



**RICHMOND SHIRE COUNCIL  
LATE AGENDA  
FOR**

**ORDINARY MEETING  
TUESDAY 20 JUNE 2023  
COMMENCING AT 8:00AM**

**Item 1. Reports for Consideration – Works**

**Item 1.3 Request to Purchase a New Tyre Changing Machine**

**EXECUTIVE SUMMARY**

The Works Department have requested that Council consider purchasing a new tyre changing machine for the Workshop.

**OFFICER'S RECOMMENDATION**

***That Council: approve the request to purchase a new tyre changing machine.***

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**Budget & Resource Implications**

Estimated \$12,000.00.

**Background**

The workshop needs a new tyre fitting machine to continue its operations as

- It would be cost-effective and avoids double handling.
- It's time consuming to drop the plant at the shop, pick it up later, and then go back to dispose of the old tyres.
- Workshop has Standard Operating Procedures (SOP), so there is no safety concern, and all the truck and car tyres the mechanics' change are tubeless and not on split rims.
- The local tyre shop is not a reliable source regarding its opening hours.
- Work Health and Safety Audit indicated that the local tyre shop does not have a certified tyre cage; until they get that, using them as a source of changing plant tyres is not recommended.
- Council spent \$8,000.00 last year on buying a tyre cage for the workshop.
- It is impracticable to store different tyres on fresh rims on hand in preparation for changing a flat tyre the first hand (as storage would be the issue, and then go to the tyre shop twice to drop in and pickup.
- If the tyres are changed in the workshop, the supervisor and crew have time to do further checks, and the tyres coming off from the truck (if they have suitable tread left) can be used in the trailers, passing them to an external source won't help.
- The costs of the tyres are too high compared to the other suppliers (over 12% of the local buy guidelines)

Council is well aware of supporting local businesses and assisting them in keeping running their business; a formal approach was made to the Head office of the local tyre shop and asked them to:

1. Review their prices (a cost comparison of what they are charging and where other suppliers are also shared and explained that we could accommodate up to 12% price difference, and they need to better their pricing) which they assured us they would look into.
2. The types of tyre and their quantities which the Council use frequently, is also shared and requested by the local tyre shop to ensure that they are always on the shelf.
3. Develop a positive relationship where the Council and the tyre shop assist each other while following our procurement protocols.

The plan moving forward is that Council will buy the tyres off the shelf from the local tyre shop but conduct the change and repair works internally.

**Consultation (Internal/External)**

External: Richmond Tyre Centre

**Attachments**

Nil

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Report prepared by **Syed Qadir (Director of Works)**

**Item 1.4 Burleigh Creek Bridge**

**EXECUTIVE SUMMARY**

An update has been received regarding the Burleigh Creek Bridge and a decision is needed to be made by Council for the continuation of the works.

**OFFICER'S RECOMMENDATION**

*That Council: accept the proposal to keep the approaching road sections unsealed.*

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**Budget & Resource Implications**

Following the Director of Works recommendation, there will be no contribution needed from Council.

**Background**

QRA has accepted the extension request lodged by the Contractor, and the project completion date is now extended to September 30, 2023. The project is on track to be completed by mid-August.

Council had to amend the approaching road portion from a sealed section to a dirt road as the QRA would not have paid for the seal of that section; the contractor wanted a variation of \$1,100,000 to seal that section according to the Lower Level Rural Road guidelines and as it wasn't sealed before Council would have to contribute \$1.1M from our budget. It is now decided to have a 280mm deep gravel (2.2mm) road section connecting the bridge, the contractor will pass these costs to QRA directly, and Council doesn't need to contribute anything.

Another thing to note is that if Council decides to seal that section, the contractor won't be able to complete the project by September 30<sup>th</sup>, and QRA might not give him another extension.

**Consultation (Internal/External)**

External: Queensland Reconstruction Authority

**Attachments**

Nil

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Report prepared by **Syed Qadir (Director of Works)**

**Item 1.5 Funding Opportunities with Queensland Reconstruction Authority**

**EXECUTIVE SUMMARY**

Richmond's Local Disaster Management Group (LDMG) has marked the Civic Centre an evacuation site for the Richmond Shire in case of a Natural Disaster. It is noted that all evacuation centres need to have accessible toilets and showers, however the Civic Centre does not meet the standards.

**OFFICER'S RECOMMENDATION**

*That Council: note the report.*

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**Budget & Resource Implications**

\$500,000.00 funding from QRA.

**Background**

We are currently proposing several projects funded through QRA for the shire.

**Capital expenditures to use Civic Centre as an evacuation site.**

Richmond LDMG has marked the Civic Centre as an evacuation site in the case of another major rain event. As it stands, the facility doesn't meet the standards for being classed as an evacuation site. For this to meet the standard, we will have to make the following amendments:

- 6 Female toilets
- 4 male toilets
- 3 urinals
- 1 male disabled toilet
- 1 female disabled toilet
- 2 male showers
- 2 female showers

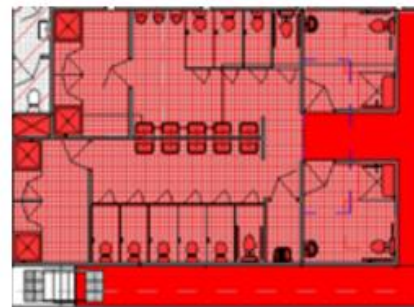
Council is trying to get \$500,000.00 for this project from QRA.

**Proposed plan for an evacuation centre:**

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Proposed amenities block to comply with standards.



Blue line indicates existing infrastructure that would need to be demolished.

**Consultation (Internal/External)**  
Nil

**Attachments**  
Nil

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Report prepared by **Syed Qadir (Director of Works)**

**Item 1.6 Parks and Gardens Proposal for Croydon Road Town Entrance**

**EXECUTIVE SUMMARY**

Parks and Gardens have pruned/removed some Bougainvillea's on Goldring Street as they were becoming a safety hazard for blind spots. It has been asked if the Bougainvillea's that have been removed could be planted at the Croydon Road signage to enhance the entrance.

**OFFICER'S RECOMMENDATION**

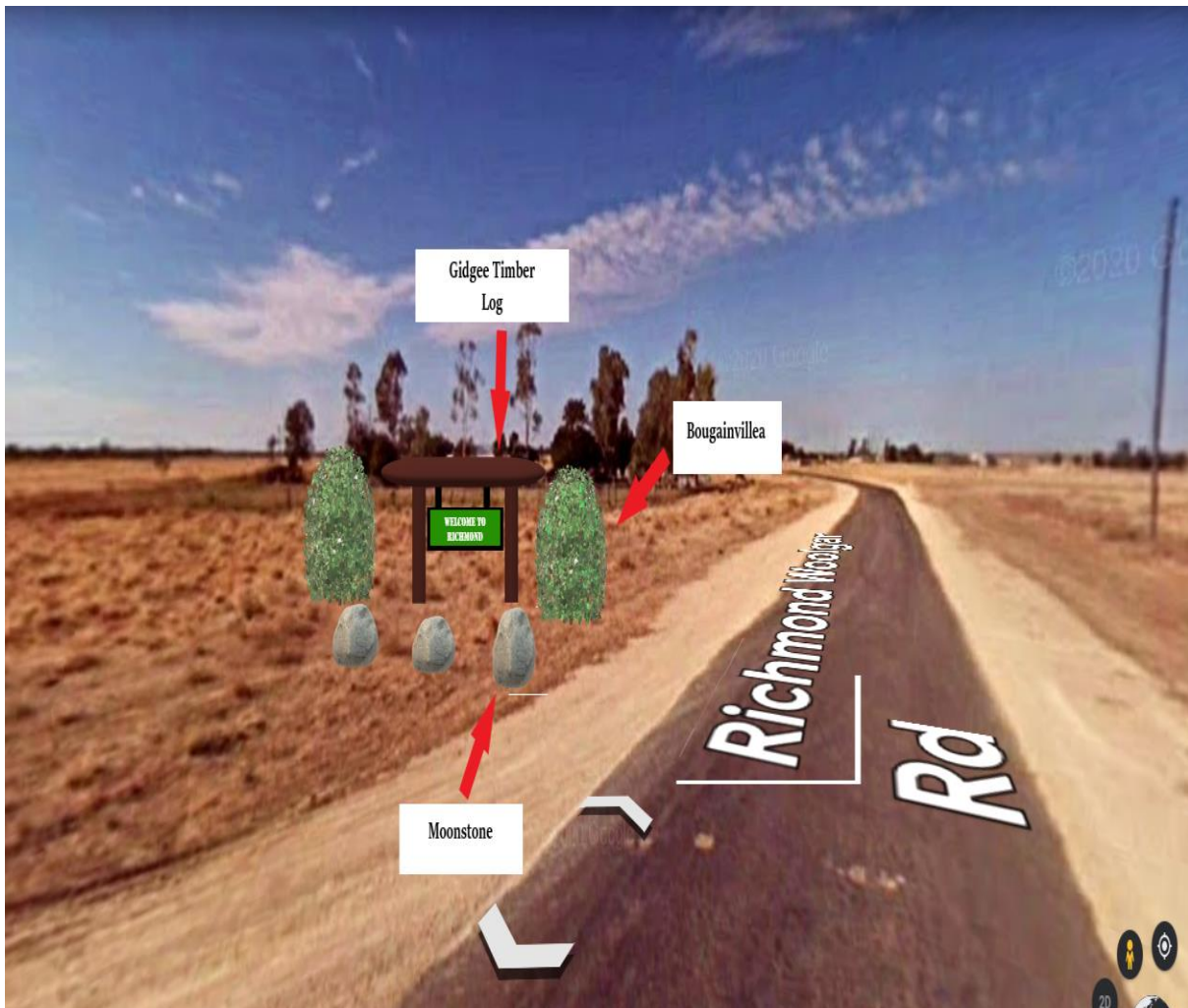
*That Council: provide further instructions.*

**Budget & Resource Implications**

N/A

**Background**

Some of the overgrown Bougainvillea's on Goldring Street can be moved to this site, solving two issues; enhancing the entrance from the Croydon side entrance and addressing a few blind corners on the Goldring street.



**Consultation (Internal/External)**

Internal: Parks and Gardens

**Attachments**

Nil

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Report prepared by **Syed Qadir (Director of Works)**

**Item 1.7 New BMX Track for Richmond Township**

**EXECUTIVE SUMMARY**

Council are upgrading the BMX Track and have attached three new design plans for Council to consider.

**OFFICER'S RECOMMENDATION**

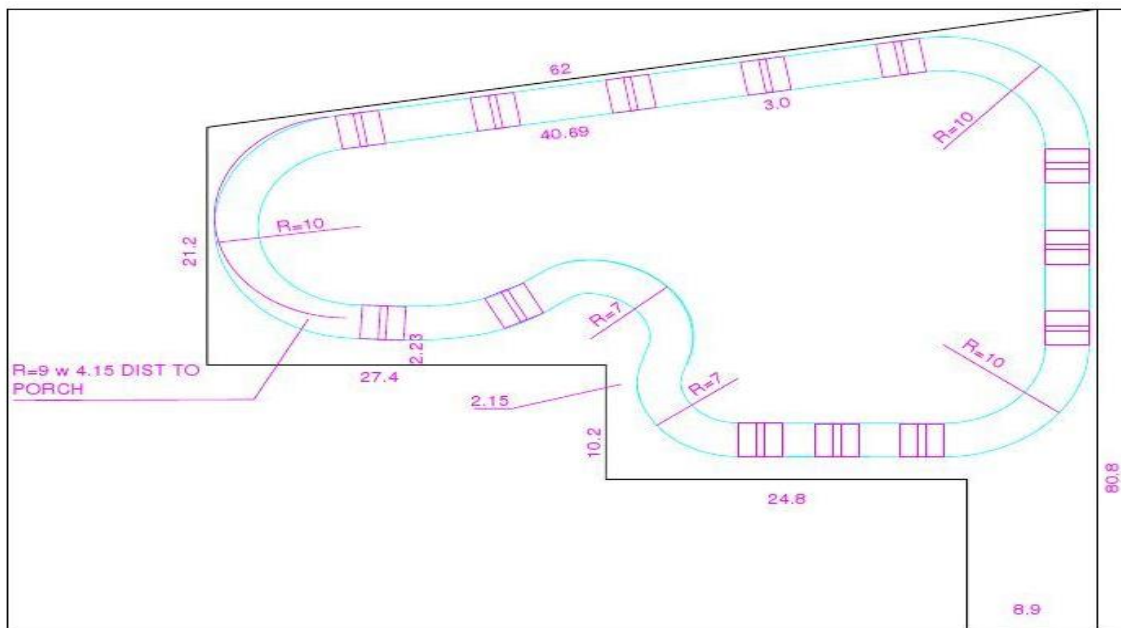
*That Council: select one of the three plans attached to the report.*

