

Richmond Shire Council  
Special Meeting (Budget) of Council 29 July 2022



# **RICHMOND SHIRE COUNCIL**

## **CONFIDENTIAL AGENDA & BUSINESS PAPERS**

**FOR**

**SPECIAL MEETING  
(BUDGET)  
FRIDAY 29 JULY 2022**

Resolutions

**PRESENT**

Present when Mayor Cr Wharton declared the meeting open at 8:08am  
were:

COUNCILLORS:

Cr Wharton, Cr Buick, Cr Kennedy, Cr Kuhl, Cr Johnston, and Cr Fox (via Zoom)

STAFF:

Chief Executive Officer – Peter Bennett and Director of Corporate Services – Peta Mitchell

**ADOPTION OF FINANCIAL POLICIES 2022/2023**

In accordance with the *Local Government Regulation 2012* Council is required to prepare the following policies each financial year:

- Investment policy
- Debt Policy
- Revenue Policy
- Debt Collection Policy
- Grants to Community Organisations Policy
- Advertising Policy
- Entertainment and Hospitality Policy
- Procurement Policy

The purpose of these Policies is to establish a responsible financial management framework for the management of Council's debt, investments, and community grants.

**Recommendation**

Council review and adopt the Policies as presented.

**RESOLUTION 20220729.1**

*It was moved Cr Kuhl seconded Cr Kennedy and carried that Council adopt the Investment Policy.*

**RESOLUTION 20220729.2**

*It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Debt Policy.*

**RESOLUTION 20220729.3**

*It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the Revenue Policy.*

**RESOLUTION 20220729.4**

*It was moved Cr Kennedy seconded Cr Johnston and carried that Council adopt the Debt Collection Policy.*

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**RESOLUTION 20220729.5**

*It was moved Cr Fox seconded Cr Kuhl and carried that Council adopt the Grant to Community Organisations Policy.*

**RESOLUTION 20220729.6**

*It was moved Cr Buick seconded Cr Johnston and carried that Council adopt the Advertising Policy.*

**RESOLUTION 20220729.7**

*It was moved Cr Kennedy seconded Cr Buick and carried that Council adopt the Entertainment and Hospitality Policy.*

**RESOLUTION 20220729.8**

*It was moved Cr Kuhl seconded Cr Fox and carried that Council adopt the Procurement Policy.*

**ADOPTION OF REVENUE STATEMENT 2022/2023**

**Background**

Sections 169 and 172 of the Local Government Regulation 2012, requires Council to prepare a Revenue Statement each financial year.

The purpose of the statement is to explain the revenue raising measures adopted in the budget and to comply with legislative requirements.

The attached 2022-23 Revenue Statement sets out the revenue raising measures provided for in the budget and addresses the legislative compliance matters.

**Corporate Objective**

To ensure compliance with Local Government Finance Standards, Australian Accounting Standards, and best practice.

**Recommendation**

Council review and adopt the Revenue Statement as presented.

**RESOLUTION 20220729.9**

*It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Revenue Statement.*

## **ADOPTION OF BUDGETED FINANCIAL STATEMENTS 2022/2023**

Pursuant to section 170A of the *Local Government Act 2009* and sections 169 and 170 of the *Local Government Regulation 2012*, Council's Budget for the 2021-22 financial year, incorporating:

- i. The statements of financial position.
- ii. The statements of cash flow.
- iii. The statements of income and expenditure.
- iv. The statements of changes in equity.
- v. The long-term financial forecast.
- vi. Capital Works Budget

### **Corporate Objective**

To ensure compliance with Local Government Finance Standards, Australian Accounting Standards, and best practice.

### **Recommendation**

Council review and adopt the Budgeted Financial Statements as presented.

### **RESOLUTION 20220729.10**

*It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Budgeted Financial Statements with changes.*

## **ADOPTION OF OPERATIONAL PLAN 2022-2023**

In accordance with the requirements of the *Local Government Regulation 2012*, Council adopt the Operational Plan 2022-2023 as presented.

### **Corporate Objective**

To ensure compliance with Local Government Finance Standards, Australian Accounting Standards, and best practice.

### **Recommendation**

Council review and adopt the Operational Plan as presented.

### **RESOLUTION 20220729.11**

*It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the Operational Plan with changes.*



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**ADOPTION OF FEES AND CHARGES**

In accordance with the requirements of the *Local Government Regulation 2012*, Council adopt the Fees and Charges 2022-2023 as presented.

**Corporate Objective**

To ensure compliance with Local Government Finance Standards, Australian Accounting Standards, and best practice.

**Recommendation**

Council review and adopt the Fees and Charges as presented.

**RESOLUTION 20220729.12**

*It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the Fees and Charges with changes.*

**Meeting closure**

**RESOLUTION 20220729.13**

*It was moved Cr Kuhl, seconded Cr Fox and carried that the meeting close at 11:49am.*

**Next Ordinary Meeting**

16 August 2022

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MAYOR'S MESSAGE

I now propose the following Budget Report presented to Council at the Budget Council Meeting on the 29th of July 2022. Council's core activities of improvements to existing road, water and sewerage will continue to take priority though Council is preparing for future investment opportunities.

**RATES AND CHARGES**

To deliver these vital projects and to maintain current service levels for the community, the budget includes a 6% increase for all rates, charges, and services. As a Council we understand that this is a significant increase for our community, but the budget has also considered external pressures from high inflation, COVID-19, and world conflicts that Richmond is not immune to. Richmond Shire continues to be the most affordable place to live in the North West compared to neighbouring shires in level of rates and services charged.

**ROADS, INFRASTRUCTURE AND CAPITAL WORKS**

The rain received in May and June 2022 was the first time in 20 years that the Council has received that amount in winter. This rain led to flood damage in parts of the Council's rural roads. Council has claimed close to \$5.5M in flood damage work over the Northern and Southern parts of the Shire. This work will kick off from August 2022.

Council has allocated \$9.5M for capital road works. This includes the Burleigh Crossing, Stormwater Upgrade, Footpaths, and the continuing work on the Croydon Road. Council has allocated \$900,000 fully funded for the reconstruction of Crawford Street as part of its ongoing plan to fully seal the town streets.

Plant purchases will make up a further \$1.2M.

A further \$7M has been allocated to the upgrade of the Richmond Aerodrome over the next two financial years. This has been partly funded by the Federal and State Governments. Council is required to contribute \$1M to the project. This will bring this important infrastructure up to the highest standard.

Water infrastructure upgrades continue with water treatment plant filtration \$445K (fully grant funded) and the water metering system \$130K. Council will provide more information on the water metering as the system is installed. The program will allow Council and its ratepayers to limit water wastage.

There has been a significant increase in the operational costs over the past 12 months that have impacted our key areas of roads, water, and sewerage. Council has included these in the budget.

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## **COMMUNITY WORK**

We as a Council are excited to welcome the Outback Queensland Masters to Richmond in July 2023. This event includes the million dollar hole in one challenge. This event will bring golfers from all over the country to Richmond and will allow for the Council and the Richmond Golf Club to highlight the area.

Other community highlights include:

- A new BMX track to be constructed at the Skate Park
- A new community electronic noticeboard
- Landscaping work at the Caravan Park
- An updated entry method to the Community Gym

## **FINANCIAL STATUS**

Council continues to work with the Department of Main Roads for contract work on the State Roads. This includes a \$5M contract on the Winton Road. Without these contracts Council will not be able to continue to provide current service levels.


Richmond Shire Council is committed to being financially sustainable and responsible for the benefit of the whole community.

# MEET OUR COUNCILLORS



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

**CR JOHN WHARTON AM (MAYOR)**


 **0427 777 660**

 **crw@richmond.qld.gov.au**



- Roads
- Aerodrome

**CR CLAY KENNEDY**


 **0428 971 406**

 **crkennedy@richmond.qld.gov.au**



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

**CR JUNE KUHL (DEPUTY MAYOR)**

 **0428 418 606**

 **crkuhl@richmond.qld.gov.au**  
**coolco@bigpond.com**



- Rural Lands
- Pest Management
- Saleyards

**CR NICK BUICK**

 **0409 578 473**

 **crbuick@richmond.qld.gov.au**



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

**CR PATSY-ANN FOX**


 **0409 266 162**

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**foxling@bigpond.com**



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

**CR SHERREEN JOHNSTON**

 **0428 546 828**

 **crjohnston@richmond.qld.gov.au**

## EXECUTIVE SUMMARY

The budget document for the 2022-23 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 2022-23 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.

## BUDGET CONTENTS

### Budget Contents

In accordance with Sections 169 of the *Local Government Regulation 2012*, Council is required to prepare a budget for each financial year, it must be prepared on an accrual basis and adopted after 31 May and prior to 1 August each year. The budget documents presented to Council should include:

- Statement of Income and Expenditure
- Statement of Financial Position
- Statement of Cash Flows
- Statement of Changes in Equity

The budget must also include:

- A long term financial forecast
- A revenue statement
- A revenue policy

The statement of the income and expenditure must state each of the following:

- Rates and utility charges excluding discounts and rebates
- Contributions from developers
- Fees and charges
- Interest
- Grants and subsidies
- Depreciation
- Finance costs
- Net results
- The estimated costs of
  - The local government's significant business activities carried on using full cost pricing basis
  - The activities of the local government's commercial business units
  - The local government's significant business activities.

The budget must include each of the relevant measures of financial sustainability for the financial year for which it is prepared and the following nine financial years, being:

- Asset sustainability ration
- Net financial liabilities ratio
- Operating surplus ratio.

The budget must include the total value of the change, expressed as percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget.



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For calculating the rates and utility charges levied for a financial year, any discounts and rebates must be excluded. The budget must be consistent with the following documents of the local government:

- Its 5-year corporate plan
- Its annual operational plan

## 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

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- 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
- 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.



<b>POLICY TITLE:</b>	<b>INVESTMENT POLICY</b>
<b>POLICY NUMBER:</b>	<b>033</b>
<b>INFOXPRT REF:</b>	<b>86919</b>
<b>DATE OF ADOPTION:</b>	<b>26 June 2007</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>Annual</b>
<b>DATE OF NEXT REVIEW:</b>	<b>July 2023</b>

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## **1. OBJECTIVES**

To maximise benefits from investments.

## **2. PROCEDURE**

### ***Existing Investments***

- Council shall review existing investments at maturity and apply such funds to maximise the benefits of such investment funds, taking into consideration all factors that affect rural locations.

### ***New Investments***

That Council will invest any surplus monies, with any financial institution which provides the greatest benefit to the Richmond Shire (within the scope of the legislation by which Council is bound). Such factors to be taken into account shall include:

- Market Value – having regard to the rating of the institution and the perceived market rate given that rating;
- Location – having regard to the local presence in the region;
- Accessibility – having regard to the ease of investment/redemption, and time differences imposed/incurred; and
- Current Funds – where possible spreading market-rate investments across 'local-presence' institutions and QTC

## **3. RELEVANT LEGISLATION**

*Section 191 Local Government Regulation 2012*

## **4. IMPLEMENTATION**

This Policy will commence from the Approval Date (see Section 5). This Policy replaces all other acceptable requests Policies and Procedures of Richmond Shire Council (whether written or not).

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 when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

## **5. APPROVAL**

Last Reviewed and adopted at the Budget Council Meeting held on 29<sup>th</sup> July 2022.



<b>POLICY TITLE:</b>	<b>DEBT POLICY</b>
<b>POLICY NUMBER:</b>	<b>053</b>
<b>INFOPERT REF:</b>	<b>86917</b>
<b>DATE OF ADOPTION:</b>	<b>26 JUNE 2007</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>1 YEAR</b>
<b>DATE OF NEXT REVIEW:</b>	<b>July 2023</b>

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## **1. OBJECTIVES**

To provide guidance to Council for existing and future debt and ensure compliance with the Local Government Finance Standards.

## **2. PROCEDURE**

Council's policy for 2022/2023 for Debt is as follows:

### ***New Debt***

- Council will take up additional debt for particular capital projects as they are identified. Generally these will be large projects which occur infrequently.
- Competitive rates will be sought in relation to any debt taken up.
- Debt will be taken out for periods of no longer than ten (10) years.
- Interest rates will be fixed for the period of the borrowing.
- Approval for new borrowing will be sought from the Minister for Local Government and Planning and be in accordance with the *Local Government Act 2009*
- Funding will only be sought for capital infrastructure and only after all other avenues of funding have been exhausted.

### **Planned Debt**

- Council has no plans for new borrowings in 2022/2023

## **3. RELEVANT LEGISLATION**

*Section 199 Local Government Regulation 2012*

## **4. IMPLEMENTATION**

This Policy will commence from the Approval Date (see Section 5). This Policy replaces all other acceptable requests Policies and Procedures of Richmond Shire Council (whether written or not).

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 when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

## **5. APPROVAL**

Last reviewed and adopted at the Budget Council Meeting held on 29<sup>th</sup> July 2023.





<b>POLICY TITLE:</b>	<b>REVENUE POLICY</b>
<b>POLICY NUMBER:</b>	<b>019</b>
<b>INFOXPRT REF:</b>	<b>73233</b>
<b>DATE OF ADOPTION:</b>	<b>16 March 2010</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>1 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>July 2023</b>

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#### **EXPLANATORY NOTE:**

Council is required to review and adopt its Revenue Policy prior to the end of each financial year. The Revenue Policy is intended to be a strategic document, its adoption, in advance of setting the budget, allows Council to set out the principles that it will use to set its budget and to identify in broad terms the general strategy to be used for raising revenue. This Revenue Policy will be of interest to ratepayers, federal and state government, community groups and other interested parties seeking to understand the revenue policies and practices of Council.

#### **OBJECTIVES:**

*The purpose of this revenue policy is to set out the principles used by Council in:*

- The making and levying of rates and charges
- The recovery of unpaid rates and charges
- The granting of rebates and concessions

#### **RELEVANT LEGISLATION:**

*Local Government Act 2009 S104(5)(a)(iii)*  
*Local Government Regulation 2012 S193*

#### **REFER ALSO TO:**

*Richmond Shire Council's Revenue Statement*  
*Richmond Shire Council's Corporate Plan*

**PRINCIPLES:**

**A** Principles used for the **making and levying** of rates and charges

In general Council will be guided by the principle of user pays in the making of rates and charges so as to minimise the impact of rating on the efficiency of the local economy.

Council will also have regard to the principles of:

- transparency in the making of rates and charges;
- having in place a rating regime that is simple and inexpensive to administer;
- equity by taking account of the different levels of capacity to pay within the local community; and
- flexibility to take account of changes in the local economy.

In levying rates Council will apply the principles of:

- making clear what is the Council's and each ratepayers' responsibility to the rating system;
- making the levying system simple and inexpensive to administer;
- timing the levy of rates to take into account the financial cycle of local economic activity, in order to assist smooth running of the local economy; and
- equity through flexible payment arrangements for ratepayers with a lower capacity to pay.

**B** Principles used for the **recovery of unpaid** rates and charges

Council will exercise its rate recovery powers in order to reduce the overall rate burden on ratepayers. It will be guided by the principles of:

- transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;
- making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- capacity to pay in determining appropriate arrangements for different sectors of the community;
- equity by having regard to providing the same treatment for ratepayers with similar circumstances; and
- flexibility by responding where necessary to changes in the local economy.

## **C Granting of Rebates and Concessions**

In considering the application of concessions, Council will be guided by the principles of:

- equity by having regard to the different levels of capacity to pay within the local community,
- the same treatment for ratepayers with similar circumstances;
- transparency by making clear the requirements necessary to receive concessions, and
- flexibility to allow Council to respond to local economic issues.

Consideration may be given by Council to granting a class concession in the event all or part of the local government area is declared a natural disaster area by the State Government.

## **D: Setting of Miscellaneous fees and charges**

In setting miscellaneous fees and charges, Council will apply the following guidelines:

- Fees associated with regulatory services will be set at no more than the full cost of providing the service or taking the action for which the fee is charged. Council may choose to subsidise the fee from other sources (eg. General rate revenue)
- Charges for commercial services will generally be set to recover the full cost of providing the service and, if provided by a Business of Council, may include a component for return on Council's investment. Council may choose to subsidise commercial fees that are not provided by a Business of Council from other sources (eg. General rate revenue)

Last reviewed and adopted at the Budget Council Meeting held on 29<sup>th</sup> July 2022.



<b>POLICY TITLE:</b>	<b>DEBT COLLECTION</b>
<b>POLICY NUMBER:</b>	<b>007</b>
<b>INFOXPRT REF:</b>	<b>76296</b>
<b>DATE OF ADOPTION:</b>	<b>15 February 2012</b>
<b>TIME PERIOD OF REVIEW</b>	<b>1 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2023</b>

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## **1. OBJECTIVE**

Council will exercise its debt recovery powers in order to reduce the overall debt burden on ratepayers. It will be guided by the principles of:

- transparency by making clear the obligations of its ratepayers and sundry debtors to the processes used by Council in assisting them meet their financial obligations;
- making the processes used to recover outstanding debt clear, simple to administer and cost effective;
- equity by having regard to providing the same treatment for ratepayers and sundry debtors with similar circumstances; and
- flexibility by responding where necessary to changes in the local economy

To minimise the number of Council's bad debtors by initiating approval and monitoring processes together with a range of debt collection strategies.

## **2. RELEVANT LEGISLATION AND POLICIES:**

*Local Government Act, 2009*

*Local Government Regulation 2012*

*Richmond Shire Council Revenue Policy*

*Richmond Shire Council Direct Debit Agreement*

*Richmond Shire Council Agistment Policy*

*Richmond Shire Policy Stable Hire Policy*

*Richmond Shire Council Horse Paddock Policy*

*Richmond Shire Council Outside School Hours Care Parent Handbook*

*Richmond Shire Council Outside School Hours Enrolment Form,*

## **3. PROCEDURE**

New debtors will be required to complete an application along with a Name and Address Register (NAR) form.

### **3.1 INTEREST**

Interest is not charged on overdue debtors.

Rates and charges which are unpaid as of the due date, bear interest at the approved rate of 8.17%, being the maximum interest rate, in accordance with the *Regulation*.

This is compounded daily if outstanding sixty (60) days after each levy date in accordance with Section 133 of the *Local Government Regulations 2012*.

### **3.2 RATE ARREARS**

The *Local Government Act 2009* (hereinafter referred to as the Act) provides for mechanisms to recover an overdue rate. These mechanisms are: -

- recovery in a court of competent jurisdiction as a debt
- recovery by way of sale of land.

Before such action is taken, the following recovery arrangements are to be employed: -

#### **RATES OVER 60 DAYS IN ARREARS AFTER THE RATE PAYMENT IS DUE**

A letter be sent to the ratepayer via **registered post** as a final reminder encompassing the following content: -

- the amount of the overdue rate.
- details of interest accumulating on the amount.
- that payment or offer to pay by instalments is required within 14 days.
- that if payment is not obtained within 14 days collection proceedings for recovery of the outstanding amount will be taken without further notice.

In accordance with Council's Revenue Statement interest charges will commence on outstanding balances.

An offer to pay by instalments in this manner must be made in writing and approved by the Chief Executive Officer or Director of Corporate Services, such arrears of rates to be fully paid by 30 June of the current financial year. Agreements outside of these terms shall be referred to Council for approval.

*\* Should an arrangement to pay by instalments be entered into debt recovery action shall be suspended whilst the arrangement is being maintained. In accordance with the Local Government Act interest shall not be charged on outstanding amounts whilst the arrangement is in place.*

Should the rate remain unpaid after 14 days and no payment arrangements entered into (or awaiting ratification by Council) the debt shall be referred to Council's Solicitors or Collection Agency for collection action.

#### **RATES 3 MONTHS TO 12 MONTHS IN ARREARS AFTER THE RATE IS DUE**

Rates Officer to monitor the progress of the collection action by the Solicitors or Collection Agency and compile a monthly report on debt recovery actions.

Where this action does not bring full payment, the debt shall be referred to Council to undertake the filing of the debt in the Magistrates Court either by way of a minor debt claim in the Minor Debts Court or in the normal jurisdiction of the Magistrates Court.

#### **FOR RATES AT LEAST 12 MONTHS IN ARREARS AFTER THE RATE IS DUE**

In respect of the following classes of land: -

- a) Vacant land, or
- b) Land used solely for commercial purposes

Council may enact the provisions of Chapter 4 Part 12 under the Local Government Regulation 2012 and make application for a judgement from the Magistrates Court to proceed with sale of land.

### **FOR ALL OTHER RATES BEING THREE (3) YEARS IN ARREARS AFTER THE RATE IS DUE**

Council will enact the provisions of Chapter 4 Part 12 under the Local Government Regulation 2012.

### **3.3 SUNDRY DEBTORS' ARREARS**

Households may maintain more than one account with Council for the provision of different services, however all accounts held in that person's name must comply with the debt collection policy to be permitted a post-paid account. Should one account default all accounts featuring that debtors name will default.

Council has a thirty (30) day account policy for all debtors. Statements will be issued monthly.

