



# Burdekin Shire Council

## CORRESPONDENCE FOR INFORMATION

**1. 1592411 \* 489**

**Office of the Information Commissioner**

What Right to Information and Privacy Means for Councillors – Office of the Information Commissioner

**2. 1594945 \* 2143**

**Australian Institute of Architects**

Shovel Ready Campaign – Australian Institute of Architects

**3. 1595769 \* 2068**

**Crowe Horwath**

Interim Management Report – Financial Year Ending 30 June 2020

**4. 1595942 \* 115**

**Department of the Premier and Cabinet**

Nominations Open – Queensland's 2021 Australian of the Year Awards – Department of the Premier and Cabinet

**5. 1594545 \* 3**

**Northern Alliance of Councils Inc (NAOC)**

Invitation – Annual General Meeting – Northern Alliance of Councils

**6. 1594968 \* 1013**

**Hon Grace Grace MP – Minister for Education and Minister for Industrial Relations**

Approval Granted to Change Show Holiday – 24 June 2020 to 14 August 2020 – Minister for Education and Minister for Industrial Relations





**Office of the Information Commissioner**  
Queensland

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27 May 2020

Mayor McLaughlin  
Burdekin Shire Council  
**Via Email:** [Councillor.McLaughlin@burdekin.qld.gov.au](mailto:Councillor.McLaughlin@burdekin.qld.gov.au)

Dear Mayor McLaughlin

**What Right to Information and Privacy mean for Councillors**

The Office of the Information Commissioner (OIC) would like to congratulate you on your recent appointment.

As you know, local councils have obligations under the *Right to Information Act 2009* (RTI Act) and the *Information Privacy Act 2009* (IP Act). The OIC has a statutory role in fostering understanding of these obligations in the community and in local governments, Queensland Government departments, statutory authorities and public universities and Hospital and Health Services. Our office also provides guidance, support and assistance to Queensland government agencies about good RTI and IP Act practices. The objectives of the legislation contribute to building greater trust and transparency in government and improved service delivery for the community.

I have **linked** resources on right to information and information privacy to assist new and returning Councillors. We have also updated other OIC resources specific to local government. These are available on our website ([www.oic.qld.gov.au](http://www.oic.qld.gov.au)) and include:

- Quick Guide for Councillors: [www.oic.qld.gov.au/\\_data/assets/pdf\\_file/0008/42578/Quick-guide-Councillors-200520.pdf](http://www.oic.qld.gov.au/_data/assets/pdf_file/0008/42578/Quick-guide-Councillors-200520.pdf)
- 5 quick RTI tips for local government: [www.oic.qld.gov.au/\\_data/assets/pdf\\_file/0005/31667/Top-5-RTI-tips-for-local-government-2020.pdf](http://www.oic.qld.gov.au/_data/assets/pdf_file/0005/31667/Top-5-RTI-tips-for-local-government-2020.pdf)
- 5 quick Privacy tips for local government: [www.oic.qld.gov.au/\\_data/assets/pdf\\_file/0004/31666/Top-5-Privacy-tips-for-local-government-2020.pdf](http://www.oic.qld.gov.au/_data/assets/pdf_file/0004/31666/Top-5-Privacy-tips-for-local-government-2020.pdf)
- Digital documents and right to information: [www.oic.qld.gov.au/\\_data/assets/pdf\\_file/0008/37799/poster-online-and-on-your-phone.pdf](http://www.oic.qld.gov.au/_data/assets/pdf_file/0008/37799/poster-online-and-on-your-phone.pdf)

These resources are designed to assist councils and Queensland government agencies to better understand their privacy obligations and to deal with access applications under the RTI or IP Act.

If we can provide more information or assistance, please do not hesitate to contact our Enquiries Service on 1800 642 753 or 07 3234 7373 (select option 1 to speak to the Enquiries Service) or visit us online at [www.oic.qld.gov.au](http://www.oic.qld.gov.au)

Yours sincerely

Rachael Rangihaeata  
**Information Commissioner**



Australian  
Institute of  
Architects



April 29, 2020

The Mayor of Burdekin Shire Council  
Cr Lyn McLaughlin

Dear Mayor

Like all industries, the Queensland architecture industry is suffering from the dire effects of coronavirus.

