

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 12 SEPTEMBER 2023



RICHMOND SHIRE COUNCIL

CONFIRMED MINUTES

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PRESENT

Present when Mayor Wharton declared the meeting open at 10:57am were:

COUNCILLORS:

Cr Wharton, Cr Kuhl, Cr Fox, Cr Kennedy, Cr Buick, Cr Johnston

STAFF:

Chief Executive Officer – Peter Bennett, Director of Corporate Services – Peta Mitchell,
Director of Works – Syed Qadir and Minutes Secretary Tiana Grant

PRAYER

Cr Kennedy read the prayer

APOLOGIES

Director of Community Services and Development – Angela Henry

CONFIRMATION OF MINUTES

RESOLUTION 20230912.1

It was moved Cr Buick seconded Cr Kuhl and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Board Room, Richmond on Tuesday, 15 August 2023 be adopted as presented.

DECLARATIONS OF INTEREST

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

Item 4.1 Sportstar Award Nominees

I, Councillor Johnston inform the meeting that I have declared an interest in relation to item 4.1 Sportstar Award Nominees, as a result that one of the applicants is my son.

Due to the nature of the item, I will leave the meeting when this item is discussed.

BUSINESS ARISING

Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.1 Retaining the Richmond NDB Towers and Equipment Room

EXECUTIVE SUMMARY

Air Services want to demolish the existing tower, central compound, fencing and main equipment building and associated concrete central compound. It has been decided to release the lease with Air Services and keep the tower and related structures, which could be used for installing a camera or some other purpose in future.

OFFICER'S RECOMMENDATION

That Council: provide further comment.

Council discussed the proposal and unanimously agreed to release the lease and keep the towers and equipment room.

CEO Peter Bennett gave an update on the new GHD Aerodrome Runway design.

REFERENCE DOCUMENT

- Nil

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

2.1 Social Media Policy

EXECUTIVE SUMMARY

The Social Media Policy establishes the standards of use by Richmond Shire Council Staff who have access to Councils social media. Behaviour required of persons who are associated with Richmond Shire Council and who engage in social media.

The Policy is due for its annual review.

OFFICER'S RECOMMENDATION

That Council: adopt the Social Media Policy as presented.

RESOLUTION 20230912.2

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

REFERENCE DOCUMENT

- Policy

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

2.2 Community Engagement Policy

EXECUTIVE SUMMARY

Community Engagement is now part of the everyday life of local government and is viewed as a central principle in the planning and decision-making process. The aim of this framework is to describe how the community and Council may communicate more effectively with one another.

The Policy is due for its annual review.

OFFICER'S RECOMMENDATION

That Council: adopt the Community Engagement Policy as presented.

RESOLUTION 20230912.3

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

REFERENCE DOCUMENT

- Policy

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

2.3 Enrolment Priority Policy (OSHC)

EXECUTIVE SUMMARY

The Richmond Shire Council Outside of School Hours Care (OSHC) service demand has significantly increased, and the program has at times been booked to its highest capacity. As a result OSHC has implemented the Federal Governments Priority of Access Guidelines and a waiting list process.

The Policy is due for its annual review.

OFFICER'S RECOMMENDATION

That Council: adopt the Enrolment Priority Policy (OSHC) Policy as presented.

RESOLUTION 20230912.4

It was moved Cr Johnston seconded Cr Fox and carried that Council adopt the Enrolment Priority Policy (OSHC) Policy as presented.

REFERENCE DOCUMENT

- Policy

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

Councils monthly financial report in relation to the 2023/24 adopted budget is presented for consideration, together with the Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 31 August 2023.

OFFICER'S RECOMMENDATION

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

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

RESOLUTION 20230912.5

It was moved Cr Buick seconded Cr Kuhl and carried that Council receive the monthly financial report presenting the progress made as at 31 August 2023 in relation to the 2023/24 budget and including the:

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

REFERENCE DOCUMENT

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

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.2 Fees and Charges – Swimming Pool Fees

EXECUTIVE SUMMARY

Council's swimming pool contractor has requested changes to the fees and charges for the swimming pool. The fees for the swimming pool are retained by the contractor.

OFFICER'S RECOMMENDATION

That Council: adopt the fees and charges for the swimming pool as presented.

RESOLUTION 20230912.6

It was moved Cr Fox seconded Cr Kuhl and carried that Council accept the new fees and charges for the Swimming Pool as presented.

REFERENCE DOCUMENT

- Proposed Fees and Charges

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.1 Sportstar Award Nominees

EXECUTIVE SUMMARY

The 2023 NQ Sportstar hosted by Mackay Regional Council will celebrate and highlight the remarkable accomplishments of athletes from various sports disciplines throughout North Queensland. Richmond Shire have received two applications in the Junior Sportstar of the Year.

Attendance

Cr Johnston declared an interest and left the room at 11:13am.

OFFICER'S RECOMMENDATION

That Council: endorse one or both of the Nominees to the NQ Sports Foundation for Junior Sports Star and provide the opportunity for the nominee/s and their family to attend the awards in Mackay on November 4, 2023.

RESOLUTION 20230912.7

It was moved Cr Kennedy seconded Cr Fox and carried that Council endorse both of the Nominees to the NQ Sports Foundation for Junior Sports Star and provide the opportunity for the nominees and their families to attend the awards in Mackay on November 4, 2023.

