Cherbourg Aboriginal Shire Council

Working Papers

For Council Meeting

Held On

17 September 2026

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Minutes

Cherbourg Aboriginal Shire Council

Minutes – Council Meeting 20 August 2026

MINUTES

COUNCIL MEETING

HELD ON 20 AUGUST 2026

Attendance

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

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

9.35 am ***Mayor Bruce Simpson opened Meeting***
Welcome to Country – Cr Daniel Weazel
Sorry Business – 1 Minute Silence

Councillor Obligations

Conflict of Interest

Nil

Mayoral Leave

Mayor Bruce Simpson was scheduled to take Mayoral Leave from 24-30 August 2026 however he will be conducting advocacy work throughout that week.

Noted

Minute Approval

Council resolves that the minutes of the council meeting held on 16 July 2026 be adopted.

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

Motion No. 3109 Carried
For Vote: Council Voted Unanimously

MAYORS REPORT

Mayor presented his Report.

Tarita Fisher

Tarita is seeking advice on community ethics approval and appropriate governance processes for her PhD research project, titled 'Inside the Black Envelope: Understanding institutional racism in the health system'.

Resolution

that Cherbourg Aboriginal Shire Council approves and supports Tarita Fishers Phd research project "'Inside the Black Envelope: Understanding institutional racism in the health system'.

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

Motion No. 3110 Carried
For Vote: Council Voted Unanimously

Report Approval

Council resolves that the Mayor's Report be adopted.

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

Motion No. 3111 Carried
For Vote: Council Voted Unanimously

CHIEF EXECUTUVE OFFICER

Annual Performance of the Corporate Plan 2025/2030

CEO presented the Cherbourg Aboriginal Shire Council Corporate Plan 2025-2030

Resolution

That Council:

1. ***Receives and notes the CEO's Annual Performance Report against the Cherbourg Aboriginal Shire Council Corporate Plan 2025-2030.***
2. ***Notes the excellent progress achieved across the Corporate Plan during the reporting period.***
3. ***Notes the significant achievements in infrastructure, community safety, education, housing, local employment, financial sustainability, workforce engagement and community engagement.***
4. ***Notes the Indigenous Land Use Agreement with the Wakka Wakka Prescribed Body Corporate as an area requiring further attention.***
5. ***Supports the continued implementation, monitoring and annual reporting of the Corporate Plan 2025-2030 priorities.***

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

Motion No. 3112 Carried
For Vote: Council Voted Unanimously

Mayor and Councillors – Reimbursement of Expenses and Provision of Facilities Policies

CEO presented the Mayor and Councillors – Reimbursement of Expenses and Provision of Facilities Policies The following amendments are proposed:

A. Council Credit Card - Mayor

Under Section 2.3.5, the policy will provide:

Provide a Council credit card for official Council business use only. All expenses incurred must be supported by appropriate receipts and submitted in accordance with Council's financial policies and procedures.

The credit card is to be used strictly for official Council business and will be subject to Council's existing financial controls and acquittal requirements.

B. Council Shirts

Section 2.3.3 will provide:

Provide three Council shirts during the first year of the elected term, with additional shirts provided as required thereafter.

C. Council Jacket

Section 2.3.3 will provide:

Provide one Council jacket bearing the Council logo for each elected term.

These items are provided to support the professional representation of Council by elected members at official meetings, functions, community events and other Council-related activities.

Resolution

That Council:

1. ***Adopts the amended Mayor and Councillors- Reimbursement of Expenses and Provision of Facilities Policy.***
2. ***Approves the provision of a Council credit card to the Mayor for official Council business use only, with all expenditure supported by receipts and managed in accordance with Council's financial policies and procedures.***
3. ***Authorises the Chief Executive Officer to make any minor administrative amendments required to finalise and publish the policy.***

Moved: ***Cr Tom Langton***
Seconded: ***Cr Daniel Weazel***

Motion No. 3113 Carried
For Vote: Council Voted Unanimously

Queensland Audit Office (QAO} 2025/2026 Interim Audit Report

CEO presented the Queensland Audit Office (QAO} 2025/2026 Interim Audit Report

Resolution

That Council:

1. ***Receives and notes the Queensland Audit Office 2025/2026 Interim Audit Report dated 23 July 2026.***
2. ***Adopts the 2025/2026 Interim Audit Report for Council's records and ongoing monitoring.***

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

Motion No. 3114 Carried
For Vote: Council Voted Unanimously

Endorsement of "Walls That Speak: The Story of Cherbourg Hall" by Aunty Jeanette Brown

Council endorsement sought for the permanent display of the poem "Walls that Speak: The Story of the Cherbourg Hall' by Jeanette Brown within the newly upgraded Cherbourg Town Hall.

Council decided to vote on the proposed Resolution

Resolution

That Council:

1. ***Endorse the permanent display of the poem in the upgraded Cherbourg Town Hall***
2. ***Acknowledge and thank Jeanette Brown for composing the poem for Cherbourg Town Hall***

Council voted on the resolution as follows:

For: 0
Against: 3
Abstained: 2

Council does not support the permanent display of Jeanette Brown's poem "Walls That Speak: The Story of the Cherbourg Hall" in the Town Hall.

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

Motion No. 3115 Carried

Cherbourg Community Cafe - Proposed Two-Year Lease:

Approval is sought to enter into a two-year lease with Ms Elvie Douglas for the operation of the Cherbourg Café.

Council decided to vote on the resolution

That Council;

1. ***endorse the leasing of the Cherbourg Community Cafe to Ms Elvie Douglas for a period of two (2) years.***
2. ***endorse the rental of the Café for $1,000 per month to Ms Elvie Douglas.***

Council voted on the resolution as follows

Result

For: 2
Against: 3
Abstained: 0

Council did not endorse the proposal to lease the Cherbourg Community Café to Ms Elvie Dougals for a period of 2 years.

Moved: Cr Daniel Weazel
Seconded: Deputy Mayor Gordon Wragge

Motion No. 3116 Carried

LGAQ: A Shared Table - Cherbourg Community Recipe Submission

Council endorsement is sought for a traditional Cherbourg Deep Fried Scones recipe for submission to the LGAQ commemorative cookbook, A Shared Table.

LGAQ is developing A Shared Table, a commemorative cookbook featuring a recipe from each of Queensland's 77 councils. The cookbook will celebrate the people, places, cultures and communities that make Queensland's local government areas unique and will be launched at the LGAQ Annual Conference in Cairns from 19-21 October 2026 as part of LGAQ's 130th anniversary celebrations.

Resolution

That Council

1. ***Endorse the submission of "Cherbourg Deep Fried Scones - A Taste of Cherbourg" as Cherbourg Aboriginal Shire Council's recipe for the LGAQ A Shared Table commemorative cookbook.***
2. ***Endorse the recipe and accompanying community story as a representation of Cherbourg community food traditions, history and cultural identity.***
3. ***Authorise the Chief Executive Officer to finalise and submit the recipe and supporting material to LGAQ on behalf of Cherbourg Aboriginal Shire Council.***

Moved: Cr Carla Fisher
Seconded: Cr Tom Langton

Motion No. 3117 Carried
For Vote: Council Voted Unanimously

Grants Management Update - August 2026:

The CEO updated Council on grant outcomes, the funding pipeline and priority projects being progressed with support from Peak Services.

Peak Services continues to support Council to strengthen funding readiness and maximise external funding opportunities.

Resolution

That Council:

1. ***Receive and note the August 2026 Grants Management Update.***
2. ***Note that Council has secured $4,453,934 in grant funding from six successful applications submitted between 1 January and 31 July 2026.***
3. ***Note that three grant applications totalling $985,625 remain under assessment.***
4. ***Note the four priority projects identified through the Executive Management Team and Peak Services priority project workshop.***
5. ***Support the continued development and submission of grant applications aligned with Council's Corporate Plan, strategic priorities and identified community needs.***

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

Motion No. 3118 Carried
For Vote: Council Voted Unanimously

Report Approval

Council resolves that the Chief Executive Officer's Report be adopted.

Moved: ***Cr Carla Fisher***
Seconded: ***Cr Tom Langton 9***

Motion No. 3019 Carried
For Vote: Council Voted Unanimously

CORPORATE SERVICES

Corporate Services Manager Presented his Report

Report Approval

Council resolves that the Corporate Services Report be adopted.

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

Motion No. 3120 Carried
For Vote: Council Voted Unanimously

Finance Report

Finance Officer presented the Finance Report.

Report Approval

Council resolves that the Finance Report be adopted.

Moved: ***Cr Tom Langton***
Seconded: ***Cr Daniel Weazel***

Motion No. 3121 Carried
For Vote: Council Voted Unanimously

Cherbourg Aboriginal Shire Council Time Clock & Biometric Data Policy

The Cherbourg Aboriginal Shire Council Time Clock & Biometric Date Policy was presented for council endorsement.

Resolution

That Council endorses the Cherbourg Aboriginal Shire Council Time Clock & Biometric Data Policy.

Moved: ***Cr Tom Langton***
Seconded: ***Cr Daniel Weazel***

Motion No. 3122 Carried
For Vote: Council Voted Unanimously

HR Report

HR Officer presented her Report

Proposal to Amend the Workcover Claims Lodgement Process

HR Officer presented the proposal to amend the Workcover Claims Lodgement Process

Approval sought for an Amendment to the Workcare Claims Lodgement Process.

Resolution

That Cherbourg Aboriginal Shire Council approve the amendment to the Workers Compensation Claims Lodgement Process whereby, Council ceases payment of wages upon lodgement of a claim with LGW and compensation payments are administered by LGW following determination of liability.

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

Motion No. 3123 Carried
For Vote: Council Voted Unanimously

Report Approval

Council resolves that the HR Report be adopted.

Moved: ***Cr Daniel Weazel***
Seconded: ***Cr Tom Langton***

Motion No. 3124 Carried

COMMUNITY SERVICES

The Community Services Manager Presented her Report.

Report Approval

Council resolves that the Community Services Report be adopted.

Moved: ***Cr Carla Fisher***
Seconded: ***Cr Daniel Weazel***

Motion No. 3125 Carried
For Vote: Council Voted Unanimously

OPERATIONS DEPARTMENT

The Operations Manager Presented his Report

SES Shed

The Operations Manager presented his proposal for the new SES Shed Location at the Council Depot.

The proposed location site is beside the glazing shed at the Council Depot. Key advantages of this location includes; The SES requires a dedicated facility to support emergency response operations, equipment storage, and vehicle accommodation. Several potential locations have been considered, with the preferred site being within the Council Depot precinct.

The proposed site is situated adjacent to the existing glazing shed in an underutilised section of the depot. This area is currently unused and provides sufficient space for the development of a standalone SES facility while minimising impacts on existing Council operations. The site offers independent access from Mill Avenue, can be securely separated from depot operations, has access to essential services, and represents the most practical and cost-effective location for the proposed facility.

Resolution

That Council endorse in principle the area adjacent to the glazing shed within the Council Depot as the preferred location for the development of a new SES shed, subject to detailed design and costing.

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

Motion No. 3126 Carried
For Vote: Council Voted Unanimously

Sale of Quick Spray Unit and Trailer

Lindsay Bligh is seeking approval to purchase the Quick Spray Unit and Trailer that he is currently using for $4,000.

Council currently owns the Quick Spray Unit and Trailer that is no longer required for operational purposes. newer replacement unit is available and in service, making the existing unit surplus to Council's needs.

The unit has been assessed in its current condition and is no longer considered essential to Council's ongoing operations. Retaining the equipment would provide limited benefit while continuing to incur storage and maintenance considerations.

Following careful consideration, Council has approved the sale of the equipment (Quick Spray Unit and Trailer) for $5,000 rather than the proposed $4,000 to Lindsay Bligh.

Resolution

That Council approve the sale of the equipment (Quick Spray Unit & Trailer) to Lindsay Bligh for $5000.

Moved: ***Cr Tom Langton***
Seconded: ***Cr Daniel Weazel***

Motion No. 3127 Carried
For Vote: Council Voted Unanimously

Report Approval

That Council resolves that the Operations Dept Report be adopted.

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

Motion No. 3128 Carried
For Vote: Council Voted Unanimously

12.06pm ***Meeting adjourned for lunch***
12.58pm ***Meeting recommence***

12.58pm ***Entered Meeting - Michael Purcell, Peter Grace, Austin Paul (Capability Development & Assurance EMCC Queensland Police Service)***

Michael presented the draft products for the CIDPE project. Council is happy with the project so far.

1.15pm ***Left Meeting - Michael Purcell, Peter Grace, Austin Paul***

Building Report

Cr Tom Langton declared interest and left meeting
Kenny Georgetown is the CEO of Murri Watch is Cr Tom Langtons's Brother

Muuri Watch - Youth Hub

Murri Watch has approached Council regarding a proposal to construct a Youth Hub building on rear of land at the TAFE/4 Collins Rd. The proposal includes a budget of $1M total for all necessary steps to deliver the completed Youth Hub:

Detailed costs for planning, subdivision and site development have not yet been prepared. Based on comparable current CASC projects, these preliminary works are estimated at approximately $250,000,leaving about $650,000 for construction.

Current construction costs indicate that the remaining $650,000 would be insufficient to deliver a compliant Class 9b public assembly building of a practical size.

Resolution

That Council thank Murri Watch for their offer to construct a Youth Hub however Council believes the proposed budget is insufficient to successfully deliver the project.

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

Motion No. 3129 Carried
For Vote: Council Voted Unanimously

Cr Tom Langton entered meeting

Bell Street

Following its inspection of the site and concept design on 5 August 2026, Council identified two key concerns: the need to house existing residents of 10A–14 Bell Street throughout the redevelopment and the proposed five two-bedroom duplexes, which would not provide an appropriate mix of housing for the Cherbourg community or returning residents.

Council recommends preparing a delivery strategy that provides transitional, short-term and emergency housing for existing tenants while the Bell Street redevelopment is redesigned to include an appropriate mix of two-bedroom duplexes and four-bedroom houses.

Resolution

1. ***Council resolves that appropriate transitional, short-term and emergency housing arrangements be established to support the delivery of major redevelopment projects, including the Bell Street redevelopment in Cherbourg.***

2. ***Council resolves that the Bell Street redevelopment concept be reconfigured to include two four-bedroom houses and three two-bedroom duplexes, providing a more appropriate housing mix for the Cherbourg community and returning residents.***

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

Motion No.3130 Carried
For Vote: Council Voted Unanimously

Transitional, Short Term, & Emergency Housing for Cherbourg via Modern Methods of Construction (MMC - Transportables)

An offer of several MMC houses has been made by the Qld State Government. Council has considered this offer & decided to investigate siting options that could accommodate the offer of MMC housing & address the TSTE needs.

CASC Operations & Building Dept. have undertaken an assessment of the available sites to locate several MMC houses:

- *TAFE site*
- *Stan Mickelo site*

Resolution

That Council resolves to engage with the Qld State Government's offer of MMC housing to confirm the funding pathway, delivery method, available designs, options for CASC input on designs, and potential construction timeframes for up to 10x MMC houses on the Stan Mickelo site.

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

Motion No. 3131 Carried
For Vote: Council Voted Unanimously

FNHH/QBuild proposed 26/27 Upgrade & Maintenance program

First Nations Housing & Homelessness have communicated to Council their proposed 26/27 Upgrade & Maintenance programs consisting of:

- *Upgrade Budget of $1,137,876, noting delivery expenditure on upgrades of $3,145,915 in 2025-26.*

o 9 projects in progress or not commenced by 30 June 2026

o 15 projects to be quoted

- *Maintenance Budget of $4,600,041 which is a further 36% ($1,236,122) uplift on the 2025-26 budget.*

The Upgrade program offer represents a substantial reduction in upgrade expenditure & scope of work being undertaken with very little in the way of improvements to health, safety, running costs of Cherbourg housing. The Maintenance budget allocation represents a substantial uplift in budget without a corresponding trend in increasing demand 24/25 to 25/26.

Resolution

Council resolves to request details from First Nations Housing & Homelessness regarding the reduction in upgrade expenditure & the intended purpose of the extra $1.23M allocated to the maintenance budget after banking (restricting) the flow of maintenance work throughout 25/26.

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

Motion No. 3132 Carried
For Vote: Council Voted Unanimously

Report Approval

Council resolves that the Building Report be adopted.

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

Motion No. 3133 Carried
For Vote: Council Voted Unanimously

CORRESPONDENCE

Patrick Alberts

Sporting application for Son Javonne to compete in the Rugby Union Wide Bay School Sport 2026 State Championship 14-15 boys on 30-3 August 2026 in Townsville.

Resolution

Council approved a $200 sponsorship for Albert to support his participation in the 2026 Rugby Union Wide Bay School Sport State Championships (14-15 Boys), held in Townsville from 30 July to 3 August 2026.

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

Motion No. 3134 Carried
For Vote: Council Voted Unanimously

Jeanette Brown

Walls that Speak: The Story of Cherbourg Hall by Jeanette Brown
Council has already addressed this matter

Wondai Regional Art Gallery

Seeking Sponsorship for the South Burnett Regional Council Acquisitive Art Competition in Ocotober.

Resolution

Council approved sponsorship of $500 for the South Burnett Regional Council Acquisitive Art Competition.

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

Motion No. 3135 Carried
For Vote: Council Voted Unanimously

Dept Women ATSI Partnerships & Multiculturalism

Advice – Ms Catherine Rollo has been appointed as the Acting Director for Remote Indigenous land and Infrastructure program Office (RILIPO)

Qld Fire Dept

Wide Bay Burnett District Bushfire Management Committee Minutes – 30/04/2026

Mick Jordan

A request was made to hold a geocaching gathering at the dam lookout, with approximately 60 attendees, to showcase the area's scenery and local attractions. The requester also enquired about the possibility of the Youth Shop being open during the visit to allow participants to learn more about and support the local community, and requested an opportunity to discuss these ideas.

Resolution

Council approved the request to hold a geocaching gathering at the Bert Button Lookout over the October long weekend (3-5 October).

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

Motion No. 3136 Carried
For Vote: Council Voted Unanimously

TCICA – Torres Cape Indigenous Council Alliance Inc.

Feedback on the Indigenous Leaders Forum and Queensland Indigenous Council Leaders Accord

Dept Local Govt Water & Volunteers

Advice – National Census of Population and Housing will be conducted on Tuesday 11 August 2026.

Minister State Dev Infrastructure Planning & Industrial Relations

The Minister advised that he has decided to publicly notify the Draft Wide Bay Burnett (WBB) Regional Plan and Infrastructure plan 2026 (draft regional plan), in accordance with the Planning Act 2016.

The draft regional plan is open for public consultation between 31 July to 14 September 2026. A copy of the draft regional plan can be accessed via the link https://www.planning.qld.gov.au/draft-wbb-regional-plan-2026.pdf and on the website at: www.planning.qld.gov.au/wide-bay-burnett-regional-plan. A copy of the Queensland Government Gazette Notice (as required under the Planning Act) is also enclosed for your information.

Michael Hogan

Local Govt Playbook – project brief for the Local Government Playbook – Every Child Thriving Project.

Goomeri Show Society - NYE Rodeo

Seeking sponsorship for the 2026 New Years Eve Goomeri Rodeo

Council agreed to support the Goomeri NYE Rodeo - $500

Resolution

Council approved sponsorship of $500 for the 2026 Goomeri New Years Eve Rodeo.

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

Motion No. 3137 Carried
For Vote: Council Voted Unanimously

Electoral Commission Qld

Invitation to CEO Zala to return as a member of the 2028 Local Government Election Advisory Committee.

Council agrees that CEO Zala should be a member of the 2028 Local Government Election Advisory Committee if he wishes to do so.

SB Child Protection

Invitation – Networking & Celebration – Child Protection Week (10 September 2026)

Gavin Crawford

Information – HPAI Bird Flu

Indigenous Energy Australia

Seeking Council approval to apply for First Nations Clean Energy Program Grant.

Resolution

Council approved that Indigenous Energy Australia apply for the First Nations Clean Energy Program Grant

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

Motion No. 3138 Carried
For Vote: Council Voted Unanimously
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Mayor Bruce Simpson declared interest and left meeting
Leighton Costello (Cherbourg Men's Space) is Mayor Bruce Simpson nephew

Leighton Costello - Cherbourg Men's Safe Space: Community -Led Healing and Connection

Leighton sought endorsement for a community-led Cherbourg Men's Safe Space involving Council, local men, Elders and community partners. Noting that several men's groups already operate in Cherbourg, Council supported the re-establishment of a men's group in principle.

Resolution

1. ***Council resolved to support the re-establishment of the men's group in principle.***
2. ***Council invites Leighton to attend its next floater meeting to discuss the men's group further.***

Moved: ***Cr Tom Langton***
Seconded: ***Cr Daniel Weazel***

Motion No. 3139 Carried
For Vote: Council Voted Unanimously

Mayor Bruce Simpson entered meeting

2.12pm Meeting Closed

Mayor's Report

MAYOR'S REPORT

For Council Meeting – 17 September 2026

Mayor's Report – Council Meeting, September 2026

Mayors report:

1. First Nations Caucus – Canberra
2. UQ
3. Darling Downs Health
    a. Service Coordinator
4. TAFE
    a. QUT – Medical School and Health Education Pathways

Bruce Simpson
Mayor

Acknowledgement

Firstly, I would like to acknowledge the Traditional Custodians of the land on which we meet today, the Ngunnawal People, and pay my respects to their Elders past and present. I also extend that respect to all Aboriginal and Torres Strait Islander peoples with us today.

As a proud Wakka Wakka and Wangan man, it is an honour to be here on Ngunnawal Country and to acknowledge the enduring connection that First Nations peoples have to their lands, waters, cultures, and communities.

Introduce myself

My name is Bruce Simpson, and I am a proud Wakka Wakka and Wangan man. I am honoured to serve as Mayor of Cherbourg Aboriginal Shire Council.

I stand on the shoulders of our pioneers, Elders, historical freedom fighters, and previous elected leaders whose strength, courage, and vision helped shape Cherbourg into the community it is today. Their sacrifices and leadership have created opportunities for future generations, and I am proud to continue building on their legacy.

I am one of nine children born to the late Jack Simpson Snr and our beloved mother, who at 83 years young, continues her matriarchal guidance of our family, our community, and our Country. I am privileged to be one of her carers and continue learning from her wisdom and strength every day.

Family is at the heart of everything I do. I have two beautiful daughters and one deadly grandson who is four years old going on forty-four! He certainly keeps us all on our toes.

And, of course, there is Axl, my recently inherited four-legged companion. He seems to think I'm his father and has quickly become my personal stress compass, making sure I never spend a moment alone.

Thank you all for being here today, and I look forward to sharing my thoughts with you.

Cherbourg: We Don't Need Rescuing

A Community of Strength. A Place of Cultural Leadership. A Future of Opportunity.

For too long, others have spoken about Cherbourg rather than listening to Cherbourg.

We are not a community waiting to be rescued.

We are a community built on resilience, determination, cultural pride, and the strength of our people.

Cherbourg is home to strong families, strong culture, and strong leadership. Our Elders continue to guide us, our young people continue to inspire us, and our community continues to create opportunities for future generations.

We are proud of our history and confident in our future. The Cherbourg Ration Shed stands as living proof of this, preserving our truth, celebrating our resilience, and creating opportunities for future generations through cultural education and tourism.

Cherbourg is a place of cultural leadership where knowledge, language, and connection to Country remain at the heart of who we are.

We are also a place of opportunity. We are creating pathways in education, employment, housing, tourism, economic development, and community-led solutions that deliver real outcomes for our people.

The message is simple.
Cherbourg does not need rescuing.
Cherbourg needs partnership.
Cherbourg needs investment.
Cherbourg needs opportunities.
And Cherbourg is open for business.

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2. Challenges

While Cherbourg is a community of strength, pride, and resilience, we continue to face significant challenges that require sustained investment, genuine partnerships, and community-led solutions.

Key Concerns

Health Equity
Ensuring our people have access to quality healthcare, preventative health initiatives, mental health support, and culturally safe services that deliver outcomes equal to those enjoyed by other Australians.

Education
Creating pathways for lifelong learning and improving educational outcomes from early childhood through to higher education, training, and employment.

Housing
Addressing overcrowding, increasing housing supply, improving housing conditions, and supporting sustainable community growth.

Economic Development and Participation
Building local economies, supporting Aboriginal businesses, attracting investment, and creating employment opportunities that allow our people to fully participate in economic prosperity.

When First Nations Programs Disappear
One of the greatest challenges facing our communities today is **Project Invisibility**. Across the country, we are witnessing the gradual erosion of First Nations-led programs and services.

Too often, funding intended to improve outcomes for Aboriginal and Torres Strait Islander peoples is redirected away from community-controlled organisations and towards external providers.

The result is that First Nations voices, leadership, knowledge, and lived experience are increasingly absent from decisions that directly affect our people.

What We're Seeing

- Reduced investment in community-controlled organisations.
- Funding allocated to external providers rather than local Aboriginal organisations.
- Decisions being made about our communities without the meaningful involvement of our communities.
- The loss of Aboriginal leadership, employment opportunities, and local capacity.

The Impact

We have seen funding reductions and resource constraints affect important organisations and initiatives, including:

- Local Community Education Boards.
- Elders groups that provide cultural leadership and guidance.
- TAFE Queensland programs that create pathways into education, training, and employment.

When First Nations organisations are weakened, we do not simply lose programs.
We lose cultural knowledge.
We lose trusted relationships.
We lose local expertise.
And we lose opportunities for the next generation.

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3. What Cherbourg Is Doing

Leading Our Own Future

Despite the challenges, Cherbourg is not standing still.
We are actively building a stronger future through our **Corporate Plan and long-term community vision.**

Key Priorities

- Strengthening governance and elevating local leadership through Local Action Groups.
- Developing Indigenous-led research and community-controlled decision making.
- Building partnerships across health, education, sport, culture, and economic development.
- Creating opportunities linked to Brisbane 2032.

- Investing in youth leadership and future generations.
- Advancing truth-telling, healing, and reconciliation.

Successes
Cherbourg is demonstrating that Aboriginal local government leadership delivers results.

Last year, Cherbourg Aboriginal Shire Council was recognised with the award for **Best Risk and Audit Committee** across Queensland's 77 local governments.
Just two weeks ago, Council was also recognised for having the **Best Communications Team** across Queensland local government.
These achievements reflect the maturity of our governance, ethics, accountability, and the outstanding work of our Council staff and leadership team.

Partnerships That Matter
Our success is being strengthened through partnerships with:
- Neighbouring Councils
- Brisbane Lions
- Brisbane Broncos
- Brisbane Bullets
- Cricket Queensland
- University of Melbourne – Atlantic Fellow of Social Equity Program
- Kenyans in Queensland - The Kenyan High Commission; Together, we are planning a Youth Leadership Summit that will connect young people with new opportunities and global perspectives.

Truth-Telling and Research
Working alongside the University of Queensland and Professor Jackie Huggins, we are advancing important work in:
- Truth-telling initiatives
- Community healing
- Ethical community-led research and data sovereignty
- Treaty discussions (Mou being signed with UQ)
- Community-controlled governance frameworks

Through our Community Research and Ethics Committee, and under the guidance of Dr Terri Janke, we are ensuring Indigenous ownership, consent, access, and control over research conducted within our community.

Continued Success
We currently have three PhD research projects connected to Cherbourg focusing on:
- Institutional racism in the health sector.
- Wakka Wakka language revitalisation.
- Local government reform and Aboriginal governance.

These projects are about ensuring our stories are told by us, with us, and for future generations.

Invitation
I would like to extend an invitation to all of you to attend the **Cherbourg Truth-Telling Summit in March 2027**.
This two-day gathering will bring together leaders, researchers, Elders, and communities to share knowledge, truth, and a vision for the future.

Our Ask
Today, our ask is simple.

First
We invite members of the First Nations Caucus and the Prime Minister to visit Cherbourg within the next six months.
Come and see our strengths.
Come and meet our people.
Come and hear directly from our community.

Second
Help us move from invisibility to visibility.
Help us tell the true story of Cherbourg.
Help us showcase a community that is leading, innovating, and creating solutions.
Because Cherbourg is more than a history.
Cherbourg is more than a statistic.
Cherbourg is more than a headline.

Cherbourg is a living example of resilience, leadership, self-determination, and opportunity.
Again - We don't need rescuing.
We need partners who are prepared to walk beside us.
And Cherbourg is Open for Business.

Indigenous Council Leaders Accord Committee Communique

30 April 2026

The inaugural meeting of the Indigenous Council Leaders Accord Committee (Accord Committee) was held on 30 April 2026 in Cairns.

The Accord Committee meeting was attended by the Honourable Ann Leahy, Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers, the Honourable Fiona Simpson, Minister for Women and Women's Economic Security, Minister for Aboriginal and Torres Strait Islander Partnerships and Minister for Multiculturalism, Mayor Matt Burnett, President of the Local Government Association of Queensland (LGAQ), mayors of Queensland's discrete Indigenous councils (Accord Mayors) and senior representatives of Queensland Government agencies.

Minister Leahy, Minister Simpson and Mayor Burnett made opening remarks, emphasising the significance of the meeting and reaffirming the commitment between the Queensland Government and local governments to work in partnership under the *Equal Partners in Government Agreement* and *Indigenous Council Leaders Accord*.

Accord Mayors confirmed that the Accord Committee's key priorities for the term are economic development, health, and Alcohol Management Plans (AMPs). The Accord Committee's discussions were guided by the LGAQ and Accord Mayors' policy papers on these priorities.

The Accord Committee considered topics raised in the LGAQ's policy paper including access to economic development support on country and land tenure. It was acknowledged that the need for more opportunities for economic development in discrete Indigenous communities is important to increasing participation and wealth creation in communities as well as improved health and wellbeing. The Accord Committee also discussed practical ways to strengthen local participation in government procurement, including through breaking larger Queensland Government contracts into smaller components to facilitate locals tendering for work contracts in their communities.

The Director-General of the Department of Trade, Employment and Training outlined work underway to identify a replacement for the *Indigenous Economic Opportunities Plan* (IEOP), confirming that existing IEOP contracts will continue and consultation with Accord Mayors on a replacement program will occur through the LGAQ.

Accord Mayors highlighted health issues in their communities, expressing concern about progress toward Closing the Gap targets. Issues identified included access to appropriate healthcare, management of patient transport costs, duplication of services, and coordination between health providers and non-government organisations.

Accord Mayors raised concerns that the AMP framework and amendment process does not allow for locally led practices and solutions which hinders their effectiveness. The Acting Police Commissioner spoke about positive relationships with Indigenous councils and opportunities to support continuous improvement. The Director-General of the Department of Justice discussed opportunities to reduce red tape associated with changes to AMPs to improve their operation.

The Chair closed out the meeting by thanking the Accord Mayors, Ministers, LGAQ and Queensland Government representatives for their contributions.

Indigenous Council Leaders Accord Committee

Minutes

Date	**30 April 2026**
Time	9:00am – 12:30pm
Location	Tully III Room – Pullman Cairns International 17 Abbott Street Cairns City QLD 4870
Attendees	Ministers • Hon Ann Leahy, Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers • Hon Fiona Simpson, Minister for Women and Women's Economic Security, Minister for Aboriginal and Torres Strait islander Partnerships and Minister for Multiculturalism (via Teams) Mayors • Mayor Bruce Simpson, Cherbourg Aboriginal Shire Council • Mayor Bruce Gibson, Hope Vale Aboriginal Shire Council • Mayor Territa Dick, Kowanyama Aboriginal Shire Council • Mayor Ronaldo Guivarra, Mapoon Aboriginal Shire Council • Mayor Richard Sewter, Mornington Shire Council • Mayor Roy Chevathen, Napranum Aboriginal Shire Council • Mayor Robert Poi Poi, Northern Peninsula Area Regional Council • Mayor Alfred Lacey, Palm Island Aboriginal Shire Council • Mayor Ralph Kendall, Pormpuraaw Aboriginal Shire Council • Mayor Elsie Seriat, Torres Shire Council • Mayor Phillemon Mosby, Torres Strait Island Regional Council • Mayor Terence Munns, Woorabinda Aboriginal Shire Council • Mayor Alister Gibson, Wujal Wujal Aboriginal Shire Council • Mayor Daryl Sexton, Yarrabah Aboriginal Shire Council Directors-General and proxies • Jarrod Cowley-Grimmond, A/Director-General, Department of Local Government, Water and Volunteers (DLGWV) - Chair • Natalie Wilde, Director-General, Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism (DWATSIPM) • Sarah Cruickshank, Director-General, Department of Justice (DOJ) • Rex O'Rourke, Chief Executive Torres and Cape, Hospital and Health Services, Queensland Health (QH) • Peter McKay, Director-General, Department of Trade, Employment and Training (DTET) (via Teams) • Acting Commissioner Brett Pointing, Queensland Police Service (QPS) • Assistant Commissioner Kevin Guteridge, North Coast Region, QPS

	Local Government Association of Queensland (LGAQ) • Mayor Matt Burnett, President • Alison Smith, Chief Executive Officer • Sarah Vogler, Head of Advocacy • Lucy Abbott, Manager, Intergovernmental Relations • Angus Sutherland, Lead, Intergovernmental Relations Secretariat • Emily Carrigan, Executive Director, Strategy and Service Delivery, Local Government Division, DLGWV • Karl Holden, Policy and Legislation, Local Government Division, DLGWV • Tim Dunne, Policy and Legislation, Local Government Division, DLGWV (via Teams) • Amy McGiffin, Policy and Legislation, Local Government Division, DLGWV
Apologies	• Bronwyn Blagoev, Director-General, DLGWV • Dr David Rosengren, Director-General, Queensland Health • Paul Williams, Under Treasurer, Queensland Treasury • Mayor Barbara Bandicootcha, Aurukun Shire Council • Mayor Fredrick O'Keefe, Doomadgee Aboriginal Shire Council • Mayor Wayne Butcher, Lockhart River Aboriginal Shire Council

Item	Topic
1.	**Welcome** Mayor Seriat opened the meeting with a prayer and Mayor Lacey made an Acknowledgement of Country. The Chair welcomed members to the inaugural meeting of the Indigenous Council Leaders Accord Committee (Accord Committee) and acknowledged the attendance of Accord Mayors, senior departmental representatives from DLGWV, DWATSIPM, DOJ, QH, DTET and QPS, and LGAQ personnel. The Chair also welcomed Minister Leahy and Minister Simpson (via Teams) who joined the Accord Committee for its inaugural meeting. Apologies were noted from the Directors-General of DLGWV, QH and the Under Treasurer. Each Accord Mayor briefly introduced themselves, Mayor Matt Burnett, President of LGAQ, then made opening remarks and provided an overview of the Indigenous Council Leaders Accord (Accord).
2.	**Opening remarks** Minister Leahy and Minister Simpson made opening remarks expressing their support for the Accord Committee as an avenue to strengthen the partnership between Queensland Government and Indigenous local governments and achieve practical outcomes for Queensland's discrete Indigenous communities.
3.	**Overview of Accord and confirmation of priorities** The Chair explained the Accord Committee's role as the primary governance structure for the implementation and operation of the Accord. Accord Committee members confirmed economic development, health and alcohol management plans as its priorities for this term.
4.	**Priority 1 – Economic Development** The Accord Committee discussed the issues raised in Discussion Paper 1, and other matters, relating to the priority area of economic development. ➢ **ACTION ITEM**: DTET to provide an update on the new approach to replace the Building and Construction Training Policy, including the Indigenous Economic Opportunities Plan (IEOP). ➢ **ACTION ITEM:** DWATSIPM to seek cross-government approval to break-down tenders and contracts into smaller projects to support people in discrete Indigenous communities to tender. ➢ **ACTION ITEM:** Invitation to Minister Last, Director-General of the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development, Graham Fraine, and Special Commissioner for Regional and Rual Queensland, Andrew Cripps to attend the next meeting to discuss land tenure pathways.
5.	**Priority 2 – Health** The Accord Committee discussed the issues raised in Discussion Paper 2, including what could be done at a local government level to improve health outcomes in Indigenous communities.
6.	**Priority 3 – Alcohol Management Plans** The Accord Committee discussed the issues raised in Discussion Paper 3 in relation to Alcohol Management Plans. ➢ **ACTION ITEM**: Minister Simpson to consider, with the Attorney-General, opportunities to improve the existing amendment process for Alcohol Management Plans to allow for more local solutions to be applied. ➢ **ACTION ITEM**: The LGAQ to work with Accord Mayors to identify examples of impractical applications of Alcohol Management Plans to be shared with the DOJ and DWATSIPM who will report back to the Accord Committee on the scope of operational changes that may be possible.

	➢ **ACTION ITEM**: QPS are to investigate how community justice groups could complement Alcohol Management Plans and report findings to the relevant Ministers and the Accord Committee.
7.	**General Business** Nil.
8.	**Close of meeting** The Chair acknowledged and thanked Minister Leahy and Minister Simpson, Accord Mayors, senior government representatives and the LGAQ for their attendance. Mayor Seriat closed the meeting with a prayer. Details about the next Accord Committee meeting and the annual meeting with the full State Cabinet will be confirmed at a later date.

The Queensland Commitment (TQC) Summit 2026

Unifying Momentum: Turning Purpose into Progress

29 September 2026

Time	Activity
8:30-9am	Registration and arrival
9am	Welcome to Country
9:25-9:30am	Summit begins – welcome from event MC, Veronica Pritchard, Program Director, The Queensland Commitment
9:30-10:35am	The Future We Choose Impact Dialogue Moderator: Jennifer Karlson, Vice President (Advancement & Community Engagement) Panellists: • Emeritus Professor Mary O'Kane AC, Chancellor, UQ • Professor Deborah Terry AC, Vice-Chancellor and President, UQ • Professor Barney Glover AO, Chief Commissioner, Australian Tertiary Education Commission
10:35-11:05am	Morning tea
11:05-11:50am	From Equity to Innovation: Shifting the Narrative Student Panel Moderator: Cassandra Diamond Director, Aboriginal & Torres Strait Islander Studies Unit Panellists: • UQ Students TBA
11:50-12:40pm	Students at the Centre: From Access to Achievement Professor Kris Ryan, Deputy Vice-Chancellor (Academic), UQ
12:40-1:45pm	Lunch
1:45-2:30pm	Communities Leading Change: Partnerships for Queensland's Future Moderator: Julia Spicer OAM, TQC Ambassador, Goondiwindi Regional Councillor, founder Engage & Create Consulting Panellists: • Tony Rayner, TQC Ambassador, Mayor Longreach Regional Council • Mayor Bruce Simpson, TQC Ambassador, Cherbourg Aboriginal Shire Council (TBC) • Gayle Evans, TQC Philanthropy Committee Member, Head of Engagement and Partnerships, Bryant Foundation
2:30pm	Transition to Action Lab rooms x 5
2:35-3:20pm	Action Labs – Turning Ideas into Impact 1. **Community in Action** led by Mikaeli Costello, Chief Community Engagement Officer 2. **Regions in Action** led by Professor Sagadevan Mundree, Head of School, Agriculture and Food Sustainability, UQ Gatton 3. **Students in Action** led by TQC Program Office 4. **Collaboration in Action** led by Marketing and Comms and Aboriginal Torres Strait Island Unit/DVCIE 5. **Faculties in Action** led by Yvonne Oberhollenzer, Senior Manager Student Transition and Success and Dony Rodriguez Senior Coordinator, Student Wellbeing and Co-curricular Programs, UQ
3:20-3:40pm	Afternoon tea
3:40-4:25pm	Act Today, Build Tomorrow panel discussion TQC Program Office and Student Voice
4:25-4:30pm	Final reflections and thanks from Veronica Pritchard, Program Director, The Queensland Commitment
4:30pm	End

The Queensland Commitment Summit

Tuesday 29 September 2026

Communities Leading Change: Partnerships for Queensland's Future

The Queensland Commitment will only succeed through strong partnerships with the communities it seeks to serve.

This 45-minute panel session brings together local, regional and community leaders who are helping create pathways to education, social and economic opportunity and thriving communities across Queensland. Through practical examples and their own experience, panellists will explore what communities need from The Queensland Commitment, the role philanthropy and partnership can play in accelerating impact, and how UQ can work alongside communities to support locally led solutions.

This discussion will highlight successful models already making a difference across Queensland and challenge participants to consider how their own work can contribute to the shared goals of access, opportunity and prosperity.

Moderator

Julia Spicer OAM, The Queensland Commitment Ambassador (Bachelor of Environmental Management 2001)

Former UQ Gatton Gold Medallist, regional development leader and community builder committed to bringing together organisations, industries and communities to drive regional prosperity.

Panellists

Mayor Bruce Simpson, The Queensland Commitment Ambassador, Mayor Cherbourg Aboriginal Shire Council TBC

Proud Wakka Wakka and Wangan leader and community advocate. Committed to creating opportunities in education, workforce development, health and economic participation for Aboriginal and Torres Strait Islander communities.

Mayor Tony Rayner, The Queensland Commitment Ambassador (Associate Diploma in Stock and Meat Inspection 1980)

Mayor, Longreach Regional Council, Chair Remote Area Planning and Development Board. Community advocate with a passion for education, youth development. and the economic growth of rural and regional communities

Gayle Evans, The Queensland Commitment Philanthropy Committee Member

Representing Bryant Foundation. Expert in collective impact, community engagement and cross-sector partnerships that bring together philanthropy, government, education, health and community organisations.

Moderator introduction (5 mins)

Welcome and scene setting

- Why The Queensland Commitment matters
- Introduction of panellists
- Queensland map highlighting each panellist's region and area of impact

Student story video (3 mins)

Short video or recorded story from a TQC scholarship recipient or regional student (Tachae Douglas Miller)

Purpose:

- Ground the discussion in impact
- Demonstrate the opportunity and challenges facing regional learners
- Provide a human connection without requiring a fourth panellist

Audience Poll (2 mins)

What is most critical for The Queensland Commitment to succeed in communities across Queensland?

- Strong local partnerships
- More accessible pathways to university
- Better support for student success
- Greater workforce and industry connections
- Increased philanthropic investment
- Stronger regional presence from UQ

Moderated panel discussion (25 mins)

Theme 1: What do communities need?

Question to all panellists

What inspired you to be a part of The Queensland Commitment?

Follow-up prompts:

- What is working in your community today? *(specific partnership / program / personal story of success)*
- What partnership opportunity is often overlooked?

Theme 2: Community-led efforts. What role can partnerships and philanthropy play?

Question to Gayle

- Logan Together demonstrates the power of collective action. What makes partnerships succeed and where can philanthropy be most catalytic?

Question to Tony

- What UQ have partnerships enabled in Longreach that would not have happened otherwise?

Question to Julia

- What are you seeing across regional Queensland? What partnership models are generating the strongest outcomes?

Theme 3: What can UQ do differently?

Question to all panellists

If you could ask UQ to focus on one thing over the next few years to strengthen impact in regional Queensland, what would it be?

Prompts:

- Where can UQ add the greatest value?
- What capability/talent/skill in your community is needed most?
- How can universities better enable community-led solutions?

Quick-fire round (5 mins)

One action. One opportunity. One priority.

Each panellist answers:

What is the single biggest opportunity for The Queensland Commitment to create impact in Queensland communities?

Closing reflection (5 mins)

Moderator summarises three key takeaways:

1. What communities need.
2. How partnerships and philanthropy are/can help deliver outcomes.
3. How UQ staff and leaders can contribute through their own work.

Close with a call to action:

"The Queensland Commitment will be delivered through relationships, partnerships and shared effort. What role will each of us play in making that happen?"

Chief Executive Officer's Report

1. LGAQ Website Management Services for our Council:

The purpose of this report is to seek Council's approval to proceed with LGAQ's Website Management Services. The proposal will provide Council with a new website on the Granicus Open Cities platform, supported and managed through LGAQ, rather than continuing with the existing WordPress website arrangement.

Discussion

Council's current website has developed into an important community communication platform and includes a range of functionality beyond a standard corporate Council website, including community news and stories, photography, funeral notices, the Community Events Calendar and public event submission system, emergency and community information, documents and online forms.The LGAQ proposal provides an opportunity to retain the benefits of this functionality while moving to a platform specifically designed for government and supported through a managed service arrangement.

The key benefits of proceeding include:

1. Improved cyber security and managed platform infrastructure;
2. Managed hosting and ongoing technical support;
3. Ongoing system maintenance and upgrades;
4. Improved accessibility;

5. A platform specifically designed for local government; and
6. Access to an established service already utilised by several Queensland councils.

The proposed implementation includes templated design/theme development, 10 hours of content support and migration of up to 100 pages. Importantly, the implementation will need to be managed carefully to ensure Council does not lose existing functionality or the visual and cultural identity of Cherbourg.

Financial Implications

The quoted costs are:

Item	Cost ex GST
Initial implementation	$13,391.82
Annual licence, hosting, support and maintenance	$16,337.00
Estimated first-year cost	$29,728.82

The estimated first-year cost including GST is approximately $32,701.70.

The first subscription period will be pro-rated. The quoted costs do not include any additional Council project management, contractor, integration or functionality costs that may arise during implementation.

Contract Term

The proposed agreement is to operate through to 30 June 2029, with 12 months' notice applying to termination for convenience.

Given the proposed term, Council should ensure that the final implementation arrangements adequately address content ownership, administrator access, functionality, migration and future content portability.

Recommendation regarding LGAQ Website Management Services for our Council:

That Council:

1. Approve proceeding with LGAQ Website Management Services and the implementation of the Granicus Open Cities platform as Council's corporate website;

2. Approve the initial implementation expenditure of $13,391.82 excluding GST;

3. Approve the ongoing annual subscription expenditure of $16,337 excluding GST, noting that future annual pricing will be determined by LGAQ and is not necessarily limited to CPI increases;

4. Authorise the Chief Executive Officer to finalise the implementation arrangements with LGAQ, including confirmation of migration requirements, existing functionality, URL/SEO redirects, administrator access, design and branding requirements, and Council's ability to export its content in the future.

2. 2027 Council Meeting Dates including both Ordinary Council meetings and Floater meetings:

The Local Government Regulation 2012 requires a local government to meet at least once in each month, unless the local government considers that meeting in a particular month would be impracticable or unnecessary.

It is proposed that Council continue its practice of holding one Ordinary Council Meeting each month. The proposed Ordinary Council Meeting dates have been scheduled having regard to the Council calendar, public holidays and the operational requirements of Council. The proposed schedule provides for an Ordinary Council Meeting in every month of 2027.

The proposed floater meeting dates are additional dates identified for operational flexibility. These dates provide an opportunity for Council to schedule an additional meeting where required for urgent business, statutory matters, time-sensitive decisions or other Council business. A floater meeting is not an Ordinary Council Meeting merely because it appears on the annual calendar. Where a floater meeting is required, the appropriate meeting notice and agenda processes will apply.

Public Notification

Following adoption by Council, the 2027 Ordinary Council Meeting schedule will be publicly notified in accordance with the Local Government Regulation 2012.

The adopted dates will be:

- Published on Council's website;
- Displayed at Council's public office; and
- Communicated to the community through Council's usual communication channels.

Proposed dates are :

Cherbourg Aboriginal Shire Council Meeting Dates for 2027		
Month	**Floater Meeting**	**Ordinary - Monthly Meeting**
January	**January 6**, 2027	**January 21**, 2027
February	**February 3**, 2027	**February 18**, 2027
March	**March 3**, 2027	**March 18**, 2027
April	**April 7**, 2027	**April 15**, 2027
May	**May 5**, 2027	**May 20**, 2027
June	**June 2**, 2027	**June 17**, 2027
July	**July 7**, 2027	**July 15**, 2027
August	**August 4**, 2027	**August 19**, 2027
September	**September 1**, 2027	**September 16**, 2027
October	**October 6**, 2027	**October 14**, 2027
November	**November 3**, 2027	**November 18**, 2027
December	**December 1**, 2027	**December 16**, 2027

Recommendation:

That Council:

1.Adopt the 2027 Ordinary Council Meeting dates as listed in this report;

2. Note the proposed 2027 floater meeting dates for additional meetings where required; and

3. Authorise the Chief Executive Officer to undertake the required public notification of the adopted meeting dates in accordance with the Local Government

3 : Memorandum of Understanding with The University of Queensland

The MOU provides a framework for a relationship between Council and UQ and identifies areas where the organisations can work together for the benefit of the Cherbourg community.

Council and UQ have been discussing opportunities to develop a stronger relationship and identify areas of mutual interest and benefit. The proposed MOU sets out the broad areas of cooperation and provides a framework for Council and UQ to work together on agreed activities and initiatives.

The MOU is intended to support a positive and ongoing relationship between the two organisations. The specific activities and projects undertaken under the MOU will be developed and agreed between

Council and UQ as opportunities arise. changes are expected and that the delay may place the financial reporting timetable at risk.

It is proposed that the Mayor be the primary Council contact for the relationship with UQ, given the Mayor's existing connections with the University and the relationship-building nature of the MoU. It is also proposed that the Mayor be authorised to formally sign the MoU on behalf of Council.

The proposed MOU provides an opportunity for Cherbourg Aboriginal Shire Council to establish and strengthen its relationship with The University of Queensland and explore opportunities that may provide long-term benefits to the Cherbourg community. It is recommended that Council approve the MOU and authorise the Mayor to sign the document on behalf of Council.

We have attached the detailed MoU for the council information.

Recommendation:

That Council:

1. Agree to enter into the proposed MOU with The University of Queensland and thank the University for agreeing to go on this journey with Council; and

2. Authorise the Mayor to sign the MOU on behalf of Cherbourg Aboriginal Shire Council.

4. Green Frog Vending – Proposed Vending Machine Locations

The purpose of this report is to seek Council's approval for the proposed installation of five vending machines at four Council-controlled sites by Green Frog Vending.

Green Frog Vending is a 100% Aboriginal-owned business and has proposed providing vending services across Cherbourg while also using the machines as a platform for community information, health messaging, local events and community promotion. It is proposed that the poem be professionally designed and displayed in a prominent location within the Hall.

Proposed Locations

The proposed vending machine locations are:

Council Site	Number of Machines
Council Chambers	1
Works Depot	2
Recycling Facilities	1
Sports Complex	1
Total	5

The Works Depot is proposed to have two machines due to the number of staff and operational activity at the site.

The proposal was discussed with Green Frog Vending, with Council supportive of exploring the initiative.The vending machines will be professionally wrapped with Council-approved artwork, branding and community content.

The initiative provides an opportunity to provide convenient access to products while also promoting important community messages and information.Green Frog Vending has advised that installation is expected to occur approximately one month after final confirmation, allowing sufficient time for the machines to be prepared and wrapped.

Recommendation:

That Council:

1. Approve the installation of five Green Frog Vending machines across four Council sites, being:

Council Chambers – one machine;

Works Depot – two machines;

Recycling Facilities – one machine; and

Sports Complex – one machine.

2. Authorise the Chief Executive Officer to finalise the Site Agreement with Green Frog Vending; and

3. Authorise the Chief Executive Officer to coordinate the installation, branding, site access and operational arrangements with Green Frog Vending.

5. ARC Industrial Transformation Training Centre – AI and Future Water Systems: Cherbourg council partnerships

Council has been approached to participate as a partner in a proposed ARC Industrial Transformation Training Centre focused on the use of Artificial Intelligence (AI) in water systems. The Centre will bring together universities, water utilities and industry partners to develop practical AI applications and provide training for water operators, technical staff and managers.

For Cherbourg, the project may provide opportunities to improve water quality interpretation, treatment and maintenance decision-making, cybersecurity and staff training. Council's participation would primarily be through in-kind support, including staff time, sharing operational experience and participation in agreed site visits or local case studies.

There is no proposed direct financial contribution from Council at this stage. Any future financial commitment would be subject to further Council approval.

Recommendation:

That Council:

1.Approve Cherbourg Aboriginal Shire Council participating as a partner in the proposed ARC Industrial Transformation Training Centre focused on AI and the future of water systems; and

2. Authorise the Chief Executive Officer to progress Council's participation and liaise with the project partners.

More information corresponds :

1. Wide Bay Burnett Urban Water Alliance Update
2. Cherbourg City Safe CCTV Report

Kind Regards,



Chatur Zala, CEO

Scope of work – Cherbourg Aboriginal Shire Council - Corporate website

Order No.: 202609CHE

Governing Agreement: The Digital Services Agreement between Local Government Association of Queensland Limited (***LGAQ***) and Cherbourg Aboriginal Shire Council (***Council***).

Scope of Work for delivery of Order:

Templated Design and Theme Build

Design

- Light UX discovery reviewing current site features, analytics and heatmapping (if available)
- Presentation of 2 templated homepage details design options that best meet the Council's needs based on the discovery process for desktop, tablet and Mobile
- Inner page and widget designs based on the selected homepage concept
- Up to three rounds of design refinement
- Final accessibility compliance check (WCAG 2.2 AA)
- Council approval of final designs prior to development commencing

Build

- LGAQ Developers will develop the website theme based on approved designs
- LGAQ will conduct functional, device and UX testing prior to Council's User Acceptance Testing
- Up to two rounds of Council feedback within scope
- LGAQ will support Council with go-live activities

Content Migration

Content migration of approved page URLs will be undertaken by LGAQ or its partner, Granicus. Council will provide a migration spreadsheet identifying page titles, existing URLs and target locations.

Remote Content Support Management (10 Hours)

Content Support Hours are a pre-purchased block of virtual technology (VT) hours that Council can draw on for ongoing, ad hoc website content management updates.

SOW Assumptions:	
The following assumptions have been made in the development of the SOW:	
Ref:	
1	Sharing of assets: Where required, LGAQ will provide access to a SharePoint location for Council to supply high-resolution images and vector logo files.
2	Meetings and correspondence will be conducted via phone or email, unless otherwise agreed.
3	Council will complete User Acceptance Testing (UAT) within 5 Business Days of UAT access being provided.
4	Council will implement DNS records once provided by Granicus following completion of UAT and confirmation to proceed to go-live.
5	For up to 45 days from the date by when Council should have completed the UAT, LGAQ will address issues notified by Council that relate to works undertaken by LGAQ and do not meet the deliverables under the Order or this SOW.
6	Content Support Hours will be used for the purposes listed and must be consumed within 12 months of the SOW Commencement Date, and will be invoiced in advance.
7	Content Support Hours will be provided remotely.
8	Content Support Hours include, but are not necessarily limited to: adding, moving or removing elements from/to online forms; changes to images and content within the forms; amendments to email notifications sent by the forms; user support (phone and email); and adjustments to calculations and payment gateway implementation.

Considerations and Dependencies:	
The following considerations and dependencies have been made in the development of the SOW:	
Ref:	
1	Sharing of assets: Where required, LGAQ will provide access to a SharePoint location for Council to supply high-resolution images and vector logo files.
2	Meetings and correspondence will be conducted via phone or email, unless otherwise agreed.
3	Council will complete User Acceptance Testing (UAT) within 5 Business Days of UAT access being provided.

4	Council will implement DNS records once provided by Granicus following completion of UAT and confirmation to proceed to go-live.
5	For Content Support Hours requests, Council will supply along with the support/work request: the form or page name where the update is required; a detailed description of the requested update; and all relevant attachments/documents to be included.
6	If a Content Support Hours request is urgent, Council should call the Members' Hotline rather than email the request, otherwise the task may not be completed in the required timeframe.
7	It is Council's responsibility to verify that all Content Support Hours requests sent to LGAQ via the support channel have been completed as required.

Tasks/Activities, Responsibilities and Time Frames

All time frames are estimates only, and delivery of a task/activity is subject to, and dependent upon, a previous task/action being completed.

SOW Commencement Date: The next Business Day following 'sign off' of finalised and agreed SOW by each of Council and LGAQ.

Task/Activity	Responsibility	Target Time Frames/Approx. Duration
SOW 'kick-off' meeting to finalise and 'sign off' on scope of work, responsibilities and target time frames	LGAQ (Meeting with Council)	1 Business Day, to be held at a mutually convenient time
Platform Setup:		
Platform setup	Granicus	2 –3 Business Days after execution of Order
Design Build:		
Website/Subsite redesign services—provision of images and logos to be used throughout the website/subsite in the required minimum format, via SharePoint.	Council	5 Business Days after SOW Commencement Date
Presentation of two design options	LGAQ - Coordinate meetings - Provision of design sign off template	Within 1-2 weeks after SOW Commencement Date
Development, finalisation and agreement about final design	LGAQ	Up to three rounds of Council feedback,

	- Coordinate meetings - Provision of update design option/s, based on Council feedback Council - Be available to provide feedback and attend meetings	allowing 2-3 Business Days for each round
Council design sign-off is required prior to theme build commencing.	Council - Provide formal design signoff	2–3 weeks after SOW Commencement Date, depending upon on complexity and availability and responsiveness of Council
Theme Build & Implementation:		
Development of the website theme using responsive frameworks	LGAQ Council to be available to provide feedback and attend meetings	3–6 weeks from Council design sign off, depending upon complexity and availability and responsiveness of Council
Content Migration Migration of approved content based on Council-provided URL spreadsheet	Council - Provision of spreadsheet - Verification upon completion LGAQ or Granicus - Migration of page and summary of work completed	2–6 weeks after SOW Commencement Date, dependent on pages required
Training LGAQ will conduct an initial 4 hour online (via teams) training session for 10 key administrators identified by council.	LGAQ to schedule Council to ensure staff availability and access to Teams	4-hour online session, to be held at a mutually convenient time, preferably before 'go live'
User Acceptance Testing (UAT):		
• Council will be provided access to the new website theme to conduct UAT, supported by a sample test checklist	LGAQ - Coordinate access for UAT activities - Provision of UAT sign off template	

• LGAQ will coordinate UAT access and provide a UAT sign-off template • Council will review the website, provide feedback, and complete formal UAT sign-off	Council - Be available to provide feedback and attend meetings	
UAT sign-off is required prior to go-live activities commencing	Council - Provide formal UAT signoff	Within 5 Business Days after LGAQ notifies SOW steps and actions completed, and provides UAT tasks
Implementation of UAT feedback • LGAQ will implement agreed content and/or theme changes arising from UAT feedback	LGAQ	Within 5 Business Days after Council provides feedback on UAT results
Go Live activities • LGAQ will submit a go-live request to Granicus a minimum of three weeks prior to the agreed go-live date • Granicus will prepare the production environment and provide DNS records • Council will implement DNS records as required • The go-live date will be agreed during the UAT period	LGAQ - to submit go-live request 3 weeks prior to go-live date - Provide council DNS records for implementation Council - Implement DNS records as required	1 hour for go-live after implementing any UAT feedback.

Acceptance of Scope of Work

Execution	
Authorised Council Representative	LGAQ Representative
Name: _____	Name: Alison Smith
Position: _____	Position: Chief Executive Officer
Signature: _____	Signature:
Date: _____	Date: 8 September 2026

Every Queensland community deserves to be a liveable one

LGAQ Digital Services
Annual Pricing Schedule - 2026-27

Council: Cherbourg Aboriginal Shire Council

Item	Cost Ex GST
Annual software licenses for OpenCities and OpenForms, including (up to): • Hosting, support and maintenance (including helpdesk) • 1 Corporate site • 10 Online Forms	$16,337.00 p.a.
Additional subsites - annual software license (per site)	$6,750 p.a.
Additional connectors/modules annual cost (per item)	$6,750 p.a.
Themed website design and implementation (per site)	$12,441.82
Additional forms package – 30 users/100 forms	Price on application
Content Support Hours	Package of hours available based on $95.00 per hour
Additional Administrator Training (1 day / 8 people)	$1,500.00
Theme modifications or updates	Price on application

1. The LGAQ reserve rights to vary this list pricing based on council requirements.
2. Prices are effective 1 July 2026 to 30 June 2027.
3. Annual subscription will be pro-rated for part years.
4. Please note, other customised packages and options can be tailored to requirements.
5. Items marked 'price on application' are due to needing better understanding of scope and council requirements.

Cherbourg Aboriginal Shire Council
Meeting Dates for 2027

Month	Floater Meeting	Ordinary - Monthly Meeting
January	January 6, 2027	January 21, 2027
February	February 3, 2027	February 18, 2027
March	March 3, 2027	March 18, 2027
April	April 7, 2027	April 15, 2027
May	May 5, 2027	May 20, 2027
June	June 2, 2027	June 17, 2027
July	July 7, 2027	July 15, 2027
August	August 4, 2027	August 19, 2027
September	September 1, 2027	September 16, 2027
October	October 6, 2027	October 14, 2027
November	November 3, 2027	November 18, 2027
December	December 1, 2027	December 16, 2027

Memorandum of Understanding

Parties

UQ	COUNCIL
The University of Queensland ABN 63 942 912 684 a body corporate constituted under the *University of Queensland Act 1998* (Qld)	Cherbourg Aboriginal Shire Council, a local government under the Local Government Act 2009 ABN 17 862 722 505

Key Details

	UQ	COUNCIL
Representative		
Name	[Insert]	Bruce Simpson
Position	[Insert]	Mayor
Phone	[Insert]	0475 926 501
Email	[Insert]	mayor@cherbourg.qld.gov.au

Commented [MC1]: UQ will identify a **dedicated project lead** responsible for coordinating partnership activities, liaising with Cherbourg Council, and supporting the governance committee.

Signed as a Memorandum of Understanding

Signed on behalf of **The University of Queensland ABN 63 942 912 684** a body corporate constituted under the *University of Queensland Act 1998* (Qld)by an authorised representative:	Signed on behalf of **Cherbourg Aboriginal Shire Coucnil ABN 17 862 722 505** by an authorised representative:
Signature	**Signature**
Name Professor Deborah Terry AO	Name Bruce Simpson
Title Vice Chancellor	Title Mayor
Date	Date

Background

A. UQ is one of Australia's leading research and teaching institutions.

B. Cherbough Council is a local government organisation in the South Burnett region of Queensland.

C. The parties wish to explore opportunities for collaborative projects and activities that build on their respective research strengths, knowledge and expertise, with a particular focus on research, health, outreach and education.

1 Understanding

1.1 The parties wish to have discussions about areas of mutual interest and, more specifically, the feasibility of collaboration within the areas of:

(a) A co-ordinated approach to UQ's research, education and engagement in Cherbourg

(b) Initiatives to support pathways to higher education for Cherbourg students

(c) Strengthen existing partnerships and explore new opportunities within the community

1.2 The parties will engage in amicable, full and frank discussions in relation to the areas of mutual interest.

1.3 The parties will facilitate the discussions through the Representatives in the Key Details or any substitute representative notified by a party from time to time.

1.4 The parties understand that during the discussions they:

(a) are bound to follow applicable laws, rules, internal policies and procedures;

(b) may be requested to provide relevant information and documents (including confidential information and documents) to the other party;

(c) must not misrepresent any matter or engage in misleading or deceptive conduct; and

(d) may be required to obtain relevant professional advice and internal approvals.

1.5 A party may withdraw from the discussions at any time.

2 Further documentation

2.1 Any specific activities, projects, funding or other matters relating to the implementation of any of the areas of mutual interest will be subject to:

(a) any applicable laws;

(b) each party's internal approvals, policies and procedures; and

(c) the negotiation and execution of separate binding agreements.

2.2 The parties acknowledge that they may be required to obtain relevant approvals and/or prepare appropriate documentation prior to entry into any specific agreement.

3 Legal Nature

3.1 Non-binding Nature

(a) Except for this clause and clauses 5 and 7.1, this document:

(i) is only to express the intentions of the parties to have discussions about areas of mutual interest;

(ii) is not binding; and

(iii) is not capable of giving rise to any ground for a party to institute legal proceedings of any kind against the other.

(b) Any discussions between the parties about the areas of mutual interest, as anticipated by this document:

(i) are only to express the intentions of the parties to collaborate;

(ii) are not binding;

(iii) are not capable of giving rise to any ground for a party to institute legal proceedings of any kind against the other.

3.2 No Representation

(a) No offer, representation or guarantee is made or contained in this document.

(b) Actions taken by any party in reliance on this document, or statements made pursuant to this document, will be at that party's sole risk.

3.3 Relationship of Parties

(a) This document does not create a relationship of employment, trust, joint venture, agency or partnership between the parties.

(b) UQ may enter into agreements or arrangements with other parties in relation to the areas of mutual interest.

4 Term and Withdrawal

4.1 The parties intend to have discussions about areas of mutual interest over a period of 24 months (**term**).

4.2 The parties may agree in writing to extend the term once by a period of 24 months at any time before 30 days prior to the end of the term.

4.3 A party may withdraw from its stated intention to have discussions about areas of mutual interest at any time by written notice to the other.

5 Confidentiality

5.1 Neither party may disclose the confidential information of the other, or the terms or fact of existence of this document, to any other person or entity except:

(a) with the consent of the person whose confidential information it is;

(b) as required to comply with an applicable law or pursuant to a valid order of a court or other governmental entity; or

(c) to its professional advisers, financiers, councillors and employees for the purpose of discussing the areas of mutual interest, on the basis that they keep the information confidential.

6 Intellectual Property

6.1 The ownership of all intellectual property and materials provided by one party to the other will remain the property of the party which provided the intellectual property and materials.

7 Promotion and Use of Marks

7.1 Neither party may:

(a) make a press release, announcement or public statement about the subject matter of this document; or

(b) use the other party's name, branding, trade mark or logo,

without the prior written consent of the other.

8 Notices

8.1 Any notice, request, consent or approval under this document must be in writing and may be delivered by email to the address of the Representative of the relevant addressee set out in the Key Details or any substitute address as may have been notified by the relevant addressee from time to time.


GF
VENDING

GREEN FROG VENDING PTY LTD

SITE AGREEMENT FOR VENDING MACHINE PLACEMENT

Prepared for: Cherbourg Aboriginal Shire Council

Prepared by:
Green Frog Vending Pty Ltd
ABN: 52 691 687 457
47 Yarrayne Road
Nerang QLD 4211

Date: _____

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1. Purpose
2. Locations & Equipment
3. Ownership & Responsibility
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7. Site Access & Utilities
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9. Ownership of Revenue
10. Community Messaging & Cultural Content
11. Exclusivity
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13. Termination
14. Governing Law
15. Storage & Product Management
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18. Execution

---

1. PURPOSE

The purpose of this Agreement is to permit Green Frog Vending Pty Ltd ("Operator") to install, operate, stock, service and maintain vending machines at approved Cherbourg Aboriginal Shire Council locations ("Site Owner") while providing convenient access to products and community messaging displays.

---

2. LOCATIONS & EQUIPMENT

Council shall nominate the approved locations for vending machine placement.

Approved Locations

Location 1: _____

Location 2: _____

Location 3: _____

Location 4: _____

Location 5: _____

Additional Location (if required): _____

The final locations may be amended by mutual agreement between the parties.

Each vending machine may include:

- Touch-screen product selection
- Cashless payment facilities
- Digital advertising displays
- Community information displays
- Health promotion messaging
- Cultural content
- Tourism and event promotion

- Council-approved announcements

---

3. OWNERSHIP & RESPONSIBILITY

- All vending machines installed under this Agreement remain the sole property of Green Frog Vending Pty Ltd at all times.
- No ownership rights are transferred to Cherbourg Aboriginal Shire Council under this Agreement.
- Green Frog Vending Pty Ltd shall be responsible for installation, operation, stocking, servicing, repair, maintenance and replacement of vending machines.
- Green Frog Vending Pty Ltd retains ownership of all software, payment systems, digital content platforms, branding and associated equipment.
- Council shall not be responsible for machine operation, maintenance, stock management or repairs.
- Council acknowledges that machines are provided at no cost for placement under this Agreement.