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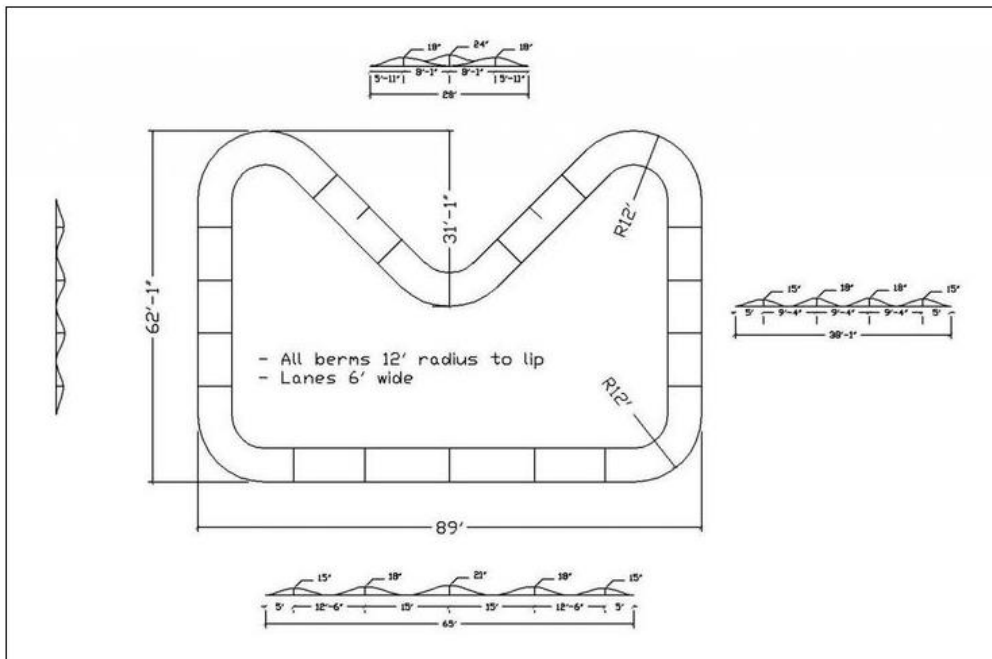
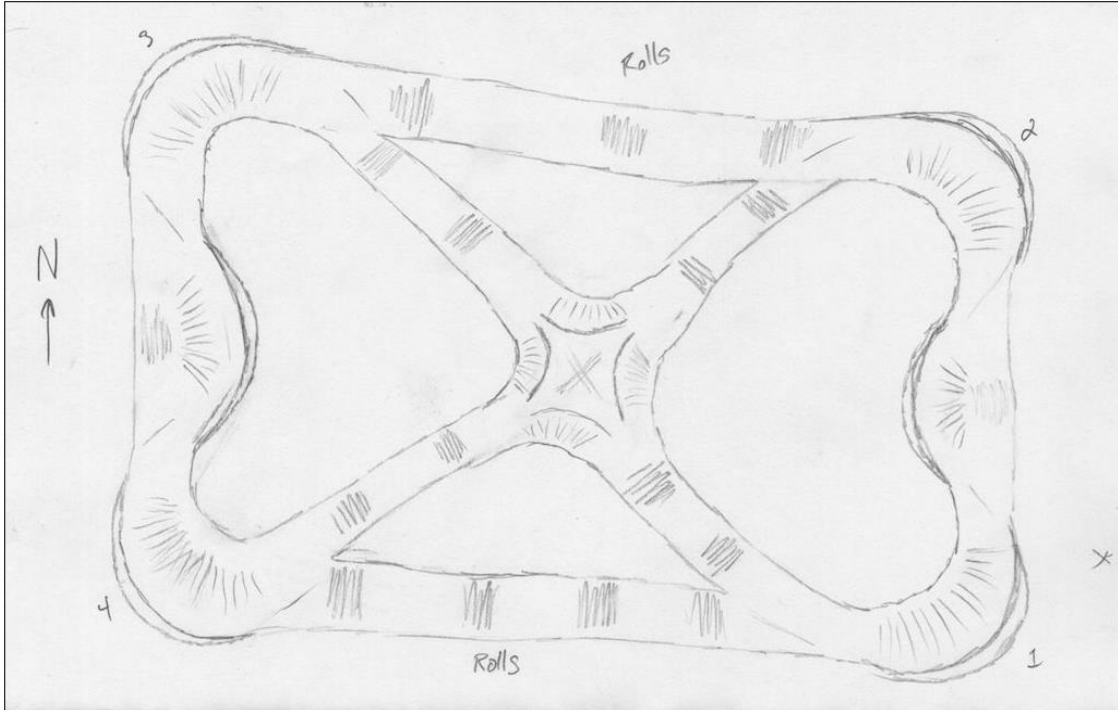
**Budget & Resource Implications**

**Background**

See attached three new design options for the Richmond Township BMX track.



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**Consultation (Internal/External)**

Nil

**Attachments**

Nil

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Report prepared by **Syed Qadir (Director of Works)**



**Item 2. Reports for Consideration – Office of the Chief Executive Officer**

**Item 2.13 Drug and Alcohol Policy and Procedure**

**EXECUTIVE SUMMARY**

Council discussed the Drug and Alcohol Policy at the April Council Meeting and requested more information from the Solicitors as well as attaching the Drug & Alcohol Procedure.

**OFFICER'S RECOMMENDATION**

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

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**Budget & Resource Implications**

N/A

**Background**

Council has been in contact with the Solicitors regarding section 5 of the Policy and their advise was that Council can issue lease without pay if an employee is over 0.00% alcohol limit.

The Drug and Alcohol Procedure has been attached for Council to read in correlation with the Policy.

**Consultation (Internal/External)**

External: Preston Law

Internal: Peter Bennett

**Attachments**

Attachment A - Policy

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Report prepared by **Tiana Grant (Executive Assistant)**



**POLICY TITLE:** DRUG AND ALCOHOL

**POLICY NUMBER:** 039

**INFOXPRT REF:** 89965

**VERSION NUMBER:** Version 2

**DATE OF APPROVAL:** 18 March 2020

**TIME PERIOD OF REVIEW:** Annually

**DATE OF NEXT REVIEW:** December 2023

***This Policy and its associated Procedure supersede the Drug and Alcohol Policy adopted 15 August 2017.***

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## **1. OBJECTIVE**

The purpose of this Policy is to state the responsibilities of Richmond Shire Council ("Council") employees and management for preventing and addressing drug and alcohol misuse in order to provide a healthy, safe and harmonious workplace. Council has zero tolerance for drug use and also expects its employees to present themselves to work with zero alcohol in their system.

## **2. SCOPE**

This Policy applies to all employees, trainees, apprentices, volunteers and work experience students of Richmond Shire Council. It does not form part of any employee's contract of employment. This Policy also applies to other persons performing work at the direction of, in connection with, or on behalf of Council (e.g. contractors, subcontractors, agents, consultants).

## **3. ROLES AND RESPONSIBILITIES**

### **3.1 Employees**

Council expects its employees to have zero drugs or alcohol in their system and as such must not present themselves for work, or remain at work, if:

- they have consumed alcohol or have taken a drug that could affect their ability to work safely; or
- they have taken an alcohol test or a drug test that day and returned a non-negative test result; or
- their ability to work safely is compromised by alcoholic hangover or the effects of a drug.

Employees must:

- not consume any alcohol on Council property unless prior approval is given as outlined in Section 9;
- not store any alcohol on Council property unless prior approval is given as outlined in Section 10;
- comply with this Policy and its associated Procedure;
- advise their supervisor if they are taking either prescription or non-prescription medication which may impact their performance at work, particularly if the employee is expected to operate plant or drive vehicles (as outlined in Section 3 of the Procedure); and
- immediately speak to their supervisor if they have concerns about working with another employee whose ability to work safely appears to be compromised by the influence of drugs or alcohol (or, in the case of concerns about their supervisor, speak to the Manager/Coordinator). Council encourages and it is a legislative requirement for employees to speak up about safety hazards in the workplace. Therefore employees have an obligation to contact their supervisor if they witness or have evidence that an employee is putting their own or another person's safety at risk due to drug or alcohol use.

Employees are also encouraged to access Council's Employee Assistance Program to assist them in coping with work-related and personal issues and concerns, which may include drug and alcohol misuse. Other available programs are also listed in Section 11. Employees are also encouraged to speak to their supervisor if they have concerns or questions about the use of drugs or alcohol and how this may affect them at work.

Employees who are on-call for after-hours incidents and emergencies must:

- not consume alcohol or drugs which could affect their ability to work safely whilst on-call; and
- make alternative arrangements with management if they are unable or unfit to attend a call-out (which will result in the employee losing their payment entitlement for that period).

### **3.1.1 Contractors, Sub Contractors, Agents, Consultants**

As Per item 2, Scope Council expects the employees of contractors, subcontractors, agents, consultants to have zero drugs or alcohol in their system and as such must not present themselves for work, or remain at work, if:

- That they consumed alcohol or have taken a drug that could affect their ability to work safely; or
- They have taken an alcohol test or a drug test that day and returned a non-negative test result; or
- Their ability to work safely is compromised by alcoholic hangover or the effects of a drug.
- Comply with this Policy and its associated Procedure.
- Advise their supervisor if they are taking either prescription or non – prescription medication which may impact their performance at work, particularly if the employee is expected to operate plant or drive vehicles ( as outlined in Section 3 of the Procedure);
- Immediately speak to their supervisor if they have concerns about working with another contractor whose ability to work safely appears to be compromised by the influence of drugs or alcohol (or, in the case of concerns about their supervisor, speak to their Manager/ Coordinator). Council encourages and it is a legislative requirement for contractors to speak up about safety hazards in the workplace. Therefore employees have an obligation to contact their supervisor if the witness or have

evidence that an employee is putting their own or another person's safety at risk due to drug or alcohol use.

### **3.2 Management**

Management is responsible for:

- ensuring that all employees are made aware of this Policy and its associated Procedure, including making the Policy and Procedure and relevant information available to all staff on notice-boards, in work areas etc;
- ensuring prospective employees are made aware of this Policy and its associated Procedure through the recruitment and selection process;
- monitoring and managing the performance of persons working in their area of responsibility;
- ensuring that employees under their supervision or control do not put their own or another person's safety at risk due to the consumption of alcohol or drugs;
- encouraging employees to make use of Council's Employee Assistance Program to assist them in coping with work-related and personal issues and concerns, which may include drug and alcohol misuse; and
- undertaking investigations as appropriate and in a confidential manner, as outlined in the Procedure (including offering employees the option to have a support person present during meetings, and inviting employees to put their case forward in relation to non-negative test results).

### **3.3 Workplace Health and Safety Officer**

The Workplace Health and Safety Officer is responsible for:

- delivering the employee induction that contains information on this Policy and its associated Procedure;
- assisting supervisors with incident investigations;
- providing advice to management, Health and Safety Representatives and employees regarding the misuse of alcohol or drugs; and
- compiling and tabling incident statistics to the Health and Safety Committee.

### **3.4 Human Resources Officer**

The Human Resources Officer is responsible for:

- arranging pre-employment drug and alcohol testing.

## **4. RISKS OF DRUGS, ALCOHOL AND MEDICATION**

Council recognises that if a person consumes alcohol or drugs or uses medication, they may be affected by poor physical coordination, poor judgement and decreased alertness, which increase the workplace health and safety risks for the affected person and others.

To control the risks associated with the use of alcohol and drugs in the workplace, Council will:

- ensure that employees and management are aware of and meet their responsibilities under this Policy;

- test for drug and alcohol use where:
  - an employee shows signs of being affected by a drug or alcohol. This will typically be upon a supervisor being suspicious that the employee is under the influence of drugs or alcohol, and following an interview with the employee (as per Section 7.5 and 7.6 of the Procedure);
  - following a workplace incident or near miss;
  - randomly as described in this Policy and its associated Procedure; and
  - as part of a rehabilitation program after an employee has returned a confirmed non-negative test result;
- act to prevent employees endangering the safety of themselves or others through the misuse of alcohol or drugs;
- ensure prospective new employees undergo an appropriate pre-employment medical assessment, which includes drug and alcohol testing (the medical and testing to occur prior to the induction and the employee commencing work);
- provide information to employees on responsible alcohol and drug use;
- make available and encourage employees to use Council's Employee Assistance Program to assist them in coping with work-related and personal issues and concerns, which may include drug and alcohol misuse;
- liaise with employees as appropriate to control the risks arising from the effects of lawful medication use;
- foster an attitude amongst employees that it is not acceptable to attend or remain at work whilst affected by alcohol or drugs; and
- ensure that details regarding an employee's drug or alcohol problems, associated treatment or rehabilitation, will be kept confidential subject to the provisions of the law.

