Acknowledgment:**

- o Thank you for the invitation to introduce myself.
- o Acknowledge ancestors and the connection to the country.

2. **Background and Experience:**

- o Over 20 years of experience in education.
- o Worked as a Program Manager and now supporting Project Officers in Cherbourg and Harvey Bay.

3. **Economic Participation:**

- o Focus on supporting people to gain employment and develop businesses.
- o Importance of local people running businesses to reduce dependency on government funding.

4. **Business Development:**

- o Support for anyone thinking about starting a business.
- o Helping existing businesses grow and secure contracts to keep money within the local community.

5. **Community Engagement:**

- o Emphasis on community involvement and support for local businesses.

18.

- 6. **Government and Business Relations:**
 - o Need for agreements (MOUs) with the government regarding business opportunities.
 - o Importance of public tenders being accessible to the community.
- 7. **Child Safety and Foster Care:**
 - o Addressing the need for local facilities to prevent children from being placed in foster care outside the community.
 - o Emphasis on community-run businesses for child safety services.
- 8. **Relationship with Traditional Owners:**
 - o Need to sort out the relationship with traditional owners.
 - o Plan to have a respectful conversation and set a pattern for collaboration with the council.

Agenda Item 7. Guest: Fabia Murray & Renee Yarrow - CRAICCHS

Fabia Murray – Aged Care Connector
 Renee Yarrow – Aged Care Support Coordinator

1. **Community Support:**
 - o Working with My Aged Care to support Indigenous people.
 - o Centralising services for better access.
2. **Assessments and Packages:**
 - o Community assessments leading directly to care packages.
 - o Focus on individuals 50 and over.
3. **One-Stop Shop:**
 - o Creating a central hub for referrals and services.
4. **Elder Abuse Awareness:**
 - o Raising awareness and addressing financial independence for elders.
5. **ITC Program:**
 - o Supporting chronic health conditions with ongoing registration.
6. **Community Engagement:**
 - o Hosting activities and meetings to support community members.
7. **Dementia and Youth Justice:**
 - o Addressing dementia care and partnering with Youth Justice.
8. **Holistic Services:**
 - o Providing comprehensive care through a one-stop-shop approach.
9. **Follow-Up:**
 - o Renee and Aunty Fabia will meet with Elders Advisory Group every 2-months to provide updates.

Agenda Item 8. Guest: Jasmine Clevin – Department of Sport, Racing and Olympic and Paralympic Games

Jasmine Clevin – Indigenous Engagement Officer- South West
Service Delivery and Engagement- Sport and Recreation
Department of Sport, Racing and Olympic and Paralympic Games

1. **Introduction and Role:**
 - o Introducing herself and her role.
 - o Worked over the past 3 years with Deadly Acting Funding, which supports Cherbourg Sports Complex.
 - o Recently secured funding in partnership with Health and Wellbeing Queensland.
 - o Assisted the footy club with Fair Play vouchers.
2. **Engagement with Elders:**
 - o Senior Leadership team members are interested in visiting to hear the stories of those involved in the Truth-Telling.
 - o Coordinating with Zala to tie this into the next Elders Meeting.

Next Meeting Date	12/03/2025
Location	CASC Board Room
Start Time	9:30am
<p>The above minutes have been confirmed as a true and correct record of proceedings.</p>	
<p>Chairperson's Name: Eric Law</p>	
Date:	/ / Signature:

DETAILS FOR SIGN IN IPAD

APPLE ID

kobyd@cherbourg.qld.gov.au

Cherbourg123

MOBILE PHONE ONLOCATION APP

Casckiosk@cherbourg.qld.gov.au

123456

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kobyd@cherbourg.qld.gov.au

Cherbourg1

Cherbourg Aboriginal Shire Council Elders Advisory Group Meeting Minutes

Date:	12/03/2025
Time:	9:30am
Venue:	CASC Conference Room
Attendees:	Uncle Eric Law, Aunty Christine Stewart, Uncle Arnold Murray, Uncle Neil Simpson, Uncle Lance Hill, Uncle Lindsay Cobbo, Zala, Aunty Jean Cobbo, Emma Turaganivalu
Apologies:	QPS – Inspector Scott Stahlhut & Acting Inspector Brett Everest Queensland Corrective Services – Robert Cedar, Tania Donaldson, Natasha Kendal Stanwell – Lockie Anderson STaY Qld Health – Clowry Kennell,
Guests:	

Agenda Item 1 – Attendance
Agenda Item 2 - Apologies
Agenda Item 3 – Review minutes of previous meeting
Minutes were: <input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted
Agenda Item 4 – Review matter arising from previous minutes
1. Welcome
2. Minute Silence

Agenda Item 5. Council Brief

1. CEO's Report

Indigenous Leadership Forum

- **Date:** Tuesday, 29th April
- **Attendees:** Invited Mayors, Councillors, and CEOs from all 17 Indigenous Communities, along with Elders.
- Housing Update:**
- **New Subdivision:** Planned for Fisher Street.
- **Approval Process:**
 - Without ILUA, Council can build under the 24JAA Application.
 - Council is working on the "Native Title Cultural Heritage Agreement Development Approval."
 - Anticipated approval for 24JAA in May.
- **Development Details:**
 - 50 new lots at Fisher Street.
 - Last subdivision was in 2012/2013.
 - Majority will be 3-bedroom houses; 4-bedroom houses depend on lot sizes.
 - Current tenancy list has approximately 200 families waiting.

Action Item:

- **Elders:** To have a tour of the ARAFURA Facilities.

2. T-shirt Design for Elders Advisory Group

This design will also be extended out to the AIM Church. Elders have opted for option 1

3. Budget

Total budget for the Elders Advisory for the year is \$100,000.

Current spending is \$45,454. Need to utilise \$55,00 before the end of financial year. Asking Elders to think of projects, events etc to attend.

Agenda Item 6. Community Safety:

1. **Queensland Police Service**

- Inspector Scott Stahlhut
- Acting Inspector Brett Everest

Current Overview of Policing

- **District Changes:** New roles and responsibilities being introduced.
- **Media and Crime:**

24.

- Media hype around crime in Wondai, particularly fuelled by social media.
- Digital Investigation Communications (DICE) monitors communications and social media posts regarding organised crime.
- Actual organised crime rates are low despite media hype.
- Local efforts in Cherbourg have successfully tracked and returned stolen belongings.

Key Personnel

- **Steve Pasene:** Highly valuable in Youth Justice work.

Community Engagement

- **New PLOs:** Positive impact on community dynamics alongside Cr Langton.
- **Lobbying:** Elders Group may consider lobbying for more PLOs in the community.

Staffing and Resources

- **Positions:** Less than 50% staffing in Murgon and Cherbourg.
- **Emergency Services:** Limited ability to attend to crime issues due to minimal manpower.

Domestic and Family Violence

- **Broad Definition:** Police Initiated Protection Orders.
- **IMAC:** Independent district duty offices and OIC to delegate, reducing administrative burden.

Infrastructure and Coordination

- **Housing and Buildings:** Discussions with Sean and Zala about the police station.
- **Roster Changes:** Murgon and Cherbourg rosters will now collaborate.
- **Coordination Issues:** Better agency coordination needed to ease issues.

Funding and Support

- **Community PLOs:** Question raised about funding for more PLOs; Council and Elders can help lobby for it.

2. Queensland Corrective Services | Partnerships and Strategic Engagement Group, Strategic Futures Command

- Robert Cedar, Project Manager
- Tania Donaldson, Director
- Natasha Kendal, Principal Project Officer
- *Apologies* – Mike Macfarlane, Assistant Commissioner of First Nations and Cultural Capability.

Community Work Camps

- **Existing Camps:** Cherbourg, Woorabinda, and Yarrabah.
- **Objective:** Engage Elders and Traditional Owners (TO) to co-design a facility for men, low-risk offenders.
- **Cultural Connection Program:** Focus on infrastructure and project design inspired by community input.
- **Engagement:**
 - Gather ideas and insights from inmates, QCS, community, and Elders.
 - Ensure the design is collaborative and inclusive.

Phases of Implementation

First Phase:

- Meet with Councils at Woorabinda, Yarrabah, and Cherbourg.

Second Phase:

- Community consultation with respected Elders, leaders, and traditional owners.
- Focus on community safety and cultural connection.

Action Items

- **Elders:**
 - Tour Warwick Camp.
 - Meet with Robert and Team on 1st April.

Additional Notes

- **Mainstream Initiative:** Community work camps are already established.
- **Engagement:** Started through cultural protocols with councils, Elders, and TOs.

Agenda Item 7. Guests:

1. Stanwell Update | Lockie Anderson

Scholarship Launch

- **Initiative:** Launching a scholarship for First Nations South Burnett.
- **Acknowledgements:** Thanks to Uncle Eric and the Elders Advisory Group for their visit to Stanwell and their feedback, which helped co-design the scholarship.
- **Objective:** Uplift young people in tertiary education, creating pathways beyond the energy sector.

Sponsorships and Partnerships

- **Funding Opportunities:**
 - Elders and Council can submit project applications to Council Stanwell for funding.
 - Open for projects that connect with Cultural Connection, such as the partnership application for the Camp with Robert Cedar.

Community Benefits:

- Addressing community connections through skilful applications.
- Opportunities for the community to stay connected and engaged.

Action Items

- **Elders:**
 - Explore project opportunities with Council.
 - **Submit applications for funding to Council Stanwell.**

<p>Additional Notes</p> <ul style="list-style-type: none"> • Community Engagement: <ul style="list-style-type: none"> ○ Emphasising the importance of staying connected within the nation. ○ Ongoing discussions and communication with young community members and businessmen.
<p>2. Elder Abuse Uniting Care</p> <p>Aunty Dulcie Bronsch Deanne Lawrie</p> <p>Statewide Programs for Older People</p> <ol style="list-style-type: none"> 1. Elder Abuse Prevention Helpline: Support for people facing elder abuse. 2. Time for Grandparents Program: Full-time care for grandparents. 3. Seniors Inquiry Line: Information, support, or referrals. <p>Deanne Lawrie</p> <ul style="list-style-type: none"> • Role: Resource and Community Officer for the Elder Abuse Hotline. • Collaboration: Worked alongside Aunty Dulcie for 18 months on the “Keeping Seniors Safe” project in Mt Isa and surrounding areas. • Focus: Addressing elder abuse in regional and remote Aboriginal communities. <ul style="list-style-type: none"> ○ Many community members are unaware of what constitutes elder abuse. ○ Stayed in different communities to build connections and understand local needs. ○ Worked with Elders in Doomadgee and Normanton to co-design materials on elder abuse using local language and artwork. <p>Future Plans</p> <ul style="list-style-type: none"> • Cherbourg Resources: Create elder abuse resources specifically for Cherbourg using local language and artwork. • Support: Elders have supported the program. • Action Item: Send resources to Aunty Jean and maintain open communication.
<p>3. STaY Program (Sit Talk and Yarn) Queensland Health</p> <p>Clowry Kennell, Health Promotional Officer (Suicide Prevention) Adriana Schulz, Senior Social Worker Karis Ross, Social Worker Grace Wamamie, 3rd year Social Worker student (Placement until June) <i>Apologies – Arthur (Ardi) Muckan, Health Worker (Part-time)</i></p> <p>STaY Team – Suicide Prevention</p> <ul style="list-style-type: none"> • Program: Early intervention Suicide Prevention Program. • Development: Created in 2019/2020 due to suicides during COVID-19 lockdown.

- **Location:** Community Health Building.
- **Founders:** Clowry Kennell and Clinical Psychologist Arvind Ponappali.

Program Details

- **Objective:** Help those with suicidal ideation/thoughts, focusing on low to medium risk individuals to prevent escalation.
- **Collaboration:** Developing ties with CRAICCHS for social and emotional wellbeing support.
- **Support Networks:** Initially one source in 2020, now three support networks available.
- **Community Involvement:**
 - Cherbourg Collaborative Community network set up for program development.
 - Extensive consultation with youth in Cherbourg and Murgon.
 - High school programs to connect with the community.
 - Trained over 80 community members in suicide prevention techniques in 2021.

Monitoring Process

- **Initial Contact:** 2-3 times a week for the first month through various means (door knock, email, phone call, etc.).
- **Follow-Up:** Fortnightly for 2 months, then monthly for 3 months.
- **Escalation:** If needed, clients are referred to social workers, doctors, GPs, or psychiatrists.
- **Success:** Reduced suicide rates by 95%-98% over several years; program now expanding to Darling Downs.

Referral Process

- **Open Referrals:** Self-referral, community referral, or community-initiated engagement.
- **Prison Link:** Artie Muckin works 5 days a fortnight with STaY and in the prison, providing a link for inmates pre- and post-release.
- **Post-Release Support:** Directs men to CRAICCHS and other services.

Elders' Role

- **Historical Connection:** Elders provide historical context and connect clients with the community.
- **Cultural Development:** Need to further develop the cultural side of the program.

Action Items

- **Elders:** Connect with Emma to keep Elders engaged and informed.

4. Elder Care | CRAICCHS

- Renee Yarrow, Aged Care Coordinator

My Aged Care Support

- **Availability:** Renee is available 5 days a week, no appointment necessary.

- **Accountability:** Program funded by NACCHO, keeping accountable to Elders and Cherbourg Community.

- **Registration:** CRAICCHS handles My Aged Care registration to assist Elders.

- **Progress:** Helped 9 people between 28th Jan and 11th March, with numbers expected to increase.

- **Social Media Campaign:** CRAICCHS will start their campaign next week.

- **Referral Process:** Strengthening hospital referral process for those 50+; referrals can be sent from the hospital to Renee.

Upcoming Event

- **4th April:** IUHI AMS Elder's Games run by Deadly Choices. Bus trip for Elders to Maryborough IUHI. Bernard Hopkins and Fabia Murray overseeing the event. Elder Abuse

- **Resource Sharing:** Ongoing in the community.

- **Support:** CRAICCHS offers support for families and Elders, especially those with high care needs like Alzheimer's or dementia.

- **Program Development:** Potential collaboration with Uniting Care (Aunty Jean's contacts) to develop a support program.

Question

- **In-House Support:** Can CRAICCHS provide support for installing handrails or other equipment? CRAICCHS can assist and facilitate this process.

5. Elders on the Airways | Cherbourg Radio 4UM

Christine Collier-Bond, Manager

Arlene Langton

Elders Back on the Airwaves

- **Proposal:** Get Elders back on the radio airwaves, either through live broadcasts or pre-recorded sessions.

- **Podcast:** Chrissy is working on a podcast around the 2025 NAIDOC theme.

- **Elders Program:**

- Dedicated program and space for Elders to share stories and views on community issues.
- Program duration can range from 60 minutes to two hours, with frequency decided by Elders (weekly, fortnightly, daily, etc.).
- Elders will work alongside a broadcaster or a trained volunteer.

Content Ownership

- **Elders' Control:** Elders will have ownership of the content for each episode.

- **Archiving:** Stories will be recorded and archived for future generations.

Podcast Idea

- **Title:** "Our Elders, Our Blueprint."

- **Purpose:** Provide a platform for Elders to share personal stories, history, and knowledge, inspiring the younger generation and preserving Cherbourg identity.

- **Distribution:** Raw, edited recordings will be provided to families and archived at the radio station. Shared through the radio station, website, and social media (Facebook, LinkedIn, etc.).

Approval and Endorsement

- **Seeking:** Approval and endorsement from Elders to guide the program and podcast ideas as part of Truth Telling.

<p>Action Items</p> <ul style="list-style-type: none"> • Videography: Arlene working on videography. • Communication: Emma to email video to Elders. 	
<p>6. Cherbourg Red Earth Leadership Update Red Earth Leadership Program</p>	
<p>Amanda Woodward, Projects Manager</p>	
<p>Cherbourg Leadership Program Programme Overview</p>	<ul style="list-style-type: none"> • Themes: Sense of self, communication and confidence, leadership practice. • Key Focus Areas: Overcoming shame, building networks, developing a positive mindset.
<p>Daily Themes</p>	<ul style="list-style-type: none"> • Day 1: Personal stories, self-recognition, and legacy. • Day 2: Personal confidence, values, and healthy communication. • Day 3: Conflict resolution, management vs. leadership, and problem-solving. • Day 4: Review, Q&A, next steps, and graduation ceremony.
<p>Logistics</p>	<ul style="list-style-type: none"> • Transport: Bus pick-up at 8:30 am, activities during travel, sessions at Bunya Mountains, return by 4:00 pm. • Sessions: Two sessions each day, networking lunch, and reflection activities during travel.
<p>Timeline</p>	<ul style="list-style-type: none"> • Dates: Late May for Days 1 and 2, early June for Days 3 and 4. • Participants: 8-10 emerging leaders and 3-4 Elders.
<p>Action Items</p>	<ul style="list-style-type: none"> • Elders: Provide feedback and nominate participants by 9th April. • Emma: Coordinating the standard model and seeking feedback.
<p>Additional Notes</p>	<ul style="list-style-type: none"> • Graduation: Elders participating in the programme will also graduate. • Feedback: Essential for improving the programme and ensuring it meets community needs. • Artwork: YAG to head up the competition for artwork for Red Earth Leadership Program. Ages 12-25. Prize for winner \$500 or X-Box before the 9th April
<p>Next Meeting Date</p>	<p>12/03/2025</p>
<p>Location</p>	<p>CASC Board Room</p>
<p>Start Time</p>	<p>9:30am</p>

The above minutes have been confirmed as a true and correct record of proceedings.

Chairperson's Name: Eric Law

Date: / /

Signature:

TERMS OF REFERENCE

Cherbourg Aboriginal Shire Council

Elders Advisory Group

The following sets out formal Terms of Reference for the Cherbourg Aboriginal Shire Council Elders Advisory Group. (CASCEAG)

Head of Power

The Committee is appointed by Cherbourg Aboriginal Shire Council (CASC) under Section 264 of the *Local Government Regulation 2012*.

General Purpose

The CASCEAG shall provide advice to CASC to guide its decisions relating to matters referred to it from the CASC.

Membership

The Group shall be made up of:

- Seven respected Elders who are residents of Cherbourg.

Quorum

There must be at least four (4) members of the Committee present at each meeting to form a quorum.

Where a quorum is not obtained for a particular meeting within 30 minutes of the appointed starting time of the meeting, the Chair shall postpone the meeting to a later date.

The group will elect a member as chair at their first meeting.

Appointment of Community Members

Recruitment and appointment of community members will be managed by the CASC CEO and endorsed by CASC.

Meeting Frequency

Meetings of the Group shall be monthly.

Additional meetings may be called if needed.

Notice of Meetings

At least once a year, CASC will publish on their website and social media, notice of days, dates and times Committee meetings will be held.

Notice will also be provided in a conspicuous place at the Council public office.

Meeting Location

Meetings will be held in Council chambers wherever possible.

Meetings can be held at an alternative venue, if approved by the Chair and appropriate notice (at least two (2) days) is provided to all Group Members.

Terms of Reference

Endorsed: CASC Meeting xxx

Amended: CASC Meeting xxx

Standing Orders

Council's Standing Orders will apply to all matters not covered by these Terms of Reference. All Committee Members will be required to abide by the Standing Orders.

Meeting Reports

CASC CEO shall provide a secretariat for the Committee.

The secretariat shall prepare an agenda and provide a copy of the agenda to all Group members not later than two (2) business days before each meeting.

Commented [LZK1]: This is something DSDSATSIP and NIAA can assist with.

The secretariat shall prepare a report of each Committee meeting and provide a copy to all Committee Members not later than five (5) business days after the conclusion of each meeting.

All Meeting Reports will be presented to the following Council meeting for consideration.

Committee Recommendations

Recommendations at each meeting will be open with questions decided by a consensus of the members present.

It should be noted CASC will consider and vote upon any recommendations of the Committee at a full Council meeting. The Committee has no delegated authority.

Commented [LZK2]: This section is included to ensure CASC remains the decision maker if community members are appointed to the Committee.

Referral of Committee Recommendations

Reports of each meeting will be referred to the next available General Meeting of Council for consideration of recommendations.

Council may endorse, amend, or reject recommendations by resolution. Council may refer recommendations back to the Group for further consideration.

Reviews of Terms of Reference

These Terms of Reference will be reviewed at least once every twelve (12) months and amended periodically by the Group as necessary.

Minor changes to the Terms of Reference that do not alter the intent of the Group or its structure can be approved by the Group provided the changes are referred to CASC for noting.

Changes to the intent of the Group or its structure must be ratified by Council resolution.

It is noted that the role of the Group will be further defined as the Group evolves.

Delegated Authority

In accordance with the constraints of the *Local Government Act 2009*, Council cannot delegate authority to the Group.

Public Access to Meetings

All formal meetings will be open to the public, consistent with legislative requirements and normal practice at Council's General Meetings.

In accordance with the *Local Government Act 2009*, confidential matters may be considered in closed session without the public present and informative / deliberative workshops may be conducted without public access.

Terms of Reference
Endorsed: CASC Meeting xxx
Amended: CASC Meeting xxx

Remuneration

Each member of the Group will be paid a sitting fee of \$150.00 per meeting.

Conflict of Interest

If a Community Committee Member has a prescribed or declarable conflict of interest, they shall declare same to the Chair / Mayor as soon as they become aware of the conflict.

Terms of Reference

Endorsed: CASC Meeting xxx

Amended: CASC Meeting xxx

CHERBOURG ABORIGINAL SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

These delegations form part of the Register of Delegations, consisting of Delegations from Cherbourg Aboriginal Shire Council (Council) to the Chief Executive Officer (CEO) and from the CEO to Staff. The powers specified in that Register are delegated subject to these conditions.

1. CEOs Responsibilities

- 1.1 The CEO has the responsibility of making decisions on behalf of the Council. That means that decisions may be subject to appeal, or enquiry as to the appropriate uses of administrative procedures. The CEO is therefore expected to exercise his/her discretion in accordance with the provisions of the law as it would have applied to the Council were it making the decision.
 - 1.2 In making decisions, the CEO should be aware of any specific Council policies, decisions, local laws etc. which may be relevant to the proposal. This is a key responsibility which forms an integral part of the delegation.
 - 1.3 The delegation does not derogate from the power of the Council or the CEO to act in any matter. Accordingly, decisions which appear to the CEO to be of public interest, controversial, or to have some special importance should be referred to the Mayor or the Council for determination. The exercise of this judgment should be such that decisions should be referred if the CEO has any doubts about the interest in or significance of the proposal.
 - 1.4 A delegation does not cease to have effect merely because the person who was the specified officer or the holder of the specified office when the power was delegated ceases to be the officer or the holder of the office. The power may be exercised by the person for the time being occupying or acting in the office concerned.
 - 1.5 A delegated power may be exercised only in accordance with any conditions to which the delegation is subject and with reference to relevant local laws.
 - 1.6 Where a power to do a thing is delegated in this register, the delegation includes the power not to do it.
 - 1.7 A power to grant, issue, renew or approve a thing includes, where appropriate, the power to suspend or repeal it.
- ### 2. Compliance with Council Policies, Decisions and CEO Directions
- In the exercise of any delegation, the CEO must comply with the requirements of all statutes, local laws, Council's policies, Council decisions and directions from the Council. These requirements/directions may be specific to particular action being undertaken or apply generally to actions of a particular type.

3. Sub Delegation

The CEO may sub delegate or on-delegate any power delegated that is not specifically delegated to that position. However, Council can only delegate to the CEO.

4. Acting Positions

Officers acting in the position may exercise the powers delegated to that position. Additionally, for short term absences not exceeding two days (example sick leave, recreation leave), the officer undertaking the delegate's duties may exercise the powers delegated to that position.

5. Limit of Delegations

Delegations of authority are limited to the extent of duties and responsibilities contained in each officer's position description.

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
Aboriginal Cultural Heritage Act 2003					
1.	Chief Executive Officer	Power, in the circumstances set out in subsection (1), to take all reasonable and practicable steps to ensure that the human remains are taken into the custody of the chief executive.	Section 17		The exercise of powers delegated under the <i>Aboriginal Cultural Heritage Act 2003</i> must be reported to Council.
2.	Chief Executive Officer	Power, in the circumstances set out in subsection (1), to advise the chief executive of the existence and location of the human remains and give the chief executive all details that the chief executive reasonably requires.	Section 18		The exercise of powers delegated under the <i>Aboriginal Cultural Heritage Act 2003</i> must be reported to Council.
3.	Chief Executive Officer	Power, as a person who carries out an activity, to take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage.	Section 23		The exercise of powers delegated under the <i>Aboriginal Cultural Heritage Act 2003</i> must be reported to Council.
4.	Chief Executive Officer	Power to consult with the Minister about cultural heritage duty of care guidelines.	Section 28(2)		The exercise of powers delegated under the <i>Aboriginal Cultural Heritage Act 2003</i> must be reported to Council.
5.	Chief Executive Officer	Power, as a person who is involved in putting an approved cultural heritage management plan into effect, to take all reasonable steps to ensure the chief executive is advised about all Aboriginal	Section 30		The exercise of powers delegated under the <i>Aboriginal Cultural Heritage Act</i>

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
6.	Chief Executive Officer	<p>cultural heritage revealed to exist because of any activity carried out under the plan.</p> <p>Power, as a person who carries out an activity, to advise the chief executive of Aboriginal cultural heritage revealed to exist because of the activity.</p>	Section 31		<p>2003 must be reported to Council.</p> <p>The exercise of powers delegated under the <i>Aboriginal Cultural Heritage Act 2003</i> must be reported to Council.</p>
7.	Chief Executive Officer	Power to carry out a cultural heritage study and have its findings recorded in the register including all steps authorised or required by Part 6 of the Act for the purpose of carrying out the study, recording it in the register and objecting to the way the study is recorded in the register.	Sections 53, 56, 57, 58, 59, 60, 61, 62(2), 63(3), 64(2), 65(2), 67, 68, 69(2), 70, 71, 76, 77(2) & 153		The exercise of powers delegated under the <i>Aboriginal Cultural Heritage Act 2003</i> must be reported to Council.
8.	Chief Executive Officer	Power to consult with the Minister about guidelines to help people in choosing suitable methodologies for carrying out cultural heritage studies.	Section 54(2)		The exercise of powers delegated under the <i>Aboriginal Cultural Heritage Act 2003</i> must be reported to Council.
9.	Chief Executive Officer	Power, as the owner or occupier of land, to consult with the sponsor about obtaining access to the land and determine whether or not access should be given.	Section 70(3)		The exercise of powers delegated under the <i>Aboriginal Cultural Heritage Act 2003</i> must be reported to Council.
10.	Chief Executive Officer	Power to consult with the chief executive about a cultural heritage study.	Section 72(1)(c)		The exercise of powers delegated under the <i>Aboriginal Cultural Heritage Act</i>

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
11.	Chief Executive Officer	Power to object to the Land Court to: <ul style="list-style-type: none"> a. the chief executive's recording in the register of the findings of a cultural heritage study; and b. the chief executive's refusal to record in the register the findings of a cultural heritage study. 	Section 76		2003 must be reported to Council. The exercise of powers delegated under the <i>Aboriginal Cultural Heritage Act 2003</i> must be reported to Council.
12.	Chief Executive Officer	Power to develop, reach agreement on and seek approval for a cultural heritage management plan including all steps authorised or required by Part 7 of the Act for the purpose of developing, reaching agreement on and seeking approval of the plan and objecting to any refusal to approve the plan.	Sections 82, 83, 91, 92, 93, 94, 95, 96, 97(2), 98(2), 99(2), 100, 101, 103, 104, 105, 106, 107, 109(5), 111, 112, 113, 114, 115, 116, 117(5) & 153		The exercise of powers delegated under the <i>Aboriginal Cultural Heritage Act 2003</i> must be reported to Council.
13.	Chief Executive Officer	Power to consult with the Minister about guidelines to help people in choosing suitable methodologies for developing cultural heritage management plans.	Section 85(1)		The exercise of powers delegated under the <i>Aboriginal Cultural Heritage Act 2003</i> must be reported to Council.
14.	Chief Executive Officer	Power, as the owner or occupier of land, to consult with a person who wishes to enter land to perform a cultural heritage activity about obtaining access to the land and to determine whether or not access should be given.	Section 153		The exercise of powers delegated under the <i>Aboriginal Cultural Heritage Act 2003</i> must be reported to Council.