---

4. TERM

- Agreement Start Date: _____
- Initial Term: Three (3) Years.
- The Agreement shall automatically renew in successive twelve (12) month periods unless terminated in accordance with Clause 13.

---

5. RESPONSIBILITIES OF THE PARTIES

Green Frog Vending Pty Ltd Responsibilities

Green Frog Vending Pty Ltd agrees to:

- Supply and install vending machines.
- Maintain machines in safe and operational condition.
- Restock products as required.
- Repair faults within a reasonable timeframe.

- Ensure products supplied comply with applicable food safety requirements.
- Maintain appropriate insurance policies.
- Provide Council-approved community messaging opportunities on digital displays.
- Remove machines upon termination if required.

Cherbourg Aboriginal Shire Council Responsibilities

Council agrees to:

- Provide suitable space for installation.
- Provide access to electricity.
- Permit reasonable access for servicing and stocking.
- Notify Green Frog Vending Pty Ltd of any damage or issues affecting machine operation.
- Assist with site access and operational coordination where reasonably required.

---

6. INSTALLATION & COMMISSIONING

- Installation shall occur following execution of this Agreement and completion of branding and artwork production.
- Green Frog Vending Pty Ltd shall coordinate installation dates with Council.
- Machines shall be tested and commissioned prior to operation.
- Any relocation request shall require approval from both parties.
- Council shall provide any site-specific requirements before installation commences.

---

7. SITE ACCESS & UTILITIES

Council agrees to provide:

- Access to approved installation areas.
- Access to standard electrical power outlets.
- Reasonable access for maintenance and restocking.

- Reasonable security within normal Council operations.

Green Frog Vending Pty Ltd shall ensure all equipment is installed safely and in accordance with applicable electrical and safety requirements.

---

8. INSURANCE & LIABILITY

Green Frog Vending Pty Ltd shall maintain:

- Public Liability Insurance
- Product Liability Insurance
- Any insurance required by law

Council shall not be responsible for:

- Equipment malfunction
- Product spoilage
- Business interruption
- Vandalism
- Theft
- Loss of revenue

unless directly caused by Council negligence.

---

9. OWNERSHIP OF REVENUE

- Revenue generated from vending machine sales shall remain the property of Green Frog Vending Pty Ltd unless otherwise agreed in writing.
- Green Frog Vending Pty Ltd shall be responsible for all operational costs associated with the vending machines, including stocking, merchant fees, maintenance and product supply.
- Any future community benefit arrangements may be documented separately by mutual agreement.

---

10. COMMUNITY MESSAGING & CULTURAL CONTENT

Green Frog Vending Pty Ltd agrees to provide digital display space for:

- Council notices
- Community announcements
- Health promotion campaigns
- Cultural events
- Tourism promotion
- Community services information
- Youth and education initiatives
- Emergency and public information notices

Content shall be developed in consultation with Council and must be culturally appropriate and community focused.

---

11. EXCLUSIVITY

During the term of this Agreement, Council agrees not to install or permit competing third-party vending machine services at the approved locations without first consulting Green Frog Vending Pty Ltd.

This clause applies only to locations covered under this Agreement.

---

12. COMPLIANCE WITH LAWS

Both parties agree to comply with all applicable:

- Queensland legislation
- Workplace Health and Safety requirements
- Electrical Safety requirements
- Food Safety standards
- Local Government requirements
- Consumer protection legislation

---

13. TERMINATION

This Agreement may be terminated:

- By either party providing thirty (30) days written notice.
- Immediately in the event of a material breach.
- By mutual written agreement.

Upon termination:

- Green Frog Vending Pty Ltd may remove all equipment and associated infrastructure from Council premises.
- Council shall provide reasonable access for removal.
- Equipment removal should occur within fourteen (14) days where reasonably practicable.

---

14. GOVERNING LAW

This Agreement shall be governed by and interpreted in accordance with the laws of Queensland, Australia.

---

15. STORAGE & PRODUCT MANAGEMENT

To assist with efficient operation of the vending machines, Council is requested to advise whether the following facilities are available.

Secure Storage Area Available

☐ Yes

☐ No

Storage Location Details:

Cold Room / Refrigerated Storage Available

☐ Yes

☐ No

Cold Room Location Details:

Where storage facilities are unavailable, Green Frog Vending Pty Ltd may utilise external storage arrangements.

16. IMPLEMENTATION SCHEDULE

- Council has approved the installation of five (5) vending machine locations.
- Installation is anticipated approximately one (1) month following execution of this Agreement.
- The implementation period allows sufficient time for custom machine wrapping featuring Cherbourg Aboriginal Shire Council branding, artwork and community messaging.
- Green Frog Vending Pty Ltd will provide artwork concepts for Council review and approval prior to production.
- Installation dates will be coordinated with Council representatives.

17. MISCELLANEOUS

- This Agreement constitutes the entire agreement between the parties.
- Any amendment must be made in writing and signed by both parties.
- Failure by either party to enforce a provision shall not constitute a waiver of rights.
- If any provision is declared invalid or unenforceable, the remaining provisions shall remain in force and effect.
- This Agreement may be executed electronically or in hard copy.

18. EXECUTION

Signed for and on behalf of Green Frog Vending Pty Ltd

Name: _____

Position: _____

Signature: _____

Date: _____

Signed for and on behalf of Cherbourg Aboriginal Shire Council

Name: _____

Position: _____

Signature: _____

Date: _____

SCHEDULE A – COUNCIL PROJECT CONTACT

Primary Contact Name:

Position:

Phone:

Email:

SCHEDULE B – ARTWORK & BRANDING APPROVAL

Council Representative Authorised to Approve Artwork

Name:

Position:

Phone:

Email:

Signature:

Date:

SCHEDULE C – INSTALLATION CONFIRMATION

Council confirms the locations listed in Section 2 have been approved for vending machine placement.

Council Representative:

Position:

Signature:

Date:

Green Frog Vending Representative:

Signature:

Date:

End of Agreement.

Dear Zala and Matt,

I heard Mengying's sampling visit yesterday went well, thank you so much for your support. We look forward to following up with you on the findings.

Building on our conversations about water collaboration, I wanted to share an opportunity that we would love Cherbourg to be part of. We are preparing a proposal for an ARC Industrial Transformation Training Centre focused on AI and the future of water systems, and would like to invite Cherbourg Council to join as a partner.
The proposed Centre would bring together universities, water utilities and other partners to develop practical AI applications alongside training for operators, technical staff and managers. We are also working with Water Research Australia on sector engagement.
For Cherbourg, we could explore how AI might help your team interpret water quality results, and support treatment and maintenance decisions. Training would bring together water expertise and practical guidance on safe AI adoption, including cybersecurity and responsible data use. Your team's experience and priorities would help shape this work around the needs of the Cherbourg community.
We would envisage Council participating through in-kind support. This could include staff time, sharing operational experience and, where agreed, supporting site visits or a local case study involving our researchers and students.
You can find more information on the proposed Centre's website. We would be very happy to have a chat about the details and what participation could look like for Council.
It would be lovely to build on the work we have already started together through this broader partnership.

Enquires: Steve Carroll
Phone: 07 4189 9100

SOUTH BURNETT
REGIONAL COUNCIL

South Burnett Regional Council

31 August 2026

Mr Chatur Zala
Chief Executive Officer
Cherbourg Aboriginal Council
22 Barambah Avenue
CHERBOURG QLD 4605

Via email: ceo@cherbourg.qld.gov.au

Dear CEO Mr Zala,

RE: WIDE BAY BURNETT URBAN WATER ALLIANCE (WBBUWA) UPDATE

I am pleased to provide a concise summary of matters discussed at the Wide Bay Burnett Urban Water Alliance (WBBUWA) meeting held on 3 August 2026 at Cherbourg Aboriginal Shire Council.

WBBUWA, as part of the Queensland Water Regional Alliance Program, continues to support collaboration between North Burnett, South Burnett, Bundaberg, Gympie, Fraser Coast and Cherbourg councils on water and wastewater priorities.

The August meeting included updates from the Water Supply Regulator, LGAQ, ***qldwater*** and Grenof, as well as progress reports on regional projects and current issues from member councils.

Key items from the meeting are summarised below:

1. **Water Supply Regulator update:** Ryan Nugent, on behalf of DLGWV, provided a presentation covering relevant regulatory deadlines and events. Members were reminded that reviews of registration details are due to the Water Supply Regulator by 26 August 2026.

2. **LGAQ and *qldwater* updates:** Megan Forrest provided advice on LGAQ advocacy, funding terms, the 2026 motions process, the "Councils are your Everyday" campaign, The Last Drop Report 2026, Murray Darling Basin Plan access, and capacity-building projects. Col Hester provided ***qldwater*** updates including statutory protections for wastewater treatment plants, new IChEMS chemical standards, trade waste training resources and upcoming events.

3. **Project Halogen:** Scott Barnes of Grenof briefed members on the Gladstone-based Project Halogen, which is focused on liquid chlorine, sodium hydroxide and hypochlorite manufacturing. Members noted the relevance of the project to regional chemical supply resilience.

4. **WBBUWA Projects in Flight:**

   - The WBBUWA Design and Construct Technical Drawings Project is progressing with Engenera engaged to amend the water, sewer and sewage pump station drawings. A technical drawing review meeting is proposed for 22 October 2026 at Fraser Coast Regional Council's Kingston Street Depot, Maryborough.

   - The Drinking Water PFAS Monitoring Plan project is progressing through September and October for completion in November 2026.

   - The Trade Waste Uplift Project has delivered a suite of best-practice documents now available through the Trade Waste Toolbox on the ***qldwater*** website, including a model trade waste plan, application and approval forms, general approval conditions and guidance for food service businesses.

Council representatives also provided regional updates, including capital delivery programs, water quality investigations, operator training, trade waste matters, recruitment challenges, reservoir and main replacement works, and ongoing upgrades to water and wastewater infrastructure across the region.

The next meeting is proposed for Friday 23 October 2026, to coincide with the WBBUWA Design and Construct technical drawing review meeting proposed for 22 October 2026 at Fraser Coast Regional Council's Kingston Street Depot, Maryborough.

If you have any queries regarding QWRAP or WBBUWA activities, please contact WBBUWA Chair, Steven Carroll, on 0437 788 037 or by email at steve.carroll@sbrc.qld.gov.au.

Yours sincerely

Steve Carroll (SBRC)
WBBUWA Chair

CALCAM SOLUTIONS

SECURING QUEENSLAND

Cherbourg City Safe CCTV Report 10/08/26

As per the supplied quotation, Calcam Solution carried out repair work on the Cherbourg City Safe CCTV System from the 4th the the 6th of August Please see the below results.

Calcam Solutions carried out the repairs in the water filled pit system as requested. During the repair work it was found that the cabling had been submersed in water for so long that the copper had oxidised down the length of the cable. We cut out some cable and terminated the joins with waterproof resin cable joiners. This allowed voltage to pass through the pit when tested, however no cameras came back online.

Sports Grounds Pole
The cabling in the enclosure at the top of the pole was tested for voltage and fibre optic connection. It has been determined that the cable to this pole has been completely severed in the road at an unidentifiable point as there is no voltage or fiber connection to the library. The only way to get this pole back up and running is with a solar/battery system to run a point to point wireless link back to the library. The quad camera on this pole will also have to be replaced as it has been damaged by rocks.

Oval Pole
The cabling in the enclosure at the top of the pole was tested for voltage and fibre optic connection. It has been determined that the cable to this pole has been completely severed in the road at an unidentifiable point as there is no voltage or fiber connection to the library. A new pit was found at the bottom of this pole with a fibre splice in it. The splice had been completely submerged in water and was damaged, this could be repaired but due to the lack of voltage at the pole I do not believe that this cable can be reused. The only way to get this pole back up and running is with a solar/battery system to run a point to point wireless link back to the Barbra St forestry pole.

Barbra St Forestry Pole
The cabling in the enclosure at the top of the pole was tested for voltage and fibre optic connection. It has been determined that the cable to this pole has been completely severed in the road at an unidentifiable point as there is no voltage or fiber connection to the library. The only way to get this pole back up and running is with a solar/battery system to run a point to point wireless link back to the Barbra St Middle Pole.

Kind regards,
Dean Ross
Director
Calcam Solutions

8 Ngungun Crescent
G.H. Mtns
www.calcam.com.au

info@calcam.com.au

0420 598 114

Barbra Middle Pole
The cabling in the enclosure at the top of the pole was tested for voltage and fibre optic connection. It has been determined that the cable to this pole is intact. There is voltage at the pole but due to the cable oxidising in the water there is a high resistance on the cable. When it is but under load the voltage drops to unusable levels. The fibreoptic cable did test ok and can be reused back to the library. The pole will need a solar/Battery system to power a wireless base station, this can be used to receive data from the other poles and connected back to the library server via the intact fibreoptic cable. This pole is missing its PTZ camera. This will need to be replaced.

Bell St Round About Pole
The cabling in the enclosure at the top of the pole was tested for voltage and fibre optic connection. It has been determined that the cable to this pole is semi-intact. There is voltage at the pole but due to the cable oxidising in the water there is a high resistance on the cable. When it is but under load the voltage drops to unusable levels. The fibreoptic cable cannot be reused. The pole will need a solar/Battery system to power a wireless link back to the Barbra St Middle pole.

Heli Pad Pole
The cabling in the enclosure at the top of the pole was tested for voltage and fibre optic connection. It has been determined that the cable to this pole is semi-intact. There is voltage at the pole but due to the cable oxidising in the water there is a high resistance on the cable. When it is but under load the voltage drops to unusable levels. The fibreoptic cable cannot be reused. The pole will need a solar/Battery system to power a wireless link back to the library server.

All other poles are functional but do need a service. All camera Perspex cover needs to be treated as they have turned yellow due to sun damage and are affecting camera quality.

A quotation will be provided for the installation of the wireless point to point system to get all poles back up and running.

8 Ngungun Crescent
G.H. Mtns
www.calcam.com.au
info@calcam.com.au
0420 598 114

Corporate Services Report

Corporate Services Report
September 2026



Corporate Services Manager
Report - 2026

Finance

Finance team are working well. We have an extra person starting in the finance area to help with the backlog and to free Dol up to finalise the financial statements in preparation for audit.

Auditors have completed their first visit.

Col has started with us to implement the new finance system. It is taking shape and will require efforts from a number of staff.

Housing

The team is working well. We intend to hold monthly meetings with the whole of the housing division to ensure that we are all on the same page.

Reception

Staff are working ok. Will need to continue working with them to encourage them to get to work on time. Have had some improvement in the reception area.

HR

HR continues to work well. They continue to work on policies and updating WHS systems and audits.

Work health and safety

The WHS staff continue to make progress in this area. Updating WHS systems and ensuring that all worksites are compliant.

Leases

We have hit a bit of a snag with the leases with some of the blocks needing to be surveyed as there are three building on one block.

Will continue to work on these as we receive information on the surveys.

Warren Collins
Corporate Services Manager

Housing Report September 2026

CHERBOURG ABORIGINAL SHIRE COUNCIL

TENANCY MANAGER & TENANCY OFFICER:

The month of August/September has been busy with the Tenancy Manager & Tenancy Officer 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 AUGUST/SEPTEMBER (30)

Phone Calls	-	*7*
Rent Enquires	-	10
Housing Enquires	-	10
Complaints/Misc.	-	3

COMPLAINTS: (2)

Noise Complaint - (Complaint letter done up and delivered)

CONTACT WITH OTHER ORGANISATIONS:

CRAICCHS	-	Housing for client.
Ny Ku Byun Hostel	-	Clients living at the hostel.
Cherbourg Hospital	-	Housing request for a client..

Antonia Jacobs
Housing Manager

Meeting/workshops

Cherbourg Housing meeting

Joint Operation Meeting – QBuild, CASC Building & Housing, Dept of Housing

CASC Code of Conduct training

CHINTARO training

Working with other services:

- Cherbourg Council Assistance building manager
- Occupational Therapist – Dept of Housing
- Follow ups with tenants for Contractors
- South Burnett Pest control
- Assist local NDIS provides – for tenants

Service provided to tenants:

- Delivered Pest control appointments.
- General Housing follow up (waiting list etc)
- Assisted tenants with calling Call centre for work orders.
- Tenant's inquiries about pest control
- Home Modifications – followed with tenants
- Upgrades – delivered letters to tenants & general follow ups
- New Occupational Therapist referrals & do follow ups
- Hire of hall for community event
- House inspection at tenant's request
- Assisted tenants move homes

Vacant:

23 Broadway St

New builds on vacant lot:

25 Broadway St

2 – 4 Alan Douglas Ave

Cobbo St

New build SHAP:

35 Barber St – completed

3 Bell St – works started

Vacant Lots:

3 Jerome St

3A & 3B Oak Ave

10 & 11 Jerome St

11B Collins Rd

12 & 20 Bell St

Joanne Simpson

Housing Inspection Officer

FINANCE MANAGER REPORT AS AT 31 AUG 2026



Cherbourg Aboriginal Shire Council
Operating Actual Vs Budget
FY 2026-2027

August

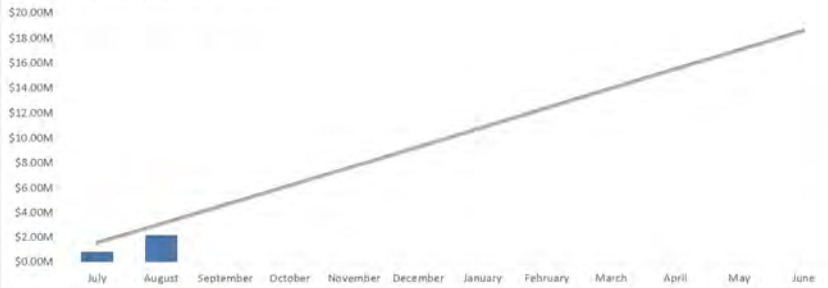
YTD Operating Income		
Actual	Variance	
$2.15M	($0.95M)	▼(30.6%)

YTD Operating Expenditure		
Actual	Variance	
$2.53M	$2.00M	▼79.2%

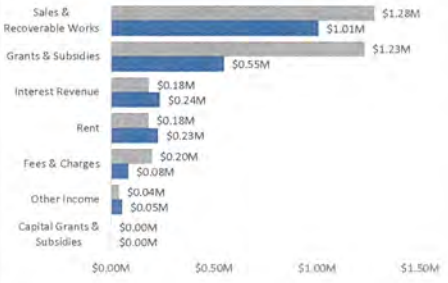
Budget Actual
Positive Variance Negative Variance

Operating Surplus Ratio
-17.35%

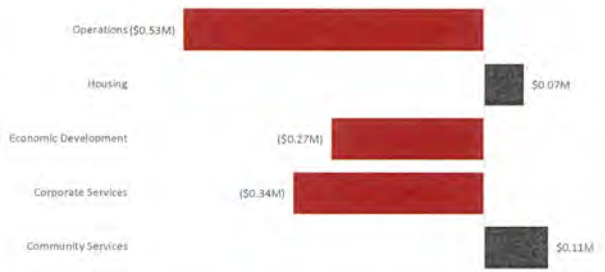
Total Income - Actual vs Budget



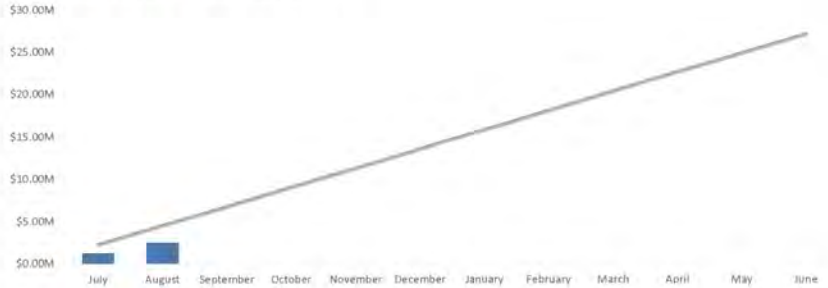
Income YTD



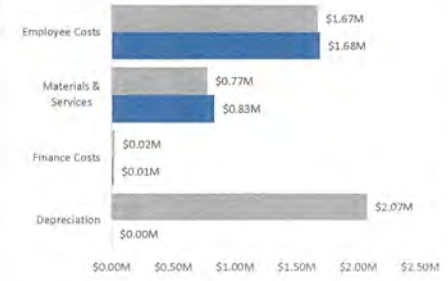
YTD Income Variance By Directorate



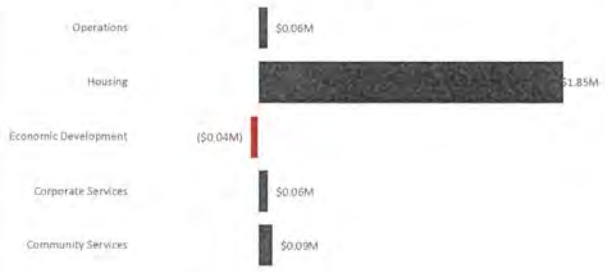
Total Expenditure - Actual vs Budget

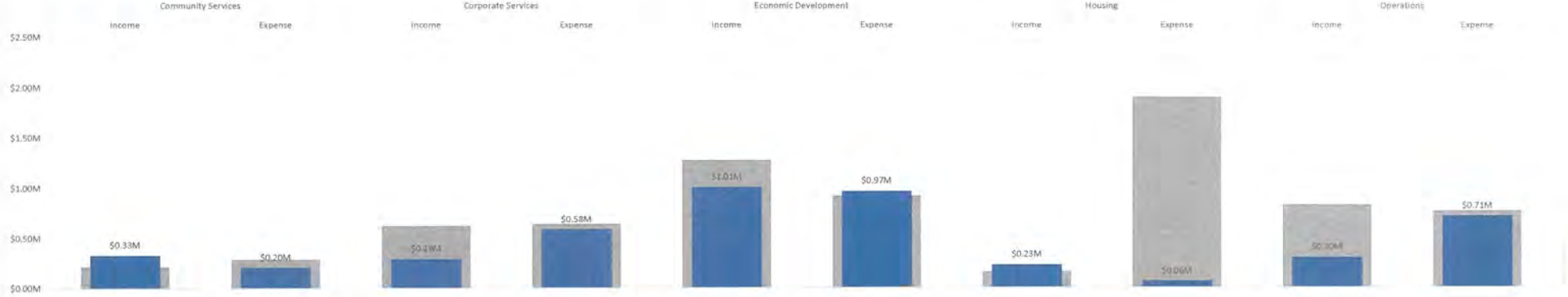


Expenditure YTD



YTD Expenditure Variance By Directorate





Cherbourg Aboriginal Shire Council
Financial Position
FY 2026-2027

August

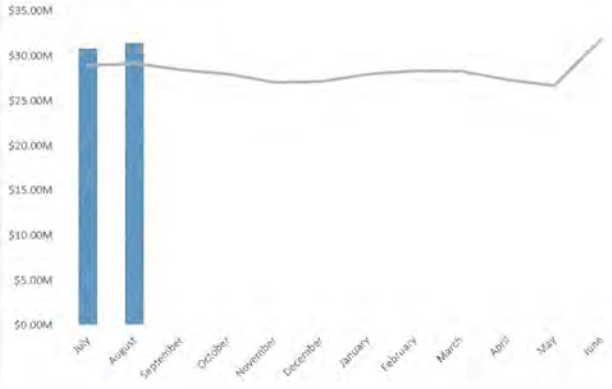
YTD Assets	
Current	Non-Current
$33.77M	$218.87M

YTD Liabilities	
Current	Non-Current
$20.86M	$3.64M

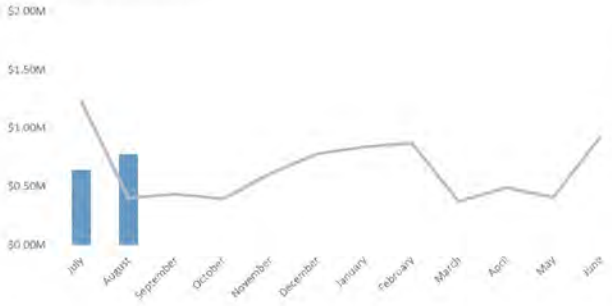
■ Actual — Prior Year
▼ Decrease ▲ Increase

Net Financial Asset/Liability Ratio
-430%

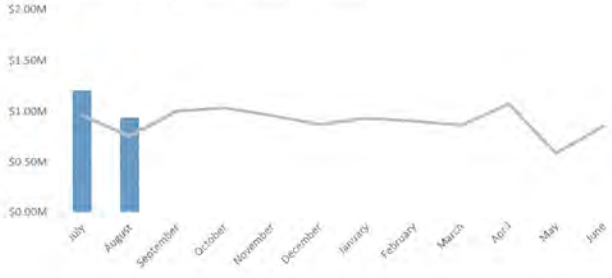
Cash & Cash Equivalents



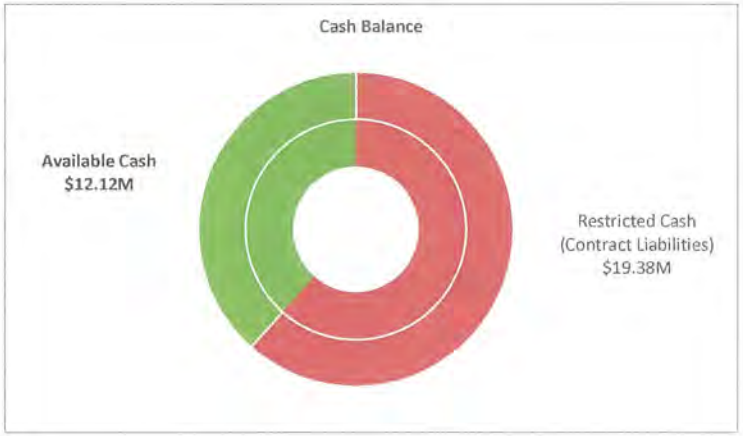
Debtors & Receivables



Accounts Payable & Other Current Liabilities



Cash Balance



Rent Debtors

Number of Rent Debtors	Average $ Outstanding	Total $ Outstanding
415 ▼	$3,801 ▼	$1,577,416 ▼

Number of Rent Debtors by Amount Owing



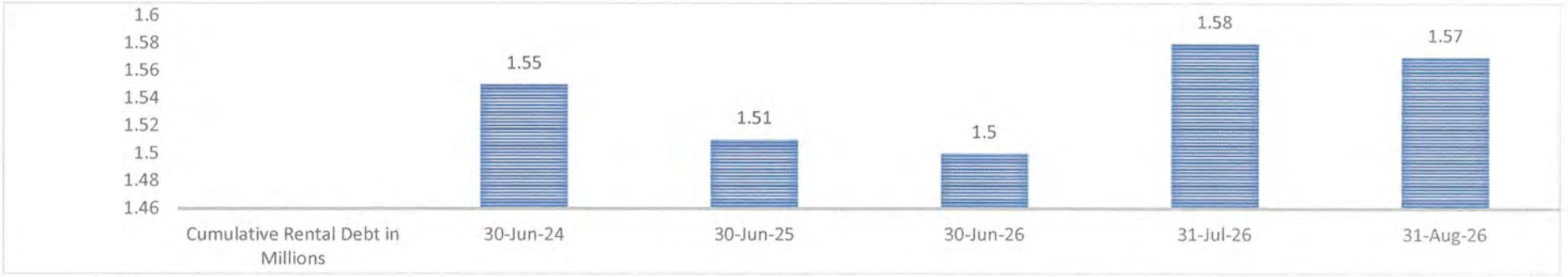
Rent Debtors > 90 Days Outstanding



Current Assets	
Cash & Cash Equivalents	$31.50M
Contract Assets	$0.97M
Trade & Other Receivables	$0.78M
Inventories	$0.32M
Biological Assets	$0.21M
Total Current Assets	**$33.77M**
Non-Current Assets	
Buildings	$34.18M
Furniture & Fittings	$0.00M
Houses	$129.26M
Infrastructure	$43.53M
Land	$2.39M
Motor Vehicles	$1.53M
Plant & Equipment	$5.47M
Work in Progress	$2.51M
Total Non-Current Assets	**$218.87M**
Total Assets	**$252.64M**
Current Liabilities	
Contract Liabilities	$19.38M
Trade & Other Payables	$0.93M
Current Provisions	$0.55M
Total Current Liabilities	**$20.86M**
Non-Current Liabilities	
Contract Liabilities	$0.00M
Non-Current Provisions	$3.19M
Trade & Other Payables	$0.45M
Total Non-Current Liabilities	**$3.64M**
Total Liabilities	**$24.51M**
Equity	
Retained Surplus	$81.16M
Asset Revalaution Surplus	$146.97M
Total Equity	**$228.13M**
Total Liabilities & Equity	**$252.64M**

Whole Of Council

	August				Year to Date					Full Year
	Actual	Budget	$ Variance	% Variance	Actual	Budget	$ Variance	% Variance	Traffic Light	Budget
Grants & Subsidies	$ 422,175	$ 614,417	$ (192,242)	-31.29%	$ 546,960	$ 1,228,834	$ (681,874)	-55.49%	✗	$ 7,372,990
Fees & Charges	$ 3,636	$ 98,807	$ (95,171)	-96.32%	$ 82,787	$ 197,614	$ (114,827)	-58.11%	✗	$ 1,185,686
Sales & Recoverable Works	$ 598,081	$ 637,539	$ (39,458)	-6.19%	$ 1,005,933	$ 1,275,078	$ (269,145)	-21.11%	✗	$ 7,650,468
Interest Revenue	$ 129,655	$ 91,667	$ 37,988	41.44%	$ 236,641	$ 183,334	$ 53,307	29.08%	!	$ 1,100,000
Rent	$ 165,290	$ 90,804	$ 74,486	82.03%	$ 228,486	$ 181,608	$ 46,878	25.81%	!	$ 1,089,639
Other Income	$ 15,125	$ 18,826	$ (3,701)	-19.66%	$ 53,230	$ 37,652	$ 15,578	41.37%	!	$ 225,909
Total Income	**$ 1,333,964**	**$ 1,552,060**	**$ (218,096)**	**-14.05%**	**$ 2,154,037**	**$ 3,104,120**	**$ (950,083)**	**-30.61%**		**$ 18,624,692**
Employee Costs	$ 979,733	$ 833,200	$ 146,533	17.59%	$ 1,684,716	$ 1,666,400	$ 18,316	1.10%	✓	$ 9,998,375
Materials & Services	$ 277,495	$ 386,308	$ (108,813)	-28.17%	$ 830,658	$ 772,616	$ 58,042	7.51%	✓	$ 4,635,653
Depreciation	$ -	$ 1,033,721	$ (1,033,721)	-100.00%	$ -	$ 2,067,442	$ (2,067,442)	-100.00%	✗	$ 12,404,632
Finance Costs	$ 600	$ 11,651	$ (11,051)	-94.85%	$ 12,361	$ 23,302	$ (10,941)	-46.95%	✗	$ 139,814
Total Expenditure	**$ 1,257,828**	**$ 2,264,880**	**$ (1,007,052)**	**-44.46%**	**$ 2,527,734**	**$ 4,529,760**	**$ (2,002,026)**	**-44.20%**		**$ 27,178,474**
Net Surplus/(Deficit)	**$ 76,136**	**$ (712,820)**	**$ 788,956**	**-110.68%**	**$ (373,697)**	**$ (1,425,640)**	**$ 1,051,943**	**-73.79%**		**$ (8,553,782)**


1.6
1.58
1.56
1.54
1.52
1.5
1.48
1.46
1.55
1.51
1.5
1.58
1.57
Cumulative Rental Debt in Millions
30-Jun-24
30-Jun-25
30-Jun-26
31-Jul-26
31-Aug-26

PROJECT CASC ERP IMPLEMENTATION REPORT

June 2026

Mission

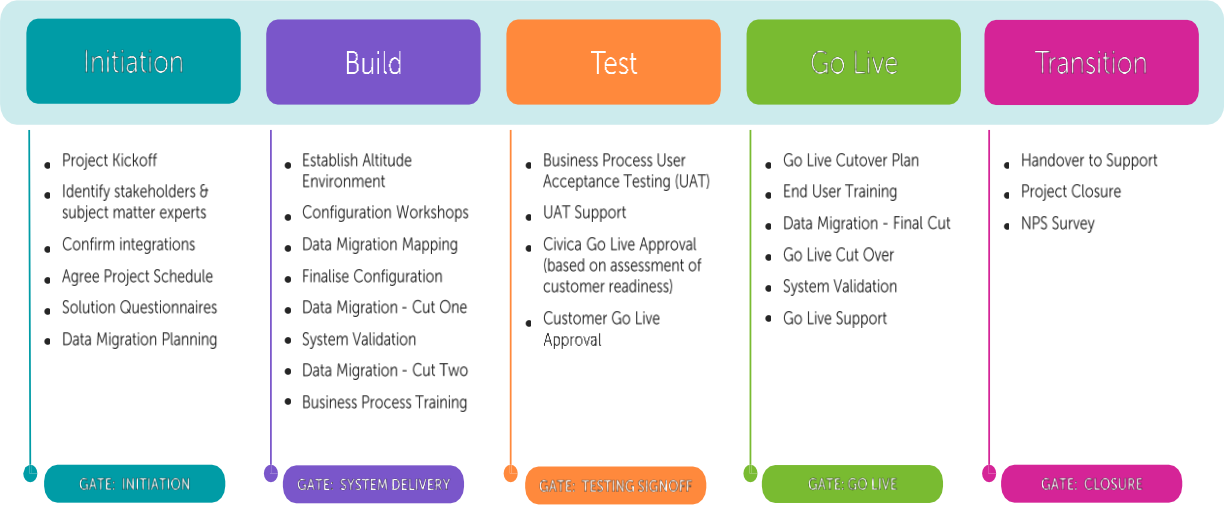
“Evolve to Succeed”

Vision

“To deliver a successful project by bringing change through employee engagement to achieve Council’s vision for the Community”

Introduction

Council has commenced a project to modernise the financial systems and along with that to evolve processes that will build efficiencies whilst improving process rigour and audit outcomes.
The project is delivered in 5 stages with the Go live set for 5 July 2027



Information :

The project delivery is built on a very mature project schedule and is being supported very well by those staff that are engaged so far in the project.

This project is going to impact all staff in some way so mechanisms can be put in place to turn the impact into something positive for their career.

Project Phase	Status	Date
Project Initiation	Completed	July 2026
Project Schedule	Completed	July 2026
Altitude Environment Build	Completed	August 2026
Config Workshops	In Progress	September 2026
Data Mapping Documents	In Progress	October 2026
Data Migration	NS	November 2026
Business Process Training	NS	March 2027
Acceptance for Go Live	NS	April to June 2027
Transition & Acceptance	NS	July to August 2027
Project Closure	NS	September 2027

I have outlined the phases to Project CASC above and proposed milestones dates for each phase.

The project is currently on track with no issues that will impact the project delivery.

Council has created a Project Governance committee with a membership that includes ELT and external members as this will ensure formal independent review of project progress and associated risks

The Project Governance committee meets every month prior to the Council Board meeting as this will allow for actions that require Council discussion and approval can be expedited.

For this project to provide the best value for Council the current processes across all functions need to be discussed and documented as part of this project as it would ensure that data is maintained and managed across Authority Altitude and 3rd Party applications.

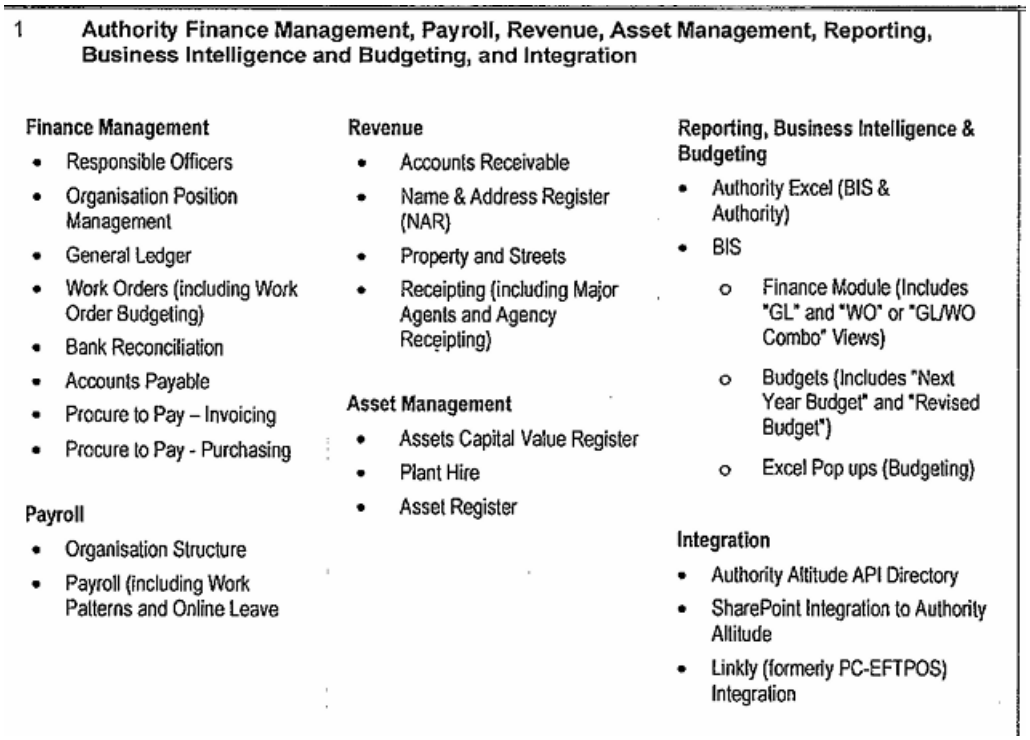
As this is the first report I have provided an overview of the project and in subsequent reports I will provide more detail on project progress and actions

Discussion Paper for addition of Modules to Altitude Authority Contract

Introduction :

Council signed a contract with Civica to implement Authority Altitude modules to replace the current Practical Plus solution.

This contract identifies the modules that are included in the implementation



1 **Authority Finance Management, Payroll, Revenue, Asset Management, Reporting, Business Intelligence and Budgeting, and Integration**

Finance Management
- Responsible Officers
- Organisation Position Management
- General Ledger
- Work Orders (including Work Order Budgeting)
- Bank Reconciliation
- Accounts Payable
- Procure to Pay – Invoicing
- Procure to Pay - Purchasing

Payroll
- Organisation Structure
- Payroll (including Work Patterns and Online Leave

Revenue
- Accounts Receivable
- Name & Address Register (NAR)
- Property and Streets
- Receipting (including Major Agents and Agency Receipting)

Asset Management
- Assets Capital Value Register
- Plant Hire
- Asset Register

Reporting, Business Intelligence & Budgeting
- Authority Excel (BIS & Authority)
- BIS
  - Finance Module (Includes "GL" and "WO" or "GL/WO Combo" Views)
  - Budgets (Includes "Next Year Budget" and "Revised Budget")
  - Excel Pop ups (Budgeting)

Integration
- Authority Altitude API Directory
- SharePoint Integration to Authority Altitude
- Linkly (formerly PC-EFTPOS) Integration

Since the commencing the project it has been noted that some modules that were not part of the original contract should be implemented to manage processes that have an impact on financial transactions or to replace a disparate system that is still being implemented.

Recommendation :

Council approves the cost to implement the following modules as part of the Go Live implementation.

Mandatory
- Inventory Control (Stores)
- General Registers (Housing Register replace spreadsheets and Chintaro

Optional

- Works Management replace SIMPro
- Online Timesheets maybe required if unable to use Aussie Timesheets

Information :

Council is seeking to get software licence costs and module implementation cost from Civica to be able to provide a more detailed proposal to Council when the information is available.

Authority Altitude has a software architecture design that is built around the high level of integration of the modules and the sharing of data between the modules.

1. The **Inventory Control (IC)** module is used to manage stock items and to be able to allocate costs to plant and assets that use the stock.
   Council does not have a Stock management system that allows the actual costs to be apportioned to where it is used eg Plant.
   The apportionment of costs if required is completed manually and reported but won't necessarily reflect the true cost.
   The IC module will allow, over time, better management of stock items and the automated function of costing to directly to the cost centre that is requiring the stock.
   It works by creating stock item for the product and then creating the locations where the stock items can be stored.
   Areas where the IC module can be used and reported on are:
   - Farm
   - Plant
   - Uniforms and WHS equipment
   - Timber and joinery
2. **General Registers** module is a highly configurable module the uses data that is maintained in other modules to perform a business function with automation. It also links with other modules such as debtors to create transactions automatically. It also allows documents to be created using templates and these are stored against the record in the register. At this time I see the General Register module being developed to operate the Housing management function replacing spreadsheets and Chintaro and over time saving cost and improving efficiency

   Optional/Future

   Online Timesheets is a module that allows users to enter timesheets online. This may need to be implemented if the necessary information can not be provided by Aussie Timesheets. Discussions and investigations are currently underway and a report will be provided by 31 October on the best way forward

   Works Management is a module that has a high degree of integration with a number of modules and could replace SimPro to record and manage

maintenance and improvements to Shire assets. It will also be able to maintain and manage Plant using the same module. The primary link for this module is the Asset Management register as it records actual cost against the asset.
It is a complex module to configure but once configured correctly will assist with efficiency, costing and reporting

HR & Workplace Health & Safety

CHERBOURG ABORIGINAL SHIRE COUNCIL
22 BARAMBAH AVENUE
CHERBOURG QLD 4605
Phone: (07) 4168 1866
Fax: (07) 4168 2727

Executive Management Report

From: People, Safety and Compliance Team
Date: August 2026

We respectfully request that Mayor Simpson and Councillors review the attached documents and endorse please.

- Drug and Alcohol Management Policy and Procedure
- Renaming of Senior Manager Positions for delineation
- Green Frog Vending agreement

Executive Summary

During August 2026, the People, Safety and Compliance Team continued progressing WHS compliance actions, policy reviews, workforce development initiatives and recruitment activities. Key priorities include implementation of the Drug and Alcohol Management Framework, consolidation of the WHS Management System, Blue Card compliance activities, workforce planning initiatives and support for the Cherbourg Careers Expo. Council endorsement is sought for the Drug and Alcohol Management Policy and Procedure, senior management position renaming proposal and Green Frog Vending Agreement.

Vacancies and Workforce Planning

Current vacancies within Sports and Recreation continue to place pressure on service delivery. Temporary arrangements are being utilised while recruitment activities continue. Workforce planning and succession opportunities are being reviewed to build local capability and reduce future recruitment challenges.

Recruitment

Recent recruitment activities resulted in the engagement of casual Accounts Payable and Parks and Gardens staff. Key challenges continue to include lead-in times for onboarding, pre-employment requirements and allocation of sufficient induction resources. The team is working on streamlining recruitment and commencement processes.

Apprenticeships and Traineeships

Council currently supports apprentices and trainees across mechanical, painting, carpentry, finance, business, community services and water operations disciplines. These programs contribute significantly to local employment outcomes and succession planning. Future First Start Funding opportunities will continue to be explored.

WHS Management System Review

The WHS Management System review remains a key compliance priority. Tina Torrens, LGMS representatives and internal staff are working collaboratively to consolidate WHS documentation, strengthen record keeping and address audit actions. Training materials are being reviewed to improve legislative compliance and onboarding effectiveness. Monthly progress reporting against audit actions is recommended.

Blue Card Compliance

A review of Council's Blue Card register is underway to ensure all relevant employees are linked to Council and maintain current clearances. The No Card No Start principle is being reinforced, supported by improved monitoring and reporting processes.

Policy Review Program

Priority reviews include the Drug and Alcohol Management Policy, WHS Policy and Statement, Travel Policy, Vehicle Usage Policy and Higher Duties provisions. Reviews are focused on legislative compliance, governance improvements and operational consistency.

HR Systems and Compliance

The team continues strengthening workforce governance through employee register maintenance, contract templates, onboarding documentation, funding acquittals and workforce reporting tools. These initiatives support audit readiness and legislative compliance.

Employee Wellbeing and Performance Support

Managers continue to receive support with attendance management, return to work arrangements, employee wellbeing concerns and EAP awareness initiatives. These activities support a healthy and productive workforce.

Training and Capability Development

Priority training areas include White Card certification, Water Industry Operations qualifications, Microsoft 365 capability development, supervisory skills and organisational awareness training.

Key Issues

Challenges include risk management from audit reports and compliance adherence, attracting suitably qualified candidates, increasing compliance obligations, succession planning risks in specialised positions and ensuring timely completion of mandatory training requirements.

HR/WHS Team

DRUG AND ALCOHOL MANAGEMENT PROCEDURE

Policy Owner: Human Resources
Approved By: Chief Executive Officer
Approval Date: [Insert Date]
Review Date: [Insert Date + 2 Years]
Version: 2.0

1. PURPOSE

Cherbourg Aboriginal Shire Council (Council) is committed to providing and maintaining a safe, healthy and productive workplace for employees, contractors, volunteers and visitors.

Council recognises that the use of alcohol, illegal drugs, misuse of prescription medication, or any other substance capable of impairing a person's ability to work safely can significantly increase the risk of injury, illness, property damage, environmental harm and reputational risk.

This Procedure establishes Council's framework for:

- Promoting fitness for work;
- Managing risks associated with alcohol and drug use;
- Providing employee support and intervention;
- Conducting workplace testing;
- Ensuring procedural fairness; and
- Maintaining compliance with legislative obligations.

2. SCOPE

This Procedure applies to:

- All Council employees;
- Casual employees;
- Temporary employees;
- Contractors and subcontractors;

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- Volunteers;
- Work experience participants;
- Labour hire personnel; and
- Any person undertaking work on behalf of Council.

This Procedure applies:

- During working hours;
- During work-related travel;
- At Council workplaces;
- While operating Council vehicles or equipment;
- During work-related functions, training, conferences or events.

3. LEGISLATIVE FRAMEWORK

This Procedure should be read in conjunction with:

- Local Government Act 2009 (Qld);
- Local Government Regulation 2012 (Qld);
- Work Health and Safety Act 2011 (Qld);
- Work Health and Safety Regulation 2011 (Qld);
- Industrial Relations Act 2016 (Qld);
- Industrial Relations Regulation 2018 (Qld);
- Information Privacy Act 2009 (Qld);
- Privacy Act 1988 (Cth);
- Human Rights Act 2019 (Qld);
- Council Code of Conduct.

4. POLICY STATEMENT

Council adopts a **fitness for work approach**.

All employees must present for work in a physical and mental condition that enables them to safely perform the inherent requirements of their position.

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No employee may:

- Attend work while impaired;
- Perform duties while under the influence of alcohol or drugs;
- Operate vehicles, plant or equipment while impaired;
- Possess, use, sell or distribute illegal drugs in the workplace.

5. EMPLOYEE RESPONSIBILITIES

Employees must:

- Present fit for work at all times;
- Take reasonable care for their own health and safety;
- Take reasonable care for the safety of others;
- Comply with lawful and reasonable directions;
- Participate in workplace testing when directed;
- Disclose medications that may impact fitness for work;
- Immediately report any impairment concerns;
- Report workplace safety hazards.

Employees are expected to uphold the integrity, reputation and community confidence associated with Cherbourg Aboriginal Shire Council and perform their duties consistent with the Local Government Act 2009 (Qld), Council's Code of Conduct and workplace health and safety obligations.

6. WORKPLACE SAFETY

Employees must not commence or continue duties where alcohol, drugs, medication or any other substance may:

- Affect concentration;
- Affect judgement;
- Affect reaction times;
- Impair decision-making;
- Increase workplace risks;

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- Endanger any person.

Employees who believe they may be impaired must immediately notify their Supervisor.

Any employee who reasonably believes another worker may be impaired and present a workplace safety risk must immediately report their concerns.

7. DRUG AND ALCOHOL TESTING PROGRAM

Council may engage an independent external provider to conduct workplace drug and alcohol testing.

Testing methods may include:

- Oral fluid (saliva) testing;
- Breath alcohol testing;
- Confirmatory laboratory testing.

Testing may occur:

Pre-Employment

Prior to commencement of employment.

Blanket Testing

Council may conduct blanket testing programs involving designated work groups, work locations or the entire workforce.

Random Testing

Employees may be selected randomly without notice.

Reasonable Suspicion Testing

Testing may occur where there are reasonable grounds to believe impairment exists.

Post-Incident Testing

Testing may occur following:

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- Workplace injuries;
- Vehicle incidents;
- Property damage;
- Near misses;
- Safety breaches.

8. REFUSAL TO TEST

Employees must comply with testing requirements.

Without a reasonable explanation, refusal to:

- Participate in testing;
- Provide a sample;
- Follow testing directions;
- Cooperate with testing personnel;

may result in disciplinary action.

9. NON-NEGATIVE TEST RESULTS

Where an employee returns a non-negative oral fluid screening result:

- The employee will immediately cease work duties.
- The employee will be removed from any safety-sensitive tasks.
- The employee will be directed to leave the workplace as soon as reasonably practicable.
- The employee will be paid for the remainder of their rostered shift on the day the non-negative result is obtained.
- Council will arrange safe transport home where necessary and reasonably practicable.
- The employee will not be permitted to return to the workplace or perform any Council duties until a negative confirmatory laboratory result has been received and reviewed by Council.

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- Council will arrange and pay for confirmatory testing through a NATA-accredited laboratory.
- Council may provide the employee with information regarding available support services, including:
    - Council's Employee Assistance Program (EAP); and
    - Referral to Alcohol and Other Drugs Services (AODS) or another appropriately qualified treatment provider.

Removal from duties is a safety management action and does not constitute disciplinary action.

10. COUNSELLING AND EARLY INTERVENTION

Council recognises substance misuse may be a health and wellbeing issue.

Following a non-negative result, Council may direct the employee to attend confidential one-on-one counselling with an approved local provider.

The counselling process aims to:

- Support employee wellbeing;
- Reduce workplace risks;
- Promote rehabilitation;
- Facilitate safe return to work.

11. LEAVE ARRANGEMENTS

Following a non-negative screening result and removal from duties:

- The employee will be paid until the completion of their normal rostered hours on the day of testing.
- Any subsequent absence from work pending receipt of confirmatory laboratory results may be managed through:
    - Personal (sick) leave where appropriate and supported by evidence if required;
    - Annual leave;
    - Leave without pay; or
    - Any other approved leave entitlement.
- Approval of leave will be managed in accordance with relevant industrial instruments, Council policies and legislative obligations.

- Council may direct an employee not to attend the workplace while confirmatory testing is pending where this is reasonably necessary to manage workplace health and safety risks.

12. CONFIRMATORY LABORATORY TESTING

Following a non-negative screening result, Council will arrange a confirmatory laboratory test through Queensland Medical Laboratories (QML) or another NATA-accredited laboratory.

The confirmatory test must be undertaken as soon as practicable and generally within 48 to 72 hours of the initial non-negative result, subject to laboratory availability.

Council will meet the reasonable costs associated with the confirmatory laboratory test.

Failure to attend the confirmatory test without a reasonable explanation may be treated as a refusal to participate in the testing process and may result in disciplinary action.

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13. RETURN TO WORK REQUIREMENTS

Employees will not return to the workplace, undertake Council duties, operate Council vehicles, or perform work on behalf of Council until:

- **Council has received a negative confirmatory laboratory test result; or**
- **Council has otherwise determined, based on medical or laboratory evidence, that the employee is fit for work.**

Council may additionally require:

- **Medical clearance;**
- **A fitness-for-work assessment;**
- **Participation in rehabilitation, treatment or counselling;**
- **Ongoing monitoring or testing where considered reasonably necessary.**

14. SAFETY BREACHES AND CONSEQUENCES

Any employee who:

- Attends work impaired;
- Breaches workplace safety requirements;
- Refuses lawful testing;
- Tampers with testing processes;
- Fails to disclose known impairment risks;

may be subject to disciplinary action.

Depending on the seriousness of the breach, disciplinary action may include:

- Counselling;
- Verbal warning;
- Written warning;
- Final warning;

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- Suspension;
- Referral for rehabilitation;
- Termination of employment.

Serious workplace safety breaches may constitute serious misconduct.

14A. TESTING PROCEDURE COMPLIANCE

Employees must comply with all lawful and reasonable directions relating to workplace drug and alcohol testing, confirmatory testing, workplace removal, return-to-work requirements and associated safety management measures.

Failure to comply with this Procedure may result in disciplinary action, including termination of employment where the conduct constitutes serious misconduct or presents a significant workplace health and safety risk.

Any disciplinary action will be undertaken in accordance with:

- Industrial Relations Act 2016 (Qld);
- Local Government Act 2009 (Qld);
- Human Rights Act 2019 (Qld);
- Council disciplinary procedures; and
- Principles of procedural fairness and natural justice.

15. PROCEDURAL FAIRNESS

Council is committed to ensuring procedural fairness.

Before disciplinary action is taken, employees will:

- Be advised of concerns or allegations;
- Be provided relevant information;
- Be given a reasonable opportunity to respond;
- Be allowed to present mitigating information;
- Have their response genuinely considered.

Council may take immediate interim action where required to protect workplace health and safety.

16. SUPPORT PERSON

Employees may request the presence of a support person during any formal meeting concerning:

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- Drug and alcohol testing;
- Fitness for work;
- Workplace investigations;
- Disciplinary matters.

The support person's role is to provide support and observe proceedings.

Council will make reasonable efforts to accommodate support person requests.

17. PRIVACY AND CONFIDENTIALITY

All testing records, counselling referrals, laboratory reports and medical information will be managed confidentially.

Information will be collected, stored, used and disclosed in accordance with:

- Information Privacy Act 2009 (Qld);
- Privacy Act 1988 (Cth);
- Council records management requirements.

Access to information will be restricted to authorised persons with a legitimate business need.

18. REVIEW

This Procedure will be reviewed:

- Every two years; or
- Earlier if legislative, operational or organisational changes occur.

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CHERBOURG ABORIGINAL SHIRE COUNCIL
22 BARAMBAH AVENUE
CHERBOURG QLD 4605
Phone: (07) 4168 1866
Fax: (07) 4168 2727

Request to Mayor and Councillors

Subject: Request for Motion to Review and Amend Senior Management Position Titles

Dear Mayor and Councillors,

I respectfully request that a motion be placed before Council for consideration and resolution regarding the designation of executive leadership position titles within Cherbourg Aboriginal Shire Council.

Proposed Motion

That Council resolves to:

1. Review all current Senior Manager position titles within the organisational structure of Cherbourg Aboriginal Shire Council.
2. Amend the titles of positions currently classified as Senior Managers to the title of Director, where appropriate and consistent with the organisational hierarchy.
3. Implement the title changes through relevant organisational documentation, policies, delegations, position descriptions, and public-facing materials.
4. Authorise the Chief Executive Officer to undertake any administrative actions necessary to give effect to this resolution.

Rationale

The purpose of this proposal is to provide a clearer distinction between management-level positions and executive leadership positions within the organisation.

The adoption of the title Director for executive-level positions would:

- Clearly delineate executive leadership roles from operational management roles.
- Better reflect the strategic responsibilities, authority, and accountability of senior executives.
- Improve organisational clarity for employees, Councillors, external stakeholders, government agencies, and community members.
- Align Council's executive structure with the terminology commonly utilised across local government organisations and other public sector entities.
- Support improved governance, reporting lines, and organisational understanding of executive decision-making responsibilities.

The current use of the term Senior Manager may not adequately distinguish executive functions from middle-management roles, particularly where these positions are responsible for strategic planning, organisational leadership, significant budget oversight, and high-level corporate governance responsibilities.

It is therefore recommended that Council consider adopting the title Director for executive leadership positions to strengthen organisational clarity and reinforce the distinction between management and executive functions.

I respectfully ask that the Mayor and Councillors consider and support this motion at the next available Council meeting.

Yours faithfully,

Anne-Maree Walsh
Manager People Safety and Compliance
Cherbourg Aboriginal Shire Council
09/09/2026

"Many Tribes One Community"


GF
VENDING

GREEN FROG VENDING PTY LTD

SITE AGREEMENT FOR VENDING MACHINE PLACEMENT

Prepared for: Cherbourg Aboriginal Shire Council

Prepared by:
Green Frog Vending Pty Ltd
ABN: 52 691 687 457
47 Yarrayne Road
Nerang QLD 4211

Date: _____

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18. Execution

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1. PURPOSE

The purpose of this Agreement is to permit Green Frog Vending Pty Ltd ("Operator") to install, operate, stock, service and maintain vending machines at approved Cherbourg Aboriginal Shire Council locations ("Site Owner") while providing convenient access to products and community messaging displays.

---

2. LOCATIONS & EQUIPMENT

Council shall nominate the approved locations for vending machine placement.

Approved Locations

Location 1: _____

Location 2: _____

Location 3: _____

Location 4: _____

Location 5: _____

Additional Location (if required): _____

The final locations may be amended by mutual agreement between the parties.

Each vending machine may include:

- **Touch-screen product selection**
- **Cashless payment facilities**
- **Digital advertising displays**
- **Community information displays**
- **Health promotion messaging**
- **Cultural content**
- **Tourism and event promotion**

- **Council-approved announcements**

---

3. OWNERSHIP & RESPONSIBILITY

- **All vending machines installed under this Agreement remain the sole property of Green Frog Vending Pty Ltd at all times.**
- **No ownership rights are transferred to Cherbourg Aboriginal Shire Council under this Agreement.**
- **Green Frog Vending Pty Ltd shall be responsible for installation, operation, stocking, servicing, repair, maintenance and replacement of vending machines.**
- **Green Frog Vending Pty Ltd retains ownership of all software, payment systems, digital content platforms, branding and associated equipment.**
- **Council shall not be responsible for machine operation, maintenance, stock management or repairs.**
- **Council acknowledges that machines are provided at no cost for placement under this Agreement.**

---

4. TERM

- **Agreement Start Date: _____**
- **Initial Term: Three (3) Years.**
- **The Agreement shall automatically renew in successive twelve (12) month periods unless terminated in accordance with Clause 13.**

---

5. RESPONSIBILITIES OF THE PARTIES

Green Frog Vending Pty Ltd Responsibilities

Green Frog Vending Pty Ltd agrees to:

- **Supply and install vending machines.**
- **Maintain machines in safe and operational condition.**
- **Restock products as required.**
- **Repair faults within a reasonable timeframe.**

- **Ensure products supplied comply with applicable food safety requirements.**
- **Maintain appropriate insurance policies.**
- **Provide Council-approved community messaging opportunities on digital displays.**
- **Remove machines upon termination if required.**

Cherbourg Aboriginal Shire Council Responsibilities

Council agrees to:

- **Provide suitable space for installation.**
- **Provide access to electricity.**
- **Permit reasonable access for servicing and stocking.**
- **Notify Green Frog Vending Pty Ltd of any damage or issues affecting machine operation.**
- **Assist with site access and operational coordination where reasonably required.**

---

6. INSTALLATION & COMMISSIONING

- **Installation shall occur following execution of this Agreement and completion of branding and artwork production.**
- **Green Frog Vending Pty Ltd shall coordinate installation dates with Council.**
- **Machines shall be tested and commissioned prior to operation.**
- **Any relocation request shall require approval from both parties.**
- **Council shall provide any site-specific requirements before installation commences.**

---

7. SITE ACCESS & UTILITIES

Council agrees to provide:

- **Access to approved installation areas.**
- **Access to standard electrical power outlets.**
- **Reasonable access for maintenance and restocking.**

- **Reasonable security within normal Council operations.**

Green Frog Vending Pty Ltd shall ensure all equipment is installed safely and in accordance with applicable electrical and safety requirements.

---

8. INSURANCE & LIABILITY

Green Frog Vending Pty Ltd shall maintain:

- **Public Liability Insurance**
- **Product Liability Insurance**
- **Any insurance required by law**

Council shall not be responsible for:

- **Equipment malfunction**
- **Product spoilage**
- **Business interruption**
- **Vandalism**
- **Theft**
- **Loss of revenue**

unless directly caused by Council negligence.

---

9. OWNERSHIP OF REVENUE

- **Revenue generated from vending machine sales shall remain the property of Green Frog Vending Pty Ltd unless otherwise agreed in writing.**
- **Green Frog Vending Pty Ltd shall be responsible for all operational costs associated with the vending machines, including stocking, merchant fees, maintenance and product supply.**
- **Any future community benefit arrangements may be documented separately by mutual agreement.**

---

10. COMMUNITY MESSAGING & CULTURAL CONTENT

Green Frog Vending Pty Ltd agrees to provide digital display space for:

- **Council notices**
- **Community announcements**
- **Health promotion campaigns**
- **Cultural events**
- **Tourism promotion**
- **Community services information**
- **Youth and education initiatives**
- **Emergency and public information notices**

Content shall be developed in consultation with Council and must be culturally appropriate and community focused.

---

11. EXCLUSIVITY

During the term of this Agreement, Council agrees not to install or permit competing third-party vending machine services at the approved locations without first consulting Green Frog Vending Pty Ltd.

This clause applies only to locations covered under this Agreement.

---

12. COMPLIANCE WITH LAWS

Both parties agree to comply with all applicable:

- **Queensland legislation**
- **Workplace Health and Safety requirements**
- **Electrical Safety requirements**
- **Food Safety standards**
- **Local Government requirements**
- **Consumer protection legislation**

---

13. TERMINATION

This Agreement may be terminated:

- **By either party providing thirty (30) days written notice.**
- **Immediately in the event of a material breach.**
- **By mutual written agreement.**

Upon termination:

- **Green Frog Vending Pty Ltd may remove all equipment and associated infrastructure from Council premises.**
- **Council shall provide reasonable access for removal.**
- **Equipment removal should occur within fourteen (14) days where reasonably practicable.**

---

14. GOVERNING LAW

This Agreement shall be governed by and interpreted in accordance with the laws of Queensland, Australia.

---

15. STORAGE & PRODUCT MANAGEMENT

To assist with efficient operation of the vending machines, Council is requested to advise whether the following facilities are available.

Secure Storage Area Available

☐ Yes

☐ No

Storage Location Details:

Cold Room / Refrigerated Storage Available

☐ Yes

☐ No

Cold Room Location Details:

Where storage facilities are unavailable, Green Frog Vending Pty Ltd may utilise external storage arrangements.

---

16. IMPLEMENTATION SCHEDULE

- **Council has approved the installation of five (5) vending machine locations.**
- **Installation is anticipated approximately one (1) month following execution of this Agreement.**
- **The implementation period allows sufficient time for custom machine wrapping featuring Cherbourg Aboriginal Shire Council branding, artwork and community messaging.**
- **Green Frog Vending Pty Ltd will provide artwork concepts for Council review and approval prior to production.**
- **Installation dates will be coordinated with Council representatives.**

---

17. MISCELLANEOUS

- **This Agreement constitutes the entire agreement between the parties.**
- **Any amendment must be made in writing and signed by both parties.**
- **Failure by either party to enforce a provision shall not constitute a waiver of rights.**
- **If any provision is declared invalid or unenforceable, the remaining provisions shall remain in force and effect.**
- **This Agreement may be executed electronically or in hard copy.**

---

18. EXECUTION

Signed for and on behalf of Green Frog Vending Pty Ltd

Name: _____

Position: _____

Signature: _____

Date: _____

Signed for and on behalf of Cherbourg Aboriginal Shire Council

Name: _____

Position: _____

Signature: _____

Date: _____

SCHEDULE A – COUNCIL PROJECT CONTACT

Primary Contact Name:

Position:

Phone:

Email:

SCHEDULE B – ARTWORK & BRANDING APPROVAL

Council Representative Authorised to Approve Artwork

Name:

Position:

Phone:

Email:

Signature:

Date:

SCHEDULE C – INSTALLATION CONFIRMATION

Council confirms the locations listed in Section 2 have been approved for vending machine placement.

Council Representative:

Position:

Signature:

Date:

Green Frog Vending Representative:

Signature:

Date:

End of Agreement.

Economic & Community Development

ECONOMIC & COMMUNITY DEVELOPMENT REPORT

Sept 2026

Executive Report



Road Repair MRF site 2026 (REFF)

Business Reports

Housing and Building

Please see attached building report and required decisions.

Recycling – MRF + CRPs – Andrew B and Chrissy Beresford

We have been offered a 4-acre property in Kingaroy at a reasonable price, with power an old shed and a house on the property, and our current landlord is now asking if we want to rent to buy. No negotiations have been entered into, both properties have merit – it would be good to determine Councils view regarding the development of this business unit.

COEX are in the process of reviewing our current contracts.

MRF REPORT – REFS PROJECT – Andrew Beckett

REFs Project – in progress, a large portion of the bitumen has been peeled up and new foundations prepared for the perimeter road around the she. Soft ground which was originally fill is undergoing an engineering solution, Yesburg Earthmoving are working with the engineers to solve the problem.

Our twin ram baler has had a breakdown, Zelinsky engineering is on site to do the necessary repairs.

Café

We have had 3 applicants for the Cherbourg Café Premises

1. Hope and Future Project
2. Averil Gray
3. Cherbourg Hornets

The submitted applications are attached. Council may request further information or decide today.

Other Project Information

1. Council building roofing upgrades – please see building dept. report, - need to discuss and approve a resolution about diverting some project funds to refurbish the old Shop premises.
2. Camera project – Please see attached report. Verkada meeting with us to help with the scope of this project – we are required to go to tender to award the project.
3. Aquamonix want to test our sirens on Tuesday the 20th October.

Report by: Sean Nicholson

CALCAM SOLUTIONS

SECURING QUEENSLAND

Cherbourg City Safe CCTV Report 10/08/26

As per the supplied quotation, Calcam Solution carried out repair work on the Cherbourg City Safe CCTV System from the 4th the the 6th of August Please see the below results.

Calcam Solutions carried out the repairs in the water filled pit system as requested. During the repair work it was found that the cabling had been submersed in water for so long that the copper had oxidised down the length of the cable. We cut out some cable and terminated the joins with waterproof resin cable joiners. This allowed voltage to pass through the pit when tested, however no cameras came back online.

Sports Grounds Pole
The cabling in the enclosure at the top of the pole was tested for voltage and fibre optic connection. It has been determined that the cable to this pole has been completely severed in the road at an unidentifiable point as there is no voltage or fiber connection to the library. The only way to get this pole back up and running is with a solar/battery system to run a point to point wireless link back to the library. The quad camera on this pole will also have to be replaced as it has been damaged by rocks.

Oval Pole
The cabling in the enclosure at the top of the pole was tested for voltage and fibre optic connection. It has been determined that the cable to this pole has been completely severed in the road at an unidentifiable point as there is no voltage or fiber connection to the library. A new pit was found at the bottom of this pole with a fibre splice in it. The splice had been completely submerged in water and was damaged, this could be repaired but due to the lack of voltage at the pole I do not believe that this cable can be reused. The only way to get this pole back up and running is with a solar/battery system to run a point to point wireless link back to the Barbra St forestry pole.

Barbra St Forestry Pole
The cabling in the enclosure at the top of the pole was tested for voltage and fibre optic connection. It has been determined that the cable to this pole has been completely severed in the road at an unidentifiable point as there is no voltage or fiber connection to the library. The only way to get this pole back up and running is with a solar/battery system to run a point to point wireless link back to the Barbra St Middle Pole.

Kind regards,
Dean Ross
Director
Calcam Solutions

8 Ngungun Crescent
G.H. Mtns
www.calcam.com.au

info@calcam.com.au

0420 598 114

Barbra Middle Pole
The cabling in the enclosure at the top of the pole was tested for voltage and fibre optic connection. It has been determined that the cable to this pole is intact. There is voltage at the pole but due to the cable oxidising in the water there is a high resistance on the cable. When it is but under load the voltage drops to unusable levels. The fibreoptic cable did test ok and can be reused back to the library. The pole will need a solar/Battery system to power a wireless base station, this can be used to receive data from the other poles and connected back to the library server via the intact fibreoptic cable. This pole is missing its PTZ camera. This will need to be replaced.

