



**RICHMOND SHIRE COUNCIL  
LATE AGENDA  
FOR**

**ORDINARY MEETING  
TUESDAY 10 OCTOBER 2023  
COMMENCING AT 8:00AM**

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

**Item 2.5 2024 Council Meeting Dates**

**EXECUTIVE SUMMARY**

The Department of State Development, Infrastructure, Local Government and Planning has written to Council advising that Queensland Councils can move the March 2024 Council Meetings forward due to the 2024 Local Government Elections.

It has been decided to propose the 2024 Council Meeting Dates early. These dates are to be discussed and any changes required are to be made.

**OFFICER'S RECOMMENDATION**

**That Council: *approve the 2024 Council Meeting dates as presented.***

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**Budget & Resource Implications**

N/A

**Background**

The Proposed Dates for 2024:

16 January	*SH
20 February	*ST
12 March	*ST
16 April	*ST
23 April (Pre-Budget)	*ST
21 May	*ST
28 May (Pre-Budget)	*ST
18 June	*ST
25 June (Budget)	*ST
16 July	*ST
20 August	*ST
10 September	*ST
15 October	*ST
19 November	*ST
10 December	*ST

\*SH – School Holidays

\*ST – School Term

**Consultation (Internal/External)**

Internal: Chief Executive Officer, Peter Bennett

External: Department of State Development, Infrastructure, Local Government and Planning

**Attachments**

Attachment A - Letter

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



Our ref: DGBN23/437

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

6 October 2023

Mr Peter Bennett  
Chief Executive Officer  
Richmond Shire Council  
PeterB@richmond.qld.gov.au

Dear Mr Bennett

I am writing in relation to concerns expressed by some local governments about their ability to hold a council meeting in March 2024.

Section 257 of the Local Government Regulation 2012 (the Regulation) requires councils to hold a council meeting at least once in each month. With the 2024 quadrennial local government election (the election) being held two weeks earlier than usual, there is a shorter window of opportunity to hold a council meeting in March 2024. However, it is possible for councils to hold a council meeting between 1 and 15 March 2024, prior to election day on 16 March 2024. Given the proximity to the election, this could be a very short meeting to accept the minutes of the previous meeting.

The Regulation also provides that the Minister for Local Government may vary the requirement for a council to hold a meeting once in each month. Should a council wish to do so, you may write seeking that a council meeting does not need to be held in March 2024. Applications will then be considered on a case-by-case basis. If that is the council's preferred option, I would ask that you make such an application within four weeks of the date of this letter.

I would also like to take the opportunity to remind you that councils must hold a post-election meeting within 14 days after the conclusion of the election.

I have asked for Ms Bronwyn Blagoev, Executive Director, Strategy and Service Delivery, Local Government Division, in the Department of State Development, Infrastructure, Local Government and Planning to assist you with any further queries. You may wish to contact Ms Blagoev on (07) 3452 6792 or by email at [bronwyn.blagoev@dsdilgp.qld.gov.au](mailto:bronwyn.blagoev@dsdilgp.qld.gov.au).

Yours sincerely

Natalie Wilde  
**Acting Director-General**

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

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

**Item 3.1 Monthly Financial Statements**

**EXECUTIVE SUMMARY**

Council's monthly financial report in relation to the 2023/24 adopted budget is presented for consideration, together with the Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 30 September 2023.

**OFFICER'S RECOMMENDATION**

**That Council: receive the monthly financial report presenting the progress made as at 30 September 2023 in relation to the 2023/24 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**

This report provides information on actual versus amended budget performance, including a rates and charges revenue overview, and an update on Council cash, investments, and borrowings.

See attached Statements for more information.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment B –

