



RICHMOND SHIRE COUNCIL
AGENDA
FOR

ORDINARY MEETING
TUESDAY 12 SEPTEMBER 2023
COMMENCING AT 8:00AM

Richmond Shire Council
Ordinary Meeting of Council 12 September 2023

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 15 August 2023.

Richmond Shire Council
Ordinary Meeting of Council 12 September 2023

COMMENCEMENT OF MEETING

SIGNING OF ATTENDANCE BOOK

READING OF OFFICIAL PRAYER

LEAVE OF ABSENCE

CONFIRMATION OF MINUTES

- Unconfirmed 15 August 2023 Minutes

DECLARATIONS OF INTEREST

MATTERS ARISING FROM PREVIOUS MEETINGS



RICHMOND SHIRE COUNCIL

UNCONFIRMED MINUTES

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 15 AUGUST 2023

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UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
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PRESENT

Present when Mayor Wharton declared the meeting open at 10:21am were:

COUNCILLORS:

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

STAFF:

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 Buick read the prayer

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20230815.1

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 Monday 24 July 2023 be adopted as presented.

RESOLUTION 20230815.2

It was moved Cr Kuhl seconded Cr Buick and carried that the Minutes of the Special Budget Meeting of the Richmond Shire Council held in the Board Room, Richmond on Monday 24 July 2023 be adopted as presented.

DECLARATIONS OF INTEREST

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

Item 3.3 Restoration of D2 Bulldozer – Budget Item

I, Councillor Kuhl inform the meeting that I have declared an interest in relation to item 3.3 Restoration of D2 Bulldozer – Budget Item, as a result that my Husband has quoted the works.

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 Proposal to Close the Traffic Entrance to Lake Fred Tritton Park

EXECUTIVE SUMMARY

It is proposed that Council close the traffic entrance to Lake Fred Tritton Park so vehicles do not enter the area, making it safe for the public and reducing the multiple tracks formed by vehicles coming in from all directions.

OFFICER'S RECOMMENDATION

That Council: provide further comment.

Council discussed the proposal to close the traffic entrance to Lake Fred Tritton and agreed to continue to discuss more options.

REFERENCE DOCUMENT

- Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.2 National Animal Desexing Month – Request to Provide a Subsidy

EXECUTIVE SUMMARY

National Desexing Network are running a campaign to provide a discount on animal desexing and have requested Richmond Shire Council to add a further subsidy.

OFFICER'S RECOMMENDATION

That Council: decide on a percentage of subsidy that Council can provide, if any.

Council discussed the request and unanimously agreed to deny the request to have involvement of the subsidy program.

REFERENCE DOCUMENT

- Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.3 Proposal – Town Entrance Upgrade on Eastern Side of Richmond

EXECUTIVE SUMMARY

The attached upgrade proposal will include a new “Richmond” sign and adding Moonrocks and new plantation behind the signage.

OFFICER'S RECOMMENDATION

That Council: provide further instructions.

It was unanimously agreed that the Sub-Committee would continue to progress with this project.

REFERENCE DOCUMENT

- Nil

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

2.1 Rural Fence Subsidy Policy

EXECUTIVE SUMMARY

The Rural Fence Subsidy Policy is due to be reviewed for 2023.

OFFICER'S RECOMMENDATION

That Council: adopt the Rural Fence Subsidy Policy as presented.

RESOLUTION 20230815.3

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

REFERENCE DOCUMENT

- Policy

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

2.2 Uniform Policy

EXECUTIVE SUMMARY

Council have requested that the Uniform Policy be added to the Agenda for discussion.

OFFICER'S RECOMMENDATION

That Council: adopt the Uniform Policy with changes.

Council agreed to hold over the discussion of the Uniform Policy.

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 July 2023.

OFFICER'S RECOMMENDATION

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

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

RESOLUTION 20230815.4

It was moved Cr Fox seconded Cr Johnston and carried that Council receive the monthly financial report presenting the progress made as at 31 July 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

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.1 Regional Arts Development Fund

EXECUTIVE SUMMARY

The 2023/2024 Regional Arts Development Funding is to be discussed.

OFFICER'S RECOMMENDATION

That Council: approves an allocation of \$12,000.00 for Branches in 2024 and allocates the balance of the RADF Fund for Storyboard and display options for Stage 3 of the Cambridge Shed showcasing the Industries that built the Shire.

RESOLUTION 20230815.5

It was moved Cr Kennedy seconded Cr Buick and carried that Council approve an allocation of \$12,000.00 for Branches in 2024 and allocates the balance of the RADF Fund for Storyboard and display options for Stage 3 of the Cambridge Shed showcasing the Industries that built the Shire.

REFERENCE DOCUMENT

- Nil

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Sport and Recreation Minor Infrastructure Grant

EXECUTIVE SUMMARY

Request for Council to discuss the Sport and Recreation Minor Infrastructure Grant Round 2.

OFFICER'S RECOMMENDATION

That Council: provide a co-contribution of 20% of the application (Approx. \$25,000.00).

RESOLUTION 20230815.6

It was moved Cr Kennedy seconded Cr Buick and carried that Council provide a co-contribution of 20% of the Sport and Recreation Minor Infrastructure Grant Round 2 application.

REFERENCE DOCUMENT

- Nil

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.3 Anaphylaxis Management Policy

EXECUTIVE SUMMARY

Council to review and adopt the Anaphylaxis Management Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Anaphylaxis Management Policy as presented.

RESOLUTION 20230815.7

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.4 Asthma Management Policy

EXECUTIVE SUMMARY

Council to review and adopt the Asthma Management Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Asthma Management Policy as presented.

RESOLUTION 20230815.8

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.5 Head Lice Policy

EXECUTIVE SUMMARY

Council to review and adopt the Head Lice Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Head Lice Policy as presented.

RESOLUTION 20230815.9

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.6 Health and Safety Policy

EXECUTIVE SUMMARY

Council to review and adopt the Health and Safety Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Health and Safety Policy as presented.

RESOLUTION 20230815.10

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.7 Nutrition and Food Safety Policy

EXECUTIVE SUMMARY

Council to review and adopt the Nutrition and Food Safety Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Nutrition and Food Safety Policy as presented.

RESOLUTION 20230815.11

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.8 Safe Transportation Policy

EXECUTIVE SUMMARY

Council to review and adopt the Safe Transportation Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Safe Transportation Policy as presented.

RESOLUTION 20230815.12

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

REFERENCE DOCUMENT

- Policy

CLOSED SESSION

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

2.3 Unauthorised Removal of State Owned Quarry Material from a Crown Holding

RESOLUTION 20230815.13

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 20230815.14

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;

EXECUTIVE SUMMARY

The Department of Agriculture and Fisheries have carried out an investigation of State owned quarry material on Crown holding described as Lot 4418 Crown Plan PH1718 known as "Kalda".

OFFICER'S RECOMMENDATION

That Council: discuss the attached correspondence.