#### **(1) ACCOUNTS 30 TO 60 DAYS ARREARS AFTER THE INITIAL INVOICE**

A statement will be issued with a reminder sticker.

#### **(2) ACCOUNTS 60 TO 90 DAYS IN ARREARS AFTER THE INITIAL INVOICE**

The issue of a notice advising that the account has been referred to Council's Suspended Debtor List. The debtor is required to pay any outstanding debt before any further services are provided by Council. Once the debtor has paid the outstanding debt the credit status will be reinstated.

Should payment not be received, or a payment plan entered into, the account shall be referred to the Nil Credit List.

#### **(3) ACCOUNTS 90 DAYS OR MORE IN ARREARS AFTER THE INITIAL INVOICE**

The issue of a notice advising the debtor they are now on the Nil Credit list and failure to pay will result in the debt being referred to Council's chosen debt collection agency.

Payment will be required in advance from the debtor when requesting future services. They will be provided with a quote first and payment must be received before the works commence.

Debtors can request a plan to pay by instalments with the options of weekly or fortnight payments to cover the owed debt within a two (2) month period. This must be made in writing and approved by the Director of Corporate Services. Failure to adhere to the payment plan will result in being placed on the Nil Credit List and further action being taken as required.

A debtor may request removal from the Nil Credit list once all outstanding payments are made by providing the request in writing to be approved at a Council meeting by resolution.

#### **(4) ACCOUNT 120 DAYS OR MORE IN ARREARS AFTER THE INITIAL INVOICE**

The issue of a notice advising the debt has now been referred to the Council's chosen debt collection agency. There is no further correspondence with the debtor once the collection agency has been engaged. The Debtor Officer will monitor the progress of the collection and provide a status report to the Director of Corporate Service every month.

### **3.4 SERVICES REQUIRED TO BE PAID IN ADVANCE**

Council offers some services that require payment in advance, these include but not limited to Commercial Rent, Agistments, Horse Paddocks and Stable Hire.

If these invoices fail to be paid within 30 days of invoice date, then Council will take action in accordance with point 3.3 (2) *Accounts 60 to 90 days in arrears after initial invoice.*

### **3.5 RESIDENTIAL RENTAL AGREEMENTS**

All residential rental agreements are governed by the Residential Tenancy Authority (RTA). Rent arrears will be administered in accordance with the RTA guidelines.

### **3.6 PAYMENT ARRANGEMENTS VIA DIRECT DEBIT**

Council offers direct debit for any payments. If a direct debit is dishonoured and there is a fee, then this fee will be passed onto the Ratepayer or Debtor. A letter will be sent to the Ratepayer or Debtor if a payment is dishonoured. If two (2) direct debits are dishonoured Council reserves the right to cancel the direct debit arrangement. This may mean that a new direct debit form will need to be agreed to.

### **3.7 BAD DEBTS**

Bad debts will be recognised when the sundry debt is seen to be no longer commercially collectable. Such action maybe recommended to Council by its Solicitors or Collection Agent should the amount of the debt be uneconomic to proceed to the Magistrates Court or any other circumstance which may prohibit the likelihood of collection.

The Chief Executive Officer has the authority to write off minor debts, and rate interest to the value of \$250.00

The Director of Corporate Services will report to Council any bad debts that may be considered for write off.

A register of bad debtors will be maintained by the Debtors Officer and circulated to relevant staff.

Credit will be denied to bad debtors.

## **4. IMPLEMENTATION**

This Policy will commence from the Approval Date (see Section 5). This Policy replaces all other Debt Collection Policies of Richmond Shire Council (whether written or not).

This Policy will be made available to all corporate staff on Council's network and website Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g., audit recommendations), or when legislative requirements change.

## **5. APPROVAL**

Last reviewed and adopted at the Council Meeting held on 29<sup>th</sup> July 2022



**POLICY TITLE:** GRANTS TO COMMUNITY ORGANISATIONS  
**POLICY NUMBER:** 034  
**INFOPERT REF:** 86920  
**DATE OF ADOPTION:** 26 June 2007  
**TIME PERIOD OF REVIEW:** 1 Year  
**DATE OF NEXT REVIEW:** July 2023

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### **1. OBJECTIVES**

The purpose of this Policy is to set out the principles used by Council in 2022/23 for granting funds or in-kind contributions to community organisations, in accordance with the provisions of the *Local Government Regulation 2012*.

### **2. POLICY STATEMENT**

The policy states the following matters—

- a) the types of grants to community organisations Council considers to be appropriate;
- b) that Council may give a grant to a community organisation only if Council is satisfied—
  - (i) the grant will be used for a purpose that is in the public interest; a
- c) the criteria a community organisation must meet to be eligible for a grant from Council; and
- d) the procedure Council must follow when approving a grant to a community organisation.

### **3. PROCEDURE**

Grants should be provided in an equitable manner. That is, they should not benefit one group of the community and exclude another. The arrangements for making grants should be made on a whole of area basis.

Grants should be provided to achieve an identified benefit to the community generally. The Council should ensure that the benefits are obtained.

The process for awarding grants should be open and accountable.

The policy is intended to provide a structure for making grants to community organisations, which is open, transparent, legal, equitable, and furthers the aims and objectives of the Council.



This policy covers:

- Eligibility Criteria
- Direct cash grants to community organisations
- Assets given to community organisations
- Concessions (e.g. rates remitted) for community organisations
- In-kind contributions

#### Eligibility Criteria

In order to be considered for a Grant to Community Organisations, the group or organisation must meet the following criteria:

- a) Be a not for profit group or organisation based in Richmond Shire Council
- b) Have no outstanding grants acquittals, licence agreements or payments owed to Council
- c) The purpose for which the group or organisation is seeking funding must not be clearly the responsibility of Local, State or Federal Governments and must be relevant to the groups core operations and activities.
- d) Must be aligned with Council's objectives and operational plan.

At budget time an amount will be decided upon which will be made available for making grants to community organisations.

- The council will appoint a panel.
- Advertisements will be placed in local media advertising the availability and requesting applications, by a specified date, addressing the selection criteria.
- After the closing date, the panel will consider all the applications and assess them against the criteria. In this process the panel may request additional information from the applicants and may conduct interviews.
- The Panel will make recommendations of the grants to be awarded.
- Council will consider the recommendations and decide what grants are to be awarded.

Council may decide to grant a particular type of concession (e.g. a remission of rates) to a specified category of community organisation. This concession would then apply to all community organisations in that category.

The Council may resolve in an emergency to give a grant to a particular community organisation, provided the grant does not exceed \$5,000.

The Council will require, as a condition of each grant, that the organisation submit a report confirming that the grant has been used for the purpose intended. This may be a copy of the accounts of the organisation supported by an explanation, if necessary. A requirement for special audit reports should be avoided unless the council has reason to suspect that the reports submitted are misleading or incorrect.

**Acquittal reports should be submitted by the anniversary of the closing date for applications.**

#### **4. RELEVANT LEGISLATION**

*Section 195 Local Government Regulation 2012.*

#### **5. IMPLEMENTATION**

This Policy will commence from the Approval Date (see Section 6). This Policy replaces all other acceptable requests Policies and Procedures of Richmond Shire Council (whether written or not).

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 when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

#### **6. APPROVAL**

Last reviewed and adopted at the Council Meeting held on 29th July 2022.



<b>POLICY TITLE:</b>	<b>ADVERTISING POLICY</b>
<b>POLICY NUMBER:</b>	<b>002</b>
<b>INFOXPRT REF:</b>	<b>86916</b>
<b>DATE OF ADOPTION:</b>	<b>26/6/2007</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>2 Years</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2023</b>

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## **1. OBJECTIVE**

The purpose of this policy is to provide guidelines to be used by Council for Advertising, in accordance with the provisions of the *Local Government Regulation 2012 (QLD)*.

## **2. SCOPE**

This Policy applies to all employees of Richmond Shire Council (Council) and any paid advertisements or notice in any media to promote, inform and educate the public about Council services, facilities, activities and programs.

## **3. LEGISLATIVE BACKGROUND**

The Local Government Regulation 2012 (QLD) requires Council to have a policy on advertising.

Section 197 states:-

- (1) A local government must prepare and adopt a policy about the local government's spending on advertising (an advertising spending policy).
- (2) A local government may spend money on advertising only—
  - (a) If—
    - (i) The advertising is to provide information or education to the public; and
    - (ii) The information or education is provided in the public interest; and
  - (b) In a way that is consistent with the local government's advertising spending policy.
- (3) **Advertising** is promoting, for the payment of a fee, an idea, goods or services to the public.

#### 4. POLICY

Advertising should be used where the purposes of the Council or the benefit of the community is advanced. It should not be used for the purpose of personal gain, or to promote the achievements or plans of a Councillor and / or staff members.

The types of advertising that Council considers appropriate include:-

- To advise the public about new or existing services, programs, facilities or activities;
- To advise the public about changes to existing services, programs, facilities or activities;
- To increase the use of a service or facility provided by the Council on a commercial basis with a view to profit;
- To achieve Council's plans, goals and objectives;
- To request public feedback or comment on Council's business;
- Advise the public of the time, place and content of scheduled meetings of the Council;
- Advise the public of the decisions made by the Council at its meetings;
- Recruitment of staff and/or contractors;
- Sale and/or procurement of goods and services, including plant and equipment, infrastructure, land and buildings;
- Area promotion and tourism to the extent that it relates to Council and the region;
- Advertise matters required by legislation to be advertised.

All expenditure on advertising must be approved by the Chief Executive Officer, the Director of Works, Director of Corporate Services or Director of Community Services prior to the commitment of expenditure.

Council must not during the period of three months preceding an election of the Local Government other than a by-election; or during the period after the date of a by-election is advertised until the day of the election:

- place advertisements relating to future plans unless, and only to the extent that, those plans have been formally adopted by the council;
- advertise the activities of the council otherwise than in the manner and form it is customary for the council to advertise its activities;
- place advertisements which seek to influence support for particular candidates, groups of candidates or potential candidates in the election; and
- must not bear the cost of advertisements featuring one or more Councillors or containing quotations attributed to individual Councillors.

The approval process must take account of the following points:

- That the expenditure is in accordance with this policy
- That the cost of the advertisement is appropriate for the number of people it is intended to inform and provides a commensurate benefit to the Council or to the public; and
- That the cost is available in the relevant budget item and meets the usual requirements for expenditure approvals.

## **5. APPROVAL**

Reviewed and adopted at the Budget Council Meeting held on 29<sup>th</sup> July 2022.

**This policy is to remain in force until otherwise determined by Council.**



## COUNCIL POLICY

<b>POLICY TITLE:</b>	<b>ENTERTAINMENT AND HOSPITALITY POLICY</b>
<b>POLICY NUMBER:</b>	<b>023</b>
<b>INFOXPRT REF:</b>	<b>73289</b>
<b>DATE OF ADOPTION:</b>	<b>25 July 2015</b>
<b>TIME PERIOD OF REVIEW</b>	<b>2 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>July 2023</b>

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### 1. OBJECTIVE

The purpose of this policy is to provide a framework for the management of entertainment and hospitality expenditure, in accordance with the requirements of the *Local Government Regulation 2012 (QLD)*.

### 2. SCOPE

This Policy applies to all employees, councillors, contractors and volunteers, who perform work for or on behalf of Richmond Shire Council (Council), and who are involved in entertainment and hospitality on behalf of Council.

### 3. LEGISLATIVE BACKGROUND

The *Local Government Regulation 2012* requires Council to have a policy on Entertainment and Hospitality.

Section 196 states:-

- (1) A local government must prepare and adopt a policy about the local government's spending on entertainment or hospitality (an ***entertainment and hospitality policy***).

*Examples of entertainment or hospitality—*

- entertaining members of the public in order to promote a local government project
- providing food or beverages to a person who is visiting the local government in an official capacity

- providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its councillors, local government employees or other persons
  - paying for a councillor or local government employee to attend a function as part of the councillor's or employee's official duties or obligations as a councillor or local government employee
- (2) A local government may spend money on entertainment or hospitality only in a way that is consistent with its entertainment and hospitality policy.

## **4. POLICY**

### **4.1 Principles**

Council recognises that there are circumstances where the provision of entertainment is appropriate and can result in significant benefits to the region. However, as a publicly funded entity, Council must ensure that public sector standards of accountability are maintained, and that practice is consistent across the organisation.

All entertainment and hospitality expenditure must comply with the following principles: -

Expenditure must be:

- For official purposes and incurred in the public interest as a means of gaining a benefit for the local government and/or the local community;
- Reasonable and appropriate under the circumstances (e.g. considering the purpose, nature, timing and venue of the event and the expected attendees and participants);
- Value for money;
- Clearly documented, with clear evidence of expenditure (receipts), to satisfy audit, legislative and reporting requirements;
- In accordance with Council's adopted budget;
- Able to withstand public scrutiny; and
- Repaid to Council if the expenditure is deemed by this policy to be inappropriate or unreasonable.

### **4.2 Reasonable and Appropriate Expenditure**

Council employees (other than Directors and Chief Executive Officer) are required to discuss any proposed entertainment and hospitality expenditure with their direct supervisor before commencing any arrangements.

From time to time Council will engage in entertainment and hospitality activities, of which the following types are considered appropriate: -

- Official functions
- Business related functions
- Employee functions

Where the estimated expenditure of an entertainment or hospitality activity are expected to exceed \$10,000.00 (ex GST) in total, a Council resolution will be required to approve the activity.

### **4.3 Official Functions**

Entertainment and hospitality expenditure is considered appropriate in circumstances when it is necessary or desirable to facilitate the conduct of Council business and promote the community's interest.

Appropriate expenditure for official functions include, but are not limited to:-

- Visitors when Council has an interest in, or an obligation towards, their visit;
- Representatives of government, business, industry or recognised community organisations; and
- Civic receptions and/or functions to recognise significant contributions from groups or individuals to the community.

Expenditure considered appropriate includes the provision of tea, coffee, morning/afternoon tea, light refreshments, breakfast, lunch or dinner and registration and/or ticket costs to attend official functions.

Official functions and associated expenses must have prior approval from the Chief Executive Officer and the Mayor.

### **4.4 Business Functions**

CEO may approve hospitality expenditure in circumstances where official business involving employees and/or councillors is being transacted and it is reasonable for catering to occur.

Appropriate expenditure for business functions include, but are not limited to:-

- Functions where official business is engaged in during a meal;
- Functions such as meetings, conferences, seminars where light refreshments, including non-alcoholic drinks are provided;
- Functions where there are cost advantages in continuing through the normal meal break; and
- Functions where it is more time efficient to have attendees remain in the room for meals/refreshments.

Expenditure considered appropriate includes the provision of tea, coffee, morning/afternoon tea, light refreshments, lunch and registration and/or ticket costs to attend functions.

### **4.5 Employee Functions**

Council recognises that there are circumstances where providing entertainment and hospitality at functions attended only by employees have clear and demonstratable benefits to Council in terms of training and/or employee morale.

Appropriate expenditure for employee functions include, but is not limited to:-



- Reward or celebration of an achievement;
- Training programs; and
- Recognised events, such as an annual Christmas party.

Generally, the frequency of employee functions paid for by the Council should be limited to a reasonable level.

Employee functions and associated expenses must have prior approval from the Chief Executive Officer.

#### **4.6 Provision of Alcohol**

Alcohol may only be provided at a function or dinner if it has been approved prior to the function by the Chief Executive Officer or Mayor. Under no circumstances shall the provision of alcohol be provided during business meetings, seminars, conferences, training or workshops.

#### **4.7 Inappropriate expenditure**

Expenditure which will generally be considered to be unreasonable and inappropriate include:

- Employee lunches, or meals, without a business benefit or away at a Council sanctioned event;
- Tips or gratuities;
- Alcoholic beverages and mini bar expenses, other than in accordance with this policy;
- Club membership fees; and
- The cost of providing meals at a private residence.

#### **4.8 Partners and Spouses**

The inclusion of a spouse/partner of a councillor or employee where the councillor or employee is involved in an entertainment and hospitality activity shall not automatically occur. A councillor or employee's spouse/partner shall only be hosted by Council where the prior approval of the Mayor (in the case of the councillors) or the Chief Executive Officer (in the case of employees) has been obtained.

#### **4.9 Fringe Benefits Tax (FBT)**

Fringe Benefits Tax may be payable on a portion of any expenditure which is attributable to councillors, employees of other persons.

Reviewed and adopted at the Budget Council Meeting held on 29<sup>th</sup> July 2022.

**This policy is to remain in force until otherwise determined by Council.**



## COUNCIL POLICY

<b>POLICY TITLE:</b>	<b>PROCUREMENT POLICY</b>
<b>POLICY NUMBER:</b>	<b>032</b>
<b>INFOXPRT REF:</b>	<b>73286</b>
<b>DATE OF ADOPTION:</b>	<b>23 July 2015</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>1 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>July 2023</b>

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### 1. OBJECTIVE

The objective of this Policy is to establish a fair, transparent and accountable system for the procurement of goods and services by Richmond Shire Council ("Council"), to achieve advantageous and sustainable outcomes in accordance with the sound contracting principles, the local government principles, and Council's budget and formal plans.

### 2. SCOPE

This Policy applies to the procurement of all goods and services, and all contractual arrangements.

This Policy applies to all employees, trainees and apprentices of Richmond Shire Council ("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. BACKGROUND AND PRINCIPLES

#### 3.1 Requirement for a Procurement Policy

In accordance with Section 198 of the *Local Government Regulation 2012*, Council must prepare and adopt a Procurement Policy which includes details of the principles for purchasing goods and services that will be applied by Council.

#### 3.2 Local Government Principles

Council staff are required to apply the local government principles in all of their responsibilities as local government employees, including procurement. These principles are:

- transparent and effective processes, and decision-making in the public interest;
- sustainable development and management of assets and infrastructure, and delivery of effective services;
- democratic representation, social inclusion and meaningful community engagement;

- good governance of, and by, local government; and
- ethical and legal behaviour of councillors and local government employees.

Employees must conduct their procurement activities in accordance with these principles.

### **3.3 Sound Contracting Principles**

Council's procurement activities must also be in accordance with the following 'sound contracting principles' (as per Section 104 (3) of the *Local Government Act 2009*):

- *value for money* – Council employees will respect that, as Council is a public entity, they are dealing with public funds and therefore will strive to achieve optimum value for funds expended. Value for money does not relate to price alone but includes quality of the good/service, fitness for purpose and priorities, associated services and support, availability of supply, workplace health and safety concerns, and whole-of-life implications and costs;
- *open and effective competition* – Council will give fair and equitable consideration to all prospective suppliers, and will have transparent tendering and quotation procedures;
- *the development of competitive local business and industry* – Council encourages the development of the local economy and community and will ensure that local suppliers have the opportunity to participate in quotation and tender processes. Where reasonable and practical, local suppliers will also be given priority over non-local suppliers (refer to Section 5.3);
- *environmental protection* – Council will consider the environmental impacts of a procurement activity by conducting a risk assessment process prior to making a significant purchase;
- *ethical behaviour and fair dealing* – Council employees will undertake procurement activities with impartiality, fairness, transparency and integrity. Council will ensure that the procurement processes, and all finance-related Policies/Procedures, facilitate this.

### **3.4 Application of Principles**

The local government principles and sound contracting principles will be applied to Council's procurement processes through various measures and mechanisms, including the development and implementation of this Policy and other financial Policies and Procedures (e.g. Councillor Expenses Reimbursement Policy, Corporate Credit Card Policy, Entertainment and Hospitality Policy, Debt Policy, Investment Policy), the establishment of financial and contractual delegations, separation of financial powers, internal and external auditing, raising awareness for staff of financial processes and industry/legislative changes (e.g. external training/seminars; internal training/induction), security of finance software systems, development of operational (i.e. 'hand-over') procedures, qualified financial staff, and sound planning (e.g. 5-year Corporate Plan, long-term asset management plan, long-term financial forecast).

## **4. ROLES AND RESPONSIBILITIES**

### **4.1 Employees**

Employees, when performing procurement activities, must:

- consider proposed purchases in accordance with the local government principles and sound contracting principles;
- ensure that all procurement activities are undertaken in accordance with all legal requirements and financial delegations;

- be focussed on achieving the Council's objectives and budget which is established on a basis of job cost codes and general ledger numbers;
- check Council's inventory before arranging a purchase;
- ensure that formal approval of a purchase is obtained prior to confirming an order or accepting a good/service;
- determine the most appropriate procurement method (refer to Sections 7 and 8);
- liaise with their supervisor regarding the intended purchase, even if the supervisor will not be the financial delegate approving the purchase. This is particularly important where the purchase may result in an actual or perceived conflict of interest (see Section 5.3);
- take advantage of 'early-bird' discounts and similar;
- identify and manage risk associated with procurement, and assess the value of the good/service purchased over the whole of the operational life of the good/service;
- ensure that local businesses are invited to supply quotations and bids for tenders, and that Council's website is updated accordingly;
- ensure that purchases of goods/services by Council employees are strictly for business use only. The procurement of a good/service under Council's name and/or using Council funds where the procurement is for personal use, is strictly prohibited. This includes employees trying to access bulk discounts or similar in order to obtain goods/services for their personal use (even if the employee is willing to reimburse Council for the purchase);
- arrange the return of incorrect goods and goods received in poor/unfit condition;
- foster strong relationships with suppliers; and
- establish performance standards/agreements with contractors as appropriate, and monitor their performance over time.