Consequently, the Australian Institute of Architects (Queensland Chapter) has implemented the **Shovel Ready Campaign** and calls upon the Burdekin Shire Council to accelerate the first stages of all building and construction programs.

These first stages include feasibility studies, master planning, concept design, documentation and development approvals.

We urge the Burdekin Shire Council to:

- Simplify procurement processes
- Fast track decision-making
- Bring forward project schedules

This needs to occur on all public work projects that require the expertise of Queensland architects.

Failure to fast track the Council's projects will have a disastrous impact on Queensland's building and construction supply chain.

Any interruption of the supply chain will be the death knell for 50% of Queensland's architectural businesses and many allied sub-consultants, trades and industry suppliers.

Furthermore, any delays now will add at least two years to building and construction project timelines.

Now is not the time to put Burdekin projects in the pipeline on hold.

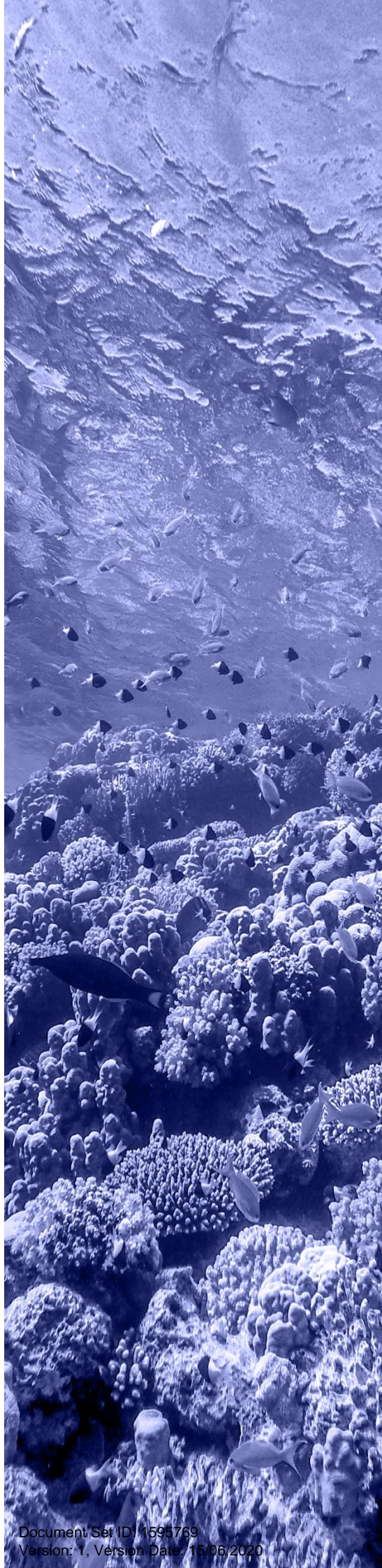
We are also calling upon the Queensland Government, all local governments in Queensland, public institutions including universities, and developers to accelerate the first stages of their building and construction programs.

Can you please advise how your Council will take urgent steps to ensure that Burdekin projects are 'shovel ready'?

Kind regards,

A handwritten signature in black ink, appearing to read 'AMcRobbie'.

Alice-Anne McRobbie  
State Manager - Queensland  
0417 772 827



# Burdekin Shire Council

## 2020 Interim report to the Mayor

10 June 2020

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Our ref: DS:TM

10 June 2020

Mayor Cr. Lyn McLaughlin  
Burdekin Shire Council  
145 Young Street  
AYR QLD 4807

Dear Cr McLaughlin

**2020 Interim report**

We present to you our interim report for Burdekin Shire Council for the financial year ending 30 June 2020. This report details the results of our interim work performed to 31 May 2020. In this phase we assess the design and implementation of your internal controls and undertake controls and substantive testing procedures over revenue, expenditure and payroll cycles. To date our work has not identified any significant deficiencies in your internal controls.