Council discussed the letter received and accepted the information and will make payment of the invoice by Friday 18 August 2023.

Council agreed to hold over Item 2.4 Quote received from Telstra Limited until CEO Peter Bennett entered the meeting.

REFERENCE DOCUMENT

- Letter

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

2.5 Realignment of Lot 69 CP896248 – Racecourse Road

Cr Fox noted that she lives on Racecourse Road, however due to the nature of the item Council agreed that Cr Fox did not need to declare an interest.

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RESOLUTION 20230815.15

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;

Attendance

CEO Peter Bennett entered the meeting at 11:09am.

RESOLUTION 20230815.16

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) (c) the local government's budget;

EXECUTIVE SUMMARY

Part of Racecourse Road extends beyond the road reserve into Lot 69 CP896248. Council to discuss options.

OFFICER'S RECOMMENDATION

That Council: determine whether the road is to be closed off or if Council will purchase part of the land to realign the road reserve.

RESOLUTION 20230815.17

It was moved Cr Buick, seconded Cr Kennedy and carried that Council close Racecourse Road from the Richmond-Woolgar Road intersection and the West Crawford Street intersection.

REFERENCE DOCUMENT

- Nil

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

2.4 Quote received from Telstra Limited

RESOLUTION 20230815.18

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

RESOLUTION 20230815.19

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) (c) the local government's budget;

EXECUTIVE SUMMARY

Council have received a quote from Telstra Limited for Telstra Fibre, Single Uplink, Zone 3 at 65 Goldring Street, Richmond Queensland 4822.

OFFICER'S RECOMMENDATION

That Council: approve the attached quote.

RESOLUTION 20230815.20

It was moved Cr Fox, seconded Cr Kuhl and carried that Council accept the quote from Telstra Limited.

REFERENCE DOCUMENT

- Quote

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.2 Water Access Charge for Industrial Blocks

I, Councillor Wharton inform the meeting that I have declared an interest in relation to item 3.2 Water Access Charge for Industrial Blocks, as a result that I own blocks in the Industrial Estate.

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

Attendance

Cr Wharton declared an interest and left the room at 11:37am

Cr Kuhl took the chair

RESOLUTION 20230815.21

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

RESOLUTION 20230815.22

It was moved Cr Johnston, 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

The blocks in the Industrial Estate have access to non-potable water that is currently not metered. It is proposed that all the blocks are charged a vacant land access charge. This will bring all the blocks into line and being charged the same access charge.

OFFICER'S RECOMMENDATION

That Council: charge the blocks in industrial estate a vacant land access charge for the non-potable water connected to the blocks.

RESOLUTION 20230815.23

It was moved Cr Fox, seconded Cr Kennedy and carried that Council charge all blocks connected to untreated water with an untreated water access charge.

RESOLUTION 20230815.24

It was moved Cr Fox, seconded Cr Johnston and carried that Council add a line for untreated water access charge to the Revenue Statement.

Attendance

Cr Wharton re-entered the room 11:44am

Cr Warton took back the chair

REFERENCE DOCUMENT

- Nil

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.3 Restoration of D2 Bulldozer – Budget Item

Attendance

Cr Kuhl declared an interest and left the room at 11:46am.

RESOLUTION 20230815.25

It was moved Cr Fox, 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 20230815.26

It was moved Cr Johnston, 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 has received costings for the restoration of the D2 bulldozer.

OFFICER'S RECOMMENDATION

That Council: discuss the restoration of D2 bulldozer.

Council discussed the quote attached and agreed to see the bulldozer together to decide how much of a restoration is needed.

Attendance

Cr Kuhl re-entered the room 11:54am.

REFERENCE DOCUMENT

- Nil

GENERAL BUSINESS

Cr Wharton read the tabled item thank you letter from the Richmond Golf Club.

Cr Buick asked for an update on the flood cameras. CEO Peter Bennett advised that they would be installed and working before December 2023.

Cr Buick advised that he would place pink tape around the light poles at the lake to identify which ones weren't working for the service request.

Cr Kennedy requested confirmation that maintenance crews would attend the Frontage Road within two weeks. DOW Syed Qadir confirmed.

Cr Johnston advised that the funding for Outback Futures has run out and requested that Council apply for any future funding available.

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Cr Fox advised that Richmond Early Education Centre are having a three day Autism Program training and are requesting Council contribute financially to help with the costs. Cr Fox noted that they are looking into opening the training up to Outside School Hours Care staff and Richmond State School staff.

Council unanimously agreed to pay for the facilitators accommodation at \$450.00.

Cr Wharton requested the bollards around town be removed and put away if they are not currently being used.

Cr Kuhl requested that the road train turn-around area on the north side of the Cambridge be cleared and returned to a usable condition.

Cr Wharton asked Councils thoughts on doing a video regarding the Ambulance Service and asking locals to participate. CEO Peter Bennett recommended utilising a professional company to put the video together. Council agreed.

Councillors, CEO Peter Bennett and DOW Syed Qadir will be doing a Shire road run on 4/5 October 2023.

CLOSE OF MEETING

RESOLUTION 20230815.27

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

Meeting closure

RESOLUTION 20230815.28

It was moved Cr Kuhl, seconded Cr Johnston and carried that the meeting close at 12:15pm.

Next Ordinary Meeting

12 September 2023

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 15 August 2023.

Mayor

Item 1. Reports for Consideration – Works

Item 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 Airservices 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.

Budget & Resource Implications

N/A

Background

Site Location

Located: Richmond Airport, Richmond QLD 4822

Richmond NDB: **Lat -20.6977 Long 143.11**



Equipment room



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Central compound



Towers



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Entrance to site and crossover



Other useful pictures



Consultation (Internal/External)

Internal: Chief Executive Officer – Peter Bennett

Attachments

Nil

Report prepared by **Syed Qadir (Director of Works)**

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

Item 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.

Budget & Resource Implications

N/A

Background

The Social Media Policy has had one minor change under Definitions, Social Media. Tik Tok has been added in as a networking site.

Consultation (Internal/External)

Internal: Director of Community Services and Development – Angela Henry

Attachments

Attachment B - Policy

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



COUNCIL POLICY

POLICY TITLE:	SOCIAL MEDIA POLICY
POLICY NUMBER:	016
INFOPERT REF:	70702
DATE OF ADOPTION:	17 FEBRUARY 2015
TIME PERIOD OF REVIEW:	1 Year
DATE OF NEXT REVIEW:	September 2024

1. OBJECTIVE

To establish the standards of use by Richmond Shire Council Staff whom have access to Councils social media. Behaviour required of persons who are associated with Richmond Shire Council and who engage in social media.

2. SCOPE

All persons who use or access Council's website or social media sites by any means, or who post comments on other websites or social media sites where the user identifies themselves as "Richmond Shire Council", or could be expected to be identified, as being associated with Council (defined as "users").

