



Burdekin Shire Council

CORRESPONDENCE FOR INFORMATION

1. 1566280 * 146

Queensland Country Credit Union

Invitation – Annual General Meeting – 21 November 2019

2. 1568150 * 146

Townsville Hospital and Health Board

Letter of thank you - Councillor attendance at Board Luncheon - Townsville Hospital and Health Board

3. 1569562 * 1889/2068

Queensland Audit Office

Final Management Report - 2019 Financial Audit

4. 1568151 * 1946

Annastacia Palaszczuk MP - Premier of Queensland & Minister for the Arts

Seeking input from Councils - The Future of Works for Queensland Program - Premier of Queensland

5. 1568439 * 146

Saint Colman's Primary School

Invitation - Year 6 Graduation and Concert - St. Colman's School - 4 December 2019

6. 1569140 * 146

phn Northern Queensland

Invitation - Check Your Mates Launch - Townsville - 5 December 2019





**Queensland
COUNTRY
CREDIT UNION**

4 November 2019

Cr Lyn McLaughlin
Burdekin Shire Mayor
Burdekin Shire Council
145 Young Street
Ayr Qld 4807

Dear Cr McLaughlin, *Lyn*

Please find enclosed with our compliments a copy of our 2018-2019 Annual Report and Year in Review report.

Please also find enclosed an invitation to attend our 49th Annual General Meeting, to be held on Thursday 21 November 2019 from 5.30pm at Queensland Country Centre, Level 1, 333 Ross River Road, Aitkenvale. To confirm your attendance please RSVP at www.qccu.com.au/agm.

Yours sincerely,

Jill Cason
Jill Cason
Company Secretary

BURDEKIN SHIRE COUNCIL	
File ID No.	<i>146</i>
7 NOV 2019	
Document No.	
Retention Period	

VIEW	<i>CEO</i>	AGENDA	<i>C.1.2</i>
		DATE	<i>26/11/19</i>
		APPLIC #	
NOTED		PROP #	
TENDER		LAND #	
ACTION	<i>MAYOR</i>		
DEADLINE		CLASS	

*copy + attach
→ Mayor*

From: Townsville HHB
Sent: Wed, 20 Nov 2019 12:53:04 +1000
To: Lyn McLaughlin
Cc: Townsville HHB
Subject: Letter of thanks from the Townsville Hospital and Health Board
Attachments: 2019 11 19_Letter of thanks_Burdekin Shire Council.pdf

Dear Mayor McLaughlin

Please find attached letter from Mr Tony Mooney.

Many thanks
Kristy

Kristy Lindley
a/Executive Coordinator, Chairman and Board
Office of the Chief Executive



T 07 4433 0058
E Townsville_HHB@health.qld.gov.au
W www.health.qld.gov.au/townsville

Townsville Hospital and Health Service
100 Angus Smith Drive, Douglas, QLD 4814

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19 November 2019

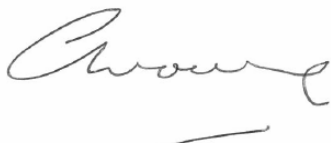
Mayor Lyn McLaughlin
Burdekin Shire Council
PO Box 974
Ayr QLD 4807
By email: Councillor.McLaughlin@burdekin.qld.gov.au

Dear Lyn

On behalf of the Townsville Hospital and Health Board, I would like to personally express my appreciation to you and the Burdekin Shire Council for attending the Townsville Hospital and Health Board luncheon during our visit to the Burdekin on Monday, 8 October 2019.

The Board thoroughly enjoyed this visit to your shire and valued the opportunity to engage with local stakeholders, councillors and community members.

Yours sincerely



Tony Mooney AM
Chair
Townsville Hospital and Health Board

From: Crowe Audit North Queensland <auditadmin@crowe.com.au>
Sent: Thursday, 28 November 2019 12:03 PM
To: Lyn McLaughlin <Councillor.McLaughlin@burdekin.qld.gov.au>; Kathy Cortabitarte <kathy.cortabitarte@burdekin.qld.gov.au>; Terry Brennan <Terry.Brennan@burdekin.qld.gov.au>; Kim Olsen <kim.olsen@burdekin.qld.gov.au>
Cc: Tracey Mayhew <tracey.mayhew@crowe.com.au>
Subject: Burdekin Shire Council - 2019 Audit - Updated Management Letter

Good afternoon,

As per your discussion with Tracey, please find attached the amended Management Letter for the audit of Burdekin Shire Council.

If you have any questions, please contact us.