This report includes our assessment of your internal control framework and other matters identified to date.

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if he considers it to be significant.

At this stage, the Auditor-General is working towards continuing to table most of the planned reports for this year but, given the current environment and associated community sensitivities, we will keep the tabling timeframe under continued review. I know that your focus is currently on responding to COVID-19 and that this may be a challenge over an extended period. As a result, if you find any of QAO's requests (or timeframes) difficult, we can work through revised response methods and dates.

Please note that under section 213 of the *Local Government Regulation 2012*, you must present a copy of this report at your council's next ordinary meeting. If you have any questions or would like to discuss the audit report, please contact me on 4722 9559 or Engagement Manager, Tracey Mayhew on 4722 9589.

Yours sincerely



Donna Sinanian  
Engagement Partner

Enc.

cc. Terry Brennan, Chief Executive Officer  
Ian Jessup, Audit Committee Chair



# 1. Summary



## Audit progress

<b>Emerging risk—COVID-19</b>	<b>Action required</b>
<p>COVID-19 poses several risks and challenges to entities globally and the Queensland public sector is no different. It is hard to determine the longevity of this pandemic, or the financial impact this may have. In Section 2 Emerging risks we have provided an update of what these challenges may be for your organisation and details of work performed to date in relation to these areas.</p>	
<b>Internal control assessment and issues</b>	<b>On track</b>
<p>Based on the results of our interim visit that occurred from 18 May to 31 May 2020, we make the following observations:</p> <ul style="list-style-type: none"><li>• Testing the design and implementation of internal controls has been completed for revenue, payroll and expenditure cycles for the period 1 July 2019 to 31 March 2020. We have also performed controls and substantive testing procedures up to and including this date.</li><li>• Our audit procedures have not identified any new matters relating to Council's internal control environment to be brought to your attention at the time.</li><li>• A summary of the status of prior year audit recommendations is included in Section 5 of this report.</li><li>• All milestones assessable to the date of this letter have been met by Council.</li></ul>	
<b>Areas of audit significance</b>	<b>On track</b>
<p>In our external audit plan, we identified those classes of transactions, accounts and balances that we considered to be significant or a risk of material misstatement to the financial statements. Refer to the table in Section 6 for details of work performed to date in relation to these areas of audit significance.</p>	
<b>Financial reporting issues and other matters</b>	<b>On track</b>
<p>No financial reporting matters were identified in conjunction with our interim audit procedures. We are in the process of reviewing Council's position paper in relation to the industrial estate development and will continue to work with management to resolve financial reporting considerations as they arise.</p> <p>One other matter has been raised with best practice guidance surrounding the waste levy.</p>	
<b>Milestones—financial reporting and audit deliverables</b>	<b>On track</b>
<p>All key milestones to date have been met by Council. We are in regular contact with management to ensure timely achievement of upcoming audit milestones.</p>	
<b>New developments (not related to COVID-19)</b>	<b>On track</b>
<p>Outside of the considerations outlined in Section 2 in relation to COVID-19, there have been no new developments on the audit that were not otherwise identified in the external audit plan.</p>	



## 2. Emerging risks



COVID-19 is testing the resilience and agility of entities as they tackle multiple challenges, such as supporting their staff and the community, and managing sustainable operations. Management should continue to assess the impact of COVID-19 on their financial results and internal control environment.

The AASB and AuASB are continuing to issue in-depth guidance to chief financial officers, audit committee members, directors and auditors refer [here](#).

We will continue to consider the implications of this pandemic and have identified the following key areas that may impact Burdekin Shire Council. Some of these risks also translates to a heightened risk of fraud that will require increased professional scepticism, both from management and auditors.











