



RICHMOND SHIRE COUNCIL
AGENDA
FOR

ORDINARY MEETING
TUESDAY 16 JANUARY 2024
COMMENCING AT 8:00AM

AGENDA AND TIMETABLE FOR ORDINARY MEETING
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Commencement of Meeting
Signing of Attendance Book
Reading of Official Prayer
Leave of Absence
Confirmation of Minutes
Declarations of Interest
Business Arising from Previous Meetings

- | | |
|--------|---|
| Item 1 | Reports for Consideration – Works |
| Item 2 | Reports for Consideration – Office of the Chief Executive Officer |
| Item 3 | Reports for Consideration – Corporate Services |
| Item 4 | Reports for Consideration – Community Services |
| Item 5 | Reports for Consideration – Tourism and Marketing |
| Item 6 | General Business |
| Item 7 | Close of Meeting |

Attachment “A” Unconfirmed Minutes from the General Meeting held Tuesday 05 December 2023.

COMMENCEMENT OF MEETING

SIGNING OF ATTENDANCE BOOK

READING OF OFFICIAL PRAYER

LEAVE OF ABSENCE

CONFIRMATION OF MINUTES

- Unconfirmed 05 December 2023 Minutes

DECLARATIONS OF INTEREST

MATTERS ARISING FROM PREVIOUS MEETINGS

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 05 DECEMBER 2023



RICHMOND SHIRE COUNCIL

UNCONFIRMED MINUTES

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 05 DECEMBER 2023

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UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 05 DECEMBER 2023

PRESENT

Present when Mayor Wharton declared the meeting open at 9:02am were:

COUNCILLORS:

Cr Wharton, Cr Kuhl, Cr Buick, Cr Fox

Cr Johnston and Cr Kennedy via videoconference

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

PRAYER

Cr Wharton read the prayer.

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20231205.1

It was moved Cr Fox seconded Cr Buick and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Board Room, Richmond on Tuesday, 21 November 2023 be adopted as presented.

DECLARATIONS OF INTEREST

Mayor Wharton called for Declarations of Interest in matters listed on the Agenda:

Nil

BUSINESS ARISING

DCS Peta Mitchell advised that conversations have been had with Local Buy and if Council lease a vehicle for HACC, it can be claimed under funding rather than purchasing a vehicle. Council agreed that this would be a beneficial option.

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.1 Conversion to Freehold – GHPL 23/16239 – Lot 1 AN15 and Lot 5 AN24

EXECUTIVE SUMMARY

An application for conversion to freehold has been received for Lot 1 AN15 and Lot 5 AN24. Richmond Shire Council are required to forward any reviews to the Department of Resources by 23 January 2024.

OFFICER'S RECOMMENDATION

That Council: accept the request for Conversion to Freehold on Lot 1 AN15 and Lot 5 AN24.

RESOLUTION 20231205.2

It was moved Cr Kuhl seconded Cr Fox and carried that Council accept the application received for Conversion to Freehold on Lot 1 AN15 and Lot 5 AN24.

REFERENCE DOCUMENT

- Map

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.2 Special Leave Natural Disaster Policy

EXECUTIVE SUMMARY

To provide special leave to employees in the event of a natural disaster where they are unable to return home, or their property has been substantially affected.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Special Leave Natural Disaster Policy as presented.

RESOLUTION 20231205.3

It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the Special Leave Natural Disaster Policy as presented.

REFERENCE DOCUMENT

- Policy

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.3 Workplace Bullying Policy

EXECUTIVE SUMMARY

Richmond Shire Council ("Council") is committed to providing a safe and healthy workplace free from bullying. The purpose of this policy is to state the responsibilities of Council employees and management for preventing and addressing incidents of workplace bullying.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Workplace Bullying Policy as presented.

RESOLUTION 20231205.4

It was moved Cr Kennedy seconded Cr Johnston and carried that Council adopt the Workplace Bullying Policy as presented.

REFERENCE DOCUMENT

- Policy

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.4 Drug and Alcohol Policy

EXECUTIVE SUMMARY

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

This Policy is due to be reviewed.

OFFICER’S RECOMMENDATION

That Council: adopt the Drug and Alcohol Policy as presented.

RESOLUTION 20231205.5

It was moved Cr Buick seconded Cr Kennedy and carried that Council adopt the Drug and Alcohol Policy as presented.

REFERENCE DOCUMENT

- Policy

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.5 Staff Housing Policy

EXECUTIVE SUMMARY

Richmond Shire Council has a mix of housing that is utilised to attract and retain employees required for the essential operation of Council. At times there will be vacant or surplus housing that may be available for rental to other employees or to members of the community on a month-to-month lease.

The objective is to continually improve and upgrade council staff accommodation in a bid to attract and retain key skilled employees and to ensure that Council’s assets are managed in an open and transparent manner.

This Policy is due to be reviewed.

OFFICER’S RECOMMENDATION

That Council: adopt the Staff Housing Policy as presented.

RESOLUTION 20231205.6

It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Staff Housing Policy as presented.

REFERENCE DOCUMENT

- Policy

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.6 Use of Councils Plant and Vehicle Policy

EXECUTIVE SUMMARY

To give clear guidance to staff and contractors on the use and management of Council's Plant and Vehicle's. This policy does not apply to Richmond Shire Council staff that have been allocated a vehicle as part of their terms and conditions of employment under the Vehicle Policy – Key Personnel.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Use of Councils Plant and Vehicle Policy as presented.

RESOLUTION 20231205.7

It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Use of Councils Plant and Vehicle Policy as presented.

REFERENCE DOCUMENT

- Policy

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.7 Complaints Management Policy

EXECUTIVE SUMMARY

To formalise the Council process in relation to the receiving, actioning, and reporting of complaints.

This policy also sets out procedures for resolving administrative action complaints as required by section 268 of the Local Government Act 2009 and section 306 of the Local Government Regulation 2012.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Complaints Management Policy as presented.

RESOLUTION 20231205.8

It was moved Cr Fox seconded Cr Kuhl and carried that Council adopt the Complaints Management Policy as presented.

REFERENCE DOCUMENT

- Policy

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.8 Complaints about the Chief Executive Officer Policy

EXECUTIVE SUMMARY

The objective of this policy is to set out how Council will deal with a complaint that involves or may involve corrupt conduct of the Chief Executive Officer and to comply with the requirements of Section 48A of the *Crime and Corruption Act 2001*. (CCC Act 2001)

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Complaints about the Chief Executive Officer Policy as presented.

RESOLUTION 20231205.9

It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Complaints about the Chief Executive Officer Policy as presented.

REFERENCE DOCUMENT

- Policy

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

In accordance with Section 204 of the *Local Government Regulation 2012* requires financial statements to be presented to Council at its ordinary meeting each month.

OFFICER'S RECOMMENDATION

That Council: receive the monthly financial report presenting the progress made as at 30 November 2023 in relation to the 2023/24 budget and including the:

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

RESOLUTION 20231205.10

It was moved Cr Buick seconded Cr Kuhl and carried that Council receive the monthly financial report presenting the progress made as at 30 November 2023 in relation to the 2023/24 budget and including the:

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

DCS Peta Mitchell requested Council adopt new charges for the trucking yards at the Richmond and Maxwellton Saleyards.

RESOLUTION 20231205.11

It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the new fees and charges for using the trucking yards at the Richmond and Maxwellton Saleyards at \$2.00 + GST per head per day.

REFERENCE DOCUMENT

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

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.1 Celebrations Policy

EXECUTIVE SUMMARY

Rituals and traditions strengthen our partnership with children, families, and community, bringing a sense of belonging to our Out of School Hours Service (OSHC). We believe that celebrations and cultural traditions need to be handled sensitively. The value in educating children, families and educators is fundamental to our inclusive program. Both the planning and preparation, and the events themselves, can be a satisfying and pleasurable experience. In school age care, relationships are crucial to a sense of belonging.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Celebrations Policy as presented.

RESOLUTION 20231205.12

It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Celebrations Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Child Safe Environment Policy

EXECUTIVE SUMMARY

The United Nations Convention on the Rights of the Child (UNCR) outline that children and young people have a right to be safe and cared for, no matter where they are or who they are with. Children have the right to be protected from violence, abuse or neglect. When working with children and young people, it is important to understand children's rights and needs.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Child Safe Environment Policy as presented.

RESOLUTION 20231205.13

It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Child Safe Environment Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.3 Open Door Policy

EXECUTIVE SUMMARY

We value and pride ourselves on our partnership with families. We believe families are children's first teachers and therefore we embrace parent, guardian and family involvement within our Out of School Hours Care (OSHC) Service. Participation by parents, guardians and other family members conveys a positive impression to children and allows them to feel supported and promotes a sense of belonging. Children feel supported and a sense of belonging and well-being is promoted.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Open Door Policy as presented.

RESOLUTION 20231205.14

It was moved Cr Kennedy seconded Cr Johnston and carried that Council adopt the Open Door Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.4 Orientation of Families Policy

EXECUTIVE SUMMARY

Out of School Hours Care (OSHC) Services provide high quality care for children before and after school, on pupil free days and during school holidays as Vacation Care programs. Enrolment and orientation to the OSHC Service is an exciting and sometimes, an emotional time for children and families whether they attend only occasionally or on a regular basis. It is important to manage this time with sensitivity and support, building partnerships between families and the OSHC Service. Such partnerships enable the OSHC Service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Service.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Orientation of Families Policy as presented.

RESOLUTION 20231205.15

It was moved Cr Kuhl seconded Cr Fox and carried that Council adopt the Orientation of Families Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.5 Termination of Enrolment Policy

EXECUTIVE SUMMARY

Our Out of School Hours Care (OSHC) Service is dedicated to developing a respectful and effective partnership between the family and Service. This partnership supports children's inclusion, access, engagement and participation in the Service. Management implements systems to manage risks whilst promoting the health, safety and wellbeing of all children and all staff associated with our Service.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Termination of Enrolment Policy as presented.

RESOLUTION 20231205.16

It was moved Cr Buick seconded Cr Johnston and carried that Council adopt the Termination of Enrolment Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.6 Governance Policy

EXECUTIVE SUMMARY

The Governance Policy provides the overall direction, effectiveness, supervision and accountability of a Service. The approved provider and management are responsible for guiding the direction of the service, ensuring that its goals and objectives are met in line with the philosophy, and all legal and regulatory requirements governing the operation of the service.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Governance Policy as presented.

RESOLUTION 20231205.17

It was moved Cr Kuhl seconded Cr Fox and carried that Council adopt the Governance Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.7 Withdrawal of a Child Policy

EXECUTIVE SUMMARY

To enable our Out of School Hours Care (OSHC) Service fill positions and maintain utilisation, families are required to provide notice when withdrawing their child from After School Care provided by our Service.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Withdrawal of a Child Policy as presented.

RESOLUTION 20231205.18

It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the Withdrawal of a Child Policy as presented.

REFERENCE DOCUMENT

- Policy

Change of order of business to consider late items

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.9 Local Disaster Management Plan

EXECUTIVE SUMMARY

The Local Disaster Management Plan was adopted at the 04 December 2023 LDMG Meeting. The Plan needs to be endorsed by Richmond Shire Council.

