

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 21 NOVEMBER 2023



RICHMOND SHIRE COUNCIL

CONFIRMED MINUTES

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CONFIRMED MINUTES OF THE ORDINARY MEETING
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PRESENT

Present when Mayor Wharton declared the meeting open at 11:49am were:

COUNCILLORS:

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

STAFF:

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

PRAYER

Cr Johnston read the prayer.

APOLOGIES

Director of Corporate Services – Peta Mitchell

CONFIRMATION OF MINUTES

Attendance

Cr Wharton left the room at 11:50am

Cr Kuhl took the chair

RESOLUTION 20231121.1

It was moved Cr Fox seconded Cr Johnston and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Board Room, Richmond on Tuesday, 10 October 2023 be adopted as presented.

DECLARATIONS OF INTEREST

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

Item 2.9 Expression of Interest 2324_02 – Helicopter Services

I, Councillor Fox inform the meeting that I have declared an interest in relation to item 2.9 Expression of Interest 2324_02 – Helicopter Services, as a result that my business has submitted an expression of interest.

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

Item 2.10 Upgrade to Horse Paddock Fences

I, Councillor Wharton inform the meeting that I have declared an interest in relation to item 2.10 Upgrade to Horse Paddock Fences, as a result that that I hire a horse paddock that is being discussed.

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

Item 4.4 Expression of Interest – Australia Day Host

I, Councillor Wharton inform the meeting that I have declared an interest in relation to item 4.4 Expression of Interest – Australia Day Host, as a result that I am a Richmond Bush Sprints Committee Member.

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Due to the nature of the item, I will stay in the room when this item is discussed.

Item 4.4 Expression of Interest – Australia Day Host

I, Councillor Kuhl inform the meeting that I have declared an interest in relation to item 4.4 Expression of Interest – Australia Day Host, as a result that that I am a Richmond Bush Sprints Committee Member.

Due to the nature of the item, I will stay in the room when this item is discussed.

BUSINESS ARISING

Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.1 Systematic Inspection Program 2023

EXECUTIVE SUMMARY

The Works Department are seeking Council's approval to extend the inspection program (systematic inspection program) under Section 134 of the *Local Government Act 2009*, with the purpose of monitoring compliance with the *Animal Management (Cats and Dogs) Act 2008* and Council's *Local Law No. 2 (Animal Management) 2012*.

OFFICER'S RECOMMENDATION

That Council: approve a one-month extension concluding 21 December 2023 for the Systematic Inspection Program across the Townships of Richmond and Maxwelton.

RESOLUTION 20231121.2

It was moved Cr Kennedy seconded Cr Johnston and carried that Council adopt the one-month extension concluding 21 December 2023 for the Systematic Inspection Program across the Townships of Richmond and Maxwelton.

REFERENCE DOCUMENT

- Nil

Attendance

Cr Wharton re-entered the room at 11:52

Cr Wharton took back the chair

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

2.1 Acceptable Requests Policy

EXECUTIVE SUMMARY

The objective is to provide guidelines for the interaction between Councillors and employees and in particular requests from Councillors relating to the provision of information, advice, and assistance.

This Policy was due to be reviewed in September.

OFFICER'S RECOMMENDATION

That Council: adopt the Acceptable Requests Policy as presented.

RESOLUTION 20231121.3

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

REFERENCE DOCUMENT

- Policy

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

2.2 Standing Orders Policy

EXECUTIVE SUMMARY

Council meetings are where the key decisions are made. Council sets its policies, adopts its corporate plans, approves, and adopts budgets, and make its local laws in meetings.

This policy is to be applied in accordance with the provisions of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

The *Local Government Act 2009* prescribes that all councils must adopt the model meeting procedures (MMP) or incorporate them into the existing standing orders for meeting procedures.

OFFICER’S RECOMMENDATION

That Council: adopt the Standing Orders Policy as presented.

