



RICHMOND SHIRE COUNCIL
AGENDA
FOR

ORDINARY MEETING
TUESDAY 10 OCTOBER 2023
COMMENCING AT 8:00AM

Richmond Shire Council
Ordinary Meeting of Council 10 October 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 12 September 2023.

Richmond Shire Council
Ordinary Meeting of Council 10 October 2023

COMMENCEMENT OF MEETING

SIGNING OF ATTENDANCE BOOK

READING OF OFFICIAL PRAYER

LEAVE OF ABSENCE

CONFIRMATION OF MINUTES

- Unconfirmed 12 September 2023 Minutes

DECLARATIONS OF INTEREST

MATTERS ARISING FROM PREVIOUS MEETINGS

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



RICHMOND SHIRE COUNCIL

UNCONFIRMED MINUTES

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

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OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 12 SEPTEMBER 2023

PRESENT

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

COUNCILLORS:

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

STAFF:

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

PRAYER

Cr Kennedy read the prayer

APOLOGIES

Director of Community Services and Development – Angela Henry

CONFIRMATION OF MINUTES

RESOLUTION 20230912.1

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

DECLARATIONS OF INTEREST

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

Item 4.1 Sportstar Award Nominees

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

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

BUSINESS ARISING

Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.1 Retaining the Richmond NDB Towers and Equipment Room

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: provide further comment.

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

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

REFERENCE DOCUMENT

- Nil

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

2.1 Social Media Policy

EXECUTIVE SUMMARY

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

The Policy is due for its annual review.

OFFICER'S RECOMMENDATION

That Council: adopt the Social Media Policy as presented.

RESOLUTION 20230912.2

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

REFERENCE DOCUMENT

- Policy

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

2.2 Community Engagement Policy

EXECUTIVE SUMMARY

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

The Policy is due for its annual review.

OFFICER'S RECOMMENDATION

That Council: adopt the Community Engagement Policy as presented.

RESOLUTION 20230912.3

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

REFERENCE DOCUMENT

- Policy

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

2.3 Enrolment Priority Policy (OSHC)

EXECUTIVE SUMMARY

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

The Policy is due for its annual review.

OFFICER'S RECOMMENDATION

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

RESOLUTION 20230912.4

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

REFERENCE DOCUMENT

- Policy

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

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

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

RESOLUTION 20230912.5

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

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

REFERENCE DOCUMENT

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

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.2 Fees and Charges – Swimming Pool Fees

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

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

RESOLUTION 20230912.6

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

REFERENCE DOCUMENT

- Proposed Fees and Charges

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.1 Sportstar Award Nominees

EXECUTIVE SUMMARY

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

Attendance

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

OFFICER'S RECOMMENDATION

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

RESOLUTION 20230912.7

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

Attendance

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

REFERENCE DOCUMENT

- Nil

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Sport and Recreation

EXECUTIVE SUMMARY

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

OFFICER’S RECOMMENDATION

That Council: for Councils information only.

Noted.

REFERENCE DOCUMENT

- Nil

Change of order of business to consider late items

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

2.4 Enterprise Risk Management Policy

EXECUTIVE SUMMARY

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

This Policy is due for its review.

OFFICER’S RECOMMENDATION

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

RESOLUTION 20230912.8

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

REFERENCE DOCUMENT

- Policy

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

2.5 Register of Interests Policy

EXECUTIVE SUMMARY

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

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

This Policy is due for its review.

OFFICER'S RECOMMENDATION

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

RESOLUTION 20230912.9

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

REFERENCE DOCUMENT

- Policy

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

2.6 Public Interests Disclosure Policy

EXECUTIVE SUMMARY

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

This Policy is due for its annual review.

OFFICER'S RECOMMENDATION

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

RESOLUTION 20230912.10

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

REFERENCE DOCUMENT

- Policy

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

2.7 Related Parties Policy

EXECUTIVE SUMMARY

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

This Policy is due for its review.

OFFICER'S RECOMMENDATION

That Council: adopt the Related Parties Policy as presented.

RESOLUTION 20230912.11

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

REFERENCE DOCUMENT

- Policy

GENERAL BUSINESS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CLOSE OF MEETING

RESOLUTION 20230912.12

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

Meeting closure

RESOLUTION 20230912.13

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

Next Ordinary Meeting

10 October 2023

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

Mayor

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

Item 2.1 Richmond Shire Council Delegations Register

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: adopt the Delegations Register as presented.

Budget & Resource Implications

N/A

Background

The Delegations Register is due for renewal every twelve months.

Consultation (Internal/External)

Nil

Attachments

Attachment B – Delegations Register (Council to CEO)

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



REGISTER OF DELEGATIONS

COUNCIL TO CHIEF EXECUTIVE OFFICER

REVIEW DATE: OCTOBER 2023

RESPONSIBLE OFFICER – CHIEF EXECUTIVE OFFICER

RESOLUTION 20230221.4

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

These delegations form part of the Council's Register of Delegations, consisting of Delegations from Council to the Chief Executive Officer and from the Chief Executive Officer to Employees and Contractors. The powers specified hereunder are delegated subject to these conditions.

1. CEOs Responsibilities

- 1.1 The CEO has the responsibility of making decisions on behalf of the Council. That means that decisions may be subject to appeal, or enquiry as to the appropriate uses of administrative procedures. The CEO is therefore expected to exercise his/her discretion in accordance with the provisions of the law as it would have applied to the Council were it making the decision.
- 1.2 In making decisions, the CEO should be aware of any specific Council policies, decisions, local-laws etc. which may be relevant to the proposal. This is a key responsibility which forms an integral part of the delegation.
- 1.3 The delegation does not derogate from the power of the Council or the Chief Executive Officer to act in any matter. Accordingly, decisions which appear to the CEO to be of public interest, controversial, or to have some special importance should be referred to the Mayor or the Council for determination. The exercise of this judgment should be such that decisions should be referred if the CEO has any doubts about the interest in or significance of the proposal.
- 1.4 A delegation does not cease to have effect merely because the person who was the specified officer or the holder of the specified office when the power was delegated ceases to be the officer or the holder of the office. The power may be exercised by the person for the time being occupying or acting in the office concerned.
- 1.5 A delegated power may be exercised only in accordance with any conditions to which the delegation is subject.
- 1.6 Where a power to do a thing is delegated in this register, the delegation includes the power not to do it.
- 1.7 A power to grant, issue, renew or approve a thing, includes where appropriate, the power to suspend or repeal it.

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

2. Compliance with Council Policies, Decisions and CEO Directions

In the exercise of any delegation, the CEO must comply with the requirements of all statutes, local laws, Council's policies, Council decisions and directions from the Council. These requirements/directions may be specific to particular action being undertaken or apply generally to actions of a particular type.

3. Sub Delegation

The Chief Executive Officer **may** sub delegate or on-delegate any power delegated that is not specifically delegated to that position. However, Council can only delegate to the Chief Executive Officer.

4. Acting Positions

Officers acting in the position may exercise the powers delegated to that position. Additionally, for short term absences not exceeding two days (example sick leave, recreation leave) the officer undertaking the delegate's duties may exercise the powers delegated to that position.

5. Limit of Delegations

Delegations of authority are limited to the extent of duties and responsibilities contained in each officer's position description