3. DEFINITIONS

Blogging – means the act of using web log or 'blog'. 'Blog' is an abbreviated version of 'weblog' which is a term used to describe websites that maintain an ongoing chronicle of information. A blog is a frequently updated website featuring diary-style commentary, audio-visual material and links to articles on other websites.

Collection Notice – as required by the *Information Privacy Act 2009*, a Collection Notice must be provided by a Council representative when the representative is seeking to collect personal information from another person. The Collection Notice shall detail the purpose of the information collection; whether the information is required under a law; Council staff, representatives and associates who may have access to the information; if the personal information may be disclosed to another person or entity; and the name/description of that person/entity, and the circumstances of disclosure.

Confidential Information – includes but is not limited to trade secrets of Council; non-public information about the organisation and affairs of Council such as: pricing information such as internal cost and pricing rates, production scheduling software, special supply information; marketing or strategy plans; exclusive supply agreements or arrangements; commercial and business plans; commission structures; contractual arrangements with third parties; tender policies and arrangements; financial information and data; sales and training materials; technical data; schematics; proposals and intentions; designs; policies and procedures documents; concepts not reduced to material form; information which is personal information

for the purposes of privacy law; and all other information obtained from Council or obtained in the course of working or providing services to Council that is by its nature confidential.

Intellectual Property – means all forms of intellectual property rights throughout the world including copyright, patent, design, trade mark, trade name, and all confidential information including know-how and trade secrets.

Person – includes any natural person, company, partnership, association, trust, business, or other organisation or entity of any description and a person’s legal personal representative(s), successors, assigns or substitutes.

Social Media – may include, but is not limited to, social networking sites (e.g. Facebook, MySpace, Instagram, Tik Tok and LinkedIn, Radio); social sharing sites (e.g. Flickr, YouTube, Slideshare); forums and discussion boards; wikis; blogs and micro-blogging sites (e.g. Twitter); social bookmarking sites and review sites (e.g. Digg, Reddit);

Social Media Site (Council’s) – for the purpose of this Policy, this refers to Council’s Facebook site and Council’s website, and any other social media sites that Council makes official use of;

User – as defined in the “Scope”.

4. ROLES AND RESPONSIBILITIES

Management

The Director of Community Services and Development is responsible for monitoring appropriate use of Council’s social media sites and acting upon any potential breach of this Policy.

Employees/Users

Employees are responsible for using Council’s social media sites as business tools in accordance with this Policy and all other relevant Council Policies/Procedures and legislation (e.g. ethical behaviour, risk management, records management). Employees are also responsible for notifying their Supervisor or the Director of Community Services and Development should there be a suspected breach of this Policy.

5. PROCEDURE

5.1 Council’s Social Media Sites

5.1.1 General

Certain staff will have access to Social Media Sites for the purpose of maintaining it on behalf of Council. These pages will be used to keep the public up to date with event information, community notices, Council projects and policy, and Disaster Management updates.

The public will have access to post comments on Council’s Facebook page. The Council Facebook account is to be monitored on a daily basis to ensure that the content that is being posted by members of the public is not offensive, obscene or inappropriate (or could be taken as such by a reasonable person). It will be the responsibility of the Director of Community Services and Development to monitor the Facebook site every day to remove any inappropriate comments. The authorised staff members must also regularly monitor their Facebook sections to review them for currency, to ensure that comments being posted by the public are appropriate, and to respond to the comments as appropriate.

If an authorised user is not sure of the response to provide to a posted comment, they should discuss this with their Supervisor. Any comments or information posted by Council must be courteous, professional and accurate.

5.1.2 Requirements for Use of Council's Social Media Sites

Users must comply with the following when using Council's social media sites:

- Users must ensure that they comply with any copyright or intellectual property rights of material published on the internet. Where published content (such as text, images, trademarks, pictures and videos) is being used, credit must be given to the original authors;
- Providing a Collection Notice where they are seeking to collect personal information;
- Checking accuracy of the information being posted or uploaded – including spelling, grammar, and factual information.

5.1.3 Prohibited Use of Council's Social Media Sites

Users must not use Council's social media sites:

- To present opinions that are personal opinions, and which may or may not be the official Council opinion;
- To misrepresent Council, or to portray Council in an unflattering way;
- To violate the privacy of others, or to obtain personal information without complying with the requirements of the *Information Privacy Act 2009*;
- To post comments that are, or which an average person would consider to be, offensive, intimidating, threatening or humiliating;
- To divulge confidential or sensitive information, or any other Council information that is not generally accessible to the public;
- To post comments, documents or pictures that are obscene, offensive or inappropriate, or are likely to be taken as such by the average person; or are of a sexual nature. This includes text, images, sound or any other material, sent either in an email or in an attachment to an email, or through a link to a site (URL);
- To post comments, documents or pictures that may be defamatory or could adversely impact the image or reputation of Council. A defamatory message or material is a message or material that is insulting or lowers the reputation of a person or group of people;
- To post comments, documents or pictures that are illegal, unlawful or inappropriate, or which may compromise the safety or security of persons or systems;
- To post content that violates a legal ownership interest of another party;
- For commercial purposes or for personal or political gain. For example, running a personal business; soliciting commerce; publishing non Council-related advertising material; posting political material or opinions.

5.2 Security Issues

Users must notify the Director of Community Services and Development in the first instance, or alternatively the Director of Corporate Services, if they believe that there has been a breach of social media security. For instance, if the user's access details have been discovered or divulged, or if the user suspects there has been unauthorised access to their social media account.

5.3 User Support

Employees seeking assistance with using a social media site should ask a colleague or their supervisor in the first instance, and otherwise may request assistance from the Director of Community Services and Development.

5.4 Failure to Comply

Where an employee is found to have contravened the requirements of this Policy or any associated legislation they may be subject to disciplinary action in accordance with the *Local Government Act 2009*, *Local Government (Operations) Regulation 2012* and Council's Discipline Procedure. The employee may also face investigation and action by an external agency or party as authorised by legislation (e.g. Crime and Misconduct Commission; Anti-discrimination Commission; Police, civil liability action), and where a relevant law has been breached, such as by the conduct of fraud or sexual harassment, then criminal charges may also apply.

6. ASSOCIATED POLICIES / FORMS

Employee Code of Conduct
Discipline Procedure

7. REFERENCES

Information Privacy Act 2009.
Local Government Act 2009.
Public Sector Ethics Act 1994.

8. IMPLEMENTATION

This Policy will be made available to all corporate staff on Council's network, and to all outdoor staff at the Depot and via their Supervisor/Overseer. Council reserves the right to vary, replace or terminate this Policy from time to time.

9. APPROVAL

Policy Reviewed: General Council Meeting 13 September 2022
Resolution Number: 20220913.8

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 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.

