



RICHMOND SHIRE COUNCIL
AGENDA
FOR

ORDINARY MEETING
TUESDAY 16 MAY 2023
COMMENCING AT 8:00AM

Richmond Shire Council
Ordinary Meeting of Council 16 May 2023

AGENDA AND TIMETABLE FOR ORDINARY MEETING
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Commencement of Meeting
Signing of Attendance Book
Reading of Official Prayer
Leave of Absence
Confirmation of Minutes
Declarations of Interest
Business arising from previous Meetings

Item 1	Reports for Consideration – Works
Item 2	Reports for Consideration – Office of the Chief Executive Officer
Item 3	Reports for Consideration – Corporate Services
Item 4	Reports for Consideration – Community Services
Item 5	Reports for Consideration – Tourism and Marketing
Item 6	General Business
Item 7	Close of Meeting

Attachment "A" Unconfirmed Minutes from the General Meeting held Wednesday 19 April 2023.

Richmond Shire Council
Ordinary Meeting of Council 16 May 2023

COMMENCEMENT OF MEETING

SIGNING OF ATTENDANCE BOOK

READING OF OFFICIAL PRAYER

LEAVE OF ABSENCE

CONFIRMATION OF MINUTES

- Unconfirmed 19 April 2023 Minutes

DECLARATIONS OF INTEREST

MATTERS ARISING FROM PREVIOUS MEETINGS

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON
WEDNESDAY 19 APRIL 2023

CONTENTS

	Commencement of Meeting
	Signing of Attendance Book
	Reading of Official Prayer
	Leave of Absence
	Confirmation of Minutes
	Declarations of Interest
	Business arising from previous Meeting
Item 1	Reports for Consideration – Works
Item 2	Reports for Consideration – Office of the Chief Executive Officer
Item 3	Reports for Consideration – Corporate Services
Item 4	Reports for Consideration – Community Services
Item 5	Reports for Consideration – Tourism and Marketing
	Late Reports
	Confidential Reports
Item 6	General Business
Item 7	Close of Meeting

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON
WEDNESDAY 19 APRIL 2023

PRESENT

Present when Mayor Wharton declared the meeting open at 11:25am were:

COUNCILLORS:

Cr Kuhl, Cr Fox, Cr Johnston, Cr Kennedy and Cr Buick.

STAFF:

Chief Executive Officer – Peter Bennett, Director of Community Services and Development – Angela Henry, Director of Corporate Services – Peta Mitchell, Director of Works – Syed Qadir and Minutes Secretaries – Tiana Grant and Adelaide Tritton.

PRAYER

Cr Kuhl read the prayer

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20230419.1

It was moved Cr Buick seconded Cr Fox and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Board Room, Richmond on Tuesday 21 March 2023 be adopted with changes.

DECLARATIONS OF INTEREST

Mayor Cr Wharton called for Declarations of Interest in matters listed on the Agenda:

Item 4.1 Community Drought Support Funding

I, Councillor Wharton inform the meeting that I have declared an interest in relation to item 4.1 Reports for Consideration – Community Services, as a result that I am a member of discussed community groups.

I, Councillor Kuhl inform the meeting that I have declared an interest in relation to item 4.1 Reports for Consideration – Community Services, as a result that I am a member of discussed community groups.

I, Councillor Fox inform the meeting that I have declared an interest in relation to item 4.1 Reports for Consideration – Community Services, as a result that I am a member of discussed community groups.

I, Councillor Johnston inform the meeting that I have declared an interest in relation to item 4.1 Reports for Consideration – Community Services, as a result that I am a member of discussed community groups.

I, Councillor Kennedy inform the meeting that I have declared an interest in relation to item 4.1 Reports for Consideration – Community Services, as a result that I am a member of discussed community groups.

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON
WEDNESDAY 19 APRIL 2023

I, Councillor Buick inform the meeting that I have declared an interest in relation to item 4.1 Reports for Consideration – Community Services, as a result that I am a member of discussed community groups.

Due to the nature of the item, it was agreed by Council that Councillors were not required to leave the room.

BUSINESS ARISING

Nil

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.1 Rural Fence Subsidy Policy

EXECUTIVE SUMMARY

Council to review and adopt the Rural Fence Subsidy Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Rural Fence Subsidy Policy with changes.

RESOLUTION 20230419.2

It was moved Cr Buick seconded Cr Johnston and carried that Council adopt the Rural Fence Subsidy Policy with changes.

REFERENCE DOCUMENT

- Policy

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.2 Nature Strip Policy

EXECUTIVE SUMMARY

At the March 2023 Council Meeting it was agreed to create and adopt a Nature Strip Policy.

OFFICER'S RECOMMENDATION

That Council: adopt the Nature Strip Policy as presented.

RESOLUTION 20230419.3

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council adopt the Nature Strip Policy with changes.

REFERENCE DOCUMENT

- Policy

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.3 Garbage Collection Policy

EXECUTIVE SUMMARY

Council to review and adopt the Garbage Collection Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Garbage Collection Policy with changes.

RESOLUTION 20230419.4

It was moved Cr Kennedy seconded Cr Johnston and carried that Council adopt the Garbage Collection Policy with changes.

REFERENCE DOCUMENT

- Policy

Attendance

Cr Fox left the room at 12:04pm.

Cr Fox re-entered the room at 12:07pm.

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.4 Drug and Alcohol Policy

Attendance

Cr Kennedy left the room at 12:17pm.

Cr Kennedy re-entered the room at 12:18pm.

EXECUTIVE SUMMARY

Council to review and adopt the Drug and Alcohol Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Drug and Alcohol Policy with changes.

Attendance

Cr Johnston left the room at 12:21pm.

Cr Wharton left the room at 12:24pm and Cr Kuhl took the chair.

Council discussed at length the Drug and Alcohol Policy and unanimously agreed to consult Council solicitors and bring the Policy back to the June Council Meeting with the Drug and Alcohol procedure.

Attendance

Cr Johnston re-entered the room at 12:28pm.

Cr Wharton re-entered the room at 12:31 and took the chair.

REFERENCE DOCUMENT

- Policy

RESOLUTION 20230419.5

It was moved Cr Buick seconded Cr Kennedy and carried that Council adjourn the meeting for lunch at 12:33pm.

RESOLUTION 20230419.6

It was moved Cr Kuhl seconded Cr Buick and carried that Council resume the meeting for at 1:10pm.

Attendance

Cr Wharton left the room at 1:12pm and Cr Kuhl took the chair.

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.5 Audit Committee Charter Policy

EXECUTIVE SUMMARY

Council to review and adopt the Audit Committee Charter Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Audit Committee Charter Policy with changes.

RESOLUTION 20230419.7

It was moved Cr Johnston seconded Cr Kennedy and carried that Council adopt the Audit Committee Charter Policy as presented.

REFERENCE DOCUMENT

- Policy

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.6 North West Queensland Regional Biosecurity Plan 2022-2027

EXECUTIVE SUMMARY

Richmond Shire Council are to adopt the North West Queensland Regional Biosecurity Plan 2022-2027. Southern Gulf NRM has advised that the adoption of the Plan by all Councils will be a strong signal to governments at both state and federal levels of the commitment of the region to improved biosecurity outcomes.

OFFICER'S RECOMMENDATION

That Council: adopt the North West Queensland Regional Biosecurity Plan 2022-2027 as presented.

RESOLUTION 20230419.8

It was moved Cr Kennedy seconded Cr Fox and carried that Council adopt the North West Queensland Regional Biosecurity Plan 2022-2027 as presented.

REFERENCE DOCUMENT

- Biosecurity Plan

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.1 Monthly Financial Report

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2022/23 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 31 March 2023.

OFFICER'S RECOMMENDATION

That Council: Receive the monthly financial report presenting the progress made as at 31 March 2023 in relation to the 2022/23 budget and including the:

- **Statement of Financial Position**
- **Statement of Comprehensive Income**
- **Statement of Cash Flows**

RESOLUTION 20230419.9

It was moved Cr Fox seconded Cr Buick and carried that Council Receive the monthly financial report presenting the progress made as at 31 March 2023 in relation to the 2022/23 budget and including the:

- *Statement of Financial Position*
- *Statement of Comprehensive Income*
- *Statement of Cash Flows*

Attendance

Cr Wharton re-entered the room at 1:29pm and took the chair.

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.2 Operational Plan 2022-2023

EXECUTIVE SUMMARY

As required by Section 174(3) of the *Local Government Regulation 2012*, a progress report on the implementation of Council's 2022/2023 Operational Plan at the end of the March quarter is tabled for Council's consideration.

OFFICER'S RECOMMENDATION

That Council: receive and note the Quarter 3 progress report of Richmond Shire Council 2022/2023 Operational Plan for the March 2023 reporting period.

RESOLUTION 20230419.10

It was moved Cr Fox seconded Cr Johnston and carried that Council receive and note the Quarter 3 progress report of RSC 2022/2023 Operational Plan for the March 2023 reporting period.

REFERENCE DOCUMENT

- Operational Plan

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.1 Community Drought Support Funding

EXECUTIVE SUMMARY

Applications for Community Drought Support were received before Expressions of Interest were called – two were for over the agreed \$2,000.00 cap. To keep it fair and equitable to all clubs the Expressions of Interest were called for without the agreed \$2,000.00 cap due to these early applications.

OFFICER'S RECOMMENDATION

That Council: determine an allocation to each of the clubs.

RESOLUTION 20230419.11

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council distribute the \$18,288.71 evenly in \$2,000.00 increments among all the of clubs that applied for the funding including the late submission from Richmond Athletics NWQ Club except for the two clubs that requested \$1,000.00. The remaining amount will be charged as administration fees.

REFERENCE DOCUMENT

- Nil

CLOSED SESSION

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.7 Wi-Sky Queensland Upgrades in Richmond

RESOLUTION 20230419.12

It was moved Cr Fox, seconded Cr Johnston and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

Attendance

Cr Wharton left the room at 2:06pm and Cr Kuhl took the chair.

Cr Wharton re-entered the room at 2:13pm and took the chair.

Cr Johnston left the room at 2:18pm.

Cr Johnston re-entered the room at 2:20pm.

RESOLUTION 20230419.13

It was moved Cr Kuhl, seconded Cr Buick and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

EXECUTIVE SUMMARY

Wi-Sky Queensland are in the process of preparing a funding application to the Regional Connectivity Program, Round 3 to install an ultra-high speed 5G network in Richmond. In preparation for this project Wi-Sky have asked for some assistance.

OFFICER'S RECOMMENDATION

That Council: consider the following requests from Wi-Sky Queensland.

RESOLUTION 20230419.14

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council support the requests with conditions.

REFERENCE DOCUMENT

- Letter

GENERAL BUSINESS

Cr Buick asked if Richmond would consider West FM radio station as Charters Towers, Hughenden and Longreach have just launched it in their Shires. CEO Peter Bennett advised that the equipment that we currently have for the radio stations are over 10 years old and are at the end of their working life and would need to be considered as a budget item before Council purchase anything new.

Cr Kennedy advised Council that he and CEO Peter Bennett have decided on a company to purchase the flood cameras and are in the process of obtaining funding.

Cr Kennedy noted that the road repairs in the Shire are behind schedule due to the prolonged wet season. Director of Works Syed Qadir and Cr Kennedy are to meet to discuss this further.

Cr Johnston asked CEO Peter Bennett if Council had received an updated line marking quote for the Richmond township. CEO Peter Bennett announced that a new quote for approximately \$30,000.00 had been received but needed to alter the current budget to complete the works before the end of the financial year. Council unanimously agreed to add it to the 2022/2023 budget from operating surplus.

Cr Wharton gave an update at the small businesses meeting regarding CopperString.

CLOSE OF MEETING

RESOLUTION 20230419.15

It was moved Cr Kuhl, seconded Cr Fox, and carried that the information reports be received and noted.

Meeting closure

RESOLUTION 20230419.16

It was moved Cr Kuhl, seconded Cr Buick and carried that the meeting close at 2:53pm.

Next Ordinary Meeting

16 May 2023

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Wednesday 19 April 2023.

Mayor

Item 3 Reports for Consideration – Corporate Services

Item 3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2022/2023 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 30 April 2023.

OFFICER'S RECOMMENDATION

That Council: *receive the monthly financial report presenting the progress made as at 30 April 2023 in relation to the 2022/2023 budget and including the:*

- ***Statement of Financial Position***
- ***Statement of Comprehensive Income***
- ***Statement of Cash Flows***

Budget & Resource Implications

N/A

Background

Council's monthly financial report in relation to the 2022/2023 adopted budgeted is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 30 April 2023.

Consultation (Internal/External)

Nil

Attachments

Attachment B –

- Statement of Financial Position
- Statement of Comprehensive Income
- Statement of Cash Flows

Report prepared by **Peta Mitchell (Director of Corporate Services)**

Richmond Shire Council
Statement of Comprehensive Income
as at 30th April 2023

	2023	2023 Budget	2022
	\$	\$	\$
Income			
Revenue			
Recurrent revenue			
Rates, levies and charges	1,451,012	1,914,890	1,363,994
Less Pensioner & Write Off		(7,100)	
Fees and charges	796,204	881,000	701,969
Sales revenue	4,142,983	9,905,000	7,485,141
Grants, subsidies, contributions and donations	2,195,733	1,889,238	6,311,333
	<u>8,585,932</u>	<u>14,583,028</u>	<u>15,862,437</u>
Capital revenue			
Grants, subsidies, contributions and donations	6,103,964	16,714,000	5,198,329
Total capital revenue	<u>6,103,964</u>	<u>16,714,000</u>	<u>5,198,329</u>
Rental income	145,363	179,000	144,836
Interest received	153,654	70,000	54,806
Other income	153,297	87,000	88,858
	<u>452,314</u>	<u>336,000</u>	<u>288,499</u>
Total income	<u>15,142,210</u>	<u>31,633,028</u>	<u>21,349,265</u>
Expenses			
Recurrent expenses			
Employee benefits	(4,887,824)	(6,600,000)	(5,085,671)
Materials and services	(7,440,731)	(12,225,000)	(8,528,570)
Finance costs	(69,195)	(120,840)	(93,678)
Depreciation and amortisation			
Property, Plant and Equipment	(3,858,315)	(4,987,000)	(4,142,298)
	<u>(16,256,065)</u>	<u>(23,932,840)</u>	<u>(17,850,217)</u>
Capital expenses			
Loss on disposal of non-current assets	116,109		50,000
Write off of flood damaged roads			-
	<u>116,109</u>	<u>-</u>	<u>50,000</u>
Total expenses	<u>(16,139,956)</u>	<u>(23,932,840)</u>	<u>(17,800,217)</u>
Net result	<u>(997,746)</u>	<u>7,700,188</u>	<u>3,549,048</u>
Other comprehensive income			
Items that will not be reclassified to net result			
Increase in asset revaluation surplus			-
Total other comprehensive income for the year	<u>-</u>	<u>-</u>	<u>-</u>
Total comprehensive income for the year	<u>(997,746)</u>	<u>7,700,188</u>	<u>3,549,048</u>

Richmond Shire Council
Statement of Financial Position
as at 30th April 2023

	2023	2023	2022
	\$	Budget	\$
	\$	\$	\$
Current assets			
Cash and cash equivalents	3,951,263	1,592,000	9,866,310
Restricted Cash			
Trade and other receivables	137,549	1,217,000	653,262
Inventories	324,566	497,000	339,964
Land for Resale	126,000	-	126,000
Contract assets	1,192,593	-	-
Other assets	21,081	-	18,105
Total current assets	5,753,052	3,306,000	11,003,640
Non-current assets			
Property, plant and equipment	230,677,100	230,154,000	196,138,000
Intangible assets	-	112,000	112,619
Capital Work in Progress	9,244,479		16,903,631
Total non-current assets	239,921,579	230,266,000	213,154,251
Total assets	245,674,631	233,572,000	224,157,891
Current liabilities			
Trade and other payables	355,743	1,714,000	177,149
Contract liabilities	1,939,232	-	-
Borrowings	144,984	581,000	141,543
Provisions	1,381,668	1,368,000	1,353,731
Total current liabilities	3,821,627	3,663,000	1,672,422
Non-current liabilities			
Provisions	237,602	201,000	201,108
Borrowings	2,253,608	1,673,000	2,813,854
Total non-current liabilities	2,491,210	1,874,000	3,014,962
Total liabilities	6,312,838	5,537,000	4,687,384
Net community assets	239,361,792	228,035,000	219,470,508
Community equity			
Asset revaluation surplus	126,221,696	103,429,000	103,428,227
Operating surplus	(997,746)	-	3,549,048
Retained surplus	114,137,843	124,606,000	112,493,232
Total community equity	239,361,792	228,035,000	219,470,508

**Richmond Shire Council
Statement of Cash Flows
as at 30th April 2023**

	2023	2023 Budget	2022
	\$	\$	\$
Cash flows from operating activities			
Receipts from customers	6,543,495	11,888,000	6,664,711
Payments to suppliers and employees	(12,397,750)	(17,658,000)	(13,614,241)
	(5,854,255)	(5,770,000)	(6,949,530)
Interest received	153,654	70,000	54,806
Rental income	145,363	179,000	144,836
Grants, subsidies, contributions and donations - non-capital	2,195,733	1,889,238	6,311,333
Finance/Borrowing costs	(69,195)	(120,840)	(93,678)
Net cash inflow (outflow) from operating activities	(3,428,699)	(3,752,602)	(532,233)
Cash flows from investing activities			
Payments for property, plant and equipment	(9,504,829)	(21,055,000)	(7,590,940)
Net movement in loans and advances		-	-
Proceeds from sale of property plant and equipment		-	-
Grants, subsidies, contributions and donations - capital	6,103,964	16,714,000	5,198,329
Net cash inflow (outflow) from investing activities	(3,400,864)	(4,341,000)	(2,392,611)
Cash flows from financing activities			
Proceeds from borrowings		-	-
Repayment of borrowings	(418,640)	(665,000)	(406,534)
Net cash (outflow) from financing activities	(418,640)	(665,000)	(406,534)
Net increase in cash and cash equivalent held	(7,248,203)	(8,758,602)	(3,331,378)
Cash and cash equivalents at the beginning of the financial year	11,199,466	10,113,602	13,197,688
Cash and cash equivalents at end of the financial year	3,951,263	1,355,000	9,866,310

Richmond Shire Council
Operating Statement by Function
as at 30th April 2023

Function	Income \$	Expense \$	Surplus \$
10 Administration	1,530,628	(1,570,502)	(39,874)
11 Finance	1,889,931	(4,064,948)	(2,175,018)
12 Community Services	721,714	(1,075,239)	(353,525)
13 Engineering	10,454,086	(8,339,287)	2,114,799
14 Sewerage	274,351	(224,740)	49,611
15 Water	313,211	(721,466)	(408,255)
16 Cleansing	73,485	(244,186)	(170,701)
Environmental Services	-	(8,106)	(8,106)
18 Planning & Building	914	(7,800)	(6,886)
Net result	15,258,319	(16,256,273)	(997,955)

Item 3.2 Annual Report 2021/2022

EXECUTIVE SUMMARY

Council received new certified revised financial statements for the 2021/2022 financial year. These were issued on 24 April 2023 by the Queensland Audit Office. The previously issued financial statements should not be relied on. The Annual Report for the financial year 2021/2022 including the financial statements need to be adopted.

OFFICER'S RECOMMENDATION

That Council: *adopt the Annual Report for the 2021/2022 financial year including the Financial Statements.*

Budget & Resource Implications

N/A

Background

Nil

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Peta Mitchell – Director of Corporate Services

Angela Henry – Director of Community Services and Development

Jodie Fox – General Manager of Kronosaurus Korner

Leonie Johnston – Finance Officer

Stephanie Fields – Community Support Officer

Attachments

Attachment C – Annual Report

Report prepared by **Peta Mitchell (Director of Corporate Services)**



Richmond Shire Council

Annual Report 2021 - 2022



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“Richmond Shire will be a community that strives to achieve a high quality of lifestyle for residents and visitors”



Contacting Council

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Office Hours

Monday to Friday:

8:20am – 5:00pm

Disclaimer:

Every effort has been made to ensure this publication is free from error and/or omission at the date of printing. Council takes no responsibility for the loss occasioned to any person or organisation acting or refraining from action as a result of information contained in the publication.

FOREWORD

The purpose of this Report is to clearly identify how the Richmond Shire Council, through its policies, initiatives and improved management practices, is delivering quality services to the ratepayers of the Shire as required by the Local Government Act 2009 and Local Government Regulation 2012.

This report covers the period 1 July 2021 – 30 June 2022

THE COUNCIL'S VISION

“Richmond Shire will be a community that strives to achieve a high quality of lifestyle for residents and visitors.”

THE COUNCIL'S MISSION

“To facilitate and foster economic development, industries, innovative projects, while continually upgrading and maintaining public infrastructure, to meet the growth of the Shire”.

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RICHMOND SHIRE COUNCIL - SHIRE IN BRIEF

INCORPORATED:	7 October 1916 (Wyangarie) Renamed Richmond 1954
ADDRESS:	65 Goldring Street Richmond
SIZE:	26,602 km ² (about the size of Belgium)
POPULATION:	648 (Census 2016)
CLIMATE:	Average minimum 15°C to average maximum 33 °C
RAINFALL AVERAGE:	475mm
MAJOR INDUSTRIES:	Agricultural and Tourism
EMERGING INDUSTRIES:	Irrigation Farming, Gold and Uranium and Vanadium mining
OPPORTUNITY FOR GROWTH:	Irrigation farms along the Flinders River
DISTANCE FROM BRISBANE:	1,432km north-west
ELECTED REPRESENTATIVES:	Six including the Mayor
AUDITORS	Queensland Audit Office 2021-2022
ANNUAL 2020/21	Revenue \$27,705,931 Expenses \$26,434,988 Net Result \$ 1,270,943
RATES	Value of rateable property \$141,998,800 (\$198,257,820 – last date of revaluation 29/05/2022) Value of non-rateable property \$ 68,720 Rate and Charges Revenue \$ 1,803,328
ROADS	Total 1,296 km
INVESTMENTS AT 30 JUNE 2022	\$8,722,177
STAFF ESTABLISHMENT:	78 (including contractors) ⇒ 52 outside staff ⇒ 22 administrative and community service staff ⇒ 1 Live Weight Scales (contract manager) ⇒ 1 Refuse Facility (contract manager)
WAGES	\$6,663,882 (excluding contractors)

TOURISM - FOSSIL CAPITAL OF AUSTRALIA

Tourism 15,419 visitors in 2021-2022
Controlled entity Kronosaurus Korner Board Inc.
4 Tourism Officers (Kronosaurus Korner) 1
Curator (Kronosaurus Korner)

ACCOMMODATION

Midway Motel

Ammonite Inn

Entrikens Pioneer Motel

Mud Hut Hotel/Motel

Federal Palace Hotel

The Big Wheel

Richmond Lakeview Caravan Park including ensuite cabins,
camping and backpacker accommodation

POINTS OF INTEREST

Kronosaurus Korner Fossil Museum and Visitor Information
Centre

Lake Fred Tritton – Recreation Lake

Cambridge Downs Heritage Display Centre

Fossil Hunting Sites, Croydon Road Pioneer
Cemetery, Flinders Highway Heritage Walk,
Goldring Street

Bush Tucker Gardens, Lake Fred Tritton

Bougainvillea in the Main Street

Jack Brown Lions Park, Flinders Highway

Bobby Murray Park, Goldring Street

Hampstead Springs Tour

AWARDS

Outback Queensland Tourism Award – Best Caravan Park
2017

OQTA Best Tourist Attraction 2017

Outback Queensland Tourism Award – Best Caravan Park
2016

Outback Queensland Tourism Award – Best Caravan Park
2015

IPWEA – Excellence Awards 2015 (Water Treatment Plant)

IXOM Water of Origin Taste Test Winner 2015

Orica Best Queensland Water Taste Test 2014

Sarus Crane Award - Bush Tucker Gardens 2007

Finalist Banksia Foundation Awards – Bush Tucker Gardens
2007

Outback Queensland Tourism Award - Most Significant Tourism
Attraction – Kronosaurus Korner, 2004, 2005, 2006

Outback Queensland Award for Destination Promotion
Australia's Dinosaur Trail 2006

Outback Queensland Tourism Award – New Attraction – Lake
Fred Tritton 2007

National Heart Foundation Environment Award - Lake Fred
Tritton

Queensland's Tidiest Town 2001

OTHER SERVICES

REX - Air Services

Bus QLD Services

Queensland Rail Passenger Services

FUTURE PROJECTS

Flinders River Agriculture Projects

Complete Sealing Croydon – Richmond Road and Winton -
Richmond Road

Richmond Streetscape

RICHMOND - HISTORY



There are 59 places called Richmond in the world. As most of the Richmond's have been named after Richmond, North Yorkshire, it is the "mother" of all Richmond's.

The town of Richmond is the pivotal point of the Richmond Shire, situated on the south bank of the Flinders River. Richmond is 500 kilometres west of Townsville and stands 216 metres above sea level. The Wyangarie Shire was constituted as a Shire in 1916 and the name changed to Richmond Shire in 1954.

Its early history is based around explorers, adventurers, and pastoralists in search of new land. William Landsborough first recorded exploration of the area in 1862 while searching for the lost explorers Burke and Wills. He named O'Connell Creek and a memorial now marks the location as part of Heritage trails.

Originally sheep were the primary source of income, however later years have seen cattle become the predominant market commodity. In the early 1880's the Woolgar Goldfields to the north of the Shire was once a bustling part of the area and exploration continues today.

PRESENT DAY

The Shire is a community of 648 people. Extreme climatic conditions including floods and drought are not uncommon in the area with temperatures ranging from 46°C during summer and -3 °C some winter nights. The average rainfall is only 475mm with the arrival of the monsoons. The Shire therefore relies on the Great Artesian Basin for its water supply for both town and stock.

Today, Richmond is a popular Outback tourist destination, evident by the increase in visitors to Kronosaurus Korner and the Richmond Lakeview Caravan Park. The lush green gardens and bougainvillea lined streets are a welcome sight for travellers into and through Richmond. Lake Fred Tritton has become a central meeting place and recreation facility utilised by locals and tourists and attracts visitors from neighbouring Shires.

FUTURE OUTLOOK

Richmond's future has potential for growth and sustainability but is dependent upon State and Federal Government regional development strategies. Richmond is part of the Mount Isa to Townsville Economic Zone (MITEZ). Our involvement in this regional economic development committee gives us access to feasibility studies for new industries and funds to develop social planning and population research projects.

The region's future is mapped out in the State North West Regional Plan and the Federal Regional Development Australia Roadmap. These plans were developed in consultation with the councils and communities in the region.

The Federal Regional Development Australia Roadmap identifies the following key priorities for the region:

- Developing a robust, sustainable economy with employment opportunities for all.
- Encouraging a caring and inclusive community that embraces all cultures.
- Enhancing a great lifestyle that attracts and retains people.
- Nurturing strong leadership to promote our region, develop partnerships and achieve recognition of the region.
- Valuing, managing and caring for our environment and natural assets.

The North West Regional Plan's vision is:

The North West region has a robust, diverse and sustainable economy and well-planned and coordinated infrastructure and services, built through the economic benefits of mining and agricultural industries. It is a place where people choose to live and visit due to its liveability, well-managed natural resources and the community's strong sense of cultural identity.

The North West Plan includes strategies for protecting the environment, promoting a dynamic, robust and diverse economy, integrating land use, economic activity and transport infrastructure, and creating liveable communities. The benefits of the State and Federal Government plans are that they form a basis for establishing Council's own Community Plan and provide access to funding opportunities that are consistent with the plans objectives.

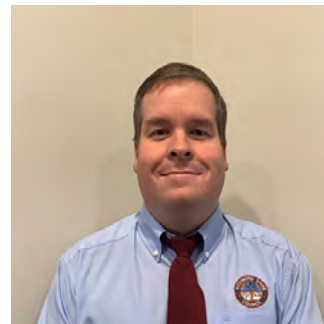
As we enter 2022-2023 Council aims to:

- upgrade and maintain our local streets.
- continue to secure and complete Main Road construction contracts.
- continue to pursue opportunities to seal Winton-Richmond Road.
- identify and pursue opportunities for growth in Richmond's tourism industry that reflects the local culture and history of the Outback.
- continually improve the Cambridge Heritage Display Centre by encouraging future donations of artefacts.
- actively pursue opportunities that encourage employment and the development of private enterprise in Richmond

A MESSAGE FROM OUR MAYOR AND CEO



We are pleased to present
this Annual Report for
2021-2022 for Richmond
Shire Council.



We would like to thank the Councillors, Executive Team, and Council Staff for the hard work that they have continued to do in the financial year. Without these people our services would not be delivered.

In January Councillor Mr. Scott Geary resigned from Council after being elected in March 2020. A by-election was held in March 2022 to replace Councillor Geary, with Sherreen Johnston being the successful candidate.

Council has now fully sealed the Richmond to Croydon Road within the Richmond Shire. This is a great achievement for the Shire allowing better access to Croydon and the greater gulf area. There is only 56km of unsealed road in the Croydon Shire left to complete. Council's main focus now is getting the Richmond to Winton Road fully sealed providing an alternative access to the South.

The Richmond Swimming Pool had a major makeover with a brand new kids pool, shade over the main pool, new filtration system and shed and upgrades to the change rooms. These changes have been well received by both the Richmond Community and the travelling public.

Looking forward to next year where Council will mainly concentrate on repairing Council's roads and the sealing of the Richmond to Winton Road. The budget will be focused on the maintenance of Council's essential assets of roads, water, and sewerage. There will be over \$1 million spent on upgrading the stormwater system around town. Crawford Street will receive \$1 million upgrade to the running strip with asphalt being laid from the highway to the Council depot. A new bridge will be built at the Burleigh Crossing for almost \$6 million to improve all weather access and replace the damaged crossing.

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

Cr John Wharton AM

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

Peter Bennett



MAYOR
John Wharton AM

Councillor John Wharton AM was first elected to the Richmond Shire Council in 1991 and became Mayor in 1997. On 11 June 2007 he was the recipient of a Member of Order of Australia Award for his service to the community of the North-West Queensland through local government, regional development, natural resource management and primary industry organisations. He also received the Centenary Medal for distinguished services to local government.

Councillor Wharton's Portfolio Include:

- *Corporate Governance*
- *Disaster Management*
- *Regional and Economic Development*
- *Tourism*

Councillor Wharton's Committee Representation:

- *Budget Review Committee*
- *Local Disaster Management Group (Chair)*
- *Regional Roads Group North-West (Chair)*
- *Kronosaurus Korner Board Inc (Chair)*
- *Regional Planning Advisory Committee*
- *MITEZ*
- *North-West Regional Organisation of Councils*

Councillor Wharton can be contacted:

- 0427 777 660
- crw@richmond.qld.gov.au

In October 2021, Local Government Association of Queensland (LGAQ) President Mark Jamieson presented Mayor John Wharton AM an award honouring 30 years in Local Government at the 125 years LGAQ annual conference in Mackay.

The certificate is in appreciation of the extensive service to Local Government and the State of Queensland covering a period of 30 years as a member of the Richmond Shire Council. The service given to the community by Local Government members is a fundamental concept of democracy and is a vital link in the chain of government.



Congratulations John what an achievement!



DEPUTY MAYOR
June Kuhl

Councillor June Kuhl was elected in March 2002 and was elected as the Deputy Mayor following the 2012, 2016 and 2021 following elections. Cr Kuhl was also nominated to represent Council at the Local Government Grants Commission and the Department of Natural Resources and Water and Land Valuation Committee.

Cr Kuhl and her husband Gavin moved to the Richmond Shire following the purchase of their cattle and sheep property in 1978.

They have moved out of the wool industry but continue to breed and fatten beef cattle. They raised and educated their children on Bundoran which led to June's interest in the education of isolated children. She was a member and President of the Mt Isa SOTA P&C and President of Mt Isa SOTA's first School Council. June was also very involved with the Isolated Children's Parent Association and has served as Secretary, President, Treasurer and Publicity Officer of the Richmond Branch. She was elected to the ICPA Qld Inc. State Council in 1999 and served for six years as a council member and Publicity Officer.

June was involved with the Fossil Festival for many years and was elected the President of the Richmond Outback Fossil Festival when it became an incorporated body in 2011.

Cr Kuhl is committed to helping Richmond offer a quality lifestyle in a viable, vital, and vibrant community.

Councillor Kuhl's Portfolio Include:

- *Corporate Governance*
- *Regional and Economic Development*
- *Budget Review and Financial Management*
- *Asset Management*
- *Planning and Development*
- *Local Disaster Management Group (Deputy Chair)*
- *Recovery Committee (Chair)*

Councillor Kuhl's Committee Representation:

- *Internal Audit Committee*
- *Western Queensland Local Government Association*
- *Australian Women's Local Government Association*
- *Kronosaurus Korner Board Inc*
- *Local Government Grants Commission*
- *Department of Natural Resources and Water Land Valuation Committee*
- *Regional Development Australia*
- *Regional Planning Advisory Committee*
- *Local Disaster Management Group (Deputy Chair)*
- *MITEZ*
- *North-West Regional Organisation of Councils*

Councillor Kuhl can be contacted:

- 0428 418 606
- crkuhl@richmond.qld.gov.au
- coolco@bigpond.com



COUNCILLOR
Patsy-Ann Fox

Councillor Patsy-Ann Fox was originally elected in November 2015 and was re-elected in March 2016 and 2020. Cr Fox is a fifth generation Richmond citizen and is very proud of her family history which is steeped in this Shire.

Patsy-Ann and her husband David started their business Fox Helicopter Services in Richmond in September 2001.

Patsy-Ann's commitment to Richmond and passion for the district is demonstrated by the number of clubs and organisations she has been involved in over the past 16 years.

Some of the clubs and organisations that she has been a member of or volunteered for are Richmond Early Education, Richmond Swim Club, Richmond Junior Rugby League, Richmond State School P & C, Richmond State School Chaplaincy Committee, Richmond ICPA, Richmond Turf Club and Richmond Field Day Committee.

Patsy-Ann also enjoys volunteering at Before School Reading at the Richmond State School

Councillor Fox's Portfolio includes:

- *Community Services and Development*
- *Arts and Culture*
- *Community Events*
- *Community Infrastructure*
- *Youth Services*

Councillor Fox's Committee Representation:

- *Local Chaplain Committee*
- *Community Advisory Network – Richmond Multi-Purpose Health Service*
- *Kronosaurus Korner Board Inc*

Councillor Fox can be contacted:

- 0409 266 162
- crfox@richmond.qld.gov.au
- foxling@bigpond.com



COUNCILLOR
Clay Kennedy

Councillor Clay Kennedy was elected in March 2016 and re-elected in 2020. Cr Kennedy is very proud of his family history in the Richmond Shire, with his grandfather Peter Kennedy representing the Council for 16 years.

Clay with his wife Karen and their children Lynisa and Mikayla have been running cattle and contracting business from Gracedale Station.

Clay is actively involved in many local clubs such as Richmond Camp draft and Maxwelton Race Club.

Councillor Kennedy's Portfolio includes:

- *Roads*
- *Aerodrome*

Councillor Kennedy's Committee Representation:

- *Regional Roads*
- *Kronosaurus Korner Board Inc*

Councillor Kennedy can be contacted:

- 0428 971 406
- crkennedy@richmond.qld.gov.au



COUNCILLOR
Scott Geary

Councillor Scott Geary was first elected in 2012 and thoroughly enjoyed being able to contribute to and for our community over the four year term to 2016 holding the portfolios of Community Infrastructure and Community Services. Cr Geary was re-election in 2020 and has been extended the portfolio of Town Services, Water and Sewerage, Environmental and Waste Management and Workplace Health and Safety. Cr Geary is excited and looking forward to the term ahead to again work with the community and alongside fellow Councillors, to continue to strive for long term liveability, stability, and sustainability for the great community in which we are all a part of

Councillor Geary's Portfolio includes:

- *Town Services*
- *Water and Sewerage*
- *Environmental and Waste Management*

Councillor Geary's Committee Representation:

- *Internal Audit Committee*
- *Kronosaurus Korner Board Inc*

Cr Geary resigned from Richmond Shire Council in January 2022.



COUNCILLOR
Sherreen Johnston

Councillor Sherreen Johnston was elected to Council following an election in March 2022. Cr Johnston has lived in the Richmond Shire since 2019 and decided to run for Council upon seeing the community's dedication and spirit for the Shire.

Sherreen and her partner Sean run a contracting business where they strive to employ local workers where possible. She has children that attend the Richmond State School. Sherreen has been active in several committees and community groups.

She is currently the Vice President of the State School P & C and the Richmond Athletics Club. Sherreen enjoys being able to give back to her community and has learned a lot from her different roles.

Cr Johnston looks forward to working with the local economy as part of the small business engagement program and providing opportunities for our youth.

Councillor Johnston's Portfolio includes:

- *Town Services*
- *Water & Sewerage*
- *Environmental & Waste Management*
- *Workplace Health and Safety*

Councillor Johnston's Committee Representation:

- *Kronosaurus Korner Board Inc*

Councillor Johnston can be contacted:

- 0428 546 828
- crjohnston@richmond.qld.gov.au



COUNCILLOR
Nick Buick

Councillor Nick Buick was elected to Council following an election in July 2021. Cr Buick has lived in the Richmond Shire since 2011 working for Liberty Depot. Nick lives with his wife Jacinta and their two boys, Luca and Archie.

Nick is passionate about Richmond Shire and what it has to offer and wants to make a larger contribution to you and to the Shire. Through Nick's time running and operating the Liberty Depot in Richmond with my father John, he has travelled every part of this shire on a very regular basis. There is no road in Richmond Shire that he has not carted fuel on, and believes within the 10 years, he has gained large amounts of local knowledge from this business and his time being involved in the community.

Nick is involved in many community clubs such as:

- *Richmond Turf Club*
- *Richmond Bush Sprints*
- *Richmond Swimming Club*

Councillor Buick's Portfolio includes:

- *Rural Lands*
- *Pest Management*
- *Saleyards*

Councillor Buick's Committee Representation:

- *Kronosaurus Korner Board Inc*

Councillor Buick can be contacted:

- 0409 578 473
- crbuick@richmond.qld.gov.au

REMUNERATION TO COUNCILLORS

Every year the tribunal must also decide the maximum remuneration payable to Councillors, Mayors or Deputy Mayors in each category of local government (section 244, Local Government Regulation 2012). This decision must be made before 1 December.

Section 247 of the regulation requires councils to pay each elected representative as per the schedule below;

Local Government Area	Mayor	Deputy Mayor	Councillor	Amalgamation Loading (where applicable)	Category
Richmond Shire Council	\$108,222	\$62,435	\$54,110	No amalgamation loading payable	1

The following maximum remuneration applied from 1 July 2021 for Mayors, Deputy Mayors and Councillors of Local Governments.

Refer to:

https://www.statedevelopment.qld.gov.au/_data/assets/pdf_file/0031/47947/local-government-remuneration-commission-report-2020.pdf for more information and a comparison of other Councillor remunerations in other local government areas.

