

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 10 OCTOBER 2023



RICHMOND SHIRE COUNCIL

CONFIRMED MINUTES

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PRESENT

Present when Mayor Wharton declared the meeting open at 10:43am were:

COUNCILLORS:

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

Cr Buick attended via Zoom.

STAFF:

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

PRAYER

Cr Kuhl read the prayer

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20231010.1

It was moved Cr Kuhl 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, 12 September 2023 be adopted as presented.

DECLARATIONS OF INTEREST

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

Nil

BUSINESS ARISING

Nil

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

2.1 Richmond Shire Council Delegations Register

EXECUTIVE SUMMARY

The Delegations Register for Council to the Chief Executive Officer is due for renewal every twelve months.

OFFICER'S RECOMMENDATION

That Council: adopt the Delegations Register as presented.

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RESOLUTION 20231010.2

It was moved Cr Kennedy seconded Cr Kuhl and carried that Council adopt the Delegations Register as presented.

REFERENCE DOCUMENT

- Delegations Register

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

2.2 Mobile Vendor Policy

EXECUTIVE SUMMARY

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.

The Policy is due for its annual review.

OFFICER'S RECOMMENDATION

That Council: adopt the Mobile Vendor Policy with changes.

RESOLUTION 20231010.3

It was moved Cr Fox seconded Cr Buick and carried that Council adopt the Mobile Vendor Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.3 Bookings for Council Facilities Policy

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 Bookings for Council Facilities Policy with changes.

RESOLUTION 20231010.4

It was moved Cr Johnston seconded Cr Fox and carried that Council adopt the Bookings for Council Facilities Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.4 Declared Traffic Area Parking Policy

EXECUTIVE SUMMARY

To establish guidelines around parking in a Declared Traffic Area, in the CBD of Richmond – Goldring Street. This Policy applies to everyone including Richmond Shire Council staff, community members and visitors.

The Policy is due for its annual review.

OFFICER'S RECOMMENDATION

That Council: adopt the Declared Traffic Area Parking Policy with changes.

RESOLUTION 20231010.5

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council adopt the Declared Traffic Area Parking Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.1 OSHC Christmas Holiday Hours of Operation

EXECUTIVE SUMMARY

Two options were presented to clients for their preferred hours of operation during December/January.

Option 1 - December 18 to January 16

Option 2- December 22 to January 23

Majority of clients who responded (9 in total) have opted for Option 1 (7).

OFFICER'S RECOMMENDATION

That Council: endorse the December/January hours of operation for OSHC as indicated by the client base.

RESOLUTION 20231010.6

It was moved Cr Kennedy seconded Cr Buick and carried that Council endorse option 1 for the OSHC 2023/2024 Christmas holiday hours of operation.

REFERENCE DOCUMENT

- Nil

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Australia Day

EXECUTIVE SUMMARY

In previous years Expressions of Interest have been circulated for a Club to host Australia Day for a \$1,000 fee plus Council provided food.

Does Council wish for this process to remain the same or are local businesses now permitted to express an interest and what incentive if any would apply.

Australia Day Nominations will be called for this Month for considerations at the December meeting.

OFFICER'S RECOMMENDATION

That Council: determine if a new format is required.

Council unanimously agreed to continue the process of asking the local clubs for their interest and if no interest is received, Council can ask local businesses to apply.

REFERENCE DOCUMENT

- Nil

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.3 Sport and Recreation Meeting

EXECUTIVE SUMMARY

Three of the five stakeholders for Charlie Wehlow Oval responded to the Sport and Recreation Survey regarding the Masterplan. Survey Results are attached. Junior League and Maks Boxing attended the Facility Needs Plan Workshop. All stakeholders had previously held a site meeting prior to this meeting and a well thought out three stage proposal was put forward to Sport and Recreation to form the basis of the "Mud Map" Masterplan. Stage 1 would include the demolishing of what is now Maks Boxing Shed, Canteen, and Junior League Storage to make way for a large undercover shed with at least one internal room for training/first aid/HIA rooms and a large canteen including cold room for all stakeholders to share. There would also be at least three large storage options for paying stakeholders as well. The vision for this stage is to make it possible to host Carnivals and Camps, so there is also an option for travellers to stay on site.

Stage 2 would be an upgrade of the Grandstand (including positioning) with storage underneath.

Stage 3 would be an upgrade to Change rooms and Amenities.

The first draft of the Master Plan will be presented to Council at the next meeting.

I would also urge any plans for a Multi-Purpose Sports shed be re-focussed to the Oval as the location to benefit the Charlie Wehlow Oval users, rather than as a standalone project.

OFFICER'S RECOMMENDATION

That Council: for Councils information only.