As another control measure, Council may implement an in-house testing program by training nominated employees to perform testing as outlined above.

## **5. POLICY/PROCEDURE BREACHES**

### **5.1 Alcohol Breaches (0.00% alcohol reading only)**

If an employee is found to have breached this Policy or the associated Procedure, the following may occur:

- a written reprimand or warning;
- issue of leave without pay
- the employee may lose their performance bonus as per the disciplinary procedure and corrective code;
- demotion, including a reduction in remuneration. This may be a reduction in the classification level of the employee's employment and a corresponding change in the employee's duties, or a reduction in the employee's level of remuneration within the classification level of the employee's employment;
- dismissal for multiple breaches.

## 5.2 Drug Breaches

If an employee is found to have breached this Policy or the associated Procedure, the following will occur:

- the employee will be placed on paid time off until the official test results come back from the laboratory;
- if the test comes back as a negative, the employee shall return to work as soon as practical;
- if the test comes back as a non-negative the employee will be dismissed.

## 6. LIABILITY

Council does not accept liability for any damage to any machinery or vehicle, any injury to a person, or damage to any other property caused by an employee's performance of work and/or presence in the workplace while he/she is affected by drugs or alcohol. The employee is responsible for the consequences of their actions.

## 7. TESTING METHODS

Testing methods shall be as follows:

- where there is a suspicion of alcohol use, a breath analysis test using an Australian Standards approved Alcolmeter or alternative (e.g. blood test) in accordance with the testing methods; and/or
- where there is a suspicion of drug use, a saliva or urine test using an Australian Standards approved testing device or alternative (e.g. blood test) in accordance with the testing methods.

Council has an in-house testing program with nominated testers. If a non-negative result is received from an employee during in-house testing, then that employee will be required to visit the medical centre immediately and provide a secondary blood sample for laboratory testing.

## 8. AIRPORT DRUG AND ALCOHOL MANAGEMENT PROGRAM

All employees working in safety sensitive aviation activities (e.g. airside grass slashing, runway line painting, conducting runway inspections) must comply with the *Civil Aviation Safety Regulations 1998*.

The legislation allows Civil Aviation Safety Authority personnel to conduct random testing for drugs and alcohol on any person performing safety sensitive aviation activities at certified aerodromes.

The legislation also requires Council to have a *Drug and Alcohol Management Plan for Safety Sensitive Aviation Activities* (DAMP). The DAMP allows for drug and alcohol testing by Council based on suspicion or following a workplace incident.

Where an employee working in a safety sensitive aviation activity is found to be unfit for work due to drugs or alcohol, Council's DAMP must be followed.

## 9. SOCIAL FUNCTIONS

The consumption of alcohol on Council property is prohibited unless approval is given as outlined in this Section 9.

The Chief Executive Officer may approve consumption of alcohol on Council property after working hours. The person who approved the consumption of alcohol will take on responsibility to ensure the safety of those involved. An example of such an occurrence would be a Road crew having a quick beer at the Depot or at their campsite after work. The alcohol, for such an occasion, will almost always be paid for privately by the employees, unless the Chief Executive Officer has authorised the purchase at Council's expense, or the alcohol has been provided as a gift (which may be declarable under legislation) (e.g. for Main Roads project completion).

Only the Chief Executive Officer may approve the consumption of alcohol on Council property during working hours. This would typically be for special functions such as the Christmas party.

Unless notified by a relevant person as outlined above, employees must assume that the alcohol prohibition has not been waived and still applies.

Even if Council waives the prohibition on consumption of alcohol, the following applies at all functions in the workplace:

- employees who consume alcohol should do so in a responsible manner;
- employees must not become inebriated or drunk;
- employees must uphold an appropriate standard of behaviour at all times. Inebriation will not be accepted as an 'excuse' for misconduct;
- employees must not operate any plant or drive any vehicle if they have consumed any alcohol or drug (being any drug that could impair the ability to safely operate the vehicle). Employees who do not have a means of transport to get home should advise their supervisor in order to arrange transport.

## 10. STORAGE AND PROMOTION OF ALCOHOL

The storage of alcohol (whether privately or publicly purchased) on Council property may be approved by the Chief Executive Officer. The alcohol is to be stored in a secure location away from general sight.

Promoting the consumption of alcohol or drugs by way of advertising in the workplace (e.g. posters, cardboard cut-outs) is not permitted. The advertising of local or regional events where the advertisement or event features reasonable alcohol consumption, is permitted (e.g. wine-tasting event).

## 11. ASSISTANCE PROGRAMS

Council recognises that there may be employees who have alcohol or drug dependency issues. These employees are encouraged to seek assistance available through programs/organisations that provide preventative, counselling and treatment services, including:

1. **OnBundock Counselling and Consulting Services:** Council's Employee Assistance Program provider. Each Council employee is entitled to up to four (4) x 50-minute free sessions of private counselling per calendar year. Telephone (07) 4722 9800 Email [reception@onbundock.com.au](mailto:reception@onbundock.com.au). Website: <http://www.onbundock.com.au>
2. **Alcoholics Anonymous Australia:** this service can be used anonymously. Telephone 1300 22 22 22. Website: <http://www.aa.org.au>
3. **Queensland Health Alcohol and Drug Information Service:** telephone 1800 177 833. 24 hours a day, seven days a week. Website: <http://www.health.qld.gov.au>

[Alcohol, smoking and drugs | Health and wellbeing | Queensland Government \(www.qld.gov.au\)](#)

4. **Counselling Online:** telephone 1800 177 833. Counselling Online is available 24 hours a day, 7 days a week. This service can be used anonymously or a person can register for ongoing assistance. Website: <http://www.counsellingonline.org.au/>
5. **Lifeline:** telephone 13 11 14. Website: <http://www.lifeline.org.au>. Providing information on substance abuse and addiction.

## 12. EDUCATION AND TRAINING

Employees will be advised of Council's drug and alcohol management program. This may occur through attending formal training sessions, receiving instruction from their supervisor during a team meeting, completing the induction process upon their commencement with Council, receiving newsletters, posters and pamphlets being placed around the workplace, and other such avenues.

## 13. CONFIDENTIALITY

Confidentiality of information must be maintained throughout the application of this Policy and its associated Procedure, subject to the provisions of the law. Confidential information and documentation will be restricted to the employee's Supervisor/Director, Workplace Health and Safety Officer, Human Resources and the Chief Executive Officer, as well as other internal or external persons/agencies involved in the testing program.

**Blood**, saliva, and urine specimens collected will only be used for the specific purpose of alcohol and drug analysis and will not be used for deoxyribonucleic acid (DNA) testing or general health testing.

## 14. DOCUMENTATION

Records of discussions between supervisors and employees regarding the suspicion of drug and alcohol misuse, testing and searches will be maintained by the supervisor.

The results of a drug and alcohol test, whether non-negative or negative, will be placed on the employee's personnel file, as will any correspondence regarding non-negative or negative drug test results, and correspondence arising from the discipline process.

## 15. DEFINITIONS

### **Blood or Breath Alcohol Concentration (BAC) Levels –**

Blood or breath alcohol concentration (BAC) is the amount of alcohol in a person's body and is measured by the concentration of alcohol in the person's breath or **blood**.

### *Employees on-call or responding to after-hours emergencies*

- Employees who are rostered according to Council's on-call arrangements are required to have a breath alcohol concentration of 0.00% for activities covered by Queensland legislative breath alcohol concentration levels.
- In cases where an employee is requested to respond to an after-hours call, the employee is required to immediately notify their supervisor if he/she is unable to meet the expectations of this Drug and Alcohol Procedure, in which case the supervisor will make alternative arrangements.

**Drugs** - those drugs that are prohibited by the *Drugs Misuse Act 1986* and the *Drugs Misuse Regulation 1987*. Examples include amphetamine (ecstasy, speed), cannabis (marijuana), cocaine, opiates (morphine, heroin), methylamphetamine (ice, meth), and phencyclidine (PCP, Angel Dust).



**Employee** – for the purposes of this Policy, “employee” will refer to those persons covered by the Scope of this Policy.

**Employee Unfit for Duty** – a person who has their level of safety diminished due to a loss of their physical coordination, judgment or alertness which may be due to the effects of alcohol or drugs.

**Failed Test** – for the purpose of this Policy, a “failed test” is where a non-negative drug or alcohol test has been returned.

**Health Care Professional** – for the purpose of this Policy, “health care professional” refers to doctors (general practitioners and specialists), pharmacists, and other registered health care providers.

**High Risk Work** – for the purpose of this Procedure, “high risk work” will refer to any task/activity listed below and otherwise defined as high risk work by the *Work Health and Safety Regulation 2011*.

The following tasks/activities are high risk work:

- a task/activity in which the employee is responsible for the health and safety of aged care clients;
- a task/activity in which the employee is responsible for the health and safety of children;
- any task/activity that involves, or is likely to involve:
  - operation of plant or a vehicle (including small plant such as mowers, whipper snippers, chainsaws);
  - working on, in or adjacent to a road, railway or other traffic corridor that is in use by traffic other than pedestrians;
  - working in an area at a workplace in which there is any movement of powered mobile plant;
  - working at heights;
  - working in or near a trench and/or confined space;
  - using a hazardous substance;
  - working with scaffolding, dogging or rigging;
  - crane, hoist and elevating work platform operation;
  - operation of a reach stacker;
  - pressure equipment operation;
  - the disturbance of asbestos;
  - tilt-up or precast concrete;
  - working with or near pressurised gas distribution mains or piping;
  - working with or near chemical, fuel or refrigerant lines;
  - working on or near energised electrical installations or services;

- work carried out in an area in which there are artificial extremes of temperature;
- work carried out in or near water or other liquid that involves a risk of drowning;
- working in an area that may have a contaminated or flammable atmosphere.

Work has been categorised as “high risk” based either on legislative requirements, or on the likely exposure to risk of injury/illness at a workplace due to the nature of the work being undertaken, the environment the work is typically performed in (e.g. public access), and the materials and plant used to perform the work.

**Management** – for the purpose of this Policy, “management” refers to all supervisory staff.

**Medication** – legal prescription and non-prescription drugs including legal herbal products.

**Non-Negative Test Result** – in the case of a drug or alcohol test, a non-negative test result indicates the current or recent presence of drugs or alcohol in the person’s physiological system.

**Safety Sensitive Aviation Activities** – any actions taken by a person in an aerodrome testing area (including the person’s presence in the area) other than as a passenger (e.g. airside grass slashing, runway line painting, conducting runway inspections).

**Supervisor** – a person in control of a workplace (e.g. Supervisor, Foreman, Works Coordinator, Manager or Director).

**Workplace** – a place where work is carried out for a business or undertaking and includes any place where an employee goes, or is likely to be, while at work (i.e. vehicle, vessel, aircraft or other mobile structure, and any waters and any installation on land, on the bed of any waters or floating on any waters).

**Workplace Incident** – for the purpose of this Policy, a ‘workplace incident’ is a workplace health and safety incident or near miss that occurred in a Council workplace and/or involving Council employees performing work for Council, and the incident resulted in or could have resulted in damage to Council, private or public property, or injury/illness to a person.

## 16. ASSOCIATED POLICIES / FORMS

- Drug and Alcohol Procedure
- Employee Code of Conduct

## 17. REFERENCES

- *Transport Operations (Road Use Management) Act 1995*
- *Work Health and Safety Act 2011*
- *Drugs Misuse Act 1986*
- *Drugs Misuse Regulation 1987*
- *Civil Aviation Act 1988*
- *Civil Aviation Safety Regulations 1998*
- *Australian Standard AS 3547 (Breath alcohol testing devices for personal use)*
- *Australian Standard AS4760 (Procedure for collection and detection and quantitation of drugs in oral fluid)*

- *Australian Standard AS/NZS 4308 (Procedure for the collection, detection and quantitation of drugs of abuse in urine).*

## **18. IMPLEMENTATION**

This Policy will commence from the Approval Date (see Section 19). This Policy replaces all other drug and alcohol Policies and Procedures of Richmond Shire Council (whether written or not) apart from the associated Procedure adopted 03 June 2014.

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed during an annual workplace health and safety audit, in the event of a serious drug or alcohol occurrence, if related Policies/Procedures or references change, or when legislative requirements change.