SUMMARY OF PAYMENTS TO COUNCILLORS

1 July 2021 – 30 June 2022

Name	General & Special Meetings	Travel	Conferences Deputations Inspections	Total
Cr. Wharton	108,222.00			108,222.00
Cr. Kuhl	63,533.45			63,533.45
Cr. Fox	54,110.28			54,110.28
Cr. Kennedy	54,110.28			54,110.28
Cr. Geary	29,770.34			29,770.34
Cr. Buick	48,679.84			48,679.84
Cr. Johnston	13,126.76			13,126.76
TOTAL	371,552.95			371,552.95

SUMMARY OF COUNCILLORS SUPERANNUATION

1 July 2021 – 30 June 2022

Name				
Cr. Wharton	Brighter Super			10,822.20
Cr. Kuhl	Colonial First State			6,353.32
Cr. Fox	Brighter Super			5,411.04
Cr. Kennedy	Australian Retirement			5,411.04
Cr. Geary	Brighter Super			2,977.04
Cr. Buick	Australian Retirement			4,867.99
Cr. Johnston	Brighter Super			1,312.68
TOTAL				37,155.31

SUMMARY OF MEETINGS ATTENDED 2021 - 2022

1 July 2021 – 30 June 2022

Name	Ordinary Meetings Held	Ordinary Meetings Attended	Special Meetings Held	Special Meetings Attended
Cr. Wharton	12	12	1	1
Cr. Kuhl	12	12	1	1
Cr Fox	12	10	1	1
Cr Kennedy	12	12	1	1
Cr Geary	7	6	1	0
Cr Buick	11	10	1	1
Cr Johnston	4	4		

Cr Buick was sworn in as a Councillor on the 26th July 2021.

Cr Geary resigned as a Councillor on the 28th of January 2022.

Cr Johnston was sworn in as a Councillor on the 5th April 2022.

In accordance with the local government's reimbursement policy, Council must state what facilities and expenses incurred by Council are for Councillors.

Facilities and Equipment Provided

Mayor

Mobile phone and laptop – private use

Council vehicle – private use

Councillors

Laptop – private use

A Council car is made available to all Councillors for their use to travel to any Council meetings or functions outside of Richmond.

Mileage Allowance is reimbursed to Councillors at the Australian Tax Office Rates (cents per kilometre) where a Councillor uses their private vehicle for Council business or commuting to official Council meetings or functions from their place of residence.

REMUNERATION TO SENIOR STAFF 2021-2022

Section 201 of the *Local Government Act* requires the total remuneration packages that are payable to senior contract employees. Council had two (2) contract employees who received a total package in the range of \$150,000 - \$200,000 per annum. Council had two (2) executive officers who received a total package in the range of \$100,000 - \$150,000.

ADMINISTRATIVE ACTION COMPLAINTS

Council's electronic database for complaints has now been operating for three years. A register of complaints and actions completed is listed in the following table: -

Administrative Action Complaints	2021/2022
Complaints made to Council	11
Complaints resolved under the complaints management process	11
Complaints not resolved under the complaints management process and referred to council for internal review by the Queensland Ombudsman	0
Complaints not resolved under the complaints management process and externally reviewed by the Queensland Ombudsman	0
Complaints not yet resolved in 2021/2022	0

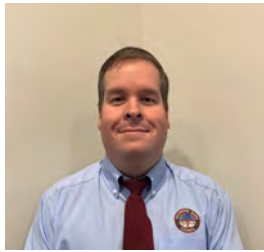
SENIOR OFFICERS

Council's structure is made up of three Departments, each with a Senior Officer:

- Finance & Administration Services
- Community Development & Services
- Works & Services

The Chief Executive Officer and three Senior Officers form the executive team.

This group is responsible for leading the organisation and implementing decisions passed at Council meetings. The group oversees the day-to-day operations of Council, provides professional advice to elected Councillors, and has primary responsibility for delivering activities identified in the Corporate & Operational Plans.



Chief Executive Officer

Peter Bennett

Director of Works

Pratik Khadka



Director of Corporate Services

Peta Mitchell



Director of Community Services & Development

Angela Henry

Chief Executive Officer	Mr Peter Bennett
Director of Works	Mr Pratik Khadka
Director of Corporate Services	Mrs Peta Mitchell
Director of Community Services & Development	Mrs Angela Henry
RMPC Foreman	Mr Ricki Davidson
Workshop Foreman	Mr Phillip Chappell
Water and Sewerage Officer	Mr Allan Matthews
Town Services Supervisor	Mr Benny Smith
Safety & Compliance Advisor	Mr Kerrard Scott

Other Key Staff -

Richmond Aged Care Coordinator	Mrs Ann-Maree Doyle
After School Care Co-ordinator	Mrs Teena Chappell
Librarian	Mr David Fickling

COUNCIL MEETINGS

Council meetings are held at 8:00am on the third Tuesday of each month (subject to alteration in special circumstances). The Council meetings are chaired by the Mayor, Cr. John Wharton AM.

Agendas for each meeting are available for inspection on the Friday before the meeting. Members of the public are welcome to attend all Council meetings.

During the year there were twelve Ordinary and one Special Meeting of Council.

Other meetings, deputations or conferences attended include but are not limited to the Mount Isa Townsville Economic Zone (MITEZ), Regional Roads Technical Group, Regional Organisation of Councils, Ministerial Deputations, Regional Advisory Planning Committee, Outback Queensland Tourism Association, North West Outback Queensland Tourism Association, Australia's Dinosaur Trail and Queensland Health.

WORKS AND SERVICES

July 2021 to June 2022 was a busy year for Councils workforce. Council had to deliver major projects within tight timeframes and recover from one of the biggest flood events in the history of the Shire.

Council's Works Department covers the maintenance of the entire Shire's road network to ensure that roads stay accessible and safe for all road users. Roads Infrastructure undertakes its activities via internal resources and by engaging external contractors. Road construction and maintenance activities are funded via Council revenue, Federal and State Government Grants.

The Works Department is also responsible for the delivery and maintenance of water and sewerage, maintenance of the aerodrome, maintenance of stock routes and bores, greening of town gardens and parks, collection of refuse, and maintenance of all Council plant and equipment, and Local Laws.

Richmond Shire – Key Infrastructure Network

Description	(Km)
Total Length of Shire Rural Roads unsealed	1,228
Total Length of Shire Rural Roads sealed	141
Total Length of State Controlled Roads unsealed	35
Total Length of State Controlled Roads sealed	176
Total Kilometre of all roads in the Shire	1580

Transport Infrastructure Development Scheme (TIDS)

Council continued to extend the bitumen surfacing on the Richmond – Croydon Road via 50% State funding which is made available through the Transport Infrastructure Development Scheme (TIDS) and 50% Council funding.

Gravel and single lane seals pose the greatest risk to vehicles passing or overtaking, due to reduced visibility because of dust, the potential to lose control of the vehicle due to rough or soft unsealed sections and shoulders and boggy conditions after even minor rain. To mitigate those risks Council is committed to widening existing single bitumen lanes and to extend bitumen surfacing on dirt sections on the Richmond Croydon Rd. Council will continue to do so in the future. The works included widening the existing pavement to 8m, undertaking minor realignments and increased pavement depths, and cement stabilising the pavement.

The widening project will greatly increase the safety for the heavy transport industry, commuters and tourists using this road as well as providing better overtaking opportunities. The upgrade will improve freight and livestock productivity by reducing transport costs, maintaining safer higher constant speeds and better flood immunity.

Roads Maintenance Contract

Council maintains the Flinders Highway and the Richmond Winton Road under a Roads Maintenance Contract with the Department of Transport and Main Roads. Some of the routine maintenance work that Council undertakes are:

- Minor Pavement defects
- Vegetation management
- Minor drainage and culvert maintenance and
- Inspection and monitoring of the road network.

Flood Damage

Flood damage repairs have continued in the Shire area following the 2019 February floods. Council works with the Queensland Reconstruction Authority (QRA) to restore Shire roads. The roads receive works in the form of:

- Formation work and Grading
- Bulk Fill
- Gravel Sheeting
- Heavy Shoulder Grading
- Replacement of floodways and culverts.

Work started on construction of the Burleigh Bridge Crossing. This project will cost \$5.7 million and will replace the existing floodway with a single lane bridge.



The project is being constructed by NQ Civil Contractors Pty Ltd and managed by Redfrost Pty Ltd.

The scope of the work is for the design and construction of a 180m span bridge.



Water Supply

Council plumbers maintain the Water Treatment Plant daily to ensure the drinking water meets all quality levels and Government Standards.

Council continues to install new water meters at each household. This new system will help identify water leaks in the network and allow to increase water usage efficiencies.



Other Facilities

Swimming Pool

Under funding from the Local Roads and Community Infrastructure (LRCI) Program Council upgraded the pool filtration system and installed a new learn to swim pool.



Charlie Wehlow Oval

The Charlie Wehlow Oval continues to have its annual maintenance on the oval to ensure that it is at a high standard. A successful QRL Country Week Intrust football game was held in July 2021 between the Townsville Blackhawks and South Logan Tigers

Council continues to work with the QRL to be considered for future QRL game to be held at Richmond.



Lake Fred Tritton

Mayor John Wharton released 5,325 redclaw crayfish from the Australian Crayfish Hatchery Townsville into Lake Fred Tritton today. This brings the total of yabbies released into the lake since November 2020 to 25,000. It is hoped that these new inhabitants will eventually provide an environmentally sustainable solution to weed eradication in the Lake Fred Tritton ecosystem.



Rodeo Grounds

Using funding from the North Queensland Recovery and Resilience Grants an upgrade of the lighting at the Rodeo arena was completed. This will enable additional events to be held at the arena and ensure the entire arena is safe for patrons. The events held at the arena are attended by many people from all over the state and being a male dominated sport, rodeo riding is seen as a way for males to connect and support each other. Many of the events held at the rodeo arena highlight and support mental health for rural and remote residents. Without adequate lighting, these events are unable to continue, and it reduces the opportunity for communities to come together and support one another.

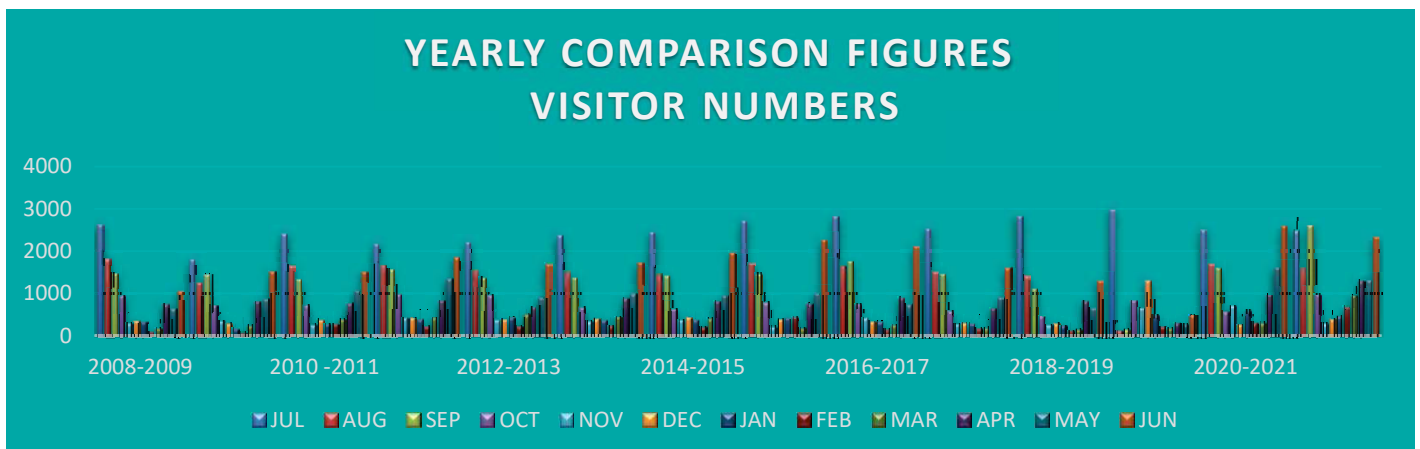
Lakeview Caravan Park

The Lakeview Caravan Park received a new 3 bedroom cabin to accommodate a large family. Council has also updated the existing site with new power and water connection. This project was completed with funding received from 2021-24 Works for Queensland Program.






	2020/2021	2021/2022	DIFFERENCE %
Adults	3739	3818	2.11%
Concessions	3733	3510	-5.97%
Children	2867	2283	-20.37%
Complimentary	17	6	-64.71%
ADT	659	2801	325.04%
Total Museum Admission	11015	12,418	12.74%
VIC Visitors	2701	3001	11.11%
TOTAL	13716	15,419	12.42%
Admission \$	\$220,615.13	\$247,120.12	12.01%
Digs \$	\$6,023.28	\$12,122.74	101.26%
Souvenir Sales \$	\$171,249.37	\$192,274.20	12.28%
Bus / Rail Sales \$	\$4,193.56	\$3,548.65	-15.38%
TOTAL \$	\$402,081.34	\$455,065.71	13.18%
\$ Expenditure per person	\$29.31	\$29.51	0.68%



Best of Queensland Experiences 2021/22 Assessment

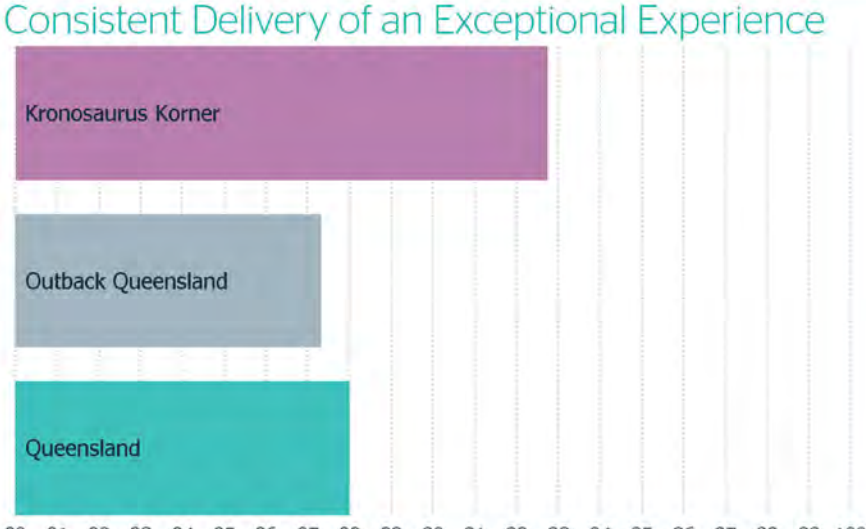
TOTAL POINTS AVAILABLE	100
TOTAL POINTS REQUIRED	80
TOTAL POINTS ACHIEVED	100
You have been identified as a Best of Queensland Experience	
Your results are shown in purple	

Kronosaurus Korner

ReviewPro GRI™ benchmark	80
Your ReviewPro GRI™ score:	92.7
 60 AVAILABLE	60 ACHIEVED


This section of your report allows you to benchmark your ReviewPro GRI™ (Global Review Index™) score against the average score of other operators in Queensland and your region. Refer to page 3 for further insights on your ReviewPro GRI™ score.

Consistent Delivery of an Exceptional Experience



Entity	Score
Kronosaurus Korner	92.7
Outback Queensland	87.5
Queensland	88.5


Active & Engaging Social Media Presence

 15 AVAILABLE 15 ACHIEVED

YOUR RESULTS (Must meet two benchmarks in one channel to receive points)


CRITERIA	BENCHMARK	FACEBOOK		OR		INSTAGRAM	
		Score	Met	Score	Met		
Average posts per week	4 posts per week	4	✓	2.5	✗		
Consistency of posts	variation of less than 65%	17.68%	✓	20%	✓		
Engagement rate of posts	average of 20 engagements per post	55.78	✓	22.83	✓		

OUTBACK QUEENSLAND All Operators




28% Met the criteria, 72% Did not meet Social Media criteria

QUEENSLAND All Operators




33% Met the criteria, 67% Did not meet Social Media criteria

Online Booking


 15 AVAILABLE 15 ACHIEVED

OUTBACK QUEENSLAND All Operators




43% Secure Online Booking Platform, 57% No Secure Online Booking Platform

QUEENSLAND All Operators



63% Secure Online Booking Platform, 37% No Secure Online Booking Platform

RTO Membership

 5 AVAILABLE 5 ACHIEVED

Accreditation

 5 AVAILABLE 5 ACHIEVED



Best of Queensland Experiences

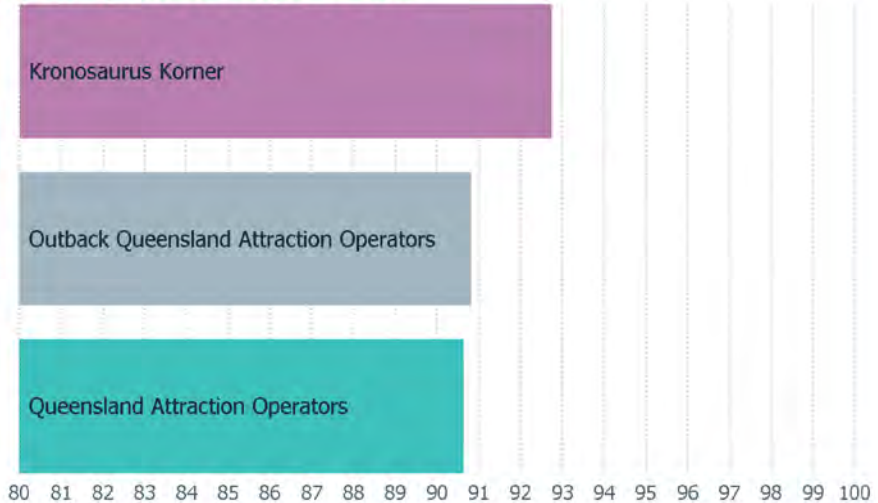
2021/22 Assessment

Your results compared to other Attraction Operators

Consistent Delivery of an Exceptional Experience

ReviewPro GRI™ benchmark:	80
Your ReviewPro GRI™ score:	92.7
 60 AVAILABLE	60 ACHIEVED

This section of your report allows you to benchmark your ReviewPro GRI™ score against other operators in your product category across Queensland.



Active & Engaging Social Media Presence

 15 AVAILABLE	15 ACHIEVED
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OUTBACK QUEENSLAND
Attraction Operators



QUEENSLAND
Attraction Operators



This section allows you to benchmark your Social Media score against other operators in your product category.

- Met Social Media criteria
- Did not meet Social Media criteria

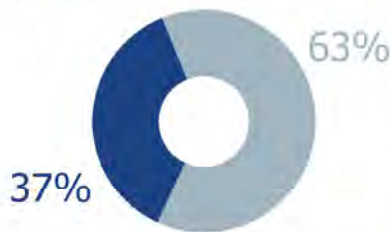
Online Booking

 15 AVAILABLE	15 ACHIEVED
--	-----------------------

OUTBACK QUEENSLAND
Attraction Operators



QUEENSLAND
Attraction Operators



This section allows you to benchmark your Online Booking score against other operators in your product category.

- Secure Online Booking Platform
- No Secure Online Booking Platform

COMMUNITY DEVELOPMENT AND SERVICES

The Richmond Shire enjoys an enviable reputation as a culturally rich, vibrant and inclusive community, with a lifestyle unmatched by similar Shires. Council places a high priority on providing equitable access to community infrastructure and services, and developing and supporting initiatives that encourage community wellbeing. Council measures our community goals through facility visitations and the area of open space per head of the population. We also monitor environmental and health standard breaches and the diversity of the community we serve. The Community Services group is responsible for a diverse portfolio which supports the liveability and diversity of our Shire.

Council plays a fundamental role in influencing and maintaining the general health, wellbeing and lifestyle of the community. Together we are building a vibrant, healthy, supportive and inclusive community by delivering a range of health, safety, social, cultural, lifestyle, leisure programs, services and activities across the region.

Major and minor event and project funding provides assistance to clubs, associations and businesses based within the Council area to provide events and projects that meet identified cultural, community, educational, sporting or recreational needs. This financial year Council provided \$276,850.00 in direct funding and \$22,194.61 for in kind assistance across 28 Clubs, Services and Events to encourage community strengthening and inclusion.

Council plays a pivotal role within our local community. We provide and maintain essential infrastructure and quality services for our growing community. Roads, bridges, footpaths, water and sewerage networks, refuse collections, parks, open spaces, libraries and community and sporting facilities – these and other vital services are fundamental to the provision of a quality lifestyle in our Shire. Council proactively and responsibly manages both the Shires's built and natural environment to achieve a sustainable future for our community and generations to come. We do this through the delivery of various environmental awareness programs, natural resource management, environmental protection activities and sustainable development. Council actively contributes to a strong and sustainable economy by providing services that support and promote local business, employment, economic investment and development within the region. We play a fundamental role in influencing and maintaining the general health, well being and lifestyle of our community. Together we are building a vibrant, healthy, supportive and inclusive community by delivering a range of health, safety, social, cultural, lifestyle and leisure programs, services and activities.

Through the Inkind Request and Community Small Grants Program, Richmond Shire Council was honoured to be able to assist Clubs provide the following social calendar events during the Covid-19 restriction impacted year of 2021-2022

DATE	EVENT	VENUE
August 28 2021	Richmond Bush Sprints and Community Concert	Richmond Racecourse
Aug 30 – Sept 1 2021	Richmond Campdraft	Richmond Racecourse
October 2021	Richmond Turf Club Picnic Races	Richmond Racecourse
October 2021	Richmond Turf Club Ladies Day Race Meeting	Richmond Racecourse
Jan 26 2022	Australia Day Awards	Richmond Golf Club
April 2022	Maxwelton Race Meeting	Maxwelton Racecourse
June 11-12	Richmond Field Days and Race Meeting	Richmond Racecourse

Under our Healthy Communities initiative, Council has delivered a range of programs in partnership with various local providers with the aim of supporting our Residents lead a healthy active lifestyle

2021-2022 CLUB, ORGANISATION AND INDIVIDUAL IN KIND SUPPORT

Club	Item	Cost for year
Richmond Bush Sprints	Bus Hire Rubbish Bins PA System Chairs and Tables BBQ Bain Marie 20 x Bollards Financial Contribution through funding TOTAL	\$1000.00 \$90.00 \$80.00 \$300.00 \$80.00 \$95.00 \$300.00 <u>\$6818.00</u> <u>\$8763.00</u>
Richmond Campdraft	10 x Wheelie Bins x 3 days Rubbish Collection Financial Contribution through funding TOTAL	\$270.00 \$388.35 <u>\$6818.00</u> <u>\$7476.35</u>
Richmond Turf Club	Generator x 3 days Bollards for Bus Parking x 2 10 Rubbish Bins x 2 Subsidised Field Days Copying Labour Financial Contribution through funding TRAIC Funding TOTAL	\$900.00 \$300.00 \$270.00 \$2060.00 \$117.32 \$6818.00 <u>\$17627.62</u> <u>\$28,092.94</u>
Towers Podiatry	Annual Venue Hire	\$4608.00
NAPHL	Venue Hire per visit x 2	\$1280.00

Q Health	Vaccination Venues x 3 for 2 days Transport to and from Airport TOTAL	\$1914.00 <u>\$51.00</u> <u>\$1965.00</u>
Richmond State School	Bus Hire to Hughenden Donation to Speech Night Labour and Machinery TOTAL	\$195.84 \$250.00 <u>\$141.74</u> <u>\$587.58</u>
Richmond Rodeo Association	10 x bins 3 x portable toilets 4 x tables 24 x chairs 150m Barricade 4 x road signs Generator Bus Hire – 390klms @ .85c Machinery Hire Financial Contribution through funding Lighting Upgrade TOTAL	\$270.00 \$1350.00 \$90.40 \$43.20 \$450.00 \$500.00 \$900 \$331.50 \$1853.81 \$6818.00 <u>\$110,000.00</u> <u>\$122,606.91</u>
Mary McKillop House	50 chairs Table Water Cooler PA Photocopying TOTAL	\$30.00 \$11.30 \$10.00 \$80.00 <u>\$80.00</u> <u>\$211.30</u>
Lions Club	150 Chairs 10 Tables PA TOTAL	\$90.00 \$113.00 <u>\$80.00</u> <u>\$283.00</u>
QCWA	Regular Lawn Maintenance	
Maks Boxing Gym	Use of Shed at Charlie Wehlow Oval- yearly Use of Shire Hall for Funded Program – yearly MOVEIT Funding TOTAL	Not in F/C \$1914.00 <u>\$7500.00</u> <u>\$9414.00</u>
Junior Rugby League	4 x eskies Ice Generator and Cords 15 tables 100 Chairs PA Bain Marie Safety Bunting 60 Bollards	\$200.00 Not in F/C \$600.00 \$339.00 \$120.00 \$160.00 \$190.00 \$1800.00 \$600.00

	Wheelie Bins Bus Hire – 70km @ 0.95 Financial Contribution through funding TRAIC Funding TOTAL	\$180.00 \$66.50 \$6818.00 <u>\$20,912.68</u> <u>\$31,986.18</u>
Maxwelton Race Club	Big Bus Hire – 647km @ \$0.95 2 x Bain Maries Subsidised Racebook Printing TRAIC Funding	\$614.65 \$190.00 \$460.00 <u>\$22,668.07</u> <u>\$23,932.52</u>
All Abilities Water Sports	Lake Hire Accommodation x 3 nights Villa and Campsite Total	580.00 <u>\$870.00</u> <u>\$1450.00</u>
Hughenden Country Music Festival	Donation	\$250.00
Basalt Bodies	MOVE IT Funding – Free Circuit Training	\$7,500
Me & My Mum Hub	Racecourse Hire Shire Hall Hire x 2 days TOTAL	\$300.00 <u>\$638.00</u> <u>\$938.00</u>
REEC	3 x Witches Caps Use of Hall x 1 day Payment of Rates Annual Pest Inspection TOTAL	\$50.00 \$319.00 \$1879.00 <u>\$280.00</u> <u>\$2528.00</u>
Pony Club	Generator Labour Financial Contribution through funding TOTAL	\$300.00 \$70.47 <u>\$6818.00</u> <u>\$7188.47</u>
KK Digs	Labour and Machinery	\$1237.93
Golf Club	Labour and Machinery Portable Toilets x 2 Plastic Tables x 6 Plastic Chairs x 20 Financial Contribution through funding Rates Relief TOTAL	\$295.83 \$600.00 \$135.60 \$24.00 <u>\$6818.00</u> <u>\$550.00</u> <u>\$8423.43</u>
Dustin Lansky – North West Rep	Donation	\$500.00
Senior League	Financial Contribution through funding	\$6818.00
Tennis Club	Financial Contribution through funding	\$6818.00

Pistol Club	Financial Contribution through funding	\$6818.00
Swim Club	Financial Contribution through funding	\$6818.00
Bowls Club	Rates Relief	\$500.00

2022 AUSTRALIA DAY

Australia Day Celebrations 2022 was hosted by the Richmond Golf Club at their new club house, unfortunately due to the Omicron wave peak the event was held outside. Mayor John Wharton gave his annual speech and community members enjoyed a free breakfast.

These awards provide the community with an opportunity to acknowledge and reward outstanding groups and individuals committed to improving the lifestyle experience in our Shire.

AWARD WINNERS

Citizens of the Year
Winner: Charlie Jones



Community Spirit
Winner: Jodie Fox



Sports Achievement
Winner: Megan Thorncroft



Community Event – QRL Country Week
Richmond Junior Rugby League



Sarus Crane Environmental Award
Richmond Early Education Centre



CHRISTMAS LIGHT WINNERS 2021

Best Business 1st Prize: Federal Palace Hotel

Best Business 2nd Prize: Golden Run

Best Business 3rd Prize: Moselle Meats

First Place Residential: Len & Carol Shaw

2nd Place Residential: Kerri McMunn

3rd Place Residential: Jodie Fox

DECORATE YOUR GATE WINNERS 2021

1st Place – Clareborough



2nd Place – Tranquility Park



3rd Place – Plainby



LIBRARY SERVICES

The Richmond Library is a Rural Library affiliated and funded by with the State Libraries Queensland. The library continues to provide free WiFi and internet access for the community, Centrelink Access Point Services and participates in the rural book Exchange. The library collection consists of books, magazines, CD's, DVD's and board games. The collection is regularly updated with new items. The library service provides access to a wide range of resources that address the information, education, recreation and leisure needs of the Richmond Community. We have 2547 items in stock which range from Adult Fiction to DVD's.

2021/22 saw the community borrow 290 items from our Library, with the most borrowed item being Adult Fiction.

The Library has 200 Adult Memberships and 10 Junior Members, 3 online memberships and 7 Young Adult Members.

The Shire Library continues to participate in the SLQ First Five Forever Reading Program funded by the First Five Forever Program Funding in conjunction with the Outside of School Hours Care Program providing this year an outreach book nook.

The library employs one permanent part time Librarian.



RICHMOND AGED CARE

Richmond Shire Aged Care delivers a range of services including case management, group activities and individualised support services that assist older community members, younger people with disabilities and their Carers. This is achieved through a combined Commonwealth and State program of Commonwealth Home Support Packages (CHSP). Richmond Aged Care supports 6 CHSP clients, 3 Level 2 Home Care Package Holders, 5 Level 3 Home Care Package Holder and 6 Level 4 Home Care Package Holders.

Richmond Aged Care provides services to assist eligible residents to remain living in their own home for as long as safely possible. Many elderly residents have limited contact with people outside their home. Richmond Aged Care provides the support and social interaction needed for their well being.

Services include:

- In home support for personal care, medication prompting, welfare checks, light domestic and laundry assistance, shopping and some bill paying support
- Garden Maintenance
- Transport to social events, medical appointments and shopping
- The Respite Hall provides activities including group outings, social get-together programs and meals



The Respite Hall is open outside these days for individually organised events

During 2021/22 The Aged Care Service employs 1 Full Time Clinical Nurse, 1 Full Time Personal Carer, 1 Casual Cleaner and 2 Casual Personal Carers.

We delivered 1886 hours of Domestic Assistance; 310 hours of social support; 459 hours of Personal care; 490 hour of Centre Based Day Care; 490 hours of nursing and delivered 1995 meals to elderly residents and their Carers. Due to an inability to recruit qualified staff the Aged Care Service is currently at capacity and a waitlist is maintained.

OUTSIDE OF SCHOOL HOURS CARE

Richmond Outside of School Hours Care offers Afterschool Services Monday to Friday from 2.30pm – 5.30pm during the school term and Vacation Care Services Monday – Friday (ex-Public Holidays) from 8.00am to 5.30pm during School Holidays, licensed for 45 children. During 2021-2022 the Centre upheld a reputation as a trusted provider of high quality care and education in a fun and stimulating environment for children aged 5 – 12. The open-planned (mixed aged group) room creates an atmosphere for the children to socialise with their siblings and friends, which generates strong bonds and reinforces family connectedness and social development of the children.

With the focus on the Early Years Learning Framework, the program provides a range of experiences that help children grow socially, emotionally and physically, while being cared for and nurtured in a safe environment. OSHC also liaises with the Aged Care Service and other event co-ordinators thus creating connections with the wider community.

The Outside of School Hours Care Program participated in Anzac Day and Do it for Dolly Day

The Service employs 1 Part time Co-ordinator and 1 Part Time and 1 Part Time Trainee

REGIONAL ARTS DEVELOPMENT FUND

Whilst community expressions of interest have remained low Council continues to bid for Arts Funding for quick response Grants.

During 2021-2022 Councils RADF program funded the following programs:

Xmas Bauble Painting – \$656.00

Mosaic Workshop – \$5,645.00

Branches Performing Arts - Dance Workshops - \$10,525.50



branchesperformingarts@outlook.com.au
@branchesperformingarts
@branchesperformingarts

HILCHENDEN + RICHMOND

Branches
PERFORMING ARTS

DANCE CLASSES

Classes held fortnightly
timetable TBC. as per interest
Starting Term 2 2021

- Ballet (6-12 yrs)
- Tap (6-12 yrs)
- Jazz (6-12 yrs)
- Gum-nut Baby Dance (2-5 yrs)

SIGN UP NOW

REGISTER ONLINE BY 28th Feb: www.branchesperformingarts.com

The poster features a central image of a ballerina in a purple tutu performing a split leap, framed by a gold circle. Below this, a young girl in a black and white leotard is shown in a dance pose. The background is white with gold confetti and stars. Social media icons for email, Instagram, and Facebook are at the top. A 'SIGN UP NOW' button with a hand cursor is at the bottom right.

FUNDING ACHIEVED 2021-2022

In a year where funding dollars were again not easily gained Richmond Shire Community Services Department managed to secure the following funds which assisted in the completion of the below projects.

State Library First Five Forever – Utilised by OSHC - \$3,147.52

Arts Queensland - Regional Arts Development Fund - \$17,000.00

NQSF & PHN – Health and Wellness Funding - to provide free Fitness & Boxercises classes -
\$7,500.00

Commonwealth Home Support Program - \$220,143.03

QRRRF – Rodeo Lights upgrade - \$165,000.00

GIVIT – Flood Camera and Swing Set- \$18,000.00

FINANCE POLICIES

Council resolved at its budget meeting on 29th July 2021 to revise the following financial policies. These policies can be found in Richmond Shire Council's Policy Register:

- Advertising Policy
- Entertainment and Hospitality Charges
- Grants to Community Organisations Policy
- Debt Policy
- Investment Policy
- Revenue Policy
- Revenue Statement

DOCUMENTS OPEN TO INSPECTION

The following documents are open to inspection by any member of the public

Registers

- Assets
- Cemetery
- Contracts / Agreements / Leases (Register only)
- Delegations
- Dog Registrations
- Material Personal Interests of Councillors
- Register of interests of a Councillor and their related persons
- Tenders
- Policies
- Local Laws

Reports

- Corporate and Operational Plans
- Community Plan
- Annual Reports
- Financial Statements
- Rates, Fees and Charges

Council must adhere to Privacy Laws and cannot disclose a person's private information such as name and address. Council is bound by the *Right to Information Act 2009* and persons may apply and pay the appropriate fee to access other information that the RTI Act makes available in the interests of open and transparent government.

Council Minutes and Agendas

- Council meets on the 3rd Tuesday of each month
- Council's Confirmed Minutes of Meetings are available for inspection or purchase
- Unconfirmed Council's Minutes are placed on the website within ten (10) days after the Council Meeting.
- Go to www.richmond.qld.gov.au

Other matters

- Council has an Equal Employment Opportunity Plan and has flexible working arrangements available if required in a family friendly environment.

TRUST ACCOUNT BALANCES

RICHMOND SHIRE COUNCIL'S TRUST ACCOUNT BALANCES

AS AT 30 JUNE 2022

Townsville Health	\$516.95
Richmond Landcare	\$402.61
Public Buildings Bond	\$2,100.00
Miscellaneous Trust Money	\$12,416.44
RADF Funds	\$3,584.17
Memorial Trust – Greg Forster	\$2,400.00
HACC – fundraising & excursion	\$1,105.00
Funerals Paid in advance	\$7,980.00
Racecourse Stalls	\$3,865.10
Milo Cricket	\$210.00
Wayne Rhodes soft drink money	\$4,158.54
Bond K D & W D Krieg	\$300.00
Flood Relief Funds	\$25,000.00
Total	\$65,038.81

COMMUNITY FINANCE REPORT

Council's Community Financial Report is a brief summary of its financial performance and position for the 2021-22 financial year. The *Local Government Regulation 2012* requires Council to prepare its Community Financial Report containing an analysis of the local government's financial performance and position for the financial year.

Richmond Shire Council's Audited Financial Statements for 2021-22 are available on Council's website at www.richmond.qld.gov.au and are attached to this report.

Net Result

Council has recorded total comprehensive income of 24,064,412 as at 30 June 2022. This was partly due to a \$22 million increase in asset revaluation surplus of Council's major infrastructure assets.

Net results from operations, 2012/2013 – 2021/2022

2012/2013	6,283,021
2013/2014	7,421,771
2014/2015	27,408,839
2015/2016	6,689,528
2016/2017	6,129,742
2017/2018	14,025,091
2018/2019	3,039,103
2019/2020	11,077,236
2020/2021	7,698,384
2021/2022	24,064,412

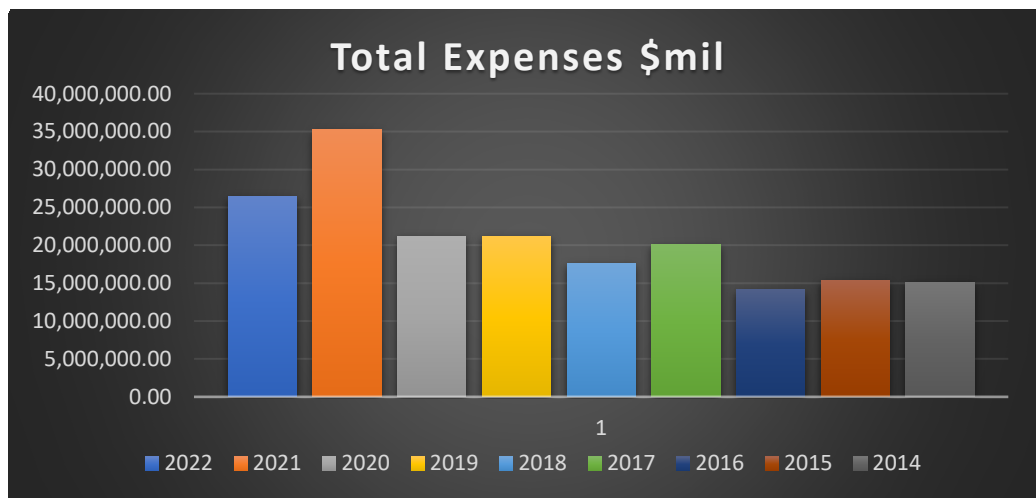
The Statement of Comprehensive Income

The Statement of Comprehensive Income is often referred to as the Profit and Loss Statement and shows how Council has performed throughout the period. The Statement shows the annual movement between Council's income and expenses throughout the year. The net result of these two figures represents the funds that are available for Council for renewal, upgrade or building of new community assets.

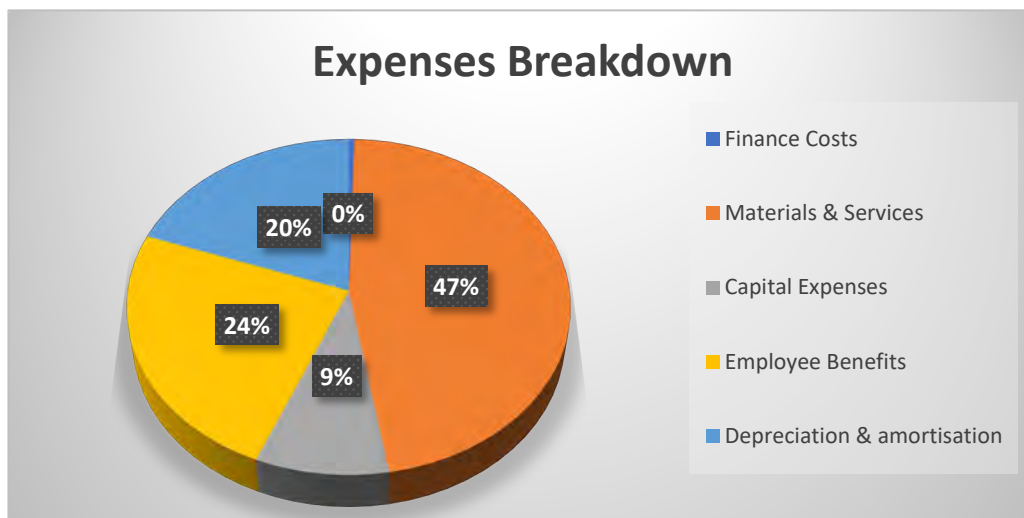
Council's capital revenue is sourced for the purpose of constructing Council's assets now and into the future. Capital revenue consists of capital grants, subsidies, contributions and donations as well as gains/losses on the disposal of assets. In the 2021/2022 financial year Council's capital revenue decreased due to flood damage restoration work on Council's owned assets such as road infrastructure being completed in 2021.

Expenditure:

Recurrent expenses represent the costs to Council of providing services to the community, operating facilities and maintaining assets. These expenses include employee benefits, material and services, finance costs and depreciation.