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
Animal Care and Protection Act 2001					
15.	Chief Executive Officer	Power, in the specified circumstances, to agree in writing to the transfer of the ownership of an animal or other thing to Council.	Sections 156(2)		
16.	Chief Executive Officer	Power, in the specified circumstances, to deal with an animal or other thing as considered appropriate.	Section 157		
17.	Chief Executive Officer	Power, in the specified circumstances, to recover the cost from the animal's owner or former owner.	Section 189		
18.	Chief Executive Officer	Power, in the specified circumstances, to agree in writing to the transfer of the ownership of an animal to Council.	Section 214A (2)		
Animal Management (Cats and Dogs) Act 2008					
19.	Chief Executive Officer	Power to give identifying information to particular persons.	Section 39		
20.	Chief Executive Officer	Power to give registration notice.	Section 49(2)		
21.	Chief Executive Officer	Power to keep registration form and information.	Section 51		
22.	Chief Executive Officer	Power to require an applicant to give a stated document or information that is relevant to a permit application.	Section 74(1)		
23.	Chief Executive Officer	Power to grant or refuse a permit application within a certain time.	Section 75(1)		
24.	Chief Executive Officer	Power to impose conditions on the grant of an application for a restricted dog permit.	Section 75(5)		
25.	Chief Executive Officer	Power to issue a restricted dog permit.	Section 77		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
26.	Chief Executive Officer	Power to issue a decision notice after deciding to refuse a permit application.	Section 79		
27.	Chief Executive Officer	Power to grant or refuse a renewal application within a certain time.	Section 84(1)		
28.	Chief Executive Officer	Power to seek further information in deciding an application for a renewal application.	Section 84(4)(b)		
29.	Chief Executive Officer	Power to: 1) if the application is granted, issue a renewed permit; or (2) if application is refused, issue a decision notice.	Section 84(5)		
30.	Chief Executive Officer	Power to amend a restricted dog permit at any time.	Section 87		
31.	Chief Executive Officer	Power to make – (a) a dangerous dog declaration; or (b) a menacing dog declaration.	Section 89(1)		
32.	Chief Executive Officer	Power to give a dog owner a proposed declaration notice regarding a dog.	Section 90		
33.	Chief Executive Officer	Power to withdraw a proposed declaration notice regarding a dog.	Section 92		
34.	Chief Executive Officer	Power to consider any written representations and evidence within a period stated in a proposed declaration notice and make a regulated dog declaration.	Section 94		
35.	Chief Executive Officer	Power to give an owner of the dog the subject of a regulated dog declaration, a notice about the decision under subsection (3) or (4).	Section 95		
36.	Chief Executive Officer	Power to destroy a surrendered regulated dog.	Section 100		
37.	Chief Executive Officer	Power to recover reasonable seizure or destruction costs.	Section 102		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
38.	Chief Executive Officer	Power to give notice of a proposed inspection program.	Section 114		
39.	Chief Executive Officer	Power to include other information considered appropriate in the general register.	Section 178(e)		
40.	Chief Executive Officer	Power to authorise an employee to verify a copy of a document.	Section 198(1)		
Biosecurity Act 2014					
41.	Chief Executive Officer	Power to prepare and approve a biosecurity plan for invasive biosecurity matter for Council's area.	Section 53		
42.	Chief Executive Officer	Power to keep a copy of the Biosecurity plan available for inspection.	Section 54		
43.	Chief Executive Officer	Power to consult with the chief executive about the suitability and priority of the activities.	Section 59		
44.	Chief Executive Officer	Power to apply to an inspector for a biosecurity emergency order permit.	Section 121		
45.	Chief Executive Officer	Power to apply to an inspector for a biosecurity instrument permit.	Section 132		
46.	Chief Executive Officer	Power to make written submissions in response to a notice from the chief executive.	Section 150(3)(b)		
47.	Chief Executive Officer	Power as a registered biosecurity entity, owner or occupier to give the chief executive a restricted place notice.	Section 160(2)		
48.	Chief Executive Officer	Power to apply to the chief executive for the removal of the entry for a restricted place from the biosecurity register.	Section 164		
49.	Chief Executive Officer	Power to give the chief executive further information or a document about the application.	Section 165		
50.	Chief Executive Officer	Power as a biosecurity entity to give the chief executive a change notice.	Section 170(2)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
51.	Chief Executive Officer	Power to apply to the chief executive for a travel approval for the movement of a special designated animal.	Section 181		
52.	Chief Executive Officer	Power, as a receiver of a special designated animal at a place, to take the action referred to in subsection (2).	Section 190		
53.	Chief Executive Officer	Power, in the circumstances referred to in subsection (1), as a receiver of a special designated animal to advise an inspector of the circumstances in subsection (1).	Section 193(2)		
54.	Chief Executive Officer	Power to apply for a prohibited matter permit or a restricted matter permit and to take all steps required to bring the application to finalisation and obtain a decision on the application.	Sections 214 & 215		
55.	Chief Executive Officer	Power to apply for the renewal of a prohibited matter permit or a restricted matter permit and to take all steps required to bring the application to finalisation and obtain a decision on the application.	Sections 225 & 226		
56.	Chief Executive Officer	Power to apply for the transfer of a prohibited matter permit or a restricted matter permit.	Section 230		
57.	Chief Executive Officer	Power to consult with an interested entity about a proposed biosecurity program.	Section 235(3)(d)		
58.	Chief Executive Officer	Power to consult with the chief executive about a proposed biosecurity program.	Section 239(1)		
59.	Chief Executive Officer	Power to consult with the chief executive and an invasive animal board before authorising a biosecurity program.	Section 239(2)		
60.	Chief Executive Officer	Power to give or make copies of a biosecurity program authorisation available for inspection and	Section 241		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
61.	Chief Executive Officer	purchase at Council's public office. Power to apply to the court for an order against the person convicted of an offence against the Act to pay the costs Council has incurred in taking a thing or doing something else during the investigation of the offence.	Section 358		
62.	Chief Executive Officer	Power, as a relevant body, to stay the original decision, fix conditions on the stay, fix the period of a stay and revoke a stay.	Section 364		
63.	Chief Executive Officer	Power, as the issuing authority, after receiving an internal review application to conduct an internal review and make a decision.	Section 365		
64.	Chief Executive Officer	Power, as the issuing authority, to give notice of an internal review decision.	Section 366		
65.	Chief Executive Officer	Power to register a charge over the land for an unpaid amount and to release the charge once the unpaid amount has been paid.	Section 381		
66.	Chief Executive Officer	Power, as a third party, to appear at the hearing of an application for a cost recovery order.	Section 383		
67.	Chief Executive Officer	Power to give the chief executive further information or a document required to decide the application.	Section 399(1)(b)		
68.	Chief Executive Officer	Power, as the other party to a compliance agreement, to make written representations to the chief executive following receipt of a show cause notice.	Section 405		
Building Act 1975					
69.	Chief Executive	Power, under the <i>Planning Act</i> , to receive, assess	Section 51(2)(a)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
70.	Officer Chief Executive Officer	and decide a building development application. Power to appoint or employ a private certifier or another private certifier to perform building certifying functions for the application and, if the building development approval applied for is granted, the building work.	Section 51(2)(b)		
71.	Chief Executive Officer	Power to issue a building development approval.	Section 52		
72.	Chief Executive Officer	Power, in carrying out functions under the Building Act, to accept and, without checking, rely and act on a certificate or other document made by or given to the building certifier.	Section 53(2)		
73.	Chief Executive Officer	Power to accept and, without further checking, rely and act on a document, given to Council by a private certifier for a building development application, for the purpose of making it available for inspection or purchase as required by the <i>Planning Act</i> .	Section 54		
74.	Chief Executive Officer	Power, as the assessment manager, to take enforcement action against an owner contravening section 114 of the Act.	Section 117		
75.	Chief Executive Officer	Power, as owner of adjoining land, to grant access to Council's land to the owner of the other land to carry out fencing work.	Section 245XG(1)		
76.	Chief Executive Officer	Power, as owner of adjoining land, where Council has carried out urgent fencing work under section 245XK of the <i>Building Act</i> and the owner of the other land is responsible for some or all of the costs of carrying out the fencing work under section 245XH of the <i>Building Act</i> , to require the	Section 245XN(2)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
77.	Chief Executive Officer	owner of the other land to contribute a share for any reasonable cost incurred for the fencing work. Power, as owner of adjoining land, to apply to QCAT, in the absence of the owner of the other land, for authorisation to carry out fencing work, including apportionment of the contributions for the work.	Section 245XS(1)		
78.	Chief Executive Officer	Power, as owner of adjoining land, where an order has been made under section 245XS (1) of the <i>Building Act</i> and the owner of the other land has since been located, to give a copy of the order to the owner of the other land and recover the contribution as stated in the order.	Section 245XS(3)		
79.	Chief Executive Officer	Power to give a notice ('enforcement notice') to the owner of a building, structure or building work.	Section 248(1)		
80.	Chief Executive Officer	Power to give an enforcement notice to a person who does not comply with a particular matter in the <i>Building Act 1975</i> .	Section 248(2)		
81.	Chief Executive Officer	Power to give a person a show cause notice.	Section 248(3)		
Disaster Management Act 2003					
82.	Chief Executive Officer	Power to establish a Local Disaster Management Group for the local government area.	Section 29		
83.	Chief Executive Officer	Power to prepare a local disaster management plan for disaster management in the local government's area.	Section 57(1)		
84.	Chief Executive Officer	Power to, on payment of the appropriate fee, give a person a copy of the local disaster management plan.	Section 60		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
Electricity Act 1994					
85.	Chief Executive Officer	Power, as a road authority, to enter a written agreement with an electricity entity.	Section 102(2)		
86.	Chief Executive Officer	Power, as a public entity, to require an electricity entity to alter the position of the electricity entity's works in a publicly controlled place if the works could interfere with the exercise of the public entity's powers for the place.	Section 106		
Electricity Regulation 2006					
87.	Chief Executive Officer	Power, as a public entity, to require an electricity entity to provide additional warning or protection devices to safeguard the public whilst taking action on a publicly controlled place.	Section 20(2)		
88.	Chief Executive Officer	Power, as a public entity, to agree with an electricity entity about the restoration of a publicly controlled place that has been opened or broken up, including the power to impose reasonable conditions and requirements for the restoration.	Section 21(2)		
89.	Chief Executive Officer	Power, as a public entity, to agree with an electricity entity about the way maintenance work is to be carried out.	Section 22(2)		
Environmental Protection Act 1994					
90.	Chief Executive Officer	Power, as an administering authority, to give an applicant a notice about an application that is not a properly made application.	Section 128		
91.	Chief Executive Officer	Power to agree a further period within which the applicant must give notice under section 128.	Section 129		
92.	Chief Executive Officer	Power, as an administering authority, to refuse to	Section 132		

CHERBURG ABORIGINAL SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	allow a change to an application if the change would result in the application not being a properly made application and the applicant does not take action to make the remade application properly made.			
93.	Chief Executive Officer	Power, as an administering authority, to give written agreement that a change to an application is a minor change.	Section 133		
94.	Chief Executive Officer	Power, as an administering authority, to determine satisfaction that the requirements under the application stage have been complied with.	Section 136(b)(i)		
95.	Chief Executive Officer	Power, as an administering authority, to make a written information request to the applicant to give further information needed to assess the application.	Section 140		
96.	Chief Executive Officer	Power, as an administering authority, to agree to extend the applicant's information request response period.	Sections 145 & 147		
97.	Chief Executive Officer	Power, as an administering authority, to give the applicant an information notice prescribing an additional or substituted way to give public notice of an application.	Section 152(3)		
98.	Chief Executive Officer	Power, as an administering authority, to issue an environmental authority.	Section 195		
99.	Chief Executive Officer	Power, as an administering authority, to amend an environmental authority to correct a clerical or formal error by giving written notice to the holder but only if the amendment does not adversely affect the interests of the holder or anyone else.	Section 211		
100.	Chief Executive Officer	Power, as an administering authority, to ask any	Section 315		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	entity for advice, comment or information about an application made under Chapter 5.			
101.	Chief Executive Officer	Power, as a person aware of an event described in section 320A, to give written notice of the event, its nature and the circumstances in which it happened to the administering authority, any occupier of the affected land or any registered owner of the affected land, or by public notice.	Section 320C		
102.	Chief Executive Officer	Power, as an employer aware of an event described in section 320A, to give written notice of the event, its nature and the circumstances in which it happened to the administering authority, any occupier of the affected land or any registered owner of the affected land, or by public notice.	Section 320D		
103.	Chief Executive Officer	Power, as an administering authority, to require a person to provide information for the enforcement or administration of this Act.	Section 451		
104.	Chief Executive Officer	Power, as owner or occupier of a place, to consent to an authorised person's entry to the place.	Section 452		
105.	Chief Executive Officer	Power, as owner or occupier of land, to consent to an authorised person's entry onto the land.	Section 454		
106.	Chief Executive Officer	Power, as a person to whom an emergency direction is given, to comply with the direction and to take the steps required by subsection (b).	Section 478		
Fire Services Act 1990					

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
107.	Chief Executive Officer	Power, as the occupier of premises in or on which any dangerous goods are stored or are to be stored, to prepare and lodge with the Commissioner an off-site emergency plan and to amend the plan, if required by written notice from the Commissioner.	Section 146B		
108.	Chief Executive Officer	Power to implement an off-site emergency plan approved by the Commissioner.	Section 146F		
109.	Chief Executive Officer	Power, as the occupier of a building, to maintain a fire and evacuation plan and to provide adequate instructions to prescribed persons in the building concerning the action to be taken by them in the event of fire threatening the building.	Section 146O		
Food Act 2006					
110.	Chief Executive Officer	Power to administer and enforce the following provisions of the Food Act 2006: (a) section 39(1); (b) chapters 3 and 4; (c) chapter 6, other than section 159.	Section 23(1)		
111.	Chief Executive Officer	Power to administer and enforce sections 32, 33, 35 and 36 of the Food Act 2006, in conjunction with the State.	Section 24		
112.	Chief Executive Officer	Power to consider and grant, or refuse to grant, an application for a licence to carry on a licensable food business.	Section 55		
113.	Chief Executive Officer	Power to obtain and consider the written advice of an auditor about whether a food safety program complies with section 98.	Section 56(2)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
114.	Chief Executive Officer	Power to decide whether premises are suitable for carrying on a licensable food business.	Section 58		
115.	Chief Executive Officer	Power to make enquiries as to the suitability of the applicant to hold a licence, and the suitability of the premises for carrying on a licensable food business.	Section 59(1)(a)		
116.	Chief Executive Officer	Power to require the applicant to give Council further information or documents that Council reasonably requires.	Section 59(1)(b)		
117.	Chief Executive Officer	Power to extend the time needed to make a decision about the application.	Section 62(2)		
118.	Chief Executive Officer	Power to agree with the applicant, at any time prior to the final consideration day, about the day upon which the application must be decided.	Section 62(3)		
119.	Chief Executive Officer	Power to issue a provisional licence, at any time prior to deciding an application for a licence.	Section 64		
120.	Chief Executive Officer	Power to decide the term of the licence. (Note: not more than 3 years).	Section 67		
121.	Chief Executive Officer	Power to extend, and further extend, the term of a provisional licence (to a total period of not more than 3 months after the provisional licence was issued).	Section 68(2)		
122.	Chief Executive Officer	Power to impose reasonable conditions on the licence.	Section 69(1)(e)		
123.	Chief Executive Officer	Power to consider and renew, or refuse to renew, the licence for an application made under section 72(1) of the Food Act 2006.	Section 72(3)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
124.	Chief Executive Officer	Power to consider and restore, or refuse to restore, the licence, where application has been made under section 73(1) of the Food Act 2006.	Section 73(3)		
125.	Chief Executive Officer	Power to consider and amend, or refuse to amend, a licence, where application has been made under section 74(1) of the Food Act 2006.	Section 74(3)		
126.	Chief Executive Officer	Power to require the applicant to give Council further information or documents Council reasonably requires to decide the application (for an application that is made under Chapter 3, Part 5, Division 2, Subdivision 1, i.e. sections 72(1), 73(1) and 74(1)).	Section 75(1)		
127.	Chief Executive Officer	Power to give an information notice where Council has failed to decide an application within 30 days of receipt under Chapter 3, Part 5, Division 2, Subdivision 1, i.e. Sections 72(1), 73(1) and 74(1).	Section 77(4)		
128.	Chief Executive Officer	Power to give a show cause notice.	Section 79(2)		
129.	Chief Executive Officer	Power to consider representations about a show cause notice.	Section 80(2)		
130.	Chief Executive Officer	Power to end the show cause process after considering representations made by the licensee.	Section 81		
131.	Chief Executive Officer	Power to suspend a licence after considering representations (if any).	Section 82(2)(a)		
132.	Chief Executive Officer	Power to suspend a licence immediately.	Section 83(1)		
133.	Chief Executive Officer	Power to give an information notice and show cause notice, as required, before suspending a licence pursuant to section 83(1).	Section 83(2)		

CHERBOURG ABORIGINAL SHIRE COUNCIL
Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
134.	Chief Executive Officer	Power, as the second local government, to take the same action as the first local government (except the power to cancel, suspend, impose conditions on or take any other similar action in relation to the licence).	Section 90(2) and (3)		
135.	Chief Executive Officer	Power, as the second local government, to advise the first local government of the thing done or omitted to be done by a licensee of a mobile food business.	Section 91(2)		
136.	Chief Executive Officer	Power, as the first local government, to take action, in relation to a thing done or omitted to be done by the licensee in the second local government area.	Section 92(2)		
137.	Chief Executive Officer	Power to consider and grant, or refuse to grant, an application for a replacement licence.	Section 97		
138.	Chief Executive Officer	Power to consider an application and to accredit, or refuse to accredit, the food safety program.	Section 103(1)		
139.	Chief Executive Officer	Power, before deciding the application, to require the applicant to give further information or documents reasonably required to decide the application.	Section 105(1)		
140.	Chief Executive Officer	Power to give an information notice to the applicant where the application is refused under section 107.	Section 107(4)		
141.	Chief Executive Officer	Power, before deciding the application, to require the applicant to give further information or documents reasonably required to decide the application.	Section 113(1)		

Industrial Relations Act 2016

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
142.	Chief Executive Officer	Power, as the employer, to carry out all local government responsibilities and decision-making identified under the Act	All relevant sections		
Land Act 1994					
143.	Chief Executive Officer	Power to take all necessary action for the maintenance and management of trust land.	Sections 52(1)		
144.	Chief Executive Officer	Power to consult with the chief executive regarding the issue of a permit to occupy unallocated State land, a road or a reserve.	Section 177(3)		
145.	Chief Executive Officer	Power to sign the plan of survey for an easement where Council is the public utility provider or the owner of the land to be burdened.	Section 363(1)(b)		
146.	Chief Executive Officer	Power to respond to a request from the chief executive for information listed in sections 420E(1)(a) and 420E(1)(b).	Section 420E		
Local Government Act 2009					
147.	Chief Executive Officer	Power to conduct a joint local government activity.	Section 10		
148.	Chief Executive Officer	Power to close a road (permanently or temporarily) to all traffic, or traffic of a particular class, if there is another road or route reasonably available for use by the traffic (section 69(1), or for the reasons detailed in section 69(2).	Section 69		
149.	Chief Executive Officer	Power to prepare and keep up to date a map of every road including private roads in the local government area and a register of roads showing the category of every road, the level of every road that has a fixed level and other particulars prescribed under a regulation.	Section 74		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
150.	Chief Executive Officer	Power to approve the carrying out of works on a road or interference with a road or its operation subject to conditions.	Section 75		
151.	Chief Executive Officer	Power to, by notice, require the owner of a property to connect a stormwater installation for the property to the local government's stormwater drain in the way, under the conditions and within the time stated in the notice.	Section 77		
152.	Chief Executive Officer	Power to give a notice requiring the owner of a property to perform sewerage installation works.	Section 78		
153.	Chief Executive Officer	Power to perform work to fix damage and recover reasonable costs for the work from a person who puts a prohibited substance in the stormwater drain.	Section 79		
154.	Chief Executive Officer	Power to register a charge over land for overdue rates and charges.	Section 95		
155.	Chief Executive Officer	Power to lodge documents with the Registrar of Titles for release of the charge if overdue rates and charges are paid.	Section 95		
156.	Chief Executive Officer	Power to establish a system of financial management, except those parts of the system that must be adopted by resolution (eg 5 year corporate plan, budget and operational plan).	Section 104(1)		
157.	Chief Executive Officer	Power to establish an efficient and effective internal audit function.	Section 105(1)		
158.	Chief Executive Officer	Power to maintain public liability insurance and professional indemnity insurance.	Section 107(1)		
159.	Chief Executive Officer	Power to enter into a contract of insurance with WorkCover Queensland or another insurer to cover councillors.	Section 107(3)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
160.	Chief Executive Officer	Power to give or to attempt to give an occupier of a property a written notice that informs the occupier of the local government's intention to enter the property.	Section 133		
161.	Chief Executive Officer	Power to authorise an employee or agent of the local government to act as a local government worker.	Section 138(4)		
162.	Chief Executive Officer	Power to give each local government worker an identity card.	Section 138A(1)		
163.	Chief Executive Officer	Power to give a reasonable entry notice, as defined by section 138AA(3), to the occupier of a property that a local government worker may enter the property and take action required under a remedial notice.	Section 142(2)		
164.	Chief Executive Officer	Power to give a reasonable entry notice, as defined by section 138AA(3), to the owner and the occupier of relevant land of entry by a local government worker to search for and remove materials.	Section 143(4)		
165.	Chief Executive Officer	Power to make a complaint to the assessor about the conduct of a councillor.	Section 150O(1)		
166.	Chief Executive Officer	Power, as a government entity, to refer a complaint about the conduct of a councillor to the assessor and give the assessor all information held by the entity that relates to the complaint.	Section 150P(2)		
167.	Chief Executive Officer	Power, as the person who made the complaint, to comply with a notice to give the assessor further information about the complaint.	Section 150Q(2)		
168.	Chief Executive Officer	Power, in either of the circumstances listed in subsection (1), to give the assessor a notice about	Section 150S(2)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		the councillor's conduct and all information held by Council that relates to the conduct.			
169.	Chief Executive Officer	Power to publish Council's investigation policy on Council's website.	Section 150AF(4)		
170.	Chief Executive Officer	Power to investigate the councillor's conduct.	Section 150AF(1)		
171.	Chief Executive Officer	Power, where the council obtains information indicating that a councillor may have engaged in misconduct, to give the information to the assessor for further investigation under division 4.	Section 150AF(4)		
172.	Chief Executive Officer	Power, as an occupier of a place, to consent to the entry of the investigator and to impose conditions on the entry.	Section 150BI(1)		
173.	Chief Executive Officer	Power to request the conduct tribunal to:- (a) investigate the suspected inappropriate conduct of a councillor referred to the local government, by the assessor, to be dealt with by the local government; and (b) make recommendations to the local government about dealing with the conduct.	Section 150DL		
174.	Chief Executive Officer	Power to pay the costs of the conduct tribunal for a hearing under part 3, division 6 about the misconduct or conduct breach of a councillor.	Section 150DU		
175.	Chief Executive Officer	Power to keep an up-to-date councillor conduct register, publish the register on Council's website	Section 150DX		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		and make the register available for inspection and purchase by the public.			
176.	Chief Executive Officer	Power to employ and appoint local government employees for the performance of the local government's responsibilities.	Section 196(2)		
177.	Chief Executive Officer	Power to sign a document on behalf of a local government as a delegate of the local government.	Section 236(1)(b)		
178.	Chief Executive Officer	Power to start a legal proceeding in the name of the local government.	Section 237		
179.	Chief Executive Officer	Power to do anything that is necessary or convenient for performing the responsibilities of the local government under a Local Government Act.	Section 262		
Local Government Regulation 2012					
180.	Chief Executive Officer	Power to make available for inspection at its public office, a copy of the local government's area map.	Section 6(6)		
181.	Chief Executive Officer	Power to publish the register of local laws on Council's website.	Section 14(4)		
182.	Chief Executive Officer	Power to enter into arrangements necessary to perform the joint responsibility of the local government where a road or other work is to be, or has been, built: (a) along the boundary between two or more local government areas; and (b) partly in each of the areas.	Section 64(3)		
183.	Chief Executive Officer	Power to levy rates or charges	Sections 104		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
184.	Chief Executive Officer	Power to include on a rate notice an amount, other than an amount for rates or charges, payable to Council.	Section 105		
185.	Chief Executive Officer	Power, if rates or charges are paid before they are adjusted, to refund the overpaid amount of rates or charges or recover the amount of rates or charges owing.	Section 115		
186.	Chief Executive Officer	Power to discharge Council's responsibilities in a way that is consistent with the adopted 5-year corporate plan.	Section 165(4)		
187.	Chief Executive Officer	Power to discharge Council's responsibilities in a way that is consistent with the adopted annual operational plan.	Section 174(5)		
188.	Chief Executive Officer	Power to spend money on entertainment or hospitality consistent with the local government's entertainment and hospitality policy.	Section 196(2)		
189.	Chief Executive Officer	Power to spend money on advertising to provide information or education that is in the public interest and consistent with the local government's Advertising Expenditure Policy.	Section 197(2)		Advertising Expenditure Policy effective 1 July 2019
190.	Chief Executive Officer	Power to:- 1. establish a trust fund; 2. deposit trust money in a financial institution account; and 3. reconcile the assets of the trust fund with the liabilities of the trust fund at least monthly.	Section 200		
191.	Chief Executive Officer	Power to transfer money to or from a trust fund in	Section 201		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
192.	Officer Chief Executive Officer	accordance with section 201. Power to establish separate accounting records for Council's: - (a) operations; and (b) its trust fund.	Section 203		
193.	Chief Executive Officer	Power to prepare a financial report.	Section 204		
194.	Chief Executive Officer	Power to give the department's chief executive a notice stating that the local government has paid notional GST for the previous financial year.	Section 215		
195.	Chief Executive Officer	Power to invite written quotes from at least 3 suitably qualified persons for a medium sized contractual arrangement.	Section 225(1) and (2)		Procurement of Goods and Services Policy effective 1 July 2019.
196.	Chief Executive Officer	Power to decide to accept a quote or to decide not to accept any of the quotes it receives for a medium sized contractual arrangement.	Section 225(3) & (4)		Procurement of Goods and Services Policy effective 1 July 2019.
197.	Chief Executive Officer	Power to enter into a large size contractual arrangement after first inviting written tenders for the contract.	Section 226		Procurement of Goods and Services Policy effective 1 July 2019.
198.	Chief Executive Officer	Power to enter into a valuable non-current asset contract after first inviting written tenders for the contract or offering the non-current asset for sale by auction.	Section 227		Procurement of Goods and Services Policy effective 1 July 2019.

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
199.	Chief Executive Officer	Power to invite expressions of interest, prepare a shortlist and invite written tenders pursuant to section 228 of the Local Government Regulation 2012.	Sections 228(2)(a) and (b) and 228(6)		Procurement of Goods and Services Policy effective 1 July 2019.
200.	Chief Executive Officer	Power to decide to accept a tender or not to accept any tenders received.	Section 228(9) and (10)		Procurement of Goods and Services Policy effective 1 July 2019.
201.	Chief Executive Officer	Power to enter into a medium-sized contractual arrangement or large-sized contractual arrangement in accordance with a quote or tender consideration plan adopted by local government resolution.	Section 230(1)		Procurement of Goods and Services Policy effective 1 July 2019.
202.	Chief Executive Officer	Power to enter into a medium-sized contractual arrangement or large-sized contractual arrangement for services if the contract is made with a person on an approved contractor list.	Section 231(2)		Procurement of Goods and Services Policy effective 1 July 2019.
203.	Chief Executive Officer	Power to enter into a medium-sized contractual arrangement or large-sized contractual arrangement for the supply of goods or services without first inviting written quotes or tenders if the contract is entered into with a supplier from a complying register of pre-qualified suppliers.	Section 232(2)		Procurement of Goods and Services Policy effective 1 July 2019.
204.	Chief Executive Officer	Power to enter into a medium-sized contractual arrangement or large-sized contractual arrangement for the supply of goods or services without first inviting written quotes or tenders if the contract is entered into with a preferred supplier under a complying preferred supplier arrangement.	Section 233(2)		Procurement of Goods and Services Policy effective 1 July 2019.

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
205.	Chief Executive Officer	Power to enter into a contract for goods and services without first inviting written quotes or tenders if the contract is entered into under an LGA arrangement.	Section 234(1)		Procurement of Goods and Services Policy effective 1 July 2019.
206.	Chief Executive Officer	Power to enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the circumstances specified in section 235 are satisfied. <i>Nb. For subsections 235(a) and 235(b) it is a legislative precondition to the exercise of the power that Council first pass the resolution referred to in the respective subsection.</i>	Section 235		Procurement of Goods and Services Policy effective 1 July 2019.
207.	Chief Executive Officer	Power to dispose of a valuable non-current asset other than by tender or auction in circumstances specified in section 236.	Section 236		Procurement of Goods and Services Policy effective 1 July 2019.
208.	Chief Executive Officer	Power to publish and display relevant details of a contractual arrangement worth \$200,000.00 or more (exclusive of GST).	Section 237		Procurement of Goods and Services Policy effective 1 July 2019.
209.	Chief Executive Officer	Power to notify of the adoption of an expenses reimbursement policy in the way specified in section 251.	Section 251		
210.	Chief Executive Officer	Power to give written notice of each meeting or adjourned meeting of Council to each councillor in the manner prescribed.	Section 254C(1) and (2)		
211.	Chief Executive Officer	Power to publish a notice, at least once in each	Section 254B(1)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	year, of the days and times when Council's ordinary meetings and the ordinary meetings of its standing committees will be held.			
212.	Chief Executive Officer	Power to display in a conspicuous place in Council's public office a notice of the days and time when Council meetings will be held and committee meetings will be held.	Section 254B(3)		
213.	Chief Executive Officer	Power to make the agenda and a related report for a local government meeting publicly available in the manner prescribed.	Section 254(D)		
214.	Chief Executive Officer	Power, as a former employer, to pay the new employer an amount for the number days of long service leave that the person is entitled to take because of the person's period of employment with the former employer.	Section 287(1)		
215.	Chief Executive Officer	Power, as a former employer, to provide the new employer with the information specified in subsection (3).	Section 287(3)		
216.	Chief Executive Officer	Power to make available a copy of the register of interests of each councillor available for inspection by the public at Council's public office and an extract of the register of interests of each councillor available for inspection on its website.	Section 295		
217.	Chief executive Officer	Power to do all things specified in subsection (4) in relation to Council's complaints management process and administrative action complaints.	Section 306(4)		
Planning Act 2016					
218.	Chief Executive Officer	Power to act as the "assessment manager" for all development applications, change representations, cancellation applications and extension	Sections 48, 51, 53, 54, 59, 60, 61, 62, 63, 64, 65, 67,		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		applications received by Council under Chapter 3 of the <i>Planning Act 2016</i> . For avoidance of doubt, the power delegated includes the power to take all actions of an assessment manager and consider all matters as detailed in sections 48, 51, 53, 54, 59, 60, 61, 62, 63, 64, 65, 67, 71, 75, 76, 84, 85, 86, 87, 93, 100, 101, 105, 107 and 109 of the <i>Planning Act 2016</i> .	71, 75, 76, 84, 85, 86, 87, 93, 100, 101, 105, 107 and 109		
219.	Chief Executive Officer	Power to keep a list of persons who are appropriately qualified to be an assessment manager in relation to a particular type of development.	Section 48(3)(b)		
220.	Chief Executive Officer	Power to enter an agreement with a person on Council's list of persons who are appropriately qualified to be an assessment manager in relation to a particular type of development.	Section 48(3)(d)		
221.	Chief Executive Officer	Power to act as a "referral agency" for all development applications received by Council as a referral agency under Chapter 3 of the <i>Planning Act 2016</i> . For avoidance of doubt, the power delegated includes the power to take all actions of a referral agency and consider all matters as detailed in sections 46, 54, 55, 56, 57, 65, 66, 67, 84, 85, 100, 107 and 109 of the <i>Planning Act 2016</i> .	Sections 46, 54, 55, 56, 57, 65, 66, 67, 84, 85, 100, 107 and 109		
222.	Chief Executive Officer	Power to act as a "responsible entity" for all change applications received by Council as a responsible entity under Chapter 3 of the <i>Planning Act 2016</i> . For avoidance of doubt, the power delegated includes the power to take all actions of a responsible entity and consider all matters as	Sections 78A, 79, 80, 81, 82, 83, 93 and 100, 105, 107 and 109		

