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Confirmed Minutes Burke Shire Council Special Meeting Thursday 16 November 2017 9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the meeting open at 9.15am.

02. Record of Attendance

Cr Ernie Camp; Mayor (Chair) – via teleconference
Cr Paul Poole; Deputy Mayor – via teleconference
Cr John Clarke – via teleconference
Cr John Yanner
Cr Tonya Murray

Sharon Daishe; Chief Executive Officer
Simbarashe Chimpaka; Executive Manager Finance – via teleconference
Madison Marshall; Executive Assistant (Minutes)

Absent Nils Hay; Deputy CEO
Mark Poynter; Executive Manager Works and Infrastructure
Philip Keirle; Executive Manager Strategic Projects

02.01 LGR 2012 Section 276 – Attendance by teleconferencing

That Council, in accordance with section 276 of the Local Government Regulation 2012, allows the following person/s to take part in the meeting by teleconferencing:

- Cr Ernie Camp
- Cr Paul Poole
- Cr John Clarke
- Simbarashe Chimpaka, Executive Manager Finance (EMF)

Moved: Cr Poole

Seconded: Cr Yanner

Carried 171116.01 5/0

Attendance

Simbarashe Chimpaka left the meeting from 9.20am to 9.26am.

Cr Murray left the meeting from 9.37am to 9.39am.

03. Executive Management Reports

03.01 Endorsement of Audited Financial Statements

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	06 November 2017
LINK TO COUNCIL PLAN/S:	Nil

1. PURPOSE

To receive the financial statements of the Burke Shire Council for the year ended 30 June 2017.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

On 13 October 2017 the Burke Shire Council presented the 2016-17 financial statements to the audit committee for consideration and endorsement. Following the audit committee's endorsement of the financial statements Burke Shire Council's Mayor and Chief Executive Officer signed the financial statements on 19 October 2017.

3. PROPOSAL

That Council receives the 2016-17 audited financial statements.

4. FINANCIAL & RESOURCE IMPLICATIONS

Na

5. POLICY & LEGAL IMPLICATIONS

Nil

6. CRITICAL DATES & IMPLICATIONS

16 November 2017

7. CONSULTATION

Queensland Audit Office

8. CONCLUSION

The Burke Shire Councils financial audit and financial statements clearance has occurred within the Auditor General's specified timeframes. The Auditor General has provided an unqualified opinion on the financial statements for the year ended 30 June 2017.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council receives the 2016-2017 audited Financial Statements.

03.01 Endorsement of Audited Financial Statements

1. That Council notes the contents of this report; and
2. That Council receives the 2016-2017 audited Financial Statements.

Moved: Cr Poole

Seconded: Cr Murray

Carried 171116.02 5/0

04. Chief Executive Officer Reports

04.01 Adoption of Burke Shire Council Annual Report 2016-17

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, CEO
DATE REPORT PREPARED:	05 November 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan – Corporate Planning Framework

1. PURPOSE

To adopt Burke Shire Council's annual report for the financial year ended 30 June 2017.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The annual report for the financial year has been prepared for consideration in accordance with the relevant legislative provisions. The report documents Council's financial performance and operational progress for the financial year, presents reports from the Mayor and CEO, and includes background information about Burke Shire and its councillors.

Overall, the annual report for 2016-17 presents an unqualified audit result along with operational progress and success despite an environment of constrained resources.

3. PROPOSAL

It is proposed that Council adopts the Burke Shire Council annual report as prepared in accordance with Division 3 of the Local Government Regulation 2012 and section 201 of the *Local Government Act 2009*, for the financial year ended 30 June 2017.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council prepares the annual financial report internally. There is no budget allocation for printing as the report is publicly available for viewing on the website after adoption.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Detail	Comment
Corporate Plan 2014-2019 Operational Plan for reporting year	Corporate Planning Framework	The annual report is a key record of Council's performance for the year against the operational plan and the budget.

Instrument	Detail	Comment
Local Government Regulation 2012 Division 3 Annual Report	<p>182 Preparation of annual report</p> <p>(1) A local government must prepare an annual report for each financial year.</p> <p>(2) The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.</p> <p>(3) However, the Minister may, by notice to the local government, extend the time by which the annual report must be adopted.</p> <p>(4) The local government must publish its annual report on its website within 2 weeks of adopting the annual report.</p>	<p>Division 3 explains what an annual report for a local government must contain including particulars relating to:</p> <ul style="list-style-type: none"> ▪ Financial statements (s183) ▪ Community financial report (s184) ▪ Particular resolutions (s185) ▪ Councillor information (s186) ▪ Administrative action complaints (s187) ▪ Overseas travel (s188) ▪ Expenditure on grants to community orgs (s189) ▪ Other contents eg: progress towards the outcomes of the corporate and operational plans; internal audit report; registers; concessions for rates and charges; invitations to change tenders etc. (s190)
Local Government Act 2009	Section 201 requires that the annual report of a local government must also detail certain particulars relating to remuneration of senior management.	Remuneration must be detailed in incremental bands; and the exact salary of any employee is not separately stated.
Australian Accounting Standard ASA 720 'Other information'	Annual report finalisation and auditing standard – auditor to consider the final version of the annual report before it is tabled.	The aim is to avoid misalignment between the annual report prepared by management and the audited financial report in order to avoid material inconsistencies that could reduce reader confidence, and affect credibility of management and auditor.

6. CRITICAL DATES & IMPLICATIONS

The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.

- The auditor general gave this report on 19 October 2017
- Council must adopt the annual report no later than 18 October 2017.

7. CONSULTATION

- The chief executive officer and executive manager finance prepared the annual report with input from the Mayor and other executives.
- The auditor reviewed the final version in accordance with the revised provisions of Australian Accounting Standard (ASA) 720 Other Information.

8. CONCLUSION

The annual report is presented for adoption by Council, including an unqualified audit opinion.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That in accordance with section 182 (1) and (2) of the Local Government Regulation, Council adopts the Burke Shire Council annual report as presented for the financial year ended 30 June 2017; and
3. That the annual report so adopted will be published on Council's website within 2 weeks of this decision, in accordance with section 182 (4) of the Local Government Regulation 2012.

04.01 Adoption of Burke Shire Council Annual Report 2016-17

1. That Council note the contents of the report; and
2. That in accordance with section 182 (1) and (2) of the Local Government Regulation, Council adopts the Burke Shire Council annual report as presented for the financial year ended 30 June 2017; and
3. That the annual report so adopted will be published on Council's website within 2 weeks of this decision, in accordance with section 182 (4) of the Local Government Regulation 2012.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 171116.03 5/0

05. Closure of meeting

The Chair the declared the meeting close at 10.20am.

I hereby certify that these pages numbered 1 to 7 – constitute the Confirmed minutes of the Special Council Meeting of Burke Shire Council held on Thursday 16 November 2017.

Deputy Mayor Cr Paul Poole