OFFICER'S RECOMMENDATION

That Council: endorse the Local Disaster Management Plan.

RESOLUTION 20231205.19

It was moved Cr Kuhl seconded Cr Buick and carried that Council endorse the Local Disaster Management Plan.

REFERENCE DOCUMENT

- Plan

GENERAL BUSINESS

Cr Wharton showed the room a plan of the future of Woolgar.

Council discussed the options put forward with the current Richmond Saleyards Contractor and the following transpired.

RESOLUTION 20231205.20

It was moved Cr Buick seconded Cr Kuhl and carried that Council accept the Contract offer from JR Sale Yards with revised conditions.

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
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ON TUESDAY 05 DECEMBER 2023

CEO Peter Bennett advised that he has had discussions with Everick Heritage regarding the Cultural Heritage Report and Council needs to address native title and the Human Rights Act now.

Cr Wharton noted that he voiced his concerns at the Richmond LDMG Meeting yesterday regarding the aeroplane accident in Cloncurry when out collecting data for a grass fire and why they needed to attend.

CEO Peter Bennett advised that he and the Mayor have a meeting scheduled with QCN Fibre to discuss solutions to deliver high speed Internet to homes/businesses in Richmond in the future.

Cr Kennedy asked if gravel could be placed on the Cambridge Crossing when it dries out to fill in the water holes before it rains again to allow local traffic to be able to cross for as long as possible.

It was noted that the camera at Alick Creek continuously drops. A request for it to be tightened is required.

Cr Buick received a suggestion from a horse paddock hirer to relocate their horses from the horse paddocks to the trucking paddock for a period of time in the wet season to spell the horse paddocks to allow some forage to grow.

I, Councillor Wharton inform the meeting that I have declared an interest in relation to General Business – Horse Paddocks, as a result that I hire a horse paddock.

Due to the nature of the item, I will leave the meeting.

Attendance

Cr Wharton declared an interest and left the room at 9:32am

Cr Kuhl took the chair

RESOLUTION 20231205.21

It was moved Cr Buick seconded Cr Fox and carried that Council write to horse paddock hirers to give them the opportunity to move their horses to the trucking paddock between 1 January 2024 to 31 March 2024 at a set fee of \$250.00. The letter must be signed, and payment must be received before the end of 2023 close down period.

Cr Fox noted that the last Townsville Hospital and Health Service Consumer Advisory Council Meeting of the year will be held Wednesday 06 December 2023.

Cr Fox advised that the Child Health Nurse program will continue while the current Child Health Nurse is willing to continue travelling.

Cr Johnston noted that Richmond State School will lose their current Principal mid-way through Term 1 in 2024 and an Acting Principal will be in place for the remainder of the year.

Attendance

Cr Wharton re-entered the room and took back the chair at 9:42am

CLOSE OF MEETING

RESOLUTION 20231205.22

It was moved Cr Fox, seconded Cr Kuhl, and carried that the information reports be received and noted.

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 05 DECEMBER 2023

Meeting closure

RESOLUTION 20231205.23

It was moved Cr Kuhl, seconded Cr Fox and carried that the meeting close at 9:47am.

Next Ordinary Meeting

16 January 2024.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 05 December 2023.

Mayor

Richmond Shire Council
Ordinary Meeting of Council 16 January 2024

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

Item 2.1 Local Government Remuneration Commission (LGRC) - Council Categories & Remuneration Levels - 1 July 2024

EXECUTIVE SUMMARY

The LGRC has released its report with the new council categories and maximum remuneration levels to apply from 1 July 2024.

OFFICER’S RECOMMENDATION

That Council: adopt the remuneration levels for Richmond Shire Council.

Budget & Resource Implications

Councillors wages are budgeted for every financial year.

Background

WQAC Councils - LGRC - Remuneration Schedule - Determination 2023 V 2024

	MAYOR					DEPUTY MAYOR			COUNCILLOR		
	Cat 2023	Cat 2024	FY23/24	FY24/25	% Change	FY23/24	FY24/25	% Change	FY23/24	FY24/25	% Change
SWQROC											
Balonne SC	1	A3	\$114,801	\$120,541	5%	\$66,231	\$69,543	5%	\$57,400	\$60,270	5%
Bulloo SC	1	A1	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Maranoa RC	3	B2	\$141,294	\$146,239	3%	\$88,308	\$91,399	4%	\$75,061	\$77,688	3%
Murweh SC	1	A2	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Paroo SC	1	A2	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Quilpie SC	1	A2	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
RAPAD											
Barcaldine RC	1	A1	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Barcoo SC	1	A1	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Blackall-Tambo RC	1	A2	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Boulia SC	1	A2	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Diamantina SC	1	A2	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Longreach RC	1	A3	\$114,801	\$120,541	5%	\$66,231	\$69,543	5%	\$57,400	\$60,270	5%
Winton SC	1	A2	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
NWQROC											
Burke SC	1	A2	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Carpentaria SC	1	B1	\$114,801	\$120,541	5%	\$66,231	\$69,543	5%	\$57,400	\$60,270	5%
Cloncurry SC	1	A2	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Croydon SC	1	A1	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Doomadgee ASC	1	A1	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Etheridge SC	1	A2	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Flinders SC	1	A3	\$114,801	\$120,541	5%	\$66,231	\$69,543	5%	\$57,400	\$60,270	5%
McKinlay SC	1	A1	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Mornington SC	1	A2	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%
Mount Isa CC	2	B2	\$132,461	\$146,239	10%	\$79,478	\$91,399	15%	\$66,231	\$77,688	17%
Richmond SC	1	A1	\$114,801	\$119,393	4%	\$66,231	\$68,880	4%	\$57,400	\$59,695	4%

Consultation (Internal/External)

External: NWQROC – Greg Hoffman

Attachments

Nil

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

Item 2.2 Retirement Resignation Gift Policy

EXECUTIVE SUMMARY

The purpose of this Policy is to outline the process by which Richmond Shire Council (“Council”) will recognise long term employees upon retirement/resignation.

This Policy is due to be reviewed.

OFFICER’S RECOMMENDATION

That Council: adopt the Retirement Resignation Gift Policy as presented.

Budget & Resource Implications

N/A

Background

The Retirement Resignation Gift Policy has had minor changes to wording and grammar.

Monetary Recognition has had a maximum number of people added to the council function.

Non-Monetary Recognition has had a maximum number of people added to the small function and office dinner.

Consultation (Internal/External)

Internal: Payroll Officer – Michelle Anstis

Attachments

Attachment B - Policy

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



RICHMOND SHIRE COUNCIL RETIREMENT / RESIGNATION GIFT POLICY

POLICY NUMBER: 063
INFOXPRT REF: 76326
TIME PERIOD OF REVIEW: 3 Years
DATE OF NEXT REVIEW: December 2024

1. OBJECTIVE

The purpose of this Policy is to outline the process by which Richmond Shire Council ("Council") will recognise long term employees upon retirement/resignation.

2. SCOPE

This Policy applies to all Council employees. This Policy does not apply to volunteers, work experience students and consultants.

3. POLICY

Recognise the contribution that long term employees have made to Council.

4. PROCEDURE

Council uses a number of mechanisms to acknowledge, recognise and reward employees. This can be both monetary and non-monetary.

Monetary rewards are defined as payments to employees for exceptional performance and service.

Monetary Recognition

Monetary recognition for years of service is as below:

20-24 years	\$2,000.00
25-29 years	\$3,000.00
30-34 years	\$4,000.00
35-39 years	\$5,000.00
40-45 years	\$6,000.00
45-50 years	\$7,000.00

Plus, non-monetary recognition is by way of a watch to the value of \$500.00, plaque and a council function of up to 30 people.

Non-Monetary Recognition

Non-monetary recognition for 10 – 20 years employees will receive a plaque and small function of up to 20 people and 10+ years for executives will be a plaque and office dinner of up to 20 people.

5. IMPLEMENTATION

This Policy will commence from the Policy reviewed date and will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff 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

Date of Adoption: 16 October 2015
Policy Reviewed: General Council Meeting 7 December 2021
Resolution Number: 20211207.8

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 2.3 Exit Interview Policy

EXECUTIVE SUMMARY

The purpose of this Policy is to outline the process by which Richmond Shire Council (“Council”) will collect and consider feedback from departing employees, with the aim of improving organisational performance.

This Policy is due to be reviewed.

OFFICER’S RECOMMENDATION

That Council: adopt the Exit Interview Policy as presented.

Budget & Resource Implications

N/A

Background

The Exit Interview Policy has had minor changes to wording and grammar.

Council don’t currently do Exit Interviews, so an option to redact this Policy should be discussed.

Consultation (Internal/External)

Internal: Payroll Officer – Michelle Anstis

Attachments

Attachment C - Policy

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



RICHMOND SHIRE COUNCIL EXIT INTERVIEW POLICY

POLICY NUMBER:	024
INFOPERT REF:	71473
TIME PERIOD OF REVIEW:	4 Years
DATE OF NEXT REVIEW:	December 2027

1. OBJECTIVE

The purpose of this Policy is to outline the process by which Richmond Shire Council (“Council”) will collect and consider feedback from departing employees, with the aim of improving organisational performance.

2. SCOPE

This Policy applies to all Council employees. This Policy does not apply to volunteers, work experience students and consultants.

3. POLICY

Council recognises that employees who are leaving Council’s employment have an opportunity to provide candid feedback on Council’s strengths and weaknesses, and that due consideration of this feedback may assist the organisation to improve its workplace and operations. Examples of how Exit Interviews may improve the organisation include:

- identifying trends and reasons for staff turnover;
- identifying underlying workplace issues;
- improved targeting of learning and development activities;
- better employee attraction and retention measures;
- identifying areas and practices within the organisation needing attention or change.

Exit Interviews will therefore be conducted with departing staff who are deemed eligible by this Policy. The information from the Exit Interview will be handled in confidence as outlined in this Policy.

4. PROCEDURE

4.1 Exit Interview Participation

Generally all employees whose employment is ceasing through resignation, retirement, redundancy, completion of a contract, or completion of a traineeship/apprenticeship, where the employee has worked with Council for at least six (6) months, will be asked to participate in an Exit Interview. Casual employees who have been employed for at least twelve (12) months are also eligible. Exit Interview participation is not mandatory and the employee has the right to refuse.

Employees who have been employed on a casual basis for less than twelve (12) months, employed permanently or on a contract basis for less than six (6) months, or whose employment has been terminated for unsatisfactory performance/conduct, will generally not be invited to conduct an Exit Interview.

If a departing employee is asked to participate in an Exit Interview, the employee’s supervisor will be given a Supervisor’s Exit Interview Form to complete.

4.2 Exit Interview Process

Human Resources, as an impartial party, will arrange and conduct Exit Interviews, and will collate, analyse and report on the information arising from Exit Interviews.

When Human Resources becomes aware of an eligible employee’s cessation date, the Human Resources Officer will contact the employee’s supervisor to arrange an Exit Interview with the employee. Where-ever possible the Exit interview will take place during working hours and as

a face-to-face interview, although a telephone interview or after-work-hours interview are valid alternatives.

At the Exit Interview, the Human Resources Officer will take the employee through the Employee's Exit Interview Form, and will record additional notes as appropriate. The departing employee may request a copy of the completed Employee's Exit Interview Form.