RESOLUTION 20231121.4

It was moved Cr Buick seconded Cr Johnston and carried that Council adopt the Standing Orders Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.3 Naming of the Skate Park

EXECUTIVE SUMMARY

Council discussed the option at the October Council Meeting to name the Skate Park as a recreational area as it is currently not named.

A notice was put to the community for name suggestions which closed Monday, 06 November 2023.

OFFICER’S RECOMMENDATION

That Council: discuss the submission received.

Council discussed the submissions received in items 2.3 and 2.5 to name the Skate Park. Council unanimously agreed on the name, “Richmond Recreation Park”.

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RESOLUTION 20231121.5

It was moved Cr Kennedy seconded Cr Fox and carried that Council name the Skate Park the "Richmond Recreation Park".

REFERENCE DOCUMENT

- Nil

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

2.4 HACC Toyota Coaster 21-Seater Bus

EXECUTIVE SUMMARY

A request to sell the HACC Toyota Coaster 21-seater bus to purchase a new Toyota Rav 4 to replace the HACC Captiva that is over 10 years old and is constantly breaking down and needs replacing.

OFFICER'S RECOMMENDATION

That Council: approve the request to sell the HACC Toyota Coaster 21-seater bus to purchase a Toyota Rav 4.

Council discussed the request to sell the HACC Toyota Coaster 21-seater bus and unanimously agreed to keep the bus for Councils Communities Department.

Attendance

Cr Wharton left the room at 12:05pm

Cr Kuhl took the chair

RESOLUTION 20231121.6

It was moved Cr Buick seconded Cr Johnston and carried that Council's Chief Executive Officer and Director of Corporate Services investigate the budget to purchase a suitable vehicle for HACC with a matter of urgency.

REFERENCE DOCUMENT

- Nil

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.1 RADF – Application for 2023/2024

EXECUTIVE SUMMARY

An application for the 2023/2024 RADF Funding has been received from the Noosa Film Academy.

OFFICER'S RECOMMENDATION

That Council: accept the application from Noosa Film Academy for \$4,950.00.

RESOLUTION 20231121.7

It was moved Cr Kennedy seconded Cr Fox and carried that Council accept the application for \$4,950.00 from Noosa Film Academy.

REFERENCE DOCUMENT

- Application

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 RADF – Application for 2023/2024

EXECUTIVE SUMMARY

An application for the 2023/2024 RADF Funding has been received from the Branches Performing Arts.

OFFICER'S RECOMMENDATION

That Council: accept the application from Branches Performing Arts for \$12,457.30.

Director of Community Services and Development advised that Branches Performing Arts application has changed to fortnightly meaning their request for funding has changed to \$7,131.60.

RESOLUTION 20231121.8

It was moved Cr Kennedy seconded Cr Johnston and carried that Council accept the application for \$7,131.60 from Branches Performing Arts.

Attendance

Cr Wharton re-entered the room at 12:13pm

REFERENCE DOCUMENT

- Application

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.3 Donations Request - Christmas

EXECUTIVE SUMMARY

Each year Richmond Shire Council fund the Fireworks for the Combined Services Lions Christmas Party and Christmas Light and Decorate Your Gate Competitions.

OFFICER'S RECOMMENDATION

That Council: approve the following requests for funding allocation to come from donations.

RESOLUTION 20231121.9

It was moved Cr Fox seconded Cr Buick and carried that Council approve to fund the Fireworks for the Lions Christmas Party and have the following prizes for the categories of best house, best business, decorate your gate for the Christmas Light and Decorate Your Gate Competition. Each category will win:

- *First prize: \$500.00 cash plus two nights in a two-bedroom unit at Mariners North*
- *Second Prize: \$250.00 cash*
- *Third Prize: \$100.00 cash*

Council unanimously agreed to hold the judging from 18-21 December 2023.

REFERENCE DOCUMENT

- Nil

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.4 Expression of Interest – Australia Day Host

EXECUTIVE SUMMARY

A submission to host Australia Day has been received from the Richmond Bush Sprints.

OFFICER'S RECOMMENDATION

That Council: approve the submission received from Richmond Bush Sprints.