Bell St Round About Pole
The cabling in the enclosure at the top of the pole was tested for voltage and fibre optic connection. It has been determined that the cable to this pole is semi-intact. There is voltage at the pole but due to the cable oxidising in the water there is a high resistance on the cable. When it is but under load the voltage drops to unusable levels. The fibreoptic cable cannot be reused. The pole will need a solar/Battery system to power a wireless link back to the Barbra St Middle pole.

Heli Pad Pole
The cabling in the enclosure at the top of the pole was tested for voltage and fibre optic connection. It has been determined that the cable to this pole is semi-intact. There is voltage at the pole but due to the cable oxidising in the water there is a high resistance on the cable. When it is but under load the voltage drops to unusable levels. The fibreoptic cable cannot be reused. The pole will need a solar/Battery system to power a wireless link back to the library server.

All other poles are functional but do need a service. All camera Perspex cover needs to be treated as they have turned yellow due to sun damage and are affecting camera quality.

A quotation will be provided for the installation of the wireless point to point system to get all poles back up and running.

8 Ngungun Crescent
G.H. Mtns
www.calcam.com.au
info@calcam.com.au
0420 598 114

Sean Nicholson

From: Avril Gray <avrilgray1975@gmail.com>
Sent: Monday, 7 September 2026 12:41 PM
To: Zala; Sean Nicholson
Subject: Expression of Interest: Cherbourg Community Café

Dear CEO Zala and Sean,

Please accept this as my Expression of Interest to operate the Cherbourg Community Café.

As you are aware, my family has a longstanding connection to Cherbourg. Their commitment to the community is a legacy I am proud to continue through my own contribution.

My hospitality experience includes working at the former Cherbourg café. There, I completed a Certificate I in Hospitality before progressing into a supervisory position, which I held for three years. I later completed a Certificate II in Hospitality.

More recently, I gained a further three and a half years of experience at Murgon Bakery, strengthening my skills in food service, customer service and the day to day demands of a busy local food business. I have extensive experience preparing a wide range of meals and take pride in producing food that is fresh, well presented and affordable.

My approach would be guided by the food our community enjoys and wants to see available.

Having previous experience in the Cherbourg café, I understand that it can be much more than somewhere to purchase food. People come in for a meal or a coffee, but they also come to see familiar faces, have a yarn and feel welcome. I would like to create that kind of atmosphere. My vision is for a welcoming, reliable and community focused café offering breakfast and lunch options, takeaway food, hot meals, sandwiches, burgers, snacks, cakes and drinks.

I would listen to customers and develop the menu around their needs and preferences. I would also explore opportunities to provide catering for Council meetings, community organisations, functions and local events.

Sound financial management would be an important part of operating the café. I am currently working with Many Rivers to ensure a clear operating budget to ensure the café remains financially sustainable.

Reliability, cleanliness, food safety and consistent customer service would also be central to the operation of the café. Where practical, I would like to create opportunities for local people through employment, training or work experience.

My goal is to operate a professional and sustainable café while retaining the warmth and connection that makes a local café important. This opportunity brings together my hospitality qualifications, supervisory experience, cooking ability, previous experience in the Cherbourg café and my longstanding connection to Cherbourg.

My Grandfather used to tell his team, "We weren't playing for ourselves, but for Cherbourg." That sense of representing and giving back to Cherbourg is the same principle I would bring to operating the café.

I would welcome the opportunity to discuss my proposal further with Council.

Kind regards

Avril Gray

EXPRESSION OF INTEREST PROPOSAL

Cherbourg Hornets Take Away Shop

Proposal to Operate the Cherbourg Community Take Away Shop

Prepared for Cherbourg Aboriginal Shire Council
September 2026

1. Executive Summary

The Cherbourg Hornets propose to establish and operate the Cherbourg Takeaway Shop. The concept combines an affordable community takeaway shop, providing food and refreshments, catering, a welcoming meeting place, and a dedicated retail outlet for Cherbourg Hornets merchandise and selected locally made products.

The proposal responds directly to the current need for convenient food and beverage services following the closure of the community shop, while creating a practical community enterprise that supports employment, training, local purchasing, support of the local sport, youth development and encouraging community pride by being self-sufficient.

The takeaway shop would be operated as a professional, safe and financially responsible business with a strong community focus. The Hornets brand provides an established local identity and a natural platform to attract families, sporting visitors, workers, service providers and community members.

2. Vision

To create a welcoming, reliable and sustainable community takeaway shop and merchandise hub that brings people together, creates local opportunities and strengthens community pride through the Cherbourg Hornets.

3. Proposed Business Name

Cherbourg Hornets Take Away Shop

Suggested tagline: "Community • Culture • Food • Hornets Pride"

4. Objectives

- Provide affordable, convenient and consistent access to meals, snacks, drinks and takeaway food options in Cherbourg.
- Create a safe and welcoming social space for families, workers, visitors, meetings and community activities.
- Create local jobs, work experience and structured training opportunities, particularly for young people.
- Provide a permanent retail location for Cherbourg Hornets clothing, supporter gear and merchandise.
- Offer catering for Council, community organisations, meetings, training days, sporting events and functions.
- Purchase locally where practical and provide opportunities to showcase locally made products.
- Build a financially sustainable community enterprise that can grow over time.

- Use the profile of the Cherbourg Hornets to promote positive community participation, healthy lifestyles, teamwork and pride.

5. Services and Products

5.1 Take Away Food and Drinks

- Breakfast options, sandwiches, toasties, wraps, burgers and simple hot meals.
- Fresh and healthier choices including fruit, salads and suitable grab-and-go options.
- Tea, coffee, cold drinks, water, smoothies and non-alcoholic refreshments.
- Children's options and affordable family meal deals.
- Daily or weekly specials, with menu development guided by customer demand and food costs.
- Pre-order and phone-order options where operationally practical.

5.2 Catering

A key growth area would be affordable local catering, including:

- Council and service-provider meetings and training days.
- Community events, funerals, celebrations and family functions.
- Sporting events, team functions and game days.
- Morning tea, lunch platters, sandwich/wrap trays, hot food and beverage packages.

5.3 Cherbourg Hornets Merchandise

- Supporter shirts, polos, singlets, shorts, caps, hats and other approved club apparel.
- Junior and senior Hornets merchandise.
- Scarves, drink bottles, bags, stickers and small supporter items.
- Pre-orders for special apparel releases and representative-team merchandise.
- A display area that celebrates Hornets history, teams, achievements and community connection.

5.4 Community and Local Retail Opportunities

Subject to Council approval and suitable supply arrangements, the shop could also provide shelf or display space for selected locally made arts, crafts, gifts or community products. This would broaden the visitor experience and create additional opportunities for local producers.

6. Target Customers

- Cherbourg residents and families.
- Council staff and employees of local organisations and services.
- Students, young people and sporting participants.
- Visitors to Cherbourg and people attending meetings, programs and events.
- Rugby league supporters, visiting teams and families.
- Organisations requiring local catering.

7. Community Benefits

The proposal is designed to deliver benefits beyond the sale of food and merchandise.

Benefit	Proposed Outcome
Local employment	Prioritise suitable local recruitment and provide clear duties, supervision and workplace expectations.
Youth pathways	Offer structured work experience, hospitality exposure and basic employability skills where appropriate.
Community access	Provide a convenient local place to purchase food, drinks and refreshments.
Social connection	Create a welcoming place for informal meetings, families, visitors and community interaction.
Sport and pride	Provide a permanent home for Hornets merchandise and promote positive club and community identity.
Local economy	Retain more spending locally and use local suppliers and producers where viable.
Service support	Provide convenient catering for organisations already operating within Cherbourg.

8. Employment, Training and Workforce Development

The takeaway shop would aim to build a dependable local workforce. Recruitment would be based on the needs of the business, reliability, customer service and food-safety requirements. Where appropriate, partnerships could be developed with training providers and local services to support accredited or non-accredited hospitality training, work experience and employment preparation.

- Take Away Shop/operations manager or responsible supervisor.
- Food preparation and takeaway staff.
- Casual staff for peak periods, catering and events.
- Merchandise and customer-service duties integrated into takeaway shop roles.
- Clear induction, food-safety, cash-handling, cleaning and customer-service procedures.

9. Operating Model

The Hornets would seek to operate the premises under an agreed arrangement with Cherbourg Aboriginal Shire Council. Final trading hours would be developed with Council after considering community demand, staffing, operating costs and any building conditions.

An indicative starting model could include weekday breakfast/lunch trade, selected Saturday or event-day trade, catering by pre-order, and extended hours for major community or sporting events where viable.

10. Management and Governance

The operation would have clear responsibility for business management, staffing, stock, food safety, customer service, financial controls and reporting. The takeaway shop operation would maintain separate and transparent records so that sales, costs, stock and performance can be monitored.

- Designated operational lead with authority for day-to-day decisions.
- Regular sales, stock and expense reconciliation.
- Documented cash/EFTPOS handling procedures.
- Supplier approval and purchase controls.
- Staff rosters and timesheets.

- Incident, complaint and maintenance reporting.
- Periodic review of menu pricing, margins, waste and customer demand.

11. Financial Sustainability

The business model would use several income streams rather than relying on takeaway counter sales alone. These include takeaway sales, takeaway, catering, merchandise and event-day trade. This diversified model is intended to improve resilience and allow quieter takeaway shop periods to be supported by pre-ordered catering and retail activity.

Before commencement, a detailed start-up budget and cash-flow forecast would be prepared once Council confirms the lease/licence conditions, available equipment, utilities, maintenance responsibilities and any required upgrades.

Start-up / Operating Cost Areas	Revenue Areas
Licensing, registrations, insurance and compliance	Take Away Shop and takeaway sales
Initial food, beverage and packaging stock	Catering orders
Merchandise stock and display fixtures	Hornets merchandise sales
Small equipment and utensils	Event and game-day trade
EFTPOS/POS and bookkeeping systems	Special orders / pre-orders
Cleaning, pest control and waste services	Potential local product commissions
Wages, superannuation and training	
Utilities and occupancy costs as agreed with Council	

12. Marketing and Promotion

- Cherbourg Hornets social media and club networks.
- Community noticeboards and local promotion.
- Launch/opening promotion and takeaway specials.
- Merchandise releases tied to junior, senior and representative teams.
- Catering menus distributed to Council and local service providers.
- Game-day and community-event promotions.
- Consistent signage and branding that clearly identifies the takeaway shop as a welcoming community business.

13. Food Safety, Compliance and Risk Management

The operator would comply with all applicable legal, Council and regulatory requirements before trading. Exact approvals would be confirmed with Council and relevant authorities based on the final operating model.

- Required food business licensing/registration and food-safety requirements.
- Appropriate food-handler and food-safety training.
- Public liability, workers compensation and other appropriate insurance.
- Work health and safety procedures and staff induction.
- Safe food storage, temperature control, cleaning and allergen management.
- Pest control, waste disposal and premises hygiene.
- Emergency, incident and first-aid procedures.
- Responsible financial, privacy and record-keeping practices.

14. Proposed Implementation

Stage	Indicative Timing	Actions

1. Agreement & Due Diligence	Weeks 1-2	Confirm premises, equipment, lease/licence terms, utilities, compliance requirements and responsibilities.
2. Business Setup	Weeks 2-4	Finalise business structure, insurance, registrations, suppliers, POS, menu costing and operational procedures.
3. Recruitment & Stock	Weeks 3-5	Recruit/confirm staff, complete training, order initial food and merchandise stock, establish displays.
4. Fit-out & Promotion	Weeks 4-6	Minor setup, signage, cleaning, menu boards, community promotion and catering information.
5. Soft Opening	Around Week 6	Limited opening to test systems, menu, staffing, stock levels and customer flow.
6. Full Operation	Following review	Move to normal trading hours and commence active catering and merchandise promotion.

15. Measures of Success

- Reliable opening and service delivery.
- Growth in weekly takeaway shop and catering sales.
- Strong customer satisfaction and repeat trade.
- Local employment and training participation.
- Controlled food waste and sustainable gross margins.
- Growth in Hornets merchandise sales.
- Positive relationships with Council, local organisations and suppliers.
- Capacity to reinvest in the business, equipment and community-focused opportunities.

16. What We Request from Council

To progress the proposal, the Cherbourg Hornets respectfully request the opportunity to discuss:

- The proposed tenure/lease/licence arrangement and associated costs.
- What takeaway shop equipment, furniture and fixtures are included.
- Responsibility for utilities, repairs, maintenance and building compliance.
- Approved uses of the premises, including merchandise retail and catering.
- Signage and branding permissions.
- Any Council requirements for operating hours, reporting or community access.
- A practical commencement period that allows the operator to complete compliance, staffing and business setup.

17. Why the Cherbourg Hornets Model

The Cherbourg Hornets are strongly connected to local families, juniors, senior players, supporters and community activities. A Hornets-branded takeaway shop can use that connection to create a place that is recognisable, community-focused and commercially active. The merchandise component gives the takeaway

shop a point of difference, while catering creates an additional income stream and a practical service for organisations operating in Cherbourg.

The aim is not simply to open a food outlet. The aim is to establish a well-run community enterprise that provides reliable service, creates opportunity, supports local pride and becomes a positive gathering place for Cherbourg.

18. Conclusion

The Cherbourg Hornets Take Away Shop is proposed as a practical response to an immediate community need and a longer-term opportunity for local enterprise. Through affordable food, refreshments, catering, merchandise, employment and training, the business can provide a valuable service while building a sustainable community asset.

We welcome the opportunity to meet with Cherbourg Aboriginal Shire Council to discuss the premises, operating conditions and next steps, and to develop the final business and financial plan required for commencement.

19. Applicant Details

Applicant / Organisation	Cherbourg Aboriginal and Rugby League Inc.
Contact Person	George Fisher
Phone	0497 270 037
Email	georgelyfisher77@gmail.com.au
Business / Entity Details	
Signature / Date	03-09-2026.

Cherbourg Hornets Take Away Shop
Community • Culture • Food • Hornets Pride

KAI KAI

Cherbourg Community Café
EXPRESSION OF INTEREST
By Hone & Shontelle Hughes

WHO ARE WE?

We're the Hughes Whānau, a family who loves people and good food! We believe good food is one of the greatest ways to bring people together, and we love the saying:

"Stronger Community, Stronger Future."

For the past three years, we've had the privilege of serving, feeding and loving on the Cherbourg community. Many people know us from our weekly FREE Fruit & Vegetable distribution as Hope & Future Project, which we've been running for over 18 months now and interestingly we have been doing this outside the Community Café the entire time. We also have other strong community involvements doing community feeds, fishing and bush tucker outings, Cherbourg Hornets and spending quality time with the people. Somewhere along the way, we simply became Bro, Sis, Uncle and Aunty, Nephew and Niece and that is such a blessing to us.

Food has always been a big part of our lives, from cooking for our own family, regularly feeding friends around our dinner table, to providing hundreds of meals for people experiencing homelessness and sharing feeds with community here in Cherbourg. Food has always been one of the ways we put love into action. With almost four years' experience as a Chef in the New Zealand Army (where we met), cooking thousands of meals and learning how to effectively run and work within a commercial kitchen and also Barista experience. We bring both experience and a genuine love for good tucker with KAI KAI. To us, it's more than just running a café, we want to create a place where people feel comfortable the moment they walk through the doors.

Whether you're coming in for a coffee, grabbing a scrumptious home-cooked feed, bringing the kids in for a treat, or simply stopping by for a yarn, you're welcome here. Just good kai, generous portions, familiar happy faces and our secret ingredient "A whole lot of love".

We're a family who loves serving Community, and we hope KAI KAI feels like home.


T3.5 Heavy Duty Inner
KASO Pears

















FIT

WHY KAI KAI?

Kai means food in Te Reo Māori, our native tongue of New Zealand. But the name KAI KAI also came from something that felt beautifully familiar to us here in Cherbourg. We've heard people throughout community call out to the children "KAI KAI", meaning feed time or the food is ready! It's such a simple little phrase, but there's something warm about it. It speaks of food, family, togetherness and making sure everyone has something to eat.

So when it came time to come up with a name for the café, KAI KAI just felt right.

It carries a little piece of where we come from, while also reflecting the community we've grown to love. We want KAI KAI to feel just like the name does, familiar, comforting, warm and welcoming.

A place where you can come in, grab a coffee or a lovely feed, have a yarn and know there's always a safe space for Community and Visitors.


COOKIE
SABLE
BREAKFAST
COOKIE
COOKIE
MATCHA




THIS IS THE
PLACE I WAS
TELLING
YOU ABOUT


GLAD
YOU'RE
HERE


CHICAGO









Thank You for considering us
Hone & Shontelle Hughes

Cherbourg Aboriginal Shire Council – Building Dept.

Building & Planning Report

September 2026



Contents:

1. Summary

2. Referral Agency Application

    25 Broadway St – design & siting

    9 Bell St – design & siting

3. 23 Broadway St

4. 10 Cobbo St SHAP

5. QuickStart Demolition & Rebuild Sites

    3a/b Oak Avenue - concept

    3 Jerome St - concept

    10/11 Jerome St – design & construction options

6. 19-20 Barambah Ave, Community Services Office & Shop

7. Progress on current new housing projects

8. FNHH/QBuild proposed 26/27 Upgrade program

9. Maintenance, Upgrades, Home Modifications

10. Appendices

1. Summary

Cherbourg Aboriginal Shire Council Building Dept. is actively working on the following housing & facilities projects:

Strategic plan for 19-20 Barambah Ave roofing issues

Progress of 25 Broadway/9 Bell St site (2x3-bed houses)

Progress of 3 Bell St SHAP

Cherbourg SES facility in conjunction with Operations Dept.

Stan Mickelo Transitional Short Term & Emergency Housing Project

16x remaining SHAP sites

Funding proposal for additional 6x SHAP sites

7 new QuickStart dwellings on 3 sites

Demolition & site preparation of 3 Fisher St site

Building approval for 3a/b Fisher St (2x 3-bed houses)

Progress of 2-4 Allan Douglas (3x 2-bed platinum houses)

Funding proposal for Bell St Redevelopment

RAF Pipeline – surveying, native title, procurement/tender

Fisher St subdivision – change application to Option D layout

Recent completions

- 23 Broadway St – detailed costing of refurbishment to Gold accessibility vs demo
- 24JAA notification with concept plans for 7xSHAP sites
- Site preparation for 3 Bell St, 25 Broadway St, 9 Bell St
- Concept plans & building specification for 10 Cobbo St SHAP
- 7x Concept plans for SHAP Funding Schedule 3

QBuild social housing maintenance continuing under new 26/27 contract

Disability home modifications continuing on needs basis for community

QBuild 26/27 proposed upgrades – evaluation of program as presented & response

2. Referral Agency Application

Background: The new dwellings for construction on subdivided lots at 25 Broadway St/9 Bell St require DA2 development approvals for building work:

25 Broadway St – Lot 2/SP357153

New dwelling building work assessment against the relevant benchmark P1 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over, triggers a requirement to vary the front setback requirements due to encroachment – see attached appendix A - Referral Agency Application PA26-21307 in section 10. Appendices

Recommendation:

1. *Council move a resolution to vary the assessment benchmark P1 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over, approving the reduction in front setback from 6 metres to 5 metres for the proposed new dwelling at 25 Broadway St Cherbourg.*

9 Bell St – Lot 1/SP357153

New dwelling building work assessment against the relevant benchmarks P1 & P2 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over P2 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over triggers a requirement to vary the front & rear setback requirements due to encroachment – see attached appendix B - Referral Agency Application PA26-21308 in section 10. Appendices

Recommendation:

2. *Council move a resolution to vary the assessment benchmarks P1 & P2 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over, approving the reduction in front setback from 6 metres to 4.9 metres, and rear setback from 1.5 metres to 1.482 metres for the proposed new dwelling at 9 Bell St Cherbourg.*

3. 23 Broadway St

Background:

23 Broadway St was vacated at approx. the end of April 2026. The dwelling is in a dilapidated state as per photographs & is not tenantable in its current condition. As per Council motion 3039 a detailed study has been undertaken by the Building Dept. to inform a Council decision to support 1) refurbishment of the existing dwelling to achieve compliance with all current structural & energy efficiency requirements plus Gold accessibility where possible, or 2) demolish the dwelling with a view for inclusion in future Strategic Capital Delivery funded housing projects.













Options Summary:

Refurbishment

a. An engineering report by Engineers Plus has been completed on the existing dwelling confirming structural adequacy of the concrete stumps & hardwood sub-floor. This structural adequacy enables the option of refurbishment for upper dwelling elements below.
b. A comprehensive cost exercise has been completed for the following scope:
    i. Development approval for building work
    ii. Full strip, rebuild, & relining of the existing dwelling with minor layout changes
    iii. New accessible bathroom, kitchen, laundry
    iv. New roof & insulation, insulated walls & ceiling
    v. New glazing & screens, plumbing, drainage, electrical, floor coverings
    vi. Rebuilt verandas & new rear accessibility ramp
    vii. New stormwater management to kerb
    viii. Aircon to living area & main bedroom
    ix. Completed building approval confirming house meets all current structural & waterproofing requirements equivalent to a new dwelling
c. The completed house is set for a further 50yr design life with amenity & running costs comparable to a new home.
d. Refurbishment achievable in > 6 month timeframe with funding approval from FNHH for $ 934,525.51 ex gst.

Demolition & future rebuild

a. Support for addition of 23 Broadway St to current Strategic Capital Delivery plan will need to be sought & confirmed from FNHH
b. Demolition can be delivered < 6 month timeframe
c. With current construction commitments it is estimated the site will be empty for at least 2 years
d. Estimated total cost for demolition, tip fees, site prep, new 4-bed CBFDP brick veneer dwelling in 2028 = $1.5-1.6M

Recommendation:

Council consider the options of refurbishment vs demolition/rebuild & move a resolution to support the preferred option to inform FNHH of Councils preference.

4. 10 Cobbo St SHAP

Background:

The current tenants of 10 Cobbo St were at 9 Cobbo St identified on the overcrowding register as requiring a SHAP extension. The 9 Cobbo site was reviewed & found to be impractical to deliver an effective extension within the available budget due to height & slope problems. The Housing Dept. arranged for a move across the road to 10 Cobbo St with a backyard that enabled the installation of a SCU (self-contained 2-bed unit) to assist with overcrowding. With agreement from FNHH new concept plans have been completed to best suit the 10 Cobbo St site refer appendix C in section 10. Appendices & below.

Concept Design:

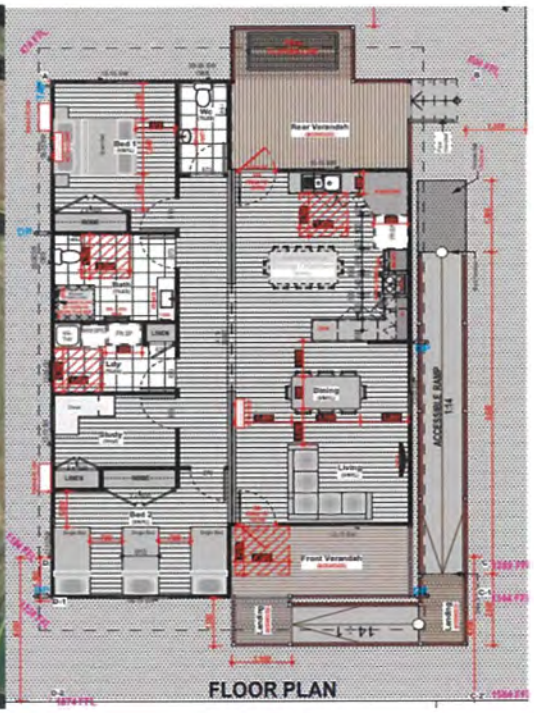
Due to site constraints of an existing over height non-structural retaining wall & no driveable access the only workable option to deliver a SCU is to use a transportable building.

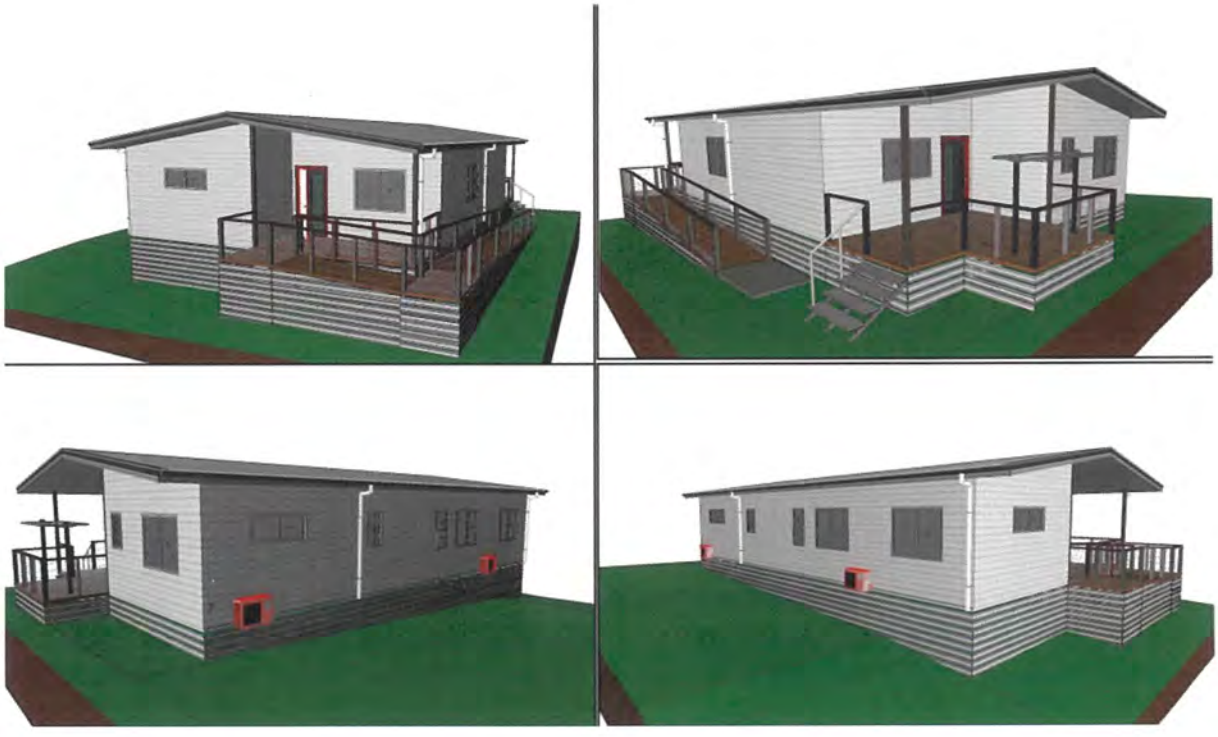


The Building Dept. has worked with a local supplier with remote capital delivery experience Asset Cabins to design a 2 bed SCU that incorporates the Cherbourg Built Form Design Principles plus all accessibility, durability, security, & maintenance minimizing features equivalent to our current brick veneer construction projects.

This solution differs **substantially** from State Government MMC housing.







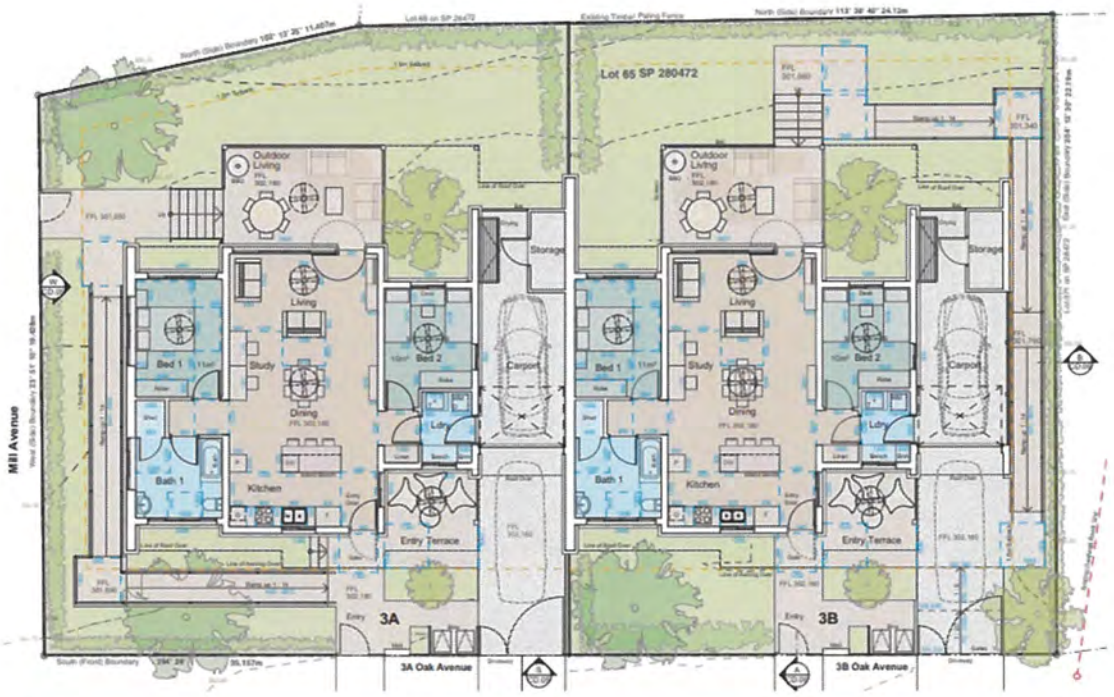
Recommendation:

Council move a resolution endorsing the concept design version 2 - 30.07.2026 from Asset Cabins & approves submission to FNHH for formal design review.

5. QuickStart Demolition & Rebuild Sites

3a/b Oak Ave

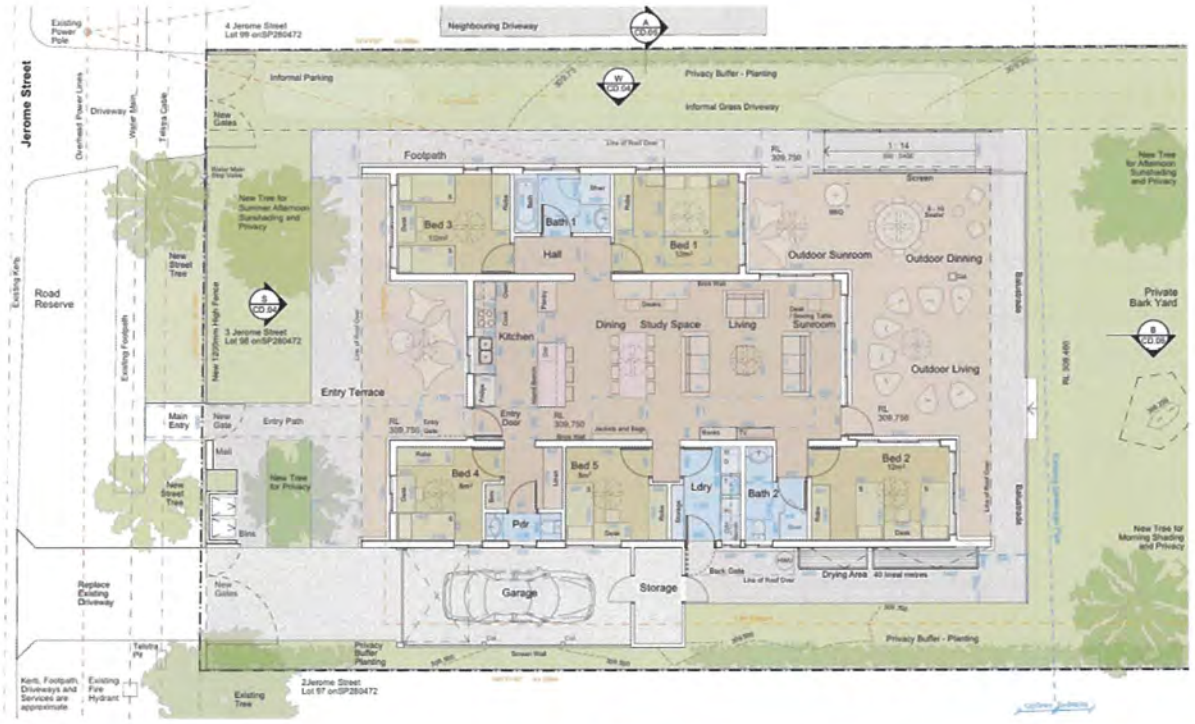
The Building Dept. has worked with our design team & prepared the concept design for a 2-bed duplex attached as appendix D at section 10. Appendices and snips below:





3 Jerome St

The Building Dept. has worked with our design team & prepared the concept design for a 5-bed house attached as appendix E at section 10. Appendices and snips below







Recommendation:

Council moves a resolution endorsing the August 26 3a/b Oak Ave & 3 Jerome St concept designs from Bark Architects & approves the Building Dept. advancing the design to construction stage plans for submission to FNHH for formal design review

10/11 Jerome St

Background:

10/11 Jerome St was identified as a priority site for demolition & rebuild under the Strategic Capital Plan. The existing houses were demolished earlier enabling rebuild on the sites. The Strategic Capital Plan identifies the site as an opportunity to provide 4x 2-bed platinum villa style accommodation for elders & community members with mobility issues. Council has indicated a preference to construct 2x 4-bed dwellings on the site.

Site Details:

11 Jerome St – 1049m2

10 Jerome St – 845m2

Total – 1894m2

Buildability:

4x 2bed villas –	workable, but requires extensive variations to setbacks to achieve a good siting outcome & yard for 4 villas
2x 4-bed dwellings –	workable, ideally requires reconfiguring of lots to achieve 2x 947m2 even size lots, yards, & street frontage for a professional outcome.

Design progress:

Building Dept. has been working with our design team to deliver a concept design for 4x 2-bed villas as per the Strategic Capital Plan. The completed design should be ready for Council to review at the October meeting.

Conclusion:

Either housing option is achievable on the site.

6. 19-20 Barambah Ave, Community Services Office & Shop

Background:

The commercial building at 19-20 Barambah Ave has a clerestory style roofing system installed that features inadequate box gutters with no overflow provision & some rust dilapidation present.

The clerestory roofing system also encourages roosting of pigeons & other pest bird species under its upper eaves plus provides a vulnerable point of break & entry to the building through the upper windows

The clerestory roofing system is most likely a legacy design choice to enable good convection cooling to the spaces below but is not compatible with current energy efficient air handling equipment & commercial office/shop environments

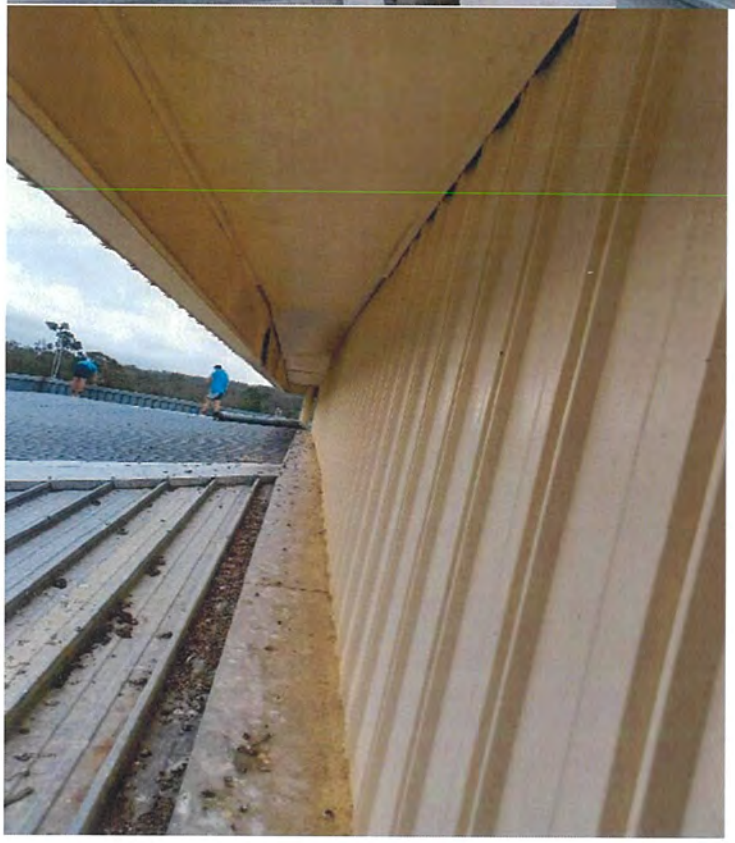
In 2023/4 the box gutter overflowed into Lenas shop due to not having a compliant overflow system installed. The Building Dept. implemented emergency measures cutting in a rough overflow & cutting the blocked leg off the downpipe. The roof has not overflowed since but leaks via the rust holes are still present

Limited W4Q funding is available to approach the problem











Options:

1. Patch rust holes & take no further action
2. Re-roof existing structure & modify to solve inadequate box gutters, sheet the upper clerestory windows
3. Patch the rust holes for a temporary measure & plan a comprehensive new structural steel roof structure doing away with the clerestory design & solving all;
    a. roof drainage,
    b. pest bird issues,
    c. break & enter from roof vulnerabilities
    d. and enabling opportunities for a complete re-think of the upper structure such as mezzanine storage or upper-level offices

Recommendation:

Option 3, the current W4Q funding is sufficient to implement temporary repairs, carry out structural assessment of the building for re-engineering of the upper structure, plus all engagement & design work required.

Option 3 Methodology:

1. Patch rust holes, ensure temp overflow functioning & mitigating chance of leaks during storm season
2. Carry out a visual inspection of the building footings, foundations, walls, drainage issues, etc. & complete an engineering report on the building's suitability for a new upper structure/roof including any limitations on height.
3. Stakeholder engagement to determine if opportunities for upper-level storage or offices should be pursued
4. Prepare concept design options based on stakeholder engagement
5. Present concepts for selection by Council, complete quantity survey of selected design option, establish project budget, & seek funding in future W4Q cycles
6. Harness all opportunities at detailed design stage to improve energy efficiency, eliminate drainage problems, achieve noise attenuation to below spaces, & reduction in pest bird issues on roof
7. Plan demolition & reconstruction of upper structure in conjunction with occupants & their operational needs.

7. Progress on existing new housing Projects

RAF pipeline

- Funding awarded from State Residential Activation Fund $4M
- Waiting on NT PBC to attend with Archaeologist
- Tender documents ready to release on vendor panel when NT monitoring agreement reached.
- Site work should commence Q2 26/27 & be completed Q3 26/27 depending on tender results

Fisher St subdivision

- Change application progressing & should be ready for October Council meeting – waiting for Bushfire Assessment

35 Barber St

- PC achieved, handover in progress

2-4 Allan Douglas Ave

- Framing, Roofing, Brickwork in progress, on track for PC 30/11/26

25 Broadway St/9 Bell St

- Site prep completed
- Slabs concreting in progress
- Framing immediately afterwards
- Housing Dept. requested to allocate houses & coordinate tenancy for security over Xmas shutdown

8 Jerome St

- Design completed, site prep commencing shortly

3 Bell SHAP

- Site prep completed
- Slab prep underway

10 Cobbo St

- Concept design completed
- Completing & preliminaries
- 24JAA notification in progress

50 Barber St

- Design stage completed & building preliminaries in progress
- 24JAA notification in progress

8. FNHH/QBuild proposed 26/27 Upgrade & Maintenance program

Background:

First Nations Housing & Homelessness have communicated to Council their proposed 26/27 Upgrade & Maintenance programs consisting of:

- Upgrade Budget of $1,137,876, noting delivery expenditure on upgrades of $3,145,915 in 2025-26.
    - 9 projects in progress or not commenced by 30 June 2026
    - 15 projects to be quoted
- Maintenance Budget of $4,600,041 which is a further 36% ($1,236,122) uplift on the 2025-26 budget.

Assessment:

The Upgrade program offer represents a substantial reduction in upgrade expenditure & scope of work being undertaken with very little in the way of improvements to health, safety, running costs of Cherbourg housing.

The Maintenance budget allocation represents a substantial uplift in budget without a corresponding trend in increasing demand 24/25 to 25/26.

25/26 total upgrades & maintenance total	$6,509,834.00
26/27 total proposed upgrades & maintenance total	$5,737,917.00
26/27 overall reduction	minus $771,917.00

FNHH Reply:

The Dept. has replied to CASC's enquiry confirming the budget allocation/reduction above with limited opportunities for additional funding on a needs basis.

Conclusion:

CASC will continue to communicate constructively with FNHH on social housing asset condition & need for additional funds to address health, safety, and energy efficiency issues. The Building Dept. will also pursue alternative funding streams such as the Queensland Community Housing Energy Upgrades (QCHEU) to address the FNHH funding reduction.

9. Maintenance, Upgrades, & Home Modifications

UNPLANNED MAINTENANCE

New Jobs - 168

AHRS	6
1 hour	0
4 hour	49
24 hour	48
7 days	18
14 days	140
Council	5

Outstanding Jobs - 157

Between 121-180 days	0
Between 91-120 days	28
Between 61-90 days	11
Between 31-60 days	25
< 30 days	93

Invoices

QBuild Maintenance	$ 174,006.16
QBuild Upgrade/DISMOD projects	$ 82,366.11
Council Maintenance	$ 0.00
Total	$ 256,372.27

NEW HOUSES

13 Bulgi Street – total spend $1,113.43 – 2 open jobs

- Damaged external & bedroom doors – 03/07/2026 – tenant unavailable to paint doors
- Relocate rotary clothesline – 09/02/2026 – TENANT HAS REQUESTED A ROTARY CLOTHESLINE, TO BE RELOCATED FROM PREVIOUS ADDRESS

3 Bulgi Street – total spend $517.75 – 1 open job

- 20/08/2026 – blocked kitchen sink drain and damaged toilet seat

1 Cobbo Street – under construction

19 Bell Street – total spend $7,982.11 – 0 open jobs

1 Alan Douglas Avenue – total spend $0

- House is now vacant

13 Barber Street – total spend $1950.92 – 1 open job

- 30/07/2026 – Damaged fascia, soffit and guttering at front door

DISMOD PROJECTS

Minor

Completed	2	2 Murray Road 16 Bond Street
In Progress	1	29 Barber Street

Major

Completed		
In Progress	2	1 Mill Avenue 1 Beattie Street

UPGRADE PROJECTS

	Completed	In Progress
Bathrooms	1	18 Broadway Street
Floors	0	12 Cobbo Street
Stormwater	3	4 Cobbo Street 18 Bond Street

VACANTS

Jobs Outstanding - 10

23 Broadway Street	2
12 Cobbo Street	1
1 Alan Douglas Avenue	7

- 12 Cobbo Street – waiting for contractor invoice - TPG
- 23 Broadway Street – waiting for response from QBuild and FNHH

MAINTENANCE CONCERNS

13 Collins Road – pump out septic 07/08/2026 – installed 30 June 2026

Request for Upgrades - Bathrooms

6 bathrooms have been identified for proposed upgrade – request has been forwarded to QBuild and inspected with FNHH on 12 August.

8. Appendices

Appendix A - Referral Agency Application PA26-21307 25 Broadway St

Appendix B - Referral Agency Application PA26-21308 9 Bell St

Appendix C – Concept Plans 10 Cobbo St

Appendix D – Concept Plans for 3a/b Oak Avenue

Appendix E – Concept Plans for 3 Jerome St

Appendix B

pacific approvals building|planning|fire

Pacific Approvals Pty Ltd
ABN 7516 0846 220

Unit 16/5 Transport Place
Molendinar QLD 4214

PO Box 2374 Nerang DC QLD 4211

P: 07 55 648 533
E: admin@pacificapprovals.com.au
W: www.pacificapprovals.com.au

4/09/2026

Our Ref No: PA26-21308

Chief Executive Officer
Cherbourg Aboriginal Shire Council
22 Barambah Ave
Cherbourg QLD 4605

Dear Sir/Madam

RE: **Referral Application for Dwelling House**

Design and Siting for Dwelling house Class 1a and class 10a
9 Bell St, Cherbourg, QLD 4605 - Lot 1 on SP357153

We act on behalf of the client and wish to submit referral application for proposed Dwelling House (Class 1a and Class 10a). The trigger for the referral:

- Rear setback encroachment
- Front setback encroachment

Notwithstanding the proposal complies with the performance outcomes of QHC. In support of the application, the following is provided.

- ***Appendix 1 - Architectural Plans***
- ***Appendix 2 – Confirmation Notice***

1.1 Development Application Details

Proposed development:	**Dwelling House**
Type of approval sought:	Development Permit for Building Works for Class 1a and Class 10a
Site address:	9 Bell St, Cherbourg, QLD 4605
Real property description:	Lot 1 on SP357153
Site area:	471 sqm
Assessment manager:	Private Certifier
Building Application Applicant details:	Cherbourg Aboriginal Shire Council
Referral Application Applicant details:	Cherbourg Aboriginal Shire Council C/- Pacific Approvals Pty Ltd PO Box 2374 Nerang DC QLD 4211
Applicant reference No.	PA26-21308

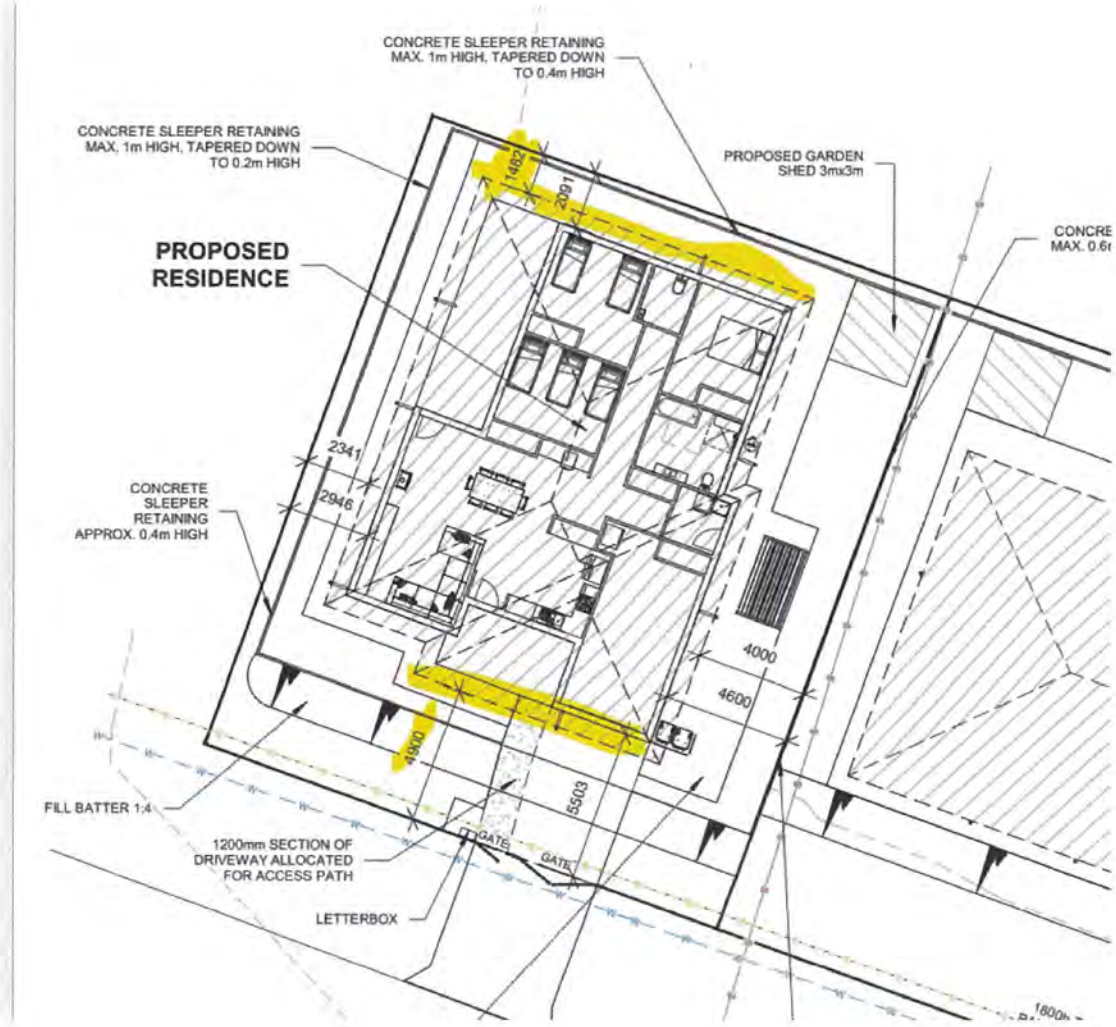
1.2 The Proposal

Request for Variation

Requirement	Proposed

Appendix B

Rear Setback	1.5m	1.482m
Front Setback	6m	4.900m



1.3 Referral Agency

The local government is a referral agency for the building works application under:

- Schedule 9, Part 2, Division 2, Table 3 of the *Planning Regulation 2017*.

1.4 Applicable Codes for Referral Application

The following are the applicable codes for referral assessment of the proposal. The proposal meets all other acceptable solutions of codes.

- P1 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over
- P2 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over

Appendix B

1.4.1 P1 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over

Setbacks:	Response
Buildings* and *Structures **P1** The location of a *building* or *structure* facilitates an acceptable streetscape, appropriate for – (a) the bulk of the *building* or *structure*; and (b) the *road* boundary *setbacks* of neighbouring *buildings* or *structures*; and (c) the outlook and views of neighbouring residents; and (d) nuisance and safety to the public.	The proposal complies with A1 of QDC MP 1.2 except for the following: • Setback of 4.900m is proposed. Compliance with P1 is achieved as: • The bulk of the building is setback 6m. The garage and open porch encroaches with the 6m. The open porch does not adversely increase the bulk of the building. • Buildings on the opposite side of the street provide for reduced setbacks of 5.4m and 3.75m. The proposal of 4.9m is an average setback. See below  (source:Nearmaps) • No impacts on outlook and privacy occurs. • All works are located within the property.

1.4.2 P2 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over

Setbacks:	Response

Appendix B

P2 *Buildings* and *structures* – (a) provide adequate daylight and ventilation to *habitable* rooms; and (b) allow adequate light and ventilation to *habitable* rooms of *buildings* on adjoining *lots*. (c) do not adversely impact on the amenity and privacy of residents on adjoining *lots*.	The proposal complies with A2 of QDC MP 1.2 except for the following: • Rear setback of 1.482m is proposed. Complies with P2 is achieved as the encroachment is minor. The eave provides for this encroachment. The wall is setback greater than the required 1.5m. Issues of light and ventilation are maintained and no impacts in privacy occurs.

Based upon the above, compliance with performance outcomes of the code is achieved.

2 Conclusion

It is considered that the proposal achieves the performance outcomes of the applicable code.

If you have any questions, please contact this office on the details below.

Yours sincerely

Eric Constantino I Town Planner
Director

Appendix B

Appendix 1 - Architectural Plans

15/09/2025 11:50:58 AM

NEW RESIDENCE (GOLD)

Appendix B

CHERBOURG ABORIGINAL SHIRE COUNCIL

9 BELL STREET
CHERBOURG

NEWMAN
DESIGN & DRAFTING

Newman Design & Drafting
M: 0422 782 315
E: tom@newmandesignanddrafting.com.au
W: www.newmandesignanddrafting.com.au

PAGE No: A000
DWG BY: TN | CHECKED BY: TN
JOB No 25-96-TN
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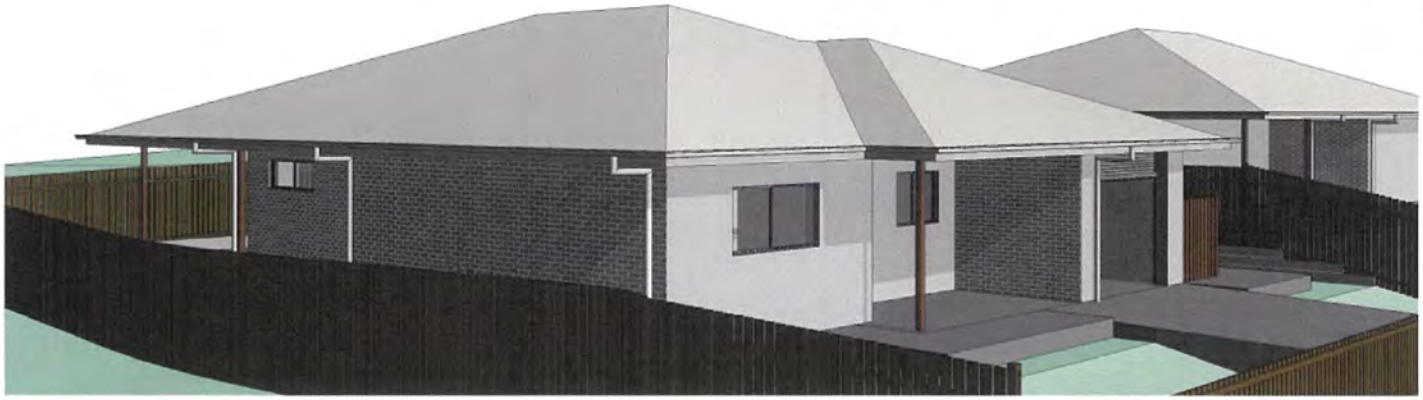
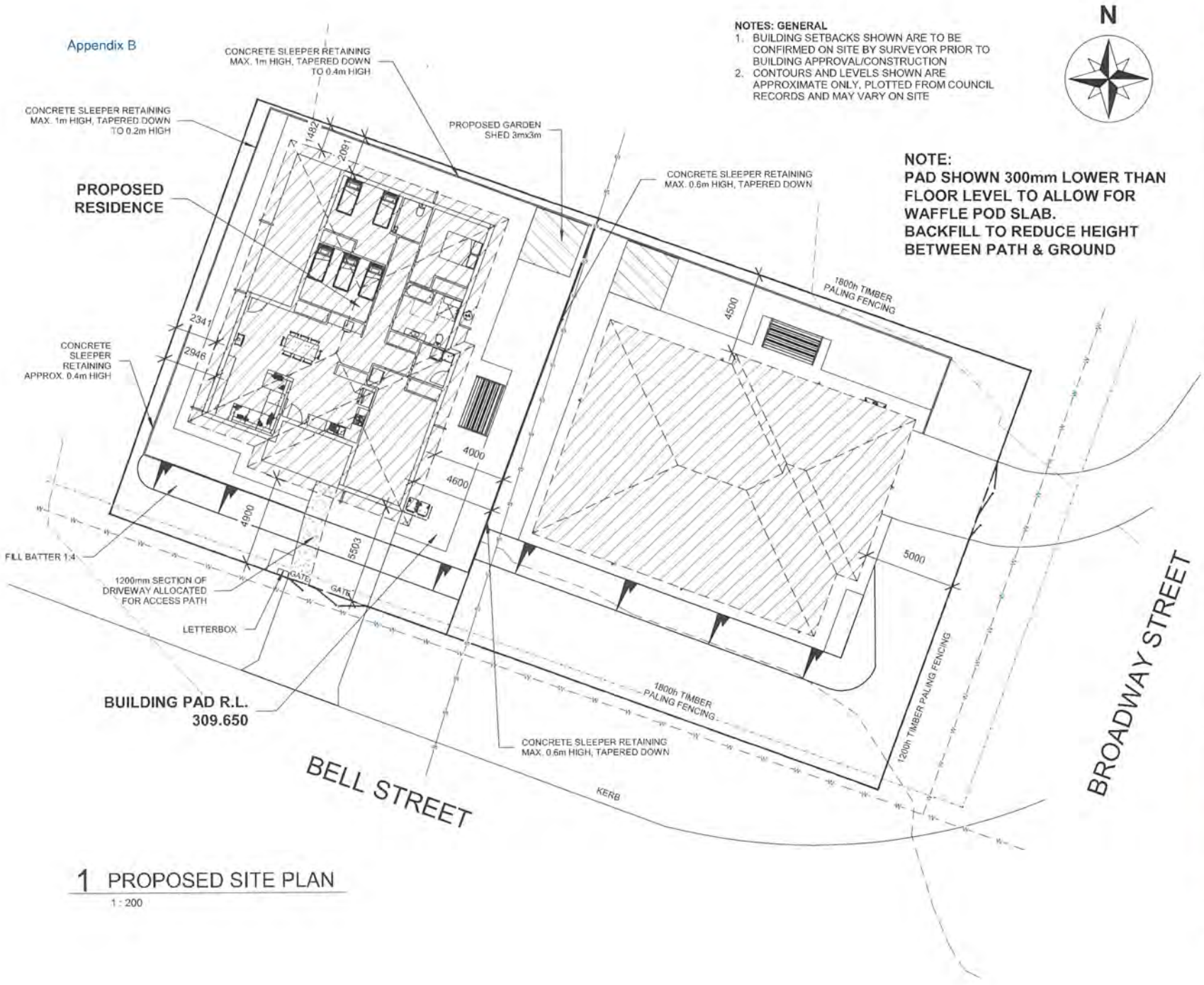
ISSUE	DESCRIPTION	DATE	AUTHOR
1C	CONCEPTUAL PLANS	13-05-2025	TN
2E	CONSTRUCTION ISSUE	15-09-2025	TN





Appendix B



NOTES: GENERAL

1. BUILDING SETBACKS SHOWN ARE TO BE CONFIRMED ON SITE BY SURVEYOR PRIOR TO BUILDING APPROVAL/CONSTRUCTION
2. CONTOURS AND LEVELS SHOWN ARE APPROXIMATE ONLY, PLOTTED FROM COUNCIL RECORDS AND MAY VARY ON SITE

N

NOTE:
PAD SHOWN 300mm LOWER THAN FLOOR LEVEL TO ALLOW FOR WAFFLE POD SLAB. BACKFILL TO REDUCE HEIGHT BETWEEN PATH & GROUND

1 PROPOSED SITE PLAN

1 : 200

NEWMAN DESIGN & DRAFTING

M: 0422 782 315
E: tom@newmandesignanddrafting.com.au
W: www.newmandesignanddrafting.com.au

BUILDING DESIGNERS ASSOCIATION OF AUSTRALIA

ISSUE	DESCRIPTION	DATE
1C	CONCEPTUAL PLANS	13-05-2025
2E	CONSTRUCTION ISSUE	15-09-2025

PROJECT:
NEW RESIDENCE (GOLD)

CLIENT:
CHERBOURG ABORIGINAL SHIRE COUNCIL

SITE ADDRESS:
9 BELL STREET
CHERBOURG

PAGE No: A001
DWG BY: TN CHECKED BY: TN
SCALE 1 : 200
JOB No: 25-96-TN

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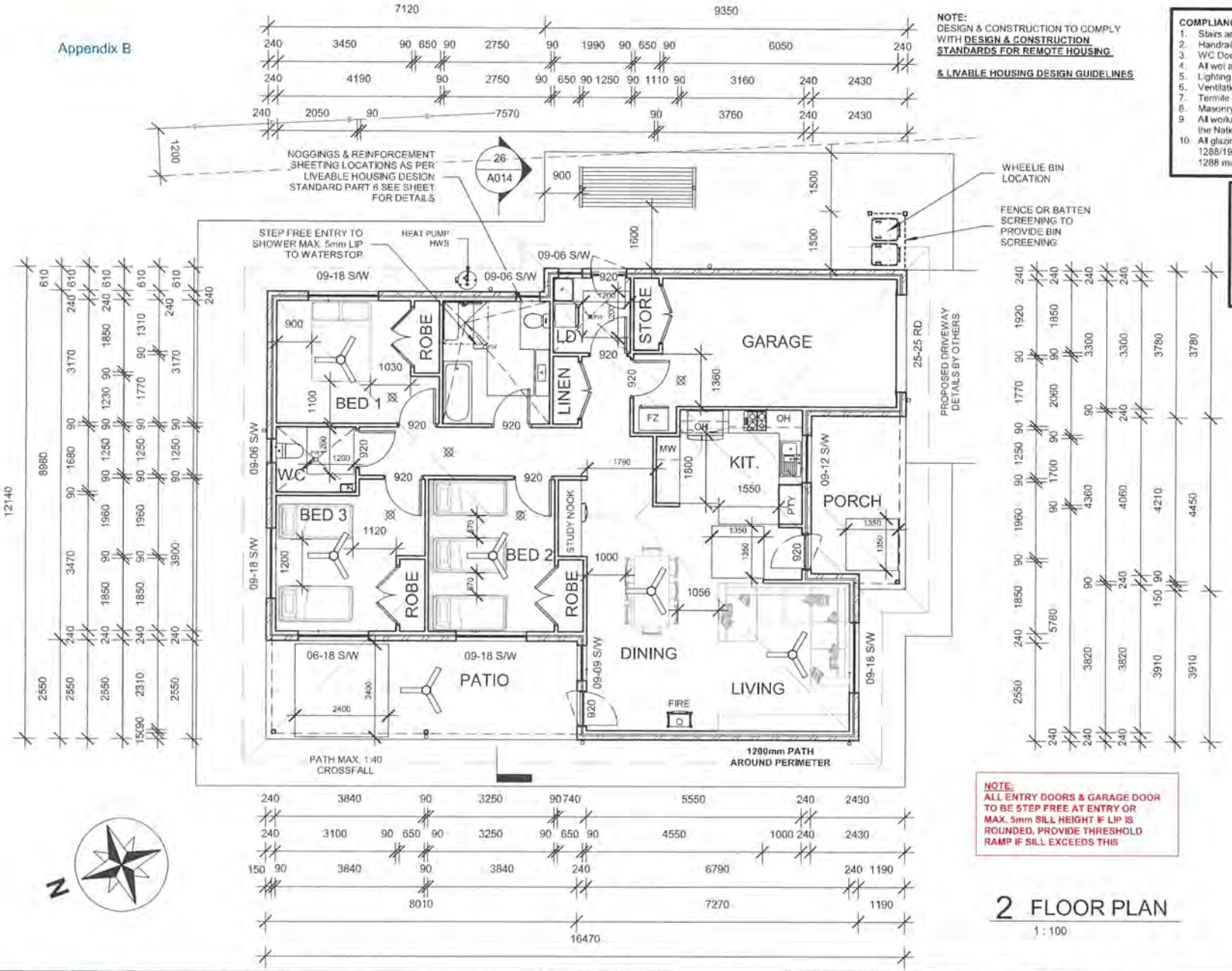
BUILDER:
MICHAEL CHILCOTT BUILDING & RENOVATIONS

15/09/2025 11:51:01 AM

Appendix B



NOTE:
DESIGN & CONSTRUCTION TO COMPLY WITH **DESIGN & CONSTRUCTION STANDARDS FOR REMOTE HOUSING**

& LIVABLE HOUSING DESIGN GUIDELINES

COMPLIANCE NOTES:

1. Stairs are to comply with NCC - V2 - Part 11.2 - Stairway and Ramp Construction
2. Handrails/Balustrades to comply with NCC - V2 - Part 11.3 - Barriers and Handrails
3. WC Doors to comply with NCC - V2 - Part 10.4 - Facilities
4. All wet areas to comply with NCC - V2 - Part 10.2 - Wet area waterproofing
5. Lighting to comply with NCC - V2 - Part 10.5 - Light
6. Ventilation to comply with NCC - V2 - Part 10.6 - Ventilation
7. Termite protection to comply with NCC - V2 - Part 3.4 - Termite risk management
8. Masonry Construction to comply with NCC - V2 - Part 5 - Masonry
9. All workmanship and materials to comply with all relevant Australian Standards and the National Construction Code.
10. All glazing in buildings to comply with the requirements of Part 8 NCC and AS 1288/1994. A glazing certificate from the manufacturer for compliance with AS 1288 must be provided on completion

BUILDERS TO NOTE:
All levels and dimensions are to be checked and verified on site prior to the commencement of any building work or production of shop drawings. All design and construction methods and materials to be in accordance with:

The National Construction Code (NCC), the Queensland Development Code (QDC), the building act 1975, current issues of Australian standards & manufacturer's specifications and installation details for materials and product used.

