



# Burdekin Shire Council

## CORRESPONDENCE FOR INFORMATION

**1. 1645109 \* 2249**

**Department Of State Development Infrastructure Local Government And Planning**

Report 17 2020-21 Local Government 2020 - Auditor-General - Department of State Development Infrastructure Local Government and Planning

**2. 1644779 \* 925**

**RSL - The Returned & Services League Of Australia - Home Hill Sub Branch**

Letter of Thanks - Attendance for ANZAC Day Commemorative Services - RSL Home Hill Sub Branch

**3. 1644437 \* 912**

**State Emergency Services - Office Of The Assistant Commissioner**

Application Outcome Successful - SES Support Grant 2021-2022 - Funding Agreement - Queensland Fire and Emergency Services

**4. 1644120 \* 1495**

**State Development Manufacturing Infrastructure And Planning - Office Of The Coordinator General**

Request for Council Feedback - Draft Terms of Reference (TOR) for Environmental Impact Statement - Big Rocks Weir Project - DGBN21/335 - Office of Coordinator-General





Our ref: DGBN21/396

11 May 2021

Department of  
**State Development, Infrastructure,  
Local Government and Planning**

Mr Terry Brennan  
Chief Executive Officer  
Burdekin Shire Council  
terry.brennan@burdekin.qld.gov.au

Dear Mr Brennan

The Auditor-General recently tabled in Parliament his Report 17: 2020-21 *Local government 2020*. A copy of this report can be found on the Queensland Audit Office's website at [www.qao.qld.gov.au](http://www.qao.qld.gov.au) by selecting (1) Reports and resources and (2) Reports to Parliament.

I was pleased to note in the report that the majority of councils met the deadline for the completion of their 2019-20 financial statements, which was a significant achievement given the challenges presented by COVID-19.

The Auditor-General has made five recommendations for councils, with each recommendation identifying several actions for councils to consider. I support these recommendations and am writing to each council to emphasise the importance of implementing these recommendations.

I encourage you to review your council's policies, practices and performance relating to each recommendation, and to identify opportunities to implement and improve your systems to ensure the council has addressed the recommendations. In particular, I wish to highlight the importance of having an effective and active internal audit function in supporting financial sustainability within your organisation.

If you require any further information, please contact Mr Mark Askins, Director, Finance and Funding, Local Government Division in the Department of State Development, Infrastructure, Local Government and Planning, by telephone on [REDACTED] [REDACTED] [REDACTED] or by email at [REDACTED] who will be pleased to assist.

Yours sincerely

**Damien Walker**  
**Director-General**

1 William Street  
Brisbane Qld 4000  
PO Box 15009 City East  
Queensland 4002 Australia  
**Telephone** 13 QGOV (13 74 68)  
**Website** [www.dsdlgp.qld.gov.au](http://www.dsdlgp.qld.gov.au)  
**ABN** 29 230 178 530

# Recommendations for councils

We make the following recommendations to the councils:

Improve financial reporting by strengthening month-end and year-end financial reporting processes	
<u>REC 1</u>	<p>Councils should strengthen their month-end and year-end processes to assist with timely and accurate monthly internal financial reporting and their annual financial statements.</p> <p>We recommend all councils use their recent financial statement preparation experiences to perform an initial self-assessment against the maturity model available on our website.</p>
Improve valuation and asset management practices	
<u>REC 2</u>	<ul style="list-style-type: none"> <li>• Councils need to engage with asset valuers early to complete the valuation of assets well before year end.</li> <li>• Councils need to use accurate information in their long-term asset management strategies and budget decisions.</li> <li>• Councils need to regularly match the asset data in their financial records to the asset data in their engineering/geographic information systems to ensure it is complete and reliable.</li> </ul>
Strengthen security of information systems	
<u>REC 3</u>	<p>We recommend all councils strengthen the security of their information systems. Councils rely heavily on technology, and increasingly, they have to be prepared for cyber attacks. Any unauthorised access could result in fraud or error, and significant reputational damage. Councils' workplace culture, through their people and processes, must emphasise strong security practices to provide a foundation for the security of information systems.</p> <p>All entities across the local government sector should:</p> <ul style="list-style-type: none"> <li>• provide security training for employees so they understand the importance of maintaining strong information systems, and their roles in keeping them secure</li> <li>• assign employees only the minimum access required to perform their job, and ensure important stages of each process are not performed by the same person</li> <li>• regularly review user access to ensure it remains appropriate</li> <li>• monitor activities performed by employees with privileged access (allowing them to access sensitive data and create and configure within the system) to ensure they are appropriately approved</li> <li>• implement strong password practices and multifactor authentication (for example, a username and password, plus a code sent to a mobile), particularly for systems that record sensitive information</li> <li>• encrypt sensitive information to protect it</li> <li>• patch vulnerabilities in systems in a timely manner, as upgrades and solutions are made available by software providers to address known security weaknesses that could be exploited by external parties.</li> </ul> <p>Councils should also self-assess against all of the recommendations in <i>Managing cyber security risks</i> (Report 3: 2019–20) to ensure their systems are appropriately secured.</p>

