



Burdekin Shire Council

CORRESPONDENCE FOR INFORMATION

1. 1755386* 146

RSL Home Hill Sub Branch Inc.

Invitation – World War I Gravesite Dedication Ceremony – Home Hill Cemetery – 26 August 2023 – RSL Home Hill Sub Branch Inc.

2. 1755390* 110

Burdekin Neighbourhood Centre Association

Letter of Appreciation – Annual Donation for 2022/23 Financial Year – Burdekin Neighbourhood Centre Association

3. 1755659* 2571

Queensland Audit Office

2023 Interim Report for Burdekin Shire Council – Queensland Audit Office

4. 1755804* 925

Ayr Pastoral Agricultural and Industrial Association Inc.

Certificate of Appreciation – Support of Burdekin Show – Ayr Pastoral Agricultural and Industrial Association Inc.

5. 1755785* 847

Peak Services

Webinar Series and Short Courses – Managing the Risk of Psychological Hazards at Work – Peak Services

6. 1755685* 1029

Local Government Association Queensland

127 Annual Conference – Motion Request – Local Government Association Queensland

Tuesday, 27 June 2023



RSL

Home Hill
Sub Branch Inc.

| | |
|------------------------|-----|
| BURDEKIN SHIRE COUNCIL | |
| File ID No. | 146 |
| 13 JUN 2023 | |
| Document No. | |
| Retention Period | |

Mayor Lyn McLaughlin
PO Box 974
Ayr. 4807.

10th June 2023.

Dear Lyn,

The Home Hill Sub Branch has now completed a major project in marking 41 gravesites with commemorative headstone & bronze Service Plaques.

In accordance with council protocol please be advised that at 3 pm on the Saturday 26th August the Home Hill Sub Branch has arranged for a WW1 gravesite dedication ceremony at the Home Hill Cemetery.

This ceremony is to commemorate those who have served & in particular those of the Boer War & World War 1 who have no recognised War Service gravesite.

The Department of Veterans Affairs, RSL Nth Qld & the Home Hill RSL have supplied the funding for this respectful project.

The Sub Branch members invite yourself or Council representative/s to attend this ceremony & the opportunity to speak in reference to the marking of these gravesites.

Light refreshments will be available @ the Crown Hotel after the service.

Thank you.

Allan Petersen

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| VIEW | CEO | AGENDA | C1-4 |
| | | DATE | 27/06/23 |
| | | APPLIC # | |
| NOTED | | PROP # | |
| TENDER | | LAND # | |
| ACTION | MAYOR | | |
| DEADLINE | | CLASS | |

President: Richard Kelly Tel: [REDACTED]
Secretary: Allan Petersen Tel: [REDACTED]

POST: PO Box 200. Home Hill. 4806. [REDACTED]

ABN: 45 990 443 350

BURDEKIN NEIGHBOURHOOD CENTRE ASSOC

President: M.K. Duggan
Secretary: M. Hutley
Co-ordinator: N. Saroglia

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| File ID No. | 110 |
| 13 JUN 2023 | |
| Document No. | |
| Retention Period | |

6th June 2023

Terry Brennan
CEO
Burdekin Shire Council
P.O. Box 974
AYR Q 4807

Dear Terry,

Re: Annual Donation for 2022/2023 Financial Year


On behalf of our President, Kay Duggan and the Management Committee of the Burdekin Neighbourhood Centre Assoc Inc I would like to express our sincerest gratitude for the Burdekin Shire Council's annual donation for the 2022/2023 Financial Year of \$15,000.00.

The Management Committee and Staff are committed to ensuring that what funds our Centre does receive, goes towards continuing our services and support to the Burdekin community. We certainly could not maintain our current level of service without the Council's generous contributions.

If, at any time, the Burdekin Neighbourhood Centre can be of assistance to the Council, please do not hesitate to contact us. Please find enclosed a receipt for the donation amount.

Again, many thanks.

Yours sincerely



Natalie Saroglia
Co-ordinator.

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|----------|-------|----------|----------|
| VIEW | CEO | AGENDA | CI-4 |
| | MAYOR | DATE | 27/06/23 |
| | | APPLIC # | |
| NOTED | | PROP # | |
| TENDER | | LAND # | |
| ACTION | | | |
| DEADLINE | | CLASS | |



"Working with our Burdekin Community"

40 Chippendale Street, AYR

P.O. Box 1342, AYR Q 4807

P: 07 47 83 4243 **E:** admin@thebnc.org.au

ABN: 62 769 398 508



2023 INTERIM REPORT

Burdekin Shire Council

8 June 2023

Cr Lyn McLaughlin
Mayor
Burdekin Shire Council
PO Box 974
AYR QLD 4807

Dear Lyn

2023 Interim report

We present our interim report for Burdekin Shire Council for the financial year ending 30 June 2023. This report details the results of our interim work performed to 31 March 2023. Under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

Results of our interim audit

In this phase, we assessed the design and implementation of your internal controls relevant to the financial report, and whether they are operating effectively. We assessed the key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management has implemented across the organisation. We have not identified any internal control deficiencies this year, and there are no financial reporting matters requiring follow up. Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does support an audit strategy where we can rely upon your entity's controls.