## **19. APPROVAL**

Policy Reviewed: General Council Meeting 07 December 2021

Resolution Number: 20211207.5

Policy Authorised: Peter Bennett  
Chief Executive Officer



<b>PROCEDURE TITLE:</b>	<b>DRUG AND ALCOHOL PROCEDURE</b>
<b>PROCEDURE NUMBER:</b>	<b>003</b>
<b>DATE OF ADOPTION:</b>	<b>15 August 2020</b>
<b>TIME PERIOD OF REVIEW</b>	<b>1 Year</b>

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## 1. OBJECTIVE

The purpose of this Procedure is to establish a sound and transparent drug and alcohol management program to contribute to the health, safety and well-being of Richmond Shire Council (“Council”) employees and others.

Council a zero-tolerance approach to drugs and alcohol.

## 2. LAWFUL MEDICATION

Council recognises the importance of taking prescribed medication, however certain types of prescription or non-prescription medicine and some herbal products can affect the person’s judgment, coordination and alertness. Employees who are required to take medication are to ensure that the medication effects or side-effects do not endanger their own or others’ workplace health and safety. Employees are also to ensure that they do not breach road use legislation by operating any vehicle whilst under the influence of the medication.

Before taking medication, employees are to discuss any possible medication effects and side-effects with their doctor or health care professional. Where a health care professional advises the employee that there may be effects and side-effects from the medication that could affect the employee’s safety at work, the employee shall obtain from the health care professional, and provide their supervisor with, a letter detailing those effects (e.g. drowsiness, altered reaction times, affected coordination, affected alertness). The name, type or purpose of the medication and the details of the illness/injury being treated does not need to be provided.

The supervisor, Director or Chief Executive Officer will then decide on control measures that may be taken to minimise the workplace risks. For instance, the person might need to be removed from vehicle and plant operation while taking the medication.

All prescription drugs should be used in accordance with the medical instructions issued at the time of dispensing.

## 3. PRE-EMPLOYMENT TESTING

### 3.1 General Information

Persons accepting employment with Council will be required to participate in a pre-employment medical with a General Practitioner, which includes performing a **blood test** (which may be performed by a person/agency other than the General Practitioner) to see if there are any drugs present.

The medical and testing must occur, and the results are to be received, prior to the employee being inducted and commencing work. If the laboratory reports that the test is negative, the employee can commence work.

### 3.2 Non-Negative Initial Test Result

The laboratory will provide a report on the initial sample analysis.

If the test returns a non-negative result for a drug and there is no medical reason why the test may have been non-negative, the offer of employment will be withdrawn immediately by the Chief Executive Officer for failure to meet a condition of employment.

If the employee has already commenced work with Council, the Chief Executive Officer may commence proceedings to terminate the employment based upon the failure to meet a condition of employment, and the employee's time off from work during their suspension will be recorded as leave without pay (this may require a pay adjustment as the employee was initially suspended on pay).

If the sample analysis shows the test was a non-negative result for a drug however the General Practitioner or another relevant health professional has confirmed a medical reason for the non-negative test based on the information obtained during the pre-employment medical, the employee may commence work with no extra conditions.

However:

- if the health professional suggests a medical reason for the non-negative test result but is not certain that the medical reason resulted in the non-negative test; or
- if the employee provided medical information to the health professional *after* the pre-employment medical took place, and this information has resulted in the health professional suggesting or confirming a medical reason for the non-negative test result, the employee's appointment will continue. The employee will be advised in writing that the Human Resources Officer will arrange at least two (2) drug tests to be performed by the employee during their probation period and at least one (1) more test during the employee's first six (6) months of employment. The employee will be advised of the test on the day that the test is to occur.

## 4. RANDOM TESTING

Council will perform random drug tests in the workplace on a date, time and location selected by the Chief Executive Officer. The process will involve a random selection of Council employees in a fair and transparent manner and may include up to 100% of the workforce. The random testing may be performed by an external provider (e.g. testing/laboratory agency), or it may be performed by Council's nominated in-house testers. [Section 7.7](#) will apply.

Supervisors will be informed of the drug testing immediately before the testing begins that a random test involving their crew/team is to take place. Where it is planned for the testing to take place immediately after staff have assembled to commence work for the day, the supervisor might not receive any advance notice.

Employees will be required to participate in the test when they are randomly selected, regardless of how recently or frequently they have been tested.

Only general statistics from the random testing program will be reported to the Health and Safety Committee/Council (e.g. the number of people tested and the percentage of non-negative results in a recent random testing program).

Employees visiting other workplaces may be required to submit to drug and/or alcohol testing as required by the workplace owners or, in the case of certified aerodromes, Civil Aviation Safety Authority (CASA) approved testers.

## 5. IN-HOUSE TESTING

## **5.1 Nominated Testers**

Council may identify certain personnel from various work crews that will undergo training to perform in-house drug and alcohol testing. These employees may perform testing of any Council staff member as outlined in this Procedure.

## **6. SUSPECTED ALCOHOL OR DRUG USE**

### **6.1 Claims Made by Co-Workers**

Council encourages and it is a legislative requirement for employees to speak up about safety hazards in the workplace. Therefore employees have an obligation to contact their supervisor if they witness or have evidence that an employee is putting their own or another person's safety at risk due to drug or alcohol use.

Where an employee reports a fellow employee to their Supervisor or Director due to a suspicion of unfitness for duty due to alcohol or drugs:

- the employee who made the report may, at their request, remain anonymous;
- the supervisor of an employee under suspicion will determine for themselves whether the employee appears to be affected by alcohol or drugs and whether testing is appropriate (as per Sections 7.5 and 7.6).

Complaints that are considered by management, through an investigation process, to be vexatious may result in disciplinary action being taken against the person who made the complaint.

### **6.2 Claims Made by Affected Employees**

If an employee declares to Council that they have a drug or alcohol dependency problem, the supervisor will have a meeting with the employee similar to that outlined in Section 7.6. The supervisor will give the employee the option of having a support person present during the process. The employee shall be requested to undertake an alcohol and drug test as outlined in Section 7.7 and, if a non-negative test result is returned, Section 9.2 or 9.3 will apply. If the test is negative, the employee will remain at work however the supervisor shall discuss and document the following at the meeting, which will be placed on the employee's personnel file:

- the standard of performance required from the employee;
- the potential risk to the employee's safety and the safety of others due to drug or alcohol use;
- rehabilitation programs and general counselling available to the employee – including drug and alcohol assistance programs, and general counselling to address any underlying issues. The programs that the supervisor should offer to the employee are listed in Section 11 of the Policy (including Council's Employee Assistance Program);
- any other assistance Council might reasonably be able to provide to assist the employee's rehabilitation;
- the process to be implemented if a non-negative test is returned in future, including the disciplinary measures that might be taken (refer to Section 9.4 and Council's Discipline Procedure);
- the employee will be required to participate in at least three (3) random tests over the next six (6) months, which will be arranged by the Human Resources Officer. The employee will be advised of the test on the day that the test occurs.

The supervisor will prepare and provide correspondence to the employee signed by the Chief Executive Officer, reiterating/advising the points above. A copy of the correspondence will be placed on the employee's personnel file.

The employee will not be discriminated against as a result of their declaration, however the supervisor does have to protect the health and safety of their staff, and the employee therefore may be required to participate in additional testing upon reasonable suspicion.

### **6.3 Testing Following a Workplace Incident**

Where an employee has been involved in a workplace incident or near miss incident at the workplace or while performing work for Council, and the incident resulted in or could have resulted in damage to Council, private or public property, or injury/illness to a person, the employee may be asked to participate in an alcohol and/or drug test. **Section 7.7** will apply.

### **6.4 Safety Sensitive Aviation Activity Employees**

Where an employee working in a safety sensitive aviation activity is suspected of being under the influence of drugs or alcohol, or has been involved in a workplace incident, or is found to be unfit for work due to drugs or alcohol, Council's *Drug and Alcohol Management Plan for Safety Sensitive Aviation Activities* (DAMP) must be followed.

### **6.5 Initial Assessment**

A supervisor may reasonably suspect that an employee is unfit for work if one or more of the following signs exist:

- the employee's speech is slurred or different to their normal speech pattern;
- the employee's breath smells of alcohol;
- the employee staggers, or their movements are jerky and off target;
- the employee admits to drinking a certain quantity of alcohol or taking a drug;
- the employee's eyes are bleary and heavy;
- the employee is uncharacteristically aggressive or excitable in their speech or manner;
- the employee's face is uncharacteristically flushed;
- the employee's pupils are unusually large or narrowed, with a sluggish reaction to light;
- the employee's thought processes seem delayed or impaired (e.g. they seem to have no proper sense of time; they mix up instructions, tasks, events or details); ;
- the employee is not completing their work in a timely manner; or
- there is evidence linking the employee with alcohol and/or drug misuse while at work. This evidence may include items found in work vehicles or workplaces.

Supervisors who suspect an employee is putting their own or another person's safety at risk due to the consumption of alcohol or drugs must:

- immediately remove the employee to a safe and confidential location;
- consider whether the suspicious indicators could be as a result of other causes, for example illness, fatigue or inadvertent exposure to a hazardous substance in the workplace;
- ask the employee if they are affected by alcohol or drugs; and

- where a risk from alcohol or drugs is identified by the supervisor they must immediately organise for the employee to be interviewed by the supervisor and Coordinator/Manager/Director as outlined in Section 7.6.

## **6.6 Interview Assessment**

After initial suspicion of alcohol or drug use, the relevant supervisor/s will then interview the employee to determine whether:

- the employee appears to be affected by alcohol or drugs;
- the employee, because of their state, poses a safety risk to themselves or another person; and
- there are any mitigating circumstances (e.g. bereavement, domestic matters).

The interview should be held confidentially between the employee, their supervisor and the relevant Coordinator/Manager/Director. The Workplace Health and Safety Officer may also be present.

The supervisors will commence the interview by providing details of the allegation and then giving the employee the opportunity to explain their poor behaviour and/or work performance. The supervisors will keep a record of the discussion, which should be signed by all parties present.

Where the supervisors are satisfied that the employee poses a safety risk due to suspected alcohol or drug consumption or where the employee admits that their poor behaviour and/or work performance is due to alcohol consumption or drug use, the employee shall be requested to participate in a drug/alcohol test which may be with a nominated in-house tester or an external agency (e.g. Richmond Surgery).

## **6.7 Requesting Participation in a Test**

The employee will be asked to complete the Permission for Alcohol and Drug Testing Form to indicate their agreement to the testing, or an equivalent form provided by an external testing agency.

Prior to the test being administered, the employee will declare on the relevant form any medication they have recently ingested. If the medication is only declared by the employee after the test has been administered the declaration may not be accepted. Depending on the type of medication and when the declaration is made, Council may require the employee to provide a written statement from their registered health professional attesting to the employee's recent ingestion of medication (e.g. prescription medication).

The employee at their election may have another Council employee present during the testing, who will be required to maintain the confidentiality of the process.

If the employee refuses to be tested, Section 11 will apply.

Sections 9 and 10 respectively will apply if the test result is non-negative or negative.

## **7. TESTING TIMEFRAMES**

While every attempt will be made to drug and/or alcohol test the employee as soon as possible following a workplace incident, near miss or cause for suspicion, the following timeframes are the preferred timeframes:



- Alcohol Test - within one (1) hour of management being notified;
- Drug Test - within two (2) hours of management being notified;
- Testing timeframes for employees working in safety sensitive aviation activities shall be in accordance with Council's *Drugs and Alcohol Management Plan for Safety Sensitive Aviation Activities* (DAMP).

However these timeframes are guides only, as alcohol and drugs in particular can stay in the system for significant periods. Council may perform testing outside these timeframes, which may be after seeking advice from an accredited tester or a general practitioner.

## **8. NON-NEGATIVE TEST RESULT**

### **8.1 General**

Council expects its employees to have no drugs or alcohol in their system while at work. If the employee returns a non-negative result on a drug or alcohol test, this means that the employee has failed the test. For action to take in relation to a non-negative pre-employment test, refer to Section 4.

### **8.2 Non-Negative Alcohol Test**

#### **9.2.1 Definition of a Non-Negative Alcohol Test**

A non-negative alcohol test result is where the test results show that the person has a blood or breath alcohol concentration (BAC) which exceeds 0.000.

#### *Employees on-call or responding to after-hours emergencies*

- Employees who are rostered according to Council's on-call arrangements are required to have a breath alcohol concentration of 0.000% for all activities.

- In cases where an employee is requested to respond to an after-hours call, the employee is required to immediately notify their supervisor if he/she is unable to meet the expectations of this Drug and Alcohol Procedure, in which case the supervisor will make alternative arrangements.