BEAM OVER
SHS POST
BEARER
STUD WALL
BLOCKWORK WALL

NOTE: ALL WINDOW AND SLIDING DOOR SIZES ARE HEIGHT x WIDTH

SW	SLIDING WINDOW
FD	FRENCH DOOR
LVR	LOUVRE WINDOW
FX	FIXED WINDOW
SGD	SLIDING GLASS DOOR
AW	AWNING WINDOW
D/H	DOUBLE HUNG
GB	GLASS BRICKS
C	CASEMENT
OBS	OBSCURE GLASS

FLOOR AREAS

Living Area	133.9 m²
Garage Area	26.2 m²
Patio Area	20.4 m²
Porch Area	10.3 m²
Grand total	190.9 m²

NOTE:
ALL ENTRY DOORS & GARAGE DOOR TO BE STEP FREE AT ENTRY OR MAX. 5mm SILL HEIGHT IF LIP IS ROUNDED. PROVIDE THRESHOLD RAMP IF SILL EXCEEDS THIS

SMOKE ALARMS TO BE IN ACCORDANCE WITH AS3786-2014

2 FLOOR PLAN
1 : 100

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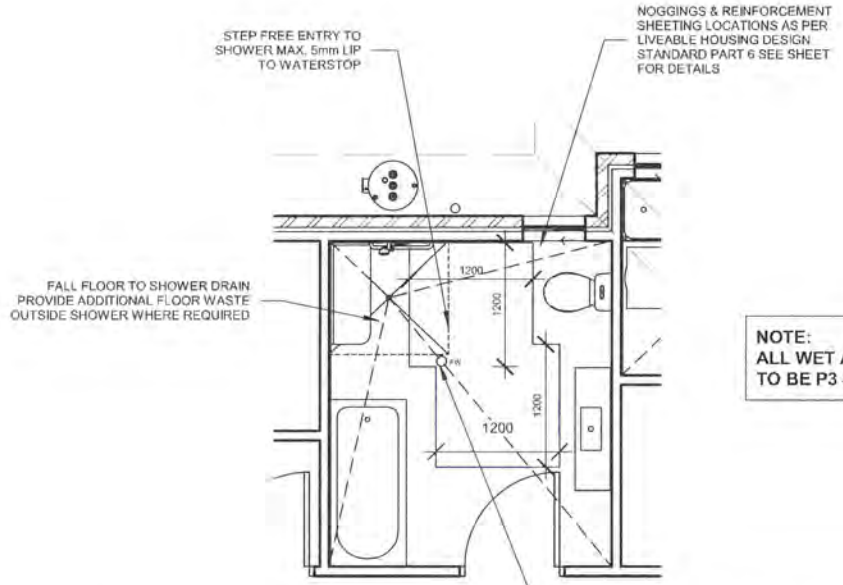
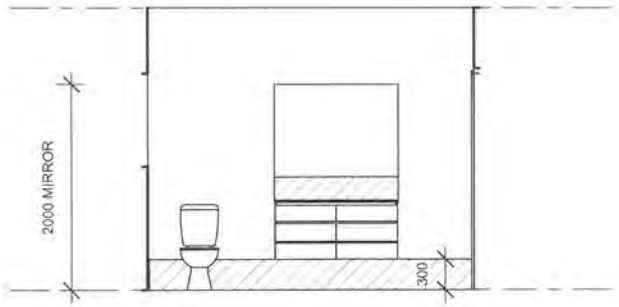


NOTE:
ALL WET AREA TILES TO BE P3 SLIP RATED

3 BATHROOM PLAN
1 : 50



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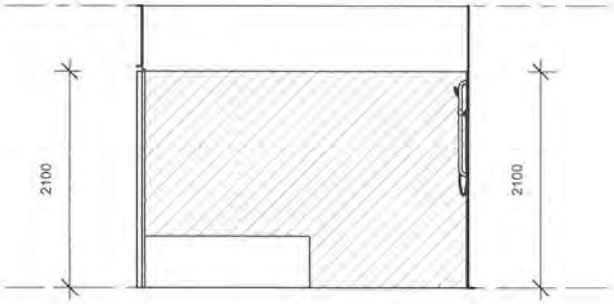
1 : 50



5 Bathroom Elevation 2
1 : 50



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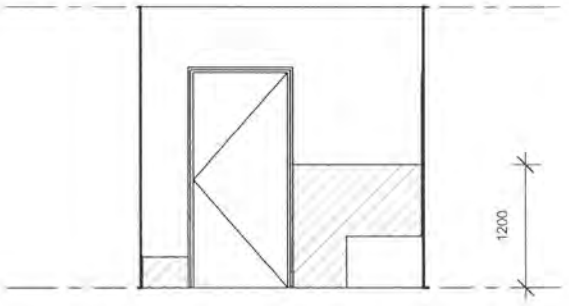
1 : 50



7 Bathroom Elevation 4
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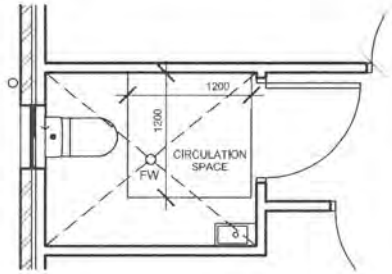

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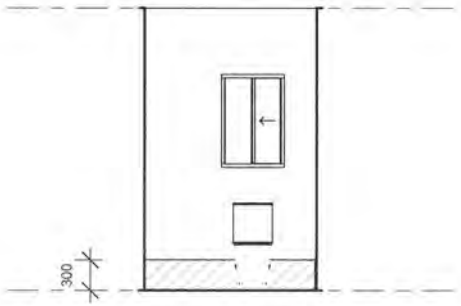

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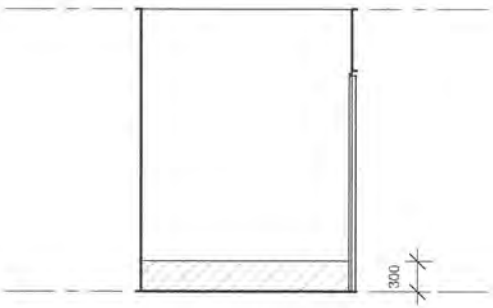

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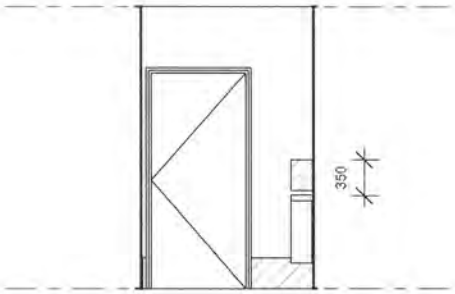

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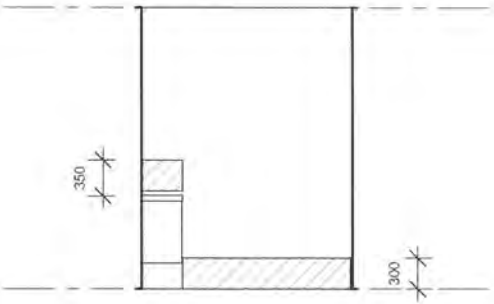

12 PDR Elevation 4
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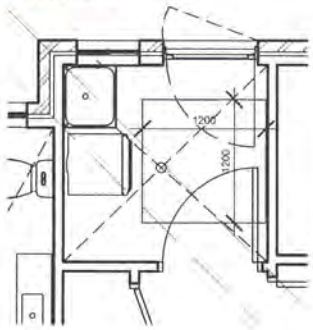

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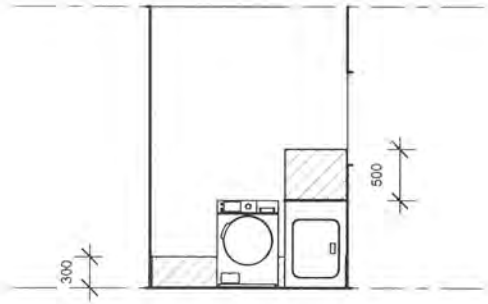

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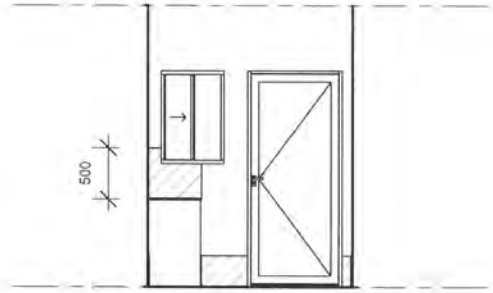

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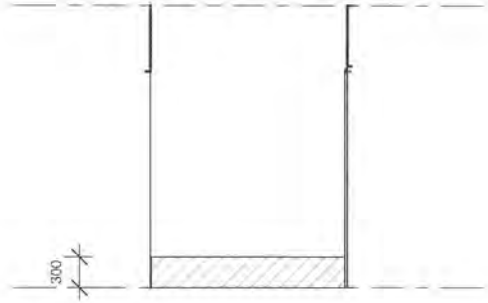
1 : 50



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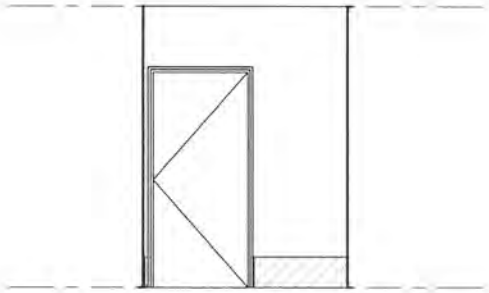

17 Laundry Elevation 4
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Appendix B

COMPLIANCE NOTES:

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2. Handrails/Balustrades to comply with NCC - V2 - Part 11.3 - Barriers and Handrails
3. WC Doors to comply with NCC - V2 - Part 10.4 - Facilities
4. All wet areas to comply with NCC - V2 - Part 10.2 - Wet area waterproofing
5. Lighting to comply with NCC - V2 - Part 10.5 - Light
6. Ventilation to comply with NCC - V2 - Part 10.6 - Ventilation
7. Termite protection to comply with NCC - V2 - Part 3.4 - Termite risk management
8. Masonry Construction to comply with NCC - V2 - Part 5 - Masonry
9. All workmanship and materials to comply with all relevant Australian Standards and the National Construction Code
10. All glazing in buildings to comply with the requirements of Part 8 NCC and AS 1288/1994. A glazing certificate from the manufacturer for compliance with AS 1288 must be provided on completion



18 SOUTHERN ELEVATION

1 : 100

NOTE:
PAD SHOWN 300mm LOWER THAN FLOOR LEVEL TO ALLOW FOR WAFFLE POD SLAB. BACKFILL TO REDUCE HEIGHT BETWEEN PATH & GROUND



19 WESTERN ELEVATION

1 : 100

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20 NORTHERN ELEVATION

1 : 100

NOTE:
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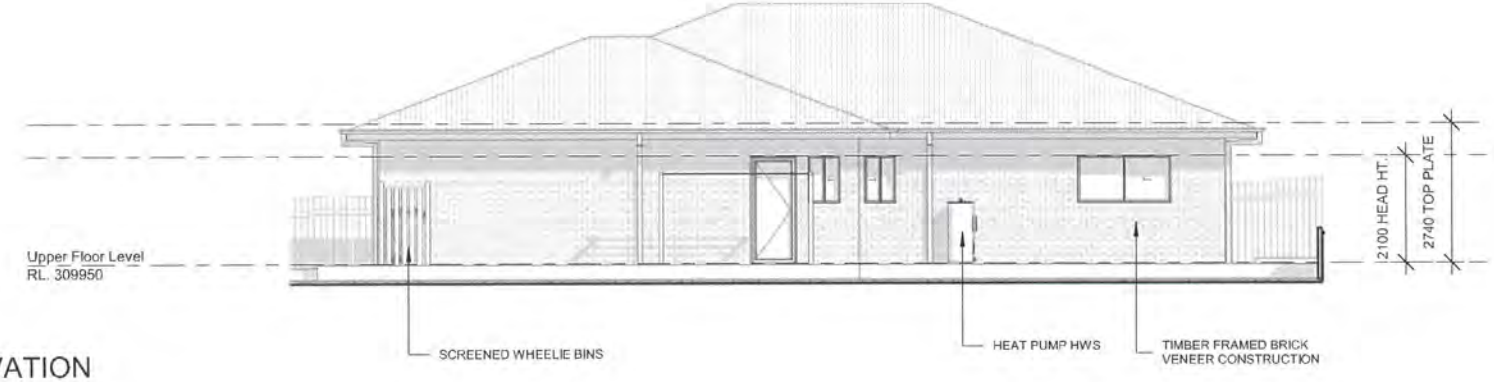

21 EASTERN ELEVATION

1 : 100

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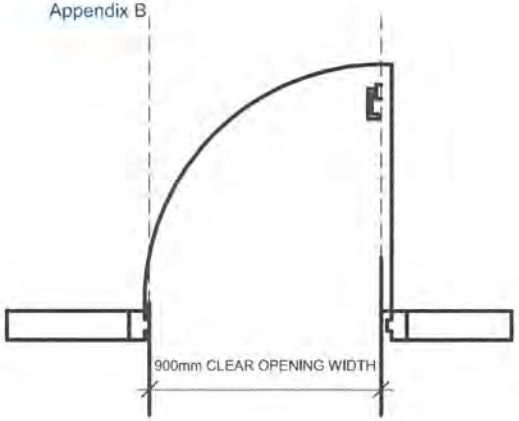
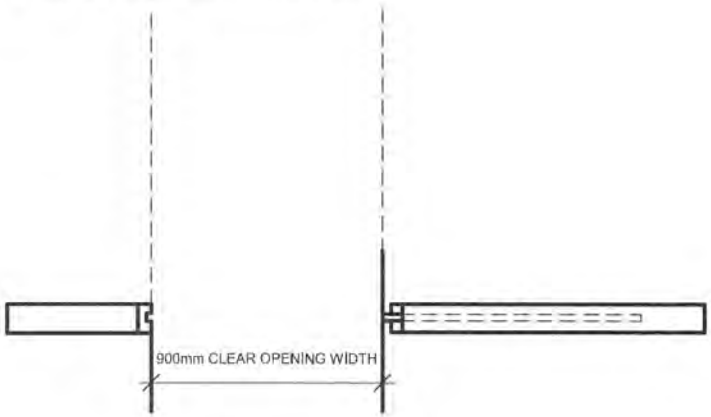
MEASUREMENT OF CLEAR OPENING WIDTH

Appendix B



LIVEABLE HOUSING DESIGN STANDARD
PART 2 - DWELLING ENTRANCE



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5. Lighting to comply with NCC - V2 - Part 10.5 - Light
6. Ventilation to comply with NCC - V2 - Part 10.8 - Ventilation
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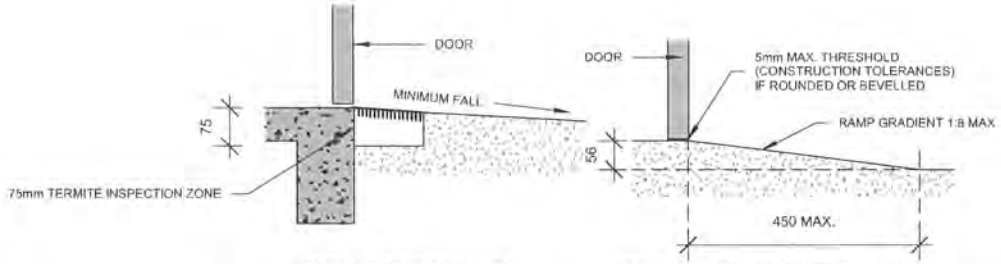
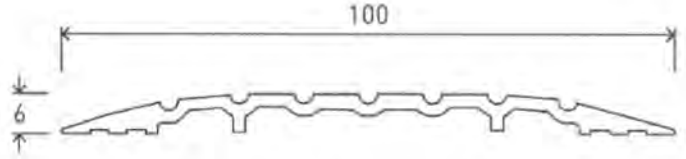


FIGURE 1 (a) THRESHOLD TREATMENT: INCORPORATES GRATED DRAIN ALONG THRESHOLD TO ACHIEVE MINIMUM TERMITE INSPECTION ZONE & WEATHER PROTECTION

FIGURE 1 (b) WEATHER PROTECTION: 1:8 MAX. RAMP AT THRESHOLD



TYPICAL DTAC ENTRY DOOR THRESHOLD

LIVABLE HOUSING DESIGN GUIDELINES PART 2 - DWELLING ENTRANCE

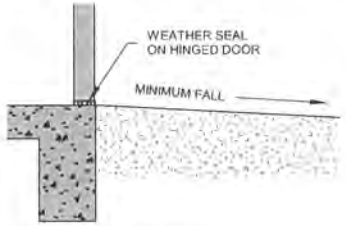


FIGURE 1 (c) WEATHER PROTECTION: WEATHER SEAL ON HINGED DOOR

TERMITE PREVENTION NOTES:

The limiting of thresholds at doorways (to say 50mm) prevents achieving adequate inspection zones (min 75mm) and termite barriers across these thresholds. This commonly demands that porch slabs be integrated with the general floor slab of the house so that termite barriers and inspection zones can be continued around the perimeter of the porch.
This inspection zone might be achieved by other methods such as within the depth of a grated drain along the threshold.

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Figure 6.2a: Location of noggings for walls surrounding a bath

Appendix B

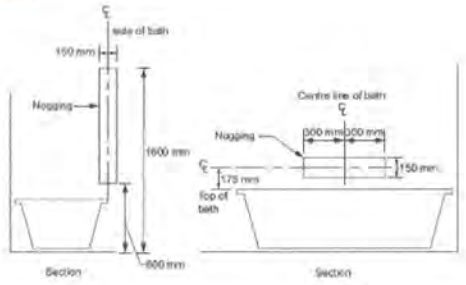

Figure 6.2c: Location of noggings for shower walls

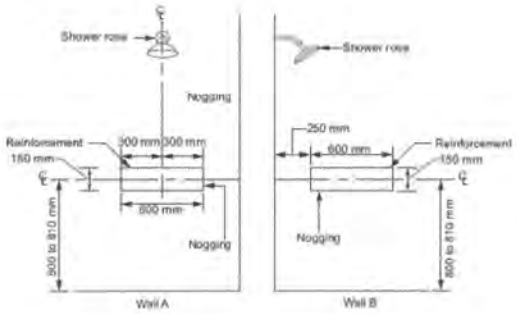

Figure 6.2b: Location of sheeting for walls surrounding a bath

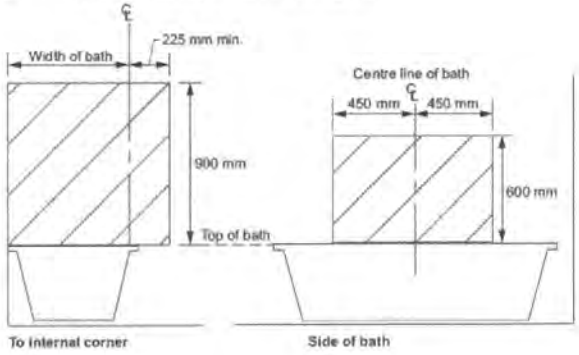

Figure 6.2d: Location of sheeting for shower walls

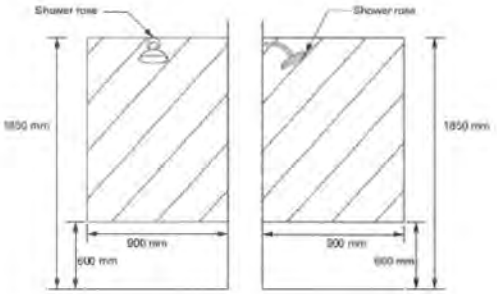

Figure 6.2e: Minimum extent of sheeting for wall adjacent to a toilet pan

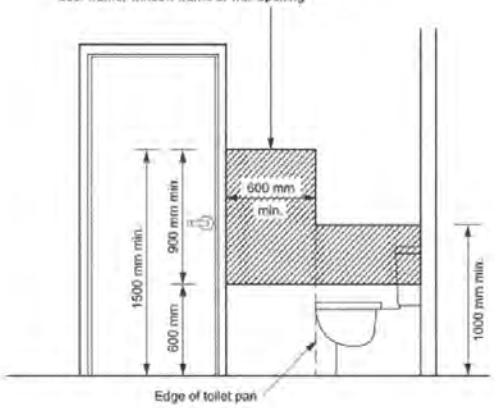

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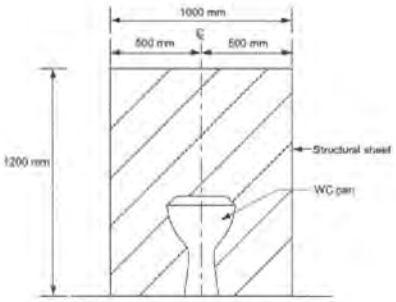
Figure 6.2g: Location of sheeting for a wall behind a toilet pan



LIVEABLE HOUSING DESIGN STANDARD PART 6 - REINFORCEMENT OF BATHROOM AND SANITARY COMPARTMENT WALLS

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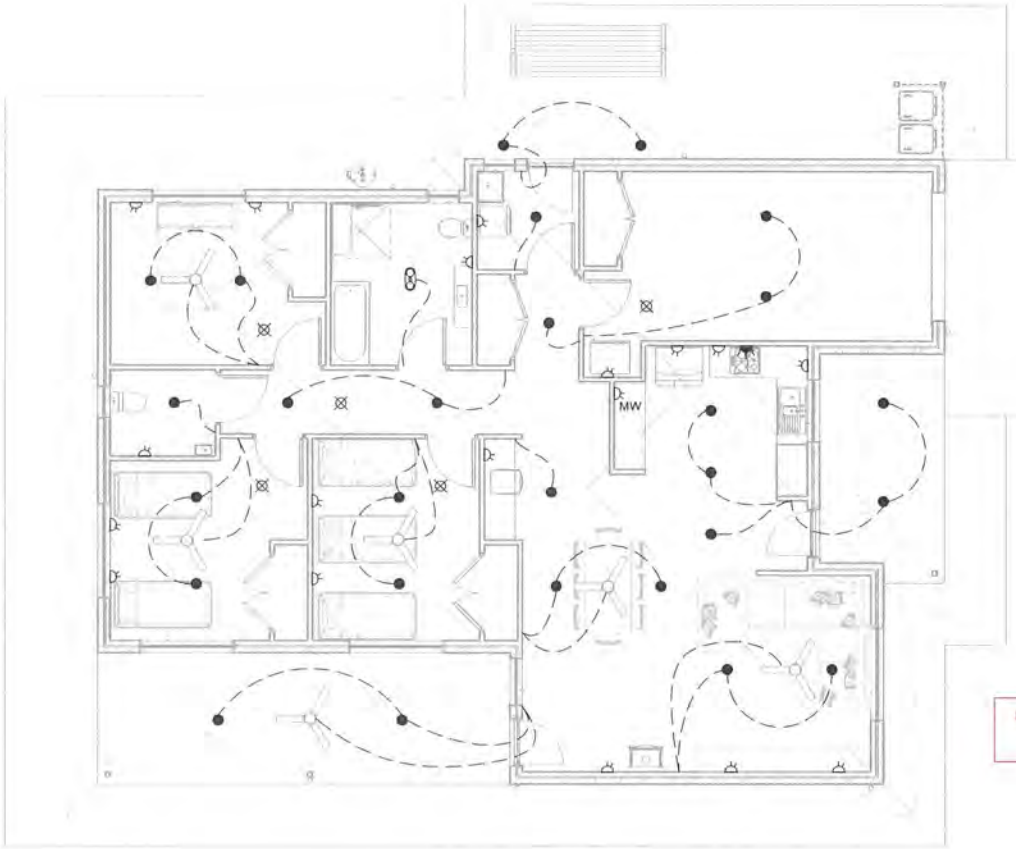

ELECTRICAL LEGEND

- SMOKE ALARMS TO BE IN ACCORDANCE WITH AS3786-2014
- EXTRACTOR FAN TO COMPLY WITH AS1668.2
- 2 HEAT/FAN/LIGHT COMBINATION
- LED DOWN LIGHT
- CEILING FAN
- CEILING FAN WITH LIGHT
- DOUBLE GPO
- SINGLE GPO
- WALL EXHAUST FAN

LIGHTING & ELECTRICAL FITTING LOCATIONS SHOWN ARE APPROXIMATE ONLY. TO BE CONFIRMED BY ELECTRICIAN

22 LIGHTING PLAN

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TIMBER WALL FINISH SCHEDULE - N3

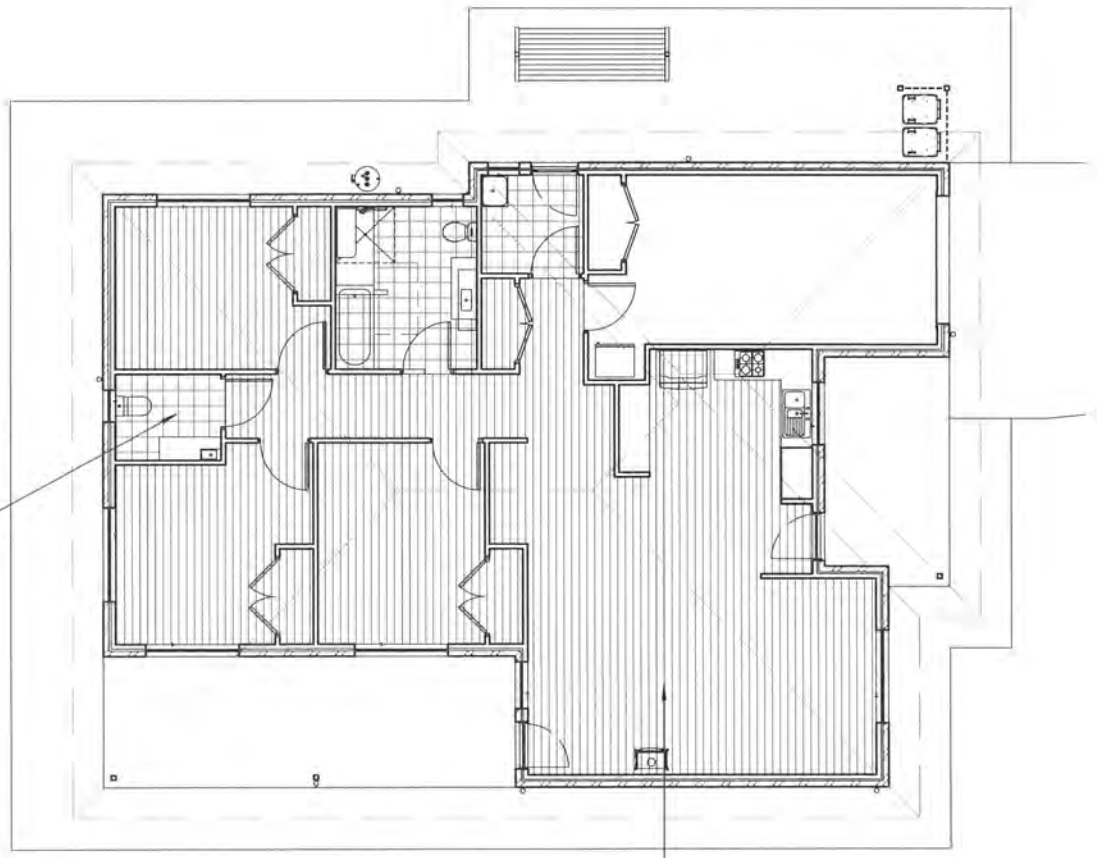
Appendix B

Roof Sheeting
Colorbond custom orb roof sheeting

Ceiling Lining
13mm high impact gyprock lining

Wall Lining
9mm Villaboard lining

Eave Lining
4.5mm fibre cement lining



23 FLOOR COVERINGS PLAN

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Appendix B

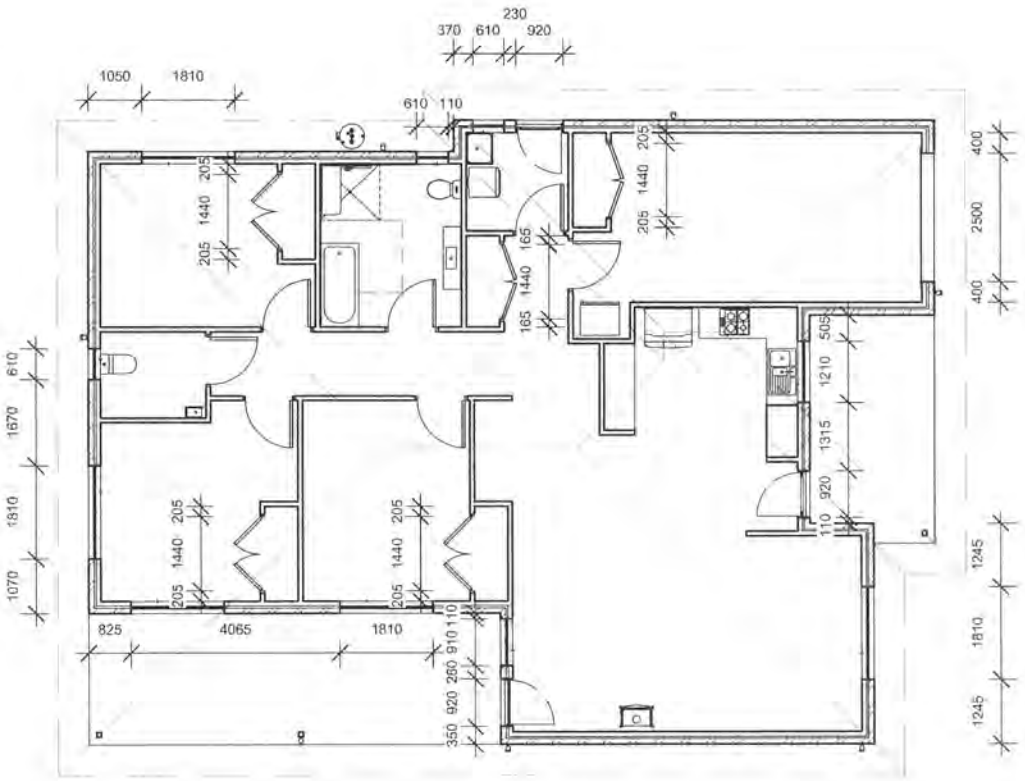
Door Schedule

Count	Type	Height	Width	Comments	To Room: Name
1	25-25 RD	2500	2500	GARAGE ROLLER DOOR	GARAGE
1	920	2100	920	ENTRY DOOR - BLOCK BOARD HINGED	KIT.
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	GARAGE
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	BED 1
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	BED 3
1	920	2100	920	ENTRY DOOR - BLOCK BOARD HINGED	DINING
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	BED 2
1	920	2100	920	ENTRY DOOR - BLOCK BOARD HINGED	LDY
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	LDY
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	STORE
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	ROBE
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	BED 2
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	LINEN
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	BED 3
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	WC

Window Schedule

Count	Type	Height	Width	Comments	To Room: Name
1	09-12 S/W	900	1210	SLIDING WINDOW	KIT.
1	09-18 S/W	900	1810	SLIDING WINDOW	LIVING
1	09-18 S/W	900	1810	SLIDING WINDOW	BED 2
1	06-18 S/W	600	1810	SLIDING WINDOW	BED 3
1	09-18 S/W	900	1810	SLIDING WINDOW	BED 3
1	09-06 S/W	900	610	SLIDING WINDOW	
1	09-09 S/W	900	910	SLIDING WINDOW	DINING
1	09-18 S/W	900	1810	SLIDING WINDOW	BED 1
1	09-06 S/W	900	610	SLIDING WINDOW	LDY
1	09-06 S/W	900	610	SLIDING WINDOW	WC

NOTE:
ALL LOCKS TO BE 'VINCO' BRAND OR SIMILAR - BRAVA METRO DISABILITY



24 DOOR & WINDOW LOCATION PLAN

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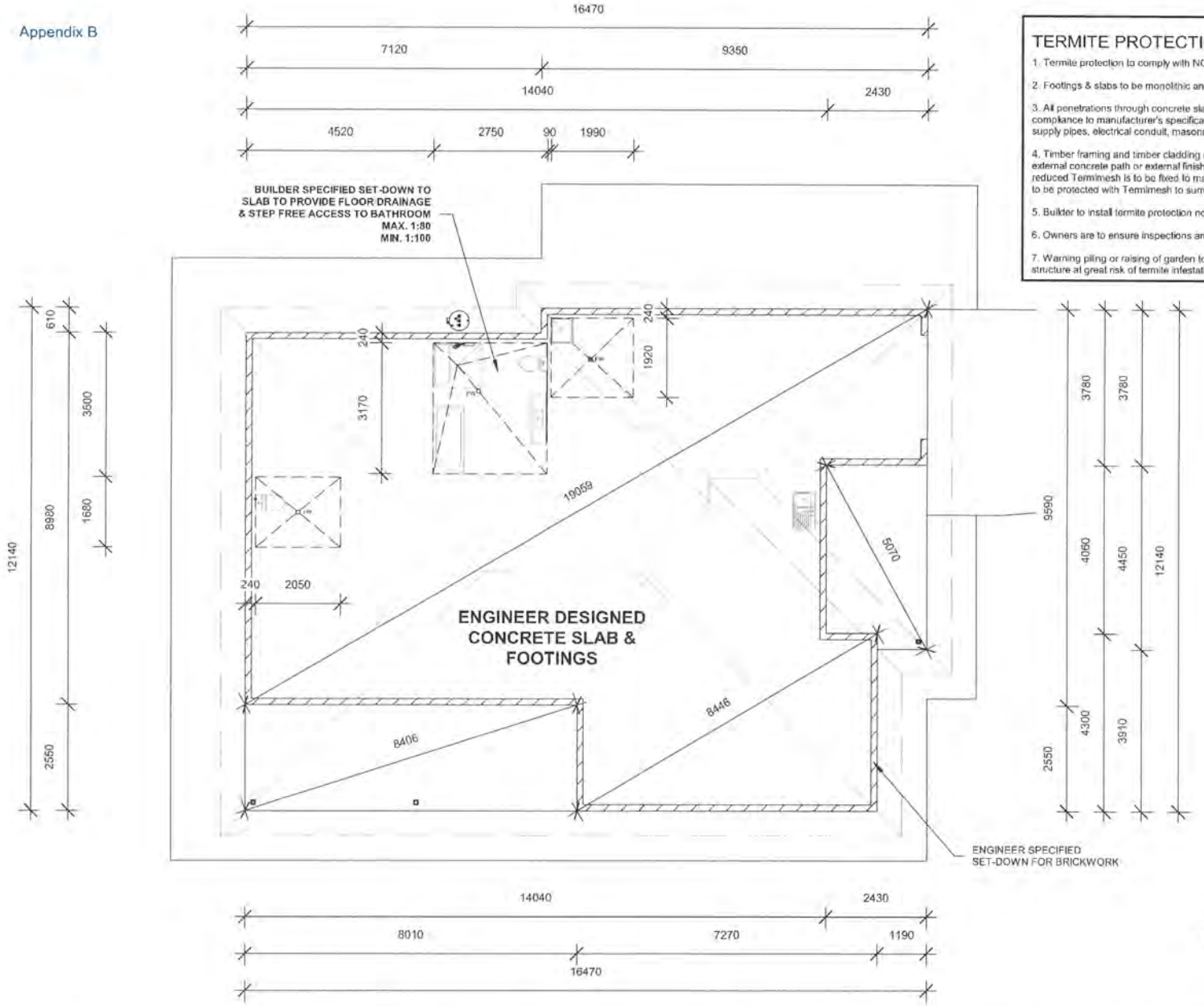
Appendix B



TERMITE PROTECTION NOTES:

1. Termite protection to comply with NCC - ABCB - Part 3.4 - Termite risk management & AS 3660.1.
2. Footings & slabs to be monolithic and comply with AS 2870.
3. All penetrations through concrete slab monolithic (compliant with AS 2870) to have Termimesh system installed in compliance to manufacturer's specification. eg.Steel posts, step downs, retaining walls, control joints, drainage pipes, water supply pipes, electrical conduit, masonry piers, any penetrations through slab.
4. Timber framing and timber cladding on a concrete slab that complies with AS 2870 to be minimum of 75mm clear of external concrete path or external finished ground level. Where 75mm clearance to concrete or paved driveway/path is reduced Termimesh is to be fixed to main slab of dwelling with parging as per Termimesh installation details. Perimeter of slab to be protected with Termimesh to surrounding ground levels.
5. Builder to install termite protection notice in electrical meter box and on inside of kitchen cupboard door.
6. Owners are to ensure inspections are carried out in accordance with Termismesh & maintenance schedule. eg annually.
7. Warning piling or raising of garden to reduce the 75mm inspection zone will bridge the visual barrier system and place the structure at great risk of termite infestation and void all warranties.

25 SLAB SET-OUT PLAN

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Appendix B

TIMBER WALL FRAMING SCHEDULE - N3
All work to conform with the Building Code of Australia, local authority by-laws, Manufacturer's specifications and TownPlanning requirements. Timber framing must be built in strict accordance withAS1720.1-2010 Timber structures and AS1684.2-2021 Residential timber-framed construction.
- All framing shall be as per notes below UNO on plan.
- Maximum SHEET roof load width of 7500mm UNO.
- M12 tie-downs @ 1200 cts. and adjacent to all corners,intersections and openings UNO. Additional tie-down nominated on plan.
- Direct tie-down to be installed where roof load width exceeds 7500mm (7000mm upload width). To be installed in accordance with AS1684.2 table 9.21(h)

Roof Battens
Manufacturer specified metal top hats or 35x70 (MGP12) at 900 cts

Roof Framing - Living, Porch & Alfresco Area
Manufacturer designed trussed roof

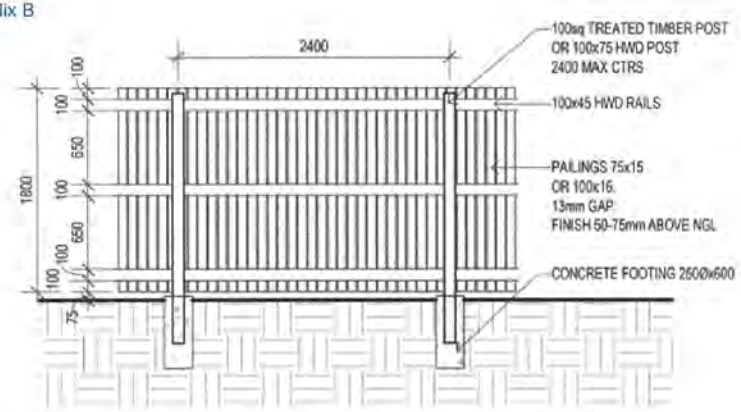
External load bearing walls - RLW 7500mm
Top Plate 2/35 x 90 MGP10
(Studs directly under trusses or within 1.5 times the thickness of the top plate where roof load exceeds 4200mm)
Bottom Plate 35 x 90 MGP10
(Where the bottom plate is continuously supported by a concrete slab or solid nogging or where wall studs are directly in line with floor joist, the bottom plate may be a minimum of 35mm deep)
Wall Studs (not notched) - common
(nogging at 1350 max cts)
90 x 35 MGP10 at 450 cts Double studs below all supported roof beams and girder trusses.

Jamb Studs (refer common wall stud for stud size/height)

	No. of jamb studs			
	1	2	3	4
Wall ht.	Max. width of opening			
2740	NS	1800	3100	4300

Internal load bearing walls (roof load only)
Top Plate 2/35 x 90 MGP10
(Studs directly under trusses or within 1.5 times the thickness of the top plate where roof load exceeds 4200mm)
Bottom Plate 35 x 90 MGP10
Wall Studs (nogging at 1350 max cts)
90 x 35 MGP10 at 450 cts Double studs below all supported roof beams and girder trusses.

Internal non-load bearing walls
Top Plate 35 x 90 MGP10
Bottom Plate 35 x 90 MGP10
Wall Studs (nogging at 1350 max cts)
90 x 35 MGP10 @ 450 cts



1800 High Timber Fence Typical
1 : 50

FRAMING NOTES (AS1684.2:2021)
1. Bottom plates may be a minimum of 35mm deep when continuously supported by a concrete slab or solid nogging, or where studs are directly in line with floor joists
2. Where bottom plates support studs under concrentrated loads, it shall be suppoprted directly over a floor joist or over solid blocking between plate and bearer
3. Multiple top and bottom plates shall be nailed together as per clause 2.5 of AS1684.2
4. When top plates support concrentrated loads, the load shall be supported directly over a stud designed to carry the load or the plate stiffened in accordance with clause 6.2.2.3 of As1684.2
5. Where rafters or trusses are supported directly over studs or within 1.5 times the thickness of the top plate from the studs the top plate from the studs the top plate may be a minimum 35mm deep

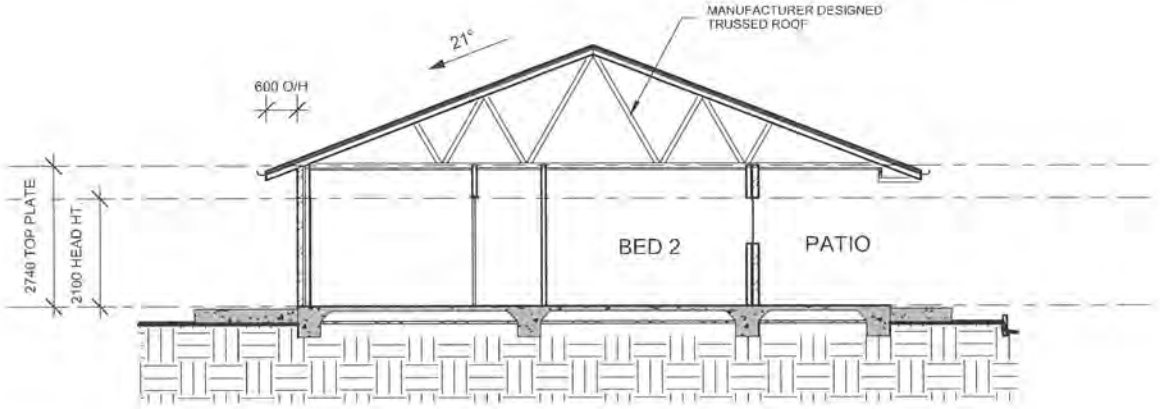
TIMBER WALL FINISH SCHEDULE - N3

Roof Sheeting
Colorbond custom orb roof sheeting

Ceiling Lining
13mm high impact gyprock lining

Wall Lining
9mm Villaboard lining

Eave Lining
4.5mm fibre cement lining



26 Section A
1 : 100

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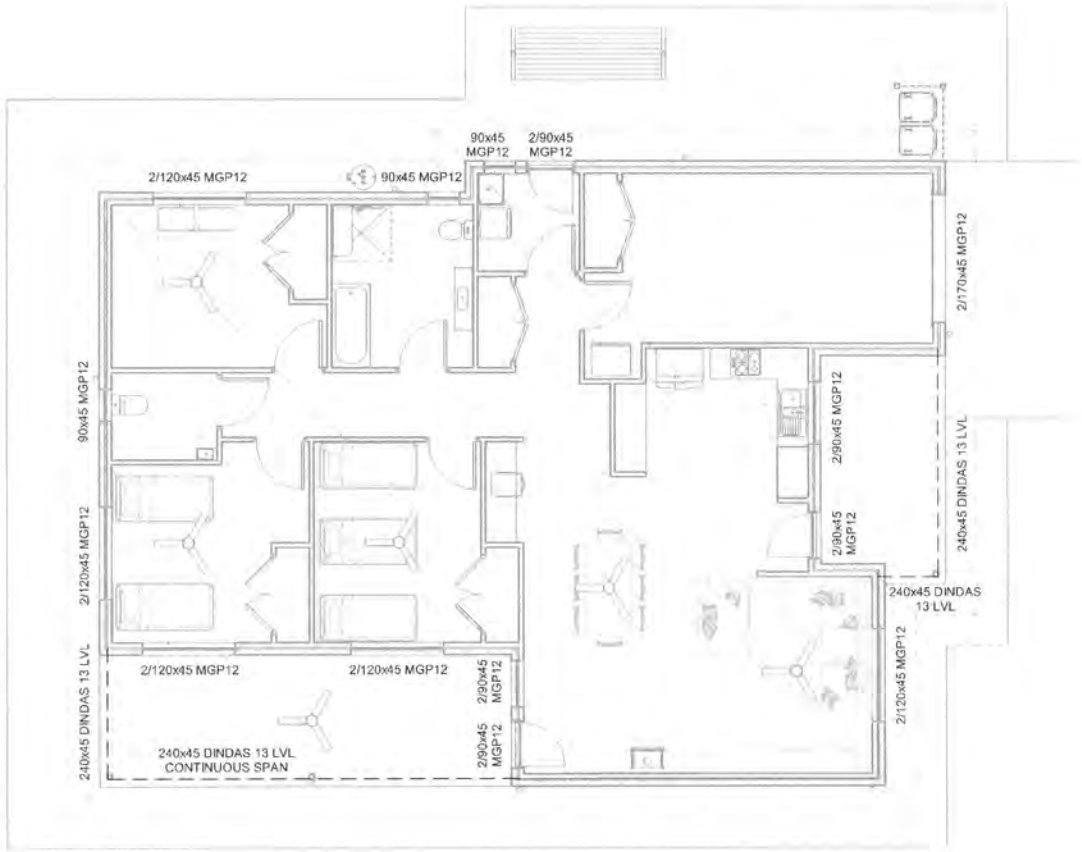
LINTEL NOTES:
1. TRUSS MANUFACTURER TO DESIGN LINTELS & JAMB STUDS FOR WALL OPENINGS SITUATED UNDER GIRDER TRUSSES
2. MINIMUM BEARING LENGTH = 35mm AT END SUPPORTS **UNO**
3. REFER MANUFACTURER'S SPECIFICATIONS FOR BEARING LENGTHS REQUIRED FOR MANUFACTURED MEMBERS
4. FOR CONCRENTRATED LOADS, ADDITIONAL JAMB STUDS MAY BE REQUIRED IN ACCORDANCE WITH CLAUSE 6.3.2.3 - AS1684.2



27 LINTEL PLAN
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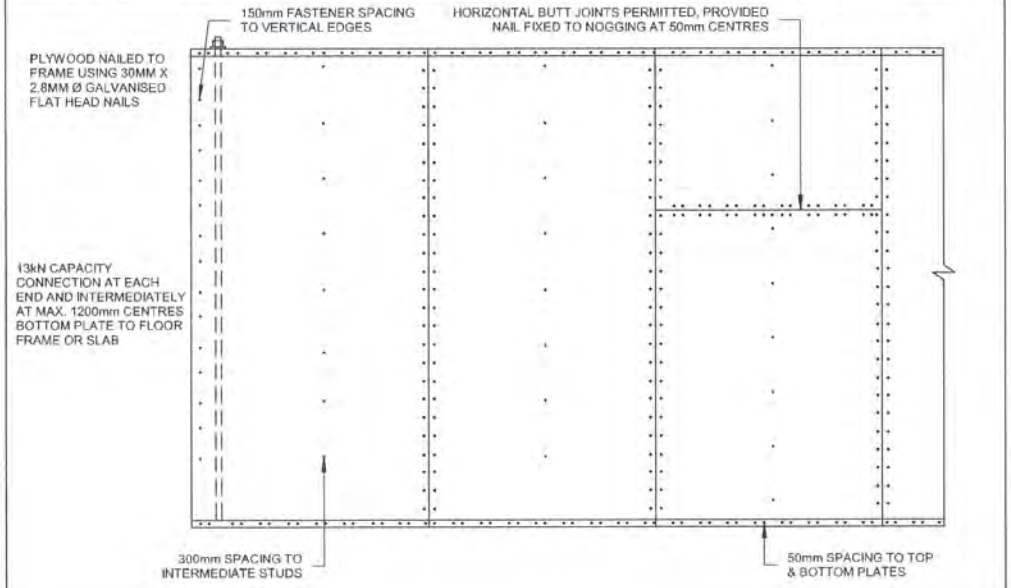
PLY BRACING - Plywood structural bracing panels (AS1684.2 - Table 8.18, Type (h) Method B — WIND CLASSIFICATION **N3**

MAXIMUM HEIGHT - 2.7m — Appendix B — BRACING CAPACITY **5.2 kN/m**



MINIMUM PLYWOOD THICKNESS (mm)
F8 - 7mm @ 450 STUD & 9mm @ 600 STUD
F11 - 6mm @ 450 STUD & 7mm @ 600 STUD
F14 - 4mm @ 450 STUD & 6mm @ 600 STUD
F27 - 4mm @ 450 STUD & 4.5mm @ 600 STUD

BRACING : WIND SPEED: N3

- PLY. 1200 OR 900 SHEETS AS APPLICABLE. MAY BE SUBSTITUTED FOR M4 OR HARDIEBRACE_TYPE B, NAILED @ 150 CTRS & 50 CTRS TOP & BOTTOM WITH M12 TIEDOWN RODS EACH END, TO MANUFACTURER'S SPECIFICATIONS TO ACHIEVE MIN. 6kN/m

- PLY. 600 LONG BRACING LENGTHS TO BE CLOSE NAILED TO MANUFACTURER'S SPECIFICATIONS, WITH M12 RODS EACH END, TO ACHIEVE 6.4kN/m. DOES NOT REQUIRE M12 COACH SCREWS, AS PER 'PLY ASSOCIATION OF AUSTRALIA - STRUCTURAL PLYWOOD WALL BRACING',(TABLE 9, NOTE 3).

- WHERE REQUIRED BRACING EFFECTS CLADDING SMOOTHNESS AGAINST WALL, THE BUILDER IS TO PROVIDE ADDITIONAL PACKERS TO CLADDING TO ENSURE A SMOOTH FINISH

BRACING CALCULATION

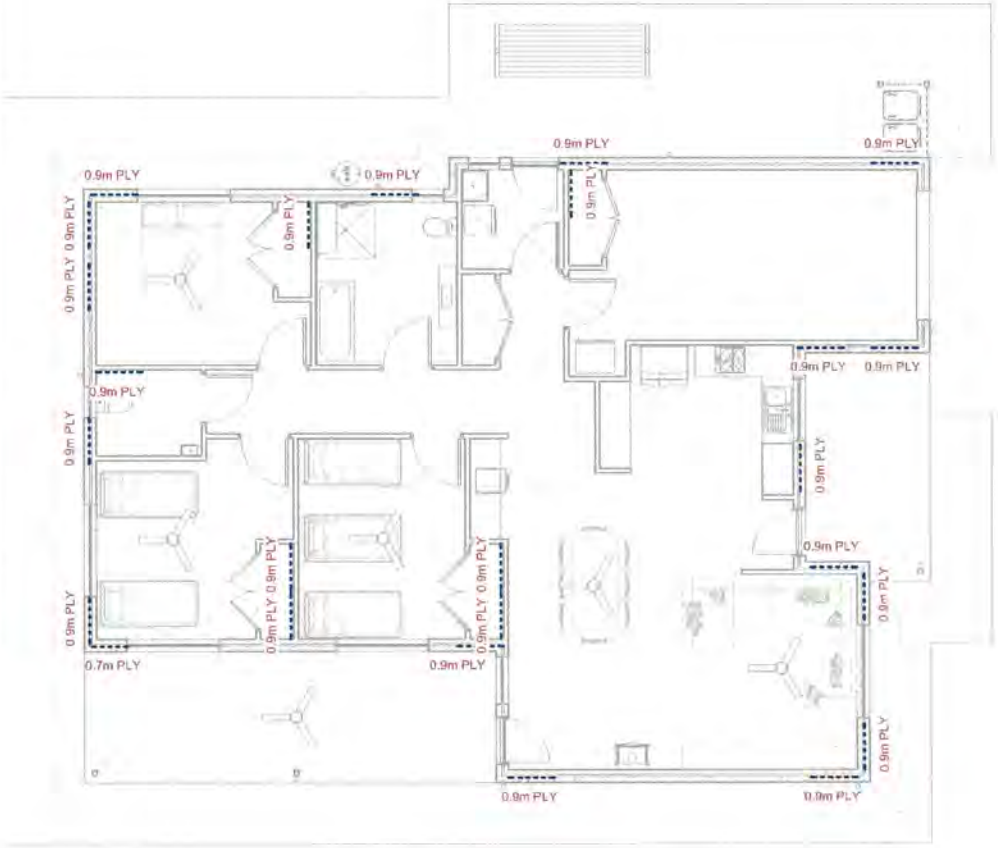
DIRECTION A
TOTAL RACKING FORCE = 57.8kN
RACKING RESISTANCE = 13 x (0.9m PLY x 5.2kN/m)

TOTAL RACKING RESISTANCE = 60.8kN

DIRECTION B
TOTAL RACKING FORCE = 38.9kN
RACKING RESISTANCE = 11 x (0.9m PLY x 5.2kN/m)
1 x (0.7m PLY x 5.2kN/m x 0.67 Width Reduction)

TOTAL RACKING RESISTANCE = 53.9kN

NOTE.
1. INTERNAL BRACING WALLSTO BE FIXED TO THE FLOOR FOR LOWER STOREY BRACING WALLS, THE CEILING OR ROOF FRAME, AND/OR THE EXTERNAL WALL FRAME IN ACCORDANCE WITH CLAUSE 8.3.6.9 OF AS1684.2
2. WHERE BRACING WALLS ARE POSITIONED UNDER THE EAVES A CEILING DIAPHRAGM IS TO BE INSTALLED IN ACCORDANCE WITH CLAUSE 8.3.6.8 OF AS1684.2
3. ENGINEER TO DESIGN & DETAIL SUB-FLOOR & ROOF BRACING



28 BRACING PLAN

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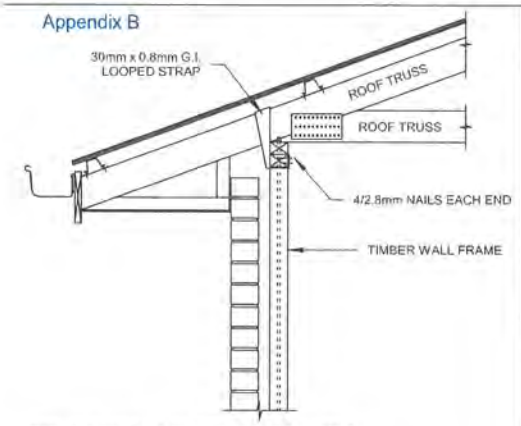
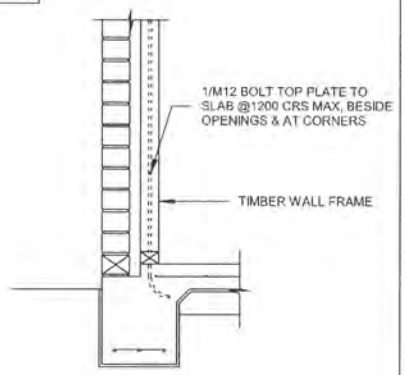
TIE-DOWN DETAIL LIVING AREA - WIND CLASSIFICATION - **N3**

Appendix B



TIE-DOWN - LIVING AREA - JD4
RAFTER TO TOP PLATE CONNECTION
AS1684.2 TABLE 9.21 (e)

UPLIFT FORCE - 7.9kN	ALLOWABLE UPLIFT FORCE - 13kN



TIE-DOWN - LIVING AREA - JD4
WALL FRAME TO SLAB
AS1684.2 TABLE 9.19 (g)

UPLIFT FORCE - 10.5kN	ALLOWABLE UPLIFT FORCE - 20kN

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TIE-DOWN DETAIL - ALFRESCO AREA - WIND CLASSIFICATION - **N3**

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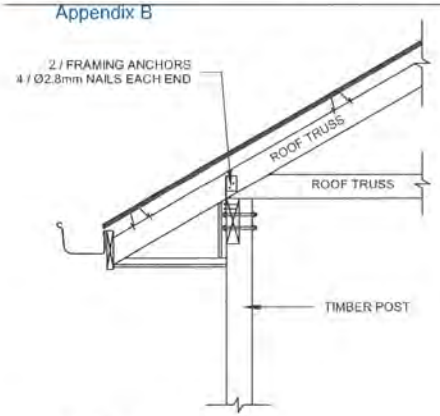
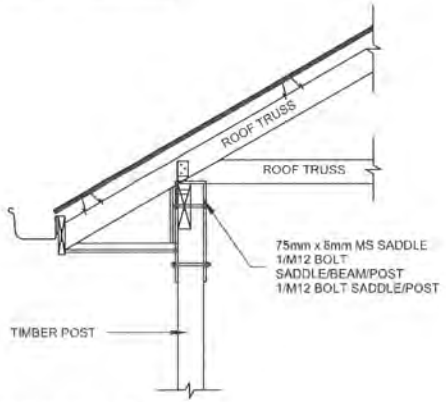


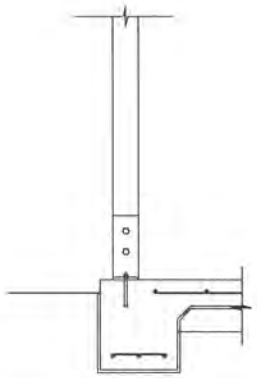
TIE-DOWN - JD4
RAFTER TO BEAM CONNECTION
AS1684.2 TABLE 9.21 (b)

UPLIFT FORCE - 2.5kN	ALLOWABLE UPLIFT FORCE - 5.9kN



TIE-DOWN - JD4
BEAM TO POST CONNECTION
AS1684.2 TABLE 9.20 (k)

UPLIFT FORCE - 11.3kN	ALLOWABLE UPLIFT FORCE - 20kN



TIE-DOWN - PATIO AREA - JD4
POST TO MANUFACTURER DESIGNED
ANCHOR BRACKET

MANUFACTURER SPECIFIED CONNECTION

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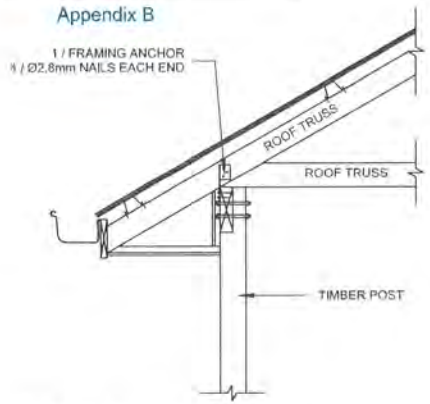
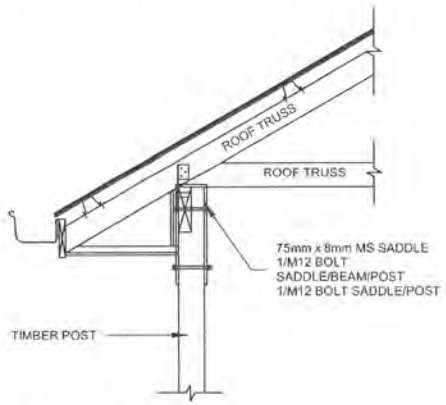
TIE-DOWN DETAIL - PORCH AREA - WIND CLASSIFICATION - **N3**

Appendix B



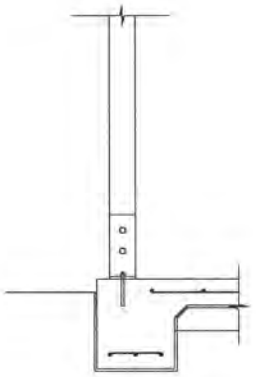
TIE-DOWN - JD4
RAFTER TO BEAM CONNECTION
AS1684.2 TABLE 9.21 (b)

UPLIFT FORCE - 2.4kN	ALLOWABLE UPLIFT FORCE - 3.5kN



TIE-DOWN - JD4
BEAM TO POST CONNECTION
AS1684.2 TABLE 9.20 (i)

UPLIFT FORCE - 11.5kN	ALLOWABLE UPLIFT FORCE - 20.0kN



TIE-DOWN - PATIO AREA - JD4
POST TO MANUFACTURER DESIGNED
ANCHOR BRACKET

MANUFACTURER SPECIFIED CONNECTION

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ISSUE	DESCRIPTION	DATE	AUTHOR
1C	CONCEPTUAL PLANS	13-05-2025	TN
2E	CONSTRUCTION ISSUE	15-09-2025	TN

PROJECT: NEW RESIDENCE (GOLD)
CLIENT: CHERBOURG ABORIGINAL SHIRE COUNCIL
SITE ADDRESS: 9 BELL STREET CHERBOURG

BUILDER: MICHAEL CHILCOTT BUILDING & RENOVATIONS

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Appendix B

ROOF WATER DRAINAGE

IN ACCORDANCE WITH NCC - ABCB - PART 7.4 - GUTTERS & DOWNPIPES & AS3500.3

LOCATION: CHERBOURG
210mm/h 5mn. ARI 20 Years
280mm/h 5mn. ARI 100 Years

ROOF PLAN AREA (A_R) = 226.7
NOMINAL ROOF SLOPE = 21°
SLOPE FACTOR (F) = 1.19
EFFECTIVE ROOF CATCHMENT AREA ($A_E = A_R \times F$) = 269.8
MAXIMUM CATCHMENT OF ROOF PER VERTICAL DOWNPIPE = 44m²

GUTTER AND DOWNPIPE NOTES

- TO ACHIEVE OVERFLOW CAPACITY (L/s/m) - **1.5**
GUTTER OVERFLOW TO BE PROVIDED BY A CONTROLLED BACK GAP WITH -
- A PERMANENT MINIMUM 10mmm (MAX. 50mm) SPACER INSTALLED BETWEEN THE GUTTER BACK AND THE FASCIA AT EVERY BRACKET
- THE BACK OF THE GUTTER INSTALLED A MINIMUM 10mm BELOW THE TOP OF THE FASCIA

- GUTTER MINIMUM CROSS SECTIONAL AREA = 9170mm²

- VERTICAL DOWNPIPE MINIMUM SIZE - Ø100 OR 100x75

GENERAL NOTES:
- GUTTERS, DOWNPIPES AND FLASHING MATERIALS TO BE IN ACCORDANCE WITH CLAUSE 3.5.3.2 OF THE NCC
- GUTTERS MUST BE INSTALLED WITH A FALL OF NOT LESS THAN -

  A) 1:500 FOR EAVE GUTTERS, UNLESS FIXED TO METAL FASCIAS

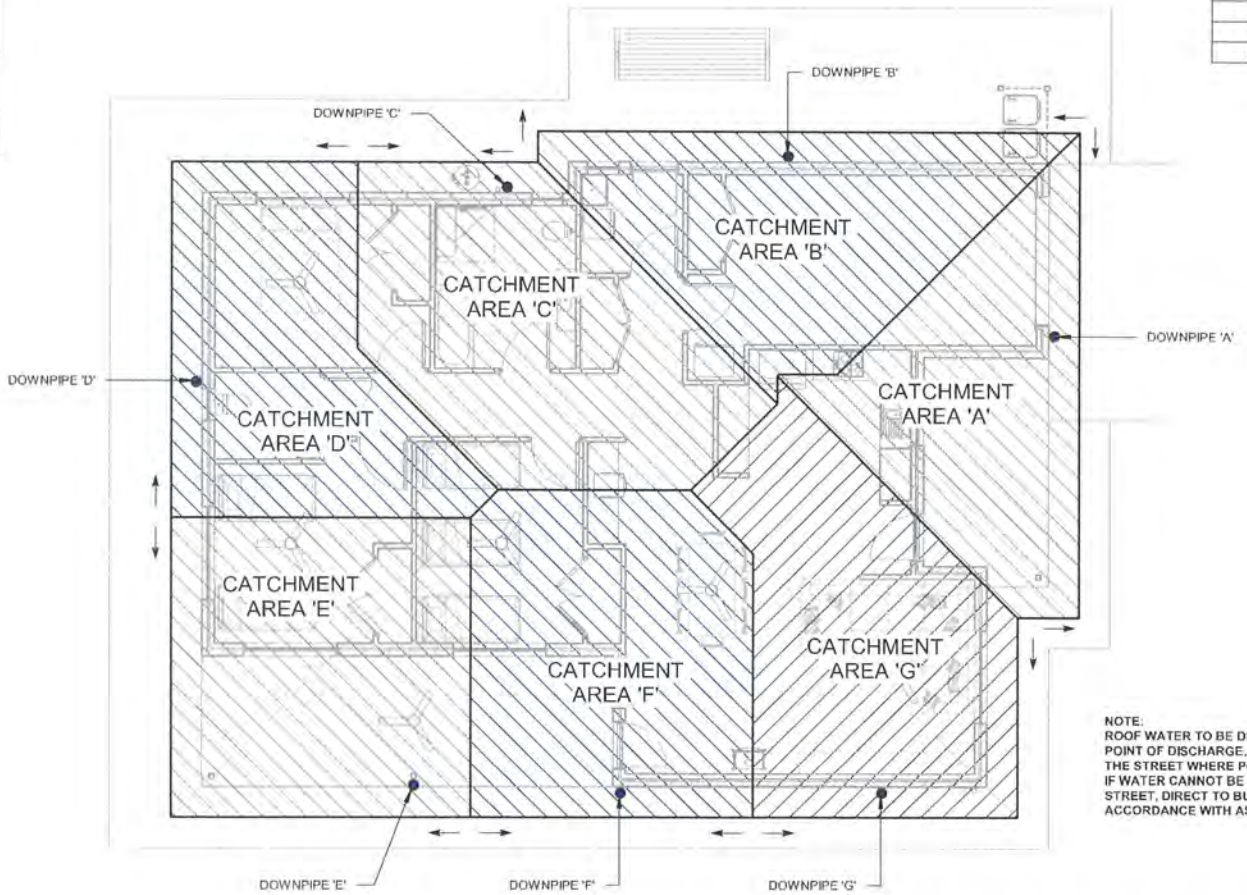
  B) 1:100 FOR BOX GUTTERS

- VALLEY GUTTERS ON A ROOF PITCHED GREATER THAN 12.5° MUST BE NO LESS THAN 400mm WIDE AND BE WIDE ENOUGH TO ALLOW THE ROOF COVERING TO OVERHANG A MINIMUM OF 150mm EACH SIDE
- VALLEY GUTTERS ON A ROOF PITCHED LESS THAN 12.5° MUST BE DESIGNED AS BOX GUTTERS
- DOWNPIPES MUST BE FIXED SECURELY TO WALLS
- DOWNPIPES MUST SERVE NO MORE THAN 12m OF GUTTERING

LEGEND

DOWNPIPE ●
SPREADER DOWNPIPE ▭
GUTTER HIGH POINT ←→

DOWNPIPE SCHEDULE		
DOWNPIPE	CATCHMENT AREA	GUTTER
A	33.1m²	10.6m
B	36.1m²	11.2m
C	42.8m²	3.5m
D	35.8m²	10.5m
E	40.4m²	11.7m
F	40.6m²	5.5m
G	40.9m²	9.1m



NOTE:
ROOF WATER TO BE DIRECTED TO LAWFUL POINT OF DISCHARGE. THIS SHOULD BE THE STREET WHERE POSSIBLE.
IF WATER CANNOT BE DIRECTED TO STREET, DIRECT TO BUBBLER IN ACCORDANCE WITH AS3500.3

29 ROOF WATER DRAINAGE PLAN

1 : 100

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Appendix B

Appendix 2 – Confirmation Notice

pacific approvals building|planning|fire

Pacific Approvals Pty Ltd
ABN 7516 0846 220

Unit 16/5 Transport Place
Molendinar QLD 4214

PO Box 2374 Nerang DC QLD 4211

P: 07 55 648 533
E: admin@pacificapprovals.com.au
W: www.pacificapprovals.com.au

Appendix B

Our reference:	PA26-21308
Your reference:	
Date:	04-Sep-2026

Applicant:	Cherbourg Aboriginal Shire Council
Address:	22 Barambah Avenue, Cherbourg, QLD 4605
Email:	build1@cherbourg.qld.gov.au

Attention:	Bruce McLeod – CASC Building Manager

Dear Sir/Madam

Confirmation notice
(Given under section 2 of the Development Assessment Rules)

The development application described below was properly made to Pacific Approvals P/L on

Applicant details

Applicant name:	Bruce McLeod – CASC Building Manager
Applicant contact details:	build1@cherbourg.qld.gov.au

Location details

Street address:	9 Bell St, Cherbourg, QLD 4605
Real property description:	Lot 1 on SP357153
Local government area:	Cherbourg Aboriginal Shire Council

Application details

Application number:	PA26-21308
Approval sought:	Development Permit
Nature of development proposed:	Building Works
Description of the development proposed:	Dwelling House

Appendix B

Public notification details

Part 4 of the Development Assessment Rules is not applicable to this development application.

Referral details

Part 2 of the Development Assessment Rules is applicable
The development application must be referred to all relevant referral agency(s) within 10 business days starting the day after receiving this notice, or a further period agreed with the assessment manager; otherwise the application will lapse under section 31 of the Development Assessment Rules.

The development application must be referred to the following referral agencies:

Chief Executive of the *Planning Act 2016* ☐ Premises seaward of coastal building line ☐ Declared fish habitat area ☐ State transport corridor ☐ Future State transport corridor ☐ Queensland heritage place ☐ Koala habitat in SEQ region
Local government: Cherbourg Aboriginal Shire Council ☐ Particular class 1 and 10 buildings and structures involving possible amenity and aesthetic impacts ☐ Particular buildings for residential purposes ☑ Design and siting ☐ Fire safety in particular budget accommodation buildings ☐ Higher risk personal appearance services ☐ Building work for residential services ☐ Building work for removal or rebuilding ☐ Building work for particular class 1 buildings relating to material change of use ☐ Temporary accommodation buildings ☐ Building work relating to end of trip facilities for Queensland Development Code, part 4.1 ☐ Building work for class 1 building on premises with on-site wastewater management system ☐ Flood hazard area ☐ Local heritage place
Queensland Fire and Emergency Service: ☐ Fire safety systems – special fire services required or alternative solution proposed ☐ Fire safety systems – budget accommodation building ☐ Fire safety systems – residential care building ☐ Water-based fire safety installations ☐ Fire safety for farm buildings
Safe Food Production QLD: ☐ Retail meat premises
Chief Health Officer under the *Hospital and Health Boards Act 2011*: ☐ Private health facilities
Chief Executive of the *Pastoral Workers' Accommodation Act 1980*: ☐ Pastoral workers' accommodation
Relevant service provider: ☐ Building work over or near relevant infrastructure relating to Queensland Development Code, part 1.4

Other details

The Private Certifier does intend to make an information request and is proceeding with its assessment of the development application.

For further information please contact Pacific Approvals P/L on 0755648533 or via email admin@pacificapprovals.com.au who will be pleased to assist.

Yours sincerely

Eric Constantino
Town Planner

Appendix A

Pacific Approvals Pty Ltd
ABN 7516 0846 220

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W: www.pacificapprovals.com.au

7/09/2026

Our Ref No: PA26-21307

Chief Executive Officer
Cherbourg Aboriginal Shire Council
22 Barambah Ave
Cherbourg QLD 4605

Dear Sir/Madam

RE: **Referral Application for Dwelling House**

Design and Siting for Dwelling house Class 1a and class 10a
25 Broadway St, Cherbourg, QLD 4605 - Lot 2 on SP357153

We act on behalf of the client and wish to submit referral application for proposed Dwelling House (Class 1a and Class 10a). The trigger for the referral:

- Front setback encroachment

Notwithstanding the proposal complies with the performance outcomes of QHC. In support of the application, the following is provided.