RESOLUTION 20231121.10

It was moved Cr Buick seconded Cr Johnston and carried that Council approve the Richmond Bush Sprints submission to host Australia Day 2024.

REFERENCE DOCUMENT

- Nil

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.5 Child Protection Policy

EXECUTIVE SUMMARY

Our Out of School Hours Care (OSHC) Service is committed to providing a child safe environment where children's safety and wellbeing is supported and children feel respected, valued, and encouraged to reach their full potential.

The Child Protection Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Child Protection Policy with changes.

RESOLUTION 20231121.11

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.6 Dental Health Policy

EXECUTIVE SUMMARY

Good oral health is important for good general health and wellbeing for children. It allows children to eat, speak, socialise, and learn without pain or discomfort. Early Childhood Services and Out of School Hours Care Services are ideal settings for promoting the importance of good dental health to children and families.

The Dental Health Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Dental Health Policy with changes.

RESOLUTION 20231121.12

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.7 Emergency and Evacuation Policy

Attendance

Cr Wharton took back the chair

EXECUTIVE SUMMARY

Emergency and evacuation situations may arise for a variety of reasons, often suddenly and unexpectedly. It is vital that if an emergency situation arises, staff are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families, and visitors.

The Emergency and Evacuation Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Emergency and Evacuation Policy with changes.

RESOLUTION 20231121.13

It was moved Cr Kennedy seconded Cr Kuhl and carried that Council adopt the Emergency and Evacuation Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.8 Furniture and Equipment Safety Policy

EXECUTIVE SUMMARY

Under the Education and Care Services National Law and Regulations we have a responsibility to protect the health and safety of children enrolled at our Out of Schools Hours Care (OSHC) Service. Whilst risk management is included in our health and safety policies, we understand our responsibility in providing a safe environment for all children and the need to check all equipment and furniture regularly to minimise risks to all those entering the Service.

The Furniture and Equipment Safety Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Furniture and Equipment Safety Policy with changes.

RESOLUTION 20231121.14

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.9 Snake Awareness Policy

EXECUTIVE SUMMARY

Education and Care services may be located in bush settings or visit bush settings as part of their educational program where it is known snakes may be active and present. Snakes are most prevalent during spring or summer but could be encountered at any time of the year- especially on sunny days.

The Snake Awareness Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Snake Awareness Policy with changes.

RESOLUTION 20231121.15

It was moved Cr Fox seconded Cr Johnston and carried that Council adopt the Snake Awareness Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.10 Sun Safe Policy

EXECUTIVE SUMMARY

Australia has one of the highest rates of skin cancer in the world with two in three Australians developing some form of skin cancer before the age of 70. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Infants and toddlers up to four years of age are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of skin). UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life (Cancer Council Australia).

The Sun Safe Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Sun Safe Policy with changes.

RESOLUTION 20231121.16

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.11 Water Safety Policy

EXECUTIVE SUMMARY

The safety and supervision of children is paramount when in or around water. This relates to water play, excursions near water, hot water, drinking water and hygiene practices with water in the Out of School Home Care Service environment. Children will be supervised at all times during water play experiences to help keep children safe in and around water and support children's learning in a safe environment.

The Water Safety Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Water Safety Policy with changes.

RESOLUTION 20231121.17

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.12 Animal and Pet Policy

EXECUTIVE SUMMARY

Having a relationship with a pet and/or animal can help children develop a caring disposition and skills such as nurturing, responsibility, empathy and improved communication. Having a pet in an Out of School Hours Care (OSHC) environment enables children who are not otherwise exposed to animals learn these skills. The pet will become part of the daily educational program and lead to activities and learning about other animals. The safety of children, however, is always our first priority. Our OSHC Service will ensure that no animal poses a health or safety risk to children, staff or visitors of the service.

The Animal and Pet Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Water Safety Policy with changes.

RESOLUTION 20231121.18

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.13 Bullying, Discrimination and Harassment Policy

EXECUTIVE SUMMARY

Our Out of School Hours Care (OSHC) Service is committed to creating a workplace with vision and meaningful direction, adhering to our code of conduct and practicing ethical behaviour to ensure a productive work environment free from bullying, discrimination, and/or harassment. Sexual harassment has no place in our Service.