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
<i>Animal Care and Protection Act 2001</i>					
1.	Chief Executive Officer	Power, in the specified circumstances, to agree in writing to the transfer of the ownership of an animal or other thing to Council.	<i>Sections 156(2)</i>		
2.	Chief Executive Officer	Power, in the specified circumstances, to deal with an animal or other thing as considered appropriate.	<i>Section 157</i>		
3.	Chief Executive Officer	Power, in the specified circumstances, to recover the cost from the animal's owner or former owner.	<i>Section 189</i>		
4.	Chief Executive Officer	Power, in the specified circumstances, to agree in writing to the transfer of the ownership of an animal to Council.	<i>Section 214A(2)</i>		
<i>Animal Management (Cats and Dogs) Act 2008</i>					
5.	Chief Executive Officer	Power to give identifying information to particular persons	<i>Section 39</i>		
6.	Chief Executive Officer	Power to give registration notice.	<i>Section 49(2)</i>		
7.	Chief Executive Officer	Power to keep registration form and information.	<i>Section 51</i>		
8.	Chief Executive Officer	Power to require an applicant to give a stated document or information that is relevant to a permit application	<i>Section 74(1)</i>		
9.	Chief Executive Officer	Power to grant or refuse a permit application within a certain time	<i>Section 75(1)</i>		
10.	Chief Executive Officer	Power to impose conditions on the grant of an application for a restricted dog permit.	<i>Section 75(5)</i>		
11.	Chief Executive Officer	Power to issue a restricted dog permit	<i>Section 77</i>		
12.	Chief Executive Officer	Power to issue a decision notice after deciding to refuse a permit application	<i>Section 79</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
13.	Chief Executive Officer	Power to grant or refuse a renewal application within a certain time	<i>Section 84(1)</i>		
14.	Chief Executive Officer	Power to seek further information in deciding an application for a renewal application	<i>Section 84(4(b))</i>		
15.	Chief Executive Officer	Power to: 1) if the application is granted, issue a renew permit; or (2) if application is refused, issue a decision notice.	<i>Section 84(5)</i>		
16.	Chief Executive Officer	Power to amend a restricted dog permit at any time	<i>Section 87</i>		
17.	Chief Executive Officer	Power to make: (a) a dangerous dog declaration (b) a menacing dog declaration (c) a restricted dog declaration	<i>Section 89(1)</i>		
18.	Chief Executive Officer	Power to give a dog owner a proposed declaration notice regarding a dog.	<i>Section 90</i>		
19.	Chief Executive Officer	Power to withdraw a proposed declaration notice regarding a dog.	<i>Section 92</i>		
20.	Chief Executive Officer	Power to consider any written representations and evidence within a period stated in a proposed declaration notice and make a regulated dog declaration	<i>Section 94</i>		
21.	Chief Executive Officer	Power to give an owner of the dog the subject of a regulated dog declaration, a notice about the decision under subsection (3) or (4)	<i>Section 95</i>		
22.	Chief Executive Officer	Power to destroy a surrendered regulated dog.	<i>Section 100</i>		
23.	Chief Executive Officer	Power to recover reasonable seizure or destruction costs.	<i>Section 102</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
24.	Chief Executive Officer	Power to give notice of a proposed inspection program.	<i>Section 114</i>		
25.	Chief Executive Officer	Power to include other information considered appropriate in the general register.	<i>Section 178(e)</i>		
26.	Chief Executive Officer	Power to authorise an employee to verify a copy of a document.	<i>Section 198(1)</i>		
<i>Biosecurity Act 2014</i>					
27.	Chief Executive Officer	Power to prepare and approve a biosecurity plan for invasive biosecurity matter for Council's area.	Section 53		
28.	Chief Executive Officer	Power to keep a copy of the Biosecurity plan available for inspection	Section 54		
29.	Chief Executive Officer	Power to consult with the chief executive about the suitability and priority of the activities.	Section 59		
30.	Chief Executive Officer	Power, as a building authority for a barrier fence, or as an owner of land affected by the amendment, to consult with the chief executive about the amendment of the barrier fence map.	Section 91(3)		
31.	Chief Executive Officer	Power, as a building authority for a barrier fence, in the circumstance set out in subsection (1), to build and pay for a gate or grid in the fence.	Section 92(2)		
32.	Chief Executive Officer	Power, as a building authority for a barrier fence, to undertake the activities set out in subsections (a) and (b).	Section 93		
33.	Chief Executive Officer	Power, as a building authority for a barrier fence, to enter a place in the circumstances set out in subsection (1).	Section 94		
34.	Chief Executive Officer	Power, as a building authority for a barrier fence, to enter into an agreement with another person about making an opening in the fence for a particular purpose and period.	Section 95		
35.	Chief Executive	Power, as a building authority for a barrier fence, to give a	Section 96(2)		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	notice to a person requiring the person to restore the fence.			
36.	Chief Executive Officer	Power, as a building authority for a barrier fence, to carry out the restoration of the barrier fence and recover the reasonable costs from the person to whom notice was given pursuant to subsection (2).	Section 96(4)		
37.	Chief Executive Officer	Power, as a building authority for a barrier fence part, to appoint a person employed or engaged by Council to exercise powers under the Act in relation to the barrier fence part.	Section 100		
38.	Chief Executive Officer	Power, as a building authority for a barrier fence part, to give directions to a barrier fence employee.	Section 101(2)		
39.	Chief Executive Officer	Power to apply to an inspector for a biosecurity emergency order permit.	<i>Section 121</i>		
40.	Chief Executive Officer	Power to apply to an inspector for a biosecurity instrument permit.	<i>Section 132</i>		
41.	Chief Executive Officer	Power to make written submissions in response to a notice from the chief executive.	<i>Section 150(3)(b)</i>		
42.	Chief Executive Officer	Power as a registered biosecurity entity, owner or occupier to give the chief executive a restricted place notice.	<i>Section 160(2)</i>		
43.	Chief Executive Officer	Power to apply to the chief executive for the removal of the entry for a restricted place from the biosecurity register.	<i>Section 164</i>		
44.	Chief Executive Officer	Power to give the chief executive further information or a document about the application.	<i>Section 165</i>		
45.	Chief Executive Officer	Power as a biosecurity entity to give the chief executive a change notice.	<i>Section 170(2)</i>		
46.	Chief Executive Officer	Power to apply to the chief executive for a travel approval for the movement of a special designated animal.	<i>Section 181</i>		
47.	Chief Executive	Power, as a receiver of a special designated animal at a	<i>Section 187</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	saleyard, to take the action referred to in subsections (a) & (b).			
48.	Chief Executive Officer	Power, as a receiver of a special designated animal at a restricted agricultural show, to take the action referred to in subsection (2).	<i>Section 188</i>		
49.	Chief Executive Officer	Power, as a receiver of a special designated animal at a place, to take the action referred to in subsection (2).	<i>Section 190</i>		
50.	Chief Executive Officer	Power, in the circumstances referred to in subsection (1), as a receiver of a special designated animal to advise an inspector of the circumstances in subsection (1).	<i>Section 193(2)</i>		
51.	Chief Executive Officer	Power to apply for a prohibited matter permit or a restricted matter permit and to take all steps required to bring the application to finalisation and obtain a decision on the application.	<i>Sections 214 and 215</i>		
52.	Chief Executive Officer	Power to apply for the renewal of a prohibited matter permit or a restricted matter permit and to take all steps required to bring the application to finalisation and obtain a decision on the application.	<i>Sections 225 and 226</i>		
53.	Chief Executive Officer	Power to apply for the transfer of a prohibited matter permit or a restricted matter permit.	<i>Section 230</i>		
54.	Chief Executive Officer	Power to consult with an interested entity about a proposed biosecurity program.	<i>Section 235(3)(d)</i>		
55.	Chief Executive Officer	Power to consult with the chief executive about a proposed biosecurity program.	<i>Section 239(1)</i>		
56.	Chief Executive Officer	Power to consult with the chief executive and an invasive animal board before authorising a biosecurity program.	<i>Section 239(2)</i>		
57.	Chief Executive Officer	Power to give or make copies of a biosecurity programme authorisation available for inspection and purchase at Council's public office.	<i>Section 241</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
58.	Chief Executive Officer	Power to apply to the court for an order against the person convicted of an offence against the Act to pay the costs Council has incurred in taking a thing or doing something else during the investigation of the offence.	<i>Section 358</i>		
59.	Chief Executive Officer	Power, as a relevant body, to stay the original decision, fix conditions on the stay, fix the period of a stay and revoke a stay.	Section 364		
60.	Chief Executive Officer	Power, as the issuing authority, after receiving an internal review application to conduct an internal review and make a decision.	<i>Section 365</i>		
61.	Chief Executive Officer	Power, as the issuing authority, to give notice of an internal review decision.	<i>Section 366</i>		
62.	Chief Executive Officer	Power to register a charge over the land for an unpaid amount and to release the charge once the unpaid amount has been paid.	<i>Section 381</i>		
63.	Chief Executive Officer	Power, as a third party, to appear at the hearing of an application for a cost recovery order.	<i>Section 383</i>		
64.	Chief Executive Officer	Power to give the Chief executive further information or a document required to decide the application	<i>Section 399(1)(b)</i>		
65.	Chief Executive Officer	Power, as the other party to a compliance agreement, to make written representations to the chief executive following receipt of a show cause notice.	<i>Section 405</i>		
Building Act 1975					
66.	Chief Executive Officer	Power, under the <i>Planning Act</i> , chapter 3, to receive, assess and decide a building development application.	<i>Section 51(2)(a)</i>		
67.	Chief Executive Officer	Power to appoint or employ a private certifier or another private certifier to perform building certifying functions for the	<i>Section 51(2)(b)</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		application and, if the building development approval applied for is granted, the building work.			
68.	Chief Executive Officer	Power to issue a building development approval.	<i>Section 52</i>		
69.	Chief Executive Officer	Power, in carrying out functions under the <i>Building Act</i> , to accept and, without checking, rely and act on a certificate or other document made by or given to the building certifier.	<i>Section 53(2)</i>		
70.	Chief Executive Officer	Power to accept and, without further checking, rely and act on a document, given to Council by a private certifier for a building development application, for the purpose of making it available for inspection or purchase as required by the <i>Planning Act</i> .	<i>Section 54</i>		
71.	Chief Executive Officer	Power to give a private certifier a document acknowledging receipt of the fee mentioned in subsection 86(1)(c).	<i>Section 87</i>		
72.	Chief Executive Officer	Power, as the assessment manager, to take enforcement action against an owner contravening section 114 of the Act.	<i>Section 117</i>		
73.	Chief Executive Officer	Power to inspect budget accommodation buildings at least once every 3 years.	<i>Section 228</i>		
74.	Chief Executive Officer	Power to, on application by a pool owner, decide an application for exemption from complying with part of the pool safety standard relating to barriers for a regulated pool due to disability (with or without conditions).	<i>Section 237</i>		
75.	Chief Executive Officer	Power to, on application by a pool owner, decide an application for exemption from complying with part of the pool safety standard relating to barriers for the regulated pool due to compliance being impracticable (with or without conditions).	<i>Section 245 B</i>		
76.	Chief Executive Officer	Power to give written notice of the grant of an exemption	<i>Section 245C(1)</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
77.	Chief Executive Officer	Power, as owner of adjoining land, to grant access to Council's land to the owner of the other land to carry out fencing work.	<i>Section 245XG(1)</i>		
78.	Chief Executive Officer	Power, as owner of adjoining land, where Council has carried out urgent fencing work under section 245XK of the <i>Building Act</i> and the owner of the other land is responsible for some or all of the costs of carrying out the fencing work under section 245XH of the <i>Building Act</i> , to require the owner of the other land to contribute a share for any reasonable cost incurred for the fencing work.	<i>Section 245XN(2)</i>		
79.	Chief Executive Officer	Power, as owner of adjoining land, to apply to QCAT, in the absence of the owner of the other land, for authorisation to carry out fencing work, including apportionment of the contributions for the work.	<i>Section 245XS(1)</i>		
80.	Chief Executive Officer	Power, as owner of adjoining land, where an order has been made under section 245XS(1) of the <i>Building Act</i> and the owner of the other land has since been located, to give a copy of the order to the owner of the other land and recover the contribution as stated in the order.	<i>Section 245XS(3)</i>		
81.	Chief Executive Officer	Power, as owner of adjoining land, where the owner of the other land has carried out fencing work for a dividing fence forming part of a pool barrier without authorisation, to apply to QCAT for an order requiring the owner to rectify the dividing fence.	<i>Section 245XV(2)</i>		
82.	Chief Executive Officer	Power to give the QBCC commissioner notice of each existing regulated pool in Council's local government area of which it has a record.	<i>Section 246AQ</i>		
83.	Chief Executive Officer	Power to give a notice ('enforcement notice') to the owner of a building, structure or building work.	<i>Section 248(1)</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
84.	Chief Executive Officer	Power to give an enforcement notice to a person who does not comply with a particular matter in the <i>Building Act</i> .	<i>Section 248(2)</i>		
85.	Chief Executive Officer	Power to give a person a show cause notice.	<i>Section 248(3)</i>		
<i>Disaster Management Act 2003</i>					
86.	Chief Executive Officer	Power to establish a Local Disaster Management Group for the local government area.	<i>Section 29</i>		
87.	Chief Executive Officer	Power to prepare a local disaster management plan for disaster management in the local government's area.	<i>Section 57(1)</i>		
88.	Chief Executive Officer	Power to, on payment of the appropriate fee, give a person a copy of the local disaster management plan.	<i>Section 60</i>		
<i>Environmental Protection Act 1994</i>					
89.	Chief Executive Officer	Power, as an administering authority, to give an applicant a notice about an application that is not a properly made application.	<i>Section 128</i>		
90.	Chief Executive Officer	Power to agree a further period within which the applicant must give notice under section 128.	<i>Section 129</i>		
91.	Chief Executive Officer	Power, as an administering authority, to give a notice about an application made by joint applicants, to the principal applicant nominated in the application.	<i>Section 130</i>		
92.	Chief Executive Officer	Power, as an administering authority, to refuse to allow a change to an application if the change would result in the application not being a properly made application and the applicant does not take action to make the remade application properly made.	<i>Section 132</i>		
93.	Chief Executive Officer	Power, as an administering authority, to give written agreement that a change to an application is a minor change.	<i>Section 133</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
94.	Chief Executive Officer	Power, as an administering authority, to make a written information request to the applicant to give further information needed to assess the application.	<i>Section 140</i>		
95.	Chief Executive Officer	Power, as an administering authority, to agree to extend the applicant's information request response period.	<i>Sections 145 and 147</i>		
96.	Chief Executive Officer	Power, as an administering authority, to give the applicant an information notice prescribing an additional or substituted way to give public notice of an application.	<i>Section 152</i>		
97.	Chief Executive Officer	Power, as an administering authority, to amend an environmental authority to correct a clerical or formal error by giving written notice to the holder but only if the amendment does not adversely affect the interests of the holder or anyone else.	<i>Section 211</i>		
98.	Chief Executive Officer	Power, as an administering authority, to ask any entity for advice, comment or information about an application made under Chapter 5.	<i>Section 315</i>		
99.	Chief Executive Officer	Power, as person aware of an event described in section 320A, to give written notice of the event, its nature and the circumstances in which it happened to the administering authority, any occupier of the affected land or any registered owner of the affected land, or by public notice.	<i>Section 320C</i>		
100.	Chief Executive Officer	Power, as employer aware of an event described in section 320A, to give written notice of the event, its nature and the circumstances in which it happened to the administering authority, any occupier of the affected land or any registered owner of the affected land, or by public notice.	<i>Section 320D</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
101.	Chief Executive Officer	Power, as an administering authority, to require a person to provide information for the enforcement or administration of this Act.	<i>Section 451</i>		
102.	Chief Executive Officer	Power, as owner or occupier of land, to consent to an authorised person's entry onto the land.	<i>Section 452</i>		
103.	Chief Executive Officer	Power, as owner or occupier of land, to consent to an authorised person's entry onto the land	<i>Section 454</i>		
104.	Chief Executive Officer	Power as a person to whom an emergency direction is given to comply with the direction and to take the steps required by subsection (b).	<i>Section 478</i>		
<i>Fire and Emergency Services Act 1990</i>					
105.	Chief Executive Officer	Power to collect annual contributions and other amounts imposed by the local government pursuant to Part 10 of the Fire and Emergency Services Act.	<i>Section 111(2)</i>		
106.	Chief Executive Officer	Power to, in respect of each financial year: (a) determine the prescribed properties within its area; and (b) determine the annual contributions payable in respect of prescribed properties by reference to the categories prescribed under a regulation made under section 108.	<i>Section 112(1)</i>		
107.	Chief Executive Officer	Power to give the owner of a prescribed property a levy notice.	<i>Section 112(2)</i>		
108.	Chief Executive Officer	Power to decide the way in which it keeps an administration fee for performing functions under Part 10 of the Fire and Emergency Services Act.	<i>Section 117(3)</i>		
109.	Chief Executive Officer	Power to make payments to the department, for the fund, out of its operating fund from moneys received or recovered by the local government under part 10.	<i>Section 118(1)</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
110.	Chief Executive Officer	Power to prepare and submit a return in the approved form	<i>Section 118(4)</i>		
111.	Chief Executive Officer	Power to refuse or grant, subject to any conditions, an application to pay contributions by instalments.	<i>Section 121(2)</i>		
112.	Chief Executive Officer	Power to engage a debt collector (authorised to perform a debt collection activity under the <i>Debt Collectors (Field Agents and Collection Agents) Act 2014</i>) to collect any arrears of annual contribution payable by an owner of prescribed property, and to require by notice in writing the owner to pay an amount by way of a collection fee.	<i>Section 126(1)</i>		
113.	Chief Executive Officer	Power to contribute amounts raised via special rates or charges, or separate rates or charges, to rural fire brigades operating in Council's local government area.	<i>Section 128A</i>		
Food Act 2006					
114.	Chief Executive Officer	Power to administer and enforce the following provisions of the <i>Food Act 2006</i> : (a) section 39(1); (b) chapters 3 and 4; (c) chapter 6, other than section 159.	<i>Section 23(1)</i>		
115.	Chief Executive Officer	Power to administer and enforce sections 32, 33, 35 and 36 of the <i>Food Act 2006</i> , in conjunction with the State.	<i>Section 24</i>		
116.	Chief Executive Officer	Power to consider and grant, or refuse to grant, an application for a licence to carry on a licensable food business.	<i>Section 55</i>		
117.	Chief Executive Officer	Power to obtain and consider the written advice of an auditor about whether a food safety program complies with section 98.	<i>Section 56(2)</i>		
118.	Chief Executive Officer	Power to decide whether premises are suitable for carrying on a licensable food business.	<i>Section 58</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
119.	Chief Executive Officer	Power to make enquiries as to the suitability of the applicant to hold a licence, and the suitability of the premises for carrying on a licensable food business.	<i>Section 59(1)(a)</i>		
120.	Chief Executive Officer	Power to require the applicant to give Council further information or documents that Council reasonably requires.	<i>Section 59(1)(b)</i>		
121.	Chief Executive Officer	Power to extend the time needed to make a decision about the application.	<i>Section 62(2)</i>		
122.	Chief Executive Officer	Power to agree with the applicant, at any time prior to the final consideration day, about the day upon which the application must be decided.	<i>Section 62(3)</i>		
123.	Chief Executive Officer	Power to issue a provisional licence, at any time prior to deciding an application for a licence.	<i>Section 64</i>		
124.	Chief Executive Officer	Power to extend, and further extend, the term of a provisional licence (to a total period of not more than 3 months after the provisional licence was issued).	<i>Section 68(2)</i>		
125.	Chief Executive Officer	Power to impose reasonable conditions on the licence.	<i>Section 69(1)(e)</i>		
126.	Chief Executive Officer	Power to consider and renew, or refuse to renew, the licence for an application made under section 72(1) of the <i>Food Act 2006</i> .	<i>Section 72(3)</i>		
127.	Chief Executive Officer	Power to consider and restore, or refuse to restore, the licence, where application has been made under section 73(1) of the <i>Food Act 2006</i> .	<i>Section 73(3)</i>		
128.	Chief Executive Officer	Power to consider and amend, or refuse to amend, a licence, where application has been made under section 74(1) of the <i>Food Act 2006</i> .	<i>Section 74(3)</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
129.	Chief Executive Officer	Power to require the applicant to give Council further information or documents Council reasonably requires to decide the application (for an application that is made under Chapter 3, Part 5, Division 2, Subdivision 1, i.e. sections 72(1), 73(1) and 74(1)).	<i>Section 75(1)</i>		
130.	Chief Executive Officer	Power to give an information notice where Council has failed to decide an application within 30 days of receipt under Chapter 3, Part 5, Division 2, Subdivision 1, i.e. sections 72(1), 73(1) and 74(1).	<i>Section 77(4)</i>		
131.	Chief Executive Officer	Power to give a show cause notice.	<i>Section 79(2)</i>		
132.	Chief Executive Officer	Power to consider representations about a show cause notice.	<i>Section 80(2)</i>		
133.	Chief Executive Officer	Power to end the show cause process after considering representations made by the licensee.	<i>Section 81</i>		
134.	Chief Executive Officer	Power to suspend a licence after considering representations (if any).	<i>Section 82(2)(a)</i>		
135.	Chief Executive Officer	Power to suspend a licence immediately.	<i>Section 83(1)</i>		
136.	Chief Executive Officer	Power to give an information notice and show cause notice, as required, before suspending a licence pursuant to section 83(1).	<i>Section 83(2)</i>		
137.	Chief Executive Officer	Power, as the second local government, to advise the first local government of the thing done or omitted to be done by a licensee of a mobile food business.	<i>Section 91(2)</i>		
138.	Chief Executive Officer	Power, as the first local government, to take action, in relation to a thing done or omitted to be done by the licensee in the second local government area.	<i>Section 92(2)</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
139.	Chief Executive Officer	Power to consider and grant, or refuse to grant, an application for a replacement licence.	<i>Section 97</i>		
140.	Chief Executive Officer	Power to consider an application and to accredit, or refuse to accredit, the food safety program.	<i>Section 103(1)</i>		
141.	Chief Executive Officer	Power, before deciding the application, to require the applicant to give further information or documents reasonably required to decide the application.	<i>Section 105(1)</i>		
142.	Chief Executive Officer	Power to give an information notice to the applicant where the application is refused under section 107.	<i>Section 107(4)</i>		
143.	Chief Executive Officer	Power, before deciding the application, to require the applicant to give further information or documents reasonably required to decide the application.	<i>Section 113(1)</i>		
<i>Heavy Vehicle (Mass, Dimension and Loading) National Regulation</i>					
144.	Chief Executive Officer	Power, as a road manager, to consent to the making of an HML declaration.	<i>Sections 13(1)(b) and 14</i>		
145.	Chief Executive Officer	Power, as a relevant road manager for an HML declaration, to consent to the making of the declaration subject to the condition that stated intelligent access conditions are imposed on the use of a stated type of HML heavy vehicle under the higher mass limits in an area or on a route to which the declaration applies.	<i>Section 14(3)</i>		
146.	Chief Executive Officer	Power, as a relevant road manager for an HML declaration, to give written reasons for a decision made under subsection 14(3) to the Regulator.	<i>Section 14(4)</i>		
147.	Chief Executive Officer	Power, as a road manager, to consent to the granting of an HML permit.	<i>Sections 22(1)(b) and 23</i>		
148.	Chief Executive	Power, as a road manager, to consent to the granting of an	<i>Section 24(1)(a)</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	HML permit subject to conditions.			
149.	Chief Executive Officer	Power, as a road manager, to consent to amendment of an HML permit.	<i>Section 29(4)</i>		
150.	Chief Executive Officer	Power, as a road manager for a HML permit, to request the regulator to amend or cancel the permit.	<i>Section 31(2)</i>		
151.	Chief Executive Officer	Power, as a road manager, to consent to a declaration of the regulator pursuant to section 40.	<i>Section 41(1)</i>		
Heavy Vehicle National Law (Qld)					
152.	Chief Executive Officer	Power, as a road manager, to consent to the grant of a mass or dimension authority.	<i>Section 156(1)</i>		
153.	Chief Executive Officer	Power, as a road manager, to ask the regulator for a longer period of time under section 156(1)(b).	<i>Section 156(2)</i>		
154.	Chief Executive Officer	Power, as a road manager, to give the regulator a written statement that explains the road manager's decision and complies with section 172.	<i>Section 156(6)</i>		
155.	Chief Executive Officer	Power, as a road manager, to notify the regulator:- (a) that a route assessment is required for the road manager deciding whether to give or not to give the consent; (b) the fee payable (if any) for the route assessment under a law of the jurisdiction in which the road is situated.	<i>Section 159(2)</i>		
156.	Chief Executive Officer	Power, as a road manager, to grant a mass or dimension authority subject to conditions.	<i>Sections 160(1), 161(1) and 162(1)</i>		
157.	Chief Executive Officer	Power, as a road manager for a mass or dimension authority, to give the regulator a written statement that explains the road manager's decision and complies with section 172.	<i>Sections 160(2), 161(2) and 162(2)</i>		
158.	Chief Executive	Power, as a road manager for a mass or dimension authority, to	<i>Section 167(2)(b)</i>		