- 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 30 September 2023**

	<b>2024</b> <b>Actuals</b> \$	<b>2024</b> <b>Budget</b> \$	<b>2023</b> <b>Actuals</b> \$	<b>Budget</b> <b>Variance</b> %
<b>Income</b>				
<b>Revenue</b>				
<b>Recurrent revenue</b>				
Rates, levies and charges	606,524	2,049,395	520,628	29.60%
Fees and charges	343,937	1,070,250	396,763	32.14%
Sales revenue	2,790,331	11,678,651	3,365,411	23.89%
Grants, subsidies, contributions and donations	340,567	8,859,300	745,728	3.84%
	<u>4,081,359</u>	<u>23,657,596</u>	<u>5,028,530</u>	<u>17.25%</u>
<b>Capital revenue</b>				
Grants, subsidies, contributions and donations	2,635,589	19,979,690	2,058,876	13.19%
<b>Total capital revenue</b>	<u>2,635,589</u>	<u>19,979,690</u>	<u>2,058,876</u>	<u>13.19%</u>
Rental income	43,620	172,800	43,163	25.24%
Interest received	67,714	175,000	65,939	38.69%
Other income	49,124	361,271	146,998	13.60%
	<u>160,457</u>	<u>709,071</u>	<u>256,099</u>	<u>22.63%</u>
<b>Total income</b>	<u>6,877,406</u>	<u>44,346,357</u>	<u>7,343,505</u>	<u>15.51%</u>
<b>Expenses</b>				
<b>Recurrent expenses</b>				
Employee benefits	(1,337,313)	(8,705,297)	(1,489,451)	15.36%
Materials and services	(3,564,819)	(10,710,064)	(3,825,491)	33.28%
Finance costs	(19,912)	(651,100)	(26,189)	3.06%
Depreciation and amortisation				
Property, Plant and Equipment	(1,601,231)	(5,190,100)	(1,444,929)	30.85%
	<u>(6,523,274)</u>	<u>(25,256,561)</u>	<u>(6,786,060)</u>	<u>25.83%</u>
<b>Capital expenses</b>				
Loss on disposal of non-current assets	619,001	619,000	36,564	
Write off of flood damaged roads			-	
	<u>619,001</u>	<u>619,000</u>	<u>36,564</u>	<u>100.00%</u>
<b>Total expenses</b>	<u>(5,904,273)</u>	<u>(24,637,561)</u>	<u>(6,749,496)</u>	<u>23.96%</u>
<b>Net result</b>	<u>973,132</u>	<u>19,708,796</u>	<u>594,008</u>	<u>4.94%</u>
<b>Other comprehensive income</b>				
<b>Items that will not be reclassified to net result</b>				
Increase in asset revaluation surplus			-	0.00%
<b>Total other comprehensive income for the year</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<b>Total comprehensive income for the year</b>	<u>973,132</u>	<u>19,708,796</u>	<u>594,008</u>	<u>4.94%</u>

**Richmond Shire Council**  
**Statement of Financial Position**  
**as at 30 September 2023**

	<b>2024 Actuals</b>	<b>2024 Budget</b>	<b>2023 Actuals</b>	<b>Budget Variance</b>
	\$	\$	\$	%
<b>Current assets</b>				
Cash and cash equivalents	9,033,428	11,864,346	10,330,882	76.14%
Trade and other receivables	1,814,355	1,624,500	1,781,033	111.69%
Inventories	403,441	450,000	355,116	89.65%
Land for Resale	126,000	126,000	126,000	100.00%
Contract assets	2,972,885	1,500,000	1,192,593	198.19%
Other assets	166,765	155,000	38,900	107.59%
<b>Total current assets</b>	<b>14,516,872</b>	<b>15,719,846</b>	<b>13,824,525</b>	<b>92.35%</b>
<b>Non-current assets</b>				
Property, plant and equipment	239,454,650	272,752,146	204,743,107	87.79%
Intangible assets	0	-	112,619	0.00%
Capital Work in Progress	8,742,702		5,426,487	0.00%
<b>Total non-current assets</b>	<b>248,197,352</b>	<b>272,752,146</b>	<b>210,282,214</b>	<b>91.00%</b>
<b>Total assets</b>	<b>262,714,224</b>	<b>288,471,992</b>	<b>224,106,738</b>	<b>91.07%</b>
<b>Current liabilities</b>				
Trade and other payables	488,548	1,161,000	562,700	42.08%
Contract liabilities	894,869	1,750,000	3,395,298	51.14%
Borrowings	436,985	636,000	425,100	68.71%
Provisions	1,377,668	1,520,000	1,387,556	90.64%
<b>Total current liabilities</b>	<b>3,198,069</b>	<b>5,067,000</b>	<b>5,770,654</b>	<b>63.12%</b>
<b>Non-current liabilities</b>				
Provisions	243,270	305,000	199,455	79.76%
Borrowings	1,676,680	1,640,313	2,253,608	102.22%
<b>Total non-current liabilities</b>	<b>1,919,950</b>	<b>1,945,313</b>	<b>2,453,063</b>	<b>98.70%</b>
<b>Total liabilities</b>	<b>5,118,019</b>	<b>7,012,313</b>	<b>8,223,717</b>	<b>72.99%</b>
<b>Net community assets</b>	<b>257,596,205</b>	<b>281,459,679</b>	<b>215,883,021</b>	<b>91.52%</b>
<b>Community equity</b>				
Asset revaluation surplus	133,921,894	142,551,479	103,428,227	93.95%
Operating surplus	973,132	19,708,796	594,008	4.94%
Retained surplus	122,701,179	119,199,404	111,860,786	102.94%
<b>Total community equity</b>	<b>257,596,205</b>	<b>281,459,679</b>	<b>215,883,021</b>	<b>91.52%</b>