CHERBOURG ABORIGINAL SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
223.	Chief Executive Officer	detailed in sections 78A, 79, 80, 81, 82, 83, 93, 100, 105, 107 and 109 of the <i>Planning Act 2016</i> . Power to act as an "affected entity" for all change applications received by Council as an affected entity under Chapter 3 of the <i>Planning Act 2016</i> . For avoidance of doubt, the power delegated includes the power to take all actions of an affected entity and consider all matters as detailed in section 80 of the <i>Planning Act 2016</i> .	Section 80		
Plumbing and Drainage Act 2018					
224.	Chief Executive Officer	Power to start a prosecution for an offence against the Act.	Section 90(1)(d)		
225.	Chief Executive Officer	Power to administer the Act within Council's area.	Section 135(1)		
226.	Chief Executive Officer	Power, in the circumstances set out in subsection (3), to, if asked by the entity that has control of the area, administer the Act within the area.	Section 135(4)		
227.	Chief Executive Officer	Power to monitor grey water use facilities prescribed by regulation, in Council's area.	Section 136		
228.	Chief Executive Officer	Power to monitor on-site sewage facilities prescribed by regulation in Council's area	Section 137		
229.	Chief Executive Officer	Power to appoint an authorised person as an inspector under the Act.	Section 139(1)		
230.	Chief Executive Officer	Power to notify the QBCC commissioner of the appointment of an inspector and give the commissioner a list of Council's inspectors.	Section 142		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
231.	Chief Executive Officer	Power, in the circumstances set out in subsection (1), to give a person who carried out plumbing or drainage work an enforcement notice.	Section 143(1)		
232.	Chief Executive Officer	Power to, in the circumstances set out in subsections (2) and (3), give the owner of premises an enforcement notice requiring the person to take stated action.	Sections 143(2) and (3)		
233.	Chief Executive Officer	Power to give a show cause notice before giving an enforcement notice.	Section 144		
234.	Chief Executive Officer	Power, in the circumstances set out in subsection (1), to:- (a) do anything reasonably necessary to ensure the enforcement notice is complied with; and (b) recover any reasonable costs and expenses incurred in doing so as a debt.	Section 149(2)		
235.	Chief Executive Officer	Power to give the responsible person for plumbing or drainage work an action notice.	Section 150		
236.	Chief Executive Officer	Power to recover costs from the owner of premises for costs incurred in carrying out plumbing or drainage work on the premises if provided for in a regulation.	Section 157(2)(m)		
237.	Chief Executive Officer	Power to keep a register if provided for in a regulation.	Section 157(2)(n)		
Plumbing and Drainage Regulation 2019					
238.	Chief Executive Officer	Power to apply to the chief executive for a treatment plant approval.	Section 16(1)		
239.	Chief Executive Officer	Power, as the holder of a treatment plant approval, to apply to the chief executive to amend the approval.	Section 16(2)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
240.	Chief Executive Officer	Power to consider each properly made application and decide to:- (a) approve the application with or without conditions; or (b) refuse the application.	Section 46		
241.	Chief Executive Officer	Power, where Council decides to approve an application, to:- (a) issue a permit, or an amended permit, to the applicant; and (b) give a copy of the permit, or amended permit, to each entity listed in subsection (b).	Section 48		
242.	Chief Executive Officer	Power to, instead of inspecting on-site sewage work, allow an appropriate person to give Council an on-site sewage work declaration.	Section 69(2)		
243.	Chief Executive Officer	Power, in the circumstances listed in subsection (1), to:- (a) remove the obstruction or fix the damage; and (b) fairly apportion the reasonable cost of removing the obstruction or fixing the damage between the owners; and (c) recover as a debt from each owner, the owner's share of the cost.	Section 107(2)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
Public Health (Infection Control for Personal Appearance Services) Act 2003					
244.	Chief Executive Officer	Power to administer and enforce the Act for Council's area.	Section 9		
245.	Chief Executive Officer	Power to appoint authorised persons.	Section 70		
246.	Chief Executive Officer	Power to monitor compliance with the Act by having authorised persons inspect places of business in Council's areas and recover monitoring costs from business proprietors.	Section 105		
247.	Chief Executive Officer	Power to charge a business proprietor an inspection fee to check if the remedial notice given by an authorised person acting for Council to the proprietor has been complied with.	Section 110		
248.	Chief Executive Officer	Power to approve forms to be used in the administration and enforcement of the Act.	Section 147		
Public Health Act 2005					
249.	Chief Executive Officer	Power to administer and enforce the Act regarding local government public health risks and a regulation made under section 61 stating that the regulation is to be administered and enforced by local governments only.	Section 13		
250.	Chief Executive Officer	Power, as a person in charge of an education and care service or QEC approved service, to take any of the actions mentioned in subsection 160B(1).	Section 160B		
251.	Chief Executive Officer	Power, as a person in charge of an education and care service or QEC approved service, to take any of the actions mentioned in subsection 160C(1).	Section 160C		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
252.	Chief Executive Officer	Power, as an issuing authority, to enter the place, at reasonable times, to take the steps stated in a public health order where the person has failed to comply with the order.	Section 388(2)		
253.	Chief Executive Officer	Power, as an issuing authority, to give the occupier and owner of a place a notice required under the section, where an authorised person intends to enter the place to take steps required under a public health order.	Section 393(2)		
254.	Chief Executive Officer	Power to deal with a thing forfeited as Council considers appropriate, including destroying the thing.	Section 446		
255.	Chief Executive Officer	Power to ensure each authorised person who exercises powers under the Act in relation to an asbestos-related event has satisfactorily completed the training prescribed by regulation.	Section 454G		
256.	Chief Executive Officer	Power to keep the records prescribed in subsections 454I(1), (2) for each asbestos-related event.	Section 454(I)		
Public Interest Disclosure Act 2010					
257.	Chief Executive Officer	Power to: (a) decide not to investigate or deal with a public interest disclosure in certain circumstances; and (b) give written reasons for a decision not to investigate.	Section 30(1) & (2)		
258.	Chief Executive Officer	Power to refer a disclosure to another public sector entity in certain circumstances.	Section 31(1) & (2)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
259.	Chief Executive Officer	Power to give a person making a disclosure, or an entity referring a disclosure, reasonable information about the disclosure.	Section 32(1) & (2)		
Public Health Regulation 2018					
260.	Chief Executive Officer	Power to administer and enforce Part 2, Divisions 1, 2 and 3.	Sections 6, 16 & 22		
261.	Chief Executive Officer	Power to approve a site for the disposal of asbestos waste.	Section 12(2)(c)		
Public Records Act 2002					
262.	Chief Executive Officer	Power to make and keep records of Council's activities.	Section 7(1)(a)		
263.	Chief Executive Officer	Power to ensure the safe custody and preservation of Council's records.	Section 8(1)		
264.	Chief Executive Officer	Power to take action to ensure that a public record remains able to be produced or made available.	Section 14(2)		
Residential Tenancies and Rooming Accommodation Act 2008					
265.	Chief Executive Officer	Powers to give a prospective tenant for a residential tenancy the document prepared for section 61 (the written residential tenancy agreement and any other information prescribed by regulation.	Section 58(1)		
266.	Chief Executive Officer	Power to prepare a residential tenancy agreement in the way required by section 61.	Section 61		
267.	Chief Executive Officer	Power to give to the tenant a residential tenancy agreement prepared for section 61 for signing.	Section 62(1)		
268.	Chief Executive Officer	Power to sign a residential tenancy agreement signed by the tenant and to return a copy signed by both parties to the tenant.	Section 62(3)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
269.	Chief Executive Officer	Power to apply to a tribunal if the Council as lessor reasonably believes the tenant has contravened section 62(2).	Section 64(3)		
270.	Chief Executive Officer	Power to prepare, in the approved form, a condition report for premises and any inclusions, to sign the report, and to give a copy of the report to the tenant.	Section 65(2)		
271.	Chief Executive Officer	Power to sign the copy of a condition report received from the tenant at the end of the tenancy or, if the lessor/agent does not agree with the condition report, to show the parts of the report that are disagreed with by marking the copy in an appropriate way, and to make a copy of the report and return it to the tenant at the tenant's given forwarding address.	Section 66(3)		
272.	Chief Executive Officer	Power to give to a tenant an information statement in the approved form containing information for the benefit of the tenant, by the period specified in section 67.	Section 67		
273.	Chief Executive Officer	Power to give the tenant a written notice stating an approved way, or a different approved way, as the way in which rent is required, or is proposed, to be paid.	Section 83(3)		
274.	Chief Executive Officer	Power to give a written notice stating a place, or a different place, as the place at which rent is required to be paid.	Section 85(2)		
275.	Chief Executive Officer	Power to give and sign a receipt for payment of rent.	Section 88		
276.	Chief Executive Officer	Power to make a written record of the payment of rent.	Section 88(5)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
277.	Chief Executive Officer	Power to give a written notice stating a place, or a different place, as the place where rent is required to be paid.	Section 100(2)		
278.	Chief Executive Officer	Power to give a receipt for the payment of rent	Section 102		
279.	Chief Executive Officer	Power to make a written record of the payment of rent paid.	Section 102(5)		
280.	Chief Executive Officer	Power to pay a rental bond to the Residential Tenancies Authority and to give the Authority a notice, in the approved form, about the rental bond.	Section 116(1)		
281.	Chief Executive Officer	Power, as a lessor under a residential tenancy agreement in the circumstances set out in section 119(1), to pay to the Residential Tenancies Authority an amount equal to the maximum rental bond for the agreement or, if a rental bond less than the maximum rental bond has been paid, the difference between the maximum rental bond and the amount of rental bond actually paid.	Section 119 (2)		
282.	Chief Executive Officer	Power to apply to the Residential Tenancies Authority for payment of a rental bond.	Section 125		
283.	Chief Executive Officer	Power to make a dispute resolution request to the Residential Tenancies Authority about an application for payment of a rental bond.	Section 136A		
284.	Chief Executive Officer	Power to apply to a tribunal for an order about the payment of a rental bond and give the Residential Tenancy Authority a written notice informing it of the application.	Sections 136(3)(c)(iv)(A) or Section 136(4)(c)(iv)(A)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
285.	Chief Executive Officer	Power to sign and give a receipt for a rental bond.	Section 145		
286.	Chief Executive Officer	Power to require a prospective tenant to pay a key deposit.	Section 156		
287.	Chief Executive Officer	Power to give a receipt for a key deposit that was paid by a prospective tenant.	Section 157		
288.	Chief Executive Officer	Power to refund a key deposit in full when the key is returned.	Section 158		
289.	Chief Executive Officer	Power to require a prospective tenant to pay a holding deposit for a tenancy of premises.	Section 159		
290.	Chief Executive Officer	Power to give a receipt for a holding deposit.	Section 160		
291.	Chief Executive Officer	Power to enter premises on a ground specified in section 192(1), to take all steps necessary to allow for the entry, and to exercise all the powers of Council upon making the entry	Sections 192, 193, 194, 195, 196, 197, 198 & 199		
292.	Chief Executive Officer	Power to ask the tenant the tenant's name or place of employment.	Section 205(1)		
293.	Chief Executive Officer	Power to supply and maintain the locks and keys that are necessary to ensure the premises are reasonably secure.	Section 210		
294.	Chief Executive Officer	Power to change a lock to the premises or to agree to the tenant changing a lock to the premises	Section 211		
295.	Chief Executive Officer	Power to nominate a nominated repairer and to provide written notice to the tenant stating the nominated repairer and to give written notice of any change in a nominated repairer.	Section 216		
296.	Chief Executive Officer	Power to give a notice to relocate to another site in the moveable dwelling park to the tenant.	Section 223		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
297.	Chief Executive Officer	Power to remedy a lessor's breach following receipt of a notice to remedy breach from the tenant.	Section 303		
298.	Chief Executive Officer	Power to give a notice to leave the rental premises to a resident because of any of the reasons set out in sections 370(1), 371(1), 371A, 371B(1), 371C(1), 371D(1), 371E(2), 372(2) and 374(1).	Sections 370(1), 371(1), 371A, 371B(1), 371C(1), 371D(1), 371E(2), 372(2) and 374(1)		
299.	Chief Executive Officer	Power to deal with a personal document or money in the ways stated in the section.	Section 392		
300.	Chief Executive Officer	Power to make reasonable efforts to contact a former resident about property left at the rental premises.	Section 392(2)		
301.	Chief Executive Officer	Power to sell property left at the rental premises that is not a personal document or money, or to dispose of it in another way.	Sections 393(2), 393(4) & 393(5)		
Right to Information Act 2009					
302.	Chief Executive Officer	Power to decide whether disclosure of a document would, on balance, be information contrary to the public interest.	Sections 48(1), 49(1), 50(1) & 51(1)		
303.	Chief Executive Officer	Power to satisfy itself in dealing with an application for access to a document that— (a) the document does not exist; or (b) the document has been or should be in Council's possession, and all reasonable steps have been taken to find the document but the document cannot be found.	Section 52(1)		
State Penalties Enforcement Act 1999					

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
304.	Chief Executive Officer	Power to carry out all local government responsibilities identified under the Act.	All relevant sections		Chief Executive Officer cannot sub-delegate this power.
Tobacco and other Smoking Products Act 1998					
305.	Chief Executive Officer	Power to administer and enforce the provisions of part 7, divisions 4 to 8 and part 8, division 4 of the Act within Council's area.	Section 165		
Transport Infrastructure Act 1994					
306.	Chief Executive Officer	Power to enter into contracts with the chief executive in respect of road works, other works or the operation of State-controlled roads within and outside Council's local government area.	Section 29		
307.	Chief Executive Officer	Power to enter into agreements with the chief executive in relation to funding for road works on Council's roads.	Section 40		
308.	Chief Executive Officer	Power to obtain the chief executive's written approval for consent to carry out road works on a Council road or make changes to the management of a Council road that impact a State-controlled road if conditions under subsection (1) apply and exceptions under subsections (2) or (5) do not apply.	Section 42		
309.	Chief Executive Officer	Power to apply and enforce conditions to proposed road works or changes to the management of a Council road.	Section 42(5)		
310.	Chief Executive Officer	Power to exercise all the powers it may exercise for a local government road in its area in relation to State-controlled roads in its area.	Section 45		
311.	Chief Executive Officer	Power to apply to the chief executive for an	Section 50(3)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	approval to construct, maintain, operate or conduct ancillary works and encroachments on a State-controlled road.			
312.	Chief Executive Officer	Power, as an owner or occupier of land, to ask a person who has entered, is entering, or is about to enter Council's land under an authority for the person's identification or about the person's authority to enter Council's land.	Section 115(4)		
Transport Operations (Road Use Management) Act 1995					
313.	Chief Executive Officer	Power to install and remove official traffic signs on Council's roads, off-street regulated parking areas and, with the chief executive's written consent, on declared roads.	Section 69		
314.	Chief Executive Officer	Power to install official traffic signs where reasonably satisfied that there is a danger, hindrance, obstruction to traffic or other emergency.	Section 71		
315.	Chief Executive Officer	Power to remove unauthorised traffic signs.	Section 75(1)		
316.	Chief Executive Officer	Power to remove and detain at a place for safe keeping any vehicles, trams and animals and any goods, equipment or thing contained in, on or about the vehicle, tram or animal at the time of removal that are considered on reasonable grounds to be abandoned on a road or left on a road unattended or found on a road, where their presence is hazardous any vehicles, trams and animals that are abandoned on a road.	Section 100		
Trusts Act 1973					

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
317.	Chief Executive Officer	Power, where appointed trustee for certain purposes, to administer trust property.	Section 116		
Waste Reduction and Recycling Act 2011					
318.	Chief Executive Officer	Power, as delegate of the chief executive administering the Act, to appoint a person as an authorised person.	Section 183		
319.	Chief Executive Officer	Power, as delegate of the chief executive administering the Act, to issue an identity card to an authorised person.	Section 187		
320.	Chief Executive Officer	Power, as delegate of the chief executive administering the Act, to give a show cause notice.	Section 246		
321.	Chief Executive Officer	Power, as delegate of the chief executive administering the Act, to give a compliance notice.	Sections 248 & 249		
Water Supply (Safety and Reliability) Act 2008					
322.	Chief Executive Officer	Power, as service provider, to install or approve the installation of a meter and to decide the position of the meter, on infrastructure supplying water to premises.	Section 35		
323.	Chief Executive Officer	Power, as service provider, to give a person an entry notice.	Section 36(2)(b)		
324.	Chief Executive Officer	Power, as a water service provider, to give notice of a service provider water restriction imposed by the service provider to anyone affected by it.	Section 43(1)		
325.	Chief Executive Officer	Power, as a water service provider, to shut off water supply to premises for the time reasonably necessary to perform work on the infrastructure.	Section 44(1)		
326.	Chief Executive Officer	Power, as a water service provider, to give notice of shut off of water supply to anyone likely to be affected by it	Section 44(2) & 44(4)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
327.	Chief Executive Officer	Power, as service provider, to shut off water supply without notice if there is: (a) a serious risk to public health; (b) likelihood of serious injury to persons or damage to property; or (c) another emergency.	Section 44(3)		
328.	Chief Executive Officer	Power, as service provider, to appoint an authorised person.	Section 45		
329.	Chief Executive Officer	Power, as service provider, to issue an identity card to an authorised person.	Section 46		
Work Health and Safety Act 2011					
330.	Chief Executive Officer	Power to notify the regulator after becoming aware a notifiable incident has occurred.	Section 38		
331.	Chief Executive Officer	Power to consult with workers who are, or are likely to be, directly affected by a matter relating to work health or safety.	Section 47		
332.	Chief Executive Officer	Power to facilitate the conduct of an election for 1 or more health and safety representatives to represent workers.	Sections 51 to 54		
333.	Chief Executive Officer	Power to establish a health and safety committee.	Sections 75 to 78		
334.	Chief Executive Officer	Power, as a party to an issue, to resolve the issue in accordance with an agreed procedure or the default procedure.	Sections 80 & 81		
335.	Chief Executive Officer	Power to direct the worker to carry out suitable alternative work at the same or another workplace.	Section 87		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
336.	Chief Executive Officer	Power to ask the regulator to appoint an inspector to attend the workplace to assist in resolving an issue arising from a cessation of work.	Section 89		
Workers Compensation and Rehabilitation Act 2003					
337.	Chief Executive Officer	Power, as an employer, to insure and keep insured all Council's employees and Councillors.	Section 48		
338.	Chief Executive Officer	Power, as an employer, to pay a premium notice issued by WorkCover.	Section 54(7)		
339.	Chief Executive Officer	Power, as an employer, to pay a reassessment premium notice issued by WorkCover.	Section 56(5)		
340.	Chief Executive Officer	Power to appoint a Rehabilitation and Return to Work Coordinator.	Section 226		
341.	Chief Executive Officer	Power to prepare and have in place a workplace rehabilitation policy and procedure, and review those policies and procedures every 3 years.	Section 227		
342.	Chief Executive Officer	Power, as a principal contractor for a construction project to, by written notice, ask, the relevant contractor for a copy of a required document.	Section 576 C		
Local Law No. 1 (Administration) 2021					
343.	Chief Executive Officer	Power to approve an application form for the local government's approval of a prescribed activity.	Section 6(1)(a)		
344.	Chief Executive Officer	Power to, by written notice, request the applicant to provide further reasonable information or clarification of the information, documents or materials included in or accompanying the application.	Section 6(2)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
345.	Chief Executive Officer	Power to give the applicant written notice stating that their application has lapsed and that the applicant may make a new application.	Section 6(3)		
346.	Chief Executive Officer	Power to extend the period for the applicant to provide the further information.	Section 6(4)		
347.	Chief Executive Officer	Power to, by written notice to the applicant (a) grant the approval unconditionally; or (b) grant the approval subject to conditions determined in accordance with section 8; or (c) refuse to grant the approval.	Section 7(1)		
348.	Chief Executive Officer	Power to give the applicant an information notice if the local government refuses to grant the approval.	Section 7(3)		
349.	Chief Executive Officer	Power to grant an approval on such conditions as the local government considers appropriate.	Section 8(1)		
350.	Chief Executive Officer	Power to grant or refuse an application by an approval holder to amend the conditions of an approval.	Section 10(3)		
351.	Chief Executive Officer	Power to give the approval holder a written notice of the amended conditions if the local government decides to amend the conditions as requested.	Section 10(4)		
352.	Chief Executive Officer	Power to give the approval holder an information notice if the local government refuses to amend the conditions.	Section 10(6)		
353.	Chief Executive Officer	Power to unilaterally change a condition of an approval if the local government is satisfied the change is urgently necessary, after providing the approval holder the opportunity to make a written	Sections 10(7), (8) and (9)		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		submission about the proposed change and, after considering the submission, advice on the local government's decision.			
354.	Chief Executive Officer	Power to approve an application form to renew or transfer an approval to another person.	Section 11(2)(a)(iii)		
355.	Chief Executive Officer	Power to, in deciding an application under this section, request the applicant to provide further reasonable information to accompany the application.	Section 11(2)(b)		
356.	Chief Executive Officer	Power to- (a) renew or transfer an approval subject to such conditions as the local government considers appropriate; or (b) refuse to renew or transfer an approval.	Section 11(3)		
357.	Chief Executive Officer	Power to give the approval holder an information notice if the local government refuses to renew or transfer the approval.	Section 11(4)		
358.	Chief Executive Officer	Power to, in deciding an application under this part, accept the certificate of an independent certifier as evidence about any information, document or materials required to be included in or to accompany the application.	Section 12(1)		
359.	Chief Executive Officer	Power to amend, cancel or suspend an approval where the approval holder agrees to the amendment, cancellation or suspension or the local government reasonably considers such action is necessary for the reasons prescribed in section 14(1)(b) or the approval holder and/or the	Section 14		

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
360.	Chief Executive Officer	<p>approval meets the reasons prescribed in section 14(1)(c) to (h).</p> <p>Power to, where the approval holder does not agree with the action to amend, cancel or suspend an approval, give the approval holder a written notice (the show cause notice) stating-</p> <ul style="list-style-type: none"> (i) the reasons for the proposed action to amend, cancel or suspend the approval; and (ii) if the proposed action is suspension, the proposed suspension period; and (iii) that the approval holder may make a written submission to the local government about why the proposed action should not be taken within a stated time, at least 21 days after the notice is given the approval holder. 	Section 14(2)		
361.	Chief Executive Officer	<p>Power to consider any written submissions made by the approval holder and give to the approval holder-</p> <ul style="list-style-type: none"> (a) a written notice stating whether or not the local government has decided to amend, suspend or cancel the approval; and (b) if the local government decides to amend, suspend or cancel the approval, an information notice. 	Section 14(3)		
362.	Chief Executive Officer	<p>Despite section 14, power to immediately suspend an approval if the CEO believes that continuation of the prescribed activity by the approval holder poses-</p>	Section 15(1)		

Register of Council Delegations to the Chief Executive Officer

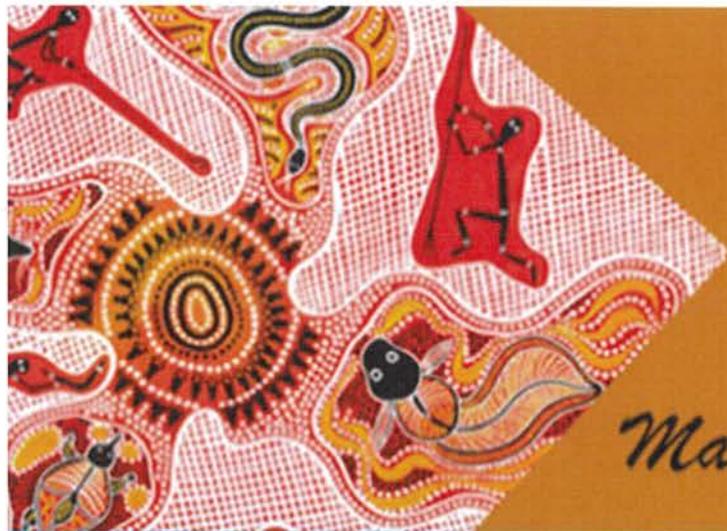
NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		(a) an urgent and serious threat to public health or safety; or (b) an urgent and serious risk of environmental harm, property damage, loss of amenity or nuisance.			
363.	Chief Executive Officer	Power to, in the event of the immediate suspension of an approval, give a notice to the approval holder about the decision to immediately suspend the approval, together with a show cause notice about the action.	Section 15(2)		
364.	Chief Executive Officer	Power to appoint a person under the <i>Aboriginal Justices Act</i> to be a community police officer with the function of maintaining peace and good order in the local government area.	Section 16(3)		
365.	Chief Executive Officer	Power to, at any time, extend the time for making a review application.	Section 18(3)		
366.	Chief Executive Officer	Power to review the original decision and make a decision (the review decision) within 28 days after receiving a review application to- (a) confirm the original decision; or (b) amend the original decision; or (c) substitute another decision for the original decision.	Section 19(1)		
367.	Chief Executive Officer	Power to give the applicant notice of the decision (the review notice) within 5 days of making the review decision.	Section 19(3)		
Local Law No. 2 (Animal Management) 2021					

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
368.	Chief Executive Officer	Power to take reasonable steps to provide notice to members of the public regarding the animals that are prohibited in a particular public place where the Council has specified such public places by subordinate local law.	Section 10(3)		
369.	Chief Executive Officer	Power to take reasonable steps to provide notice to members of the public regarding the designation of an area as a dog off-leash area where the Council has designated such an area by subordinate local law.	Section 11(2)		
370.	Chief Executive Officer	Power to- (a) offer the animal for sale by public auction or by tender; or (b) if the animal is an animal mentioned in section 26(2)(b) or is of a species, breed or class specified by subordinate local law for this paragraph (i) sell the animal by private agreement; or (ii) dispose of the animal in some other way without destroying it; or (iii) destroy the animal.	Section 31(1)		
371.	Chief Executive Officer	Power to keep a proper record of impounded animals (the register of impounded animals) and to keep the register available for public inspection.	Section 32		
372.	Chief Executive Officer	Power to allow the owner of an impounded animal to inspect it any reasonable time, and to disallow the inspection if it is impracticable or unreasonable to inspect at that time.	Section 33		
Local Law No. 4 (Indigenous Community Land Management) 2021					

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
373.	Chief Executive Officer	Power to take reasonable steps to provide notice to members of the public regarding restricted activities declared by subordinate local law for local government controlled areas or roads.	Section 13(2)		
374.	Chief Executive Officer	Power to take reasonable steps to provide notice to members of the public regarding- (a) declarations of motor vehicle access areas for the purpose of the definition of motor vehicle access area ; and (b) declarations of prohibited vehicles for the purpose of the definition of bringing or driving prohibited vehicles onto motor vehicle access areas , Local Law No. 1 (Administration) 2021, Schedule 2.	Section 14(1)		
Council Policies: Investment of Council Surplus Funds Policy					
375.	Chief Executive Officer	Power to manage Council's investment portfolio in accordance with the Investment of Council Surplus Funds Policy.			Investment of Council Surplus Funds Policy adopted 29 June 2010 (Resolution 611) and updated 30 June 2019.



Many Tribes. One Community

Environmental Health Plan - Cherbourg Aboriginal Shire Council 2024 - 2027



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Mayors/Council Forward

It is with pleasure we present you the Environmental Health Plan for Cherbourg for 2024 – 2027.

Sincerely,

The Mayor

Acknowledgment to Country

We would like to acknowledge the Wakka Wakka people, the Traditional Owners of the Cherbourg land. We pay our respect to the elders both past and present and acknowledge the many leaders in the community.

Introduction

Environmental Health is a critical factor in maintaining human health. Community and living environments can significantly impact human health, particularly in First Nations discrete communities where diseases linked to Environmental Health factors continue to exist. A place based Environmental Health Plan has been developed for Cherbourg through engagement with the Cherbourg Aboriginal Shire Council (CASC), the community, community leaders, elders, and stakeholders. Council is responsible for the management of Environmental Health within the community and the Darling Downs Public Health Unit provides Environmental Health support to Council through the Queensland Health Aboriginal and Torres Strait Islander Public Health Program. The co-designed Environmental Health Plan will ensure that the Environmental Health priorities of the community are identified and addressed in an effective and sustainable way that meets Cherbourg's unique needs. It is acknowledged that the community's culture and traditions play an important role in maintaining a healthy environment and are fundamental to this plan.

To gain an understanding of the Cherbourg community's Environmental Health concerns, a community engagement day was conducted on Thursday, 13 June 2024 at the Cherbourg Community Hall. A survey was conducted during this community engagement day, which covered ten Environmental Health topics, which are outlined in this plan. The survey was also made available in other formats, over a two-week period, for members of the community who could not attend the engagement day to have their say. A total of 46 community members participated in the survey.

What is environmental health and why is it important?

Environmental health is a critical factor in maintaining the community's public health and is the connection between human health and the surrounding environment. Our living environments have a direct impact on our health, and management of our environments can reduce our risk of disease and support good health outcomes.

The scope of environmental health includes the quality and reliability of drinking water supply and sewage services, adequate housing with working facilities, pest control, controlling disease vectors like mosquitos, healthy and well cared for domestic animals, air quality and control of dust, waste management, and good food hygiene practices. Diseases known to be influenced by environmental factors include acute rheumatic fever, rheumatic

heart disease (RHD), trachoma, gastroenteritis, diarrhea, skin and ear infections, sepsis, pneumonia, respiratory disease, and zoonotic diseases.

Improving environmental health conditions is particularly important where environmental health factors are contributing to higher levels of communicable diseases, chronic health conditions and hospitalisation rates. Ultimately, prioritising environmental health is essential for safeguarding our health, the health of our animals and ensuring our people can live in environments which support their health and well-being.

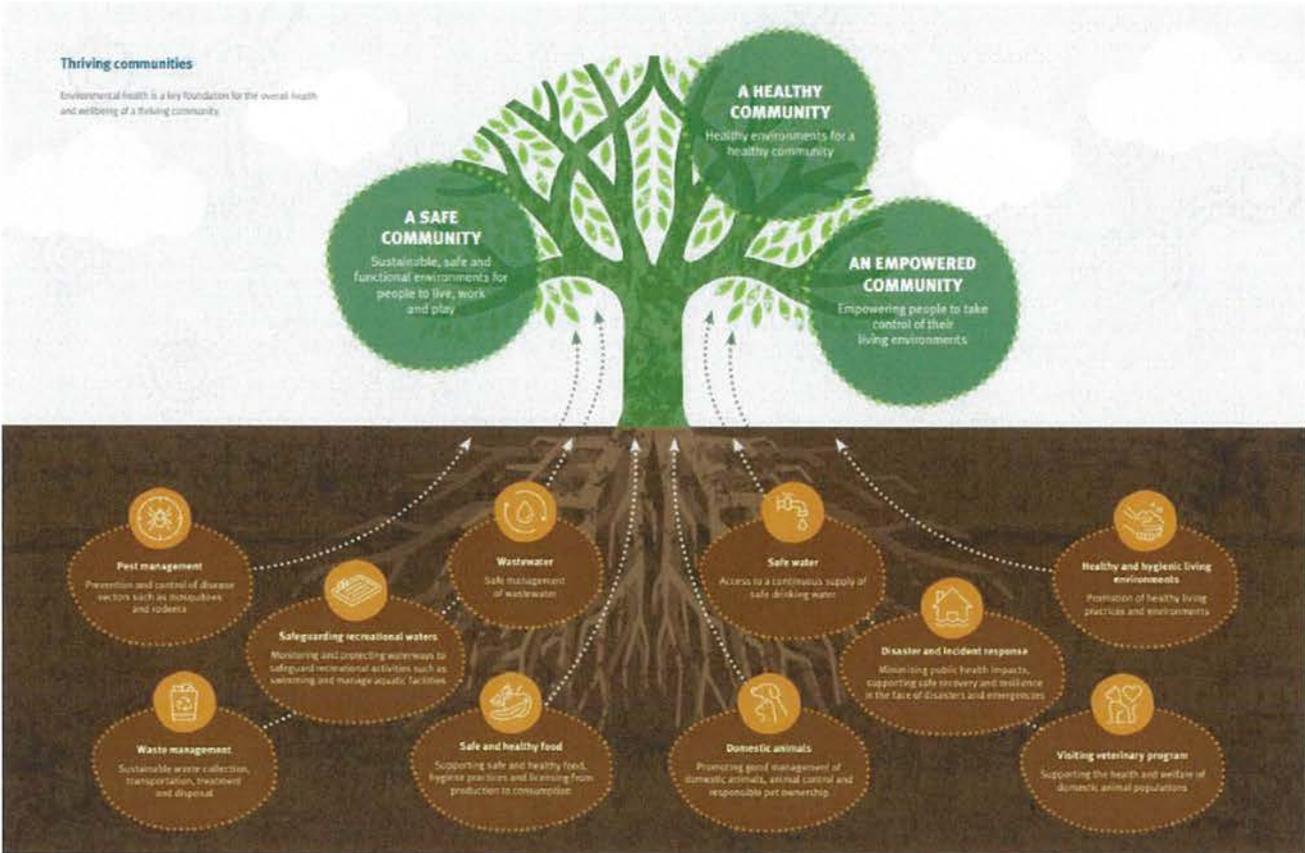


Image: Page 12 First Nations Environmental Health Strategy

Service scope

Councils play a key role in environmental health management in the community. The council's role is to ensure the community has access to essential services such as water, sewage and waste management, safe living conditions, and support for sustainable environmental health practices. The following key areas form part of our ongoing environmental health service delivery:

- Ensuring housing in the community is safe and suitable for habitation. This includes addressing issues related to sanitation, hygiene, overcrowding.
- Providing essential services including the management of drinking water, wastewater, and waste.
- Ensuring food businesses in the community are meeting their requirements to provide safe food.
- Providing domestic animal management services to keep animals healthy and to prevent any risks to community members from unrestrained or dangerous animals.
- Identify and manage disease risks from pests in the community.
- Enforcement of environmental health and animal management regulations and standards.
- Responding to environmental health emergencies, such as natural disasters, food borne illness outbreaks, disease outbreaks, or water contamination incidents.
- Allocation of resources and budgets for environmental health programs and initiatives.
- Identify and manage public health risks in the community.
- Advocating for the needs and concerns of our people at higher levels of government.

First Nations Environmental Health Strategy 2024-2029

Queensland Health's Aboriginal and Torres Strait Islander Environmental Health Program operates across 34 discrete communities in 16 Local Government areas and is focused on building environmental health capacity within these communities. Cherbourg is part of this program.

The integration of community environmental health plans into the wider framework of the First Nations Health Strategy (the Strategy) enables the local governments to leverage resources, share best practices and co-ordinate efforts. This collaborative approach between local government, Hospital and Health Service Public Health Units and the

Department of Health ensures that environmental health considerations are embedded in service delivery.

By participating in overarching programs, the local government can access funding, technical assistance, and expertise from a wide network of environmental health professionals to address environmental health issues effectively. Funding from this program is used to employ an Environmental Health Worker (EHW) and an Animal Management Worker (AMW) in the community.

The Strategy can be viewed at: [First Nations Environmental Health Strategy 2024-29](#) .

For communities, with communities, by communities



Image: Page 16 First Nations Environmental Health Strategy

Cherbourg Strategic Environmental Health Priorities 2024 – 2029

Figure 1, show the concern rates for each of the environmental health topic areas investigated as a part of the community survey. For the 10 topic areas included in the survey, animal management had the highest rate of concern with 98% of the participants expressing various concerns and 79% expressing serious concerns with how animals are managed in the community. Other topics with high concern rates were caring for country (90% overall and 61% with serious concerns), pest control (84% and 40%), wastewater (72% and 17%) and drinking water (70% and 37%). Topics with an overall concern rate <50% include waste recycling (16% and 0%), general waste management (44% and 11%), air pollution (47% and 11%), and food safety (48% and 3%).

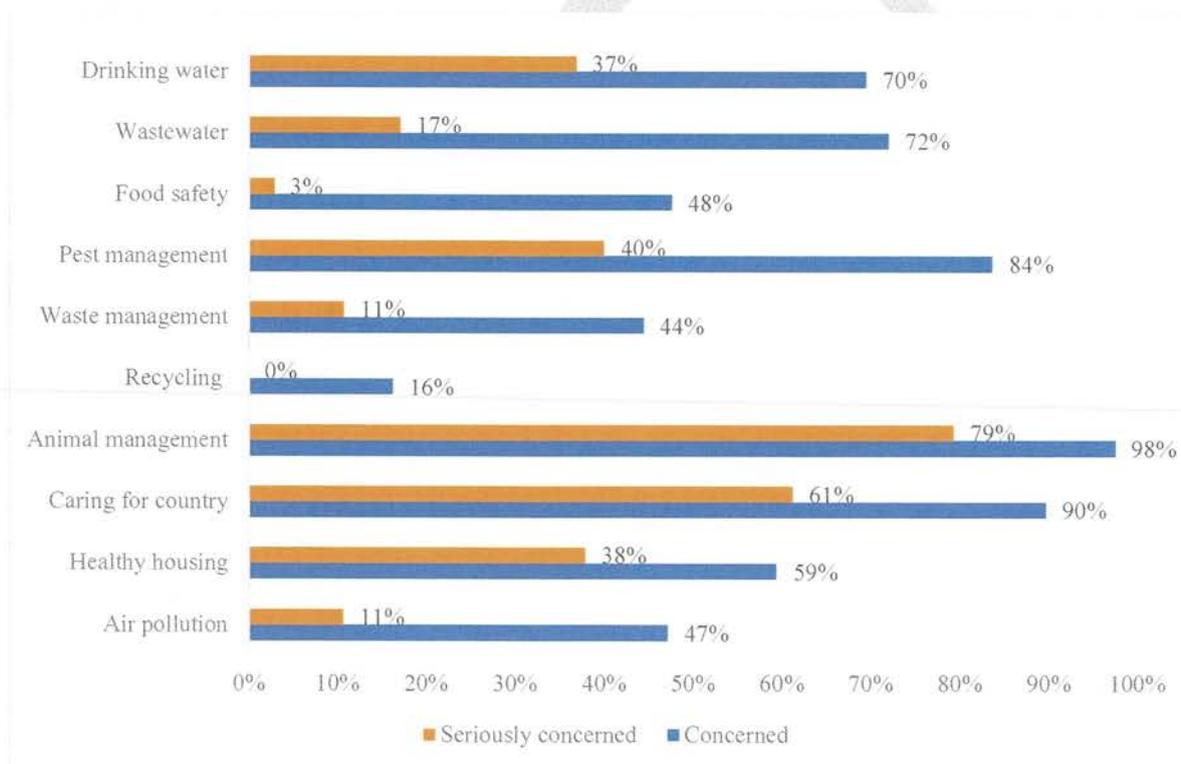


Figure 1. Concern Rates by Environmental Health Topic

Services scope for environmental health

Drinking water

Key findings from community survey

Among the four listed drinking water concerns, half of the participants selected “It causes sores/skin issues”.

Table 2. Specific concerns about drinking water.