Area of concerns and associated risk	Status and considerations
<b>‘Everyday’ internal controls</b>  Most entities have expanded to working from home to support social distancing. With any change in working arrangements comes an increased risk of controls failing, particularly manual controls and where controls previously operated with a high level of management oversight within an office environment.	In conjunction with our interim audit we have performed a review of the internal control environment and in particular the impact of changes in working arrangements on internal controls.  No deficiencies in the control environment were noted. However, management should remain vigilant with monitoring of internal controls during this time.
<b>Information technology and cyber security</b>  Entities' exposure to cyber security risks increases in vulnerable and uncertain times as their resources are focused on being re-deployed to address critical matters. There is also a risk that identifying cyberattacks may be potentially delayed causing financial and/or reputational risks.	Based on our discussions with key ICT personnel this risk appears to be adequately managed at this time. Council should continue to proactively monitor the cyber environment.
<b>Valuation of property, plant and equipment</b>  Economic uncertainty [and imposed community restrictions] may impact the ability of valuers to accurately perform comprehensive and/or desktop valuations and meet the fair value measurement requirements of AASB 13.	Due consideration has been given to this risk. Our preliminary review of valuation results has commenced and to date we have not identified any issues of concern. Should any issues arise we will work with management to resolve them in a timely manner.  Management should continue to monitor any changes in circumstances and ensure the valuation model is updated accordingly, if required.
<b>Impairment of receivables</b>  There is an increased likelihood that debtors may take longer to pay and, in some instances, not be able to pay their obligations at all.	Management should continue to monitor any changes in circumstances and reflect these changes in the expected credit losses model, if required.
<b>Financial statement disclosure</b>  Several disclosures in the financial statements will be impacted	Management have already identified and are monitoring a number of financial statements areas which might be impacted. We will continue to work with management to ensure financial statement disclosures are complete and accurate.

Some of these risks also heightens the risk of fraud. Management should enhance the controls in place to detect any fraudulent activities that entities may be exposed to. As auditors, we consider fraud risk to be pervasive to the financial statements and will increase our professional scepticism in carrying out the audit of the financial statements of Burdekin Shire Council.

## 3. Internal control issues



The following table summarises our reporting on deficiencies in internal controls and our overall assessment of Council's internal control environment as at 31 May 2020.

Internal control issues by COSO element		Number of significant deficiencies		Number of deficiencies		Rating
		Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
	<b>Control environment</b> Structures, policies, attitudes and values that influence daily operations	-	-	-	-	
	<b>Risk assessment</b> Processes for identifying, assessing and managing risk	-	-	-	-	
	<b>Control activities</b> Implementation of policies and procedures to prevent or detect errors and safeguard assets	-	-	-	-	
	<b>Information and communication</b> Systems to capture and communicate information to achieve reliable financial reporting	-	-	-	-	
	<b>Monitoring activities</b> Oversight of internal controls for existence and effectiveness	-	-	-	-	

### Our ratings



#### Effective

No significant deficiencies identified



#### Partially effective

One significant deficiency identified



#### Ineffective

More than one significant deficiency identified





## 4. Financial reporting issues and other matters

The following table summarises the status of financial reporting issues and other matters identified through our audit as at 31 May 2020.

Financial reporting issues and other matters							
	Prior year			Current year			
	In progress	Resolved—current year	Re-raised—current year	Not yet due	Unresolved	Resolved pending QAO verification	Resolved
High risk	-	-	-	-	-	-	-
Medium risk	-	-	-	-	-	-	-
Low risk	-	-	-	-	-	-	-
*Other matters	1	2	-	1	-	-	-

\*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

### Other matters

The following table details other matters identified through our audit as at 31 May 2020. It includes a response from management.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.