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NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	give the regulator a notice objecting to the application of section 167 to the proposed replacement authority.			
159.	Chief Executive Officer	Power, as a road manager for a mass or dimension authority, to seek an extension of time to give a notice under section 167(2)(b).	<i>Section 167(2)(b)(ii)</i>		
160.	Chief Executive Officer	Power, as a road manager for a mass or dimension authority, to give consent to the grant of a mass or dimension authority for a trial period of no more than 3 months.	<i>Section 169(1)</i>		
161.	Chief Executive Officer	Power, as a road manager for a mass or dimension authority, to object to the renewal of the authority for a further trial period.	<i>Section 170(3)</i>		
162.	Chief Executive Officer	Power, as a road manager for a mass or dimension authority granted by Commonwealth gazette notice, to request the regulator to amend or cancel the authority.	<i>Section 174(2)</i>		
163.	Chief Executive Officer	Power, as a road manager for a mass or dimension authority granted by permit, to request the regulator to amend or cancel the authority.	<i>Section 178(2)</i>		
164.	Chief Executive Officer	Power, as a road manager, to apply to the Court for a compensation order.	<i>Section 611(2)</i>		
165.	Chief Executive Officer	Power, as a public authority, to sign a certificate.	<i>Section 612(2)(c)</i>		
166.	Chief Executive Officer	Power, as a road manager, to agree to a longer prescribed period for a review of a reviewable decision.	<i>Section 645(6)</i>		
Heavy Vehicle National Law Regulation 2014					
167.	Chief Executive Officer	Power, as a road manager, to set the fee payable for a route assessment.	<i>Section 4(2)</i>		
Industrial Relations Act 2016					
168.	Chief Executive Officer	Power, as the employer, to carry out all responsibilities and decision-making identified under the Act.	<i>All relevant sections</i>		

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NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
Land Act 1994					
169.	Chief Executive Officer	Power to take all necessary action for the maintenance and management of trust land.	<i>Sections 52(1)</i>		
170.	Chief Executive Officer	Power, as trustee of trust land for cemetery purposes, to repair or remove structures, monuments or tombstones from a cemetery on trust land.	<i>Section 80(1)</i>		
171.	Chief Executive Officer	Power to consult with the chief executive regarding the issue of a permit to occupy unallocated State land, a road or a reserve.	<i>Section 177</i>		
172.	Chief Executive Officer	Power to sign the plan of survey for an easement where Council is the public utility provider or the owner of the land to be burdened.	<i>Section 363(1)(b)</i>		
Land Valuation Act 2010					
173.	Chief Executive Officer	Power to give the valuer-general valuation related documents, information about a sale or proposed sale of land for unpaid rates and information about all land Council acquires or disposes of.	<i>Section 244</i>		
Local Government Act 2009					
174.	Chief Executive Officer	Power to control all roads in the Council's area including being able to- (a) Survey and resurvey roads; (b) Construct, maintain and improve roads; (c) Approve the naming and numbering of private roads; (d) Name and number other roads; (g) Realign a road in order to widen the road; and (h) Acquire land for use as a road.	<i>Section 60</i>		Note: S60 (e) and (f) are local law making powers which can not be delegated.
175.	Chief Executive Officer	Power to give the owner of land a notice of intention to acquire land.	<i>Section 61</i>		