Specific concerns	% Concerned (regardless of responding mode and dot colour)
1) It has chemicals (e.g. chlorine) in it	22% (7/32)
2) It causes sores/skin issues	50% (16/32)
3) It gives me gastro	19% (6/32)
4) It causes other diseases	22% (7/32)
5) Other	63% (20/32)

Over 60% (n=20) of the concerned participants selected “Other”, and 16 additional concerns were given, which are summarised as follows:

- Poor taste, coloration, or smell – Taste / Colour / Smell (n=10).
- Safety consideration - Quality of water not good / Low chlorine / Infections (n=4).
- Personal health reasons - Impact on dialysis (can be improved) (n=1).
- Concerns over management - Operator complacency; management of plant and operators (n=1).

Use of rainwater for drinking

An additional question was asked to gauge the community’s views on the consumption of rainwater. The majority of participants drink rainwater with 77% (33/43) answering “Yes” to the question “Do you use rainwater from your tank for drinking?”. When asked the reasons for using rainwater for drinking, 67% (22/33) cited “It tastes better”, 36% (12/33) chose “Safer”, and 12% (4/33) chose “It doesn’t have chemicals in it”. Eight participants selected “Other” reasons which included:

- Habit / Grew up drinking tank water / I grew up drinking it and used to it (n=3 participants).
- Town water in Cherbourg has a bad history (n=1).
- Tank maintenance (n=1).
- Don’t trust the town (n=1).
- Fresher/Feel better (n=1).

Service delivery by Council:

- Supply potable water supply to the community.
- Operate the water treatment plant.
- Ensure that requirements outlined in the Cherbourg Drinking Water Quality Management Plan are complied with.
- Identify and rectify public health risks associated with rainwater tanks within the community.

Key activities to achieve deliverables:

- Work with relevant stakeholders to upgrade the Cherbourg Water Treatment Plant and water reticulation network (\$26 million has been awarded for the upgrades).
- Develop and deliver education resources for the community outlining the water treatment process and that town water is safe for human consumption.
- Undertake operational and verification monitoring in accordance with Cherbourg Drinking Water Quality Management Plan.

Waste management

Key findings from the community survey

The most common concerns with wastewater were “It is smelly” (32%), “Septic tanks are overflowing” (29%) and “Ponds contaminating surrounding environment” (29%). Table 3 shows the breakdown of all the concerns.

Table 3. Specific concerns about wastewater.

Specific concerns	% Concerned (regardless of responding mode and dot colour)
1) It is smelly	32% (10/31)
2) Septic tanks are overflowing	29% (9/31)
3) There are broken pipes	13% (4/31)
4) Ponds contaminating surrounding environment	29% (9/31)
5) Pump stations	16% (5/31)
6) Irrigation pivot	19% (6/31)
7) Other	10% (3/31)

Three participants selected “Other” but only one participant stated, “They are not managed well” (n=1) as an additional concern.

Service delivery by Council:

- Operate the Sewage Treatment Plant and relevant infrastructure (pump stations, effluent ponds) in accordance with relevant state legislation.
- Ensure that septic tanks are well maintained.

- Identify and action any public health risks in relation to the wastewater (such as overflowing septic tanks, clean-up of effluent).

Key activities to achieve deliverables:

- Develop a site-based management plan for the Cherbourg Sewage Treatment Plant and the effluent ponds.
- Commence a water quality monitoring program for the effluent ponds and irrigation pivot.
- Conduct three monthly inspections of the septic tanks within the community.
- Conduct fortnightly inspections of community public toilets.
- Develop and deliver education resources for the community on how to use and maintain septic tanks and how to report concerns with septic tanks (such as overflows).

Food Safety

Key findings from the community survey

Among 20 participants who were concerned with food safety, 55% chose “Lack of training for food handlers (both volunteers and business in Cherbourg)” as the most common concern. Table 4 shows the breakdown of all the concerns.

Table 4. Specific concerns about food safety.

Specific concerns	% Concerned (regardless of responding mode and dot colour)
1) Lack of training for food handlers (both volunteers and business in Cherbourg)	55% (11/20)
2) Getting sick from food provided at community events or community stores	35% (7/20)
3) Other	20% (4/20)

Four participants selected “Other” and three additional concerns were collected including:

- Education on safe food handling (n=1).
- Unhealthy options only (n=1).
- Feeding dogs (n=1).

Service delivery by Council:

- Licence food business under the *Food Act 2006*.
- Conduct inspections of food business with Darling Downs Public Health Unit Environmental Health Officer (authorised officer under *Food Act 2006*).
- Provide food hygiene training to community members and to food business.

Key activities to achieve deliverables:

- Conduct a least one inspection for each licensed food premises per financial year with Darling Downs Public Health Unit Environmental Health Officer.
- Issue food licences each financial year in accordance with *Food Act 2006* requirements.
- Prepare report and presentation for CASC councillors to explain the Local Government responsibilities under the *Food Act 2006*.
- Investigate the option of allowing community members interested in commencing their own catering business to use a suitable kitchen (such as a Council owned premises) to operate their business from, so that a food licence can be issued.
- Review CASC fees and charges for food licences to determine if more categories, such as a discounted fee for charity or fundraising organisations, are required.
- Established a non-licensable event register (for once-off food events, such a BBQs).
- Develop information/education resources for community groups, that hold temporary food events within the community.
- Investigate purchasing a temporary hand washing facility that community members can hire for temporary food stalls.
- Facilitate food hygiene training for the community members and for food businesses within the community.

Pest Management

Key findings from the community survey

A total of 36 participants reported concerns with pest management. Rats/mice and cockroaches were the most common concerns chosen by 75% and 61% of these participants respectively. Table 5 shows the breakdown of all the concerns.

Table 5. Specific concerns about pest management.

Specific concerns	% Concerned (regardless of responding mode and dot colour)
1) Rats/Mice	75% (27/36)
2) Cockroaches	61% (22/36)
3) Mosquitoes	31% (11/36)
4) Ants	17% (6/36)
5) Birds	11% (4/36)
6) Fleas	3% (1/36)
7) Ticks	8% (3/36)
8) Other	3% (1/36)

One participant selected “Other” and two additional concerns were specified:

- Rats entering house from sewer and gutters off the street (n=1).
- Snakes (n=1).

Service delivery by Council:

- Household pest management treatments are organised by the CASC Housing team.

Key activities to achieve deliverables:

- Conduct monthly community inspections to identify public health risks associated with pest management (such as overgrown allotments and ponding of water).
- Participate in mosquito surveillance activities including the deployment of GAT (Gravid *Aedes* Trap) mosquito traps for the period of November to April. Identification of specimens to be completed by Darling Downs Public Health Unit.
- Purchase Pest Management Technician equipment for the EHW (Licenced Pest Management Technician).
- EHW (licenced Pest Management Technician) to conduct pest management activities in public areas within community, where a public health risk is identified.
- Develop and deliver education resources for the community on how to prevent pests around their household and how to report pest concerns.
- EHW and AMW to maintain/complete competency requirements for licencing as a Pest Management Technician.

Waste

Key findings from the community survey:

A total of 20 participants expressed concern over waste, with illegal dumping (70%) being the most common concern reported. Table 6 shows the breakdown of all the concerns.

Table 6. Specific concerns about waste.

Specific concerns	% Concerned (regardless of responding mode and dot colour)
1) Frequency of bin collections	10% (2/20)
2) Frequency of large items collection	20% (4/20)
3) Not enough bins per household	5% (1/20)
4) Household bins stolen/vandalised	35% (7/20)
5) Not enough public bins in community	40% (8/20)
6) Landfill unsafe	0% (0/20)
7) Poor access to landfill	0% (0/20)
8) Smell from landfill	5% (1/20)
9) Wild dogs at the landfills	5% (1/20)
10) Litter blowing from landfill	0% (0/20)
11) Illegal dumping	70% (14/20)
12) Other....	30% (6/20)

Six participants selected “Other”, and the following additional concerns were specified:

- Littering (n=2).
- Management of waste collection and staff issues (n=1).
- Clean up Cherbourg days with kids (was in context of littering in town) (n=1).
- Hard rubbish collection days for things like old fridges etc. twice a year (n=1).
- Cleanliness of streets (n=1).
- Education on the importance of proper waste disposal (n=1).

Service delivery by Council:

- Operate and maintain the Cherbourg landfill.
- Provide general and recycling bins to the community.
- Undertake waste collection services, both general and recycling bins.
- Provide public waste collections bins.
- Investigate illegal dumping.

Key activities to achieve deliverables:

- Conduct a weekly inspection of the landfill.
- Develop a site-based management plan for the Cherbourg landfill.
- Implement a surveillance program for illegal dumping.
- Develop templates and resources to support the illegal dumping officer.
- Develop a waste policy (including waste collection, bin replacement).
- Develop and deliver education resources for the community on waste matters (including the frequency of waste collection, how to replace/order wheelie bins, location of bins for collections).
- Conduct an annual waste/recycling audit.

Recycling

Key findings from the community survey:

A total of seven participants reported concerns over waste recycling. All of them selected “Need more education on what can be recycled” as a particular concern. Table 7 shows the breakdown of all the concerns.

Table 1. Specific concerns about recycling.

Specific concerns	% Concerned (regardless of responding mode and dot colour)
1) Do not want to recycle	0% (0/7)
2) It is too much hassle	14% (1/7)
3) It is not important to me	0% (0/7)
4) Need more education on what can be recycled	100% (7/7)

5) Other	29% (2/7)
---------------	-----------

Two other concerns were added by two participants:

- Recycling bags or extra bins provided (n=1).
- Dedicated council worker (n=1).

Service delivery by Council:

- Undertake waste collection services, both general and recycling bins.
- Operate the MRF and Containers for Change depot.
- Conduct promotion programs to encourage recycling with community.

Key activities to achieve deliverables:

- Develop and deliver education resources for the community on recycling matters (including the frequency of recycling collections, what can be recycled).
- Conduct an annual waste/recycling audit.

Animal Management

Key findings from the community survey:

A total of 41 participants reported concerns over animal management. The top three concerns were roaming dogs (68%), horses (59%) and animals not controlled by owners (59%), reported by more than half of the concerned individuals. Table 8 shows the breakdown of all the concerns.

Table 2. Specific concerns about animal management.

Specific concerns	% Concerned (regardless of responding mode and dot colour)
1) Roaming Dogs	68% (28/41)
2) Sick animals	49% (20/41)
3) Animals knocking over bins	49% (20/41)
4) Animals fighting	44% (18/41)
5) Horses	59% (24/41)
6) Lots of puppies and kittens	37% (15/41)
7) Too many animals in households	46% (19/41)
8) Dog attacks on community members or other animals	41% (17/41)
9) Unwanted animals	34% (14/41)
10) Animals not controlled by owners	59% (24/41)
11) Lack of action when complaints are reported	44% (18/41)
12) Other	15% (6/41)

Six participants selected “Other” and an additional 11 concerns were collected, which are summarised as follows:

- Management and education (n=5)
 - Lack of action for complaints (*this was consistent feedback*).
 - Lack of welfare education for communities and schools.
 - Staffing issues; management issues.
 - Noise complaints.
 - Breeds allowed in community.
- Dog-specific problems (n=4)
 - Dog attacks on cars causing damage to tyres, rims, and panels.
 - Dangerous dogs – need notification system and signs (*Context for signage is fence signage for homes that have dangerous animals*).
 - Wild dog alerts.
 - Concern for canine parvovirus in community.
- Owner related issues (n=1)
 - Owners not aware of responsibilities.
- Other (n=1)
 - Lack of desexing.

Service delivery by Council:

- Manage and enforce animal registration.
- Maintain accurate records of animal registrations, animals per household and animals that have been deemed dangerous or menacing under State legislation.
- Provide two visiting vet programs a year. Vet services include microchipping, desexing, general health check, vaccinations, and parasite treatments.
- Provide monthly parasite treatments to registered dogs and cats within the community.
- Investigate domestic animal (dogs and cats) complaints and concerns.
- Enforce CASC local laws and State animal management legislation.

Key activities to achieve deliverables:

- Develop an Animal Management Policy.
- Conduct an annual animal census by 30 September each year.
- Finalise the MOU with the RSPCA.
- Hold two visiting vet programs each year.
- Develop and deliver education resources for the community about animal management and responsible pet ownership. Messages to be shared on social media, Council’s website, and local radio with a different topic each month.
- Supply parasite treatments to all registered animal owners each month.
- Design a wrap with animal management messaging for the animal management vehicle.
- Review Council’s complaint forms and complaint procedures.
- Establish a complaint register.
- Develop a policy on the removal of dead animals within the community.
- Conduct a yard condition survey each month to ensure that fences and gates are intact and to that animals are kept securely in their yards.

- Staff to be authorised under the CASC local laws and State animal management legislation.
- EHW and AMW to hold/complete the Certificate IV in Animal Regulation and Management, and Certificate III in Environmental Health.

Caring for Country

Key findings from the community survey:

A total of 35 participants reported concerns over caring for country. The most reported issues were littering (80%) and illegal dumping (63%). Table 9 shows the breakdown of all the concerns.

Table 3. Specific concerns about caring for country.

Specific concerns	% Concerned (regardless of responding mode and dot colour)
1) Illegal dumping	63% (22/35)
2) Swimming holes are contaminated	37% (13/35)
3) Swimming holes are unsafe	34% (12/35)
4) Fishing holes are contaminated	26% (9/35)
5) Fishing holes are unsafe	29% (10/35)
6) Littering	80% (28/35)
7) Domestic animals damaging the environment,	43% (15/35)
8) Other	11% (4/35)

Four participants selected “Other” and an additional six concerns were collected, which are summarised as follows (some of the comments are covered by the list in the table):

- Swimming holes being unsafe or contaminated (n=1)
 - Swimming hole – stuff washing down stream, like logs, leave it unsafe for swimming.
- Fishing holes being unsafe or contaminated (n=1)
 - Fishing holes – broken glass around fishing holes from people drinking. Kids throw bottles at trees, and they end up in the water.
- Other concerns (n=4)
 - Problem with horse and cattle manure spreading Parthenium Weed.
 - Summer – smells from dump and sewage treatment plants.
 - Cleaning of streets and homes.
 - Regenerating creeks/beautify.

Service delivery by Council:

- Investigate illegal dumping.
- Respond to any public health risks associated with recreational swimming holes.
- Street sweeping.

Key activities to achieve deliverables:

- Conduct monthly inspections of creeks and water ways for public health risks.
- Develop an Animal Management Policy that includes where livestock can be kept.
- Implement a surveillance program for illegal dumping.

Healthy Housing

Key findings from the community survey:

A total of 22 participants reported concerns over their living practices and home environment. The top three issues in this topic include diseases from mice and rats (45%), skin conditions (41%) and not enough bedding (36%). Table 10 shows the breakdown of all the concerns.

Table 4. Specific concerns about living environment.

Specific concerns	% Concerned (regardless of responding mode and dot colour)
1) Diseases from mosquitoes	32% (7/22)
2) Disease from mice and rats	45% (10/22)
3) Skin conditions	41% (9/22)
4) Gastro	5% (1/22)
5) Bathroom is broken	18% (4/22)
6) Laundry is broken	14% (3/22)
7) Clothesline is broken	14% (3/22)
8) Do not have a washing machine	5% (1/22)
9) Do not have a vacuum cleaner	9% (2/22)
10) Kitchen is broken	23% (5/22)
11) Plumbing is broken	32% (7/22)
12) Not enough bedding	36% (8/22)
13) Other	36% (8/22)

Eight participants selected “Other” and an additional 18 concerns were collected, which are summarised as follows:

- Poor maintenance and repair (n=8)
 - Delays in bathroom repairs that lead to leaks and mould.
 - Delays in laundry repairs that lead to leaks and mould.
 - Tanks and gutters are not being fixed.
 - Security – Fencing, gates and screen repairs.
 - Showers leaking and mouldy – slow maintenance response.
 - Electrical appliances – how often are they checked (*was in context of anything that owned by Dept of Housing*).
 - Mould.
 - Plumbing (drainage) issues not taken seriously.

- Lack of facilities or equipment (n=3)
 - Lack of insulating in houses causing excessive electricity bills. Houses typically have fans or air conditioning for cooling and wood fires for heating. Lack of insulation makes temperature control difficult which increases electricity bills.
 - Lack of bedding is a problem when there are overcrowded conditions.
 - Removal of rotary clothes lines. T-Bar lines are not sufficient.
- Lack of housing or overcrowding (n=3)
 - Not enough housing.
 - Overcrowding.
- Other issues (n=5)
 - Plans for subdivision.
 - Education around safe electricity use – power cords, double adapters etc.
 - Pests – ants, mice & rats.
 - Layout of house.
 - Dirty water in shower occasionally.

Service delivery by Council:

- The CASC Housing team is responsible for tenancy agreements and conducting household inspections in relation to tenancy agreements.
- The CASC building team completes the work orders received from the Department of Housing and Public Works, in relation to the house repairs that residents report.

Key activities to achieve deliverables:

- Implement an Environmental Health Referral Program, between local health services, CASC, and Darling Down Public Health Unit.
- Develop and deliver educational resources for the community on how tenants can report damaged health hardware to the Department of Housing and Public Works and the importance of ensuring that health hardware within households is in good working condition.
- Investigate funding for a community laundromat.

Air Pollution

Key findings from the community survey:

A total of 17 participants reported concerns over air pollution. Fires on public locations (e.g. landfills) was rated as the most common issue (53%). Table 11 shows the breakdown of all the concerns.

Table 5. Specific concerns about air pollution.

Specific concerns	% Concerned (regardless of responding mode and dot colour)
1) Backyard fires	0% (0/17)
2) Smoke from wood heaters	12% (2/17)

3) Fires on public locations (e.g., landfills)	53% (9/17)
4) Dust	41% (7/17)
5) Secondhand tobacco smoke	18% (3/17)
6) Other	47% (8/17)

Eight participants selected “Other” and an additional 10 concerns were collected, which are summarised as follows:

- Fire and smoke related (n=7)
 - Woodsmoke - Chimneys and flues need cleaning.
 - Woodsmoke - Broken fireplaces.
 - Woodsmoke - Broken areas that surround the flues in ceilings.
 - Smoke – setting of fires to tyres and other items at the tip.
 - Smoke smells in town.
 - Bush fire danger.
 - Smoke from bushfires sometimes an issue.
- Education (n=2)
 - Education around wood smoke and how to use wood heaters.
 - Education around respiratory conditions.
- Other (n=1)
 - when bins are set alight, it’s not happening so much now but it used to be quite frequent before police increased monitoring of this problem.

Service delivery by Council:

- The CASC building team completes the work orders received from the Department of Housing and Public Works, in relation to the house repairs that residents report (including heating infrastructure).

Key activities to achieve deliverables:

- Develop a Council Bushfire Management Plan.
- Develop and deliver educational resources for the community on the health impacts of air pollution from wood heaters and bushfires.
- Install air quality monitoring devices in the community.

Review

The key activities to achieve the deliverables have been broken into short term, medium term, long term, and ongoing actions, shown in appendix 1. Progress on the actions will be reviewed and reported to Council every six months.

Appendix 1

Timeline for key activities

Short term (one year)

- Develop a site-based management plan for the Cherbourg Sewage Treatment Plant and the effluent ponds.
- Commence a water quality monitoring program for the effluent ponds and irrigation pivot.
- Prepare report and presentation for CASC councillors to explain the Local Government responsibilities under the *Food Act 2006* by 31 December 2024.
- Investigate the option of allowing community members interested in commencing their own catering business to use a suitable kitchen (such as a Council owned premises) to operate their business from, so that a food licence can be issued.
- Review CASC fees and charges for food licences to determine if more categories, such as a discounted fee for charity or fundraising organisations, are required.
- Facilitate food hygiene training for the community members and for food businesses within the community.
- Develop a site-based management plan for the Cherbourg landfill.
- Implement a surveillance program for illegal dumping.
- Develop templates and resources to support the illegal dumping officer.
- Develop a waste policy (including waste collection, bin replacement).
- Finalise the MOU with the RSPCA.
- Develop and deliver education resources for the community about animal management and responsible pet ownership. Messages to be shared on social media, Council's website, and local radio with a different topic each month.
- Review Council's complaint forms and complaint procedures.
- Establish a complaint register.
- Develop a Council Bushfire Management Plan.
- Install air quality monitoring devices in the community.

Medium term (two years)

- Develop and deliver education resources for the community outlining the water treatment process and that town water is safe for human consumption.
- Develop and deliver education resources for the community on how to use and maintain septic tanks and how to report concerns with septic tanks (such as overflows).
- Established a non-licensable event register (for once-off food events, such a BBQs).

- Develop information/education resources for community groups, that hold temporary food events within the community.
- Investigate purchasing a temporary hand washing facility that community members can hire for temporary food stalls.
- Purchase Pest Management Technician equipment for the EHW (Licenced Pest Management Technician).
- EHW (licenced Pest Management Technician) to conduct pest management activities in public areas within community, where a public health risk is identified.
- Develop and deliver education resources for the community on how to prevent pests around their household and how to report pest concerns.
- Develop and deliver education resources for the community on waste matters (including the frequency of waste collection, how to replace/order wheelie bins, location of bins for collections).
- Develop and deliver education resources for the community on recycling matters (including the frequency of recycling collections, what can be recycled).
- Design a wrap with animal management messaging for the animal management vehicle.
- Develop a policy on the removal of dead animals within the community.
- Develop and deliver educational resources for the community on how tenants can report damaged health hardware to the Department of Housing and Public Works and the importance of ensuring that health hardware within households is in good working condition.
- Develop and deliver educational resources for the community on the health impacts of air pollution from wood heaters and bushfires.

Long term (three years)

- Work with relevant stakeholders to upgrade the Cherbourg Water Treatment Plant and water reticulation network (\$26 million has been awarded for the upgrades).
- Develop an Animal Management Policy.
- Implement an Environmental Health Referral Program, between local health services, Council, and Darling Down Public Health Unit.
- Investigate funding for a community laundromat.

Ongoing

- Undertake operational and verification monitoring in accordance with Cherbourg Drinking Water Quality Management Plan.
- Conduct three monthly inspections of the septic tanks within the community.
- Conduct fortnightly inspections of community public toilets.
- Conduct a least one inspection for each licensed food premises per financial year with Darling Downs Public Health Unit Environmental Health Officer.
- Issue food licences each financial year in accordance with *Food Act 2006* requirements.

- Conduct monthly community inspections to identify public health risks associated with pest management (such as overgrown allotments and ponding of water).
- Participate in mosquito surveillance activities including the deployment of GAT (Gravid *Aedes* Trap) mosquito traps for the period of November to April. Identification of specimens to be completed by Darling Downs Public Health Unit.
- EHW and AMW to hold/complete competency requirements for licencing as a Pest Management Technician.
- Conduct a weekly inspection of the landfill.
- Conduct an annual waste/recycling audit.
- Conduct an annual animal census by 30 September each year.
- Hold two visiting vet programs each year.
- Supply parasite treatments to all registered animal owners each month.
- Conduct a yard condition survey each month to ensure that fences and gates are intact and to that animals are kept securely in their yards.
- EHW and AMW to hold/complete the Certificate IV in Animal Regulation and Management, and Certificate III in Environmental Health.
- Conduct monthly inspections of creeks and water ways for public health risks.

JUMBUNNA (MEETING PLACE) CHERBOURG YOUTH JUSTICE CENTRE

DEPARTMENT OF YOUTH JUSTICE

3 VINCENT LAW SENIOR WAY, CHERBOURG, QLD, 4605



SHEET NUMBER	COVER SHEET	REV	REV DATE
A00-00	GENERAL NOTES	H	19/11/24
A00-01	SITE PLAN - EXISTING	C	19/11/24
A10-02	SITE PLAN - PROPOSED	G	19/11/24
A10-03	EXTERNAL WORKS PLAN	K	19/11/24
A10-04	GROUND FLOOR PLAN - EXISTING/DEMOLITION	J	19/11/24
A21-01	GROUND FLOOR PLAN - PROPOSED	H	19/11/24
A21-02	ROOF PLAN	K	19/11/24
A22-01	FLOOR SETOUT PLAN	F	19/11/24
A23-01	FURNITURE LAYOUT PLAN	C	19/11/24
A24-01	FLOOR FINISHES PLAN	F	19/11/24
A24-02	REFLECTED CEILING PLAN	F	19/11/24
A30-01	EXTERNAL BUILDING ELEVATIONS	C	19/11/24
A40-01	EXTERNAL CARPORT & TRAILER PARK ELEVATIONS	F	19/11/24
A40-02	BUILDING SECTIONS	C	19/11/24
A50-01	CARPORIT SECTIONS	F	19/11/24
A50-02	AMENITIES DETAILS	C	19/11/24
A60-01	KITCHEN DETAILS	A	19/11/24
A60-02	STORAGE AND MEETING ROOM JOINERY	A	19/11/24
A60-03	STAIR DETAILS	A	19/11/24
A65-01	RAMP DETAILS	A	19/11/24
A65-02	CONSTRUCTION DETAILS	A	19/11/24
A65-03	VERANDAH SCREEN DETAILS	A	19/11/24
A65-04	TRAILER PARKING SCREEN DETAILS	A	19/11/24
A65-05	CARPORIT SCREEN DETAILS	A	19/11/24
A70-01	DOOR & WINDOW SCHEDULE	C	19/11/24
A80-01	INTERNAL PERSPECTIVES	C	19/11/24
A90-00	EXTERNAL PERSPECTIVES	F	19/11/24

Grand total: 28

PRELIMINARY CONSTRUCTION ISSUE



ASPECT
MASTER PLANNING
ARCHITECTURE
INTERIORS

TOOWOOMBA SUNSHINE COAST
P. (07) 46 329 962 WWW.ASPECTAPM.NET
A.B.N 9607 1786948 BOAQ 4487

Project Number

240507



REAL PROPERTY DESCRIPTION:

LOT 355 ON SP280472
 PARISH OF CHERBOURG
 COUNTY OF FITZROY
 LOCAL AUTHORITY: ABORIGINAL SHIRE OF CHERBOURG
 SITE AREA: 3481 SQ.M

SITE DEMOLITION NOTES

REFER TO HYDRAULIC ENGINEERS DRAWINGS FOR DETAIL OF DISCONNECTION DETAILS OF HYDRAULIC SERVICES.
 ALL ELECTRICAL SERVICES ARE TO BE DEMOLISHED. REFER TO ELECTRICAL ENGINEERS DRAWINGS FOR CONNECTIONS TO BE MAINTAINED FOR ELECTRICAL SERVICES.

DO NOT SCALE DRAWINGS
 DIMENSIONS SHOWN ON THE DRAWINGS SHALL NOT BE OBTAINED BY SCALING THE DRAWINGS. ANY SETTING OUT DIMENSIONS SHOWN ON THE DRAWINGS SHALL BE CHECKED BY THE CONTRACTOR BEFORE CONSTRUCTION.
 DIMENSIONS SHOWN ON ELEVATIONS DO NOT INCLUDE INTERNAL WALL SHEETING OR EXTERNAL WALL CLADDING UNLESS NOTED OTHERWISE.
 * CONTRACTOR TO REVIEW & INSPECT BEFORE COMMENCEMENT OF CONSTRUCTION.

CONTRACTOR NOTES
 * CONTRACTOR AND ALL SUBCONTRACTORS TO CHECK ALL DIMENSIONS AND EXISTING CONDITIONS BEFORE COMMENCEMENT OF WORK.
 * ALL DAMAGE CAUSED BY CONTRACTOR SHALL BE MADE GOOD AT THEIR EXPENSE.
 * ALL WORKMANSHIP IS TO COMPLY IN ALL RESPECTS WITH THE RELEVANT AUSTRALIAN STANDARDS.
 * REPORT ANY CODES OF PRACTICE (ON DRAWINGS OR ON SITE) TO ASPECT BEFORE COMMENCING ON CONTIGUOUS CONTRACTS.
 * CONTRACTOR TO VERIFY ALL MATERIALS AND SERVICES TO BE USED IN ALL WORK.
 * CONTRACTOR TO VERIFY ALL MATERIALS AND SERVICES TO BE USED IN ALL WORK.
 * CONTRACTOR TO VERIFY ALL MATERIALS AND SERVICES TO BE USED IN ALL WORK.
 * CONTRACTOR TO VERIFY ALL MATERIALS AND SERVICES TO BE USED IN ALL WORK.

START/END DATE
 CONTRACTOR TO VERIFY ALL MATERIALS AND SERVICES TO BE USED IN ALL WORK.
 CONTRACTOR TO VERIFY ALL MATERIALS AND SERVICES TO BE USED IN ALL WORK.
 CONTRACTOR TO VERIFY ALL MATERIALS AND SERVICES TO BE USED IN ALL WORK.

CLIENT NOTE
 CONTRACTOR TO VERIFY ALL MATERIALS AND SERVICES TO BE USED IN ALL WORK.

ENGINEER NOTE
 CONTRACTOR TO VERIFY ALL MATERIALS AND SERVICES TO BE USED IN ALL WORK.

SITE LEGEND
 EXISTING STRUCTURES TO REMAIN
 EXISTING TREES TO REMAIN
 EXISTING TREES TO BE REMOVED

SERVICES LEGEND
 CONCRETE SERVICES
 DRAINAGE SERVICES
 ELECTRICAL SERVICES
 ELECTRICAL OVERHEAD SERVICES
 OPTIC FIBRE SERVICES
 WATER SERVICES
 WATER METER
 DRAIN TRAP
 TELEPHONE PIT
 POWER POLE

GENERAL NOTES
 1. DO NOT SCALE DRAWINGS
 2. SETTING OUT DIMENSIONS SHALL NOT BE OBTAINED BY SCALING THE DRAWINGS.
 3. ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH THE RELEVANT AUSTRALIAN STANDARDS.
 4. CONTRACTOR TO VERIFY ALL MATERIALS AND SERVICES TO BE USED IN ALL WORK.
 5. CONTRACTOR TO VERIFY ALL MATERIALS AND SERVICES TO BE USED IN ALL WORK.

NOTES
 THE DRAWINGS SHALL BE PREPARED IN ACCORDANCE WITH THE RELEVANT AUSTRALIAN STANDARDS.
 ALL DIMENSIONS SHALL BE OBTAINED BY SCALING THE DRAWINGS.
 CONTRACTOR TO VERIFY ALL MATERIALS AND SERVICES TO BE USED IN ALL WORK.

GENERAL NOTES
 1. DO NOT SCALE DRAWINGS
 2. SETTING OUT DIMENSIONS SHALL NOT BE OBTAINED BY SCALING THE DRAWINGS.
 3. ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH THE RELEVANT AUSTRALIAN STANDARDS.
 4. CONTRACTOR TO VERIFY ALL MATERIALS AND SERVICES TO BE USED IN ALL WORK.
 5. CONTRACTOR TO VERIFY ALL MATERIALS AND SERVICES TO BE USED IN ALL WORK.



