



RICHMOND SHIRE COUNCIL
SPECIAL MEETING (BUDGET)
AGENDA

FOR

SPECIAL MEETING
(BUDGET)
MONDAY 24 July 2023
COMMENCING AT 2:00 PM

Richmond Shire Council
Special Meeting (Budget) of Council 24 July 2023

AGENDA AND TIMETABLE FOR SPECIAL MEETING (BUDGET)
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Commencement of Meeting
Signing of Attendance Book
Leave of Absence
Declarations of Interest
Mayor's Message
Our Organisation
Executive Summary
Functional Responsibilities
Financial Sustainability and Accountability
Financial Management, Planning and Accountability
Contracting Principles and Governance

Item 1	Reports for Consideration – Financial Policies
Item 2	Reports for Consideration – Financial Reports
Item 3	Reports for Consideration – Operational Plan 2023/2024
Item 4	Reports for Consideration – Fees and Charges 2023/2024
Item 5	General Business
	Close of Meeting

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Mayor's Message

Our Organisation

Executive Summary

The budget document for the 2023-24 financial year has been prepared in accordance with legislation and with the Budget Guidelines released from the Office of the Chief Executive Officer.

Each year the budget process is the most important part of the Corporate Calendar.

Changes to legislation in 2009 and 2012 now require local governments to consider the longer term when managing their finances.

Copies of the relevant sections of the legislation and the requirements of councils have been included in this document for the purpose of informing the community of this obligation.

Richmond Shire Council has taken this responsibility seriously and has been working to ensure that while this is a legislative requirement, it is also good governance and management practice to ensure that the Council remains financially viable, and planning becomes part of the way that we regularly do business.

Legislation changes in 2009 saw a move from a very prescriptive 1993 local government Act to legislation that gave Council more autonomy.

However, with autonomy comes accountability and the Queensland Government provided a set of five local government principles.

To ensure the system of local government is accountable, effective, efficient, and sustainable, Parliament requires:

- anyone who is performing a responsibility under this Act to do so in accordance with the local government principles; and
- any action that is taken under this Act to be taken in a way that
 - is consistent with the local government principles; and
 - provides results that are consistent with the local government principles, in as far as the results are within the control of the person who is taking the action.

The local government principles are:

- transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion, and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors and local government employees.

Richmond Shire Council's 2023-24 Budget has been prepared in accordance with these guiding principles.

Functional Responsibilities

The Operational Plan has been structured in accordance with the functional responsibilities of the Richmond Shire Council.

These functions are as follows:

Councillors

Richmond Shire Councillors are responsible for the good rule and local government of the Council area. They are responsible for representing the current and future interests of the community and for setting the strategic direction of the local government. The responsibilities of Councillors are clearly articulated in the *Local Government Act 2009*.

Office of the Chief Executive Officer

The Office of the Chief Executive Officer is responsible for the organisational leadership, administration, and strategic management of the organisation. This includes economic development, tourism, media and communications, native title, advocacy, disaster management, day-to-day management of all functions of Council and to ensure that the decisions and policy of Council is carried out. The Chief Executive Officer also provides advice to the Councillors and is the custodian of records and documents of Council

Corporate Services

Corporate Services provide the following functions: insurance administration, development and training, human resources, customer service, risk management, asset management, financial services, rating, internal audits, information technology, records Management, procurement, stores, tenders, and contracts.

Community Services and Development

Community Services and Development provide the following functions: library services, housing and tenancy, media and communication, community care, aged care and OSHC.

Works Services

Infrastructure Services provide the following functions: water and sewerage, resource recovery, engineering design and projects, roads and urban services, facilities management, fleet and depot management, local laws, environmental services, land care, open space, workplace health and safety and stock route management.

Financial Sustainability and Accountability

Financial Sustainability and Accountability

A local government must ensure it is financially sustainable. To do this, a local government must implement systems to meet the following sustainability criteria.

- Manage financial risk prudently.
- Financial policies are to be formulated:
 - To ensure a reasonable degree of equity, stability, and predictability
 - So that current services, facilities and activities are financed by the current users of the services, facilities, and activities
 - Having regard to the effects of the policies on the future users of services, facilities, and activities
 - Full, accurate and timely information about the local government's finances and infrastructure is to be made available to the public on the local government's website

A local government is financially sustainable if the local government is able to maintain its financial capital and infrastructure capital over the long term.

In accordance with the *Local Government Act 2009* section 104 each local government must establish a system of financial management that complies with the requirements prescribed under a regulation and must regularly review the performance of its system of financial management.

Financial Management, Planning and Accountability

Financial Management, Planning and Accountability

In accordance with the *Local Government Act 2009* section 104 the system of financial management established by a local government must include -

The following financial management documents prepared for the local government:

- An annual budget
- A general-purpose financial statement
- A long-term financial forecast
- An asset registers
- A revenue statements.