## **4.2 Management**

All supervisors will ensure that their employees are aware of and comply with this Policy, including the procurement processes and the financial delegations.

The Executive Team will ensure that all areas of Council provide details of all significant procurement activities via the annual and quarterly budget processes to better inform organisational procurement and contracting decision-making.

## **4.3 Financial and Contractual Delegates**

Employees with financial delegations and contractual delegations must ensure that they only approve purchases and undertake contractual activities as outlined in this Policy, and in the current list of delegations approved by the Chief Executive Officer.

## **5. PURCHASING CONSIDERATIONS**

When intending to make a purchase, the following must be considered:

### **5.1 Inventory**

Prior to arranging a purchase, the employee shall first check Council's inventory to determine whether the item (or a suitable alternative) is already available in Council's inventory. The employee should also consider whether other staff may be interested in purchasing the same good/service, and approach them to determine needs, suppliers etc. This may reduce duplication and it may be possible to take advantage of bulk discounts or similar.

Prior to purchase, appropriate consideration must also be given to how the intended purchase will fit with current inventory (e.g. the aesthetics – new office furniture should match current furniture; whether new ancillary items will be needed to support the use of the new item – such as a new storage rack, or Personal Protective Equipment (PPE)).

### **5.2 Job Cost Codes**

All purchasing, no matter how minor (e.g. petty cash) must be assigned to a relevant job cost code or general ledger account number. Persons who purchase reasonably regularly in their job should approach the Director of Corporate Services seeking viewing access to the job costing module of the finance system, to allow them to keep current with job cost codes. Otherwise, they should request regular job cost code updates from the Finance Officer.

Staff need to remember the importance of job cost codes to Council as a whole. Job costing is analysed to determine how money has been spent in the past and where it should be spent in the future. It is also used for cost recovery (e.g. funding and grants), therefore it is imperative for all staff to be accurate with their job costing.

### **5.3 Selection of Suppliers**

Council must remember that as a government entity it has high ethical standards to meet. As outlined in Sections 7 and 8 not all purchases require a quote or tender process, however if an employee has concerns that a preference of supplier may result in the public perception of a conflict of interest, they shall discuss the situation with their supervisor before arranging an order or purchase. The supervisor must be satisfied that there will be no perception of a conflict of interest before approving the purchase to proceed. Any concerns must be raised with the Manager/Director/Chief Executive Officer.

Where it can be demonstrated that a local supplier and a non-local supplier can provide the same good or service to Council and all things (price, delivery, service etc considered over whole-of-life) are within 12% of a non-local supplier's offerings, Council will purchase from the local supplier. This can apply to a quote or tender process as well – even if the quote/tender from one supplier has been assessed as more favourable in terms of one or more of the assessment criteria applied, a second supplier may be selected based on an overall assessment which demonstrates the second supplier's quote/tender is more favourable. This assessment would occur in accordance with the sound contracting principles.

Where goods or services are available locally but are purchased from outside the Shire, the employee will keep records to demonstrate the reason (e.g. cheaper to purchase from outside the Shire even when freight is factored in; ongoing assistance can be provided by non-local supplier).

## **5.4 Funding/Grants**

Where State or Federal government grants, other grants (e.g. Jupiters Casino Community Benefit Fund) or loan funds are used in a Council project or activity, or a Council project involves an agreement with a State or Federal government entity or another entity, any procurement or disposal requirements established in the arrangement or agreement will need to be adhered to.

## **5.5 Enterprise Risk Management**

### **5.5.1 Risk Assessments for Significant Purchases**

Where Council is considering making a purchase which is expected to have a significant cost, have continuing expenses over a prolonged period (e.g. maintenance), continuing contact with the supplier over a prolonged period (e.g. to provide software/system updates), and/or will involve a significant installation or implementation process, the relevant Director/Manager shall conduct a risk assessment of the proposed purchase using Council's Enterprise Risk Assessment Form. The purchase and risk assessment may also need to be recorded by the Director/Manager in Council's Corporate Risk Register or Operational Risk Register.

The risk assessment is an important mechanism in ensuring that all relevant factors are considered and preparations made before an expensive purchase takes place, that the purchase made is the most fitting option, and that the purchase aligns with Council's corporate and operational needs.

Examples of a significant purchase is the purchase of a new major item of machinery (e.g. stabiliser), and the purchase of a new electronic finance system, which would involve significant up-front expenses and ongoing expenses, and have training, interface, network and other requirements which would need to be evaluated prior to purchase.

The risk assessment shall include consideration of factors such as:

- the manner in which the good/service is to be used and the suitability of the item for the purpose;
- hazards and risks presented by the item;
- potential impact on affected personnel (e.g. time taken to learn the new equipment/program; training requirements);
- any associated needs (e.g. ancillary equipment/goods/services needed to support the good/service being purchased, such as PPE);
- transport, maintenance, cleaning and storage requirements, issues and hazards/risks;
- legal requirements such as relevant codes of practice or standards (e.g. Noise Code of Practice when purchasing new machinery);
- specifications (if any) which are required to ensure safe operation or use;
- the need (if any) to change work procedures;
- technical data or information required; and
- opinions of the users of the good/service.

The risk assessment and details provided by the supplier shall be registered in InfoXpert and maintained in a file by the Director/Manager for the life of the equipment, and updated when any modifications etc are carried out.

### **5.5.2 Risk Controls**

The purchaser where possible shall obtain a demonstration or conduct a trial of the item being purchased, so that they know the quality and 'fit' of what they are purchasing meets with Council's requirements.

The supplier should be requested to provide information regarding hazards associated with the items and any recommended controls to manage these hazards. Suppliers of second-hand plant should be asked to inform the purchaser of any reasonably identifiable faults in the plant, and Council may need to arrange an independent evaluation. The Safety Data Sheets must be obtained in advance by the purchaser for any hazardous substances. Any associated emergency control equipment (e.g. correct type of fire-fighting gear, PPE; other risk control measures) is to be considered.

If after the risk assessment, trials and/or the provision of information from the potential supplier, the level of risk associated with the item to be purchased cannot be controlled and is not acceptable, the item is not to be purchased. An alternate item is to be sourced and the risk assessment/information-gathering process shall start again.

### **5.5.3 Environmental Considerations**

In accordance with the sound contracting principles, Council will consider the potential environmental impacts of a purchase prior to the making the purchase, and where there is no significant price difference and all other considerations are about equal, or otherwise as appropriate (e.g. might pay more for a more economic kitchen or cleaning appliance), Council will purchase environmentally-friendly goods/services over their alternatives.

## **6. FINANCIAL AND CONTRACTUAL DELEGATES**

Only certain Council employees are authorised to make purchases on Council's behalf. These 'financial delegates' are the employees who are incumbents (either permanent, temporary or officially performing higher duties) in the positions listed in the financial delegations (Chief Executive Officer to Employee). These employees may approve purchases up to the financial delegation limits specified by the Chief Executive Officer.

Purchases are to be approved in advance by a financial delegate who is a supervisor of the employee requesting the purchase (i.e. the financial delegate is in the employee's chain of management, and has clear operational authority and budget responsibility for the purchase). Exceptions to this may only occur where a purchase needs to be approved urgently and there is no financial delegate in the requesting employee's own department who is available. Non-urgent purchases must generally wait to be approved by an appropriate financial delegate, unless all appropriate financial delegates are away for an extended period (e.g. on leave, attending external training etc).

Similar to the financial delegations, only certain Council employees have been authorised by the Chief Executive Officer to undertake activities related to contracts (e.g. inviting quotes/tenders for medium-sized or large-sized contractual arrangements; deciding which tender to accept etc – refer to Section 8).

The list of financial and contractual delegates is saved in Council's electronic records management system, InfoXpert, and viewable to all staff and members of the public (in accordance with Section 260 of the *Local Government Act 2009*).

If an employee is not sure whether they have financial or contractual delegations, they must investigate before arranging any purchases/contract activities.

No councillor can authorise a Purchase Order.

## 7. PURCHASING ARRANGEMENTS

### 7.1 Summary

The following table demonstrates how a purchase of a certain value can be made.

Amount of Purchase	Purchasing Process
\$0 - \$100 (inclusive of GST)	Petty Cash (finance/administration staff only)
\$0 - \$5,000 (exclusive of GST)	There is no requirement to obtain written quotes, provided that the sound contracting principles and the local government principles are adhered to.
More than \$5,000 and less than \$15,000 (exclusive of GST)	At least two (2) written quotes must be obtained. All of the written quotes, and the employee's notes on these (including why a lower quote has not been accepted, if this is the case) will be forwarded along with the Purchase Order to the financial delegate to approve. The invitation must be made to at least two (2) persons who Council considers can meet Council's requirements at competitive prices. Written quotes can be accepted in writing/typed, by email and by fax.
More than \$15,000 and less than \$200,000 (exclusive of GST)	As outlined in Chapter 6, Part 3 of the <i>Local Government Regulation 2012</i> – in most cases at least three (3) written quotes must be obtained. Details, including some exceptions, exist under the Regulation. The invitation must be made to at least three (3) persons who Council considers can meet Council's requirements at competitive prices. Written quotes can be accepted in writing/typed, by email and by fax. Refer to Section 8.
\$200,000 or more (exclusive of GST)	As outlined in Chapter 6, Parts 3 and 4 of the <i>Local Government Regulation 2012</i> – in most cases a tender process must be undertaken. Details, including some exceptions, exist under the Regulation. Also refer to Section 8.



## 7.2 New Suppliers

When an employee is intending to make a purchase from a supplier who may be a new supplier to Council, the employee shall check in the finance system (or otherwise check with the Creditors Officer, the Stores Officer or the Finance Officer) whether the supplier already exists in the creditor module of the finance system. If the supplier is not yet established as a creditor in the finance system, the employee shall send the supplier a Creditor Details Form to complete and return. The form shall then be forwarded to the Creditors Officer or Stores Officer to update the finance system.

The supervisor or finance staff may at their discretion recommend alternate suppliers.

## 7.3 Purchase Orders

### 7.3.1 Requirement for a Purchase Order

A Purchase Order is an important mechanism to ensuring that only appropriate and properly authorised purchases are made, and that goods/services are received and paid for as ordered.

A Purchase Order is required for most purchases made by Council. The only instances where a Purchase Order is not required are:

- purchases made using Petty Cash (up to \$100);
- purchases made in accordance with Council's Corporate Credit Card Policy (e.g. one-off purchases where it would be inefficient to create an account, or an account is not an option, such as with online transactions);
- some statutory payments (e.g. payments required under government legislation where a credit card payment might be required by the statutory authority – for example a criminal history check, traffic history check, Blue Card from the Commission for Children and Young People and Child Guardian);
- purchases made using authorised debit card transactions (e.g. fuel card);
- purchases for various services involving recurring payments where it is impractical to raise orders prior to receipt of the invoice (e.g. annual insurance premium payment, vehicle registration, electricity payments, telephone payments, freight payments, bank fees);
- reimbursements to employees for minor necessary incidentals where a Purchase Order is impractical (e.g. reimbursement of meals while travelling on Council business) – the Payment Request Form would be used;
- other purchases that the Chief Executive Officer has authorised be made without a Purchase Order due to extenuating circumstances.

The above-mentioned payments would still require approval by a relevant financial delegate prior to processing.

Except for the above-mentioned instances, if an employee orders or purchases any item on behalf of Council without a Purchase Order having been first produced and approved by the appropriate delegate, Council may refuse payment and the individual can be held personally liable.

All purchase orders must include a completion date so that the contractor is aware of Councils requirements. Staff to state on every EOI/Quote/Tender a completion date. Eg. If Council is requesting building works, it must be stated on the purchase order that the works are required to be finalised within eight (8) weeks. Council can decide to cancel the works if the Contractor does not meet the required deadline and go elsewhere.

### **7.3.2 Approval of Purchase Orders**

The employee arranging a purchase shall check with Finance staff the annual budget before arranging a Purchase Order, to ensure that adequate funds for the purchase exist in the relevant job cost code/general ledger number. Any requisition that will result in a budget for a particular job cost code/general ledger number being exceeded must be brought to the attention of the Manager/Director. It may be that another job cost code/general ledger number is suitable for the purchase, however if a proposed purchase would exceed the budget allocation resolved by Council, the purchase may not be processed (including placement of an order) without Council resolution.

The Purchase Order must bear an exact amount or otherwise an accurate estimate of the cost of each good/service being purchased. The Purchase Order may only be approved by an authorised financial delegate in accordance with Section 6.

A confirmation of an order for a good/service must not be made prior to the approval of the Purchase Order.

### **7.3.3 Distribution of Purchase Orders**

For any suppliers outside the Richmond Shire, the purchasing employee must ensure that the supplier is provided with a signed and approved Purchase Order at the time that the order is confirmed verbally (e.g. fax, email or post the Purchase Order to the supplier).

For suppliers in the Richmond Shire, local suppliers at their discretion may accept an order with only the provision of a Purchase Order number at the time that the order is verbally confirmed. However, if there are any concerns about unauthorised purchases or non-delivery of ordered goods, management will stipulate that a Purchase Order be distributed to confirm any order, whether local or non-local.

It must be noted that the provision of a requisition form to a supplier does **not** serve as an order or intention to purchase; the Purchase Order serves that purpose.

### **7.3.4 Splitting of Purchase Orders**

Multiple Purchase Orders may not be generated to circumvent financial delegation limits. Where multiple items of the same good/service are being purchased, or where the goods/services are integral to other goods/services that also need to be purchased, these are to be purchased with a single Purchase Order per supplier.

### **7.3.5 Alteration or Cancellation of a Purchase Order**

A Purchase Order may be altered at any time by an appropriate employee, prior to the order being completed (e.g. if there is a change to the number of items required). Where the details of the Purchase Order are to be changed substantially, the Purchase Order will be void and a new one generated.

An appropriate Council employee can also request cancellation of a Purchase Order in the finance system, and the employee who arranged the cancellation must ensure that they advise the supplier in writing of the order cancellation.

### **7.3.6 Open-ended Purchase Orders**

Council staff are **not** to use old Purchase Orders, or “open-ended” Purchases Orders, to cover various purchases over a period of time without prior approval from the Chief Executive Officer. A Purchase Order must contain details of the specific project/job/task that the purchase relates to, so that tracking quantities-on-hand, and reconciliation and acquittals can accurately occur. If a Purchase Order does not contain sufficient detail of the particular project/job/task it relates to, or if a single Purchase Order is being used for purchases over a significant period of time

and/or for multiple projects/jobs/tasks, the Finance staff shall raise this with the financial delegate and Director of Corporate Services, so that new Purchase Orders can be raised as appropriate.

#### **7.4 Confirming Goods Delivered as Ordered**

The employee who arranged the purchase or the financial delegate who approved the Purchase Order will need to sign the duplicate copy to indicate that the goods/services ordered have been received in good order and condition, and then forward the document to the Creditors Officer. Delivery dockets, if received, must also be checked and attached to the Purchase Order. Payment cannot occur where the goods/services ordered are either unavailable or incomplete.

#### **7.5 Creditor Payments**

The Creditor Officer must be provided all tax invoices to be paid. The Creditors Officer will reconcile the Purchase Order duplicate to the tax invoice and arrange payment within the terms of the tax invoice. Payment by electronic funds transfer and cheque will occur on a weekly basis. The payment run shall be authorised by two (2) financial delegates, and any cheques will be signed by two (2) financial delegates.

Statements received from suppliers will be reconciled against tax invoices received to monitor outstanding payments, however payments can only be made on a tax invoice.

#### **7.6 Petty Cash Purchases**

The employee wishing to make a purchase from petty cash shall see Council's Receptionist or Administration Officer to request money and a petty cash voucher from the locked petty cash box. The employee making the purchase will need to complete the petty cash voucher (including the relevant job cost code), attach the tax receipt to the voucher, and hand this to the Receptionist/Administration to place in the petty cash box, awaiting the reconciliation. The petty cash reconciliation and reimbursement will be performed monthly.

#### **7.7 Reimbursements to Employees**

Reimbursements claimed by an employee will be paid to the employee through the creditors system or payroll, upon submission of a completed Payment Request Form with the relevant receipts attached. The Payment Request Form must contain sufficient information to allow the expense to be matched to the business activity (e.g. if claiming reimbursement of a taxi fare, the employee would provide a brief description of the conference/training/meeting that the expense relates to).

Reimbursement cannot be made based on EFTPOS receipts. A tax receipt must be provided in order for an employee to be reimbursed. Tax receipts are necessary for information and auditing purposes (i.e. EFTPOS receipts do not give all relevant details of a purchase). The tax invoice/receipt must contain:

- the words "Tax Invoice" or "Tax Receipt" displayed prominently;
- the date of issue of the invoice/receipt;
- the name of the supplier;
- the Australian Business Number (ABN) of the supplier;
- a description – including quantity – of the items supplied (note – a general description such as "goods" is inadequate); and
- the price of the goods/services, including Goods and Services Tax (GST) if applicable, and which particular goods/services the GST relates to.

There should be no unexpected reimbursements to employees. Reimbursements should be as outlined within Council's Certified Agreements (e.g. boot reimbursement) or Policies and Procedures. Where the expenses have been incurred as part of a training program (e.g. meal or travel reimbursement), the employee should have included the estimated expenses on the Training Application Form when they applied to conduct the training. Employees should liaise with their supervisor in advance so that they are aware to expect the expenses and their approximate amounts.

It is important that Council's finance staff receive claims for reimbursement promptly, so that financial records can be reconciled promptly and accurately. To facilitate this, claims for reimbursement are to be submitted by an employee within six (6) weeks of the date that the expense was incurred.

## **8. QUOTES, TENDERS AND CONTRACTS**

### **8.1 Employee versus Contractor**

Prior to commencing contractual arrangement activities as outlined in this Policy, management must first determine whether they are seeking to appoint an employee or a contractor. A worker is not necessarily a contractor just because they have an Australian Business Number or specialist skills, or are only needed to work at certain times.

Council's taxation, superannuation and other government obligations will vary depending on whether a worker is an employee or contractor. The supervisor responsible for the employee/contractor will need to keep records to support the decision on whether the worker is an employee or contractor and the facts relied on to make the decision.

Free advice regarding the employee versus contractor relationship is available from the Australian Taxation Office.

### **8.2 Internal Request**

Just as for the hiring of an employee, there needs to be a written request and approval process for the hiring of a contractor, to ensure due process and budgeting. A supervisor may request to commence a contractual arrangement by completing a Recruitment Request Form, a memorandum, or some other written means (e.g. part of an approved project management plan). The supervisor will need to provide and demonstrate the estimated costs (in relation to the available budget), services to be performed, expected length of need for a contractor, and performance standards/key performance indicators/milestones that will need to be met. The sourcing of a contractor cannot commence until the written request has been approved by either the Director of Works or the Chief Executive Officer.

Where possible, the proposed contractor agreement should be drafted at the internal request stage and approved in principle by the delegate (refer to Section 8.4). The contractor agreement can then be made available to interested parties during the quotation/tender process.

### **8.3 Requirement for Quotes and Tenders**

#### **8.3.1 Up to \$15,000 Value**

Where a Council employee is considering making a purchase of a good or service up to and including the value of \$2,500 (exclusive of GST), there is no requirement to obtain written quotes, provided that the sound contracting principles and the local government principles are adhered to.

Where a Council employee is considering making a purchase of a good or service which costs more than \$2,500 and less than \$15,000 (exclusive of GST), at least two (2) written quotes must be obtained. After obtaining the quotes, the employee will complete a Quotation/Tender Outcome Form (including explaining why a lower quote is not the preferred quote, if this is the

case), attach all of the written quotes and forward this along with the Purchase Order to the financial delegate to approve.

### **8.3.2 Above \$15,000 Value**

Council staff are required to comply with the default contracting procedures set out in Chapter 6, Parts 3 and 4 of the *Local Government Regulation 2012*. Part 3 primarily outlines the requirement and process for entering into:

- a medium-sized contractual arrangement (a contractual arrangement with a supplier that is expected to be worth \$15,000 [exclusive of GST] or more but less than \$200,000 in a financial year or over the proposed term of the contractual arrangement); and
- a large-sized contractual arrangement (a contractual arrangement with a supplier that is expected to be worth \$200,000 [exclusive of GST] or more in a financial year or over the proposed term of the contractual arrangement).

A summary of the process is provided in Section 7.1 of this Policy.

For medium and large-sized contractual arrangements, the 'expected value' is the total expected value of all of Council's contracts with the supplier for goods and services of a similar type under the arrangement.