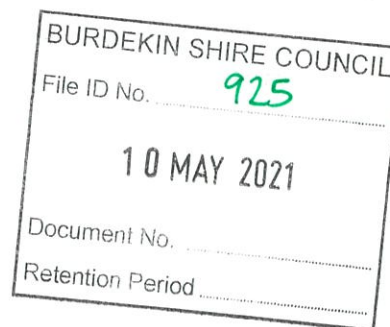
Improve risk management processes	
<u>REC 4</u>	<p>Councils should have a complete and up-to-date risk management framework including:</p> <ul style="list-style-type: none"><li>• comprehensive risk registers that identify risks (including the risk of fraud) and appropriate risk mitigation strategies</li><li>• current and relevant business continuity and disaster recovery plans and that these plans are tested periodically.</li></ul>
Enhance procurement and contract management practices	
<u>REC 5</u>	<ul style="list-style-type: none"><li>• Councils need to ensure they obtain value for money for the goods and services they procure and that they have the appropriate approvals to procure the goods and services.</li><li>• To effectively manage their contractual obligations, councils should ensure their contract registers are complete and contain up-to-date information.</li></ul>





# RSL

Home Hill  
Sub Branch Inc.



Burdekin Shire Council  
PO Box 974  
Ayr. 4807

4<sup>th</sup> May 2021,

The Mayor & Councillors,

Please accept sincere thanks for your attendances of the  
Home Hill RSL ANZAC Day Commemorative Services.

The members appreciate Council representation & the inspiring verbal tributes  
during the Dawn & Cenotaph Services.

Thank you.

Kindest regards,  
Allan.

VIEW	CEO	AGENDA	C14
MAYOR		DATE	25/05/21
		APPLIC #	
NOTED		PROP #	
TENDER		LAND #	
ACTION			
DEADLINE		CLASS	

President: Richard Kelly Tel: 47821865  
Secretary: Allan Petersen Tel: 47821170

POST: PO Box 200. Home Hill. 4806. EMAIL: [allanandelaine@bigpond.com](mailto:allanandelaine@bigpond.com) ABN: 45 990 443 350



Office of the  
**Assistant Commissioner  
State Emergency Service**

Department of  
**Queensland Fire and  
Emergency Services**

Our ref: 212219

12 April 2021

Mr Terry Brennan  
Chief Executive Officer  
Burdekin Shire Council  
PO Box 974  
AYR QLD 4807

Attention: Eileen Robinson, Manager Client Services

Dear Mr Brennan,

**State Emergency Service Support Grant – 2021-22 Funding Year  
Ayr Replacement Vehicle**

I am pleased to advise that your application under the State Emergency Service (SES) Support Grant for financial year 2021-22 has been successful.

Please see attached *Funding Agreement* that is to be signed and *returned* no later than **30 June 2021**.

Your organisation has until **30 June 2022** to submit the completion documentation outlined in the Funding Guidelines. SES Support Grant claims are strictly for a period of 12 months. If this completion documentation or a request for variation is not received, the project may be cancelled and funds forfeited.

Congratulations on your successful application and I acknowledge your significant contribution to the ongoing viability of the SES and the important role it plays in disaster and emergency incident management in your community.