Budget & Resource Implications

N/A

Background

The Community Engagement Policy has had minor changes under the Richmond Shire Council's Contact Details. The 24 hour service has been removed from the Telephone number and "Post Comments to" has been changed to Richmond Shire Council from Richmon What's On Facebook page.

Consultation (Internal/External)

Internal: Director of Community Services and Development – Angela Henry

Attachments

Attachment C - Policy

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



COUNCIL POLICY

POLICY TITLE:	COMMUNITY ENGAGEMENT POLICY
POLICY NUMBER:	051
INFOXPRT REF:	12464
DATE OF ADOPTION:	22 June 2012
TIME PERIOD OF REVIEW	1 Year
DATE OF NEXT REVIEW:	September 2024

OBJECTIVES:

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. Council will then be better positioned to make informed decisions about issues that affect the local community. In turn, the community will enjoy a council that is more accountable and in tune with its wishes.

Richmond Shire Council's Community Engagement Policy has been developed in order to provide community members with a clear understanding of the avenues available for communication between themselves and Council. Specifically, it will identify the varying levels and types of engagement to suit particular circumstances. It is intended that this framework will give the community a clear understanding of the engagement process.

This strategy for community engagement will:

- Outline Council's commitment to a community engagement policy and strategy
- Define what Council means by engagement
- Describe effective ways of enhancing community engagement.

RELEVANT LEGISLATION:

- Local Government Act 2009
- Local Government Regulation 2012

COMMUNITY ENGAGEMENT:

1. Definitions

a) Community

Community refers to all ratepayers, landowners and members of the general public (including all individuals, groups, organisations, government, industry and business) who have an interest in the Shire of Richmond.

b) Engagement

Engagement is defined as a process of a two-way communication between Council and the community on an issue prior to Council making a decision on that issue. Consultation and participation are part of the engagement process.

2. What is Community Engagement

Engagement within the local community is an important part of Council's everyday services and involves the interaction of Council and the community in a variety of settings and circumstances.

Community Engagement can be one-on-one for example a telephone enquiry, an over the counter discussion, an email or a letter or it can involve the whole community by way of sending information through the community email broadcast, Facebook page, surveys, newsletters or a community meeting with Councillors and staff of the Richmond Shire Council. All of these situations aim to better inform residents and engage with the local community.

The use of particular consultation methods will depend on the purpose, timing and resources available.

3. The Community Engagement Process Involves

- a) Richmond Shire Council Councillors and Staff
- b) Government Departments and Agencies
- c) Businesses
- d) Community and Sporting Groups
- e) Not For Profit Organisations
- f) Rate Payers, Community Members, Graziers

Checklist – How to determine whether the whole community should be involved (Community Meeting, Survey etc):

- a) Is there a legislative requirement for community involvement e.g., Local Government Act?
- b) Has Council asked for community input on this decision or similar ones in the past?
- c) Has the community requested the opportunity to be involved?
- d) Do we need to better understand community values and priorities in relation to this project, plan or strategy?
- e) Will the outcome have significant social, environmental and/or economic sustainability impacts for one or more stakeholders?
- f) Is there already – or will there be – media and/or community concerns/expectations (eg. from past experiences) about this issue?
- g) Does the community need to be informed about what we're doing/planning, as part of the consultation?

Checklist – How to determine whether the specific community members should be involved (Letter, telephone, private meeting):

- a) Will it impact their work or personal lives, or the lives of their families or friends;
- b) They live close to the location of a proposed project or activity;
- c) Will it impact their business;
- d) Their organisations and their activities could be affected;
- e) They may have to change a regular activity, habit or route; and
- f) Their values, interests or opinions cause them to care about a decision.

4. Principles for Effective Community Consultation and Engagement

Richmond Shire Council's Community Engagement Policy is based around a set of principles to ensure that these are embedded in the consultation process that Council implements to effectively engage with the local community.

To be effective, consultation programs must be based on openness, trust, integrity, mutual respect for the legitimacy and point of view of all participants. How to effectively consult and engage with the local community will be considered in the initial stages of planning.

Richmond Shire Council's seven principles for effective community consultation are:

- Inclusiveness and Diversity;
- Openness, Respect and Accountability;
- Leadership;
- Purpose;
- Feedback and Evaluation;
- Information Sharing; and
- Resourcing and Timing

4.1 Inclusiveness and Diversity

- (a) Council recognises and values the diversity of its local community and the different strengths each group and individual brings to the implementation of Council projects and activities as well as the preparation of Council strategies and policies.
- (b) Council will work to promote equality of opportunity and empower people to have their voices heard through effective, appropriate and safe consultation practices. Council aims to proactively reach out to better engage with the whole community and seek to widen participation by taking steps to be accessible and inclusive.

To achieve this, Council will:

- Ensure that all consultation programs use accessible venues for participants and where possible, consultation methods facilitate equal access for individuals and groups;
- Seek to identify, empower and protect stakeholder groups and individuals that experience barriers to participation or have traditionally been challenging to engage (such as people with a disability, young children and people who speak a language other than English);
- Ensure written information provides reasonable opportunities for participation (e.g. providing translated information, large print, audio etc). All written materials should provide clear and easy to understand information considering the differences of the intended audience (e.g. literacy and education levels; age; cultural background);
- Be positive in identifying the demographic and cultural changes that occur over time and be responsive to change. This means that Council will aim to anticipate the need for supporting new groups that arise from any demographic changes, aiding participation, and representation from the whole of the local community; and
- Seek to engage and empower communities and individuals from under-represented groups directly, particularly where they do not have the necessary infrastructure and groups to articulate and promote their interests.

4.2 Openness, Respect and Accountability

- (a) Richmond Shire Council aims to ensure consultation processes and engagement with the local community is approached in an open and respectful manner with clear lines of accountability.
- (b) This does not mean that consultation will always lead to agreement or that decisions are subject to consensus; however, it should always lead to a better understanding of the issues, a mutual respect for the different points of view and contribute to secure workable solutions.
- (c) To maintain the integrity of all Council's consultation processes, it is vital that the outcome of any consultation is not predetermined. Council will ensure that all consultation with the community is conducted as openly as possible to preserve credibility with both the local community and of the document, project/or activity itself.
- (d) The understanding of project and consultation objectives, purpose and expectations of both Council and local community is essential; the agenda and process should be clear and any constraints should be considered from the outset of the project.

4.3 Leadership

- (a) Leadership is not about telling others what to do. Rather it is the ability to support and facilitate discussion through best practise consultation and engagement to represent the wider community interests and ensure that recommendations do not only represent specific sectional interests.
- (b) Leadership involves taking the initiative for the activity and seeking support and partnerships. It also involves ensuring that consultation promotes the building of leadership within Council and the local community.
- (c) Effective and ongoing engagement with the local community aims to create strong partnership. This helps to build capacity between Council and the local community and creates a shared ownership and commitment to specific consultation processes.