If the employee cannot participate in a face-to-face or telephone Exit Interview, the Human Resources Officer will mail the employee the Exit Interview Form, along with a stamped self-addressed envelope, and follow up for its return.

The Human Resources Officer will also forward the Supervisor's Exit Interview Form to the employee's supervisor, and follow up for its return.

4.3 Exit Interview Analysis and Reporting

Once the Exit Interview Forms have been completed:

- the details will be included on the Exit Interview Analysis spreadsheet;
- the Exit Interview Forms will be retained on the relevant personnel file;
- the information will be relayed to members of the Executive Team as appropriate (i.e., not the employee's direct supervisor but further up the chain of management). This is so that senior management can consider the information and take action as appropriate; and
- the Exit Interview Analysis spreadsheet will be used to present anonymous aggregate information to management and Councillors as appropriate to monitor trends and identify areas for improvement.

Apart from exceptional circumstances, the information from the Exit Interview will be restricted to Human Resources and members of the Executive Team. Examples of exceptional circumstances are when the employee has authorised for another person to be given information from the Exit Interview; or the employee made a serious allegation against another staff member during the Exit Interview and an investigation may be required (e.g. allegation of harassment or theft). If the departing employee reports directly to the Chief Executive Officer, the Exit Interview information will be given to the Chief Executive Officer. All Council staff, including the participating employee, are expected to keep the Exit Interview information confidential. Ratings and comments may be provided to other management or Councillors however there will be no identification of employees in this reporting.

5. RELATED DOCUMENTS

- Exit Interview Form (Employee)
- Exit Interview Form (Supervisor)
- Exit Interview Analysis spreadsheet

6. IMPLEMENTATION

This Policy will commence from the Policy reviewed date and will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff 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.

7. APPROVAL

Date of Adoption: 24 March 2015
Policy Reviewed: General Council Meeting 16 January 2024
Resolution Number:

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 2.4 Code of Conduct for Employees Policy

EXECUTIVE SUMMARY

The objects of this Code are to assist Staff to:

Comply with their statutory duty to act with integrity in the position held by the employee and in a way that shows a proper concern for the public interest; Provide a basic guide for identifying and resolving situations.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Code of Conduct for Employees Policy as presented.

Budget & Resource Implications

N/A

Background

The Code of Conduct for Employees Policy has had minor changes to wording and grammar.

Consultation (Internal/External)

Nil

Attachments

Attachment D - Policy

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



RICHMOND SHIRE COUNCIL CODE OF CONDUCT FOR EMPLOYEES POLICY

POLICY NUMBER:	052
INFOXPRT REF:	76312
TIME PERIOD OF REVIEW:	2 Year
DATE OF NEXT REVIEW:	December 2025

1. OBJECTIVE

The objects of this Code are to assist Staff to:

Comply with their statutory duty to act with integrity in the position held by the employee and in a way that shows a proper concern for the public interest; Provide a basic guide for identifying and resolving situations that could result in a:

- Conflicts of interest;
- Impropriety;
- Improper use of the employee's position; or
- Improper use of Council resources.
- Outline the disciplinary measures for a breach of the Code of Conduct;
- Enhance Council's reputation and instill public confidence in Council's Administration and the system of Local Government.

2. TO WHOM THIS CODE APPLIES

This Code of Conduct applies to all employees of the Richmond Shire Council, including contractors and volunteer employees.

3. LEGISLATION

- *Local Government Act 2009*
- *Public Sector Ethics Act 1994*
- *Crime & Corruption Act 2001*
- *Public Interest Disclosure Act 2010 (PIO Act)*

4. RELATED DOCUMENTS

- Code of Conduct Policy
- Vehicle Policy
- Use of Councils Plant and Vehicles Policy

The four ethical principles for public sector officials are:

- Integrity and impartiality promoting public good
- Commitment to the system of government Accountability and transparency

PREAMBLE

Our community expects our staff to provide:

- Fair, accurate and unbiased advice;
- To act promptly and effectively; and
- To manage Council's assets efficiently, economically and with honesty.

It is important that all council staff maintain their professional integrity and are ethical in their dealings with each other, clients, and members of the public. What does this mean?

Ethics are not only what is legal but what is right. It's about doing the right thing by everyone – the council, your boss, your fellow workers, the public, the ratepayers, yourself, and your family.

This Code of Conduct is here to guide you in what is expected of you as a Council employee. Remember that when you work for Council – you are in the public spotlight – especially working in a small town like Richmond. We are easily recognised by our machinery, uniform and because we are often working out in the community. It is therefore vitally important that when you are representing Council you do your work properly and to the best of your ability at all times.

To achieve the best result, we all need to work together, both Councillors and Staff, and to get the best out of the resources that we have available to us. Our resources are our people, our machinery, our materials, our knowledge, and our time. The resources are there for the benefit of the community and not for us as individuals.

Council values honesty, loyalty and asks you as an employee to reduce waste and give a fair day's work for a fair days pay. In return Council will listen to your concerns, suggestions, and ideas to constantly strive for improved work practices.

Council asks you to work as one to achieve our vision to achieve a high quality of lifestyle for our residents and visitors.

CODE OF ETHICS

The Public Sector Ethics Act sets out four ethical principles for all council employees to consider when at work. Remember you are a public official representing the Shire of Richmond and what you do, say and how you act while at work can affect Council's reputation. Each of the ethical principles and what they mean are described below:

Promoting the public good

Accept and value duty to be responsive to both the requirements of government and to the public interest

Accept and value the duty to be responsive to engage the community in developing and effecting official public sector priorities

Accept and value duty to manage public resources effectively, efficiently and economically

Value and seek to achieve excellence in service delivery

Value and seek to achieve enhanced integration of services to better service clients

Integrity and Impartiality

Commit to the highest ethical standards

Provide advice that is objective, independent, apolitical and impartial
Show respect to all persons (employees, clients and general public)

Acknowledge the primacy of the public interest and undertake that any conflict of interest issue will be resolved or appropriately managed in favour of the public interest

Commit to honest, fair and respectful engagement with the community

Accountability and Transparency

Commit to exercising proper diligence, care and attention
commit to using public resources in an effective and accountable way

Commit to manage information as openly as practicable within the legal framework.

Value and seek to achieve high standards of public administration
Value and seek to innovate and continuously improve performance

Value and seek to operate within a framework of mutual obligation and shared responsibility between public service agencies, public sector entities and public officials.

Commitment to the System of Government

Accept and value duty to uphold the system of government and the laws of the State, Commonwealth and local government

Commitment to effecting official public sector priorities, policies and decisions professionally and impartially

Accept and value duty to operate within the framework of Ministerial responsibility to government, the Parliament and community.

These are the values of Council and how we should act as Council employees:

- Don't break the law
- Obey lawful instructions
- Respect Council decisions
- Enforce all laws
- Respect for the dignity, rights and views of others
- Do not discriminate or harass others
- Be courteous to others
- Look out for the health and safety of each other.
- Be Honest
- Put the interests of the public first
- Avoid and disclose any conflicts of interest
- Protect confidential information
- Do not talk to the media (unless authorized)
- Do your work properly and to the best of your ability
- Strive for excellence
- Keep good records
- Do not turn up for work affected by alcohol or drugs
- Do not waste or misuse council resources
- Do not surf the internet or enter online chat rooms
- Use plant and equipment responsibly
- Give an honest day's work for an honest day's pay.

MODEL FOR ETHICAL DECISION MAKING

Ask yourself these six questions:

1. Is the action legal and consistent with Government Policy
2. Is it in line with my agency's goal and code of conduct
3. Is it the 'right' thing to do?
4. What will the outcome be for:
 - My agency
 - My colleagues
 - Others
 - Me
5. Can I justify my decision of action?
6. How would I feel if my actions ended up on the front page of the news?

CODE OF CONDUCT

The Code of Conduct specifies the expectations that Council has of its employees, expanding on the code of ethics and provides examples to guide staff in their decision making. The Code of Conduct refers to other Council policies and relevant legislation where applicable. The Code of Conduct also provides for breaches of the code and disciplinary action.

Promoting the public good

Accept and value duty to be responsive to both the requirements of government and to the public interest

Accept and value the duty to be responsive to engage the community in developing and effecting official public sector priorities

Accept and value duty to manage public resources effectively, efficiently and economically

Value and seek to achieve excellence in service delivery

Value and seek to achieve enhanced integration of services to better service clients

Commitment to the System of Government

Accept and value duty to uphold the system of government and the laws of the State, Commonwealth and local government

Commitment to effecting official public sector priorities, policies and decisions professionally and impartially

Accept and value duty to operate within the framework of Ministerial responsibility to government, the Parliament and community.

All staff should:

Make themselves aware (as far as possible) of the basic provisions of the *Local Government Act 2009* and Council Local Laws, Policies, delegations and protocols.

Observe the correct lines of communication and responsibility.

Be apolitical and impartial when preparing reports and giving advice to Council and in making decisions and be prepared to accept the responsibility that goes with making those decisions.

Avoid public criticism of Elected Members and other Staff.

Not undertake to do anything or make promises to ratepayers, electors, staff and anyone else which cannot be kept.

Carry out all lawful directions given by any authorised person.

Give effect to the lawful decisions, policies, delegations and practices of the Council, whether or not the member of staff agrees with or approves of them.

Integrity and Impartiality

Commit to the highest ethical standards

Provide advice that is objective, independent, apolitical and impartial
Show respect to all persons (employees, clients and general public)

Acknowledge the primacy of the public interest and undertake that any conflict-of-interest issue will be resolved or appropriately managed in favour of the public interest

Commit to honest, fair and respectful engagement with the community

All staff should:

- Be impartial in reaching decisions and be prepared to accept the responsibility that goes with decision making.
- Consider and treat with respect the views and opinions of the public, Elected Members and other Staff.
- Observe the workplace health and safety requirements of the Council.
- Avoid discriminatory practices and treat all fairly including applying Council's equal employment opportunity policy.
- Not partake in the harassment of co-workers or members of the public. Recognise that honesty is the best policy.
- Avoid gossip and council bashing
- Observe the correct lines of communication and responsibility act in the public interest at all times
- Comply with *Chapter 2 Part 1 Section 13 (2) of the Local Government Act 2009*

All employees have the following responsibilities:-

- (a) implementing the policies and priorities of the local government in a way that promotes-
 - the effective, efficient and economical management of public resources;
 - excellence in service delivery; and
 - continual improvement ;
 - carrying out their duties in a way that ensures the local government-
 - discharges its responsibilities under this Act; and
 - complies with all laws that apply to local governments; and
 - achieves its corporate and community plans;
- (b) Providing sound and impartial advice to the local government ;
- (c) Carrying out their duties impartially and with integrity;
- (d) Ensuring the employee's personal conduct does not reflect adversely on thereputation of the local government ;
- (e) Improving all aspects of the employee's work performance ;
- (f) Observing all laws relating to their employment ;
- (g) Observing the ethics principles under the *Public Sector Ethics Act 1994*, section 4; complying with a code of conduct under the *Public Sector Ethics Act 1994*.