### 9.2.2 Action Taken for a Non-Negative Alcohol Test

If an employee returns a result over 0.000 on an alcohol test:

1. The employee will be required to leave Council workplace for the day or the supervisors will make appropriate transport arrangements to return the affected employee to their place of residence if the employee is over 0.049. The employee shall remain on leave without pay for the rest of that work day. The supervisor will mark the employee's absence as leave without pay on the timesheet;
2. the employee will be provided with correspondence prepared by the supervisor and signed by the Chief Executive Officer, advising that the employee cannot return to work until another test, which returns a 0.000 result, is provided;
3. depending on the circumstances the Chief Executive Officer can also take the following additional action:
  - encourage the employee to participate in drug or alcohol counselling;
  - initiate disciplinary action in accordance with Council's Discipline Procedure;

## 9.3 Non-Negative Drug Test

### 9.3.1 Definition of a Non-Negative Drug Test

A non-negative drug test result is where the test results show that the person has taken or consumed a drug at some time. The length of time that consumption of a drug will produce a non-negative test result differs depending on the drug.

### 9.3.2 Action Taken for a Non-Negative Drug Test

From the commencement of this Procedure and its adopted Policy, if an employee returns a non-negative result on a drug test:

1. they shall be asked to explain the reason they returned a non-negative result for drugs (including any mitigating circumstances);
2. if the initial sample tested as a non-negative, a second sample will be taken immediately after to confirm the first sample. If the secondary results in a non-negative, then the employee will be escorted to the medical centre to undergo a **blood test**, which will be sent away for analysis.
3. the supervisors will then make appropriate transport arrangements to return the affected employee to their place of residence, and record on the employee's timesheet the time that the employee ceased work;
4. the employee will be provided with correspondence prepared by the supervisor and signed by the Chief Executive Officer, advising that the employee shall be on paid time off from Council while confirmation of the test result is obtained from the laboratory;
5. if the laboratory confirms that the sample was negative for drugs, the employee will be

advised verbally and will return to work as soon as practicable. The employee will be provided with correspondence prepared by the supervisor and signed by the Chief Executive Officer confirming the negative result, and a copy will be placed on the personnel file. The remainder of this Section 9.3 will not apply;

6. if the laboratory confirms that the sample was a non-negative result for drugs but the employee provides or Council receives a statement from the laboratory, a General Practitioner or another relevant health professional confirming that a medical reason resulted in a non-negative test (based on information the laboratory/health professional had *prior* to the drug test being performed), the employee's time off work shall be paid and they will return to work as soon as practicable.
7. if the laboratory confirms that the sample was a non-negative result for drugs and Council has not received a statement as outlined in (6), then the employee's employment will be terminated.

#### **9.4 Repeat Non-Negative Tests For Alcohol**

From the commencement of this Procedure and its adopted Policy, should an employee fail a second alcohol test during their employment with Council, the employee will have their performance bonus removed as per the corrective code and discipline procedure; or, if the employee is not currently receiving their performance bonus, their entitlement to receive the bonus will be delayed by six (6) months.

Each case shall be examined and dealt with on its merits, including any mitigating circumstances; however an employee may have their employment terminated for returning repeat non-negative test results. Termination of employment will only occur after the process outlined in Council's Discipline Procedure has been followed – that is, the employee will be provided with a 'Notice of Proposed Disciplinary Action' and a chance to respond to the proposed disciplinary action, in writing and in a meeting with the Chief Executive Officer. The employee's response will be considered by the Chief Executive Officer prior to taking disciplinary action.

That said, from the commencement of this Procedure and its adopted Policy, an employee who fails three (3) separate alcohol tests is likely to have their employment terminated in accordance with Council's Discipline Procedure.

For the purpose of this Section 9, the term 'separate test' does not include:

- confirmation tests made on an initial specimen.

#### **10. NEGATIVE TEST RESULT**

A negative alcohol test result is where the test results show that the person has a blood or breath alcohol concentration (BAC) which does not exceed the permitted levels Council policy/procedure (refer to Section 9.2).

A negative drug test result is where the test results show that the person has no presence of drugs in their physiological system.

## **11. REFUSAL TO BE TESTED**

### **11.1 Refusal to Participate in a Test**

All employees must comply with a request to participate in a drug or alcohol test, where the request is made by a relevant Council supervisor, an in-house nominated tester or an external tester. Where an employee refuses to agree to participate in an alcohol or drug test (whether random, pre-employment, following an incident or because the employee is suspected of being under the influence):

For alcohol testing:

- Council will make appropriate transport arrangements to return the employee to their place of residence, and the employee will be on leave without pay from the time they cease work;
- the employee can return to work once they provide a negative result for alcohol.
- the employee will be advised in writing that they will be required to participate in at least three (3) random tests over the next six (6) months, which will be arranged by the Human Resources Officer. The employee will be advised of the test on the day that the test occurs. The employee will also receive written advice that non-negative alcohol test results will result in disciplinary measures as outlined in Sections 9.1 – 9.2 and Council's Discipline Procedure.

For drug testing:

- Council will assume that the employee is under the influence of drugs;
- the supervisors will then make appropriate transport arrangements to return the affected employee to their place of residence, and record on the employee's timesheet the time that the employee ceased work;
- the employee's employment will be terminated.

### **11.2 Employee Leaves the Workplace – Supervisor Advised**

If:

- an employee, their supervisor or their workgroup is advised that the employee (or members of his/her workgroup) may be requested to participate in an alcohol or drug test that day; and
- after the advice is given and before the testing is concluded, the employee advises their supervisor that they need to leave the workplace (e.g. due to being sick or because a work-related or personal emergency has arisen)

the employee will be placed at the front of the testing queue and will participate in a test before leaving the workplace. If the employee refuses to participate in the test, Section 11.1 shall apply.

### **11.3 Employee Leaves the Workplace – Supervisor Not Advised**

If:

- an employee, their supervisor or their workgroup is advised that the employee (or members of his/her workgroup) may be requested to participate in an alcohol or drug test that day; and

after the advice is given and before the testing is concluded, the employee leaves the workplace without advising their supervisor they are doing so the following will apply for **alcohol** related tests:

- the employee's absence will be recorded as an unsubstantiated absence. Each hour of the employee's unsubstantiated absence will be recorded as leave without pay ;
- the employee will lose their performance bonus;
- the employee can only return to work once they provide a non-negative result; and
- the employee will be advised in writing that they will be required to participate in at least three (3) random tests over the next six (6) months, which will be arranged by the Human Resources Officer. The employee will be advised of the test on the day that the test occurs. The employee will also receive written advice that non-negative alcohol test results will result in disciplinary measures as outlined in Sections 9.1 – 9.4 and Council's Discipline Procedure.

The following will apply for **drug** related tests:

- the employees absence will be recorded as an omission of guilt;
- the employee will be terminated.

## **12. ALCOHOL AND DRUGS ON COUNCIL PREMISES**

### **12.1 General Information**

The carrying, storing, sale, transfer or manufacture of drugs, and the unlawful distribution of prescription drugs, in a Council workplace shall constitute misconduct and will result in disciplinary action being taken against the employee in accordance with Council's Discipline Procedure. The disciplinary action is likely to be termination of employment, and a report will be provided by Council to the Queensland Police Service which may result in criminal charges.

If a supervisor finds drugs or alcohol on any work premises in breach of this Procedure or associated Policy, the supervisor will:

- move the item to a secure place that cannot be accessed by general staff;
- advise their Coordinator/Manager/Director; and
- investigate the matter in order to attempt to determine who is responsible, as outlined in Sections 12.2.

Employees are required to cooperate in any investigation of such matters. Failure to cooperate in the investigation/search or providing false information in an investigation will be considered to be misconduct and may result in disciplinary action being taken against the employee in accordance with Council's Discipline Procedure.

Section 9 of the Policy allows for the storage of alcohol on Council premises in certain circumstances.

### **12.2 Investigation of Alcohol or Drugs found on Council Premises**

If the supervisor suspects a particular employee of having brought the alcohol/drugs into the workplace, or have alcohol/drugs currently in their possession, the supervisor will ask another person (typically another supervisor) to act as a witness during a discussion and search with

the employee. The supervisor will also give the employee the option of having a support person present during the process. The supervisor may take any or all of the following steps:

- require the employee to give access to any of Council's property such as any locker or vehicle;
- request the employee to allow inspection of any personal property of the employee such as any bag, or vehicle or to empty their pockets or jacket;
- apply Sections 7.5 and 7.6.

If no particular employee is suspected of having brought the alcohol/drugs into the workplace, the supervisor/s will call a meeting with their staff and advise of the find, and will provide the offending employee with the opportunity to come forward. Regardless of whether or not an employee owns up to the offence, the supervisor may then take the steps outlined above.

### 13. CONTRACTORS

Where it is suspected by a supervisor that a contractor or their workers is putting their own or another person's safety at risk due to the consumption of alcohol or drugs, the contractor shall be given a chance to explain the reason they are affected by alcohol or drugs and may be asked to participate in a test. Based on the available evidence, the contractor's response and the contractor agreement document, it may be determined that the seriousness of the behaviour warrants suspension or early termination of the contract.

### 14. CONFIDENTIALITY

Confidentiality of information must be maintained throughout the application of this Procedure and its associated Policy, subject to the provisions of the law. Confidential information and documentation will be restricted to the employee's Supervisor/Manager/Director, Workplace Health and Safety Officer, Human Resources and the Chief Executive Officer, as well as other internal or external persons/agencies involved in the testing program, the investigation process, the discipline process, the records management process, and payroll.

Specimens collected will only be used for the specific purpose of alcohol and drug analysis and will not be used for deoxyribonucleic acid (DNA) testing or general health testing.

### 15. DEFINITIONS

**Assistance Program** - a confidential, professional counselling service to assist with alcohol or drug abuse (refer to Section 11 of the Policy).

**Contractor** – for the purpose of this Procedure, “contractor” refers to a person who enters into a formal contract to perform work for Council and in the execution of this work is required to provide a safe system and place of work for the contractor's employees and others.

**Drugs** - those drugs that are prohibited by the *Drugs Misuse Act 1986* and the *Drugs Misuse Regulation 1987*. Examples include amphetamine (ecstasy, speed), cannabis (marijuana), cocaine, opiates (morphine, heroin), methylamphetamine (ice, meth), and phencyclidine (PCP, Angel Dust).

**Employee** – for the purposes of this Procedure, “employee” will refer to those persons covered by the Scope of this Procedure.

**Employee Unfit for Duty** – a person who has their level of safety diminished due to a loss of their physical coordination, judgment or alertness which may be due to the effects of alcohol or drugs.

**Failed Test** – for the purpose of this Procedure, a “failed test” is where a non-negative drug or alcohol test has been returned.

**Health Care Professional** – for the purpose of this Procedure, “health care professional” refers to doctors (general practitioners and specialists), pharmacists, and other registered health care providers.

**High Risk Work** – for the purpose of this Procedure, “high risk work” will refer to any task/activity listed below and otherwise defined as high risk work by the *Work Health and Safety Regulation 2011*.

The following tasks/activities are high risk work:

- a task/activity in which the employee is responsible for the health and safety of aged care clients;
- a task/activity in which the employee is responsible for the health and safety of children;
- any task/activity that involves, or is likely to involve:
  - operation of plant or a vehicle (including small plant such as mowers, whipper snippers, chainsaws);
  - working on, in or adjacent to a road, railway or other traffic corridor that is in use by traffic other than pedestrians;
  - working in an area at a workplace in which there is any movement of powered mobile plant;
  - working at heights;
  - working in or near a trench and/or confined space;
  - using a hazardous substance;
  - working with scaffolding, dogging or rigging;
  - crane, hoist and elevating work platform operation;
  - operation of a reach stacker;
  - pressure equipment operation;
  - the disturbance of asbestos;
  - tilt-up or precast concrete;
  - working with or near pressurised gas distribution mains or piping;
  - working with or near chemical, fuel or refrigerant lines;
  - working on or near energised electrical installations or services;
  - work carried out in an area in which there are artificial extremes of temperature;

- work carried out in or near water or other liquid that involves a risk of drowning;
- working in an area that may have a contaminated or flammable atmosphere;
- working with pest animals (e.g. destruction), stock management (e.g. mustering or destruction), or animal impounding;
- use of firearms;
- public field excursions (e.g. leading fossil digs).

Work has been categorised as “high risk” based either on legislative requirements, or on the likely exposure to risk of injury/illness at a workplace due to the nature of the work being undertaken, the environment the work is typically performed in (e.g. public access), and the materials and plant used to perform the work.