Regards,
Kayla

Kind regards,

Crowe Audit North Queensland
Audit Administration Team - Audit and Assurance



Crowe Australasia, an affiliate of Findex
Findex (Aust) Pty Ltd ABN 84 006 466 351
22 Walker St
Townsville QLD 4810

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Our ref: DS:TM

26 November 2019

Cr. Lyn McLaughlin
Mayor
PO Box 974
AYR QLD 4807

Dear Cr McLaughlin

Final Management Report for Burdekin Shire Council

We have completed our 2019 financial audit for Burdekin Shire Council. The Auditor-General has issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to provide the council with details on audit matters and other important information related to the audited financial statements.

Reporting on issues

Issues and other matters formally reported to management and an update on actions taken by management to resolve these issues is included as Appendix A to this letter. Our rating definitions for internal control deficiencies is shown in Appendix B.

There were no issues and other matters formally reported to management from the results of our final audit visit.

Report to parliament

Each year we report the results of all financial audits and significant issues to parliament.

This year we intend to include the results of our audit of Burdekin Shire Council in a report to parliament. Formally, you will have an opportunity to provide comments to be reflected in our report.


Audit fee

The final audit fee for this year is \$73,000 exclusive of GST (2018: \$78,000). This fee has remained unchanged from the external audit plan issued on 13 March 2019.

We would like to thank you and your staff for their engagement in the audit.

If you have any questions about this letter or would like to discuss any matters regarding our audit service, please contact me on 07 4722 9559.

Yours sincerely



Donna Sinanian
Engagement Partner
(as delegate for the Auditor-General)

Appendix A

Issues formally reported to management

This table provides you with a summary of issues that we have formally reported to management.

Previously reported other matters – interim management letter issued 14 June 2019

Area	Issue	Our recommendation	Status update from management
Governance	19OM1 - Centralisation of laws and regulation requirements Other Matter A compliance framework is an organisation's first line of defence in demonstrating that they have taken all reasonable steps to meet their regulatory requirements. Best practice guidelines detail that the use of a centralised laws and regulations register would assist Council in ensuring that all areas of compliance are being met for relevant legislation.	We understand that Council currently use similar registers in the infrastructure services directorate. Council should consider the benefits and practicalities of implementing registers across all directorates or expanding the current registers to include all areas of regulation. Registers should be monitored regularly to ensure Council is meeting current requirements.	Management is concerned about the practicality and cost to implement a centralised laws and regulations register for an organisation of its size and resources. It believes the resourcing required to establish and administer such a register would be prohibitive. It is willing to research how other councils are managing this issue and consider the implications further before making a final decision on the matter. Responsible officer: Director Corporate and Community Services Status: In progress Action date: 30 June 2020

Area	Issue	Our recommendation	Status update from management
Revenue and receivables	<p>19OM2 - Review of rates checklist</p> <p>Other Matter</p> <p>There was no evidence of dual review of the annual rate levy process on the rates checklist. We have been able to sight evidence of dual review on the reconciliations and reports performed throughout the process and have undertaken testing over the individual components of the levy for comfort over its completeness and accuracy. The checklist is used to document the flow of this process, and while we have seen it has been filled in, it has not been signed as complete. This does not constitute a deficiency in internal controls, rather an absence of documented evidence of the dual review process occurring.</p>	<p>We acknowledge that at the time of the levy, Council had not yet replaced a critical rates team member role which contributed to this anomaly in controls. We recommend that the evidence of review of this checklist is documented in future levy processes.</p>	<p>Whilst the checklist was not signed, independent reviews of the levy were undertaken by both the Manager Financial and Administrative Services and Financial Accountant – Systems. The checklist can be signed by two people for future levies.</p> <p>Responsible officer: Manager Financial and Administrative Services</p> <p>Status: Not started</p> <p>Action date: 2019 Levy</p>
Payroll and employee benefits	<p>19OM3 - Recruitment and selection</p> <p>Other Matter</p> <p>Council are in the process of developing an operational standard for recruitment practices. We have reviewed current processes against the Crime and Corruption Commission Queensland's best practice recommendations and note the following potential enhancements for management consideration:</p> <ul style="list-style-type: none"> Section 7.0 – Interviews - A series of ethical scenarios or questions based on the specific position being advertised could be included. For example, IT access questions for IT applicants or misuse of plant. Section 8.0 – Selection and Pre-Appointment Process 	<p>The enhancements to the recruitment and selection procedures above would benefit Council in ensuring that high risk individuals are not employed.</p>	<p>A review of the recruitment process is currently being undertaken and the matters listed will be considered in this review.</p> <p>Responsible officer: Manager Client Services</p> <p>Status: In progress</p> <p>Action date: September 2019</p>

Area	Issue	Our recommendation	Status update from management
	<ul style="list-style-type: none"> • It would be beneficial to note how the two references are confirmed appropriate to question. Possibly call the workplace and ask for the referee rather than the number provided by the applicant. • For internal applicants, they should be processed consistent with external applicants, in regard to qualification checks, license checks, interviews and certain pre-requisites. • Qualification checks should be performed prior to the applicant being informed they are successful. • Criminal checks could extend to international confirmation for classification positions applicable. 		