If you require further information in relation to your subsidy application, please contact Anita Dauth, QFES Grants Officer on telephone number (07) 3635 3854 or at [QFES.Grants@qfes.qld.gov.au](mailto:QFES.Grants@qfes.qld.gov.au).

Yours sincerely

Andrew Short, AFSM MLshipMgt(Policing) JP(Qual)  
**Assistant Commissioner**  
Att.

Emergency Services Complex  
125 Kedron Park Road Kedron  
GPO Box 1425 Brisbane  
Queensland 4001 Australia

**Telephone 13 QGOV**  
**Facsimile + 61 7 3247 8505**  
**Website [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)**

ABN 93 035 163 778

**From:** "Terry Brennan" <Terry.Brennan@burdekin.qld.gov.au>  
**Sent:** Fri, 7 May 2021 16:21:48 +1000  
**To:** "Christine Lambie" <christine.lambie@burdekin.qld.gov.au>  
**Subject:** FW: Correspondence from the Coordinator-General - DGBN21/335  
**Attachments:** DGBN21-335.pdf

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**From:** OCG - Business Support Officer [REDACTED] >  
**Sent:** Friday, 7 May 2021 2:56 PM  
**To:** Terry Brennan <[Terry.Brennan@burdekin.qld.gov.au](mailto:Terry.Brennan@burdekin.qld.gov.au)>  
**Subject:** Correspondence from the Coordinator-General - DGBN21/335

Good afternoon Mr Brennan,

Please find attached correspondence from the Coordinator-General, Toni Power regarding the release of the Big Rocks Weir project draft terms of reference.

Kind regards,

Shelley Fletcher  
Business Support Officer  
**Office of the Coordinator-General**  
**Department of State Development,**  
**Infrastructure, Local Government and Planning**

P 07 345 27496  
Level 39, 1 William Street, Brisbane QLD 4000  
PO Box 15517, City East QLD 4002  
[dsdilgp.qld.gov.au](http://dsdilgp.qld.gov.au)

**Unite & Recover** 



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I acknowledge the traditional custodians of the lands and waters of Queensland. I offer my respect to elders past, present and emerging as we work towards a just, equitable and reconciled Australia.

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Our ref: DGBN21/335

7 MAY 2021

Office of the  
**Coordinator-General**

Mr Terry Brennan  
Chief Executive Officer  
Burdekin Shire Council  
terry.brennan@burdekin.qld.gov.au

Dear Mr Brennan

I write to request your agency's feedback on the draft terms of reference (TOR) for an environmental impact statement (EIS) for the Big Rocks Weir project from Monday, 10 May 2021 to 5pm Monday, 7 June 2021.

The proponent, Charters Towers Regional Council, proposes to construct a 10,000 megalitre weir at Big Rocks on the Burdekin River, approximately 26 kilometres north of Charters Towers and 24 kilometres upstream of the existing Charters Towers Weir. The weir would augment the Charters Towers urban water supply and support agriculture in the region.

Where relevant, the draft TOR for the Big Rocks Weir project is consistent with the final TORs for the Urannah Project and the Burdekin Falls Dam Raising project, which are also coordinated projects in the Burdekin catchment.

The Big Rocks Weir project is smaller in scale to other proposed bulk water projects in the Burdekin catchment. The detail required in the EIS will be proportional to the nature and extent of the potential environmental impacts.

A public notice seeking comments on the draft TOR will be placed in *The Weekend Australian*, *The Courier Mail* and *Townsville Bulletin* on Saturday, 8 May 2021, and in the *North Queensland Register* and *Queensland Country Life* on Thursday, 13 May 2021.

On 29 January 2021, a delegate of the Commonwealth Minister for the Environment decided that the project requires assessment under the *Environment Protection and Biodiversity Conservation Act 1999*. Accordingly, the draft TOR includes requirements to address matters of national environmental significance.

The draft TOR will be available at [www.dsdlgp.qld.gov.au/bigrockswear](http://www.dsdlgp.qld.gov.au/bigrockswear).

Yours sincerely

Toni Power  
**Coordinator-General**

1 William Street  
PO Box 15517 City East  
Queensland 4002 Australia  
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**Website** [www.dsdlgp.qld.gov.au](http://www.dsdlgp.qld.gov.au)  
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