To achieve this Council will:

- Ensure that all of Council's consultation processes and community engagement activities are conducted within the endorsed community engagement framework;
- Provide a well-planned and resourced approach for all consultation processes and community engagement activities;
- Be prepared to tackle difficult issues and ensure that the consultation method chosen is flexible to facilitate discussion of these issues and employ good conflict resolution skills;
- Be active in developing and strengthening partnerships with all levels of government, service providers, and the local community. Council will also seek to better understand the strengths, aspirations and issues of the local community through the variety of consultation and community engagement activities;
- Assess the needs of the strategy and/or project and consult all relevant stakeholders and members of the local community. Where deemed appropriate, Council will conduct wider consultation in developing the future direction and purpose of any strategy and/or project; and
- Employ a logical methodology when trying to resolve and represent conflicting interests. Whether it is individuals, local community groups and/or other interested stakeholders, all views deserve equal consideration.

4.4 Purpose

- (a) It is critical that a clear purpose is established for all community consultation activities. It provides a sound foundation for the planning, review and evaluation of all projects, and ensures that the types of consultation methods employed are appropriate to the project outcomes.
- (b) Having a clear purpose provides direction and guidance for the local community, key stakeholders and Council itself as to the rationale for the consultation being conducted.
- (c) When clearly communicated to all participants, it also provides realistic expectations, understanding and transparency of the consultation process.

To achieve this Council will:

- Provide a clear purpose statement for all community consultation and engagement activities. It is critical to consider how to engage with individuals and groups to whom the issue is most relevant; plan who should be involved, at what stage and set the parameters for how the information will be used.
- Conduct a thorough identification of key stakeholders with regard to the policy and/or project that is being consulted on
- Clearly communicate the specific purpose of the consultation to ensure participants have an understanding as to their participation and an expectation as to their involvement in the decision making process; and
- Ensure that the most appropriate method of consultation is being used for the prescribed purpose and develop strategies to ensure that purpose is achieved in an appropriate manner with participants and other stakeholders.

4.5 Information Sharing

- (a) Providing clear, "jargon-free" information in a timely manner is the basis of quality engagement and effective consultation with the local community and stakeholders. Well communicated information can motivate, increase interest and a willingness to be engaged in a specific project.
- (b) Critical to making informed decisions, information shared and gathered should be as accurate as possible and true. Information sharing must be reciprocal and relies on the involvement of participants in maintaining a flow of information and the commitment to be open to different views and issues.
- (c) Information can be provided in a number of formats such as written and verbal submissions; through group discussions, e-consultation; statistical information; maps and plans; graphs; photograph; and reports.

To achieve this Council will:

- Ensure participants have timely access to relevant information that is accurate and unbiased, providing opportunities for them to form sound opinions and decisions;
- Ensure that participants are provided with relevant background information prior to any consultation and the way in which information is shared between Council and the local community is appropriate to the particular project and is in place during the early stages;
- Provide information that is concise, written clearly and is in plain English. In particular, where the information is technical in nature, supporting explanatory information will be provided in an easy to read format;
- Endeavour to provide all reasonable opportunities for access to information in other formats, (e.g. large print, audio, electronically etc) and community languages;

- Consider a range of information and formats as well as written to encourage wide participation and engagement with new or previously disengaged groups and individuals; and
- Provide reasonable timeframes that accommodate effective information sharing, analysis and feedback.

4.6 Feedback and Evaluation

- (a) Closing the “consultation loop” and informing participants as to how their opinions and information have contributed to the preparation and decision of Council is vital. Providing participants with feedback is important in respecting the partnership and maintaining ongoing engagement with the local community.
- (b) The views and comments of participants specific to the consultation process itself is a valuable learning tool. Candid evaluation at the conclusion of each consultation program will ensure that Council continues to improve how consultation is carried out in the future. It should include questions regarding the values of the process; whether the objectives and purpose was clear and achieved and whether the methods used were suitable.

To achieve this Council will:

- Aim to include details about the evaluation component in the planning of the project. This will ensure that issues are given due consideration in a methodical manner and where appropriate changes be made to the strategy and/or project to reflect the needs and priorities expressed by the local community;
- Clearly outline and communicate the evaluation/feedback mechanisms and decision-making process with participants at the earliest possible stage of the project;
- Use feedback and evaluation to review and improve the planning, design and delivery of community engagement and consultation practices;
- Provide regular project updates and/or feedback on how decisions were made in a timely manner. Council will ensure that the results and reports are made available in a range of formats and in a variety of venues as determined at the commencement of the project, within a reasonable timeframe; and
- Provide, where appropriate, opportunities for feedback through a variety of means. These could include written submission via post or mail; feedback forms; verbally through meetings, workshops or web based methods, such as discussion boards or e-forums etc.

4.7 Resourcing and Timing

- (a) Building capacity within the Shire may take time, particularly in engaging those who are “hard to reach” and disengaged. Council and the local community may require time to develop relationships, and the consultation methods and approach must consider this.
- (b) It is important that participants have a realistic idea of how much time consultation is likely to take in the overall preparation and implementation of the specific project. Timing of consultation also ensures quality feedback and engagement with the local community. To gain the maximum participation possible, the local community should be advised of any consultation at the earliest possible stage of the project. It is important that the timing of any consultation process must consider previous, current and future engagement activities to avoid “consultation fatigue” by the local community.

(c) The specific financial cost involved in conducting consultation must be understood when planning any consultation process or activity.

To achieve this Council will:

- Provide the necessary resources and support to ensure the principles of the Community Engagement Policy are implemented;
- Ensure that the Community Engagement Policy is regularly reviewed and evaluated to ensure best practise community engagement and consultation methods are being considered;
- Identify what skills are required to devise and conduct consultation and engagement activities and to provide opportunities for staff training to effectively engage with the local community through the use of best practice community consultation methods.

An essential element in an effective community consultation process is clearly defining and communicating, from the outset, the level of influence the community will have in your project, plan or strategy. Community expectations regarding an appropriate level for their input may differ to Council's expectations. The roles of the community can be to listen, contribute, participate or decide.

CONCLUSION:

Whichever method of community engagement is chosen, the process needs to be open, responsive, inclusive, consistent and accountable.

Council needs to make a concerted, regular effort to confer with all parties for whom there are issues which may be of interest or concern. There is a need to recognise that different methods may have to be employed to reach different groups or individuals, and for variations in circumstance. Council should guard against the possibility of being unduly swayed by vocal or influential minorities.

Satisfactorily engagement also requires that the community is given adequate time and opportunity to respond during any consultation process. Council must meet its obligation giving prompt and effective feedback and flowing through with any undertakings it gives. The Community Engagement Policy is an evolving document. It will be reviewed regularly to ensure the strategy and allocation of resources reflects current best practise and current legislative requirement.