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NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
176.	Chief Executive Officer	Power to acquire land after service of notice of intention to acquire instead of paying compensation for injurious affection.	<i>Section 64</i>		
177.	Chief Executive Officer	Power to prepare and keep up to date a map of every road including private roads in the local government area and a register of roads showing the category of every road, the level of every road that has a fixed level and other particulars prescribed under a regulation.	<i>Section 74</i>		
178.	Chief Executive Officer	Power to approve the carrying out of works on a road or interference with a road or its operation subject to conditions.	<i>Section 75</i>		
179.	Chief Executive Officer	Power to lodge documents with the Registrar of Titles for release of the charge if overdue rates and charges are paid.	<i>Section 95</i>		
180.	Chief Executive Officer	Power to register a charge over land for overdue rates and charges under section 95 of the Local Government Act 2009.	<i>Section 95</i>		
181.	Chief Executive Officer	Power to establish a system of financial management, except those parts of the system that must be adopted by resolution (eg corporate plan, budget and operational plan).	<i>Section 104</i>		
182.	Chief Executive Officer	Power to establish an efficient and effective internal audit function.	<i>Section 105(1)</i>		
183.	Chief Executive Officer	Power to maintain public liability insurance and professional indemnity insurance.	<i>Section 107(1)</i>		
184.	Chief Executive Officer	Power to enter into a contract of insurance with WorkCover Queensland or another insurer to cover councillors.	<i>Section 107(3)</i>		
185.	Chief Executive Officer	Power to give or to attempt to give an occupier of a property a written notice that informs the occupier of the local government's intention to enter the property.	<i>Section 133</i>		
186.	Chief Executive Officer	Power to authorise an employee or agent of the local government to act as a local government worker.	<i>Section 138(5)</i>		

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NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
187.	Chief Executive Officer	Power to give each local government worker an identity card.	<i>Section 138A(1)</i>		
188.	Chief Executive Officer	Power to give a reasonable entry notice, as defined by section 138AA(4), to the occupier of a property that a local government worker may enter the property and take action required under a remedial notice.	<i>Section 142(2)</i>		
189.	Chief Executive Officer	Power to give reasonable entry notice to the owner and the occupier of relevant land of entry by a local government worker to search for and remove materials.	<i>Section 143</i>		
190.	Chief Executive Officer	Power to sign a document on behalf of a local government as a delegate of the local government.	<i>Section 236(1)(b)</i>		
191.	Chief Executive Officer	Power to do anything that is necessary or convenient for performing the responsibilities of the local government under a Local Government Act.	<i>Section 262</i>		
Local Government Regulation 2012					
192.	Chief Executive Officer	Power to identify, in any way considered appropriate, parcels of rateable land to which a minimum amount of general rates apply.	<i>Section 77(2)</i>		
193.	Chief Executive Officer	Power to identify, in any way considered appropriate, the rating category to which each parcel of rateable land in the local government area belongs.	<i>Section 81(4)</i>		
194.	Chief Executive Officer	Power to decide what rating category the land referred to in subsection (1) should be in.	<i>Section 82(2)</i>		
195.	Chief Executive Officer	Power to ensure that each relevant rate notice is accompanied by, or contains, a rating category statement.	<i>Section 88(2)</i>		
196.	Chief Executive Officer	Power to levy rates or charges	<i>Sections 104, 105, 107 and 108</i>		

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NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
197.	Chief Executive Officer	Power to determine a period considered appropriate for the issue of a rate notice.	<i>Section 107(1)</i>		
198.	Chief Executive Officer	Power, where land becomes, or stops being, rateable land, to adjust the rates so that the rates are calculated only on the period when the land was rateable land.	<i>Section 110</i>		
199.	Chief Executive Officer	Power, if the value of the land changes under the <i>Land Valuation Act</i> , to adjust the rates so that the rates are calculated on the new value of the land for the period that starts on the day the change takes effect.	<i>Section 111</i>		
200.	Chief Executive Officer	Power, if the land is given a rating category, including a change of rating category, to adjust the general rates so that the rates are calculated on the new or changed rating category for the period that starts on the day the land was given the new or changed rating category.	<i>Section 112</i>		
201.	Chief Executive Officer	Power, if the land becomes, or stops being, land on which the local government may levy special rates or charges, to adjust the rates or charges so that the rates or charges are calculated on period when the land was land on which the local government could levy special rates or charges	<i>Section 113</i>		
202.		Power, if the land becomes, or stops being, land on which the local government may levy special rates or charges, to adjust the rates or charges so that the rates or charges are calculated on period when the land was land on which the local government could levy special rates or charges.	<i>Section 114</i>		
203.	Chief Executive Officer	Power, if the rates or charges are paid before they are adjusted, to refund the amount of an overpayment or recover the amount of any underpayment.	<i>Section 115</i>		
204.	Chief Executive	Power to recover overdue rates or charges by bringing court	<i>Section 134</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	proceedings for a debt against a person who is liable to pay the overdue rates or charges, and to recover any remaining overdue rates or charges from any other person who is liable for such (eg a joint owner).			
205.	Chief Executive Officer	Power, where Council has by resolution decided to sell the land on which there are overdue rates or charges, to give all interested parties a notice of intention to sell the land.	<i>Section 140(3)</i>		
206.	Chief Executive Officer	Power relating to the procedures to be followed by the local government to sell land after it resolves to sell land for overdue rates or charges, and gives the registered owner of the land a notice of intention to sell, and the overdue rates or charges are not paid in full generally within three months or in the case of land used for a mining claim, within one month of the local government giving the notice of intention to sell.	<i>Sections 141, 142, 143 and 144</i>		
207.	Chief Executive Officer	Power relating to the procedures to be followed by the local government after the sale of land for overdue rates or charges.	<i>Sections 145, 146 and 147</i>		
208.	Chief Executive Officer	Power, where Council has by resolution decided to acquire the land, to give all interested parties a notice of intention to acquire the land.	<i>Section 149(2)</i>		
209.	Chief Executive Officer	Power, in the circumstances set out in section 150(1), to start the procedures to acquire the land.	<i>Sections 150 and 151</i>		Subject to Council resolution to acquire the land.
210.	Chief Executive Officer	Power to spend money on entertainment or hospitality consistent with the local government's entertainment and hospitality policy.	<i>Section 196(2)</i>		Entertainment and Hospitality Policy 023.
211.	Chief Executive Officer	Power to spend money on advertising to provide information or education that is in the public interest and consistent with the	<i>Section 197(2)</i>		Advertising Policy 002.

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		local government's advertising spending policy.			
212.	Chief Executive Officer	Power to establish a trust fund.	<i>Section 200</i>		
213.	Chief Executive Officer	Power to transfer money to or from a trust fund in accordance with section 201 Local Government Regulation 2012.	<i>Section 201</i>		
214.	Chief Executive Officer	Power to establish separate accounting records for Council's:- (a) operations; and (b) its trust fund.	<i>Section 203</i>		
215.	Chief Executive Officer	Power to prepare a financial report	<i>Section 204</i>		
216.	Chief Executive Officer	Power to prepare an internal audit plan and to discharge the prescribed internal audit functions.	<i>Section 207</i>		
217.	Chief Executive Officer	Power to establish an audit committee.	<i>Section 210</i>		
218.	Chief Executive Officer	Power to give the department's chief executive a notice stating that the local government has paid notional GST for the previous financial year.	<i>Section 215</i>		
219.	Chief Executive Officer	Power to invite written quotes for a medium sized contractual arrangement.	<i>Section 225(1)</i>		Procurement Policy No. 032.
220.	Chief Executive Officer	Power to decide to accept a quote or to decide not to accept any of the quotes it receives for a medium sized contractual arrangement.	<i>Section 225(3) and (4)</i>		Procurement Policy No. 032.
221.	Chief Executive Officer	Power to invite written tenders for a large size contractual arrangement.	<i>Section 226</i>		Procurement Policy No. 032.
222.	Chief Executive Officer	Power to enter into a valuable non-current asset contract only after inviting written tenders for the contract or to offering a non current asset for sale by auction.	<i>Section 227</i>		Procurement Policy No. 032.

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
223.	Chief Executive Officer	Power to invite written tenders for a large size contractual arrangement or valuable non-current asset contract following the procedures prescribed.	<i>Section 228</i>		Procurement Policy No. 032.
224.	Chief Executive Officer	Power to enter into a medium-sized contractual arrangement or large-sized contractual arrangement for services with a person on an approved contractor list.	<i>Section 231(2)</i>		Procurement Policy No. 032.
225.	Chief Executive Officer	Power to enter into a contract for a medium-sized contractual arrangement or large-sized contractual arrangement for the supply of goods or services with a supplier from a register of pre-qualified suppliers.	<i>Section 232(2)</i>		Procurement Policy No. 032.
226.	Chief Executive Officer	Power to invite suppliers to tender to be on a register of pre-qualified suppliers.	<i>Section 232(4)</i>		Procurement Policy No. 032.
227.	Chief Executive Officer	Power to enter into a medium-sized contractual arrangement or large-sized contractual arrangement for goods or services with a preferred supplier under a preferred supplier arrangement.	<i>Section 233(2)</i>		Procurement Policy No. 032.
228.	Chief Executive Officer	Power to enter into a contract for goods and services under an LGA arrangement.	<i>Section 234(1)</i>		Procurement Policy No. 032.
229.	Chief Executive Officer	Power to enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders in specific prescribed circumstances (eg the Council resolves there is only 1 supplier reasonably available; a genuine emergency exists; etc).	<i>Section 235</i>		Procurement Policy No. 032.
230.	Chief Executive Officer	Power to dispose of a valuable non-current asset other than by tender or auction in specific prescribed circumstances (eg if the asset was previously offered for sale by tender or auction but was not sold; the asset is disposed of to a government agency; etc)	<i>Section 236</i>		Procurement Policy No. 032.