Materials and Services represent 47% of Council's expenses followed by Capital expenses at 9%, Employee benefits at 24% Finance Costs less than 1% and Depreciation and Amortisation at 20%



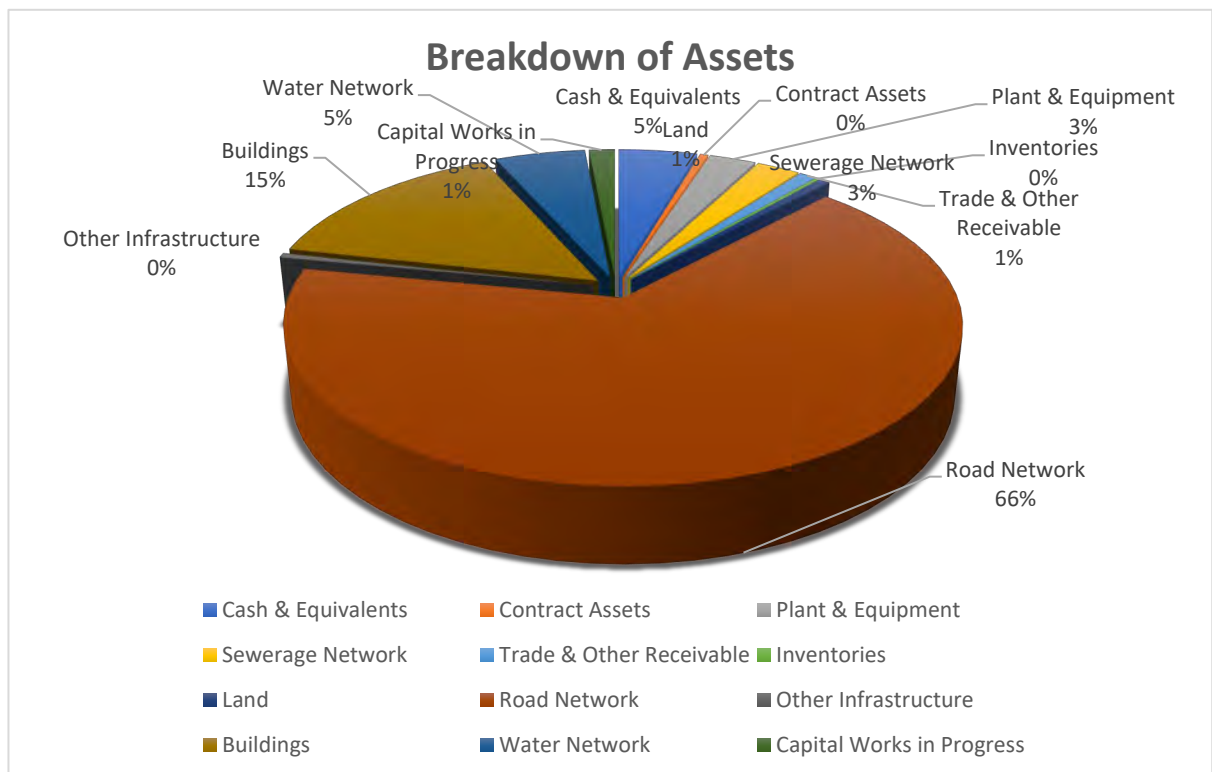
The Statement of Financial Position

This statement is often referred to as the balance sheet and summarises the financial position of the Council at the end of the financial year. The statement measures what Council owns (assets) and what Council owes (liabilities) at the end of the financial year. The difference between assets and liabilities is the net community wealth (equity) of Council.

Assets

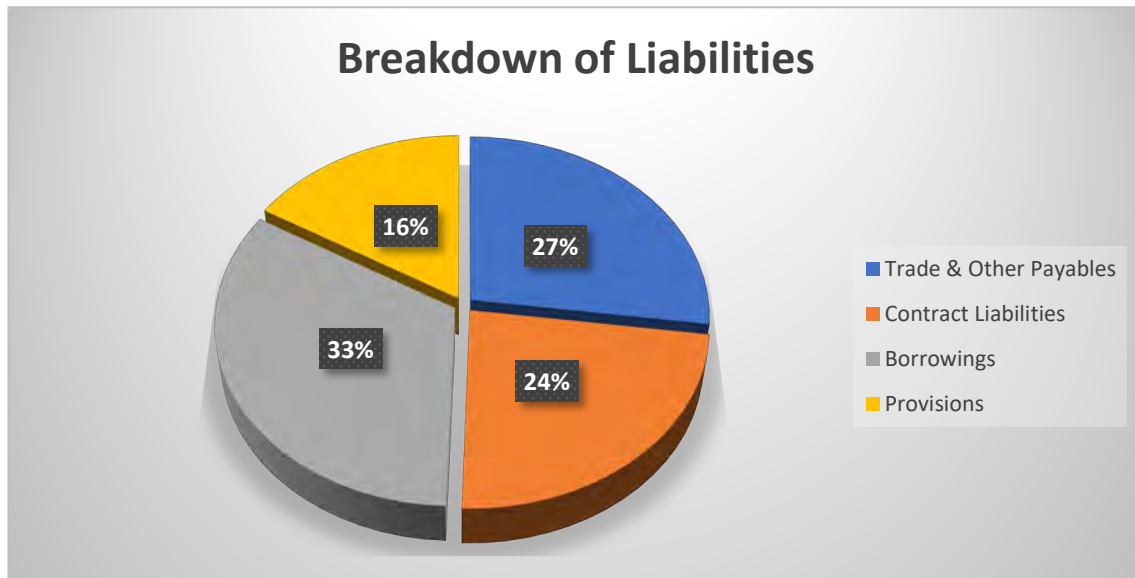
Current assets are made up mainly of cash and cash equivalents as well as money owed to Council and inventories.

Non-current assets are predominantly property, plant and equipment that include items such as roads, water and sewerage infrastructure, buildings and vehicles. These assets alone are worth \$233 million or 94% of Council's assets with cash, inventories and receivables accounting for a further \$15 million. Roads, water and sewerage networks make up the majority of the infrastructure assets.



Liabilities

Council's liabilities comprise of amounts owing for provisions, borrowings and trade and other payables. Provisions are future entitlements Council owes to employees. Liabilities as at 30 June 2022 totalled \$8.7 million. This amount comprises of \$2.3 million in trade creditors due, \$1.9 million in contract liabilities, \$2.8 million in loan borrowings and \$1.4 million in employee leave provisions.



The Statement of Changes in Equity

Community equity is represented by Council's net worth. This is calculated by what Council owns, minus what Council owes.

Total Assets \$ **249.09 million** – Total Liabilities \$ **8.73 million** = Community Equity \$ **240.36 million**.

Community equity rose by \$24.06 million from the previous year due to the \$22.79 million revaluation increase of assets and increase in retained surplus of \$1.27 million. Council's retained surplus amount represents the asset retained capital and other changes in the value of Council's assets over time.

The Statement of Cash Flows

The Statement of cash flows identifies the cash received and cash spent throughout the year. The statement shows Council's ability to cover its expenditure and where those funds are derived. There was net decrease of \$0.5 million in cash and cash equivalents held, it was an increase by \$3.1 million compared to the previous financial year.

Council's cash flow from operating activities incorporates the recurrent activities of Council. The cash flows from investing activities show Council spent \$9.3 million investing in property, plant and equipment. This includes capital works on Council's roads, buildings and replacement of plant and equipment.

Measures of Council's Financial Sustainability –

Council's audited financial statements indicate that Council finished the financial year in a positive financial position.

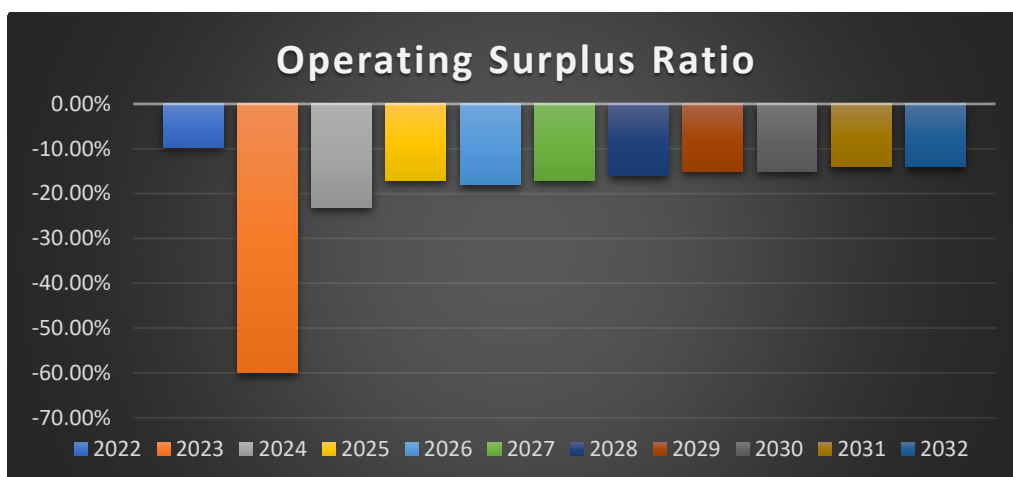
The Richmond Shire Council has maintained a steady growth rate over the last 10 years. Over the next 10 years, Council is looking to consolidate the growth with an estimated further increase in net assets of \$25 million. Current 10-year financial forecasting has the Council achieving a surplus in some years and operating deficits in others. Council had dedicated a substantial amount of time and funds to ensuring it has a fleet of quality machinery to build and maintain roads throughout the region. This fleet along with a dedicated workforce has seen Council secure numerous contracts from Queensland Reconstruction Authority (QRA) and Main Roads to repair major damage from floods every year. It is these contracts and flood damage works that is the driving force behind Council's income every year and will continue to be so in the future. Council is currently working on a total asset management plan that will include a 10-year estimates of capital expenditure and maintenance to manage its asset stock. All indicators point to a positive future for the Richmond Shire Council.

Section 169 of the Local Government Regulation 2012 requires the inclusion of the relevant measures of financial sustainability. These ratios are also included in Council's 10-year financial plan, with reviews conducted on a regular basis. Targets are set by the Department of Local Government, Racing and Multicultural Affairs.

Operating Surplus Ratio

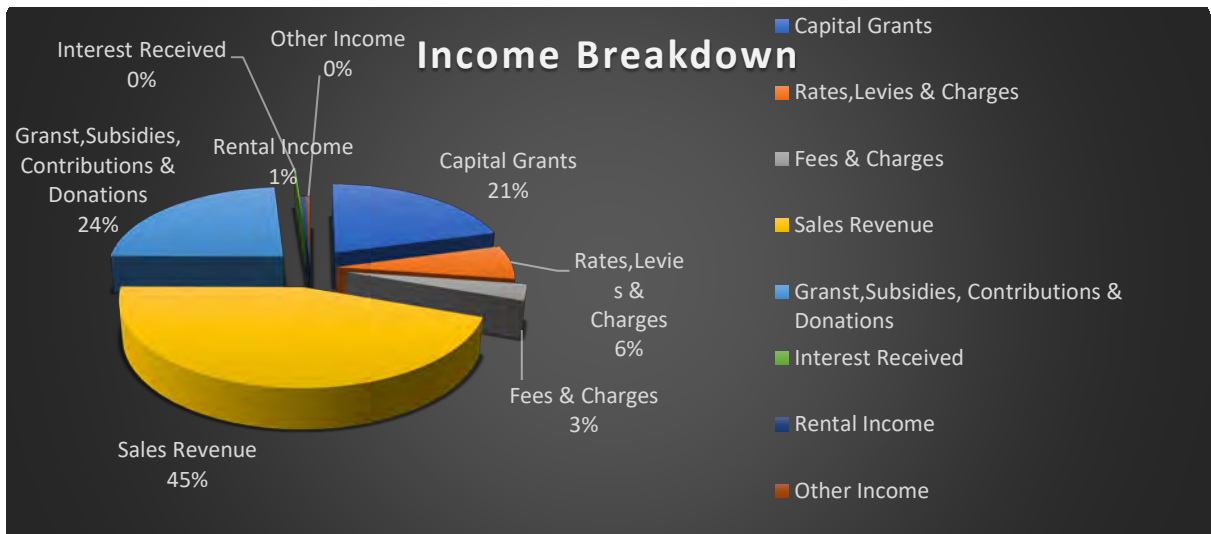
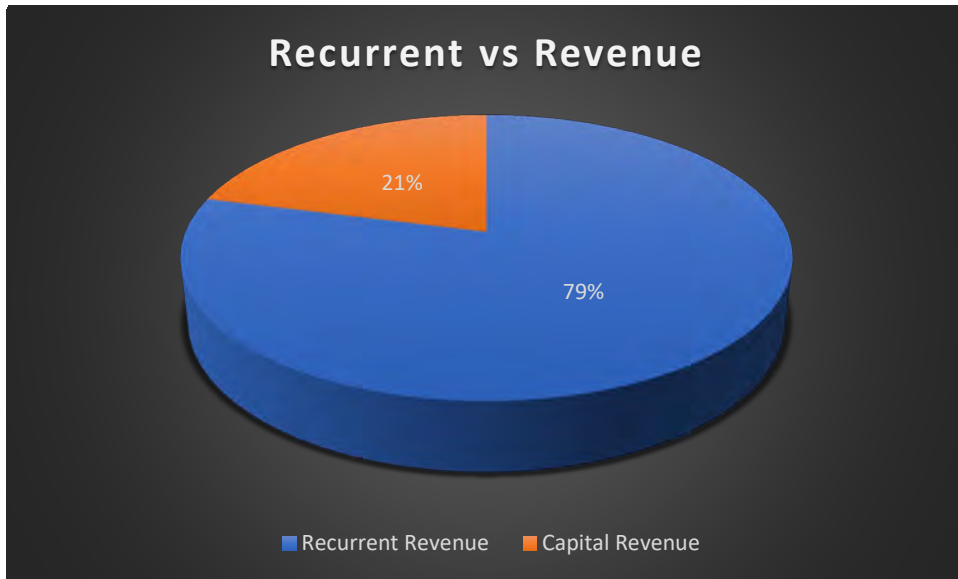
This measures the extent to which revenue raised (excluding capital grants and contributions) covers operational expenses. As at 30 June 2022, Council's operating surplus ratio was a surplus of -9.68%. Council undertook extensive flood damage repair work and contract work and received reimbursement from the State Government, and this has allowed for a deficit from the previous financial year which was 2.55%

For majority of the next 10 years Council will be below breakeven without sufficient operational grant funding to provide services or reimbursements for repairing flood damaged infrastructure.



Revenue:

The two main categories of revenue are recurrent revenue and capital revenue.



Council's recurrent revenue is income, which Council rely on being available every year to fund the operations of Council. Sources of recurrent revenue are rates levies, fees and charged, grants, subsidies, contributions and donations, sales revenue, rent and interest. Total revenue decreased by \$15 million, this was due to a decrease in contract works for Main Roads flood damage and a decrease to Council's capital grants.

Council's ability to raise income from rates, levies and charges is limited by the population. The income raised from rates, levies and charges represents 6% of total revenue.

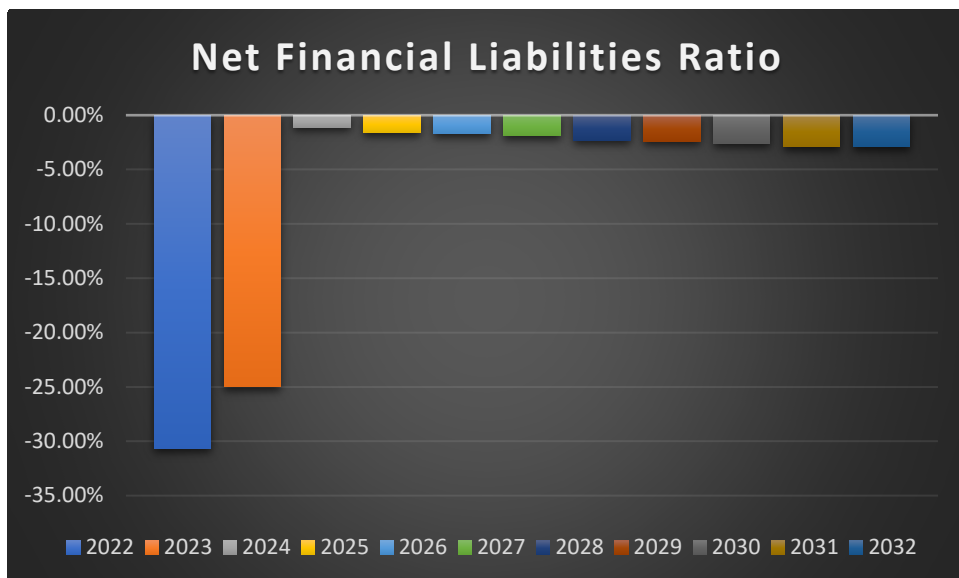
Asset Sustainability Ratio

The target is 90% and Council is 56.76% for the 2021/2022 financial year, future financial years will be dependent on flood damage and available grants.



Net Financial Liabilities Ratio

This ratio represents the extent to which Council can fund its liabilities through its operating revenues. The target for this ratio is less than 60%. Council is at -30.64%. Council has borrowings and low liabilities, which is why the ration is very low.





Richmond Shire Council

Operational Plan

June Quarter

2021 - 2022

65 Goldring Street, Richmond Q 4822
PO BOX 18, Richmond Q 4822
P: (07) 4719 3377 F: (07) 4719 3372
E: enquiries@richmond.qld.gov.au



OPERATIONAL PLAN 2021-2022

Finance and Administration

Activity Identified:	Upgrade Staff Housing
Budget Implication:	\$100,000
Activity Objectives:	Continue to upgrade staff housing.
Corporate Plan Objective:	Property Management
Amount Spent	\$178,000 including committed purchase orders
Objective Update	Major works on 6 Council houses and continued maintenance repairs

Activity Identified:	Upgrades to Rodeo Arena
Budget Implication:	\$165,000
Activity Objectives:	New lighting.
Corporate Plan Objective:	Property Management
Amount Spent	\$95,000
Objective Update	Completed

Activity Identified:	Kronosaurus Korner Stage 3 Upgrade (dependant on funding)
Budget Implication:	\$2,800,000
Activity Objectives:	
Corporate Plan Objective:	Property Management
Amount Spent	\$0.00
Objective Update	Funding was not successful

OPERATIONAL PLAN 2021-2022

Activity Identified:	Council IT hardware
Budget Implication:	\$250,000
Activity Objectives:	Upgrade all of Councils Computer Hardware
Corporate Plan Objective:	Asset Management
Amount Spent	\$260,090
Objective Update	Completed

Activity Identified:	Blue Green Algae Plan
Budget Implication:	\$14,720
Activity Objectives:	Obtain a plan on how to deal with Blue Green Algae.
Corporate Plan Objective:	
Amount Spent	\$15,004
Objective Update	Ongoing work

Activity Identified:	Depot Upgrade and fence
Budget Implication:	\$100,000
Activity Objectives:	Upgrade at the Crawford Street Depot
Corporate Plan Objective:	Asset Management
Amount Spent	0.00
Objective Update	Work has not started for this financial year

OPERATIONAL PLAN 2021-2022

Activity Identified:	Industrial Land
Budget Implication:	\$40,000
Activity Objectives:	Purchase More Industrial Land
Corporate Plan Objective:	Corporate Governance
Amount Spent	\$0.00
Objective Update	Continuing discussions with Department of Natural Resources

Activity Identified:	Upgrade Signage at Lake, Kronosaurus Korner and around township
Budget Implication:	\$15,000
Activity Objectives:	To replace existing signs that are faded or damaged due to weather.
Corporate Plan Objective:	Building maintenance
Amount Spent	\$1,335
Objective Update	Signs at Lake have be replaced.

OPERATIONAL PLAN 2021-2022

Works and Services

Activity Identified:	Town Streets and Rural Roads Maintenance
Budget Implication:	\$900,000
Activity Objectives:	Maintenance grading, pot hole patching, other stormwater and sealing as required.
Corporate Plan Objective:	Roads
Amount Spent	\$1,309,000 including committed purchase orders
Objective Update	Ongoing maintenance, may include capital work

Activity Identified:	Croydon Road New Sealing
Budget Implication:	\$1,030,000
Activity Objectives:	Continue to upgrade the Croydon Road utilising TIDS, R2R and other funding sources.
Corporate Plan Objective:	Roads
Amount Spent	Refer to Croydon Road Reseal
Objective Update	Completed - Injunction with Croydon Road Reseal

Activity Identified:	Croydon Road Floodway
Budget Implication:	\$164,944
Activity Objectives:	Channel Culvert Replacement
Corporate Plan Objective:	Roads
Amount Spent	\$111,320
Objective Update	Completed

OPERATIONAL PLAN 2021-2022

Activity Identified:	QRA betterment projects
Budget Implication:	\$4,181,042
Activity Objectives:	Burleigh Crossing
Corporate Plan Objective:	Roads
Amount Spent	\$4,805,039 including committed purchase orders
Objective Update	Tender Awarded to NQ Civil Contract

Activity Identified:	Croydon Road Reseal
Budget Implication:	\$300,000
Activity Objectives:	Reseal various sections of the Croydon Road.
Corporate Plan Objective:	Roads
Amount Spent	\$1 507, 567.00 including committed purchase orders
Objective Update	Completed - Injunction with Croydon Road new sealing

Activity Identified:	Seal and stormwater completion
Budget Implication:	\$730,000
Activity Objectives:	To reinstate the stormwater drainage and bitumen seal.
Corporate Plan Objective:	Roads
Amount Spent	\$191,130 including committed purchase orders
Objective Update	

OPERATIONAL PLAN 2021-2022

Activity Identified:	Seal Gemoka & Pattel Drive
Budget Implication:	\$939,420
Activity Objectives:	To reduce dust levels and improve the access to local businesses in the Industrial Estate.
Corporate Plan Objective:	Roads
Amount Spent	\$952,580
Objective Update	Completed

Activity Identified:	Rural Addressing
Budget Implication:	\$51,200
Activity Objectives:	To Place Rural Address for all Rural Properties
Corporate Plan Objective:	Roads
Amount Spent	\$0.00
Objective Update	Audit of current rural address started

Activity Identified:	Heavy Vehicle Rest stop (opposite Midway)
Budget Implication:	\$278,810
Activity Objectives:	To provide a safe parking area and rest stop for heavy haulage vehicles close to public amenities, food and fuel outlet.
Corporate Plan Objective:	Roads
Amount Spent	\$207,536 including committed purchase orders
Objective Update	Completed

OPERATIONAL PLAN 2021-2022

Activity Identified:	Grid Replacement Program
Budget Implication:	\$50,000
Activity Objectives:	Continuous Replacement of Old Grids
Corporate Plan Objective:	Roads
Amount Spent	\$0.00
Objective Update	Grid Policy still under review

Activity Identified:	Continuous upgrade of Council Plant
Budget Implication:	\$1,870,120
Activity Objectives:	Upgrade plant and equipment in accordance with Council's replacement program to maintain a quality fleet.
Corporate Plan Objective:	Asset Management
Amount Spent	\$2,171,000 including committed purchase orders
Objective Update	Plant has been arriving. Also includes committed orders for 2022/23 year

Activity Identified:	Bulk kerbside waste collections
Budget Implication:	\$7,000
Activity Objectives:	Provide a bulk kerbside waste collection annually to help maintain a tidy town.
Corporate Plan Objective:	Cleansing
Amount Spent	\$24,257.00
Objective Update	Completed

OPERATIONAL PLAN 2021-2022

Activity Identified:	Water Treatment Plant – Replace Filter Medium
Budget Implication:	\$445,000
Activity Objectives:	Replace Filter Medium to Ensure Water Quality.
Corporate Plan Objective:	Water
Amount Spent	\$116,185 including committed purchase orders
Objective Update	Purchase Order has been raised

Activity Identified:	Digital Water Meters
Budget Implication:	\$130,000
Activity Objectives:	Install digital water meters on all water meters in Richmond to provide up-to-date readings for water billing.
Corporate Plan Objective:	Water
Amount Spent	\$73,918 including committed purchase orders
Objective Update	Software has been installed and most meters installed

Activity Identified:	Refuse Tip – New Pit & Clean Up
Budget Implication:	\$75,000
Activity Objectives:	Provide a new pit and clean up dump
Corporate Plan Objective:	Cleansing
Amount Spent	\$75,000
Objective Update	Ongoing work

OPERATIONAL PLAN 2021-2022

Activity Identified:	Airport Refuelling Station
Budget Implication:	\$247,000
Activity Objectives:	Install a New Refuelling Station for Aircraft
Corporate Plan Objective:	Aerodrome
Amount Spent	\$237,000 including committed purchase orders
Objective Update	Close to completion

Activity Identified:	Airport Runway Re-stabilisation
Budget Implication:	\$200,000
Activity Objectives:	To fix blowouts on the Airstrip
Corporate Plan Objective:	Aerodrome
Amount Spent	\$79,979
Objective Update	A patch has been done. Major works budgeted for 22/23 year

Activity Identified:	Saleyards Loading Catwalk
Budget Implication:	\$40,000
Activity Objectives:	Install a Loading Catwalk Beside Loading Ramp.
Corporate Plan Objective:	Saleyards
Amount Spent	\$0.00
Objective Update	Has been included in 22/23 year budget.

OPERATIONAL PLAN 2021-2022

Activity Identified:	Full Deck Weight Facility
Budget Implication:	\$120,000
Activity Objectives:	Install a Full Deck Weight Facility to Replace Outdated Facility.
Corporate Plan Objective:	Saleyards
Amount Spent	\$228,000
Objective Update	Work has been completed

Activity Identified:	Cardboard Baler
Budget Implication:	\$13,500
Activity Objectives:	Reduce the Landfill Waste
Corporate Plan Objective:	Cleansing
Amount Spent	\$13 319 .00
Objective Update	Power has been connected - Completed

OPERATIONAL PLAN 2021-2022

Community Development and Services

Activity Identified:	Caravan Park Upgrades
Budget Implication:	\$300,000
Activity Objectives:	New cabin to replace cabin 1, powered site upgrades
Corporate Plan Objective:	Lakeview Caravan Park
Amount Spent	\$253 158 including committed purchase orders
Objective Update	Cabin is in operation.

Activity Identified:	Swimming Pool – Toddler Pool
Budget Implication:	\$128,164
Activity Objectives:	Replace the Toddler Pool
Corporate Plan Objective:	Asset Management
Amount Spent	\$85,714 including committed purchase orders
Objective Update	Pool has been poured

Activity Identified:	Swimming Pool Chlorine Pump
Budget Implication:	\$14,600
Activity Objectives:	Automatic Chlorine Pump to Control Levels
Corporate Plan Objective:	Asset Management
Amount Spent	\$95,000 including committed purchase orders
Objective Update	Includes restore pool facility, tiling and access lift. Has been completed

OPERATIONAL PLAN 2021-2022

Activity Identified:	Replace Swimming Pool Filter Tanks & Medium
Budget Implication:	\$250,000
Activity Objectives:	Provide clean water to the pool.
Corporate Plan Objective:	Sport and Rec
Amount Spent	\$358,000 including committed purchase orders
Objective Update	Work has been completed, some issues still being resolved.

Richmond Shire Council
Financial Statements
For the year ended 30 June 2022



Richmond Shire Council
Financial Statements
For the year ended 30 June 2022

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Management Certificate

Independent Auditor's Report

Current-year Financial Sustainability Statement (audited)

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Independent Auditor's Report (Current-year Financial Sustainability Statement)

Long-term Financial Sustainability Statement (unaudited)

Certificate of Accuracy (Long-term Financial Sustainability Statement)

Richmond Shire Council
Statement of Comprehensive Income
For the year ended 30 June 2022

	2022	2021
Note	\$	\$
		Restated*
Income		
Revenue		
Recurrent revenue		
Rates, levies and charges	3(a) 1,803,328	1,733,207
Fees and charges	3(b) 865,910	926,255
Sales revenue	3(c) 12,387,517	18,571,503
Grants, subsidies, contributions and donations	3(d) 6,554,193	5,081,443
Total recurrent revenue	<u>21,610,948</u>	<u>26,312,408</u>
Capital revenue		
Grants, subsidies, contributions and donations	3(d) 5,747,104	16,017,730
Total capital revenue	<u>5,747,104</u>	<u>16,017,730</u>
Rental income	4(a) 175,441	192,063
Interest received	4(b) 64,851	69,151
Other income	4(c) 107,587	124,485
	<u>347,879</u>	<u>385,699</u>
Total income	<u>27,705,931</u>	<u>42,715,837</u>
Expenses		
Recurrent expenses		
Employee benefits	5 (6,412,572)	(6,375,602)
Materials and services	6 (12,401,013)	(15,983,523)
Finance costs	(116,015)	(126,404)
Depreciation and amortisation		
Property, Plant and Equipment	11 (5,154,462)	(4,894,099)
	<u>(24,084,062)</u>	<u>(27,379,628)</u>
Capital expenses		
Loss on disposal of non-current assets	7 (2,350,926)	(83,287)
Write off of flood damaged roads	-	(7,787,954)
Total expenses	<u>(26,434,988)</u>	<u>(35,250,869)</u>
Net result	<u>1,270,943</u>	<u>7,464,968</u>
Other comprehensive income		
Items that will not be reclassified to net result		
Increase in asset revaluation surplus	16 22,793,469	233,416
Total other comprehensive income for the year	<u>22,793,469</u>	<u>233,416</u>
Total comprehensive income for the year	<u>24,064,412</u>	<u>7,698,384</u>

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

*Council has made retrospective adjustments as a consequence of correction of errors in accordance with AASB 108 and therefore in accordance with AASB 101 has restated the comparative figures as set out in Note 27.

Richmond Shire Council
Statement of Financial Position
as at 30 June 2022

	Note	2022 \$	2021 \$ Restated*
Current assets			
Cash and cash equivalents	8	11,199,466	13,197,688
Trade and other receivables	9	2,438,894	1,454,838
Inventories	10	591,408	720,864
Contract assets	12	1,192,593	514,708
Other assets		39,219	95,281
Total current assets		<u>15,461,580</u>	<u>15,983,379</u>
Non-current assets			
Property, plant and equipment	11	233,632,563	209,592,989
Intangible assets		-	112,619
Total non-current assets		<u>233,632,563</u>	<u>209,705,608</u>
Total assets		<u>249,094,143</u>	<u>225,688,987</u>
Current liabilities			
Trade and other payables	13	2,305,460	2,058,543
Contract liabilities	12	1,986,544	2,418,337
Borrowings	14	563,624	548,077
Provisions	15	1,387,556	1,353,731
Total current liabilities		<u>6,243,184</u>	<u>6,378,689</u>
Non-current liabilities			
Provisions	15	237,602	201,107
Borrowings	14	2,253,608	2,813,854
Total non-current liabilities		<u>2,491,210</u>	<u>3,014,961</u>
Total liabilities		<u>8,734,394</u>	<u>9,393,650</u>
Net community assets		<u>240,359,749</u>	<u>216,295,338</u>
Community equity			
Asset revaluation surplus	16	126,221,696	103,428,227
Retained surplus		114,138,054	112,867,111
Total community equity		<u>240,359,750</u>	<u>216,295,338</u>

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

**Council has made retrospective adjustments as a consequence of correction of errors in accordance with AASB 108 and therefore in accordance with AASB 101 has restated the comparative figures as set out in Note 27.*

Richmond Shire Council
Statement of Changes in Equity
For the year ended 30 June 2022

	Asset revaluation surplus	Retained surplus	Total
Note	16		
	\$	\$	\$
Balance as at 1 July 2021	103,428,227	112,867,111	216,295,338
Net result	-	1,270,943	1,270,943
Other comprehensive income for the year			
Increase in asset revaluation surplus	22,793,469	-	22,793,469
Total comprehensive income for the year	<u>22,793,469</u>	<u>1,270,943</u>	<u>24,064,412</u>
Balance as at 30 June 2022	<u>126,221,696</u>	<u>114,138,054</u>	<u>240,359,750</u>
Balance as at 1 July 2020	103,194,811	104,718,115	207,912,926
Adjustment for revenue recognition error	-	684,027	684,027
Adjusted balances at 1 July 2020	<u>103,194,811</u>	<u>105,402,142</u>	<u>208,596,953</u>
Net result restated*	-	7,464,968	7,464,968
Other comprehensive income for the year			
Increase in asset revaluation surplus	233,416	-	233,416
Total comprehensive income for the year	<u>233,416</u>	<u>7,464,968</u>	<u>7,698,384</u>
Balance as at 30 June 2021	<u>103,428,227</u>	<u>112,867,111</u>	<u>216,295,338</u>

The above statement should be read in conjunction with the accompanying notes and Summary of Significant Accounting Policies.

**Council has made retrospective adjustments as a consequence of correction of errors in accordance with AASB 108 and therefore in accordance with AASB 101 has restated the comparative figures as set out in Note 27.*

Richmond Shire Council
Statement of Cash Flows
For the year ended 30 June 2022

	Note	2022 \$	2021 \$
Cash flows from operating activities			
Receipts from customers		15,883,501	24,763,672
Payments to suppliers and employees		(19,505,217)	(26,756,860)
		<u>(3,621,716)</u>	<u>(1,993,188)</u>
Interest received	4(b)	64,851	69,151
Rental income	4(a)	175,441	192,063
Grants, subsidies, contributions and donations - non-capital	3(d)	6,154,592	4,836,627
Borrowing costs		(116,015)	(126,404)
Net cash inflow from operating activities	20	<u>2,657,152</u>	<u>2,978,249</u>
Cash flows from investing activities			
Payments for property, plant and equipment		(9,304,722)	(13,898,823)
Proceeds from sale of property plant and equipment		156,366	380,808
Grants, subsidies, contributions and donations - capital		5,037,029	14,219,638
Net cash (outflow) inflow from investing activities		<u>(4,111,328)</u>	<u>701,623</u>
Cash flows from financing activities			
Repayment of borrowings	14	(544,046)	(530,205)
Net cash (outflow) from financing activities		<u>(544,046)</u>	<u>(530,205)</u>
Net increase (decrease) in cash and cash equivalent held		<u>(1,998,221)</u>	<u>3,149,667</u>
Cash and cash equivalents at the beginning of the financial year		13,197,688	10,048,021
Cash and cash equivalents at end of the financial year	8	<u>11,199,466</u>	<u>13,197,688</u>

The above statement should be read in conjunction with the accompanying notes and Summary of Significant Accounting Policies.

Richmond Shire Council

Notes to the Financial Statements

For the year ended 30 June 2022

1 Information about these financial statements

1.A Basis of preparation

Richmond Shire Council is constituted under the *Queensland Local Government Act 2009* and is domiciled in Australia.

These general purpose financial statements are for the period 1 July 2021 to 30 June 2022. They are prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

These financial statements comply with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB). Council is a not-for-profit entity for financial reporting purposes and these financial statements comply with Australian Accounting Standards and Interpretations as applicable to not-for-profit entities.

These financial statements have been prepared under the historical cost convention except for certain non-current assets which are measured at fair value.

1.B Basis of consolidation

The controlled entity of Richmond Shire Council during the reporting period was The Kronosaurus Korner Board Inc. The Kronosaurus Korner Board Inc. is an incorporated association and does not have any share capital. Significant control is exercised by Richmond Shire Council over the operations of the Centre. Of the eight directors, six are Richmond Shire Council elected (nominated) representatives. Control is able to be exercised by Council by determining the composition of the board as well as the capacity to appoint and remove directors and approve grant funding. The accounts of The Kronosaurus Korner Board Inc. have not been consolidated with Council's accounts as at the reporting date due to immateriality. Information relating to the financial position of the controlled entity is set out in Note 22.

1.C New and revised Accounting Standards adopted during the year

Richmond Shire Council adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2021, none of the standards had a material impact on reported position, performance and cash flows.

1.D Standards issued by the AASB not yet effective

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2022, these standards have not been adopted by Council and will be included in the financial statements on their effective date. None of these standards are expected to have a material impact on Council.

1.E Estimates and judgements

Council makes a number of judgements, estimates and assumptions in preparing these financial statements. These are based on the best information available to Council at the time, however due to the passage of time, these assumptions may change and therefore the recorded balances may not reflect the final outcomes. The significant judgements, estimates and assumptions relate to the following items and specific information is provided in the relevant note:

Valuation and depreciation of property, plant and equipment - Note 11
Contract assets and liabilities - Note 12
Provisions - Note 15
Contingent liabilities - Note 17
Revenue - Note 3

Richmond Shire Council
Notes to the Financial Statements
For the year ended 30 June 2022

1.F Rounding and comparatives

The financial statements are in Australian dollars that have been rounded to the nearest \$1.

Comparative information is generally restated for reclassifications, errors and changes in accounting policies unless permitted otherwise by transition rules in a new Accounting Standard.

1.G Volunteer Services

Council has not recognised volunteer services as they have been determined to be immaterial.

1.H Taxation

Income of local authorities and public authorities is exempt from Commonwealth taxation except for Fringe Benefits Tax and Goods and Services Tax (GST). The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

1.I Revised financial report

The financial report has been reissued due to a calculation error in the Statement of Cash Flows. The "Grants, subsidies, contributions and donations - capital" amount for 2022 was restated to \$5,037,029, previously \$6,493,095. As a result of this misstatement, the revised financial report prepared and certified by management on 24th April 2023 has been issued. Consequently, the financial report previously certified by management on 24th February 2023 and the accompanying auditors report signed on 6th March 2023 have been superseded.

Richmond Shire Council

Notes to the financial statements For the year ended 30 June 2022

2 Analysis of Results by Function

2(a) Components of council functions

The activities relating to the Council's components reported on in Note 2(b) are as follows:

Finance

The goal of this function is to manage the finances of Council for the benefit of the community. Competent decision making and financial management by full and open discussions at meetings, detailed knowledge of the facts, balancing of sustainable budget, equitable Shire rates, utilising skilled expertise, minimise costs and manage and maintain Council assets in a good state of repair.

Administration

The goal of this function is to adopt the principles of good corporate governance to administer Council's services and functions. To communicate with the local community through a monthly newsletter, website and encouraging comment on decisions and to represent the community as a whole through the Elected Members.

Planning and building

The goal of this function is to ensure the continued growth of the Shire.

Engineering

The goal of this function is to provide and maintain all urban and rural local roads and identify new projects in accordance with the Shire Roads Asset Management Plan. Maintain green, clean and tidy parks, sporting and recreational facilities.

Environmental Services

Effectively manage the land and natural resources in the Shire through the implementation of the Stock Routes Management Plan and Pest Control Management Plan. Upgrade the saleyard facilities in a bid to increase processing of cattle in Richmond.

Community Services

The goal of this function is to recognise investment opportunities including agriculture, professional services, health and aged care services. To play an active role in supporting and promoting the cultural identity of our community.

Sewerage

The goal of this function is to maintain the sewerage network in accordance with the Total Management Plan 2012.

Water

The goal of this function is to maintain water infrastructure and the quality of the town water supply. Upgrade the water infrastructure in Maxwellton.

Cleansing

The goal of this function is to provide quality waste collection services to the community. Maintain the existing waste disposal facility and plan for future land fill.