**Management** – for the purpose of this Procedure, “management” refers to all supervisory staff.

**Medication** – legal prescription and non-prescription drugs including legal herbal products.

**Non-Negative Test Result** – in the case of a drug or alcohol test, a non-negative test result indicates the current or recent presence of drugs or alcohol in the person’s physiological system, at a level above the permitted level. A non-negative test result may also be called a “failed test”.

**Permitted Blood or Breath Alcohol Concentration (BAC) Levels** –

Blood or breath alcohol concentration (BAC) is the amount of alcohol in a person’s body and is measured by the concentration of alcohol in the person’s blood or breath.

**Safety Sensitive Aviation Activities** – any actions taken by a person in an aerodrome testing area (including the person’s presence in the area) other than as a passenger (e.g. airside grass slashing, runway line painting, conducting runway inspections)

**Supervisor** – a person in control of a workplace (e.g. Supervisor, Foreman, Works Coordinator, Manager or Director).

**Support Person** – for the purpose of this Procedure, “support person” refers to a general support person (e.g. family member, friend, work colleague, Health and Safety Representative, union representative) whom the employee has nominated to attend investigation/discipline/counselling meetings, and who is able to present themselves in a reasonable timeframe. The support person attends meetings to observe and adopt a passive role; they generally will not make any comment unless appropriate to the meeting, or advocate on behalf of an employee during a meeting.

**Vexatious Complaint** – a complaint that is not genuine, or a complaint that a reasonable person would consider to be not genuine. A vexatious complaint is normally made out of malice.

**Workplace** – a place where work is carried out for a business or undertaking and includes any place where an employee goes, or is likely to be, while at work (i.e. vehicle, vessel, aircraft or other mobile structure, and any waters and any installation on land, on the bed of any waters or floating on any waters).

**Workplace Incident** – for the purpose of this Procedure, a ‘workplace incident’ is a workplace health and safety incident or near miss that occurred in a Council workplace and/or involving Council employees performing work for Council, and the incident resulted in or could have resulted in damage to Council, private or public property, or injury/illness to a person.



## **16. ASSOCIATED POLICIES / FORMS**

Drug and Alcohol Policy.

Permission for Alcohol and Drug Testing Form.

Discipline Procedure.

Employee Code of Conduct.

## **17. REFERENCES**

*Transport Operations (Road Use Management) Act 1995*

*Work Health and Safety Act 2011*

*Work Health and Safety Regulation 2011*

*Local Government Act 2009*

*Local Government Regulation 2012*

*Drugs Misuse Act 1986*

*Drugs Misuse Regulation 1987*

*Civil Aviation Act 1988*

*Civil Aviation Safety Regulations 1998*

*Australian Standard AS 3547 (Breath alcohol testing devices for personal use)*

*Australian Standard AS4760 (Procedure for collection and detection and quantitation of drugs in oral fluid)*

*Australian Standard AS/NZS 4308 (Procedure for the collection, detection and quantitation of drugs of abuse in urine).*

## **18. IMPLEMENTATION**

This Procedure will commence from the Approval Date (see Section 19). This Procedure replaces all other drug and alcohol Policies and Procedures of Richmond Shire Council (whether written or not) apart from the associated Policy adopted 15 August 2017.

This Procedure will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Procedure from time to time. This Procedure will typically be reviewed during an annual workplace health and safety audit, in the event of a serious drug or alcohol occurrence, if related Policies/Procedures or references change, or when legislative requirements change.

## **19. APPROVAL**

Approved by the Chief Executive Officer as follows:

Peter Bennett

(Name)

\_\_\_\_\_

(Signature)

15 August 2017

(Date)

**Item 2.14 Purchasing Policy**

**EXECUTIVE SUMMARY**

The Purchasing Policy is due to be reviewed.

**OFFICER'S RECOMMENDATION**

**That Council: *adopt the Purchasing Policy as presented.***

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**Budget & Resource Implications**

N/A

**Background**

There have been minor grammar and an update of Director position changes to the Purchasing Policy.

**Consultation (Internal/External)**

Internal: Peta Mitchell

**Attachments**

Attachment B - Policy

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Report prepared by **Tiana Grant (Executive Assistant)**



## COUNCIL POLICY

<b>POLICY TITLE:</b>	<b>PURCHASING POLICY AND PROCEDURE</b>
<b>POLICY NUMBER</b>	<b>057</b>
<b>INFOXPRT REF</b>	<b>63219</b>
<b>DATE OF ADOPTION</b>	<b>19 August 2014</b>
<b>TIME PERIOD OF REVIEW</b>	<b>3 Year</b>
<b>DATE OF NEXT REVIEW</b>	<b>June 2023</b>

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### OBJECTIVES:

1. To ensure that the purchasing of goods, materials, and services is completed effectively, efficiently and with the best value to Council in terms of the use of resources.
2. To ensure that applicable legislation relating to the acquisition of goods, materials and services is complied with.

### RELEVANT LEGISLATION:

Local Government Act, 2009  
Local Government Regulation 2012

*This policy is to be read in conjunction with Council's Probity Plan – Policy 056.*

### Legal Framework:

This document sets out the Richmond Shire Council's policy for purchasing throughout the organisation and provides information on the roles and responsibilities of key officers and areas involved in the purchasing function within Council to ensure compliance with the five principles as laid down in Section 106 of the *Local Government Act 2009*.

The five principles are specifically;

1. *Open and effective competition*  
Council will use open and effective tendering and quotation procedures to maximize the most cost-effective solution for Council requirements. Prospective suppliers wishing to do business with Council will be given every reasonable opportunity to do so
2. *Value for money*  
Council will use public funds in an efficient manner to ensure the optimum value for funds expended.
3. *The development of competitive local business and industry*

Council will support local business through order placement where that business is competitive under Council's evaluation process with regard to price, delivery, service required.

**4. *Environmental protection***

Council actively supports environment protection issues, and the procurement function shall support this by giving preference to environmentally sensitive goods where all other evaluation factors are adequately weighted.

**5. *Ethical Behaviour and fair dealing***

All methods and procedures for the procurement of goods and services will be beyond reproach. Council policy and defined purchasing procedures will be adhered to at all times.

These procedures apply to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance) by Council as defined in the *Local Government Act 2009*.

All purchases of goods and services must be carried out in compliance with the *Local Government Act 2009* as amended and in particular *Local Government Regulation 2012* (Chapter 6 Part 3).

In addition, where State Government loan funds or grants are used in Local Government projects, Procurement Policies of the State Purchasing Policy are to be observed.

Council officers responsible for purchasing goods and services are to comply with these instructions. It is the responsibility of Council employees involved in the procurement process to understand all of the policies and procedures as well as their meaning and intent. If an employee should have any questions these are to be raised with their respective supervisor or the Chief Executive Officer (CEO).

Financial Delegation:

Pursuant to Section 257 of the *Local Government Act 2009* authority to sign and approval to purchase is delegated by Council to the CEO where expenditure has been, or will be, provided for in Council's budget, up to the value of \$200,000. If in the opinion of the CEO expenditure is required because of genuine emergency or hardship Section 238 of the *Local Government Regulation 2012* provides the authority. Authority is also vested in the CEO to purchase goods over the value of \$200,000 subject to approval by the Council and in accordance with tendering procedures and Council's Probity Plan.

This authority is then further delegated (in accordance with S259 of the *Local Government Act, 2009*) under the terms placed within the current Delegated Financial Authority that sets out sub-limits for employees as delegates of the CEO. Where these limits do not specify an employee with sufficient delegated authority, the CEO is required to sign the completed Purchase Order.

Council's external Auditors annually check these authorities to ensure officers keep within their financial responsibilities. Breach may result in financial authority being withdrawn or other disciplinary action initiated.

## **Thresholds**

### Purchases up to \$5,000:

Goods up to the value of \$5,000 wherever practical should be purchased locally so as to avoid excessive and unnecessary freight expenses.

There is no requirement to obtain quotes, written or verbal. However, where goods or services are available locally but purchased from outside the Shire, adequate documentation is required to demonstrate the local preference has been considered. The staff member (with authority to purchase) is to use discretion as to the appropriateness of the purchase and the reasonableness of the price.

Purchases from local suppliers up to \$50.00 may be made out of petty cash except as defined otherwise by the CEO.

### Purchase of Goods and Services exceeding \$5,000 and up to \$15,000:

- Goods to this value wherever practical should be purchased locally so as to avoid excessive and unnecessary freight expenses.
- Two (2) written offers are to be requested from suppliers and a record retained. However, where goods or services are available locally but purchased from outside the Shire, adequate documentation is required to demonstrate the local preference has been considered.

### Purchase of Goods and Services exceeding \$15,000 and up to \$200,000:

- Officers must invite at least three (3) written quotations before making a contract for goods or services involving a cost between \$15,000 and \$200,000 in accordance with Section 225 of the *Local Government Regulation 2012*, (or in accordance with Division 3 Exceptions).
- All quotations shall be evaluated and approved by the CEO (or as per the financial delegation) before any official orders are placed for supply.
- Reasons for not accepting the lowest quote will be noted on the quote document.
- Records of quotations and reasons for not accepting are to be kept with the purchase order.
- Acquisitions or contracts are not to exceed the budget allocation for the expense and as such any acquisition or contract not provided for in the budget and which is considered to be an emergency shall be submitted to Council for approval under Section 235 of the *Local Government Regulation 2012* or as outlined in Division 3 - Exceptions.

### Purchases of Goods and Services above \$200,000:

- Council approval is required for purchases of \$200,000 or more.
- Purchases of \$200,000 or more must be in accordance with Section 226 of the *Local Government Regulation 2012*, or as outlined in Division 3 - Exceptions.
- Council will advertise in locally circulated newspapers or as directed by the Chief Executive Officer.

The tender advertisement shall allow at least 21 days from the date of the advertisement for the submission of tenders.

- Detailed specification of the Council requirements under the contract shall be prepared and shall include any relevant Quality Assurance requirements and Workplace Health and Safety requirement in accordance with the *Work Health & Safety Act 2011*.
- All contracts shall be evaluated and approved by the CEO and/or one of the Directors prior to any official orders being placed. The CEO is the delegated authority under Section 259 of the *Local Government Act, 2009* to accept an appropriate tender.

The *Local Government Act 2009* and the *Local Government Regulation 2012* Section 228 provide the detail whereby it is not necessary to seek tenders and quotations for the purchase of goods and services. Reference should also be made to Council's Probity Plan.

## **PROCEDURE**

Quotations will be sought as stated in the policy above.

The Stores Officer will have the primary responsibility for order processing. The orders and the requisitions then go to the CEO or Directors for checking and signing before emailing.

It is imperative that every requisition is clearly written, has job costing and values included; also that no goods be ordered before the order is processed. Failure to complete the requisitions correctly may result in orders not being processed.

Where the purchase is from a new creditor, full details need to be provided to the Creditors Officer. The Stores Officer shall use their discretion to recommend an alternate existing creditor where product and price are comparable.

For those requisitions in excess of the delegation limits of the officer requesting the purchase, the CEO's authority must be obtained. Requisitions will be checked against budget items to ensure there are no over-runs for the financial year. If the project/job/account exceeds the allocation resolved by Council, it may not be processed as an order without Council resolution.

### Placement of a Purchase Order:

Purchase orders are to be placed for every purchase of goods and services other than those carried out via petty cash transactions.

Exceptions to place a purchase order will be made for various services involving recurrent payments such as telephone and electricity accounts, and some professional services where it is impractical to raise orders prior to receipt of the invoice. However the creditor officer should be advised either by a purchase requisition or email of any impending tax invoices.

The placing of verbal purchase orders is to be avoided wherever possible. However when it occurs a requisition or order number must be quoted with confirmation in writing to be forwarded within twenty-four hours.

A member of Council or Council staff must not place council purchase orders on a supplier for the supply of goods and services for private use.

Any material change in a purchase order will require the raising of a new purchase order to effect such change.

All purchase orders that are made in writing shall be cancelled in writing.

Purchase orders will be issued in numerical sequence and shall be signed for by those officers authorised to issue purchase orders on behalf of Council.

Purchase orders are accountable documents and therefore shall be issued by the accountable officer.

All purchase orders must bear the appropriate costings number and estimated values are to be noted on the order to assist the committed costs function of management reporting. If a price has been quoted it is to be entered.

Copies of written quotations should be attached to the purchase requisition in SynergySoft for future reference and any reasons for refusal placed with the record.

#### Stores Officer Responsibilities;

Invoices are to be checked with delivery dockets and orders. Specific areas to monitor are quantity and cost.