The Bullying, Discrimination and Harassment Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Bullying, Discrimination and Harassment Policy with changes.

RESOLUTION 20231121.19

It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Bullying, Discrimination and Harassment Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.14 Dealing with Complaints Policy (Staff)

EXECUTIVE SUMMARY

Feedback from families, educators, staff, and the wider community is fundamental in creating an evolving Out of School Hours Care Service working towards the highest standard of care and education.

It is foreseeable that feedback will include divergent views, which may result in complaints. This Policy details our OSHC Service's procedures for receiving and managing informal and formal complaints from staff. Educators can lodge a grievance or complaint with management with the understanding that it will be managed conscientiously and confidentially.

The Dealing with Complaints Policy (Staff) is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Dealing with Complaints Policy (Staff) with changes.

RESOLUTION 20231121.20

It was moved Cr Buick seconded Cr Johnston and carried that Council adopt the Dealing with Complaints Policy (Staff) as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.15 Respect for Children Policy

EXECUTIVE SUMMARY

Within an Out of School Hours Care community, many different relationships are negotiated with and between children, educators, and families. The way in which these relationships are established and maintained, and the way in which they remain visible, impacts on how the early childhood community functions. Relationships directly affect how children form their own identity, whether they feel safe and supported, and ultimately, their sense of belonging.

The Respect for Children Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Respect for Children Policy with changes.

RESOLUTION 20231121.21

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.16 Enrolment 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 can be both an exciting and 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 Out of School Hours Service. Such partnerships enable the Out of School Hours Care Service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Out of School Hours Service.

The Enrolment Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Enrolment Policy with changes.

RESOLUTION 20231121.22

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.17 Dealing with Complaints Policy

EXECUTIVE SUMMARY

Feedback from families, educators, staff and the wider community is fundamental in creating an evolving Out of School Hours (OSHC) Service working towards the highest standard of care and education.

It is foreseeable that feedback will include divergent views, which may result in complaints. This Policy details our OSHC Service's procedures for receiving and managing informal and formal complaints. Families, parents, visitors, students, and members of the community can lodge a grievance or complaint with management in the understanding that it will be managed conscientiously and confidentially.

The Dealing with Complaints Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Dealing with Complaints with changes.

RESOLUTION 20231121.23

It was moved Cr Johnston seconded Cr Fox and carried that Council adopt the Dealing with Complaints 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

2.5 Naming of the Skate Park

EXECUTIVE SUMMARY

Council discussed the option at the October Council Meeting to name the Skate Park as a recreational area as it is currently not named.

A notice was put to the community for name suggestions which closed Monday, 06 November 2023.

OFFICER'S RECOMMENDATION

That Council: discuss the submission received.

This item was discussed in item 2.3.

REFERENCE DOCUMENT

- Nil

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 31 October 2023 in relation to the 2023/24 budget and including the:

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

RESOLUTION 20231121.24

It was moved Cr Buick seconded Cr Kuhl and carried that Council receive the monthly financial report presenting the progress made as at 31 October 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

3.2 2023 Closing Audit Report

EXECUTIVE SUMMARY

In accordance with Section 213 of the *Local Government Regulation 2012*, the Mayor is required to present the audit management report at the next ordinary meeting after being received. The intent of this section is to ensure management reports are made open and available to the public. The final report was received by Council 24 October 2023.

OFFICER'S RECOMMENDATION

That Council: receive and note the 2023 Closing Audit Report in accordance with Section 213 of the Local Government Regulation 2012.

RESOLUTION 20231121.25

It was moved Cr Fox seconded Cr Kuhl and carried that Council receive the 2023 Closing Audit Report in accordance with Section 213 of the Local Government Regulation 2012.