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

Analysis of Results by Function

2 (b) Income and expenses defined between recurring and capital are attributed to the following functions:

Year ended 30 June 2022

Functions	Gross programme income			Total income	Gross programme expenses		Total expenses	Net result from recurring operations	Net Result	Assets
	Recurring		Capital		Recurring	Capital				
	Grants	Other	Grants							
	2022	2022	2022		2022	2022				
\$	\$	\$	\$	\$						
Finance	5,373,374	1,048,193	-	6,421,567	(1,604,486)	-	(1,604,486)	4,817,081	4,817,081	14,870,171
Administration	-	4,662	-	4,662	(2,698,906)	-	(2,698,906)	(2,694,244)	(2,694,244)	591,408
Planning and Building	-	3,400	-	3,400	(124,394)	-	(124,394)	(120,994)	(120,994)	-
Engineering	338,573	13,186,669	5,117,080	18,642,322	(15,474,588)	(2,350,926)	(17,825,514)	(1,949,346)	816,808	173,149,155
Environmental Services	-	2,051	-	2,051	(30,783)	-	(30,783)	(28,732)	(28,732)	-
Community services	842,247	329,415	623,422	1,795,083	(2,552,081)	-	(2,552,081)	(1,380,419)	(756,998)	40,434,509
Sewerage	-	344,596	-	344,596	(252,847)	-	(252,847)	91,749	91,749	6,218,513
Water	-	393,028	6,603	399,631	(980,713)	-	(980,713)	(587,684)	(581,081)	13,820,410
Cleansing	-	92,619	-	92,619	(365,267)	-	(365,267)	(272,648)	(272,648)	9,975
Total	6,554,193	15,404,633	5,747,104	27,705,930	(24,084,063)	(2,350,926)	(26,434,989)	(2,125,236)	1,270,941	249,094,142

Year ended 30 June 2021

Functions	Gross programme income			Total income	Gross programme expenses		Total expenses	Net result from recurring operations	Net Result	Assets
	Recurring		Capital		Recurring	Capital				
	Grants	Other	Grants							
	2021	2021	2021		2021	2021				
\$	\$	\$	\$	\$						
Finance	2,622,427	1,007,262	62,337	3,692,026	(1,662,232)	-	(1,662,232)	1,967,457	2,029,794	15,102,513
Administration	-	29,478	-	29,478	(2,329,963)	-	(2,329,963)	(2,300,485)	(2,300,485)	654,257
Planning and Building	-	2,063	-	2,063	(1,654,155)	-	(1,654,155)	(1,652,092)	(1,652,092)	-
Engineering	690,863	19,429,225	14,621,835	34,741,924	(17,924,976)	(7,871,241)	(25,796,217)	2,195,113	8,945,706	153,579,532
Environmental Services	-	210	-	210	(27,451)	-	(27,451)	(27,240)	(27,240)	-
Community services	1,768,153	339,390	1,256,204	3,363,747	(2,369,503)	-	(2,369,503)	(261,961)	994,243	36,466,554
Sewerage	-	334,169	-	334,169	(193,775)	-	(193,775)	140,394	140,394	5,372,055
Water	-	386,047	77,355	463,402	(944,413)	-	(944,413)	(558,366)	(481,011)	14,350,590
Cleansing	-	88,818	-	88,818	(273,160)	-	(273,160)	(184,342)	(184,342)	163,486
Total	5,081,443	21,616,664	16,017,730	42,715,838	(27,379,628)	(7,871,241)	(35,250,869)	(681,521)	7,464,968	225,688,987

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

3 Revenue

(a) Rates, levies and charges

Rates, levies and annual charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

	2022	2021
	\$	\$
General rates	929,157	896,987
Separate rates	50,840	49,984
Water	393,028	381,047
Sewerage	344,596	334,169
Garbage charges	91,963	88,682
Total rates and utility charge revenue	<u>1,809,584</u>	<u>1,750,869</u>
Less: Discounts	-	-
Less: Pensioner remissions	<u>(6,256)</u>	<u>(17,662)</u>
	<u><u>1,803,328</u></u>	<u><u>1,733,207</u></u>

(b) Fees and charges

Revenue arising from fees and charges is recognised at the point in time when the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases, the customer is required to pay on arrival, for example pools. There is no material obligation for Council in relation to refunds or returns.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than the term of the licence.

Revenue from infringements is recognised on issue of infringement notice after applying the expected credit loss model relating to impairment of receivables for initial recognition of statutory receivables.

	2022	2021
	\$	\$
Agistment fees	116,557	145,823
Caravan park fees	431,689	400,228
Consumer direct care fees	51,574	49,002
Live weigh scale fee	61,541	121,622
Airport fees	46,363	44,701
Other fees and charges	<u>158,186</u>	<u>164,879</u>
	<u><u>865,910</u></u>	<u><u>926,255</u></u>

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

3 Revenue (cont.)

(c) Sales revenue

Sale of goods revenue is recognised at the point in time that the customer obtains control of the goods, generally at delivery. Revenue from services is recognised when the service is rendered.

Revenue from contracts and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. This revenue and the associated costs are recognised by reference to the stage of completion of the contract activity based on costs incurred at the reporting date. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed. The contract work carried out is not subject to retentions.

	2022	2021
	\$	\$
Sale of services		
Road maintenance performance contract (RMPC)	1,329,039	1,836,603
Main Roads contract works	11,005,639	16,618,518
Private works	52,839	116,382
	<u>12,387,517</u>	<u>18,571,503</u>

(d) Grants, subsidies and contributions

Grant Income Under AASB 15

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when control of each performance obligation is satisfied.

The performance obligations vary in each agreement but include clean up and repair of assets, community and home support services, etc. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract.

Where control is transferred over time, revenue is recognised using either costs or time incurred.

Grant Income Under AASB 1058

Where Council receives an asset for significantly below fair value, the asset is recognised at fair value, related liability (or equity items) are recorded and income then is recognised for any remaining asset value at the time that the asset is received.

Capital Grants

Where council receive funding under an enforceable contract to acquire or construct a specified item of property, plant and equipment which will be under Council's control on completion, revenue is recognised as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred.

Where assets are donated or purchased for significantly below fair value, revenue is recognised when the asset is acquired and controlled by Council.

Donations and contributions

Where assets are donated or purchased for significantly below fair value, revenue is recognised when the asset is acquired and controlled by Council.

Donations and contributions are generally recognised on receipt of the asset since there are no enforceable performance obligations.

Non-cash contributions with a value in excess of the recognition thresholds, are recognised as revenue and as non-current assets. Non-cash contributions below the thresholds are recorded as revenue and expenses.

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

3 Revenue (cont.)	2022	2021
	\$	\$
(i) Recurrent		
General purpose grants	5,335,920	3,389,516
State government subsidies and grants	556,187	1,059,656
Commonwealth government subsidies and grants	606,336	604,891
Other	37,520	14,680
Donations and contributions	18,230	12,700
	<u>6,554,193</u>	<u>5,081,443</u>
(ii) Capital		
Government subsidies and grants	5,747,104	15,967,812
Contributions	-	49,918
	<u>5,747,104</u>	<u>16,017,730</u>
Total grants, subsidies, contributions and donations	<u>12,301,297</u>	<u>21,099,173</u>

(iii) Timing of revenue recognition for grants, subsidies, contributions and donations

	2022		2021	
	Revenue recognised at a point in time	Revenue recognised over time	Revenue recognised at a point in time	Revenue recognised over time
	\$	\$	\$	\$
Grants, subsidies, contributions and donations	5,734,437	6,551,860	4,105,979	16,930,576
Donations and contributions	15,000	-	62,618	-
	<u>5,749,437</u>	<u>6,551,860</u>	<u>4,168,597</u>	<u>16,930,576</u>

4 Rent and other income

(a) Rental income

Rent from other property is recognised as income on a periodic straight line basis over the lease term.

Property rentals	175,441	192,063
	<u>175,441</u>	<u>192,063</u>

(b) Interest received

Interest received from term deposits is accrued over the term of the investment.

Interest received from term deposits	54,753	56,481
Interest from overdue rates and utility charges	10,098	12,670
	<u>64,851</u>	<u>69,151</u>

(c) Other income

Fuel rebate	86,927	83,311
Other income	20,660	41,174
	<u>107,587</u>	<u>124,485</u>

5 Employee benefits

Total staff wages and salaries	4,991,743	5,096,513
Councillors' remuneration	371,553	386,695
Annual and long service leave entitlements	678,015	590,829
Superannuation	622,571	608,581
	<u>6,663,882</u>	<u>6,682,618</u>
Other employee related expenses	173,924	172,824
	<u>6,837,806</u>	<u>6,855,442</u>
Less: Capitalised employee expenses	(425,234)	(479,840)
	<u>6,412,572</u>	<u>6,375,602</u>

Councillor remuneration represents salary, and other allowances paid in respect of carrying out their duties.

	2022	2021
Total council employees at the reporting date:		
Elected members	6	5
Administration staff	25	22
Depot and outdoors staff	47	52
Total full time equivalent employees	<u>78</u>	<u>79</u>

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

	2022	2021
	\$	\$
6 Materials and services		
Expenses are recorded on an accruals basis as Council receives the goods or services.		
Audit fees	85,708	88,198
Donations paid	16,740	19,466
WPHS - quality assurance	217,230	113,833
Admin contractors	155,663	1,752,367
Insurance	385,415	313,622
Subscriptions	89,692	94,401
Computer expenses	319,679	246,544
Staff training	63,859	12,502
Private works	30,917	41,118
Engineer expenses	94,191	154,497
Council roads	1,205,041	1,453,713
Main roads	5,002,956	7,428,922
Workshop expenses	1,055,825	1,171,681
Community development	186,024	420,253
Pool expenses	62,859	123,590
Museum expenses	421,629	280,765
Council houses and buildings	335,232	268,024
Stock routes	74,460	58,449
Parks & gardens	331,091	311,253
Caravan park expenses	471,606	307,551
Legal fees	261,394	35,493
Water & sewerage	602,483	552,088
Other material and services	931,319	735,193
	<u>12,401,013</u>	<u>15,983,523</u>

*Total audit fees quoted by the Queensland Audit Office relating to the 2021-22 financial statements are \$68,000 (2021: \$62,000).

7 Capital income and expenses		
Gain/(Loss) on disposal of non-current assets		
Proceeds from the sale of property, plant & equipment	156,366	380,808
Less: Book value of property, plant and equipment sold	(2,394,673)	(288,000)
Less: Assets written off	(112,619)	(176,095)
Total profit/(loss) on disposal of non-current assets	<u>(2,350,926)</u>	<u>(83,287)</u>

8 Cash and cash equivalents		
Cash and cash equivalents in the statement of cash flows include cash on hand, all cash and cheques receipted but not banked at the year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.		
Cash at bank and on hand	2,477,289	1,903,546
Term deposits - QTC	8,722,177	11,294,142
Balance per statement of cash flows	<u>11,199,466</u>	<u>13,197,688</u>

Councils cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:

Unspent government grants and subsidies	1,986,544	2,634,095
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Internally imposed expenditure restrictions at the reporting date:

Future recurrent expenditure	1,671,829	1,592,219
Total internally allocated cash	<u>1,671,829</u>	<u>4,226,314</u>

Refer to Note 24 for the credit risk exposure of cash and cash equivalents.

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

	<u>2022</u>	<u>2021</u>
	\$	\$
9 Receivables		
Receivables, loans and advances are amounts owed to council at year end and are recognised at the amount due at the time of sale or service delivery or advance. Settlement is required within 30 days after the invoice is issued.		
Debts are regularly assessed for collectability and allowance is made, where appropriate, for impairment. All known bad debts were written-off at 30 June. If an amount is recovered in a subsequent period it is recognised as revenue.		
Because Council is empowered under the provisions of the <i>Local Government Act 2009</i> to sell an owner's property to recover outstanding rate debts, Council does not impair rate receivables.		
Current		
Rateable revenue and utility charges	154,625	149,861
Other debtors	2,284,269	1,304,977
	<u>2,438,894</u>	<u>1,454,838</u>

Interest is charged on outstanding rates at a rate of 8% per annum. No interest is charged on other debtors.

10 Inventories

Inventories held for resale are valued at the lower of cost and net realisable value and include, where applicable, direct material, direct labour and an appropriate portion of variable and fixed overheads. Costs are assigned on the basis of weighted average cost.

Inventories held for distribution are:

- goods to be supplied at no or nominal, charge, and
- goods to be used for the provision of services at no or nominal, charge.

These goods are valued at cost, adjusted, when applicable, for any loss of service potential.

Land acquired by Council with the intention of reselling it (with or without further development) is classified as inventory. This land is valued at the lower of cost or net realisable value. As an inventory item, this land held for resale is treated as a current asset. Proceeds from the sale of this land will be recognised as sales revenue on the signing of a valid unconditional contract of sale.

Inventories held for sale

Inventories held for sale:

History books (Valued at the lower of cost and net realisable value)	5,593	5,670
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Inventories for consumption:

Quarry, fuel, road materials and stores (Valued at the lower of cost and selling price less cost to sell)	459,815	449,194
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Land purchased for development and sale:

Cost of acquisition and development costs capitalised	126,000	266,000
Total inventories	<u>591,408</u>	<u>720,864</u>

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

11 Property, plant and equipment

Council - 30 June 2022	Basis of measurement	Land and Improvements Level 2	Buildings Fair Value Levels 2 & 3	Plant and Equipment Cost	Road and Bridge Fair Value Level 3	Water Fair Value Level 3	Sewerage Fair Value Level 3	Other Assets Fair Value Level 3	Work in Progress		Total
									Cost	Cost	
	Asset values	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Opening gross value as at 1 July 2021	1,568,000	46,797,338	14,453,214	173,099,820	16,185,093	7,044,641	1,741,479	9,312,871	270,202,456	-
	Additions at cost	-	-	-	-	-	-	-	2,556,628	2,556,628	-
	- Renewals	-	-	1,383,525	-	-	-	-	5,364,569	6,748,094	-
	- Other additions	-	(372,144)	(430,179)	(3,573,963)	-	-	-	-	(4,376,286)	-
	Disposals	-	-	-	-	-	-	-	-	(509,482)	-
	Write-off of WIP	-	-	-	-	-	-	-	(509,482)	(509,482)	-
	Revaluation adjustment to asset revaluation surplus	-	5,389,869	-	14,125,763	966,860	1,487,763	-	-	21,970,275	-
	Transfers from WIP to other classes	-	1,318,172	-	11,072,073	398,138	-	258,992	(13,047,375)	-	-
	Closing gross value as at 30 June 2022	1,568,000	53,133,235	15,406,559	194,723,714	17,550,090	8,532,404	2,000,471	3,677,211	296,591,684	-

Note

7

Council - 30 June 2022	Basis of measurement	Land and Improvements Level 2	Buildings Fair Value Levels 2 & 3	Plant and Equipment Cost	Road and Bridge Fair Value Level 3	Water Fair Value Level 3	Sewerage Fair Value Level 3	Other Assets Fair Value Level 3	Work in Progress		Total
									Cost	Cost	
	Accumulated depreciation										
	Opening balance as at 1 July 2021	-	13,686,486	8,409,048	33,288,315	2,854,112	1,672,585	698,921	-	60,609,467	-
	Depreciation provided in period	-	1,019,548	649,889	2,890,081	285,064	84,999	224,881	-	5,154,462	-
	Depreciation on disposals	-	(176,642)	(327,189)	(1,477,783)	-	-	-	-	(1,981,614)	-
	Revaluation adjustment to asset revaluation surplus	-	1,642,147	-	(4,520,798)	1,499,149	556,307	-	-	(823,194)	-
	Accumulated depreciation as at 30 June 2022	-	16,171,539	8,731,748	30,179,816	4,638,326	2,313,891	923,802	-	62,959,122	-

7

Council - 30 June 2022	Basis of measurement	Land and Improvements Level 2	Buildings Fair Value Levels 2 & 3	Plant and Equipment Cost	Road and Bridge Fair Value Level 3	Water Fair Value Level 3	Sewerage Fair Value Level 3	Other Assets Fair Value Level 3	Work in Progress		Total
									Cost	Cost	
	Total written down value as at 30 June 2022	1,568,000	36,961,696	6,674,811	164,543,897	12,911,765	6,218,513	1,076,668	3,677,211	233,632,563	-
	Range of estimated useful life in years	Not depreciated	10 - 200	5 - 20	10 - 1000	5 - 80	10 - 80	10 - 1000	-	-	-

Total written down value as at 30 June 2022

Range of estimated useful life in years

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

11 Property, plant and equipment (cont.)

(a) Recognition

Purchases of property, plant and equipment are recognised as assets unless they are below the asset recognition threshold or maintenance expenditure.

Individual assets valued below the asset recognition threshold are recognised as an asset if connected to a larger network.

Land under roads and reserve land which falls under the *Land Act 1994* or the *Land Title Act 1994* is controlled by the Queensland Government pursuant to the relevant legislation. This land is not recognised in these financial statements.

(b) Measurement

Property, plant and equipment assets are initially recorded at cost. Subsequently, each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss.

Cost is determined as the fair value of consideration plus costs incidental to the acquisition. Direct labour, materials and an appropriate portion of overheads incurred in the acquisition or construction of assets are also included as capital costs.

Property, plant and equipment received in the form of contributions, for significantly less than fair value or as offsets to infrastructure charges are recognised as assets and revenue at fair value.

Capital work in progress

The cost of property, plant and equipment being constructed by Council includes the cost of purchased services, materials, direct labour and an appropriate proportion of labour overheads.

(c) Depreciation

Assets are depreciated from the date of acquisition or when an asset is ready for use.

Land, work in progress, certain cultural and heritage assets with heritage listing, road formations and formation work associated with the construction of dams, levee banks and reservoirs are not depreciated.

Depreciation, where applicable, is calculated on a straight-line basis such that the cost of the asset less its residual value is recognised progressively over its estimated useful life to Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Where assets have separately identifiable components, these components have separately assigned useful lives.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of the annual valuation process for assets measured at written down current replacement cost are used to estimate the useful lives of these assets at each reporting date.

Key judgments and estimates:

Management reviews its estimate of the useful lives of depreciable assets at each reporting date, based on the expected utility of the assets. Uncertainties in these estimates relate more to long-lived infrastructure assets where estimating the useful life requires significant estimation.

(d) Impairment

Property, plant and equipment is assessed for indicators of impairment annually. If an indicator of possible impairment exists, the Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

11 Property, plant and equipment (cont.)

(e) Valuation

Key judgments and estimates:

Some of the Council's assets and liabilities are measured at fair value for financial reporting purposes.

In estimating the fair value of an asset or a liability, the Council uses market-observable data to the extent it is available and other inputs as necessary.

(i) Valuation

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by engaging independent, professionally qualified valuers to determine the fair value for each class of property, plant and equipment assets at least once every five years. This process involves the valuer physically sighting a representative sample of Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

In the intervening years, management engage independent, professionally qualified valuers to perform a desktop valuation. A desktop valuation involves management providing updated information to the valuer regarding additions, deletions and changes in assumptions such as useful life, residual value and condition rating. The valuer then determines suitable indices which are applied to each of these asset classes.

Revaluation increases are recognised in the asset revaluation surplus unless they are reversing a previous decrease which was taken through the income statement, in that case the increase is taken to the statement of comprehensive income to the extent of the previous decrease.

Revaluation decreases are recognised in the asset revaluation surplus, where there is sufficient amount available in the asset revaluation surplus relating to that asset class. Where there isn't sufficient amount available in the surplus, the decrease is recognised in the statement of comprehensive income.

Where the class of asset has previously decreased in value and this reduction was recognised as an expense, an increase in the value of the class is recognised in the statement of comprehensive Income.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life. Separately identified components of assets are measured on the same basis as the assets to which they relate.

(ii) Assets not previously recognised/(derecognised)

Adjustments relate to either assets which have been identified by Council and recognised for the first time, or assets which were unable to be located and have therefore been derecognised, in the current financial year. The movements are listed below:

Data validation of Roads, footpaths and bridges recognised a new road asset, with a carrying amount of \$1,503,538 being recognised for the year ended 30 June 2021.

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

11 Property, plant and equipment (cont.)

Fair values are classified into three levels as follows:

- Level 1 - Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities
- Level 2 - Fair value based on inputs that are directly or indirectly observable, such as prices for similar assets, for the asset or liability
- Level 3 - Fair value based on unobservable inputs for the asset and liability

There were no transfers between categories during the year (2021: Nil). Council's policy is to recognise transfers in and out of the fair value hierarchy as at the end of the reporting period.

(iii) Valuation techniques used to derive fair values

Specific valuation techniques used to value Council assets comprise:

Asset class and fair value hierarchy	Valuation approach	Last comprehensive valuation date	Valuer engaged	Key assumptions and estimates (related data sources)	Index applied (change in index recognised this year)	Other interim revaluation adjustment
Buildings & Other structures (level 2 - \$1,814,072) (level 3 - \$35,147,624)	Current replacement cost (CRC)	30 June 2021	Australis Asset Advisory Group	<p>Where an observable market for Council's assets could be identified, fair value was measured by way of a Market Approach, utilising sale prices of comparable properties after adjusting for differences in key attributes of the property.</p> <p>For assets that were considered of a specialist nature and did not meet the criteria for a Market approach, Fair value was measured on the basis of a Cost Approach (level 3). Under this methodology the gross replacement cost was assessed on the basis that it reflected a modern equivalent asset with similar service potential.</p> <p>Under the Cost approach, the asset's fair value is the result of the gross current value less accumulated depreciation, to reflect the consumed or expired service potential of the asset. The most significant inputs into the valuation were the rate per square metre of area (to arrive at the Gross Replacement Cost), building area and a condition score reflecting the remaining useful life of the asset.</p> <p>In determining the level of accumulated depreciation, as the first step an economic useful life (EUL) was provided to each asset on either a single line or componentised asset basis. As a second step, the condition score, which has influence on the remaining useful life (RUL) of the asset was assessed and applied to each asset. The EUL and RUL takes into consideration the asset's physical characteristics, age, recent repairs or capital works, as well as factors such as functionality, capability, utilisation and obsolescence. Estimates of expired service potential and remaining useful lives were determined on straight-line basis and buildings were disaggregated into significant components which exhibit different useful lives.</p>	Buildings - 11.5% Other infrastructures - 10.8%	N/A

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

11 Property, plant and equipment (cont.)

Asset class and fair value hierarchy	Valuation approach	Last comprehensive valuation date	Valuer engaged	Key assumptions and estimates (related data sources)	Index applied (change in index recognised this year)	Other interim revaluation adjustment
Land (level 2 - \$614,600) (level 3 - \$953,400)	Market value	30 June 2021	Australis Asset Advisory Group	Where an observable market for Council's land assets could be identified, fair value was measured by way of a Market Approach (level 2), utilising sale prices of comparable properties after adjusting for differences in key attributes of the property, such as size. Where a significant adjustment was required between the sale prices of comparable properties, Fair Value was measured by way of a Market Approach (level 3). For Council's asset register, all land assets were assessed under a Market Approach as either Level 2 or Level 3. The most significant inputs into this valuation approach are price per square metre.	N/A	N/A
Infrastructure assets - Water, Sewerage & Roads and Bridge (level 3)	Current replacement cost	30 June 2022	Australis Asset Advisory Group	<p>As these infrastructure assets are of a specialist nature and there is no active market for the assets, fair value has been determined on the basis of replacement with a new asset having similar service potential including allowances for preliminaries and professional fees. The gross current values have been derived from reference to cost data for recent projects and researched costing guides. The net current value of an asset is the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset.</p> <p>All road segments are componentised into formation, pavement and seal (where applicable). These assets are valued using the application of unit rates. These components include raw materials, plant, labour and intangibles. These costs are established by communicating directly with suppliers, cost guides such as the Rawlinson's Construction Handbook and prices supplied by Council.</p> <p>In determining the level of accumulated depreciation, the major infrastructure assets have been apportioned into significant components which exhibit different useful lives. Allowance has been made for the typical asset life cycle and renewal treatments of each component at the time the asset is considered to be no longer available for use and the condition of the asset. For infrastructure assets it is considered that no residual value will apply.</p>	N/A	N/A

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

12 Contract balances

Contract assets represents the excess of costs incurred in relation to a contract with the customer or construction of an asset over the amounts that Council has invoiced the customer or the grantor. Where Council has invoiced the customer or the grantor amounts in excess of what it has incurred in relation to a contract or in constructing an asset, this gives rise to a contract liability.

	2022	2021
	\$	\$
(a) Contract assets	1,192,593	514,708
(b) Contract liabilities		
Funds received upfront to construct Council controlled assets.	1,939,232	2,363,047
Non-capital performance obligations not yet satisfied	47,312	55,290
	1,986,544	2,418,337
 Current Contract Liabilities	1,986,544	2,418,337
	1,986,544	2,418,337
 Revenue recognised that was included in the contract liability balance at the beginning of the year.		
Funds to construct Council controlled assets	2,363,047	5,436,435
Non-capital performance obligations	55,290	70,942
	2,418,337	5,507,378

In September 2021 Council entered into legal mediation regarding a contract for water main replacements. At the time of signing these financial statements any potential liability is unknown and unable to be quantified.

(c) Significant changes in contract balances

Significant movements in contract assets and contract liabilities that have occurred during the year were due to the change in the timing of the work and monies received in advance for various projects.

13 Payables

Creditors are recognised when goods or services are received at the amounts owed. Amounts owing are unsecured and are generally settled on 30 day terms.

Liabilities are recognised for employee benefits such as wages and salaries in respect of services provided by the employees up to the reporting date.

	2022	2021
	\$	\$
Current		
Creditors	1,994,394	1,422,374
Accrued expenses	292,689	445,219
ATO Payable	18,377	190,950
	2,305,460	2,058,543

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

14 Borrowings

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Thereafter, they are measured at amortised cost. Principal and interest repayments are made quarterly in arrears.

All borrowings are in \$A denominated amounts and interest is expensed as it accrues. No interest has been capitalised during the current or comparative reporting period. Expected final repayment date is 15 March 2027. There have been no defaults or breaches of the loan agreement during the period.

Council adopts an annual debt policy that sets out Council's planned borrowings for the next nine years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset. Council also aims to comply with the Queensland Treasury Corporation's borrowing guidelines and ensure that sustainability indicators remain within acceptable levels.

	2022 \$	2021 \$
Current		
Loans - Queensland Treasury Corporation		
Opening balance	548,077	529,656
Re-classified as current	559,593	547,369
Principal repayments	(544,046)	(528,948)
Book value at end of period	563,624	548,077
Non-current		
Loans - Queensland Treasury Corporation		
Opening balance	2,813,854	3,362,480
Balance adjustment	(653)	(1,257)
Re-classified to current	(559,593)	(547,369)
Book value at end of period	2,253,608	2,813,854
Loans - Queensland Treasury Corporation		
Opening balance	3,361,931	3,892,136
Balance adjustment	(653)	(1,257)
Principal repayments	(544,046)	(528,948)
Book value at end of period	2,817,232	3,361,931

Refer to Note 21 for the QTC loan market value at the reporting date.

15 Provisions

Liabilities are recognised for employee benefits such as annual and long service leave in respect of services provided by the employees up to the reporting date. Short-term benefits which are expected to be wholly settled within 12 months are calculated on wage and salary levels which are expected to be paid and includes related employee on-costs. Amounts not expected to be wholly settled within 12 months are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values.

Long Service Leave

The provision for long service leave represents the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the Council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

Where employees have met the prerequisite length of service and council does not have an unconditional right to defer this liability beyond 12 months long service leave is classified as a current liability. Otherwise it is classified as non-current.

Refuse dump restoration

A provision is made for the cost of restoring refuse dumps where it is probable the Council will be liable, or required, to do this when the use of the facilities is complete.

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

15 Provisions (cont.)

The provision for refuse restoration is calculated as the present value of anticipated future costs associated with the closure of the dump sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for dump sites is reviewed at least annually and updated based on the facts and circumstances available at the time. Management estimates that the site will close in 2025 and that the restoration will occur progressively over the subsequent thirty years.

	2022	2021
	\$	\$
Current		
Annual leave	556,007	594,862
Long service leave	831,549	758,869
	<u>1,387,556</u>	<u>1,353,731</u>
Non-current		
Refuse restoration	150,767	112,619
Long service leave	86,835	88,488
	<u>237,602</u>	<u>201,107</u>
Movements in non-employee benefit provisions:		
Restoration of refuse dump		
Balance at beginning of financial year	112,619	124,446
Net increase/(decrease) due to change in discount rate and estimated cost	38,148	(11,827)
Balance at end of financial year	<u>150,767</u>	<u>112,619</u>

16 Asset revaluation surplus

The asset revaluation surplus comprises revaluation movements on property, plant and equipment. Increases and decreases on revaluation are offset within a class of assets

	2022	2021
	\$	\$
Movements in the asset revaluation surplus were as follows:		
Balance at beginning of financial year	103,428,227	103,194,811
Net adjustment to non-current assets at end of period to reflect a change in current fair value:		
Land	-	106,216
Buildings	3,747,722	127,200
Road and Bridge	18,646,581	-
Water Infrastructure	(532,290)	-
Sewerage Infrastructure	931,456	-
Other assets	-	-
Balance at end of financial year	<u>126,221,696</u>	<u>103,428,227</u>

The closing balance of the asset revaluation surplus comprises the following asset categories:

Land	824,603	824,603
Buildings	22,747,322	18,999,600
Road and Bridge	92,690,341	74,043,760
Water Infrastructure	4,040,319	4,572,609
Sewerage Infrastructure	5,880,246	4,948,790
Other assets	38,865	38,865
	<u>126,221,696</u>	<u>103,428,227</u>

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

17 Contingent liabilities

Details and estimates of maximum amounts of contingent liabilities are as follows:

Local Government Mutual

The Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2022, the financial statements of the pool reported an accumulated surplus and it is not anticipated any liability will arise.

Local Government Workcare

Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is \$104,815 (2021: \$91,358).

In September 2021 Council entered into legal mediation regarding a contract for water main replacements and then in February 2022 Council was served a statement of claim.

At the time of signing these financial statements any potential liability is unknown and unable to be quantified.

18 Superannuation - Regional Defined Benefit Fund

Council contributes to the Brighter Super Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the Brighter Super trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the Local Government Act 2009.

The scheme is a pooled defined benefit plan and it is not in accordance with the deed to allocate obligations, plan assets and costs at the council level.

Any amount by which the scheme is over or under funded may affect future contribution rate obligations, but has not been recognised as an asset or liability of the Council.

Technically Richmond Shire Council can be liable to the scheme for a portion of another local governments' obligations should that local government be unable to meet them. However the risk of this occurring is extremely low and in accordance with the Brighter Super trust deed changes to council's obligations will only be made on the advice of an actuary.

The last completed actuarial assessment of the scheme was undertaken as at 1 July 2021. The actuary indicated that "At the valuation date of 1 July 2021, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The measure of vested benefits represents the value of benefit entitlements should all participating employees voluntarily exit the scheme. The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.

No changes have been made to prescribed employer contributions which remain at 12% of employee salary or wages and there are no known requirements to change the rate of contributions.

The next triennial actuarial review is not due until 1 July 2024.

The most significant risks that may result in Brighter Super increasing the contribution rate, on the advice of the actuary, are:

Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.

Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

	Note	2022 \$	2021 \$
Superannuation contribution made to the Regional Defined Benefit Fund		-	13,177
Other superannuation contribution to employees		622,571	595,404
Total superannuation contributions paid by Council for	5	622,571	608,581

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

	<u>Note</u>	<u>2022</u> \$	<u>2021</u> \$
19 Trust funds			
Trust funds held for outside parties			
Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities		64,039	111,801
		<u>64,039</u>	<u>111,801</u>

Council performs only a custodial role in respect of these monies. As these funds cannot be used by the Council, they are not brought to account in these financial statements.

20 Reconciliation of net result for the year to net cash inflow (outflow) from operating activities

Net result		1,270,943	7,464,968
Non-cash and investing items:			
Depreciation and amortisation	11	5,154,462	4,894,241
Net (profit)/loss on disposal of non-current assets	7	2,238,307	83,287
(Increase)/decrease in intangible assets		112,619	11,827
Capital grants and contributions	3(d)	(5,747,104)	(16,326,000)
WIP write-off		509,482	-
Capital write off		-	7,787,954
		<u>3,538,709</u>	<u>3,916,277</u>
Changes in operating assets and liabilities:			
(Increase)/ decrease in trade & other receivables	9	(984,056)	88,647
(Increase)/decrease in inventory	10	129,456	764,906
(Increase)/decrease in contract assets	12	11,534	315,643
(Increase)/decrease in other assets		56,062	2,430
(Increase)/decrease in intangible assets		-	-
Increase/(decrease) in trade & other payables	13	246,262	(1,951,393)
Increase (decrease) in contract liabilities	12	(411,135)	(250,310)
Increase/(decrease) in provisions	15	70,320	92,049
		<u>(881,556)</u>	<u>(938,028)</u>
Net cash inflow from operating activities		<u>2,657,153</u>	<u>2,978,249</u>

21 Reconciliation of liabilities arising from finance

	<u>Note</u>	<u>As at</u> <u>30 June 2021</u>	<u>Non-cash</u> <u>adjustment</u>	<u>Cash Flows</u>	<u>As at</u> <u>30 June 2022</u>
Loans		3,361,931	(653)	(544,046)	2,817,232
	14	<u>3,361,931</u>	<u>(653)</u>	<u>(544,046)</u>	<u>2,817,232</u>

	<u>Note</u>	<u>As at</u> <u>30 June 2020</u>	<u>Cash Flows</u>	<u>As at</u> <u>30 June 2021</u>
Loans		3,892,137	(1,257)	(528,948)
	14	<u>3,892,137</u>	<u>(1,257)</u>	<u>(528,948)</u>
		3,361,931		3,361,931

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

22 Controlled entity that has not been consolidated

The Kronosaurus Korner Board Inc. is an incorporated association and does not have any share capital.

The financial statements of The Kronosaurus Korner Board Inc. have not been consolidated with Council's financial statements as at the reporting date due to the association's immateriality.

Information relating to the financial position of the controlled entity is set out below.

	2022	2021
	\$	\$
	<hr/>	<hr/>
Revenue from operations	835,425	826,003
Other income	283,602	364,814
Contributions from Council for operating funding	280,000	280,000
Expenditure from operations	(1,423,257)	(1,430,629)
Net result from operations	(24,230)	40,188
	<hr/> <hr/>	<hr/> <hr/>
Assets	332,902	412,910
Liabilities	(129,447)	(185,225)
Net assets at the reporting date	203,455	227,685
	<hr/> <hr/>	<hr/> <hr/>

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

23 Transactions with related parties

(a) Subsidiaries

The group consists of Richmond Shire Council and one controlled entity. Details of the controlled entity are disclosed in Note 22.

The following transactions occurred with subsidiaries:

Subsidiary	Grants and subsidies provided by council		Goods and services supplied by council, on normal terms and conditions			
			Building Maintenance		Rates and charges	
	2022	2021	2022	2021	2022	2021
	\$	\$	\$	\$	\$	\$
Kronosaurus Komer	280,000	280,000	-	-	6,462	9,218
Total	280,000	280,000	-	-	6,462	9,218

Council provides free rental to Kronosaurus Komer, which is dependent on Council. All funding support given to subsidiaries was agreed to by the Council for the 2021-22 and 2020-21 financial years.

(b) Transactions with Key Management Personnel (KMP)

KMP include the Mayor, Councillors, Council's Chief Executive Officer and executive management. The compensation paid to KMP for 2021-22 comprises:

	2022	2021
	\$	\$
Short-term employee benefits	953,803	1,013,350
Post-employment benefits	98,354	105,759
Long-term benefits	11,822	17,799
Total	1,063,978	1,136,908

Detailed remuneration disclosures are provided in the annual report.

(c) Transactions with other related parties

Other related parties include the close family members of KMP and any entities controlled or jointly controlled by KMP or their close family members. Close family members include a spouse, child and dependent of a KMP or their spouse.

Details of transactions between council and other related parties are disclosed below and were at arms length and on commercial terms:

Details of Transaction	2022	2021
	\$	\$
Employee expenses for close family members of key management personnel	225,448	138,450
Purchase of materials and services from entities controlled by key management personnel	976,745	431,795

(i) All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform.

Council employs 78 (2021: 79) staff of whom only 2 (2021: 3) are close family members of key management personnel.

(ii) Council purchased materials and services from entities controlled by key management personnel. All purchases were at arm's length and in the normal course of Council operations. The total disclosed includes the following:

*Councillor Nick Buick and Councillor Sherreen Johnston are only employees of Liberty Oil Australia Pty Ltd and Nutrien Ag Solutions and have no controlling interests.

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

23 Transactions with related parties (cont.)

Purchase of materials and services from entities controlled by key management personnel	Details of related party	2022	2021
		\$	\$
Disaster assistance services	Fox Helicopters, a company controlled by Councillor Patsy-Ann Fox	-	5,781
Fencing and labour, materials supply and equipment hire	Golden Run Contracting, a company controlled by a close family member of Councillor John Macarthur Wharton	361,118	334,252
Hire of plant and equipment	Kuhl & Co, a company controlled by Councillor June Kuhl	1,562	14,188
Fencing and labour, materials supply and equipment hire	Lachlan Dowling & TJ Dowling Family Trust, a company controlled by a close family member of CEO Peter Bennett	21,274	77,176
Liberty Oil Australia Pty Ltd*	Employer of Councillor Nick Buick	571,599	-
Nutrien Ag Solutions *	Employer of Councillor Sherreen Johnston	16,772	-
Other materials and services	Various other related parties	4,420	398
Total		976,745	431,795

(d) Outstanding balances

There are no outstanding balances at the end of the reporting period in relation to transactions with related parties.

(e) Loans and guarantees to/from related parties

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

(f) Transactions with related parties that have not been disclosed

Most of the entities and people that are related parties of Council live and operate within Richmond Shire. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- Payment of rates
- Use of Council's swimming pool
- Dog registration
- Borrowing books from a Council library

Council has not included these types of transactions in its disclosure, where they are made on the same terms and conditions available to the general public.

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

24 Financial instruments and financial risk management

(a) Financial assets and financial liabilities

Richmond Shire Council has exposure to the following risks arising from financial instruments:

Credit risk

Liquidity risk

Market risk

Financial risk management

Richmond Shire Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies.

Council's management approves policies for overall risk management, as well as specifically for managing credit, liquidity and market risk.

Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

Richmond Shire Council does not enter into derivatives.

Credit risk

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations. The carrying amount of financial assets represents the maximum credit exposure.

No collateral is held as security relating to the financial assets held by Richmond Shire Council.

The carrying amount of financial assets represents the maximum exposure to credit risk.

Cash and cash equivalents

The Council may be exposed to credit risk through its investments in the Queensland Treasury Corporation (QTC) Cash Fund and QTC Working Capital Facility. The QTC Cash Fund is an asset management portfolio that invests with a wide range of high credit rated counterparties. Deposits with the QTC Cash Fund are capital guaranteed. Working Capital Facility deposits have a duration of one day and all investments are required to have a minimum credit rating of "A-", therefore the likelihood of the counterparty having capacity to meet its financial commitments is strong.

Trade and other receivables

In the case of rates receivables, the Council has the power to sell the property to recover any defaulted amounts. In effect this power protects the Council against credit risk in the case of defaults.

In other cases, the Council assesses the credit risk before providing goods or services and applies normal business credit protection procedures to minimise the risk.

By the nature of the Council's operations, there is a geographical concentration of risk in the Council's area. Because the area is largely cattle farming, there is also a concentration in the cattle farming sector.

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

24 Financial instruments (cont.)

	2022	2021
	\$	\$
Not past due	2,283,974	1,287,737
Past due 31-60 days	1,452	16,927
Past due 61-90 days	37,540	1,263
More than 90 days	119,417	153,043
Impaired	(3,489)	(4,132)
Total	<u>2,438,894</u>	<u>1,454,838</u>

Liquidity risk

Liquidity risk is the risk that the Council will encounter difficulty in meeting the obligations associated with its financial liabilities that are settled by delivering cash or another financial asset.

The Council's approach to managing liquidity is to ensure, as far as possible, that it will have sufficient liquidity to meet its liabilities when they are due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the Council's reputation.

Exposure to liquidity risk

Richmond Shire Council is exposed to liquidity risk through its normal course of business and through its borrowings with QTC.