Previously reported financial reporting issues – interim management letter issued 14 June 2019

Component	Issue	Our recommendation	Status update from management
Financial Reporting	<p>19FR-1 Impact of concessional loans in applying AASB 9 Financial Instruments</p> <p>Low Risk</p> <p>Council has provided a position paper on the impact of AASB 9 <i>Financial Instruments</i> to assess the impact on Council's receivables including community loans. Council are proposing to continue to measure their community loans and advances at amortised cost. This is largely based on the premise that as the balances are largely unsecured they do not represent a true "loan", rather an advance or general receivable. Upon audit review, we expect that separate accounting for the concessional portion of interest free community loans / financial assistance should be applied, with the balance of the loan carried at amortised cost. However, it is unlikely that applying this accounting treatment would result in a material change to the current carrying value of Council's community loans and advances.</p>	<p>Council is currently in the process of formalising this assessment with verbal advice received from the Department of Local Government, Racing and Multicultural Affairs. We recommend management further review and formalise their position with respect to accounting for community loans, and the associated financial reporting impacts moving forward.</p>	<p>Management have considered materiality and will continue to measure community loans and advances at amortised cost and will include disclosure in Note 1 Significant accounting policies of the Financial Statements that Council has not applied AASB 9 Financial instruments to concessional loans.</p> <p>Responsible officer: Manager Financial and Administrative Services</p> <p>Status: Resolved</p>

Appendix B

Our rating definitions for internal control deficiencies

We assess internal control deficiencies on their potential to cause a material misstatement in the financial statements as follows:

Assessed category	Definition/Criteria	Prioritisation of remedial action
Significant deficiency	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none">• the risk of material misstatement in the financial statements• the risk to reputation• the significance of non-compliance with policies and applicable laws and regulations• the potential to cause financial loss including fraud, or• where management has not taken appropriate timely action to resolve the deficiency.	<p>This requires immediate management action to resolve.</p>
Deficiency	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
Other matter	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>

Our risk rating definitions for financial reporting issues

We assess financial reporting issues on their potential to cause a material misstatement in the financial statements as follows:

Assessed category	Definition/Criteria	Prioritisation of remedial action
High	We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.	This requires immediate management action to resolve.
Medium	We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements	We expect management action will be taken in a timely manner to resolve deficiencies.
Low	We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.	Our recommendation may be implemented at management's discretion.

From: The Premier
Sent: Tue, 19 Nov 2019 17:51:24 +1000
To: Lyn McLaughlin
Subject: TF/19/11550 - Message for Councillor McLaughlin
Attachments: DOC19208507 - Message for Councillor McLaughlin.pdf

Please find attached a letter from the Premier of Queensland

Yours sincerely

Office of the Premier



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Premier of Queensland Minister for Trade

For reply please quote: *ECP/KN – TF/19/11550 – DOC/19/208507 – WR19/38534*

19 November 2019

Councillor Lyn McLaughlin
Mayor
Burdekin Shire Council
councillor.mclaughlin@burdekin.qld.gov.au

1 William Street Brisbane
PO Box 15185 City East
Queensland 4002 Australia
Telephone +61 7 3719 7000
Email ThePremier@premiers.qld.gov.au
Website www.thepremier.qld.gov.au

Dear Councillor McLaughlin

We are writing to you about enhancing the Palaszczuk Government's \$600 million Works for Queensland (W4Q) Program.

Queensland's Councils have enthusiastically supported W4Q across its first three funding rounds and by July 2021 it is expected that W4Q will have supported, sustained or created more than 21,000 jobs and delivered more than 1800 projects across regional Queensland. This is a fantastic achievement and makes W4Q a great example of two levels of government working together to deliver outcomes for local communities. It is also why your views on the future of W4Q are so important.

The Queensland Government is now seeking input from Councils about the future of W4Q and how it can best support local communities experiencing high unemployment beyond the 2019-21 funding round. Feedback from Councils will be critical in planning the future of W4Q.