REFERENCE DOCUMENT

- Closing Report

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.3 Adoption on the 2022-2023 Annual Report

EXECUTIVE SUMMARY

In accordance with Section 182 of the *Local Government Regulation 2012* requires that each local government prepare an annual report for each financial year. Council must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about Council's financial statements for the financial year.

Council must publish its annual report on its website within 2 weeks of adopting the annual report.

OFFICER'S RECOMMENDATION

That Council: adopt the Annual Report for the 2022-2023 Financial Year in accordance with Section 182 of the Local Government Regulation 2012.

RESOLUTION 20231121.26

It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the Annual Report for the 2022-2023 Financial Year in accordance with Section 182 of the Local Government Regulation 2012 with minor changes to the Councillors portfolios.

REFERENCE DOCUMENT

- Annual Report

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.4 Audit Committee Meeting (12 September 2023)

EXECUTIVE SUMMARY

An internal audit committee was held 12 September 2023 to discuss the following:

- Internal Audit Report – Legislative Requirements
- Internal Audit Report – Cyber risk and data security
- Position Paper – Asset Valuations 2022-2023
- Draft Financial Statements for year ending 30 June 2023

OFFICER'S RECOMMENDATION

That Council: receive the Minutes of the Internal Audit Committee held on 12 September 2023 and that the recommendations contained within these minutes be adopted.

RESOLUTION 20231121.27

It was moved Cr Kuhl seconded Cr Johnston and carried that Council receive the Minutes of the Internal Audit Committee held on 12 September 2023 and that the recommendations contained within these minutes be adopted.

REFERENCE DOCUMENT

- Minutes

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.5 Audit Committee Meeting (7 November 2023)

EXECUTIVE SUMMARY

An internal audit committee was held 7 November 2023 September to discuss the following:

- 2023 Closing Management Report
- 2022-2023 Annual Financial Statements

OFFICER'S RECOMMENDATION

That Council: receive the Minutes of the Internal Audit Committee held on 7 November 2023 and that the recommendations contained within these minutes be adopted.

RESOLUTION 20231121.28

It was moved Cr Buick seconded Cr Kuhl and carried that Council receive the Minutes of the Internal Audit Committee held on 7 September 2023 and that the recommendations contained within these minutes be adopted.

REFERENCE DOCUMENT

- Minutes

Change of order of business to consider additional late items

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

2.10 Upgrade to Horse Paddock Fences

Attendance

Cr Wharton declared an interest and left the room at 12:50pm

EXECUTIVE SUMMARY

A letter has been received from lessees of the Richmond horse paddocks regarding the remaining barbed wire in the fences.

OFFICER'S RECOMMENDATION

That Council: discuss the letter received.

RESOLUTION 20231121.29

It was moved Cr Buick seconded Cr Fox and carried that Council remove all barbed wire from the Horse Paddocks and replace lines two and three with plain wire under line one with plain white wire as a matter of urgency. Wire sizing is to be 8 gauge.

REFERENCE DOCUMENT

- Nil

Meeting Adjournment

RESOLUTION 20231121.30

It was moved Cr Fox seconded Cr Kennedy and carried that Council adjourn the meeting for lunch at 12:55pm.

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RESOLUTION 20231121.31

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council resume the meeting at 1:43pm.

CLOSED SESSION

1. REPORTS FOR CONSIDERATION – WORKS

1.2 Oban Road Costing

RESOLUTION 20231121.32

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;

RESOLUTION 20231121.33

It was moved Cr Kuhl, seconded Cr Kennedy 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

A quote has been provided to construct a new road to provide access to the landowner on the Oban Road. The costing does not include to make it a gazetted road and other related costs (surveying and administrative).

OFFICER'S RECOMMENDATION

That Council: provide further instructions.

RESOLUTION 20231121.34

It was moved Cr Buick seconded Cr Kuhl and carried that Council approve the adjusted costings to create an access on the Oban-Frontage Road and construct when the budget and machinery allows.

REFERENCE DOCUMENT

- Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.3 Richmond Township Line Marking

RESOLUTION 20231121.34

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

RESOLUTION 20231121.35

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

Attendance

Cr Johnston left the room at 1:51pm

EXECUTIVE SUMMARY

A quote has been provided to line mark the township of Richmond by the end of 2023.