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

	<b>2024 Actuals</b>	<b>2024 Budget</b>	<b>2023 Actuals</b>	<b>Budget Variance</b>
	\$	\$	\$	%
<b>Cash flows from operating activities</b>				
Receipts from customers	5,246,032	15,159,567	4,429,800	34.61%
Payments to suppliers and employees	(6,246,899)	(20,953,606)	(6,298,100)	29.81%
	(1,000,867)	(5,794,039)	(1,868,300)	17.27%
Interest received	67,714	175,000	65,939	38.69%
Rental income	43,620	172,800	43,163	25.24%
Grants, subsidies, contributions and donations - non-capital	340,567	8,859,300	745,728	3.84%
Finance/Borrowing costs	(19,912)	(651,100)	(26,189)	3.06%
<b>Net cash inflow (outflow) from operating activities</b>	<b>(568,878)</b>	<b>2,761,961</b>	<b>(1,039,659)</b>	<b>-20.60%</b>
<b>Cash flows from investing activities</b>				
Payments for property, plant and equipment	(3,193,432)	(20,059,340)	(1,749,276)	15.92%
Net movement in loans and advances	-	-	-	0.00%
Proceeds from sale of property plant and equipment	619,001	619,000	-	100.00%
Grants, subsidies, contributions and donations - capital	2,635,589	19,979,690	2,058,876	13.19%
<b>Net cash inflow (outflow) from investing activities</b>	<b>61,158</b>	<b>539,350</b>	<b>309,600</b>	<b>11.34%</b>
<b>Cash flows from financing activities</b>				
Proceeds from borrowings	-	-	-	0.00%
Repayment of borrowings	(142,649)	(636,965)	(138,524)	22.40%
<b>Net cash (outflow) from financing activities</b>	<b>(142,649)</b>	<b>(636,965)</b>	<b>(138,524)</b>	<b>22.40%</b>
<b>Net increase in cash and cash equivalent held</b>	<b>(650,369)</b>	<b>2,664,346</b>	<b>(868,584)</b>	<b>-24.41%</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>	<b>9,683,797</b>	<b>9,200,000</b>	<b>11,199,466</b>	<b>105.26%</b>
<b>Cash and cash equivalents at end of the financial year</b>	<b>9,033,428</b>	<b>11,864,346</b>	<b>10,330,882</b>	<b>76.14%</b>

**Item 3.2 Operational Plan**

**EXECUTIVE SUMMARY**

As required by Section 174(3) of the *Local Government Regulation 2012*, a progress report on the implementation of Council's 2023/2024 Operational Plan at the end of the March quarter is tabled for Council's consideration.

**OFFICER'S RECOMMENDATION**

**That Council: *receive and note the Quarter 1 progress report of RSC 2023/2024 Operational Plan for the September 2023 reporting period.***

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**Budget & Resource Implications**

N/A

**Background**

Quarter 1 progress report of the Richmond Shire Council 2023/2024 Operational Plan.

**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)**



# OPERATIONAL PLAN

2023 - 2024



# OPERATIONAL PLAN 2023-2024

## Finance and Administration

<b>Activity Identified:</b>	Upgrade Staff Housing
<b>Budget Implication:</b>	\$100,000
<b>Activity Objectives:</b>	Upgrade to 1 Carter Street
<b>Corporate Plan Objective:</b>	Property Management
<b>Amount Spent:</b>	\$50,000 spent
<b>Objective Update:</b>	Ongoing discussions with the Contractors

<b>Activity Identified:</b>	Upgrade to Council Buildings
<b>Budget Implication:</b>	\$25,000
<b>Activity Objectives:</b>	Maintenance issues such as painting and minor repairs
<b>Corporate Plan Objective:</b>	Property Management
<b>Amount Spent:</b>	\$20,000
<b>Objective Update:</b>	Saleyards roof to be replaced

<b>Activity Identified:</b>	Depot Upgrade
<b>Budget Implication:</b>	\$23,000
<b>Activity Objectives:</b>	Upgrade at the Crawford Street Depot
<b>Corporate Plan Objective:</b>	Asset Management
<b>Amount Spent:</b>	Contributed from RQP Seal
<b>Objective Update:</b>	As part of the Traffic Management Plan a drive has been sealed.