Conflicts of Interest

A Conflict of interest may be defined as a situation in which an employee has a private or personal interest that may influence their official duties.

For example, you are a relative to the ratepayer, they are a close friend of yours or you may strongly dislike the person.

In these types of situation, you should stop, confer with your supervisor and it may be that you cannot make any decision or have any part in situation.

Official Compliance with Conflict of Interest

A register of interest must be completed by

- Councillors;
- Chief executive officers;
- Senior contract employees;
- A person who is related to a Councillor, chief Executive Officer or senior contract employee

All staff must declare a conflict of interest to their supervisor and if considered appropriate to the Chief Executive Officer. If the conflict of interest would mean money in your pocket or that of a close relative, you might have a material personal interest.

Material personal interests (financial or non-financial) that could conflict with employees duties must be disclosed to the Chief Executive Officer in writing.

If you are in a Council meeting and you think you have a conflict of interest, you should notify the Mayor (Chair of the Meeting) prior to debate on the issue.

Example 1, your brother who lives in the same house as you, submits a quote to Council for the supply of materials. In this case you have a material personal interest because you share the same household. You must notify the Chief Executive Officer in writing and must not make a decision about the quotes.

Example 2, your brother lives in the next town and submits a quote to Council for the supply of materials. In this case you have a conflict of interest and should notify your supervisor and/or Chief Executive Officer. You must not make a decision about the quotes.

Example 3, a distant cousin with from Brisbane submits a quote to Council for the supply of services. In this case you still have a conflict of interest and should still notify your supervisor. However after considering the information the Chief Executive Officer may allow you to continue to make a decision about the quotes.

Example 4, a person you went to school with and haven't seen for many years, and who you strongly dislike has submitted a quote for the supply of services. In this case you still have a conflict of interest and should notify your supervisor. However after considering all the information the Chief Executive Officer may allow you to continue to make a decision about the quotes.

Bribes, Gifts and Benefits

All Staff should:

- not seek or accept a bribe, or other improper inducement;
- not use their official position to gain advantage or to improperly influence fellow Staff in the performance of either their public or professional duties for the purpose of private gain or personal benefit;
- not accept gifts or services , other than minor incidental items in the course of their duties;
- Gifts that are not a minor, incidental item are to be surrendered to the Chief Executive Officer. These gifts shall then be placed in a pool, which will be distributed at an annual staff event, such as the Christmas Party;
- Not by virtue of their official positions accept or acquire a personal profit or advantage of a personal material value (except of a token nature) other than permitted by this code or any statute now, or in the future.

Use of Information

All staff should:

- not advance a private interest by the use of confidential information gained in the course of public or professional duty;
- conduct their duties in a manner that allows Staff and the public to remain informed about Local Government activity and practices;
- treat in a confidential manner all material of a sensitive or confidential nature (written or verbal) which they may become privy to in the conduct of their duties; and
- Treat in a confidential manner all information, reports and discussions held in closed meetings.

Accountability and Transparency

Commit to exercising proper diligence, care and attention

Commit to using public resources in an effective and accountable way

Commit to manage information as openly as practicable within the legal framework.

Value and seek to achieve high standards of public administration

Value and seek to innovate and continuously improve performance

Value and seek to operate within a framework of mutual obligation and shared responsibility between public service agencies, public sector entities and public officials.

All staff should:

- Work to the best of their ability and seek further advice or training if they feel they are not competent to perform their duties;

- Handle with care all incoming and outgoing mail that Council receives and register according to Council's Document Management Policy;
- Not turn up for work under the influence of illegal substance or alcohol and may be summarily dismissed if proven;
- Always strive to improve Council's practices and procedures by providing ideas and suggestions to management and/or council;
- avoid waste, or extravagance in the use of public resources;
- not use public resources for private purposes (except when supplied as part of a contract of employment) unless such use is lawfully authorised and/or proper payment is made where appropriate;
- not use or convert to their own use any property of the Council;
- Be honest in the use of all Council resources in accordance with any Council Policy, Award or other recognised work practice.
- Comply with Council policies such as internet and communications policy

Legitimate Expectations of a Councillor or Member of Staff

Staff who faithfully and honestly observe the requirements of this Code of Conduct is entitled to expect the support of Council against unfair or mischievous allegations of dishonesty or partial performance of their public or professional duties.

Reporting of Corrupt Conduct

A Member of Council or Staff who knows or has good reason to suspect any fraud, corrupt, criminal or unethical conduct must report it immediately to the Chief Executive Officer. The Chief Executive Officer has a statutory duty to report suspected official misconduct to the Crime & Misconduct Commission.

Breaches of this Code

Sanctions may be invoked by Council if this Code or any relevant law is breached. Breaches of the Code by Staff will be required to be dealt with in accordance with relevant Local Government or civil legislation.

Sanctions may result in disciplinary action including forfeit of Council's performance bonus.

Improper Conduct

Richmond Shire Council employees are deemed to be guilty of improper conduct if they breach or fail to comply with the ethics obligations described in this Code of Conduct and, if found guilty of improper conduct, may be subject to disciplinary action.

Disciplinary Action

The sanction to be applied for improper conduct will depend on the severity of the breach or non-compliance. The most serious breaches or instances of non-compliance, defined as "gross misconduct", may result in summary dismissal. Less serious breaches or instances of non-compliance, defined as "unacceptable conduct", are subject to a range of sanctions including demotion, deduction from salary or wages and written reprimand although continued or multiple instances of "unacceptable conduct" may be construed as "gross misconduct". Where an employee is on probation a single instance of "unacceptable conduct" may be construed as "gross misconduct".

NB. Disciplinary action implemented by Richmond Shire Council is independent of any criminal charge or civil liability that may arise from an instance of improper conduct by an employee.

Gross Misconduct

The instances of improper conduct described below are considered by Richmond Shire Council to constitute "gross misconduct" and may result in summary dismissal:

- theft of Shire property;
- theft committed whilst on duty or dressed in clothing bearing the Richmond Shire Council emblem;
- serious misappropriation of Council labour, plant or equipment;
- serious incidents involving the improper use of information gained as an employee; serious incidents involving the release of confidential Council information; accepting bribes;
- willful damage to private property or Council property, plant equipment or records; assault committed whilst on duty or at a Council function;
- assault of fellow employees, supervisors, senior management or Councillors regardless of the time or place;
- abusive language aimed at the general public, supervisors, senior management or Councillors whilst on duty;
- under the influence of alcohol or drugs whilst on duty where the health and safety of other employees or the general public is endangered;
- Willfully endangering the health and safety of other employees or the general public; committing any criminal offence whilst on duty.
- Failing to notify Council of loss of license and operating Council vehicles or machinery whilst under suspension. (Amended 7 September 2010)

Unacceptable Conduct

The instances of improper conduct described below are considered by Richmond Shire Council to constitute "unacceptable conduct" and may result in disciplinary action:-

- Sexual harassment;
- Discrimination or unfair or unfavorable conduct against other employees or the general public within the meaning of anti-discrimination legislation (i.e. on the basis of gender, race, religion, age, disability, etc.)
- Unannounced absence from work or absent without approved leave;
- Drinking alcoholic beverages whilst on duty except when attending official functions where alcohol is served;
- drunk whilst on duty or when reporting for duty;
- taking or being under the influence of prohibited drugs or substances whilst on duty; disregarding legal directions issued by supervisors or senior staff;
- endangering the health and safety of other employees or the general public through unsafe work practices;
- damage to private property or Council property, plant, equipment or records due to careless work practices;
- unauthorised use of Council property, plant or equipment;
- entry into certain areas including the store without Authorisation by the officer-in-charge or Chief Executive Officer;
- improper use of information gained as an employee; release of confidential Council information;
- Any activity that will bring Council or the office of an employee into disrepute; breaches or non-compliance with this Code of Conduct not specifically mentioned above.

5. DEFINITIONS

To assist in interpretation, the following definitions shall apply:

Council Richmond Shire Council

4. APPROVAL

Date of Adoption: 21 October 2014

Policy Reviewed: General Council Meeting 16 January 2024

Resolution Number:

Policy Authorised: Peter Bennett
 Chief Executive Officer



CORRECTIVE CODE

1. This disciplinary code is applicable to all employees.
2. The code does not make provision for action in the case of strikes. Striking employees must be treated in accordance with the with the prescribed procedure applicable to strikes
3. Disciplinary action must always be based on the seriousness and nature of the offence concerned as well as the circumstances under which it was committed and the principles of fairness and consistency should be applied in all cases.
4. The aim of disciplinary action should be to correct behavior. As such, disciplinary sanctions should be imposed progressively, as set out below in the disciplinary code.
5. Notwithstanding anything else contained in this code, misconduct can even on a first transgression give rise to dismissal, suspension or demotion. Similarly, mitigating factors could give rise to a lesser sanction than the one suggested in this code.
6. A corrective code cannot make provision for every conceivable offence. Discipline must therefore be applied with discretion and in accordance with the guidelines and spirit of this code.
7. It is to be noted that:
 - 7.1 The corrective code that follows is not exhaustive, that is, it does not contain a full and exhaustive list of the offences with which an employee can be charged. It merely sets out, by way of example, a list of some of the offences with which an employee may be charged. If an offence is not dealt with in the code, it is deemed advisable to approach the Human Resources Department before any corrective steps are taken
 - 7.2 The corrective code contains a penalty/sanction guideline chart which means that, should the Council elect to charge an employee with an offence listed in such chart, the sanctions set out in respect thereof are merely guidelines as to the penalty/sanction to be imposed and do not constitute inflexible rules which have to be followed slavishly.
 - 7.3 The corrective code does not derogate from the Council's right to dismiss on any ground that the law regards as sufficient;
 - 7.4 The Council reserves the right to add to, delete from, or amend, any of the recommended actions or transgressions/offences listed in the corrective code at any time.
8. Remission of sanctions are as follows:
 - Class 1 no further offence within 2 years of the last offence
 - Class 2 no further offence within 3 years of the last offence
 - Class 3 results in dismissal.
9. Offences will be compounded with the more serious sanction applying ie. Where you receive a warning in Class 1 and get a final warning in Class 2, then the final warning in Class 2 means any further offence in any of the classes will lead to dismissal.
10. Disciplinary hearings should be conducted at the lowest level possible, resulting in advice to the Chief Executive Officer for action to be taken.