- ***Appendix 1 - Architectural Plans***
- ***Appendix 2 – Confirmation Notice***

1.1 Development Application Details

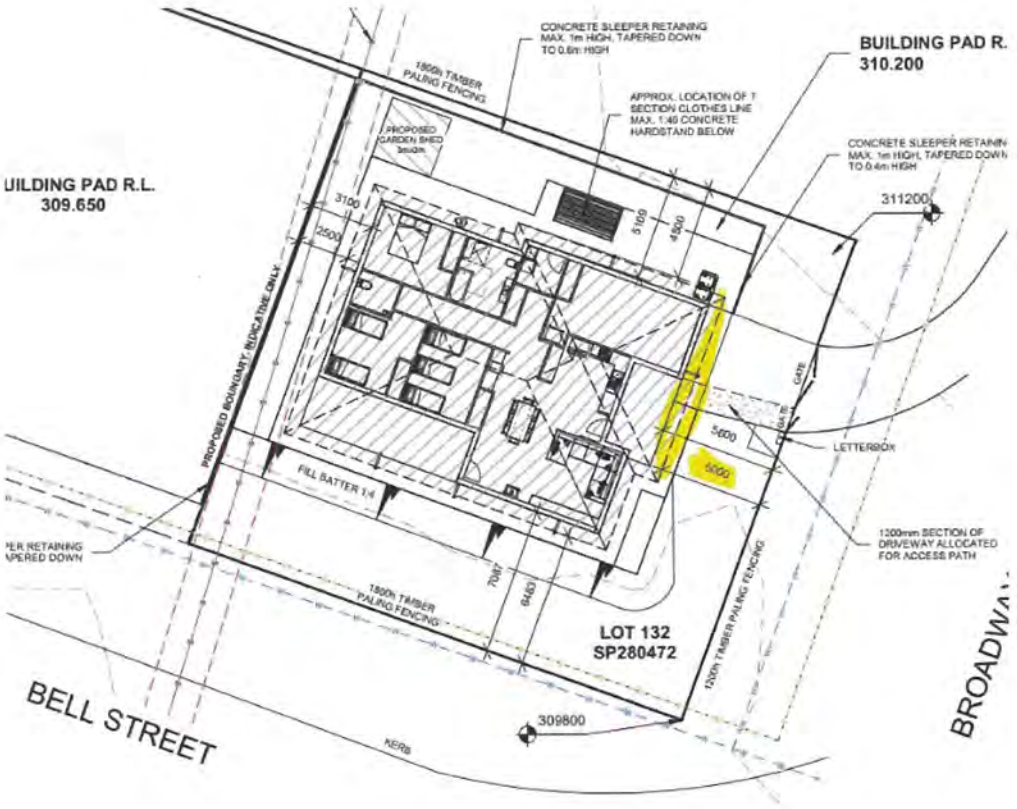
Proposed development:	**Dwelling House**
Type of approval sought:	Development Permit for Building Works for Class 1a and Class 10a
Site address:	25 Broadway St, Cherbourg, QLD 4605
Real property description:	Lot 2 on SP357153
Site area:	621 sqm
Assessment manager:	Private Certifier
Building Application Applicant details:	Cherbourg Aboriginal Shire Council
Referral Application Applicant details:	Cherbourg Aboriginal Shire Council C/- Pacific Approvals Pty Ltd PO Box 2374 Nerang DC QLD 4211
Applicant reference No.	PA26-21307

1.2 The Proposal

Request for Variation

	Requirement	Proposed
Front Setback	6m	5.00m OMP

Appendix A



1.3 Referral Agency

The local government is a referral agency for the building works application under:

- Schedule 9, Part 2, Division 2, Table 3 of the *Planning Regulation 2017*.

1.4 Applicable Codes for Referral Application

The following are the applicable codes for referral assessment of the proposal. The proposal meets all other acceptable solutions of codes.

- P1 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over

1.4.1 P1 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over

Setbacks:	Response

Appendix A

Buildings* and *Structures	
P1 The location of a *building* or *structure* facilitates an acceptable streetscape, appropriate for – (a) the bulk of the *building* or *structure*; and (b) the *road* boundary *setbacks* of neighbouring *buildings* or *structures*; and (c) the outlook and views of neighbouring residents; and (d) nuisance and safety to the public.	The proposal complies with A1 of QDC MP 1.2 except for the following: • Setback of 5.00m is proposed. Compliance with P1 is achieved as: • The bulk of the building is setback 6m. The garage and open porch encroaches with the 6m. The open porch does not adversely increase the bulk of the building. The garage setback of 5.6m still allows for the required carpark spaces. • No impacts on outlook and privacy occurs. • All works are located within the property.

Based upon the above, compliance with performance outcomes of the code is achieved.

2 Conclusion

It is considered that the proposal achieves the performance outcomes of the applicable code.

If you have any questions, please contact this office on the details below.

Yours sincerely



Eric Constantino I Town Planner
Director

Appendix A

Appendix 1 - Architectural Plans

Appendix A

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NEW RESIDENCE (GOLD STANDARD)

CHERBOURG ABORIGINAL SHIRE COUNCIL

25 BROADWAY STREET
CHERBOURG

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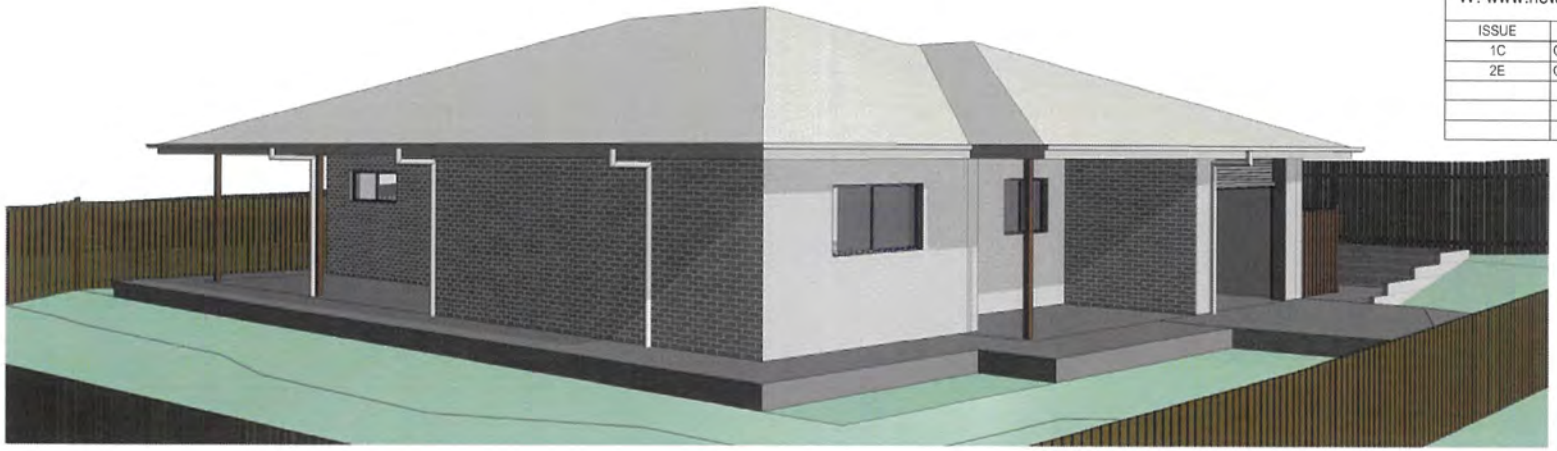


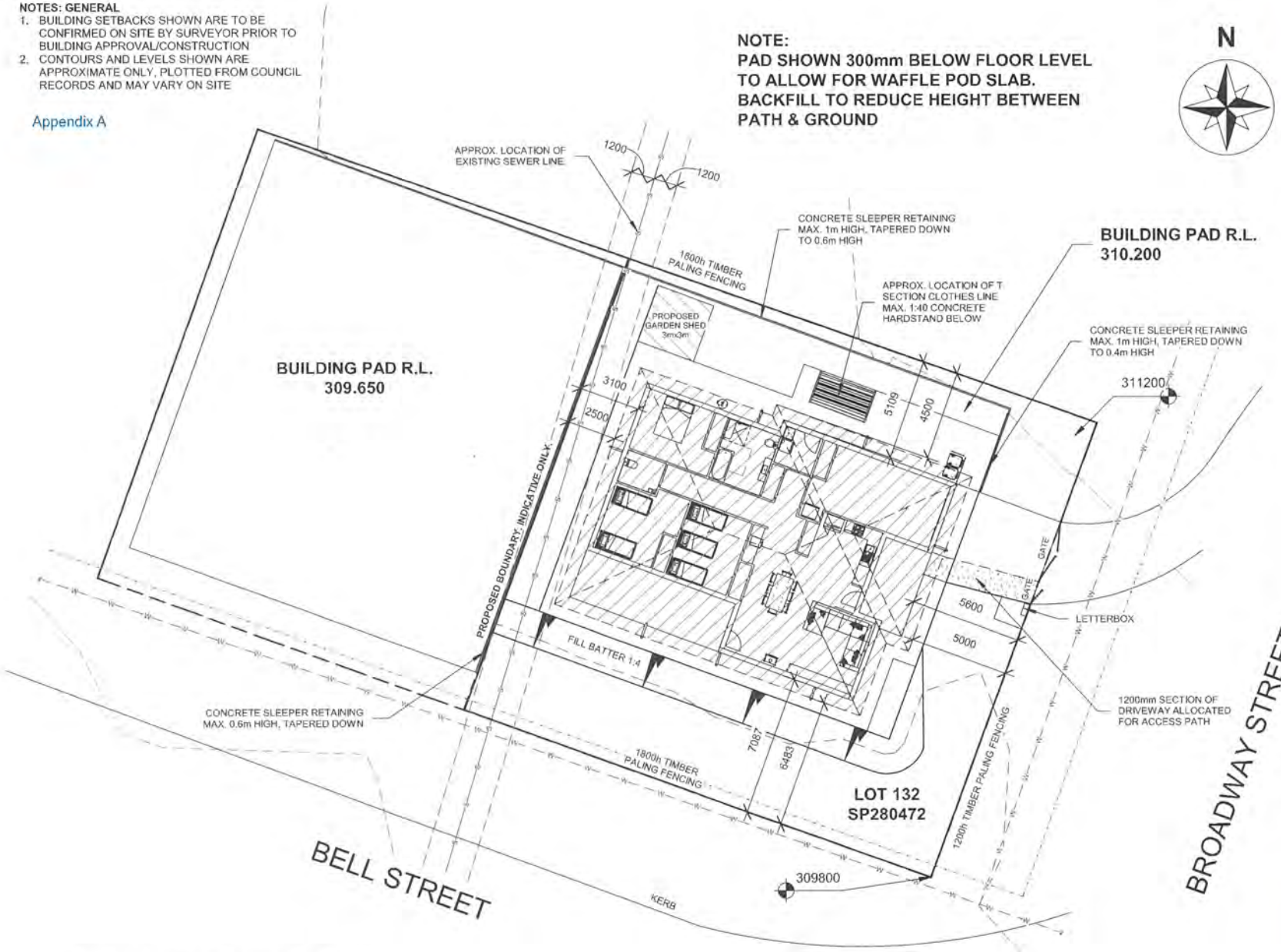


NOTES: GENERAL

1. BUILDING SETBACKS SHOWN ARE TO BE CONFIRMED ON SITE BY SURVEYOR PRIOR TO BUILDING APPROVAL/CONSTRUCTION
2. CONTOURS AND LEVELS SHOWN ARE APPROXIMATE ONLY, PLOTTED FROM COUNCIL RECORDS AND MAY VARY ON SITE

Appendix A

NOTE:
PAD SHOWN 300mm BELOW FLOOR LEVEL TO ALLOW FOR WAFFLE POD SLAB. BACKFILL TO REDUCE HEIGHT BETWEEN PATH & GROUND



1 PROPOSED SITE PLAN
1 : 200

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NEW RESIDENCE (GOLD STANDARD)

CLIENT:
CHERBOURG ABORIGINAL SHIRE COUNCIL

SITE ADDRESS:
25 BROADWAY STREET
CHERBOURG

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BUILDER:
MICHAEL CHILCOTT
BUILDING & RENOVATIONS

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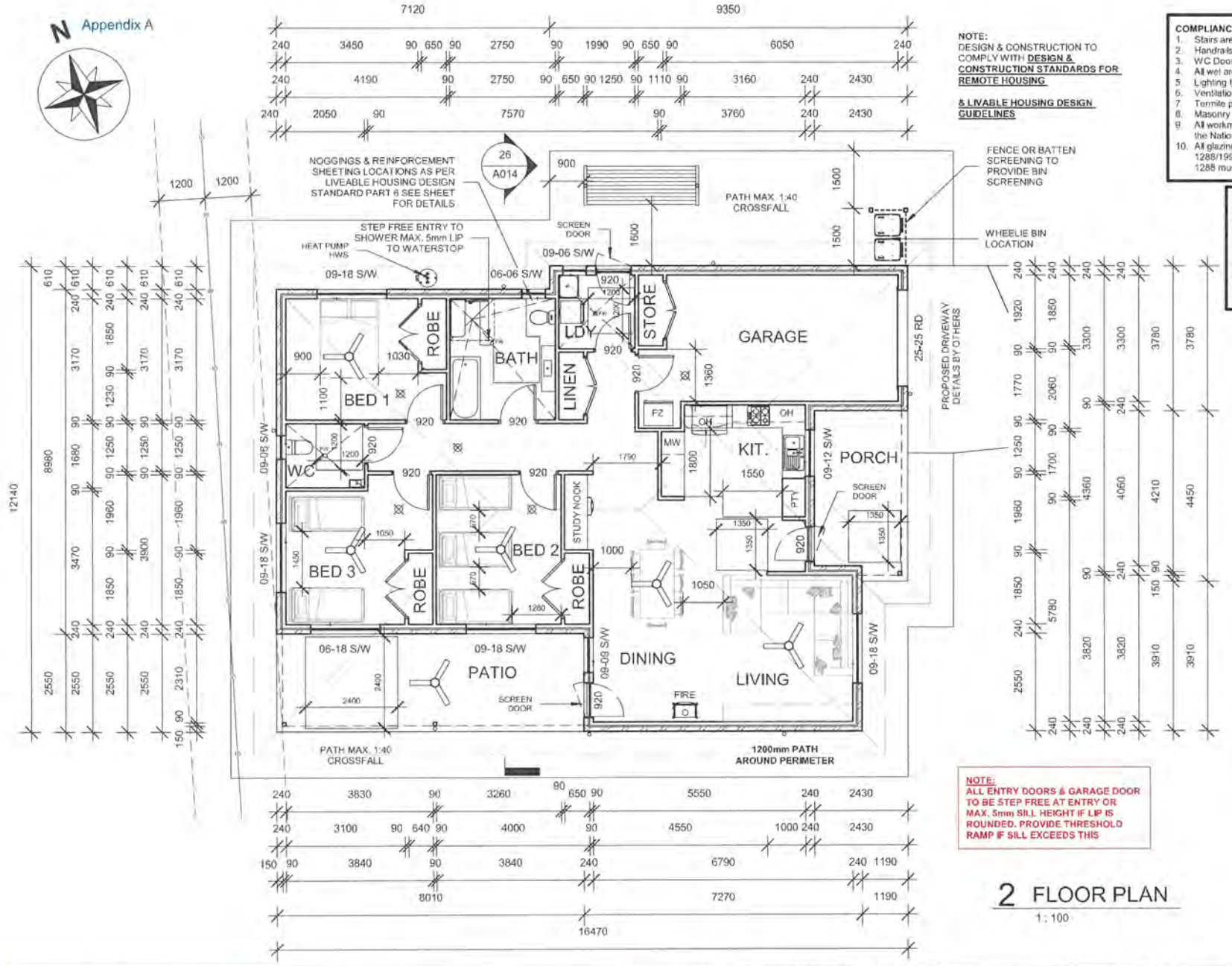
Appendix A



NOTE:
DESIGN & CONSTRUCTION TO COMPLY WITH **DESIGN & CONSTRUCTION STANDARDS FOR REMOTE HOUSING**

& LIVABLE HOUSING DESIGN GUIDELINES

COMPLIANCE NOTES:
1. Stairs are to comply with NCC - V2 - Part 11.2 - Stairway and Ramp Construction
2. Handrails/Balustrades to comply with NCC - V2 - Part 11.3 - Barriers and Handrails
3. WC Doors to comply with NCC - V2 - Part 10.4 - Facilities
4. All wet areas to comply with NCC - V2 - Part 10.2 - Wet area waterproofing
5. Lighting to comply with NCC - V2 - Part 10.5 - Light
6. Ventilation to comply with NCC - V2 - Part 10.6 - Ventilation
7. Termite protection to comply with NCC - V2 - Part 3.4 - Termite risk management
8. Masonry Construction to comply with NCC - V2 - Part 5 - Masonry
9. All workmanship and materials to comply with all relevant Australian Standards and the National Construction Code
10. All glazing in buildings to comply with the requirements of Part 8 NCC and AS 1288/1994. A glazing certificate from the manufacturer for compliance with AS 1288 must be provided on completion

BUILDERS TO NOTE:
All levels and dimensions are to be checked and verified on site prior to the commencement of any building work or production of shop drawings. All design and construction methods and materials to be in accordance with:

The National Construction Code (NCC), the Queensland Development Code (QDC), the building act 1975, current issues of Australian standards & manufacturer's specifications and installation details for materials and product used.

BEAM OVER
SHS POST
BEARER
STUD WALL
BLOCKWORK WALL

NOTE: ALL WINDOW AND SLIDING DOOR SIZES ARE HEIGHT x WIDTH

SW	SLIDING WINDOW
FD	FRENCH DOOR
LVR	LOUVRE WINDOW
FX	FIXED WINDOW
SGD	SLIDING GLASS DOOR
AW	AWNING WINDOW
D/H	DOUBLE HUNG
GB	GLASS BRICKS
C	CASEMENT
OBS	OBSCURE GLASS

FLOOR AREAS

Living Area	133.9 m²
Garage Area	26.2 m²
Patio Area	20.4 m²
Porch Area	10.3 m²
Grand total	190.9 m²

NOTE:
ALL ENTRY DOORS & GARAGE DOOR TO BE STEP FREE AT ENTRY OR MAX. 5mm SILL HEIGHT IF LIP IS ROUNDED. PROVIDE THRESHOLD RAMP IF SILL EXCEEDS THIS

SMOKE ALARMS TO BE IN ACCORDANCE WITH AS3786-2014

2 FLOOR PLAN
1 : 100

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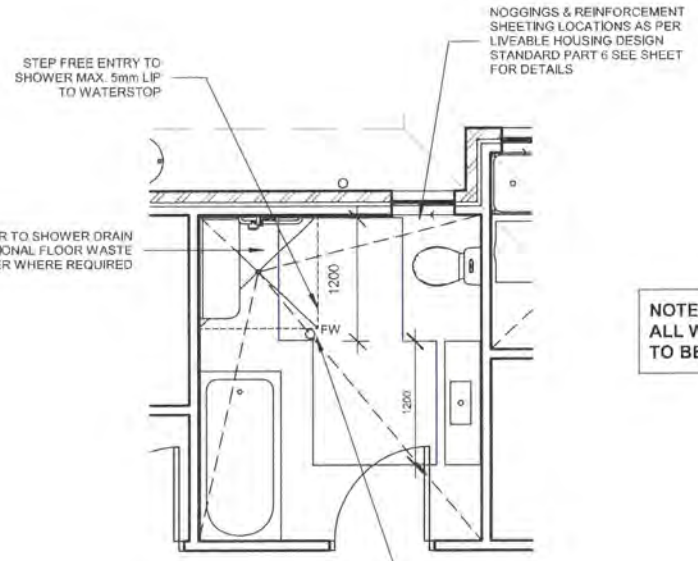

NOTE:
ALL WET AREA TILES TO BE P3 SLIP RATED

WHILST THE SOCIAL HOUSING DESIGN GUIDELINES STATE THAT BATHROOM FALLS MUST BE ACHIEVED THROUGH THE USE OF A STRIP DRAIN, CHERBOURG ABORIGINAL SHIRE COUNCIL HAVE DEEMED THIS IMPRACTICAL AND LIKELY TO CAUSE SANITARY RISKS. STANDARD FLOOR WASTE DRAINS TO BE INSTALLED

3 BATHROOM PLAN
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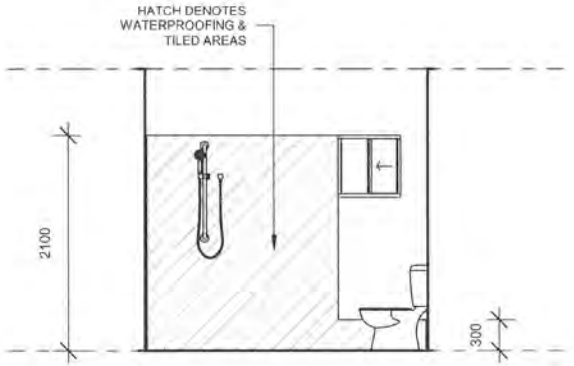

5 Bathroom Elevation 2
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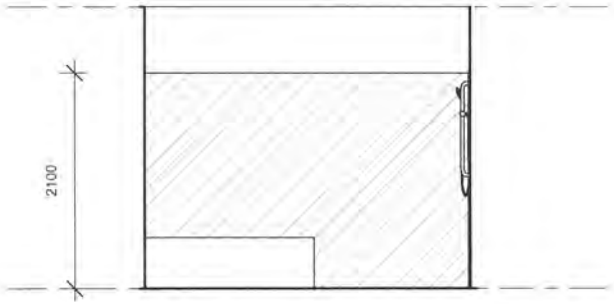

6 Bathroom Elevation 3
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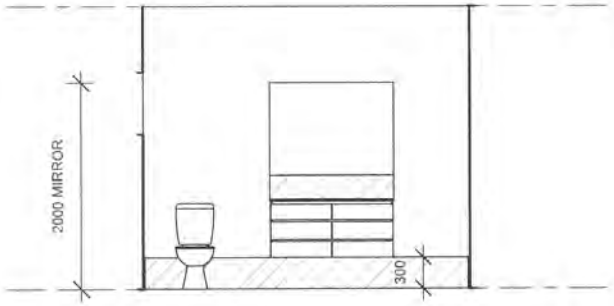
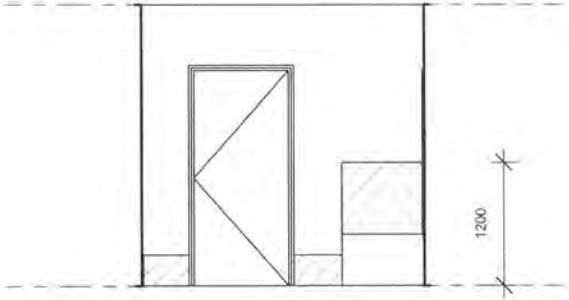


4 Bathroom Elevation 1
1 : 50



7 Bathroom Elevation 4
1 : 50

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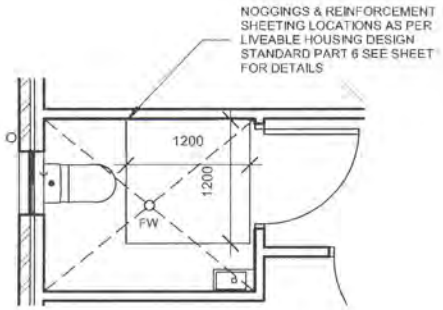

8 POWDER ROOM PLAN
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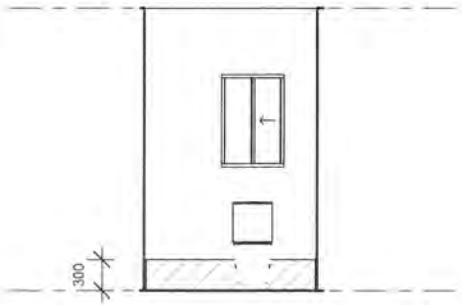

9 PDR Elevation 1
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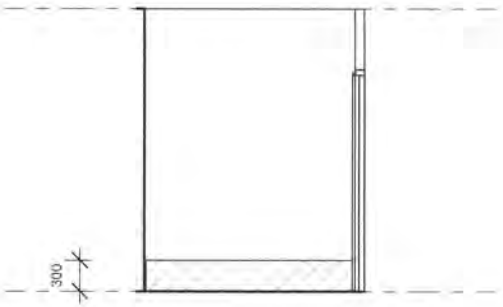

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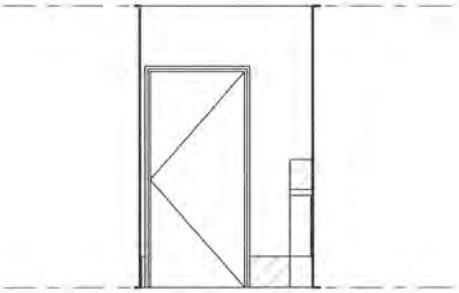

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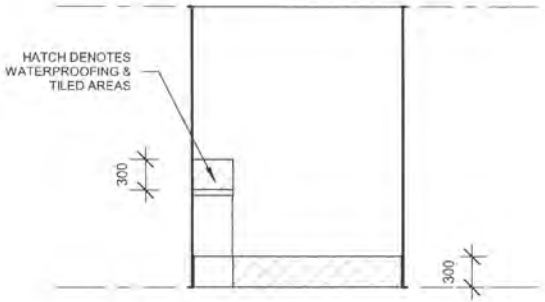

12 PDR Elevation 4
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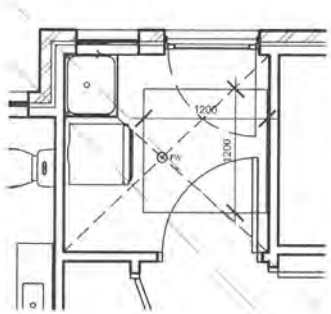

13 LAUNDRY PLAN
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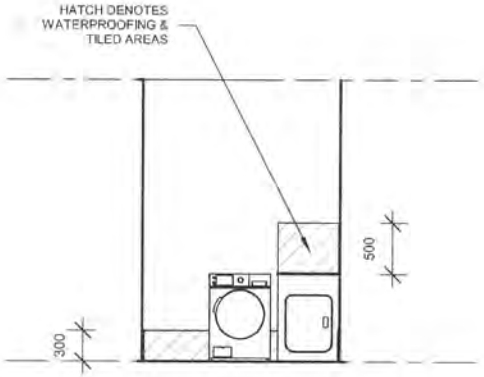
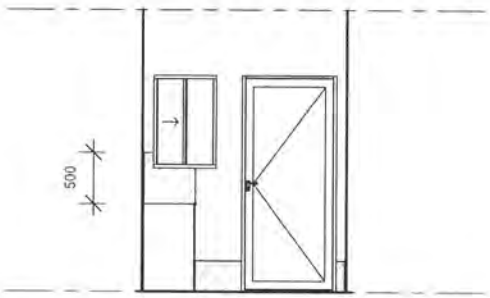
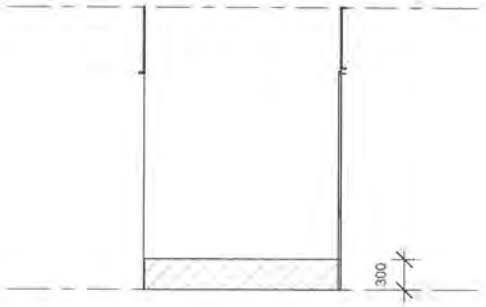


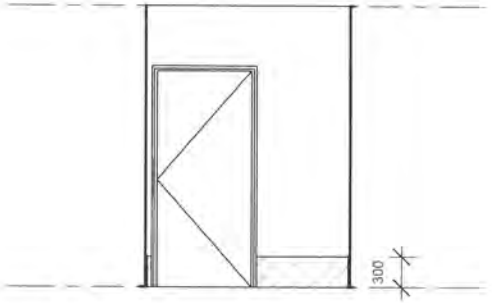
14 Laundry Elevation 1
1 : 50



15 Laundry Elevation 2
1 : 50



16 Laundry Elevation 3
1 : 50



17 Laundry Elevation 4
1 : 50

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CLIENT: CHERBOURG ABORIGINAL SHIRE COUNCIL
SITE ADDRESS: 25 BROADWAY STREET CHERBOURG

BUILDER: MICHAEL CHILCOTT BUILDING & RENOVATIONS

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Appendix A

COMPLIANCE NOTES:

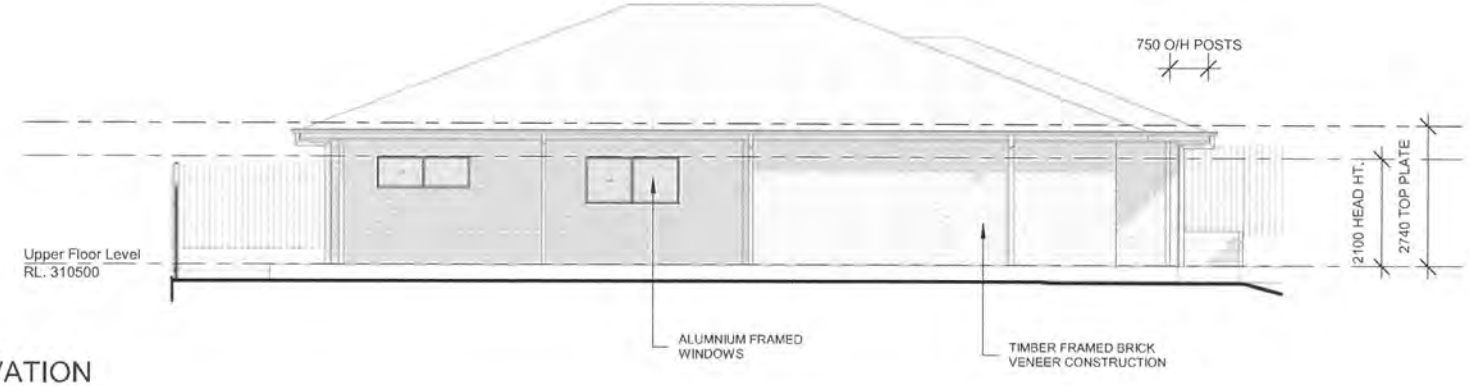
1. Stairs are to comply with NCC - V2 - Part 11.2 - Stairway and Ramp Construction
2. Handrails/Balustrades to comply with NCC - V2 - Part 11.3 - Barriers and Handrails
3. WC Doors to comply with NCC - V2 - Part 10.4 - Facilities
4. All wet areas to comply with NCC - V2 - Part 10.2 - Wet area waterproofing
5. Lighting to comply with NCC - V2 - Part 10.5 - Light
6. Ventilation to comply with NCC - V2 - Part 10.6 - Ventilation
7. Termite protection to comply with NCC - V2 - Part 3.4 - Termite risk management
8. Masonry Construction to comply with NCC - V2 - Part 5 - Masonry
9. All workmanship and materials to comply with all relevant Australian Standards and the National Construction Code
10. All glazing in buildings to comply with the requirements of Part 8 NCC and AS 1288/1994. A glazing certificate from the manufacturer for compliance with AS 1288 must be provided on completion



18 EASTERN ELEVATION

1 : 100

NOTE:
PAD SHOWN 300mm BELOW FLOOR LEVEL TO ALLOW FOR WAFFLE POD SLAB. BACKFILL TO REDUCE HEIGHT BETWEEN PATH & GROUND



19 SOUTHERN ELEVATION

1 : 100

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20 WESTERN ELEVATION

1 : 100

NOTE:
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21 NORTHERN ELEVATION

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Figure 6.2a: Location of noggings for walls surrounding a bath

Appendix A

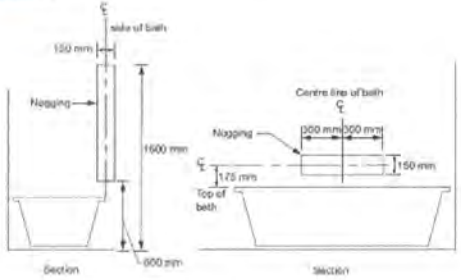


Figure 6.2c: Location of noggings for shower walls

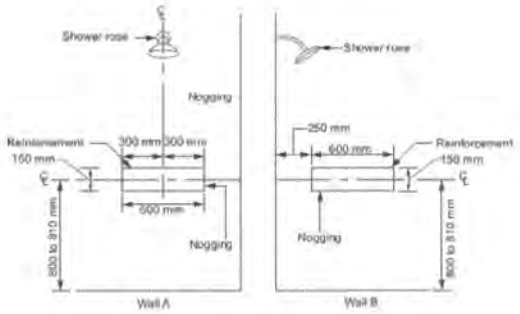


Figure 6.2b: Location of sheeting for walls surrounding a bath

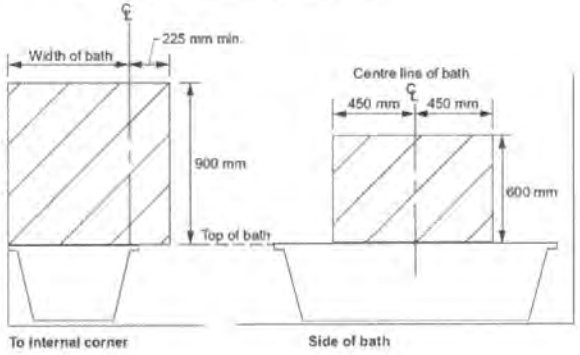


Figure 6.2d: Location of sheeting for shower walls

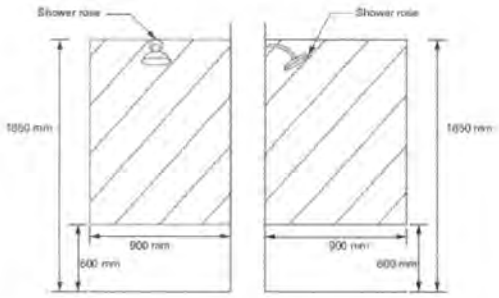


Figure 6.2e: Minimum extent of sheeting for wall adjacent to a toilet pan

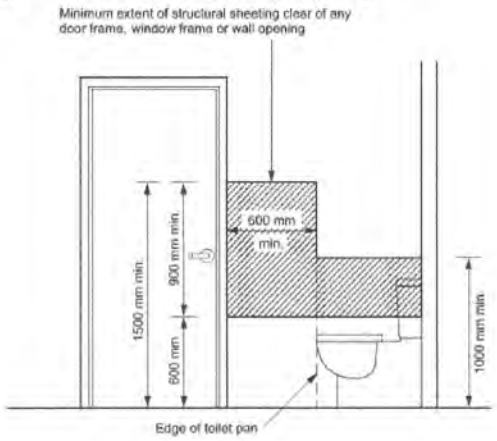
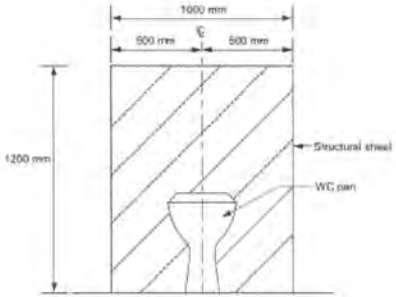


Figure 6.2g: Location of sheeting for a wall behind a toilet pan



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LIVEABLE HOUSING DESIGN STANDARD
PART 6 - REINFORCEMENT OF BATHROOM AND SANITARY COMPARTMENT WALLS

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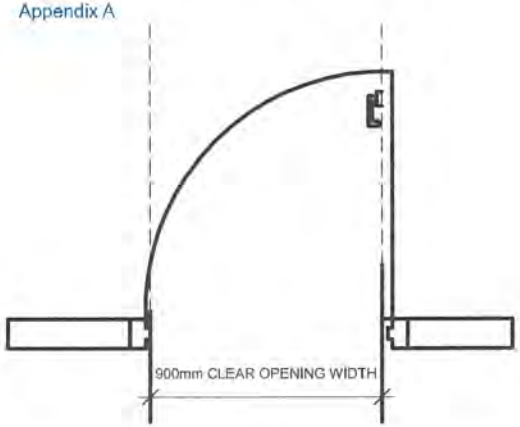
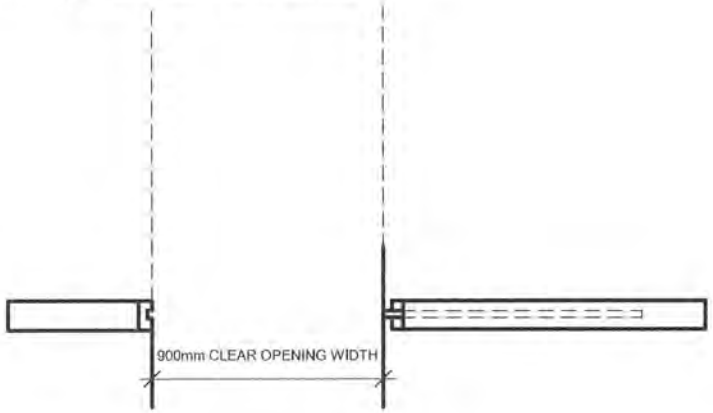
MEASUREMENT OF CLEAR OPENING WIDTH

Appendix A



LIVEABLE HOUSING DESIGN STANDARD PART 2 - DWELLING ENTRANCE



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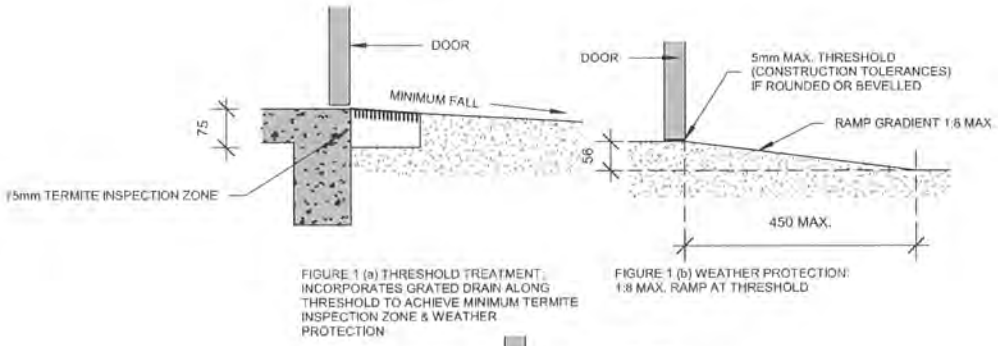
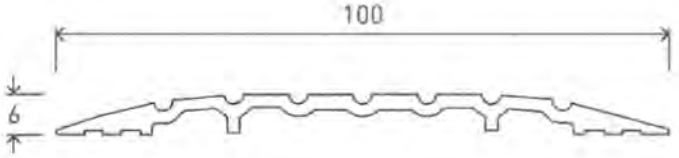


FIGURE 1 (a) THRESHOLD TREATMENT: INCORPORATES GRATED DRAIN ALONG THRESHOLD TO ACHIEVE MINIMUM TERMITE INSPECTION ZONE & WEATHER PROTECTION

FIGURE 1 (b) WEATHER PROTECTION: 1:8 MAX. RAMP AT THRESHOLD



TYPICAL DTAC ENTRY DOOR THRESHOLD

LIVABLE HOUSING DESIGN GUIDELINES PART 2 - DWELLING ENTRANCE

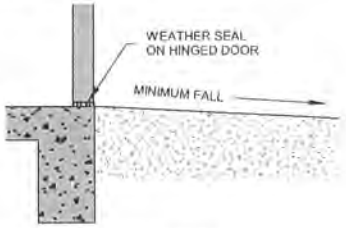


FIGURE 1 (c) WEATHER PROTECTION: WEATHER SEAL ON HINGED DOOR

TERMITE PREVENTION NOTES:

The limiting of thresholds at doorways (to say 50mm) prevents achieving adequate inspection zones (min 75mm) and termite barriers across these thresholds.
This commonly demands that porch slabs be integrated with the general floor slab of the house so that termite barriers and inspection zones can be continued around the perimeter of the porch.
This inspection zone might be achieved by other methods such as within the depth of a grated drain along the threshold.

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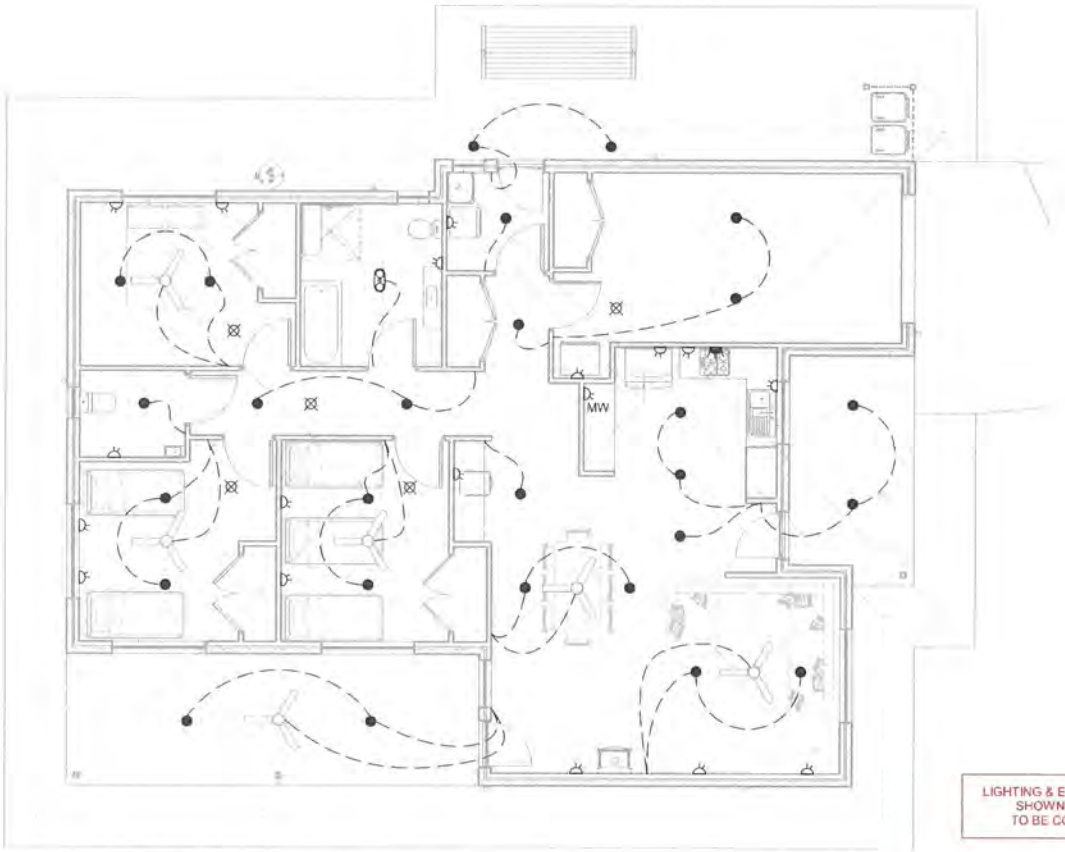

ELECTRICAL LEGEND

- SMOKE ALARMS TO BE IN ACCORDANCE WITH AS3786-2014
- EXTRACTOR FAN TO COMPLY WITH AS1668.2
- 2 HEAT/FAN/LIGHT COMBINATION
- LED DOWN LIGHT
- CEILING FAN
- CEILING FAN WITH LIGHT
- DOUBLE GPO
- SINGLE GPO
- WALL EXHAUST FAN

LIGHTING & ELECTRICAL FITTING LOCATIONS SHOWN ARE APPROXIMATE ONLY. TO BE CONFIRMED BY ELECTRICIAN

22 LIGHTING PLAN

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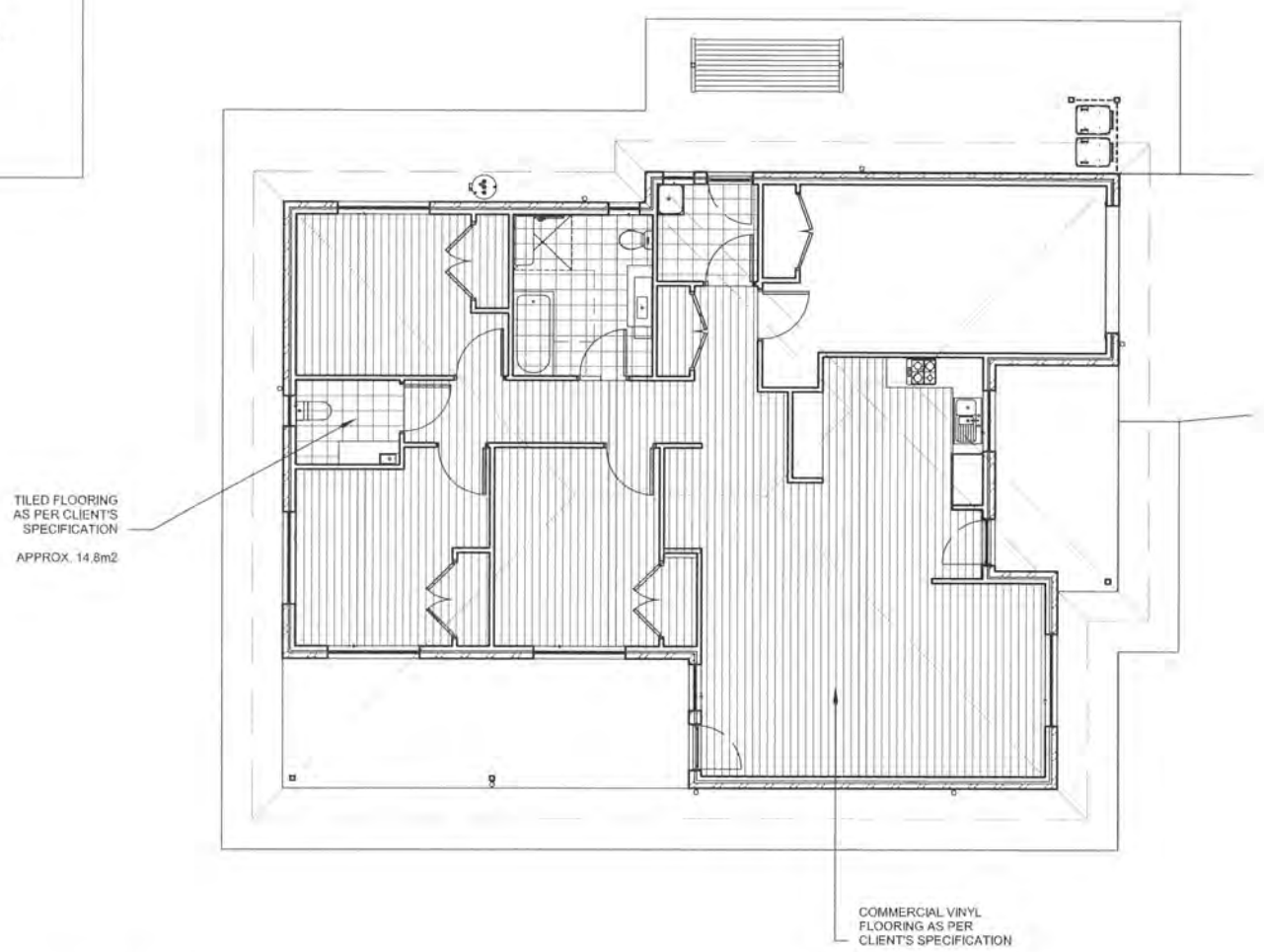
TIMBER WALL FINISH SCHEDULE - N3

Roof Sheeting
Colorbond custom orb roof sheeting

Ceiling Lining
13mm high impact gyprock lining

Wall Lining
9mm Villaboard lining

Eave Lining
4.5mm fibre cement lining



23 FLOOR COVERINGS PLAN

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Appendix A

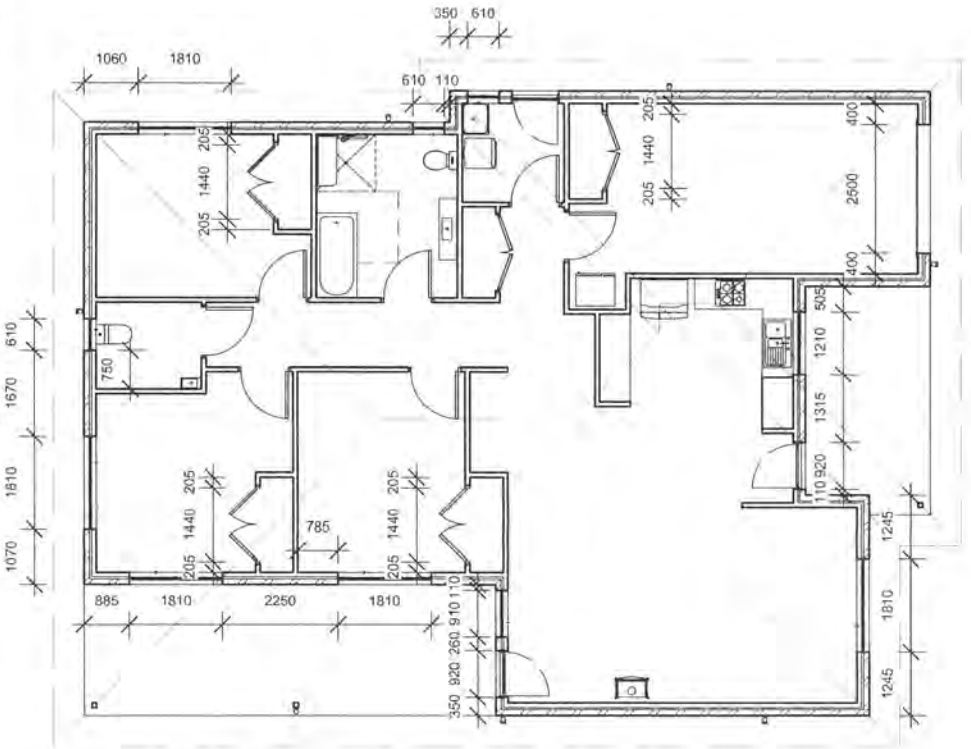
Door Schedule

Count	Type	Height	Width	Comments	From Room: Name
1	25-25 RD	2500	2500	GARAGE ROLLER DOOR	GARAGE
1	920	2100	920	ENTRY DOOR - BLOCK BOARD HINGED	KIT.
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	GARAGE
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	BATH
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	BED 1
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	BED 3
1	920	2100	920	ENTRY DOOR - BLOCK BOARD HINGED	DINING
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	BED 2
1	920	2100	920	LAUNDRY DOOR - BLOCK BOARD HINGED	LDY
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	LDY
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	GARAGE
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	ROBE
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	ROBE
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	LINEN
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	ROBE
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	WC

Window Schedule

Count	Type	Height	Width	Comments	To Room: Name
1	09-12 S/W	900	1210	SLIDING WINDOW	KIT.
1	09-18 S/W	900	1810	SLIDING WINDOW	LIVING
1	09-18 S/W	900	1810	SLIDING WINDOW	BED 2
1	06-18 S/W	600	1810	SLIDING WINDOW	BED 3
1	09-18 S/W	900	1810	SLIDING WINDOW	BED 3
1	06-06 S/W	600	610	SLIDING WINDOW	BATH
1	09-09 S/W	900	910	SLIDING WINDOW	DINING
1	09-18 S/W	900	1810	SLIDING WINDOW	BED 1
1	09-06 S/W	900	610	SLIDING WINDOW	LDY
1	09-06 S/W	900	610	SLIDING WINDOW	WC

NOTE:
ALL LOCKS TO BE 'VINCO' BRAND OR SIMILAR - BRAVA METRO DISABILITY



24 DOOR & WINDOW LOCATIONS

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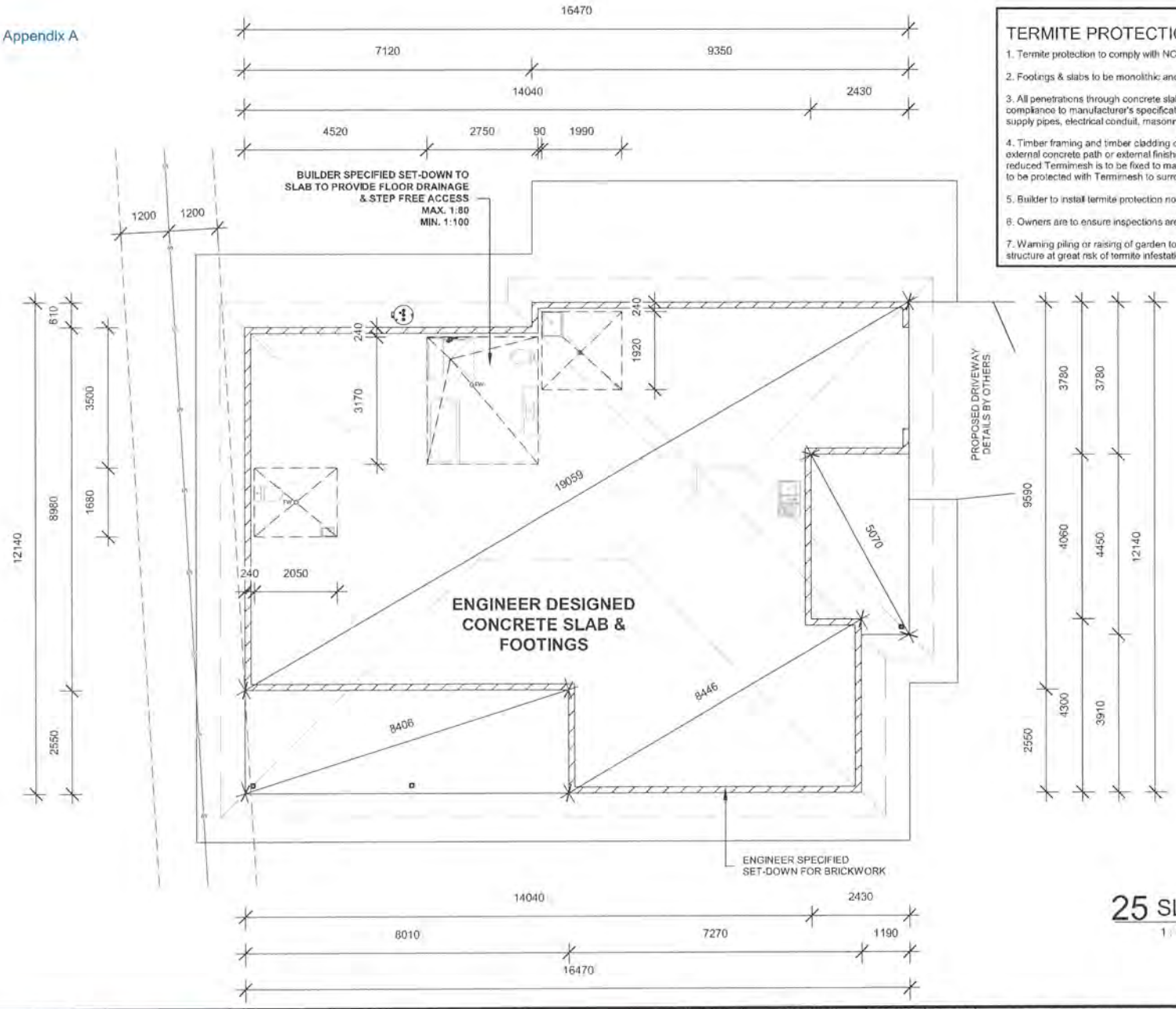

TERMITE PROTECTION NOTES:

1. Termite protection to comply with NCC - ABCB - Part 3.4 - Termite risk management & AS 3660.1.
2. Footings & slabs to be monolithic and comply with AS 2870.
3. All penetrations through concrete slab monolithic (compliant with AS 2870) to have Termimesh system installed in compliance to manufacturer's specification. eg.Steel posts, step downs, retaining walls, control joints, drainage pipes, water supply pipes, electrical conduit, masonry piers, any penetrations through slab.
4. Timber framing and timber cladding on a concrete slab that complies with AS 2870 to be minimum of 75mm clear of external concrete path or external finished ground level. Where 75mm clearance to concrete or paved driveway/path is reduced Termimesh is to be fixed to main slab of dwelling with parging as per Termimesh installation details. Perimeter of slab to be protected with Termimesh to surrounding ground levels.
5. Builder to install termite protection notice in electrical meter box and on inside of kitchen cupboard door.
6. Owners are to ensure inspections are carried out in accordance with Termismesh & maintenance schedule. eg annually.
7. Warning piling or raising of garden to reduce the 75mm inspection zone will bridge the visual barrier system and place the structure at great risk of termite infestation and void all warranties.

25 SLAB SET-OUT PLAN

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Appendix A

TIMBER WALL FRAMING SCHEDULE - N3
All work to conform with the Building Code of Australia, local authority by-laws, Manufacturer's specifications and TownPlanning requirements. Timber framing must be built in strict accordance withAS1720.1-2010 Timber structures and AS1684.2-2021 Residential timber-framed construction.
- All framing shall be as per notes below UNO on plan.
- Maximum SHEET roof load width of 7500mm UNO.
- M12 tie-downs @ 1200 cts. and adjacent to all corners,intersections and openings UNO. Additional tie-down nominated on plan.
- Direct tie-down to be installed where roof load width exceeds 7500mm (7000mm upload width). To be installed in accordance with AS1684.2 table 9.21(h)

Roof Battens
Manufacturer specified metal top hats or 35x70 (MGP12) at 900 cts

Roof Framing - Living, Porch & Alfresco Area
Manufacturer designed trussed roof

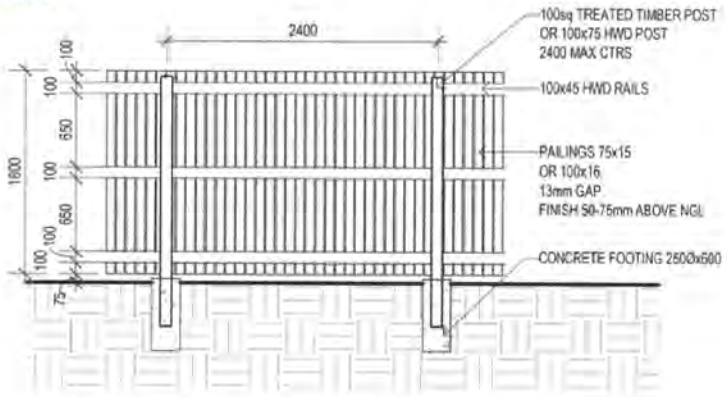
External load bearing walls - RLW 7500mm
Top Plate 2/35 x 90 MGP10
(Studs directly under trusses or within 1.5 times the thickness of the top plate where roof load exceeds 4200mm)
Bottom Plate 35 x 90 MGP10
(Where the bottom plate is continuously supported by a concrete slab or solid nogging or where wall studs are directly in line with floor joist, the bottom plate may be a minimum of 35mm deep)
Wall Studs (not notched) - common
(nogging at 1350 max cts)
90 x 35 MGP10 at 450 cts Double studs below all supported roof beams and girder trusses.

Jamb Studs (refer common wall stud for stud size/height)

	No. of jamb studs			
	1	2	3	4
Wall ht.	Max. width of opening			
2740	NS	1800	3100	4300

Internal load bearing walls (roof load only)
Top Plate 2/35 x 90 MGP10
(Studs directly under trusses or within 1.5 times the thickness of the top plate where roof load exceeds 4200mm)
Bottom Plate 35 x 90 MGP10
Wall Studs (nogging at 1350 max cts)
90 x 35 MGP10 at 450 cts Double studs below all supported roof beams and girder trusses.

Internal non-load bearing walls
Top Plate 35 x 90 MGP10
Bottom Plate 35 x 90 MGP10
Wall Studs (nogging at 1350 max cts)
90 x 35 MGP10 @ 450 cts



1800 High Timber Fence Typical
1 : 50

FRAMING NOTES (AS1684.2:2021)
1. Bottom plates may be a minimum of 35mm deep when continuously supported by a concrete slab or solid nogging, or where studs are directly in line with floor joists
2. Where bottom plates support studs under concrentrated loads, it shall be suppoprted directly over a floor joist or over solid blocking between plate and bearer
3. Multiple top and bottom plates shall be nailed together as per clause 2.5 of AS1684.2
4. When top plates support concrentrated loads, the load shall be supported directly over a stud designed to carry the load or the plate stiffened in accordance with clause 6.2.2.3 of As1684.2
5. Where rafters or trusses are supported directly over studs or within 1.5 times the thickness of the top plate from the studs the top plate from the studs the top plate may be a minimum 35mm deep

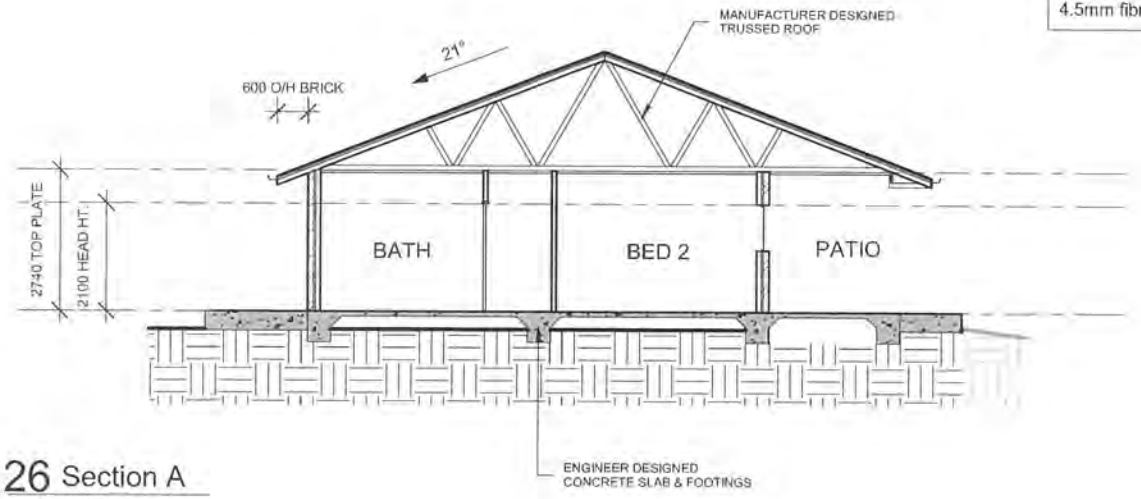
TIMBER WALL FINISH SCHEDULE - N3

Roof Sheeting
Colorbond custom orb roof sheeting

Ceiling Lining
13mm high impact gyprock lining

Wall Lining
9mm Villaboard lining

Eave Lining
4.5mm fibre cement lining



26 Section A
1 : 100

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bdaa BUILDING DESIGNERS ASSOCIATION OF AUSTRALIA

ISSUE	DESCRIPTION	DATE	AUTHOR
1C	CONCEPTUAL PLANS	13-05-2025	TN
2E	CONSTRUCTION ISSUE	15-09-2025	TN

PROJECT: NEW RESIDENCE (GOLD STANDARD)
CLIENT: CHERBOURG ABORIGINAL SHIRE COUNCIL
SITE ADDRESS: 25 BROADWAY STREET CHERBOURG

BUILDER: MICHAEL CHILCOTT BUILDING & RENOVATIONS

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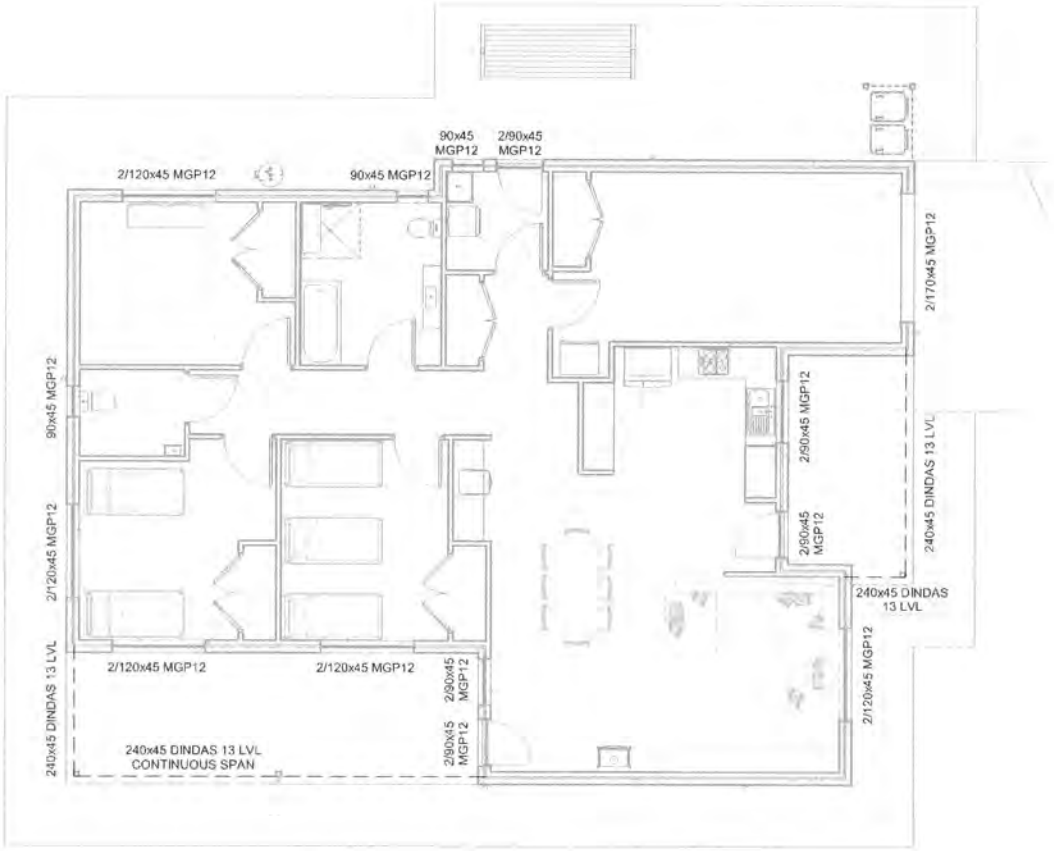
LINTEL NOTES:
1. TRUSS MANUFACTURER TO DESIGN LINTELS & JAMB STUDS FOR WALL OPENINGS SITUATED UNDER GIRDER TRUSSES
2. MINIMUM BEARING LENGTH = 35mm AT END SUPPORTS **UNO**
3. REFER MANUFACTURER'S SPECIFICATIONS FOR BEARING LENGTHS REQUIRED FOR MANUFACTURED MEMBERS
4. FOR CONCRENTRATED LOADS, ADDITIONAL JAMB STUDS MAY BE REQUIRED IN ACCORDANCE WITH CLAUSE 6.3.2.3 - AS1684.2

Appendix A



27 LINTEL PLAN
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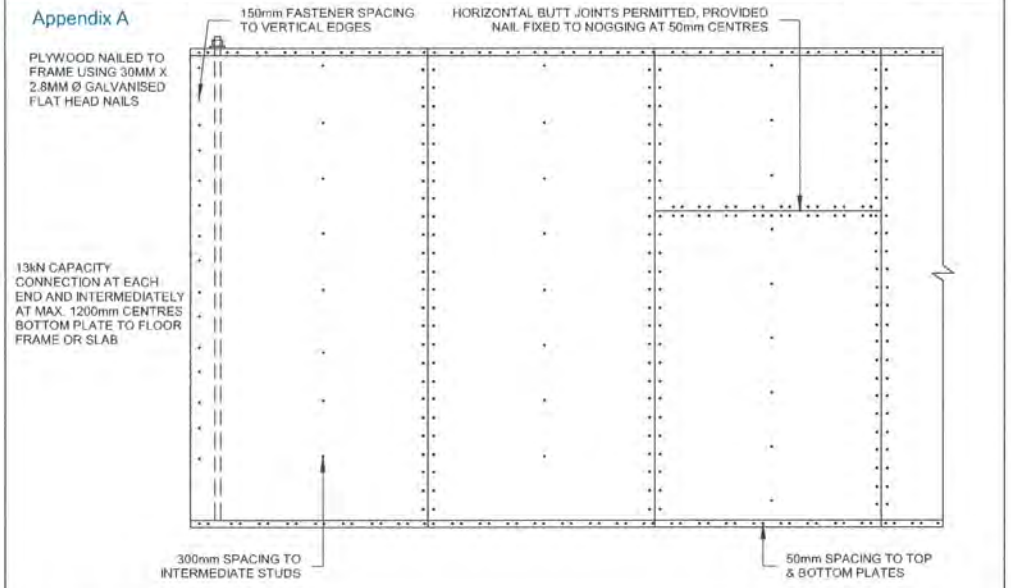
PLY BRACING - Plywood structural bracing panels (AS1684.2 - Table 8.18, Type (h) Method B — WIND CLASSIFICATION **N3**

MAXIMUM HEIGHT - 2.7m — BRACING CAPACITY **5.2 kN/m**

Appendix A



MINIMUM PLYWOOD THICKNESS (mm)
F8 - 7mm @ 450 STUD & 9mm @ 600 STUD
F11 - 6mm @ 450 STUD & 7mm @ 600 STUD
F14 - 4mm @ 450 STUD & 6mm @ 600 STUD
F27 - 4mm @ 450 STUD & 4.5mm @ 600 STUD

BRACING : WIND SPEED: N3

- PLY, 1200 OR 900 SHEETS AS APPLICABLE, MAY BE SUBSTITUTED FOR M4 OR HARDIEBRACE_TYPE B, NAILED @ 150 CTRS & 50 CTRS TOP & BOTTOM WITH M12 TIEDOWN RODS EACH END, TO MANUFACTURER'S SPECIFICATIONS TO ACHIEVE MIN. 6kN/m

- PLY, 600 LONG BRACING LENGTHS TO BE CLOSE NAILED TO MANUFACTURER'S SPECIFICATIONS, WITH M12 RODS EACH END, TO ACHIEVE 6.4kN/m. DOES NOT REQUIRE M12 COACH SCREWS, AS PER 'PLY ASSOCIATION OF AUSTRALIA - STRUCTURAL PLYWOOD WALL BRACING',(TABLE 9, NOTE 3).