Areas of audit focus

We have also performed work over the areas of audit focus we identified in our external audit plan. Our progress against the areas of audit focus is on track. Through our interim processes we have discussed all areas of audit focus with management of Council and have not identified any issues. Council is on track to provide all required supporting information by the agreed upon milestone dates. Audit testing procedures will be conducted at our final attendance in line with those outlined in the external audit plan.

Milestones – On track

All agreed financial reporting and audit deliverable milestones to date have been met.

If you have any questions or would like to discuss the audit report, please contact me on [REDACTED] or Cynthia Iafano on [REDACTED].

Yours sincerely



Donna Sinanian
Partner

Enc.

cc. Terry Brennan, Chief Executive Officer
David Sibley, Chair of the Audit Committee



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David Adams – Senior Director
Queensland Audit Office

T: [REDACTED]

E: [REDACTED]

Donna Sinanian – Partner
Crowe

T: [REDACTED]

E: [REDACTED]

T: (07) 3149 6000
E: qao@qao.qld.gov.au
W: www.qao.qld.gov.au
53 Albert Street, Brisbane Qld 4000
PO Box 15396, City East Qld 4002



CERTIFICATE OF APPRECIATION

PRESENTED TO

BURDEKIN SHIRE COUNCIL

Ayr P A & I Assoc Inc acknowledges your on-going
assistance and support of the Burdekin Show.

Christopher Lyne

Christopher Lyne — President

APAI

AYR PASTORAL
AGRICULTURAL & INDUSTRIAL
ASSOCIATION

ABN 55 200 605 125

28th June 2023

From: [REDACTED]
Sent: Thursday, June 15, 2023 9:03 AM
Subject: Peak's July-December Elected Member Training

Good morning Mayors and Councillors,

Please find attached Peak's short course calendar for Elected Member training events for July-December 2023.

All of our courses can be delivered inhouse at your council should you have a group who would like these programs.

As a new Code of Practice – [Managing the Risk of psychological hazards at work](#), was introduced from 1 April this year, we offer a range of Wellness programs and we encourage councils to consider these programs for all staff.



The new **Code of Practice for Psychological Health and Safety**

commenced on 1 April 2023. (Ref: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice/managing-the-risk-of-psychosocial-hazards-at-work-code-of-practice-2022>).

As you will also be aware, the Work Health and Safety Act 2011 and WHS Regulation specify *existing* obligations for PCBU's to manage risks to both physical and psychological health.

In response to these changes, during 2022, Peak Services commenced our **Wellness Series of webinars and short courses**, headed by Trainer and Professional Counsellor. [David Contarini](#). In 2023, we continue to support these requirements by offering our short-sharp series of one-hour webinars, to help councils increase the overall productivity of our officers.

Please see our July-December Wellness Series of one hour webinars to follow. Due to the nature of Respond with Resilience, this program is delivered inhouse only.

| Wellness Series Webinars/Courses | Dates | Times | Price Inc GST |
|--|--|--|---------------|
| Dropping Anchor "Manage the emotional response to stress, worry and anxiety in the workplace" | Friday 21 July 22 September 17 November | 10.30am-11.30am 9.00am-10.00am 9.00am-10.00am | \$250 |
| Change Your Thinking "Change the way we view difficult thoughts into positive behaviours" | Friday 21 July 22 September 17 November | 9.00am-10.00am 10.30am-11.30am 10.30am-11.30am | \$250 |
| Everyday Resilience "Manage the unhelpful thoughts which create lifelong barrier" | 18 August | 9.00am-10.00am | \$250 |
| Breaking Bad - Habits "Turn unworkable habits into productive behaviours" | 15 August 10 October | 9.00am-10.00am 9.00am-10.00am | \$250 |
| Respond with Resilience "Provides essential skills in dealing with difficult thoughts and feelings to live a more meaningful and values-centred life" | 3-hour workshop | Inhouse only | TBA |

**Each one-hour webinar can be customised and delivered inhouse as 3-hour half day session.*

To date, David has received excellent feedback from his workshops:

"I think the course - Respond with Resilience - is one that would be beneficial to many of Council's employees. Training covered some very practical tools that can be used in the workplace and at home to assist with balancing chaos with being in the present for our employer and our family. Absolutely brilliant. It was also fantastic to see a high number of male workplace participants. A testament to our organisation."