NO	OFFENCES	DESCRIPTION	GUIDELINES	SANCTION	CLASS
1.	Attendance, timekeeping				
1.1	Absence without permission	Absent from work for at least one to four working days	First Offence Second Offence Third Offence	First Written Warning Second Written Warning Final Warning Dismissal	1
1.2	Poor time keeping lateness for work	Reporting for work late or leaving early	First Offence Second Offence Third Offence	First Written Warning Second Written Warning Final Warning Dismissal	1
1.3	Leaving the premises or place of duty while on duty without permission	Disappearance from workplace without permission	First Offence Second Offence Third Offence	First Written Warning Second Written Warning Final Warning Dismissal	1
2.	Work Performance				
2.1	Negligence, neglect, indifference, unreliability, poor cooperation, sleeping and lack of interest	Failure to carry out duties diligently at all times due to the aforesaid, late submission of time sheets or other forms	First Offence Second Offence Third Offence	First Written Warning Second Written Warning Final Warning Dismissal	1
3.	Dishonesty				
3.1	Dishonesty or attempted dishonesty	Any dishonesty or attempted dishonesty including conspiracy, theft, unauthorised possession of property, misuse of sick leave for other purposes than recuperation or medical treatment, bribery, fraud, corruption, forgery or giving false or misleading statements to anybody	First Offence	Dismissal	3
3.2	Competing / conflict with the interests of the Council	E.g. Doing private works without permission	First Offence	Dismissal	3
4.	Offences to the person or dignity of others				
4.1	Rudeness, insolence, impoliteness, the use of foul language, making disparaging remarks and making improper or indecent gestures at a supervisor, a colleague or other person	Abusive behaviour that may upset relationship or injure the dignity of others	First Offence Second Offence	Final Warning Dismissal	2

4.2	Harassment, including sexual religious or racial harassment	Unwanted deliberate and subtle physical and psychological harassment of others by innuendos or physical acts or otherwise belittling his/her person	First Offence Second Offence	Final Warning Dismissal	2
4.3	Assault, attempted or a threat to assault a person or fighting	Physical attack on a person	First Offence	Dismissal	3
4.4	Skylarking or horseplay	Conduct that has a detrimental effect on the maintenance of order, health and safety and discipline	First Offence Second Offence	Final Warning Dismissal	2
4.5	Act which is a crime in terms of Queensland Law	Performance of an act which is a crime in terms of Queensland Law and where such act relates to the employer/employee relationship or poses a threat to the interests of the Council	First Offence	Dismissal	3
5.	Alcohol or drug related offences				
5.1	Under the influence of alcohol while on duty	Under the influence of alcohol while on duty	First Offence Second Offence Third Offence	First Written Warning Second Written Warning Final Warning Dismissal	1
5.2	Under the influence of drugs while on duty	Under the influence of drugs while on duty	First Offence	Dismissal	3
6.	Unacceptable Behaviour				
6.1	Improper behaviour damaging the interests of the Council	Improper behaviour with the effect of potentially damaging the interests of the Council be it verbal or written, including social media	First Offence Second Offence	Final Warning Dismissal	2
7.	Health, Safety and Environment				
7.1	Contravention of any provision of regulation contained in any applicable legislation, internal policies, procedures, and practices	Contravention of any provision of regulation contained in any applicable legislation, internal policies, procedures, and practices	First Offence Second Offence Third Offence	First Written Warning Second Written Warning Final Warning Dismissal	1
7.2	Traffic related misconduct	Reckless or careless driving or ignoring traffic rules, traffic signs and exceeding the speed limits excessively in a Council vehicle	First Offence Second Offence	Final Warning Dismissal	2
8.	Offences relating to property and assets				
8.1	Revealing confidential information	Without obtaining the prior approval of the Council, reveals confidential information	First Offence	Dismissal	3

		he/she has gathered or obtained as a result of his/her duties for reasons other than the execution of his/her official duties			
8.2	Unauthorised use/misuse of property or assets	Uses the property, facilities, vehicles, electronic equipment and applications, or other assets without authorisation	First Offence Second Offence	Final Warning Dismissal	2
8.3	Damaging of property	Negligent damage of property	First Offence Second Offence	Final Warning Dismissal	2
8.4	Damaging of assets	Willful damage to assets	First Offence	Dismissal	3
9.	Resisting Authority				
9.1	Insolence / undermining authority	Repudiation by an employee of his/her duty to show respect or to recognise the authority of superiors	First Offence Second Offence	Final Warning Dismissal	2
9.2	Insubordination / refusal to obey instructions	Refusal to execute reasonable and fair orders or ignoring such orders, or inciting or intimidating other employees to act accordingly	First Offence Second Offence	Final Warning Dismissal	2
9.3	Intimidation	Directly or indirectly influencing others to engage in disorderly conduct	First Offence Second Offence	Final Warning Dismissal	2

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Item 2.5 Code of Conduct for Councillors Policy

EXECUTIVE SUMMARY

This Code of Conduct sets out the standards of behaviour that Council expects of their Councillors of the Richmond Shire Council.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Code of Conduct for Councillors Policy as presented.

Budget & Resource Implications

N/A

Background

The Code of Conduct for Councillors Policy has had minor changes to wording and grammar.

Consultation (Internal/External)

Nil

Attachments

Attachment E - Policy

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



RICHMOND SHIRE COUNCIL CODE OF CONDUCT FOR COUNCILLORS POLICY

POLICY NUMBER: 070
INFOPERT REF: 91237
TIME PERIOD OF REVIEW: 2 Year
DATE OF NEXT REVIEW: December 2025

1. OBJECTIVE

This Code of Conduct sets out the standards of behaviour that Council expects of their Councillors of the Richmond Shire Council.

The requirements of this Code are in addition to the roles, responsibilities and obligations of Councillors as set out in the *Local Government Act 2009* (the "Act") and the *Local Government Regulation 2012* (the "Regulation"). This Code has been adopted by resolution of Council.

Failure to comply with a procedure may be inappropriate conduct for the purposes of the Act.

KEY RESPONSIBILITIES OF COUNCILLORS UNDER THE *LOCAL GOVERNMENT ACT 2009*

2.1 To perform all responsibilities under the Act in accordance with the local government principles:

- (a) 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.

- 2.2 To represent the current and future interests of the residents and ratepayers of the Shire.
- 2.3 To ensure the local government –
 - (a) discharges its responsibilities under the Act;
 - (b) achieves its corporate plan; and
 - (c) complies with all applicable laws.
- 2.4 To provide high quality leadership to the local government and to the community.
- 2.5 To participate in council meetings, policy development and decision-making for the benefit of the local government area.
- 2.6 To be accountable to the community for the local government’s performance.
- 2.7 The Mayor has additional responsibilities to –
 - (a) lead and manage meetings of the local government;
 - (b) prepare a budget to present to the local government;
 - (c) lead, manage and provide strategic direction to the CEO;
 - (d) direct the CEO and senior executive employees in accordance with the local government’s policies;
 - (e) conduct the CEO’s performance appraisals;
 - (f) provide information to the Minister upon request;
 - (g) be a member of each standing committee; and
 - (h) represent the local government at ceremonial or civic functions.
- 2.8 Abide by the caretaker period arrangements prior to a local government election.
- 2.9 To contact staff for assistance or information only in accordance with Council’s approved acceptable requests guideline.
- 2.10 Not to use information acquired as a Councillor to gain, directly or indirectly, a financial advantage for anyone, or to cause detriment to the local government.
- 2.11 Not to release information the Councillor knows, or should reasonably know, is information that is confidential to the local government.
- 2.12 To correct and keep up to date the Councillors register of interests.
- 2.13 To disclose a material personal interest.
- 2.14 To declare conflicts and perceived conflicts of interest.
- 2.15 Not to give false or misleading information.

Councillors also have responsibilities under the *Work Health & Safety Act 2011*, including a general duty of any worker to take reasonable care for his/her safety, take reasonable care that his/her acts or omissions do not adversely affect the health and safety of others, comply with any reasonable instruction by the person conducting the business or undertaking, and co-operate with any reasonable policy or procedure relating to the health or safety of the workplace.

This list of responsibilities is not an exhaustive list. Councillors should maintain a good working knowledge of the Act and other legislation to the extent that they impose obligations on them. Examples include: *Integrity Act 2009*, *Right to Information Act 2009*, *Local Government Electoral Act 2011*, and the *Public Sector Ethics Act 1994*.

2. KEY ETHICAL AND BEHAVIOURAL OBLIGATIONS

Councillors must:

- 3.1 ensure that their personal conduct does not reflect adversely on Council's reputation;
- 3.2 demonstrate respect for fellow Councillors, council employees and members of the community;
- 3.3 commit to honest, fair, and respectful engagement with the community;
- 3.4 conform to the requirements of Council's Meetings Standing Orders during formal meetings of the Council and any formal committees;
- 3.5 not communicate with the public on behalf of Council, through the media or otherwise, unless authorised to do so by the Mayor;
- 3.6 not commit Council to a position or outcome unless expressly authorised to do so;
- 3.7 when communicating to the public, through the media or otherwise, make it clear whether they are speaking on behalf of Council, or are expressing a personal opinion;
- 3.8 not provide information about Council to, or issue any instructions to any of Council's contractors or service providers;
- 3.9 refrain from harassing or bullying (see Clause 10 for definitions) another Councillor, Council employee or any other person; and refrain from supporting anyone else who behaves in such a manner; and
- 3.10 respect and protect the privacy and personal information of individuals.

3. DECISION MAKING

Councillors must comply with the statutory requirements covered in clause 2 above.

Additionally, Councillors are expected to:

- 4.1 prepare for meetings and workshops by allocating sufficient time to read and comprehend the information provided for that purpose;
- 4.2 attend all Council ordinary meetings unless given leave of absence and prioritise attendance at Councillor workshops;

- 4.3 be active participants in contributing to ideas generation, discussion, and debate;
- 4.4 minimise distractions from phones and computers;
- 4.5 note that workshops are not decision-making forums and are held to inform, engage and consult with Councillors prior to formal consideration of matters in a public forum; and
- 4.6 respect that all information presented and discussed at workshops is confidential unless specifically documented to the contrary.

(Note – ‘workshops’ includes Councillor workshops and Mayor/Councillor meetings).

4. CONTACT WITH STAFF

The Acceptable Request Guideline, adopted by Council pursuant to the Act, details the arrangements that apply to Councillors seeking assistance or information from Council’s employees.

Councillors should avoid seeking advice or information from staff who are not on the list attached to the Guideline. Councillors must also note section 170 of the Act as amended from time to time and the requirement not to direct staff or attempt to do so (see ‘key responsibilities of Councillors above).

Councillors should take particular care to frame requests for assistance or information in such a way that they cannot be interpreted as instructions, or as attempts to exert improper influence over a process or decision.

Contact with directors and staff should be restricted to normal business hours unless the matter is urgent; i.e. it is of such significance that its resolution cannot wait until business hours resume.

Excessive and unnecessary copying of emails to groups of directors/staff should be avoided.

Unless specifically involved as a panel member of a staff recruitment process (such as required by section 196 of the Act – employing a senior executive employee where the Mayor, Deputy Mayor and Chief Executive Officer comprise the selection panel), Councillors are to distance themselves from such processes to avoid being perceived as using their office to improperly influence decisions relating to the employment or career advancement of Council staff.

5. USE OF ENTITLEMENTS

Councillors must ensure that public resources are used prudently and only in the public interest. Council has adopted the Expenses Reimbursement and Provision of Resources for Councillors Policy which ensures that Councillors have the facilities and support to perform their duties whilst also ensuring compliance with community expectations and statutory requirements.

Councillors must not use Council resources for any purpose that is prohibited in any Council policy, guideline or procedure. This includes the use of Council equipment and facilities for electoral purposes, or enlisting Council employees to assist with a Councillors private business. Councillors must take all reasonable care of Council equipment and must not permit the misuse of equipment, facilities or other resources by any other person.

6. COUNCIL'S POLICIES, GUIDELINES AND PROCEDURES

To the extent that they are relevant, Councillors must comply with Council's approved policies, guidelines, and procedures.