OFFICER'S RECOMMENDATION

That Council: accept the quote provided.

RESOLUTION 20231121.36

It was moved Cr Fox seconded Cr Buick and carried that Council accept the quote received from Compass Line Marking.

REFERENCE DOCUMENT

- Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.4 Refuse Tip Management (Internal) Estimated Yearly Costings

RESOLUTION 20231121.37

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

Attendance

Cr Kuhl left the room at 1:54pm

Cr Johnston re-entered the room at 1:54pm

Cr Kuhl re-entered the room at 1:57pm

RESOLUTION 20231121.38

It was moved Cr Buick, 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

Council have requested costings for the Refuse Tip to determine whether it would be beneficial for Council to internally run the Refuse Tip or leave as a contract.

OFFICER'S RECOMMENDATION

That Council: read over costings and decide in Item 2.6 on the future of the Refuse Tip Contract.

Noted.

REFERENCE DOCUMENT

- Nil

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

2.6 Richmond Refuse Tip Contract 2024-2026

RESOLUTION 20231121.39

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;

RESOLUTION 20231121.40

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

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 21 NOVEMBER 2023

EXECUTIVE SUMMARY

The Richmond Refuse Tip Contract expires 01 January 2024 with an option to renew for a further one year with the current Contractor.

Council requested the Director of Works to show costings between a Contractor and Council employee at the last Council Meeting to be able to show which would be beneficial for Council.

OFFICER'S RECOMMENDATION

That Council: decide to either manage the Refuse Tip internally or through an external Contractor.

Council unanimously agreed to create a sub-committee in March to discuss options for the future of the Richmond Refuse Tip.

RESOLUTION 20231121.41

It was moved Cr Buick seconded Cr Kuhl and carried that Council accept to renew the Refuse Tip Contract for twelve months only.

REFERENCE DOCUMENT

- Contract

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

2.7 Richmond Lakeview Caravan Park Contract 2024-2026

RESOLUTION 20231121.42

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

RESOLUTION 20231121.43

It was moved Cr Kennedy, seconded Cr Buick 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

The Richmond Lakeview Caravan Park Contract expires 01 February 2024 with an option to renew for a further two years with the current Contractor.

OFFICER'S RECOMMENDATION

That Council: accept to renew the Lakeview Caravan Park Contract for a further two years with the current Contractor Kronosaurus Korner as presented.

RESOLUTION 20231121.44

It was moved Cr Buick, seconded Cr Kuhl and carried that Council accept to renew the Lakeview Caravan Park Contract for a further two years with the current Contractor Kronosaurus Korner as presented.

REFERENCE DOCUMENT

- Contract

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

2.8 Richmond and Maxwellton Saleyards Contract 2024-2026

RESOLUTION 20231121.45

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

RESOLUTION 20231121.46

It was moved Cr Fox, seconded Cr Buick 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

The Richmond Saleyards Contract expires 31 December 2023 with an option to renew for a further two years with the current Contractor.

Richmond Shire Council have recently constructed new yards at Maxwellton and require the Richmond and Maxwellton Saleyards be under one Contract.

OFFICER'S RECOMMENDATION

That Council: read the submissions received and choose a successful applicant for the new Richmond and Maxwellton Saleyards.

Attendance

Cr Wharton left the meeting at 2:51pm

Cr Kuhl took the chair

Further discussion to be held with the current contractors regarding establishing a lease agreement in place of a management contract.

REFERENCE DOCUMENT

- Contract

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

2.9 Expression of Interest 2324_02 – Helicopter Services

Attendance

Cr Fox declared an interest and left the room at 3:00pm

RESOLUTION 20231121. 48

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

RESOLUTION 20231121.49

It was moved Cr Buick, seconded Cr Johnston 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

Expressions of Interest are called for helicopter contractors for assistance for the 2024 Calendar Year, for resupply, in case of activation of Richmond Shire Council's Local Disaster Management Plan.