- WHERE REQUIRED BRACING EFFECTS CLADDING SMOOTHNESS AGAINST WALL, THE BUILDER IS TO PROVIDE ADDITIONAL PACKERS TO CLADDING TO ENSURE A SMOOTH FINISH

BRACING CALCULATION

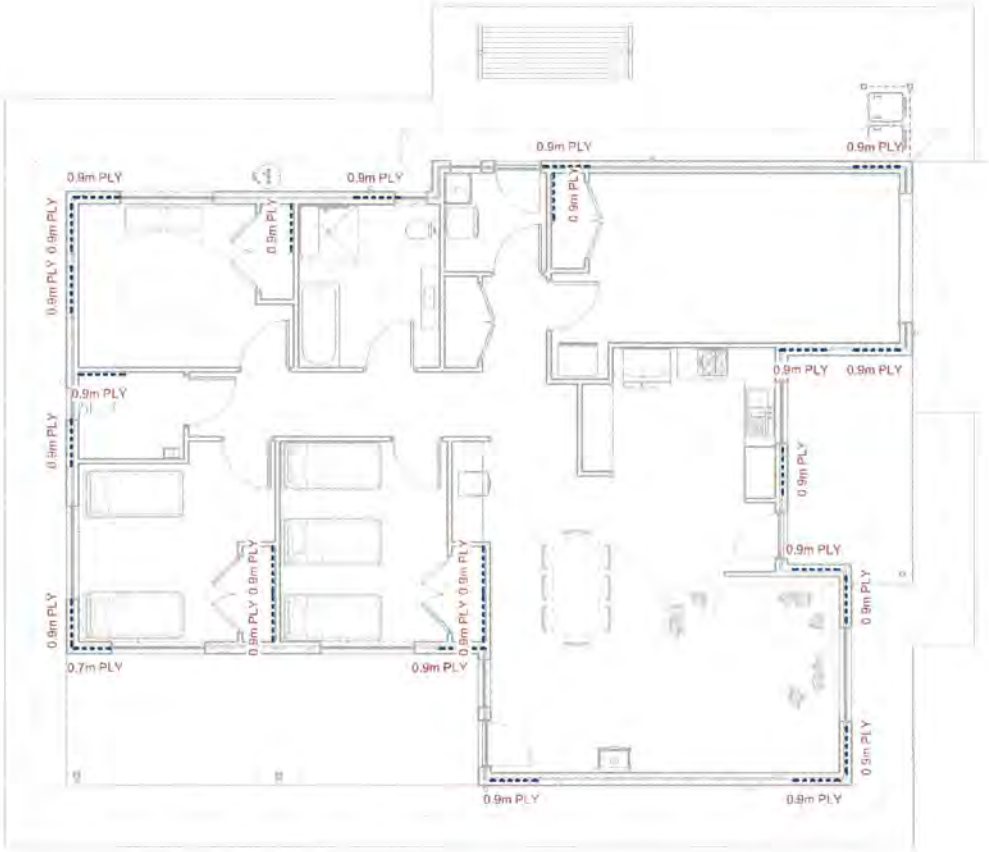
DIRECTION A
TOTAL RACKING FORCE = 57.8kN
RACKING RESISTANCE = 13 x (0.9m PLY x 5.2kN/m)

TOTAL RACKING RESISTANCE = 60.8kN

DIRECTION B
TOTAL RACKING FORCE = 38.9kN
RACKING RESISTANCE = 11 x (0.9m PLY x 5.2kN/m)
1 x (0.7m PLY x 5.2kN/m x 0.67 Width Reduction)

TOTAL RACKING RESISTANCE = 53.9kN

NOTE:
1. INTERNAL BRACING WALLSTO BE FIXED TO THE FLOOR FOR LOWER STOREY BRACING WALLS, THE CEILING OR ROOF FRAME, AND/OR THE EXTERNAL WALL FRAME IN ACCORDANCE WITH CLAUSE 8.3.6.9 OF AS1684.2
2. WHERE BRACING WALLS ARE POSITIONED UNDER THE EAVES A CEILING DIAPHRAGM IS TO BE INSTALLED IN ACCORDANCE WITH CLAUSE 8.3.6.8 OF AS1684.2
3. ENGINEER TO DESIGN & DETAIL SUB-FLOOR & ROOF BRACING



28 BRACING PLAN

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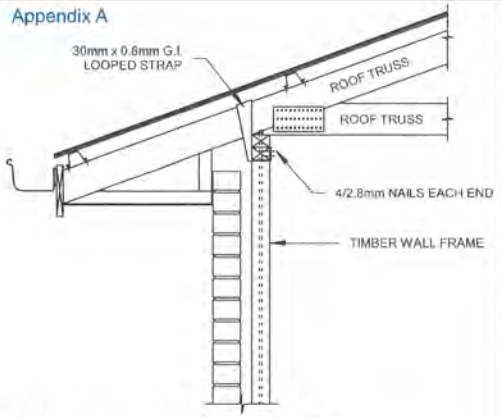
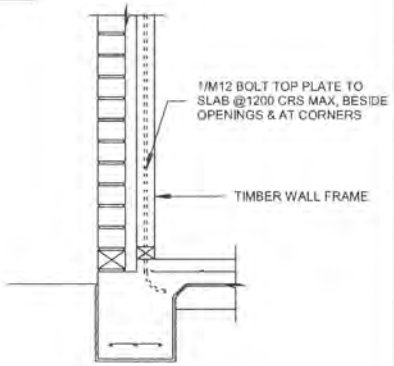
TIE-DOWN DETAIL LIVING AREA - WIND CLASSIFICATION - **N3**

Appendix A



TIE-DOWN - LIVING AREA - JD4
RAFTER TO TOP PLATE CONNECTION
AS1684.2 TABLE 9.21 (e)

UPLIFT FORCE - 7.9kN	ALLOWABLE UPLIFT FORCE - 13kN



TIE-DOWN - LIVING AREA - JD4
WALL FRAME TO SLAB
AS1684.2 TABLE 9.19 (g)

UPLIFT FORCE - 10.5kN	ALLOWABLE UPLIFT FORCE - 20kN

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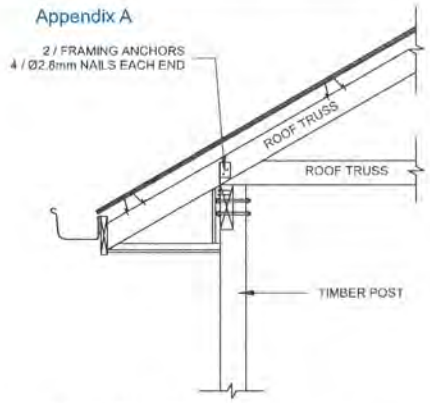
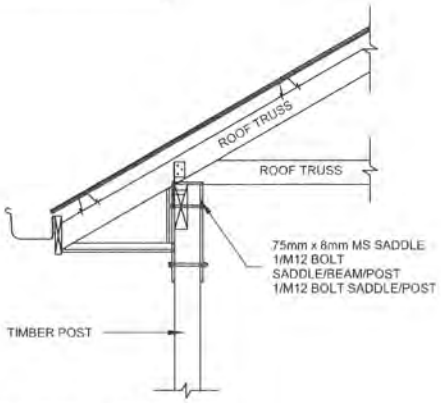
TIE-DOWN DETAIL - ALFRESCO AREA - WIND CLASSIFICATION - **N3**

Appendix A



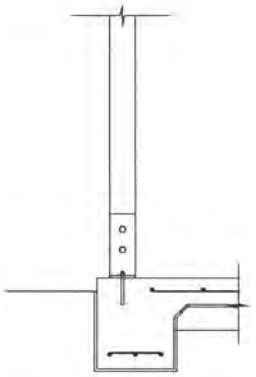
TIE-DOWN - JD4
RAFTER TO BEAM CONNECTION
AS1684.2 TABLE 9.21 (b)

UPLIFT FORCE - 2.5kN	ALLOWABLE UPLIFT FORCE - 5.9kN



TIE-DOWN - JD4
BEAM TO POST CONNECTION
AS1684.2 TABLE 9.20 (k)

UPLIFT FORCE - 11.3kN	ALLOWABLE UPLIFT FORCE - 20kN



TIE-DOWN - PATIO AREA - JD4
POST TO MANUFACTURER DESIGNED
ANCHOR BRACKET

MANUFACTURER SPECIFIED CONNECTION

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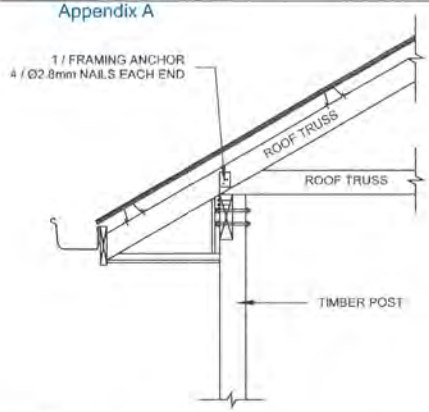
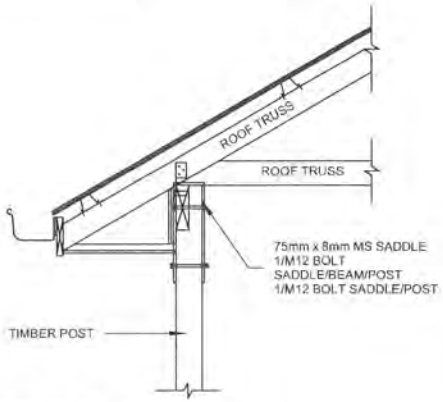
TIE-DOWN DETAIL - PORCH AREA - WIND CLASSIFICATION - **N3**

Appendix A



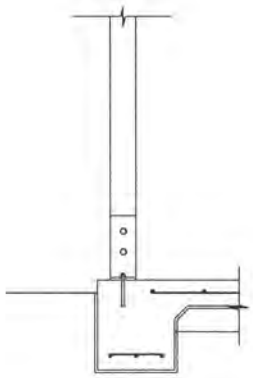
TIE-DOWN - JD4
RAFTER TO BEAM CONNECTION
AS1684.2 TABLE 9.21 (b)

UPLIFT FORCE - 2.4kN	ALLOWABLE UPLIFT FORCE - 3.5kN



TIE-DOWN - JD4
BEAM TO POST CONNECTION
AS1684.2 TABLE 9.20 (i)

UPLIFT FORCE - 11.5kN	ALLOWABLE UPLIFT FORCE - 20.0kN



TIE-DOWN - PATIO AREA - JD4
POST TO MANUFACTURER DESIGNED
ANCHOR BRACKET

MANUFACTURER SPECIFIED CONNECTION

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Appendix A

ROOF WATER DRAINAGE

IN ACCORDANCE WITH NCC - ABCB - PART 7.4 - GUTTERS & DOWNPIPES & AS3500.3

LOCATION: CHERBOURG
210mm/h 5mn. ARI 20 Years
280mm/h 5mn. ARI 100 Years

ROOF PLAN AREA (A_R) = 226.7
NOMINAL ROOF SLOPE = 21°
SLOPE FACTOR (F) = 1.19
EFFECTIVE ROOF CATCHMENT AREA ($A_c = A_R \times F$) = 269.8
MAXIMUM CATCHMENT OF ROOF PER VERTICAL DOWNPIPE = 44m²

GUTTER AND DOWNPIPE NOTES

- TO ACHIEVE OVERFLOW CAPACITY (L/s/m) - **1.5**
GUTTER OVERFLOW TO BE PROVIDED BY A CONTROLLED BACK GAP WITH -
- A PERMANENT MINIMUM 10mmm (MAX. 50mm) SPACER INSTALLED BETWEEN THE GUTTER BACK AND THE FASCIA AT EVERY BRACKET
- THE BACK OF THE GUTTER INSTALLED A MINIMUM 10mm BELOW THE TOP OF THE FASCIA

- GUTTER MINIMUM CROSS SECTIONAL AREA = 9170mm²

- VERTICAL DOWNPIPE MINIMUM SIZE - Ø100 OR 100x75

GENERAL NOTES:
- GUTTERS, DOWNPIPES AND FLASHING MATERIALS TO BE IN ACCORDANCE WITH CLAUSE 3.5.3.2 OF THE NCC
- GUTTERS MUST BE INSTALLED WITH A FALL OF NOT LESS THAN -

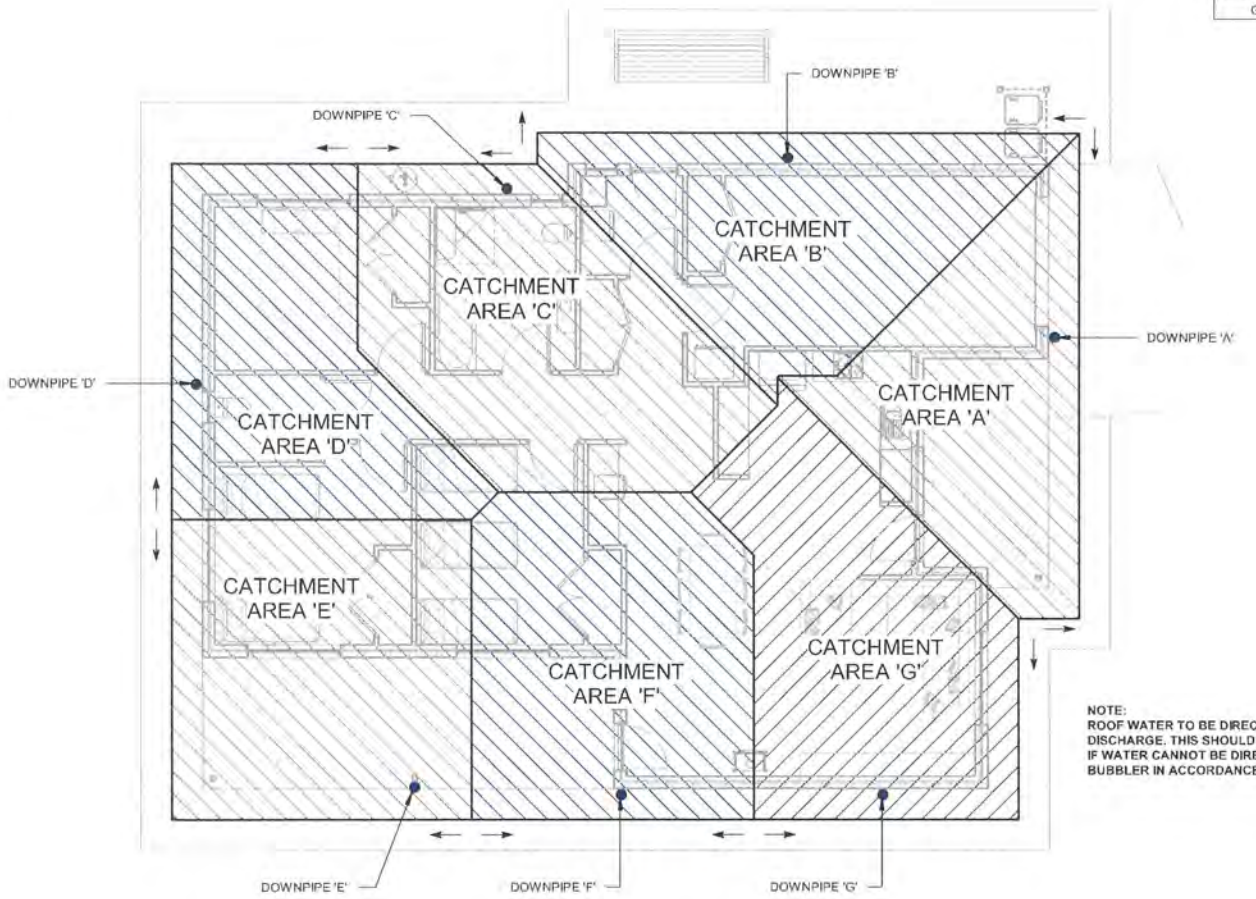
  A) 1:500 FOR EAVE GUTTERS, UNLESS FIXED TO METAL FASCIAS

  B) 1:100 FOR BOX GUTTERS
- VALLEY GUTTERS ON A ROOF PITCHED GREATER THAN 12.5° MUST BE NO LESS THAN 400mm WIDE AND BE WIDE ENOUGH TO ALLOW THE ROOF COVERING TO OVERHANG A MINIMUM OF 150mm EACH SIDE
- VALLEY GUTTERS ON A ROOF PITCHED LESS THAN 12.5° MUST BE DESIGNED AS BOX GUTTERS
- DOWNPIPES MUST BE FIXED SECURELY TO WALLS
- DOWNPIPES MUST SERVE NO MORE THAN 12m OF GUTTERING

LEGEND

DOWNPIPE
SPREADER DOWNPIPE
GUTTER HIGH POINT

DOWNPIPE SCHEDULE		
DOWNPIPE	CATCHMENT AREA	GUTTER
A	33.1m²	10.6m
B	36.1m²	11.2m
C	42.8m²	3.5m
D	35.8m²	10.5m
E	40.4m²	11.7m
F	40.6m²	5.5m
G	40.9m²	9.1m



NOTE:
ROOF WATER TO BE DIRECTED TO LAWFUL POINT OF DISCHARGE. THIS SHOULD BE THE STREET WHERE POSSIBLE. IF WATER CANNOT BE DIRECTED TO STREET, DIRECT TO BUBBLER IN ACCORDANCE WITH AS3500.3

29 ROOF WATER DRAINAGE PLAN

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Appendix A

Appendix 2 – Confirmation Notice

pacific approvals building|planning|fire

Pacific Approvals Pty Ltd
ABN 7516 0846 220

Unit 16/5 Transport Place
Molendinar QLD 4214

PO Box 2374 Nerang DC QLD 4211

P: 07 55 648 533
E: admin@pacificapprovals.com.au
W: www.pacificapprovals.com.au

Appendix A

Our reference:	PA26-21307
Your reference:	
Date:	

Applicant:	Cherbourg Aboriginal Shire Council
Address:	22 Barambah Avenue, Cherbourg, QLD 4605
Email:	build1@cherbourg.qld.gov.au

Attention:	Bruce McLeod – CASC Building Manager

Dear Sir/Madam

Confirmation notice
(Given under section 2 of the Development Assessment Rules)

The development application described below was properly made to Pacific Approvals P/L on

Applicant details

Applicant name:	Bruce McLeod – CASC Building Manager
Applicant contact details:	build1@cherbourg.qld.gov.au

Location details

Street address:	25 Broadway St, Cherbourg, QLD 4605
Real property description:	Lot 2 on SP357153
Local government area:	Cherbourg Aboriginal Shire Council

Application details

Application number:	PA26-21307
Approval sought:	Development Permit
Nature of development proposed:	Building Works
Description of the development proposed:	Dwelling House

Appendix A

Public notification details

Part 4 of the Development Assessment Rules is not applicable to this development application.

Referral details

Part 2 of the Development Assessment Rules is applicable
The development application must be referred to all relevant referral agency(s) within 10 business days starting the day after receiving this notice, or a further period agreed with the assessment manager; otherwise the application will lapse under section 31 of the Development Assessment Rules.

The development application must be referred to the following referral agencies:

Chief Executive of the *Planning Act 2016* ☐ Premises seaward of coastal building line ☐ Declared fish habitat area ☐ State transport corridor ☐ Future State transport corridor ☐ Queensland heritage place ☐ Koala habitat in SEQ region
Local government: Cherbourg Aboriginal Shire Council ☐ Particular class 1 and 10 buildings and structures involving possible amenity and aesthetic impacts ☐ Particular buildings for residential purposes ☑ Design and siting ☐ Fire safety in particular budget accommodation buildings ☐ Higher risk personal appearance services ☐ Building work for residential services ☐ Building work for removal or rebuilding ☐ Building work for particular class 1 buildings relating to material change of use ☐ Temporary accommodation buildings ☐ Building work relating to end of trip facilities for Queensland Development Code, part 4.1 ☐ Building work for class 1 building on premises with on-site wastewater management system ☐ Flood hazard area ☐ Local heritage place
Queensland Fire and Emergency Service: ☐ Fire safety systems – special fire services required or alternative solution proposed ☐ Fire safety systems – budget accommodation building ☐ Fire safety systems – residential care building ☐ Water-based fire safety installations ☐ Fire safety for farm buildings
Safe Food Production QLD: ☐ Retail meat premises
Chief Health Officer under the *Hospital and Health Boards Act 2011*: ☐ Private health facilities
Chief Executive of the *Pastoral Workers' Accommodation Act 1980*: ☐ Pastoral workers' accommodation
Relevant service provider: ☐ Building work over or near relevant infrastructure relating to Queensland Development Code, part 1.4

Other details

The Private Certifier does intend to make an information request and is proceeding with its assessment of the development application.

For further information please contact Pacific Approvals P/L on 0755648533 or via email admin@pacificapprovals.com.au who will be pleased to assist.

Yours sincerely



Eric Constantino
Town Planner

Appendix B

pacific approvals building|planning|fire

Pacific Approvals Pty Ltd
ABN 7516 0846 220

Unit 16/5 Transport Place
Molendinar QLD 4214

PO Box 2374 Nerang DC QLD 4211

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4/09/2026

Our Ref No: PA26-21308

Chief Executive Officer
Cherbourg Aboriginal Shire Council
22 Barambah Ave
Cherbourg QLD 4605

Dear Sir/Madam

RE: **Referral Application for Dwelling House**

Design and Siting for Dwelling house Class 1a and class 10a
9 Bell St, Cherbourg, QLD 4605 - Lot 1 on SP357153

We act on behalf of the client and wish to submit referral application for proposed Dwelling House (Class 1a and Class 10a). The trigger for the referral:

- Rear setback encroachment
- Front setback encroachment

Notwithstanding the proposal complies with the performance outcomes of QHC. In support of the application, the following is provided.

- ***Appendix 1 - Architectural Plans***
- ***Appendix 2 – Confirmation Notice***

1.1 Development Application Details

Proposed development:	**Dwelling House**
Type of approval sought:	Development Permit for Building Works for Class 1a and Class 10a
Site address:	9 Bell St, Cherbourg, QLD 4605
Real property description:	Lot 1 on SP357153
Site area:	471 sqm
Assessment manager:	Private Certifier
Building Application Applicant details:	Cherbourg Aboriginal Shire Council
Referral Application Applicant details:	Cherbourg Aboriginal Shire Council C/- Pacific Approvals Pty Ltd PO Box 2374 Nerang DC QLD 4211
Applicant reference No.	PA26-21308

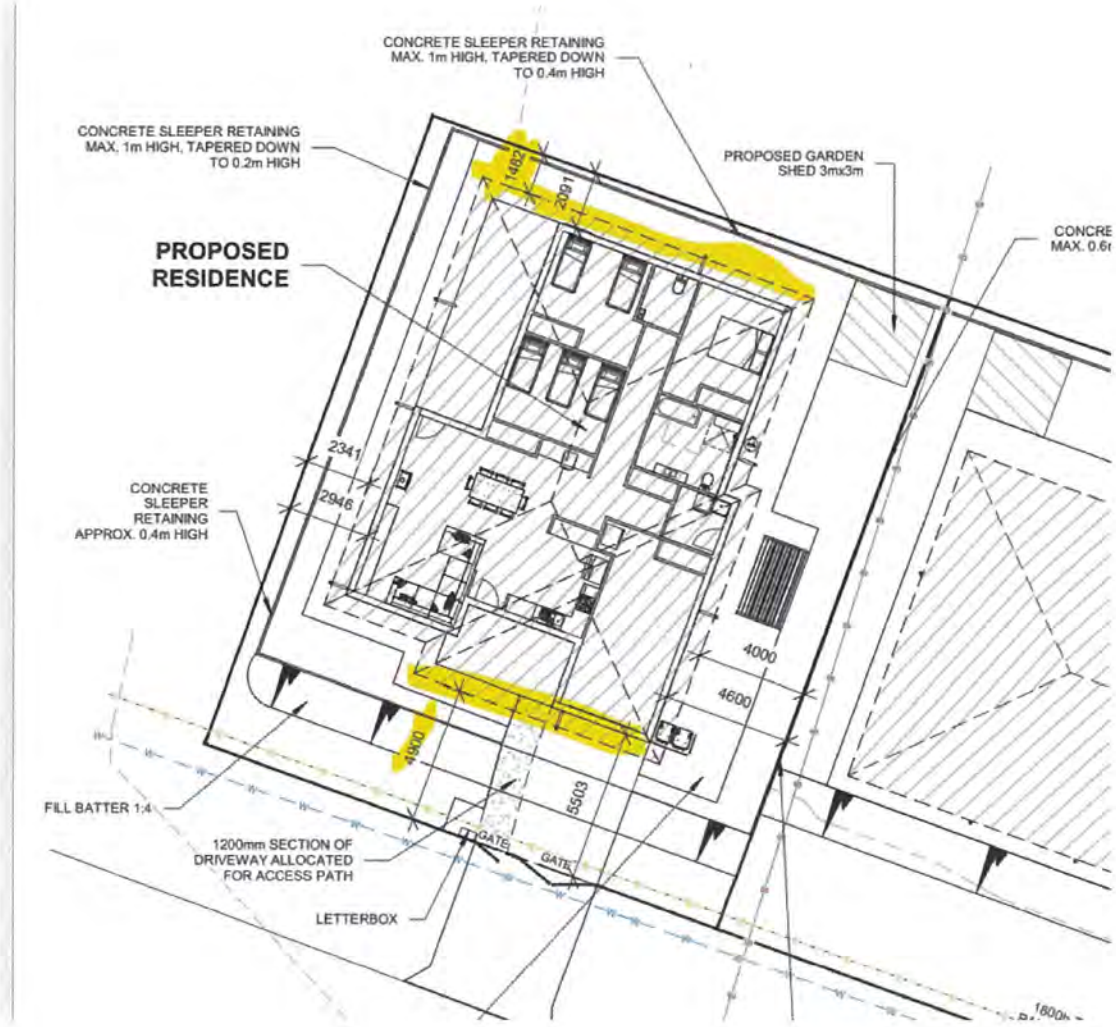
1.2 The Proposal

Request for Variation

Requirement	Proposed

Appendix B

Rear Setback	1.5m	1.482m
Front Setback	6m	4.900m



1.3 Referral Agency

The local government is a referral agency for the building works application under:

- Schedule 9, Part 2, Division 2, Table 3 of the *Planning Regulation 2017*.

1.4 Applicable Codes for Referral Application

The following are the applicable codes for referral assessment of the proposal. The proposal meets all other acceptable solutions of codes.

- P1 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over
- P2 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over

Appendix B

1.4.1 P1 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over

Setbacks:	Response
Buildings* and *Structures **P1** The location of a *building* or *structure* facilitates an acceptable streetscape, appropriate for – (a) the bulk of the *building* or *structure*; and (b) the *road* boundary *setbacks* of neighbouring *buildings* or *structures*; and (c) the outlook and views of neighbouring residents; and (d) nuisance and safety to the public.	The proposal complies with A1 of QDC MP 1.2 except for the following: • Setback of 4.900m is proposed. Compliance with P1 is achieved as: • The bulk of the building is setback 6m. The garage and open porch encroaches with the 6m. The open porch does not adversely increase the bulk of the building. • Buildings on the opposite side of the street provide for reduced setbacks of 5.4m and 3.75m. The proposal of 4.9m is an average setback. See below  (source:Nearmaps) • No impacts on outlook and privacy occurs. • All works are located within the property.

1.4.2 P2 of Queensland Development Code MP 1.2 – Design and Siting Standard for Single Detached Housing – on Lots 450sqm and over

Setbacks:	Response

Appendix B

P2 *Buildings* and *structures* – (a) provide adequate daylight and ventilation to *habitable* rooms; and (b) allow adequate light and ventilation to *habitable* rooms of *buildings* on adjoining *lots*. (c) do not adversely impact on the amenity and privacy of residents on adjoining *lots*.	The proposal complies with A2 of QDC MP 1.2 except for the following: • Rear setback of 1.482m is proposed. Complies with P2 is achieved as the encroachment is minor. The eave provides for this encroachment. The wall is setback greater than the required 1.5m. Issues of light and ventilation are maintained and no impacts in privacy occurs.

Based upon the above, compliance with performance outcomes of the code is achieved.

2 Conclusion

It is considered that the proposal achieves the performance outcomes of the applicable code.

If you have any questions, please contact this office on the details below.

Yours sincerely

Eric Constantino I Town Planner
Director

Appendix B

Appendix 1 - Architectural Plans

15/09/2025 11:50:58 AM

NEW RESIDENCE (GOLD)

Appendix B

CHERBOURG ABORIGINAL SHIRE COUNCIL

9 BELL STREET
CHERBOURG

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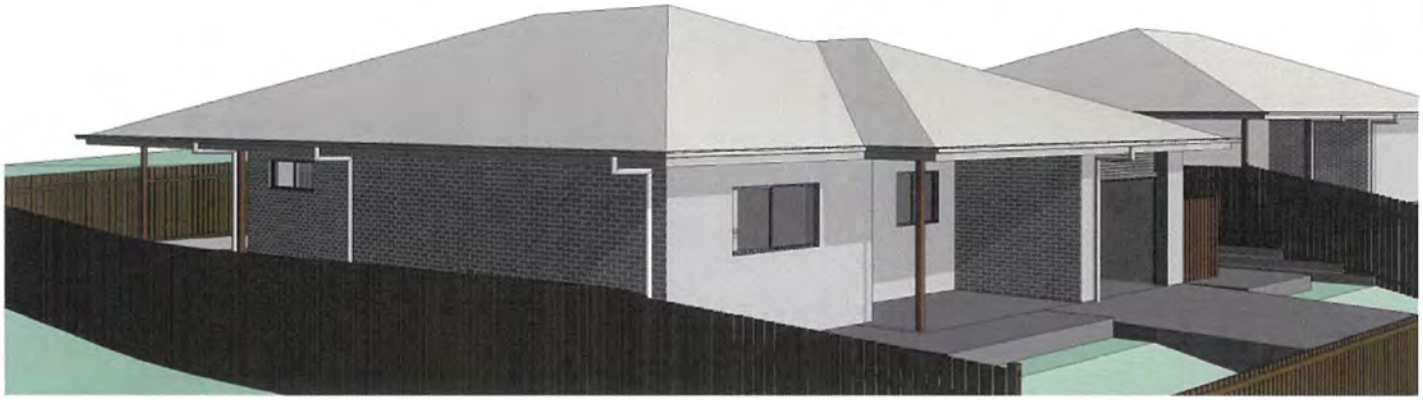
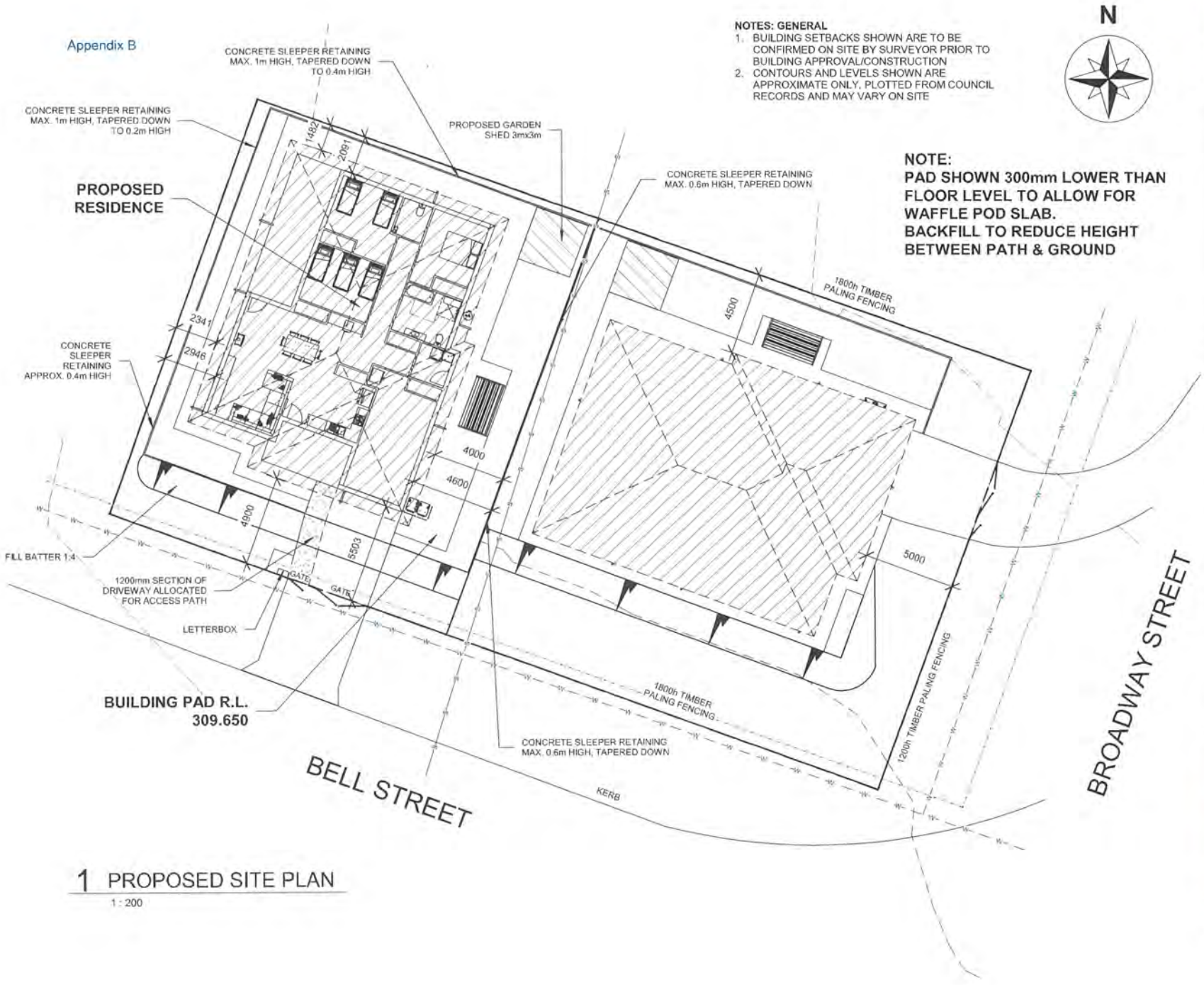




Appendix B



NOTES: GENERAL

1. BUILDING SETBACKS SHOWN ARE TO BE CONFIRMED ON SITE BY SURVEYOR PRIOR TO BUILDING APPROVAL/CONSTRUCTION
2. CONTOURS AND LEVELS SHOWN ARE APPROXIMATE ONLY, PLOTTED FROM COUNCIL RECORDS AND MAY VARY ON SITE

N

NOTE:
PAD SHOWN 300mm LOWER THAN FLOOR LEVEL TO ALLOW FOR WAFFLE POD SLAB. BACKFILL TO REDUCE HEIGHT BETWEEN PATH & GROUND

1 PROPOSED SITE PLAN

1 : 200

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1C	CONCEPTUAL PLANS	13-05-2025
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PROJECT:
NEW RESIDENCE (GOLD)

CLIENT:
CHERBOURG ABORIGINAL SHIRE COUNCIL

SITE ADDRESS:
9 BELL STREET
CHERBOURG

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BUILDER:
MICHAEL CHILCOTT BUILDING & RENOVATIONS

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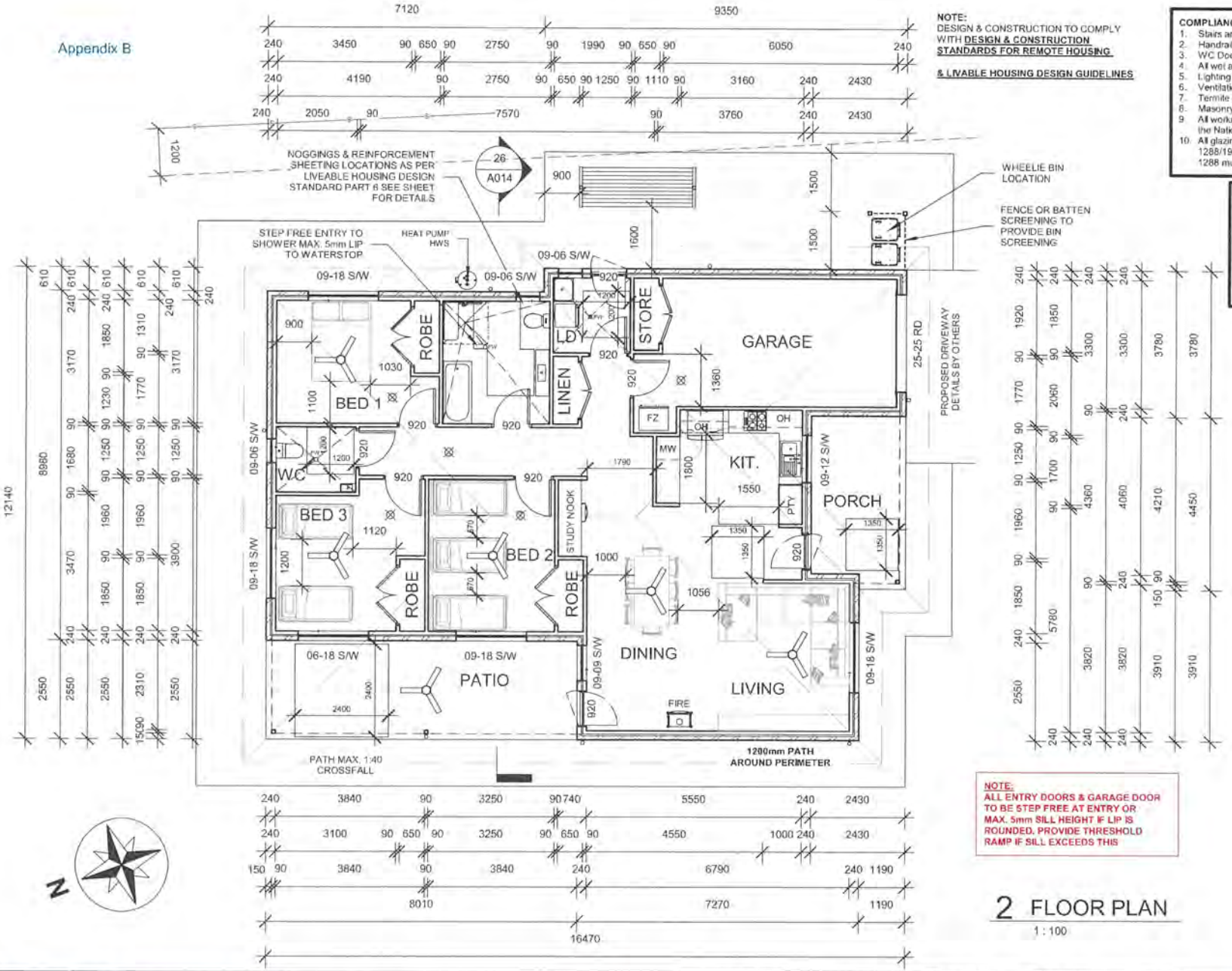
Appendix B



NOTE:
DESIGN & CONSTRUCTION TO COMPLY WITH **DESIGN & CONSTRUCTION STANDARDS FOR REMOTE HOUSING**

& LIVABLE HOUSING DESIGN GUIDELINES

COMPLIANCE NOTES:

1. Stairs are to comply with NCC - V2 - Part 11.2 - Stairway and Ramp Construction
2. Handrails/Balustrades to comply with NCC - V2 - Part 11.3 - Barriers and Handrails
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7. Termite protection to comply with NCC - V2 - Part 3.4 - Termite risk management
8. Masonry Construction to comply with NCC - V2 - Part 5 - Masonry
9. All workmanship and materials to comply with all relevant Australian Standards and the National Construction Code.
10. All glazing in buildings to comply with the requirements of Part 8 NCC and AS 1288/1994. A glazing certificate from the manufacturer for compliance with AS 1288 must be provided on completion

BUILDERS TO NOTE:
All levels and dimensions are to be checked and verified on site prior to the commencement of any building work or production of shop drawings. All design and construction methods and materials to be in accordance with:

The National Construction Code (NCC), the Queensland Development Code (QDC), the building act 1975, current issues of Australian standards & manufacturer's specifications and installation details for materials and product used.

BEAM OVER
SHS POST
BEARER
STUD WALL
BLOCKWORK WALL

NOTE: ALL WINDOW AND SLIDING DOOR SIZES ARE HEIGHT x WIDTH

SW	SLIDING WINDOW
FD	FRENCH DOOR
LVR	LOUVRE WINDOW
FX	FIXED WINDOW
SGD	SLIDING GLASS DOOR
AW	AWNING WINDOW
D/H	DOUBLE HUNG
GB	GLASS BRICKS
C	CASEMENT
OBS	OBSCURE GLASS

FLOOR AREAS

Living Area	133.9 m²
Garage Area	26.2 m²
Patio Area	20.4 m²
Porch Area	10.3 m²
Grand total	190.9 m²

NOTE:
ALL ENTRY DOORS & GARAGE DOOR TO BE STEP FREE AT ENTRY OR MAX. 5mm SILL HEIGHT IF LIP IS ROUNDED. PROVIDE THRESHOLD RAMP IF SILL EXCEEDS THIS

SMOKE ALARMS TO BE IN ACCORDANCE WITH AS3786-2014

2 FLOOR PLAN
1 : 100

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SITE ADDRESS: 9 BELL STREET CHERBOURG

BUILDER: MICHAEL CHILCOTT BUILDING & RENOVATIONS

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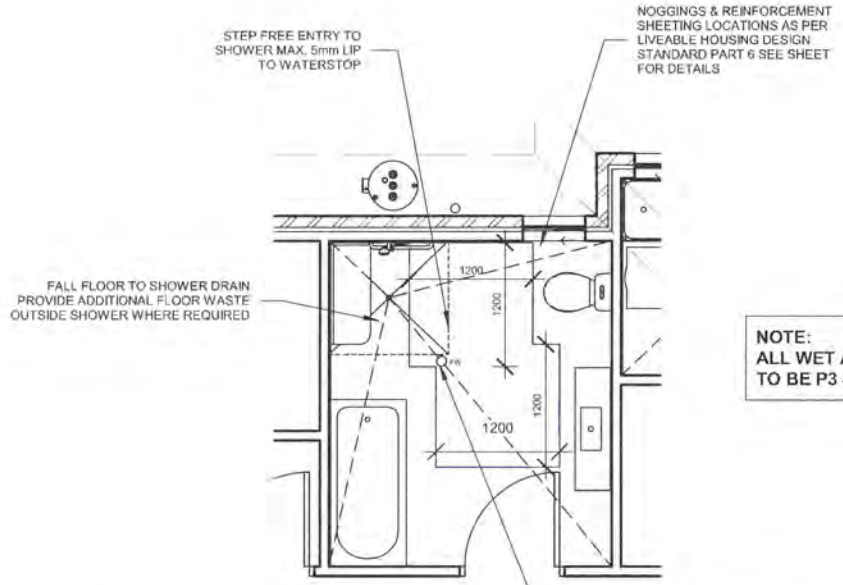
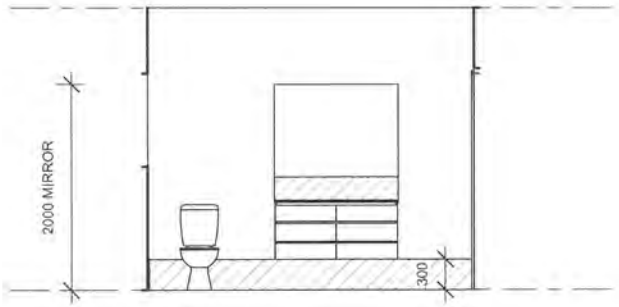


NOTE:
ALL WET AREA TILES TO BE P3 SLIP RATED

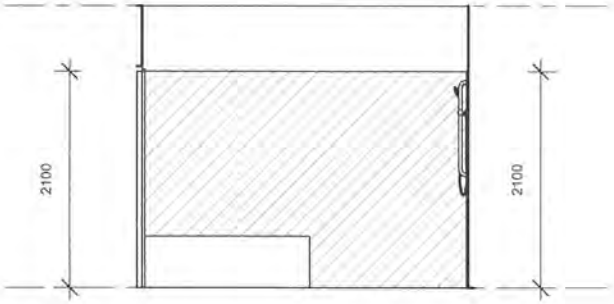
3 BATHROOM PLAN
1 : 50



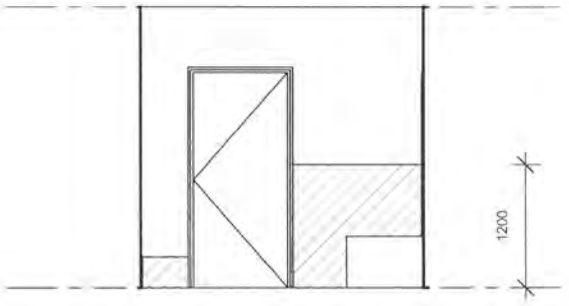
4 Bathroom Elevation 1
1 : 50



5 Bathroom Elevation 2
1 : 50



6 Bathroom Elevation 3
1 : 50



7 Bathroom Elevation 4
1 : 50

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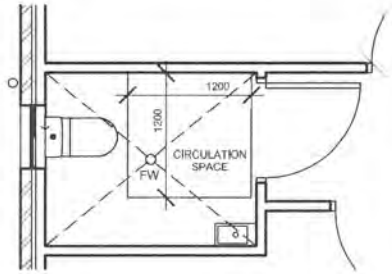

8 POWDER ROOM PLAN
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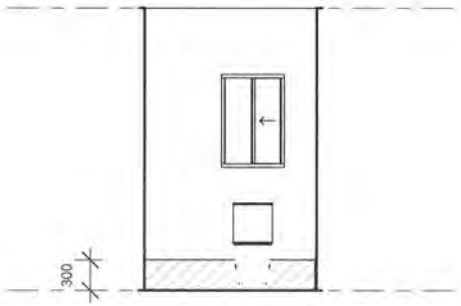

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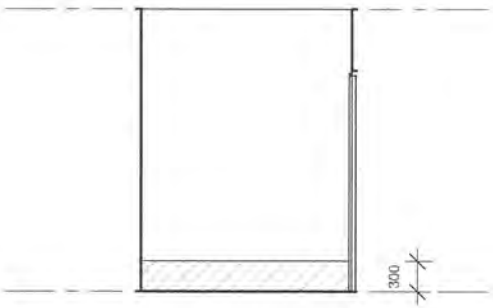

10 PDR Elevation 2
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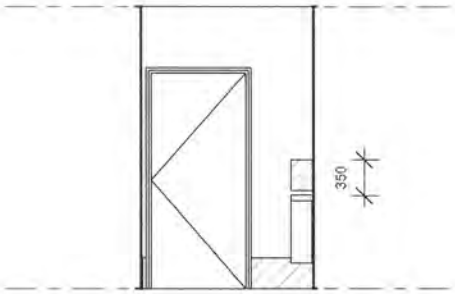

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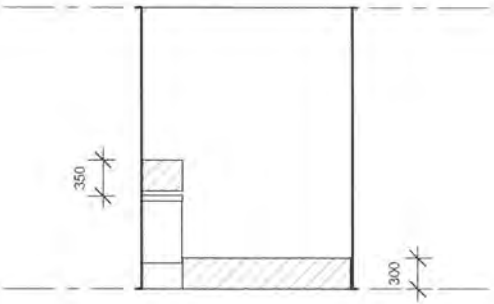

12 PDR Elevation 4
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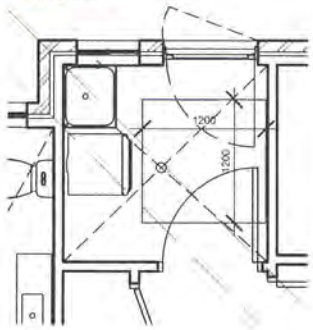

13 LAUNDRY PLAN
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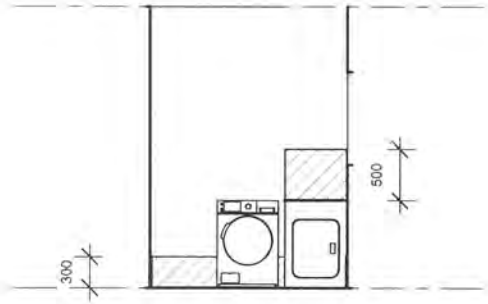

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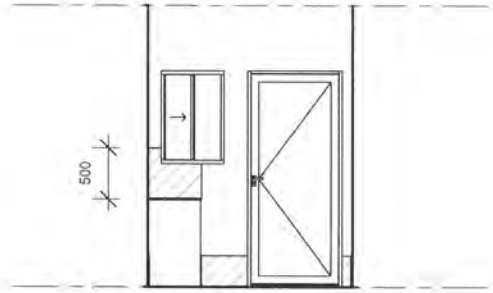

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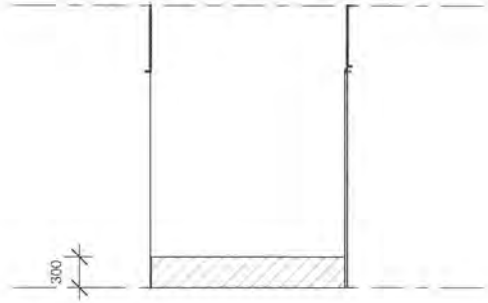

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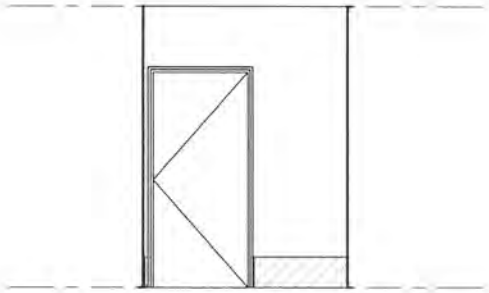

17 Laundry Elevation 4
1 : 50

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Appendix B

COMPLIANCE NOTES:

1. Stairs are to comply with NCC - V2 - Part 11.2 - Stairway and Ramp Construction
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8. Masonry Construction to comply with NCC - V2 - Part 5 - Masonry
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18 SOUTHERN ELEVATION

1 : 100

NOTE:
PAD SHOWN 300mm LOWER THAN FLOOR LEVEL TO ALLOW FOR WAFFLE POD SLAB. BACKFILL TO REDUCE HEIGHT BETWEEN PATH & GROUND



19 WESTERN ELEVATION

1 : 100

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20 NORTHERN ELEVATION

1 : 100

NOTE:
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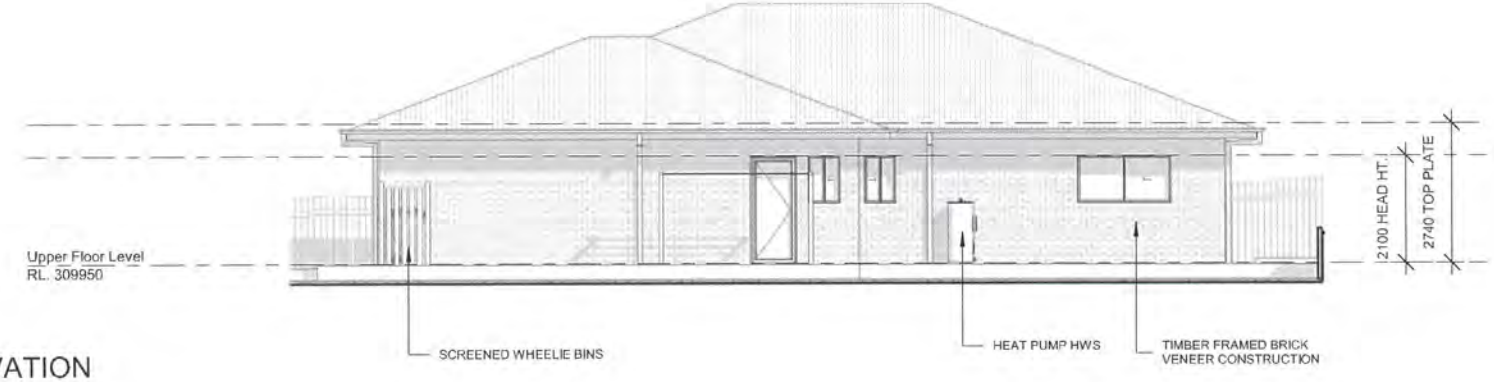

21 EASTERN ELEVATION

1 : 100

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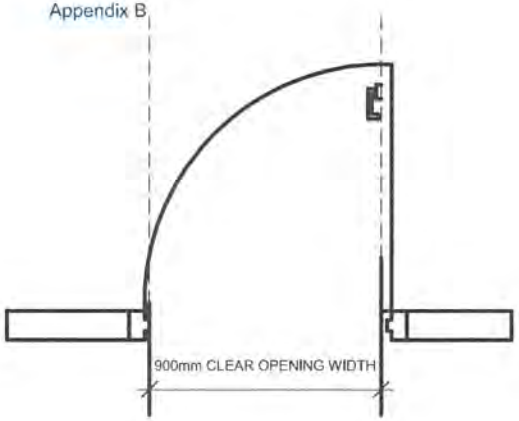
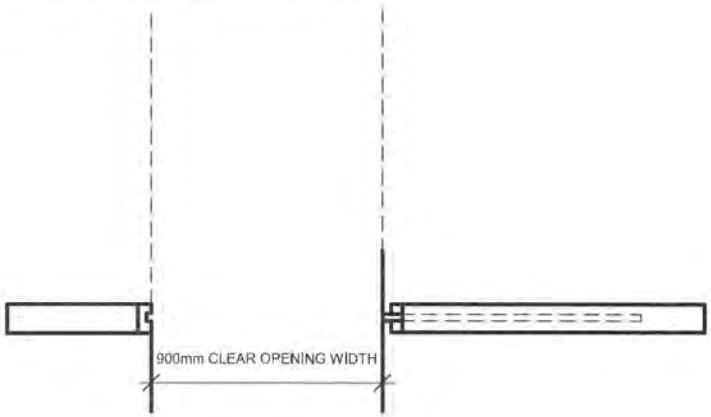
MEASUREMENT OF CLEAR OPENING WIDTH

Appendix B



LIVEABLE HOUSING DESIGN STANDARD
PART 2 - DWELLING ENTRANCE



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6. Ventilation to comply with NCC - V2 - Part 10.8 - Ventilation
7. Termite protection to comply with NCC - V2 - Part 3.4 - Termite risk management
8. Masonry Construction to comply with NCC - V2 - Part 5 - Masonry
9. All workmanship and materials to comply with all relevant Australian Standards and the National Construction Code
10. All glazing in buildings to comply with the requirements of Part 8 NCC and AS 1288/1994. A glazing certificate from the manufacturer for compliance with AS 1288 must be provided on completion

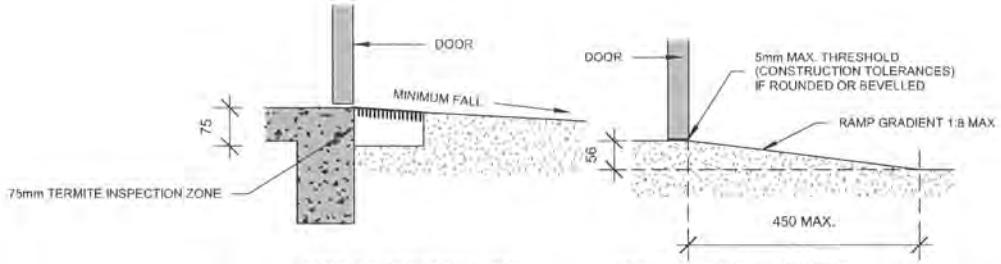
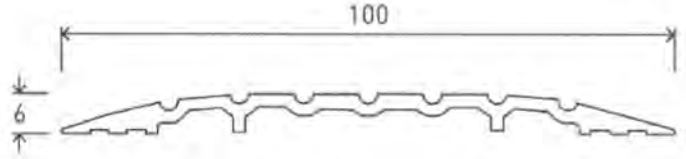


FIGURE 1 (a) THRESHOLD TREATMENT: INCORPORATES GRATED DRAIN ALONG THRESHOLD TO ACHIEVE MINIMUM TERMITE INSPECTION ZONE & WEATHER PROTECTION

FIGURE 1 (b) WEATHER PROTECTION: 1:8 MAX. RAMP AT THRESHOLD



TYPICAL DTAC ENTRY DOOR THRESHOLD

LIVABLE HOUSING DESIGN GUIDELINES PART 2 - DWELLING ENTRANCE

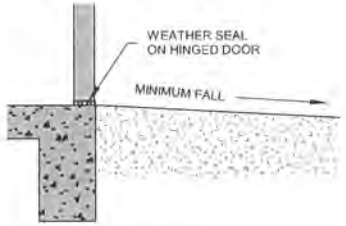


FIGURE 1 (c) WEATHER PROTECTION: WEATHER SEAL ON HINGED DOOR

TERMITE PREVENTION NOTES:

The limiting of thresholds at doorways (to say 50mm) prevents achieving adequate inspection zones (min 75mm) and termite barriers across these thresholds. This commonly demands that porch slabs be integrated with the general floor slab of the house so that termite barriers and inspection zones can be continued around the perimeter of the porch.
This inspection zone might be achieved by other methods such as within the depth of a grated drain along the threshold.