7. CONSEQUENCES OF FAILING TO COMPLY WITH THIS CODE

The Act provides:

- (4) *Inappropriate conduct is conduct that is not appropriate conduct for a representative of local government, but is not misconduct, including for example –*
- (a) *a Councillor failing to comply with the local government's procedures; or*
 - (b) *a Councillor behaving in an offensive or disorderly way in a meeting of the local government or any of its committee.*

A failure to comply with this Code by a Councillor (other than the Mayor or the Deputy Mayor) will be inappropriate conduct and render a Councillor liable to disciplinary action prescribed by the Act. Pursuant to the Act, the Mayor may make either or both the following orders that the Mayor considers appropriate in the circumstances:

- (a) *an order reprimanding the Councillor for the inappropriate conduct;*
- (b) *an order that any repeat of the inappropriate conduct be referred to the regional conduct review panel as misconduct.*

Under the Act, if the Mayor makes three orders about inappropriate conduct by the same Councillor within one year, the Mayor must refer the repeated inappropriate conduct by the Councillor to a regional conduct review panel or the tribunal.

A failure to comply with this Code by the Mayor or Deputy Mayor will also be considered inappropriate conduct but, by virtue of section 176C (3) of the Act, must be referred to the Chief Executive Officer of the Department of Local Government.

While any failure to comply with any part of this Code may comprise an act of inappropriate conduct, some acts or omissions may also constitute misconduct or corrupt conduct depending on the circumstances relating to the acts or omissions (s176(3) of the Act or s15 *Crime and Corruption Act 2001*).

8. HOW COMPLAINTS ARE DEALT WITH

Complaints about the conduct and performance of Councillors are dealt with according to the requirements of the Act. Details of the processes followed are contained in Act.

9. DEFINITIONS

Workplace Bullying means the repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice. It includes behaviour that intimidates, offends, degrades or humiliates a worker.

Workplace harassment means unlawful harassment occurs when someone is made to feel intimidated, insulted or humiliated because of their race, colour, national or ethnic origin, sex, disability, sexual preference, or some other characteristic specified under antidiscrimination or human rights legislation. It can also happen if someone is working in a 'hostile' – or intimidating – environment.

10. LEGISLATION

- Code of Conduct for Councillors – DLGRMA
- *Local Government Act 2009*

11. APPROVAL

Date of Adoption: 15 May 2018
Policy Reviewed: General Council Meeting 16 January 2024
Resolution Number:

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 2.6 Mobile Vendor Policy

EXECUTIVE SUMMARY

To introduce an annual and daily permit fee to regulate mobile vendors (including food).

OFFICER'S RECOMMENDATION

That Council: adopt the Mobile Vendor Policy as presented.

Budget & Resource Implications

N/A

Background

The Mobile Vendor Policy has had minor changes to the Procedure. To be aligned with the fees & charges and the 3-day food licence. Includes electricity has also been removed as one site has electricity and the other does not.

Consultation (Internal/External)

Internal: Peta Mitchell – DCS

Phillip Kennedy – Local Laws Officer

Attachments

Attachment F - Policy

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



RICHMOND SHIRE COUNCIL MOBILE VENDOR POLICY

POLICY NUMBER:	030
INFOPERT REF:	72106
TIME PERIOD OF REVIEW:	4 Years
DATE OF NEXT REVIEW:	September 2027

1. OBJECTIVE

To introduce an annual and daily permit fee to regulate mobile vendors (including food).

2. SCOPE

Under Council's local laws it has the right to require persons who wish to vend from land under its control i.e. roads and parks, to apply for a permit and pay a fee.

The *Food Act 2006* requires persons vending food to hold a "mobile food vendor licence". This licence can be issued by any council in Queensland or Queensland Health and is mutually recognised throughout the state. There are certain exemptions e.g. coffee.

3. PROCEDURE

Applicant must supply a copy of their Public Liability Insurance.

Applicants wishing to apply to vend (including food) from council controlled land or park must apply for a permit in accordance with Local Law No 1 (Administration), on the application form and pay the required annual or daily fee as set out in Council's Schedule of Fees and Charges.

Roadside Trading Operations

Roadside Trading Fee – Annual Fee

Roadside Trading Fee per event not more than 3-days

The fees can be found in the current years fees & charges.

A vendor may only vend from two locations in Richmond unless on private property:-

1. The rear of Jack Brown Lions Park, Goldring Street, Richmond (powered site)
2. Beside the Aged Care Units at 96 Goldring Street, Richmond (un-powered site)
3. As directed by the Chief Executive Officer

Note: Mobile food vendors must be licensed under the Food Act 2006 and provide a copy of their current licence at the time of application.

Applicants should be referred to the Department of Transport (Main Roads) if they wish to occupy a road reserve or land controlled by the State.

This policy does not apply to mobile vendors operating from private property, however, if selling food, must comply with the Food Act 2006.

4. LEGISLATION

- *Local Law No.1 (Administration) 2012*

**(the commercial use of local government controlled areas and roads is a prescribed activity and an application for a permit is required)*

- *Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012*
- *Subordinate Local Law No 4 (Local Government Controlled Areas, Facilities and Roads) 2012*
- *Schedule 1 – Prohibited activities*
- *The Food Act 2006*

5. IMPLEMENTATION

This Policy will commence from the Policy reviewed date and will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff 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

Date of Adoption: 28 April 2015
Policy Reviewed: General Council Meeting 10 October 2023
Resolution Number: 20231010.3

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 2.7 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: adopt the Hardship Policy as presented.

Budget & Resource Implications

N/A

Background

The Hardship Policy has had review mechanism removed as it has been replaced with **7. IMPLIMENTATION** and table of amendments as changes made are documented in InfoXpert.

Consultation (Internal/External)

Nil

Attachments

Attachment G - Policy

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



RICHMOND SHIRE COUNCIL HARDSHIP POLICY

POLICY NUMBER:	087
INFOPERT REF:	121010
TIME PERIOD OF REVIEW:	1 Year
DATE OF NEXT REVIEW:	July 2024

1. OBJECTIVE

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

2. SCOPE

This policy applies to property owners who are experiencing significant financial hardship and are unable to pay rates and charges levied against a property by Council.

3. DEFINITIONS

To assist in interpretation of this policy the following definitions apply:

- Chief Executive Officer (CEO) means the Chief Executive Officer of Council as appointed under the Local Government Act 2009.
- Chronic Illness means any illness that is permanent or lasts longer than three (3) months.
- Death of a Partner means unexpected expenses (funeral costs) and reduction or loss of family income as a result of the death of a member of a couple (married, registered relationship or de facto relationship).
- Financial Hardship in this case means being unable to meet basic requirements (including food, clothing, medicine, accommodation, and children's education). This hardship can occur as a result of chronic illness, long-term unemployment or death of a partner.
- Long-term Unemployment means being unemployed for over 52 weeks.
- Property Owner is as defined in Schedule 4 of the Local Government Act 2009 as 'owner of land' and 'ratepayer' as defined in Schedule 8 of the Local Government Regulation 2012. These two terms can be interchanged for the purpose of this policy.
- Rates and Charges are as defined by Section 91 and 92 of the Local Government Act 2019.
- Residential Property refers to property that its primary use is for residential purposes.

4. POLICY BACKGROUND

The purpose of this policy is to ensure that support is to be provided to Property Owners that can prove that they are experiencing financial hardship and are as a result unable to meet a realistic payment arrangement for the rates and charges levied against a property.

Where a Property Owner is able to demonstrate that making a payment by the due date or a payment plan cannot be met and would entail genuine Financial Hardship due to a loss the Property Owner has suffered, a framework for assistance is to be provided by council where deemed appropriate to the circumstances experienced.

Please be aware, that Financial Hardship relief provided under this policy does not forgo the right council has to implement normal debt recovery action, including councils ability to sell land for arrears of rates. Under section 120(1)(c) of the Local Government Regulation 2012, Council may decide to grant a concession by resolution if it is satisfied that "the payment of rates or charges will cause hardship to the land owner" as set out in this policy.

Applications will be considered when:

Applications for rates and charges relief on a property will be considered where:

- It is the Property Owner's principal place of residence;
- No commercial benefit is derived from the property;
- The Property Owner is unable to maintain realistic payment arrangements;
- The Property Owner is experiencing genuine financial hardship due to a loss the Property Owner has suffered:
 - a person who has less than two weeks of available funds equivalent to the maximum rate of income support payment provided by the Department of Human Services for Crisis Payments; and
 - has been unemployed for over 52 weeks; or
 - suffers from a chronic illness that is permanent or lasts longer than three months; or
 - has incurred unexpected expenses (funeral costs) and reduction or loss of family income as a result of the death of a partner.
- Upon application being made for the relief of rates and charges by the Property Owner.

Relief Available:

The CEO, or delegate, may assess and present an application to council to be granted to a Property Owner under this policy by one or more of the following methods:

- An agreed payment plan outside the current debt recovery action;
- Subject to satisfactory completion of an agreed payment plan:
 - Reimbursement of interest already applied and charged;
 - Reimbursement of interest charges accruing between the CEO or delegate's, consideration and the completion of an agreed payment plan; and
 - Reimbursement of charges for costs to recover outstanding rates and charges (for which the court has ordered that the Property Owner pay costs).

Lodging a Request for Relief:

Requests for relief must be received in writing and will involve a full financial assessment undertaken by the CEO, or delegate.

Assessment of Requests:

The CEO, or delegate, will consider applications for rates and charges relief to determine the most appropriate form of assistance to be provided to a Property Owner.

The CEO, or delegate, will operate within the budgetary limits allocated by Council each financial year.

Requests will be formally adopted by resolution at a council meeting once the need for financial relief has been assessed and tabled.

Dispute or Failure to Comply:

If a Property Owner:

- does not respond to the offer of relief; or
- fails to wholly comply with the offer of relief; or
- once an agreed payment plan is entered, fails to comply with the requirements of that agreed payment plan;

Normal debt recovery action will continue.

Prior to implementing debt recovery action, if a property owner is on a payment plan with council, officers will first be required to liaise with the property owner to determine if an amended payment plan is able to be agreed on.

If unsatisfied with the outcome of their application under this policy, property owners may seek a review of the decision via a more senior officer than the original decision maker as delegated by the CEO.

5. RELATED DOCUMENTS

- Financial Hardship Rate Relief Application Form

6. RELEVANT LEGISLATION

- *Local Government Act 2009*
- *Local Government Regulation 2012*

7. IMPLEMENTATION

This Policy will commence from the Policy reviewed date and will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff 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.

8. APPROVAL

Date of Adoption: 24 July 2023
Policy Reviewed: Special Budget Meeting 24 July 2023
Resolution Number: 20230724.10

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 2.8 Caretaker Period for Local Government Elections 2024

EXECUTIVE SUMMARY

Legislation places limits during the caretaker period before quadrennial local government elections on publishing election material and making major policy decisions. This ensures that there are no significant policy decisions made near the end of a council term that bind future elected councils.

OFFICER'S RECOMMENDATION

That Council: note the information received.

Budget & Resource Implications

N/A

Background

Caretaker Period begins 29 January 2024.