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
231.	Chief Executive Officer	Power to publish and display relevant details of a contractual arrangement worth \$200,000.00 or more (exclusive of GST).	<i>Section 237</i>		
232.	Chief Executive Officer	Power to notify of the adoption of an expenses reimbursement policy in the way specified in section 251.	<i>Section 251</i>		
233.	Chief Executive Officer	Power to publish, at least once each year, and display in a conspicuous place in Council's public office, a notice of the days and times of Council ordinary and standing committee meetings, and any changes to those days or times.	<i>Section 254B</i>		
234.	Chief Executive Officer	Power to give written notice of each local government meeting or adjourned local government meeting to each councillor or committee member.	<i>Section 254C(1)</i>		
235.	Chief Executive Officer	Power to make the agenda for a local government meeting and a related report for a local government meeting publicly available within the prescribed time.	<i>Section 254D</i>		
236.	Chief Executive Officer	Power, as a former employer, to pay the new employer an amount for the number days of long service leave that the person is entitled to take because of the person's period of employment with the former employer.	<i>Section 287(1)</i>		
237.	Chief Executive Officer	Power, as a former employer, to provide the new employer with the information specified in subsection (3).	<i>Section 287(3)</i>		
238.	Chief Executive Officer	Power to make available a copy of the register of interests of councillors available for inspection by the public at Council's public office and on its website.	<i>Section 295</i>		
239.	Chief executive Officer	Power to do all things specified in subsection (4) in relation to Council's complaints management process and administrative action complaints.	<i>Section 306(4)</i>		
Planning Act 2016					
240.	Chief Executive	Power to act as the "assessment manager" for all development	Sections 48, 51,		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	applications, change representations, cancellation applications and extension applications received by Council under Chapter 3 of the <i>Planning Act 2016</i> . For avoidance of doubt, the power delegated includes the power to take all actions of an assessment manager and consider all matters as detailed in sections 48, 51, 53, 54, 59, 60, 61, 62, 63, 64, 65, 67, 71, 75, 76, 84, 85, 86, 87, 93, 100, 101, 105, 107 and 109 of the <i>Planning Act 2016</i> .	53, 54, 59, 60, 61, 62, 63, 64, 65, 67, 71, 75, 76, 84, 85, 86, 87, 93, 100, 101, 105, 107 and 109		
241.	Chief Executive Officer	Power to act as a “referral agency” for all development applications and cancellation applications received by Council as a referral agency under Chapter 3 of the <i>Planning Act 2016</i> . For avoidance of doubt, the power delegated includes the power to take all actions of a referral agency and consider all matters as detailed in sections 46, 54, 55, 56, 57, 65, 66, 67, 84, 85, 100, 107 and 109 of the <i>Planning Act 2016</i> .	Sections 46, 54, 55, 56, 57, 65, 66, 67, 84, 85, 100, 107 and 109		
242.	Chief Executive Officer	Power to act as a “responsible entity” for all change applications received by Council as a responsible entity under Chapter 3 of the <i>Planning Act 2016</i> . For avoidance of doubt, the power delegated includes the power to take all actions of a responsible entity and consider all matters as detailed in sections 79, 80, 81, 82, 83, 93, 100, 105, 107 and 109 of the <i>Planning Act 2016</i> .	Sections 79, 80, 81, 82, 83, 93 and 100, 105, 107 and 109		
243.	Chief Executive Officer	Power to act as an “affected entity” for all change applications received by Council as an affected entity under Chapter 3 of the <i>Planning Act 2016</i> . For avoidance of doubt, the power delegated includes the power to take all actions of an affected entity and consider all matters as detailed in section 80 of the <i>Planning Act 2016</i> .	<i>Section 80</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
244.	Chief Executive Officer	Power to bring offence proceedings for an offence against the Act.	<i>Section 174</i>		
245.	Chief Executive Officer	Power to start proceedings in the P&E Court for an enforcement order.	<i>Section 180</i>		
246.	Chief Executive Officer	Power to give the registrar information that the registrar reasonably requires for the proceedings.	<i>Section 246(2)</i>		
247.	Chief Executive Officer	Power to give an applicant the planning and development certificate applied for.	<i>Section 265</i>		
<i>Planning Regulation 2017</i>					
248.	Chief Executive Officer	Power, as an assessment manager, to make the requested decision and give notice of the decision, including the reasons for the decision.	<i>Schedule 11, Section 10</i>		
<i>Plumbing and Drainage Act 2018</i>					
249.	Chief Executive Officer	Power to start a prosecution for an offence against the Act.	<i>Section 90(1)(d)</i>		
250.	Chief Executive Officer	Power to administer the Act within Council's area.	<i>Section 135(1)</i>		
251.	Chief Executive Officer	Power, in the circumstances set out in subsection (3), to, if asked by the entity that has control of the area, administer the Act within the area.	<i>Section 135(4)</i>		
252.	Chief Executive Officer	Power to monitor grey water use facilities prescribed by regulation, in Council's area.	<i>Section 136</i>		
253.	Chief Executive Officer	Power to monitor on-site sewage facilities prescribed by regulation in Council's area.	<i>Section 137</i>		
254.	Chief Executive Officer	Power to appoint an authorised person as an inspector under the Act.	<i>Section 139(1)</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
255.	Chief Executive Officer	Power, in the circumstances set out in subsection (1), to give a person who carried out plumbing or drainage work an enforcement notice.	<i>Section 143(1)</i>		
256.	Chief Executive Officer	Power to, in the circumstances set out in subsection (2) and (3), give the owner of premises an enforcement notice to take stated action.	<i>Section 143(2) and (3)</i>		
257.	Chief Executive Officer	Power to give a show cause notice before giving an enforcement notice.	<i>Section 144</i>		
258.	Chief Executive Officer	Power, in the circumstances set out in subsection (1), to:- (a) do anything reasonably necessary to ensure the enforcement notice is complied with; and (b) recover any reasonable costs and expenses incurred in doing so as a debt. (c)	<i>Section 149(2)</i>		
259.	Chief Executive Officer	Power to give the responsible person for plumbing or drainage work an action notice.	<i>Section 150</i>		
Plumbing and Drainage Regulation 2019					
260.	Chief Executive Officer	Power, where Council makes a fast-track work declaration or fast-track opt-out declaration, to: (a) publish the declaration on Council's website; (b) give a copy of the declaration to the chief executive; (c) if Council is a participating local government for a distributor retailer, give a copy of the declaration to the distributor retailer; (d) ensure a copy of the declaration may be inspected, free of charge, at Council's public office.	<i>Section 41</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
261.	Chief Executive Officer	Power, in a circumstance listed in subsection (1), to give the applicant an information request.	<i>Section 45(2)</i>		
262.	Chief Executive Officer	Power to consider each properly made application and decide to- (a) approve the application with or without conditions; or (b) refuse the application.	<i>Section 46</i>		
263.	Chief Executive Officer	Power, where Council decides to approve an application, to- (a) issue a permit, or an amended permit, to the applicant; and (b) give a copy of the permit, or amended permit, to each entity listed in subsection (b).	<i>Section 48</i>		
264.	Chief Executive Officer	Power, in a circumstance listed in subsection (1), to give an information notice about the decision.	<i>Section 50(2)</i>		
265.	Chief Executive Officer	Power, in the circumstances listed in subsection (1), to allow the responsible person to give a covered work declaration for the work.	<i>Section 67(2)</i>		
266.	Chief Executive Officer	Power to inspect the work if the public sector entity asks Council to inspect the work under subsection (2).	<i>Section 68(3)</i>		
267.	Chief Executive Officer	Power to, instead of inspecting on-site sewage work, allow an appropriate person to give Council an on-site sewage work declaration.	<i>Section 69(2)</i>		
268.	Chief Executive Officer	Power, in the circumstances identified in subsection (1), to decide to- (a) accept the remote area compliance notice; or (b) otherwise, refuse to accept the notice.	<i>Section 73(2)</i>		
269.	Chief Executive Officer	Power, in the circumstances identified in subsection (1), and where Council has made a decision under subsection (2), to give the responsible person a decision notice.	<i>Section 73(3)</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
270.	Chief Executive Officer	Power, in the circumstances identified in subsection (1), and where Council has refused to accept the remote area compliance notice, to ensure the decision notice includes, or is accompanied by, an information notice.	<i>Section 73(4)</i>		
271.	Chief Executive Officer	Power, where Council is taken to have decided to refuse to accept the remote area compliance notice, to give an information notice about the decision.	<i>Section 73(6)</i>		
272.	Chief Executive Officer	Power, in the circumstances identified in subsection (1), to amend the approved plan so that it correctly represents the work carried out under the permit.	<i>Section 75(2)</i>		
273.	Chief Executive Officer	Power to give an inspection certificate for the work to the responsible person for the work.	<i>Section 83(1)</i>		
274.	Chief Executive Officer	Power to give a final inspection certificate for the work to the responsible person for the work.	<i>Section 84(1)</i>		
275.	Chief Executive Officer	Power to give a copy of the final inspection certificate to the entities listed in subsection 1.	<i>Section 86(1)</i>		
276.	Chief Executive Officer	Power, where Council is taken under subsection 2 to have decided to refuse to give an inspection certificate or final inspection certificate, to give an information notice about the decision.	<i>Section 87(3)</i>		
277.	Chief Executive Officer	Power, where Council considers that a responsible person has not complied with the action notice, to give a copy of the notice to the owner of the premises.	<i>Section 98(3)</i>		
278.	Chief Executive Officer	Power to establish a program for- (a) registering each testable backflow prevention device installed at premises in Council's area; (b) monitor the maintenance and testing of each device.	<i>Section 101</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
279.	Chief Executive Officer	Power, in the circumstances listed in subsection 1, to- (a) remove the obstruction or fix the damage; and (b) fairly apportion the reasonable cost of removing the obstruction or fixing the damage between the owners; and (c) recover as a debt from each owner, the owner's share of the cost.	<i>Section 107(2)</i>		
280.	Chief Executive Officer	Power, in the circumstances listed in subsection 1, to require by notice to the owner of the old building and the owner of the new building- (a) the owner of the old building to change the affected vents; and (b) the owner of the new building to pay the owner of the old building the reasonable cost of changing the affected vents.	<i>Section 108(2)</i>		
281.	Chief Executive Officer	Power to keep a register containing each document listed in subsection 1.	<i>Section 112</i>		
282.	Chief Executive Officer	Power to keep a register containing each notice given to Council under section 102(2) or 103(3).	<i>Section 113</i>		
283.	Chief Executive Officer	Power to keep a register containing each service report for a greywater use facility or on-site sewage facility given to Council under section 106.	<i>Section 114</i>		
284.	Chief Executive Officer	Power to keep a register containing a copy of each show cause notice and enforcement notice given by Council and to remove such a notice if the premises to which the notice relates are demolished or removed.	<i>Section 115</i>		
<i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i>					
285.	Chief Executive	Power to administer and enforce the Act for Council's area.	<i>Section 9</i>		

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NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer				
286.	Chief Executive Officer	Power to appoint authorised persons.	<i>Section 70</i>		
287.	Chief Executive Officer	Power to monitor compliance with the Act by having authorised persons inspect places of business in Council's areas and recover monitoring costs from business proprietors.	<i>Section 105</i>		
288.	Chief Executive Officer	Power to charge a business proprietor an inspection fee to check if the remedial notice given by an authorised person acting for Council to the proprietor has been complied with.	<i>Section 110</i>		
289.	Chief Executive Officer	Power to approve forms to be used in the administration and enforcement of the Act.	<i>Section 147</i>		
Public Health Act 2005					
290.	Chief Executive Officer	Power to administer and enforce the Act regarding local government public health risks and a regulation made under section 61 stating that the regulation is to be administered and enforced by local governments only.	<i>Section 13</i>		
291.	Chief Executive Officer	Power, as a person in charge of an education and care service or QEC approved service to take any of the actions mentioned in subsection 160B(1).	<i>Section 160B</i>		
292.	Chief Executive Officer	Power, as a person in charge of an education and care service or QEC approved service to take any of the actions mentioned in subsection 160C(1).	<i>Section 160C</i>		
293.	Chief Executive Officer	Power, as an issuing authority, to enter the place, at reasonable times, to take the steps stated in a public health order where the person has failed to comply the order.	<i>Section 388(2)</i>		

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Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
294.	Chief Executive Officer	Power, as an issuing authority, to give the occupier and owner of a place a notice required under the section, where an authorised person intends to enter the place to take steps required under a public health order.	<i>Section 393(2)</i>		
295.	Chief Executive Officer	Power to deal with a thing forfeited as Council considers appropriate, including destroying the thing.	<i>Section 446</i>		
296.	Chief Executive Officer	Power to ensure each authorised person who exercises powers under the Act in relation to an asbestos-related event has satisfactorily completed the training prescribed by regulation.	<i>Section 454G</i>		
297.	Chief Executive Officer	Power to keep the records prescribed in subsections 454I(1), (2) for each asbestos-related event	<i>Section 454(I)</i>		
Public Interest Disclosure Act 2010					
298.	Chief Executive Officer	Power to: (a) decide not to investigate or deal with a public interest disclosure in certain circumstances; and give written reasons for a decision not to investigate.	Section 30(1)&(2)		
299.	Chief Executive Officer	Power to refer a disclosure to another public sector entity in certain circumstances.	Section 31(1)&(2)		
300.	Chief Executive Officer	Power to give a person making a disclosure, or an entity referring a disclosure, reasonable information about the disclosure.	Section 32(1)&(2)		
Public Health Regulation 2018					
301.	Chief Executive Officer	Power to administer and enforce Part 2, Divisions 1, 2 and 3.	<i>Sections 6, 16 and 22</i>		
302.	Chief Executive Officer	Power to approve a site for the disposal of asbestos waste.	<i>Sections 12(2)(c)</i>		
Public Records Act 2002					