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Figure 6.2a: Location of noggings for walls surrounding a bath

Appendix B

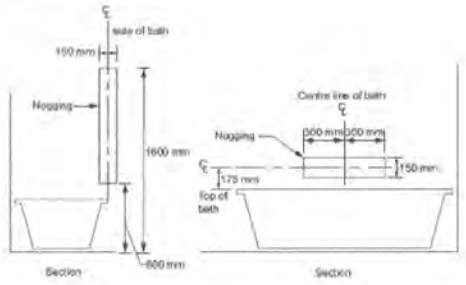


Figure 6.2c: Location of noggings for shower walls

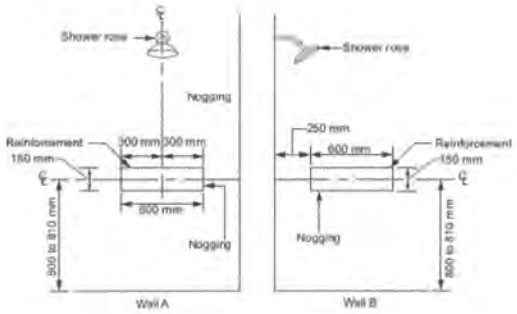


Figure 6.2b: Location of sheeting for walls surrounding a bath

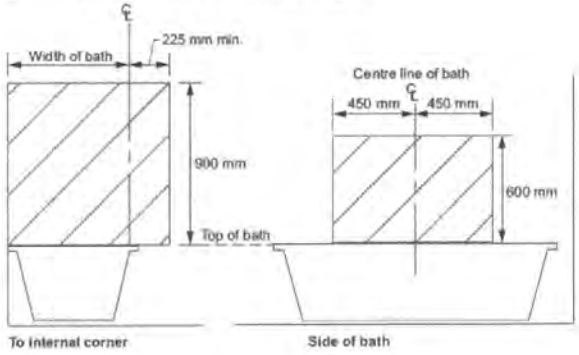


Figure 6.2d: Location of sheeting for shower walls

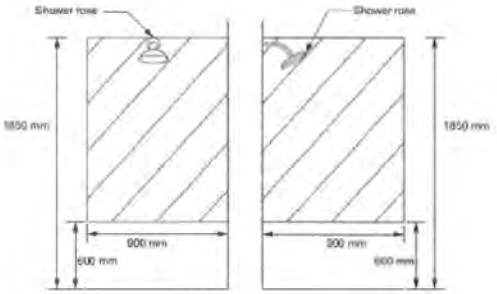
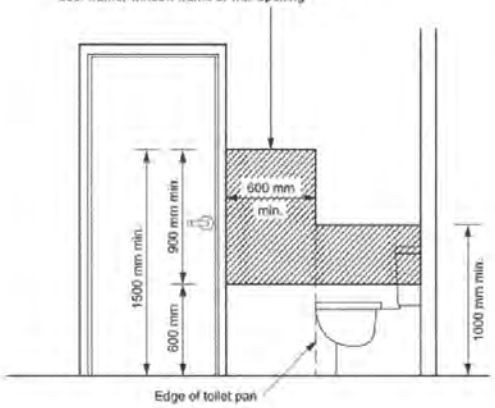


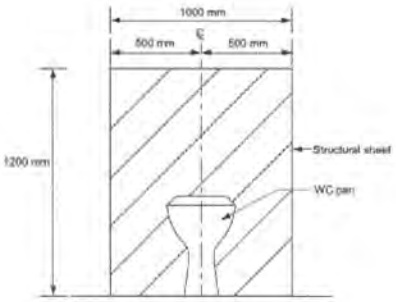
Figure 6.2e: Minimum extent of sheeting for wall adjacent to a toilet pan



COMPLIANCE NOTES:

1. Stairs are to comply with NCC - V2 - Part 11.2 - Stairway and Ramp Construction
2. Handrails/Balustrades to comply with NCC - V2 - Part 11.3 - Barriers and Handrails
3. WC Doors to comply with NCC - V2 - Part 10.4 - Facilities
4. All wet areas to comply with NCC - V2 - Part 10.2 - Wet area waterproofing
5. Lighting to comply with NCC - V2 - Part 10.5 - Light
6. Ventilation to comply with NCC - V2 - Part 10.6 - Ventilation
7. Termite protection to comply with NCC - V2 - Part 3.4 - Termite risk management
8. Masonry Construction to comply with NCC - V2 - Part 5 - Masonry
9. All workmanship and materials to comply with all relevant Australian Standards and the National Construction Code
10. All glazing in buildings to comply with the requirements of Part 8 NCC and AS 1288/1994. A glazing certificate from the manufacturer for compliance with AS 1288 must be provided on completion

Figure 6.2g: Location of sheeting for a wall behind a toilet pan



LIVEABLE HOUSING DESIGN STANDARD PART 6 - REINFORCEMENT OF BATHROOM AND SANITARY COMPARTMENT WALLS

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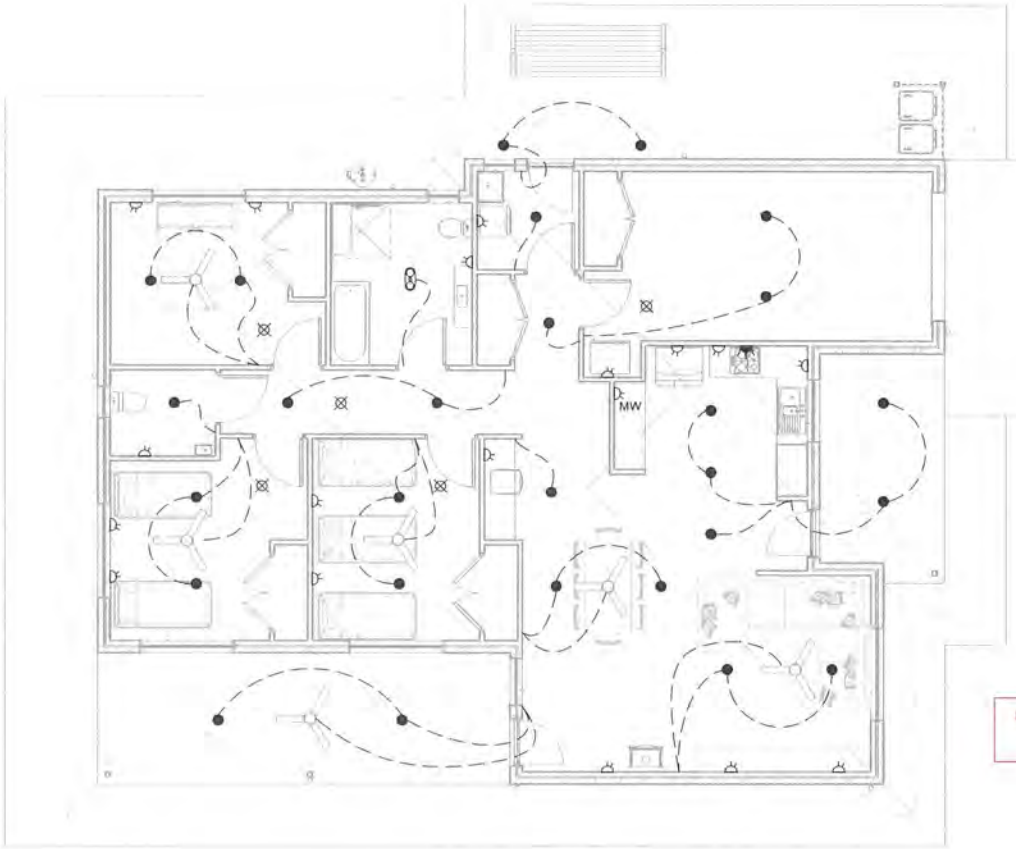

ELECTRICAL LEGEND

- SMOKE ALARMS TO BE IN ACCORDANCE WITH AS3786-2014
- EXTRACTOR FAN TO COMPLY WITH AS1668.2
- 2 HEAT/FAN/LIGHT COMBINATION
- LED DOWN LIGHT
- CEILING FAN
- CEILING FAN WITH LIGHT
- DOUBLE GPO
- SINGLE GPO
- WALL EXHAUST FAN

LIGHTING & ELECTRICAL FITTING LOCATIONS SHOWN ARE APPROXIMATE ONLY. TO BE CONFIRMED BY ELECTRICIAN

22 LIGHTING PLAN

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TIMBER WALL FINISH SCHEDULE - N3

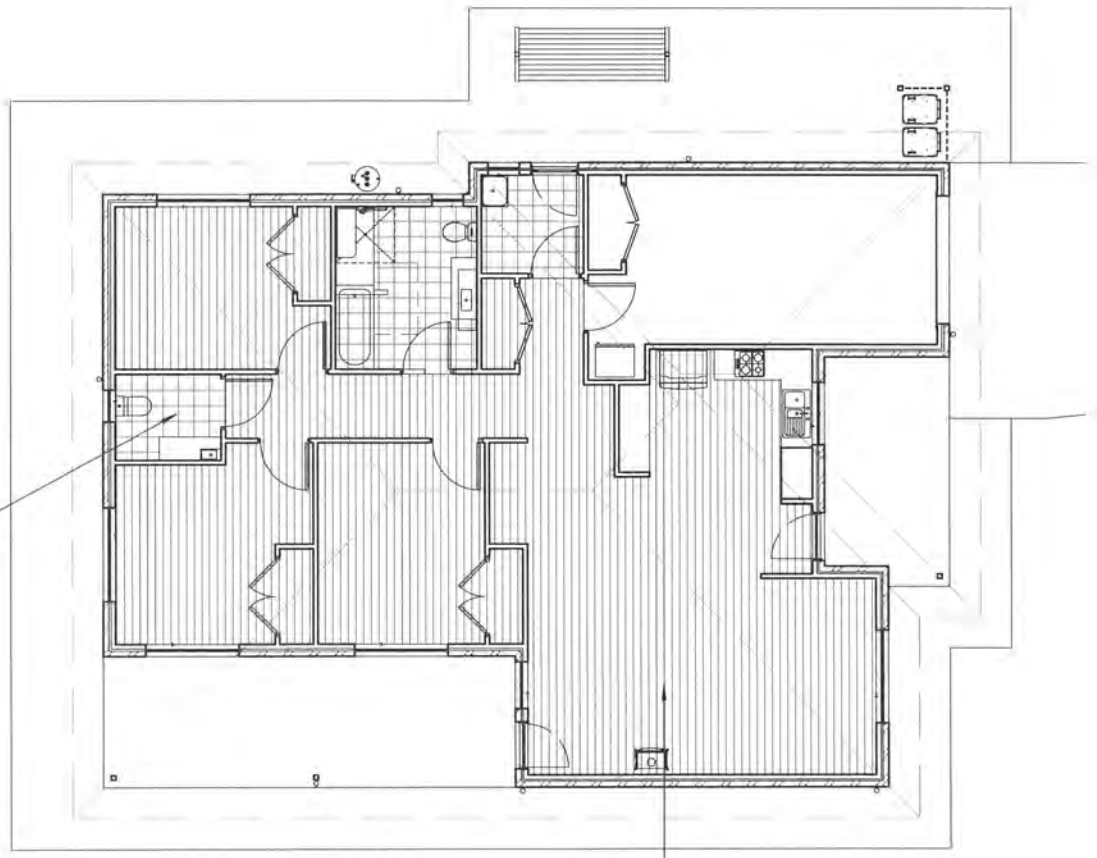
Appendix B

Roof Sheeting
Colorbond custom orb roof sheeting

Ceiling Lining
13mm high impact gyprock lining

Wall Lining
9mm Villaboard lining

Eave Lining
4.5mm fibre cement lining



23 FLOOR COVERINGS PLAN

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Appendix B

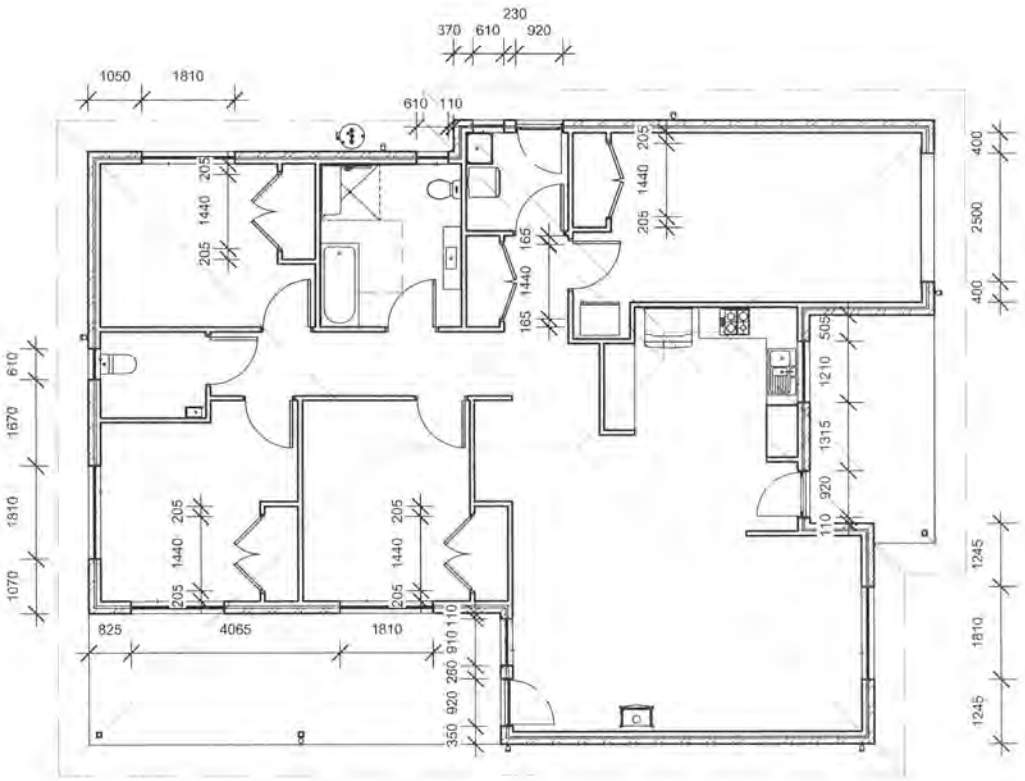
Door Schedule

Count	Type	Height	Width	Comments	To Room: Name
1	25-25 RD	2500	2500	GARAGE ROLLER DOOR	GARAGE
1	920	2100	920	ENTRY DOOR - BLOCK BOARD HINGED	KIT.
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	GARAGE
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	BED 1
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	BED 3
1	920	2100	920	ENTRY DOOR - BLOCK BOARD HINGED	DINING
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	BED 2
1	920	2100	920	ENTRY DOOR - BLOCK BOARD HINGED	LDY
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	LDY
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	STORE
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	ROBE
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	BED 2
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	LINEN
1	2/720 FD	2100	1440	FLUSH PANEL HOLLOW CORE HINGED	BED 3
1	920	2100	920	FLUSH PANEL HOLLOW CORE HINGED	WC

Window Schedule

Count	Type	Height	Width	Comments	To Room: Name
1	09-12 S/W	900	1210	SLIDING WINDOW	KIT.
1	09-18 S/W	900	1810	SLIDING WINDOW	LIVING
1	09-18 S/W	900	1810	SLIDING WINDOW	BED 2
1	06-18 S/W	600	1810	SLIDING WINDOW	BED 3
1	09-18 S/W	900	1810	SLIDING WINDOW	BED 3
1	09-06 S/W	900	610	SLIDING WINDOW	
1	09-09 S/W	900	910	SLIDING WINDOW	DINING
1	09-18 S/W	900	1810	SLIDING WINDOW	BED 1
1	09-06 S/W	900	610	SLIDING WINDOW	LDY
1	09-06 S/W	900	610	SLIDING WINDOW	WC

NOTE:
ALL LOCKS TO BE 'VINCO' BRAND OR SIMILAR - BRAVA METRO DISABILITY



24 DOOR & WINDOW LOCATION PLAN

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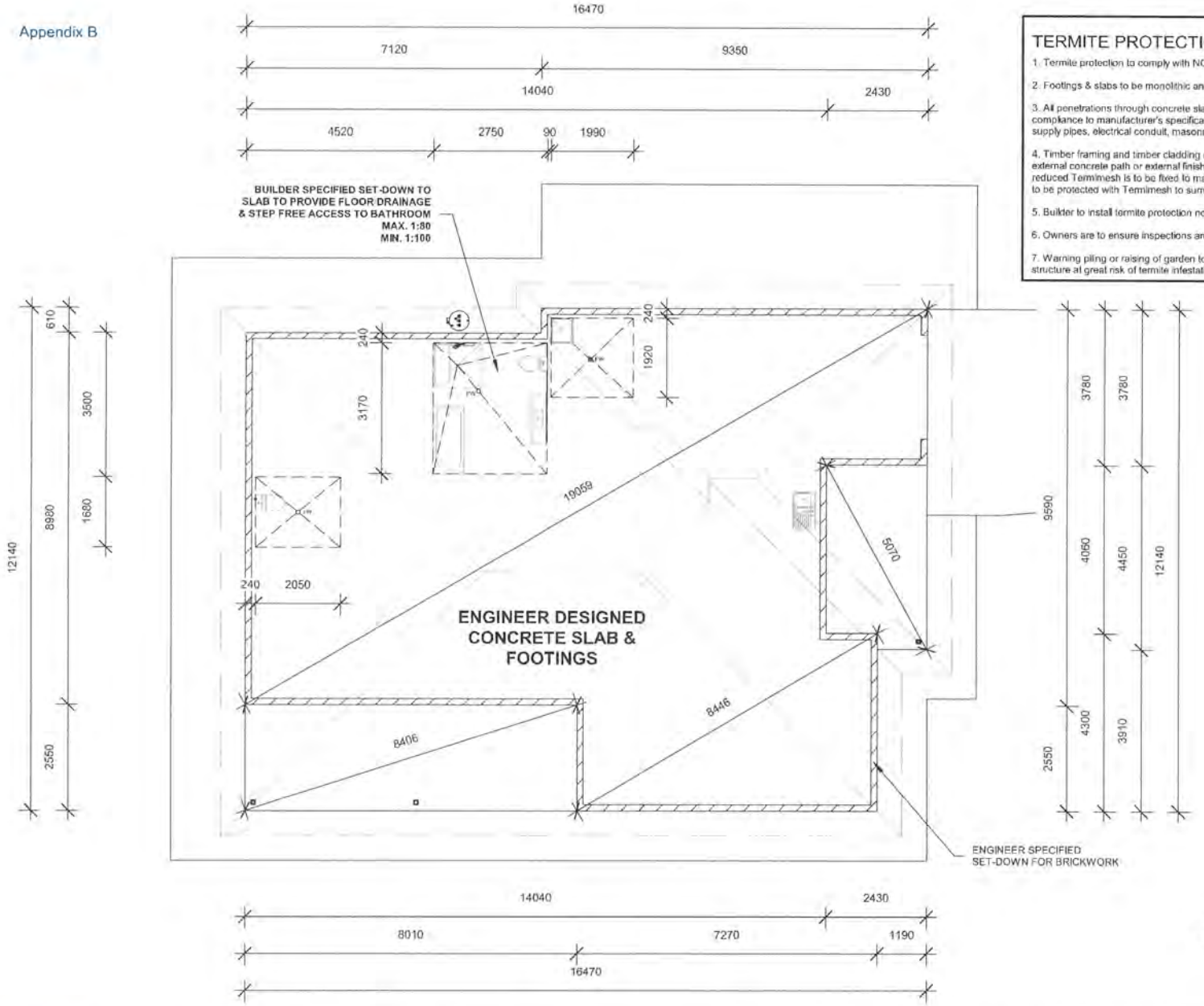

TERMITE PROTECTION NOTES:

1. Termite protection to comply with NCC - ABCB - Part 3.4 - Termite risk management & AS 3660.1.
2. Footings & slabs to be monolithic and comply with AS 2870.
3. All penetrations through concrete slab monolithic (compliant with AS 2870) to have Termimesh system installed in compliance to manufacturer's specification. eg.Steel posts, step downs, retaining walls, control joints, drainage pipes, water supply pipes, electrical conduit, masonry piers, any penetrations through slab.
4. Timber framing and timber cladding on a concrete slab that complies with AS 2870 to be minimum of 75mm clear of external concrete path or external finished ground level. Where 75mm clearance to concrete or paved driveway/path is reduced Termimesh is to be fixed to main slab of dwelling with parging as per Termimesh installation details. Perimeter of slab to be protected with Termimesh to surrounding ground levels.
5. Builder to install termite protection notice in electrical meter box and on inside of kitchen cupboard door.
6. Owners are to ensure inspections are carried out in accordance with Termismesh & maintenance schedule. eg annually.
7. Warning piling or raising of garden to reduce the 75mm inspection zone will bridge the visual barrier system and place the structure at great risk of termite infestation and void all warranties.

25 SLAB SET-OUT PLAN

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Appendix B

TIMBER WALL FRAMING SCHEDULE - N3
All work to conform with the Building Code of Australia, local authority by-laws, Manufacturer's specifications and TownPlanning requirements. Timber framing must be built in strict accordance withAS1720.1-2010 Timber structures and AS1684.2-2021 Residential timber-framed construction.
- All framing shall be as per notes below UNO on plan.
- Maximum SHEET roof load width of 7500mm UNO.
- M12 tie-downs @ 1200 cts. and adjacent to all corners,intersections and openings UNO. Additional tie-down nominated on plan.
- Direct tie-down to be installed where roof load width exceeds 7500mm (7000mm upload width). To be installed in accordance with AS1684.2 table 9.21(h)

Roof Battens
Manufacturer specified metal top hats or 35x70 (MGP12) at 900 cts

Roof Framing - Living, Porch & Alfresco Area
Manufacturer designed trussed roof

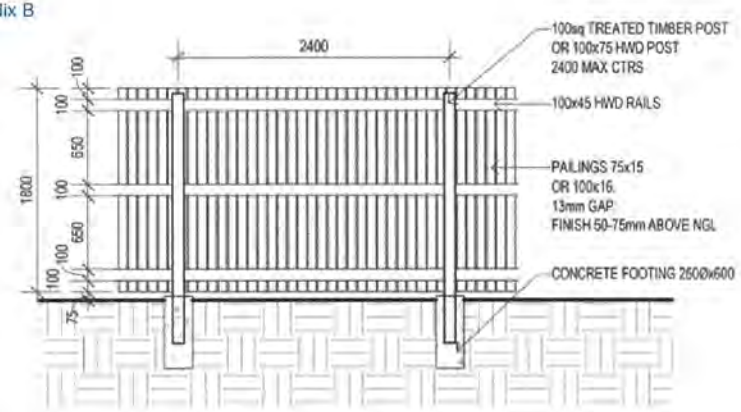
External load bearing walls - RLW 7500mm
Top Plate 2/35 x 90 MGP10
(Studs directly under trusses or within 1.5 times the thickness of the top plate where roof load exceeds 4200mm)
Bottom Plate 35 x 90 MGP10
(Where the bottom plate is continuously supported by a concrete slab or solid nogging or where wall studs are directly in line with floor joist, the bottom plate may be a minimum of 35mm deep)
Wall Studs (not notched) - common
(nogging at 1350 max cts)
90 x 35 MGP10 at 450 cts Double studs below all supported roof beams and girder trusses.

Jamb Studs (refer common wall stud for stud size/height)

	No. of jamb studs			
	1	2	3	4
Wall ht.	Max. width of opening			
2740	NS	1800	3100	4300

Internal load bearing walls (roof load only)
Top Plate 2/35 x 90 MGP10
(Studs directly under trusses or within 1.5 times the thickness of the top plate where roof load exceeds 4200mm)
Bottom Plate 35 x 90 MGP10
Wall Studs (nogging at 1350 max cts)
90 x 35 MGP10 at 450 cts Double studs below all supported roof beams and girder trusses.

Internal non-load bearing walls
Top Plate 35 x 90 MGP10
Bottom Plate 35 x 90 MGP10
Wall Studs (nogging at 1350 max cts)
90 x 35 MGP10 @ 450 cts



1800 High Timber Fence Typical
1 : 50

FRAMING NOTES (AS1684.2:2021)
1. Bottom plates may be a minimum of 35mm deep when continuously supported by a concrete slab or solid nogging, or where studs are directly in line with floor joists
2. Where bottom plates support studs under concrentrated loads, it shall be suppoprted directly over a floor joist or over solid blocking between plate and bearer
3. Multiple top and bottom plates shall be nailed together as per clause 2.5 of AS1684.2
4. When top plates support concrentrated loads, the load shall be supported directly over a stud designed to carry the load or the plate stiffened in accordance with clause 6.2.2.3 of As1684.2
5. Where rafters or trusses are supported directly over studs or within 1.5 times the thickness of the top plate from the studs the top plate from the studs the top plate may be a minimum 35mm deep

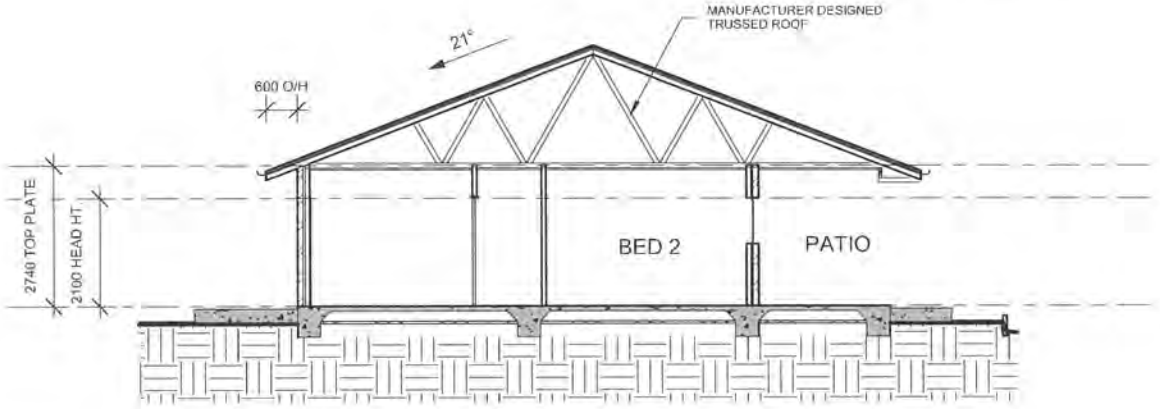
TIMBER WALL FINISH SCHEDULE - N3

Roof Sheeting
Colorbond custom orb roof sheeting

Ceiling Lining
13mm high impact gyprock lining

Wall Lining
9mm Villaboard lining

Eave Lining
4.5mm fibre cement lining



26 Section A
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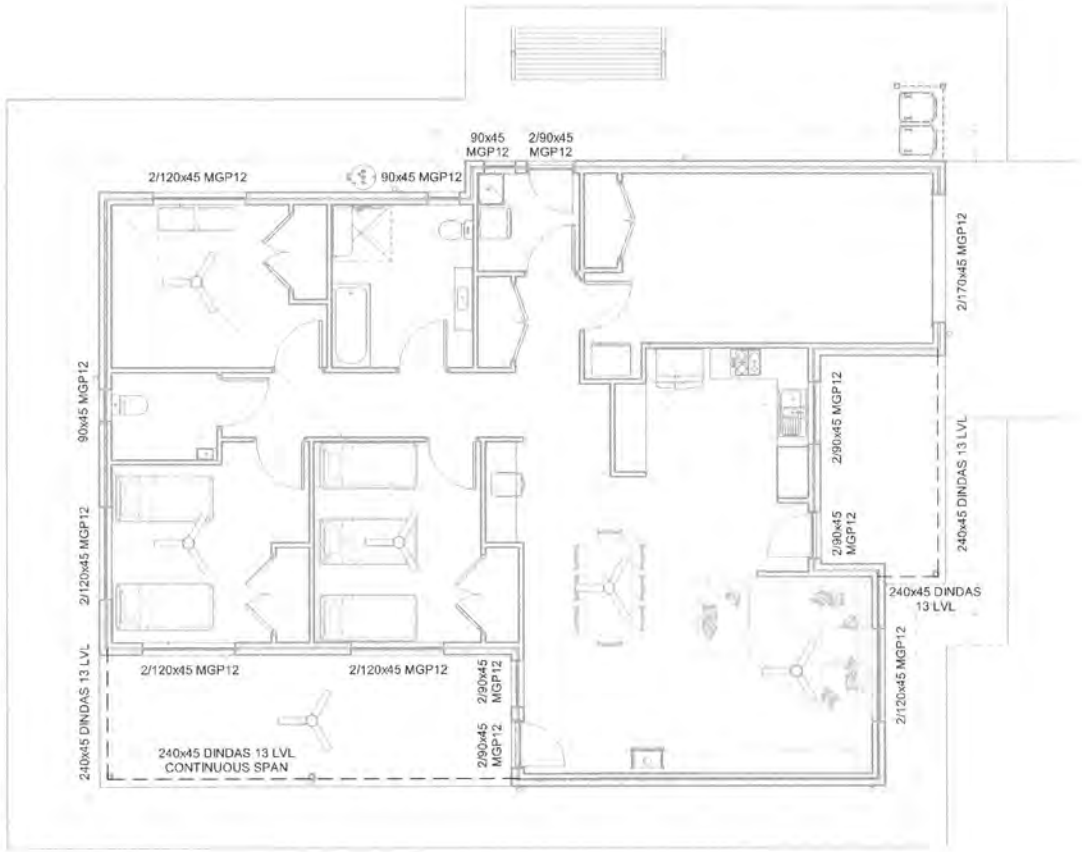
LINTEL NOTES:
1. TRUSS MANUFACTURER TO DESIGN LINTELS & JAMB STUDS FOR WALL OPENINGS SITUATED UNDER GIRDER TRUSSES
2. MINIMUM BEARING LENGTH = 35mm AT END SUPPORTS **UNO**
3. REFER MANUFACTURER'S SPECIFICATIONS FOR BEARING LENGTHS REQUIRED FOR MANUFACTURED MEMBERS
4. FOR CONCRENTRATED LOADS, ADDITIONAL JAMB STUDS MAY BE REQUIRED IN ACCORDANCE WITH CLAUSE 6.3.2.3 - AS1684.2



27 LINTEL PLAN
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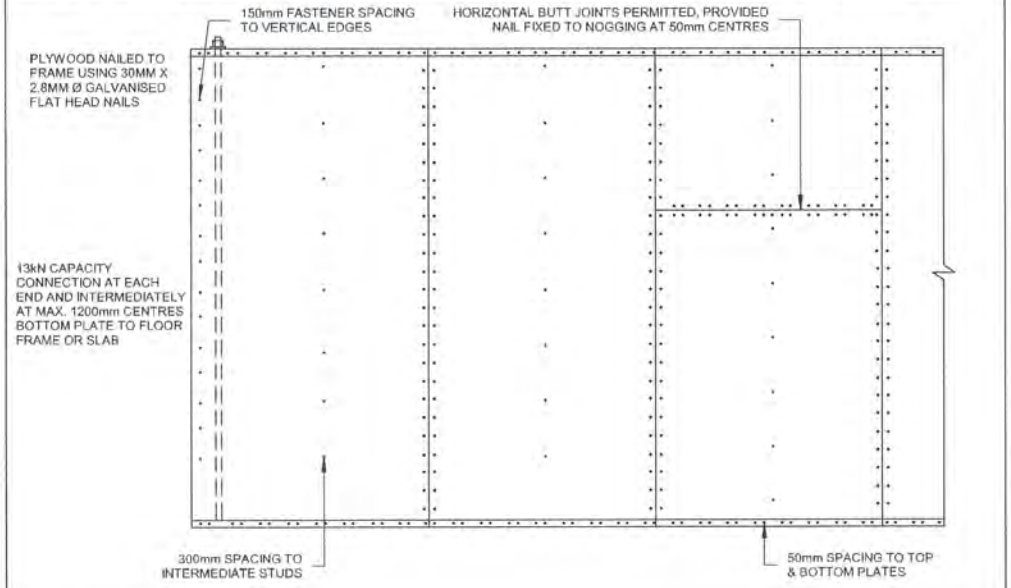
PLY BRACING - Plywood structural bracing panels (AS1684.2 - Table 8.18, Type (h) Method B — WIND CLASSIFICATION **N3**

MAXIMUM HEIGHT - 2.7m — Appendix B — BRACING CAPACITY **5.2 kN/m**



MINIMUM PLYWOOD THICKNESS (mm)
F8 - 7mm @ 450 STUD & 9mm @ 600 STUD
F11 - 6mm @ 450 STUD & 7mm @ 600 STUD
F14 - 4mm @ 450 STUD & 6mm @ 600 STUD
F27 - 4mm @ 450 STUD & 4.5mm @ 600 STUD

BRACING : WIND SPEED: N3

- PLY. 1200 OR 900 SHEETS AS APPLICABLE. MAY BE SUBSTITUTED FOR M4 OR HARDIEBRACE_TYPE B, NAILED @ 150 CTRS & 50 CTRS TOP & BOTTOM WITH M12 TIEDOWN RODS EACH END, TO MANUFACTURER'S SPECIFICATIONS TO ACHIEVE MIN. 6kN/m

- PLY. 600 LONG BRACING LENGTHS TO BE CLOSE NAILED TO MANUFACTURER'S SPECIFICATIONS, WITH M12 RODS EACH END, TO ACHIEVE 6.4kN/m. DOES NOT REQUIRE M12 COACH SCREWS, AS PER 'PLY ASSOCIATION OF AUSTRALIA - STRUCTURAL PLYWOOD WALL BRACING',(TABLE 9, NOTE 3).

- WHERE REQUIRED BRACING EFFECTS CLADDING SMOOTHNESS AGAINST WALL, THE BUILDER IS TO PROVIDE ADDITIONAL PACKERS TO CLADDING TO ENSURE A SMOOTH FINISH

BRACING CALCULATION

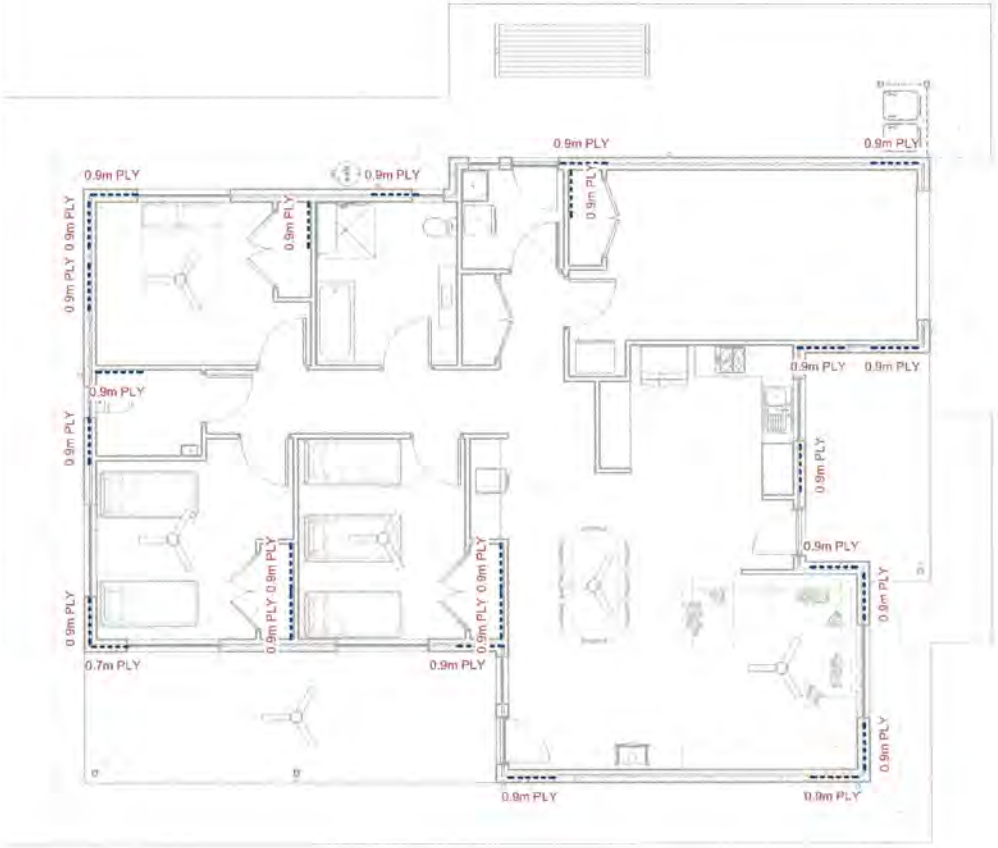
DIRECTION A
TOTAL RACKING FORCE = 57.8kN
RACKING RESISTANCE = 13 x (0.9m PLY x 5.2kN/m)

TOTAL RACKING RESISTANCE = 60.8kN

DIRECTION B
TOTAL RACKING FORCE = 38.9kN
RACKING RESISTANCE = 11 x (0.9m PLY x 5.2kN/m)
1 x (0.7m PLY x 5.2kN/m x 0.67 Width Reduction)

TOTAL RACKING RESISTANCE = 53.9kN

NOTE.
1. INTERNAL BRACING WALLSTO BE FIXED TO THE FLOOR FOR LOWER STOREY BRACING WALLS, THE CEILING OR ROOF FRAME, AND/OR THE EXTERNAL WALL FRAME IN ACCORDANCE WITH CLAUSE 8.3.6.9 OF AS1684.2
2. WHERE BRACING WALLS ARE POSITIONED UNDER THE EAVES A CEILING DIAPHRAGM IS TO BE INSTALLED IN ACCORDANCE WITH CLAUSE 8.3.6.8 OF AS1684.2
3. ENGINEER TO DESIGN & DETAIL SUB-FLOOR & ROOF BRACING



28 BRACING PLAN

1 : 100

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BUILDING DESIGNERS ASSOCIATION OF AUSTRALIA

ISSUE	DESCRIPTION	DATE	AUTHOR
1C	CONCEPTUAL PLANS	13-05-2025	TN
2E	CONSTRUCTION ISSUE	15-09-2025	TN

PROJECT: NEW RESIDENCE (GOLD)
CLIENT: CHERBOURG ABORIGINAL SHIRE COUNCIL
SITE ADDRESS: 9 BELL STREET CHERBOURG

BUILDER: MICHAEL CHILCOTT BUILDING & RENOVATIONS

PAGE No: A016
DWG BY: TN
CHECKED BY: TN
SCALE: As indicated
JOB No: 25-96-TN

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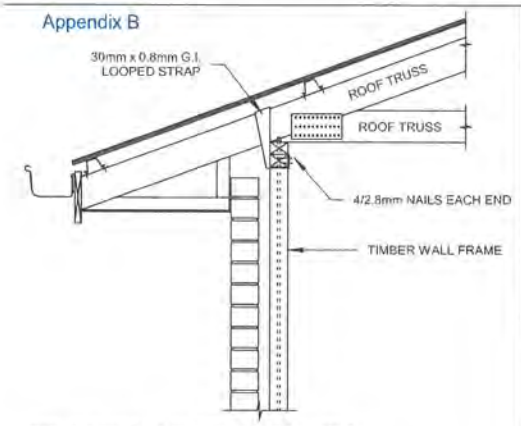
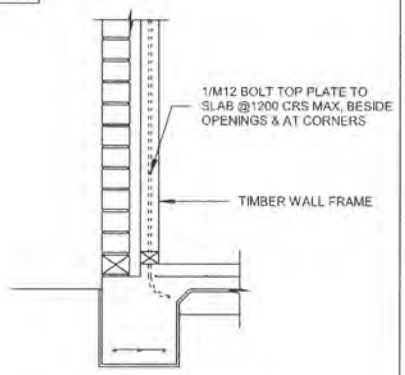
TIE-DOWN DETAIL LIVING AREA - WIND CLASSIFICATION - **N3**

Appendix B



TIE-DOWN - LIVING AREA - JD4
RAFTER TO TOP PLATE CONNECTION
AS1684.2 TABLE 9.21 (e)

UPLIFT FORCE - 7.9kN	ALLOWABLE UPLIFT FORCE - 13kN



TIE-DOWN - LIVING AREA - JD4
WALL FRAME TO SLAB
AS1684.2 TABLE 9.19 (g)

UPLIFT FORCE - 10.5kN	ALLOWABLE UPLIFT FORCE - 20kN

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ISSUE	DESCRIPTION	DATE	AUTHOR
1C	CONCEPTUAL PLANS	13-05-2025	TN
2E	CONSTRUCTION ISSUE	15-09-2025	TN

PROJECT: NEW RESIDENCE (GOLD)
CLIENT: CHERBOURG ABORIGINAL SHIRE COUNCIL
SITE ADDRESS: 9 BELL STREET CHERBOURG

BUILDER: MICHAEL CHILCOTT BUILDING & RENOVATIONS

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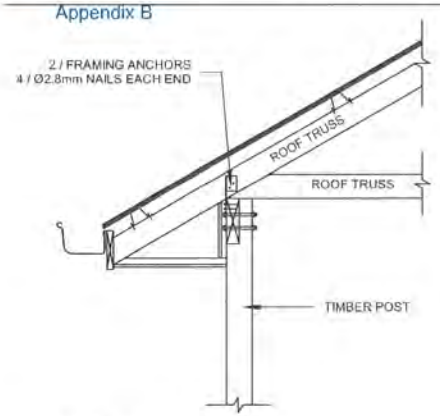
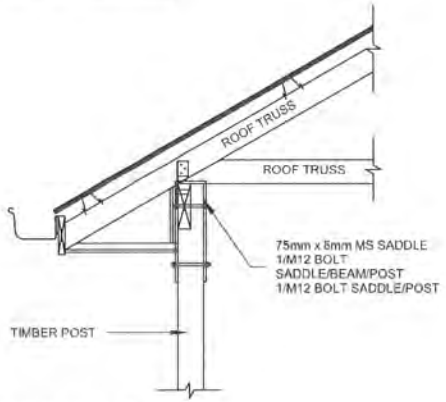
TIE-DOWN DETAIL - ALFRESCO AREA - WIND CLASSIFICATION - **N3**

Appendix B



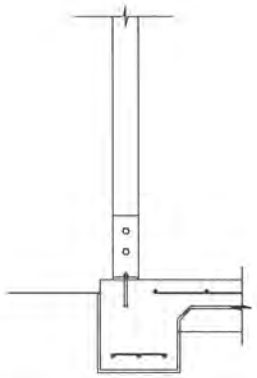
TIE-DOWN - JD4
RAFTER TO BEAM CONNECTION
AS1684.2 TABLE 9.21 (b)

UPLIFT FORCE - 2.5kN	ALLOWABLE UPLIFT FORCE - 5.9kN



TIE-DOWN - JD4
BEAM TO POST CONNECTION
AS1684.2 TABLE 9.20 (k)

UPLIFT FORCE - 11.3kN	ALLOWABLE UPLIFT FORCE - 20kN



TIE-DOWN - PATIO AREA - JD4
POST TO MANUFACTURER DESIGNED
ANCHOR BRACKET

MANUFACTURER SPECIFIED CONNECTION

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PROJECT: NEW RESIDENCE (GOLD)
CLIENT: CHERBOURG ABORIGINAL SHIRE COUNCIL
SITE ADDRESS: 9 BELL STREET CHERBOURG

BUILDER: MICHAEL CHILCOTT BUILDING & RENOVATIONS

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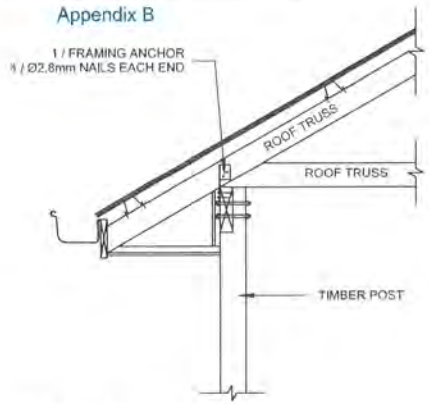
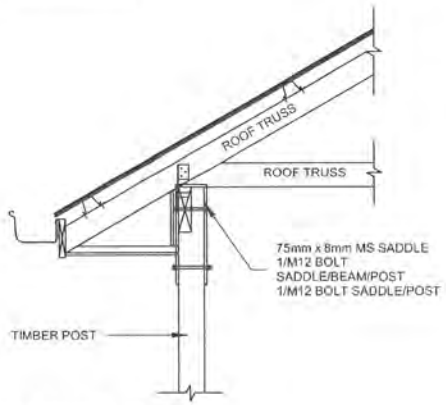
TIE-DOWN DETAIL - PORCH AREA - WIND CLASSIFICATION - **N3**

Appendix B



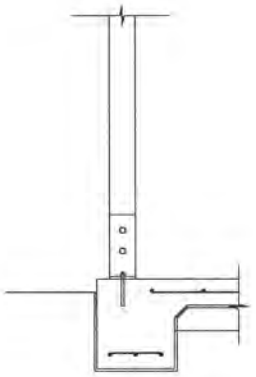
TIE-DOWN - JD4
RAFTER TO BEAM CONNECTION
AS1684.2 TABLE 9.21 (b)

UPLIFT FORCE - 2.4kN	ALLOWABLE UPLIFT FORCE - 3.5kN



TIE-DOWN - JD4
BEAM TO POST CONNECTION
AS1684.2 TABLE 9.20 (i)

UPLIFT FORCE - 11.5kN	ALLOWABLE UPLIFT FORCE - 20.0kN



TIE-DOWN - PATIO AREA - JD4
POST TO MANUFACTURER DESIGNED
ANCHOR BRACKET

MANUFACTURER SPECIFIED CONNECTION

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2E	CONSTRUCTION ISSUE	15-09-2025	TN

PROJECT: NEW RESIDENCE (GOLD)
CLIENT: CHERBOURG ABORIGINAL SHIRE COUNCIL
SITE ADDRESS: 9 BELL STREET CHERBOURG

BUILDER: MICHAEL CHILCOTT BUILDING & RENOVATIONS

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Appendix B

ROOF WATER DRAINAGE

IN ACCORDANCE WITH NCC - ABCB - PART 7.4 - GUTTERS & DOWNPIPES & AS3500.3

LOCATION: CHERBOURG
210mm/h 5mn. ARI 20 Years
280mm/h 5mn. ARI 100 Years

ROOF PLAN AREA (A_R) = 226.7
NOMINAL ROOF SLOPE = 21°
SLOPE FACTOR (F) = 1.19
EFFECTIVE ROOF CATCHMENT AREA ($A_E = A_R \times F$) = 269.8
MAXIMUM CATCHMENT OF ROOF PER VERTICAL DOWNPIPE = 44m²

GUTTER AND DOWNPIPE NOTES

- TO ACHIEVE OVERFLOW CAPACITY (L/s/m) - **1.5**
GUTTER OVERFLOW TO BE PROVIDED BY A CONTROLLED BACK GAP WITH -
- A PERMANENT MINIMUM 10mmm (MAX. 50mm) SPACER INSTALLED BETWEEN THE GUTTER BACK AND THE FASCIA AT EVERY BRACKET
- THE BACK OF THE GUTTER INSTALLED A MINIMUM 10mm BELOW THE TOP OF THE FASCIA

- GUTTER MINIMUM CROSS SECTIONAL AREA = 9170mm²

- VERTICAL DOWNPIPE MINIMUM SIZE - Ø100 OR 100x75

GENERAL NOTES:
- GUTTERS, DOWNPIPES AND FLASHING MATERIALS TO BE IN ACCORDANCE WITH CLAUSE 3.5.3.2 OF THE NCC
- GUTTERS MUST BE INSTALLED WITH A FALL OF NOT LESS THAN -

  A) 1:500 FOR EAVE GUTTERS, UNLESS FIXED TO METAL FASCIAS

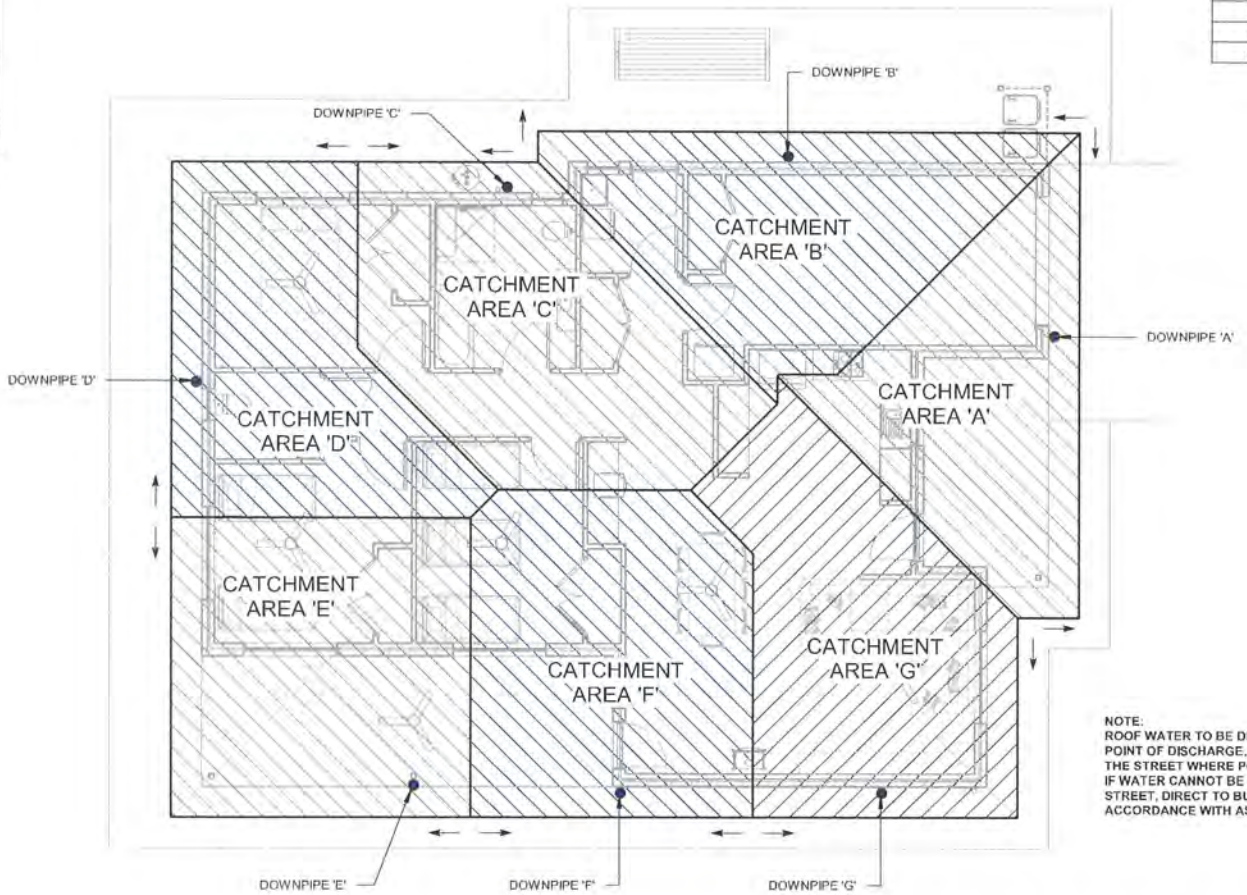
  B) 1:100 FOR BOX GUTTERS

- VALLEY GUTTERS ON A ROOF PITCHED GREATER THAN 12.5° MUST BE NO LESS THAN 400mm WIDE AND BE WIDE ENOUGH TO ALLOW THE ROOF COVERING TO OVERHANG A MINIMUM OF 150mm EACH SIDE
- VALLEY GUTTERS ON A ROOF PITCHED LESS THAN 12.5° MUST BE DESIGNED AS BOX GUTTERS
- DOWNPIPES MUST BE FIXED SECURELY TO WALLS
- DOWNPIPES MUST SERVE NO MORE THAN 12m OF GUTTERING

LEGEND

DOWNPIPE ●
SPREADER DOWNPIPE ▭
GUTTER HIGH POINT ←→

DOWNPIPE SCHEDULE		
DOWNPIPE	CATCHMENT AREA	GUTTER
A	33.1m²	10.6m
B	36.1m²	11.2m
C	42.8m²	3.5m
D	35.8m²	10.5m
E	40.4m²	11.7m
F	40.6m²	5.5m
G	40.9m²	9.1m



NOTE:
ROOF WATER TO BE DIRECTED TO LAWFUL POINT OF DISCHARGE. THIS SHOULD BE THE STREET WHERE POSSIBLE.
IF WATER CANNOT BE DIRECTED TO STREET, DIRECT TO BUBBLER IN ACCORDANCE WITH AS3500.3

29 ROOF WATER DRAINAGE PLAN

1 : 100

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CLIENT: CHERBOURG ABORIGINAL SHIRE COUNCIL
SITE ADDRESS: 9 BELL STREET CHERBOURG

BUILDER: MICHAEL CHILCOTT BUILDING & RENOVATIONS

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JOB No: 25-96-TN

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Appendix B

Appendix 2 – Confirmation Notice

pacific approvals building|planning|fire

Pacific Approvals Pty Ltd
ABN 7516 0846 220

Unit 16/5 Transport Place
Molendinar QLD 4214

PO Box 2374 Nerang DC QLD 4211

P: 07 55 648 533
E: admin@pacificapprovals.com.au
W: www.pacificapprovals.com.au

Appendix B

Our reference:	PA26-21308
Your reference:	
Date:	04-Sep-2026

Applicant:	Cherbourg Aboriginal Shire Council
Address:	22 Barambah Avenue, Cherbourg, QLD 4605
Email:	build1@cherbourg.qld.gov.au

Attention:	Bruce McLeod – CASC Building Manager

Dear Sir/Madam

Confirmation notice
(Given under section 2 of the Development Assessment Rules)

The development application described below was properly made to Pacific Approvals P/L on

Applicant details

Applicant name:	Bruce McLeod – CASC Building Manager
Applicant contact details:	build1@cherbourg.qld.gov.au

Location details

Street address:	9 Bell St, Cherbourg, QLD 4605
Real property description:	Lot 1 on SP357153
Local government area:	Cherbourg Aboriginal Shire Council

Application details

Application number:	PA26-21308
Approval sought:	Development Permit
Nature of development proposed:	Building Works
Description of the development proposed:	Dwelling House

Appendix B

Public notification details

Part 4 of the Development Assessment Rules is not applicable to this development application.

Referral details

Part 2 of the Development Assessment Rules is applicable
The development application must be referred to all relevant referral agency(s) within 10 business days starting the day after receiving this notice, or a further period agreed with the assessment manager; otherwise the application will lapse under section 31 of the Development Assessment Rules.

The development application must be referred to the following referral agencies:

Chief Executive of the *Planning Act 2016* ☐ Premises seaward of coastal building line ☐ Declared fish habitat area ☐ State transport corridor ☐ Future State transport corridor ☐ Queensland heritage place ☐ Koala habitat in SEQ region
Local government: Cherbourg Aboriginal Shire Council ☐ Particular class 1 and 10 buildings and structures involving possible amenity and aesthetic impacts ☐ Particular buildings for residential purposes ☑ Design and siting ☐ Fire safety in particular budget accommodation buildings ☐ Higher risk personal appearance services ☐ Building work for residential services ☐ Building work for removal or rebuilding ☐ Building work for particular class 1 buildings relating to material change of use ☐ Temporary accommodation buildings ☐ Building work relating to end of trip facilities for Queensland Development Code, part 4.1 ☐ Building work for class 1 building on premises with on-site wastewater management system ☐ Flood hazard area ☐ Local heritage place
Queensland Fire and Emergency Service: ☐ Fire safety systems – special fire services required or alternative solution proposed ☐ Fire safety systems – budget accommodation building ☐ Fire safety systems – residential care building ☐ Water-based fire safety installations ☐ Fire safety for farm buildings
Safe Food Production QLD: ☐ Retail meat premises
Chief Health Officer under the *Hospital and Health Boards Act 2011*: ☐ Private health facilities
Chief Executive of the *Pastoral Workers' Accommodation Act 1980*: ☐ Pastoral workers' accommodation
Relevant service provider: ☐ Building work over or near relevant infrastructure relating to Queensland Development Code, part 1.4

Other details

The Private Certifier does intend to make an information request and is proceeding with its assessment of the development application.

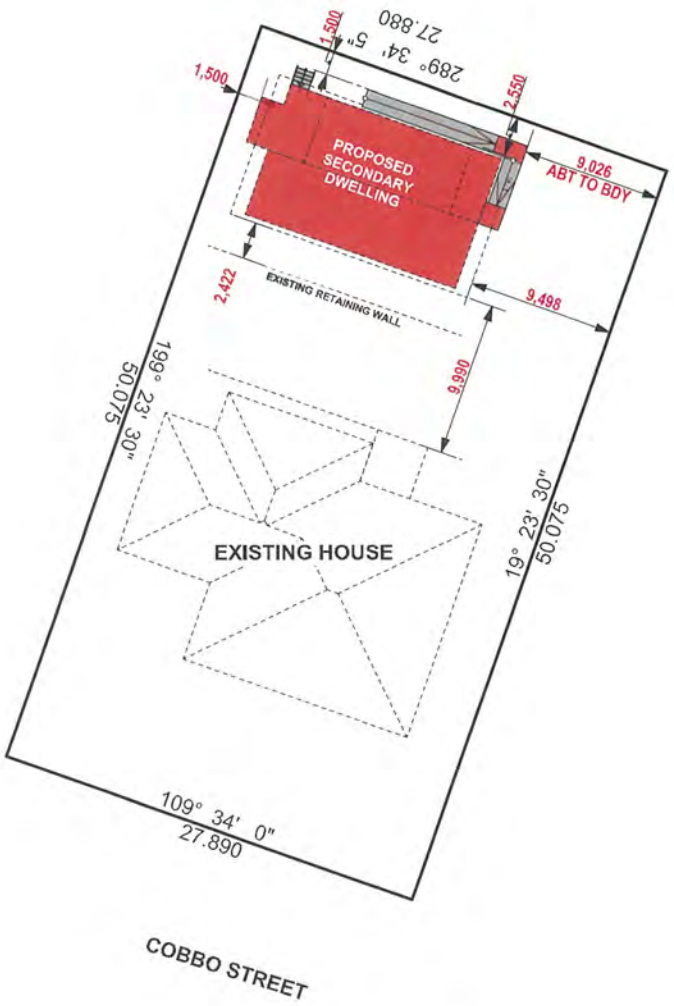
For further information please contact Pacific Approvals P/L on 0755648533 or via email admin@pacificapprovals.com.au who will be pleased to assist.

Yours sincerely

Eric Constantino
Town Planner

Appendix C

Lot 280
SP 280472
1396 m²





Site Plan

1:333.33

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All site dimensions are to be verified and confirmed by the client prior to the commencement of works.

Version Notes:

CONCEPT 2

3/07/2026

Client: ABORIGINAL SHIRE COUNCIL

Project: Proposed Residence

CHERBOURG QLD .

drawing status: CONCEPT 2

Site Plan

Project No: A5781 Cabin No: .

design by: Asset Cabins and Homes

scale: 1:333.33 at A3

design: CUSTOM

fire classification:

Drawn: TF

date: 3/07/2026

sheet no: 1

Appendix C

Lot 280
SP 280472
1396 m²



N

Satellite Overlay 1:500

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Version Notes

CONCEPT 2
3/07/2026

Client: ABORIGINAL SHIRE COUNCIL

Project: Proposed Residence
CHERBOURG QLD .

drawing status: CONCEPT 2

Satellite Overlay

Project No: A5781 | Cabin No: . | size classification: .

design by: Asset Cabins and Homes | Drawn: TF

scale: 1:500 at A3 | date: 3/07/2026

design: CUSTOM | sheet no: 2

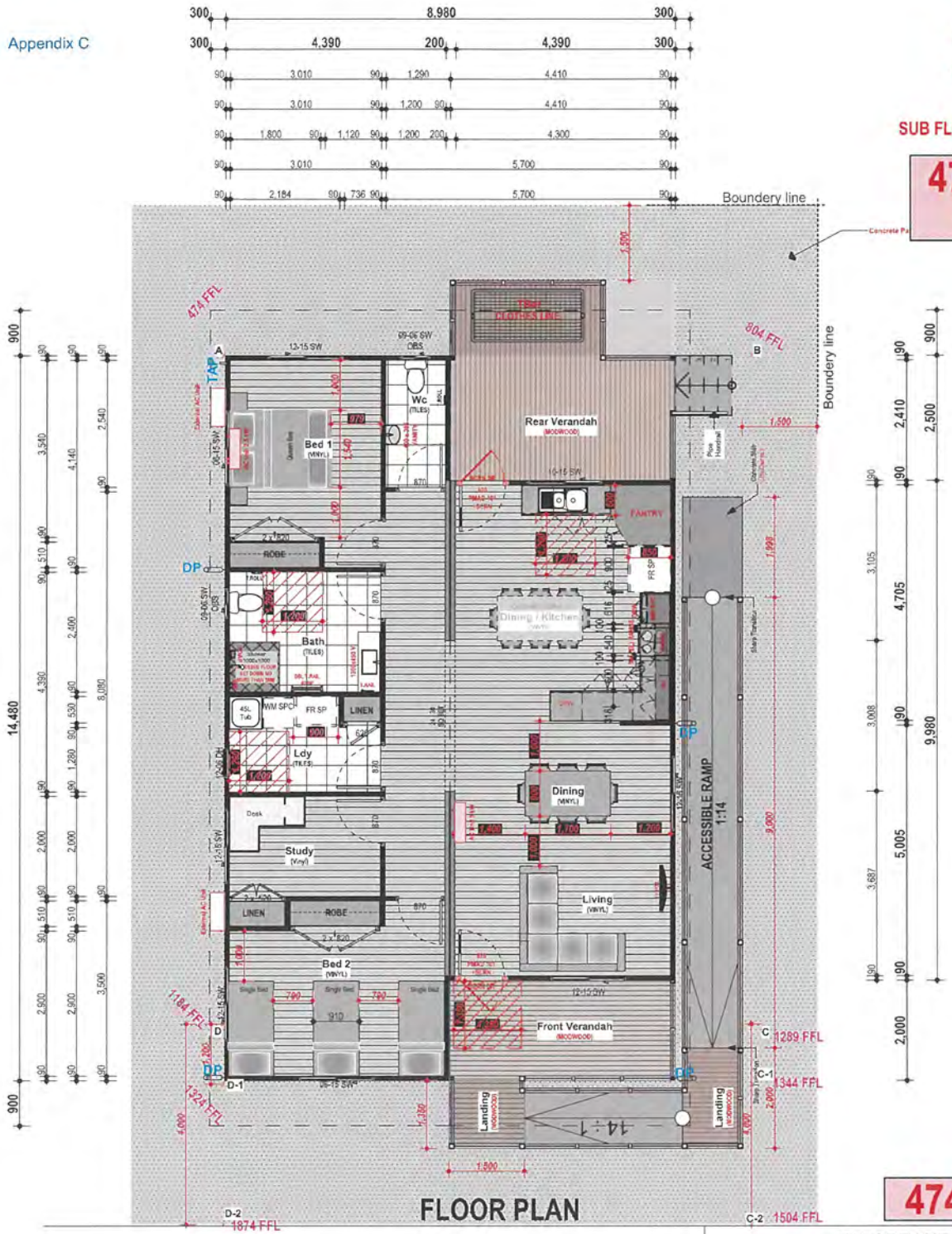
Appendix C

2700 C.H.

7° ROOF PITCH

(OPTIONAL)
SUB FLOOR SKIRTING SHOWN

474 - 1324 F.F.L.



474 F.F.L.

FLOOR PLAN

FLOOR AREAS	
NAME	AREA (m²)
MAIN BUILDING	109.78
REAR VERANDAH	15.90
FRONT VERANDAH	9.00
	134.68 m²



ELEVATION DIRECTION



KITCHEN VIEW

IMPORTANT NOTES

- The **Project Design Specification** (PDS) takes precedence over any plans
- To confirm inclusions - refer to your signed **Project Design Specification** (PDS) and if applicable; **signed Form 5 Variation Documents**
- Plans may show loose furniture and optional inclusions that are not included in your contract
- **If you are unsure or require clarification, please ask!**

I the Owner (details as per plan Title Box), confirm that these plans are correct and that I have noted and understood the details outlined above.

Name/s:

Signature/s:

Date:

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Cabin No.

Version Notes:

CONCEPT 2

3/07/2026

Client: **ABORIGINAL SHIRE COUNCIL**

Project: **Proposed Residence**

CHERBOURG QLD .

drawing status: CONCEPT 2

Floor Plan

Project No: **A5781** Cabin No: .

design by: Asset Cabins and Homes

scale: 1:85.1:1, 1:1162.66 1:769.23 at A3

design: **CUSTOM**

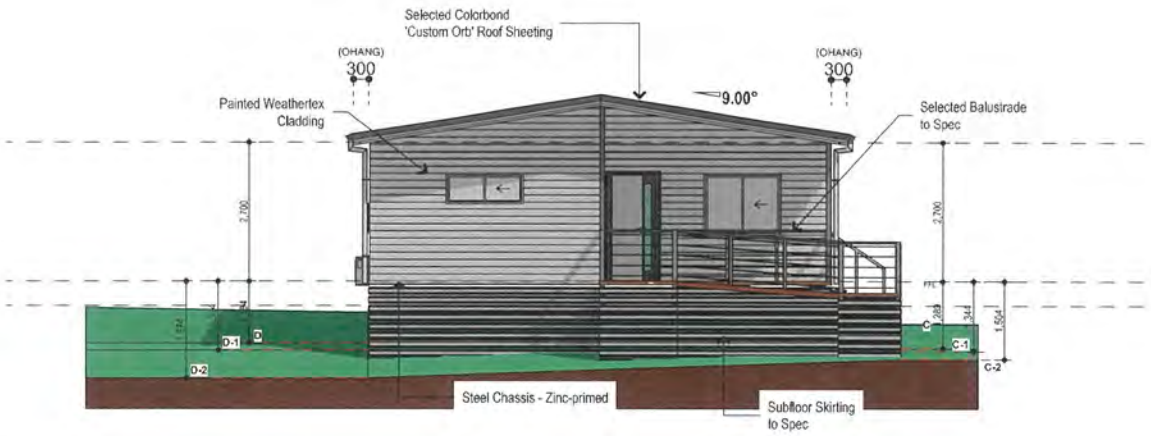
site classification:

Drawn: TP

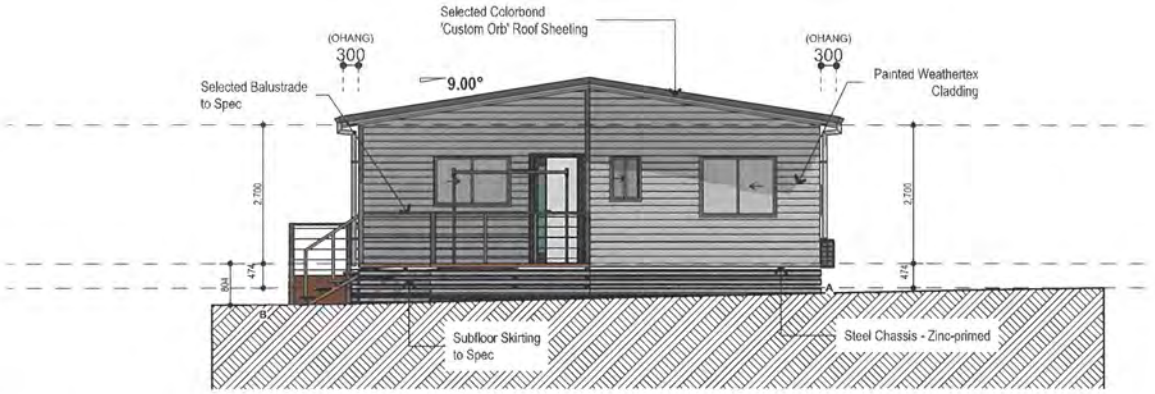
date: 3/07/2026

sheet no: **3**

Appendix C



E01 **Elevation** **1:100**



E02 **Elevation** **1:100**

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Version Notes

CONCEPT 2

3/07/2026

Client: ABORIGINAL SHIRE COUNCIL

Project: Proposed Residence

CHERBOURG QLD

drawing status: CONCEPT 2

Elevations 1,2

Project No: A5781 Cabin No:

site classification:

design by: Asset Cabins and Homes

Drawn: TF

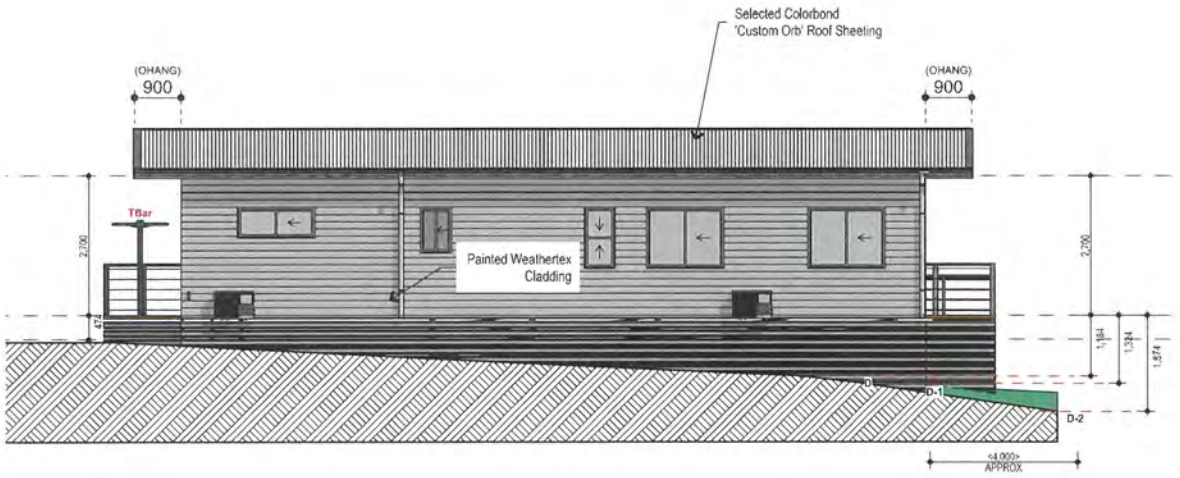
scale: 1:100 at A3

date: 3/07/2026

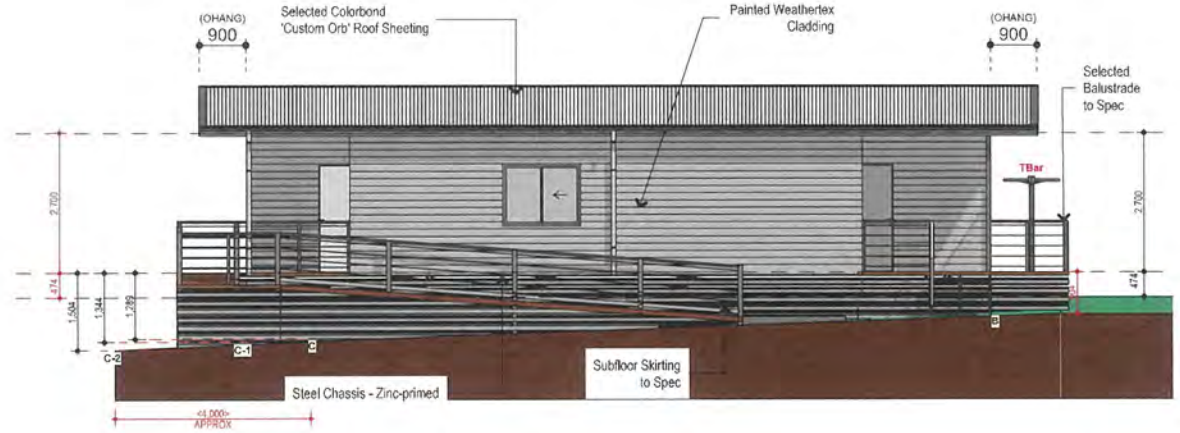
design: CUSTOM

sheet no: 4

Appendix C



E03 Elevation 1:100



E04 Elevation 1:100

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FREECALL 1800 225 224

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Version Notes

CONCEPT 2

3/07/2026

Client: ABORIGINAL SHIRE COUNCIL

Project: Proposed Residence

CHERBOURG QLD.

drawing status: CONCEPT 2

Elevations 3,4

Project No. A5781 Cabin No.:

site classification:

design by: Asset Cabins and Homes

Drawn: TF

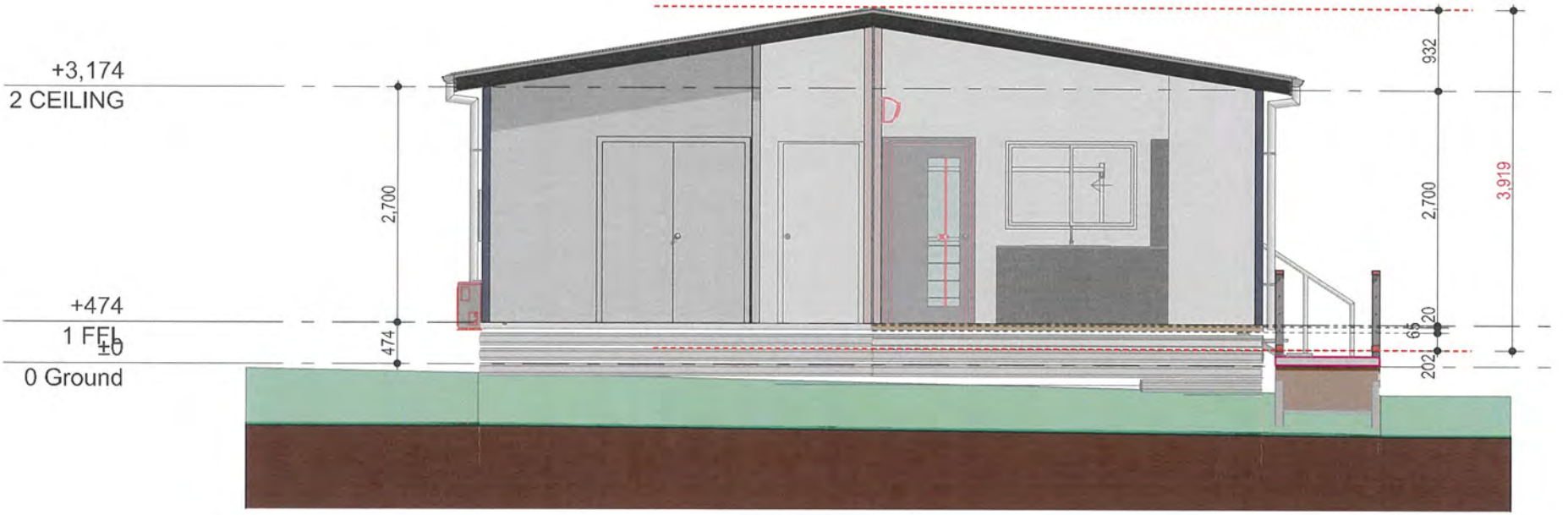
scale: 1:100 at A3

date: 3/07/2026

design: CUSTOM

sheet no: 5

Appendix C



Section 1 1:50

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Project: Proposed Residence

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drawing status: CONCEPT 2

Section

Project No: A5781 Cabin No: .

design by: Asset Cabins and Homes

Drawn: TF

scale: 1:50, 1:0.83 at A3

date: 3/07/2026

design: CUSTOM

sheet no: 6

site classification: .