# OPERATIONAL PLAN 2023-2024

<b>Activity Identified:</b>	Land Purchase
<b>Budget Implication:</b>	\$633,500
<b>Activity Objectives:</b>	Purchase of Land
<b>Corporate Plan Objective:</b>	Corporate Governance
<b>Amount Spent:</b>	\$116,000 (previous years)
<b>Objective Update:</b>	Waiting on Department of Natural Resources

<b>Activity Identified:</b>	Rebroadcast Equipment
<b>Budget Implication:</b>	\$150,000
<b>Activity Objectives:</b>	Upgrade of rebroadcast equipment
<b>Corporate Plan Objective:</b>	Corporate Governance
<b>Amount Spent:</b>	\$0
<b>Objective Update:</b>	Project not yet started

# OPERATIONAL PLAN 2023-2024

## Works and Services

<b>Activity Identified:</b>	Town Streets and Rural Roads Maintenance
<b>Budget Implication:</b>	\$900,000
<b>Activity Objectives:</b>	Maintenance grading, pothole patching, other stormwater and sealing as required.
<b>Corporate Plan Objective:</b>	Roads
<b>Amount Spent:</b>	\$245,000
<b>Objective Update:</b>	Ongoing maintenance of Council Roads

<b>Activity Identified:</b>	Croydon Road New Seal
<b>Budget Implication:</b>	\$300,000
<b>Activity Objectives:</b>	Continue to upgrade the Croydon Road utilising TIDS, R2R and other funding sources.
<b>Corporate Plan Objective:</b>	Roads
<b>Amount Spent:</b>	\$89,642
<b>Objective Update:</b>	Worked has started

<b>Activity Identified:</b>	Crawford Street Upgrade
<b>Budget Implication:</b>	\$1,000,000
<b>Activity Objectives:</b>	Full reconstruction of Crawford Street
<b>Corporate Plan Objective:</b>	Roads
<b>Amount Spent:</b>	\$0
<b>Objective Update:</b>	Work has not yet started

# OPERATIONAL PLAN 2023-2024

<b>Activity Identified:</b>	QRA betterment projects
<b>Budget Implication:</b>	\$5,494,284
<b>Activity Objectives:</b>	Burleigh Crossing
<b>Corporate Plan Objective:</b>	Roads
<b>Amount Spent:</b>	\$5,841,299
<b>Objective Update:</b>	Project has been completed

<b>Activity Identified:</b>	NEMA Project
<b>Budget Implication:</b>	\$548,046
<b>Activity Objectives:</b>	Culvert Replacement at Coalbrook Road
<b>Corporate Plan Objective:</b>	Roads
<b>Amount Spent:</b>	\$0
<b>Objective Update:</b>	Work has not yet started

<b>Activity Identified:</b>	Stormwater Upgrade
<b>Budget Implication:</b>	\$1,421,624
<b>Activity Objectives:</b>	To reinstate stormwater drainage at 16 sites identified
<b>Corporate Plan Objective:</b>	Roads
<b>Amount Spent:</b>	\$1,373,114
<b>Objective Update:</b>	Work is an ongoing progress

# OPERATIONAL PLAN 2023-2024

<b>Activity Identified:</b>	Rural Addressing
<b>Budget Implication:</b>	\$51,200
<b>Activity Objectives:</b>	To Place Rural Address for all Rural Properties
<b>Corporate Plan Objective:</b>	Roads
<b>Amount Spent:</b>	\$10,000
<b>Objective Update:</b>	Signage for Properties have been ordered

<b>Activity Identified:</b>	Continuous upgrade of Council Plant
<b>Budget Implication:</b>	\$1,756,000
<b>Activity Objectives:</b>	Upgrade plant and equipment in accordance with Council's replacement program to maintain a quality fleet.
<b>Corporate Plan Objective:</b>	Asset Management
<b>Amount Spent:</b>	\$188,513
<b>Objective Update:</b>	Ute, Tyre Changer, Hino Truck ordered

<b>Activity Identified:</b>	Bulk kerbside waste collections
<b>Budget Implication:</b>	\$10,000
<b>Activity Objectives:</b>	Provide a bulk kerbside waste collection annually to help maintain a tidy town.
<b>Corporate Plan Objective:</b>	Cleansing
<b>Amount Spent:</b>	\$0
<b>Objective Update:</b>	Work is planned for December before wet season