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NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
303.	Chief Executive Officer	Power to make and keep records of Council's activities	<i>Section 7(1)(a)</i>		
304.	Chief Executive Officer	Power to ensure the safe custody and preservation of Council's records.	<i>Section 8(1)</i>		
305.	Chief Executive Officer	Power to take action to ensure that a public record remains able to be produced or made available.	<i>Section 14(2)</i>		
<i>Residential Tenancies and Rooming Accommodation Act 2008</i>					
306.	Chief Executive Officer	Powers to give a prospective tenant for a residential tenancy the documents prepared for section 61 (the written residential tenancy agreement)	<i>Section 58(1)</i>		
307.	Chief Executive Officer	Power to prepare a residential tenancy agreement in the way required by section 61.	Section 61		
308.	Chief Executive Officer	Power to give to the tenant a residential tenancy agreement prepared for section 61 for signing.	Section 62(1)		
309.	Chief Executive Officer	Power to sign a residential tenancy agreement signed by the tenant and to return a copy signed by both parties to the tenant.	<i>Section 62(3)</i>		
310.	Chief Executive Officer	Power to apply to a tribunal if the Council as lessor reasonably believes the tenant has contravened section 62(2).	<i>Section 64(3)</i>		
311.	Chief Executive Officer	Power to prepare, in the approved form, a condition report for premises and any inclusions, to sign the report, and to give a copy of the report to the tenant.	<i>Section 65(2)</i>		
312.	Chief Executive Officer	Power to sign the copy of a condition report received from the tenant at the end of the tenancy or, if not agree with the report, to show the parts of the report that are disagreed with by marking the copy in an appropriate way, and to make a copy	<i>Section 66(2)</i>		

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		of the report and return it to the tenant at the tenant's given forwarding address.			
313.	Chief Executive Officer	Power to give to a tenant an information statement in the approved form containing information for the benefit of the tenant, by the period specified in section 67	<i>Section 67</i>		
314.	Chief Executive Officer	Power to give to the tenant a copy of the park rules in a moveable dwelling park and a copy of the rules as changed.	<i>Section 68(2)</i>		
315.	Chief Executive Officer	Power to give the tenant a written notice stating an approved way, or a different approved way, as the way in which rent is required, or is proposed, to be paid.	<i>Section 83(3)</i>		
316.	Chief Executive Officer	Power to give a written notice stating a place, or a different place, as the place at which rent is required to be paid.	<i>Section 85(2)</i>		
317.	Chief Executive Officer	Power to give and sign a receipt for payment of rent.	<i>Section 88</i>		
318.	Chief Executive Officer	Power to make a written record of the payment of rent.	<i>Section 88(5)</i>		
319.	Chief Executive Officer	Power to give a written notice stating a place, or a different place, as the place where rent is required to be paid.	<i>Section 100(2)</i>		
320.	Chief Executive Officer	Power to give a receipt for the payment of rent	<i>Section 102</i>		
321.	Chief Executive Officer	Power to make a written record of the payment of rent paid.	<i>Section 102(5)</i>		
322.	Chief Executive Officer	Power to pay a rental bond to the Residential Tenancies Authority and to give the Authority a notice, in the approved form, about the rental bond	<i>Section 116(1)</i>		
323.	Chief Executive Officer	Power to pay to the Residential Tenancies Authority an amount equal to the maximum rental bond for the agreement if	<i>Section 119</i>		

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NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		financial protection against breach of the agreement by the tenant is given to Council.			
324.	Chief Executive Officer	Power to apply to the Residential Tenancies Authority for payment of a rental bond	<i>Section 125</i>		
325.	Chief Executive Officer	Power to make a dispute resolution request to the Residential Tenancies Authority about an application for payment of a rental bond	<i>Section 136</i>		
326.	Chief Executive Officer	Power to apply to a tribunal for an order about the payment of a rental bond and give the residential tenancy authority a written notice informing it of the application.	Sections 136(3)(c)(iv)(A) or Section 136(4)(c)(iv)(A)		
327.	Chief Executive Officer	Power to sign and give a receipt for a rental bond.	<i>Section 145</i>		
328.	Chief Executive Officer	Power to give a receipt for a key deposit that was paid by a prospective tenant.	<i>Section 157</i>		
329.	Chief Executive Officer	Power to refund a key deposit in full when the key is returned	<i>Section 158</i>		
330.	Chief Executive Officer	Power to require a prospective tenant to pay a holding deposit for a tenancy of premises	<i>Section 159</i>		
331.	Chief Executive Officer	Power to give a receipt for a holding deposit.	<i>Section 160</i>		
332.	Chief Executive Officer	Power to enter premises on a ground specified in section 192(1), to take all steps necessary to allow for the entry, and to exercise all the powers of Council upon making the entry	Sections 192, 193, 194, 195, 196, 197, 198, 199		

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NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
333.	Chief Executive Officer	Power to ask the tenant the tenant's name or place of employment	<i>Section 205</i>		
334.	Chief Executive Officer	Power to supply and maintain the locks and keys that are necessary to ensure the premises are reasonably secure.	<i>Section 210</i>		
335.	Chief Executive Officer	Power to change a lock to the premises or to agree to the tenant changing a lock to the premises	<i>Section211</i>		
336.	Chief Executive Officer	Power to nominate a nominated repairer and to provide written notice to the tenant stating the nominated repairer and to give written notice of any change in a nominated repairer.	<i>Section 216</i>		
337.	Chief Executive Officer	Power to give a notice to relocate to another site in the moveable dwelling park to the tenant	<i>Section 223</i>		
338.	Chief Executive Officer	Power to make rules about the use, enjoyment, control and management of a moveable dwelling park owned by Council	<i>Section 228</i>		
339.	Chief Executive Officer	Power to give a notice proposing a change to a park rule to residents of the park.	<i>Section229</i>		
340.	Chief Executive Officer	Power to remedy a lessor's breach following receipt of a notice to remedy breach from the tenant.	<i>Section 303</i>		
341.	Chief Executive Officer	Power to give a resident a notice requiring the resident to leave the premises if resident's employment ends or entitlement to occupy under employment ends	<i>Section 374(1)</i>		
342.	Chief Executive Officer	Power to deal a with personal document or money in the ways stated in the section.	<i>Section392</i>		
343.	Chief Executive Officer	Power to make reasonable efforts to contact a former resident about property left at the rental premises.	<i>Section 392(2)</i>		
344.	Chief Executive Officer	Power to sell property left at the rental premises that is not a personal document or money, or to dispose of it in another way.	Sections 393(2), 393(4) and 393(5)		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
<i>Right to Information Act 2009</i>					
345.	Chief Executive Officer	Power to decide whether disclosure of a document would, on balance, be Information contrary to the public interest.	<i>Sections 48(1), 49(1), 50(1) and 51(1)</i>		
346.	Chief Executive Officer	Power to satisfy itself in dealing an application for access to a document that is non-existent or unlocatable, that— (a) the document does not exist; or (b) the document has been or should be in Council’s possession, and all reasonable steps have been taken to find the document but the document cannot be found.	<i>Section 52(1)</i>		
<i>State Penalties Enforcement Act 1999</i>					
347.	Chief Executive Officer	Power to carry out all responsibilities identified under the Act.	<i>All relevant sections</i>		
<i>Stock Route Management Act 2002</i>					
348.	Chief Executive Officer	Power to by written notice, ask the applicant of a stock route permit to give further reasonable information or documents about the application by the reasonable date stated in the notice and refuse the application if the applicant does not comply.	<i>Section 117</i>		
349.	Chief Executive Officer	Power to amend the conditions of a stock route permit.	<i>Section 127</i>		
350.	Chief Executive Officer	Power to cancel a stock route agistment permit.	<i>Section 128</i>		
351.	Chief Executive Officer	Power to require the holder of a stock route agistment permit to return the permit.	<i>Section 130</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
352.	Chief Executive Officer	Power to ask the applicant to give the further reasonable information or documents about the application, and to refuse the application of the applicant does not comply.	<i>Section 135</i>		
353.	Chief Executive Officer	Power to grant or refuse an application for a stock route travel permit.	<i>Section 136</i>		
354.	Chief Executive Officer	Power to require a stock route travel permit holder who gives a notice of the correct particular to return the permit.	<i>Section 141</i>		
355.	Chief Executive Officer	Power to impose reasonable conditions on a stock route travel permit.	<i>Section 142</i>		
356.	Chief Executive Officer	Power to amend a stock route travel permit.	<i>Section 143</i>		
357.	Chief Executive Officer	Power to cancel a stock route travel permit.	<i>Section 144</i>		
358.	Chief Executive Officer	Power to require the holder of a stock route travel permit to return the permit for an amendment under a decision made under certain sections of the Act.	<i>Section 146</i>		
359.	Chief Executive Officer	Power to take action to comply with any notice given by the Minister in relation to the administration and enforcement of the <i>Stock Route Management Act 2002</i> .	<i>Section 184(5)</i>		
<i>Survey and Mapping Infrastructure Act 2003</i>					
360.	Chief Executive Officer	Power, as an owner or occupier of land, to consent to a surveyor placing a permanent survey mark on the land.	<i>Section 21(2)</i>		
361.	Chief Executive Officer	Power, as a public authority that placed, or requested to be placed, a survey mark, to give to the chief executive a copy of a survey plan or other information necessary to establish a survey mark as a recognised permanent survey mark.	<i>Section 34</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
362.	Chief Executive Officer	Power, where the survey mark is on a road under the control of Council, to maintain the integrity of survey markers, and provide updated information to the survey control register.	<i>Section 39</i>		
363.	Chief Executive Officer	Power, as a public authority, where the survey mark is on land, other than roads, controlled by Council, to maintain the integrity of survey markers, and provide updated information to the survey control register.	<i>Section 40</i>		
364.	Chief Executive Officer	Power, as a public authority, where a person interferes with a recognised permanent survey mark, to take action reasonably necessary to reinstate the physical and survey integrity of a recognised permanent survey marker.	<i>Section 44</i>		
<i>Transport Infrastructure Act 1994</i>					
365.	Chief Executive Officer	Power to enter into contracts with the chief executive in respect of road works, other works or the operation of State-controlled roads within and outside Council's local government area.	<i>Section 29</i>		
366.	Chief Executive Officer	Power to enter into agreements with the chief executive in relation to funding for road works on Council's roads.	<i>Section 40</i>		
367.	Chief Executive Officer	Power to enter into a financial arrangement with the chief executive for improvements to State-controlled roads that would be beneficial to Council's road network	<i>Section 41</i>		
368.	Chief Executive Officer	Power to obtain the chief executive's written approval for consent to carry out road works or make changes to the management of a Council road if the works or changes impact a State-controlled road and exceptions under subsections (2) or (5) do not apply.	<i>Section 42</i>		
369.	Chief Executive Officer	Power to apply and enforce conditions to proposed road works or changes to the management of a Council road.	<i>Section 42(5)</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
370.	Chief Executive Officer	Power to exercise all the powers it may exercise for a local government road in its area in relation to State-controlled roads in its area.	<i>Section 45</i>		
<i>Transport Operations (Road Use Management) Act 1995</i>					
371.	Chief Executive Officer	Power to install and remove official traffic signs on Council's roads, off-street regulated parking areas and, with the chief executive's written consent, on declared roads.	<i>Section 69</i>		
372.	Chief Executive Officer	Power to install official traffic signs where reasonably satisfied that there is a danger, hindrance, obstruction to traffic or other emergency.	<i>Section 71</i>		
373.	Chief Executive Officer	Power to remove unauthorised traffic signs.	<i>Section 75(1)</i>		
374.	Chief Executive Officer	Power to remove and detain at a place for safe keeping any vehicles, trams and animals and any goods, equipment or thing contained in, on or about the vehicle, tram or animal at the time of removal that are considered on reasonable grounds to be abandoned on a road or left on a road unattended or found on a road, where their presence is hazardous any vehicles, trams and animals that are abandoned on a road.	<i>Section 100</i>		
<i>Trusts Act 1973</i>					
375.	Chief Executive Officer	Power, where appointed trustee for certain purposes, to administer trust property.	<i>Section 116</i>		
<i>Waste Reduction and Recycling Act 2011</i>					
376.	Chief Executive Officer	Power, as delegate of the chief executive administering the Act, to appoint a person as an authorised person.	<i>Section 183</i>		
377.	Chief Executive Officer	Power, as delegate of the chief executive administering the Act, to issue an identity card to an authorised person.	<i>Section 187</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
378.	Chief Executive Officer	Power, as delegate of the chief executive administering the Act, to give a show cause notice.	<i>Section 246</i>		
379.	Chief Executive Officer	Power, as delegate of the chief executive administering the Act, to give a compliance notice.	<i>Sections 248 and 249</i>		
Water Act 2000					
380.	Chief Executive Officer	Power, as a constructing authority, to take water to construct or maintain infrastructure if – (a) the construction or maintenance is lawful; (b) taking water for that purpose is prescribed by regulation; and (c) the constructing authority complies with the following conditions – (i) those prescribed by regulation those fixed by the chief executive, by notice given to the constructing authority, about taking water.	<i>Section 99 (2)</i> <i>Refer also to Sections 23 and 24 of the Water Regulation 2016</i>		
Water Supply (Safety and Reliability) Act 2008					
381.	Chief Executive Officer	Power, as service provider, to install or approve the installation of a meter and to decide the position of the meter, on infrastructure supplying water to premises.	<i>Section 35</i>		
382.	Chief Executive Officer	Power, as service provider, to give a person an entry notice.	<i>Section 36(2)(b)</i>		
383.	Chief Executive Officer	Power, as a water service provider, to give notice of a service provider water restriction imposed by the service provider to anyone affected by it.	<i>Section 43(1)</i>		
384.	Chief Executive Officer	Power, as a water service provider, to shut off water supply to premises for the time reasonably necessary to perform work on the infrastructure.	<i>Section 44(1)</i>		
385.	Chief Executive	Power, as a water service provider, to give notice of shut off of	<i>Section 44(2) and</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	water supply to anyone likely to be affected by it	<i>44(4)</i>		
386.	Chief Executive Officer	Power, as service provider, to shut off water supply without notice if there is: (a) a serious risk to public health; (b) likelihood of serious injury to persons or damage to property; or (c) another emergency.	<i>Section 44(3)</i>		
387.	Chief Executive Officer	Power, as service provider, to appoint an authorised person.	<i>Section 45</i>		
388.	Chief Executive Officer	Power, as service provider, to issue an identity card to an authorised person.	<i>Section 46</i>		
Work Health and Safety Act 2011					
389.	Chief Executive Officer	Power to notify the regulator after becoming aware a notifiable incident has occurred.	<i>Section 38</i>		
390.	Chief Executive Officer	Power to consult with workers who are, or are likely to be, directly affected by a matter relating to work health or safety.	<i>Section 47</i>		
391.	Chief Executive Officer	Power to facilitate the conduct of an election for 1 or more health and safety representatives to represent workers.	<i>Sections 51 to 54</i>		
392.	Chief Executive Officer	Power to refuse on reasonable grounds to grant access to the workplace to a person assisting a health and safety representative for a workgroup.	<i>Section 71(5)</i>		
393.	Chief Executive Officer	Power to establish a health and safety committee.	<i>Sections 75 to 78</i>		
394.	Chief Executive Officer	Power, as a party to an issue, to resolve the issue in accordance with an agreed procedure or the default procedure.	<i>Sections 80 and 81</i>		
395.	Chief Executive Officer	Power to direct the worker to carry out suitable alternative work at the same or another workplace	<i>Section 87</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
396.	Chief Executive Officer	Power to ask the regulator to appoint an inspector to attend the workplace to assist in resolving an issue arising from a cessation of work	<i>Section 89</i>		
<i>Workers Compensation and Rehabilitation Act 2003</i>					
397.	Chief Executive Officer	Power, as an employer, to insure and keep insured all Council's employees and Councillors	<i>Section 48</i>		
398.	Chief Executive Officer	Power, as an employer, to pay a premium notice issued by WorkCover.	<i>Section 54(7)</i>		
399.	Chief Executive Officer	Power, as an employer, to pay a reassessment premium notice issued by WorkCover	<i>Section 56(5)</i>		
400.	Chief Executive Officer	Power to appoint a Rehabilitation and Return to Work Coordinator where the employer meets the criteria prescribed under a regulation.	<i>Section 226</i>		
401.	Chief Executive Officer	Power to prepare and have in place a workplace rehabilitation policy and procedure, and review those policies and procedures every 3 years.	<i>Section 227</i>		
402.	Chief Executive Officer	Power, as a principal contractor for a construction project to, by written notice, ask the relevant contractor for a copy of a required document.	<i>Section 576 C</i>		
<i>Workers Compensation and Rehabilitation Regulation 2014</i>					
403.	Chief Executive Officer	Power, as an employer, to agree with WorkCover on a calculation of an outstanding liability for section 87 of the Act, based on a joint summary report prepared by actuaries under section 30 of the Regulation 2014.	<i>Section 31</i>		
<i>Local Law No. 1 (Administration) 2012</i>					