1 SITE PLAN - EXISTING
 1:200

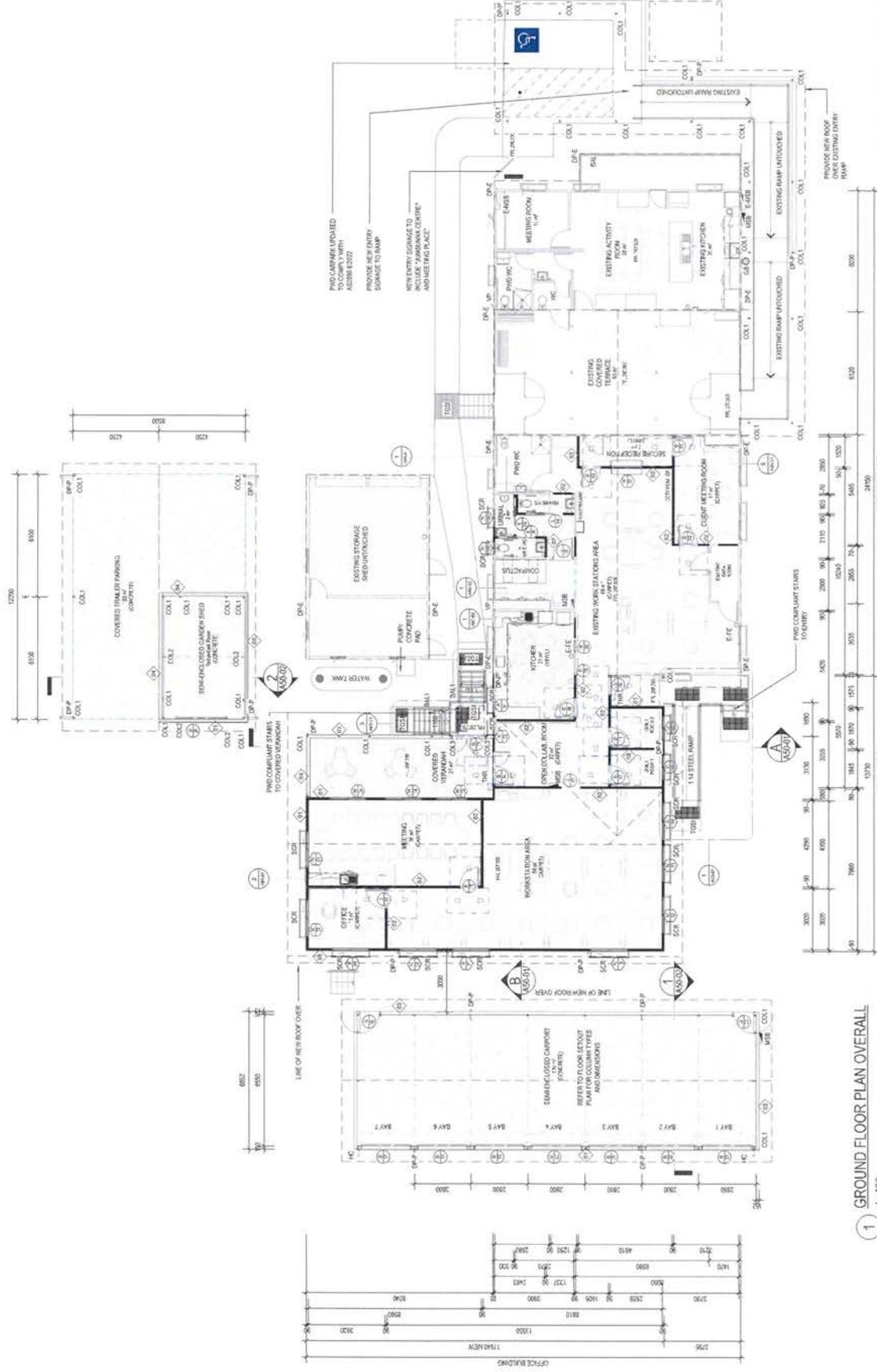
NOT FOR CONSTRUCTION
PRELIMINARY CONTRACT DESIGN
 THE GENERAL NOTES ON SHEET: A00-01

Designer	KS	Sheet Name	SITE PLAN - EXISTING
Drawn by	KS	Stage	CD
Checked by	BB	Sheet Number	A10-02
Project Number	240507	Client Signature	
		Plot Date	19/11/24
		Scale	1:200
			A1

DEPARTMENT OF YOUTH JUSTICE
 JUMBUNNA (MEETING PLACE) CHERBOURG YOUTH JUSTICE CENTRE
 3 VINCENT LAW SENIOR WAY, CHERBOURG, QLD, 46005



No	Date	Amendment
B	31/07/24	80% SD Coordination
C	01/09/24	100% SD Issue
D	20/09/24	DD Base Plans
E	28/10/24	Developed Design Issue
F	04/11/24	This Update
G	19/11/24	80% CD Issue



1 GROUND FLOOR PLAN OVERALL
1 : 100

NOT FOR CONSTRUCTION
PRELIMINARY CONTRACT DESIGN
IMPORTANT: ALL DRAWINGS MUST BE PRINTED IN COLOUR & READ IN CONJUNCTION WITH THE GENERAL NOTES ON SHEET: A00-01

Designer	KS	Sheet Name	GROUND FLOOR PLAN - PROPOSED
Drawn by	KS	Stage	CD
Checked by	BB	Sheet Number	A21-02
Project Number	240507	Client Signature	
Revision	K	Plot Date	19/11/24
		Scale	1 : 100

DEPARTMENT OF YOUTH JUSTICE
JUMBUNNA (MEETING PLACE) CHERBOURG YOUTH JUSTICE CENTRE
3 VINCENT LAW SENIOR WAY, CHERBOURG, QLD, 4605



GENERAL NOTES:
THE DRAWING IS TO BE USED IN ACCORDANCE WITH THE STANDARDS AND REQUIREMENTS SET BY THE RELEVANT LOCAL AUTHORITY. THE DRAWINGS ARE FOR INFORMATION ONLY AND DO NOT CONSTITUTE A CONTRACT. ANY CHANGES TO THE DESIGN SHALL BE MADE BY A REVISION TO THIS DRAWING. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT LOCAL AUTHORITY. THE DRAWINGS ARE FOR INFORMATION ONLY AND DO NOT CONSTITUTE A CONTRACT. ANY CHANGES TO THE DESIGN SHALL BE MADE BY A REVISION TO THIS DRAWING. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT LOCAL AUTHORITY.

No	Date	Amendment
E	23/09/24	Updated SD Issue
F	20/09/24	DO Basis Plans
G	21/10/24	80% DD Plans
H	29/10/24	Developed Design Issue
I	04/11/24	Title Update
J	19/11/24	Slab & Ramp Update
K	19/11/24	80% CD Issue

- WALL LEGEND:**
- 100mm WALL WITH FINISH THICKNESS TO BE CONFIRMED ON SITE
 - EXTERNAL INTERNAL - 20mm STEEL FRAMED WALL SHEETED INTERNALLY WITH PLASTERBOARD - PAINT FINISH REFER TO EXISTING FOR EXTERNAL FINISH
 - INTERNAL - 100mm BRICK WITH EXTERNAL FINISH SHEETED INTERNALLY WITH PLASTERBOARD - PAINT FINISH WATER RESISTANT PLASTERBOARD TO WET AREAS - PAINT FINISH
 - EXTERNAL PERFORATED SCREEN STRUCTURE - TITELZ FRAMING TO STRUCTURAL SUPPORTS DETAILS SHEETED EXTERNALLY WITH 100mm PERFORATED SCREENING
 - EXTERNAL PERFORATED SCREEN STRUCTURE - TITELZ SHEETED EXTERNALLY WITH 100mm PERFORATED SCREENING

WALL REVISION NOTE:
REGULATION TO ALL NEW EXTERNAL WALLS. REFER TO ENERGY EFFICIENCY REPORT FOR WALL INSULATION VALUES WITHIN EXTERNAL WALLS PERFORMANCE WITH SECTION 1 OF THE NCC.

SEALING AND THERMAL BREAK NOTE:
THERMAL BREAK TO EXTERNAL WALLS AS REQUIRED IN ACCORDANCE WITH ACC REQUIREMENTS.

FINISH DETAILS:
ALL PRODUCTS TO BE FINISH IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATION. REFER TO PRODUCT INSTALLATION MANUALS FOR FURTHER DETAIL.

COLOR SELECTIONS:
INTERNAL AND EXTERNAL FINISH AND COLOR SELECTIONS ON INTERNAL AND EXTERNAL WALLS TO BE PROVIDED TO ALL REQUIRED AREAS IN ACCORDANCE WITH THE BUILDING ACT 1975 & AS/NZS 4454.4.

DETAIL LEGEND:

- FINISH DOOR CIRCULATION SPACE TO COMPLY WITH AS/NZS 1500
- INDICATES FINISH DIRECTINGS ASSOCIATED WITH FINISH

SANITARY PROVISIONS

TOILETS	BATHS	SHOWERS	TOTAL
2	1	1	4
TOTAL			4

OCCUPANCY

REQUIRED	ACTUAL	MAX OCCUPANCY	MIN OCCUPANCY
4	4	25	1
TOTAL MAX OCCUPANCY		69	25

ABBREVIATIONS LEGEND

- BAL BALUSTRADE
- COL1 COLUMN, SHS TO ENGINEER'S DETAIL
- COL2 COLUMN, PFC TO ENGINEER'S DETAIL
- COL3 COLUMN, RHS TO ENGINEER'S DETAIL
- DP-E DOWN PIPE, EXISTING
- E-FE EXISTING FIRE EXTINGUISHER RELOCATED
- E-MSB EXISTING MAIN SWITCH BOARD
- GB GAS BOTTLE
- HC HOSE COCK
- MSB MAIN SWITCH BOARD
- SCR NEW WINDOW PERFORATED SHADE SCREEN
- TCSI TACTILE GROUND SURFACE INDICATOR
- THR THRESHOLD RAMP
- VP VENT PIPE

AREA TABLE

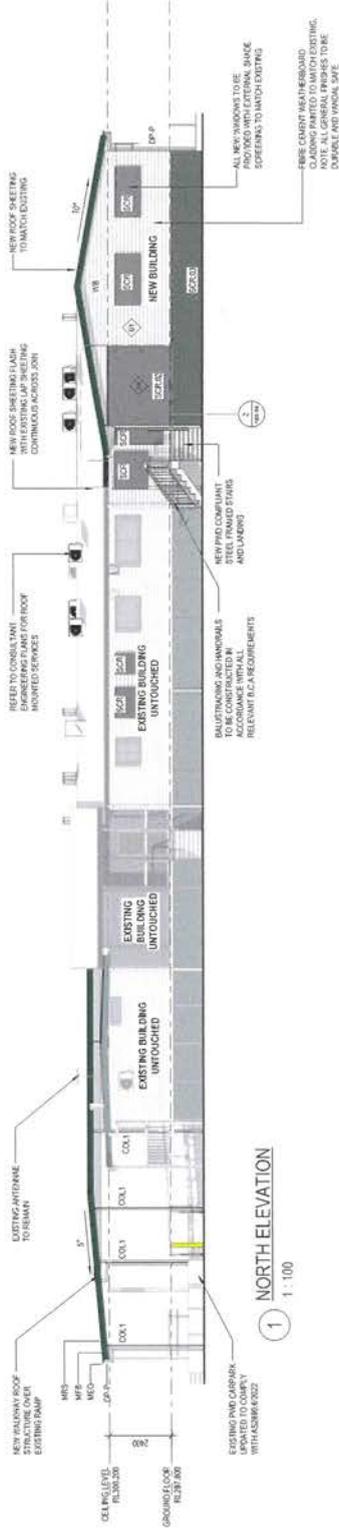
EXISTING EXTERNAL GFA	EXISTING INTERNAL GFA	PROPOSED EXTERNAL GFA	PROPOSED INTERNAL GFA	PROPOSED SEMI-ENCLOSED EXTERNAL GFA	Gross BSA
23.35 m ²	200.51 m ²	11.66 m ²	181.21 m ²	28.42 m ²	528.81 m ²

ABBREVIATIONS LEGEND

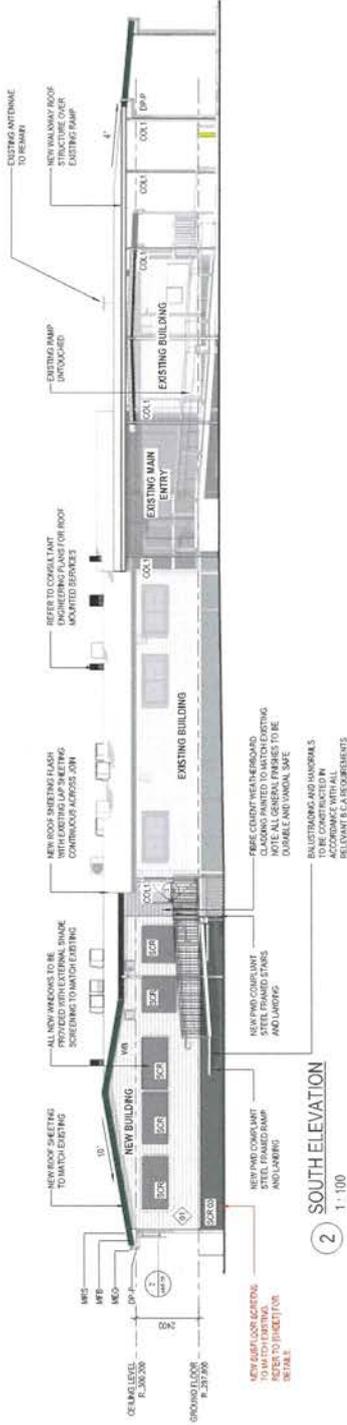
- BAL BALUSTRADE
- COL.1 COLUMN, SHS TO ENGINEER'S DETAIL
- DP-P DOWN PIPE, PROPOSED
- MEG METAL ENAVES GUTTER
- MFB METAL FASCIA BOARD
- MRS METAL ROOF SHEET
- SCR NEW WINDOW PERFORATED SHADE SCREEN
- SCR.02 PERFORATED SCREENING, TYPE 2
- SCR.03 PERFORATED SCREENING, TYPE 3
- WB FIRE CEMENT WEATHERBOARD, LOOK CLADDING, PAINT TO MATCH EXISTING

NOTE: BALUSTRADES TO BE INSTALLED IN ACCORDANCE WITH I.C.A. REQUIREMENTS IF ABOVE FINISHED NATURAL SURFACE LEVEL.

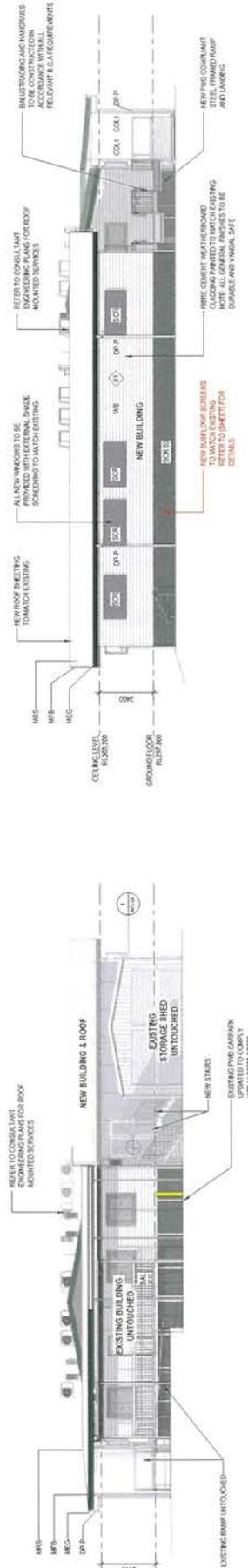
NOTES:
 ALL NEW WINDOWS TO BE FITTED WITH SECURITY SCREENS TO BOTH INTERNAL AND EXTERNAL.
 ALL NEW WINDOWS TO BE PROVIDED WITH EXTERNAL SHADE SCREENS TO MATCH EXISTING.
 ALL GENERAL FINISHES TO BE DURABLE AND VANDAL SAFE.



1 NORTH ELEVATION
1 : 100



2 SOUTH ELEVATION
1 : 100



3 EAST ELEVATION
1 : 100

4 WEST ELEVATION
1 : 100

NOT FOR CONSTRUCTION

PRELIMINARY CONTRACT DESIGN

IMPORTANT: ALL DRAWINGS MUST BE PRINTED IN COLOUR & READ IN CONJUNCTION WITH THE GENERAL NOTES ON SHEET: A00-01

Designer	KS	Sheet Name	EXTERNAL BUILDING ELEVATIONS
Drawn by	KS	Stage	CD
Checked by	BB	Sheet Number	A40-01
Project Number	240507	Client Signature	
Revision	F	Plot Date	19/11/24
		Scale	1 : 100

DEPARTMENT OF YOUTH JUSTICE
 JUMBUNNA (MEETING PLACE) CHERBOURG YOUTH JUSTICE CENTRE
 3 VINCENT LAW SENIOR WAY, CHERBOURG, QLD, 46005

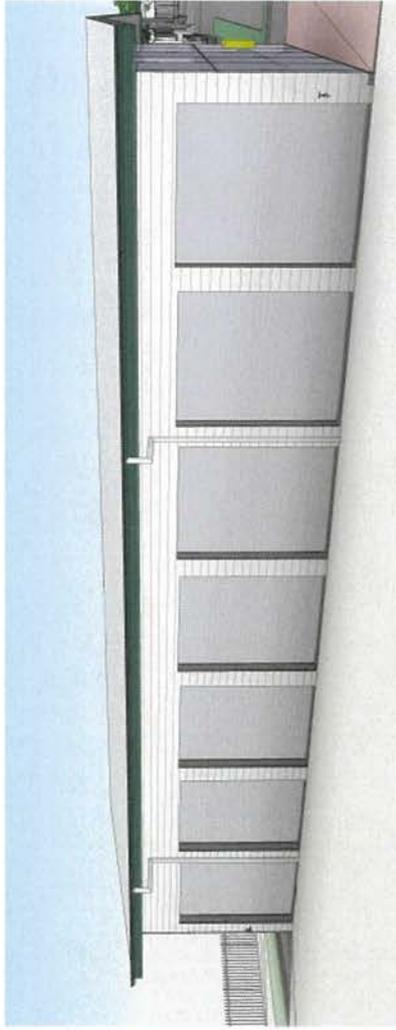


GENERAL NOTES:
 THE DRAWING HAS BEEN PREPARED IN ACCORDANCE WITH THE I.C.A. REQUIREMENTS AND APPROVED BY THE RELEVANT LOCAL AUTHORITY. THE DRAWING IS VALID FOR THE PROJECT ONLY AND IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN PERMISSION OF ASPECT.

No	Date	Amendment
A	12/07/24	Base Sub-Consultant Issue
B	5/06/24	100% SD Issue
C	20/02/24	DD Base Plans
D	29/10/24	Developed Design Issue
E	04/11/24	Title Update
F	19/11/24	80% CD Issue



1 FRONT VIEW



3 CARPORT VIEW



2 BACK VIEW

No.	Date	Amendment
A	12/07/24	Issue Site-Consultant
B	30/06/24	100% SD Issue
C	20/09/24	DD Base Plans
D	28/10/24	Developed Design Issue
E	04/11/24	Title Update
F	19/11/24	80% CD Issue

IMPORTANT NOTES
 THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF THE BUILDING STANDARDS ACT 2015 AND THE BUILDING STANDARDS REGULATIONS 2015. THE DRAWINGS SHALL BE MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE BUILDING STANDARDS ACT 2015 AND THE BUILDING STANDARDS REGULATIONS 2015. THE DRAWINGS ARE THE PROPERTY OF ASPECT ARCHITECTURE INTERIORS AND SHALL BE KEPT IN CONFIDENCE. THE DRAWINGS ARE NOT TO BE USED FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN PERMISSION OF ASPECT.

NOTE: THE PROVISIONS OF THE BUILDING STANDARDS ACT 2015 AND THE BUILDING STANDARDS REGULATIONS 2015 DO NOT APPLY TO THE CONSTRUCTION OF THIS BUILDING.
 ASPECT ARCHITECTURE INTERIORS
 10/17/18 22/24
 A & M ARCHITECTS
 (Pty) Ltd



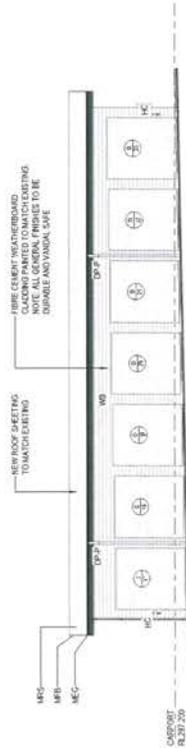
DEPARTMENT OF YOUTH JUSTICE
 JUMBUNNA (MEETING PLACE) CHERBOURG YOUTH JUSTICE CENTRE
 3 VINCENT LAW SENIOR WAY, CHERBOURG, QLD, 4605

Designer	KS	KS	KS	KS
Drawn by	KS	KS	KS	KS
Checked by	BB	BB	BB	BB
Project Number	240507			
Client Signature				
Sheet Number	A90-00			
Revision	F			
Hi Date	19/11/24			
Scale	A1			

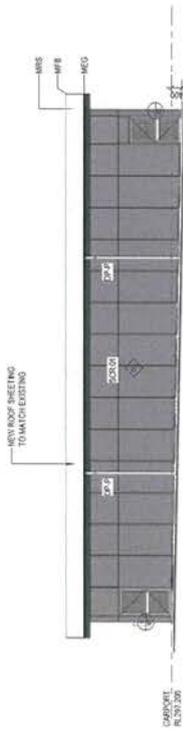
NOT FOR CONSTRUCTION
PRELIMINARY CONTRACT DESIGN
 ALL DRAWINGS MUST BE PRINTED IN COLOUR & READ IN CONJUNCTION WITH THE GENERAL NOTES ON SHEET: A00-01

ABBREVIATIONS LEGEND

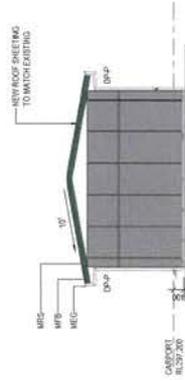
- COL1 COLUMN, SHS TO ENGINEERS DETAIL
- DP-P DOWN PIPE, PROPOSED
- HC HOSE COCK
- MES METAL EAVES GUTTER
- MFB METAL FASCIA BOARD
- MFR METAL ROOF SHEET
- MSB MAIN SWITCH BOARD
- SCR-01 PERFORATED SCREENING, TYPE 1
- SCR-02 PERFORATED SCREENING, TYPE 2
- WB FIBRE CEMENT WEATHERBOARD LOOK
- CLADDING, PAINT TO MATCH EXISTING



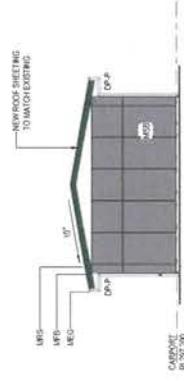
1 CARPORT ELEVATION WEST
1:100



2 CARPORT ELEVATION EAST
1:100



3 CARPORT ELEVATION NORTH
1:100



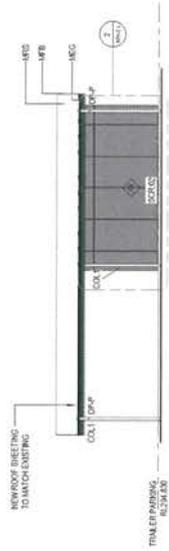
4 CARPORT ELEVATION SOUTH
1:100



5 TRAILER PARKING WEST
1:100



6 TRAILER PARKING EAST
1:100



7 TRAILER PARKING NORTH
1:100



8 TRAILER PARKING SOUTH
1:100

No	Date	Amendment
A	29/10/24	Developed Design Issue
B	04/11/24	Title Update
C	19/11/24	80% CD Issue

GENERAL NOTES
THIS DRAWING HAS BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF THE ARCHITECTURE ACT 2006 AND THE ARCHITECTURE REGULATIONS 2006. THE ARCHITECT'S LIABILITY IS LIMITED TO THE COST OF SERVICES PROVIDED AND DOES NOT INCLUDE THE COST OF OBTAINING PERMITS OR THE COST OF OBTAINING ANY OTHER SERVICES. THE ARCHITECT'S LIABILITY IS LIMITED TO THE COST OF SERVICES PROVIDED AND DOES NOT INCLUDE THE COST OF OBTAINING PERMITS OR THE COST OF OBTAINING ANY OTHER SERVICES. THE ARCHITECT'S LIABILITY IS LIMITED TO THE COST OF SERVICES PROVIDED AND DOES NOT INCLUDE THE COST OF OBTAINING PERMITS OR THE COST OF OBTAINING ANY OTHER SERVICES.



ASPECT
MASTER PLANNING
ARCHITECTURE
INTERIORS

TRONSWOOD
P.O. BOX 225 962
A.B.N. 60 001 009 000
Phone: 08 840 4407

DEPARTMENT OF YOUTH JUSTICE
JUMBUNNA (MEETING PLACE) CHERBOURG YOUTH JUSTICE CENTRE
3 VINCENT LAW SENIOR WAY, CHERBOURG, QLD, 4605

Designer	KS	Sheet Name	EXTERNAL CARPORT & TRAILER PARK ELEVATIONS
Drawn by	KS	Stage	CD
Checked by	BB	Sheet Number	A40-02
Project Number	240507	Client Signature	
Plot Date	19/11/24	Revision	C
Scale	1:100	Plot Date	19/11/24
Scale	1:100	Revision	C

IMPORTANT: ALL DRAWINGS MUST BE PRINTED IN COLOUR & READ IN CONJUNCTION WITH THE GENERAL NOTES ON SHEET: A00-01

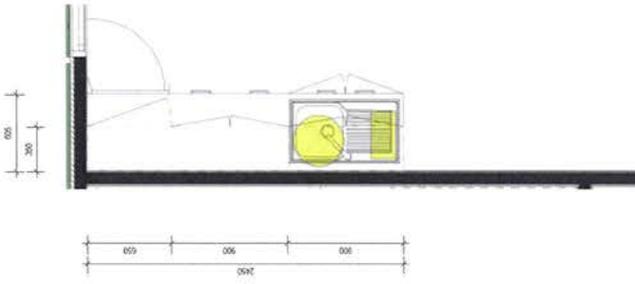
NOT FOR CONSTRUCTION

PRELIMINARY CONTRACT DESIGN

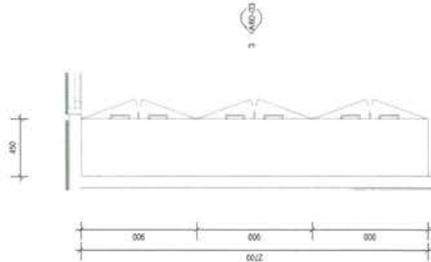


ABBREVIATIONS LEGEND

- FR REFRIGERATOR
- N-SNK NEW DOUBLE BOWL SINK

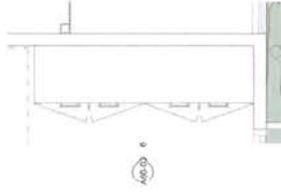


1 STORAGE ENLARGED PLAN
1:20

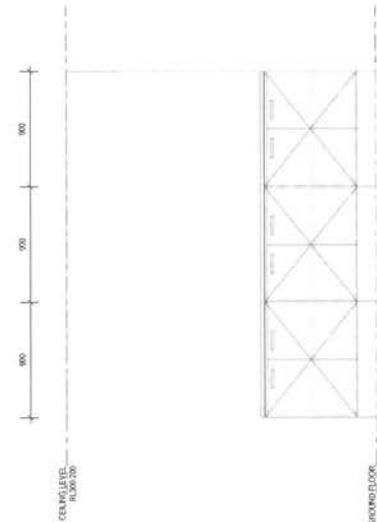


2 MEETING ROOM COFFEE STATION ENLARGED PLAN
1:20

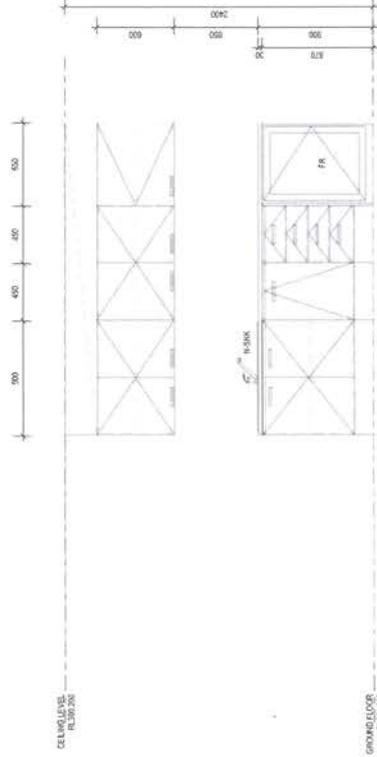
5 GROUND FLOOR PLAN OVERALL - Callout 1
1:20



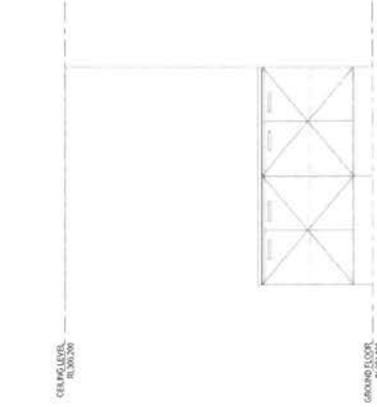
6 Elevation 1 - a
1:20



3 STORAGE ELEVATION
1:20



4 MEETING ROOM COFFEE STATION ELEVATION
1:20



5 GROUND FLOOR PLAN OVERALL - Callout 1
1:20

No.	Date	Amendment
A	19/11/24	80% CD Issue

DISCLAIMER
THE DRAWING IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION. THE DRAWING IS THE PROPERTY OF ASPECT ARCHITECTURE INTERIORS AND IS NOT TO BE REPRODUCED OR COPIED IN ANY FORM OR BY ANY MEANS WITHOUT THE WRITTEN PERMISSION OF ASPECT.



DEPARTMENT OF YOUTH JUSTICE
JUMBUNNA (MEETING PLACE), CHERBOURG YOUTH JUSTICE CENTRE
3 VINCENT LAW SENIOR WAY, CHERBOURG, QLD, 4605

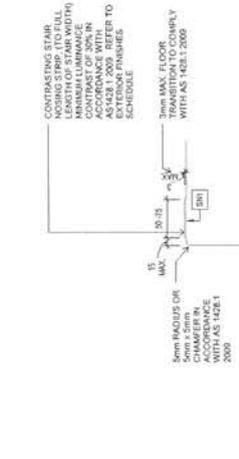
Designer	Author	Project Number	Client Signature
Drawn by	Checked by	246507	
Stage	Checker	CD	
Sheet Number	Revision	A60-03	
Plot Date	Scale	19/11/24	1:20
			A1

NOT FOR CONSTRUCTION
PRELIMINARY CONTRACT DESIGN
IMPORTANT: ALL DRAWINGS MUST BE PRINTED IN COLOUR & READ IN CONJUNCTION WITH THE GENERAL NOTES ON SHEET: A00-01



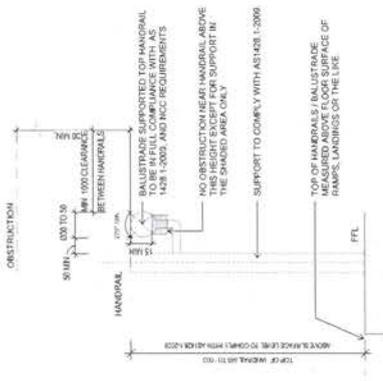
ABBREVIATIONS LEGEND

- BAL BALUSTRADE
- BAL1 BALUSTRADE TYPE 1
- BAL3 BALUSTRADE TYPE 3
- TGSS TACTILE GROUND SURFACE INDICATOR



STAIR NOSING STRIP - TYPICAL DETAIL
1:5

BAL1 TYPICAL DETAIL
1:5



BAL3 TYPICAL DETAIL
1:5

CONCRETE STAIRS DETAIL PLAN
1:25

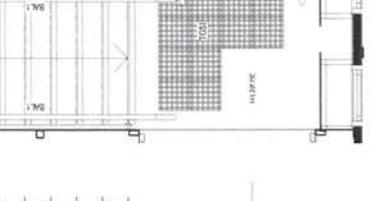
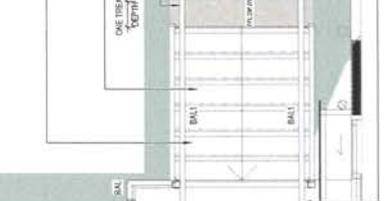
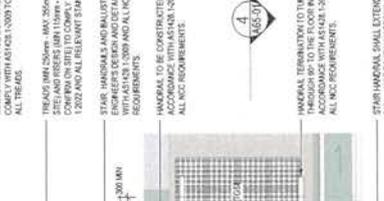
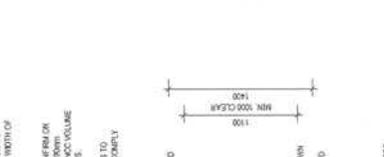
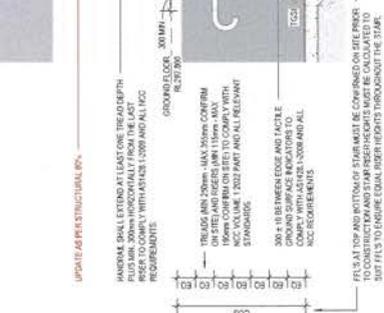
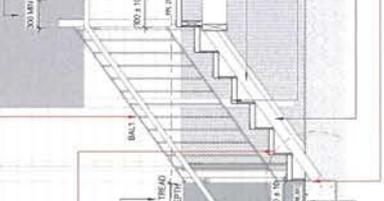


CONCRETE STAIRS DETAIL SECTION
2:1:25



CONCRETE STAIRS DETAIL SECTION
2:1:25

CONCRETE STAIRS DETAIL SECTION
2:1:25



NOT FOR CONSTRUCTION
PRELIMINARY CONTRACT DESIGN
 IMPORTANT: ALL DRAWINGS MUST BE PRINTED IN COLOUR & READ IN CONJUNCTION WITH THE GENERAL NOTES ON SHEET: A00-01

4 TYPICAL STAIR DETAILS SECTION
1:25

1 CONCRETE STAIRS DETAIL PLAN
1:25

2 CONCRETE STAIRS DETAIL SECTION
2:1:25

3 ENLARGED STAIR PLAN
1:25

4 TYPICAL STAIR DETAILS SECTION
1:25

1 CONCRETE STAIRS DETAIL PLAN
1:25

2 CONCRETE STAIRS DETAIL SECTION
2:1:25

No	Date	Amendment
A	19/11/24	80% CDD Issue

ASPECT
 MASTER PLANNING
 ARCHITECTURE
 INTERIORS

Queensland Government

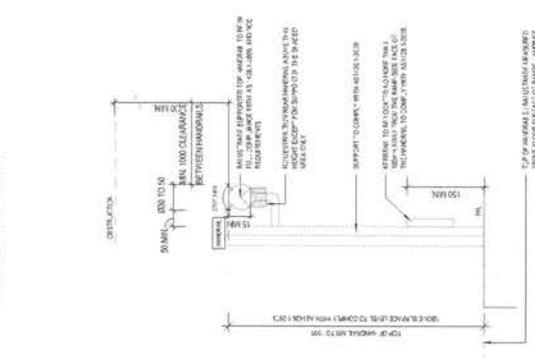
DEPARTMENT OF YOUTH JUSTICE
JUMBUNNA (MEETING PLACE) CHERBOURG YOUTH JUSTICE CENTRE
 3 VINCENT LAW SENIOR WAY, CHERBOURG, QLD, 4805

STAIR DETAILS
 Sheet Number: A65-01
 Stage: CD
 Designer: Author
 Checked by: Checker
 Project Number: 240507
 Client Signature: [Signature]
 Per Date: 19/11/24
 Scale: As indicated

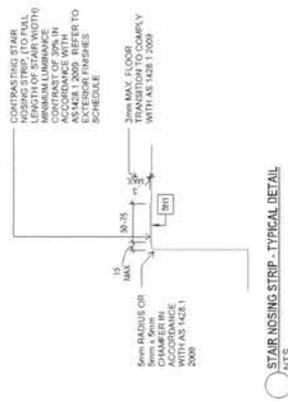
Revision	19/11/24	As indicated
Revision	A	A1

ABBREVIATIONS LEGEND
 BAL1 BALUSTRADE, TYPE 1
 BAL2 BALUSTRADE, TYPE 2
 TCSI TACTILE GROUND SURFACE INDICATOR

STAIR AND RAMP NOTES:
 ALL STAIRS AND RAMP LANDING TO BE CONSTRUCTED IN ACCORDANCE WITH AUSTRALIAN STANDARDS AND ALL MCC REQUIREMENTS.