# OPERATIONAL PLAN 2023-2024

<b>Activity Identified:</b>	Flood Damage – Local Roads
<b>Budget Implication:</b>	\$8,664,448
<b>Activity Objectives:</b>	To work through and repair all flood damage from 2022 flooding events.
<b>Corporate Plan Objective:</b>	Roads
<b>Amount Spent:</b>	\$1,823,750 including committed orders
<b>Objective Update:</b>	Work is ongoing

# OPERATIONAL PLAN 2023-2024

<b>Activity Identified:</b>	Water Treatment Plant – Replace Filter Medium
<b>Budget Implication:</b>	\$445,000
<b>Activity Objectives:</b>	Replace Filter Medium to Ensure Water Quality.
<b>Corporate Plan Objective:</b>	Water
<b>Amount Spent:</b>	\$168,721
<b>Objective Update:</b>	Works needs to be completed by 1 December 2023

<b>Activity Identified:</b>	Digital Water Meters
<b>Budget Implication:</b>	\$60,000
<b>Activity Objectives:</b>	Install digital water meters on all water meters in Richmond to provide up-to-date readings for water billing.
<b>Corporate Plan Objective:</b>	Water
<b>Amount Spent:</b>	\$28,000
<b>Objective Update:</b>	Work is ongoing

<b>Activity Identified:</b>	Refuse Tip – Clean up
<b>Budget Implication:</b>	\$75,000
<b>Activity Objectives:</b>	Clean up and organisation of refuse tip
<b>Corporate Plan Objective:</b>	Cleansing
<b>Amount Spent:</b>	\$18,750
<b>Objective Update:</b>	Work is ongoing as part of contract



# OPERATIONAL PLAN 2023-2024

<b>Activity Identified:</b>	Richmond Airport Runway Upgrade
<b>Budget Implication:</b>	\$7,500,000
<b>Activity Objectives:</b>	Install a new runway
<b>Corporate Plan Objective:</b>	Aerodrome
<b>Amount Spent:</b>	\$0
<b>Objective Update:</b>	Awaiting finalisation of funding

<b>Activity Identified:</b>	Swimming Pool
<b>Budget Implication:</b>	\$160,000
<b>Activity Objectives:</b>	Heating of the Swimming Pool to allow for year-round access
<b>Corporate Plan Objective:</b>	Asset Management
<b>Amount Spent:</b>	\$0
<b>Objective Update:</b>	Funding amount has been received

<b>Activity Identified:</b>	Swimming Pool
<b>Budget Implication:</b>	\$10,000
<b>Activity Objectives:</b>	Disable Access to the Pool Facility
<b>Corporate Plan Objective:</b>	Asset Management
<b>Amount Spent:</b>	\$
<b>Objective Update:</b>	Project has been completed

# OPERATIONAL PLAN 2023-2024

## Community Development and Services

<b>Activity Identified:</b>	Caravan Park Upgrades
<b>Budget Implication:</b>	\$23,000
<b>Activity Objectives:</b>	Landscape, fencing work at Caravan Park
<b>Corporate Plan Objective:</b>	Lakeview Caravan Park
<b>Amount Spent:</b>	\$0
<b>Objective Update:</b>	Project has not yet started

<b>Activity Identified:</b>	Provide support to local community events
<b>Budget Implication:</b>	\$20,000
<b>Activity Objectives:</b>	Continue to provide support to community clubs and organisations
<b>Corporate Plan Objective:</b>	Community Events
<b>Amount Spent:</b>	\$9895
<b>Objective Update:</b>	Support to Richmond Golf Club, Richmond Rodeo Association, Richmond Camp Draft and Kronosaurus Korner Digs

<b>Activity Identified:</b>	BMX Track
<b>Budget Implication:</b>	\$10,000
<b>Activity Objectives:</b>	Construct a BMX Track at the Skate Park
<b>Corporate Plan Objective:</b>	Sport and Rec
<b>Amount Spent:</b>	\$2187 including committed purchase orders
<b>Objective Update:</b>	Dirt and plants have been delivered. Contractors have supplied pad.

# OPERATIONAL PLAN 2023-2024

<b>Activity Identified:</b>	Disaster Management Dashboard
<b>Budget Implication:</b>	\$10,000
<b>Activity Objectives:</b>	Construction of a disaster management dashboard for Council's website
<b>Corporate Plan Objective:</b>	Disaster Management
<b>Amount Spent:</b>	\$10,000 including committed orders
<b>Objective Update:</b>	Order has been raised for dashboard on Council website