

CONFIRMED MINUTES OF THE SPECIAL BUDGET MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON
TUESDAY 16 JULY 2024



RICHMOND SHIRE COUNCIL

CONFIRMED SPECIAL BUDGET MINUTES

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PRESENT

Present when the Mayor Cr Wharton declared the meeting open at 12:16pm were:

COUNCILLORS:

Cr Wharton, Cr Fox, Cr Johnston, Cr Flute, Cr Easton, Cr Brown

STAFF:

Chief Executive Officer – Peter Bennett, Director of Corporate Services – Peta Mitchell, Director of Community Services and Development – Angela Henry, Director of Works – Syed Qadir and Minutes Secretary – Tiana Grant and Tyarna Robinson

APOLOGIES

Nil

MAYORS MESSAGE

Nil

1. REPORTS FOR CONSIDERATION – FINANCIAL POLICIES

1.1 Advertising Policy

EXECUTIVE SUMMARY

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*.

OFFICER'S RECOMMENDATION

That Council: accept the Advertising Policy as presented.

RESOLUTION 20240716.1

It was moved Cr Fox, Seconded Cr Easton and carried that Council adopt the Advertising Policy as presented.

REFERENCE DOCUMENT

- Policy

1. REPORTS FOR CONSIDERATION – FINANCIAL POLICIES

1.2 Debt Collection Policy

EXECUTIVE SUMMARY

To provide guidelines for Richmond Shire Council to be able to reduce the overall debt burden on ratepayers and debtors.

OFFICER'S RECOMMENDATION

That Council: accept the Debt Collection Policy as presented.

RESOLUTION 20240716.2

It was moved Cr Brown, Seconded Cr Johnston and carried that Council adopt the Debt Collection Policy as presented.

REFERENCE DOCUMENT

- Policy

1. REPORTS FOR CONSIDERATION – FINANCIAL POLICIES

1.3 Revenue Policy

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: accept the Revenue Policy as presented.

RESOLUTION 20240716.3

It was moved Cr Brown, Seconded Cr Flute and carried that Council adopt the Revenue Policy as presented.

REFERENCE DOCUMENT

- Policy

1. REPORTS FOR CONSIDERATION – FINANCIAL POLICIES

1.4 Entertainment and Hospitality Policy

EXECUTIVE SUMMARY

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*.

OFFICER'S RECOMMENDATION

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

RESOLUTION 20240716.4

It was moved Cr Fox, Seconded Cr Johnston and carried that Council adopt the Entertainment and Hospitality Policy as presented.

REFERENCE DOCUMENT

- Policy

1. REPORTS FOR CONSIDERATION – FINANCIAL POLICIES

1.5 Procurement Policy

EXECUTIVE SUMMARY

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.

OFFICER’S RECOMMENDATION

That Council: accept the Procurement Policy as presented.

RESOLUTION 20240716.5

It was moved Cr Brown, Seconded Cr Easton and carried that Council adopt the Procurement Policy as presented.

REFERENCE DOCUMENT

- Policy

1. REPORTS FOR CONSIDERATION – FINANCIAL POLICIES

1.6 Investment Policy

EXECUTIVE SUMMARY

The Investment Policy is to help Council maximise benefits from investments.

OFFICER’S RECOMMENDATION

That Council: accept the Investment Policy as presented.

RESOLUTION 20240716.6

It was moved Cr Fox, Seconded Cr Johnston and carried that Council adopt the Investment Policy as presented.

REFERENCE DOCUMENT

- Policy

1. REPORTS FOR CONSIDERATION – FINANCIAL POLICIES

1.7 Grants to Community Organisations Policy

EXECUTIVE SUMMARY

The purpose of this Policy is to set out the principles used by Council in 2024/2025 for granting funds or in-kind contributions to community organisations, in accordance with the provisions of the *Local Government Regulation 2012*.

OFFICER’S RECOMMENDATION

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

RESOLUTION 20240716.7

It was moved Cr Flute, Seconded Cr Fox and carried that Council adopt the Grants to Community Organisations Policy as presented.

Council agreed to hold over items 1.8, 1.11 and 2.1 to discuss potential changes.

REFERENCE DOCUMENT

- Policy

1. REPORTS FOR CONSIDERATION – FINANCIAL POLICIES

1.9 Debt Policy

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: accept the Debt Policy as presented.

RESOLUTION 20240716.8

It was moved Cr Fox, Seconded Cr Flute and carried that Council adopt the Debt Policy as presented.

REFERENCE DOCUMENT

- Policy

1. REPORTS FOR CONSIDERATION – FINANCIAL POLICIES

1.10 Hardship Policy

EXECUTIVE SUMMARY

To set out Richmond Shire Council's guidelines for the assessment of requests for rating relief due to financial hardship.