A phone call to the Richmond Shire Council during business hours (8.20am to 5.00pm) can provide details of how to contact a specific Councillor and/or the appropriate Council officer. All phone calls and associated issues are logged on a customer tracking system for action and follow up.

RICHMOND SHIRE COUNCIL'S CONTACT DETAILS

Telephone	07 4719 3377 – leave a message after 5.00pm and before 8.20am
Write a letter	To the Chief Executive Officer or Mayor PO Box 18 RICHMOND Q 4822
Email Council	enquiries@richmond.qld.gov.au
Post Comments to	Richmond Shire Council – Facebook page Councils website www.richmond.qld.gov.au

IMPLEMENTATION:

This Policy will commence from the Approval Date. This Policy replaces all other Community Engagement Polices of Richmond Shire Council (whether written or not).

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and 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.

APPROVAL:

Policy Reviewed: General Council Meeting 13 September 2022
Resolution Number: 20220913.7

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 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.

Budget & Resource Implications

N/A

Background

The Enrolment Priority Policy (OSHC) has had a minor change made under the Approval section.

Consultation (Internal/External)

Internal: Director of Community Services and Development – Angela Henry

Attachments

Attachment D - Policy

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



COUNCIL POLICY

POLICY TITLE:	ENROLMENT PRIORITY POLICY (OSHC)
POLICY NUMBER:	079
INFOXPRT REF:	106323
DATE OF ADOPTION:	17 November 2020
TIME PERIOD OF REVIEW:	Annual
DATE OF NEXT REVIEW:	September 2024

1. RATIONALE

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.

2. SCOPE

All persons who use or access Council's website or social media sites by any means, or who post comments on other websites or social media sites where the user identifies themselves, or could be expected to be identified, as being associated with Council (defined as "users").

3. PROCEDURE

Applications for Enrolment at the Richmond Shire Outside of School Hours Care Centre will be available from the Centre in September each year.

Completed enrolments (originals) are to be returned as soon as possible. Incomplete enrolments will not be accepted. Each child's Immunisation History must be provided.

Priority of Access

First Priority	<ul style="list-style-type: none">• Children at risk of serious abuse or neglect, or anyone approved for Additional Child Care Subsidy• Children of Richmond Shire Council Employees
Second Priority	<ul style="list-style-type: none">• Priority given to Permanent Bookings for currently attending working families
Third Priority	<ul style="list-style-type: none">• Priority given to Permanent Bookings for new to the Service working families
Fourth Priority	<ul style="list-style-type: none">• Priority given to working Families registered on the waitlist
Fifth Priority	<ul style="list-style-type: none">• Priority given to casual bookings
Sixth Priority	<ul style="list-style-type: none">• All remaining vacancies to any other family requiring care

PROOF OF WORK OR STUDY REQUIRED.

ALL ACCOUNTS MUST BE PAID IN FULL BY ANNUAL CLOSE DOWN OR FOLLOWING YEAR BOOKINGS MAY BE VOID. COUNCILS DEBTORS POLICY MUST ALSO BE REFERRED TO.

Priority Access Guidelines

Enrolments will be accepted according to this Policy. According to legislation, services are to follow the guidelines when they are filling vacancies and, when there are no vacancies they may require a child who is Fifth Priority or lower to leave the service or alter their days in order to provide a place for a higher priority child.

The waitlist will dissolve annually when the enrolments for the forthcoming year open. Applications for enrolment or waitlist will not be accepted for any further ahead than the following school year. Families will not be able to book full time positions knowing they will have regular absences. Three absences on the same day (for example three Tuesdays in a row) will require a medical certificate to explain the absence or that place will become available.

Families with outstanding fees will not be eligible to enrol until fees are up to date. Families that appear on the Suspended Debtors List three consecutive months will forfeit their place.

RELEVANT LAWS

- Education and Care Services National Law Act 2010 and Regulations 2011
- Family and Child Commission Act 2014
- Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011
- National Quality Standard, Quality Area 7 – Governance and Leadership; Quality Area 6 – Collaborative partnerships with families and communities
- Federal Governments Priority of Access Guidelines

4. IMPLEMENTATION

This policy will be made available to all stakeholders utilising the OSHC Service

5. APPROVAL

Policy Reviewed: General Council Meeting 13 September 2022
Resolution Number: 20220913.5

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 3 Reports for Consideration – Corporate Services

Item 3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

Council's 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**

Budget & Resource Implications

N/A

Background

This report provides information on actual versus amended budget performance, including a rates and charges revenue overview, and an update on Council cash, investments, and borrowings.

See attached Statements for more information.

Consultation (Internal/External)

Nil

Attachments

Attachment E –

- 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 August 2023

	2024 Actuals \$	2024 Budget \$	2023 Actuals \$	Budget Variance %
Income				
Revenue				
Recurrent revenue				
Rates, levies and charges	607,289	2,049,395	520,847	29.63%
Fees and charges	217,333	1,070,250	182,571	20.31%
Sales revenue	1,682,432	11,678,651	1,475,250	14.41%
Grants, subsidies, contributions and donations	267,651	8,859,300	604,502	3.02%
	<u>2,774,705</u>	<u>23,657,596</u>	<u>2,783,170</u>	<u>11.73%</u>
Capital revenue				
Grants, subsidies, contributions and donations	623,426	19,979,690	333,870	3.12%
Total capital revenue	<u>623,426</u>	<u>19,979,690</u>	<u>333,870</u>	<u>3.12%</u>
Rental income	24,233	172,800	26,329	14.02%
Interest received	27,890	175,000	22,255	15.94%
Other income	15,158	361,271	26,436	4.20%
	<u>67,281</u>	<u>709,071</u>	<u>75,020</u>	<u>9.49%</u>
Total income	<u>3,465,412</u>	<u>44,346,357</u>	<u>3,192,060</u>	<u>7.81%</u>
Expenses				
Recurrent expenses				
Employee benefits	(913,425)	(8,705,297)	(1,006,360)	10.49%
Materials and services	(1,571,577)	(10,710,064)	(3,143,063)	14.67%
Finance costs	(1,720)	(651,100)	(3,233)	0.26%
Depreciation and amortisation				
Property, Plant and Equipment	(533,744)	(5,190,100)	(933,022)	10.28%
	<u>(3,020,464)</u>	<u>(25,256,561)</u>	<u>(5,085,678)</u>	<u>11.96%</u>
Capital expenses				
Loss on disposal of non-current assets	619,000	619,000	200	
Write off of flood damaged roads			-	
	<u>619,000</u>	<u>619,000</u>	<u>200</u>	<u>100.00%</u>
Total expenses	<u>(2,401,464)</u>	<u>(24,637,561)</u>	<u>(5,085,478)</u>	<u>9.75%</u>
Net result	<u>1,063,948</u>	<u>19,708,796</u>	<u>(1,893,418)</u>	<u>5.40%</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>1,063,948</u>	<u>19,708,796</u>	<u>(1,893,418)</u>	<u>5.40%</u>