BAL2 TYPICAL DETAIL
1:5



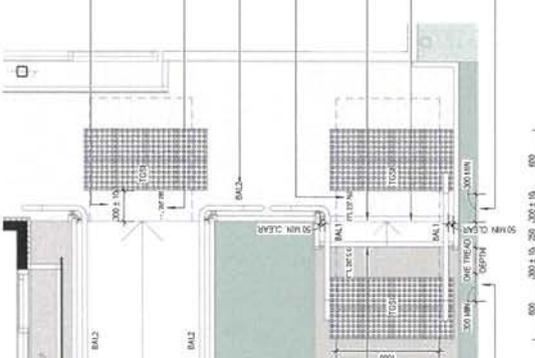
STAR NOSING STRIP - TYPICAL DETAIL
1:5

ALL STAIRS AND RAMP LANDING TO BE CONSTRUCTED IN ACCORDANCE WITH AUSTRALIAN STANDARDS AND ALL MCC REQUIREMENTS.

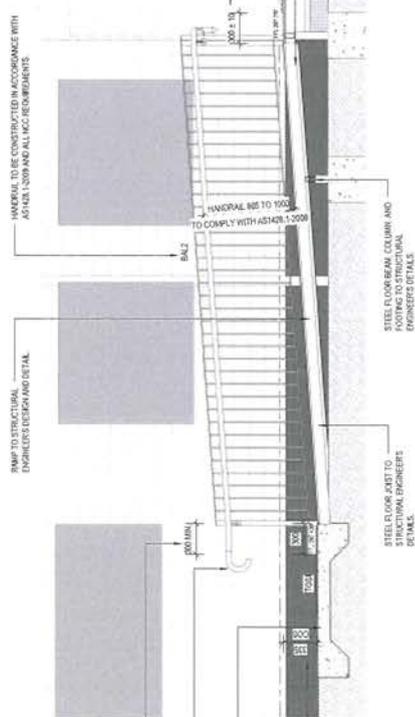
STAIR HANDRAIL SHALL EXTEND MIN. 300mm HORIZONTALLY FROM THE END OF THE STAIR TO COMPLY WITH AS 1428.1:2009 AND ALL MCC REQUIREMENTS.

STAIR HANDRAIL SHALL EXTEND MIN. 300mm HORIZONTALLY FROM THE END OF THE STAIR TO COMPLY WITH AS 1428.1:2009 AND ALL MCC REQUIREMENTS.

STAIR HANDRAIL SHALL EXTEND MIN. 300mm HORIZONTALLY FROM THE END OF THE STAIR TO COMPLY WITH AS 1428.1:2009 AND ALL MCC REQUIREMENTS.



1 ENLARGED RAMP PLAN
1:25



2 RAMP DETAILS SECTION
1:25

NOT FOR CONSTRUCTION
PRELIMINARY CONTRACT DESIGN
 ALL DRAWINGS MUST BE PRINTED IN COLOUR & READ IN CONJUNCTION WITH THE GENERAL NOTES ON SHEET: A00-01

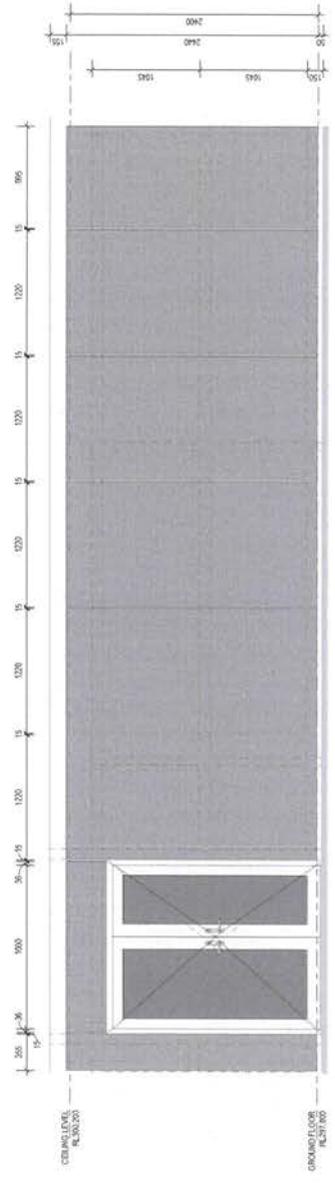
Designer	Author	Checked by	Client Signature
Designer	Author	Checked by	Client Signature
Stage	Sheet Number	Revision	Plot Date
CD	A65-02	A	19/11/24
Project Number	240507	Scale	As indicated
			A1

DEPARTMENT OF YOUTH JUSTICE
 JUMBUNNA (MEETING PLACE) CHERBOURG YOUTH JUSTICE CENTRE
 3 VINCENT LAW SENIOR WAY, CHERBOURG, QLD, 4805

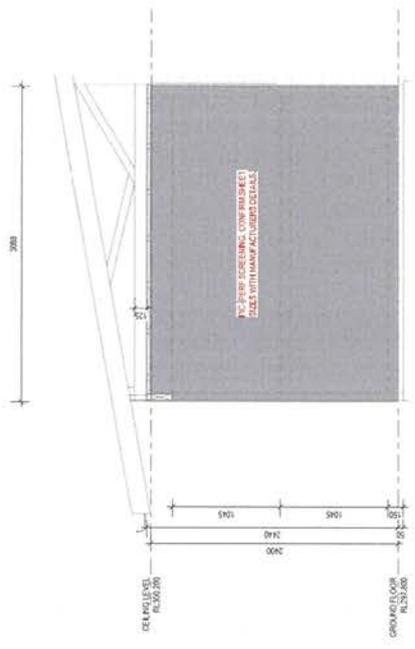
ASPECT
 MASTER PLANNING ARCHITECTURE INTERIORS

Queensland Government
 UJA
 UJA Queensland
 UJA Queensland
 UJA Queensland

GENERAL NOTES:
 THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE AUSTRALIAN STANDARDS AND ALL MCC REQUIREMENTS. THE DRAWINGS SHALL BE MADE AVAILABLE TO THE RELEVANT LOCAL AUTHORITY. THESE DRAWINGS ARE FOR INFORMATION ONLY AND ARE NOT TO BE USED FOR CONSTRUCTION. CONTRACTORS ARE TO REFER ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK. ANY DIMENSIONS NOT SHOWN ARE TO BE AS SHOWN ON THE DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT LOCAL AUTHORITY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT LOCAL AUTHORITY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT LOCAL AUTHORITY.



① VERANDAH SCREEN - EAST ELEVATION
1:25



② VERANDAH SCREEN - NORTH ELEVATION
1:25

NOT FOR CONSTRUCTION

PRELIMINARY CONTRACT DESIGN

IMPORTANT: ALL DRAWINGS MUST BE PRINTED IN COLOUR & READ IN CONJUNCTION WITH THE GENERAL NOTES ON SHEET: A00-01

Design Name	VERANDAH SCREEN DETAILS
Stage	CD
Sheet Number	A65-04
Revision	A
Client Signature	
Project Number	240507
PIG Date	19/11/24
Scale	1:25
	A1

DEPARTMENT OF YOUTH JUSTICE
 JUMBUNNA (MEETING PLACE) CHERBOURG YOUTH JUSTICE CENTRE
 3 VINCENT LAW SENIOR WAY, CHERBOURG, QLD, 46005

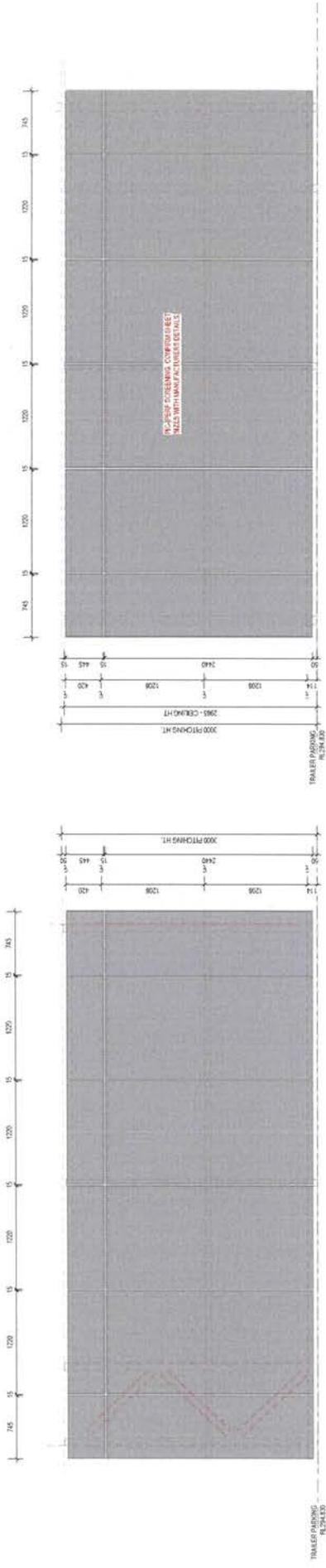


GENERAL NOTES:
 THE PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF THE ARCHITECTURE ACT 2006 AND THE ARCHITECTURE REGULATIONS 2006. ASPECT DESIGN STUDIOS HAS APPROVED THIS DRAWING FOR CONSTRUCTION. THE DRAWING IS THE PROPERTY OF ASPECT DESIGN STUDIOS AND IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF ASPECT.
 CONTRACTORS ARE TO VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK. DIMENSIONS ARE PROTECTED BY THE LAWS OF COPYRIGHT AND WITHOUT THE WRITTEN PERMISSION OF ASPECT.

NO.16
 TO: DEPARTMENT OF YOUTH JUSTICE
 179 WINDMILLS, SUITE 14, 325 RAE AVE, MELB 3045 (VIC) AUSTRALIA
 FROM: ASPECT DESIGN STUDIOS
 DATE: 19/11/24
 DRAWN BY: [Name]
 CHECKED BY: [Name]

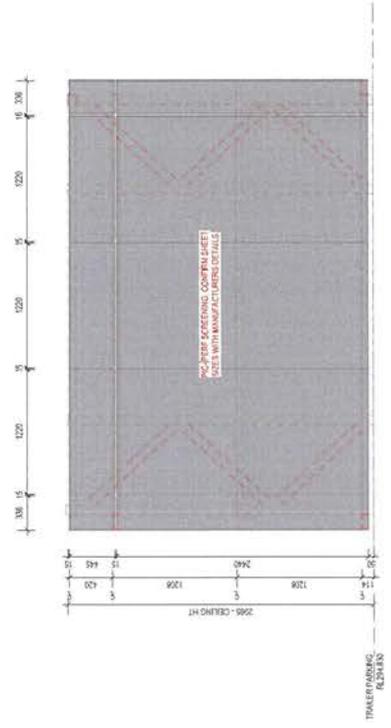
NO.17
 TO: DEPARTMENT OF YOUTH JUSTICE
 179 WINDMILLS, SUITE 14, 325 RAE AVE, MELB 3045 (VIC) AUSTRALIA
 FROM: ASPECT DESIGN STUDIOS
 DATE: 19/11/24
 DRAWN BY: [Name]
 CHECKED BY: [Name]

No.	Date	Amendment
A	19/11/24	80% CD Issue



1 TRAILER PARKING SCREEN - SOUTH ELEVATION
1:25

2 TRAILER PARKING SCREEN - NORTH ELEVATION
1:25



3 TRAILER PARKING SCREEN - EAST ELEVATION
1:25

NOT FOR CONSTRUCTION

PRELIMINARY CONTRACT DESIGN

IMPORTANT: ALL DRAWINGS MUST BE PRINTED IN COLOUR & READ IN CONJUNCTION WITH THE GENERAL NOTES ON SHEET: A00-01

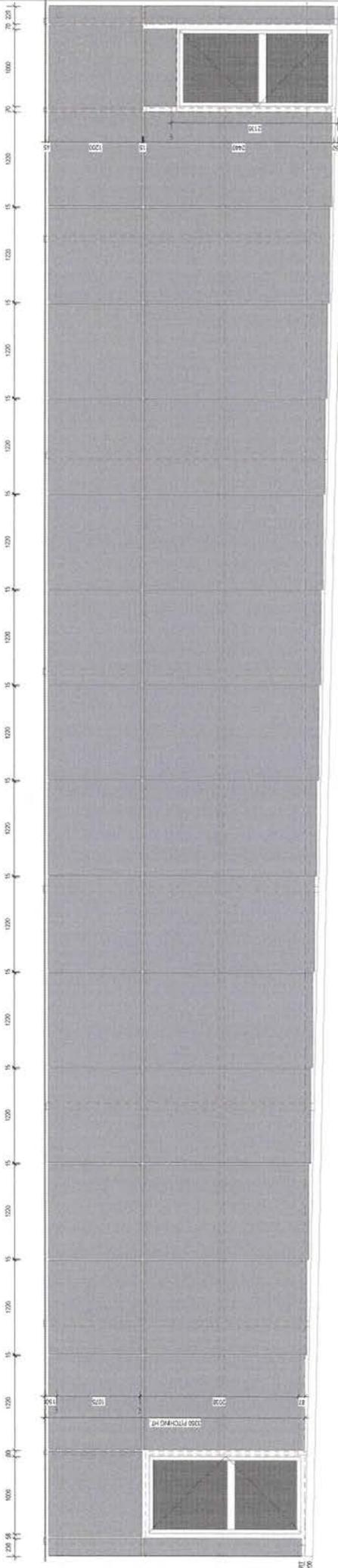
Sheet Name	TRAILER PARKING SCREEN DETAILS
Designer	Author
Drawn by	Checked by
Project Number	240507
Stage	CD
Sheet Number	A65-05
Revision	A
Client Signature	
Project Date	19/11/24
Scale	1:25

DEPARTMENT OF YOUTH JUSTICE
JUMBUNNA (MEETING PLACE) CHERBOURG YOUTH JUSTICE CENTRE
3 VINCENT LAW SENIOR WAY, CHERBOURG, QLD, 46005

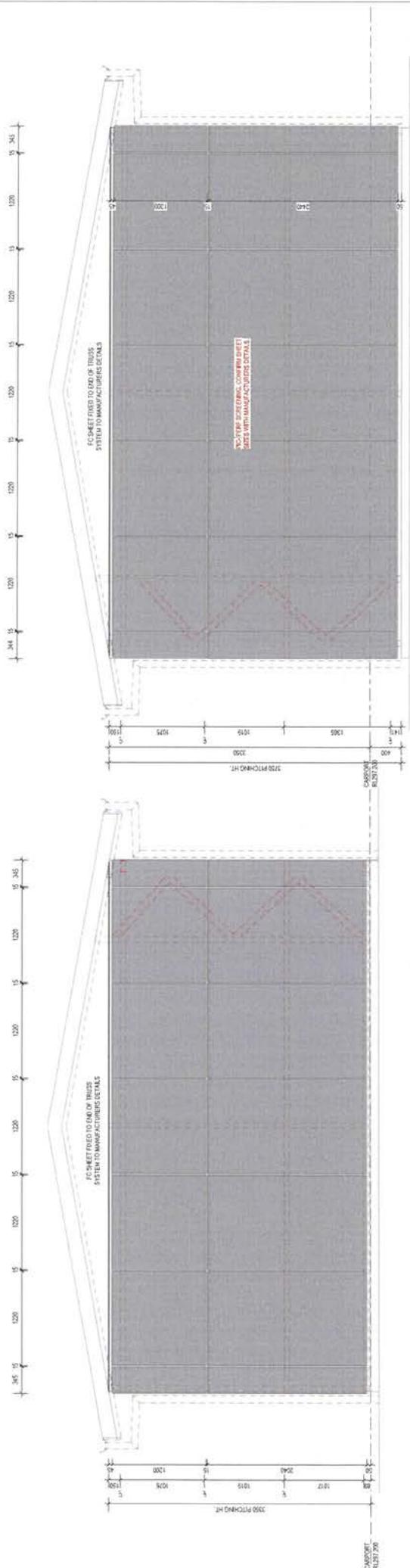


GENERAL NOTES
THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE STANDARDS OF PRACTICE AND STANDARDS OF PRACTICE FOR ARCHITECTS AND ARCHITECTS IN CHARGE OF THE BUILDING.
THE CLIENT HAS BEEN ADVISED THAT THE DRAWINGS ARE PRELIMINARY AND ARE NOT TO BE USED FOR CONSTRUCTION WITHOUT THE WRITTEN PERMISSION OF ASPECT.

DATE: 19/11/24
AMENDMENT: 80% CD ISSUE



2 CARPORT SCREEN - EAST ELEVATION
1:25



1 CARPORT SCREEN - SOUTH ELEVATION
1:25

3 CARPORT SCREEN - NORTH ELEVATION
1:25

NOT FOR CONSTRUCTION
PRELIMINARY CONTRACT DESIGN

IMPORTANT: ALL DRAWINGS MUST BE PRINTED IN COLOUR & READ IN CONJUNCTION WITH THE GENERAL NOTES ON SHEET A06-01

Sheet Name	CARPORT SCREEN DETAILS
Stage	CD
Sheet Number	A65-06
Revision	A
Project Number	240507
Client Signature	
Project Date	19/11/24
Scale	1:25
	A1

DESIGNER: [Blank]
 DRAWN BY: [Blank]
 AUTHOR: [Blank]
 CHECKED BY: [Blank]
 CHECKER: [Blank]

DEPARTMENT OF YOUTH JUSTICE
 JUMBUNNA (MEETING PLACE) CHERBOURG YOUTH JUSTICE CENTRE
 3 VINCENT LAW SENIOR WAY, CHERBOURG, QLD, 4605



GENERAL NOTE: THE CLIENT HAS BEEN ADVISED THAT THE LOCAL COUNCIL, TOWN PLANNING AND APPROVED LOCAL AUTHORITY HAVE REVIEWED THESE DRAWINGS AND APPROVED THEM FOR THE LOCAL COUNCIL, TOWN PLANNING AND APPROVED LOCAL AUTHORITY. THESE DRAWINGS ARE FOR INFORMATION ONLY AND ARE NOT TO BE USED FOR CONSTRUCTION. THE CLIENT IS ADVISED THAT THE LOCAL COUNCIL, TOWN PLANNING AND APPROVED LOCAL AUTHORITY ARE NOT RESPONSIBLE FOR THE STRUCTURAL DESIGN OF THE BUILDING.

DATE: 19/11/24
 AMENDMENT: 80% CD ISSUE

Dealing Number



OFFICE USE ONLY

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1. Lessor CHERBOURG ABORIGINAL SHIRE COUNCIL DEED OF GRANT IN TRUST THE GRANTEE TO HOLD THE SAID LAND IN TRUST FOR THE BENEFIT OF ABORIGINAL INHABITANTS AND FOR NO OTHER PURPOSE WHATSOEVER	Lodger (Name, address, E-mail & phone number) STATE CROWN SOLICITOR GPO Box 5221 Brisbane Qld 4001 Email: titlesadmin@crownlaw.qld.gov.au Phone: 07 3031 5779 Ref: CP5/ATS202/335/TZE	Lodger Code BE066A
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2. Lot on Plan Description LOT 355 ON SP 280472	Title Reference 51073423
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3. Lessee	Given names	Surname/Company name and number	(include tenancy if more than one)
		THE STATE OF QUEENSLAND (REPRESENTED BY DEPARTMENT OF YOUTH JUSTICE AND VICTIM SUPPORT)	

4. Interest being leased
FEE SIMPLE IN TRUST

5. Description of premises being leased
THE WHOLE OF THE LAND

6. Term of lease	10 years	7. Rental/Consideration	
Commencement date/event:	21/03/2025		\$ 10,000 per annum plus GST
Expiry date:	21/03/2035 and/or Event:		
#Options:	1 x 10 years		
#Insert <i>nil</i> if no option or insert option period (eg 3 years or 2 x 3 years)			

8. Grant/Execution

The Lessor leases the premises described in item 5 to the Lessee for the term stated in item 6 subject to the covenants and conditions contained in the attached Schedules.

Witnessing officer must be aware of his/her obligations under section 162 of the Land Title Act 1994

Witnessing Officer

.....signature	Signed for and on behalf of the CHERBOURG ABORIGINAL SHIRE COUNCIL by
.....full namefull name
.....qualificationsignature
(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)	Mayor/Chief Executive Officer
Execution Date	Lessor's Signature

9. Acceptance

The Lessee accepts the lease and acknowledges the amount payable or other considerations for the lease.

.....signature		SEE ENLARGED PANEL
.....full name	
.....qualification	/ /
Witnessing Officer	Execution Date	Lessee's Signature
(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)		

Title Reference 51073423

9. Acceptance

The lessee accepts the lease and acknowledges the amount payable or other considerations for the lease.

Witnessing Officer

.....signature

.....full name

.....qualification
(Witnessing officer must be in accordance with Schedule 1
of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

Signed for and on behalf of **THE STATE OF QUEENSLAND**
(represented by Department of Youth Justice and Victim
Support) by

.....full name

.....designation

a duly authorised officer

Execution Date

.....signature

Lessee's Signature

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Reference Table

Address of Premises	Premises located at 3 Vincent Law Senior Way, Cherbourg
Trustee name and notice details	<p>Cherbourg Aboriginal Shire Council</p> <p>Delivery Address: 22 Barambah Avenue Cherbourg QLD 4605</p> <p>Postal Address: 22 Barambah Avenue Cherbourg QLD 4605</p> <p>Email: ceo@cherbourg.qld.gov.au</p> <p>Attention: Chief Executive Officer</p>
Lessee name and notice details	<p>The State of Queensland represented by Department of Youth Justice and Victim Support</p> <p>Delivery Address: GPO Box 7096 QLD 4001</p> <p>Postal Address: GPO Box 7096 QLD 4001</p> <p>Email: Matt.Riggs@youthjustice.qld.gov.au</p> <p>Attention: Matt Riggs</p>
Rent	\$10,000 per annum plus GST

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1. Interpretation and Definitions

1.1 In this Lease, unless the context requires otherwise, the following terms will have the meanings assigned to them:

Aboriginal Land has the same meaning as in the Act;

Act means the *Aboriginal Land Act 1991*;

Air Conditioning Equipment means the plant, electrical installations, ductwork and diffusers used for the manufacture and reticulation of conditioned air throughout the Premises and includes all mechanical ventilation;

Approvals means any consent or approvals required by law;

Building means the existing building on the Premises at the Commencement Date;

Business Day means a day (other than a Saturday, Sunday or a public holiday) on which the banks are open for business in Queensland;

Claims means proceedings, claims, demands, costs, losses, damages and expenses;

Commencement Date means the date specified in Item 6 on the Form 7;

Council means the Cherbourg Aboriginal Shire Council;

Department means the department administering the *Land Act 1994*;

DOGIT means the deed of grant in trust granted over the Trust Land;

Fire Equipment includes all stop-cocks, hydrants, fire hoses, fire alarms, fire sprinklers and other fire prevention, extinguishing and detection equipment in the Premises;

Government Services Use means public infrastructure for a purpose as defined under section 5 of the *Acquisition of Land Act 1967* and involves the development, subsequent use and maintenance of the Premises to deliver any such purpose together with such office, storage or residential purpose buildings (including accommodation for government employees) of and incidental to, or necessarily connected to the delivery of that purpose. For information and not as a limit upon the extent of the permissible uses within this definition, this includes providing improvements essential to public administration, health, education and training facilities, policing, community infrastructure or similar services under an administrative requirement or obligation on the Queensland Government;

GST has the same meaning as in the GST Act;

GST Act means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth);

Improvements means the Lessee's Improvements and the Trustee's Improvements;

Land Act Minister means the Minister administering the *Land Act 1994*;

Lease means this document and all schedules to this document;

Lease Year means each separate year of the Term of this Lease, the first Lease Year commencing on the Commencement Date;

Lessee means the Lessee named in Item 3 on the Form 7 and unless inconsistent with the subject matter, includes all persons authorised by the Lessee;

Lessee's Improvements means all improvements, fixtures and fittings on the Premises but excluding the Trustee's Improvements and items owned by a third party;

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Minister means the minister from time to time administering the Act;

Permitted Use means the use specified in clause 2.1.

Premises means the premises described in Item 5 of the Form 7;

Queensland Government means the State of Queensland and includes each and every department or other body owned or controlled by the State of Queensland, but does not include a Government Owned Corporation under the *Government Owned Corporations Act 1993*;

Reference Table means the table and information on page 3 of this Lease;

Registrar means the chief executive under the *Land Act 1994*;

Rent means the amount specified in the Reference Table and where applicable, adjusted in accordance with clause 4.3 or clause 4.5;

Statutory Charges means:

- (a) rates, charges and other levies, including rates and charges for the provision or reticulation of water, sewerage and drainage services payable to the local government;
- (b) rates, charges and other levies payable to the local government for the provision of rubbish removal; and
- (c) levies, contributions and other amounts payable to the local government or other authority for, or on account of fire protection services;

Supply has the same meaning as in the GST Act;

Tax Invoice has the same meaning as in the GST Act;

Term means the period specified in Item 6 on the Form 7;

Trust Land means the land described in Item 2 on the Form 7;

Trustee means the Trustee referred to as the Lessor in Item 1 on the Form 7, together with its successors and permitted assigns and unless inconsistent with the subject matter or context, includes all persons for the time being authorised by the Trustee;

Trustee's Improvements means the Building and any other improvements made to the Premises by the Trustee; and

Utilities means those services provided by the local government or by an external provider including electricity, telecommunications and rubbish removal.

1.2 In this Lease:

- (a) words importing a gender include any other gender and words in the singular include the plural and vice versa;
- (b) all monetary amounts refer to Australian currency;
- (c) a reference to legislation includes subordinate legislation made under it and any legislation amending, consolidating or replacing it;
- (d) a reference to an individual or person includes a corporation or other legal entity;
- (e) a reference to a clause or schedule means a clause or schedule to this Lease;

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- (f) the headings are included for convenience of reference only and are not intended to affect the meaning of this Lease;
- (g) if an expression is defined, other grammatical forms of that expression will have corresponding meanings;
- (h) a reference to days or months means calendar days or months;
- (i) if the day on which any act or thing is to be done under this Lease is a Saturday, Sunday or public holiday in the place where the act or thing is to be done, the act or thing may be done on the next Business Day in that place;
- (j) if any conflict arises between the clauses in this Lease and the contents of any schedule, the clauses prevail; and
- (k) an obligation on the part of two or more persons binds them jointly and each of them individually.

1.3 If a government department, agency, or statutory authority mentioned in this Lease:

- (a) ceases to exist; or
- (b) is reconstituted, renamed or replaced,

and its powers or functions are transferred to another government department, agency, or statutory authority, a reference to the government department, agency, or statutory authority will include that other government department, agency, or statutory authority.

1.4 In the absence of any provision to the contrary, references to the Premises include any part of the Premises.

2. Permitted Use

2.1 The Lessee must use the Premises for a youth justice facility including but not limited to use for the following:

- (a) statutory court ordered supervision requirements of young people;
- (b) individual interventions for young people in line with assessed needs, (such as CHART, emotional and behavioural regulation programs, individual psychologist, speech pathology, specialised counselling);
- (c) small group evidenced based interventions and programs (such as cooking, life skills, bicycle program, anger management programs, motor vehicle offenders programs);
- (d) community service activities; and
- (e) restorative justice conferences and preparation processes,

and for any other Government Services Use reasonably incidental to those purposes.

3. No Liquor on Premises

3.1 The Lessee may not store, sell or supply liquor on the Premises unless:

- (a) the Lessee has obtained the prior consent of the Trustee;
- (b) the Lessee has obtained all necessary licences and Approvals; and
- (c) the storage, sale or supply is in accordance with the terms of all licences and Approvals.

4. Rent

4.1 The Lessee must pay the Rent to the Trustee annually in accordance with clause 4.2.

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- 4.2 Unless otherwise agreed in writing, the Rent must be paid in advance on the Commencement Date and after that, on each anniversary of the Commencement Date. A pro-rata adjustment must be made for any periods relating to part of a Lease Year.
- 4.3 Unless otherwise agreed between the parties, the Rent payable for the second and each subsequent Lease Year will be determined in accordance with the following formula:

$$\text{Rent} = \frac{R \times C2}{C1}$$

Where:

R is the sum equal to the Rent payable during the previous Lease Year;

C1 is the Consumer Price Index (All Groups) for Brisbane index number as published by the Australian Bureau of Statistics for the quarter ending immediately prior to the Commencement Date; and

C2 is the Consumer Price Index (All Groups) for Brisbane index number as published by the Australian Bureau of Statistics for the quarter ending immediately prior to the date of commencement of the particular Lease Year for which the Rent is to be calculated and increased.

- 4.4 If at any time during the Term the Consumer Price Index (All Groups) figure for the City of Brisbane published by the Australian Bureau of Statistics is discontinued or modified, the Australian Government Statistician will be asked to nominate the Index which in his/her opinion is the most practical for the purpose of measuring any variation in the cost of living in the City of Brisbane as between the Commencement Date and the commencement of the Lease Year for which the annual Rent is being calculated. The base figure under such Index which in his/her opinion corresponds to the Consumer Price Index (All Groups) will be adopted in lieu of such index figure for the City of Brisbane for the purposes of this Lease. Pending such determination, the Lessee will continue to pay the annual Rent payable during the previous year and an adjustment will be made between the parties when the Trustee notifies the Lessee of the determination.
- 4.5 If during the Term of this Lease a regulation is made under the Act which prescribes the rent for leases granted under the Act, then:
- (a) if applicable, the Rent must be adjusted to comply with the prescribed amount under that regulation; and
 - (b) this Lease must be amended in accordance with clause 31.1(b) to reflect the adjusted Rent.

5. Outgoings

- 5.1 The Lessee must pay all Statutory Charges for the Premises.
- 5.2 If an amount referred to in clause 5.1 relates to more than the Premises, then a pro-rata adjustment (as bona fide determined by the Trustee) must be made and the Lessee will be responsible for its reasonable share of the amount. The Lessee's share will be the proportion that the Premises bears to the area to which the amount relates.

6. Utilities

- 6.1 In respect of Utilities provided to the Premises, the Lessee is responsible for:
- (a) establishing accounts in its own name wherever possible; and
 - (b) paying all fees and charges for the use of the Utilities.

7. Inspection by Trustee

- 7.1 After giving 10 Business Days' notice to the Lessee, the Trustee and its agents may inspect the Premises. These inspections may be undertaken annually, or at such other time during the Term where a reasonable cause for an inspection is stated in the notice.

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- 7.2 Any inspection under clause 7.1 must be undertaken in the presence of a nominated officer of the Lessee.
- 7.3 Despite clause 7.1, the Lessee may give notice to the Trustee that access to certain areas of the Premises is excluded by law, or due to reasonable security, or public concerns, having regard to the Permitted Use.
- 7.4 Where the Lessee has given notice under clause 7.3, the Lessee must provide a written report to the Trustee certifying:
- (a) that part of the Premises excluded from the inspection continues to be used for the Permitted Use; and
 - (b) the state of repair of the Premises.

8. Nuisance

- 8.1 The Lessee:
- (a) must conduct its operations on the Premises in an orderly and respectable manner; and
 - (b) will not do, or suffer to be done, anything in, upon, or about the Premises which is, or may be, or may become a nuisance.

9. Pest Plants and Animals

The Lessee must control pest plants and animals on the Premises during the Term of this Lease in accordance with the *Biosecurity Act 2014* and the requirements of the Council.

10. Removal of Trees

The Lessee must not remove or destroy any trees on the Premises, unless in accordance with the *Vegetation Management Act 1999* and the *Planning Act 2016*. The Lessee must consult the Trustee in regard to any proposed removal or destruction of trees on the Premises.

11. Quiet Enjoyment

If the Lessee complies with its obligations under this Lease, the Lessee will be entitled to quiet enjoyment of the Premises without interruption or disturbance by the Trustee, or any person claiming under or through the Trustee.

12. Environment Protection

- 12.1 The Lessee must not dispose of, or permit to be disposed of, any garbage, oil, chemical or other substance or thing from the Premises in the sea, or on the Trust Land in such a way as it may leak, wash or be blown or otherwise enter into any watercourse or the sea.