We are interested in your Council's views on all elements of the program, including eligibility requirements, program objectives, project scope criteria and program administration. For example, ways that W4Q could not only meet the State's primary objective of stimulating local jobs, but also be utilised to assist with funding strategic infrastructure, such as water and wastewater infrastructure, including works for water security, drought measures and roads.

In particular, your advice about the communities within your local government area that are experiencing high unemployment and would benefit from consideration for possible inclusion in future rounds of W4Q would be appreciated.

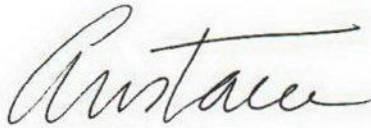
Feedback is requested by 19 December 2019, with a copy of your response also provided to the W4Q email at worksforqueensland@dlgrma.qld.gov.au.

The Department of Local Government, Racing and Multicultural Affairs, as the agency with responsibility for administering W4Q on the Queensland Government's behalf, will coordinate the review of Council feedback.

Further information about W4Q is available on the Department of Local Government, Racing and Multicultural Affairs' website at www.dlgrma.qld.gov.au, and click on (1) 'Local government', (2) 'Grants and subsidies', (3) 'Current programs' and then (4) '2019–21 Works for Queensland Program (W4Q)'.

If you require any further information, please contact Ms Kate Adams, Chief of Staff in Minister Hinchliffe's office on telephone (07) 3719 7560.

Yours sincerely



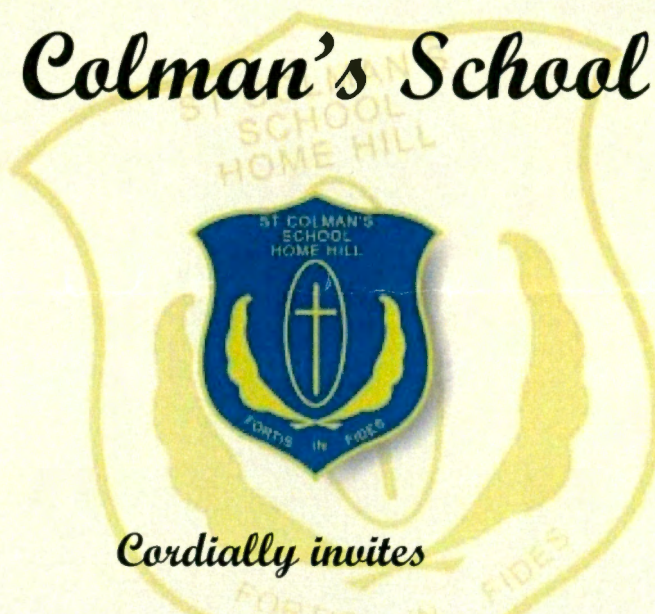
ANNASTACIA PALASZCZUK MP
PREMIER OF QUEENSLAND
MINISTER FOR TRADE



STIRLING HINCHLIFFE MP
Minister for Local Government,
Minister for Racing and
Minister for Multicultural Affairs



St. Colman's School



Cordially invites

Mayor Lyn McLaughlin

St. Colman's School Year 6 Graduation & Concert

to be held at the

St Colman's School Shed – Home Hill

on Wednesday 4th December, 2019

at 7.00pm for a 7.15pm start

R.S.V.P. 29th November 2019



*Carla Johnson
Principal
St. Colman's School
P.O. Box 243
Home Hill 4806
Phone: 4782 2030*



From: Leith Milton
Sent: Thu, 28 Nov 2019 08:29:33 +1000
To: Operation Compass
Subject: Check Your Mates Launch - Thursday 5 December 7.30am
Attachments: OperationCompass_CheckYourMates_FPA_v5.pdf
Importance: High

Good Morning All,

On behalf of Operation Compass, we cordially invite you to be a part this summer's Launch of the #Check Your Mates campaign.

The Launch is being held Thursday 5 December commencing at **7.30am** at **The Ville**. Please join us for coffee and light refreshments as we encourage our community to check in on each other over this Christmas and New Year period.

Please RSVP via the link below:

<https://forms.gle/6FumSC6Nspd5Q6QZ9>

We hope to see you all there!

Kind Regards,

Leith Milton | Ex-ADF Suicide Prevention Officer-Operation Compass| Northern Queensland PHN



Direct: (07) 4796 0413 | Mobile: 0499 886 534
Office: (07) 4796 0400
Email: leith.milton@nqphn.com.au
Website: www.nqphn.com.au
Office address: Level 3, Clinical Practice Building, 1 James Cook Drive, Douglas, Qld 4811
Mailing address: PO Box 161, Aitkenvale, Qld 4814



Northern Queensland Primary Health Network acknowledges the Traditional Custodians of the lands and seas on which we live and work, and pay our respects to Elders past and present.