Appendix C









asset CABINS & HOMES

DESIGN | EXPERIENCE | SOLUTIONS

FREECALL 1800 225 224
T 07 5483 7144 F 07 5483 7188
E sales@ach.net.au
Cnr Langton Road and Ettie Anne Street Gympie Qld 4570
www.ach.net.au

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All site dimensions are to be verified and confirmed by the client prior to the commencement of works.

Version Notes

CONCEPT 2

3/07/2026

Client:
ABORIGINAL SHIRE COUNCIL
,

Project
Proposed Residence
,
CHERBOURG QLD .

drawing status: CONCEPT 2

3d Views

Project No: A5781 Cabin No: .

site classification: .

design by: Asset Cabins and Homes

Drawn: TF

scale: 1:285.71, 1:359.31, 1:356.82, 1:333.33 at A3

date: 3/07/2026

design: CUSTOM

sheet no: 7

Appendix D

Site Details

3A & 3B Oak Avenue,
Cherbourg
Lot 65 on SP 280472
Area: 760m2
Local Authority: Cherbourg
Aboriginal Shire Council



Location Plan 1:1000

Final Concept Design

Bark

CHERBOURG ABORIGINAL SHIRE COUNCIL

Bark Design Architects
PO Box 1355 Noosa Heads
Queensland 4567
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E info@barkdesign.com.au
W www.barkdesign.com.au

3A - 3B Oak Avenue, Cherbourg
QuickStarts 7 x Dwellings
Cherbourg Aboriginal Shire Council

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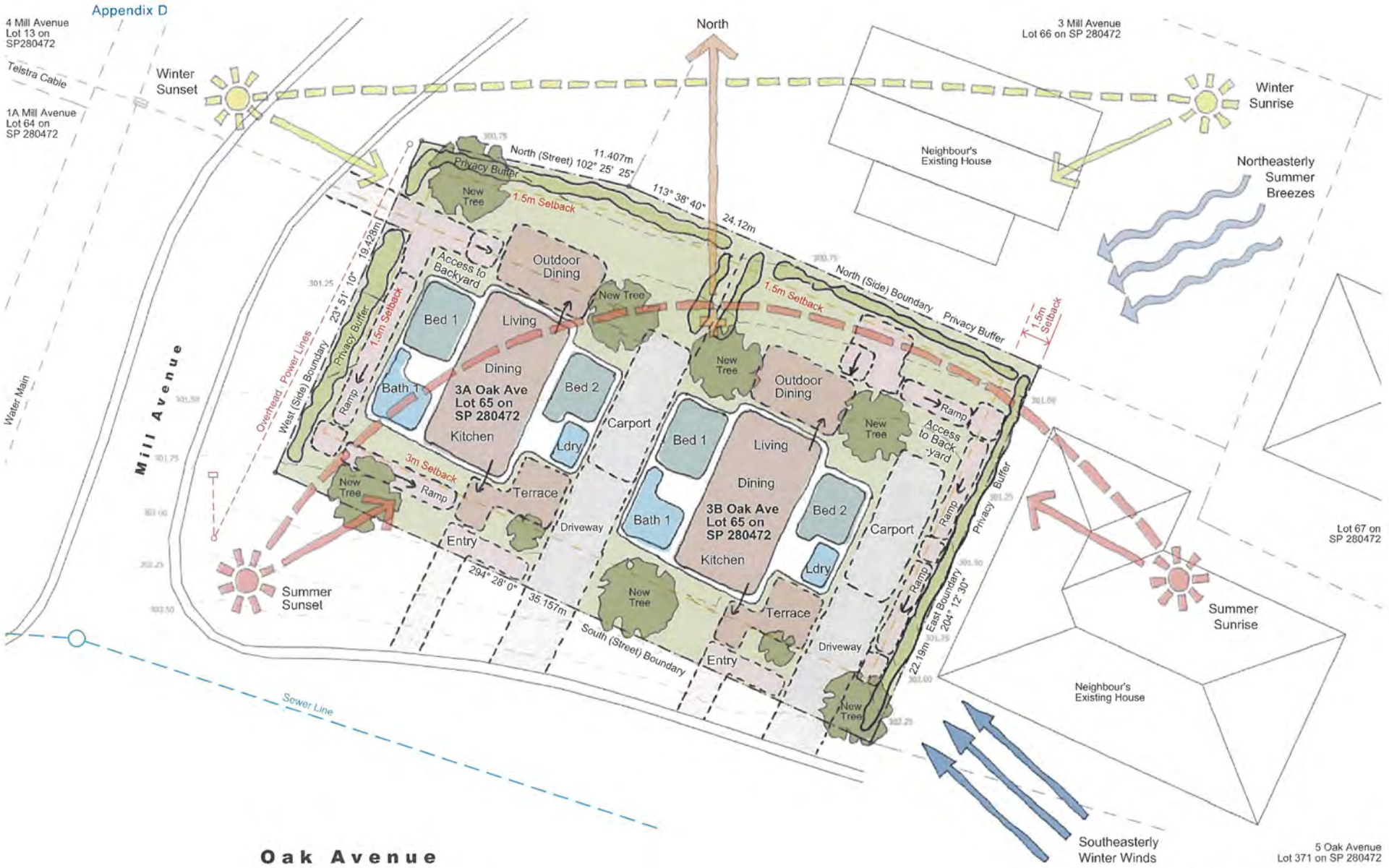
Concept Design
2BG Duplex
August 2026
CD.00B

Appendix D



Final Concept Design

Original Bunya Tree to the West of 3A Oak Avenue, Cherbourg



Bark

QuickStarts 7 x Dwellings
3A - 3B Oak Avenue, Cherbourg

for Cherbourg Aboriginal Shire Council

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Site Analysis

1:200

CD.01 B

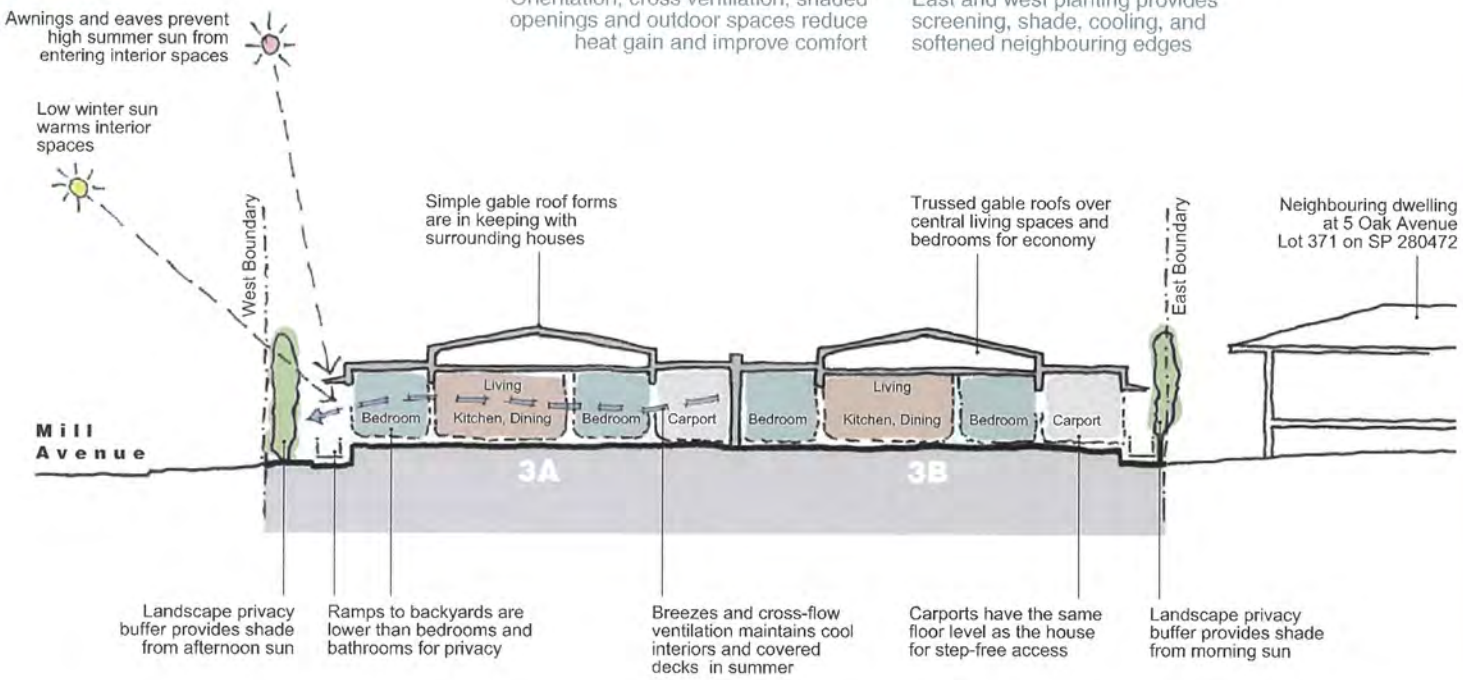
Appendix D

Passive Climate Response

Orientation, cross ventilation, shaded openings and outdoor spaces reduce heat gain and improve comfort

Landscape Privacy Buffers

East and west planting provides screening, shade, cooling, and softened neighbouring edges



Key Design Strategies

- Two distinct gable roofs — clearly expressing the duplex as two individual homes while referencing Cherbourg's familiar housing and heritage character.
- Defined street addresses — entry awnings mark each front door, with covered seating creating opportunities for informal neighbourhood connection.
- Equal private domains — each home is provided with a comparable land area, backyard, outdoor living space, and clear sense of ownership.
- Privacy through built form and landscape — fences, screens, planting, and new trees provide separation between the two dwellings, adjoining neighbours, and both street frontages.
- All-abilities access — step-free internal circulation and compliant ramps connect each dwelling to the northern yard and outdoor living areas.
- Passive climate response — varied setbacks, articulated wall planes, deep overhangs, awnings, orientation, and landscape provide shade and climatic protection.
- Responsive material palette — cool-toned brickwork uses lighter tones on more exposed east and west faces and darker tones where walls are well shaded.
- Recessed vehicle accommodation — carport doors are set behind the front facades, reducing their visual dominance and allowing additional parking within the property.
- Simple, economical construction — clear forms, repeated elements, and rational planning support efficient construction and long-term maintenance.
- Culturally responsive outcome — balancing independence, privacy, family life, comfort, safety, resilience, and neighbourhood connection.

Design Principles Response

The concept has been developed as a practical, recognisable, and climate-responsive duplex, grounded in the Cherbourg Built-Form Design Principles for Social Housing and the Queensland Design and Construction Standards for Remote Housing.

The design responds directly to the brief's requirements for culturally appropriate housing, all-abilities access, passive climate performance, robust low-maintenance materials and finishes, and flexible, independent family living.

The two dwellings are conceived as equal homes, each with its own street address, private outdoor space, and approximately equal square-format allotment. The distinctive blue tones of the existing duplex are reinterpreted within the new material and colour palette, creating continuity, familiarity, and a clear site-specific character.

3A Oak Avenue, Cherbourg (photo from Mill Avenue)



Bark

QuickStarts 7 x Dwellings
3A - 3B Oak Avenue, Cherbourg
for Cherbourg Aboriginal Shire Council

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Final Concept Design

Section Analysis
1:200

CD.02A

Appendix D



Final Concept Design



Bark

QuickStarts 7 x Dwellings
3A - 3B Oak Avenue, Cherbourg
for Cherbourg Aboriginal Shire Council

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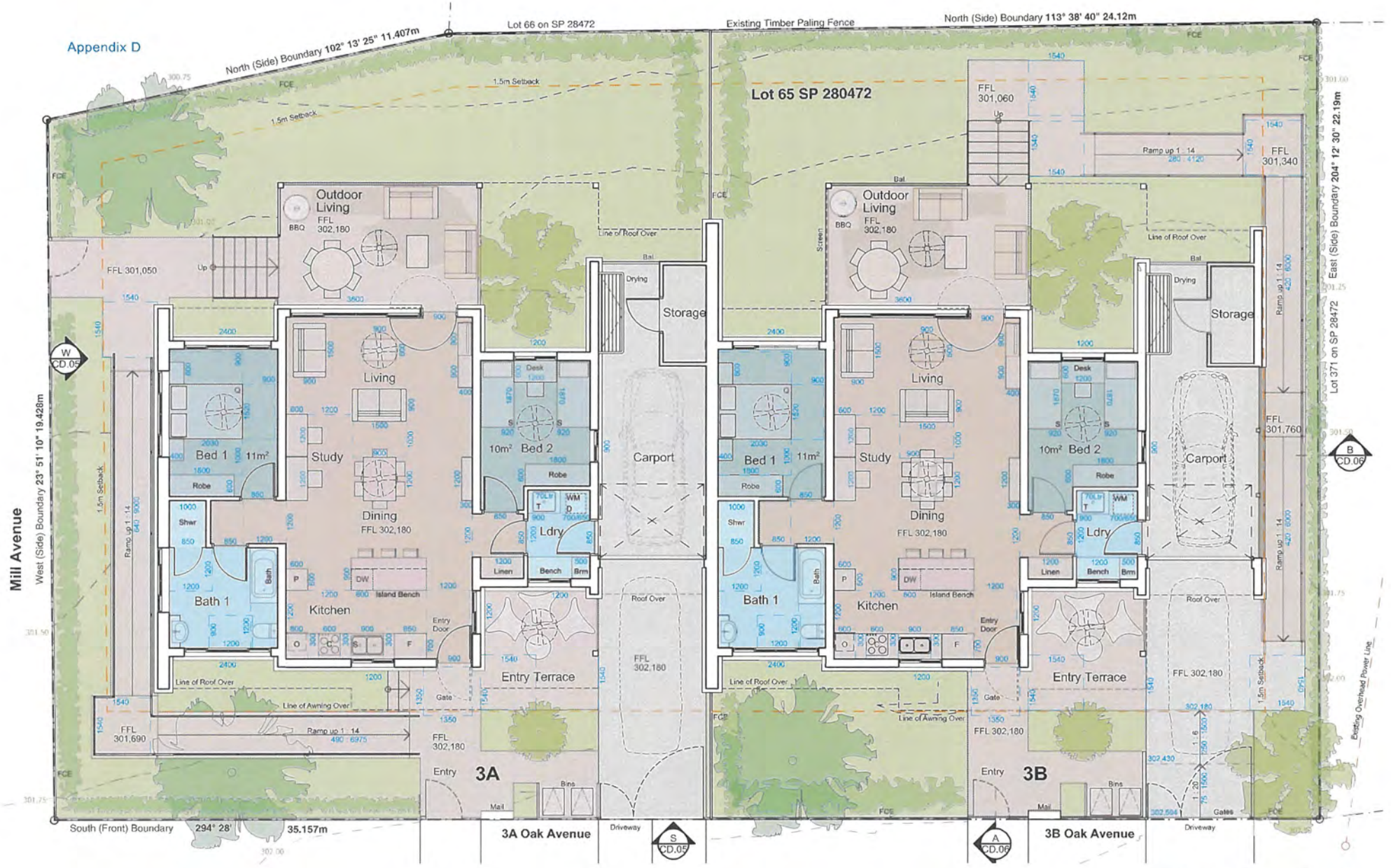
Site Plan
1:200
CD.03A

Appendix D



Final Concept Design

Mid-Century Modern Inspiration
Open Plan Living and
Warm Inviting Spaces

Bark



QuickStarts 7 x Dwellings
3A - 3B Oak Avenue, Cherbourg
for Cherbourg Aboriginal Shire Council

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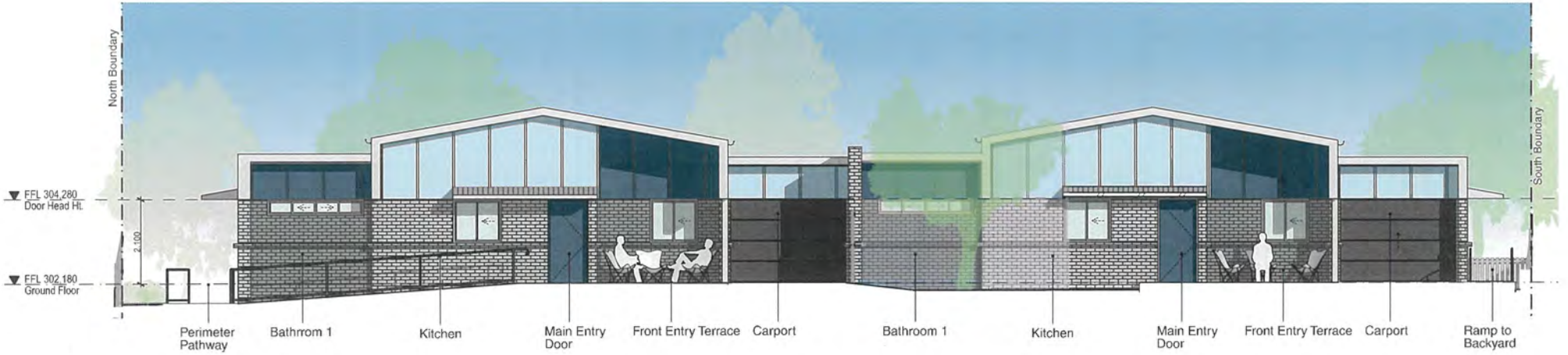
Floor Plan
1:100
CD.04A



West Elevation



South Elevation

Final Concept Design

Mid-Century Modern Inspiration
Simple Roof Forms and
Welcoming Front Doors

Bark



QuickStarts 7 x Dwellings
3A - 3B Oak Avenue, Cherbourg
for Cherbourg Aboriginal Shire Council

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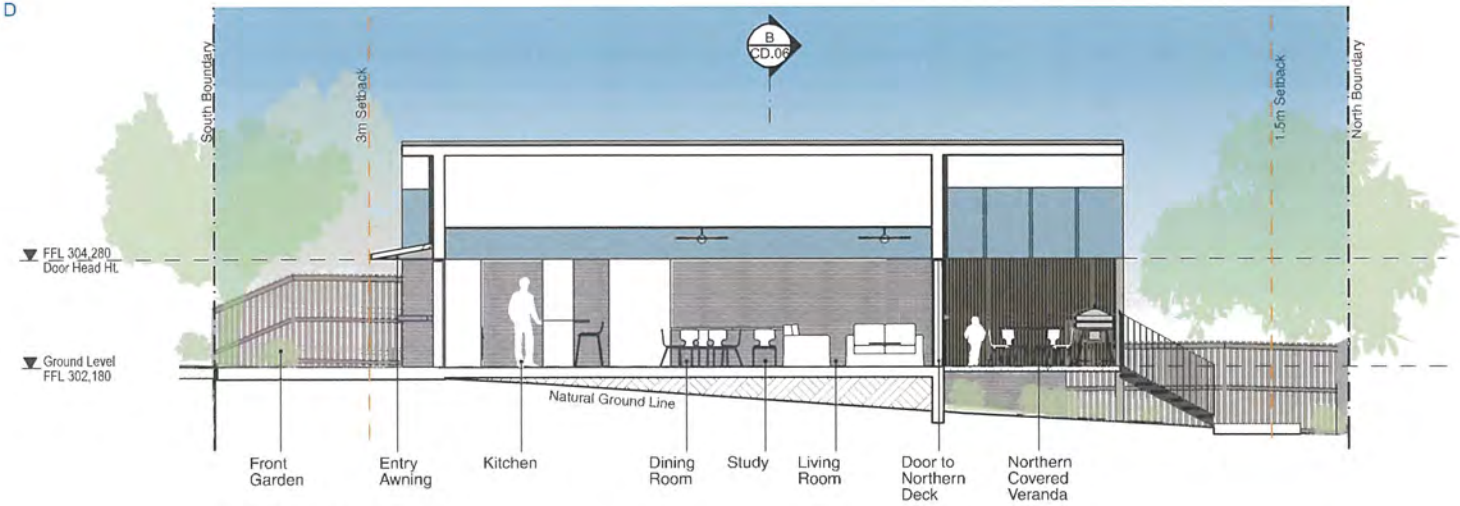
Elevations
1:100

CD.05A



Section A



Section B

Final Concept Design

Mid-Century Modern Inspiration
Long Low Trussed Gables
and Deep Verandas

Bark



QuickStarts 7 x Dwellings
3A - 3B Oak Avenue, Cherbourg
for Cherbourg Aboriginal Shire Council

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Sections
1:100

CD.06A



Character and Built-Form

Two separate gabled roof forms give 3A and 3B Oak Avenue the character of two recognisable homes rather than a single duplex building. The forms draw on Cherbourg's established housing traditions, including prefabricated houses built in the community in the 1970s, together with the simple gabled character of local heritage buildings such as the 1907 Superintendent's House, the Roman Catholic Church on Broadway Street, and the Ration Shed Museum.

Variation in setbacks and wall planes, together with entry awnings and deep roof overhangs, breaks down the scale of the building and provides shade and weather protection. Each dwelling presents a clear front door to the street, while the car accommodation is deliberately recessed so that the domestic character of the homes remains prominent.

The material palette combines cool-toned brickwork with blue finishes informed by the existing duplex, giving the new homes a contemporary character while retaining a subtle memory of the site.

Conceptual Ideas

- Two homes, clearly expressed — separate gables, individual entries, and equal land areas reinforce the identity of each dwelling.
- Social street edge — covered seating beside each front door creates a sheltered place to sit, observe, and connect informally with the street.
- Private northern outdoor rooms — generous covered decks open directly from the main living areas and overlook the private backyards.
- Generous communal living — open-plan kitchen, dining, and living areas form the everyday heart of each home, with integrated study spaces supporting flexible family use.
- Efficient kitchen planning — galley-style walk-through kitchens with island benches provide generous work areas and strong connections between living and service spaces.
- Practical everyday entry — direct access from the carport through the laundry to the kitchen creates a convenient, weather-protected arrival sequence.
- Dedicated service zone — a covered drying deck outside the laundry, opposite storage, supports practical household use.
- Flexible sleeping capacity — each home can accommodate up to six people through a main bedroom and a second bedroom with double bunks.
- Private bedroom thresholds — bedroom and bathroom doors are recessed from the main living areas to improve privacy and separation.
- Generous bathroom — a spacious bathroom includes a bath and south-facing window with an outlook to tree foliage.
- Accessible yard connection — compliant ramps provide step-free access to the northern yards alongside stairs from the decks.
- Landscape for climate and privacy — new trees, planting, fencing, and screening provide shade, cooling, privacy, and separation between homes.
- Reinterpreted blue palette — colours and materials informed by the existing duplex retain familiarity while creating a distinct contemporary identity.

Final Concept Design

Cherbourg Boys Dormitory
Built in 1928



Bark

QuickStarts 7 x Dwellings
3A - 3B Oak Avenue, Cherbourg

for Cherbourg Aboriginal Shire Council

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View from Street
1:100

CD.07A



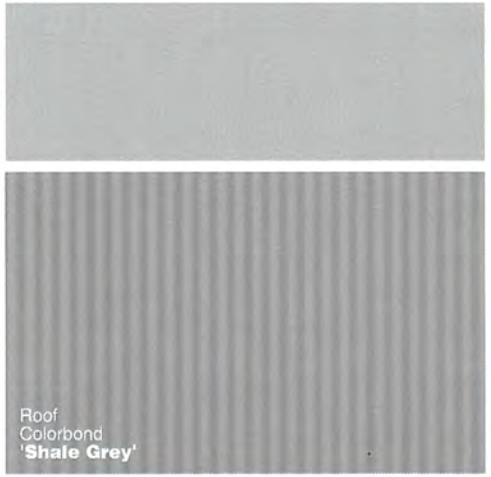
Existing House Palette



The Yidding Art Studio, Cherbourg
Ration Shed Museum and Historical Precinct



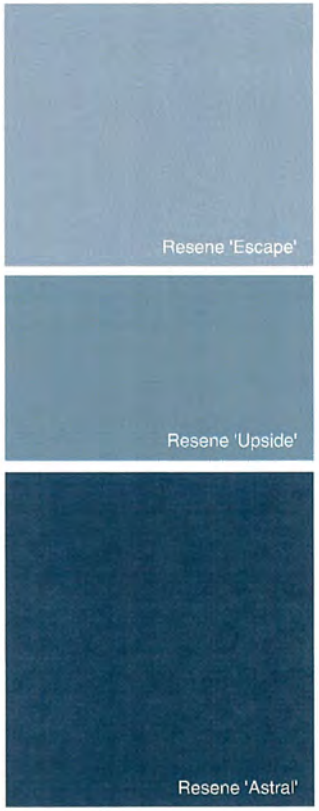
Laminate Joinery
Kitchen, Laundry and Bathroom





Mid-Century Modern Brick Home - Entry Terrace





Entry Door 'Accent Colour'



Final Concept Design



Austral Bricks - Wilderness 'Flooded Gum'



Austral Bricks - Wilderness 'Blue Gum'



Concrete Driveway, Terrace, Ramps and Paths

Existing Duplex at
3A - 3B Oak Avenue
Cherbourg



Bark

QuickStarts 7 x Dwellings
3A - 3B Oak Avenue, Cherbourg

for Cherbourg Aboriginal Shire Council

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External Materials and Finishes

CD.08A

Appendix E

Site Details

3 Jerome Street, Cherbourg
Lot 98 on SP 280472
Area: 875m²
Local Authority: Cherbourg Aboriginal Shire Council



Location Plan 1:1000

Bark Design Architects
PO Box 1355 Noosa Heads
Queensland 4567

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E info@barkdesign.com.au
W www.barkdesign.com.au

3 Jerome Street, Cherbourg
QuickStarts 7 x Dwellings
Cherbourg Aboriginal Shire Council

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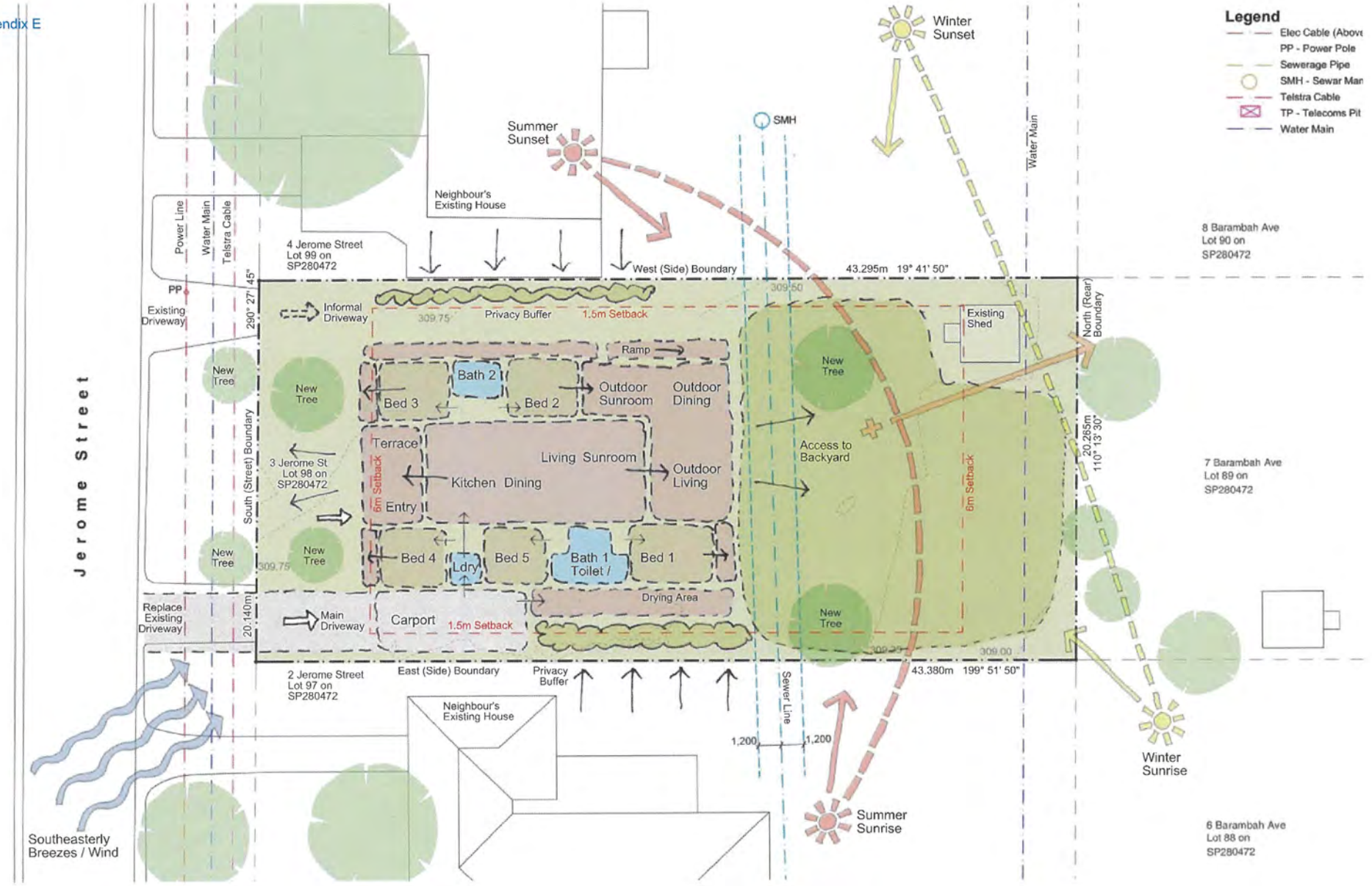
Concept Design
5BG Dwelling
May 2026

Appendix E



Bark

CHERBOURG ABORIGINAL SHIRE COUNCIL



3 Jerome Street, Cherbourg

QuickStarts 7 x Dwellings
Cherbourg Aboriginal Shire Council

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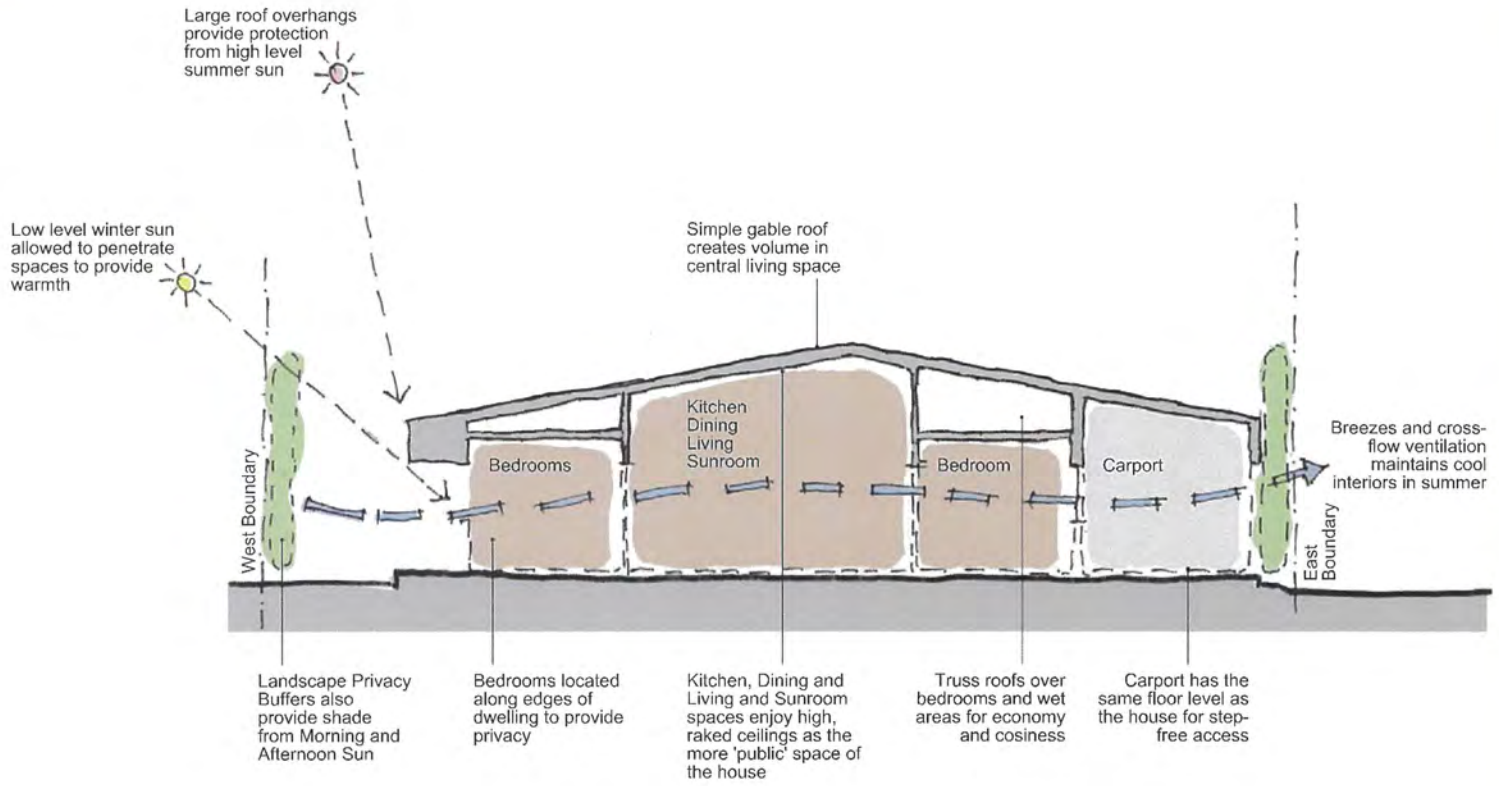
Site Analysis

1:200

CD.01



Passive Climate Response

Orientation, cross ventilation, shaded openings, deep overhangs, and outdoor spaces reduce heat gain and improve comfort.

Landscape Privacy Buffers

East and west planting provides screening, shade, cooling, and softened neighbouring edges.



Examples of gable roofs in Cherbourg

Bark

CHERBOURG ABORIGINAL SHIRE COUNCIL



3 Jerome Street, Cherbourg
QuickStarts 7 x Dwellings
Cherbourg Aboriginal Shire Council

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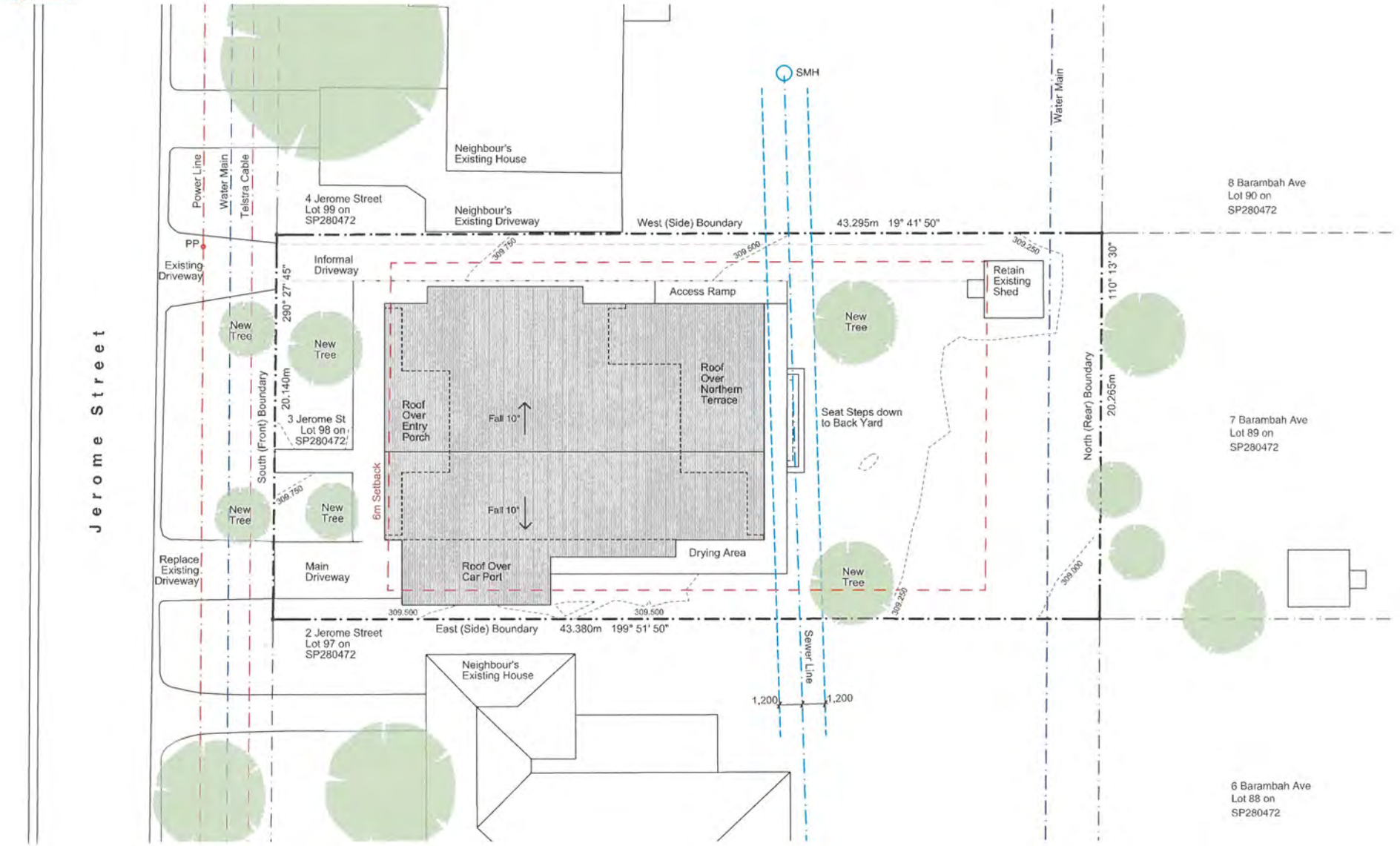
Section Analysis
1:100

CD.02

Appendix E



Bark

CHERBOURG ABORIGINAL SHIRE COUNCIL



3 Jerome Street, Cherbourg

QuickStarts 7 x Dwellings
Cherbourg Aboriginal Shire Council

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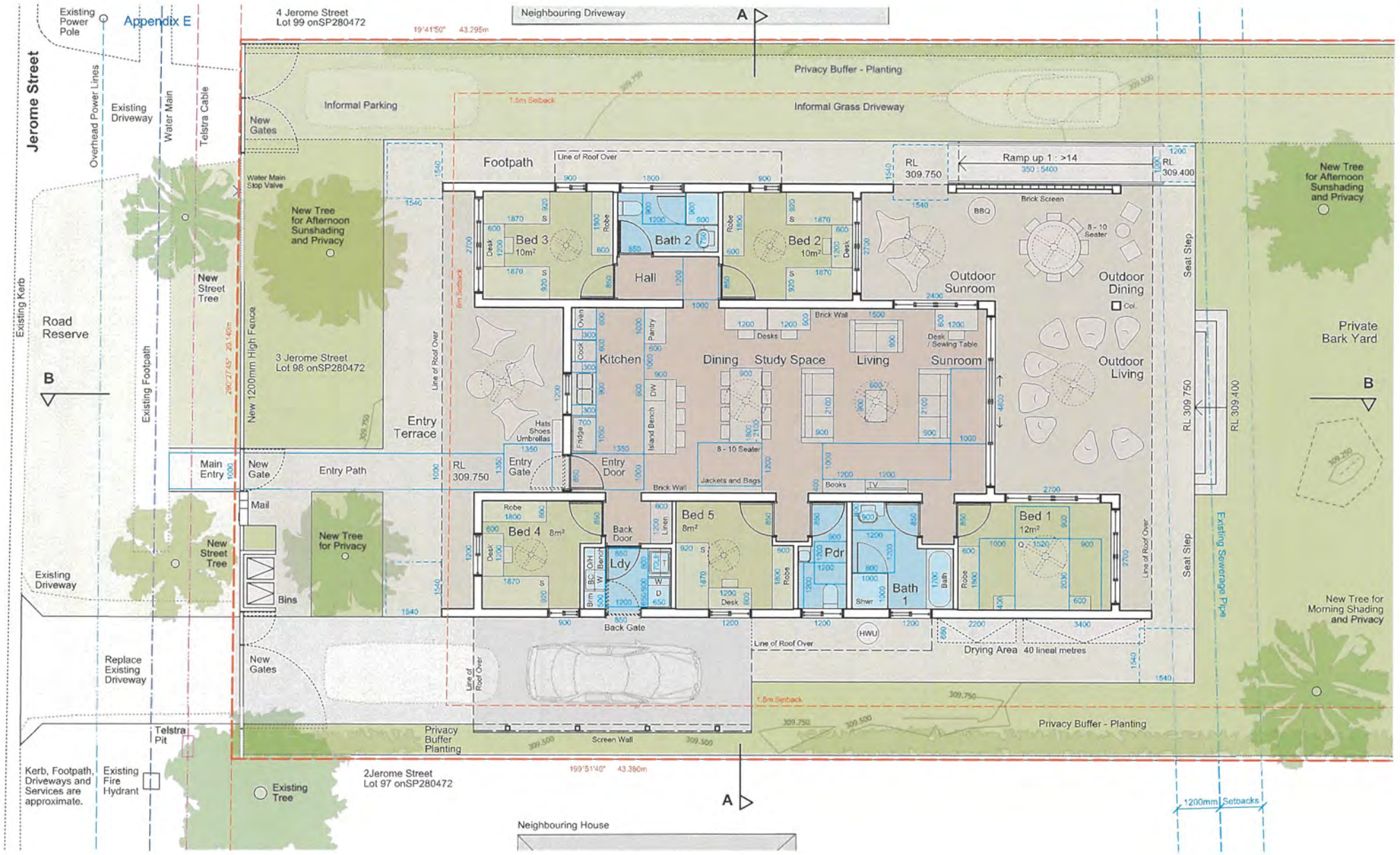
Site Plan
1:200
CD.03



Bark

CHERBOURG ABORIGINAL SHIRE COUNCIL



3 Jerome Street, Cherbourg

QuickStarts 7 x Dwellings
Cherbourg Aboriginal Shire Council

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Floor Plan
1:100

CD.04





Bark

CHERBOURG ABORIGINAL SHIRE COUNCIL

Graphics for Mid-Century Modern "Ranch" Style



3 Jerome Street, Cherbourg

QuickStarts 7 x Dwellings

Cherbourg Aboriginal Shire Council

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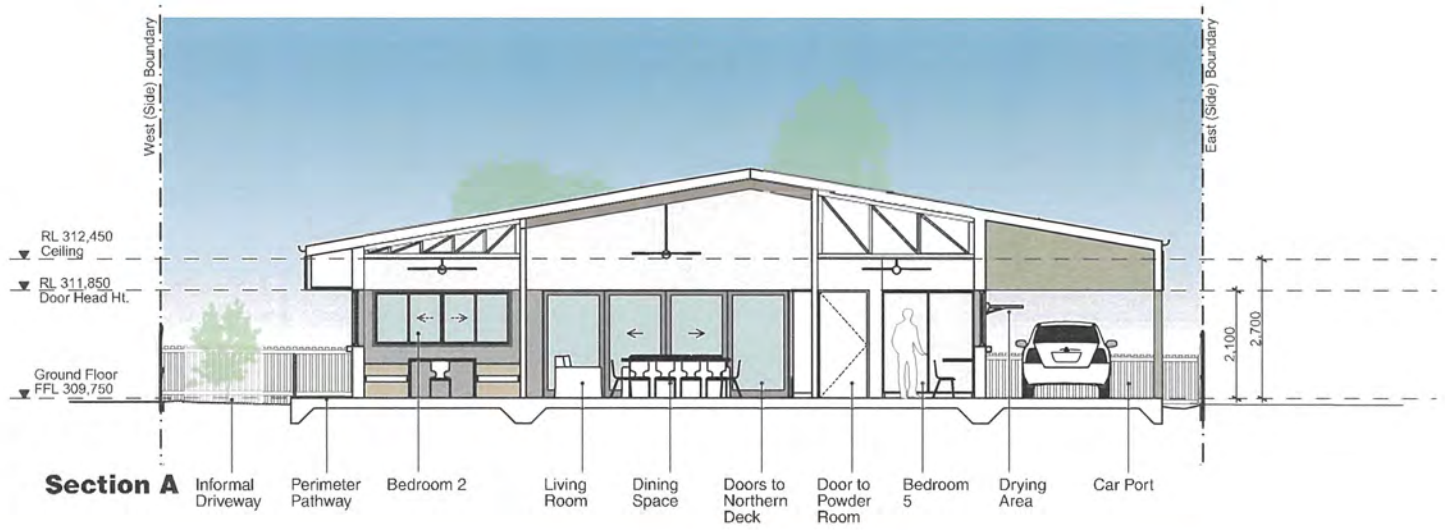
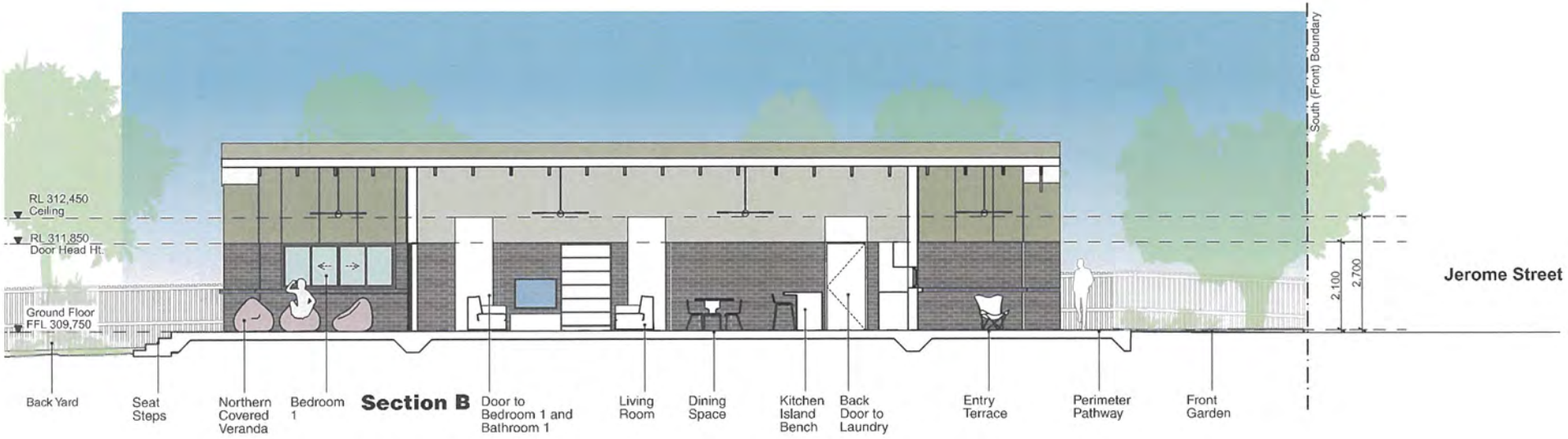
Elevations

1:100

CD.05





Bark

CHERBOURG ABORIGINAL SHIRE COUNCIL



3 Jerome Street, Cherbourg

QuickStarts 7 x Dwellings
Cherbourg Aboriginal Shire Council

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Sections
1:100

CD.06



Key Design Strategies

- Recognisable gable form — simple, familiar, and connected to Cherbourg's housing and heritage character.
- Welcoming street address — clear entry, arrival, and opportunities for informal neighbourhood connection.
- Two-pavilion arrangement — private bedroom and bathroom wings positioned either side of the central communal living zone.
- Economical bedroom wings — trussed ceilings support efficient and cost-conscious construction outcomes.
- All-abilities access — step-free movement, generous circulation, and adaptable planning throughout.
- Robust, low-maintenance materials — durable finishes selected for Cherbourg's climate and environment.
- Simple, legible construction — clear forms and structural logic supporting economical and practical delivery.
- Culturally responsive outcome — balancing openness, privacy, comfort, safety and resilience within a contemporary Cherbourg home.

Design Principles Response

The concept has been developed as a practical, recognisable, and climate-responsive home, grounded in the Cherbourg Built-Form Design Principles for Social Housing and the Queensland Design and Construction Standards for Remote Housing.

The design responds directly to the brief's requirements for culturally appropriate housing, all-abilities access, passive climate performance, robust low-maintenance materials and finishes, and flexible family living.

The distinctive green tones of the existing house are reinterpreted within the new colour and material palette, creating continuity, familiarity, and a site-specific identity.





Bark

CHERBOURG ABORIGINAL SHIRE COUNCIL



3 Jerome Street, Cherbourg

QuickStarts 7 x Dwellings
Cherbourg Aboriginal Shire Council

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View from Street
NTS

CD.07



Conceptual Ideas

- Covered courtyard character — kitchen, dining, living and sunroom spaces are designed as a sheltered outdoor-like room.
- Generous raked central ceiling — bringing light, airflow, openness, and a sense of gathering to the heart of the home.
- Private covered back deck — generous roofed outdoor space overlooking the backyard.
- Practical everyday entry — direct weather-protected access from the carport through the laundry to the kitchen.
- North-west brick screen — providing filtered light, airflow, privacy, and a strong textural quality.
- Backyard connection — casual seat steps from the northern deck create an informal threshold between the house and backyard.
- Reinterpreted green palette — retaining memory and familiarity through colours and materials informed by the existing dwelling.
- Flexible family-focused planning — supporting visitors, changing household needs, and long-term adaptability.

Character and Built-Form

A simple gable roof form gives the house a familiar local identity, referencing Cherbourg housing traditions, including the prefabricated houses built in Cherbourg in the 1970s, and heritage buildings such as the 1907 Superintendent's House, the Roman Catholic Church on Broadway Street and the Ration Shed Museum.

The planning balances a welcoming street presence, strong indoor–outdoor relationships, private retreat spaces, and generous communal areas for family gatherings.







Bark

CHERBOURG ABORIGINAL SHIRE COUNCIL



3 Jerome Street, Cherbourg

QuickStarts 7 x Dwellings

Cherbourg Aboriginal Shire Council

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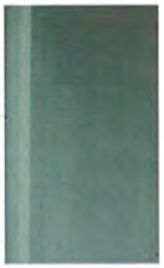
View from Back Yard

CD.08

Appendix D









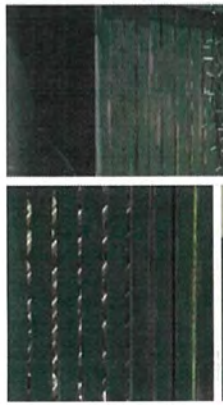












Existing House Palette





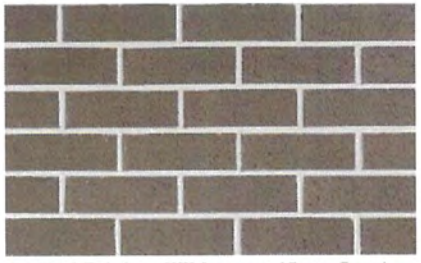
Prefab House 1973
Perkins Street
Cherbourg



Laminate Joinery and Vinyl Flooring



Concrete Driveway, Terraces and Paths



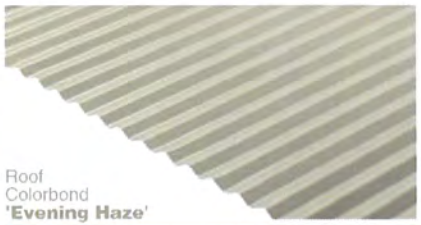
Austral Bricks - Wilderness 'Grey Gum'



Austral Bricks - Wilderness 'Blackbutt'







Roof
Colorbond
'Evening Haze'





Inspiration - Mid-Century Modern Brick Home



Windows and
Doors Colorbond
'Woodland Grey'



Laminex 'Bayleaf'



Laminex 'Eucalypt'



Resene 'Dingley'



Entry Door 'Accent Colour'

Bark

CHERBOURG ABORIGINAL SHIRE COUNCIL



3 Jerome Street, Cherbourg

QuickStarts 7 x Dwellings
Cherbourg Aboriginal Shire Council

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Materials & Finishes

CD.09

Operations Manager's Report

Operations Department Report
August 2026

By Matthew Bock, Operations Manager
9th September 2026
Matthewb@cherbourg.qld.gov.au

Contents

Executive Summary.....2

Projects 3

Parks and Gardens 3

Fleet Services 4

Environmental health / Animal Control.....5

Water & Sewerage.....7

Executive Summary

Operational teams have continued to deliver essential services and maintenance activities across the community throughout the reporting period. Parks and Gardens crews have maintained a strong focus on daily rubbish collection, mowing, cemetery maintenance, and general beautification works. Progress has been made on the cemetery clean-up program, while additional clean-up activities have commenced behind residential properties across the community. Firebreak maintenance also remains an ongoing priority to mitigate seasonal fire risks.

The Workshop team maintained a high level of productivity, completing 22 work orders during August, including vehicle servicing, repairs, and fleet upgrades. Ten vehicles and items of plant received scheduled annual servicing, while a range of operational improvements were undertaken, including the installation of emergency alert systems, GPS tracking equipment, UHF communications, and tray fit-outs to new fleet vehicles. Essential repairs to operational plant and equipment were also completed, ensuring Council assets remain safe and reliable. The delivery of two new utility vehicles further strengthens Council's operational capability.

Animal Management activities continued through regular community patrols, complaint investigations, impoundments, animal welfare management, rehoming activities, and community education. The Environmental Health and Animal Management team is currently developing procedures and compliance measures to strengthen Council's approach to animal management and non-compliance matters. Community education initiatives were also undertaken to raise awareness of illegal dumping and encourage responsible waste disposal practices.

Recycling participation remains positive, with 164 recycling bins collected during August and 145 residents participating in the recycling program at least once during the month. These results demonstrate continued community engagement in waste reduction and environmental sustainability initiatives.

Overall, operational activities across Parks and Gardens, Workshop Services, Animal Management, and Waste Management continue to support the delivery of safe, functional, and well-maintained community infrastructure and services.

Projects

The Town Solar Street Lighting Project continues to progress well, with 84 solar street lights successfully installed to date. Installation works are advancing in accordance with the project schedule, and the remaining 24 units are programmed for installation over the next month.

Once completed, the project will deliver a total of 108 solar street lights, enhancing public safety, improving energy efficiency, and contributing to Council's commitment to sustainable infrastructure outcomes. The project remains on track for completion within the anticipated timeframe.

Construction of the town's water main upgrade project is progressing steadily, with excavation and pipeline installation works advancing as planned. The new water main has been successfully installed along the bottom section of Fisher Street, and works have now commenced through the Council Chambers car park and along Barambah Avenue.

A minor delay has been experienced on the initial 300-metre section adjacent to the Water Treatment Plant. This delay is the result of a cross-connection issue, which has prevented the contractor from fully isolating the hospital water main to undertake the required works. Council and the contractor are continuing to work through this matter to minimise impacts and complete the section as soon as practicable.

The Bert Button Reservoir project is also progressing well. Installation of the associated water mains is nearing completion, and construction activities have commenced on the new dosing shed. These works represent an important milestone in the delivery of the project and will enhance the reliability and efficiency of the town's water infrastructure network.

Parks and Gardens

Current Business

- The parks and gardens crew are picking up rubbish and mowing where needed daily
- Cemetery burials and associated works
- Work on cleaning up the cemetery is progressing
- Clean up work has begun at the backs of houses around community
- Fire breaks around community are being maintained

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.
- Installation of more garden beds

Fleet Services

Workshop

Current Business

- 22 Jobs were completed for the month of August this included services and repair work
- 10 Vehicles and plant equipment received their annual scheduled services
- Fit emergency alert button to 2 x fleet vehicles
- Fit Trays, GPS trackers and UHF to new utes
- Fit new brakes and rotors to Water and sewage ute
- Replaced faulty batteries on GPS trackers
- Replace carburetor on Cox lawn mower
- Replaced centre brush on street sweeper
- Refit track on Garbage dump Bobcat
- Delivery of two new utes for operations department

Issues

Nil

Damage Report

Nil

Workplace Health & Safety Incidents

Nil

Training Updates

National Risk Awareness Confrence

Next Month's Business Plans

- Continuation of normal workshop work
- Tenders will be evaluated, and purchases made
- Implement Pre-start procedures at start of working week
- Fitment of emergency GPS alert buttons to fleet vehicles
- Delivery of two more new utes
- Delivery of Forklift for MRF
- Auction of excess items in Ag auction

Other Information

By Sebastian Mearns

Environmental health / Animal Control

Animal Management *Refer to slide 2- 3 of PP*

- **Regular and Ongoing monitoring and surveillance around community,** investigating complaints, impounding wandering dogs, surrenders & rehoming's, administering treatments and providing education and advice.
- Council currently has no infringement processes or costs involved in the enforcement of non-compliances, The EH/AMW Team currently working on Animal management procedures and non-compliance items.
    - Impounding of Animals (dogs and cats) has been recommenced and is ongoing to comply with legislative requirements
- **Data tables (As at 8th of September 2026)**
    - **Desexing Rates** 371 out of 641, or 57% of registered domestic animals (Dogs & Cats) in Cherbourg are desexed. *AMRRIC Target 70% (Dogs), 90% (Cats)*
    - **AMRRIC App Data (AMRRIC App Data)**
    - **Desesxing rates** and treatment data is extracted from AMRRIC App, animal management tool
- **Complaints** – 0 complaint's complaints were investigated in August.
    - 2 Open – Menacing or threatening dog/s
- **Regulated Dog/s – There are two regulated dogs in Cherbourg**
    - *In Queensland, a regulated dog is any canine classified under the Animal Management (Cats and Dogs) Act 2008 as a dangerous dog, a menacing dog, or a restricted breed. Local councils place strict rules on these dogs to protect the public, requiring specific collars, secure enclosures, and muzzles.*
- **Training** -Cherbourg Aboriginal Shire Council (CASC) partnered with Woorabinda Aboriginal Shire Council (WASC) for a training program delivered by Dr Jenny Turton, AMMRIC's Manager of Capacity and Development, and a TAE qualified trainer, of the **accredited skill set: ACMSS00031: Promote Animal Health in Remote Communities.**
    - Braydan and Spencer both successfully completed all nine of the assessment tasks, resulting in an overall assessment of Competent for the skill set ACMSS00031 Promote Animal Health in Remote Communities
    - *Enclosed: 202608 CASC Skill Set Training Report*

Waste, Recycling, Illegal Dumping *Refer to slide 4 of PP*

- **Illegal Dumping**
  - **Stop Illegal Dumping & What is illegal dumping? –** Information notices distributed in Cherbourg to provide advice and education
- **Recycling** Data table/s
  - **164 Recycle bins** were collected in August, **145 residents** recycled at lease once.
- **Landfill/ Dump**
  - *Recommendation: CHERBOURG LANDFIL/DUMP be CLOSED TO THE PUBLIC outside of business hours (4:30PM-7AM) daily and on weekends, unless staff are available and on site to monitor and guide residents.*
- **Comments**
  - Education, community engagement and incentives required to encourage good Waste behaviour and recycling habits
  - Inconsistent Rubbish Collection schedule
  - Recyclables ending up in landfill
  - Bulk rubbish and bins out for collection on any given day
  - Confusion around waste collection days
  - Council and council employees should lead by example
  - Bins left at vacant homes that should be recycled and reused – Information Request submitted to Tenancy/ Housing for a more seamless bin distribution service

Water & Wastewater *Refer to slide 5 of PP*

- Weekly & Monthly Drinking water monitoring & verification sampling – Ongoing
  - Ongoing monitoring of Turbidity and chlorine Levels
  - ALL THM samples were compliant in the month of August.
  - Weekly THM Sampling ongoing
- 6 Water testing analysers were sent to the manufacturer for Annual service and calibration
  - 3 returned, follow up required for test certificates
- Wastewater sampling program
  - Commenced in August, ongoing
  - Additional research and support required to improve sampling processes

Food Safety *Refer to slide 6 of PowerPoint*

- **Current No. of Food Business – 5** (3 Fixed - 3 Unlicensed, 1 Temporary – Unlicensed, 1 Mobile – Current license with SBRC)
- **Licence renewals for 2026/27 sent to #1 & #3 food businesses in June**
- **Food safety training to be organised for CASC Staff, volunteers and home cooks – Date TBA**

1. **Ny Ku Byun Elders Village – Current Licence FL2026_03**
   a) Inspection TBA 2026
2. **Café @ 25 Barambah Avenue – Currently Vacant**
   a) Council currently taking EOI for new business (Resource: CASC Social Media)
3. **Gundoo Early Learning Centre – Unlicensed**
   a) Inspection TBA 2026

4. **Cherbourg Hornets Junior Rugby League Corporation – Unlicensed**
    a) Contact to be made to provide education and training opportunities for staff and volunteers, and to discuss a temporary food licence

5. **Road Roaster Coffee Van – Current Licence 2026/27 (SBRC)**
    a) Business ongoing in Cherbourg in 2026

Certificate III in Indigenous Environmental Health *Refer to slide 7 of PowerPoint*

Environmental Health Worker's from across QLD's 17 Indigenous Councils attended and successfully completed HLT36115 Certificate III in Indigenous Environmental Health.

Funded by Queensland Health and delivered by MSA. The Certificate III was delivered over 12 months through a combination of workshops and blended delivery with participants from Cherbourg, Kowanyama, Doomadgee, Napranum and the Torres Strait Islands (Badu, Masig, Poruma etc.). (*ALL council participants may not be listed).*

Water & Sewerage

Daily) – grab water samples taken from different locations throughout community to monitor water purity, to ensure Cherbourg Aboriginal Shire Council is complying with their obligation to comply with state legislation and national drinking water guidelines

Ongoing 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.

- Daily Checks on all wastewater pump station.
- Weekly jar testing (coagulant optimization) to cope with the release of water from Bjelke Peterson Dam into Barambah Creek 'Cherbourg Aboriginal Shire, Raw water supply'.
- Distribution system and eliminate buildup of turbidity.
- Water truck deliveries to rural households on Cherbourg a nd Borchert's Hill roads
- Ensure quality of drinking water to residents is of a high standard.
- Clarifier test samples, taken daily for turbidity and PH, ongoing.
- Color testing and Turbidity testing (on all media and carbon filters) daily as part of daily operations.
- Daily inspection of Bert Button Look out, reservoir levels.

- Daily inspection of WTP, sand filters, Charcoal filters, Clarifier, Chorine gas dosing equipment, blower, backwash pumps, Bert Button Look out transfer pumps

Incidents:

- 6 Poly Water line breaks detected in the Bert Button Look out area.
- No sewage main breaks for this period.
- No after hours call out for blocked sewer main.

Staffing & Training:

- Training has been provided by Trility – for water treatment operators to monitor and operate liquefied chlorine gas disinfection process.

- Training has been provided by Taylor Beasley from, Darling Downs Public Health Unit & Cherbourg's Manger of Water & Waste Stuart Battese to enable staff of the implementation & interpretation of the current Drinking Water Quality Management Plan.
- Daily operational training provided to trainee operators by senior staff.

Current Qualifications:

- Certificate III in Water Industry Operations - (2 qualified in Water Operations)
- Certificate IV Water Industry Operations – (2 Water Operators have completed Cert IV)
- Ongoing Training and development to ensure Operators and trainees are qualified and confident in operating WTP and WWTP

General:

- All 7 Effluent ponds are in working condition with no blockages.
- Inspection, spraying slashing and whipper snipping of sewer ponds from Pond 1 through to Pond 7 are ongoing'.
- WWTP and WTP mowed, whipper snipped and sprayed)
- Centre Pivot. (irrigation) monitored daily and is in a working condition.
  Inspection & spraying ongoing.

- Jar Testing is being conducted weekly.

- WTP Clarifier emptied and cleaned.
- Flushing of all Community main water lines to ensure disinfection of town water

- All sewer pumps stations are monitored daily and are in working condition.
- Cherbourg WTP Regulator Inspection and Repair

Community Services Report

COMMUNITY SERVICES DEPARTMENT

August - September 2026

REPORT



Edwina Stewart, Community Services Manager

Community Services

We are currently in the process of preparing for several forthcoming events:

- RUOK? Day: Thursday, 17 September

- Jundah Gym Opening: Thursday, 8 October

- Christmas Event: Thursday, 17 December

Fireworks and amusement rides have been successfully booked.

Furthermore, we will host an independent assessment team to engage with participants, community members, and leaders regarding the Syntropic Farm initiative. We aim to finalize a date for this assessment and will promote the event effectively within the community to encourage participation and dialogue surrounding the program.

Indigenous Knowledge Centre

The IKC remains dedicated to supporting community initiatives and events aimed at our youth. Recently, we participated in the Qld Health Day, specifically the “Kids Health Party” for ages 0-5. Overall, our operations are running smoothly as usual.

Cherbourg Sports Complex

We are thrilled to share that we have successfully secured funding for another 12 months of the Deadly Active program, ensuring its continued impact and support in the community.

The “Jundah Women’s Gym” is excited to announce that it will officially open its doors on Thursday, October 8th. On this special day, we aim to offer a variety of wellbeing activities and share information on healthy choices. Our facility is designed to create a welcoming environment where women can participate in fitness activities, enhance their health and well-being, and build a supportive community among members. We have rolled out our holiday program to the community and are currently looking to expand our staff, specifically seeking a Sports Manager and casual workers.

Indigenous Youth Connection to Culture (YAG)

- Male youth officer continuing engagement with community and stakeholders.
- Continuing supporting YAG members with licensing, blue card applications and resumes
- Working towards holding a forum which will lead to the update the IYCC Plan
- YAG ladies working in with Jundah Gym to supply lip balms, bath salts and candles for their goodie bags for the Gym opening. They continue to create floral wreaths for sorry business. Supporting IKC with activities at community events.
- YAG mowing crew started their contract with TAFE for yard maintenance. They will continue to work with the housing crew with furniture removals and yard maintenance. The boys will be helping over at the farm on quieter days

Cherbourg Radio Station 4UM Usmob

RADIO/TECH UPGRADES:

Planning has progressed for a major upgrade of Cherbourg Radio's broadcast and technical infrastructure, with a funding application being developed under the NIAA Indigenous Broadcasting and Media Program (IBMP) – Strengthening Community Broadcasting grant opportunity. The proposed upgrades include replacement of the ageing analog production studio console with a Wheatstone digital broadcast console and purpose-built studio desk from the Cherbourg Joinery, bringing the production studio in line with the station's existing Wheatstone-equipped on-air studio. The project also proposes replacing the ageing Simian automation system with PlayoutONE PRO and AIIR Scheduler, upgrading Natural Logs, and engaging Direx Media to support system migration, implementation and staff training. Transmission improvements include replacement of the tower's incorrectly sized guy wires and installation of Jampro lightning protection equipment to improve safety and protect critical transmission infrastructure. A RØDECaster Pro II has also been included to strengthen remote production and business continuity capability, allowing staff greater flexibility to produce broadcast-quality content away from the station when required. Quotes have been sourced across the project components, with the overall proposal focused on improving reliability and safety, reducing the risk of technical failures and dead air, building staff capability, and future-proofing Cherbourg Radio's broadcast operations.

GENERAL OPERATIONS:

Cherbourg Radio has maintained regular broadcasting and day-to-day operations, delivering local news, community information, music, interviews, sporting coverage and community announcements. Community engagement remained strong, with staff covering local events and the football finals season across radio and social media. The partnership with Cherbourg State School also continues through the production and broadcast of PBL messages and original songs. Programming and staff rosters have been adjusted where required, while the station continues to strengthen its digital and multimedia content alongside traditional broadcasting.

SPONSORSHIP:

No new local sponsorship was secured during this reporting period. Existing Spots & Space bookings continue as normal.

This ends my report for August - September 2026