### Other matters

#### 200M-1 Waste Levy Best Practice

During our review of the new procedures implemented by Council in response to the introduction of the waste levy and discussions with key personnel, the following observations were made:

- Following the introduction of the levy there was collaboration between internal stakeholders to set fees and consider financial reporting implications.
- Council has budgeted to invest in technology solutions to support efficient and accurate data capture and information processing.
- Internal procedures have been developed for waste staff to follow however these processes have not been formally documented or adopted by Council. That being said, we have no reason to suspect non-compliance with agreed procedures has occurred based on our enquiries and observations.
- A review of data loaded into the Queensland Waste Data System (QWDS) occurs within the waste services team, however there is no independent review or reporting outside the waste services team. Other stakeholders should remain informed about the processes to capture and remit data, as incomplete or inaccurate data may result in a loss of revenue.

#### QAO recommendation

As Council continues to refine its internal procedures consideration should be given to the above observations to embed an internal control framework that supports reliable data collection, reporting and monitoring.

#### Management response

Management agrees with the QAO recommendation.

Responsible officer: Mitul Desai

Status: Not started

Action date: 31 December 2020

## 5. Prior year issues



### Status

The following table summarises the status of issues and other matters reported by audit in prior years.

Ref	Rating	Issue	Action date	Status
Other matters				
19OM-1		Centralisation of laws and regulations requirements	30 June 2020	In progress
19OM-2		Review of rates checklist		Resolved
19OM-3		Recruitment and selection		Resolved



## 6. Areas of audit significance



In our external audit plan, we identified those classes of transactions, accounts and balances that we considered to be significant or a risk of material misstatement to the financial statements. In the following tables we have set out the identified areas of audit significance and any new areas, changes in the risk during the audit period, and progress on the audit procedures undertaken to date to address the risk.

#	Area of audit significance	Status
1	<b>Valuation of infrastructure assets</b>	The valuation reports for infrastructure asset classes, land, buildings and other structures have been received by audit in accordance with the agreed milestone date. Our preliminary review of this information has commenced and to date we have not identified any issues of concern. Should any issues arise we will work with management to resolve them in a timely manner.
2	<b>Financial sustainability</b>	Due to the nature of the inputs of these ratios, our testing will be targeted at our final visit to confirm values and calculations.
3	<b>Management of conflicts of interest and disclosure of related party transactions</b>	We have conducted some preliminary discussions to confirm our understanding of the data collection process for the disclosure and any significant changes to related party relationships from the previous year. We will review related party disclosures as part of our final audit.
4	<b>Probity and propriety considerations</b>	Our interim visit commenced our review into this area. Further testing has been designed for our final visit to satisfy this area of audit significance.
5	<b>Provision for tip restoration</b>	The calculations and inputs associated with the model have been reviewed. No issues were identified, we are satisfied the valuation techniques and assumptions applied by management are appropriate.
6	<b>COVID-19</b>	<p>We have assessed the potential impact on Council's internal control environment at our interim attendance. Based on work performed to date Council's control environment is considered effective.</p> <p>Further testing and discussions will be held at our final visit to ensure financial statement disclosures (if required) are adequate.</p>

## 7. Appendix A—Our rating definitions



### Our rating definitions

	Definition	Prioritisation of remedial action
<b>Significant deficiency</b> 	<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"> <li>the risk of material misstatement in the financial statements</li> <li>the risk to reputation</li> <li>the significance of non-compliance with policies and applicable laws and regulations</li> <li>the potential to cause financial loss including fraud, or</li> <li>where management has not taken appropriate timely action to resolve the deficiency.</li> </ul>	<p>This requires immediate management action to resolve.</p>
<b>Deficiency</b> 	<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>
<b>Other matter</b> 	<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>

### Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
<b>High</b> 	<p>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.</p>	<p>This requires immediate management action to resolve.</p>
<b>Medium</b> 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We expect management action will be taken in a timely manner.</p>
<b>Low</b> 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.</p>



## 8. Appendix B—Information on internal controls



### What is internal control?

'Internal control' is the processes, systems, records and activities that your entity designs, implements and maintains to provide you with reasonable assurance about the achievement of organisational objectives regarding:

- reliability of financial reporting
- effectiveness and efficiency of operations
- compliance with applicable laws and regulations.