The Council manages its exposure to liquidity risk by maintaining sufficient cash deposits and undrawn facilities, both short and long term, to cater for unexpected volatility in cash flows. These facilities are disclosed in note 8.

The following table sets out the liquidity risk in relation to financial liabilities held by the Council. It represents the remaining contractual cashflows (principal and interest) of financial liabilities at the end of the reporting period, excluding the impact of netting agreements:

	0 to 1 year	1 to 5 years	Over 5 years	Total contractual cash flows	Carrying amount
	\$	\$	\$	\$	\$
2022					
Trade and other payables	1,994,394	-	-	1,994,394	1,994,394
Loans - QTC	636,965	2,388,617	-	3,025,582	2,817,232
	<u>2,631,359</u>	<u>2,388,617</u>	<u>-</u>	<u>5,019,976</u>	<u>4,811,626</u>
2021					
Trade and other payables	1,422,374	-	-	1,422,374	1,422,374
Loans - QTC	636,965	2,547,858	477,723	3,662,547	3,361,931
	<u>2,059,338</u>	<u>2,547,858</u>	<u>477,723</u>	<u>5,084,921</u>	<u>4,784,305</u>

The outflows in the above table are not expected to occur significantly earlier or for significantly different amounts than indicated in the table.

Market risk

Market risk is the risk that changes in market prices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

24 Financial instruments (cont.)

Interest rate risk

Richmond Shire Council is exposed to interest rate risk through investments with National Australia Bank and borrowings with QTC.

The Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

Sensitivity

Sensitivity to interest rate movements is shown for variable financial assets and liabilities based on the carrying amount at reporting date.

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 1%) would have on the profit and equity, based on the carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.

	Net carrying amount \$	Effect on Net Result		Effect on Equity	
		1% increase \$	1% decrease \$	1% increase \$	1% decrease \$
2022					
QTC cash fund	8,722,177	87,222	(87,222)	87,222	(87,222)
Loans - QTC*	2,817,232	-	-	-	-
Net total		87,222	(87,222)	87,222	(87,222)
2021					
QTC cash fund	11,294,142	112,941	(112,941)	112,941	(112,941)
Loans - QTC*	3,361,931	-	-	-	-
Net total		112,941	(112,941)	112,941	(112,941)

In relation to the QTC loans held by the Council, the following has been applied:

QTC Fixed Rate Loan - financial instruments with fixed interest rates which are carried at amortised cost are not subject to interest rate sensitivity.

*QTC Generic Debt Pool - the generic debt pool products approximate a fixed rate loan. There is a negligible impact on interest sensitivity from changes in interest rates for generic debt pool borrowings.

QTC Client Specific Pool - client specific pool products are often rebalanced to a target benchmark duration. This partially exposes clients to the level of interest rates at the time of rebalancing. Sensitivity on these products is provided by QTC through calculating the interest effect over the period.

Fair value

The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

25 Commitments for expenditure

Contractual commitments

2022 2021

Contractual commitments at end of financial year but recognised in the financial statements are as follows:

Refuse Tip Management Contract	106,920	312,840
Richmond Sale Yard Services	24,323	-
	<u>131,243</u>	<u>312,840</u>

These expenditures are payable as follows:

Within one year	131,243	205,920
One to five years	-	106,920
	<u>131,243</u>	<u>312,840</u>

Richmond Shire Council
Notes to the financial statements
For the year ended 30 June 2022

25 Commitments for expenditure (cont.)

Capital Commitments

Commitment for the construction of the following assets contracted for at the reporting date but not recognised as liabilities:

	2022	2021
<i>Property, Plant and Equipment</i>		
Road, drainage and bridge network	7,667,650	2,098,740
Buildings	54,210	25,673
Other	1,216,760	2,568,646
	<u>8,938,620</u>	<u>4,693,059</u>

These expenditure are payables as follows:

Within one year	8,938,620	4,693,059
One to five years	-	-
	<u>8,938,620</u>	<u>4,693,059</u>

26 Events after the reporting period

To the best of Council's knowledge at the date of this financial report, there are no other post balance date events that are likely to have a material impact on the financial statements.

27 Correction of errors

It has been noted that revenue recognised for the following grants have been understated for the years ended 30 June 2020 and 2021 due to the understatement of the project costs in the Revenue Analysis:

1. Community Drought Support Program funded by the Department of Industry, Science, Energy & Resources
2. Disaster Recovery Funding Arrangements (DRFA) Dingo Trapping grant funded by Southern Gulf NRM Ltd

Both grants have enforceable contracts and specific performance obligations; thus, revenue was recognised over time based on the costs incurred. In the revenue analysis for the years ended 30 June 2020 and 2021, the project costs for these grants had not been allocated completely to the grant projects.

The impacts of the incorrect allocation of costs in prior years for the two grants are as follows:

- Revenue - Understatement for the year ended 30 June 2020 and overstatement for the year ended 30 June 2021;
- Closing retained surplus - Understatement as of 30 June 2020 and overstatement for the year ended 30 June 2021;
- Contract liabilities - Overstatement s as of 30 June 2020 and understatement for the year ended 30 June 2021; and
- Contract assets - Understatement as of 30 June 2020 and overstatement for the year ended 30 June 2021.

Reconciliation of restated comparatives as at 30 June

	Previous 2021	Correction	Restated
Statement of comprehensive income			
Capital revenue			
Grants, subsidies, contributions and donations	16,326,000	(308,270)	16,017,730
Total capital revenue	<u>16,326,000</u>	<u>(308,270)</u>	<u>16,017,730</u>
Net Result	<u>7,773,238</u>	<u>(308,270)</u>	<u>7,464,968</u>
Total comprehensive income for the year	<u>8,006,654</u>	<u>(308,270)</u>	<u>7,698,384</u>
Statement of financial position			
Contract assets	354,708	160,000	514,708
Total assets	<u>225,462,379</u>	<u>160,000</u>	<u>225,622,379</u>
Contract liabilities	2,634,095	(215,757)	2,418,338
Total liabilities	<u>9,542,799</u>	<u>(215,757)</u>	<u>9,327,042</u>
Retained surplus, 01 July 2020	<u>104,718,115</u>	<u>684,027</u>	<u>105,402,142</u>
Retained surplus, 30 June 2021	<u>112,491,353</u>	<u>375,757</u>	<u>112,867,111</u>

Richmond Shire Council
Financial statements
For the year ended 30 June 2022

Management Certificate
For the year ended 30 June 2022

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

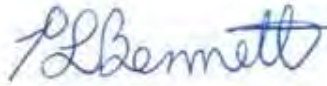
In accordance with section 212(5) of the Regulation we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



Mayor
J.M. Wharton

Date: 24/04/2023



Chief Executive Officer
P.L. Bennett

Date: 24/04/2023

REISSUED INDEPENDENT AUDITOR'S REPORT

To the councillors of Richmond Shire Council

Report on the audit of the financial report

Opinion

I have audited the financial report of Richmond Shire Council.

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2022, and of its financial performance and cash flows for the year then ended
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2022, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including significant accounting policies and other explanatory information, and the certificate given by the Mayor and Chief Executive Officer.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Richmond Shire Council's annual report for the year ended 30 June 2022 was the current year financial sustainability statement and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the current year financial sustainability statement.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Emphasis of matter – revised financial report

I draw attention to Note 1 to the financial report which describes the basis of a revision to the previous version of the financial report. As this revision was material, this revised financial report certified by the Mayor and Chief Executive Officer on 24 April 2023 has been issued. Consequently, the financial report certified by the Mayor and Chief Executive Officer on 24 February 2023 and the accompanying auditor's report certified on 6 March 2023 have been superseded. My opinion is not modified in respect of this matter.

Responsibilities of the councillors for the financial report

The councillors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the councillors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The councillors are also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the council.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the council's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.
- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on other legal and regulatory requirements

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2022:

- a) I received all the information and explanations I required.
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

Prescribed requirements scope

The prescribed requirements for the establishment and keeping of accounts are contained in the *Local Government Act 2009*, any other Act and the Local Government Regulation 2012. The applicable requirements include those for keeping financial records that correctly record and explain the council's transactions and account balances to enable the preparation of a true and fair financial report.



Michael Claydon
as delegate of the Auditor-General

24 April 2023

Queensland Audit Office
Brisbane

Richmond Shire Council
Current-year Financial Sustainability Statement
For the year ended 30 June 2022

Measures of Financial Sustainability

Council's performance at **30 June 2022** against key financial ratios and targets:

	How the measure is calculated	Actual - Council	Target
Operating surplus ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-9.68%	Between 0% and 10%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	56.76%	greater than 90%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	-30.64%	not greater than 60%

Note 1 - Basis of Preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the Financial Management (Sustainability) Guideline 2013. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2022.

Certificate of Accuracy
For the year ended 30 June 2022

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.



Mayor
John Wharton

Date: 24/04/2023



Chief Executive Officer
Peter Bennett

Date: 24/04/2023

INDEPENDENT AUDITOR'S REPORT

To the councillors of Richmond Shire Council

Report on the current-year financial sustainability statement

Opinion

I have audited the accompanying current-year financial sustainability statement of Richmond Shire Council for the year ended 30 June 2022, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with s.212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current-year financial sustainability statement of Richmond Shire Council for the year ended 30 June 2022 has been accurately calculated.

Basis of opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current-year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current-year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Richmond Shire Council's annual report for the year ended 30 June 2022 was the general purpose financial statements, long-term financial sustainability statement and the annual report itself.

The councillors are responsible for the other information.

My opinion on the current-year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the general purpose financial report.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the councillors for the current-year financial sustainability statement

The councillors are responsible for the preparation and fair presentation of the current-year financial sustainability statement in accordance with the Local Government Regulation 2012. The councillors' responsibility also includes such internal control as the councillors determine is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the current-year financial sustainability statement

My objectives are to obtain reasonable assurance about whether the current-year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.
- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Michael Claydon
as delegate of the Auditor-General

24 April 2023

Queensland Audit Office
Brisbane

Richmond Shire Council
Unaudited Long Term Financial Sustainability Statement
Prepared as at 30 June 2022

Measures of Financial Sustainability	Measure	Target	Actuals at 30 June 2022	Projected for the years ended										
				30 June 2023	30 June 2024	30 June 2025	30 June 2026	30 June 2027	30 June 2028	30 June 2029	30 June 2030	30 June 2031	30 June 2032	
Council														
Operating surplus ratio	Net result divided by total operating revenue	Between 0% and 10%	-9.68%	-60.0%	-23.0%	-17.0%	-18.0%	-17.0%	-16.0%	-15.0%	-15.0%	-14.0%	-14.0%	
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	greater than 90%	56.76%	88.0%	39.0%	36.0%	35.0%	35.0%	35.0%	35.0%	34.0%	34.0%	33.0%	
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue	not greater than 60%	-30.64%	-25.00%	-1.1%	-1.6%	-1.7%	-1.9%	-2.3%	-2.4%	-2.6%	-2.9%	-2.9%	

Richmond Shire Council's Financial Management Strategy

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.

Certificate of Accuracy
For the long-term financial sustainability statement prepared as at 30 June 2022

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.



Mayor
John Wharton

Date: 24/04/2023



Chief Executive Officer
Peter Bennett

Date: 24/04/2023

Item 3.3 Aerodrome Fees and Charges

EXECUTIVE SUMMARY

Due to Advata requiring notice to allow updates to their ticketing/financial systems Council should decide if any changes are to be made to the landing fees for the Richmond Aerodrome for the 2023/2024 financial year.

OFFICER'S RECOMMENDATION

That Council: *discuss whether new rates will be applied to the Aerodrome for the 2023/2024 financial year and adopt any changes to come into effect as at 1 July 2023.*

Budget & Resource Implications

N/A

Background

Nil

Consultation (Internal/External)

Nil

Attachments

Attachment D – Aerodrome Landing Charges

Report prepared by **Peta Mitchell (Director of Corporate Services)**

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
RICHMOND AERODROME					
Landing fee <5700 kg	Per tonne	11.00	Y	-	-
Landing fee >5700 kg	Per tonne	16.00	Y	-	-
Landing fee for health related service (RFDS, Lifeflight, RACQ Rescue etc.)		Waived	N	-	-
<i>NOTE: Landing information collected by Avdata upon call sign recorded on take off and landing.</i>					

Item 4. Reports for Consideration – Community Services

Item 4.1 RADF Application

EXECUTIVE SUMMARY

Noosa Film Academy – four day acting and screen production program to Richmond Youth in conjunction with the Richmond State School. They are hoping the digital outcomes produced can be premiered at a Red-Carpet Community Screening Event at Kronosaurus Korner.

OFFICER'S RECOMMENDATION

That Council: That Council support this application through the existing RADF budget of \$23,033.66.

Budget & Resource Implications

\$5,000.00

Background

Noosa Film Academy – four day acting and screen production program to Richmond Youth in conjunction with the Richmond State School. They are hoping the digital outcomes produced can be premiered at a Red-Carpet Community Screening Event at Kronosaurus Korner.

Consultation (Internal/External)

Nil

Attachments

Attachment E – Funding Application

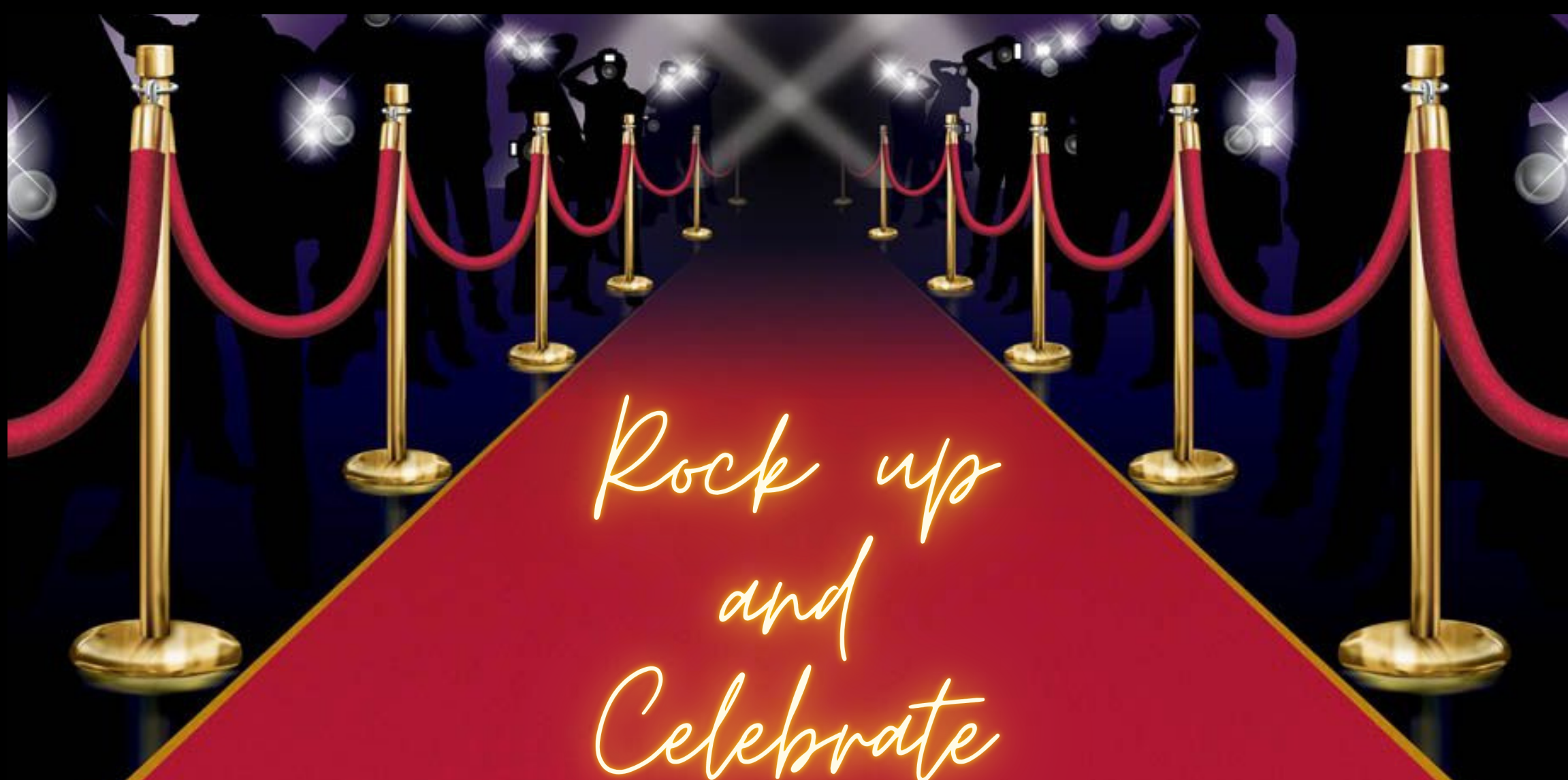
Report prepared by **Angela Henry (Director of Community Services & Development)**

RICHMOND SHIRE REGIONAL COUNCIL

In Association With

NOOSA FILM ACADEMY

Present



Red Carpet Community Screening Event

Premiere of Richmond SS Youth film and
Greg Huglin's Movie Montage

OCEAN'S 50

1pm Saturday 12 August 2023

Tickets Complimentary



**Queensland
Government**



*The Regional Arts Development Fund (RADF) is a partnership between the
Queensland Government and Richmond Shire Regional Council to support local arts and culture in regional Queensland.*



- The Richmond Shire Council's *RADF Program Guidelines* are available at www.richmond.qld.gov.au Please read them before completing this application form. Please note, that the Richmond Shire Council has their own RADF guidelines which are different to those of Arts Queensland. Please do not use Arts Queensland's guidelines or application form.
- For any queries please ask the Richmond Shire Council's RADF Liaison Officer, radf@richmond.qld.gov.au (07) 47 193 377
- Return your completed application and support material to the Richmond Shire Council radf@richmond.qld.gov.au
- Faxed applications will not be accepted.

COUNCIL USE ONLY	
Funding Year _____	Round _____
The RADF grant is: Approved <input type="checkbox"/> Not approved <input type="checkbox"/>	Amount approved: _____ \$
RADF Chairperson Name: _____	

1 APPLICANT DETAILS

Applicant name (full name of individual, group or organisation)	Noosa Film Academy Pty Ltd as the Trustee for the Huglin Family Trust
Name of auspicing organisation/individual (if applicable)	
Contact person for application	Andrea Huglin
Phone number of contact person	0429 776 680
Postal address of applicant	PO BOX 440 Yeppoon QLD 4703
Email address of applicant	andrea@noosafilmacademy.com

2 PROJECT SUMMARY

Project name (< 10 words)	Academy Award Winning Cinematographer, Greg Huglin, and Noosa Film Academy deliver a four day Acting for Screen and Screen Production program to Richmond Youth. The digital outcomes produced are premiered at a Red Carpet Community Screening Event to celebrate the young people's success along with a complimentary screening of Greg's film Ocean's 50.
Brief project description (approx. 20 words)	
Location of project	Location Richmond SS and Kronosaurus Korner

Project start date	Click here to enter a date. 10/8/23
Project end date	Click here to enter a date. 13/8/23
Outcome Report (due 8 wks after project end date)	Click here to enter a date. 8/10/23
Total cost of project from Section 7	\$ 17522
RADF Grant requested from Section 7	\$ 5000

Xx



3 GENERAL INFORMATION

3.4 AUSTRALIAN BUSINESS NUMBER (ABN):

Will you/your organisation be responsible for the financial management of the grant if this application is successful?	<input checked="" type="checkbox"/> Yes – Provide your ABN details below <input type="checkbox"/> No – An auspicng body will be administering any grant that I receive on my/our organisation’s behalf. All individuals who do not have an ABN, groups/collectives or unincorporated organisations must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered.
---	---

In what name is the ABN registered? Noosa Film Academy Pty Ltd as the Trustee for the Huglin Family Trust

Are you registered for GST? Yes No

3.5 RADF GRANT HISTORY

Have you or your group/organisation previously applied for a RADF grant?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If you were successful has that grant been successfully acquitted?	Not applicable <input type="checkbox"/> Yes	<input type="checkbox"/> No

4 PROJECT DETAILS

4.1 RICHMOND SHIRE PRIORITIES – ASSESSMENT CRITERIA

Applications will be accessed by the Richmond Shire Council based on the following assessment criteria of Please indicate which priorities best meets your project objectives.

Judged on responses in regards to QUALITY, REACH, IMPACT and VIABILITY)

<input type="checkbox"/> Strengthen collaborations that strengthen arts and culture, particular in the health and well-being field How will your application contribute to this priority? SEE INFO INSERT

<input type="checkbox"/> Expand the arts through place making and unique cultural tourism initiative How will your application contribute to this priority? SEE INFO INSERT

<input type="checkbox"/> Foster vibrant projects through diverse initiatives that offer a range of activities, projects and events that advances community pride and extend to new audiences How will your application contribute to this priority? SEE INFO INSERT

<input type="checkbox"/> How will this project benefit you, your community or artists/cultural workers? SEE INFO INSERT
--

4.2 CATEGORY OF FUNDING

Please indicate which of the below priorities your project meets. Refer to guidelines for more details.

<input checked="" type="checkbox"/> 1. Developing Regional Skills	<input checked="" type="checkbox"/> 5. Contemporary Collections/Stories
---	---

4 PROJECT DETAILS

4.1 RICHMOND SHIRE PRIORITIES – ASSESSMENT CRITERIA

The Priorities that best meets our project objectives are:

- **Strengthen collaborations that strengthen arts and culture, particular in the health and well-being field and**
- **Foster vibrant projects through diverse initiatives that offer a range of activities, projects and events that advances community pride and extends to new audiences.**

Outback Queensland has the highest Youth Unemployment rate in Australia at 40% (ABS, 2021). There are also high numbers of Youth not in employment, education or training (NEET) and Youth crime is increasing annually (Youth Justice Department). Outback communities have high levels of Youth outmigration and less specialised resources within schools (Independent Review into Regional, Rural and Remote Education, 2018).

49% of Students at Richmond School are in the most disadvantaged Socio-Economic Advantage quartile. Geographically Very Remote and Socio-Economically disadvantaged, Richmond Youth rely on Richmond Shire Regional Council for transport, social spaces, to build social capital for them and develop collective impact networks. Richmond Shire Corporate Plan 2018-2023 priorities include, “expanding learning opportunities for secondary students”, and “providing incentives for young people to seek employment locally”.

Arts and cultural engagement have been shown to: enhance social inclusion; reduce loneliness; increase confidence; and improve feelings of self-worth (Australian Academy of the Humanities, 2019). These outcomes, in turn, have a direct and positive impact on both health and wellbeing.

Vocational initiatives centering on screen media, online interface and mobile devices address the participation gap and are powerful magnets for Youth to engage with learning (Slater & Gidley 2007). Screen production’s contribution to GDP is \$6.2 billion with more than 40,000 people directly employed. Council can play an active role in supporting young people to develop the skills needed for these types of creative and future jobs.

In collaboration with Arts Queensland, Richmond Shire Council, Richmond State School and Kronosaurus Korner, this project partners Richmond Youth with Academy Award Winning Cinematographer, Greg Huglin, and his Noosa Film Academy teaching crew. With 50 years of international industry experience and clients such as National Geographic, Greg has delivered 300+ school industry immersions and 30 Red-Carpet Community Screening Events throughout Queensland.

Building community capacity by Developing Acting for Screen and Screen Production skills for 30 Richmond Youth and Developing Regional Skills by providing Professional Development for 2 educators, this program produces 2 digital outcomes for use in students e-portfolio. The program grows a new Youth Community audience of 138 with 1 School and 1 Red-Carpet Community Screening Event which includes complimentary tickets to Greg’s latest film “OCEAN’S 50”.

During the hands-on workshop Students are recruited as the crew to emulate industry processes and work experience activities. Workshop participants culturally engage in scriptwriting, storyboarding filming and editing to produce online outcomes for their digital resumes. The kinetic training highlights digital entrepreneurship and career pathways for Youth to create their own vocation through the cyber marketplace, digital frameworks, virtual experience economy and e-commerce.

Entrepreneurial education improves opportunities for Youth in regional, rural and remote communities by shifting the focus of education from primarily preparation for employment to creation of employment” (Independent Review into Regional and Remote Education, 2018).

Engaging a professional artist to develop Youth screen production provides practical knowledge and skills in creative experimentation, design, technology, innovation and entrepreneurship. It also improves and utilizes the 21st century skills of digital literacy, creative-thinking, collaboration, teamwork and communication skills. Students develop, investigate and kinetically engage with a range of screen production, live streaming, audio and editing technologies. Students unite with a common goal of producing digital content for their eportfolios.

The next generation of Richmond’s digital storytellers are supported through collaborative partnerships with industry experts using the latest technologies to teach industry practices, industry proficiencies, resilience, self-confidence, work ethic and an understanding of skills sought by employers. Greg Huglin Film Productions subsidizes Noosa Film Academy with over \$150,000 worth of 5K Ultra High-Definition state of the art screen production equipment. This cutting edge, professional level equipment facilitates the ability for digital outcomes to be projected on big cinema screens. Noosa Film Academy also provides YouTube links for uploading to digital media and frameworks as mechanisms for engaging individuals and communities ensuring access for those in rural and remote areas.

One objective of The Richmond corporate plan is, “To support and celebrate the Shires diversity of cultural styles and activities”. This program draws Youth and their Community together in celebration of their success at the Red-Carpet Screening Event promoting social inclusion, community cohesion and civic pride.

Historically, storytelling has always been a powerful way to embed positive community values. Cinematographers are often social and civic advocates, using art to present alternative perspectives that challenge negative assumptions and beliefs.

Filmmaking is a creative, contemporary way for young adults to understand, articulate and reinforce positive community values. Inviting councillors to visit the workshops and hand out certificates of completion to participants promotes active youth citizenship. The workshop roadshow screening creates connectivity by sharing films with these common values within the Richmond school and Youth community which facilitates interaction, trust, mutual support and collaboration and creates a sense of community belonging, inclusion, intellectual stimulation and reduces isolation.

Many of Noosa Film Academy’s previous Youth participants provided feedback that they learned new skills but also felt they were provided with a safe space and received teacher and workshop facilitator support to step outside of their emotional comfort zones to extend and engage in new ways.

This promoted increased self-expression, self-efficacy, increased pride and self-esteem and is aligned with Richmond RADF guidelines “to provide opportunities for cultural expression”. Many comments show positive mental health promotion with reference to an increased sense of belonging “working as a team”, “including everyone” and celebrating their success by connecting with friends and family as a community at the Red-Carpet Premiers.

This Priority also meets our project objectives:

- **Expand the arts through place making and unique cultural tourism initiative**

With community-based participation at its centre, an effective placemaking process capitalizes on a local community's assets, inspiration, and potential. Schools are often the hub or heart of a rural community and Noosa Film Academy can engage Youth participation in arts education in a place that is familiar to them and Youth have the support from familiar teachers and resources for opportunities for cultural expression

Existing education and community arts and cultural infrastructure and human resources are all activated. Biz Mayo, Principal of Richmond SS, fully supports the workshop initiative as it delivers across all grade levels and creative industry subjects promoting critical and creative thinking, personal and social capability, ethical and intercultural understanding and will enable students to interpret the media-rich culture and communications practices that surround them. Additionally, students across the creative industries electives will gain exposure to digital screen production without burdening the local schools with the fixed costs of buying a state-of-the-art camera, audio and editing equipment required to facilitate the activity.

This project also advocates utilizing the Kronosaurus Korner for the Red-Carpet Community Screening Event. This expands the arts through placemaking and also as a unique cultural tourism initiative by drawing a vibrant Youth audience and their family and friends to a community hub. There is potential to expand the initiative to focus on visitor attraction going forward.

Richmond Council aims to: “Foster collaboration within communities and encourage new partnerships with private and other sectors to deliver improved outcomes”. Noosa Film Academy provides council with the screen industry expertise to collaborate with schools and community to facilitate Youth learning and experiencing success by engaging with real world possibilities. Relationships between the school and wider community strengthen the ability of schools and families to support student learning, wellbeing and developmental outcomes (Education Qld).

How will this project benefit you, your community or artists/cultural workers?

Developing Community Capacity and building Regional Skills to Richmond benefits Noosa Film Academy by extending our tour reach. Your community is the furthest north and west we will travel in 2023. Building social capital with Youth, their community, educators, councillors, council staff and venue staff is important for long term sustainability of programs. At least 2 educators will receive Professional Development and the community will have inclusive access to a quality event.

Richmond Shire, specifically the Youth Community, benefits from the documentation of Contemporary Community stories through various forms and mediums such as screen production.

Richmond Shire benefits economically as out of region presenters will have a travel, food and accommodation spend of \$1,766 (36% of this grant) directly back into the Richmond economy in accommodation, cafes, shops, hotels and service stations. Tourism Australia's "multiplier" states every dollar spent on tourism generates an additional 91 cents in other parts of the economy, meaning an additional \$1,607.



<input checked="" type="checkbox"/> 2. Building Community Cultural Capacity	<input checked="" type="checkbox"/> 6. Regional Partnerships
<input type="checkbox"/> 3. Interest-Free Arts Loan	<input type="checkbox"/> 7. Concept Development
<input checked="" type="checkbox"/> 4. Cultural Tourism	

5 PROJECT SUMMARY

5.1 Outline the project
SEE INFO INSERT

5.2 What benefits (results) do you expect from your project?
SEE INFO INSERT

5.3 Show evidence of genuine community interest and support towards this project
<input checked="" type="checkbox"/> Letters of Support / Partnerships (Please attached at least two)

5.4 Please estimate the following
3 Total number of activities involved (e.g. performances, workshops etc.)
138 Total number of participants at event/activity
3 Total number of volunteers in the delivery of the project

6 PROJECT MANAGEMENT

6.4 List each stage of the project from start to finish

Write a date in the column beside each stage to indicate when you expect to complete that stage of the project.

Project Stage	Expected Completion Date
Confirm accommodation and school on grant success	
Thursday, 10 August 2023 Travel and screen test at Kronosaurus Korners	10/8/23
Friday, 11 August 2023 Workshop Richmond SS	11/8/23
Friday night and Saturday Morning Editing, colorisation, audio mix, final edit, output to projection format.	
Saturday, 12 August 2023 Community Screening	12/8/23
Sunday, 13 August 2023 Travel	13/8/23
Project end date	13/8/23
RADF Outcome Report due date (no later than 8 weeks after the project end date)	13/10/23

5 PROJECT SUMMARY

5.1 Outline the project

Academy Award Winning Cinematographer, Greg Huglin, delivers an acting for screen and screen production industry immersion for 30 Richmond Youth at Richmond SS.

Growing an audience of 138, the digital outcomes produced are premiered at the school and Kronosaurus Korner at an Inter-regional Red-Carpet Community Screening Event. In celebration of Youth's success, the inclusive, accessible and complimentary Saturday matinee program also screens "Ocean's 50" - Greg's latest film. Providing work experience and professional training, workshop participants culturally engage in scriptwriting, storyboarding filming and editing to produce online outcomes for their digital resumes. Building community capacity, the kinetic training highlights digital entrepreneurship and career pathways for Youth to create their own vocation through the online marketplace, digital frameworks and e-commerce.

After delivering in Hughenden on Wednesday 9 August 2023 Noosa Film Academy will travel to Richmond on Thursday 10 August 2023 and visit the Kronosaurus Korner to test screen their projection system. If not compatible with Mac platform Noosa Film Academy will know to provide the projector. The Workshop will be delivered Friday 11 August 2023 at Richmond SS all day. During the evening and following morning the digital outcomes will receive final edit, colourisation and audio mix for output for projection.

The Community Screening will be delivered either as a matinee or evening screening (tbc) on Saturday 12 August 2023 and will be complimentary in order to be inclusive and accessible to all. The Program will also include "Ocean's 50", one of Greg's films and the premier of the Richmond Youth Film. Time will be allocated for photographs on the Red Carpet prior to screening.

On Sunday 13 August 2023 Noosa Film Academy will relocate to Winton and continue on the tour.

5.2 What benefits (results) do you expect from your project?

Research shows that involvement of Youth in the arts enriches their communities, empowers them to innovate, take creative risks to express themselves and make a statement. This creates powerful successful and positive change in young people.

The Queensland Studies Authority promotes collaborative learning and authentic learning environments involving young people in their local community to ensure educational experiences are realistic and interesting. Creative productions will be more meaningful by interacting with industry experts and hosting incursions.

Benefits:

- Maximising cross curricular creative industries skills development for 138 young adults as audience and 30 as participants.
- Support extended engagement in the artistic process of acting, screen production and directing Reach students who are not otherwise being reached.
- Reach students in ways that they are not otherwise being reached.

- Transform the environment for education by, “Engaged Learning with Laughter.”
- Professional development for 2 Richmond educators.
- Promote digital inclusion throughout the learning experience.
- 2 URL links to a short film and production still slideshows for use in students' digital portfolio.
- Media coverage/public relations opportunity for Council.
- Student feedback testimonials for council research and information.
- Cultural innovation and storytelling inspiration by fostering emerging regional storytelling voices through screen production.
- Community pride by creating art within the context of Richmond.
- Community cohesiveness by producing Richmond Stories.
- Supporting geographically disadvantaged young Queenslanders with the same cultural opportunities afforded to urban students.
- Enable young people to have direct involvement with the arts and artists while enjoying access to traditional school venues and civic spaces such as Kronosaurus Korner and vocational pathway guidance.
- Tertiary Pathway assistance.
- Connect students to themselves and each other during the Connect students to themselves and each other during the process of creating digital art.
- Connect teenagers with learning experiences simulating the world of real work enabling young people to access pathways and opportunities leading to careers in the creative industries and encourage employment creation.
- Motivate local youth entrepreneurship for creative industry job creation by supporting young people to put forward their ideas and providing industry connections.
- Creating meaningful career paths to employment is only possible with the combined efforts of government and business. The Queensland Government’s education plan supports partnering for success by engaging and collaborating with industry experts to provide opportunities for students to gain the skills that meet the demands of the future digital economic age.
- Expand public value for regional Communities by Increasing Council and Schools’ digital framework interactions with Youth and engaging community leaders and resources to develop active Youth Citizenship.
- Contribute professional industry level skills and expertise to the Richmond Community for Collective Impact.



6.5 Artist and Artworkers Details

List the artists and artworkers involved.

You must attach the following four documents from each artist or artworker receiving RADF funding:

- Resume or CV
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation and
- Schedule of fees

How many people in total will be employed (paid) through the project?

How many volunteers (unpaid workers) will be involved with the project?

Name	Role or position in project	Rate of pay (\$/hr, \$/day or \$/week)	Total fee whole \$	Amount to be funded by RADF
Greg Huglin	Director, DOP, Cinematographer	1500 per day	1500	1500
	and workshop facilitator, Editor	2 x 750 travel day	1500	450
	and Projectionist	750 half day	750	350
Andrea Huglin	Producer, Tour Manager Audio	1000 per day	1000	0
	technician and workshop	2 x 500 travel day	1000	284
	facilitator.	500 half day	500	250
TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget)			\$ 6250	
TOTAL (Transfer total RADF amount to the RADF expenditure column in the budget)				\$2834

7 PROJECT BUDGET – Income and Expenses

Please complete this budget template to account for all costs of your project. Round all amounts to whole dollars

Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved. The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item.

Note: If you are GST registered (see 3.4) Council will pay the grant plus GST. If you are registered for GST, your expenditure and income should be exclusive of GST. If you are not registered for GST, your expenditure should include the GST to be paid.

EXPENDITURE	TOTAL COST of each expenditure item.	RADF	INCOME Income includes in-kind contributions and the total RADF grant you are seeking	TOTAL COST of each income item
Salaries, Fees and Allowances			Earned Income ³	
Salaries	6000	2834		
Accommodation	507	507		
Allowances/Travel cost	1259	1259		
Production/Program Costs ¹			Contribution from Artists and Others ⁴	
			Huglin Family Trust	4030
Equipment Hire	7436	0	Equipment Hire Huglin Family Trust	7436
Venue Hire	1456	400	Richmond SS Venue	1056
Promotion, Documentation and Marketing			Other Grants ⁵	
Flyer Graphic Design and Mktg	413	0		
Insurance	52	0		
Data Drives	158	0		
Administration ²			Sponsorship, fundraising and donations	
Admin	241	n/a		
		n/a		
		n/a		
RADF GRANT (total from column 3)		5000	RADF GRANT (total from column 3)	5000
TOTAL EXPENDITURE	17522		TOTAL INCOME	17522

Budget Notes

When you have completed your budget the Total Expenditure and Total Income must be equal. The RADF grant should be listed twice – once in the income column and once in the expenditure column.

- | | |
|--|---|
| 1. Materials/Preparation/Equipment | 2. Office costs/Admin overhead |
| 3. If applicable, income earned from project | 4. Cash/In-kind/Self investment/Value of materials which are to be provided in-kind |



5. Examples: Australia Council / Education Queensland/Local Government / Gambling Community Benefit Fund / Federal Government

8 ESSENTIAL SUPPORT MATERIAL

Please label all support material with your name and address.

Tick those support materials which you have attached to this application

All Applicants

- | | |
|--------------------------|--|
| <input type="checkbox"/> | A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and artswoker involved in your project / activity |
| <input type="checkbox"/> | An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artswoker involved in your project/activity |
| <input type="checkbox"/> | Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate |
| <input type="checkbox"/> | Referee for application. Please provide the contact details of an individual who can verify your project and the applicant. The referee will be approached in the instance the assessors are unfamiliar with the applicant or required further verification of the project. The referee should be able to provide relevant comment in support of your application. |

Where applicable to your project, please also provide the following essential support material:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Written letters of support and confirmation from relevant communities and organisations for projects involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children and young people. The letters are essential for applications involving these groups within the community. |
| <input type="checkbox"/> | Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body to support applications for funding the creation of an arts or cultural product. |



9 CERTIFICATION

9.1 All Applicants

I, the undersigned, certify that:

I have read and will abide by the Richmond Shire Council's *RADF Guidelines* together with any published revisions which are available at www.richmond.qld.gov.au

The statements in this application are true and correct to the best of my knowledge, information and belief and the supporting material is my own work or the work of the artists named in this application. I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

Information Privacy and Right to Information

The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project.

If your application is successful, the Council may disclose the following Information to Arts Queensland:


- the information you provide in your grant application
- the amount of funding you receive
- the information you provide in your outcome report and
- text and images relating to your funded activity.

The Information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.

The Information may be used by the Council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the Information and your contact details may be provided to Queensland Government Members of Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the Information in their Annual Reports or on their websites.

The Council and Arts Queensland treat all personal information in accordance with the *Information Privacy Act 2009*.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council or Arts Queensland.

Signature:		Date:	Click here to enter a date. 2/5/23
Name in full:		Greg Huglin	



Position in group or organisation:	Director
------------------------------------	----------



9.2 Certification by Auspicing Organisation/Individual



Please note: Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants and both could be deemed ineligible to place further applications to Arts Queensland and Council until all grants have been satisfactorily acquitted.



















I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf and that the information stated in 2.4 of this application is true and correct.

Signature:		Date:	Click here to enter a date.
Name in full:			
Name of Auspice Body:			
Position in group or organisation:			

Availability

 We Price Match

 Thu 10 Aug – Sun 13 Aug  2 adults · 0 children · 1 room  [Change search](#)

Room type	Sleeps	Price for 3 nights	Your choices	Select amount	
Queen Room 1 large double bed   Private bathroom  Free WiFi		AUD 446 Includes taxes and charges	<ul style="list-style-type: none">✓ Free cancellation until 2 August 2023 ✓ NO PREPAYMENT NEEDED – pay at the property	0 	I'll reserve <ul style="list-style-type: none">• It only takes 2 minutes• Confirmation is immediate• No booking fees!
<u>Double or Twin Room with Lake View</u> 1 large double bed   Lake view  Air conditioning  Private bathroom  Flat-screen TV  Soundproofing  Minibar  Free WiFi More		AUD 454 Includes taxes and charges	<ul style="list-style-type: none">✓ Flexible to reschedule if plans change • Non-refundable	0 	
		AUD 504 Includes taxes and charges	<ul style="list-style-type: none">✓ Free cancellation until 2 August 2023 ✓ NO PREPAYMENT NEEDED – pay at the property	0 	

Eligibility Checklist: Professional / Emerging Professional Artists

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant.