Attendance

Cr Johnston re-entered the room at 11:16am.

REFERENCE DOCUMENT

- Nil

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Sport and Recreation

EXECUTIVE SUMMARY

Sport and Rec Representatives will be engaging with Stakeholders of Charlie Wehlow Oval on September 26, 2023 at 5.30pm in the Woolgar Room. This is to create a preliminary “Mud Map” Masterplan to support our Round 2 application for the lighting upgrade with the view to this rough draft being the basis of a Facility Masterplan should Planning Funding become available in the future.

OFFICER’S RECOMMENDATION

That Council: for Councils information only.

Noted.

REFERENCE DOCUMENT

- Nil

Change of order of business to consider late items

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

2.4 Enterprise Risk Management Policy

EXECUTIVE SUMMARY

The purpose of this Policy is to state the commitment of Richmond Shire Council (“Council”) to implement a systematic risk management framework to identify and address risks which may impact the performance, objectives and legal compliance of the organisation and its workforce, and to assign responsibility for the framework’s implementation.

This Policy is due for its review.

OFFICER’S RECOMMENDATION

That Council: adopt the Enterprise Risk Management Policy with changes.

RESOLUTION 20230912.8

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

REFERENCE DOCUMENT

- Policy

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

2.5 Register of Interests Policy

EXECUTIVE SUMMARY

The Register of Interests Policy is to state the commitment of Richmond Shire Council (“Council”) to maintain Registers of Interest for councillors, the Chief Executive Officer,

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senior executive employees and the relations of these persons in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

This Policy is due for its review.

OFFICER'S RECOMMENDATION

That Council: adopt the Register of Interests Policy as presented.

RESOLUTION 20230912.9

It was moved Cr Johnston seconded Cr Kennedy and carried that Council adopt the Register of Interests Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.6 Public Interests Disclosure Policy

EXECUTIVE SUMMARY

This policy will assist the Richmond Shire Council, Management and staff by clearly outlining Council's approach to addressing a Public Interest Disclosure (PID) and to provide direction to persons contemplating making a disclosure.

This Policy is due for its annual review.

OFFICER'S RECOMMENDATION

That Council: adopt the Public Interests Disclosure Policy as presented.

RESOLUTION 20230912.10

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

REFERENCE DOCUMENT

- Policy

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

2.7 Related Parties Policy

EXECUTIVE SUMMARY

Related parties are the Mayor, Councillors, Chief Executive Officers (CEO), Senior Executives and their close family members and any entities that they control or jointly control. Any transactions between these parties, whether monetary or not, may need to be identified and disclosed. Disclosure will only be made if a transaction occurs and is material and the disclosure may be in aggregate.

This Policy is due for its review.

OFFICER'S RECOMMENDATION

That Council: adopt the Related Parties Policy as presented.

RESOLUTION 20230912.11

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

REFERENCE DOCUMENT

- Policy

GENERAL BUSINESS

Cr Wharton and Cr Kennedy discussed the quote received from Director of Corporate Services regarding the NLIS reader. Cr Kennedy advised that he would source some quotes from different readers.

Cr Buick requested a follow up regarding the bullrushes at the lake as they have not been attended to as yet.

Cr Buick brought a proposal to Council to place the Richmond Turf Club's new barrier storage shed on the hardstand at the Racecourse. The proposal showed that the shed would not interfere with the overflow camping sites and electricity boxes and would be of dual use for the Richmond Field Days.

Council unanimously agreed on the proposal brought forward by Cr Buick.

Cr Kennedy asked for an update on the email received from a local business regarding Councils local buy policy.

DCS Peta Mitchell advised that the purchasing officer made a genuine mistake and was not aware that the products purchased could be locally sourced. DCS Peta Mitchell also gave figures on how much money is spent locally versus away and noted that it wasn't fair to say that Council does not support local businesses. Council agreed.

Cr Kennedy asked for an update on the contract with Telstra Limited. CEO Peter Bennett advised that the contract has been signed.

CEO Peter Bennett advised that the flood cameras are almost ready and should be working by the end of November.

CEO Peter Bennett also advised that the grant application for the Disaster Dashboard on the website was successful.

Cr Kuhl commented that it was a great idea to have International Men's Day. Cr Kuhl asked if International Women's Day event for 2024 could be brought forward to 1 March. There were no objections.

Cr Kuhl asked for an update on the Selectability Agreement. CEO Peter Bennett noted that there was no update as yet. Council requested a follow up.

Cr Johnston asked if the Water Restrictions could be lifted now that home owners are now paying for excess water. Council agreed to discuss options in December/January.

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Cr Fox gave an update on the Social Worker at Richmond State School.

Cr Fox also mentioned that she attended the CAN Meeting on August 30 and has an Advisory meeting in November.

Cr Wharton asked for an update on the Child Health Nurse. Cr Fox noted that the position is being well received and the nurse is going great. She advised that they are lobbying to extend the position as it ends in December.

Cr Wharton advised that pop up sprinklers would be placed at the Lawn Cemetery. Watering will also be stopped at the Aerodrome.

CLOSE OF MEETING

RESOLUTION 20230912.12

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

Meeting closure

RESOLUTION 20230912.13

It was moved Cr Kuhl, seconded Cr Fox and carried that the meeting close at 12:24pm.

Next Ordinary Meeting

10 October 2023

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 12 September 2023.



Mayor