- 12.2 The Lessee:

- (a) must store and keep all trade refuse and trade garbage in proper containers; and
- (b) must dispose of all refuse regularly and hygienically at an approved rubbish dump,

without causing pollution or damage to the surrounding land or sea. Trade refuse and trade garbage includes debris from building works, chemicals from chemical works, medical waste and other waste of this type but does not include general refuse and garbage which is collected by the relevant local authority.

- 12.3 The Lessee must use all reasonable endeavours to:

- (a) overcome and minimise any deleterious effects upon the environment arising from its use of the Premises; and
- (b) rehabilitate the Premises if there is damage caused to the Premises as a result of and incidental to the Lessee's use of the Premises.

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13. Compliance with Laws

13.1 The Lessee must punctually comply with and observe the requirements of all statutes, regulations, ordinances and local laws relating to its occupation of the Premises, including any approvals required for the use of the Premises.

14. Access

14.1 If there is no direct access to the Premises from a public road, the Trustee grants the Lessee and its officers, employees, agents, contractors, consultants and invitees reasonable access through the land adjoining the Premises for the purpose of gaining access to the Premises.

14.2 The route over the Trust Land for access to the Premises may be restricted by the Trustee, with the means of access directed to the shortest practical route which both minimises nuisance or interference to the Trustee, adjoining occupiers or neighbours and is culturally appropriate, but the Trustee cannot deny reasonable access. Where the Trustee may lawfully restrict access by persons upon the Trust Land, the Lessee must inform the Trustee of the names or descriptions of persons, or types of person required to undertake the Permitted Use and the Trustee will not deny access to the named or described persons, or types of persons without just cause.

14.3 The Lessee agrees that the provisions of clause 18 (Insurance) and clause 19 (Release and Indemnity) apply to the exercise by the Lessee of its rights under clause 14.1.

15. Transfer, Sub-letting and Other Interests

15.1 While the Queensland Government, or a statutory authority representing the State of Queensland is the Lessee, the Lessee may notify the Trustee of a change of the department or body holding and administering this Lease and may lodge with the Registrar such documents as are required to record the change.

15.2 Subject to clause 15.1, the Lessee must not transfer, sub-lease or create another interest in this Lease except with the prior consent of the Trustee. The Trustee must not unreasonably withhold consent to the transfer or sub-lease.

16. Improvements and Alterations

16.1 The Premises include the Improvements.

16.2 Subject to clause 16.3, the Lessee, at its cost, may:

- (a) repair, upgrade and replace Improvements from time to time which the Lessee determines are necessary for its use of the Premises;
- (b) modify or extend the Improvements from time to time in order to meet the requirements of the Lessee; and
- (c) construct other improvements to replace the Improvements (or any part of them) in the event of destruction of the Improvements (or any part of them).

16.3 Before constructing any improvements under clause 16.2, the Lessee must obtain all applicable Approvals.

16.4 Subject to clauses 22 and 23, the Lessee's Improvements remain the property of the Lessee.

17. Maintenance of Premises

17.1 The Lessee must:

- (a) keep the Premises fit for occupation by the Lessee for the Permitted Use; and
- (b) maintain the outward appearance of the Premises in a state of cleanliness and good repair so as not to unduly diminish the aesthetic appearance of the general locality in which the Premises are situated.

17.2 The Lessee must maintain and repair the Lessee's Improvements at the Lessee's cost, including repairs due to fair wear and tear.

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- 17.3 The Lessee must maintain and repair the Trustee's Improvements, fair wear and tear excepted.
- 17.4 The Lessee must maintain the Fire Equipment and Air Conditioning Equipment in the Premises, as applicable.

18. Insurance

- 18.1 At its expense, the Lessee must effect a public liability insurance policy with an insurer authorised under the *Insurance Act 1973* (Cth), naming the Lessee as the insured. The policy must cover legal liability for any loss of or damage to any property and for the injury, including death, to any person arising out of anything done, or omitted to be done on or about the Premises and against all Claims whatsoever in respect of the loss, damage or injury. The policy must be:
- (a) for an amount of not less than \$20 million in respect of all claims arising out of a single event or such higher amounts as the Trustee may reasonably require;
 - (b) effected on a 'claims occurring' basis so that any claim made by the Lessee under the policy after the expiration of the period of policy cover, but relating to an event occurring during the currency of the policy, will be covered by the policy, subject to the claim meeting the policy's other terms and conditions; and
 - (c) maintained at all times during the currency of this Lease.
- 18.2 The Lessee must renew the policy, at the Lessee's expense, each year during the Term of this Lease and forward a certificate of currency to the Trustee within 14 days of the commencement of each Lease Year.
- 18.3 Upon receipt of a notice of cancellation of the policy, the Lessee must immediately effect another public liability policy in accordance with the provisions of this clause 18.
- 18.4 Clause 18.1 is satisfied if:
- (a) the Lessee is the Queensland Government, or a statutory authority eligible for cover under the Queensland Government Insurance Fund and is insured and continues to be insured by the Queensland Government Insurance Fund; or
 - (b) the Lessee is the Commonwealth of Australia, or a statutory authority eligible for cover under the Comcover Insurance Fund and it is insured and continues to be insured by Comcover.
- 18.5 As soon as practicable, the Lessee must inform the Trustee in writing, of the occurrence of any event that the Lessee considers is likely to give rise to a claim under the policy of insurance effected. The Lessee must ensure that the Trustee is kept fully informed of subsequent actions and developments concerning the claim.

19. Release and Indemnity

19.1 The Lessee:

- (a) indemnifies; and
- (b) releases and discharges,

the Trustee, the Minister, the Land Act Minister and the State of Queensland represented by the Department ('the indemnified') from and against all Claims which may be brought against or made upon the indemnified, or which the indemnified may pay, sustain or be put to by reason of, or in consequence of, or in connection with the occupation and use of the Premises, except to the extent of any negligent act or omission of the indemnified, their employees, contractors, or agents.

20. No Warranties

The Trustee gives no warranty as to the suitability of the Premises for the Permitted Use.

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21. Default

- 21.1 Subject to section 124 of the *Property Law Act 1974*, if a party ('the defaulting party') defaults under this Lease ('a default') then, in addition to any other right the other party ('the innocent party') may have, the following clauses will apply.
- 21.2 The innocent party may serve a notice to remedy the default ('a default notice') on the defaulting party. The default notice must provide reasonable particulars of the default and require the defaulting party to remedy the default within the time specified in the default notice. The time must be reasonable having regard to the nature of the default.
- 21.3 If the defaulting party has not remedied the default in accordance with the default notice, then:
- (a) the innocent party may elect to:
 - (i) remedy the default, in which case the defaulting party must pay all of the innocent party's reasonable costs and outlays of and incidental to the default notice and remedying the default; or
 - (ii) give notice to the defaulting party terminating this Lease; and
 - (b) the innocent party may claim compensation for the default from the defaulting party.

22. Damage and Destruction

- 22.1 Subject to clauses 22.2 and 22.3, if during the Term any of the Improvements are damaged or destroyed, then in respect of the repair, reinstatement, or replacement ('repair') of the Improvements, the Lessee may either repair the Improvements at its cost or terminate this Lease.
- 22.2 To the extent a party causes or contributes to the damage or destruction of the Improvements, whether by wilful damage or neglect, that party is responsible for repairing and reinstating the damage at its expense.
- 22.3 No later than 20 Business Days after the damage, the Lessee must give a notice to the Trustee:
- (a) of the Lessee's intention to repair the Improvements; or
 - (b) terminating this Lease.

23. Yield Up

- 23.1 At the expiry or earlier termination of this Lease, the Lessee must yield up the Premises in a clean and tidy condition and free of rubbish.

24. Removal of Improvements

- 24.1 At the expiry or sooner termination of this Lease:
- (a) the Lessee may remove any of the Lessee's Improvements and its other property, within 3 months of the date that this Lease ends and the Lessee must repair any damage caused by the removal of the Lessee's Improvements;
 - (b) the Lessee must leave the Premises in a clean and tidy state; and
 - (c) if the Lessee does not remove the Lessee's Improvements, then it must leave the Lessee's Improvements in good and tenable condition.
- 24.2 The Lessee agrees that the provisions of clause 18 (Insurance) and clause 19 (Release and Indemnity) apply to the exercise by the Lessee of its rights under this clause 24.
- 24.3 Any of the Lessee's Improvements which have not been removed within 3 months after this Lease ends will

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become the property of the Trustee.

25. Surrender

25.1 At any time during the Term of this Lease, the Lessee may surrender its interest in this Lease by:

- (a) giving not less than 3 months' notice to the Trustee of its decision to do so; and
- (b) providing to the Trustee an executed surrender in registrable form.

25.2 The Trustee must execute the surrender and return it to the Lessee within 14 Business Days for registration with the Registrar. On the registration of the surrender, this Lease will end and the provisions in clause 23 will apply.

26. No Waiver

26.1 Any failure by a party at any time to enforce a provision of this Lease, or any forbearance, delay or indulgence granted by a party to the other, will not constitute a waiver of the party's rights.

26.2 No provision of this Lease will be deemed to be waived unless the waiver is in writing and signed by the waiving party.

26.3 A waiver by a party of a breach of any provision of this Lease will not operate as a waiver of any subsequent breach of the same provision nor as a waiver of any other provision.

27. Consents

27.1 Any permission, consent or approval to be given by the Trustee must not be unreasonably withheld but may be given subject to reasonable conditions.

28. Property Law Act Exclusions

28.1 The obligations and powers implied under sections 105 and 107 of the *Property Law Act 1974* are expressly excluded from this Lease.

29. Further Assurances

29.1 Where a party to this Lease has an obligation or right to do something, then the other party:

- (a) must not unreasonably do anything which prevents the party from performing its obligation or exercising its right; and
- (b) must at the other party's expense, sign any documents or do any acts reasonably required to assist the other party performing the obligation or exercising the right, except in circumstances where doing so would materially prejudice the party.

30. GST

30.1 The parties acknowledge that GST may be payable on a Supply under this Lease.

30.2 Where GST is payable on any Supply, the party making the Supply must issue a valid Tax Invoice for the Supply and the party receiving the Supply must pay the GST in addition to the consideration for the Supply.

30.3 If for any reason including:

- (a) an amendment to the GST Act;
- (b) the issue of a ruling or advice by the Commissioner for Taxation;
- (c) a refund of GST in respect of any Supply made under this Lease; or

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- (d) a decision of any tribunal or court;

the amount of GST paid by a party under this Lease differs from the amount of GST paid or payable to the Commissioner of Taxation, then the party making the Supply must issue an appropriate GST adjustment note and the difference must be paid by or to the other party as the case may be.

30.4 The parties agree to exchange with each other such information as may be necessary to enable each party to accurately assess its rights and obligations under this clause 30.

31. Amendment of Lease

31.1 This Lease may be amended in accordance with the Act if:

- (a) both the Trustee and the Lessee agree; and
(b) a formal instrument of amendment is registered by the Registrar.

32. Notices

32.1 Any notice, request, consent, or approval under this Lease must be in writing and may be delivered by hand, by prepaid post, or by email to the addresses specified in the Reference Table, or any substitute address as may have been notified by the relevant addressee from time to time.

32.2 Subject to clause 32.3, notices will be deemed to be given:

- (a) if posted - 10 days after deposit in the mail with postage prepaid;
(b) if delivered - on the date of delivery; or
(c) if emailed - on the date of the email,

as the case may be.

32.3 An email received after 5.00pm on any day will be deemed to be received at the start of the next business day.

32.4 Notices must be on the relevant party's letterhead and signed by an authorised person.

32.5 Notices may be given by or to a party's solicitor by any of the means specified in clause 32.1.

33. Costs

33.1 Each party must pay its own costs:

- (a) of and incidental to the negotiation, preparation and execution this Lease; and
(b) of any necessary consents and approvals sought by that party.

33.2 The Lessee must pay:

- (a) the stamp duty, if any, on this Lease; and
(b) the registration fees and survey fees for this Lease.

34. Cancellation of Lease

34.1 Subject to clause 34.3, the parties acknowledge that if the DOGIT is cancelled or the area on which the Premises are located is deleted from the DOGIT, then this Lease is cancelled on the date that the DOGIT is cancelled, or the area deleted.

34.2 If this Lease is cancelled under clause 34.1, then no person has a right to a claim for compensation.

Title Reference 51073423

34.3 If:

- (a) this Lease is registered over the Trust Land; and
- (b) the Trust Land becomes Aboriginal Land,

then this Lease continues in force.

35. Land Act Minister's Approval to Remove Lessee's Improvements

35.1 If this Lease is cancelled under clause 34.1:

- (a) the Lessee may apply to the Land Act Minister, for the Land Act Minister's approval to remove the Lessee's Improvements from the Premises and the Trustee will not object to the Lessee's application;
- (b) the Lessee may only remove the Lessee's Improvements with the Land Act Minister's prior written approval; and
- (c) the Lessee must pay the Lessee's costs of removing the Lessee's Improvements from the Premises.

36. Registration of Lease

36.1 The Lessee must register this Lease after receiving the signed Lease from the Trustee.

37. Governing Law

37.1 This Lease is governed by the laws of Queensland.

Title Reference 51073423

Index

Title Reference 51073423

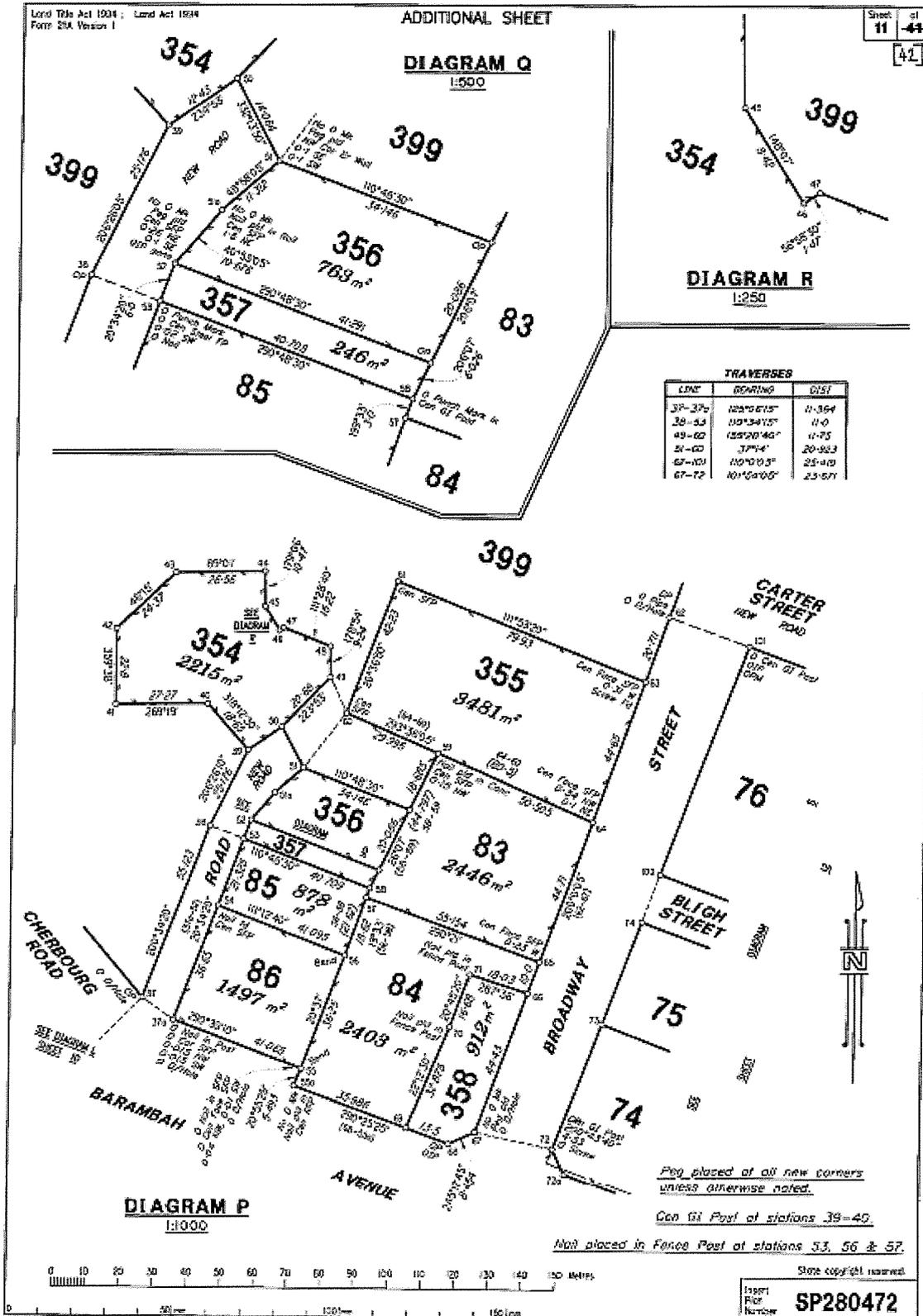
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Title Reference 51073423

Plan of Premises



4. Corporate Services

FINANCE MANAGER REPORT AS AT

28 Feb 2025



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

February

YTD Operating Income
 Actual \$13.60M
 Variance \$2.30M ▲ 20.3%

YTD Operating Expenditure
 Actual \$17.07M
 Variance (\$1.47M) ▲ (8.6%)

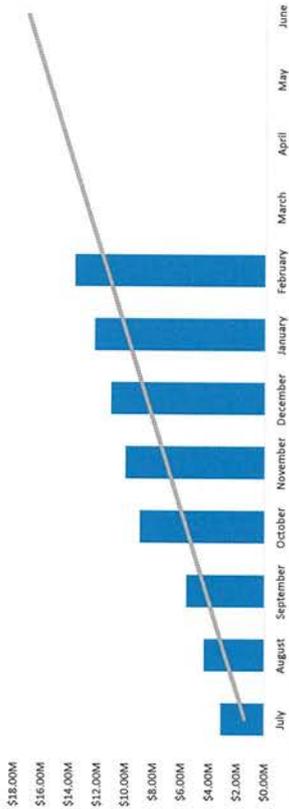


■ Budget ■ Actual

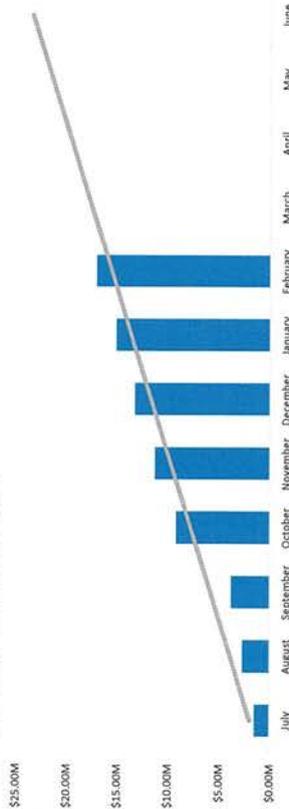
■ Positive Variance ■ Negative Variance

Operating Surplus Ratio
 -25.85%

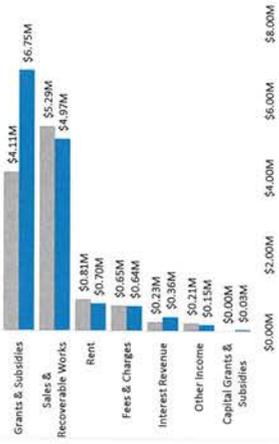
Total Income - Actual vs Budget



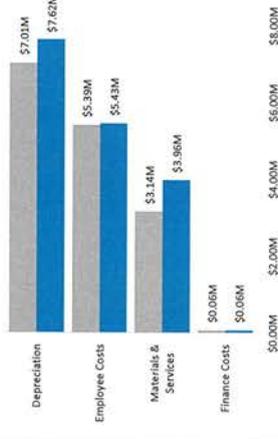
Total Expenditure - Actual vs Budget



Income YTD



Expenditure YTD



	Whole Of Council				Traffic Light	Comments
	Actual	Year to Date Budget	\$ Variance	% Variance		
Grants & Subsidies	\$ 6,747,791	\$ 4,114,672	\$ 2,633,119	63.99%	🟡	<ul style="list-style-type: none"> •Timing issue for FAGS funding . It was paid in advance for the full year (\$1.25M extra to the end of Feb). •Timing issue for SGFA funding . It was paid in advance for the full year (\$697K extra to the end of Feb). •Additionally NIAA radio station , Sports Centre, Combined \$167K extra grant received compared to the budget figures. •Digital Innovation grant and Play our way Participation grant not budgeted : \$215K •DATSIP Cherbourg Wellbeing new grant not budgeted : \$181K •ORA Flood study & REPA. Previous year claim not Budgeted : Total income for the month of Feb was \$200K.
Fees & Charges	\$ 637,092	\$ 650,480	\$ (13,388)	-2.06%	🟢	On track
Sales & Recoverable Works	\$ 4,965,816	\$ 5,291,688	\$ (325,872)	-6.16%	🟢	<ul style="list-style-type: none"> •Timing issue for Q build upgrade income : \$1.55m variance. Annual budget figure is \$2.3M. •Additionally, Cherbourg Call centre Private Enterprise has \$295k Variance. MRF income under the budget revenue by \$100K. •Offset by extra revenue from Q build R & M: \$675K • offset by Dismodification extra revenue \$751K. Annual revenue forecast was only \$137,500.
Interest Revenue	\$ 357,508	\$ 226,664	\$ 130,844	57.73%	🟡	Higher interest revenue due to increase in interest rates.
Rent	\$ 702,474	\$ 811,152	\$ (108,678)	-13.40%	🔴	Timing issue .Rental offset manual journal processed . TFR to Fees & Charges
Other Income	\$ 154,663	\$ 205,656	\$ (50,993)	-24.80%	🔴	Radio station self-generated income and workers compensation refund is less than budgeted amount .
Total Income	\$ 13,565,344	\$ 11,300,312	\$ 2,265,032	20.04%		
Employee Costs	\$ 5,433,089	\$ 5,391,496	\$ 41,593	0.77%	🟢	On track
Materials & Services	\$ 3,960,618	\$ 3,138,680	\$ 821,938	26.19%	🔴	<ul style="list-style-type: none"> •Insurance/ rego invoice paid in advance for full year renewal and thus variance of \$ 226K . •Q build Responsive program overspent by \$647K •Surepac renewal invoice of \$84K paid in advance and not budgeted . •The overspent is offset by underspent in FAGS funding Cost centre \$97K and total underspent of \$96k in ILSC, & Joinery e.tc .
Depreciation	\$ 7,615,128	\$ 7,006,192	\$ 608,936	8.69%	🟢	Housing & Building & Other structures Depreciation higher than Budgeted amount.
Finance Costs	\$ 63,772	\$ 63,176	\$ 596	0.94%	🟢	On track
Total Expenditure	\$ 17,072,607	\$ 15,599,544	\$ 1,473,063	9.44%		
Net Surplus/(Deficit)	\$ (3,507,263)	\$ (4,299,232)	\$ 791,969	-18.42%		

Whole Of Council

	February			Year to Date			Traffic Light	Full Year Budget
	Actual	Budget	% Variance	Actual	Budget	% Variance		
Grants & Subsidies	\$ 430,207	\$ 514,334	(84,127)	\$ 6,747,791	\$ 4,114,672	\$ 2,633,119	63.99%	\$ 6,171,995
Fees & Charges	\$ 68,864	\$ 81,310	(12,446)	\$ 637,092	\$ 650,480	\$ (13,388)	-2.06%	\$ 975,711
Sales & Recoverable Works	\$ 776,188	\$ 661,461	\$ 114,727	\$ 4,965,816	\$ 5,291,688	\$ (325,872)	-6.16%	\$ 7,937,534
Interest Revenue	\$ 53,813	\$ 28,333	\$ 25,480	\$ 357,508	\$ 226,664	\$ 130,844	57.73%	\$ 340,000
Rent	\$ 65,289	\$ 101,394	(36,105)	\$ 702,474	\$ 811,152	\$ (108,678)	-13.40%	\$ 1,216,728
Other Income	\$ 13,854	\$ 25,707	(11,853)	\$ 154,663	\$ 205,656	\$ (50,993)	-24.80%	\$ 308,477
Total Income	\$ 1,408,215	\$ 1,412,539	(4,324)	\$ 13,565,344	\$ 11,300,312	\$ 2,265,032	20.04%	\$ 16,950,445
Employee Costs	\$ 651,304	\$ 673,937	(22,633)	\$ 5,433,089	\$ 5,391,496	\$ 41,593	0.77%	\$ 8,087,213
Materials & Services	\$ 395,048	\$ 392,335	\$ 2,713	\$ 3,960,618	\$ 3,138,680	\$ 821,938	26.19%	\$ 4,707,880
Depreciation	\$ 877,048	\$ 875,774	\$ 1,274	\$ 7,615,128	\$ 7,006,192	\$ 608,936	8.69%	\$ 10,509,274
Finance Costs	\$ 15,232	\$ 7,897	\$ 7,335	\$ 63,772	\$ 63,176	\$ 596	0.94%	\$ 94,750
Total Expenditure	\$ 1,938,631	\$ 1,949,943	(11,312)	\$ 17,072,607	\$ 15,599,544	\$ 1,473,063	9.44%	\$ 23,399,117
Net Surplus/(Deficit)	\$ (530,416)	\$ (537,404)	\$ 6,988	\$ (3,507,263)	\$ (4,299,232)	\$ 791,969	-18.42%	\$ (6,448,672)

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

February

YTD Assets

Current	\$15.81M
Non-Current	\$207.05M

YTD Liabilities

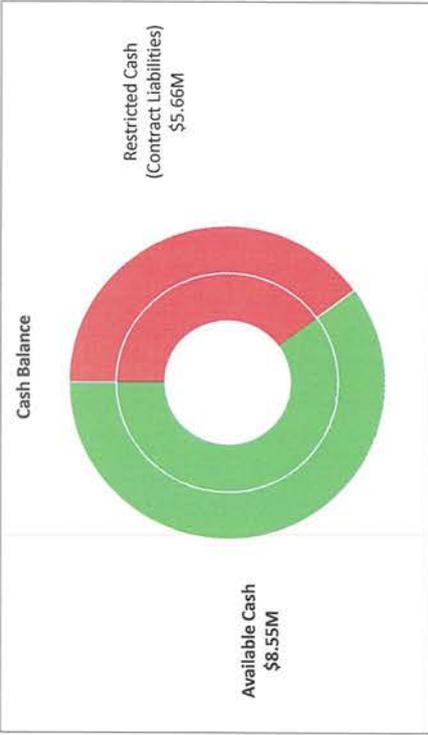
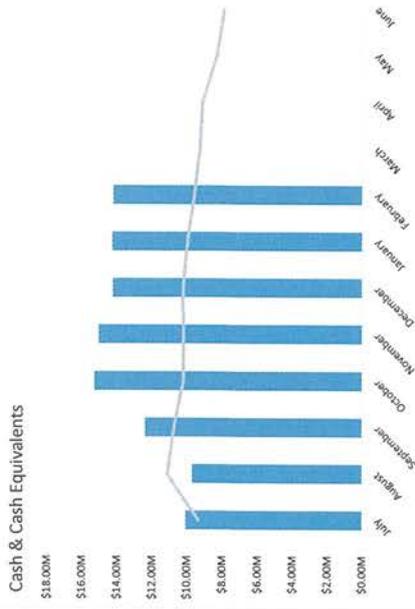
Current	\$6.80M
Non-Current	\$3.58M



Actual — Prior Year
▼ Decrease ▲ Increase

Net Financial Asset/Liability Ratio

-40%



Current Assets

Cash & Cash Equivalents	\$14.22M
Contract Assets	\$0.08M
Trade & Other Receivables	\$1.07M
Inventories	\$0.31M
Biological Assets	\$0.13M
Total Current Assets	\$15.81M

Non-Current Assets

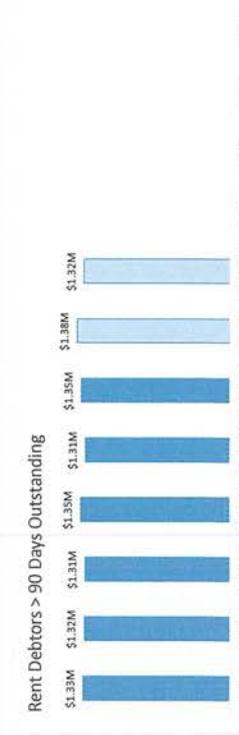
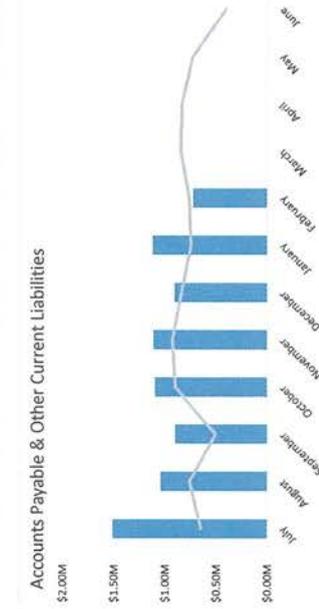
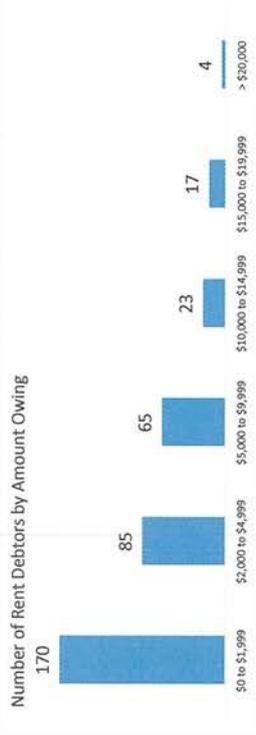
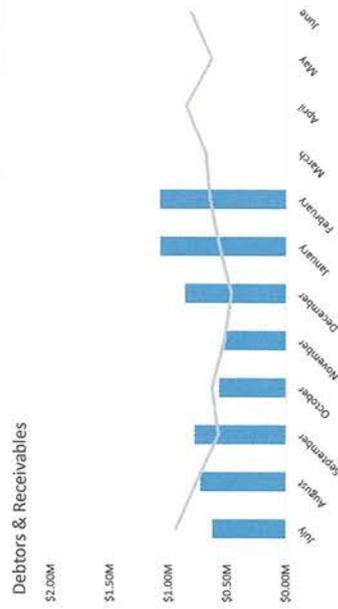
Buildings	\$36.79M
Furniture & Fittings	\$0.00M
Houses	\$122.59M
Infrastructure	\$38.00M
Land	\$1.92M
Motor Vehicles	\$0.87M
Plant & Equipment	\$4.78M
Work in Progress	\$2.10M
Total Non-Current Assets	\$207.05M

Rent Debtors

Number of Rent Debtors: **364** ▼

Average \$ Outstanding: **\$4,220** ▲

Total \$ Outstanding: **\$1,535,981** ▼



Current Liabilities

Contract Liabilities	\$5.66M
Trade & Other Payables	\$0.73M
Current Provisions	\$0.40M
Total Current Liabilities	\$6.80M

Non-Current Liabilities

Non-Current Provisions	\$3.09M
Trade & Other Payables	\$0.49M
Total Non-Current Liabilities	\$3.58M

Total Liabilities

Total Liabilities	\$10.38M
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Equity

Retained Surplus	\$84.92M
Asset Revaluation Surplus	\$127.56M
Total Equity	\$212.48M

Total Liabilities & Equity

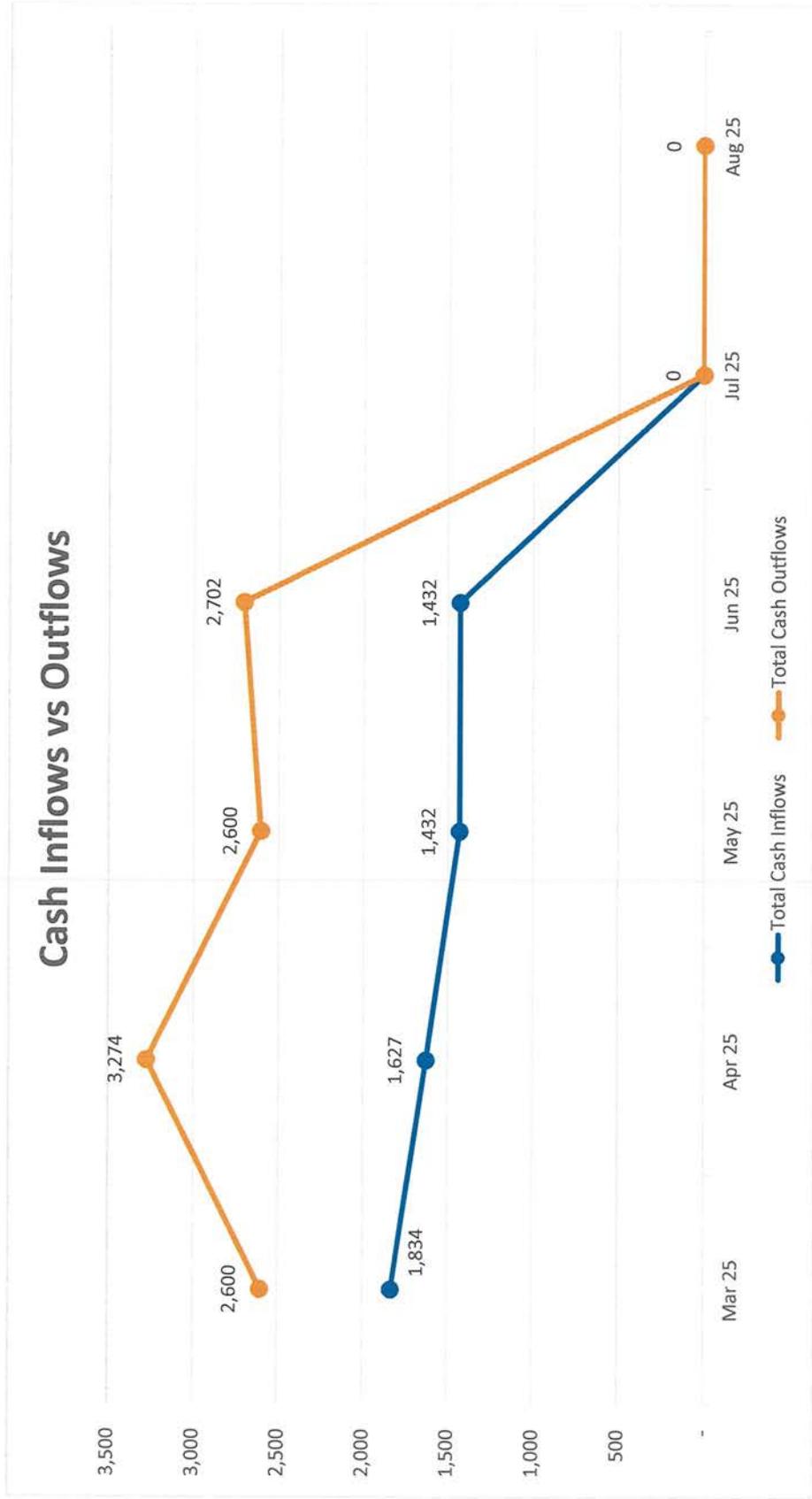
Total Liabilities & Equity	\$222.86M
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Restricted Cash Listings - 28 Feb 2025