The purpose of the RADF Program is to support professional and emerging professional artists and artworkers (artists) to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

You need to tick any **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of **three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

Artist, or Artworker NAME: Greg Huglin

Please tick the following artistic merits that apply to you

I have professional arts and/or cultural qualifications

I have an Australian Business Number (ABN)

I have devoted significant time to arts practice.

I have been recognised as a professional by peers.

I have held public exhibitions or given public performances (not as part of a competition).

I have work held in public collections.

I have won important national and/or international prizes or awards.

I have held public discussions and/or have had articles written about my work.

I have been commissioned or employed on the basis of art skills and/or earning income from sales of art work.

I am a member of a professional association (or associations) as a professional artist.

I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.

I am an artist whose artistic or cultural knowledge has developed through oral traditions.

Eligibility Checklist: Professional / Emerging Professional Artists

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant.

The purpose of the RADF Program is to support professional and emerging professional artists and artworkers (artists) to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

You need to tick any **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of **three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

Artist, or Artworker NAME: Andrea Huglin

Please tick the following artistic merits that apply to you

I have professional arts and/or cultural qualifications

I have an Australian Business Number (ABN)

I have devoted significant time to arts practice.

I have been recognised as a professional by peers.

I have held public exhibitions or given public performances (not as part of a competition).

I have work held in public collections.

I have won important national and/or international prizes or awards.

I have held public discussions and/or have had articles written about my work.

I have been commissioned or employed on the basis of art skills and/or earning income from sales of art work.

I am a member of a professional association (or associations) as a professional artist.

I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.

I am an artist whose artistic or cultural knowledge has developed through oral traditions.

NOOSA FILM ACADEMY

PO Box 440
Yeppoon, Qld 4703
Phone: 0429 776680
E-Mail: andrea@noosafilmacademy.com.au
Web: www.noosafilmacademy.com

Dear Grants Officer,

Please accept my confirmation of role as Director, DOP, Cinematographer and Teacher in Dear Grants Officer, in the forthcoming Richmond Region workshop roadshow occurring in August 2023.

I look forward to delivering local workshops with Richmond Youth and a Red Carpet Interregional Community Screening Event in collaboration with Richmond SS and with Richmond Council.

With gratitude,

Greg Huglin

NOOSA FILM ACADEMY

PO Box 440 Yeppoon, Qld, 4703
0429 776680
andrea@noosafilmacademy.com.au
www.noosafilmacademy.com

Wednesday, May 3, 2023

Dear Grants Officer,

Please accept my confirmation of role as Producer, Cinematographer and Teacher in the forthcoming Richmond Region workshop roadshow occurring in August 2023.

I look forward to delivering local workshops with Richmond Youth and a Red Carpet Interregional Community Screening Event in collaboration with Richmond SS and with Richmond Council.

With gratitude

Andrea Huglin



Australian Government

COVID-19 digital certificate



This individual has received all required COVID-19 vaccinations.

Name

ANDREA C HUGLIN

Date of birth

15 Apr 1971

Individual Healthcare Identifier (IHI)

8003 6045 7324 7706

Document number

1001 6468 3335

Valid from

04 Sep 2021

Vaccinations

Dates received

Pfizer Comirnaty

25 Jul 2021

Pfizer Comirnaty

04 Sep 2021

Moderna Spikevax

20 Jan 2022

Disclaimer

This certificate shows your COVID-19 vaccination details as reported to the Australian Immunisation Register by your vaccination provider. It is available because you have received all required COVID-19 vaccinations.

Every effort is made to ensure that the information contained on the Australian Immunisation Register is correct. The data is based on information provided by vaccination providers and the accuracy of data is dependent on the quality and timeliness of information provided.

If any of the details are not correct, please ask your vaccination provider to provide the correct details. They can call us on 1800 653 809 (call charges may apply).

If you have any questions about this certificate please call the Australian Immunisation Register on 1800 653 809 (call charges may apply).



Australian Government

COVID-19 digital certificate



This individual has received all required COVID-19 vaccinations.

Name

GREGORY B HUGLIN

Date of birth

27 Sep 1952

Individual Healthcare Identifier (IHI)

8003 6056 8427 6997

Document number

1001 5352 4308

Valid from

22 Sep 2021

Vaccinations

Dates received

AstraZeneca Vaxzevria

28 Jun 2021

AstraZeneca Vaxzevria

22 Sep 2021

Moderna Spikevax

24 Jan 2022

Disclaimer

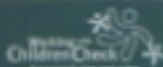
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Positive Notice blue card



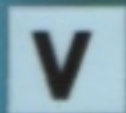
Gregory Blake Huglin

Card Number 1338425/3

Expiry Date 22-Sep-23

Signature

A handwritten signature in black ink, appearing to read "Gregory Blake Huglin".



Queensland
Government

Working with children card

Huglin
Andrea Caroline



Card number: 1338429/4

Expiry date: 22-Sep-2023



Issued by
Queensland
Government



Voluntary COVID Safe Checklist for Queensland Businesses

A guide for COVID Safe businesses

This general checklist is for businesses that are not required to have COVID Safe checklists under the [Non-Essential Business, Activity and Undertaking Closure Direction](#). If your business is in a high risk industry please use the appropriate mandatory [COVID Safe Checklist](#) for your business type.

1. Check your business can operate

- Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au to confirm you can operate your business and whether any specific restrictions apply.
- If your business has been closed, check the condition of equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities. Ensure food and beverages stored at your business have not been contaminated or are now out of date.

2. Wellbeing of workers

- Direct workers to stay at home if they are sick, and to go home immediately if they become unwell. Require them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home till they get a negative result for COVID-19.
- Consider safety risks and manage these according to the appropriate hierarchy of controls i.e. elimination, substitute, isolation, administrative controls then personal protective equipment where required.
- Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact.
 - Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase social distancing between workers.
 - Introduce work from home arrangements where workers are able to work from home, such as administrative work where no face to face contact is required.
- Modify processes behind the counter (including in break rooms) to limit workers having to be in close contact, as much as possible. Assign workers to specific workstations to minimise the need to go into other spaces and time breaks to ensure social distancing.
- Postpone, cancel or use electronic communications such as video conferencing for non-essential face-to-face gatherings, meetings and training.
- Consult with workers on COVID-19 measures in the workplace and provide workers with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work.
- Put signs and posters up to remind workers and others of the risk of COVID-19.

3. Social distancing

- Place signs at entry points to instruct customers not to enter the shop if they are unwell or have COVID19 symptoms. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the premises.
- If practicable set up separate exit and entry points to minimise contact.
- Implement measures to restrict numbers within the premises, and ensuring an average distance of 4 square metres per person.
- Ensure social distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.
- Consider using physical barriers where practical, such as plexiglass around serving counters.
- Remove waiting area seating or space seating at least 1.5 metres apart.

Unite against COVID-19



- Limit the use of cash transactions by encouraging customers to use tap and go, direct deposit or other contactless payment options.
- Limit walk-in appointments and interaction at the counter through the use of online/phone bookings.

4. Hygiene and cleaning

- Ensure customers are provided with hand washing facilities or appropriate alcohol-based hand sanitisers. Alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol are recommended.
- Customers and staff must not be barefoot.
- Where customers and staff were previously required to use masks and gloves to control for risks other than COVID-19 infection (e.g. dust exposures), they must continue to do so. For controlling the risk of COVID-19 infection, masks and gloves may be considered as part of a range of controls.
- Instruct staff to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is recommended.
- Reduce the sharing of equipment and tools, remove shared books/ magazines from common areas.
- Refrain from using product testers or samples on more than one customer. Customers should refrain from any unnecessary contact with products they are not purchasing.
- Refrain from offering communal refreshments or water stations.
- Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks).

5. Deliveries, contractors and visitors attending the premises

- Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with workers.
- Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

6. Review and monitor

- Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.
- This checklist is a key part of your COVID Plan as outlined on the WorkSafe website.
- Publicly display this signed checklist as evidence that you are a COVID Safe business.
- Keep up to date and find additional guidance at www.covid19.qld.gov.au & www.worksafe.qld.gov.au.
- Employees with a general work-related complaint can call WHS Queensland on 1300 362 128.
- Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018.
- Customers who have concerns about whether a business is complying with this checklist can call 134COVID (13 42 68) or their union or industry association.

Name of person(s) conducting business or undertaking as defined in the Work Health & Safety Act 2011

Greg Huglin Noosa Film Academy

Signature & date:

19 January 2023



Certificate of Currency

Policy Number OA46227832

Date 17/03/2023

To whom it may concern,

This certificate confirms the following insurance cover is current as at the date shown below.

Details

Insured	The Trustee For The Huglin Family Trust (trading as Noosa Film Academy Pty Ltd)
Authorised People	Andrea Huglin, Greg Huglin
Policy Starts	17/03/2023 10:56 (AEST)
Policy Ends	16/03/2024 23:59 (AEST)
Current Risk Cover Period	17/03/2023 - 16/03/2024
Registered Address	9/32 Kerr Street Meikleville Hill, Qld 4703
ABN	20 924 679 823

Insured Values

Public and Product Liability	\$20,000,000
Advertising Liability *	\$1,000,000
Goods In Care *	\$100,000

* Indicates sub limit of Public and Product Liability amount - see the PDS for more information.

Special Conditions

No cover applies under this policy to any claim for personal injury to a Subcontractor of the insured

Australia

Youi Pty Ltd
ABN 79 123 074 733

Tel 13 YOUI
Int +61 7 3719 4800

info@youi.com.au
www.youi.com.au

PO Box 849
Buddina, QLD 4575

AFSL 316511

Organisation: Noosa Film Academy Blue Card No./Exp date 1338429/4

Mobile No. 0429776680 Covid Digital Certificate sighted (tick) _____

Department of Education

Declaration

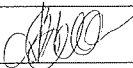
I've read the Mandatory All-Staff Training Key messages guide 2022, and now know:

- I need to work ethically, protect departmental information, work safely, and respond appropriately to any suspicion of student harm
- I need to follow the department's policies and procedures (including blue card requirements) as required **Text**
- where to get further information or support.

I also know the key messages guide Record of Completion:




- is valid for 12 months
- is recognised in all departmental facilities and schools
- can be used to show I have completed the Key messages guide.

Contractor, volunteer, visitor, preservice teacher or other student on placement to complete:

Name	Andrea Huglin
Signature	
*Name of Parent/ Caregiver	
Date	17/8/22

*To be signed by a parent/caregiver if the preservice teacher or other student on placement is under 18 years of age.

g<

Record of Completion		
The Mandatory All-Staff Training program Key messages guide 2022 is valid for 12 months from the date of issue		
Contractor, volunteer, visitor, preservice teacher or other student on placement	Principal or manager	School stamp
Name: Andrea Huglin	Name: 	Chinchilla State High School 7 Tara Road, PO Box 195 Chinchilla Qld 4413
Signature: 	Signature: 	
Date: 17/8/22	Date: 19 8 22	

If you have any questions or concerns about the information in this guide or completing the declaration, please speak to a supervisor, manager or principal.

Organisation: Noosa Film Academy Blue Card No./Exp date _____

Mobile No. 0429776680 Covid Digital Certificate sighted (tick) _____

Department of Education

Declaration


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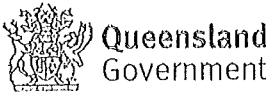
Name	Greg Huglin
Signature	
*Name of Parent/ Caregiver	
Date	17/8/22

*To be signed by a parent/caregiver if the preservice teacher or other student on placement is under 18 years of age.

g<

Record of Completion		
The Mandatory All-Staff Training program Key messages guide 2022 is valid for 12 months from the date of issue		
Contractor, volunteer, visitor, preservice teacher or other student on placement	Principal or manager	School stamp
Name: Greg Huglin	Name: <i>K. K... ..</i>	Chinchilla State High School 7 Tara Road, PO Box 195 Chinchilla Qld 4413
Signature: 	Signature: <i>K...</i>	
Date: 17/8/22	Date: <i>19.8.22</i>	

If you have any questions or concerns about the information in this guide or completing the declaration, please speak to a supervisor, manager or principal.



Greg Huglin

www.greghuglin.com



As a successful, independent, international filmmaker for over 50 years, I have vast experience and industry knowledge. I am fortunate that my career has also included University lecturing, delivering filmmaking workshops and providing pragmatic vocational advice to future cinematographers in terms of not only their creative potential, but also the real-world logistics of the filmmaking industry. I love what I do and look forward to assisting students realize their own course and career goals.

LIST OF PARTIAL CINEMATOGRAPHY CREDITS

- ***The Cove***- Academy Award Winner in 2010 for "Best Documentary"-Cinematographer.
- ***HandCrafted by Dick Van Straalen***-Feature Documentary-Co-Director/DOP/Producer, 2019.
- ***Breakers-The Sound Of Unridden Waves***-Feature Film for MOMA in NYC-DOP/ Cameraman, 2019
- ***In Like Flynn***-Feature Film-Underwater DOP-Underwater Cameraman, 2018.
- ***Volvo Penta***-2018-TV Commercial-Underwater DOP/Cameraman
- ***Girl On Wave***-2017-Feature Film-Cinematographer.
- ***Lipton Tea "All At Sea"***-2017-TV Commercial-Underwater DOP/Cameraman. Director: Ben Nott.
- ***Illuma Baby Formula***-2017-Chinese TV Commercial-Underwater DOP/Cameraman.

- ***Fish People***-Feature Film from Patagonia-2017- Cinematographer.
- ***Pickup***-Short Film-DOP/Cinematographer-2017.
- ***Distance Between Dreams***-RedBull Media House-2016, Cinematographer.
- ***The Big Wave Project***-Australian Feature Film-2017, Cinematographer.
- ***Sunrise At Sunshine***-Music Video-2016-Shot in Queensland-Director, Cinematographer, Editor.
- ***Mark Jacobs***-Jacobs Surfcraft- Music Video-2016-Shot in Queensland-Director, Cinematographer, Editor.
- ***Peahi 3***-Ahead Of The Game- Music Video-2016- Shot in Hawaii-Director, Cinematographer, Editor.
- ***Peahi 2***-Off Limits- Music Video-2016-Director, Cinematographer, Editor.
- ***Gods and Heroes***-Music Video-2016- Shot in Hawaii- Director, Cinematographer, Editor.
- ***Above The Sky***-Music Video-2016-Shot in Queensland 2015-Director, Cinematographer, Editor.
- ***Catwalk***-2015-Swimwear commercial shot in Queensland, Director, Cinematographer.
- ***Tingle Toes***-2015-Music Video shot in Queensland, Director, Cinematographer, Editor.
- ***Harrison Roach***- 2015 MySurfTv- Music Video-- Director, Cinematographer, Editor.
- ***Dean Brady***- 2015-MySurfTv-Music Video-- Director, Cinematographer, Editor.
- ***Deep Impact***-2015-Music Video shot in Tahiti-Director, Cinematographer, Editor.
- ***Samsung/Visa*** Commercial shot in Tahiti in 2014, Cinematographer.
- ***Immersion***-2014 (Australian surfing documentary) Cinematographer.
- ***Encoded***-2013 (Australian surfing documentary) Cinematographer.
- ***Shark Attack 3***-Megalodon (90 minute feature film) Shark Cinematographer.
- ***Minds In The Water***-2012 (70 minute documentary) Cinematographer.

- ***Surfing Dolphins***-2000-2011 (20 minute documentary)
Producer/Director/Cinematographer.
- ***The Cove***- 2010 (90 minute documentary, Academy Award for Best Documentary Winner in 2010 for "Best Documentary"-
Cinematographer.
- ***Shark Park***- 2005/6 (40 Minute Sports Documentary) Winner "Best Wipeout". Billabong Video Awards-2006, Winner "Golden Donut" Award at Surfer Magazine Awards, 2006, Producer, Cinematographer.
- ***Billabong Odyssey***- 2003- (90 minute documentary)
Cinematographer.
- ***Tow-In World Cup***-2001 (90 minute documentary)
Cinematographer.
- ***Dogtown/Z Boys***- 2002 (90 Minute documentary) Cinematographer.
- **Prior to 2000**-Cinematographer for over **200 international commercials** and Producer/Director/Cinematographer for a multitude of films including ***Five Summer Stories, Fantasea, In Quest of the Sun*** (silver medallist at Cannes Film Festival), ***Southern Cross*** music video for Crosby Stills and Nash and ***Hawaiian Watermen*** with Jack Johnson.

EDUCATION

SAN FRANCISCO ART INSTITUTE Bachelor of Fine Arts in Filmmaking - Graduated with distinction.

SANTA BARBARA CITY COLLEGE (UNIVERSITY)Teaching Credential - Taught 'Underground Filmmaking'.

PROFESSIONAL REFERENCES

Louie Psihoyos, National Geographic Photographer and the Director of *The Cove*, which won the Academy Award in 2010 for Best Documentary Feature as well as 70 other film festival awards. He wrote:

"Instrumental to the success of that film is the enormous talent of Greg Huglin who I regard as the finest working underwater cinematographer of his generation."

Jack Johnson, American Musician, Film Producer, Cinematographer and Australian resident whose film credits include: *Hawaiian Watermen* (with Greg Huglin), *The September Sessions* (winner best Surfing Film by Surfer Magazine in 2002), *Thicker Than Water*.

"I have known Greg Huglin for more than 15 years and regard him as a mentor of my film-making career. I was hired by him to work as a cameraman between 1997 and 1999. Soon after this I shot '*September Sessions*', which went on to win Surfer Magazine's award for best film of the year, so I felt I had learned my lessons well."

Albert Falzon, Australian Producer/Director of: *Morning Of The Earth*, *Globus*, *Festivals Of The World*, *Women Of Spirit*, *Road to Timbuktu*, *Crystal Voyager*, *Khumba Melu*, and twenty other feature films. Co-founder of TRACKS magazine. Inductee into Australian Surfing Hall Of Fame in 2006 wrote this:

"Greg Huglin is an exceptionally talented ocean cinematographer whose international standing is well recognized by his peers and who received an Academy Award for his work in filming '*The Cove*'. His residency here in Australia will attract foreign clients to employ Australian film crews and to film with him here in Australia. In the 13 months Greg has lived in Australia, he has made three filming trips to Tahiti and has filmed more than 90 'on location' days in Queensland. He recently filmed a swimwear video '*Catwalk*' in Noosa for an American client, Seea, which has hundreds of thousands of views on Vimeo. He also filmed a music video in Noosa titled '*Tingle Toes*,' and has contributed to Tourism Noosa film projects that are currently being shown on Qantas international flights. Greg also recently contributed to the Gold Coast World Surfing Reserve and the Noosa National Surfing reserve films that are being shown internationally and will attract more surfing tourists to Australia. He also filmed part of the '*Deux Ex Machina*' motorcycle/surfing film '*North To Noosa*', that is sponsored and distributed worldwide by Deus Australia. Age is not an issue for a visual artist like Greg Huglin and myself. Like

painters and writers, we don't 'retire' at age 65, we keep on creating new work indefinitely. I have no doubt that Greg Huglin will continue to shoot film for decades to come and his work will certainly reflect well on his adopted country, Australia."

Andrew Stark, the CEO of Surfing Australia, has this to say about my recent cinematography work for them:

"Greg Huglin plays a key role in delivering footage to and mentoring for Australia's leading digital surfing website and television show mySURF.tv. It has become the largest provider of surfing content in the country and has its own show broadcast nationally on the Channel 9 network. Since collaborating with mySURF.tv, Greg has contributed and continues to contribute footage of an exceptional standard". "His knowledge and years of experience is proving invaluable not just for the team of mySURF.tv cinematographers but many of Australia's young action filmmakers who are often contracted by the platform. He regularly mentors and provides guidance to all our cinematographers. In my opinion Greg Huglin's contribution to the burgeoning and rapidly changing industry of digital content creation will significantly elevate Australia's international standing in the field."

Jack McCoy-Producer, Director and Cinematographer of more than 25 Australian feature films including: *Tubular Swells*, *Storm Riders*, *Kongs Island*, *Trade Winds*, *Bunyip Dreaming*, *Green Iguana*, *Occy the Occumentary*, *Blue Horizon*. Winner of the LifeTime Achievement Award at the 2012 X-Dance Film Festival. He wrote:

"Greg is a very talented filmmaker and cameraman with skills that are not available in Australia, specifically specialized water cinematography and long lens cinematography. His reputation in my world is that his skills are some of the best in the world. I know Greg to also be of great character who enjoys teaching young and up and coming filmmakers the craft he has lived his whole life.'

Dick Hoole, Producer and Cinematographer of the Australian films: *Tubular Swells*, *Storm Riders*, *Catch The Feeling*, *Asian Paradise*. Recipient of the Australian Sports Medal in 2000 from the Government of Australia. Surfing's governing body 'Surfing Australia' has bestowed several awards on Dick Hoole including induction in the Australian Surfing Hall of Fame and a lifetime achievement award for services to surf culture. He wrote:

"I have known Greg for nearly 40 years and consider him to one of surfing finest cameramen as well as being a significant contributor of the genre as a producer/director. Greg's career established him as a leading independent producer of ocean related documentaries, including shooting for the Oscar award winning *'The Cove.'*"

Ira Opper, American film Director/Producer whose credits include: *Surfer Magazine* TV series on ESPN, *The Surfers Journal* series on Outdoor Life and the National Geographic network, *FINS* series on FUEL TV Australia and *Legends of Malibu*, *Powerglide Super Slide*, *Wordz Hang*, *Ultimate Sessions and Surf Cult California*. Ira Opper has received seven EMMY awards in the USA including one for *Kokua* in 2008 featuring musician Jack Johnson. Ira wrote:

"For the past 25 years I have produced several internationally distributed sport television series...Greg's photography has been included in all these projects. I also produced a segment profiling Greg's recent work in a *FINS* episode for which I received my seventh EMMY award."

Andrea Huglin



Resume

Background

Graduated with a High Distinction Bachelor's Degree in International Business and Tourism Management from UTS Sydney, Andrea's career spanned Olympic Customer Service Training to Operations Manager for Sailing and Corporate Team Building.

Andrea's entrepreneurial skills drew her around the globe, starting up businesses such as Global Nomad Photographic travel adventures and she founded the largest [Boat Based Dolphin and Whale Watching](#) tour company in South Africa. After developing the extensive tourism business in a new Post-Apartheid era, Andrea transitioned the operation into ownership by previously disadvantaged individuals.

Producer/Filmmaker/Writer

Moving to California with her Academy Award winning Cinematographer husband, Greg Huglin, she became a writer/producer and independent filmmaker. Working and travelling in over 60 countries and living in four continents offered opportunities to create revenue from written articles and film production. This created an understanding of how to monetize and capitalize on the marketing power of media, social media platforms and develop digital entrepreneurship through [Andrea Huglin](#) and www.Dumbblondeadventures.com

Noosa Film Academy Co-Founder, Producer and Marketing Manager

Andrea has produced over 300 short films in the past three years for Noosa Film Academy. Clients, partnerships and collaborations with organisations include:

RISE Federal Fund
Festivals Federal Fund
30+ Regional Councils
Playing Queensland and Touring Queensland, Arts Queensland
Queensland Health, Department of Child Safety, Youth and Women
South West Health Alliance, HOPE Program
Cunnamulla Aboriginal Corporation for Health
200+ Secondary Schools
Home school groups
School of Distance Education Charleville Australia Teachers of Media
Film Arts Mackay
WINDO Women

Product and Business Development

Well-practiced at turning intangible experiences into understandable packages and delivering into demand, Andrea identified the need for vocational training within schools focusing on film and still photography. To develop students' cinematography, directing, acting and editing skills, she co-founded Noosa Film Academy and has facilitated delivery into syllabus demand by creating a hands-on immersive educational experience for Secondary Schools.



Ongoing discussions with educators and a position on the executive Board of Australian Teachers of Media (ATOM), provides Andrea with the information to tailor each school's curriculum into workshop incursions to support teachers in delivering their core learning goals.

Testimonials, questionnaire research and workshop debrief reviews have helped identify further scope for workshop content and ensure teaching objectives are achieved.

Her financial, marketing, organizational, grant writing, research and customer service expertise are paramount in enabling Noosa Film Academy to grow commercially and develop a government supported regional and remote roadshow outreach program. Her goal is to exceed expectations, deliver workshops which develop students' portfolios and inspire them to become Australia's media talent of the future.

Producer/Workshop Facilitator/CACD Event Management

With a role as producer, event manager, client liaison, crew management, public event moderator and travel co-ordinator, Andrea supports the needs of the Cinematographers, DOP, Film Crew and Director while liaising with funding bodies and delivery partners.

Future aims include building community screening capacity so student films can be shown at many more regional Red Carpet Premiers and further developing these events into annual Film Festivals for Youth. By activating local venues, students and their families are brought to civic hubs to connect, celebrate and appreciate artistic achievement.

Through Noosa Film Academy, Andrea continues to build a state-wide network for screen production skills development, community screening events, film festivals, mentorship and opportunities for creative industry tertiary/vocational pathways. With a social justice premise her focus is on delivering filmmaking workshops and community events and Community Arts Cultural Development (CACD) to low socio-economic, culturally diverse, rural and remote communities.

Education

City College, Santa Barbara, California USA, 2011

Emergency Medical Technician CPR Certified.

University of Technology Sydney, 1997

Bachelor of Arts in International Business and Tourism Management with High Distinction

Item 4.2 Additional Needs Policy

EXECUTIVE SUMMARY

Council to review and adopt the Additional Needs Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Additional Needs Policy with changes.

Budget & Resource Implications

Nil

Background

Council to review and adopt the Additional Needs Policy with changes.

Consultation (Internal/External)

Nil

Attachments

Attachment F - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

ADDITIONAL NEEDS POLICY

Supporting children with additional needs requires educators to extend upon the strategies they already use in providing quality care for children. It is imperative for educators to develop a comprehensive understanding of each child's interests and abilities and implement a program and environment that is receptive to their needs and inclusion.

As Out of School Hours Care (OSHC) Service offer flexible attendance options, and vacation care options, it is critical that our service works in partnership with families and other professionals to ensure specific consideration and adaptations/adjustments allow children with additional needs access and participation. Our OSHC Service is committed to take into account children's social and cultural diversity, including learning styles, abilities and disabilities to achieve positive experiences for children in our setting.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE		
1.1.1	Approved learning framework	Curriculum decision-making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.

QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
3.2.2	Resources support play-based learning	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.

5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES

6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child’s learning and wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children’s inclusion, learning and wellbeing.
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

155	Interactions with children
156	Relationships in groups
157	Access for parents
168	Education and care service must have policies and procedures
170	Policies and procedures are to be followed

RELATED LEGISLATION

[Disability Discrimination Act 1992](#)

POLICIES

Anti-Bias and Inclusion Policy Behaviour Management Policy Code of Conduct Policy Educational Program Policy Enrolment Policy	Interaction with Children, Family and Staff Policy Medical Conditions Policy Privacy and Confidentiality Policy Respect for Children Policy
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PURPOSE

Our Service understands and meets our obligations under the Disability Discrimination Act (DDA) to support children with disability and be responsive to each child, irrespective of their additional needs and abilities. We aim to provide a supportive and inclusive environment that sanctions each child to fully participate in its education and care at the OSHC Service. Educators will remain encouraging, unprejudiced and supportive, ensuring that all children are treated equally and fairly and have the opportunity to grow and develop to their individual potential.

SCOPE

This policy applies to children, families, staff, educators, approved provider, nominated supervisor and management of the OSHC Service.

DEFINITIONS

According to the Inclusion Support Program Guideline (Australian Department of Education Skills and Employment) July 2021 September 2022, there is no national definition of 'additional needs.' This term is used within the policy to describe children who may need or require specific considerations or adaptations to participate fully in our OSHC service.

Additional needs may include children who:

- have a diagnosed disability or developmental delay- physical, sensory, intellectual, or autism spectrum disorder
- are presenting with challenging behaviours and/or behavioural or psychological disorders
- have a serious medical or health condition
- are presenting with trauma-related behaviours

Meeting the needs and requirements of children who:

- are Aboriginal or Torres Strait Islanders
- are recent arrivals in Australia
- are from refugee or humanitarian backgrounds
- come from have a culturally and linguistically diverse background
- live in isolated geographic locations
- are experiencing difficult family circumstances or stress
- are at risk of abuse or neglect
- are experiencing language and communication difficulties
- have learning difficulties

- are gifted or have special talents
- have other extra support needs.

WHAT IS A DISABILITY

Disability is defined broadly in the Disability Discrimination Act (DDA) and does not rely on formal diagnosis of disability. Disability can be visible or non-visible. Disability in relation to the DDA includes: Physical; intellectual; psychiatric; sensory; neurological and learning disabilities as well as physical disfigurement.

REASONABLE ADJUSTMENTS

Changes to a policy, practice, procedure, program or environment that enables a person with disability to access and participate in the service on the same basis as others. [ACECQA: The Disability Discrimination Act 2022].

We understand that additional needs may be temporary or permanent with diverse origins, which require different responses. Supporting children with additional needs enables them to have equitable access to resources and participation. This can lead to stronger skills in literacy and numeracy, social and emotional development and understanding of diversity. Strategies for supporting children with additional needs can differ significantly, because every child is unique.

IMPLEMENTATION

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- we meet our obligations under the *Disability Discrimination Act 1992* (DDA)
- all staff understand and comply with the (DDA) including making reasonable adjustments to the program, practices and environment in collaboration with families and children
- support is provided to educators to make reasonable adjustments to support children with disability access and participate in the Service
- completed enrolment forms are used to gather information about children's additional needs and supports that may be required
- equitable access is provided to support children with additional needs
- communication with families is consistent and supportive
- develop effective relationships with school leaders and the OSHC service to support the child
- they have a thorough understanding of the NDIS plan for each child (if applicable) and assist to help achieve goals and build skills and independence

- they contact their local Inclusion Agency to access information and support about the Inclusion Support Program (see: [Inclusion Development Fund Manager \(IDFM\)](#) for your state/territory organisation)
- they develop a *Strategic Inclusion Plan* and *Individual Support Plans* in collaboration with the Inclusion Agency (IA) which will identify any barriers preventing a child's inclusion and implement strategies for improvement
- they seek assistance, training, and where possible, financial funding from inclusive support agencies to promote the development of skills in children with identified additional needs
- educators are meeting the needs of each individual child, by providing educators with targeted professional development and opportunities to network with professional agencies
- they access the Inclusion Support Portal (IS Portal) through PRODA
- parents/guardians provide written consent for information about their child to be shared with relevant IA, IDFM and the Department if accessing support under the Inclusion Support Program
- families are encouraged to meet with the educators who will be working with the child to ensure an understanding of the child's needs, appropriate methods for communication, and to ascertain those suitable resources and support is provided to both the family and the child
- the OSHC Service works in partnership with allied health professionals and families to verify the educational program and learning environment is inclusive for each child with additional needs, including children and families from culturally diverse backgrounds
- specific plans and programs provided by external resource providers and professionals for children with additional needs are shared with educators and copies filed in the child's individual record
- children are encouraged to feel safe and secure during their education and care at the OSHC Service by developing trusting relationships with educators, other children, and the community
- inclusive strategies and practices are embedded in the delivery of quality education and care
- the privacy and confidentiality for children and families is maintained
- the indoor and outdoor environment and equipment is designed or adapted/[adjusted](#) to ensure access and participation for all children, supporting the inclusion of children with additional needs.

This may include the use of:

- portable ramps
- use of standing frames and support swings
- specialised furniture such as chairs, tables and positioning equipment
- communication charts and Auslan dictionaries
- resources and books in languages other than English to support Indigenous children and children from linguistically diverse backgrounds

- the program and curriculum are inclusive and meet the individual needs of children with additional needs, disability or developmental delay
- children’s sensory sensitivities to pressure, texture, smell, noise, or colour are considered within the environment.

EDUCATORS WILL:

- treat children equally and fairly and with respect
- create an inclusive program **and environment**, which is adaptable and supportive of all children
- advocate for children’s rights
- conduct specific observations on the individual child, outlining their interests, strengths, and developmental needs to support programming including open ended learning opportunities
- meet with families of children with additional needs to familiarise themselves with the specific communication needs of each child. Communication could include verbal and non-verbal communication skills and cues and may necessitate the use of systems such as sign language, the use of images, and/or learning key words in the child’s home language
- establish a means for frequent communication with parents of children with additional needs through a communication book, verbal daily information exchanges, and/or formal and informal meetings.
- work with all families to meet children’s developmental needs in order to build strengths and capabilities
- develop an Inclusion Support Plan (ISP) in collaboration with Inclusion Agency professionals, health professionals and parents of the child and keep a copy in the child’s individual record
- liaise with school counsellor and other key personal at the school to ensure consistent strategies are implemented for the child at OSHC Service
- work with other professionals who play a role in supporting the child’s development
- create a flexible environment, which can be adapted to each child’s needs within the OSHC Service to support the inclusion of children with additional needs
- implement programming experiences and activities, that are inclusive for all children to access, explore and participate.
- listen carefully to all children’s concerns and discuss issues of inclusion and exclusion, and fair and unfair behaviour.
- act as role models by displaying appropriate behaviour and language, being consistently aware of and responsive to children who may require additional support, attention, or assistance.

- discuss a wide range of emotions, thoughts, and views constructively with the children within a supportive environment
- not judge or compare one child's development with another
- talk to children about differences and acceptance.
- provide opportunities for all children to play and learn together, promoting cooperative, caring, and social behaviours.

INCLUSION SUPPORT PROGRAM (ISP):

To assist in the provision of an inclusive environment for children with additional needs, our OSHC Service may apply for additional support through the [Inclusion Support Program \(ISP\)](#) if the eligibility requirements are met.

The Nominated Supervisors and educators will refer to the Inclusion Support Guidelines and consult with families to submit an application. Applications would need to be submitted for the different types of care the child accesses through our Service (care during school terms and vacation care). The objectives of the Inclusion Support Program include:

- supporting Out of School Hours Services increase their capacity and capability to provide quality inclusive practices for all children
- to address access and participation barriers
- support the inclusion of children with additional needs

[\(See: Guide to Strategic Inclusion Plan\)](#)

HIGH POTENTIAL AND GIFTED CHILDREN

Our OSHC Service will collaborate with families to support the needs of high potential and gifted children.

We will:

- respect the uniqueness of each child
- acknowledge the characteristics of high potential and gifted children
- be sensitive to the social-emotional needs of gifted children and assist them to feel a sense of belonging
- develop our capacity to cater for the needs of gifted children through professional development
- support children's transition to school
- assist educators cater for gifted children who also have a disability- 'Twice Exceptional' children

FAMILIES WILL:

- work collaboratively with our OSHC Service
- share information about their child’s specific needs- their interests, things they do well, strategies that are used at home to support their child, identify routines or situations that may cause physical or emotional challenges
- provide accurate information about their child’s additional needs including relevant reports, documentation, NDIS plans, details about support services and other allied professionals
- help to identify possible barriers for inclusion and reasonable adjustments that may be required
- consent to our OSHC Service accessing external professional support if required to assist educators manage the diagnosed, or undiagnosed additional needs of their child
- collaborate with external professional support agencies and educators to implement plans to support inclusion
- provide written consent for information about their child to be shared on the IS Portal if accessing support under the Inclusion Support Program
- adhere to our policies that should the safety of other children and staff be compromised enrolment may be suspended or terminated.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Additional Needs Policy* will be reviewed on an annual basis in conjunction with children, families, educators, staff and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Guide to Strategic Inclusion Plan

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).

Australian Children’s Education & Care Quality Authority. (2022). [Disability Discrimination Act 1992 \(DDA\) resources.](#)

Australian Government Department of Education Skills and Employment. (2014) (2022). [My Time, Our Place- Framework for School Age Care in Australia.V2.0](#)

Australian Government Department of Education Skills and Employment (2014) *Continuity of Learning: A resource to support effective transition to school and school aged care.*

Australian Government Department of Education. (2022) [Inclusion Support Program \(ISP\) Guidelines. Version 2.4 September 2022.](#)

Australian Government Department of Education, Skills and Employment (2021) [Inclusion Support Program \(ISP\) Guidelines. Version 2.3 July 2021](#)

Catholic Education Office Melbourne (2013) *Gifted and Talented Students A Resource Guide for Teachers in Victorian Catholic Schools*

Early Childhood Australia Code of Ethics. (2016).

Early Childhood Australia (ECA), & Early Childhood Intervention Australia (ECIA). (2012). [Position statement on the inclusion of children with disability in early childhood education and care.](#)

Early Childhood Intervention Australia *National Guidelines for Best Practice in Early Childhood Intervention Education and Care Services National Law Act 2010.* (Amended 2018).

[Education and Care Services National Regulations.](#) (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended ~~2020~~ 2023).

New South Wales Department of Education *High Potential and Gifted Education Policy* (2019)

Raising Children *Supporting gifted and talented learning* <https://raisingchildren.net.au/preschoolers/play-learning/gifted-talented-children/supporting-learning>

Revised National Quality Standard. (2018).

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	April 2023
POLICY REVIEWED	APRIL 2023	NEXT REVIEW DATE	APRIL 2024
VERSION NUMBER	V8.04.23		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • inclusion of Disability Discrimination Act (1992) referencing/recommendations for compliance • additional definitions added- disability/reasonable adjustments • minor formatting edits within text • hyperlinks checked and repaired as required • Continuous Improvement/Reflection section added • Childcare Centre Desktop Resources section added • MTOP V.20 updated in sources • link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
APRIL 2022	<ul style="list-style-type: none"> • policy maintenance - no major changes to policy • minor formatting edits within text • hyperlinks checked and repaired as required 	APRIL 2023	
APRIL 2021	<ul style="list-style-type: none"> • Review of policy - Moved Families will.... to end of policy • sources checked for currency • Updated information for Inclusion Support Program- PRODA • Reference to resource- <i>Guide to Strategic Inclusion Plan</i> added 	APRIL 2022	

APRIL 2020	Additional information for Approved provider and educators added Adjustments for inclusion added - Family responsibilities - Inclusion Support Program - High Potential and Gifted children New references added	APRIL 2021
APRIL 2019	Rearranged the order of points for better flow Points added (Highlighted). Sources/references checked, corrected, updated, and alphabetised. Deleted 'procedures' appendix and added relevant info to body of policy.	APRIL 2020
APRIL 2018	Minor terminology and grammatical adjustments made to further support understanding and implementation Included the list of related policies	APRIL 2019
NOVEMBER 2017	Updated the National Quality Standard references to comply with revised standard.	APRIL 2018
APRIL 2017	Minor changes and additions made	APRIL 2018

Item 4.3 Administration of Medication Policy

EXECUTIVE SUMMARY

Council to review and adopt the Administration of Medication Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Administration of Medication Policy with changes.

Budget & Resource Implications

Nil

Background

Council to review and adopt the Administration of Medication Policy with changes.

Consultation (Internal/External)

Nil

Attachments

Attachment G - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

ADMINISTRATION OF MEDICATION POLICY

In supporting the health and wellbeing of children, the use of medications may be required by children at the Out of School Hours Service. All medications must be administered as prescribed by medical practitioners and first aid guidelines to ensure the continuing health, safety, and wellbeing of the child. Under the *Education and Care Services National Law and Regulations*, early childhood services are required to ensure medication records are kept for each child to whom medication is or is to be administered by the service (reg 92).