Tax invoices may only be paid when an official order number is quoted, and a signature of a council employee is recorded indicating the satisfactory receipt of goods and services.

Council is only to pay on invoices and never on a monthly statement.

Tax invoices are attached to the requisition and purchase order as applicable.

#### Regular Contracts:

Tenders may be invited for supply of the following goods and services for the periods indicated (unless otherwise determined by the Chief Executive Officer or Council resolution):-

- Tyres & Tubes (supply for 1 year)
- Fuels, oils and greases (supply for 1 year).
- New or replacement plant, machinery or heavy vehicles
- Chemicals
- Cement
- Gravel
- Bitumen

#### Tenders:

Council will provide a strongly constructed tender box in the reception area of the Shire Office for the purpose of holding all tender documents submitted by potential suppliers. A separate email address is also available for tenders. This email address can only be accessed by the CEO or Directors.

The tender box is to be securely locked and keys held by the CEO.

All tender documents received before the advertised tender closure times are to be lodged in the tender box unopened. Tender documents received after the advertised date and time are to be deemed late tenders and depending on the circumstances relating to late lodgement may be rendered invalid.

Tender storage period:

All tender documents shall be held for the duration of the tender period and documents (excluding brochures) shall be held for the period specified in the *Local Government Sector Retention and Disposal Schedule* and Section 13 of the *Public Records Act 2002*.

Release of information:

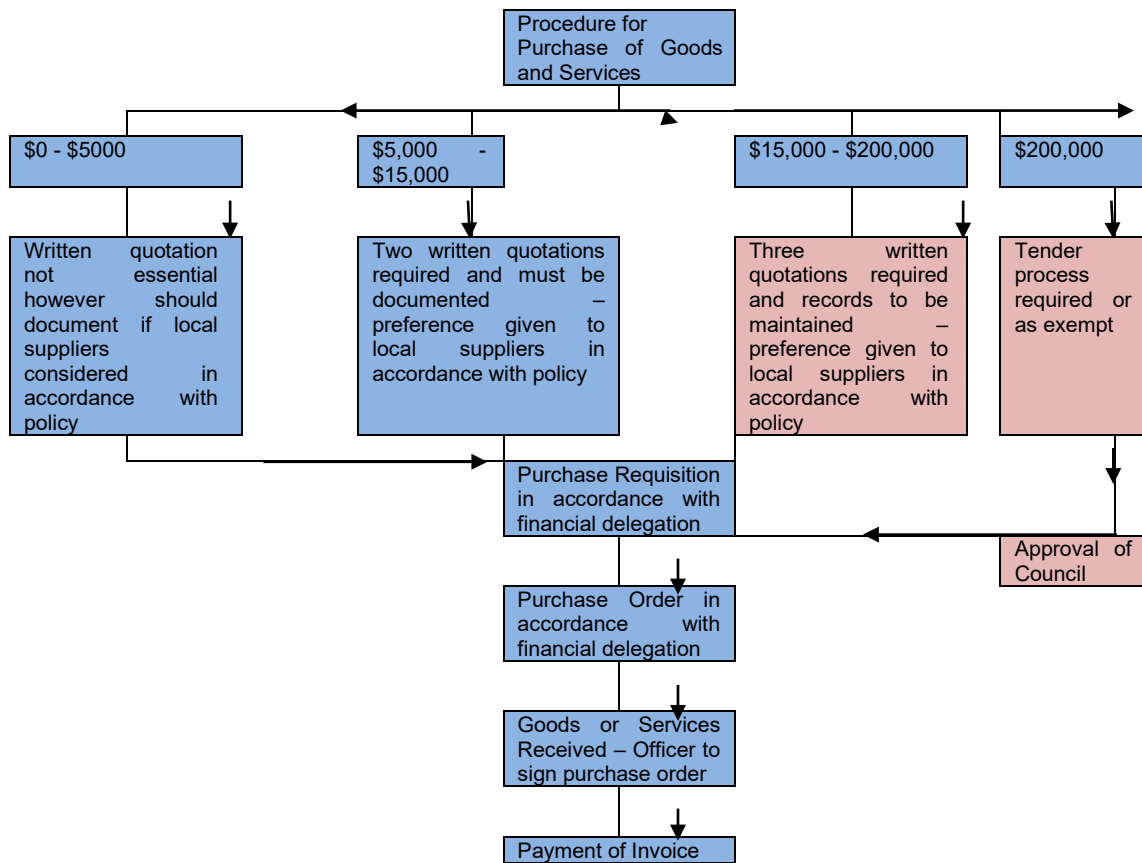
Officers must not release information, including names of tenderers to other tenderers prior to the opening of a tender. Communications should be minimised with suppliers prior to the award of a tender except during the course of normal daily work.

Opening of Tenders:

Tender boxes are to be opened at the appointed time and in public, with at least two Council Officers to be present and any member of the public who is present and wishes to attend to be invited do so.

Tender proposals are to be opened and recorded in an appropriate format, and general details of the offer are to be advised to any persons in attendance, eg "A Caterpillar grader from Hastings Deering for \$300,000 less trade of \$120,000". Commercial-in-confidence details such as unit rates should not be divulged except where the pricing structure does not provide a lump sum option.





**APPROVAL:**

Policy Reviewed: General Council Meeting 18 June 2020  
 Resolution Number: 20200618.15

Policy Authorised: Peter Bennett  
 Chief Executive Officer

**Item 2.15 Sponsorship Request – Jaydon Lanskey**

**EXECUTIVE SUMMARY**

A request has been received requesting any support from Council for Jaydon Lanskey to attend Hervey Bay in July to compete in the Northwest team for 13 year old boys for Cross Country.

**OFFICER'S RECOMMENDATION**

**That Council: *determine an amount to support the sponsorship request.***

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**Budget & Resource Implications**

To be determined.

**Background**

Dear Richmond Shire Council,

I am writing on behalf of my son Jaydon Lanskey who recently competed at the Northwest Trials in Winton for Cross Country. Jaydon was lucky enough to get selected in the Northwest team for 13 year old boys to compete in Hervey Bay on the 15<sup>th</sup> and 16<sup>th</sup> of July 2023.

All team members are required to travel independently to the championships which will be quite costly. Along with the travel there is Levy's, Uniforms, Accommodation and Meals. Jaydon is such a humble kid who has a natural talent for long distance running. I am so honored to have the opportunity to send him to State Championships and represent our town.

Any support is greatly appreciated, we look forward to hearing from you.

Kind Regards,  
Sherreen Johnston  
Richmond QLD 4822



**Consultation (Internal/External)**

External: Sherreen Lanskey

**Attachments**

Nil

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Report prepared by **Tiana Grant (Executive Assistant)**

**Item 3 Reports for Consideration – Corporate Services**

**Item 3.1 Monthly Financial Statements**

**EXECUTIVE SUMMARY**

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

**OFFICER'S RECOMMENDATION**

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

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

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**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 31 May 2023.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment C –

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

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

**Richmond Shire Council**  
**Statement of Comprehensive Income**  
**as at 31st May 2023**

	2023	2023	2022
	\$	Budget	\$
	\$	\$	\$
<b>Income</b>			
<b>Revenue</b>			
<b>Recurrent revenue</b>			
Rates, levies and charges	1,917,382	1,914,890	1,796,510
Less Pensioner & Write Off		(7,100)	
Fees and charges	899,658	881,000	770,306
Sales revenue	4,864,479	9,905,000	8,025,707
Grants, subsidies, contributions and donations	2,738,461	1,889,238	6,870,409
	<u>10,419,982</u>	<u>14,583,028</u>	<u>17,462,932</u>
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	6,103,964	16,714,000	5,855,537
<b>Total capital revenue</b>	<u>6,103,964</u>	<u>16,714,000</u>	<u>5,855,537</u>
Rental income	157,106	179,000	157,064
Interest received	166,008	70,000	58,449
Other income	154,726	87,000	90,534
	<u>477,839</u>	<u>336,000</u>	<u>306,046</u>
<b>Total income</b>	<u>17,001,785</u>	<u>31,633,028</u>	<u>23,624,515</u>
<b>Expenses</b>			
<b>Recurrent expenses</b>			
Employee benefits	(5,284,371)	(6,600,000)	(5,585,296)
Materials and services	(8,381,549)	(12,225,000)	(9,751,088)
Finance costs	(69,840)	(120,840)	(95,136)
Depreciation and amortisation			
Property, Plant and Equipment	(4,735,151)	(4,987,000)	(4,142,298)
	<u>(18,470,910)</u>	<u>(23,932,840)</u>	<u>(19,573,818)</u>
<b>Capital expenses</b>			
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>
<b>Total expenses</b>	<u>(18,354,801)</u>	<u>(23,932,840)</u>	<u>(19,523,818)</u>
<b>Net result</b>	<u>(1,353,015)</u>	<u>7,700,188</u>	<u>4,100,697</u>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to net result</b>			
Increase in asset revaluation surplus			-
<b>Total other comprehensive income for the year</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total comprehensive income for the year</b>	<u>(1,353,015)</u>	<u>7,700,188</u>	<u>4,100,697</u>

**Richmond Shire Council**  
**Statement of Financial Position**  
**as at 31st May 2023**

	2023	2023 Budget	2022
	\$	\$	\$
<b>Current assets</b>			
Cash and cash equivalents	2,105,118	1,592,000	10,222,757
Restricted Cash			
Trade and other receivables	1,203,853	1,217,000	335,447
Inventories	405,293	497,000	328,715
Land for Resale	126,000	-	126,000
Contract assets	1,192,593	-	-
Other assets	21,081	-	30,792
<b>Total current assets</b>	<u>5,053,938</u>	<u>3,306,000</u>	<u>11,043,710</u>
<b>Non-current assets</b>			
Property, plant and equipment	229,800,305	230,154,000	196,138,000
Intangible assets	-	112,000	112,619
Capital Work in Progress	10,820,629		17,767,958
<b>Total non-current assets</b>	<u>240,620,934</u>	<u>230,266,000</u>	<u>214,018,578</u>
<b>Total assets</b>	<u>245,674,872</u>	<u>233,572,000</u>	<u>225,062,288</u>
<b>Current liabilities</b>			
Trade and other payables	2,650,486	1,714,000	529,897
Contract liabilities		-	-
Borrowings	144,984	581,000	141,543
Provisions	1,381,668	1,368,000	1,353,731
<b>Total current liabilities</b>	<u>4,177,138</u>	<u>3,663,000</u>	<u>2,025,170</u>
<b>Non-current liabilities</b>			
Provisions	237,602	201,000	201,108
Borrowings	2,253,608	1,673,000	2,813,854
<b>Total non-current liabilities</b>	<u>2,491,210</u>	<u>1,874,000</u>	<u>3,014,962</u>
<b>Total liabilities</b>	<u>6,668,348</u>	<u>5,537,000</u>	<u>5,040,132</u>
<b>Net community assets</b>	<u>239,006,523</u>	<u>228,035,000</u>	<u>220,022,157</u>
<b>Community equity</b>			
Asset revaluation surplus	126,221,696	103,429,000	103,428,227
Operating surplus	(1,353,015)	-	4,100,697
Retained surplus	114,137,843	124,606,000	112,493,232
<b>Total community equity</b>	<u>239,006,524</u>	<u>228,035,000</u>	<u>220,022,157</u>

**Richmond Shire Council  
Statement of Cash Flows  
as at 31st May 2023**

	<b>2023</b>	<b>2023 Budget</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Cash flows from operating activities</b>			
Receipts from customers	7,687,873	11,888,000	9,529,994
Payments to suppliers and employees	(13,735,759)	(17,658,000)	(16,489,447)
	(6,047,886)	(5,770,000)	(6,959,453)
Interest received	166,008	70,000	58,449
Rental income	157,106	179,000	157,064
Grants, subsidies, contributions and donations - non-capital	2,738,461	1,889,238	6,870,409
Finance/Borrowing costs	(69,840)	(120,840)	(95,136)
<b>Net cash inflow (outflow) from operating activities</b>	<b>(3,056,151)</b>	<b>(3,752,602)</b>	<b>31,333</b>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment	(11,723,522)	(21,055,000)	(8,455,267)
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	5,855,537
<b>Net cash inflow (outflow) from investing activities</b>	<b>(5,619,557)</b>	<b>(4,341,000)</b>	<b>(2,599,730)</b>
<b>Cash flows from financing activities</b>			
Proceeds from borrowings		-	-
Repayment of borrowings	(418,640)	(665,000)	(406,534)
<b>Net cash (outflow) from financing activities</b>	<b>(418,640)</b>	<b>(665,000)</b>	<b>(406,534)</b>
<b>Net increase in cash and cash equivalent held</b>	<b>(9,094,348)</b>	<b>(8,758,602)</b>	<b>(2,974,931)</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>	<b>11,199,466</b>	<b>10,113,602</b>	<b>13,197,688</b>
<b>Cash and cash equivalents at end of the financial year</b>	<b>2,105,118</b>	<b>1,355,000</b>	<b>10,222,757</b>

**Richmond Shire Council**  
**Operating Statement by Function**  
**as at 31st May 2023**

<b>Function</b>	<b>Income</b> \$	<b>Expense</b> \$	<b>Surplus</b> \$
10 Administration	2,011,523	(1,673,802)	337,721
11 Finance	2,245,672	(4,186,606)	(1,940,934)
12 Community Services	781,165	(1,189,035)	(407,871)
13 Engineering	11,196,807	(10,120,114)	1,076,693
14 Sewerage	366,098	(238,979)	127,119
15 Water	417,750	(762,467)	(344,717)
16 Cleansing	97,889	(276,871)	(178,983)
Environmental Services	-	(15,235)	(15,235)
18 Planning & Building	991	(7,800)	(6,809)
<b>Net result</b>	<b>17,117,895</b>	<b>(18,470,910)</b>	<b>(1,353,015)</b>

**Item 3.2 Utility Charges – Water 2023/2024**

**EXECUTIVE SUMMARY**

The report provides the details of the Water Utility Charges for the 2023/24 financial year.