OFFICER'S RECOMMENDATION

That Council: accept the Hardship Policy as presented.

RESOLUTION 20240716.9

It was moved Cr Johnston, Seconded Cr Easton and carried that Council adopt the Hardship Policy as presented.

REFERENCE DOCUMENT

- Policy

ITEM 2.0 REPORTS FOR CONSIDERATION – FINANCIAL REPORTS

2.2 Long Term Financial Forecast

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

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

RESOLUTION 20240716.10

It was moved Cr Fox, Seconded Cr Sherreen and carried that Council accept the proposed Long Term Financial Forecast as presented.

REFERENCE DOCUMENT

- 10 Year Budgeted Statement of Comprehensive Income
- 10 Year Budgeted Statement of Financial Position
- 10 Year Budgeted Statement of Cash Flows
- 10 Year Budgeted Statement of Changes in Equity
- 10 Year Financial Sustainability Ratios

ITEM 2.0 REPORTS FOR CONSIDERATION – FINANCIAL REPORTS

2.3 Capital Works Budget

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: accept the proposed Capital Works Budget for 2024/2025 as presented.

RESOLUTION 20240716.11

It was moved Cr Fox, Seconded Cr Flute and carried that Council accept the proposed Capital Works Budget for 2024/2025 as presented.

REFERENCE DOCUMENT

- 2024/2025 Capital Budget

ITEM 3.0 REPORTS FOR CONSIDERATION – OPERATIONAL PLAN 2024/2025

3.1 Operational Plan

EXECUTIVE SUMMARY

In accordance with section 174(1) of the *Local Government Regulations 2012* Council must adopt an Operational Plan. Section 175 of the *Local Government Regulations 2012* requires

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that the Operational Plan be consistent with the Council's budget. The proposed 2024/2025 Operational Plan complies with the Regulation's requirements.

OFFICER'S RECOMMENDATION

That Council: accept the proposed Operational Plan for 2024/2025 as presented.

RESOLUTION 20240716.12

It was moved Cr Brown, Seconded Cr Johnston and carried that Council accept the proposed Operational Plan for 2024/2025 with changes.

REFERENCE DOCUMENT

- Operational Plan

ITEM 4.0 REPORTS FOR CONSIDERATION – FEES AND CHARGES 2024/2025

4.1 Fees and Charges

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: accept the proposed Fees and Charges for the 2024-2025 financial year, as presented.

RESOLUTION 20240716.13

It was moved Cr Fox, Seconded Cr Johnston and carried that Council accept the proposed Fees and Charges for 2024/2025 as presented with changes.

REFERENCE DOCUMENT

- Fees and Charges

Meeting Adjournment

RESOLUTION 20240716.14

It was moved Cr Fox, seconded Cr Johnston and carried that Council adjourn the meeting for Lunch at 12:59pm.

RESOLUTION 20240716.15

It was moved Cr Fox, seconded Cr Johnston and carried that Council resume the meeting at 1:59pm.

1. REPORTS FOR CONSIDERATION – FINANCIAL POLICIES

1.8 Water Usage Policy

EXECUTIVE SUMMARY

To assist the community to meet water restrictions to be implemented 01 February 2020.

OFFICER'S RECOMMENDATION

That Council: accept the Water Usage Policy as presented.

RESOLUTION 20240716.16

It was moved Cr Fox, Seconded Cr Easton and carried that Council adopt the Water Usage Policy with changes.

REFERENCE DOCUMENT

- Policy

1. REPORTS FOR CONSIDERATION – FINANCIAL POLICIES

1.11 Revenue Statement

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: accept the Revenue Statement as presented.

RESOLUTION 20240716.17

It was moved Cr Fox, Seconded Cr Johnston and carried that Council adopt the Revenue Statement with changes.

REFERENCE DOCUMENT

- Statement

ITEM 2.0 REPORTS FOR CONSIDERATION – FINANCIAL REPORTS

2.1 Budgeted Financial Statements

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

*That Council: accept the proposed Budget for 2024/2025 as presented incorporating:
Statement of Comprehensive Income
Statement of Financial Position
Statement of Cash Flows
Statement of Changes in Equity
Operational Revenue and Expenditure Statement*

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RESOLUTION 20240716.18

It was moved Cr Fox, Seconded Cr Johnston and carried that Council accept the proposed Budget for 2024/2025 as presented incorporating:

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

REFERENCE DOCUMENT

- Statements

General Business

Nil

CLOSE OF MEETING

RESOLUTION 20240716.19

It was moved Cr Fox, seconded Cr Johnston and carried that the reports be noted.

RESOLUTION 20240724.20

It was moved Cr Fox, seconded Cr Flute and carried that the meeting close at 3:01pm.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Special Budget Meeting Tuesday 16 July 2024.



Mayor