Noted.

Meeting Adjournment

RESOLUTION 20231010.7

It was moved Cr Kennedy seconded Cr Buick and carried that Council adjourn the meeting for lunch at 12:40pm.

RESOLUTION 20231010.8

It was moved Cr Buick seconded Cr Kuhl and carried that Council resume the meeting at 1:12pm.

REFERENCE DOCUMENT

- Survey results

Change of order of business to consider late items

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

2.5 2024 Council Meeting Dates

EXECUTIVE SUMMARY

The Department of State Development, Infrastructure, Local Government and Planning has written to Council advising that Queensland Councils can move the March 2024 Council Meetings forward due to the 2024 Local Government Elections.

It has been decided to propose the 2024 Council Meeting Dates early. These dates are to be discussed and any changes required are to be made.

OFFICER'S RECOMMENDATION

That Council: approve the 2024 Council Meeting dates as presented.

RESOLUTION 20231010.9

It was moved Cr Johnston seconded Cr Fox and carried that Council adopt the 2024 Council Meeting dates as presented.

REFERENCE DOCUMENT

- Letter

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 30 September 2023.

OFFICER'S RECOMMENDATION

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

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

RESOLUTION 20231010.10

It was moved Cr Fox seconded Cr Johnston and carried that Council receive the monthly financial report presenting the progress made as at 30 September 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 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 September quarter is tabled for Council's consideration.

OFFICER'S RECOMMENDATION

That Council: receive and note the Quarter 1 progress report of RSC 2023/2024 Operational Plan for the September 2023 reporting period.

RESOLUTION 20231010.11

It was moved Cr Kuhl seconded Cr Fox and carried that Council receive and note the Quarter 1 progress report of RSC 2023/2024 Operational Plan for the September 2023 reporting period.

REFERENCE DOCUMENT

- Operational Plan

CLOSED SESSION

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

2.6 Staff Christmas Bonus

RESOLUTION 20231010.12

It was moved Cr Kuhl, seconded Cr Fox and carried that Council enter a closed session according to the Local Government Regulation 2012 275, (1) (c) the local government's budget;

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Attendance

DCSD Angela Henry, DCS Peta Mitchell, DOW Syed Qadir and Minutes Secretary Tiana Grant left the room at 10:56am.

Attendance

DCSD Angela Henry, DCS Peta Mitchell, DOW Syed Qadir and Minutes Secretary Tiana Grant re-entered the room at 11:04am

RESOLUTION 20231010.13

It was moved Cr Kuhl, seconded Cr Fox and carried that Council exit a closed session according to the Local Government Regulation 2012 275, (1) (c) the local government's budget;

EXECUTIVE SUMMARY

Each year Council decides on whether to reward its employees with a Christmas Bonus for the work performed over the calendar, and if it decides to grant a bonus, how much that bonus will be.

Council provided a \$800.00 bonus in the 2022/2023 year.

Following shows the calculation of the cost to Council for the bonus. The budget was set for \$45,000.00.

OFFICER'S RECOMMENDATION

That Council: resolves to grant its employees an \$800.00 Christmas Bonus.

RESOLUTION 20231010.14

It was moved Cr Kuhl, seconded Cr Johnston and carried that Council reward a Christmas bonus of \$800.00 plus a \$100.00 Buy Local Voucher in lieu of a Christmas Party to all Staff for 2023.

REFERENCE DOCUMENT

- Christmas Bonus Table

GENERAL BUSINESS

Cr Kuhl requested to discuss the 2024 Meet and Greet again. After discussion, Council unanimously agreed to allow anyone who has moved to Richmond in the previous twelve months to attend and it was agreed to host it in April after the 2024 Council Elections.

Cr Kuhl asked if Council would consider naming the Skate Park like all other local Parks. It was agreed that this would be put to the community for name suggestions to be submitted to Council for a decision.

Cr Kuhl updated Council that Southern Gulf will be in Richmond in November to hold their AGM. Cr Kuhl noted that due to the end of several Directors terms, there will be three Director positions available on the Southern Gulf NRM Board.

Cr Kennedy asked for Council to discuss new dates for a road run. Council agreed to do a road run 2-3 November 2023.

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Cr Fox updated Council that she attended a CAC Meeting last week and two Richmond issues have been escalated.

Cr Fox noted that Richmond State School currently have 114 students.

CLOSE OF MEETING

RESOLUTION 20231010.15

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

Meeting closure

RESOLUTION 20231010.16

It was moved Cr Kuhl, seconded Cr Kennedy and carried that the meeting close at 11:27am.

Next Ordinary Meeting

14 November 2023.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 10 October 2023.



Mayor