Your governing body and executive management collectively are responsible for preparing reliable financial statements in accordance with generally accepted accounting principles. They are similarly responsible for maintaining effective internal control over financial reporting.

### Our assessments of your internal control framework

The auditing standards that we must comply with require us to understand and assess those aspects of your internal control that relate to our financial statement audit objectives. In the planning phase of our audit, we sought to understand and evaluate how controls are designed and implemented. We communicated to you the results of our analysis in our external audit plan.

If we decide that we can rely on your controls, we must then test them to confirm they operated effectively. The results of our testing may highlight deficiencies in your internal controls. We assess whether any identified deficiencies in internal control constitute, individually or in combination, a significant deficiency in internal control.

### Limitations of our reporting on internal control deficiencies

No system of internal control can provide absolute assurance about the absence of error or compliance. Even in the absence of identified control weaknesses, inherent limitations in your internal controls over financial reporting may not prevent or detect material misstatements.

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[Suggest a performance audit topic](#)

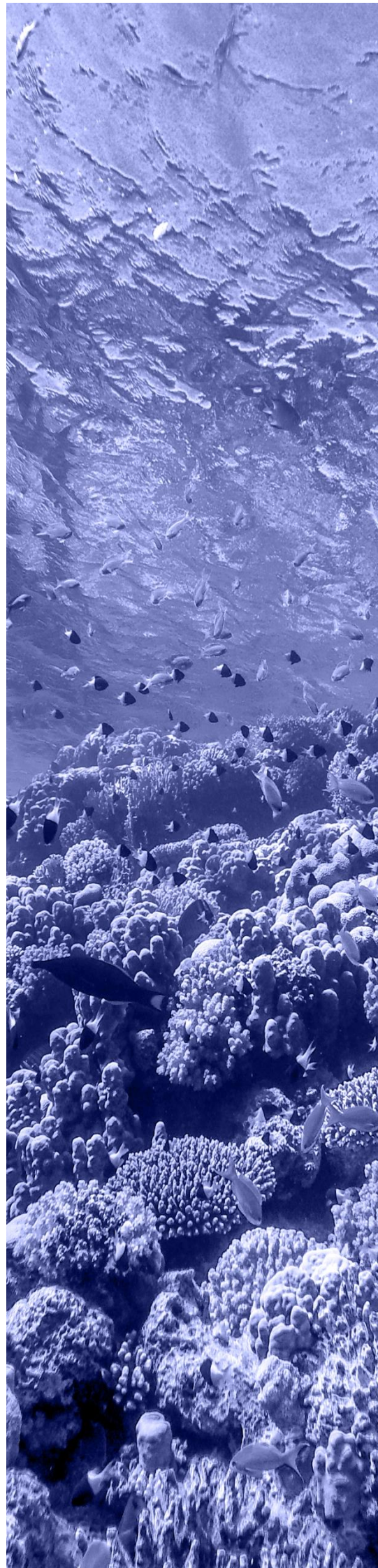
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**From:** The Premier  
**Sent:** Mon, 15 Jun 2020 14:35:33 +1000  
**To:** RES: Mailbox - Email Registration  
**Subject:** Nominations open for Queensland's 2021 Australians of the Year

Dear Councillor McLaughlin

The Australian of the Year Awards recognises and highlights the accomplishments and contributions of leading individuals who are influencing and furthering their communities and continuing to make a positive difference in our great nation.

This significant awards program relies on Queenslanders to nominate the role models in their communities. Queenslanders traditionally demonstrate great community spirit, especially in times of hardship. As together we face the current coronavirus (COVID-19) pandemic, now is also a time to reflect on the contribution so many Queenslanders make to our nation.

I urge you to nominate at least one individual from within your local area who ignites discussion and inspires change on issues of national importance.

Nominations can be made across the following four categories:

- Australian of the Year
- Senior Australian of the Year (those aged 65 years or over)
- Young Australian of the Year (ages 16 to 30)
- Local Hero.