Consultation (Internal/External)

Nil

Attachments

Attachment H – Letter & Fact Sheet

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

Our reference: DGBN/561



11 January 2024

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

Office of the
Director-General

Department of
**Housing, Local Government,
Planning and Public Works**

Dear Mr Bennett

I am writing to you about the Local Government election caretaker provisions which are outlined in Part 5, Chapter 3 of the *Local Government Act 2009*. The 2024 Local Government elections are scheduled for 16 March 2024, I encourage you to ensure councillors and council officers are fully aware of the provisions.

Under section 90A of the *Local Government Act 2009*, the caretaker period starts on the day when the Electoral Commission of Queensland publishes the public notice about holding the election. The caretaker period for the 2024 Local Government election is expected to begin on 29 January 2024.

During the caretaker period, councillors are prohibited from making decisions:

- about the appointment, remuneration or termination of a chief executive officer
- to enter into a contract greater than \$200,000 or 1 per cent (whichever is greater) of the local government's net rate and utility charges (as stated in the local government's audited financial statements included in the local government's most recently adopted annual report)
- significant procurement activities, such as establishing preferred supplier arrangements, or establishing exceptions to obtaining quotes or tenders when entering into a contract
- to make, amend or repeal local laws
- to make, amend or repeal a local planning instrument under the *Planning Act 2016* (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy).

A prohibited policy decision made during a caretaker period will be invalid unless the Minister's approval has been given prior to making the decision.

Local governments should prepare for the caretaker period by planning to make major policy decisions before or after the election period. However, unforeseeable events can result in a local government having to make major policy decisions during the caretaker period. In exceptional circumstances local governments can apply to the Minister for Local Government.

Please be aware that processes to expedite disaster recovery funding arrangements that may require decision of a local government in the caretaker period are currently under consideration by the department with further advice to be issued soon.

In the general course of events, the Minister decides on a case-by-case basis whether the proposed decision meets the exceptional circumstances requirement of the *Local Government Act 2009* or the *City of Brisbane Act 2010*. For further information on these requirements, please see the enclosed *Caretaker Period for Local Government elections factsheet*.

1 William Street
Brisbane Queensland 4000
GPO Box 806 Brisbane
Queensland 4001 Australia

In addition, the Department of Housing, Local Government, Planning and Public Works (the department) has been advised that the Office of the Independent Assessor has received a number of complaints relating to councillors using their councillor social media accounts for campaigning purposes. The department sent a separate communication on 9 January 2024 to councillors advising caution around the use of council-provided facilities for campaign purposes prior to the caretaker period.

If you require any further information, please contact Ms Louisa Lynch, Director, Governance and Capability, in the department, by telephone on 0499 833 689 or by email at louisa.lynch@dasilgp.qld.gov.au, who will be pleased to assist.

Yours sincerely



Matthew Nye
Acting Director-General

Encl.

Caretaker period for local government elections

Factsheet

Legislation places limits during the caretaker period before quadrennial local government elections on publishing election material and making major policy decisions. This ensures that there are no significant policy decisions made near the end of a council term that bind future elected councils.

Local government reforms in 2019 have also introduced new limitations to improve accountability and ensure that council resources are not used (or perceived to be used) to promote current councillors standing for re-election.

Timing

The caretaker period starts on the day when the Electoral Commission of Queensland publishes the public notice about holding the election. The ECQ will also advise when the election has ended for each local government.

Caretaker periods do not apply to by-elections.

Election material

During the caretaker period, a local government or controlled entity must not publish or distribute election material. Election material is anything that could influence an elector about their vote or affect the election result. For example, fact sheets or newsletters that raise the profile of a councillor are prohibited during the caretaker period.

Major policy decisions

During the caretaker period, councillors are prohibited from making decisions:

- about the appointment, remuneration or termination of a chief executive officer
- to enter into a contract greater than \$200,000 or 1% (whichever is greater) of the local government's net rate and utility charges (as stated in the local government's audited financial statements included in the local government's most recently adopted annual report)
- significant procurement activities, such as establishing preferred supplier arrangements, or establishing exceptions to obtaining quotes or tenders when entering into a contract
- to make, amend or repeal local laws
- to make, amend or repeal a local planning instrument under the *Planning Act 2016* (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy).

A prohibited policy decision made during a caretaker period will be invalid, unless the Minister's approval has been given prior to making the decision (see below). A person who suffers loss or damage because of the invalidity of a major policy decision during the caretaker period has a right to be compensated by the local government for the loss or damage.

Planning instruments and approvals

During the caretaker period, councils cannot make, amend or repeal local planning instruments.

Councils cannot approve development variation requests or change variation approvals that involve:

- varying the category of development or category of assessment of consequential development
- varying the assessment benchmarks or criteria for accepted development that would apply to consequential development
- facilitating development that would result in a greater demand on infrastructure than the demand anticipated in the council's infrastructure plan.

The amended Development Application Rules, summary of changes and accompanying guidance material are now available on the Department of State Development, Infrastructure, Local Government and Planning website at [Planning \(statedevelopment.qld.gov.au\)](https://www.planning.qld.gov.au)

Ministerial approval for decisions in exceptional circumstances

Local governments should prepare for the caretaker period by planning to make major policy decisions before or after the election period.

However, unforeseeable events can result in a local government having to make major policy decisions during the caretaker period. In exceptional circumstances local governments can apply to the Minister for approval if:

- the need for the decision was unforeseeable
- the decision is essential to the functioning of the local government
- the decision cannot wait until the end of the caretaker period
- the decision is in the public interest.

The Minister will decide on a case-by-case basis whether the decision meets the exceptional circumstances requirement of the Local Government Act 2009 or the City of Brisbane Act 2010. To enable this to happen, all applications should be addressed to the Regional Director (Northern Region) or Regional Director (Southern Region) of the Department of State Development, Infrastructure, Local Government and Planning.

Each application should include:

- details of the proposed major policy decision
- an explanation of why the decision was unforeseeable
- an explanation of why the decision cannot wait until the end of the caretaker period
- an explanation of how the decision is in the public interest.

Discretionary funds

During the period starting on 1 January 2024 and ending at the conclusion of the local government quadrennial election, councillors must not allocate money from a councillor discretionary fund to a community organisation for a community purpose, or for another community purpose.

Councillors, can, however, allocate their discretionary funds for capital works of the local government that are for a community purpose in the period starting on 1 January 2024 to the conclusion of the 2024 election.

Discretionary funds that were allocated before 1 January 2024 in accordance with legislative requirements may be distributed during the caretaker period.

Leave for candidates and councillors

Local government employees may take paid leave (e.g. accrued annual leave) or unpaid leave for up to eight weeks to contest a local government election.

There is no legal requirement under the *Local Government Electoral Act 2011* for either local government employees or elected councillors to take leave during the caretaker period. However, individual councils may have election period policies covering election leave.

More information

Caretaker provisions are outlined in Chapter 3, Part 5 of both the *Local Government Act 2009* and the *City of Brisbane Act 2010*. For more information about the caretaker period or your council's circumstances contact your nearest regional office of the Department of State Development, Infrastructure, Local Government and Planning.

Southern office:

Phone: (07) 3452 6762

Email: southern@dsdilgp.qld.gov.au

Northern office:

Phone: (07) 4758 3472

Email: northernlgd@dsdilgp.qld.gov.au

For further information about major policy decisions related to the *Planning Act 2016*, contact the Department of State Development, Infrastructure, Local Government and Planning by email to bestplanning@dsdilgp.qld.gov.au or phone 3452 7662.

For information about local government elections, contact the Electoral Commission of Queensland by email to ecq@ecq.qld.gov.au or phone 1300 881 665.

Item 3 Reports for Consideration – Corporate Services

Item 3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

In accordance with Section 204 of the *Local Government Regulation 2012* requires financial statements to be presented to Council at its ordinary meeting each month.

OFFICER'S RECOMMENDATION

That Council: receive the monthly financial report presenting the progress made as at 31 December 2023 in relation to the 2023/24 budget and including the:

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

Budget & Resource Implications

N/A

Background

The purpose of this report is to provide a monthly update on Council's overall financial position.

Consultation (Internal/External)

Nil

Attachments

Attachment I –

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

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

Richmond Shire Council
Statement of Comprehensive Income
as at 31 December 2023

	2024 Actuals \$	2024 Budget \$	2023 Actuals \$	Budget Variance %
Income				
Revenue				
Recurrent revenue				
Rates, levies and charges	1,157,208	2,049,395	985,409	56.47%
Fees and charges	839,297	1,070,250	548,054	78.42%
Sales revenue	6,272,826	11,678,651	3,976,867	53.71%
Grants, subsidies, contributions and donations	406,076	8,859,300	1,434,037	4.58%
	<u>8,675,408</u>	<u>23,657,596</u>	<u>6,944,367</u>	<u>36.67%</u>
Capital revenue				
Grants, subsidies, contributions and donations	7,676,204	19,979,690	4,093,027	38.42%
Total capital revenue	<u>7,676,204</u>	<u>19,979,690</u>	<u>4,093,027</u>	<u>38.42%</u>
Rental income	90,091	172,800	92,917	52.14%
Interest received	180,377	175,000	102,574	103.07%
Other income	123,476	361,271	148,083	34.18%
	<u>393,944</u>	<u>709,071</u>	<u>343,574</u>	<u>55.56%</u>
Total income	<u>16,745,556</u>	<u>44,346,357</u>	<u>11,380,969</u>	<u>37.76%</u>
Expenses				
Recurrent expenses				
Employee benefits	(2,994,150)	(8,705,297)	(3,120,394)	34.39%
Materials and services	(5,701,481)	(10,710,064)	(5,432,568)	53.23%
Finance costs	(23,343)	(651,100)	(48,783)	3.59%
Depreciation and amortisation				
Property, Plant and Equipment	(3,186,067)	(5,190,100)	(2,569,365)	61.39%
	<u>(11,905,041)</u>	<u>(25,256,561)</u>	<u>(11,171,110)</u>	<u>47.14%</u>
Capital expenses				
Loss on disposal of non-current assets	619,001	619,000	37,018	
Write off of flood damaged roads			-	
	<u>619,001</u>	<u>619,000</u>	<u>37,018</u>	<u>100.00%</u>
Total expenses	<u>(11,286,040)</u>	<u>(24,637,561)</u>	<u>(11,134,092)</u>	<u>45.81%</u>
Net result	<u>5,459,516</u>	<u>19,708,796</u>	<u>246,877</u>	<u>27.70%</u>
Other comprehensive income				
Items that will not be reclassified to net result				
Increase in asset revaluation surplus			-	0.00%
Total other comprehensive income for the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
Total comprehensive income for the year	<u>5,459,516</u>	<u>19,708,796</u>	<u>246,877</u>	<u>27.70%</u>