Tenders (i.e. for large-sized contractual arrangements) will be conducted in accordance with Council's Probity Plan for Tenders. Tenders will be advertised as directed by the Chief Executive Officer or their delegate, and will typically be advertised in The Townsville Bulletin, The Courier Mail, on Council's website, and locally circulated media (e.g. school newsletter, Council's community newsletter).

### **8.3.3 Decision and Documentation Requirements**

In accordance with Chapter 6, Part 3 of the *Local Government Regulation 2012*, Council must accept the quote or tender most advantageous to it, having regard to the sound contracting principles.

If the tender process relates to a large-sized contractual arrangement (refer to Section 8.3.2), at least two (2) appropriate management representatives (typically the Chief Executive Officer, Director of Works and Director of Corporate Services) shall:

- where the tender is of a capital nature – make a recommendation to a Council Meeting of which tender to accept, to be decided by Council resolution; or
- where the tender is of an operational nature – form a panel to select a preferred tender submission.

If management is recommending or deciding to accept a quote or tender that is not the lowest quote/tender, a written explanation for this must be provided on the Quotation/Tender Outcome Form, to be attached with the quotes/tenders and the Purchase Order (if applicable). This must be kept for auditing purposes.

Alternatively, Council may decide not to accept any quote or tender it receives. A reason for this shall be noted and kept with the quotes and other appropriate documentation. Where the employee believes (or reasonably should believe) that the quote does not represent a fair price, they shall investigate the reason for the quoted price (e.g. inclusions, additional charges, ongoing support/maintenance service).

As outlined in Section 8.7, workplace health and safety requirements have to be adequately taken into account for the selection and management of a contractor. Where a contractor is

unable to demonstrate appropriate management of workplace health and safety issues, their tender/quote may be discounted on those grounds.

In extraordinary circumstances (e.g. very particular goods/services are being sought), it may not be practical to invite at least three (3) persons who Council considers can meet Council's requirements at competitive prices, to submit quotes (i.e. for a medium-sized contractual arrangement). In such circumstances, this must be recorded in writing, attached to the Purchase Order/recommendation, and retained for auditing purposes.

Council must also comply with the requirement to publish details of contractual arrangements worth \$200,000 or more (exclusive of GST) as soon as practicable after entering into a contractual arrangement. The relevant details of the contractual arrangement must be published on Council's website and in a conspicuous place in the Council administration office for at least twelve (12) months (refer to Chapter 6, Part 4 of the *Local Government Regulation 2012*). The details to be published are the person with whom Council has entered into a contractual arrangement; the value of the contractual arrangement; and the purpose of the contractual arrangement (e.g. the particular goods or services to be supplied under the contractual arrangement).

### **8.3.4 Exceptions Where Quotes and Tenders are not Needed**

Council may in certain circumstances not be required to obtain written quotes or tenders for a medium or large-sized contractual arrangement, as specified by the *Local Government Regulation 2012*. Examples include:

- after advertising for expressions of interest to create an approved contractor list;
- after advertising for tenders to create a pre-qualified suppliers register;
- by entering into a contract for goods or services if the contract is entered into under an Local Government Arrangement (e.g. LGAQ Ltd);
- if it is resolved at a Council Meeting that the Council is satisfied that there is only one (1) supplier who is reasonable available;
- the contract is for the purchase of second-hand good;
- the contract is made with, or under and arrangement with, a government agency.

### **8.4 Contractual Arrangement Requirements**

After successful completion of the quotation/tender process, the supervisor of the contractor will draft a robust written contract for the delegate's approval (or this may be done prior to the quotation/tender process, as described in Section 8.2). The written contract will include detailed specification of works/services to be performed, cover all quality assurance requirements, workplace health and safety requirements (refer to Section 8.7), insurance and worker's compensation requirements, indemnity, performance standards/key performance indicators/milestones, termination processes, Council Policies/Procedures which will apply to the contractual arrangement, and other relevant details (refer to Section 8.5).

Regardless of the value of a contract, no contractor agreement will exceed a period of three (3) years unless a longer contract period is approved by Council resolution after considering management's recommendation regarding financial and other implications. Approaching the expiry date of a contractor agreement, Council will review its operational needs and may invite quotes, tenders etc in accordance with this Policy to put a new contractor agreement in place. (Note – this section cannot override any legislation which requires a shorter contract period).

The supervisor will ensure the contract is signed and returned within an appropriate timeframe and with appropriate evidence (e.g. copy of workers' compensation insurance certificate; copy of public liability insurance).

The supervisor of the contractor must ensure that they and the contractor comply with Council's Contractor Control Procedure for all contractor arrangements and tender processes.

## **8.5 Contractor Performance Issues**

If a contractor fails to comply with their contractor agreement (which may include a breach of the contractor agreement, failure to adhere to legislative requirements or a Council Policy/Procedure) the relevant supervisor will liaise with their Director/Manager on the matter, and action as outlined in the contractor agreement may be taken. This would typically be a written requirement to cease work and/or rectify a non-compliance within a stipulated period. Where there are workplace health and safety concerns, work can only recommence after the supervisor is satisfied that adequate risk controls are in place to avoid risk of injury. The supervisor will be responsible for follow-up and review, and if the non-compliance continues, the supervisor will liaise with their Director/Manager regarding further appropriate action. A contractor's poor performance, including one-off instances or continuous breaches of contract or associated requirements (e.g. workplace health and safety), may lead to the termination of a contract and failure of not being awarded any further contract work.

A review of the performance of the contractor and the work undertaken will typically be conducted at milestones, prior to the completion of the work, and as part of an annual review.

## **8.6 Induction Requirements**

Just as for the commencement of an employee, Council staff may need to prepare for the commencement of a contractor by performing a general induction, workplace health and safety induction and site induction; creating a new email address and access to software systems; communicating the contractor's commencement to staff and stakeholders etc.

## **8.7 Workplace Health and Safety Requirements**

### **8.7.1 Council Requirements**

Under the *Workplace Health and Safety Act 2011* and *Workplace Health and Safety Regulation 2011*, both Council and the contractor are defined as the 'person in control of a business or undertaking' for the contract services and therefore both Council and the contractor have a duty to eliminate or minimise, as far as reasonably practical, the risks to health and safety in the workplace. Council therefore needs to ensure appropriate selection, management and monitoring of contractors engaged by Council, to ensure that its contractors carry out their work safely. Accordingly, the Council employee involved in the appointment and management of a contractor shall ensure that they adhere to Council's Contractor Control Procedure and associated template forms. These documents outline supervisors' responsibilities to select and manage contractors with appropriate consideration of workplace health and safety requirements and issues. The supervisor responsible for the contractor shall ensure that workplace health and safety issues are identified, assessed and managed during all phases of the contract delivery (from concept to completion).

Contractors will only be selected where they demonstrate appropriate workplace health and safety management capability – for instance:

- the contractor provides evidence of workplace health and safety procedures covering the contractor's planned work activities and operations in accordance with the legislation, including risks assessment and management;
- the contractor provides evidence that they will be able to comply with Council's workplace health and safety Policies and Procedures;

- the contractor provides Safe Work Method Statements as appropriate;
- the contractor provides evidence that they hold appropriate insurance coverage (e.g. provide certificates of currency demonstrating that the contractor holds no less than \$15 million coverage for workers' compensation and public liability);
- the contractor meets other appropriate workplace health and safety requirements as outlined in Council's Contractor Control Procedure.

The supervisor shall:

- identify and incorporate into the written contractor agreement the foreseeable workplace health and safety issues relevant to the contract;
- identify the specific workplace health and safety requirements related to the contract, and consult and communicate with the contractor regarding these requirements;
- conduct a pre-contract assessment and approval of the contractor's risk assessment and proposed management of workplace health and safety;
- ensure that the contractor completes risk assessments and provides Safe Work Method Statements (as appropriate);
- ensure that the contractors have been inducted in Council's workplace health and safety Policies and Procedures, and behavioural expectations (including Council's Drug and Alcohol Policy and Procedure);
- ensure that all contractors have appropriate tickets, licences and qualifications (including that they must present their White Card as appropriate – construction industry induction certification);
- complete and maintain the Induction Checklist;
- familiarise the contractor with the work site, and inform contractors of site specific hazards that they may potentially be exposed to, and ensure the contractor's proposed work methods do not place them, their workers, the Council's workers, or others at risk;
- provide all information required under the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011* that is required to be provided to a principal contractor for a construction project (as applicable);
- ensure that stakeholders will be advised in advance of work being performed in their area (if applicable);
- check, monitor and audit the contractor's performance and documentation;
- ensure that any equipment used by the contractor is in safe working order by requesting their plant register, maintenance records etc;
- ensure that the contractor has obtained or issued permits and/or licences required by legislation for the work to be undertaken (e.g. confined space entry permit; high risk construction licences);
- ensure that personal protective equipment (PPE) is provided if required; and
- act on identified non-compliance of contractors.



## 8.7.2 Contractor Requirements

All contractors must:

- comply with the legislation, associated regulations, codes of practice and Australian Standards relevant to any work, including construction work, undertaken by them;
- comply with Council's workplace health and safety Policies and Procedures and any other relevant workplace Policies/Procedures;
- ensure that they and their staff/sub-contractors have the necessary qualifications, training, experience and certificates of competency required for the work;
- provide a risk assessment and proposed management of workplace health and safety in the workplace;
- ensure Job Safety Analysis or Safe Work Method Statements have been completed as appropriate;
- provide relevant workplace health and safety information to Council when requested;
- develop site-specific procedures relevant to site hazards and work activities at the workplace;
- ensure they and their staff/sub-contractors successfully complete Council's induction process;
- ensure that the general construction induction has been provided to workers as required and that general construction induction training cards ('White Cards') are held;
- maintain the Council's workplace in a safe manner and not place themselves or others at risk of injury;
- obtain or issue permits and/or licences required for the work to be undertaken (e.g. a confined space entry permit; any licences required for high risk construction);
- supervise sub-contractors;
- ensure that PPE is provided and worn if required;
- report any incidents, injuries, near misses, or workplace health and safety non-compliances or contractor agreement non-compliances to the Council;
- communicate with the Council supervisor regularly;
- raise with the Council supervisor any issue that is, or may become, a hazard;
- consult, coordinate and cooperate with the Council on workplace health and safety issues;
- participate in a review of contract performance if requested.

### Principal contractor

For any construction project, the Council will appoint a principle contractor, or will act as principle contractor itself.

The principal contractor is responsible for the construction project at all times until it is completed.

The principal contractor will:

- comply with the legislation, associated regulations, codes of practice and Australian Standards in relation to the construction project, including but not limited to:
  - arranging completion, collection, assessment, monitoring and review of Safe Work Method Statements;
  - installing signage which is clearly visible from outside the workplace and states the principal contractor's name and contact details and location of the site office (if any);
  - preparing a workplace health and safety management plan before work commences in relation to the construction project, and review the plan if appropriate;
  - inform all persons who will carry out construction work in relation to the construction project of the content of the workplace health and safety management plan;
  - the management of risks associated with the storage, movement and disposal of waste and construction material; storing plant that is not in use; essential services;
- comply, and ensure compliance, with the Council's workplace health and safety Policies and Procedures and any other relevant workplace Policies/Procedures;
- obtain or issue permits and/or licences required for the work to be undertaken (e.g. a confined space entry permit; any licences required for high risk construction);
- maintain the Council's workplace in a safe manner and not placing themselves or others at risk of injury;
- supervise contractors and sub-contractors;
- ensure that PPE is provided and worn if required;
- ensure they and their staff/sub-contractors successfully complete Council's induction process;
- report any incidents, injuries, near misses, or workplace health and safety non-compliances or contractor agreement non-compliances to the Council;
- raise with the Council supervisor any issue that is, or may become, a hazard;
- consult, coordinate and cooperate with the Council on workplace health and safety issues;
- participate in a review of contract performance if requested.

Where an external contractor is appointed as a principal contractor by the Council, it should be clearly stated in the contract specification. Where the Council is acting as the principal contractor, it should be documented within the project file or other supporting documentation.

## **9. DOCUMENTATION AND REPORTING**

Documentation relating to procurement activities must be registered in Council's electronic records management system, InfoXpert, as appropriate. This includes contractor agreements and delegations. The delegations information must also be freely available for public inspection.

Council employees involved in procurement activities must obtain and retain written quotes, and notes justifying why a procurement decision was made, as outlined in this Policy.

Financial delegates and finance staff who have concerns that this Policy is not being adhered to shall raise the issue with the relevant employee and/or their supervisor as appropriate.

## 10. POLICY/LEGISLATION BREACHES

A breach of this Policy or the relevant legislation by an employee may result in removal of their financial/contractual delegations, and may also result in disciplinary action being taken against the employee in accordance with Council's Discipline Procedure. Where an employee has made a purchase without proper Council authorisation as outlined in this Policy, the employee may also be liable for the cost of the purchase.

Where an employee is suspected of fraud, embezzlement or theft, this may be reported to an external agency (e.g. Queensland Police Service; Crime and Corruption Commission).

## 11. DEFINITIONS

**Conflict of Interest** – a situation in which a public official's decisions are influenced by their personal interests (e.g. to bring benefit to themselves, or to intentionally choose to bring benefit or detriment to another person for their own gratification).

**Contractual Arrangement** – where an agreement is in place for an individual/entity to provide a service, provide materials or otherwise deliver outcomes to Council in return for remuneration, where the relationship between the individual/entity and Council is not an employment relationship.

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

**Local Supplier** – a supplier which:

- is known to be beneficially owned by persons who are residents or ratepayers in the Richmond Shire; or
- is known to have its principal place of business within the Richmond Shire; or
- otherwise is known to have a place of business within the Richmond Shire which solely or primarily employs persons who are residents or ratepayers of the Shire.

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

**Non-Local Supplier** – a supplier which does not meet the definition of a local supplier.

**Personal Expenses** – any expenditure which is not directly related to the Council's business operations and activities.

**Procurement** – the purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods and/or services.

**Supervisor** – a person in control of a workplace and staff.

## 12. REFERENCES

*Local Government Act 2009.*

*Local Government Regulation 2012.*

## 13. ASSOCIATED POLICIES/FORMS

Corporate Credit Card Policy.

Probity Plan for Tenders.

Contractor Control Procedure.

Procurement Policy

Payment Request Form.

Creditor Details Form.

Quotation/Tender Outcome Form.

#### **14. IMPLEMENTATION**

This Policy will commence from the Approval Date (see Section 15). This Policy replaces all other Purchasing or Procurement Policies or Procedures of Richmond Shire Council (whether written or not).

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 be reviewed annually in accordance with Section 198 of the *Local Government Regulation 2012*. This Policy will otherwise be reviewed if Policy changes have been identified as appropriate (e.g. following an audit), if related Policies/Procedures or references change, or when legislative requirements change.

#### **15. APPROVAL**

Review and adopted at the Budget Council Meeting held on 29<sup>th</sup> July 2022.



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# RICHMOND SHIRE COUNCIL REVENUE STATEMENT 2022/2023

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## Introduction

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The Revenue Statement forms part of Council's annual budget and sets out the reasoning applied by Council in raising revenue, including setting rates and charges, levying of rates, recovery of rates and charges, and concessions available for rates and charges.

The Revenue Statement specifically addresses the legislative requirements in respect of those matters detailed above.

## Legislation

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The Revenue Statement is a requirement of the *Local Government Act 2009, s104 (5) (a)* and *Local Government Regulation 2012 s169 (2) (b) and 172*. The Revenue Statement's purpose is:

- To enunciate the methods used to achieve Council's objectives set out in the **Revenue Policy**;
- To explain material matters that guide the development and implementation of revenue practices within the Council; and
- To comply in all respects with legislative requirements.

## General Rates

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Council uses a system of differential general rates to raise an amount of revenue appropriate to contribute to the maintenance of assets and provide services to the community in general of its local government area. Council provides a range of services including roads and drainage, parks, libraries, cultural facilities, street lighting, economic development, and major projects, with these services designed to benefit the entire region.

In deciding how general rates are calculated, a number of factors are taken into account, including:

- the rateable value of the land;
- the use of the land;
- the level of services provided to the region and the cost of providing those services; and
- the location and access to services.

## Minimum Differential General Rates

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Minimum general rates are applied to each category to recognise that there is a base level of services applicable to each rateable parcel of land within each category.

In determining if a minimum differential general rate is to be applied, the applicable rate in the dollar for the category is to be applied to the Unimproved Capital Valuation (UCV) of the rateable property and the result of the calculation is to be compared to the applicable minimum rate for that category. The effective rate charged will be the higher of the two amounts.

## Differential General Rates Categories

Specific details and the rate in the dollar to apply for each of the categories are as follows:-

Differential Category/Description		Identification
1	Vacant Land <1.0 ha	Urban land which is vacant which has an area of less than 1.0 ha.
3	Residential <0.4 ha	Land used for residential purposes which has an area of less than 0.40 ha.
5	Residential >0.4 ha	Land used for residential purposes which has an area of greater than 0.40 ha.
7	Rural grazing >1.0 ha	Land used for rural grazing purposes which has an area of greater is more than 1.0 ha
8	Rural Agriculture >1.0 ha	Land used for agriculture purposes which has an area of greater than 1.0 ha.
9	Cattle Feedlot >1,000 SCU	Land used for a cattle feedlot, licenced to carrying 1000 SCU or more.
10	Commercial	Land used for commercial purposes, including licensed premises without accommodation.
11	Short Term Accommodation	Land used for the purposes of accommodation units or ensuite sites for members of the travelling public including hotels (with accommodation), motels and caravan parks.
12	Industrial	Land used for industrial purposes, including trucking businesses.
13	Transformer Sites	Land used for the purposes of a transformer.
14	Clubs	Land used for the purposes of a club, sporting club or religious institution.
20	Mining lease <15 persons	Land used for the purposes of mining, with an average of between 0 and 15 people engaged on site per annum and/or accessing the site for associated business activities, other than land included in category 60 to 68.
21	Mining Lease 15 - 100 persons	Land used for the purposes of mining, with an average of between 15 and 100 people engaged on site per annum and/or accessing the site for associated business activities, other than land included in category 60 to 68.
22	Mining Lease 101 - 300 persons	Land used for the purposes of mining, with an average of between 101 and 300 people on site per annum and/or accessing the site for associated business activities, other than land included in category 60 to 68.
22	Mining Lease 301 - 500 persons	Land used for the purposes of mining, with an average of between 301 and 500 people on site per annum and/or accessing the site for associated business activities, other than land included in category 60 to 68.
24	Mining Lease >500 persons	Land used for the purposes of mining, with an average of over 500 people engaged on site per annum and/or accessing the site for associated business activities, other than land included in category 60 to 68.
30	Intensive Accommodation 15 – 50 persons	Land used or intended to be used, in whole or in part, for providing intensive accommodation for between 15 and 50 people (other than the ordinary travelling public) in rooms, suites,

Differential Category/Description		Identification
		or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person's quarters", "work camps", "accommodation village" or "barracks".
31	Intensive Accommodation 51 – 100 persons	Land used or intended to be used, in whole or in part, for providing intensive accommodation for between 51 and 100 people (other than the ordinary travelling public) in rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person's quarters", "work camps", "accommodation village" or "barracks".
32	Intensive Accommodation 101 – 200 persons	Land used or intended to be used, in whole or in part, for providing intensive accommodation for between 101 and 200 people (other than the ordinary travelling public) in rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person's quarters", "work camps", "accommodation village" or "barracks".
33	Intensive Accommodation 201 – 300 persons	Land used or intended to be used, in whole or in part, for providing intensive accommodation for between 201 and 300 people (other than the ordinary travelling public) in rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person's quarters", "work camps", "accommodation village" or "barracks".
34	Intensive Accommodation 301 – 400 persons	Land used or intended to be used, in whole or in part, for providing intensive accommodation for between 301 and 400 people (other than the ordinary travelling public) in rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person's quarters", "work camps", "accommodation village" or "barracks".
35	Intensive Accommodation 401 – 500 persons	Land used or intended to be used, in whole or in part, for providing intensive accommodation for between 401 and 500 people (other than the ordinary travelling public) in rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person's quarters", "work camps", "accommodation village" or "barracks".
36	Intensive Accommodation >500 persons	Land used or intended to be used, in whole or in part, for providing intensive accommodation for more than 500 people (other than the ordinary travelling public) in rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person's quarters", "work camps", "accommodation village" or "barracks".
40	Extractive < 5,000 tonnes	Land used, or capable of being used, for licensed extractive industry purposes, where the quantity of material capable of being extracted is less than 5,000 tonnes per annum.
41	Extractive 5,000 - 100,000 tonnes	Land used, or capable of being used, for licensed extractive industry purposes, where the quantity of material capable of



Differential Category/Description		Identification
		being extracted is between 5,000 and 100,000 tonnes per annum.
42	Extractive >100,000 tonnes	Land used, or capable of being used, for licensed extractive industry purposes, where the quantity of material capable of being extracted is greater than 100,000 tonnes per annum.
50	Power Station <10 MW	Land used, or intended to be used, for the generation and transmission of electricity from a power station with an output capacity of less than 10 MW, including land used for any purpose associated with these uses.
51	Power Station 10 – 100 MW	Land used, or intended to be used, for the generation and transmission of electricity from a power station with an output capacity of greater than 10 MW but less than 100 MW, including land used for any purpose associated with these uses.
52	Power Station >100 MW	Land used, or intended to be used, for the generation and transmission of electricity from a power station with an output capacity of greater than 100 MW, including land used for any purpose associated with these uses.
53	Major Transmission Site	Land used, or intended to be used, for an electricity substation with a land area greater than 5 ha.
60	Petroleum Lease – Gas < 1,000 ha	Petroleum leases for the extraction of gas with an area of less than 1,000 ha.
61	Petroleum Lease – Gas 1,000 ha to 10,000 ha	Petroleum leases for the extraction of gas with an area of 1,000 ha or greater but less than 10,000 ha.
62	Petroleum Lease – Gas 10,000 ha to 30,000 ha	Petroleum leases for the extraction of gas with an area of 10,000 ha or greater but less than 30,000 ha.
63	Petroleum Lease- Gas >30,000 ha	Petroleum leases for the extraction of gas with an area of 30,000 ha or greater.
64	Petroleum Lease – Oil < 10 wells	Petroleum leases for the extraction of shale oil that have less than 10 wells.
65	Petroleum Lease – Oil 10 – 29 wells	Petroleum leases for the extraction of shale oil that have 10 wells or greater but less than 30 wells.
66	Petroleum Lease - Oil 30+ Wells	Petroleum leases for the extraction of shale oil that have 30 wells or greater.
67	Petroleum Other <400 ha	Land used or intended to be used, in whole or in part, primarily for gas and/or oil extraction and/or processing and/or transportation (or for purposes ancillary or associated with gas and/or oil extraction /processing and/or transportation such as for example water storages, compressor stations, block valves or transportation by pipelines), excluding petroleum leases, with an area of less than 400 ha.
68	Petroleum Other 400 + ha	Land used or intended to be used, in whole or in part, primarily for gas and/or oil extraction and/or processing and or transportation (or for purposes ancillary or associated with gas and/or oil extraction/ processing and/or transportation such as for example water storages, compressor stations, block valves or transportation by pipelines), excluding petroleum leases, with an area of 400 ha or greater.