The following planning and accountability documents prepared for the local government:

- An annual report
- A 5-year corporate plan, incorporating community engagement
- An annual operational plan
- A long-term asset management plan

- A report on the results of an annual review of the implementation of the annual operational plan, 5-year corporate plan and long-term community plan.

The financial plan includes the following policies:

- An investment policy

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- A debt policy
- A revenue policy

Council also includes the following policies into its budget documentation:

- A debt collection policy
- A grants to community organisations policy
- An advertising policy
- An entertainment and hospitality policy
- A procurement policy

Contracting Principles and Governance

Contracting Principles

In accordance with the *Local Government Act 2009* section 104(1)(a) when entering into a contract for:

- The supply of goods or services; or
- The disposal of assets.

The local government must have regard to the sound contracting principles under section 104 (3).

The sound contracting principles are:

- Value for money
- Open and effective competition
- The development of competitive local business and industry
- Environmental protection; and
- Ethical behaviour and fair dealing.

To remove any doubt, it is declared that section 104(1)(a) does not require equal consideration to be given to each of the sound contracting principles.

Governance

A local government must carry out a review of the implementation of the Annual Operational Plan, 5-year Corporate Plan and its financial policies annually.

Item 1. Reports for Consideration – Financial Policies

Item 1.1 Advertising Policy

EXECUTIVE SUMMARY

In accordance with the Local Government Act 2009 section 104 Council can include into its budget documentation an Advertising Policy.

OFFICER'S RECOMMENDATION

That Council: accept the Advertising Policy as presented.

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Peta Mitchell – Director of Corporate Services

Attachments

Attachment – Advertising Policy

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

Item 1.2 Debt Collection Policy

EXECUTIVE SUMMARY

In accordance with the *Local Government Act 2009* section 104 Council can include into its budget documentation a Debt Collection Policy.

OFFICER'S RECOMMENDATION

That Council: accept the Debt Collection Policy as presented.

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Peta Mitchell – Director of Corporate Services

Attachments

Attachment – Debt Collection Policy

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

Item 1.3 Revenue Policy

EXECUTIVE SUMMARY

In accordance with the *Local Government Act 2009* section 104 Council must include into its budget documentation a Revenue Policy.

OFFICER'S RECOMMENDATION

That Council: accept the Revenue Policy as presented.

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Peta Mitchell – Director of Corporate Services

Attachments

Attachment – Revenue Policy

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

Item 1.4 Entertainment and Hospitality Policy

EXECUTIVE SUMMARY

In accordance with the *Local Government Act 2009* section 104 Council can include into its budget documentation an Entertainment and Hospitality Policy.

OFFICER'S RECOMMENDATION

That Council: accept the Entertainment and Hospitality Policy as presented.

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Peta Mitchell – Director of Corporate Services

Attachments

Attachment – Entertainment and hospitality policy

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

Item 1.5 Procurement Policy

EXECUTIVE SUMMARY

In accordance with the *Local Government Act 2009* section 104 Council can include into its budget documentation a Procurement Policy.

OFFICER'S RECOMMENDATION

That Council: accept the Procurement Policy as presented.

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Peta Mitchell – Director of Corporate Services

Attachments

Attachment – Procurement Policy

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

Item 1.6 Investment Policy

EXECUTIVE SUMMARY

In accordance with the *Local Government Act 2009* section 104 Council must include into its budget documentation an Investment Policy.

OFFICER'S RECOMMENDATION

That Council: accept the Investment Policy as presented.

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Peta Mitchell – Director of Corporate Services

Attachments

Attachment – Investment Policy

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

Item 1.7 Grants to Community Organisations Policy

EXECUTIVE SUMMARY

In accordance with the *Local Government Act 2009* section 104 Council can include into its budget documentation a Grants to Community Organisations Policy.

OFFICER'S RECOMMENDATION

That Council: accept the Grants to Community Organisations Policy as presented.

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Peta Mitchell – Director of Corporate Services

Attachments

Attachment – Grants to Community Organisations Policy

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

Item 1.8 Water Usage Policy

EXECUTIVE SUMMARY

As Council has implemented water usage charges the Water Usage Policy will need to be reviewed as part of the Annual Budget.

OFFICER'S RECOMMENDATION

That Council: accept the Water Usage Policy as presented.

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Peta Mitchell – Director of Corporate Services

Attachments

Attachment – Water Usage Policy

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

Item 1.9 Debt Policy

EXECUTIVE SUMMARY

In accordance with the *Local Government Act 2009* section 104 Council must include into its budget documentation a Debt Policy.

OFFICER'S RECOMMENDATION

That Council: accept the Debt Policy as presented.

Budget & Resource Implications

There are no budget or resources implications.