Closing Balance Period 3 Project	Column Labels		
	Contract Asset	Contract Liability	Grand Total
8 Fisher Street Capital Upgrade		(5,700.22)	(5,700.22)
Capital Works Grant Safety & Wellbeing Programme		(1,770,077.66)	(1,770,077.66)
QRA LRR GRANTS	47,410.36		47,410.36
WATER RESERVIOR PROJECTS- DEPARTMENT	0.00		0.00
DRFA Flood Warning Systems	13,911.04		13,911.04
Cherbourg Radio Tower	18,180.00		18,180.00
LRCI Phase 4		(37,701.00)	(37,701.00)
Cherbourg Industrial Site Upgrade - REEF		(1,876,928.96)	(1,876,928.96)
New Housing- Remote Capital Program		(1,025,967.00)	(1,025,967.00)
W4Q 2024-27-		(829,205.41)	(829,205.41)
FY 2024-25 First Start Program (DETE)		(119,264.09)	(119,264.09)
Grand Total	79,501.40	(5,664,844.34)	(5,585,342.94)

Cash Inflows/Outflows

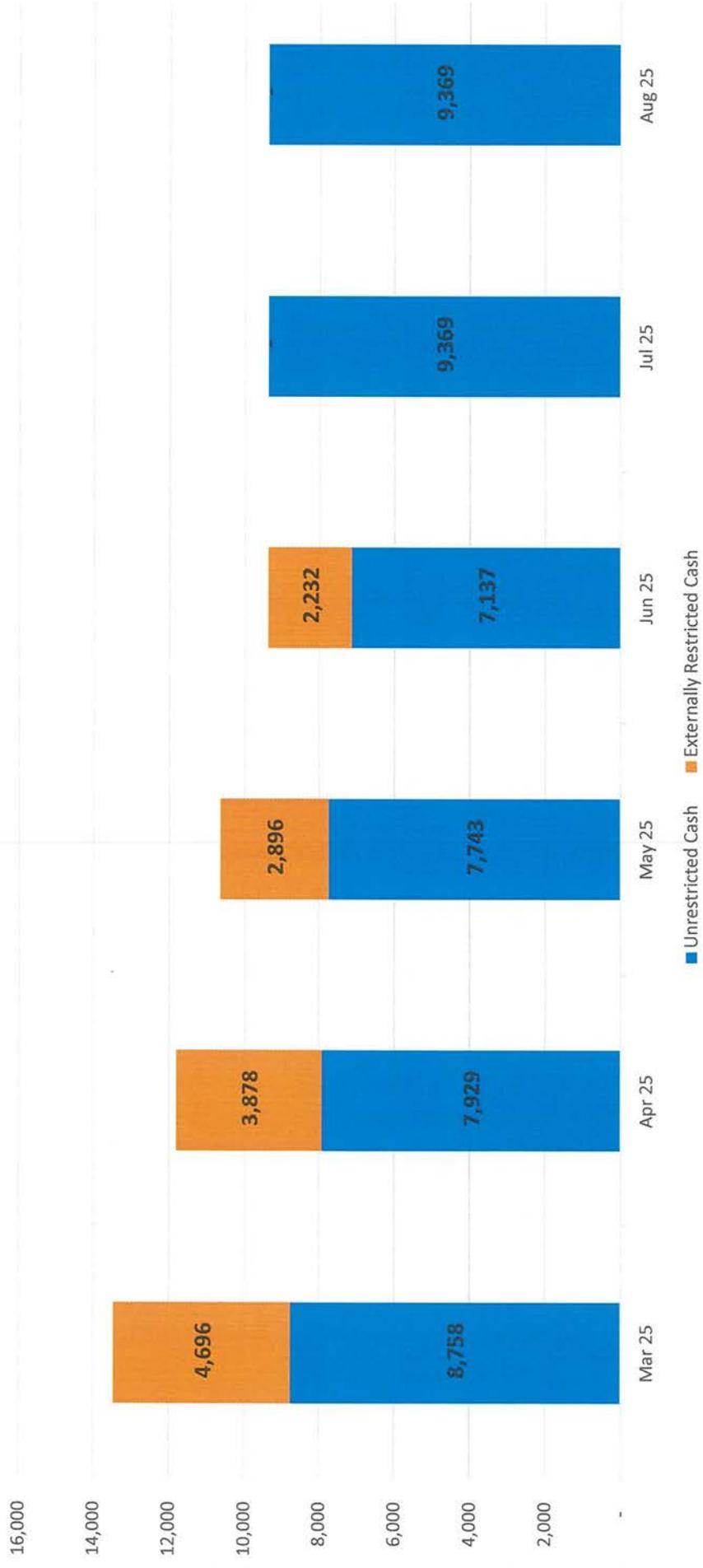
	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25
Total Cash Inflows	1,834	1,627	1,432	1,432	-	-
Total Cash Outflows	2,600	3,274	2,600	2,702	-	-



Cash Balance Forecast

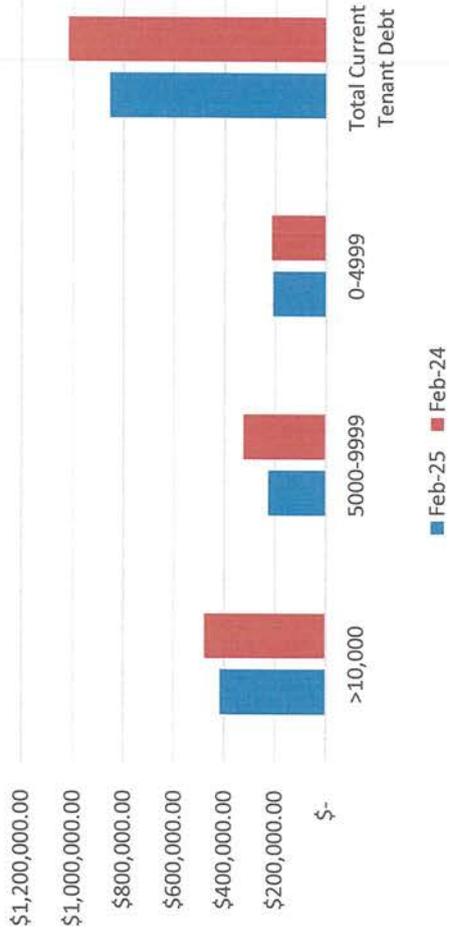
	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25
Externally Restricted Cash	4,696	3,878	2,896	2,232	-	-
Unrestricted Cash	8,758	7,929	7,743	7,137	9,369	9,369

Cash Balance Forecast

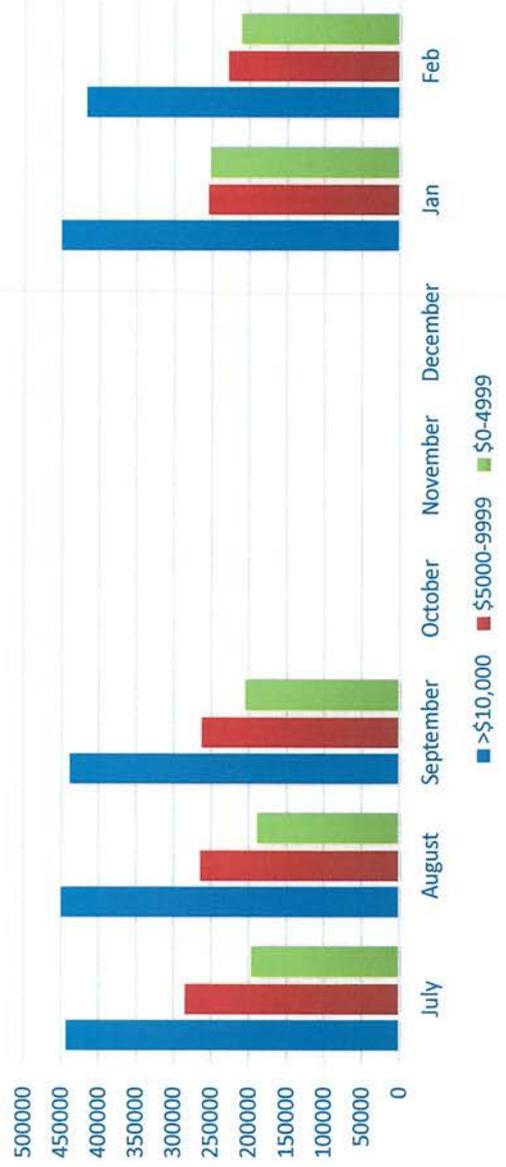


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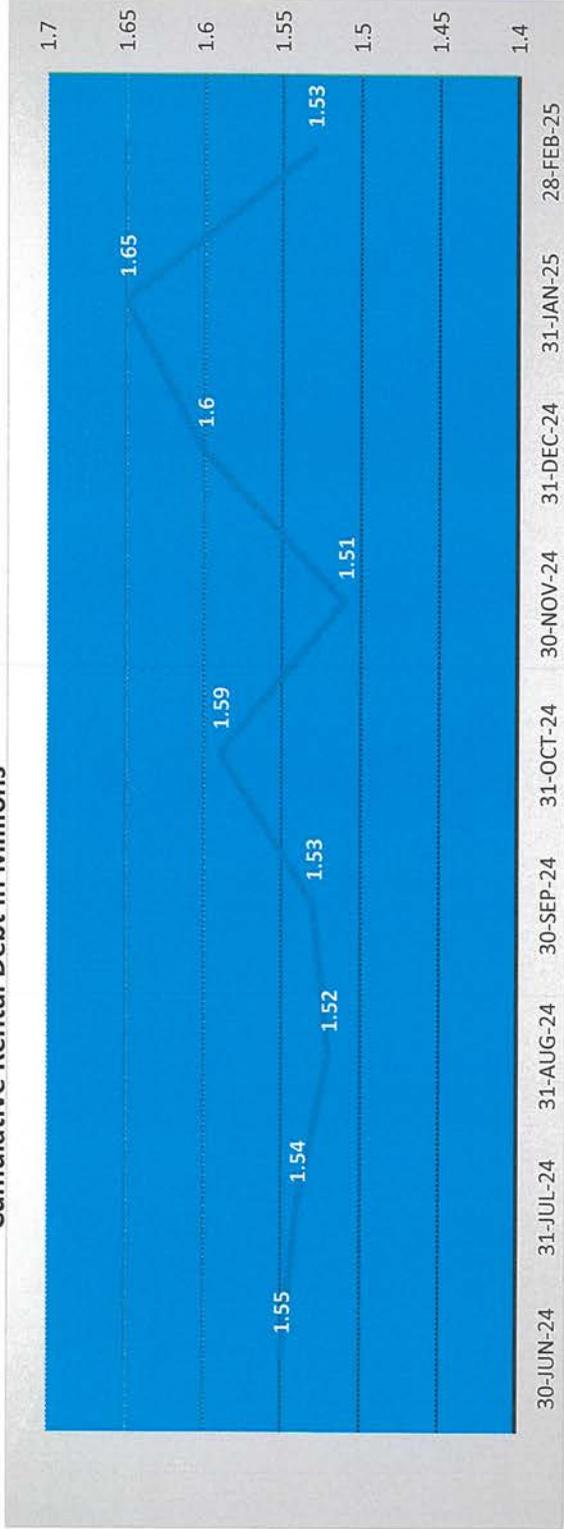
Comparison Current Year Vs Prior year



Current Tenant housing Debt(\$)-FY 2024-25



Cumulative Rental Debt in Millions



Note : Aged balance looks higher in Oct , Dec & Jan due to the following month invoice of \$134K included in the report.

Housing Report March 2025



TENANCY MANAGER & TENANCY OFFICER:

The month of February/March has been busy with the Tenancy Manager & Tenancy 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

TENANCY MANAGER CLIENT CONTACT JANUARY/FEBRUARY: (35)

<i>Phone Calls</i>	-	10
Rent Enquires	-	10
Housing Enquires	-	12
Complaints/Misc.	-	3

COMPLAINTS: (3)

- 3 complaints
 - 1 Dog complaint (referred to Animal Control Department).
 - 2 Noise complaints (letters done up and delivered)

MEETINGS:

Attended 2 meetings.

- 2 Housing Meeting

YARRABAH VISIT – RE: CHINTARO SOFTWARE FOR HOUSING:

Housing Staff will be visiting the Yarrabah Community Council on the 24th March 25 to look at their Chintaro Software. We are hoping to implement this new software at the beginning of the new financial year.

We know that this will be a challenge for us however, we are confident that we will adjust to the new software without too much problems.

Antonia Jacobs
Snr Housing Officer

Meeting/workshops

Housing meeting

Corporate Services meeting

Service provided to tenants:

6 - Complaints abouts Building department – Home modification works no access to shower & toilet. Maintenance works not being completed.

129 - Delivered housing inspection notices.

House Inspection (Monday – Wednesday) Barber St & Hillview St

30 - Follow ups for tenants re: works.

80 - Assisted tenants with calling Qbuild.

16 - Pest Control

23 – Visit with Department of Housing Occupational Therapist

- 12 New home modification
- 10 completed home modification

Vacant properties:

10A Bell St

40 Barber St

17B Barber St

Entry Report

2 Barambah Ave

Mrs Joanne Simpson

Housing Inspection Officer

Cherbourg Aboriginal Shire Council

5. Economic & Community Development

ECONOMIC & COMMUNITY DEVELOPMENT REPORT

MAR 2025

1. Executive Report



New Wrap on CRPK Van

Executive Summary

New business

Arafura – Construction business – lease is signed, training has started.

Café – operational.

ILUA – no substantive progress, the lawyers are going to struggle with our project timeframes. – Big project risk.

Housing

DISMODs – 5 x dismodos 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 – 3 x new dwellings roofs go on this week – progress is in line with expectations. Next 2 are about to commence construction.

Upgrade - approvals have come through but not enough to complete the program by end June.

Responsive program - ongoing challenge of keeping up with the workload.

Vacants – 4 new vacants generated this month.

Café – now open.

Cherbourg Digital Call Centre

We have follow-up meetings each second Monday to see if our work ethic is sufficient & suitable for the team. We ensure that the team are not having difficulties at work & it is also my chance to introduce any new upcoming work requirements such as training. We will start back to weekly meetings.

DPI

Currently we have 6 staff members.

Jobs & Training guides:

- How to enable RDP access
- Blocked email accounts
- Adding email accounts
- Generic email access

Team Leader: Maria needs more training within the leadership space. Maria is still struggling to do the weekly summaries and rosters.

DB Results

Currently we have 2 staff members

- Testing tickets
- Building a defect/bug
- Programming

Pikeeta is back on the CHDE project.

Niq is nominated to join the Australian Pacific Touring (APT) Project.

Niq: after cancelling Niq's Tafe studies he has improved his attendance at work. He is finding himself assisting all the staff with anything technical issues.

Fujitsu

Currently we have 4 staff members.

We are still on password reset.

More training once Fujitsu draft a training package.

Team leader: Geoffrey needs more training within the leadership space.

SSQ

Currently we have 6 staff members

- Reset browser settings.
- Basic troubleshooting when voice issues occur.
- The use of Genesys cloud status correctly.
- More training is on the agenda.

Team leader: Tarryn needs more training within the leadership space.

Overall

More training is on the agenda for all departments.

Registered for Career expo in June 2025.

ABCN workshop: First Nations My Career Footprints, on Wednesday the 18th of June.

They are needing 3-4 mentors. (Brisbane)

20 staff members, after sending out Abandonment Letters to individuals who has not kept in contact with us.

Monthly meetings with clients.

Melissa Stewart has been nominated for an award within Tafe.

With the floods DPI in Brisbane was down 7 staff, so they sent more jobs through for the DSC team. Which kept the team busy.

New cohorts are completing their studies.

FUJITSU CONTRACT – currently under negotiation – the Aus Post contract will no longer be in place from 1st July.

DPI – reviewing its business model and approach to training – discussions ongoing.

Recycling – MRF + CRPs

CRPK has been open 6 years this year.

MRF CRP Report

- Cherbourg CRP continual operation received New Cages to replace old ones due to health and safety concerns
- Steady customer throughput
- Aron Marsh managing and maintaining site and operation and safety very well
- MRF Processing - purchase and supply of new logistic cages to be used for the New CRP located in Gympie North sometime in early May 2025
- Processing - business as usual with no changes
- Continual Cage modification and repairs to maintain lease agreement contract
- MRF Recycling – kerbside throughput material production improvement due to good consistent staff worker performance

- REFFS MRF Project – Continual progress happening and regular meeting updates and planning
- Demolition to begin with asbestos removal followed by the demolition of older builder structures scheduled in the coming days
- Brydon Phineasa 2iC doing well and learning responsibilities of his role as well as starting his training in TAFE
- Andrea Harrison doing well and learning her responsibilities of her role as well as continual training in TAFE

Cherbourg Farm

No report submitted. – Ongoing cattle management, weed control and fence repairs.

General Project Information

- 1. Cultural Pathway** – Steel construction underway, quality control inspections in place, all design complete, re-costing pathway cost.
 - a. Bridge floor grid on order and being manufactured.
- 2. W4Q 24/27**
 - a. Cherbourg Town Hall renovation - \$600k – Works paused at the moment due to other project demands.
 - b. Technology and accounts system upgrade - \$350k – due diligence progressing.
 - c. Fire escape compliance - \$100k – in progress, probable underspend on this portion of the project, will propose a transfer of balance to another project at the next meeting.
 - d. Council building roofing upgrades - \$200k – not commenced
 - e. Public amenity sewer consolidation - \$200k – commenced – footy ground canteen sewer system resolved.
 - 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. Stage 1 demolition has commenced.
- 4. LGGSP**
 - a. At stage 2, major application to be developed for submission in April.
- 5. New Community Centre** – project submitted for funding – application not successful
- 6. 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 February 2025



By Matthew Bock, Operations Manager
10th February 2025

Matthewb@cherbourg.qld.gov.au

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Parks and Gardens	3
Fleet Services	4
Animal Management & Environmental Health.....	5
Water, Sewerage.....	6
Council Resolution needed	8

Executive Summary

Operations department

- Stage 1 of the landfill upgrade has begun this includes clearing trees and pushing existing piles of rubbish and capping
- Work continue on the old jail site
- Work has commenced on the depot upgrade cables have been laid underground to the sewer pump station to eliminate the power poles and lines across the depot
- Roadtec have been booked in to carry out the road repairs for this year
- Work has commenced on the roadabout beautification project at the skate park
- Extensive cleanup of the depot has commenced
- Items have been selected for the council auction which should take place within the next month
- As part of the continuous improvement plan for the fleet the final review has been done to check the fit for purpose of the vehicles, all vehicles issues have been addressed except for the CEO's vehicle. This vehicle is too small to be carrying 5 passengers comfortably on long trips to meetings etc. The proposal is to replace the CEO's vehicle with a larger 4x4.

Feet Services

- 26 Jobs were completed for the month of February this included services and repair work
- 5 Vehicles and plant equipment received their annual scheduled services
- Replaced hose on diesel fuel bowser - split
- Replaced front windows operations ute
- Replaced A/C compressor and re-gassed Building ute
- Fit Tray, Beacon light and UHF to operations Managers ute
- Fit Tray to Building ute
- Fit toolboxes and Beacon to Workshop ute
- Replaced starter motor on Zero turn mower
- Replaced fuel tank YAG blower
- Replaced sweeper alternator under warranty
- Replaced A/C condenser on slasher- rubbed through due to failed bracket

Parks and Gardens

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

Environmental Health & Animal Management

- Elizabeth O'Chin (EHW) has completed CERT IV in Animal Regulation and Management
- Dangerous dogs register active – 2 Regulated dogs.
- Visiting Vet program will occur on the last week of April
- Café 4:18 (Mum Googs Soul Kitchen) – Opening Date: 05th February 2025

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.

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

Current Business

- 26 Jobs were completed for the month of February this included services and repair work
- 5 Vehicles and plant equipment received their annual scheduled services
- Replaced hose on diesel fuel bowser - split
- Replaced front windows operations ute
- Replaced A/C compressor and re-gassed Building ute
- Fit Tray, Beacon light and UHF to operations Managers ute
- Fit Tray to Building ute
- Fit toolboxes and Beacon to Workshop ute
- Replaced starter motor on Zero turn mower
- Replaced fuel tank YAG blower
- Replaced sweeper alternator under warranty
- Replaced A/C condenser on slasher- rubbed through due to failed bracket

Issues

Nil

Damage Report

Bumper damage to Housing vehicle due to impact damage from stump

Collision of Backhoe with Kingaroy joinery ute

YAG blower fuel tank smashed

Workplace Health & Safety Incidents

Collision of Backhoe with Kingaroy joinery ute low speed no injuries

Training Updates

Nil

Next Month's Business Plans

- Continuation of normal workshop work
- Tenders will be evaluated, and purchases made
- Purchase of Kerb Machine for street Kerbs and guttering
- Purchase of Flail mower attachment for excavator
- Purchase of Flail mower attachment for Bobcat
- Preparations for Auction in March 2025

- Heavy vehicle license upgrades for Operations Department

Other Information

By Sebastian Mearns

Animal Management & Environmental Health

Animal Management

- Elizabeth O'Chin (EHW) has completed **CERT IV in Animal Regulation and Management**
- **Dangerous dogs** register active – 2 Regulated dogs.
- **Visiting Vet program** will occur on the last week of April

Food Safety

- **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** –
 - a. Information notice issued on: 26/02/2025 – Regarding Food safety program
- **Café 4:18 (Mum Googs Soul Kitchen) – Opening Date: 05th February 2025**
 1. Licence issued: 24/02/2025
 2. This new business is a proud achievement for Elvie as a local Cherbourg woman and the Cherbourg community as whole
 - 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
- 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

General Summary/ Community Engagement

- 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

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 of 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 (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.
- Chemical Change at water treatment plant - We will be using a different coagulant going into 2025, in regard to the clarification process of the water treatment plant. this is a cost-effective measure.
- No Issues after Cyclone Alfred - Both Water and Wastewater Plants are in working condition after TCA (Tropical Cyclone Alfred).
- All sewage Pump Stations have been inspected and are in working condition after TCA.
- A Full time/Part time Water and Wastewater position advertised.

Council Resolution needed

Resolution to adopt the Environmental Health plan attached

Resolution to replace CEO vehicle with more appropriate vehicle

7. Community Services Department

COMMUNITY SERVICES DEPARTMENT

Feb 2025 – March 2025

REPORT



Edwina Stewart, Community Services Manager

Indigenous Knowledge Centre

- Monthly attendance – 139 for the February – March period.
- *Coordinators report attached.*

Sports Complex

- We are currently experiencing a staffing shortage and are actively seeking candidates for the following positions: Casual Sports Manager (6 months) and Women's Gym Instructor. Additionally, we are in the final stages of developing a new sports plan, which is being designed to coincide with the upcoming Easter school holidays.

IYCC – Youth Advisory Group

Community Services Coordinators report attached.

Cherbourg Radio 4um UsMob

Radio Station Manager's report attached.

General Business

- The Syntropic Farm visit at Nerang was postponed due to the cyclone damage.
- The submission for NAIDOC Week has been completed.
- The submission has been forwarded to the National Indigenous Australians Agency (NIAA) to collaborate on the co-design of the IYCC Yag Plan.
- The First Nations Stronger Business Connect event is scheduled to take place at the Cherbourg Sports Complex on March 13, 2025.
- The kickoff meeting for the DATSIP grant, focused on Syntropic Farming, will be held on March 17, 2025.
- A public hearing addressing Elder Abuse will convene at the Cherbourg Sports Complex on March 26, 2025.
- The Drone Information Day is scheduled for March 27, 2025, at the Cherbourg Indigenous Knowledge Centre (IKC).

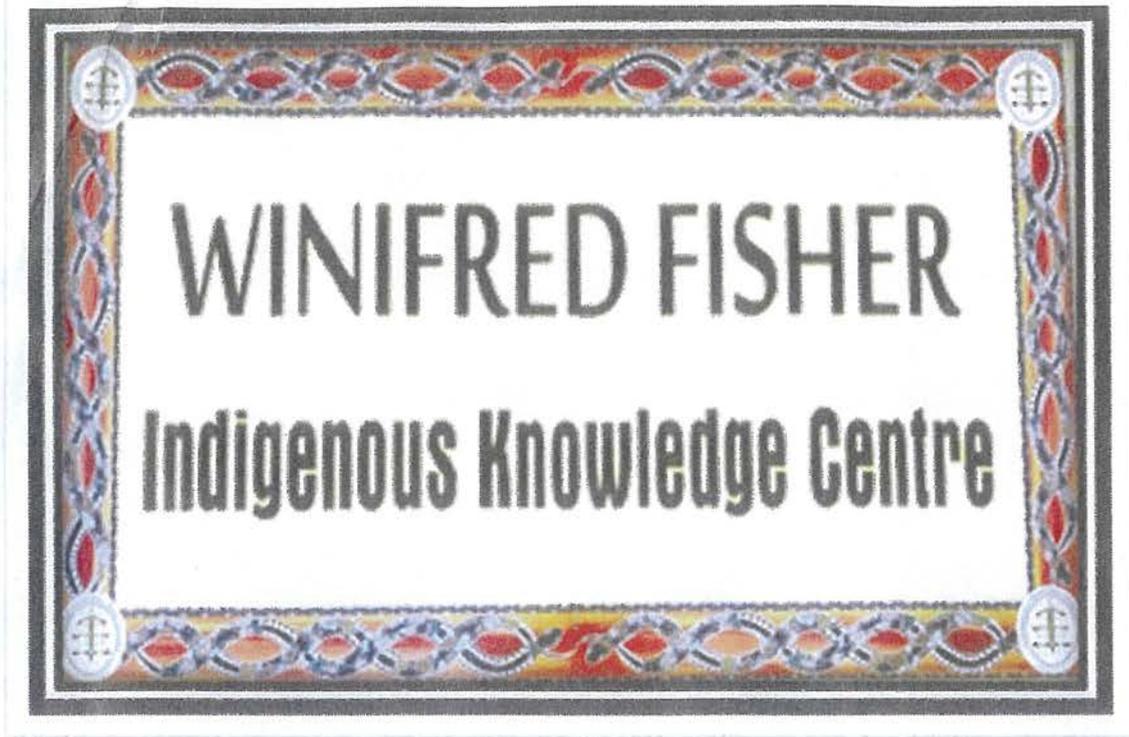
This ends my report for February – March 2025.



Edwina Stewart

Community Services Manager





**COUNCIL REPORT FOR THE MONTH OF
FEBURARY/MARCH 2025**

Monthly Attendance total 139

COMPUTER USAGE:

Adults checking emails.
Centre link clients job search.
High school student doing home work.
Laptop for program.
Children using ipads.
Community members resume.

MEETINGS

Fly 2 Health (3 Meetings) with community members.
Powerlink JV induction all workshop day
Blue Card staff 2 days with community
Yellow card staff 2 days

PROGRAMS

First Five Forever program (under 5's)
(Every Wednesday mornings).
After school program.
Creative arts design with Julie every Wednesdays and Thursdays.

OTHER NEWS

The state library of Queensland will be having a
3 day digital workshop later this month for the community:
"Who's your Mob"
"Pocket Cinema"
"Digital Story telling"

Indigenous Youth Connection to Culture (IYCC)

Youth Advisory Group

February – March 2025

- Male youth officer continuing engagement with community and stakeholders.
- Continuing supporting YAG members with licensing, blue card applications and resumes.
- There are currently 15 regular YAG members (5 are volunteering)
- Continuing to work with independent business investigating syntropic farming – including composting, worms and preparing for farming. Young men will be attending camp later in the month around syntropic farming. The boys have also been extremely busy with mowing and lawn services in community
- YAG ladies have been busy with preparing candles for R U Ok event, floral arrangements (Valentine's Day, Sorry business), they have also participated in a few sewing lessons with Many Threads, Designer workshops with Julie and have started working on their family tree preparing for upcoming workshops with State Library (language and who's your mob?)
- YAG Meeting held 5/2



This ends my report for February / March

Wawida Collins

Community Services Officer / YAG Co-ordinator

6.





STAFF

- **Christina Collier-Bond**
Considering undergoing Archiving Project training with the National Film and Sound Archive of Australia (NFSA). Training will be held in Canberra from 1st – 3rd April 2025. Still subject to approval, this is fully funded by First Nations Media Australia (FNMA). This training will provide essential skills in preserving historical and cultural recordings for Cherbourg Radio.
- **Arlene Langton**
Has been learning video editing using Adobe Premiere Pro and has received video editing tips from Sasha Parlett, videographer from QMF. Arlene has been producing an abridged version of the Cherbourg State School's Which Way, Our Way program in video format which has been published to our Cherbourg Radio Facebook page.
- **Kimberly Barrett**
Has been doing after-hours reporting, covering local sports events and has provided a sports report from the Legends of League event in Kingaroy (February). This experience will be invaluable throughout the upcoming footy season.
- **Tara Priestley**
Doing her Certificate 3 studies in Media, Tara this month has been focused on social media, learning how to engage audiences beyond radio. She has been developing skills to increase public interaction with Cherbourg Radio's content on digital platforms. This training will help strengthen the station's online presence and community reach.

RADIO/TECH UPGRADES:

- **Totally Technical**
On 2nd March, Cherbourg experienced a power outage, during which both radio generators failed to activate automatically. The studio generator had to be manually started, but no power was transmitted to the studios. The generator at the tower site did not activate at all, which has been an ongoing issue. On 3rd March, the station remained off-air due to a failure in the Audio Control Switcher's power supply. Chris Nainby, Broadcast Engineer from Totally Technical, made an emergency visit to replace the appliance's power supply and has ordered a backup cord to prevent future disruptions. While onsite, he also assessed the generator issues and coordinated with Raffin Electrical, who came to Cherbourg Radio on Tuesday, 11th March 2025, to evaluate and plan any necessary repairs.
-



CHERBOURG RADIO PROGRESS REPORT

To March
2025

STATION PROJECTS:

Cherbourg Radio is actively working on multiple community engagement projects in collaboration with the Cherbourg Aboriginal Shire Council Housing Department, focusing on public awareness through engaging Facebook Reel scripts. These include the *Noisy Party Notice*, which reminds residents about noise restrictions and tenancy obligations, the *Pool Safety Awareness Campaign*, educating homeowners on pool fencing laws and registration requirements, and the *Yard Maintenance Reminder*, highlighting the importance of keeping properties tidy to prevent pests, fire hazards, and potential tenancy breaches. These short, informative videos will aim to reach a wider audience on social media, ensuring the community stays informed in a visually engaging way. Scripts have been written up and are awaiting approval.

There is a potential opportunity for radio staff to attend film training through Screen Queensland's Film Intensive Script to Screen (FISS) 2025.

In addition to content creation, Cherbourg Radio is undergoing an internal room space reconfiguration to enhance its production capacity. Two back rooms are being readied for conversion into a dedicated studio and podcasting space, allowing for more flexibility in recording high-quality local content. This new setup will provide better facilities for interviews, storytelling, and digital media production, ensuring Cherbourg Radio continues to grow as a hub for community voices and cultural storytelling.

GENERAL OPERATIONS AND COMMUNITY CONTACT:

Cherbourg Radio has been very active throughout the community this month, covering events like: Legends of League, Barambah Local Justice Groups Meet & Greet with the First Nations Justice Office & Indigenous Justice Program & so much more.

SPONSORSHIP:

There have been no new sponsorships secured at this stage. Meanwhile, regular Spots & Space bookings continue as scheduled.

Christina Collier-Bond
Cherbourg Radio Station Coordinator and Manager