## Levy of Differential Rates

In accordance with Section 92 and 94 of the *Local Government Act 2009* and Section 172(1) of the *Local Government Regulation 2012*, Richmond Shire Council will make and levy differential rates on rateable land. Further, Council considers that there should be a minimum charge for all rate categories. The following general rates will be made and levied for the categories as listed:-

Category	Description	Cents in Dollar	Minimum Rate
1	Vacant Land <1.0 ha	1.1617	\$186.00
3	Residential <0.4 ha	1.4025	\$186.00
5	Residential >0.4 ha	1.1230	\$186.00
7	Rural Grazing >1.0 ha	0.4817	\$312.00
8	Rural Agriculture >1ha	0.6071	\$329.00
9	Cattle Feedlot >1,000 SCU	0.6071	\$4,134.00
10	Commercial	1.8342	\$251.00
11	Short Term Accommodation	1.1565	\$251.00
12	Industrial	1.1257	\$251.00
13	Transformer Sites	0.5091	\$251.00
14	Clubs	1.6309	\$248.00
20	Mining lease <15 persons	1.0793	\$333.00
21	Mining Lease 15-100 persons	1.7851	\$12,458.00
22	Mining Lease 101-300 persons	1.7851	\$84,942.00
23	Mining Lease 301-500 persons	1.7851	\$246,981.00
24	Mining Lease >500 persons	1.7851	\$413,387.00
30	Intensive Accommodation 15–50 persons	1.7851	\$9,061.00
31	Intensive Accommodation 51–100 persons	1.7851	\$31,146.00
32	Intensive Accommodation 101–200 persons	1.7851	\$62,292.00
33	Intensive Accommodation 201–300 persons	1.7851	\$124,582.00
34	Intensive Accommodation 301–400 persons	1.7851	\$186,874.00
35	Intensive Accommodation 401–500 persons	1.7851	\$249,165.00
36	Intensive Accommodation >500	1.7851	\$311,457.00

<b>40</b>	Extractive < 5,000 tonnes	1.7851	\$4,529.00
<b>41</b>	Extractive 5,000 tonnes to 100,000 tonnes	1.7851	\$11,325.00
<b>42</b>	Extractive >100,000 tonnes	1.7851	\$28,315.00
<b>50</b>	Power Station <10 MW	1.7851	\$5,664.00
<b>51</b>	Power Station 10–100 MW	1.7851	\$11,325.00
<b>52</b>	Power Station >100 MW	1.7851	\$113,257.00
<b>53</b>	Major Transmission Site	1.7851	\$5,664.00
<b>60</b>	Petroleum Lease – Gas < 1,000 ha	1.7851	\$5,664.00
<b>61</b>	Petroleum Lease – Gas 1,000 ha to 10,000 ha	1.7851	\$11,325.00
<b>62</b>	Petroleum Lease – Gas 10,000 ha to 20,000 ha	1.7851	\$45,303.00
<b>63</b>	Petroleum Lease - Gas >20,000 ha	1.7851	\$90,606.00
<b>64</b>	Petroleum Lease – Oil < 10 wells	1.7851	\$5,664.00
<b>65</b>	Petroleum Lease – Oil 10–29 wells	1.7851	\$11,325.00
<b>66</b>	Petroleum Lease - Oil 30+ Wells	1.7851	\$33,977.00
<b>67</b>	Petroleum Other <400 ha	1.7851	\$2,832.00
<b>68</b>	Petroleum Other 400 + ha	1.7851	\$5,664.00

## Utility Charges:

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Utility charges are levied under the Local Government Regulation 2012 s99. Council operates the following undertakings, which will be funded by a utility charge for each service provided:

- Cleansing Service
- Water Supply Scheme
- Sewerage Scheme

Utility and commercial charges are assessed where applicable on full cost pricing principles so that total income received, will fund the full cost of provision of local government services to the community and the effective administration of these services.

Utility charges will be levied to all land which either utilises, or is able to utilise, these services.

**Refuse Charges:**

An annual charge of \$254.20 is levied on all premises in Richmond and Maxwellton for a single 240 litre refuse collection service. Additional charges are levied in respect of additional special services.

**Water Charges:**

In accordance with Section 101 of the Local Government Regulation 2012 Richmond Shire Council levies water charges for the year ending 30 June 2023 as per the schedule of rates and charges 2022/23.

<b>Maxwelton Water</b>	\$39.00
<b>Richmond Town Water</b>	\$74.00

## Sewerage Charges:

Council provides a sewerage network in Richmond. All properties connected to Council's sewage disposal or CED networks will be levied a charge.

In the case of land not connected to the Council's sewerage network but capable of being connected, a vacant sewerage charge of \$421.70 is applied to contribute toward the cost of the sewerage infrastructure.

Connection and Pedestal charges for the sewerage network in 2022/23 will be:

- A Connection Charge of \$716.20 applied to:
  - Each single unit residential dwelling connected to the sewerage network.
  - Each religious, sports club or like facility.
- A Commercial Pedestal Charge of \$947.20 applied to:
  - Each commercial pedestal connected to the sewerage network and
  - The first pedestal within a short-term accommodation facility.
- Additional short-term Accommodation Pedestal Charge of \$236.80 will apply to
  - Each additional pedestal in a short-term accommodation facility.

## Special Rates:

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Council has a special rate for the financial year under S 94 of the Local Government Regulation 2012 for 1080 Baiting. Council has an annual implementation program for a 1080 Baiting program for the eradication of dingos and feral pigs as part of its overall Pest Management Plan.

Council has no intention of introducing other special rates or levies under this section.

The 1080 Baiting special rate for 2022/23 will be calculated on the size of the property at a rate of \$0.0215/ha. This special rate will apply to rural rated properties located in the Northern and Southern parts of the Shire. It will be rateable in the first quarter of the financial year.

## Emergency Service Levy:

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Council is a collection agency only for the State Government Management, Fire and Rescue Levy on improved and vacant land. All levies collected by Council are forwarded to the State Government. Premises are levied in accordance with the approved schedule, as issued annually, by the Department of Fire and Emergency Services.

## Discount:

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Council does not offer any discount for payment of rates or utility charges.

## Interest Rate:

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Pursuant to the Act, rates and charges which are unpaid as of the due date, incur interest at the approved rate of 8.17%, being the maximum interest rate, in accordance with the *Regulation*.

This is compounded daily if outstanding sixty (60) days after each levy date in accordance with Section 133 of the *Local Government Regulation 2012*.

## Rebate of Rates to Pensioners:

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In accordance with the Administrative Guidelines for the Queensland Government's Pensioner Rate Subsidy Scheme, approved pensioners within Richmond Shire will be eligible for 45% subsidy on current rates and charges, being: -

- State Government 20% and Council 25%; or
- That portion thereof to which they are entitled under the said Guidelines.

However, if any aged pensioner is not entitled to the full 20% State Subsidy, Council will further subsidise the shortfall, in order that all aged pensioners receive the maximum 45% subsidy. The maximum subsidy amount that will apply in any one (1) financial year is \$260.00 from Council and \$200.00 from the State Government.

## Payment of Overdue Rate by Instalments:

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The Richmond Shire Council will accept payment by instalments by arrangement with the Rates Officer and in accordance with the Council's Debt Collection Policy.

## Concessions from General Rates:

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Council will upon written application, consider the remission of whole or part of the general rate levied upon entities or organisations who meet the criteria detailed in Section 120 of the *Local Government Regulation 2012*. Further details are included in Council's Grants to Community Organisations Policy.

## Land exempt from rating:

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### Assessment exempt of general rates:

A219	The Roman Catholic Trust Corporation
A292	The Corporation of the Synod
A144	The Queensland Country Women's Association

### Assessments exempt of general rates and services:

A856	Richmond Golf Club Incorporated
A304	Richmond Bowling Club

## Frequency of rates levy:

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Council will rate four times in any given year.

**Richmond Shire Council**  
**Budget for Statement of Comprehensive Income**  
**for year ending 30 June 2023**

	<b>2022/2023 Budget</b>
<b>Income</b>	
<b>Revenue</b>	
<b>Recurrent revenue</b>	
Rates, levies and charges	1,914,890
Less Pensioner & Write Offs	(7,100)
Fees and charges	881,000
Sales revenue	9,905,000
Grants, subsidies, contributions and donations	1,889,238
	<b>14,583,028</b>
<b>Capital revenue</b>	
Grants, subsidies, contributions and donations	16,714,000
<b>Total capital revenue</b>	<b>16,714,000</b>
Rental income	179,000
Interest received	70,000
Other income	87,000
	<b>336,000</b>
	<b>31,633,028</b>
<b>Expenses</b>	
<b>Recurrent expenses</b>	
Employee benefits	(6,600,000)
Materials and services	(12,225,000)
Finance costs	(120,840)
Depreciation and amortisation	
Property, Plant and Equipment	(4,987,000)
	<b>(23,932,840)</b>
<b>Capital expenses</b>	
Profit/Loss on disposal of non-current assets	-
	<b>-</b>
<b>Total expenses</b>	<b>(23,932,840)</b>
<b>Net result</b>	<b>7,700,188</b>
<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>	<b>-</b>
<b>Total comprehensive income for the year</b>	<b>7,700,188</b>

(4,026,812)

**Richmond Shire Council**  
**Budget for Statement of Financial Position**  
**for year ending 30 June 2023**

	<b>2022/2023 Budget</b>
<b>Current assets</b>	
Cash and cash equivalents	1,592,000
Trade and other receivables	1,217,000
Inventories	497,000
Land for Resale	-
Contract assets	-
Other assets	-
<b>Total current assets</b>	<b>3,306,000</b>
<b>Non-current assets</b>	
Property, plant and equipment	230,154,000
Intangible assets	112,000
<b>Total non-current assets</b>	<b>230,266,000</b>
<b>Total assets</b>	<b>233,572,000</b>
<b>Current liabilities</b>	
Trade and other payables	1,714,000
Contract liabilities	-
Borrowings	581,000
Provisions	1,368,000
<b>Total current liabilities</b>	<b>3,663,000</b>
<b>Non-current liabilities</b>	
Contract liabilities	-
Provisions	201,000
Borrowings	1,673,000
<b>Total non-current liabilities</b>	<b>1,874,000</b>
<b>Total liabilities</b>	<b>5,537,000</b>
<b>Net community assets</b>	<b>228,035,000</b>
<b>Community equity</b>	
Asset revaluation surplus	103,429,000
Retained surplus	124,606,000
<b>Total community equity</b>	<b>228,035,000</b>

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**Richmond Shire Council**  
**Budget for Statement of Cash Flows**  
**for year ending 30 June 2023**

	<b>2022/2023 Budget</b>
<b>Cash flows from operating activities</b>	
Receipts from customers	11,888,000
Payments to suppliers and employees	<u>(17,658,000)</u>
	(5,770,000)
Interest received	70,000
Rental income	179,000
Grants, subsidies, contributions and donations - non-capital	1,889,238
Borrowing costs	<u>(120,840)</u>
<b>Net cash inflow (outflow) from operating activities</b>	<u>(3,752,602)</u>
<b>Cash flows from investing activities</b>	
Payments for property, plant and equipment	(21,055,000)
Net movement in loans and advances	
Proceeds from sale of property plant and equipment	-
Grants, subsidies, contributions and donations - capital	<u>16,714,000</u>
<b>Net cash inflow (outflow) from investing activities</b>	<u>(4,341,000)</u>
<b>Cash flows from financing activities</b>	
Proceeds from borrowings	-
Repayment of borrowings	<u>(665,000)</u>
<b>Net cash (outflow) from financing activities</b>	<u>(665,000)</u>
<b>Net increase in cash and cash equivalent held</b>	<u>(8,758,602)</u>
<b>Cash and cash equivalents at the beginning of the financial year</b>	10,113,602
<b>Cash and cash equivalents at end of the financial year</b>	<u><u>1,355,000</u></u>

**Richmond Shire Council**  
**Budget for Statement of Changes in Equity**  
**for year ending 30 June 2023**

	<b>Asset revaluation surplus 16 \$</b>	<b>Retained surplus \$</b>	<b>Total \$</b>
<b>Budgeted Balance as at 1 July 2022</b>	103,429,000	116,906,000	220,335,000
Adjustment on Initial Application of AASB 15 / AASB 1058	-	-	-
Adjustment on Initial Application of AASB 16	-	-	-
Restated Balance at 1 July 2019	<u>103,429,000</u>	<u>116,906,000</u>	<u>220,335,000</u>
Net result	-	7,700,188	7,700,188
Other comprehensive income for the year Increase in asset revaluation surplus	-	-	-
<b>Total comprehensive income for the year</b>	<u>-</u>	<u>7,700,188</u>	<u>7,700,188</u>
<b>Budgeted Balance as at 30 June 2023</b>	<u><u>103,429,000</u></u>	<u><u>115,000,000</u></u>	<u><u>228,035,188</u></u>

**RICHMOND SHIRE COUNCIL**  
**Budgeted Statement of Comprehensive Income**

	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>
<b>Income</b>										
<b>Revenue</b>										
Rates, levies and charges	1,914,890	1,977,000	2,039,000	2,101,000	2,163,000	2,225,000	2,287,000	2,349,000	2,411,000	2,473,000
Less Pensioner & Write Offs	(7,100)	(7,000)	(7,000)	(7,000)	(7,000)	(7,000)	(7,000)	(7,000)	(7,000)	(7,000)
Fees and charges	881,000	883,000	885,000	887,000	889,000	891,000	893,000	895,000	897,000	899,000
Sales Revenue	9,905,000	10,419,000	10,732,000	10,541,000	10,554,000	10,570,000	10,588,000	10,607,000	10,620,000	10,635,000
Grants, subsidies, contributions and donations	1,889,238	5,547,000	6,343,000	6,582,000	6,795,000	7,021,000	7,231,000	7,442,000	7,661,000	7,873,000
	<b>14,583,028</b>	<b>18,819,000</b>	<b>19,992,000</b>	<b>20,104,000</b>	<b>20,394,000</b>	<b>20,700,000</b>	<b>20,992,000</b>	<b>21,286,000</b>	<b>21,582,000</b>	<b>21,873,000</b>
<b>Capital Revenue</b>										
Capital Grants	16,714,000	5,776,000	6,275,000	6,275,000	6,275,000	6,275,000	6,275,000	6,275,000	6,275,000	6,275,000
Rental Income	179,000	179,000	179,000	179,000	179,000	179,000	179,000	179,000	179,000	179,000
Interest Received	70,000	73,000	77,000	78,000	80,000	80,000	81,000	82,000	84,000	85,000
Other Income	87,000	120,000	153,000	186,000	219,000	252,000	285,000	318,000	351,000	384,000
	<b>336,000</b>	<b>372,000</b>	<b>409,000</b>	<b>443,000</b>	<b>478,000</b>	<b>511,000</b>	<b>545,000</b>	<b>579,000</b>	<b>614,000</b>	<b>648,000</b>
<b>Total Income</b>	<b>31,633,028</b>	<b>24,967,000</b>	<b>26,676,000</b>	<b>26,822,000</b>	<b>27,147,000</b>	<b>27,486,000</b>	<b>27,812,000</b>	<b>28,140,000</b>	<b>28,471,000</b>	<b>28,796,000</b>
<b>Expenses</b>										
Employee Benefits	(6,600,000)	(6,793,000)	(6,992,000)	(7,197,000)	(7,408,000)	(7,625,000)	(7,849,000)	(8,079,000)	(8,316,000)	(8,560,000)
Materials and Services	(12,225,000)	(11,614,000)	(11,660,000)	(11,705,000)	(11,752,000)	(11,814,000)	(11,863,000)	(11,912,000)	(11,962,000)	(12,012,000)
Finance Costs	(120,840)	(104,000)	(87,000)	(69,000)	(51,000)	(45,000)	(45,000)	(45,000)	(4,500)	(45,000)
Depreciation	(4,987,000)	(5,166,000)	(5,208,000)	(5,212,000)	(5,217,000)	(5,023,000)	(5,019,000)	(5,017,000)	(4,965,000)	(5,035,000)
	<b>(23,932,840)</b>	<b>(23,677,000)</b>	<b>(23,947,000)</b>	<b>(24,183,000)</b>	<b>(24,428,000)</b>	<b>(24,507,000)</b>	<b>(24,776,000)</b>	<b>(25,053,000)</b>	<b>(25,247,500)</b>	<b>(25,652,000)</b>
<b>Capital Expenses</b>										
Profit on disposal of assets	0	0	0	0	0	0	0	0	0	0
<b>Total Expenses</b>	<b>(23,932,840)</b>	<b>(23,677,000)</b>	<b>(23,947,000)</b>	<b>(24,183,000)</b>	<b>(24,428,000)</b>	<b>(24,507,000)</b>	<b>(24,776,000)</b>	<b>(25,053,000)</b>	<b>(25,247,500)</b>	<b>(25,652,000)</b>
<b>Net result attributable to Council</b>	<b>7,700,188</b>	<b>1,290,000</b>	<b>2,729,000</b>	<b>2,639,000</b>	<b>2,719,000</b>	<b>2,979,000</b>	<b>3,036,000</b>	<b>3,087,000</b>	<b>3,223,500</b>	<b>3,144,000</b>
<b>Operating Result</b>										
Operating Revenue	14,919,028	19,191,000	20,401,000	20,547,000	20,872,000	21,211,000	21,537,000	21,865,000	22,196,000	22,521,000
Operating Expenses	(23,932,840)	(23,677,000)	(23,947,000)	(24,183,000)	(24,428,000)	(24,507,000)	(24,776,000)	(25,053,000)	(25,247,500)	(25,652,000)
<b>Operating Result</b>	<b>(9,013,812)</b>	<b>(4,486,000)</b>	<b>(3,546,000)</b>	<b>(3,636,000)</b>	<b>(3,556,000)</b>	<b>(3,296,000)</b>	<b>(3,239,000)</b>	<b>(3,188,000)</b>	<b>(3,051,500)</b>	<b>(3,131,000)</b>