Richmond Shire Council
Statement of Financial Position
as at 31 December 2023

	2024 Actuals	2024 Budget	2023 Actuals	Budget Variance
	\$	\$	\$	%
Current assets				
Cash and cash equivalents	11,423,659	11,864,346	4,707,673	96.29%
Trade and other receivables	1,956,043	1,624,500	410,915	120.41%
Inventories	399,576	450,000	390,068	88.79%
Land for Resale	126,000	126,000	126,000	100.00%
Contract assets	2,972,885	1,500,000	1,192,593	198.19%
Other assets	185,843	155,000	48,837	119.90%
Total current assets	17,064,006	15,719,846	6,876,086	108.55%
Non-current assets				
Property, plant and equipment	237,869,814	272,752,146	227,312,886	87.21%
Intangible assets	-	-	-	0.00%
Capital Work in Progress	11,853,445		12,637,860	0.00%
Total non-current assets	249,723,259	272,752,146	239,950,747	91.56%
Total assets	266,787,265	288,471,992	246,826,833	92.48%
Current liabilities				
Trade and other payables	276,973	1,161,000	116,654	23.86%
Contract liabilities	561,488	1,750,000	1,939,232	32.09%
Borrowings	436,985	636,000	285,556	68.71%
Provisions	1,377,668	1,520,000	1,387,556	90.64%
Total current liabilities	2,653,112	5,067,000	3,728,998	52.36%
Non-current liabilities				
Provisions	243,270	305,000	237,602	79.76%
Borrowings	1,676,680	1,640,313	2,253,608	102.22%
Total non-current liabilities	1,919,950	1,945,313	2,491,210	98.70%
Total liabilities	4,573,063	7,012,313	6,220,208	65.21%
Net community assets	262,214,203	281,459,679	240,606,625	93.16%
Community equity				
Asset revaluation surplus	133,921,894	142,551,479	126,221,696	93.95%
Operating surplus	5,459,516	19,708,796	246,877	27.70%
Retained surplus	122,832,793	119,199,404	114,138,052	103.05%
Total community equity	262,214,203	281,459,679	240,606,625	93.16%

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

	2024 Actuals	2024 Budget	2023 Actuals	Budget Variance
	\$	\$	\$	%
Cash flows from operating activities				
Receipts from customers	9,506,045	15,159,567	5,601,797	62.71%
Payments to suppliers and employees	(10,251,974)	(20,953,606)	(8,601,745)	48.93%
	(745,929)	(5,794,039)	(2,999,948)	12.87%
Interest received	180,377	175,000	102,574	103.07%
Rental income	90,091	172,800	92,917	52.14%
Grants, subsidies, contributions and donations - non-capital	406,076	8,859,300	1,434,037	4.58%
Finance/Borrowing costs	(23,343)	(651,100)	(48,783)	3.59%
Net cash inflow (outflow) from operating activities	(92,727)	2,761,961	(1,419,203)	-3.36%
Cash flows from investing activities				
Payments for property, plant and equipment	(6,304,175)	(20,059,340)	(8,887,549)	31.43%
Net movement in loans and advances	-	-	-	0.00%
Proceeds from sale of property plant and equipment	619,001	619,000	-	100.00%
Grants, subsidies, contributions and donations - capital	7,676,204	19,979,690	4,093,027	38.42%
Net cash inflow (outflow) from investing activities	1,991,030	539,350	(4,794,522)	369.15%
Cash flows from financing activities				
Proceeds from borrowings	-	-	-	0.00%
Repayment of borrowings	(142,649)	(636,965)	(278,068)	22.40%
Net cash (outflow) from financing activities	(142,649)	(636,965)	(278,068)	22.40%
Net increase in cash and cash equivalent held	1,755,654	2,664,346	(6,491,793)	65.89%
Cash and cash equivalents at the beginning of the financial year	9,683,797	9,200,000	11,199,466	105.26%
Cash and cash equivalents at end of the financial year	11,423,659	11,864,346	4,707,673	96.29%

Item 3.2 Operational Plan

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: receive and note the Quarter 2 progress report of RSC 2023/2024 Operational Plan for the December 2023 reporting period.

Budget & Resource Implications

N/A

Background

The Progress Report for the Operational Plan is attached to receive and note.

Consultation (Internal/External)

Nil

Attachments

Attachment J – Operational Plan

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

OPERATIONAL PLAN

2023 - 2024



OPERATIONAL PLAN 2023-2024

Finance and Administration

Activity Identified:	Upgrade Staff Housing
Budget Implication:	\$100,000
Activity Objectives:	Upgrade to 1 Carter Street
Corporate Plan Objective:	Property Management
Amount Spent:	\$50,707 spent
Objective Update:	Ongoing discussions with the Contractors regarding restumping. Asbestos has been removed from the cement wall. Cladding to exterior and interior wall linings.

Activity Identified:	Upgrade to Council Buildings
Budget Implication:	\$25,000
Activity Objectives:	Maintenance issues such as painting and minor repairs
Corporate Plan Objective:	Property Management
Amount Spent:	\$25,000
Objective Update:	Saleyards roof has been replaced and air conditioners in buildings and houses have been replaced.

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

OPERATIONAL PLAN 2023-2024

Activity Identified:	Land Purchase
Budget Implication:	\$633,500
Activity Objectives:	Purchase of Land
Corporate Plan Objective:	Corporate Governance
Amount Spent:	\$140,000 (including previous years)
Objective Update:	Waiting on Department of Natural Resources

Activity Identified:	Rebroadcast Equipment
Budget Implication:	\$150,000
Activity Objectives:	Upgrade of rebroadcast equipment
Corporate Plan Objective:	Corporate Governance
Amount Spent:	\$18,646
Objective Update:	FM radio transmission work starting

OPERATIONAL PLAN 2023-2024

Works and Services

Activity Identified:	Town Streets and Rural Roads Maintenance
Budget Implication:	\$900,000
Activity Objectives:	Maintenance grading, pothole patching, other stormwater and sealing as required.
Corporate Plan Objective:	Roads
Amount Spent:	\$333,768
Objective Update:	Ongoing maintenance of Council Roads

Activity Identified:	Croydon Road New Seal
Budget Implication:	\$300,000
Activity Objectives:	Continue to upgrade the Croydon Road utilising TIDS, R2R and other funding sources.
Corporate Plan Objective:	Roads
Amount Spent:	\$400,800
Objective Update:	Work is continuing

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

OPERATIONAL PLAN 2023-2024

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

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

Activity Identified:	Stormwater Upgrade
Budget Implication:	\$1,421,624
Activity Objectives:	To reinstate stormwater drainage at 16 sites identified
Corporate Plan Objective:	Roads
Amount Spent:	\$1,415,204
Objective Update:	Work is an ongoing progress and variations have been identified

OPERATIONAL PLAN 2023-2024

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

Activity Identified:	Continuous upgrade of Council Plant
Budget Implication:	\$1,756,000
Activity Objectives:	Upgrade plant and equipment in accordance with Council's replacement program to maintain a quality fleet.
Corporate Plan Objective:	Asset Management
Amount Spent:	\$197,565
Objective Update:	Ute, Tyre Changer, Hino Truck ordered, Scan Tool

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

OPERATIONAL PLAN 2023-2024

Activity Identified:	Flood Damage – Local Roads
Budget Implication:	\$10,670,353
Activity Objectives:	To work through and repair all flood damage from 2022 flooding events.
Corporate Plan Objective:	Roads
Amount Spent:	\$8,956,111 including committed orders
Objective Update:	Work is ongoing

OPERATIONAL PLAN 2023-2024

Activity Identified:	Water Treatment Plant – Replace Filter Medium
Budget Implication:	\$445,000
Activity Objectives:	Replace Filter Medium to Ensure Water Quality.
Corporate Plan Objective:	Water
Amount Spent:	\$273,447
Objective Update:	Filter medium has been replaced

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

Activity Identified:	Refuse Tip – Clean up
Budget Implication:	\$75,000
Activity Objectives:	Clean up and organisation of refuse tip
Corporate Plan Objective:	Cleansing
Amount Spent:	\$37,500
Objective Update:	Work is ongoing as part of contract

OPERATIONAL PLAN 2023-2024

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

Activity Identified:	Swimming Pool
Budget Implication:	\$160,000
Activity Objectives:	Heating of the Swimming Pool to allow for year-round access
Corporate Plan Objective:	Asset Management
Amount Spent:	\$0
Objective Update:	Funding amount has been received and quotes are being sourced.

Activity Identified:	Swimming Pool
Budget Implication:	\$10,000
Activity Objectives:	Disable Access to the Pool Facility
Corporate Plan Objective:	Asset Management
Amount Spent:	\$8,635
Objective Update:	Project has been completed

OPERATIONAL PLAN 2023-2024

Community Development and Services

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

Activity Identified:	Provide support to local community events
Budget Implication:	\$20,000
Activity Objectives:	Continue to provide support to community clubs and organisations
Corporate Plan Objective:	Community Events
Amount Spent:	\$15,868
Objective Update:	Support to Richmond Golf Club, Richmond Rodeo Association, Richmond Camp Draft, Tertiary bursary and Kronosaurus Korner Digs

Activity Identified:	BMX Track
Budget Implication:	\$10,000
Activity Objectives:	Construct a BMX Track at the Skate Park
Corporate Plan Objective:	Sport and Rec
Amount Spent:	\$12,384 including committed purchase orders
Objective Update:	First working bee has been done

OPERATIONAL PLAN 2023-2024

Activity Identified:	Disaster Management Dashboard
Budget Implication:	\$10,000
Activity Objectives:	Construction of a disaster management dashboard for Council's website
Corporate Plan Objective:	Disaster Management
Amount Spent:	\$10,000 including committed orders
Objective Update:	Council disaster management dashboard is now live.

Item 3.3 Fees and Charges – Road Trading Operations

EXECUTIVE SUMMARY

A change has been proposed to the Mobile Vendor Policy that will impact the wording of the Roadside trading operations fees and charges so that they align with the temporary food licence in Environmental health.

OFFICER'S RECOMMENDATION

That Council: *adopt the change for fees and charges for the roadside trading operations as presented.*

Budget & Resource Implications

N/A

Background

As noted in the Mobile Vendor Policy item, changes have been made for the application forms, policy and fees and charges to align.

Consultation (Internal/External)

Internal: Phillip Kennedy – Local Laws Officer
Tiana Grant – Executive Assistant

Attachments

Attachment K – Roadside Trading Operations

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

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
TOWN PLANNING					
Refer to Town Plan for zone and type of application required.					
Self assessable fee	Per application	168.00	N	PA 2016 s49	(2)(a)
Code assessable (eg reconfiguration of a lot)	Per application	557.00	N	PA 2016 s49	(2)(a)
Impact assessable (NOTE: advertising required)	Per application	1,113.00	N	PA 2016 s49	(2)(a)
Amendment (minor/change of address)		89.00	N	PA 2016 s49	(2)(a)
Town Planning Consultant/Environmental Health Consultant		Refer to consultant		-	-
Any EPA/industry/food premises refer to www.dip.qld.gov.au for application forms					
Breeding kennels permit application fee		58.00	N		
Breeding kennel licence fee	Annual	315.00	N		
ROADSIDE TRADING OPERATIONS					
Roadside trading fee	Annual	294.00	N		(2)(a)
Roadside trading fee (per event not more than 3 days)	Per night	58.00	N		(2)(a)
STABLES					
Stable licence application fee	Per application	110.00	N	-	-
Annual stable fee	Annual	32.00	N	-	-

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

Item 6. General Business

DATE OF NEXT MEETING

20 February 2024

CONCLUSION

Peter Bennett
Chief Executive Officer