To assist in promoting these awards within your community, we have included some useful information:

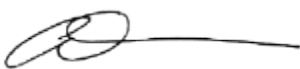
- an [email template](#) to send to your contacts
- [signature block](#), [web](#) and [social media icons](#) to utilise in your communication.

Queensland recipients will be announced in November 2020 and will progress to the national awards held in Canberra on the eve of Australia Day 2021.

To read about past recipients, or for further information on how to nominate please visit the [website](#).

Should you have any questions regarding this year's program, please contact Ms Tabitha Butche Project Coordinator, Events and Engagement, Department of the Premier and Cabinet, by [email](#) or on telephone (07) 3003 9200.

Yours sincerely



**ANNASTACIA PALASZCZUK MP**

(formerly North Queensland Local Government Association)

8 June 2020

Dear Member Council

On behalf of the Northern Alliance of Councils (NAOC), I write to invite you to attend the 2020 Annual General Meeting. Unfortunately, the 2020 conference is cancelled due to COVID-19 and social gathering restrictions.

The Annual General Meeting of the Northern Alliance of Councils Inc will commence at 2:00pm on Wednesday, 12 August 2020 via ZOOM.

I am enclosing an "expression of interest" form for completion and return to the Secretariat by Friday, 17 July 2020. The form is self-explanatory and will give us an indication of whether member Councils are:

- (a) submitting motions for the conference program;
- (b) interested in hosting a Northern Alliance of Council conference in 2021; and/or
- (c) interested in taking over as Secretariat of the Northern Alliance of Councils for four years.

A motions template is also attached for completion and return to the Secretariat by close of business on Friday, 17 July 2020. This will enable the Secretariat to circulate the conference motions to member Councils in advance of the 2020 Annual General Meeting; allowing members to discuss the motions and consider their position as a member Council on matters of concern to them, well in advance of the Annual General Meeting. For this reason, I wish to advise that *motions submitted after 17 July will not be accepted*. Please note: Individual Councils are still required to lodge their motions directly to LGAQ. The Northern Alliance of Councils can only support motions.

If you require information regarding hosting a NAOC Conference, Amy Russell (Ph 4761 5352 or email [naoc@charterstowers.qld.gov.au](mailto:naoc@charterstowers.qld.gov.au)); will provide you with the Host Council Resource Kit. You are required to provide a brief presentation in support of your expression of interest, at the Annual General Meeting. An overview of your presentation is required by the Secretariat no later than 17 July 2020, for inclusion in the meeting agenda. This overview should reference conference facilities, available accommodation, transport logistics and a conference theme. It is requested that interested Councils, having discussed this at Council level, also provide us with a resolution of Council endorsing their expression of interest.

I have also attached the following meeting notices:

- Attachment 1 - Notice of NAOC 2020 General Meeting
- Attachment 2 - Notice of NAOC 2020 Annual General Meeting

I look forward to meeting with you all via Zoom in August to plan our future direction as an advocacy body for issues of importance to northern Councils.

Yours faithfully



Mayor Frank Beveridge  
President  
**Northern Alliance of Councils Inc**

**EXPRESSION OF INTEREST**  
**SUBMISSION OF 2020 CONFERENCE MOTIONS**  
**AND / OR**  
**HOSTING A FUTURE NAOC CONFERENCE**  
**AND/OR**  
**SECRETARIAT OF NAOC**

Our Council will be submitting motion/s for consideration at the 2020 Conference Annual General Meeting	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Our Council is interested in taking over as Secretariat of the Northern Alliance of Councils for a four-year period	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Our Council is interested in hosting a future conference of the Northern Alliance of Councils Inc	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date and number of Council Resolution endorsing this expression of interest in hosting a future Conference		

Please return to: Northern Alliance of Councils Inc Secretariat  
Email : [naoc@charters Towers.qld.gov.au](mailto:naoc@charters Towers.qld.gov.au)  
**By 4.00pm Friday 17 July 2020**