**RICHMOND SHIRE COUNCIL**  
**Budgeted Statement of Financial Position**

	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>
<b>Current Assets</b>										
Cash and cash equivalents	1,592,000	1,592,000	1,592,000	1,592,000	1,592,000	1,592,000	1,592,000	1,592,000	1,592,000	1,592,000
Trade and other receivables	1,217,000	1,562,000	1,663,000	1,673,000	1,697,000	1,718,000	1,747,000	1,772,000	1,797,000	1,816,000
Inventories	497,000	497,000	497,000	497,000	497,000	497,000	497,000	497,000	497,000	497,000
Land for resale	0	0	0	0	0	0	0	0	0	0
Contract assets	0	0	0	0	0	0	0	0	0	0
Other assets	0	0	0	0	0	0	0	0	0	0
<b>Total current assets</b>	<b>3,306,000</b>	<b>3,651,000</b>	<b>3,752,000</b>	<b>3,762,000</b>	<b>3,786,000</b>	<b>3,807,000</b>	<b>3,836,000</b>	<b>3,861,000</b>	<b>3,886,000</b>	<b>3,905,000</b>
<b>Non-Current Assets</b>										
Intangible Assets	112,000	111,000	110,000	109,000	108,000	107,000	106,000	105,000	104,000	103,000
Property, Plant and Equipment	230,154,000	234,496,000	238,276,000	242,134,000	246,067,000	250,275,000	254,569,000	258,947,000	263,460,000	267,986,000
<b>Total non-current assets</b>	<b>230,266,000</b>	<b>234,607,000</b>	<b>238,386,000</b>	<b>242,243,000</b>	<b>246,175,000</b>	<b>250,382,000</b>	<b>254,675,000</b>	<b>259,052,000</b>	<b>263,564,000</b>	<b>268,089,000</b>
<b>Total Assets</b>	<b>233,572,000</b>	<b>238,258,000</b>	<b>242,138,000</b>	<b>246,005,000</b>	<b>249,961,000</b>	<b>254,189,000</b>	<b>258,511,000</b>	<b>262,913,000</b>	<b>267,450,000</b>	<b>271,994,000</b>
<b>Current Liabilities</b>										
Trade and other payables	1,714,000	1,442,000	1,464,000	1,484,000	1,504,000	1,522,000	1,547,000	1,569,000	1,591,000	1,610,000
Overdraft	0	3,879,000	5,155,000	6,446,000	7,510,000	8,048,000	8,532,000	8,966,000	9,355,000	9,713,000
Contract liabilities	0	0	0	0	0	0	0	0	0	0
Borrowings	581,000	598,000	616,000	460,000	0	0	0	0	0	0
Provisions	1,368,000	1,381,000	1,395,000	1,409,000	1,423,000	1,437,000	1,452,000	1,466,000	1,481,000	1,496,000
<b>Total current liabilities</b>	<b>3,663,000</b>	<b>7,300,000</b>	<b>8,630,000</b>	<b>9,799,000</b>	<b>10,437,000</b>	<b>11,007,000</b>	<b>11,531,000</b>	<b>12,001,000</b>	<b>12,427,000</b>	<b>12,819,000</b>
<b>Non-Current Liabilities</b>										
Contract liabilities										
Provisions	201,000	201,000	201,000	201,000	201,000	201,000	201,000	201,000	201,000	201,000
Borrowings	1,673,000	1,075,000	460,000	0	0	0	0	0	0	0
<b>Total non-current liabilities</b>	<b>1,874,000</b>	<b>1,276,000</b>	<b>661,000</b>	<b>201,000</b>	<b>201,000</b>	<b>201,000</b>	<b>201,000</b>	<b>201,000</b>	<b>201,000</b>	<b>201,000</b>
<b>Total liabilities</b>	<b>5,537,000</b>	<b>8,576,000</b>	<b>9,291,000</b>	<b>10,000,000</b>	<b>10,638,000</b>	<b>11,208,000</b>	<b>11,732,000</b>	<b>12,202,000</b>	<b>12,628,000</b>	<b>13,020,000</b>
<b>Net Community Assets</b>	<b>228,035,000</b>	<b>229,682,000</b>	<b>232,847,000</b>	<b>236,005,000</b>	<b>239,323,000</b>	<b>242,981,000</b>	<b>246,779,000</b>	<b>250,711,000</b>	<b>254,822,000</b>	<b>258,974,000</b>
<b>Community Equity</b>										
Asset Revaluation Reserve	103,429,000	103,786,000	104,223,000	104,741,000	105,340,000	106,020,000	106,782,000	107,626,000	108,553,000	109,563,000
Retained Surplus	124,606,000	125,896,000	128,625,000	131,264,000	133,983,000	136,962,000	139,998,000	143,085,000	146,268,000	149,412,000
<b>Total Community Equity</b>	<b>228,035,000</b>	<b>229,682,000</b>	<b>232,847,000</b>	<b>236,005,000</b>	<b>239,323,000</b>	<b>242,981,000</b>	<b>246,779,000</b>	<b>250,711,000</b>	<b>254,822,000</b>	<b>258,974,000</b>

**RICHMOND SHIRE COUNCIL**  
**Budgeted Statement of Cash Flows**

	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>
<b>Cash Flows From Operating Activities</b>										
Receipts from Customers	11,888,000	13,347,000	13,768,000	13,718,000	13,811,000	13,927,000	14,036,000	14,155,000	14,265,000	14,380,000
Payments to Suppliers	(17,658,000)	(18,475,000)	(18,660,000)	(18,914,000)	(19,171,000)	(19,453,000)	(19,717,000)	(20,000,000)	(20,286,000)	(20,584,000)
	(5,770,000)	(5,128,000)	(4,892,000)	(5,196,000)	(5,360,000)	(5,526,000)	(5,681,000)	(5,845,000)	(6,021,000)	(6,204,000)
Interest Received	70,000	73,000	77,000	78,000	80,000	80,000	81,000	82,000	84,000	85,000
Rental Income	179,000	179,000	179,000	179,000	179,000	179,000	179,000	179,000	179,000	179,000
Grants and Contributions	1,889,238	5,248,000	6,276,000	6,562,000	6,777,000	7,004,000	7,212,000	7,425,000	7,643,000	7,857,000
Borrowing Costs	-120,840	-59,000	-42,000	-24,000	-6,000	0	0	0	0	0
<b>Net cash inflow (outflow) from operating activities</b>	<b>(3,752,602)</b>	<b>313,000</b>	<b>1,598,000</b>	<b>1,599,000</b>	<b>1,670,000</b>	<b>1,737,000</b>	<b>1,791,000</b>	<b>1,841,000</b>	<b>1,885,000</b>	<b>1,917,000</b>
<b>Cash Flows From Investing Activities</b>										
Payments for PP&E	(21,055,000)	(9,150,000)	(8,550,000)	(8,550,000)	(8,550,000)	(8,550,000)	(8,550,000)	(8,550,000)	(8,550,000)	(8,550,000)
Net Movement on Loans & Advances	0	0	0	0	0	0	0	0	0	0
Grants, subsidies - capital	16,714,000	5,776,000	6,275,000	6,275,000	6,275,000	6,275,000	6,275,000	6,275,000	6,275,000	6,275,000
<b>Net cash inflow (outflow) from investing activities</b>	<b>(4,341,000)</b>	<b>(3,374,000)</b>	<b>(2,275,000)</b>	<b>(2,275,000)</b>	<b>(2,275,000)</b>	<b>(2,275,000)</b>	<b>(2,275,000)</b>	<b>(2,275,000)</b>	<b>(2,275,000)</b>	<b>(2,275,000)</b>
<b>Cash Flows From Financing Activities</b>										
Proceeds from Borrowings	0	0	0	0	0	0	0	0	0	0
Repayment of Borrowings	(665,000)	(581,000)	(598,000)	(616,000)	(460,000)	0	0	0	0	0
<b>Net cash inflow (outflow) from financing activities</b>	<b>(665,000)</b>	<b>(581,000)</b>	<b>(598,000)</b>	<b>(616,000)</b>	<b>(460,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net increase in cash and cash equivalent held</b>	<b>(8,758,602)</b>	<b>(3,642,000)</b>	<b>(1,275,000)</b>	<b>(1,292,000)</b>	<b>(1,065,000)</b>	<b>(538,000)</b>	<b>(484,000)</b>	<b>(434,000)</b>	<b>(390,000)</b>	<b>(358,000)</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>	10,113,602	1,355,000	(2,287,000)	(3,562,000)	(4,854,000)	(5,919,000)	(6,457,000)	(6,941,000)	(7,375,000)	(7,765,000)
<b>Cash and cash equivalents at end of the financial year</b>	<b>1,355,000</b>	<b>(2,287,000)</b>	<b>(3,562,000)</b>	<b>(4,854,000)</b>	<b>(5,919,000)</b>	<b>(6,457,000)</b>	<b>(6,941,000)</b>	<b>(7,375,000)</b>	<b>(7,765,000)</b>	<b>(8,123,000)</b>

**RICHMOND SHIRE COUNCIL**  
**Budgeted Statement of Changes in Equity**

	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>
<b>Retained Surplus</b>										
Opening balance	116,906,000	124,606,188	125,896,188	128,625,188	131,264,188	133,983,188	136,962,188	139,998,188	143,085,188	146,308,688
Net result	7,700,188	1,290,000	2,729,000	2,639,000	2,719,000	2,979,000	3,036,000	3,087,000	3,223,500	3,144,000
<b>Closing Balance</b>	<b>124,606,188</b>	<b>125,896,188</b>	<b>128,625,188</b>	<b>131,264,188</b>	<b>133,983,188</b>	<b>136,962,188</b>	<b>139,998,188</b>	<b>143,085,188</b>	<b>146,308,688</b>	<b>149,452,688</b>
<b>Asset Revaluation surplus</b>										
Opening balance	103,429,000	103,786,000	104,223,000	104,741,000	105,340,000	106,020,000	106,782,000	107,626,000	108,553,000	109,563,000
Increase in asset revaluation surplus	0	0	0	0	0	0	0	0	0	0
<b>Closing Balance</b>	<b>103,429,000</b>	<b>103,786,000</b>	<b>104,223,000</b>	<b>104,741,000</b>	<b>105,340,000</b>	<b>106,020,000</b>	<b>106,782,000</b>	<b>107,626,000</b>	<b>108,553,000</b>	<b>109,563,000</b>
<b>Total</b>										
Opening balance	220,335,000	228,392,188	230,119,188	233,366,188	236,604,188	240,003,188	243,744,188	247,624,188	251,638,188	255,871,688
Net result	7,700,188	1,290,000	2,729,000	2,639,000	2,719,000	2,979,000	3,036,000	3,087,000	3,223,500	3,144,000
Increase in asset revaluation surplus	0	0	0	0	0	0	0	0	0	0
<b>Closing Balance</b>	<b>228,035,188</b>	<b>229,682,188</b>	<b>232,848,188</b>	<b>236,005,188</b>	<b>239,323,188</b>	<b>242,982,188</b>	<b>246,780,188</b>	<b>250,711,188</b>	<b>254,861,688</b>	<b>259,015,688</b>

## RICHMOND SHIRE COUNCIL Financial Sustainability Ratios

<b>Operating Surplus Ratio</b>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>
(Net Operating Surplus/Total Operating Revenue) (%)	-0.60	-0.23	-0.17	-0.18	-0.17	-0.16	-0.15	-0.15	-0.14	-0.14
Target Ratio 0-15%										

An indicator of which the extent to which revenues raised cover operational expenses only or are available for capital funding purposes

<b>Net Financial Liabilities</b>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>
((Total Liabilities - Current Assets)/Total Operating Revenue) (%)	-0.25	-1.10	-1.56	-1.72	-1.93	-2.25	-2.44	-2.62	-2.86	-2.91
Target Ration 60%										

An indicator of the extent to which the net financial liabilities can be serviced by its operating revenue.

<b>Asset Sustainability Ratio</b>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>
(Capital Expenditure on Replacement of Assets(renewals)/ Depreciation Expense)	0.88	0.39	0.36	0.35	0.35	0.35	0.35	0.34	0.34	0.33
Target Ration 90%										

An approximation of the extent to which the infrastructure assets are being replaced as these reach the end of their useful livess.

**RICHMOND SHIRE COUNCIL  
2022/23 CAPITAL BUDGET**

Project Description	Total Budget	Asset Works Category			Funding	Council Contribution	Funding Body
		Renewal	Upgrade	New			
<b>Works</b>							
<b>Roadwork's</b>							
Reconstruction of Various Town Streets	539,000	539,000			539,000		W4Qld
Burleigh Crossing	5,494,284			5,494,284	5,288,517	205,767	QRA
Mountain Creek Crossing	548,046			548,046	548,046		QRA
Town Street Stormwater Upgrade	1,114,416			1,114,416	1,114,416		LRCI
Croydon Road 33 -43 km Seal	300,000			300,000	150,000	124,792	TIDS
					25,208		RTR
Croydon Road Reseal	200,000	200,000			100,000		TIDS
					100,000		RTR
Crawford Street Rehab and Widen	900,000		900,000		450,000		TIDS
					450,000		RTR
Footpath at Crawford Street - Wheelchair access	100,000		100,000		50,000	50,000	Funding Dependent
Footpath at Goldring Street - Caravan Park	60,000		60,000			60,000	Council
Maxwelton Frontage Road	144,900		144,900		134,900	10,000	QRRRF
Rural Addressing	51,200		51,200			51,200	Council
Grid Replacement Program	50,000	50,000				50,000	Council
<b>2021-2022 Flood Damage</b>							
Northern Parts of Shire	3,596,213	3,596,213			3,596,213		QRA
Southern Parts of Shire	2,222,817	2,222,817			2,222,817		QRA
<b>Saleyards</b>							
Loading catwalk for double decker	0		-			-	Council
Maxwelton Saleyard Upgrade	10,000		10,000			10,000	Council
<b>Airport</b>							
Airport Runway - State	625,000		625,000		625,000		State Govt
Airport Runway - Federal	1,125,000		1,125,000		875,000	250,000	Federal Govt
Airport - stabilise runway	200,000	200,000				200,000	Council
Install Grids	0		-			-	Council
<b>Land</b>							
Purchase of Land	250,000			250,000		250,000	Council
<b>Plant &amp; Equipment</b>							



**RICHMOND SHIRE COUNCIL  
2022/23 CAPITAL BUDGET**

Project Description	Total Budget	Asset Works Category			Funding	Council Contribution	Funding Body
		Renewal	Upgrade	New			
Isuzu NMR 45-450 light tip truck 2021	56,390			56,390		56,390	Council
Isuzu FRR 110-260 flocon truck 2021	194,055			194,055		194,055	Council
Hino FC1124 12t tip truck 2021	88,630			88,630		88,630	Council
Cat 140M GCS900 grader cab kit	63,348			63,348		63,348	Council
Isuzu D-Max 2WD utility	42,719			42,719		42,719	Council
4 x Toyota Hilux 4WD utility	235,744			235,744		235,744	Council
Toyota Landcruiser Workmate 4WD utility	91,689			91,689		91,689	Council
Isuzu D-Max 2WD utility	38,000			38,000		38,000	Council
Hino FD1124 AT 5540 dual cab truck	128,036			128,036		128,036	Council
2 x Toyota Hilux SR 4WD utility	149,350			149,350		149,350	Council
Landcruiser Wagon GXL	103,877			103,877		103,877	Council
Ice machine	6,710			6,710		6,710	Council
Stabilizer (2023/2024 Purchase)	0			-		-	Council
Grader	0			-		-	Council
Out front mower	40,000			40,000		40,000	Council
HACC SUV	45,000			45,000		45,000	Council
Camp Trailer	0			-		-	Council
Large Tractor - Gardeners	0			-		-	Council
Tractor	0			-		-	Council
7ft Slasher	0			-		-	Council
Front Mounted rotary broom for old gardeners tractor	0			-		-	Council
Mini skid steer	0			-		-	Council
Plant Trade Ins	-400,000			-400,000		-400,000	Council
<b>Water, Drainage &amp; Sewerage</b>							
New water line to cemetery	0	-				-	Council
Water treatment plant filtration system	445,000		445,000		445,000		QRA - QRRG
Water meter install	60,000			60,000		60,000	Council
Dump Point at Racecourse							Council
<b>Community Services</b>							
<b>Caravan Park</b>							
Caravan Park Fencing	20,000		20,000			20,000	Council
Caravan Park - Garden			-			-	Council
Caravan Park - Laundry Building	40,000		40,000			40,000	Council

**RICHMOND SHIRE COUNCIL  
2022/23 CAPITAL BUDGET**

Project Description	Total Budget	Asset Works Category			Funding	Council Contribution	Funding Body
		Renewal	Upgrade	New			
<b><i>Sporting Facilities</i></b>							
Community Gym Entry	5,000		5,000			5,000	Council
<b><i>Tourism</i></b>							
Community Noticeboard	0			-		-	Council
<b><i>Housing</i></b>							
1 Carter St	100,000	100,000				100,000	Council
82 Simpson St	40,000	40,000				40,000	Council
<b><i>Council Parks</i></b>							
BMX Park - Skate Park Area	10,000			10,000		10,000	Council
<b>Finance &amp; Administration</b>							
<b><i>Council Buildings</i></b>							
Retaining Wall on Council Admin Building	10,000	10,000				10,000	Council
Depot - Skillon and Roofing	50,000	50,000				50,000	Council
<b>Totals</b>	<b>19,194,424</b>	<b>7,008,030</b>	<b>3,526,100</b>	<b>8,660,294</b>	<b>16,714,117</b>	<b>2,480,307</b>	





2022-2023

# Operational Plan





# OPERATIONAL PLAN 2022-2023

## Finance and Administration

<b>Activity Identified:</b>	Upgrade Staff Housing
<b>Budget Implication:</b>	\$140,000
<b>Activity Objectives:</b>	Upgrade to 1 Carter Street and 84 Simpson Street
<b>Corporate Plan Objective:</b>	Property Management

<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>Activity Identified:</b>	Depot Upgrade
<b>Budget Implication:</b>	\$50,000
<b>Activity Objectives:</b>	Upgrade at the Crawford Street Depot
<b>Corporate Plan Objective:</b>	Asset Management

# OPERATIONAL PLAN 2022-2023

<b>Activity Identified:</b>	Land Purchase
<b>Budget Implication:</b>	\$250,000
<b>Activity Objectives:</b>	Purchase of Land
<b>Corporate Plan Objective:</b>	Corporate Governance

# OPERATIONAL PLAN 2022-2023

## 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>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>Activity Identified:</b>	Crawford Street Upgrade
<b>Budget Implication:</b>	\$900,000
<b>Activity Objectives:</b>	Full reconstruction of Crawford Street
<b>Corporate Plan Objective:</b>	Roads

# OPERATIONAL PLAN 2022-2023

<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>Activity Identified:</b>	QRA betterment project
<b>Budget Implication:</b>	\$548,046
<b>Activity Objectives:</b>	Mountain Creek Crossing
<b>Corporate Plan Objective:</b>	Roads

<b>Activity Identified:</b>	Croydon Road Reseal
<b>Budget Implication:</b>	\$200,000
<b>Activity Objectives:</b>	Continue to reseal various sections of the Croydon Road
<b>Corporate Plan Objective:</b>	Roads

# OPERATIONAL PLAN 2022-2023

<b>Activity Identified:</b>	Stormwater Upgrade
<b>Budget Implication:</b>	\$1,114,416
<b>Activity Objectives:</b>	To reinstate stormwater drainage at 16 sites identified
<b>Corporate Plan Objective:</b>	Roads

<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>Activity Identified:</b>	Flood Damage – Local Roads
<b>Budget Implication:</b>	\$5,819,030
<b>Activity Objectives:</b>	To work through and repair all flood damage from 2022 flooding events.
<b>Corporate Plan Objective:</b>	Roads



# OPERATIONAL PLAN 2022-2023

<b>Activity Identified:</b>	Grid Replacement Program
<b>Budget Implication:</b>	\$50,000
<b>Activity Objectives:</b>	Continuous Replacement of Old Grids
<b>Corporate Plan Objective:</b>	Roads

<b>Activity Identified:</b>	Continuous upgrade of Council Plant
<b>Budget Implication:</b>	\$2,247,380
<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>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

# OPERATIONAL PLAN 2022-2023

<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>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>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

# OPERATIONAL PLAN 2022-2023

<b>Activity Identified:</b>	Richmond Airport Runway Upgrade
<b>Budget Implication:</b>	\$1,750,000
<b>Activity Objectives:</b>	Install a new runway
<b>Corporate Plan Objective:</b>	Aerodrome

<b>Activity Identified:</b>	Maxwelton Saleyards
<b>Budget Implication:</b>	\$10,000
<b>Activity Objectives:</b>	To upgrade troughs and pens
<b>Corporate Plan Objective:</b>	Saleyards

<b>Activity Identified:</b>	Footpaths
<b>Budget Implication:</b>	\$160,000
<b>Activity Objectives:</b>	To improve the footpath access in town
<b>Corporate Plan Objective:</b>	Roads

# OPERATIONAL PLAN 2022-2023

## Community Development and Services

<b>Activity Identified:</b>	Caravan Park Upgrades
<b>Budget Implication:</b>	\$70,000
<b>Activity Objectives:</b>	Landscape, fencing work and laundry building at Caravan Park
<b>Corporate Plan Objective:</b>	Lakeview Caravan Park

<b>Activity Identified:</b>	Community Gym Entry Upgrade
<b>Budget Implication:</b>	\$5,000
<b>Activity Objectives:</b>	Upgrade gym facilities
<b>Corporate Plan Objective:</b>	Asset Management

<b>Activity Identified:</b>	Provide support to local community events
<b>Budget Implication:</b>	\$45,000
<b>Activity Objectives:</b>	Continue to provide support to community clubs and organisations
<b>Corporate Plan Objective:</b>	Community Events

# OPERATIONAL PLAN 2022-2023

<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





2022-2023

# Fees and Charges





## Richmond Shire Council Fees and Charges

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These Fees and Charges are to be read in conjunction with the Important Information on Page 1.