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
90	Medical conditions policy
90 (1) (a)	The management of medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis
90 (2)	The medical conditions policy of the education and care service must set out practices in relation to self-administration of medication by children over preschool age if the service permits that self-administration
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement - anaphylaxis or asthma emergency
95	Procedure for administration of medication
96	Self-administration of medication

136	First Aid qualifications
168	Education and care service must have policies and procedures
170	Policies and procedures are to be followed

RELATED POLICIES

Administration of First Aid Policy Arrival and Departure Policy Control of Dealing with Infectious Disease Policy Child Protection Policy Code of Conduct Policy Delivery of Children to, and collection from Education and Care Service Premises Diabetes Management Policy Enrolment Policy Epilepsy Policy	Family Communication Policy Health and Safety Policy Incident, Injury, Trauma and Illness Policy Medical Conditions Policy Privacy and Confidentiality Policy Respect for Children Policy Safe Storage of Hazardous Substances Policy Sick Children Policy Supervision Policy Work Health and Safety Policy
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PURPOSE

To ensure all educators of the Out of School Hours Service understand their liabilities and duty of care to meet each child’s individual health care needs. To ensure all educators are informed of children diagnosed with a medical condition and strategies to support their individual needs. To ensure that all educators are specifically trained to be able to safely administer children’s required medication with the written consent of the child’s parent or guardian. Educators will follow this stringent procedure to promote the health and wellbeing of each child enrolled at the OSHC Service.

SCOPE

This policy applies to children, families, staff, educators, the Approved Provider, Nominated Supervisor, management, children and visitors of the OSHC Service.

IMPLEMENTATION

Families requesting the administration of medication to their child will be required to follow the guidelines developed by the OSHC Service to ensure the safety of children and educators. The Service will follow legislative guidelines and adhere to the National Quality Standard to ensure the health of children, families, and educators at all times.

For children with a diagnosed health care need, allergy or relevant medical condition a Medical Management Plan must be provided prior to enrolment and updated regularly. A Risk Minimisation Plan and Communication Plan must be developed in consultation with parents/guardians to ensure risks are minimised and strategies developed for minimising any risk to the child. (see *Medical Conditions Policy*).

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- children with specific health care needs or medical conditions have a current medical management plan detailing prescribed medication and dosage by their medical practitioner
- medication is only administered by the OSHC Service with written authority signed by the child's parent or other responsible person named and authorised in the child's enrolment record to make decisions about the administration of medication [Regulation 92(3)(b)]
- enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child
- medication provided by the child's parents must adhere to the following guidelines:
 - the administration of any medication is authorised by a parent or guardian in writing
 - medication is prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written form from the medical practitioner)
 - medication is from the original container
 - medication has the original label clearly showing the name of the child
 - medication is before the expiry/use by date.
- the *Administration of Medication* Record is completed for each child
- a separate form must be completed for each medication if more than one is required
- any person delivering a child to the Service must not leave any type of medication in the child's bag or locker. Medication must be given directly to an educator for appropriate storage upon arrival.
- written and verbal notifications are given to a parent or other family member of a child as soon as practicable if medication is administered to the child in an emergency when consent was either verbal or provided by medical practitioners
- if medication is administered without authorisation in the event of an asthma or anaphylaxis emergency the parent of the child is notified as soon as practicable
- if the incident presented imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours of the incident
- reasonable steps are taken to ensure that medication records are maintained accurately

- medication forms are kept in a secure and confidential manner and archived for the regulatory prescribed length of time following the child's departure from the Service
- children's privacy is maintained, working in accordance with the Australian Privacy Principles (APP).
- educators receive information about *Medical Conditions and Administration of Medication Policies* and other relevant health management policies during their induction
- educators, staff and volunteers have a clear understanding of children's individual health care needs, allergy or relevant medical condition as detailed in Medical Management Plans, Asthma or Anaphylaxis Action Plans
- written consent is requested from families on the enrolment form to administer emergency asthma, anaphylaxis, or other emergency medication or treatment if required
- families are informed of the Service's medical and medication policies
- safe practices are adhered to for the wellbeing of both the child and educators.

EDUCATORS WILL:

- not administer any medication without the written authorisation of a parent or person with authority, except in the case of an emergency, when the written consent on an enrolment form, verbal consent from an authorised person, a registered medical practitioner or medical emergency services will be acceptable if the parents cannot be contacted
- ensure medications are stored in the refrigerator in a labelled and locked medication container with the key kept in a separate location, inaccessible to children. For medications not requiring refrigeration, they will be stored in a labelled and locked medication container with the key kept in a separate location, inaccessible to children
- ensure adrenaline autoinjectors ~~should be~~ are kept out of reach of children and stored in a cool dark place at room temperature. They must be readily available when required and **not** locked in a cupboard. A copy of the child's medical management plan should be stored with the adrenaline autoinjector
- ensure that two educators administer and witness administration of medication at all times (Reg. 95). ~~For best practice, one of these educators should approved First Aid.~~ One of these educators must have approved First Aid qualifications as per current legislation and regulations [this is best practice and not mandated in regulation 95] Both educators are responsible for:
 - checking the *Administration of Medication Record* completed by the parent/guardian
 - checking the prescription label for:
 - the child's name
 - the dosage of medication to be administered

- the method of dosage/administration
 - the **expiry or** use-by date
 - confirming that the correct child is receiving the medication
 - signing and dating the Administration of Medication Form
 - returning the medication back to the locked medication container.
- follow hand-washing procedures before and after administering medication
- discuss any concerns or doubts about the safety of administering medications with management to ensure the safety of the child (checking if the child has any allergies to the medication being administered)
- seek further information from parents/guardian, the prescribing doctor or the Public Health Unit before administering medication if required
- ensure that the instructions on the *Administration of Medication Record* are consistent with the doctor's instructions and the prescription label
- **ensure** that if there are inconsistencies, medication is not to be administered to the child
- invite the family to request an English translation from the medical practitioner for any instructions written in a language other than English
- ensure that the *Administration of Medication Record* is completed and stored correctly including name and signature of witness and date and time of administration
- observe the child post administration of medication to ensure there are no side effects
- respond immediately and contact the parent/guardian for further advice if there are any unusual side effects from the medication
- if a child is not breathing or having difficulty breathing following administration of any medication, the educator will contact emergency services on 000 immediately.

FAMILIES WILL:

- provide management with accurate information about their child's health needs, medical conditions and medication requirements on the enrolment form
- provide the OSHC Service with a Medical Management Plan prior to enrolment of their child if required
- develop a Risk Minimisation Plan for their child in collaboration with management and educators and medical practitioner for long-term medication plans
- complete and sign an *Administration of Medication Record* for their child requiring medication whilst they are at the OSHC Service
- update (or verify currency of) Medical Management Plan **annually** or as the child's medication needs change

- be requested to sign consent to use creams and lotions should first aid treatment be required (list of items in the first aid kit provided at enrolment)
- keep prescribed medications in original containers with pharmacy labels. Please understand that medication will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for. Expired medications will not be administered.
- adhere to our OSHC Service's *Sick Children Policy and Control of Infectious Disease Policy*
- keep children away at home while any symptoms of an illness remain
- keep children at home for 24 hours from commencing antibiotics to ensure they have no side effects to the medication
- advise the OSHC Service if their child has taken any medication with them to school. The *Administration of Medication* record may be emailed to the Service if necessary.
- complete the *Administration of Medication* record if dropping off their child in the morning, and the educator will sign to acknowledge the receipt of the medication. The educator will then ensure this medication is taken to school with the child where school policy regarding medication will be adhered to (e.g. giving medication to the class teacher).
- provide any herbal/ naturopathic remedies or non-prescription medications (including Paracetamol) with a letter from the doctor detailing the child's name and dosage.

SELF-ADMINISTRATION OF MEDICATION

A child over pre-school age may self-administer medication under the following circumstances:

- a parent or guardian provides written authorisation with consent on the child's enrolment form - administration of medication
- medication is stored safely by an educator, who will provide it to the child when required
- supervision is provided by an educator whilst the child is self-administering
- a recording is made in the *Administration of Medication Record* for the child that the medication has been self-administered
- the *Administration of Medication Record* is signed by the parent upon collection of their child acknowledging the dose and time of administration of medication (e.g.: Asthma inhaler, Diabetic treatment).

GUIDELINES FOR ADMINISTRATION OF PARACETAMOL

- families must provide their own Paracetamol for use as directed by a medical practitioner
- Paracetamol will be kept in the locked medication container for emergency purposes should authorised collectors are not contactable

- to safeguard against the incorrect use of Paracetamol and minimise the risk of concealing the fundamental reasons for high temperatures, educators will only administer Paracetamol if it is accompanied by a Doctor's letter stating the reason for administering, the dosage and duration it is to be administered for except for in emergency situations (onset of fever whilst at the Service).
- administration of Paracetamol must follow the procedure for Administration of Medication
- an *Administration of Medication* and/or *Administration of Paracetamol* Record will be completed recording the educator's full name, signature, time and date of administration
- if a child presents with a temperature whilst at the Service, the family will be notified immediately and asked to organise collection of the child as soon as possible
- the family will be encouraged to visit a doctor to find the cause of the temperature. While waiting for the child to be collected, educators will:
 - remove excess clothing to cool the child down
 - offer fluids to the child
 - encourage the child to rest.
 - monitor the child for any additional symptoms
 - maintain supervision of the ill child at all times, while keeping them separated from children who are well.

MEDICATIONS KEPT AT THE SERVICE

- any medication, cream or lotion kept on the premises will be checked monthly for expiry dates.
- a list of First Aid Kit contents close to expiry or running low will be given to the Nominated Supervisor who will arrange for the purchase of replacement supplies
- if a child's individual medication is due to expire or running low, the family will be notified by educators that replacement items are required
- it is the family's responsibility to take home short-term medication (such as antibiotics) at the end of each day, and return it with the child as necessary
- MEDICATION WILL NOT BE ADMINISTERED IF IT HAS PAST THE PRODUCT EXPIRY DATE.
- families are required to complete an *Administration of Medication Record* for lotions to be administered.

EMERGENCY ADMINISTRATION OF MEDICATION [Reg.93 (5)]

- in the occurrence of an emergency and where the administration of medication must occur, the OSHC Service must attempt to receive verbal authorisation by a parent of the child named in the child's enrolment form who is authorised to consent to the administration of medication

- if a parent of a child is unreachable, the OSHC Service will endeavour to obtain verbal authorisation from an emergency contact of the child named in the child's enrolment form, who is authorised to approve the administration of medication
- If all the child's nominated contacts are non-contactable, the Service must contact a registered medical practitioner or emergency service on 000
- In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the child or other emergency contact person listed on the child's enrolment form.
- The Service will contact the regulatory authority within 24 hours as soon as practicably possible (if urgent medical attention was sought or the child attended hospital)
- The child will be comforted, reassured, and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.

EMERGENCY INVOLVING ANAPHYLAXIS OR ASTHMA

- for anaphylaxis or asthma emergencies, medication/treatment will be administered to a child without authorisation, following the Asthma or Anaphylaxis Action Plan provided by the parent/guardian. [National Asthma Council (NAC) or ASCIA]
- in the event of a child not known to have **asthma or anaphylaxis** and appears to be in severe respiratory distress, the emergency plans for first aid must be followed immediately.
 - an ambulance must be called immediately
 - place child in a seated upright position
 - give 4 separate puffs of a reliever medication (e.g.: Ventolin) using a spacer if required.
 - repeat every 4 minutes until the ambulance arrives
- in the event of a child not known to be diagnosed with **anaphylaxis** and appears to be an **anaphylaxis** emergency where any of the following symptoms are present, an EpiPen must be administered
 - difficulty/noisy breathing
 - swelling of the tongue
 - swelling or tightness in throat
 - difficulty talking
 - wheeze or persistent cough
 - persistent dizziness or collapse pale and floppy

(Sydney Children's Hospitals Network – 2020)

The OSHC Service will contact the following (as required) as soon as practicably possible:

- o Emergency Services 000
- o a parent of the child
- o the regulatory authority within 24 hours (if urgent medical attention was sought or the child attended hospital).

The child will be comforted, reassured, and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Administration of Medication Policy* will be reviewed on an annual basis in conjunction with children, families, educators, staff and management.

CHILDCARE CENTRE DESKTOP - RELATED RESOURCES

Administration of Medication Procedure Administration of Medication Record	Managing a Medical Condition Procedure Medical Communication Plan Medical Risk Management Plan
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SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 Australian society of clinical immunology and allergy. ascia. <https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>
 Australian Government Department of Education. ~~(2011)~~ (2022). *My Time, Our Place: Framework for School Age Care in Australia*. V2.0
 Early Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2018).
[Education and Care Services National Regulations](#). (2011).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Framework. (2017). ~~(Amended 2020)~~ Updated 2023).
 National Health and Medical Research Council. (2012). (updated June 2013). *Staying healthy: Preventing infectious diseases in early childhood education and care services*.
 NSW Department of Health: www.health.nsw.gov.au
 Revised National Quality Standard. (2018).
 The Sydney Children’s Hospital Network (2020)
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	April 2023
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POLICY REVIEWED	APRIL 2023	NEXT REVIEW DATE	APRIL 2024
VERSION NUMBER	V9.04.23		
MODIFICATIONS	<ul style="list-style-type: none"> • minor formatting edits within text • update to new EYLF reference (V2.0) • hyperlinks checked and repaired as required • Continuous Improvement section added • Childcare Centre Desktop Resource section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
APRIL 2022	<ul style="list-style-type: none"> • review of policy/sources checked for currency • additional information included related to observing children post administration of medication/side effects/management • minor changes to reflect National Regulations • reference to Administration of Paracetamol record 	APRIL 2023	
APRIL 2020	rearrangement of some points for better flow addition of information inclusion of Medical Management Plan additional information re: anaphylaxis or asthma emergency	APRIL 2021	
APRIL 2019	Additional information added to points. Duplicated information deleted. Additional point added in reference to Regulation 90 (sub regulation 2) sources/references updated and alphabetised.	APRIL 2020	
APRIL 2018	Minor terminology and grammatical adjustments made to further support compliance, understanding and implementation	APRIL 2019	
OCTOBER 2017	New policy drafted for OSHC	OCTOBER 2018	

Item 4.4 Supervision Policy

EXECUTIVE SUMMARY

Council to review and adopt the Supervision Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Supervision Policy with changes.

Budget & Resource Implications

Nil

Background

Council to review and adopt the Supervision Policy with changes.

Consultation (Internal/External)

Nil

Attachments

Attachment H - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

SUPERVISION POLICY

Supervision is an integral part of the whole care and education experience. “At its most basic level, supervision helps to protect children from hazards or harm that may arise in their daily experiences in play, interactions with others, and daily routines.” (Victoria Department of Education and Training, 2010, p.1). Effective supervision allows educators to actively engage in play and leisure opportunities that are meaningful to children and support their wellbeing, development and learning.

NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.2	Safety	Each Child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
100	Risk assessment must be conducted before an excursion
101	Conduct of risk assessment for excursions
102	Authorisation for excursions
102C(2)(g)	Supervision during transportation
102E	Children embarking a means of transport- centre based service
102F	Children disembarking a means of transport- centre based service
115	Premises designed to facilitate supervision
120	Educators who are under 18 to be supervised
121	Application of Division 3
122	Educators must be working directly with children to be included in ratios
123 (1) (d)	Educator to child ratios-Centre based services
166	Children not to be alone with visitors
168	Education and care service must have policies and procedures
176	Timeframes to notify certain circumstances to Regulatory Authorities
CHILDREN (EDUCATION AND CARE SERVICES) NATIONAL LAW	
S.165	Offence to inadequately supervise children

S.167	Offence relating to protection of children from harm and hazards
S.174	Offence to fail to notify certain information to Regulatory Authority

RELATED POLICIES

Administration of Medication Policy Arrival and Departure Policy Child Safe Environment Policy Code of Conduct Policy Cyber Safety Policy Delivery of Children to, and collection from Education and Care Service Premises Emergency Evacuation Policy Handwashing Policy	Incident, Injury, Trauma and Illness Policy Mobile Device Usage Policy Physical Environment Policy Road Safety Policy Safe Transportation Policy Staffing Arrangements Policy Water Safety Policy
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PURPOSE

Out of School Hours Care educators have a duty of care to ensure children are actively supervised at all times, maintaining a safe and secure environment adhering to Education and Care National Law and National Regulations. Supervision for children in OSHC requires educators to cater for a wide range of ages and abilities and requires flexibility and organisation to ensure thoughtful design and arrangement of children’s environments, assists in the prevention and severity of injury to children. Effective supervision of children provides educators with the opportunity to support and build on younger children’s play experiences whilst supporting older children’s independence.

Educators will actively supervise children, identifying risks and taking all necessary steps to prevent or minimise injury in a range of situations including, transitioning children between school and the OSHC service and whilst transporting children to and from the OSHC Service. Effective supervision of children provides educators with the opportunity to support and build on children’s play experiences.

SCOPE

This policy applies to staff, educators, the Approved Provider, Nominated Supervisor, management, and visitors of the OSHC Service.

IMPLEMENTATION

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ MANAGEMENT WILL:

- ensure that the premises and facilities are designed and maintained to facilitate adequate supervision of children at all times while maintaining the rights and dignity of all children

- **notify the** regulatory authorities **are notified** of any serious incident or complaints alleging the safety, health or wellbeing of children has been compromised within 24 hours of the incident or the time that the person becomes aware of the incident or complaint. This includes if an ambulance was called in response (not as a precaution) to the incident, situation or event.
- **notify** parents **are notified** as soon as practicable but within 24 hours if their child is involved in a serious incident/situation at the OSHC Service or whilst under the care of the OSHC Service. Details of the incident/situation are to be recorded on the *Incident, Injury, Trauma and Illness Record*.
- **ensure** educators under eighteen years of age **(18) may** work at **the** OSHC Service only if they are adequately supervised by an educator over the age of 18 at all times and are not left alone with children at any time
- minimum educator qualification requirements are recognised and adhered to according to legislative requirements **[if relevant in your state/territory]**
- **the** OSHC Service maintains the required educator-to-child ratio for children over preschool age- **1:15**
- ensure that all educators are aware of where children are at all times and monitor the environment closely
- ensure educators are able to respond to any situation immediately, particularly if a child is distressed or in a hazardous situation
- develop and maintain rosters that ensure continuity of care and adequate supervision at all times when children are in attendance at the OSHC Service including:
 - visiting and returning from children's toilets
 - transported to and from the OSHC Service premises (see: **Safe** *Transportation Policy*)
 - transported in a vehicle/bus as part of an excursion
 - transitioned between the OSHC Service and school grounds and
 - during excursions and outings (including Vacation Care)
- **ensure a staff member or nominated supervisor is present at the service to account for children when they embark and disembark the vehicle at the OSHC service premises (Regulation 102E and 102F)**
- ensure flexibility of supervision to provide for educators to supervise individual children or small groups of children
- respect children's age and developing independence and need for privacy when providing supervision for children in the OSHC setting
- conduct risk assessments and plan ongoing supervision taking into consideration the layout of the premises and grounds, any higher risk activities, the presence of any animals, the location of activities

and the location of bathroom facilities. The supervision plan and strategies will be displayed for families in all rooms and in the outdoor area.

- develop, maintain and regularly review a supervision plan and strategies for both the indoor and outdoor areas, which will support educators to position themselves effectively to allow them to observe the maximum area possible
- ensure educators employ 'active supervision' strategies at all times
- ensure educators avoid activities or actions that will distract them from supervision, such as speaking to other educators for long periods of time, taking personal phone calls, checking mobile phones or smart watches or administrative tasks
- ensure educators are aware if they need to move away from children, another educator is to replace them
- ensure educators are positioned allowing them to watch the maximum area possible
- ensure educators move around the environment to observe the maximum area and to avoid standing with their back to children or talking with other educators
- adopt accepted best practice, ensuring no staff member is left alone with a child to support child protection protocols
- ensure that a Risk Assessment and a Management Plan is carried out before an authorisation is requested for an excursion. The risk assessment will consider and identify the number of adults required to ensure continuous adequate supervision throughout the excursion
- conduct risk assessment to determine how children are supervised while being transported and whether additional adults are required during transportation.

EDUCATORS WILL:

- have a sound understanding of their duty of care and responsibilities in ensuring children are within a safe environment
- communicate and collaborate with others to ensure the effective supervision of children within the OSHC Service
- adhere to a supervision plan and strategies for both the indoor and outdoor environment, assisting colleagues to position themselves in order to effectively supervise children's play. The supervision plan will include the floor plan of the OSHC Service and include the location of activity areas and the closest bathroom facilities for boys and girls
- respect children's age and need for independence when actively supervising children in the OSHC setting- (younger children will require closer supervision than older children)
- implement vigilant supervision strategies for hygiene requirements including:

- regular handwashing
 - cough and sneeze routines- using disposable tissues and handwashing
- inform new and relief educators about supervision arrangements, outlining their supervision responsibilities
- regularly evaluate the efficiency of the supervision plan and update as required
- ensure any educators under the age of 18 years old are never left alone with children
- ensure that at least one other educator is within sight when working with children or if it is necessary to assist a child to change their clothes
- arrange the environment to balance supervision of children's needs depending on age, ability and activities
- emphasis for supervision will be on open playgrounds, risky play opportunities and doors during arrival and departure times
- maintain correct ratios adhering to the Education and Care National Regulations throughout the education and care environment
- ensure that all children are in sight or hearing of educators at all times
- ensure that children are supervised by an educator or accompanied by an older child when going to the bathroom at the OSHC Service
- ensure that hazardous equipment and chemicals are inaccessible to children
- scan the environment during interacting with individuals or small groups
- continuously scan and look around the area to observe all the children in the vicinity.
- implement correct supervision strategies and not perform other duties while responsible for the supervision of children
- listen closely to children whilst supervising areas that may not be in a direct line of sight noticing changes in volume or tone of voice
- plan for a mixture of activities to allow for appropriate supervision of groups of children
- provide effective and adequate supervision when children are transported in a vehicle at all times
(see *Safe Transportation Policy* and *Road Safety Policy*)

CONSIDERATION WILL BE GIVEN TO THE DESIGN AND ARRANGEMENT OF CHILDREN'S ENVIRONMENTS TO SUPPORT ACTIVE SUPERVISION BY:

- using supervision skills to recognise areas of risk therefore reducing the potential for injury or incident to children and adults

- providing direct, constant and proximal monitoring to children undertaking activities that involve some risk and recognising when the ratio of educators to children needs to be increased- (e.g.: carpentry, water activities, climbing)
- guiding educators to make decisions about when children’s play and games need to be interrupted and redirected
- supporting educators with specific strategies such as positioning, peripheral vision and monitoring children’s arrival and departure from the OSHC Service
- providing consistent supervision strategies when the OSHC Service requires relief educators.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Supervision Policy* will be reviewed on an annual basis in conjunction with children, families, educators, staff and management.

CHILDCARE CENTRE DESKTOP - RELATED RESOURCES

Child Safe Environment Procedure	Safe Transport Pick-up and Drop-off checklist
Risk Assessment Guide and Procedure	Transportation Risk Assessment Management Plan
Direct Supervision sign in/ sign out sheet	

SOURCE

Australian Children’s Education & Care Quality Authority. (2020). (2023). *Active Supervision: Ensuring safety and promoting learning*.

Australian Children’s Education & Care Quality Authority. Children’s Health and Safety. *An analysis of Quality Area 2 of the National Quality Standard*. Occasional Paper 2. (2016).

Australian Government Department of Education *Skills and Employment*. (2014) (2022). [My Time, Our Place- Framework for School Age Care in Australia.V2.0](#)

Early Childhood Australia Code of Ethics. (2016).

Frith, J., Kambouris, N., & O’Grady, O. (2003). *Health & safety in children’s centres: Model policies & practices* (2nd ed).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020 2023).

Revised National Quality Standard. (2018).

Victoria Department of Education and Training. (2012). *Supervision* [Practice Note 12]: <https://www.education.vic.gov.au/Documents/childhood/providers/regulation/pracnotessuperv.pdf>

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	April 2023
POLICY REVIEWED	APRIL 2023	NEXT REVIEW DATE	APRIL 2024

VERSION NUMBER	V5.4.23	
MODIFICATIONS	<ul style="list-style-type: none"> • minor formatting edits within text • additional information added re: supervision requirements for transportation of children • hyperlinks checked and repaired as required • Continuous Improvement section added • Childcare Centre Desktop Resource section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
APRIL 2022	<ul style="list-style-type: none"> • policy maintenance – no major edits • minor formatting edits within text • hyperlinks checked and repaired as required 	APRIL 2023
APRIL 2021	<ul style="list-style-type: none"> • policy review- minor edits • inclusion of respect children’s age difference and need for independence in OSHC settings • sources checked for currency 	APRIL 2022
APRIL 2020	<ul style="list-style-type: none"> • rearranged some points for better flow • additional information added in some sections related to OSHC • supervision for handwashing added 	APRIL 2021
APRIL 2019	New policy created for OSHC	APRIL 2020

Item 4.5 Staff Wellness Program Policy

EXECUTIVE SUMMARY

Council to review and adopt the Staff Wellness Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Staff Wellness Policy with changes.

Budget & Resource Implications

Nil

Background

Council to review and adopt the Staff Wellness Policy with changes.

Consultation (Internal/External)

Nil

Attachments

Attachment I - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

STAFF ‘WELLNESS PROGRAM’ POLICY

According to the World Health Organisation, adults spend approximately one third of their lives at work. Our work in school age care requires sustained high physical, mental and emotional effort to complete our job. A range of workplace determinants can have a negative or positive impact on the health and wellbeing of an employee. Within our Out of School Hours Care (OSHC) Service, we are committed to promoting a positive work environment where the health, safety and wellbeing of our employees is acknowledged and supported.

Wellness is more than just an active process of becoming aware of and learning to make healthy choices for our mental, physical and social needs to ensure our body is maintained and works efficiently. Wellness is “about our overall state of wellbeing that enables us to live and function at our best.” (Queensland Government, 2019, Healthier. Happier. Workplaces).

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other’s strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.

RELATED POLICIES

Dealing with Complaints Policy (Staff) Interactions with Children, Family and Staff Policy	Privacy and Confidentiality Policy Professional Development Policy Work, Health and Safety Policy
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PURPOSE

We believe in providing a healthy workplace that values and enhances the health and wellbeing of our employees. Promoting wellbeing can help prevent stress and create a positive working environment where individuals and organisations thrive. ‘A healthier workplace means everyone wins.’ (Queensland Government, 2019, Healthier. Happier. Workplace).

SCOPE

This policy applies to educators, staff, management, approved provider, nominated supervisor, and students of the OSHC Service.

IMPLEMENTATION

As our employees care for and educate children, it is essential to support them with the right tools and resources to make healthier choices to improve their own health and wellbeing. Employees who remain healthy increase productivity, enhance the workplace culture, and embody the healthy behaviours we convey to children on a daily basis. We believe in using the workplace for improving and maintaining good health.

Our OSHC Service is committed to developing a shared vision to improve the health and wellbeing of our employees. We believe the development of a *Wellness Program* may build an awareness of a healthy culture within our organisation and motivate and engage all employees to be involved in improving their own health and wellbeing.

WELLNESS PROGRAM

Our work in school age care requires sustained high physical, mental and emotional effort to complete our job. Such sustained work demands can have an impact on the wellbeing of employees. A Wellness Program may help individual employees overcome specific health-related issues. Our OSHC Service will encourage employees to create a shared vision to develop a Wellness Program that reflects and addresses the needs of our current staff and creates a wellness culture. Management and staff will co-develop a policy and procedures that support the health and wellbeing of employees.

Components of a Wellness Program *may* include:

Environmental wellness:

- Finding satisfaction within the work environment
- Ensuring the work environment and relationships are comfortable and supportive
- Recognising opportunities that lead to new skills and acting on those opportunities
- Working to ensure the stability and longevity of the natural environment

Emotional wellness:

- Keeping a positive attitude
- Being sensitive to your feelings and the feelings of others

- Learning to cope with stress
- Being realistic about your expectations and time
- Taking responsibility for your own behaviour
- Dealing with your personal and financial issues realistically
- Viewing challenges as an opportunity
- Being able to work independently
- Being able to work within a team, and knowing you can ask for help

Spiritual wellness:

- Being open to different cultures and religions
- Participating in community projects
- Defining personal values and ethics
- Participating in spiritual activities
- Caring about the welfare of others

Social wellness:

- Being comfortable with and liking yourself as a person
- Interacting with and accepting people of varying ages, backgrounds, genders, race, lifestyle, etc.
- Foster healthy and positive relationships with co-workers
- Communicating your feelings
- Developing friendships
- Engaging in social activities
- Balancing your time to include both work and life

Intellectual wellness:

- Learning because you want to, not because you have been told to
- Completing required tasks
- Learning through professional development, including, readings, discussions, workshops, training, etc.
- Observing what is around you
- Listening
- Staying current with middle childhood knowledge
- Questioning

- Exposing yourself to new experiences

Physical wellness:

- Exercising regularly
- Healthy eating
- Getting regular check-ups
- Avoiding the use of tobacco and illicit drugs

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ MANAGEMENT WILL:

- demonstrate commitment to ongoing collaboration and engagement to create a workplace Wellness Program
- consult with employees to ensure workplace strategies meet the needs of the workplace
- support employee's participation in the Wellness Program
- foster mentoring and development pathways for employees. This may include providing programming time, mentoring sessions, professional development opportunities, capacity building, and supporting wellbeing initiatives.
- provide a workplace environment and systems that are supportive of employee wellness
- provide opportunities for employees to participate in wellness activities
- acknowledge stressful situations for employees, both at work and at home
- recognise that an employee's health is determined by several factors, both work and non-work related
- regularly provide employees with information about the importance of health and wellness (newsletters, brochures, readings, etc.)
- **introduce formal leave policies to cover mental health days**
- ensure employees take their required breaks (e.g., morning tea, lunch)
- provide access to support agencies, including counselling services
- encourage employees to support colleagues during difficult situations

EDUCATORS WILL:

- work within the OSHC Service's procedure and policies implemented to address workplace wellness
- be respectful, caring and inclusive of all colleagues
- utilise each other's strengths regardless of qualification and experience
- commit to further contributions to ongoing collaborative engagement to evaluate and enhance the Wellness Program

- participate in the Wellness Program
- communicate their wellness with management

Resources

ACECQA- Educator Wellbeing Posters <https://www.acecqa.gov.au/resources/supporting-materials/posters#EWP>

Alcohol and Other Drugs Information Service (ADIS) 1800 422599

Beyond Blue- online and phone mental health support. 1300 22 4636 <https://www.beyondblue.org.au/>

Beyou- provides educators with knowledge, resources and strategies for helping children and young people achieve their best possible mental health <https://beyou.edu.au/>

Black Dog Institute- provides information and resources for mood disorders, depression and bipolar disorder. <https://www.blackdoginstitute.org.au/education-services/workplaces/>

Blue Knot Helpline- access to trained, experienced and trauma-informed counsellors, male and female, support adult survivors of childhood trauma and abuse. 1300 657 380

Healthier. Happier. Workplaces Queensland Government Resources, information, initiatives to help everyone think about small changes to improve their health and fitness <https://www.healthier.qld.gov.au/fitness/>

Head to Health- Australian Government Department of Health Digital mental health resources for all your needs. <https://headtohealth.gov.au/>

Headspace- A meditation app to assist with stress management, sleep and self-care <https://www.headspace.com/>

Q Life provides nation-wide peer support and referral service for LGBTI people, their families and health professionals. <https://qlife.org.au/> 1800 184 527

Smiling Mind- Free mindfulness meditation app to help you look after your mental health and manage stress and daily challenges <https://www.smilingmind.com.au/>

Ted Talks- explore the latest thinking on how to build a better learning community for educators, families and children. <https://www.ted.com/talks>

Work Health and Wellbeing- Strengthen your business Workplace Health and Safety Queensland. Toolkit designed to help businesses to improve systems that influence work health and wellbeing.

<https://www.worksafe.qld.gov.au/safety-and-prevention/mental-health/mentally-healthy-workplaces-toolkit>

CONTINUOUS IMPROVEMENT/REFLECTION

The *Staff Wellness Policy* will be reviewed on an annual basis in conjunction with children, families, educators, staff and management.

SOURCE

ACT Government. [Healthier Work Initiative](#).
 Australian Children’s Education & Care Quality Authority. (2014).
 Be You (2018): <https://beyou.edu.au>
 Early Childhood Australia Code of Ethics. (2016).
Fair Work Act 2009 (Cth).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Framework. (2017). (Amended **2020 2023**).
 New South Wales Government Health
Ombudsman Act 2001 (Cth).
Privacy and Personal Information Protection Act 1998 (Cth).
 Revised National Quality Standard. (2018).
 Queensland Government Healthier. Happier. Workplaces
Work Health and Safety Act 2011 (Cth).
Workplace Relations Act 1996 (Cth).
 World Health Organization
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	April 2023
POLICY REVIEWED	APRIL 2023	NEXT REVIEW DATE	APRIL 2024
VERSION NUMBER	V2.04.23		
MODIFICATIONS	<ul style="list-style-type: none"> • policy maintenance - no major changes to policy • minor formatting edits within text • hyperlinks checked and repaired as required • additional link to ACECQA wellbeing posters • Continuous Improvement section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
APRIL 2022	New Policy developed for OSHC		APRIL 2023

Item 4.6 Anti-Bias Inclusion Policy

EXECUTIVE SUMMARY

Council to review and adopt the Anti-bias Inclusion Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Anti-bias Inclusion Policy with changes.

Budget & Resource Implications

Nil

Background

Council to review and adopt the Anit-bias Inclusion Policy with changes.

Consultation (Internal/External)

Nil

Attachments

Attachment J - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

ANTI-BIAS AND INCLUSION POLICY

Anti bias is the practice of inclusion and underpins our OSHC philosophy. It is the acceptance that all children are valued and respected. We believe in the statement of inclusion as advocated by Early Childhood Australia (ECA) that *'Inclusion means every child has access to, participates meaningfully in, and experiences positive outcomes from early childhood education and care programs.'* (2016).

Our Out of School Hours Care Service believes that children have the right to be treated equally and our goal is to develop children's identity and self-esteem in a trusting and supportive environment. We embrace diversity in all its forms to help develop positive and accepting attitudes in children, and to help them gain a better understanding of their environment, community, country, and the world.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
5.2	Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.
5.2.1	Collaborative learning	Children are supported to collaborate, learn from and help each other.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
155	Interactions with children
156	Relationships in groups
157	Access for parents
168	Education and care service must have policies and procedures
170	Policies and procedures are to be followed

RELATED POLICIES

Additional Needs Policy	Interaction with Children, Family and Staff Policy
Behaviour Guidance Policy	Gender Equity Policy
Child Safe Environment Policy	Orientation of Families Policy
Code of Conduct Policy	Privacy and Confidentiality Policy
Educational Program Policy	Respect for Children Policy

PURPOSE

We aim to provide an inclusive environment for all children, families and educators, acknowledging the uniqueness of every person regardless of their race, gender, sexuality, religion, culture, physical and mental abilities and socio-economic background. This policy ensures all children, families, and staff are welcomed and treated equitably and with respect.

SCOPE

This policy applies to children, families, educators, staff, management, approved provider, nominated supervisor and visitors of the OSHC Service.

IMPLEMENTATION

Our *Anti-Bias and Inclusion policy* underpins the philosophy of our Outside School Hours Care Service. The role of educators is to encourage children to share and learn about the individuality of each child and their family and their role in the OSHC Service. This policy aims to assist children to form positive social relationships, develop their identify and self-awareness and to learn to accept the diversity of members within and outside of the OSHC Service community. Our Service embeds the National Principles for Child Safe Organisations and promotes a culture of safety and wellbeing to minimise the risk of child abuse or harm to children whilst promoting children’s sense of security and belonging.

“Being culturally responsive includes a genuine commitment to take action against discrimination in any form, embedding Aboriginal and Torres Strait Islander perspectives in all aspects of the curriculum and working collaboratively with culturally and linguistically diverse children and families.” (MTOP, V2.0, 2022, p.66)

“Educators who are culturally competent respect multiple cultural ways of knowing, seeing and living, celebrate the benefits of diversity and have an ability to understand and honour differences. This is evident in everyday practice when Educators demonstrate an ongoing commitment to developing their own cultural competence in a two-way process with families and communities” (My Time Our Place, p.15).

CREATING INCLUSION

Inclusion supports children's rights, fosters diversity and overcomes bias and barriers that may exist preventing children to participate in experiences within our OSHC Service. Inclusion is consistent with the Convention on the Rights of the Child and other international conventions, including the UN Convention on the Rights of Persons with Disabilities ~~and~~ UN Declaration on the Rights of Indigenous Peoples and **and the National Principles for Child Safe Organisations.**

Inclusion involves taking into account **all** children's social, cultural and linguistic diversity including learning styles, abilities, disabilities, gender, family circumstances and geographic location in curriculum decision-making processes. (Framework for School Age Care, **MTOP. V2.0, p.66**).

We will ensure children are provided with access to activities and environments, meaningful participation to foster a sense of belonging and opportunities to experience positive learning outcomes.

CULTURAL OR NATIONAL ORIGIN AND RACIAL IDENTITY

Our OSHC Service values and promotes equity, respect and awareness of different cultures. We ensure a cultural inclusive curriculum that reflects the cultural, linguistic and religious diversity of our society.

THE **APPROVED PROVIDER**, NOMINATED SUPERVISOR AND EDUCATORS WILL:

- access information and professional development/awareness about other cultural and racial identities, especially those relevant within the OSHC Service
- engage in critical reflection about stereotypes and biases
- ensure our program design and delivery builds on community and cultural strengths
- develop strong partnerships with families and children to extend their individual and communities' cultural **competence responsiveness**
- ensure children have opportunities to participate with a wide variety of resources from the daily life of a variety of families and cultures
- where possible, engage educators that reflect a variety of cultural, national origin, and racial identities.
- affirm and foster children's knowledge and pride in cultural identity
- foster children's curiosity, enjoyment and empathetic awareness of cultural differences and similarities
- provide children with tools to respond appropriately to bias- build on children's strengths, interests and individuality
- teach children to overcome any inappropriate responses triggered by cultural differences

- encourage children to ask about differences in physical characteristics
- enable children to feel pride, but not superiority, about their racial identity
- help children to become aware of our shared physical characteristics – what makes us all human
- encourage parent input into the program and to participate on a level that they feel comfortable with, sharing their culture, and, for example, their language
- collect information from each family on enrolment and incorporate it into the program to meet individual family needs in regard to ethnicity and home language.
- develop communication plans with families to ensure inclusion- use of interpreter/cultural support
- where possible use both the educators and children’s first language as appropriate within the OSHC Service environment
- respect all cultures by presenting photographs, pictures, play equipment, books, posters, music, dramatic play resources, and dolls that will encourage open discussion and exploration of a variety of cultures
- provide resources that include diversity and skin tone to foster respect and understanding for people of all backgrounds
- develop an understanding of the needs, strengths, and attitudes of each culture represented at the OSHC Service
- challenge inappropriate or stereotypical conversations or remarks by children.

DIVERSITY IN FAMILY COMPOSITION

THE **APPROVED PROVIDER**, NOMINATED SUPERVISOR AND EDUCATORS WILL:

- create an environment that is welcoming to all families
- respect each family, and work in partnership to support the child’s emergent identity as an individual, member of their family, our Service, and the community
- engage in simple discussions about families that focus on fact rather than values e.g., *“some children live with their mum or dad, some children live with their mum and dad, some with grandparents, and some with two mums or two dads”*.
- be encouraged to seek awareness and reflect on his/her own feelings, beliefs and background and evaluate the effect these may have on their attitudes and interactions with families
- respect family lifestyle choices
- treat all families respectfully regardless of socioeconomic background
- discuss how members of the community can support one another and less fortunate people through the provision of resources, donations of goods or time etc.

ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES PERSPECTIVES

THE APPROVED PROVIDER, NOMINATED SUPERVISOR AND EDUCATORS WILL:

- show respect and a commitment to reconciliation by developing a Reconciliation Action Plan (RAP)
- reflect on the current level of cultural competence of our staff
- promote the inclusion of children's voices in all decisions that affect them
- build and strengthen our knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories and contributions
- embed Aboriginal and Torres Strait Islander perspectives in all aspects of the curriculum
- attend professional development to support our understandings of Aboriginal and Torres Strait Islander cultures and perspectives
- provide opportunities for professional reflection
- create a culturally safe environment to ensure children have the ability to express their culture and enjoy their cultural rights [Child Safe Standards]
- identify and challenge our own cultural assumptions, beliefs and commitments to cultural competency
- engage with local Aboriginal families and communities through Aboriginal Education Consultative Groups
- invite Elders and Traditional Owners to speak to children, staff and families about the histories and cultures of the local area
- develop an Acknowledgement of Country in collaboration with Elders, community members, children and families which will be displayed and given during special events and incorporated into the program on a regular basis
- develop awareness and meaningful understanding about Aboriginal and Torres Strait Islander people as part of the cultural heritage of all Australians
- encourage Aboriginal and Torres Strait Islander communities access children services
- show sensitivity and respect to Aboriginal and Torres Strait Islander languages by incorporating verbal and visual languages into the Service environment.

ABILITY

THE APPROVED PROVIDER, NOMINATED SUPERVISOR AND EDUCATORS WILL:

- provide an inclusive educational environment in which all children can succeed
- promote acceptance, respect and appreciation for individual's varying abilities
- consult with all families and other professionals to enable full participation in the program for children with varying abilities.

- evaluate and adjust the environment to provide access and enable all children to develop autonomy, independence, competency, confidence and pride
- provide children and parents with developmentally appropriate information about varying abilities to foster understandings that we are all similar and different
- empower children in their own learning to ensure that they gain a feeling of self-respect
- treat all children fairly and develop an understanding that everyone has something important to contribute
- find examples in books, movies and tv shows that reflect attitudes about diversity, ability and disability
- observe all children and with family consultation, provide an individualised program to extend each child's interests and abilities
- create an environment where all children can participate in activities and experiences.

PROMOTING INCLUSION AND DIVERSITY INTO THE CURRICULUM

THE **APPROVED PROVIDER**, NOMINATED SUPERVISOR AND EDUCATORS WILL:

- promote positive influences, modelling appropriate communication, non-bias or gender specific language and attitudes
- develop appropriate expectations for each child based on their individual strengths, developmental needs, and interests
- assist educators with the development of required skills and knowledge for working with all children and families
- work with Inclusion Support Professionals to assist in the inclusion of children with additional needs (*see Additional Needs Policy*)
- explore the values and uniqueness of the diversity within the OSHC Service. These opportunities will form part of the curriculum
- treat children with respect by answering their questions honestly
- adapt activities, interactions, communication, the environment, and documentation to ensure all children and families are actively included and supported to participate in the curriculum
- provide children with a range of resources, equipment and opportunities to enhance their awareness of diversity
- reflect on the curriculum ensuring inclusive practice and goals set for children are realistic and being met
- involve families in the planning of learning opportunities reflective of their culture.

PROMOTING AND SUPPORTING CHILDREN'S HOME LANGUAGES

THE APPROVED PROVIDER, NOMINATED SUPERVISOR AND EDUCATORS WILL:

- work collaboratively with culturally and linguistically diverse children and their families (MTOPI)
- acknowledge that the use of children's home language underpins their sense of identity and conceptual development (MTOPI)
- promote and support children's home languages in the OSHC Service
- present books that reflect different languages and children's first language
- create an environment which supports natural language learning and interaction
- assist parents to understand the value and importance both their home language and English
- engage in professional development about cultural diversity and building linguistic capacity.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Anti-Bias Inclusion Policy* will be reviewed on an annual basis in conjunction with children, families, educators, staff and management.

SOURCE

Anti-Discrimination Board of NSW: <http://www.antidiscrimination.justice.nsw.gov.au/>

Australian Children's Education & Care Quality Authority. (2014).

Australian Children's Education & Care Quality Authority. PSCA Fact Sheet. Exploring diversity and equity in education and care services. <https://www.acecqa.gov.au/sites/default/files/2021-01/ExploringDiversityAndEquityInEducationAndCareServices.PDF>

Australian Government Department of Education. (2022). *My Time, Our Place- Framework for School Age Care in Australia.V2.0*

Early Childhood Australia Code of Ethics. (2016).

Early Childhood Australia (ECA) (2016) *Statement on the Inclusion of every child in early childhood education and care*

Early Childhood Australia (ECA), & Early Childhood Intervention Australia (ECIA). (2012). *Position statement on the inclusion of children with disability in early childhood education and care.*

http://www.earlychildhoodaustralia.org.au/wp-content/uploads/2014/06/ECA_Position_statement_Disability_Inclusion_web.pdf

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Family Matters Queensland Our Way A generational strategy for Aboriginal and Torres Strait Islander children and families 2017-2037 <https://www.communities.qld.gov.au/resources/campaign/supporting-families/our-way.pdf>

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020 2023).

Narragunnawali: Reconciliation in Education Welcome to Country. <https://www.narragunnawali.org.au/> Revised National Quality Standard. (2018).

Victorian Early Years Learning and Development Framework (2011) Melbourne Graduate School of Education *Evidence Paper Practice Principle 4: Equity and Diversity*

<https://www.education.vic.gov.au/Documents/childhood/providers/edcare/evidpaperequity.pdf>

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	April 2023
POLICY REVIEWED	APRIL 2023	NEXT REVIEW DATE	APRIL 2024
VERSION NUMBER	V11.04.23		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • inclusion of Child Safe Standards • amended wording from culturally competent to <i>culturally responsive</i> • EYLF/MTOP sources updated to V2.0 • Continuous Improvement/Reflection section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
APRIL 2022	<ul style="list-style-type: none"> • policy maintenance - no major changes to policy • additional information about what inclusion involves added • minor formatting edits within text • hyperlinks checked and repaired as required 	APRIL 2023	
APRIL 2021	<ul style="list-style-type: none"> • minor edits to policy • sources checked for currency 	APRIL 2021	
APRIL 2020	Major restructure of policy introduction amended additional points added to content additional content areas further sources added	APRIL 2021	
APRIL 2019	Anti-bias policy deleted from 'related policies' Additional needs policy and Gender equity policy added to 'related policies' Additional information added to points. Duplicated information deleted. Irrelevant information deleted. Sources checked for currency.	APRIL 2019	
APRIL 2018	Minor terminology and grammatical adjustments made to further support understanding and implementation Included the list of related policies	APRIL 2019	
APRIL 2017	Updated the National Quality Standard references to comply with revised standard.	APRIL 2018	

Item 4.7 Gender Equity Policy

EXECUTIVE SUMMARY

Council to review and adopt the Gender Equity Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Gender Equity Policy with changes.

Budget & Resource Implications

Nil

Background

Council to review and adopt the Gender Equity Policy with changes.

Consultation (Internal/External)

Nil

Attachments

Attachment K - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

GENDER EQUITY POLICY

In order to create an environment that supports, reflects and promotes gender equitable and inclusive behaviours and practices, it is crucial for our Out of School Hours Service to examine our value and belief systems. We are committed to promoting confidence and self-esteem in all children and acknowledge the uniqueness and potential of each child.

NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
5.2	Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.
5.2.1	Collaborative learning	Children are supported to collaborate, learn from and help each other.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
155	Interactions with children
156	Relationships in groups
168	Education and care service must have policies and procedures
170	Policies and procedures are to be followed

LEGISLATION AND FRAMEWORKS
Australian Human Rights Commission (2013) Disability Discrimination Act 1992 Early Childhood Australia Code of Ethics 2006 My Time Our Place- Framework for School Age Care in Australia. V2.0 2022 Equal Opportunity Act 2010 Privacy Act 1988 Sex Discrimination Act 1984 United Nations Convention on the Rights of the Child (1989)

RELATED POLICIES

Anti-Bias and Inclusion Policy	Educational Program Policy
Additional Needs Policy	Interaction with Children, Family and Staff Policy
Child Safe Environment Policy	Privacy and Confidentiality Policy
Code of Conduct Policy	Respect for Children Policy

PURPOSE

To ensure children are treated with respect and equality, our OSHC Service affirms the right for all children to have access to and participation in, the same experiences and activities irrespective of gender. To ensure that positive attitudes towards gender equity are encouraged and supported within our Service and community. Children will be encouraged to develop a sense of pride and self-worth, as they develop respect for each other’s rights and responsibilities.

SCOPE

This policy applies to children, families, educators, staff, management, approved provider, nominated supervisor and visitors of the OSHC Service.

IMPLEMENTATION

Educators who work with school aged children are in a unique position to influence their development and create environments that encourage equal and respectful relationships. Gender plays a significant role in the lives of children as it defines masculinity and femininity. These are socially constructed roles, behaviours, activities and attributes that society considers ‘appropriate’ for a person based on their sex. Breaking down gender stereotypes from a young age, helps stop the negative consequences of inequality and discrimination. Educators working with children need to observe the implication of gender in children’s choice of friends, activities, language, interactions, group dynamics and behaviour. These observations can lead to valuable insight into children’s understandings about gender and assist educators to promote challenges to gender stereotypes and embrace diversity.

The *Anti-Bias Approach in Early Childhood* suggests the following principles as a basis to challenge sexism and promote anti-bias behaviour:

- be prepared to challenge sexist attitudes and behaviours
- ensure that you protect the child or adult who has been treated unfairly
- explain what you think is unfair about their attitudes and behaviours and if appropriate, model anti-sexist attitudes and behaviours
- correct any incorrect and sexist assumptions a child has about gender

- plan a strategy for how to deal with a similar situation in the future.

Red Ruby Scarlet (Ed.). 2018

THE APPROVED PROVIDER/MANAGEMENT/ NOMINATED SUPERVISOR WILL:

- provide families with information about the importance of a gender equity approach in achieving positive outcomes for all children
- provide information about the OSHC Service's gender equity work
- provide a positive, inclusive, respectful and safe environment for LGBTIQ+ parented families
- ensure all staff have access to professional development activities- promote inclusivity and representing all families in the community including LGBTIQ+ families
- ensure all staff have access to professional development activities
- engage staff in reflective practice about their own biases about gender
- foster an inclusive and gender equitable environment that focuses on acceptance and celebrates diversity
- promote a positive understanding of gender equity
- ensure educators and staff are aware of the service's expectations regarding positive, respectful and appropriate behaviour when working with children and families
- ensure that any behaviour or circumstances that may constitute discrimination or prejudice are dealt with in an appropriate manner

NOMINATED SUPERVISOR, RESPONSIBLE PERSON AND EDUCATORS WILL:

- be mindful and respectful of how activities and experiences provided may impact on the expectations, interests, and behaviours of all genders
- be mindful of the language used when addressing children be inclusive and respectful when referring to LGBTIQ+ families
- provide a stimulating learning environment in which boys and girls are equally encouraged to explore a full range of experiences and emotions that aren't constricted by gender
- encourage children to express emotions and display affection and empathy
- act as advocates of children in dealing with other adults who act in a bias manner against a child due to their gender
- discourage the identification of particular skills, behaviours, and/or feelings as 'boys' and 'girls'
- encourage children to look upon both sexes as equal
- support the gender equity policy review by focusing on how children construct gender, and the effects of gender in curriculum, teaching and learning

- be responsive and ensure their actions are relevant to the specific and changing gender dynamics that emerge from the different ways in which different children interpret gender
- monitor language, attitudes, and assumptions with regard to gender and anti-bias of themselves, other educators, and children
- give positive messages about gender equity through their actions and words and avoid giving messages that promote traditional gender roles and gender bias
- critically reflect on their practices and environment and model a positive attitude towards gender equality
- encourage and support all children to participate in the full range of experiences and activities
- regularly review resources, equipment, materials, and images used with children to make sure they include gender diversity, non-stereotypical images, and non-traditional family lifestyles such as single or same sex parents
- encourage children to explore their own gender identities and the impact of gender relations in their play
- regularly review the book collection to ensure a range of different stories and experiences are depicted beyond stereotypical narratives.

DEFINITIONS

Gender refers to the socially learnt roles, behaviours, activities and attributes that any given society considers appropriate for men and women. Gender defines masculinity and femininity. Gender equity is the process of being fair to women and men.

Gender equity acknowledges that women and men have different access to resources, power, responsibilities and life experiences and different strategies are often necessary to address disadvantages and achieve equal outcomes of women and men, boys and girls.

Gender equality is the outcome reached through gender equity. It is the equal valuing by the society of the similarities and differences between women and men, and the varying roles that they play.

Gender inequality is the unequal distribution of power, resources, opportunity, and value afforded to men and women in society due to prevailing gendered norms and structures. Gender roles are the functions and responsibilities expected to be fulfilled by women and men, girls and boys in a given society.

Gendered norms consist of a set of dominant beliefs and rules of conduct, which are determined by a society or social group in relation to the types of roles, interests, behaviours and contributions expected from boys and girls, men and women.

Inclusion involves taking into account all children and young people’s social, cultural and linguistic diversity (including learning styles, capabilities, disabilities, gender, family circumstances and geographic location) in program decision-making processes. The intent is to ensure that all children and young people’s experiences are recognised and valued. The intent is also to ensure that all children and young people have equitable access to resources and participation, and opportunities to demonstrate their learning and to value difference.

Sex refers to biological and physiological differences between females and males.

Stereotype refers to a widely held but fixed and oversimplified image or idea of a particular type of person or thing.

Sexism refers to gender discrimination. It is prejudice or discrimination based on a person’s sex or gender.

Violence against women is defined as ‘any act of gender-based violence that causes or could cause physical, sexual or psychological harm or suffering to women, including threats of harm or coercion, in public or in private life’ (Council of Australian Governments, 2011; United Nations General Assembly, 1993).

Sourced from Our Watch (2015) in Creating Gender Equity in the Early Years: A Resource for Local Government and MTOP (V2.02) (2022).

CONTINUOUS IMPROVEMENT/REFLECTION

The *Gender Equity Policy* will be reviewed on an annual basis in conjunction with children, families, educators, staff and management.

SOURCE

Australian Human Rights Commission (2015) *Supporting young children’s rights* Statement of Intent (2105-2018)

Australian Human Rights Commission and Early Childhood Australia (ECA)

Australian Government Department of Education. (2022). [My Time, Our Place- Framework for School Age Care in Australia.V2.0](#)

Darebin City Council *Creating Gender Equity in the Early Years: A resource for Local Government*

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended **2020 2023**).

Red Ruby Scarlet (Ed). (2001). *The anti-bias approach in early childhood* (3rd Ed.). Australia

Revised National Quality Standard. (2018).

[Western Australian Education and Care Services National Regulations](#)

Women’s Health East (2017). *No Limitations. Breaking down gender stereotypes in the early years. A resource guide for early years educators.* <https://whe.org.au/what-we-do/gender-equity-for-health-outcomes/no-limitations-gender-stereotypes-early-years/>

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	April 2023
POLICY REVIEWED	APRIL 2023	NEXT REVIEW DATE	APRIL 2024
VERSION NUMBER	V5.4.23		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • Disability Discrimination Act added to legislation • Inclusion definition added from MTOP • additional references related to inclusion and respect for LGBTIQ+ families • MTOP references amended to V2.0 • continuous improvement/reflection section added • link Western Australian Education and Care Services National Regulations added in ‘Sources’ 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
APRIL 2022	<ul style="list-style-type: none"> • policy maintenance - no major changes to policy • minor formatting edits within text • hyperlinks checked and repaired as required 	APRIL 2023	
APRIL 2021	<ul style="list-style-type: none"> • Minor edits • sources checked for currency 	APRIL 2022	
APRIL 2020	Additions to purpose, implementation and management responsibilities based on current research Related legislation added Definitions added Additional sources added to ensure currency	APRIL 2021	
APRIL 2019	New policy created for OSHC	APRIL 2020	

Item 4.8 Family Communication Policy

EXECUTIVE SUMMARY

Council to review and adopt the Family Communication Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Family Communication Policy with changes.

Budget & Resource Implications

Nil

Background

Council to review and adopt the Family Communication Policy with changes.

Consultation (Internal/External)

Nil

Attachments

Attachment L - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

FAMILY COMMUNICATION POLICY

Family participation is an important part of making the OSHC Service a true part of the community. We believe in creating an environment that is welcoming and inclusive and supports a sense of belonging for children, families, and educators.

Partnerships are based on the foundations of respecting each other’s perspectives, expectations and values, and building on the strength of each other’ knowledge and skills. Educators recognise the diversity of children and young people with whom they work and the importance of connecting with families, community members and other professionals, including teachers in schools to support children and young people’s wellbeing, learning and development.

MTOP. V2.0, 2022. p.14

Partnerships are based on effective communication which builds the foundations of understanding about each other’s expectations and attitudes, and build on the strength of each other’s knowledge’.

(My Time Our Place p: 11)

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child’s learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children’s inclusion, learning and wellbeing.
6.2.1	Transitions	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.
6.2.2	Access and participation	Effective partnerships support children’s access, inclusion and participation in the program.

6.2.3	Community and engagement	The service builds relationships and engages with its community.
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EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
111	Administrative space
157	Access for parents
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care Service must have policies and procedures
172	Notification of change to policies or procedures
181	Confidentiality of records kept by approved provider

RELATED POLICIES

Anti-Bias and Inclusion Policy Dealing with Complaints Policy Educational Program Policy Incident Injury Trauma and Illness Policy	Interactions with Children, Family and Staff Policy Open Door Policy Privacy and Confidentiality Policy Sick Children Policy
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PURPOSE

We encourage family participation and open communication within our OSHC Service. Families are invited to attend parent information meetings and assist with projects in keeping with our open-door policy.

We aim to ensure open communication through the enrolment and orientation process, policy and statement of philosophy review, feedback forms, Family Committee, daily program, documentation, formal and informal meetings, emails, and conversations.

SCOPE

This policy applies to children, families, educators, staff, approved provider, nominated supervisor, management, and visitors of the Out of School Hours Service.

IMPLEMENTATION

We acknowledge the primary influence that families have in their children's lives and understand that effective relationships between educators and families are fundamental to achieve quality outcomes for children. Community partnerships that focus on active communication, consultation, and collaboration also contribute to children's learning and wellbeing. Positive relationships with families help to build collaborative partnerships, as together we share a common objective and responsibility for reaching quality outcomes and goals for children.

We will provide regular information about the OSHC Service and ongoing opportunities for families to contribute in our curriculum. All staff will communicate with families in a positive and supportive manner that encourages respectful and trusting relationships.

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ MANAGEMENT WILL ENSURE:

- all families are welcomed and respected at our OSHC Service
- information communicated with families is reliable and accurate, especially if it involves the health and safety of children, employees and visitors to the OSHC Service
- inform families about the processes for providing feedback and making complaints- including any complaints about the handling of CCS [see-Dealing with Complaints Policy (*Families*)]
- families are aware of our open-door policy, unless such entry would pose a risk to the safety of children/educators or breach court orders regarding access to children
- families are provided with a *Family Handbook* during the enrolment and orientation process
- educators provide information to families regarding the content and operation of the educational program in relation to their child, and that a copy of the educational program is available for viewing at the education and care service
- families have access to their child's developmental records describing their child's progress and identifying their strengths, skills and understandings
- families are notified of any incident, injury, trauma, or illness that affects their child whilst under the care of the OSHC Service either immediately after the incident or when they collect their child, depending on the severity of the incident. Notification must be made within 24 hours of the occurrence.

- respect, confidentiality and sensitivity are key elements of effective communication with families
- processes are in place to communicate with families for whom literacy is an issue, or for whom English is not a first language
- fact sheets and brochures are printed in required languages and are readily available for families to access
- an interpreter service is available to ensure communication with parents and families not hindered due to language barriers
- the OSHC Service has an administrative space that is adequate for the purpose of consulting with parents and for conducting private conversations and meetings
- families are notified of changes to OSHC Service policies at least 14 days before making changes to a policy or procedure that may have a significant impact on
 - the OSHC service's provision of education and care to any child enrolled in the service or
 - the family's ability to utilise the service
 - changes to the way fees are charged and collected
- families are notified of any changes to the National Regulations
- the current Education and Care Services National Regulations are available for parents to access
- the enrolment and orientation process provides families with information about the statement of philosophy, policies, and practices of the OSHC Service.

THE NOMINATED SUPERVISOR AND EDUCATORS WILL:

- develop collaborative partnerships with families that involve respectful communication about all aspects of a child's learning
- be available for families on arrival and pick up to communicate about their child's experiences through informal discussions
- share insights and perspectives about each child and young person (MTOPI)
- acknowledge the diversity of families and their aspirations for their children and young people (MTOPI)
- engage in shared decision-making to support each child and young person's wellbeing, learning and development (MTOPI)
- encourage families to be involved in the curriculum, providing feedback, visiting the Service, bringing in items from the home environment, and giving feedback on children's emerging interests
- encourage ongoing open and direct two-way communication with families to develop trust and a collaborative relationship

- create a welcoming and safe environment where children and young people and families are respected regardless of background, ethnicity, languages spoken, religion, family makeup or gender (MTOPI)
- build partnerships with families and others to keep children and young people safe and families aware of e-safety information
- encourage families to contribute to the continuous quality improvement progression within the OSHC Service through their involvement in the self-assessment and QIP review
- provide families with a range of communication methods which may include use of online platforms, emails, verbal communication, newsletters, Family Involvement Wall, sign-in sheets, Notice Board and notes sent home
- use a communication book with families as required (for example, behaviour guidance and inclusion support plans).

FAMILIES WILL:

- provide accurate information during the enrolment process about their child including related medical and health information
- notify educators when any information changes-(Medical Management Plans, Court orders-parental orders, authorised nominee)
- participate in informal and formal interactions with educators to discuss their child's learning goals
- be encouraged to contribute to the learning program and share their culture, language and beliefs with others in the OSHC Service
- be invited to contribute to the quality improvement process within the OSHC Service
- be encouraged to attend children's excursions to help meet required ratios and to support their children's knowledge of and engagement in their community
- be invited to assist with working bees held at the OSHC service
- be invited to events held periodically to help family's network and develop friendships in the local community
- be invited to review the OSHC Service policies and routines.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Family Communication Policy* will be reviewed on an annual basis in conjunction with children, families, educators, staff and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Complaints Grievance Form	Family Goals Template
Family Conduct Guidelines	Family Handbook
Family Committee Meeting Announcement	General Satisfaction Survey

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 Australian Government Department of Education. (2022). [My Time, Our Place- Framework for School Age Care in Australia.V2.0](#)
 Early Childhood Australia Code of Ethics. (2016).
[Education and Care Services National Regulations](#). (2011).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Framework (2017). (Amended ~~2020~~ 2023).
 Raising Children Network Australia. (2006-2019). *Effective communication with parents: professionals*
<https://raisingchildren.net.au/for-professionals/working-with-parents/communicating-with-parents/communication-with-parents>
 Revised National Quality Standard. (2018).
[Western Australian Education and Care Services National Regulations](#)
 Yorganop Indigenous Professional Support Unit *A Welcoming Yarn Engaging with Aboriginal and Torres Strait Islander Children and their Families in Education and Care Settings*. (2017). <https://childaustralia.org.au/wp-content/uploads/2017/02/A-Welcoming-Yarn-2016-Final.pdf>

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordaintor	April 2023
POLICY REVIEWED	APRIL 2023	NEXT REVIEW DATE	APRIL 2024
VERSION NUMBER	V7.4.23		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • minor formatting edits within text • additional information added from V2.0 MTOP • reference to MTOP (V2.0) updated • hyperlinks checked and repaired as required • Continuous Improvement/Reflection section added • Childcare Centre Desktop Resources section added • link to Western Australian Education and Care Services National Regulations added in ‘Sources’ 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
APRIL 2022	<ul style="list-style-type: none"> • policy maintenance – change of policy name in related policies- <i>Dealing with Complaints</i> • minor formatting edits within text • hyperlinks checked and repaired as required 	APRIL 2023	

FEBRUARY 2021	policy reviewed and minor edits sources checked for currency	APRIL 2022
APRIL 2020	National regulations added additional related policies included further content added to points inclusion of culturally and linguistically diverse families further sources added	APRIL 2021
APRIL 2019	Points added Sources checked for currency Sources/references corrected, updated, and alphabetised	APRIL 2020
APRIL 2018	Minor terminology and grammatical adjustments made to further support understanding and implementation Included the list of related policies	APRIL 2019
DECEMBER 2017	Updated the references to comply with the revised National Quality Standard	APRIL 2018

Item 4.9 Dealing with Complaints Policy

EXECUTIVE SUMMARY

Council to review and adopt the Dealing with Complaints Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Dealing with Complaints Policy with changes.

Budget & Resource Implications

Nil

Background

Council to review and adopt the Dealing with Complaints Policy with changes.

Consultation (Internal/External)

Nil

Attachments

Attachment M - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

DEALING WITH COMPLAINTS POLICY

Feedback from families, educators, staff and the wider community is fundamental in creating an evolving Out of School Hours (OSHC) Service working towards the highest standard of care and education.

It is foreseeable that feedback will include divergent views, which may result in complaints. This Policy details our OSHC Service's procedures for receiving and managing informal and formal complaints.

Families, parents, visitors, students and members of the community can lodge a grievance or complaint with management in the understanding that it will be managed conscientiously and confidentially.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.2.1	Continuous Improvement	There is an effective self-assessment and quality improvement process in place.

LEGISLATIVE REQUIREMENTS/EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
Sec. 172	Offence to fail to display prescribed information
Sec.174	Offence to fail to notify certain information to Regulatory Authority
12	Meaning of serious incident
168(2)(o)	Education and care service must have policies and procedures... for dealing with complaints
170	Policies and procedures must be followed

171	Policies and procedures to be kept available
173(2)(b)	Requires an approved provider to make the name and telephone number of the person to whom complaints may be addressed clearly visible at the service
176	Time to notify certain information to Regulatory Authority
183	Storage of records and other documents

RELATED LEGISLATION

Child Care Subsidy Secretary’s Rules 2017	Family Law Act 1975
A New Tax System (Family Assistance) Act 1999	Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook

RELATED POLICIES

CCS Governance Policy	Governance Policy
Child Protection Policy	Interactions with Children, Family and Staff Policy
Child Safe Environment Policy	Payment of Fees Policy
Code of Conduct Policy	Privacy and Confidentiality Policy
Dealing with Complaints Policy (Staff)	Record Keeping and Retention Policy
Dealing with Complaints Policy (General)	Respect for Children Policy
Enrolment Policy	Responsible Person Policy
Family Communication Policy	Student and Volunteer Workers Policy

PURPOSE

The *Education and Care Services National Regulations* requires approved providers to ensure their services have policies and procedures in place for dealing with complaints (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

We aim to investigate all complaints and grievances with a high standard of equity and fairness. We will ensure that all persons making a complaint are guided by the following policy values:

- procedural fairness and natural justice
- code of ethics and conduct
- culture free from discrimination and harassment
- transparent policies and procedures
- opportunities for further investigation
- adhering to our Service philosophy

PROCEDURAL FAIRNESS AND NATURAL JUSTICE

Our OSHC Service believes in procedural fairness and natural justice that govern the strategies and practices, which include:

- The right to be heard fairly
- The right to an unbiased decision made by an objective decision maker
- The right to have the decision based on relevant evidence.

SCOPE

This policy applies to management, the approved provider, nominated supervisor, students, staff, families, visitors (including contractors) and children of the OSHC Service.

IMPLEMENTATION

Grievances and complaints can transpire in any workplace. Handling them appropriately is imperative for sustaining a safe, healthy, harmonious and productive work environment. *Our Dealing with Complaints Policy* ensures that all persons are presented with procedures that:

- value the opportunity to be heard
- promote conflict resolution
- encourage the development of harmonious partnerships
- ensure that conflicts and grievances are mediated fairly
- are transparent and equitable.

DEFINITIONS

Complaint: Expression of dissatisfaction made to or about an organisation related to its products, services, staff or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required. [AS/NZS 10002:2014 Complaint Management Standard]

Complaints and Grievances Management Register: Records information about complaints and grievances received at the OSHC Service, along with the outcomes. This register includes documents that must be securely stored, accessible only to educators and Regulatory Authority. They can provide valuable information to the Approved Provider and Nominated Supervisor of the Service to ensure children and family's needs are being met.

Grievance: A grievance is a formal statement of complaint that cannot be addressed immediately and involves matters of a more serious nature. A *workplace grievance* is a complaint raised towards an

employer by an employee due to a violation of legalities (workplace policies, employment contract, national standards).

Mediator: A person who attempts to assist and support people involved in a conflict come to an agreement.

Mediation: An attempt to bring about a peaceful settlement or compromise between disputants through the objective intervention of a neutral party.

Notifiable complaint: A complaint that alleges a breach of the *Education and Care Services National Law and Regulations*, National Quality Standard or alleges that the health, safety or wellbeing of a child at the Service may have been compromised. Any complaint of this nature must be reported by the Approved Provider or Nominated Supervisor to the Department of Early Childhood Education and Care within 24 hours of the complaint being made – (Section 174[2] [b], Regulation 176[2][b]).

If the Approved Provider/Nominated Supervisor is unsure whether the matter is a notifiable complaint, it is good practice to contact the Regulatory Authority for confirmation. Written reports must include:

- details of the event or incident
- the name of the person who initially made the complaint
- if appropriate, the name of the child concerned and the condition of the child, including a medical or incident report (where relevant)
- contact details of a nominated member of the *Grievances Subcommittee* (or Nominated Supervisor)
- any other relevant information.

Written notification of complaints must be submitted using the appropriate forms, which can be found on the ACECQA website: www.acecqa.gov.au and logged using NQA ITS (National Quality Agenda IT System).

Serious Incident: An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the Service in contravention of the Regulations or is mistakenly locked in/out of the Service premises (Regulation 12).

A serious incident should be documented in an *Incident, Injury, Trauma and Illness Record* as soon as possible and within 24 hours of the incident. The Regulatory Authority must be notified within 24 hours of a serious incident occurring at the Service (Regulation 176(2)(a)). These records are required to be retained for the periods specified in Regulation 183. The Approved Provider will notify the regulatory authority of any incident where there is a reasonable belief that physical and/or sexual abuse of a child has occurred or is occurring at the service, or any allegation that sexual or physical abuse of a child has occurred or is occurring at the service.

PRIVACY AND CONFIDENTIALITY

Management and educators will adhere to our *Privacy and Confidentiality Policy* when dealing with grievances. However, if a grievance involves a staff member or child protection issues, a relevant government agency will need to be informed. (see: Reportable Conduct Scheme in our *Child Protection Policy*). [Responding to incidents, disclosures and suspicions of child abuse or harm NSW](#)

CONFLICT OF INTEREST

It is important for the complainant to feel confident in:

- being heard fairly
- an unbiased decision-making process

Should a conflict of interest arise during a grievance or complaint that involves the Approved Provider or Nominated Supervisor, other Management will be nominated as an alternative mediator.

Our OSHC Service may also engage the resources of an Independent Conflict Resolution Service to assist with the mediation of a dispute. We will ensure that throughout the conflict resolution process the Services Code of Conduct is be adhered to.

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/RESPONSIBLE PERSON WILL:

- ensure the name and telephone number of the person to whom complaints can be made is clearly visible at the service
- ensure information about our *Dealing with Complaints Policy* is easily accessible to all families, [visitors and volunteers](#)
- treat all grievances and complaints seriously and as a priority
- ensure grievances and complaints remain confidential
- ensure grievances and complaints reflect procedural fairness and natural justice
- discuss the issue with the complainant within 24 hours of receiving the verbal or written complaint

- investigate and document the grievance or complaint fairly and impartially
- provide details of an outcome following an investigation if required.

The investigation will consist of:

- reviewing the circumstances and facts of the complaint (or breach) and inviting all affected parties to provide information where appropriate and pertinent.
 - discussing the nature of the complaint (or breach) and giving the accused educator, staff member, volunteer or visitor an opportunity to respond.
 - permitting the accused person to have a support person present during the consultation (for example: Union Representative or family member; however, this does not include a lawyer acting in a professional capacity).
 - providing the employee with a clear written statement outlining the outcome of the investigation.
- advise the complainant and all affected parties of the outcome within 7 working days of receiving the verbal or written complaint.
 - management will provide a written response outlining the outcome and provide a copy to all parties involved
 - if a written agreement about the resolution of the complaint is prepared, all parties will ensure the outcomes accurately reflect the resolution.
 - should management decide not to proceed with the investigation after initial enquiries, a written notification outlining the reasoning will be provided to the complainant
 - keep appropriate records of the investigation and outcome and store these records in accordance with our *Privacy and Confidentiality Policy* and *Record Keeping and Retention Policy*
 - monitor ongoing behaviour and provide support as required
 - ensure the parties are protected from victimisation and bullying
 - request feedback on the grievance or complaint process using a feedback form
 - track complaints to identify recurring issues within the Service
 - notify the Regulatory Authority within 24 hours if a complaint alleges the safety, health or wellbeing of a child is being compromised. Notification must include any incident where there is a reasonable belief that physical and/or sexual abuse of a child has occurred or is occurring at the service or any allegation that sexual or physical abuse of a child has occurred or is occurring at the service.

EDUCATORS WILL:

- listen to the family's view of what has happened
- clarify and confirm the grievance or complaint, documenting all the facts prior to the investigation

- encourage and support the family to seek a balanced understanding of the issue
- discuss possible resolutions available to the family. These would include external support options.
- encourage and assist the family to determine a preferred way of solving the issue
- record the meeting, confirming the details with the family at the end of the meeting
- maintain confidentiality at all times
- refer families (as necessary) to Service policies that may assist in resolving the grievance or complaint.

If the grievance cannot be resolved, it is to be referred to the Nominated Supervisor who will investigate further:

- if appropriate, collect relevant written evidence. This evidence will be treated in strict confidence and will be held in a secure place
- involve the Approved Provider or Coordinator in the conflict resolution as required
- should it be necessary to interview relevant people concerning the grievance, their involvement should be kept to the minimum necessary to establish the facts
- third parties providing evidence must also be made aware that the matter is to be kept confidential.

Should the grievance or complaint be lodged against another person(s), these persons will be interviewed separately and impartially. Individuals must be given the opportunity to respond fully to the allegations and may have another person present, as a support person, if they wish. If after investigation, it is concluded that the grievance is substantiated:

- both parties will be told of the decision and the reason for it
- immediate and appropriate steps will be taken to prevent the grievance from recurring
- if after investigation, it is concluded that the grievance is not substantiated both parties will be notified of the decision and the reason
- the family will be informed that if they are not satisfied with any decision relating to the grievance procedure that they should consult with an external body for further advice such as the Regulatory Authority
- if the grievance or complaint is of a serious nature, or there is a reasonable belief the complaint is any allegation of sexual or physical abuse the Nominated Supervisor is responsible to inform the Regulatory Authority.

FAMILIES WILL:

- be informed of our duty of care to ensure that all persons are provided with a high level of equity and fairness in relation to the management of complaints. The complaints procedure for families ensures

a fair opportunity for all stakeholders to be heard and promotes effective conflict resolution within our Service

- attempt to discuss their grievances/complaints with the relevant educator associated with a particular child and/or family as the first step to resolving the issue
- communicate any concerns they may have in writing addressed to the Approved Provider or Nominated Supervisor [see: Complaints/Grievance Form]
- raise any unresolved concerns with the Approved Provider or Nominated Supervisor
- maintain confidentiality at all times.

COMPLAINTS RELATING TO THE ADMINISTRATION OF CHILD CARE SUBSIDY

Families who wish to raise concerns regarding the management of Child Care Subsidy should speak with the Nominated Supervisor in the first instance. The Nominated Supervisor will follow the steps as outlined in this policy, including advising the Approved Provider of all grievances.

Families can raise concerns regarding management of the Child Care Subsidy to the dedicated Child Care Tip-Off Line either via phone or email:

Phone: 1800 664 231

Email: tipoffline@education.gov.au

CONTINUOUS IMPROVEMENT/EVALUATION

Complaints provide our OSHC Service with opportunities for learning and improvement. We encourage regular and ongoing feedback from staff, children and families and the community. Our Service is committed to resolving complaints through prompt investigation, open communication, and transparent processes. **Our *Dealing with Complaints Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.**

To ensure complaints and grievances are handled appropriately, the **Approved Provider/** Nominated Supervisor will:

- evaluate each individual complaint and grievance as recorded in the *Complaints and Grievance Management Register* to assess that a satisfactory resolution that has been achieved
- review complaints and grievances as recorded in the *Complaints and Grievance Management Register* to ensure a pattern of similar grievances is not occurring
- review the effectiveness of the OSHC Service policy and procedures to ensure all complaints and grievances have been handled fairly and professionally
- consider feedback from staff, educators and families regarding the policy and procedure.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Complaints / Grievance Procedure Compliant / Grievance Investigation Guide and Form Complaints Grievance Form	Complaints / Grievance Management Form Complaints / Grievance Register
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SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 ACECQA-[Using Complaints to support continuous improvement](#). (2018).
 Australian Government Department of Education. *Child Care Provider Handbook (2022)*
<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>
 Australian Human Rights Commission: <https://www.humanrights.gov.au>
 Commonwealth Ombudsman. (2009). [Better practice guide to complaint handling](#)
 Education and Care Services National Law Act 2010. (Amended 2018).
[Education and Care Services National Regulations](#). (2011).
 Fair Work Australia: <https://www.fairwork.gov.au/>
 Guide to the National Quality Framework. (2017). (Amended **2023**).
 Queensland Government- Guide for effective complaints management
<https://earlychildhood.qld.gov.au/legislationAndGuidelines/Documents/effective-complaints-management-guide.pdf>
 Revised National Quality Standard. (2018).
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	April 2023
POLICY REVIEWED	APRIL 2023	NEXT REVIEW DATE	AUGUST 2023
VERSION	V8.04.23		
MODIFICATIONS	<ul style="list-style-type: none"> merged Dealing with Complaints Policy (General) with Dealing with Complaints Policy (Family) for ease of management of policies sources checked 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
AUGUST/SEPTEMBER 2022	<ul style="list-style-type: none"> policy maintenance additional information added to ‘Continuous Improvement/Evaluation’ section link to Western Australian Education and Care Services National Regulations added in ‘Sources’ minor formatting edits within text 		

	<ul style="list-style-type: none"> • hyperlinks checked and repaired as required • links to DESE changed to Department of Education 	
AUGUST 2021	<ul style="list-style-type: none"> • Policy name changed to meet ACECQA guidelines- <i>Dealing with Complaints Policy (Families)</i> • additional related legislation added • definition of 'complaint' amended to align with ACECQA's definition guidelines • notification requirement for physical or sexual abuse added • sources checked for currency and updated where required 	AUGUST 2022
OCTOBER 2020	<ul style="list-style-type: none"> • minor editing • additional related policies • reference to Reportable Conduct Scheme added • link to Regulatory Authority added • additional information regarding CCS tip-off line included 	AUGUST 2021
AUGUST 2019	New policy created for Out of School Hours Care	AUGUST 2020

Item 6. General Business

DATE OF NEXT MEETING

20 June 2023

CONCLUSION

Peter Bennett
Chief Executive Officer