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
404.	Chief Executive Officer	Power to approve an application form for the local government's approval of a prescribed activity.	<i>Section 8(1)</i>		
405.	Chief Executive Officer	Power to, by written notice, request the applicant to provide further reasonable information or clarification of information, documents or materials included in the application.	<i>Section 8(3)</i>		
406.	Chief Executive Officer	Power to give the applicant written notice stating that their application has lapsed and that the applicant may make a new application.	<i>Section 8(5)</i>		
407.	Chief Executive Officer	Power to extend the period for the applicant to provide the further information.	<i>Section 8(6)</i>		
408.	Chief Executive Officer	Power to grant an approval for an applicant to undertake a prescribed activity if satisfied that it meets the requirements prescribed in this section.	<i>Section 9(1)</i>		
409.	Chief Executive Officer	Power to, by written notice to the applicant (a) grant the approval unconditionally; or (b) grant the approval subject to conditions determined in accordance with section 10; or (c) refuse the grant approval.	<i>Section 9(2)</i>		
410.	Chief Executive Officer	Power to give the applicant an information notice if the local government- (a) refuses to grant the approval; or (b) grants the approval subject to a non- standard condition.	<i>Section 9(4)</i>		
411.	Chief Executive Officer	Power to grant an approval on conditions the CEO considers appropriate.	<i>Section 10(1)</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
412.	Chief Executive Officer	Power to, in deciding an application under this part, accept the certificate of a third party certifier as evidence about any application requirement that is mentioned in a subordinate local law for this subsection.	<i>Section 12(1)</i>		
413.	Chief Executive Officer	Power to approve an application form to renew or extend an approval.	<i>Section 14(3)</i>		
414.	Chief Executive Officer	Power to, by written notice, request the applicant to provide further reasonable information or clarification of information, documents or materials included in the application.	<i>Section 14(4)</i>		
415.	Chief Executive Officer	Power to, by written notice to the applicant (a) grant the application; or (b) grant the application and amend the conditions of the approval; or (c) refuse the application.	<i>Section 14(6)</i>		
416.	Chief Executive Officer	Power to give the applicant an information notice if (a) the application is refused; or (b) the application is approved and the approval is amended to include non-standard conditions.	<i>Section 14(8)</i>		
417.	Chief Executive Officer	Power to amend the conditions of the approval under subsection (6)(b) without following the procedure in section 18.	<i>Section 14(9)</i>		
418.	Chief Executive Officer	Power to, by written notice, request the applicant to provide further reasonable information or clarification of information, documents or materials included in the application.	<i>Section 15(4)</i>		
419.	Chief Executive Officer	Power to grant an application to transfer an approval only if it is satisfied about the matters mentioned in section 9(1).	<i>Section 15(6)</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
420.	Chief Executive Officer	Power to, by written notice to the approval holder and the proposed transferee (a) grant the application to transfer the approval; or (b) refuse the application to transfer the approval.	<i>Section 15(7)</i>		
421.	Chief Executive Officer	Power to amend the existing conditions of the approval if the application to transfer the approval is granted,	<i>Section 15(8)</i>		
422.	Chief Executive Officer	Power to amend the conditions of the approval under subsection (8) without following the procedure in section 18.	<i>Section 15(9)</i>		
423.	Chief Executive Officer	Power to give the approval holder and the proposed transferee an information notice if- (a) the application is refused; or (b) the application is granted and the approval is amended to include non-standard conditions.	<i>Section 15(11)</i>		
424.	Chief Executive Officer	Power to consider and decide whether to grant or refuse the application by an approval holder to amend the conditions of the approval.	<i>Section 16(3)</i>		
425.	Chief Executive Officer	Power to give the approval holder written notice of the amended conditions and the day that they take effect, within 14 days of the decision,	<i>Section 16(4)</i>		
426.	Chief Executive Officer	Power to give the approval holder an information notice if the application to amend the conditions is refused.	<i>Section 16(5)</i>		
427.	Chief Executive Officer	Power to amend the conditions of the approval under this section without following the procedure in section 18.	<i>Section 16(6)</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
428.	Chief Executive Officer	Power to give the approval holder a written notice (the show cause notice) stating- (a) the proposed action; and (b) the grounds for the proposed action; and (c) an outline of the facts and circumstances that are the basis of the grounds; and (d) if the proposed action is suspension of the approval, the proposed suspension period; and (e) that the approval holder may make written submissions, within a stated reasonable time of at least 21 days after the notice is given, why the proposed action should not be taken.	<i>Section 18(2)</i>		
429.	Chief Executive Officer	Power to consider submissions and decide if grounds no longer exist to cancel, amend or suspend the approval and give written notice to the approval holder about the decision.	<i>Section 18(3)</i>		
430.	Chief Executive Officer	Power to consider submissions and decide if there is a ground to take the proposed action.	<i>Section 18(4)</i>		
431.	Chief Executive Officer	Power to decide to amend, suspend or cancel the approval and to give the approval holder an information notice.	<i>Section 18(5)</i>		
432.	Chief Executive Officer	Despite section 18, power to immediately suspend an approval if the CEO believes that continuation of the prescribed activity by the approval holder poses- (a) an urgent and serious threat to public health or safety; or (b) an urgent and serious risk of environmental harm, property damage or loss of amenity.	<i>Section 19(1)</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
433.	Chief Executive Officer	Power to, at any time, extend the time for making a review application.	<i>Section 22(3)</i>		
434.	Chief Executive Officer	Power to review the original decision within 28 days after receiving a review application and make a decision (the review decision) to- (a) confirm the original decision; or (b) amend the original decision; or (c) substitute another decision for the original decision.	<i>Section 23(1)</i>		
435.	Chief Executive Officer	Power to give the applicant notice of the decision (the review notice) within 5 days of making the review decision.	<i>Section 23(3)</i>		
Local Law No. 2 (Animal Management) 2012					
436.	Chief Executive Officer	Power to provide notice to members of the public regarding the designation of an area as a dog off-leash area where the Council has designated such an area by subordinate local law.	<i>Section 11(2)</i>		
437.	Chief Executive Officer	Power to- (a) offer the animal for sale by public auction or by tender; or (b) if the animal is an animal mentioned in section 27(2)(b) or is of a species, breed or class specified by subordinate local law for this paragraph (i) sell the animal by private agreement; or (ii) dispose of the animal in some other way without destroying it; or (iii) destroy the animal.	<i>Section 32(1)</i>		
438.	Chief Executive Officer	Power to keep a proper record of impounded animals (the register of impounded animals) and to keep the register available for public inspection.	<i>Section 33</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
439.	Chief Executive Officer	Power to allow the owner of an impounded animal to inspect it any reasonable time, and to disallow the inspection if it is impractical or unreasonable to inspect at that time.	<i>Section 34</i>		
Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012					
440.	Chief Executive Officer	Power, subject to <i>subsection 2</i> , to temporarily close a local government controlled area to public access- (a) to carry out construction, maintenance, repair or restoration work; or (b) to protect the health and safety of a person or the security of a person's property; or (c) because of a fire or other natural disaster; or (d) to conserve or protect the cultural or natural resources of the area or native wildlife.	<i>Section 8(1)</i>		
441.	Chief Executive Officer	Power to decide if it is necessary for land adjoining a road to be fenced to prevent the risk of- (a) animals escaping from the land onto the road; or (b) interference with the safe movement of traffic or the safe use of the road.	<i>Section 9(1)</i>		
442.	Chief Executive Officer	Power to give a compliance notice to a person who is the owner or occupier of land adjoining or adjacent to a road to do 1 or more of the following (a) perform work on the land or the road; (b) construct a vehicle crossing to provide vehicular access between the land and the road to a standard specified by the local government in the compliance notice; (c) maintain or repair a vehicle crossing which provides vehicular access between the land and the road to a	<i>Section 11(1)</i>		