## Richmond Shire Council Fees and Charges

### IMPORTANT INFORMATION

#### **Bonds**

A bond is payable for the hire of any Council owned facility unless otherwise noted. Facilities and/or equipment must be left clean and in good order or the bond may be forfeited. Additional fees for cleaning or repairs will be invoiced if bond is insufficient.

#### **Application for hire**

Council is to receive application for hire a minimum of two weeks prior to the event. Any period less than two weeks will incur a late fee. The fee is listed in the relevant section.

Terms and conditions for hire will be provided with hire fee receipt.

In kind and display hire - application to be made on official form.

Hire of Council facilities and equipment is subject to availability.

#### **Fees and charges not identified**

All other fees and charges not covered to be submitted to Council for approval.

#### **COVID**

All hire of facilities must be in compliance with Covid safe rules and government directions.



Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>CEMETERY FEES</b>					
<b>BURIALS - Standard Funeral</b>					
Adults - includes cemetery fees, undertaker fee and hearse, lawn cemetery plaque, coffin, installation of plaque, funeral notice, flowers, preparation fees, chair hire, memoriam book and order of service. A microphone and amplifier is also available if needed. (Plus overtime at cost if applicable)		6,830.00	Y	-	-
Children (under 16 years) - as above (Plus overtime at cost, if applicable)		3,415.00	Y	-	-
Ashes wall internment including plaque - must notify Council when placing at cemetery		330.00	Y	-	-
Ashes internment in grave		240.00	Y	-	-
Undertaker's fee		750.00	Y	-	-
Lawn cemetery plaque (supply only) - standard plaque up to 5 lines		240.00	Y	-	-
Lawn cemetery plaque (supply only) - non standard		By quotation	Y	-	-
Installation of replacement plaque		140.00	Y	-	-
Funeral Notices - includes 1 radio and 1 newspaper advertisement. Minimum size unless otherwise requested. Additional notices at cost.		At cost	Y	-	-
Transport of body - from place of death to Richmond		At cost	Y	-	-
Flowers - full sheath		At cost	Y	-	-
Memoriam book - standard supplied. Non standard at cost.		70.00	Y	-	-
Cemetery fees - required where own Funeral Director engaged		1,500.00	Y	-	-
Order of service - A4 double sided - black and white		280.00	Y	-	-
Order of service - A4 double sided - colour		495.00	Y	-	-
Burial fee - on private property		By quotation	Y	-	-
Exhumation fee		3,200.00	Y	-	-

*NOTE: Where the family elect to engage a Funeral Director other than Richmond Shire, the Council will charge for the cemetery fees and any other services undertaken by Council. The family or the Funeral Director should indicate where the account is to be forwarded in these circumstances.*

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>CEMETERY RECORDS</b>					
Complete register (bound)		67.00	Y	-	-
Bush graves		10.30	Y	-	-
Pioneer Cemetery		10.30	Y	-	-
Old Cemetery		36.00	Y	-	-
Lawn Cemetery		20.50	Y	-	-

These Fees and Charges are to be read in conjunction with the Important Information on Page 1.

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
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## RICHMOND RECREATIONAL FACILITIES

A bond is payable for the hire of any Council owned facility unless otherwise noted. Facilities and/or equipment must be left clean and in good order or the bond may be forfeited. Additional fees for cleaning or repairs will be invoiced if bond is insufficient.

Council is to receive application for hire a minimum of two weeks prior to the event. Any period less than two weeks will incur a late fee.

### RACECOURSE RESERVE

Bond - Includes cleaning		300.00	N	-	-
Race Clubs - Licence fee (includes electricity)	Annual	330.00	Y	-	-
Race Clubs - Fee	Per race meeting	105.00	Y	-	-
Campdraft - Licence fee (includes electricity)	Annual	330.00	Y	-	-
Pony Club - Licence fee	Annual	255.00	Y	-	-
Horse Sports - Licence fee	Annual	255.00	Y	-	-
Private Functions - Includes canteen	Per night	310.00	Y	-	-
School events (bond only)		No charge	N	-	-
Late hire fee	Per event	270.00	Y		

### STABLE HIRE RACECOURSE

Double stable	Annual	130.00	Y	-	-
Large stable	Annual	105.00	Y	-	-
Single (day) stables - free on Race Days only	Per day	5.00	Y	-	-
Feed shed	Annual	500.00	Y		
Feed shed	Weekly	20.00	Y		

### CAMPING RACECOURSE

Camping Fees - powered site	Minimum per night or day camp	26.00	Y	-	-
Camping Fees - per person	Per day	4.50	Y	-	-
Horses - per horse	Per day	4.00	Y	-	-

*NOTE: Pony Club, Campdraft and Rodeo competitors to be exempted for official events 1 day prior to, and 1 day after event.*

*Terms and conditions for camping on Racecourse Reserve to be supplied with receipt for camping fee.*

### RV PARK FEES

Registration fee - up to 3 night stay		5.50	Y	-	-
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Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>RODEO GROUNDS</b>					
Bond		300.00	N	-	-
Rodeo Association - Licence fee (includes electricity)	Annual	330.00	Y	-	-
Other - Circus etc. (includes electricity)	Per event	330.00	Y	-	-
Late hire fee	Per event	270.00	Y	-	-
<b>SPORTS OVAL</b>					
Bond		300.00	N	-	-
Richmond Senior Rugby League - Licence fee	Annual	310.00	Y	-	-
Game day / game night	Per event	150.00	Y	-	-
Richmond Junior Rugby League - Licence fee	Annual	310.00	Y	-	-
All other sporting clubs - Senior and Junior - Licence fee	Annual	310.00	Y	-	-
Other organised events	Per day	310.00	Y	-	-
School events (bond only)		No charge	N	-	-
Private function	Per event	310.00	Y	-	-
Bond for hire of Scoreboard	Per event	310.00	N	-	-
Late hire fee	Per event	270.00	Y	-	-
<i>NOTE: Terms and conditions of Sports Oval use to be supplied with receipt for hire fee.</i>					
<b>LAKE FRED TRITTON</b>					
Bond		300.00	N	-	-
Private function	Per event	310.00	Y	-	-
School events (bond only)		No charge	N	-	-
Late hire fee	Per event	270.00	Y	-	-
<b>GAZEBO</b>					
Bond		300.00	N	-	-
Hire Fee	Per event	160.00	Y	-	-
<b>SWIMMING POOL</b>					
Bond		300.00	N	-	-
Swim Club - Licence fee	Annual	310.00	Y	-	-

These Fees and Charges are to be read in conjunction with the Important Information on Page 1.

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
School events (bond only)		No charge	N	-	-
<b>Admission Charges</b>					
Adults	Per day	3.50	Y	-	-
Children aged 5 -17 years	Per day	1.50	Y	-	-
Children aged 0 - 4 years accompanied by an adult	Per day	No charge	N	-	-
Pensioners	Per day	1.50	Y	-	-
Spectator fee	Per day	1.50	Y	-	-
<b>Yearly Passes</b>					
Adults	Annual	130.00	Y	-	-
Children attending school	Annual	65.00	Y	-	-
Family - including school aged children	Annual	190.00	Y	-	-
<b>Half Yearly Passes</b>					
Adults	6 months	65.00	Y	-	-
Children attending school	6 months	35.00	Y	-	-
Family - including school aged children	6 months	95.00	Y	-	-
<b>GYM FEES</b>					
Joining fee - non refundable		22.00	Y	-	-
Annual membership	Annual	265.00	Y	-	-
Quarterly membership paid in advance	Quarterly	65.00	Y	-	-
Late payment fee		27.00	Y	-	-
Replacement token	Per token	32.00	Y	-	-
Casual membership for itinerant workers	Per month	27.00	Y	-	-
<i>NOTE: Quarterly membership fees effective from 1 October 2022.</i>					
<b>TENNIS COURTS - EQUIPMENT</b>					
Bond for court hire	Per event	300.00	N	-	-
Bond for tennis nets and posts	Per event	300.00	N	-	-

These Fees and Charges are to be read in conjunction with the Important Information on Page 1.

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>LAKEVIEW CARAVAN PARK</b>					
<b>Rates</b>					
Powered site (2 persons)	Per day	32.00	Y		
Powered site (2 persons)	Per week	160.00	Y	-	-
Powered site family	Per week	200.00	Y		
Unpowered site (2 persons)	Per day	20.00	Y	-	-
1 Bedroom cabin - new (2 persons)	Per day	160.00	Y	-	-
1 Bedroom cabin - new family for more than 5	Per day	185.00	Y		
1 Bedroom cabin - original (2 persons)	Per day	115.00	Y	-	-
2 Bedroom villa (2 persons)	Per day	140.00	Y	-	-
Bunkhouse (1 person)	Per day	50.00	Y	-	-
Budget ensuite (1 person)	Per day	60.00	Y	-	-
Deluxe ensuite (1 person)	Per day	70.00	Y	-	-
Extra adult	Per day	10.00	Y	-	-
Extra child - powered site (under 5 years free)	Per day	5.00	Y	-	-
Extra child - unpowered site (under 5 years free)	Per day	5.00	Y	-	-
Extra child - cabins and villa (under 5 years free)	Per day	10.00	Y	-	-

These Fees and Charges are to be read in conjunction with the Important Information on Page 1.

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
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### RICHMOND SALEYARDS

		120.00	Y	-	-
Stock Agents Auctions (if not cleaned and Council has to organise, fee will be charged at cost)	Per day				
Entry fee	Per head	2.20	Y	-	-
Use of clearing paddocks (trucking)	Per head per day	2.20	Y	-	-
Tailing Fees	Per head	0.60		-	-
Flat scales	Per head	2.90	Y	-	-
Reader fee	Per head	1.05	Y	-	-
NILS charges	Per tag	4.20	Y	-	-
Call out fee - where weighing is performed outside normal business hours	Per event	255.00	Y	-	-
Carcass disposal	Per head	105.00	Y	-	-
Holding in yards	Per head per day	2.20	Y	-	-
Spelling yard fee (x 2 yards) - minimum of 200 head	Per head per day	0.70	Y	-	-

### MAXWELTON SALEYARDS

Call out fee - where weighing is performed outside normal business hours	Per event	255.00	Y	-	-
Carcass disposal	Per head	105.00	Y	-	-
Tailing Fees	Per head	0.60	Y	-	-
Entry fee	Per head	2.20	Y	-	-
Use of clearing paddocks (trucking)	Per head per day	2.20	Y	-	-

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>DOCUMENT CHARGES</b>					
Facsimile	Sending - first page	3.15	Y	-	-
	Each additional page	0.50	Y	-	-
	Receiving - first page	1.60	Y	-	-
Photocopying - single sided black and white	Each additional page	0.50	Y	-	-
	A4 - per page	0.50	Y	-	-
	A3 - per page	1.10	Y	-	-
Photocopying -single sided colour	If own paper supplied	0.25	Y	-	-
	A4 - per page	1.05	Y	-	-
	A3 - per page	2.05	Y	-	-
Photocopying - double sided black and white	If own paper supplied	0.50	Y	-	-
	A4 - per page	1.10	Y	-	-
	A3 - per page	1.60	Y	-	-
Photocopying - double sided colour	If own paper supplied	0.75	Y	-	-
	A4 - per page	1.70	Y	-	-
	A3 - per page	2.60	Y	-	-
Printing - single sided black and white	If own paper supplied	1.05	Y	-	-
	A4 - per page	0.65	Y	-	-
	A3 - per page	1.25	Y	-	-
Printing - single sided colour	If own paper supplied	0.40	Y	-	-
	A4 - per page	1.60	Y	-	-
	A3 - per page	2.65	Y	-	-
Printing - double sided black and white	If own paper supplied	0.65	Y	-	-
	A4 - per page	1.25	Y	-	-
	A3 - per page	1.80	Y	-	-
Printing - double sided colour	If own paper supplied	1.05	Y	-	-
	A4 - per page	1.85	Y	-	-
	A3 - per page	1.70	Y	-	-
Laminating	Any size up to A3 - per page	3.70	Y	-	-
Binding	A4 - per book - up to 50 pages	3.70	Y	-	-
Printing more than 100 pages with less than 48 hours notice will incur a \$65.00 fee.					



Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
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Centrelink faxing or printing is provided free of charge at the Library.

**PRINTING AND COLLATION**

Richmond Turf Club race books printing fee	Annual	513.00	Y	-	-
Compilation fee	Per race meeting	154.00	Y	-	-
Maxwelton Turf Club race books printing fee	Annual	257.00	Y	-	-
Compilation fee	Per race meeting	154.00	Y	-	-

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
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### CIVIC CENTRE AND OTHER COUNCIL MEETING ROOMS

A bond is payable for the hire of any Council owned facility unless otherwise noted. Facilities and/or equipment must be left clean and in good order or the bond may be forfeited. Additional fees for cleaning or repairs will be invoiced if bond is insufficient.

Council is to receive application for hire a minimum of two weeks prior to the event. Any period less than two weeks will incur a late fee.

#### CIVIC CENTRE

Bond		300.00	N	-	-
Supper Room only - includes electricity	Per event	165.00	Y	-	-
Whole Civic Centre - includes electricity	Full day	330.00	Y	-	-
	Half day	165.00	Y	-	-
Local concerts and/or plays (charitable purpose)		Bond only	N	-	-
Charitable/not for profit organisations		Bond only	N	-	-
Annual CWA Show		Bond only	N	-	-
Arts Council presentation		Bond only	N	-	-
School break-ups/speech nights		Bond only	N	-	-
Late hire fee		270.00	Y	-	-

#### EQUIPMENT HIRE

Bond payable in all instances	Per hire	300.00	N	-	-
Chair hire	Per chair per day	0.60	Y	-	-
Tables (small rectangular)	Per day	11.60	Y	-	-
Urn	Per day	6.35	Y	-	-
Bain marie	Per day	98.00	Y	-	-
Pie warmer	Per day	43.00	Y	-	-
PA system	Per day	82.00	Y	-	-

#### NOTES:

2 weeks notice is required for all hire of equipment.

Weekend hire is pick up Friday pm and drop off Monday am. This will be charged as 2 days. Anything outside of these times will be charged per day.

NOTE: When Hall/Supper Room is hired the following equipment is included in the hire: chairs, tables (small rectangular), urn, bain marie & pie warmer.

No other Civic Centre equipment is available for hire.

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>OTHER ROOMS</b>					
Library	Per day	62.00	Y	-	-

These Fees and Charges are to be read in conjunction with the Important Information on Page 1.

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>REFUSE FACILITY</b>					
Green waste domestic drop off		Free	N	-	-
Purchase of green waste	Per m3	11.60	Y	LG Reg 2012   Chapter 3 Part 2	-
Green waste commercial drop off	Car or station wagon	5.30	Y	LG Reg 2012   Chapter 3 Part 2	-
	Car with trailer	6.40	Y	LG Reg 2012   Chapter 3 Part 2	-
	Utility	5.30	Y	LG Reg 2012   Chapter 3 Part 2	-
	Utility with trailer	10.60	Y	LG Reg 2012   Chapter 3 Part 2	-
	Truck (rigid) < 4.5t	20.20	Y	LG Reg 2012   Chapter 3 Part 2	-
	Truck (rigid) between 4.5t and 10t	49.00	Y	LG Reg 2012   Chapter 3 Part 2	-
	Truck (rigid) > 10t	90.00	Y	LG Reg 2012   Chapter 3 Part 2	-
Animal disposal	Per head	87.00	Y	LG Reg 2012   Chapter 3 Part 2	-
Commercial and industrial waste	Car or station wagon	5.30	Y	LG Reg 2012   Chapter 3 Part 2	-
	Car with trailer	6.40	Y	LG Reg 2012   Chapter 3 Part 2	-
	Utility	5.30	Y	LG Reg 2012   Chapter 3 Part 2	-
	Utility with trailer	11.60	Y	LG Reg 2012   Chapter 3 Part 2	-
	Truck (rigid) < 4.5t	20.20	Y	LG Reg 2012   Chapter 3 Part 2	-
	Utility with trailer	11.60	Y	LG Reg 2012   Chapter 3 Part 2	-
	Truck (rigid) between 10t and 16t	90.00	Y	LG Reg 2012   Chapter 3 Part 2	-
	Truck (rigid) between 16t and 23t	140.00	Y	LG Reg 2012   Chapter 3 Part 2	-
	Truck (rigid) > 23t	247.00	Y	LG Reg 2012   Chapter 3 Part 2	-
Demolition and construction	Car or station wagon	5.30	Y	LG Reg 2012   Chapter 3 Part 2	-
	Car with trailer	6.40	Y	LG Reg 2012   Chapter 3 Part 2	-
	Utility	5.30	Y	LG Reg 2012   Chapter 3 Part 2	-
	Utility with trailer	10.60	Y	LG Reg 2012   Chapter 3 Part 2	-
	Truck (rigid) < 4.5t	20.20	Y	LG Reg 2012   Chapter 3 Part 2	-
	Truck (rigid) between 4.5t and 10t	105.00	Y	LG Reg 2012   Chapter 3 Part 2	-
	Truck (rigid) between 10t and 16t	195.00	Y	LG Reg 2012   Chapter 3 Part 2	-
	Truck (rigid) between 16t and 23t	306.00	Y	LG Reg 2012   Chapter 3 Part 2	-
	Truck (rigid) > 23t	372.00	Y	LG Reg 2012   Chapter 3 Part 2	-
Recyclables		Free	Y	LG Reg 2012   Chapter 3 Part 2	-
Asbestos from RSC Shire	Car and truck up to 4.5t	308.00	Y	LG Reg 2012   Chapter 3 Part 2	-
	Truck between 4.5t and 10t	514.00	Y	LG Reg 2012   Chapter 3 Part 2	-
	Truck > 10t	720.00	Y	LG Reg 2012   Chapter 3 Part 2	-

These Fees and Charges are to be read in conjunction with the Important Information on Page 1.

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
Car tyre without rim	Per tyre	10.00	Y	LG Reg 2012   Chapter 3 Part 2	-
Light truck tyre without rim	Per tyre	30.00	Y	LG Reg 2012   Chapter 3 Part 2	-
Truck tyre without rim	Per tyre	30.00	Y	LG Reg 2012   Chapter 3 Part 2	-

Asbestos sheeting and redundant asbestos-lagged pipes and equipment should be double wrapped in heavy duty 200 um (minimum thickness) polythene sheeting and adhesive tape applied to the entire length of every overlap to secure the bundles to minimise the risk of the polythene sheeting tearing or splitting.

Polythene sheeting should be new (not recycled) as recycled sheeting can have flaws in it. Once wrapped in plastic, the bundles need to be labelled to indicate they contain asbestos so they can be treated appropriately.

Council should be advised of the quantity of asbestos to be disposed of at the Council's refuse facility 48 hours prior to the disposal of the asbestos.

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
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## PRIVATE WORKS

### SEWERAGE, HOUSE DRAINS, WATER REPAIRS AND OTHER MATERIALS

On request of sewerage, house drains and water repair work or other material supply a quote will be provided by Council prior to commencement of work.

### BULK WATER

From Council standpipe	Per kilolitre	1.55	N	-	-
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### GRIDS

Contribution to grid per policy		5,290.00	Y	-	-
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### DRY HIRE

Mobile toilet bond	Per toilet	300.00	N	-	-
Mobile toilet hire including cleaning fee	Per day or part thereof	155.00	Y	-	-
Mobile toilet Community Service Groups (bond only)		No charge		-	-
Generator 13 KVA trailer mounted	Per day	155.00	Y	-	-
Generator 77 KVA trailer mounted	Per day	310.00	Y	-	-
Wheelie bins	Per bin per day	9.50	Y	-	-
Bollards	Per bollard per day	15.50	Y	-	-
Barricade mesh	Per 25m per day	25.00	Y	-	-
Temporary fencing	Per panel per day	9.00	Y	-	-

#### NOTES:

1. Terms and conditions on application for hire form. If damages incurred amount to more than the bond charges will be invoiced at cost.
2. Hire of Council equipment is subject to availability.
3. In kind and display hire - application to be made on official form.

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

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>WASHDOWN BAY</b>					
Washdown bay key	Per key	35.00	Y	-	-
Washdown charge	Per minute	0.51	Y	-	-
<b>RUBBISH BINS</b>					
Replacement wheelie bin	Per bin	100.00	Y	-	-

These Fees and Charges are to be read in conjunction with the Important Information on Page 1.



Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
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## ANIMAL CONTROL

### 1080 BAITING

Labour and vehicle hire when own baits used	Per hour	115.00	Y	-	-
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*NOTE: '1080' Baiting Program is charged via a special rate per Revenue Statement.*

### EQUIPMENT HIRE

Barking collars - refundable bond		150.00	N		
Barking collar hire	Per fortnight	40.00	Y		
Dog trap hire - refundable bond		200.00	N		
Dog trap hire	Per fortnight	40.00	Y		
Cat trap hire - refundable bond		140.00	N		
Cat trap hire	Per fortnight	40.00	Y		

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
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## ANIMAL REGISTRATION

### DOGS

Registration will be for the period 1st October 2022 to 30th September 2023

50% discount if the registration is paid within the discount period. NOTE: No discount applies to regulated dog registration.