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

	2024 Actuals	2024 Budget	2023 Actuals	Budget Variance
	\$	\$	\$	%
Current assets				
Cash and cash equivalents	8,733,316	11,864,346	11,076,552	73.61%
Trade and other receivables	2,342,343	1,624,500	627,506	144.19%
Inventories	410,233	450,000	359,813	91.16%
Land for Resale	126,000	126,000	126,000	100.00%
Contract assets	1,381,492	1,500,000	-	92.10%
Other assets	166,765	155,000	38,900	107.59%
Total current assets	13,160,148	15,719,846	12,228,772	83.72%
Non-current assets				
Property, plant and equipment	241,646,625	272,752,146	205,255,015	88.60%
Intangible assets	-	-	112,619	0.00%
Capital Work in Progress	11,557,531	-	4,490,336	0.00%
Total non-current assets	253,204,156	272,752,146	209,857,970	92.83%
Total assets	266,364,304	288,471,992	222,086,741	92.34%
Current liabilities				
Trade and other payables	47,067	1,161,000	2,243,048	4.05%
Contract liabilities	1,939,232	1,750,000	557,208	110.81%
Borrowings	579,634	636,000	563,624	91.14%
Provisions	1,389,225	1,520,000	1,387,556	91.40%
Total current liabilities	3,955,158	5,067,000	4,751,436	78.06%
Non-current liabilities				
Provisions	237,602	305,000	199,455	77.90%
Borrowings	1,676,680	1,640,313	2,253,608	102.22%
Total non-current liabilities	1,914,282	1,945,313	2,453,063	98.40%
Total liabilities	5,869,440	7,012,313	7,204,499	83.70%
Net community assets	260,494,863	281,459,679	214,882,243	92.55%
Community equity				
Asset revaluation surplus	139,352,387	142,551,479	103,428,227	97.76%
Operating surplus	1,063,948	19,708,796	(1,893,418)	5.40%
Retained surplus	120,078,529	119,199,404	113,347,434	100.74%
Total community equity	260,494,864	281,459,679	214,882,243	92.55%

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

	2024 Actuals	2024 Budget	2023 Actuals	Budget Variance
	\$	\$	\$	%
Cash flows from operating activities				
Receipts from customers	3,304,046	15,159,567	2,205,104	21.80%
Payments to suppliers and employees	(4,112,752)	(20,953,606)	(2,498,616)	19.63%
	(808,707)	(5,794,039)	(293,512)	13.96%
Interest received	27,890	175,000	22,255	15.94%
Rental income	24,233	172,800	26,329	14.02%
Grants, subsidies, contributions and donations - non-capital	267,651	8,859,300	604,502	3.02%
Finance/Borrowing costs	(1,720)	(651,100)	(3,233)	0.26%
Net cash inflow (outflow) from operating activities	(490,653)	2,761,961	356,341	-17.76%
Cash flows from investing activities				
Payments for property, plant and equipment	(1,702,255)	(20,059,340)	(813,125)	8.49%
Net movement in loans and advances	-	-	-	0.00%
Proceeds from sale of property plant and equipment	619,000	619,000	-	100.00%
Grants, subsidies, contributions and donations - capital	623,426	19,979,690	333,870	3.12%
Net cash inflow (outflow) from investing activities	(459,829)	539,350	(479,256)	-85.26%
Cash flows from financing activities				
Proceeds from borrowings	-	-	-	0.00%
Repayment of borrowings	-	(636,965)	-	0.00%
Net cash (outflow) from financing activities	-	(636,965)	-	0.00%
Net increase in cash and cash equivalent held	(950,482)	2,664,346	(122,914)	-35.67%
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	8,733,316	11,864,346	11,076,552	73.61%

Item 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.

Budget & Resource Implications

N/A

Background

The changes made to the Fees and Charges are attached.

Consultation (Internal/External)

External: Swimming Pool Contractor – Leeann Moloney

Attachments

Attachment F – Proposed Fees and Charges

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

Name	Unit	Fee (incl. GST)	GST	Legislative Reference	Power under LGA 2009 s97
SWIMMING POOL					
Bond		300.00	N	-	-
Swim Club - Licence fee	Annual	325.00	Y	-	-
School events (bond only)		No charge	N	-	-
Admission Charges					
Adults	Per day	3.50	Y	-	-
Children aged 5 -17 years	Per day	2.00	Y	-	-
Children aged 0 - 4 years accompanied by an adult	Per day	No charge	N	-	-
Spectator fee	Per day	2.00	Y	-	-
Season Pass					
Adults	Annual	130.00	Y	-	-
Children attending school	Annual	65.00	Y	-	-
Family - including school aged children	Annual	190.00	Y	-	-
GYM FEES					
Joining fee - non refundable		25.00	Y	-	-
Annual membership	Annual	255.00	Y	-	-
Quarterly membership paid in advance	Quarterly	67.00	Y	-	-
Late payment fee		29.00	Y	-	-
Replacement card	Per card	32.00	Y	-	-
Casual membership for itinerant workers	Per month	30.00	Y	-	-
<i>NOTE: Quarterly membership fees effective from 1 October 2022.</i>					
TENNIS COURTS					
Bond for court hire	Per event	300.00	N	-	-
Bond for tennis nets and posts	Per event	300.00	N	-	-
Tennis Club - Licence fee	Annual	325.00	N	-	-

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

Item 4. Reports for Consideration – Community Services

Item 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.

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.

Budget & Resource Implications

Nil

Background

2 x Applications have been received in the Junior Sportstar of the Year.

The Criteria being:

Athletes under 18 years of age during the Awards period who has attained a level of excellence greater than that achieved by their peers or other sports people or whose performance has been so exceptional that their achievements have identified them as being clearly outstanding from their peers. Nominees' performances for the period 2nd July 2022 – 2nd July 2023 must be of such a standard of excellence and achieved in an arena competitive enough to truly warrant them becoming the recipient of this award.

Factors to consider in completing nominations include:

- a) level of competition i.e. regional, state, national/international, junior or open age
- b) type of competitor i.e. individual or part of a team
- c) achievement over the period
- d) significance of achievement

COUNCIL CAN CHOOSE TO NOMINATE BOTH NOMINEES

JAYDON LANSKEY - CROSS COUNTRY – application attached

MAC PATTEL – RUGBY UNION – application attached

Consultation (Internal/External)

Nil

Attachments

Attachment G - 2 x Nominations

Report prepared by **Angela Henry (Director of Community Services and Development)**



Please select applicable option

I am nominating someone

What Award Category are you nominating for?