**OFFICER'S RECOMMENDATION**

***That Council: Pursuant to section 94 of the Local Government Act 2009 and section 99 of the Local Government Regulation 2012, Council resolves to make and levy water utility charges for the supply of water services by Council, as shown in the attachments. These charges will be applied for the 2023/24 financial year.***

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**Budget & Resource Implications**

N/A

**Background**

The report provides the details of the Water Utility Charges for the 2023/24 financial year.

**Consultation (Internal/External)**

Internal: Mayor and Councillors

Peter Bennett

Other Council staff

**Attachments**

Attachment D – RSC FACT SHEET

Attachment E – Table for Water Access Charge

Attachment F – Running Costs for Water 2022/2023

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



## **Richmond Shire Council FACT SHEET**

In accordance with section 94 of the Local Government Act 2009 and section 99 of the Local Government Regulation 2012 Council will introduce a two-part water charge as of 1 July 2023.

Part 1 is an Access Charge – This charge will show on your quarterly rate notice. All properties connected to Council's water supply or capable of connection to the supply will pay an access charge for each meter connected. This access charge includes an allowance for your property. The table at the end shows the annual allowance for the different rate categories within the Richmond Shire Council.

The access charge helps to recover the variable cost of operating the water network, including the water treatment and delivery water to your property. It also contributes to funding the fixed costs to operate, maintain, plan, and upgrade the network of water infrastructure.

Part 2 is an Excess Water Consumption charge – Any water that is used over the water allowance will be charged at an excess water consumption rate. The excess water charge is to encourage the responsible use of water so that the more water you use, the more you pay.

Excess Water charges will be issued via a separate water billing notice in January (for the period July to December prior) and in July (for the period January to June prior). The first water bill will be issued in January 2024. Any excess water will be charged at \$1.55 per kilolitre.

If you do not use more than your water allowance, you will not be charged any excess water charge.

### **Overdue Payments**

Interest on overdue rates and charges will be charged at a rate set by Council as part of the annual budget and can be found in Council's Revenue Statement. The current rate is 8.17% per annum compounded daily.

Please note interest is compounding on any changes brought forward from previous notices.

If you are having difficulty paying your water notice, please contact Council office by emailing [rates@richmond.qld.gov.au](mailto:rates@richmond.qld.gov.au) or by calling 07 4719 3377.

There will be no rebates or concessions on any excess water charges.

### **Monitoring water use**

Richmond Shire Council has updated all water meters in the township of Richmond. The meters use the Aqualus Water system, and it uses a low frequency transmitter technology that provides users with a wealth of water related information.

This information is displayed via an easy-to-use dashboard, showing information such as usage trends and hourly water consumption, leak detection and alerts. You will also receive a monthly water usage report.

Please register your details via the following link:

<https://richmond.aqualus.com>

If you require any assistance, please contact Council office by emailing rates or by calling 07 4719 3377.

### **Information for tenants and agents**

Any excess water notices will be issued to the property owner. Owners and tenants can monitor their own water usage through the website,

<https://richmond.aqualus.com>.

### **To report leaks or burst pipes**

Richmond Shire Council is responsible for water leaks from the supply system up to (and including) the water meter. If you notice a leak on a public property, such as water leaking on the road and nature strip or a burst water pipe, please contact Council as soon as possible on 07 4719 3377. You can also report an issue using the Snap, Send Solve app available on your mobile phone.

For water leaks that occur on the side of the water meter that points towards private property, it is the responsibility of the property owner.

### **Current water restrictions**

The Richmond Township are now on level 2 water restrictions.

Sprinklers and fixed irrigation systems can only be used between the hours of **4:00am to 8:00am and 4:00pm to 8:00pm** Monday to Sunday.

**No** sprinklers, fixed irrigation systems and unattended hoses can be between the hours of **8:00am to 4:00pm and 8:00pm to 4:00am** Monday to Sunday.

These restrictions can change at any time at Councils discretion.

In accordance with the Water Supply (Safety & Reliability) Act 2008, Council may apply fines to residents not complying with the above-mentioned restrictions.

Fines will be in the order of two penalty units per offence.

### **How can I save on my water consumption?**

We use more than half our water outside our homes, so watering lawns and gardens in the early morning or evenings and using a water timer will be a great start.

10 ways to save water inside and outside your home:

1. Take a short shower instead of a bath.
2. Install a dual flush toilet.
3. Turn the tap off while you brush your teeth.
4. Fit a water-saving shower head.
5. Only run your dishwasher when it's full.
6. Water plants, not paths or driveways.
7. Use a bucket to wash the car.
8. Wash the car on the lawn.
9. Fit a tap timer to garden taps.
10. Water twice a week in the dry and never when it's wet.

You can find further information at the following:

<https://www.qld.gov.au/environment/water/residence/use/home>

## **Table of water access and consumption charges**

<b>CATEGORY</b>	<b>Daily Allowance (Litres)</b>	<b>Access Charge (\$)</b>	<b>Half Year Allowance (kL)</b>	<b>Yearly Allowance (kL)</b>
Vacant Land	1,000	750	183	366
Residential	4,000	1,000	730	1,460
Rural Residential	6,000	1,500	1,095	2,190
Business Premises	6,000	1,500	1,095	2,190
Bowling Club	8,625	2,156	1,574	3,148
Fuel Depot	9,375	2,344	1,711	3,422
Sports Field	11,250	2,813	2,054	4,108
Racecourse	13,500	3,375	2,464	4,928
Fire Station	15,000	3,750	2,738	5,476
Railway Camp	24,750	6,188	4,517	9,034
Railway Station	61,875	15,469	11,292	22,584
Churches and Charities	2,250	563	411	822
Service Stations	6,000	1,500	1,095	2,190
Railway Single Men's Quarters	8,250	2,063	1,506	3,012
Slaughter Yards	8,625	2,156	1,574	3,148
Government Offices	11,250	2,813	2,054	4,108
Swimming Pool	11,250	2,813	2,054	4,108
Motel	16,875	4,219	3,080	6,160
Hotel	16,875	4,219	3,080	6,160
Preschool	18,750	4,688	3,422	6,844
Motel Service Station	21,000	5,250	3,833	7,666
Hotel-Motel	24,375	6,094	4,448	8,896
Jail	3,750	938	684	1,368
Museum	6,750	1,688	1,232	2,464
Cemetery	6,750	1,688	1,232	2,464
Golf Club	8,625	2,156	1,574	3,148
Airport	10,875	2,719	1,985	3,970
Parks	11,250	2,813	2,054	4,108
Police Station	11,250	2,813	2,054	4,108
Court House	18,750	4,688	3,422	6,844
Hospital	61,875	15,469	11,292	22,584
School	67,500	16,875	12,319	24,638

If you have any queries or require further information regarding the new water charge, please do not hesitate to contact the Rates Department on 07 4719 3377 or emailing [rates@richmond.qld.gov.au](mailto:rates@richmond.qld.gov.au)



	1	2	3	4	5	6	7	8	9	10	11	12	
Water Treatment Plant Expenses	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
Plumber Wages	2,348.80	1,858.82	5,967.91	5,344.47	3,441.43	6,665.15	4,454.07	3,171.42	2,188.40	3,297.27	4,320.51	0.00	43,058.25
Plumbers Plant	497.75	408.85	1,835.61	1,214.71	859.95	1,573.97	1,201.39	1,162.18	708.49	1,046.53	1,225.77	0.00	11,735.20
Town Services Wages	89.11	14.69	177.34	29.55	0.00	0.00	0.00	0.00	14.78	0.00	721.27	0.00	1,046.74
Town Services Plant	48.70	5.93	47.40	11.85	0.00	0.00	0.00	100.00	5.93	0.00	460.36	0.00	680.17
Road Gang Wages	161.15	0.00	291.60	0.00	0.00	77.37	0.00	0.00	0.00	0.00	0.00	0.00	530.12
Road Gang Plant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Chemicals -Chlorine & Sulphate	4,961.00	0.00	5,161.00	2,802.00	0.00	4,227.00	6,586.00	2,802.00	4,227.00	2,802.00	5,604.00	0.00	39,172.00
Electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53,030.32	5,602.45	58,632.77
Telephone/Internet	118.16	163.57	45.41	45.41	0.00	0.00	0.00	636.21	163.57	45.41	45.41	399.89	1,663.04
Water Sampling Expenses	0.00	3,734.70	672.29	0.00	2,283.44	1,775.66	672.30	672.30	4,190.16	1,926.01	1,635.63	0.00	17,562.49
Freight	0.00	1,625.86	300.68	0.00	1,221.83	0.00	5,642.59	1,182.62	0.00	330.75	0.00	0.00	10,304.33
Materials and Services	2,494.50	426.34	1,524.85	2,112.21	-2,257.37	708.96	534.44	2,321.35	-2,941.14	28,815.42	31,997.58	1,245.89	66,983.03
<b>TOTAL WATER TREATMENT PLANT</b>	<b>10,719.17</b>	<b>8,238.76</b>	<b>16,024.09</b>	<b>11,560.20</b>	<b>5,549.28</b>	<b>15,028.11</b>	<b>19,090.79</b>	<b>12,048.08</b>	<b>8,557.19</b>	<b>38,263.39</b>	<b>99,040.85</b>	<b>7,248.23</b>	<b>251,368.14</b>
Building Mtce - WTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.89	0.00	0.00	0.00	0.00	32.89
Building Operating - WTP	0.00	0.00	143.05	0.00	0.00	0.00	0.00	143.05	143.59	0.00	0.00	0.00	429.69
Maxi Water Maintenance	0.00	0.00	320.55	0.00	0.00	0.00	0.00	224.25	0.00	0.00	0.00	0.00	544.80
Richmond Water Maintenance	28,832.21	27,585.50	34,935.94	33,466.58	27,684.20	30,131.59	24,610.94	15,447.45	37,956.71	13,921.97	-29,590.22	330.44	245,313.31
Richmond Water Operating	5,664.03	5,089.48	7,265.19	6,914.57	11,537.99	11,594.12	10,166.22	9,448.27	1,958.28	11,581.61	-28,449.53	1,764.32	54,534.55
<b>TOTAL OTHER WATER</b>	<b>34,496.24</b>	<b>32,674.98</b>	<b>42,664.73</b>	<b>40,381.15</b>	<b>39,222.19</b>	<b>41,725.71</b>	<b>34,777.16</b>	<b>25,295.91</b>	<b>40,058.58</b>	<b>25,503.58</b>	<b>-58,039.75</b>	<b>2,094.76</b>	<b>300,855.24</b>
<b>TOTAL WATER EXPENSES</b>	<b>45,215.41</b>	<b>40,913.74</b>	<b>58,688.82</b>	<b>51,941.35</b>	<b>44,771.47</b>	<b>56,753.82</b>	<b>53,867.95</b>	<b>37,343.99</b>	<b>48,615.77</b>	<b>63,766.97</b>	<b>41,001.10</b>	<b>9,342.99</b>	<b>552,223.38</b>
Litres Used	40,885,000	30,827,000	45,207,000	51,264,000		47,657,000	54,591,000	44,848,000	28,711,000	52,933,000	67,705,000		464,628,000.00

<u>184.84</u>	cost per litre	
46,462,800	10 month average usage	