OFFICER'S RECOMMENDATION

That Council: resolves to approve all submissions received.

RESOLUTION 20231121.50

It was moved Cr Buick, seconded Cr Johnston and carried that Council accept Fox Helicopter Services as a primary contractor and all other submissions as secondary contractors.

REFERENCE DOCUMENT

- EOI Summary

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES
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3.4 A1058 Request to Write Off Interest on Rates Balance

Attendance

Cr Fox re-entered the room at 3:02pm

RESOLUTION 20231121.51

It was moved Cr Buick, seconded Cr Kennedy and carried that Council enter a closed session according to the Local Government Regulation 2012 275, (1) (d) rating concessions;

RESOLUTION 20231121.52

It was moved Cr Buick, seconded Cr Kennedy and carried that Council exit a closed session according to the Local Government Regulation 2012 275, (1) (d) rating concessions;

EXECUTIVE SUMMARY

Outstanding rates letters were sent in October to landowners who are in arrears with their rate payments.

A request has been made to write off all interest charges to 30 November 2023 for A1058.

OFFICER'S RECOMMENDATION

That Council: resolves to write off any interest charges to 30 November 2023. If payment not received by that date, then interest will commence again on the outstanding balance.

RESOLUTION 20231121.53

It was moved Cr Kennedy seconded Cr Buick and carried that Council resolves to write off any interest charges to 30 November 2023. Interest will commence again on outstanding balance if payment is not received by the above date.

REFERENCE DOCUMENT

- Nil

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES
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3.5 A502 Request to Write Off Interest on Rates Balance

RESOLUTION 20231121.54

It was moved Cr Johnston, seconded Cr Buick and carried that Council enter a closed session according to the Local Government Regulation 2012 275, (1) (d) rating concessions;

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RESOLUTION 20231121.55

It was moved Cr Buick, seconded Cr Fox and carried that Council exit a closed session according to the Local Government Regulation 2012 275, (1) (d) rating concessions;

EXECUTIVE SUMMARY

Outstanding rates letters were sent in October to landowners who are in arrears with their rate payments.

A request has been made to write off all interest charges to 30 November 2023 for A502.

OFFICER'S RECOMMENDATION

That Council: resolves to write off the current interest balance to 30 November 2023. Interest charges will be restarting 1 December 2023.

RESOLUTION 20231121.56

It was moved Cr Buick seconded Cr Kennedy and carried that Council resolves to decline the request to write off any interest charges to 30 November 2023.

REFERENCE DOCUMENT

- Email

GENERAL BUSINESS

Cr Johnston requested the hollow kerbing at the corner of 82 Goldring Street (Entriiken's Pioneer Motel) be covered in. Council discussed options and agreed to lay crusher dust.

Cr Johnston noted that the 2023 Local Buy campaign had commenced.

Cr Johnston requested sand be added to the corner of the kid's pool at the Richmond Swimming Pool as there is a lip from the concrete to the grass which is a tripping hazard.

Cr Johnston mentioned that she had members of the public concerned as Richmond only has two Queensland Fire and Emergency Services volunteers and if they are away there are none in the Richmond Shire. Council noted that that is a QFES issue not Council.

Cr Kennedy noted that the flood cameras were being installed and asked when they would be available to view on the Richmond Shire Council website. CEO Peter Bennett advised that he was waiting confirmation from the contractors doing the works.

CLOSE OF MEETING

RESOLUTION 20231121.57

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

Meeting closure

RESOLUTION 20231121.58

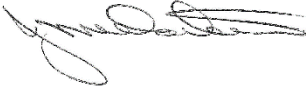
It was moved Cr Johnston, seconded Cr Kennedy and carried that the meeting close at 3:23pm.

CONFIRMED MINUTES OF THE ORDINARY MEETING
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ON TUESDAY 21 NOVEMBER 2023

Next Ordinary Meeting

05 December 2023.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 21 November 2023.



Mayor



Deputy Mayor