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Peta Mitchell – Director of Corporate Services

Attachments

Attachment – Debt Policy

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

Item 1.10 Hardship Policy

EXECUTIVE SUMMARY

The Queensland Audit Office has recommended that Council publish a hardship policy to assist ratepayers to seek a concession for hardship as allowed by section 120(1) (c) of the *Local Government Regulation 2012*.

This policy is a new policy for Council.

OFFICER'S RECOMMENDATION

That Council: accept the Hardship Policy as presented.

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Peta Mitchell – Director of Corporate Services

Attachments

Attachment – Hardship Policy

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

Item 1.11 Revenue Statement

EXECUTIVE SUMMARY

In accordance with the *Local Government Act 2009* section 104 the budget for Council must include a Revenue Statement.

OFFICER'S RECOMMENDATION

That Council: accept the Revenue Statement as presented.

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Peta Mitchell – Director of Corporate Services

Attachments

Attachment – Revenue Statement

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

Item 2. Reports for Consideration – Financial Reports

Item 2.1 Budgeted Financial Statements

EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012*, Council's Budget must be prepared on an accrual basis and be adopted after 31 May but before 01 August for every financial year.

OFFICER'S RECOMMENDATION

***That Council: accept the proposed Budget for 2023/2024 as presented incorporating:
Statement of Comprehensive Income
Statement of Financial Position
Statement of Cash Flows
Statement of Changes in Equity
Operational Revenue and Expenditure Statement***

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer
Angela Henry – Director of Community Services and Development
Peta Mitchell – Director of Corporate Services
Syed Qadir – Director of Works

Attachments

Attachment –

Budgeted Statement of Comprehensive Income
Budgeted Statement of Financial Position
Budgeted Statement of Cash Flows
Budgeted Statement of Changes in Equity
Budgeted Graphs
Budgeted Operational Revenue and Expenditure Statement

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

Item 2.2 Long Term Financial Forecasts

EXECUTIVE SUMMARY

In accordance with the Local Government Regulation 2012, Council's Budget must be prepared on an accrual basis and be adopted after 31 May but before 01 August for every financial year.

OFFICER'S RECOMMENDATION

That Council: accept the proposed Long Term Financial Forecast as presented.

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Attachments

Attachment

10 Year Budgeted Statement of Comprehensive Income

10 Year Budgeted Statement of Financial Position

10 Year Budgeted Statement of Cash Flows

10 Year Budgeted Statement of Changes in Equity

10 Year Financial Sustainability Ratios

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

Item 2.3 Capital Works Budget

EXECUTIVE SUMMARY

In accordance with the Local Government Regulation 2012, Council's Budget must be prepared on an accrual basis and be adopted after 31 May but before 01 August for every financial year.

OFFICER'S RECOMMENDATION

That Council: accept the proposed Capital Works Budget for 2023/2024 as presented.

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Angela Henry – Director of Community Services and Development

Peta Mitchell – Director of Corporate Services

Syed Qadir – Director of Works

Attachments

Attachment – Richmond Shire Council 2023/2024 Capital Budget

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

Item 3. Reports for Consideration – Operational Plan 2023/2024

Item 3.1 Operational Plan

EXECUTIVE SUMMARY

In accordance with section 174(1) of the *Local Government Regulations 2012* Council must adopt an Operational Plan. Section 175 of the *Local Government Regulations 2012* requires that the Operational Plan be consistent with the Council's budget. The proposed 2023/2024 Operational Plan complies with the Regulation's requirements.

OFFICER'S RECOMMENDATION

That Council: accept the proposed Operational Plan for 2023/2024 as presented.

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Angela Henry – Director of Community Services and Development

Peta Mitchell – Director of Corporate Services

Syed Qadir – Director of Works

Attachments

Attachment – Richmond Shire Council Operational Plan 2023/2024

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

Item 4. Reports for Consideration – Fees and Charges 2023/2024

Item 4.1 Fees & Charges

EXECUTIVE SUMMARY

In accordance with Section 97 of the Local Government Act 2009 Council may fix a cost recovery fee under a Local Law or by resolution.

OFFICER'S RECOMMENDATION

That Council: accept the proposed Fees and Charges for the 2023-2024 financial year, as presented.

Budget & Resource Implications

N/A

Background

Consultation (Internal/External)

Internal:

Peter Bennett – Chief Executive Officer

Angela Henry – Director of Community Services and Development

Peta Mitchell – Director of Corporate Services

Syed Qadir – Director of Works

Phil Kennedy – Local Laws Officer

Morgan Jardine – Lakeview Caravan Park

Attachments

Attachment – Richmond Shire Council Fees and Charges 2023-2024

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

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Item 5. General Business

DATE OF NEXT ORDINARY MEETING

15 August 2023

CONCLUSION

Peter Bennett
Chief Executive Officer