Melissa Mi **Livingstone Shire Council**

"David was hands down the BEST facilitator of any training I've EVER done. He was informative, respectful, and insightful. This training should be offered to all employees."

Erin McCabe, Livingstone Shire Council

"David was excellent at maintaining the participants' attention. The course was delivered very smoothly and on time and the presenter was engaging throughout the presentation."

Brisbane City Council

Our calendar and virtual short course booking form is attached for your use, should you choose to attend any of our sessions.

Please call me to discuss inhouse programs to suit.

Sincere regards

Patricia Paolini
Business Development Manager - Training

Elected Member Calendar

July- December 2023

Virtual Delivery

[Redacted]








[Redacted]

[Redacted]

[Redacted]

[Redacted]

**All courses are also available for inhouse delivery at your council. Customisation is available and durations may change accordingly.*

| ELECTED MEMBER SHORT COURSES | 2023 DATES JULY-DEC | DURATION | TIME | PRICE INC GST |
|---|--|----------|-----------------|------------------|
| Councillor Roles and Responsibilities | 17 July | 1 day | 9.30am-3.30pm | \$560 |
| Financial Reports and Budgets | 11 July 03 October | 1 day | 9.00am-3.30pm | \$560 |
| Protocols for Council Meetings |  | 1 day | 9.30am-3.30pm | \$560 |
| Social Media for Elected Members | Tuesday 18 September | 3 hours | 9.00am-12.30pm | \$450 |
| Rates and Charges | Tuesday 15 August Tuesday 21 November | 1 day | 9.00am-3.30pm | \$560 |
| Legal and Ethical Responsibilities |  | 3 hours | 9.30am-12.30pm | \$450 |
| Strategic Planning | Tuesday 11 July | 1 day | 9.00am-3.30pm | \$560 |
| Chairing Council Meetings |  | 1 day | 9.30am-3.30pm | \$560 |
| Governing Councils |  | 1 day | 9.30am-3.30pm | \$560 |
| Effective Decision Making |  | 1 day | 9.30am-3.30pm | \$560 |
| Land Use Planning |  | 1 day | 9.00am-3.30pm | \$880 |
| Owning Your Online Presence | Thursday 10 August | 2 hours | 12.30pm-2.30pm | \$450 |
| Understanding Depreciation Expenses | Tuesday 05 September | 3 hours | 9.00am-12pm | \$450 |
| Conflict of Interest for Elected Members |  | 3 hours | 9.30am-12.30pm | \$450 |
| Power of Public Speaking and Storytelling | Wednesday 16 August | 2 hours | 10.30am-12.30pm | \$560 |
| Media Relations and Speech Writing | Thursday 7 September | 3 hours | 10.00am-1.00pm | \$560 |

12 June 2023

Mr Terry Brennan
Chief Executive Officer
Burdekin Shire Council
PO Box 974
AYR QLD 4807
Email: [REDACTED]

Dear Terry,

LGAQ 127th Annual Conference: Motion Request

It's that time of year when the LGAQ requests member councils to bring forward for discussion at the Annual Conference on matters of common concern to members through the motions process. This is members' opportunity to think big and tap into the LGAQ's advocacy on major issues that will take us closer to making every Queensland community a liveable one.

Motions that have been passed as resolutions by councils are therefore requested to be submitted no later than **Wednesday 9 August 2023**. This will enable the LGAQ Agenda Committee to review all submitted motions and provide a Preliminary Agenda for member councils four (4) weeks prior to the commencement of Conference.

The LGAQ will now only be accepting motions using an automated process to support councils seeking to put forward agenda items, using the Congruent member portal.

Please use the following link <https://congruent.lgaq.asn.au/motion-submission/> to submit your motions once passed by your council.

The Policy Executive will finalise its own statewide priority motions at its meeting on **23 June 2023**.

As a reminder, the LGAQ team is available to help in the preparation of your motions. The LGAQ encourages succinct but relevant facts and references to inform delegates of the issue you wish to raise. It is also important that prior resolutions that may have been tabled at previous Annual Conferences on the topic are considered to avoid duplication and to streamline the process. Prior resolutions can be found at <https://congruent.lgaq.asn.au/motions/>.

Matters raised through this process are local government issues should be strategic, relevant to the business of local government and with state-wide impact. Motions that are passed at Annual Conference shape the work and policy direction of the LGAQ.

Where two or more-member councils bring forward a similar motion, the Agenda Committee is authorised to draft and submit composite motions, in consultation with the submitting councils.

Please note that each registered Delegate and Observer will receive a complete agenda document at Conference via the conference app. Should you have any questions or concerns about submitting motions, please do not hesitate to contact Michelle Hancock, Projects and Planning Coordinator by phone [REDACTED] email [REDACTED]

Yours sincerely,



ALISON SMITH
Chief Executive Officer
Local Government Association of Queensland