The logo for NQ Connect, featuring the text 'NQ Connect' in a large, blue, sans-serif font. Below it is a green speech bubble containing three white dots.

Flood recovery support

Extreme weather events can leave you feeling hopeless and overwhelmed.

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Free counselling 24/7

Call 1300 059 625

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The logo for 'on the line', featuring a stylized 'i' made of vertical bars of increasing height.

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The logo for Northern Queensland PHN, featuring the letters 'phn' in a large, bold, blue font, with 'NORTHERN QUEENSLAND' and 'An Australian Government Initiative' in smaller text below it.



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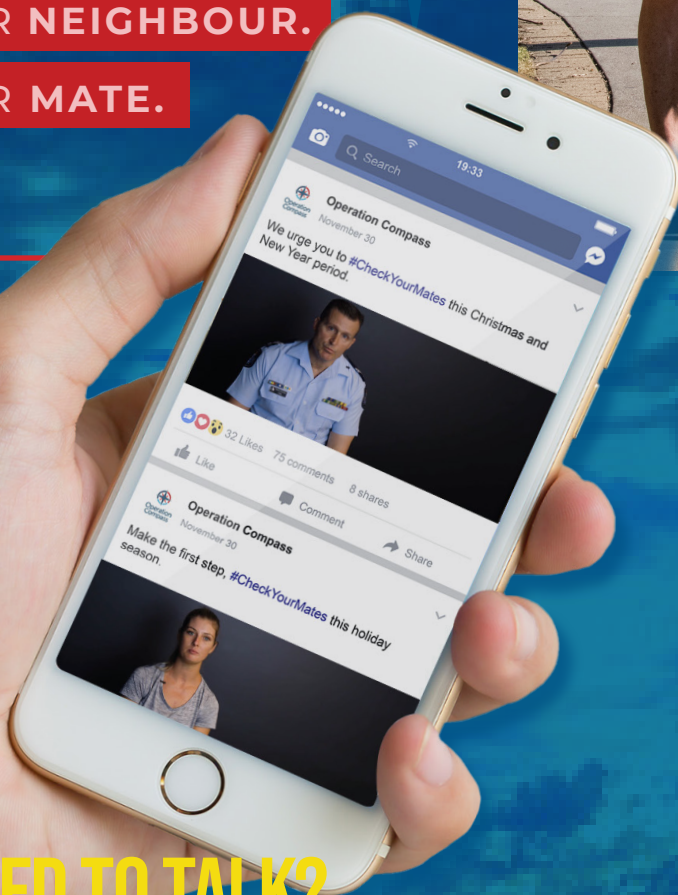
#CHECKYOURMATES

YOUR PARTNER.

YOUR FAMILY.

YOUR NEIGHBOUR.

YOUR MATE.



NEED TO TALK?

National 24/7 Crisis Services

NQ Connect

1300 059 625
nqconnect.com.au/veterans

Open Arms

1800 011 046
openarms.gov.au

Lifeline

13 11 14
lifeline.org.au

Kids Helpline

1800 55 1800
kidshelpline.com.au



AN INITIATIVE OF



Operation
Compass

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NORTHERN QUEENSLAND
An Australian Government Initiative

JOIN US FOR A
COFFEE CATCH UP
AS WE LAUNCH
#CHECKYOURMATES



THURSDAY 5
DECEMBER 2019
7:30AM-8:30AM



THE VILLE
RESORT + CASINO
QUARTERDECK

RSVP TO opcompass@nqphn.com.au
BY TUESDAY 3 DECEMBER 2019

HOW TO CHECK YOUR MATES?

CONNECT TO OTHERS

Make the time to meet

"Let's catch up for a coffee or beer!" or "Let's go fishing or for a run"

YARN TO LISTEN

Listen; don't judge

"What's been happening?" or "How have you been travelling?"

MOTIVATE TO ACT

Encourage action and offer support

"I can take you to get some more help" or "Let's chat again in a week"

WHY CHECK YOUR MATES?



The Christmas and New Year holiday period is a time for celebration, joy and connecting with family and friends. For some though this can be a difficult time that may involve isolation, loneliness and struggle.



The Defence Community in Townsville (serving, ex-serving and families) makes up about 20% of our community. While most are doing well, some find it very tough during this time.



This summer period, we challenge you to check five mates. Those who are going well, challenge them to check five more mates. Those who may not be travelling well, encourage and support to seek help.

LEARN MORE BY VISITING OPCOMPASS.ORG.AU