Junior Sportstar of the Year (under the age of 18 years during the awards period)

Name of Nominator

Elizabeth Mayo

Nominator's Email

ehand15@eq.edu.au

Nominator's Phone

47686333

Nominee Information

Nominee Name

Jaydon Lanskey

Sport/s

Cross Country

Number of years in sport/s

3

Local Council / Shire

Richmond Shire Council

Date of Birth

Wednesday, September 1, 2010

Address

Grampian Valley Station
Richmond, Queensland, 4822

Phone

0428546828

Will the nominee be attending the awards on the 4th November in Mackay?

undecided

List all achievements under appropriate headings

Please note: Judging is based on achievements from 2nd July 2022 – 2nd July 2023 ONLY.

*All Sportstar nominations for the Junior Sportstar Category and Sportstar of the Year Category will automatically be accepted into the **2 NEW Categories NQ Rural & Remote Sportstars and Junior of the Year category** for judging if NQ Athlete resides in the NQ region but outside the three major cities (Cairns, Townsville, Mackay) and meets the above criteria.*

Local

Jaydon participates and excels with Richmond North West Athletics Club events, and Mid-West School Sports in multiple sports including cross country.

State (inc name, location, dates of competition & placing)

Jaydon recently represented North West Sport in Cross Country (16th July 2023) and achieved 65th in the state (QLD) with a new personal best achieved.

National (inc name, location, dates of competition & placing)

Nil

International (inc name, location, dates of competition & placing)

Nil

Outstanding Achievements

Jaydon's most outstanding achievement to date has been his unwavering commitment to his training and personal improvement despite the barriers of living in a remote location without a coach and with limited facilities to support his training. He demonstrates exemplary sportsmanship at all levels.

Olympic Games / Commonwealth Games

Nil

World Championships (inc name, location, dates of championships & placing)

Nil

Regional Competitions (inc name, location, dates of competition & placing)

Mid-West Cross Country - 2023

North-West Cross Country- 15th-17th July 2023

Club Competitions

Jaydon participates and excels with Richmond North West Athletics Club events, Longreach - Sunset Carnival Athletics Events and Mid-West School Sports. Jaydon has participated in both Mid-West and North-West Cross Country carnivals for multiple years and continues to improve.

Background Information for Nominee

(Please include alot of detail as we could be using this information to introduce the nominee at the awards night)

Hobbies & Interests Outside of Sport?

Jaydon participates in a wide range of sports and general interest areas, he recently spent time on his holidays fossicking with family and enjoys spending time with his peers. In conjunction with sport, Jaydon is also a committed student and school leader.

Favourite Sporting Person?

Jaydon follows the NRL and a range of sporting teams.

If at school, name of School

Richmond State School

Goal in your chosen sport?

Jaydon has a clear focus on his personal improvement and ensuring he is competing to the best of his ability in all events. Jaydon is currently preparing for the upcoming North-West Athletics Carnival in Longreach on the 19th/20th August

2023 NQ Sportstar Awards

Title & Organisation (if applicable) Richmond State School

Upload Image of Nominee



Does this nomination have the support of the relevant State sporting organisation?

Yes

Name of State Body

North West Sport

We require an image of the Nominee to be used in conjunction with the NQ Sportstar Awards. Do you give permission to the North Queensland Sports Foundation to use the image in publications, news releases, online and in other communications related to the NQ Sportstar Awards.

Yes

Contact Details of State Body

Linda Ashburn 0746526607

List all achievements under appropriate headings

NB - for **Service to NQ Sport judging is based on voluntary contribution to the sporting community over a period of time.** Please refer to category criteria

NB - for **Volunteer Category judging is based on voluntary contribution to the sporting community from 2nd July 2022 - 2nd July 2023.** Please refer to category criteria



Please select applicable option

I am nominating someone

What Award Category are you nominating for?

Junior Sportstar of the Year (under the age of 18 years during the awards period)

Name of Nominator

Bethea Pattel

Nominator's Email

beathea@bigpond.com

Nominator's Phone

0448721868

Nominee Information

Nominee Name

Mac Pattel

Sport/s

Rugby Union

Number of years in sport/s

3

Local Council / Shire

Richmond Shire Council

Date of Birth

Thursday, June 5, 2008

Address

42a Crawford Street
Richmond, QLD, 4822

Phone

0408936802

Will the nominee be attending the awards on the 4th November in Mackay?

undecided

List all achievements under appropriate headings

Please note: Judging is based on achievements from 2nd July 2022 – 2nd July 2023 ONLY.

*All Sportstar nominations for the Junior Sportstar Category and Sportstar of the Year Category will automatically be accepted into the **2 NEW Categories NQ Rural & Remote Sportstars and Junior of the Year category** for judging if NQ Athlete resides in the NQ region but outside the three major cities (Cairns, Townsville, Mackay) and meets the above criteria.*

Local

North Queensland Team - Club - Queensland Country Championships 2023) - June

Townsville Brolgas Under 16 team - May

Selected North Queensland School boys teams - Under 15

State (inc name, location, dates of competition & placing)

North Queensland Team - Club - Queensland Country Championships 2023) - June - Team came 4th of 4

National (inc name, location, dates of competition & placing)

n/a

International (inc name, location, dates of competition & placing)

n/a

Outstanding Achievements

n/a

Olympic Games / Commonwealth Games

n/a

World Championships (inc name, location, dates of championships & placing)

n/a

Regional Competitions (inc name, location, dates of competition & placing)

Townsville Brolgas Under 16 team North Queensland Championships - May - Brolgas defeated Cairns

Club Competitions

North Ward Under 14 and Under 16 competitions as part of TDRU comp
Best Back for Under 16 in 2022 for club

Background Information for Nominee

(Please include alot of detail as we could be using this information to introduce the nominee at the awards night)

Hobbies & Interests Outside of Sport?

Touch Football
Riding Motorbikes
Working with cattle

Favourite Sporting Person?

Tate MCDermott and Kalyn Ponga

If at school, name of School

Townsville Grammar School

Goal in your chosen sport?

To represent at a state level

2023 NQ Sportstar Awards

Title & Organisation (if applicable)

Richmond amateur Swimming Club

Upload Image of Nominee





Does this nomination have the support of the relevant State sporting organisation?

No

Name of State Body

Townsville District Rugby Union

We require an image of the Nominee to be used in conjunction with the NQ Sportstar Awards. Do you give permission to the North Queensland Sports Foundation to use the image in publications, news releases, online and in other communications related to the NQ Sportstar Awards.

Yes

List all achievements under appropriate headings

NB - for **Service to NQ Sport judging is based on voluntary contribution to the sporting community over a period of time.** Please refer to category criteria

NB - for **Volunteer Category judging is based on voluntary contribution to the sporting community from 2nd July 2022 - 2nd July 2023.** Please refer to category criteria

Item 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.

Budget & Resource Implications

Nil

Background

Nil

Consultation (Internal/External)

Nil

Attachments

Nil

Report prepared by **Angela Henry (Director of Community Services and Development)**

Item 6. General Business

DATE OF NEXT MEETING

10 October 2023

CONCLUSION

Peter Bennett
Chief Executive Officer