## 2020 CONFERENCE MOTION TEMPLATE

<b>Submitting council</b>		
<b>Date of council resolution approving motion be submitted</b>		<b>LGAQ Policy Executive district</b>
<b>Title of motion</b>		
<b>Motion</b>		
<b>Background</b>		
<b>What is the desired outcome sought? What are the impacts (positive or negative) on local government?</b>		
<b>NAOC comment (if applicable)</b>		

Please return to :        Northern Alliance of Councils Inc Secretariat  
                                      Email : [naoc@charters Towers.qld.gov.au](mailto:naoc@charters Towers.qld.gov.au)  
                                      **By 4.00pm Friday 17 July 2020**

**PLEASE NOTE: MOTIONS RECEIVED AFTER 17 JULY WILL NOT BE ACCEPTED**

*Thank you for your assistance*

## **ATTACHMENT 1**

### **NOTICE OF GENERAL MEETING**

NOTICE is hereby given that the Northern Alliance of Councils Inc will hold its 2020 Annual General Meeting at 2:00pm on Wednesday, 12 August 2020 via ZOOM.

Business at the General Meeting shall be as follows:-

1. Apologies.
2. Confirmation of Minutes of previous General Meeting held in Bowen on 14 August 2019
3. Business arising out of Minutes.
4. Correspondence referred to the meeting by the Executive.
5. Report by LAWMAC
6. Business arising out of "Replies to Resolutions".
7. Consideration of motions submitted by member Councils.
8. Consideration of expressions of interest to host future conferences.
9. General Business.

**Amy Russell**  
Secretary/Treasurer

## **ATTACHMENT 2**

### **NOTICE OF ANNUAL GENERAL MEETING**

NOTICE is hereby given that the Northern Alliance of Councils Inc will hold its 2020 Annual General Meeting at 2:00pm on Wednesday, 12 August 2020 via ZOOM.

Business at the Annual General Meeting shall be as follows:-

1. Attendance and apologies
2. Confirmation of Minutes of previous General Meeting held in Bowen on 14 August 2019
3. Business arising out of Minutes
4. Correspondence Inwards/Outwards as referred by the Executive
5. President's Report
6. Secretary/Treasurer's Report
7. Receipt and adoption of 2019 audit report and financial statements for NAOC
8. Annual subscriptions
9. Secretarial allowance
10. General Business.
11. Nomination of Secretariat Council for 2020 – 2024

**Amy Russell**  
Secretary/Treasurer





Minister for Education and  
Minister for Industrial Relations

08 JUN 2020

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PO Box 15033 City East  
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Email: [education@ministerial.qld.gov.au](mailto:education@ministerial.qld.gov.au)  
Email: [industrialrelations@ministerial.qld.gov.au](mailto:industrialrelations@ministerial.qld.gov.au)

Mr Terry Brennan  
Chief Executive Officer  
Burdekin Shire Council  
Email: [enquiries@burdekin.qld.gov.au](mailto:enquiries@burdekin.qld.gov.au)

Dear Mr Brennan

*Terry,*

Thank you for your letter dated 29 May 2020 regarding the rescheduling of this year's Royal Queensland Show (the Ekka) public holiday and your request for a change to your show holiday from 24 June 2020 to 14 August 2020 for the Burdekin Shire Council area.

I am pleased to advise that your request is approved.

As the responsible Minister, I will be progressing the necessary amendments to the *Holidays Act 1983* through the Queensland Parliament as soon as possible to effect this change.

Please note that the repeal of the existing show holiday on 24 June 2020 will be made as soon as possible by notification in the Queensland Government gazette. You will be notified of the gazette notice by the Office of Industrial Relations.

The Queensland Government is urging families to take advantage of the long weekend—get out of the house and support local businesses. I appreciate your support for this initiative.

If you require further information or assistance, please contact Ms Sharon Durham, Chief of Staff of my office, on [REDACTED]

I trust this information is of assistance.

Yours sincerely

**GRACE GRACE MP**  
**Minister for Education and**  
**Minister for Industrial Relations**

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