Pensioner Discount - 50%.

Maximum number of dogs is 2 unless a permit has been approved.

Registration and microchipping are required at 3 months of age.

New owners/residents have 14 days to register animals.

Pro-rata registration is available on a quarterly basis. (1 Oct to 31 Dec; 1 Jan to 31 March; 1 April to 30 June; 1 July to 30 Sept)

Reciprocal registration available upon proof of current registration elsewhere.

Entire dog	Per dog	110.00	N	AMA 2008   s44	(2)(a)
Desexed dog - proof required	Per dog	40.00	N	AMA 2008   s44	(2)(a)
Guide or Assistance Dog - will require registration tag	Per dog	Free	N	AMA 2008   s44	(2)(a)
Regulated dog (dangerous or menacing)	Per dog	300.00	N	AMA 2008   s44	(2)(a)
Regulated dog pack (sign, collar & tag)	Per pack	90.00	N	AMA Sect 93	
Regulated dog collar	Per item	40.00	Y	AMA Sect 93	
Regulated dog sign	Per item	50.00	Y	AMA Sect 93	
Replacement registration tag	Per tag	6.00	Y	AMA Sect 45	

### Excess Dog Permit

Extenuating circumstances only.

Approved at Director level.

Not approved until site inspection.

Does not include dog registration fee.

Application fee		300.00	N	LL2 Part 2 Division 2	2
Annual renewal fee		50.00	N	LL2 Part 2 Division 2	2

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
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### CATS - Voluntary Registration

Registration period is 1st October 2022 to 30 September 2023.

50% discount if paid within the discount period.

Pensioner Discount - 50%.

Pro-rata registration is available on a quarterly basis. (1 Oct to 31 Dec; 1 Jan to 31 March; 1 April to 30 June; 1 July to 30 Sept)

Reciprocal registration available upon proof of current registration elsewhere.

Maximum number of cats is 2.

Entire	Per cat	30.00	N	AMA Sect 44	2(a)
Desexed	Per cat	10.00	N	AMA Sect 44	2(a)

### IMPOUNDING FEES

#### DOGS

Unregistered dog - registration extra	Per dog	200.00	N	Local Law 2 Part 4 Division 3	29 (2)(b)
Registered dog - first impound	Per dog	Free	N	Local Law 2 Part 4 Division 3	29 (2)(b)
Registered dog - second impound	Per dog	280.00	N	Local Law 2 Part 4 Division 3	29 (2)(b)
Registered dog - third & subsequent impound	Per dog	350.00	N	Local Law 2 Part 4 Division 3	29 (2)(b)

#### CATS

Unregistered cat	Per cat	200.00	N	Local Law 2 Part 4 Division 3	29 (2)(b)
Registered cat - first impound	Per cat	Free	N	Local Law 2 Part 4 Division 3	29 (2)(b)
Registered cat - second impound	Per cat	280.00	N	Local Law 2 Part 4 Division 3	29 (2)(b)
Registered cat - third and subsequent impound	Per cat	350.00	N	Local Law 2 Part 4 Division 3	29 (2)(b)

#### OTHER ANIMALS

Other large animal (horse, cow or similar)	Per animal	350.00	N	Local Law 2 Part 4 Davison 3	(2)(d)
Other small animal (sheep, goat or similar)	Per animal	300.00	N	Local Law 2 Part 4 Division 3	(2)(d)

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>SUSTENANCE</b>					
Dogs	Per day	15.00	Y	Local Law 2 Part 4 Division 3	29 (2)(b)
Cats	Per day	10.00	Y	Local Law 2 Part 4 Division 3	29 (2)(b)
Large animals (horse, cow or similar)	Per day	35.00	Y	Local Law 2 Part 4 Division 3	29 (2)(b)
Small animal (sheep, goat or similar)	Per day	20.00	Y	Local Law 2 Part 4 Division 3	29 (2)(b)
<b>OTHER FEES</b>					
After hours call-out	Per person	300.00	Y	Local Law 2 Part 4 Division 3	29 (2)(b)
Destruction of animal	Per animal	150.00	N	Local Law 2 Part 4 Division 3	29 (2)(b)
Contractor (vet, mustering, cartage etc)	Per call out	at cost +15%	Y	Local Law 2 Part 4 Division 3	29 (2)(b)

These Fees and Charges are to be read in conjunction with the Important Information on Page 1.

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>REGULATORY FEES AND CHARGES</b>					
<b>SEARCHES AND DOCUMENTS</b>					
Standard Rates Search	Per lot	86.00	N	LG Reg 2012   s155	(2)(c)
<i>NOTE: Preferred payment method by credit card - search will not commence until payment cleared.</i>					
<b>Planning and Development Certificates</b>					
Limited	Per property	86.00	N	PA 2016   s265(2)	(2)(a)
Standard	Per property	178.00	N	PA 2016   s265(2)	(2)(a)
Full	Per property	1,555.00	N	PA 2016   s265(2)	(2)(a)
<i>NOTE: Preferred payment method by credit card - search will not commence until payment cleared.</i>					
Financial Statements including Annual Report (free download from website)		42.00	N	LG Reg 2012   s199	(2)(c)
Council Minutes (free download from website)	Per page	0.55	N	LG Reg 2012   s199	(2)(c)
<b>RIGHT TO INFORMATION</b>					
Application fee		54.00	N	RTI Reg 2009   s4	-
Processing fee - less than 5 hours		No charge	N	RTI Reg 2009   s4	-
Processing fee - more than 5 hours (fee charged for each 15 minutes or part thereof)		8.40	N	RTI Reg 2009   s4	-
<b>BUILDING FEES</b>					
Application fee	Per application	At cost	N		(2)(a)
Council administration fee	Per application	85.00	N	-	(2)(a)
Council administration fee after construction	Per application	275.00	N		
<b>WATER AND SEWERAGE CONNECTION FEE</b>					
Sewerage connection (standard)		677.00	N	-	-
Sewerage disconnection		By quotation	N	-	-
Water connection		677.00	N	-	-
Water disconnection		By quotation	N	-	-
Non-standard connection		By quotation	N	-	-
Sewerage disposal for mobile sewerage contractors	Per truck	320.00	Y	-	-

These Fees and Charges are to be read in conjunction with the Important Information on Page 1.

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>ENVIRONMENTAL HEALTH</b>					
<b>FOOD PREPARATION PREMISES</b>					
Food premises plan approval application (one RFI)		425.00	N	Food Act 2006   s31	(2)(a)
Additional RFI fee		205.00	N	Food Act 2006   s31	(2)(a)
Annual (new/renewal)		110.00	N	Food Act 2006   s31	(2)(a)
Restoration		60.00	N	Food Act 2006   s31	(2)(a)
Amendment (minor/change of address)		84.00	N	Food Act 2006   s31	(2)(a)
Amendment to premises (major)		At cost	N	Food Act 2006   s31	(2)(a)
Copy/replacement licence		15.00	N	Food Act 2006   s31	(2)(a)
Additional inspection	Per hour	110.00	N	Food Act 2006   s31	(2)(a)
Environmental health search		170.00	N	Food Act 2006   s31	(2)(a)
Temporary food licence (per event not more than 3 days)	Per event	55.00	N	Food Act 2006   s31	(2)(a)
Fee for each additional day for a maximum period of 1 week	Per day	10.00	N	Food Act 2006   s31	(2)(a)
Environmental Health Consultant for any EPA/industry/food permits		Refer to consultant	Y	-	-
<b>WATER TESTING</b>					
Quantitative E.coli	Per test	70.00	Y	-	-
Plus travel time and freight charge at cost					
<b>TATTOO AND PERSONAL APPEARANCE</b>					
Annual Fee	Annual	110.00	N	PH(ICPS) Act 2003   s9(2)	(2)(a)
Application approval fee	Per application	At cost	N	PH(ICPS) Act 2003   s9(2)	(2)(a)
<b>CONTROL OF NUISANCES - OVERGROWN AND UNSIGHTLY PROPERTIES</b>					
Contractor charge to perform remedial works	Per property	at cost + 15%	Y	Local Law 3 Division 4 Part 3	1
Administrative charge	Per property	100.00	Y		
<b>ABANDONED VEHICLES</b>					
Contractor charge to tow vehicle	Per call out	at cost + 15%	Y	TORUMS Sect 100	
Administrative charge	Per vehicle	250.00	Y	TORUMS Sect 100	

These Fees and Charges are to be read in conjunction with the Important Information on Page 1.

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>TOWN PLANNING</b>					
Refer to Town Plan for zone and type of application required.					
Self assessable fee	Per application	160.00	N	PA 2016   s49	(2)(a)
Code assessable (eg reconfiguration of a lot)	Per application	530.00	N	PA 2016   s49	(2)(a)
Impact assessable (NOTE: advertising required)	Per application	1,060.00	N	PA 2016   s49	(2)(a)
Amendment (minor/change of address)		85.00	N	PA 2016   s49	(2)(a)
Town Planning Consultant/Environmental Health Consultant		Refer to consultant		-	-
Any EPA/industry/food premises refer to <a href="http://www.dip.qld.gov.au">www.dip.qld.gov.au</a> for application forms					
Breeding kennels permit application fee		55.00	N		
Breeding kennel licence fee	Annual	300.00	N		
<b>ROADSIDE TRADING OPERATIONS</b>					
Roadside trading fee	Annual	280.00	N		(2)(a)
Roadside trading fee - nightly including electricity	Per night	55.00	N		(2)(a)
Maximum 48 hour stay. Extended stay approved at CEO discretion.					
<b>STABLES</b>					
Stable licence application fee	Per application	105.00	N	-	-
Annual stable fee	Annual	30.00	N	-	-

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
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## COUNCIL RENTAL PROPERTIES

### EMPLOYEE HOUSING

1 Bedroom house	Per week	137.00	N	-	-
2 Bedroom house	Per week	158.00	N	-	-
3 Bedroom house	Per week	188.00	N	-	-
This will apply to <b>new</b> tenancy agreements after 21st September 2021					
Replacement key	Per key	50.00	Y	-	-

Lease must be signed. Bond (4 weeks rent) may be paid either by payroll deduction or upfront.

### COMMUNITY RENTAL

1 Bedroom unfurnished (non employee)	Per week	142.00	N	-	-
2 Bedroom unfurnished (non employee)	Per week	163.00	N	-	-
Richmond Village - Studio unfurnished	Per week	68.00	N	-	-
Richmond Village - Studio furnished	Per week	80.00	N	-	-
Richmond Village - 1 Bedroom unfurnished	Per week	127.00	N	-	-
Richmond Village - 1 Bedroom furnished	Per week	190.00	N	-	-
2 Bedroom - furnished (no electricity)	Per week	255.00	N	-	-
2 Bedroom - furnished (inc. electricity)	Per week	369.00	N	-	-
Commercial weekly rent - house	Per week	294.00	N	-	-
Replacement key	Per key	50.00	Y	-	-

#### NOTES:

*All residential tenancy require 4 weeks rental bond lodged with RTA.*

*2 weeks rent in advance to paid before occupant moves in.*

*Cleaning and repairs will be deducted from bond where required.*



Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
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## CLIENT SERVICES

### Community Home Support (CHSP)

Client services	Per service per day	8.50	N	-	-
CHSP Meals on Wheels	Per meal	16.00	N	-	-

### Aged Care Services

Fees are charged hourly or part thereof, invoiced monthly

Domestic assistance – ordinary	Per hour	55.50	N	-	-
Domestic assistance – overtime	Per hour	83.00	N	-	-
Domestic assistance – Saturday	Min 2 hours	166.00	N	-	-
Domestic assistance – Sunday	Min 2 hours	221.00	N	-	-
Domestic assistance – public holiday	Min 3 hours	276.00	N	-	-
Personal care – ordinary	Per hour	55.50	N	-	-
Personal care – overtime	Per hour	83.00	N	-	-
Personal care – Saturday	Min 2 hours	166.00	N	-	-
Personal care – Sunday	Min 2 hours	221.00	N	-	-
Personal care – public holiday	Min 3 hours	276.00	N	-	-
Social support individual – ordinary	Per hour	55.50	N	-	-
Social support individual – overtime	Per hour	83.00	N	-	-
Social support individual – Saturday	Min 2 hours	166.00	N	-	-
Social support individual – Sunday	Min 2 hours	221.00	N	-	-
Social support individual – public holiday	Min 3 hours	176.00	N	-	-
Social support group - ordinary	Per hour	55.50	N	-	-
Social support group - overtime	Per hour	83.00	N	-	-
Respite - ordinary	Per hour	55.50	N	-	-
Respite - overtime	Per hour	83.00	N	-	-
Respite - Saturday	Min 2 hours	166.00	N	-	-
Respite - Sunday	Min 2 hours	223.00	N	-	-
Respite - public holiday	Min 3 hours	278.00	N	-	-
Registered Nurse - ordinary	Per hour	96.00	N	-	-
Registered Nurse - overtime	Per hour	143.00	N	-	-
Registered Nurse - Saturday	Min 2 hours	287.00	N	-	-
Registered Nurse - Sunday	Min 2 hours	383.00	N	-	-

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
Registered Nurse - public holiday	Min 3 hours	715.00	N	-	-
Enrolled Nurse - ordinary	Per hour	71.00	N	-	-
Enrolled Nurse - overtime	Per hour	106.00	N	-	-
Enrolled Nurse - Saturday	Min 2 hours	212.00	N	-	-
Enrolled Nurse - Sunday	Min 2 hours	282.00	N	-	-
Enrolled Nurse - public holiday	Min 3 hours	528.00	N	-	-
Package management level 3-4	Per month	625.00	N	-	-
Package management level 1-2	Per month	275.00	N	-	-
Self managed packages 50% reduction	Per month				-
Case management	Per month	192.00	N	-	-
Doctor safety line alarm	Outright	440.00	N	-	-
Doctor safety line monthly monitoring	Per month	20.00	N	-	-
Doctor safety line monthly monitoring and rental	Per month	40.00	N	-	-
Doctor safety line key safe	Once off	67.00	N	-	-
Meals on Wheels	Per meal	28.00	N	-	-
Morning tea - client	Each	6.00	N	-	-
Morning tea - non client	Each	11.00	N	-	-
Centre lunch - client	Each	11.00	N	-	-
Centre lunch - non client	Each	21.00	N	-	-
Transport	Per km	1.00	N	-	-
Visits are charged in hourly increments.					
Cancelled visits with less than 24 hours notice	Each	55.50	N	-	-
<b>Equipment Hire</b>					
Bathroom aids	Per week	10.00	N	-	-
Wheel chair	Per week	15.00	N	-	-
Hoist	Per week	25.00	N	-	-
Walking stick/frame	Per week	7.00	N	-	-
Hospital bed	Per week	40.00	N	-	-
Pressure mattress	Per week	50.00	N	-	-
Bed frame/rail	Per week	7.00	N	-	-
Recliner chair	Per week	40.00	N	-	-

These Fees and Charges are to be read in conjunction with the Important Information on Page 1.

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>Home Care Packages</b>					
Home care package - Level 1-2	Per service	9.50	N	-	-
Home care package - Level 3	Per month	307.16			
Home care package - Level 4	Per month	315.28	N	-	-

Income tested fee set by Department of Human Services and will be addition to daily fee.

*Fees are subject to change biannually in March and September as determined by the Department of Health*

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>OUTSIDE OF SCHOOL HOURS CARE SERVICES</b>					
<b>PERMANENT BOOKING FEES</b>					
After- school care session or part thereof		29.00	N	-	-
Vacation care (morning session - 8am to 12.30pm) or part thereof		46.00	N	-	-
Vacation care (afternoon session - 1pm to 5.30pm) or part thereof		46.00	N	-	-
Vacation care (all day)		97.00	N	-	-
<b>CASUAL BOOKING FEES</b>					
After- school care session or part thereof		32.31	N	-	-
Vacation care (morning session - 8am to 12.30pm) or part thereof		51.00	N	-	-
Vacation care (afternoon session - 1pm to 5.30pm) or part thereof		51.00	N	-	-
Vacation care (all day)		102.31	N	-	-

These fees are applicable BEFORE the Child Care Subsidy is applied.

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
<b>AGISTMENT</b>					
<b>ALL RESERVES AND COMMONS</b>					
All Reserves and Commons	Per head per week	3.10	Y	-	-
Tailing fees (stock yarded at night)	Per head per day	0.60	Y	-	-
Clearing paddocks	Per head per week (pro-rata)	4.10	Y	-	-
Green RSC ear tag	Per tag	2.25	Y	-	-
NILS tag	Per tag	4.20	Y	-	-
<b>HORSE PADDOCKS</b>					
Horse paddocks	Per paddock per year	570.00			

**NOTE:**  
*Agistment fees to be paid in advance, invoices will be issued. All agistment is to be in accordance with Council's policy.  
Horse paddocks will run October to September each year. An invoice will be issued in advance.*

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
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## BUS HIRE

A bond is payable in all instances unless otherwise noted. Bus must be left clean and in good order or the bond will be forfeited. Additional fees for cleaning or repairs will be invoiced at cost to the hirer if bond is insufficient.

Bus may only be hired by community groups/clubs or Richmond State School, there will be no hire to private individuals or businesses.

Bond		500.00	N	-	-
11 Seater Bus - available for school and community groups/clubs ONLY Available for weekend hire when not undertaking Council operations Must have full tank of fuel upon return	Per km	0.97	Y	-	-
16 Seater Bus (HACC bus) - available for hire by schools ONLY Must have full tank of fuel upon return	Per km	0.97	Y	-	-
21 Seater Bus - available for school and community groups/clubs ONLY Must have full tank of fuel upon return Must comply with Council insurance policy	Per km	0.97	Y	-	-

### NOTES:

Bus to be refuelled at hirer's expense prior to return to Council. Should Council be required to fill fuel tank at the conclusion of a hire period, fuel price will be determined by highest local commercial fuel price on that day **PLUS** a surcharge of 10 cents per litre. This figure shall be invoiced in accordance with procedure and recovery will be subject to Council's Debtors' Policy.

### **Drivers will need to have appropriate licences**

Bus should not be taken off sealed roads

Charges may be waived/reduced at discretion of Council and/or CEO

Resolutions

**ADOPTION OF FINANCIAL POLICIES 2022/2023**

In accordance with the *Local Government Regulation 2012* Council is required to prepare the following policies each financial year:

- Investment policy
- Debt Policy
- Revenue Policy
- Debt Collection Policy
- Grants to Community Organisations Policy
- Advertising Policy
- Entertainment and Hospitality Policy
- Procurement Policy

The purpose of these Policies is to establish a responsible financial management framework for the management of Council's debt, investments, and community grants.

**Recommendation**

Council review and adopt the Policies as presented.

**ADOPTION OF REVENUE STATEMENT 2022/2023**

**Background**

Sections 169 and 172 of the *Local Government Regulation 2012*, requires Council to prepare a Revenue Statement each financial year.

The purpose of the statement is to explain the revenue raising measures adopted in the budget and to comply with legislative requirements.

The attached 2022-23 Revenue Statement sets out the revenue raising measures provided for in the budget and addresses the legislative compliance matters.

**Corporate Objective**

To ensure compliance with *Local Government Finance Standards*, *Australian Accounting Standards*, and best practice.

**Recommendation**

Council review and adopt the Revenue Statement as presented.

## **ADOPTION OF BUDGETED FINANCIAL STATEMENTS 2022/2023**

Pursuant to section 170A of the *Local Government Act 2009* and sections 169 and 170 of the *Local Government Regulation 2012*, Council's Budget for the 2021-22 financial year, incorporating:

- i. The statements of financial position.
- ii. The statements of cash flow.
- iii. The statements of income and expenditure.
- iv. The statements of changes in equity.
- v. The long-term financial forecast.
- vi. Capital Works Budget

### **Corporate Objective**

To ensure compliance with Local Government Finance Standards, Australian Accounting Standards, and best practice.

### **Recommendation**

Council review and adopt the Budgeted Financial Statements as presented.

## **ADOPTION OF OPERATIONAL PLAN 2022-2023**

In accordance with the requirements of the *Local Government Regulation 2012*, Council adopt the Operational Plan 2022-2023 as presented.

### **Corporate Objective**

To ensure compliance with Local Government Finance Standards, Australian Accounting Standards, and best practice.

### **Recommendation**

Council review and adopt the Operational Plan as presented.

## **ADOPTION OF FEES AND CHARGES**

In accordance with the requirements of the *Local Government Regulation 2012*, Council adopt the Fees and Charges 2022-2023 as presented.

### **Corporate Objective**

To ensure compliance with Local Government Finance Standards, Australian Accounting Standards, and best practice.

### **Recommendation**

Council review and adopt the Fees and Charges as presented.



Richmond Shire Council  
Special Meeting (Budget) of Council 29 July 2022