RICHMOND SHIRE COUNCIL

Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		<p>standard specified by the local government in the compliance notice if, in the opinion of an authorised person, the vehicle crossing</p> <p>(i) is not effective for its intended purpose; or</p> <p>(ii) is causing a nuisance or poses a risk of a nuisance; or</p> <p>(iii) constitutes an actual or potential safety hazard.</p>			
Local Law No. 5 (Parking) 2012					
443.	Chief Executive Officer	Power to issue a parking permit.	<i>Section 7(1)</i>		
444.	Chief Executive Officer	Power to issue a commercial vehicle identification label.	<i>Section 8(1)</i>		
Investment Policy 2020 No. 033					
445.	Chief Executive Officer	Power to manage Council's investment portfolio in accordance with the adopted investment policy.			Investment Policy No. 033

Item 2.2 Mobile Vendor Policy

EXECUTIVE SUMMARY

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

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

The Policy is due for its review.

OFFICER'S RECOMMENDATION

That Council: adopt the Mobile Vendor Policy with changes.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Mobile Vendor Policy with changes.

Consultation (Internal/External)

Internal: Local Laws Officer – Phil Kennedy

Attachments

Attachment C - Policy

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



RICHMOND SHIRE COUNCIL MOBILE VENDOR POLICY

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

1. OBJECTIVE

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

2. SCOPE

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

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

3. PROCEDURE

Applicant must supply a copy of their Public Liability Insurance.

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

Roadside Trading Operations

Roadside Trading Fee – Annual Fee

Roadside Trading Fee + Nightly Electricity Fee

Maximum 48 Hour Stay, CEO to have discretion for approval of extended stay.

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

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

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

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

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

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

4. RELATED DOCUMENTS

- Application for Mobile Vending Licence

5. LEGISLATION

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

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

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

6. IMPLEMENTATION

This Policy will commence from the approval date (see Section 7). This Policy replaces all other Policies and Procedures 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 via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

7. APPROVAL

Date of Adoption: 28 April 2015
Policy Reviewed: General Council Meeting 18 June 2019
Resolution Number: 20190618.8

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 2.3 Bookings for Council Facilities Policy

EXECUTIVE SUMMARY

The objective of this policy is to establish a process and guidelines for Council to follow when hiring facilities and equipment owned by Richmond Shire Council. This Policy applies to all employees of the Richmond Shire Council and any community members seeking to hire Council owned facilities and equipment.

The Policy is due for its review.

OFFICER'S RECOMMENDATION

That Council: adopt the Bookings for Council Facilities Policy with changes.

Budget & Resource Implications

N/A

Background

The Bookings for Council Facilities Policy has had minor changes under Council Facilities and Equipment, section 3. The following locations and equipment have been added Richmond Library (Room only), HACC Hall (After hour activities), Units 2,3,4 Richmond Village Consult Rooms, Pie Warmer and Dog Traps. There has also been a change in section 7, Bus, where the organisation is to reimburse Council at the rate of the current fees and charges.

Consultation (Internal/External)

Nil

Attachments

Attachment D - Policy

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



RICHMOND SHIRE COUNCIL BOOKINGS FOR COUNCIL FACILITIES POLICY

POLICY NUMBER: 078
INFOPERT REF: 105701
TIME PERIOD OF REVIEW: 2 Year
DATE OF NEXT REVIEW: June 2025

1. OBJECTIVE

Is to establish a process and guidelines for Council to follow when hiring facilities and equipment owned by Richmond Shire Council.

2. SCOPE

This Policy applies to all employees of the Richmond Shire Council and any community members seeking to hire Council owned facilities and equipment.

3. COUNCIL FACILITIES AND EQUIPMENT

- Richmond Shire Hall and Supper Room
- Richmond Woolgar Room
- Richmond Racecourse (Including Kitchenette, excluding Bar)
- Richmond Swimming Pool
- Richmond Charlie Wehlow Oval
- Richmond Lake Fred Tritton
- Richmond Lakeview Gazebo
- Richmond Library (Room only)
- HACC Hall (After hour activities)
- Units 2, 3, 4 Richmond Village Consult Rooms

- Plastic Tables
- Plastic Chairs
- Bain Maries (1)
- Pie Warmer
- Video/Data Projector (1)
- Urn (2)
- Dog Traps
- Cat Traps (6)
- Dog Barking Collars (6)
- Two buses available to hire (1 x 21 seats and 1 x 12 seats)

4. CONDITIONS OF HIRE

- An application to hire Council facilities and equipment must be submitted at least 7 14 days prior to the event. Council reserves the right to accept or deny any applications.
- A confirmation email or phone call will be made by one of our Administration staff notifying the applicant of the outcome within 3 business days after receiving the application.
- A bond payment **must** be paid prior to the applicant's event. No exceptions.

- Council Administration Staff will arrange an inspection of the facilities and equipment prior to and after your event to ensure that all is in order.
- All non-Council hired equipment needs to be return to external hiring organisation caterers.
- Council will not be held liable for loss or damage sustained by the hirer.
- Failure to comply with any of the conditions or damage to any of Council's property will result in forfeiture of the part or full bond amount.

5. EQUIPMENT

- All equipment must be left in the condition they were picked up in or fees may apply.
- All equipment must be collected and returned by the hirer during normal business hours unless otherwise agreed. Delivery is not included. No exceptions.

6. FACILITIES

- All keys must be collected from the Council office between 8:20am – 5pm Monday – Friday. Keys must be collected the same day as your event and brought back the same day the event ends. Exceptions are weekend hire and events starting/finishing outside of Council work hours. Keys then must be returned on the next working day.
- The hirer is responsible for setting up and clearing away all equipment to its original location.
- A liquor license may be required if you intend to sell alcohol. You should check with the local Police station for further information and ask them for an application form.
- If using the bar area and cold room of the Shire Hall please do not remove any stock that is stored by other clubs or organisations.
- All rubbish is to be placed in the wheelie bins and put out for collection on the kerb.
- Floors must be swept and mopped after your event. Supplied by Council.
- All other cleaning products must be supplied by the hirer

7. BUS

The above mentioned organisation agrees to reimburse the Council at the rate of the current fees and charges \$0.85 per km + full tank of fuel. A bond of \$260.00 is required in all instances of hire, buses must be clean and tidy when returned or bond will be forfeited. Council must take a photocopy of the driver's licence of the driver for the event.

All care and consideration will be exercised in the use of the vehicle and the organisation exonerates Richmond Shire Council from any legal responsibility in relation to all aspects pertaining to the use of the bus whilst under our jurisdiction. It is understood that the following conditions apply to cancellations; wet weather or other extenuating circumstances – 100% refund or cancellations which do not apply to the fore mentioned – 50% refund. My organisation makes itself responsible for any damage to seats, upholstery and fixtures within the bus and any damage occasioned by vandalism and is prepared to have such damage reinstated to Council's satisfaction.

Further Conditions:

- (a) The bus is taken from the depot with a full tank and must be returned to depot with a full tank of fuel.
- (b) Bus is available on weekends and statutory holidays only with the express approval of the Chief Executive Officer.
- (c) Bus may be available for long distance hiring at the Chief Executive Officers approval, however in the event of any accident or breakdown any expenses involved in returning the bus to Richmond Shire Council's Depot shall be borne by the hirer.
- (d) The bus cannot be taken off bitumen in any circumstance
- (e) The bus cannot be taken out of Richmond for more than a day without prior approval
- (f) The bus is to be refuelled at hirer's expense prior to return to Council. Should Council be required to fill the fuel tank at the conclusion of a hire period, fuel price will be determined by the highest local commercial fuel price on that day PLUS a surcharge of \$0.10 per litre. This figure shall be invoiced in accordance with procedures and recovery will be subject to Council's Debtor's Policy.
- (g) Damage to the bus will be charged at cost to hirer.
- (h) The Bus may only be hired by Community groups/clubs or the Richmond State School. There will be no hire to private individuals or businesses.

8. IN-KIND REQUEST APPLICATIONS

The Community In-Kind Assistance Program is designed to provide Council's organisational resources including labour, facilities, plant and other equipment by way of Sponsorship as in-kind support. Advanced notice is required as Council cannot guarantee supply on demand.

Items provided in-kind must be collected by the hiring body. Delivery is not included. No exceptions.

If your community group is requesting In-kind support, the In-Kind form must be filled in and returned to Council.

Bond is required on all In-Kind requests.

9. RELEVANT DOCUMENTATION

- Bond Hire Form
- Conditions of Hire Form
- Venue & Equipment Form
- Facilities Hire Form
- Equipment Hire Form
- Bus Hire Form
- Cat Trap and Barking Collar Form
- In-Kind Application Form

10. LEGISLATION

- *Local Government Act 2009*
- *Local Government Regulations 2012*

11. APPROVAL

Adopted by the Chief Executive Officer on 01 June 2020.

Date of Adoption: 01 June 2020
 Policy Reviewed: General Council Meeting 1 June 2020

Policy Authorised: Peter Bennett
 Chief Executive Officer

Item 2.4 Declared Traffic Area Parking Policy

EXECUTIVE SUMMARY

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

The Policy is due for its review.

OFFICER'S RECOMMENDATION

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

Budget & Resource Implications

N/A

Background

Council to review and adopt the Declared Traffic Area Parking Policy with changes.

Consultation (Internal/External)

Nil

Attachments

Attachment E - Policy

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



RICHMOND SHIRE COUNCIL DECLARED TRAFFIC AREA PARKING POLICY

POLICY NUMBER: 080
INFOXPRT REF: 109018
TIME PERIOD OF REVIEW: 2 Year
DATE OF NEXT REVIEW: September 2025

1. OBJECTIVE

To establish guidelines around parking in a Declared Traffic Area, in the CBD of Richmond – Goldring Street.

2. SCOPE

This Policy applies to everyone including Richmond Shire Council staff, community members and visitors.

3. PARKING AREAS

Under Subordinate Local Law No. 5 (Parking) 2011, Council will enforce correct parking in the CBD area in the Richmond Shire.

Goldring Street between Larsen Street and Clayton Street is a Declared Traffic Area. This means that no permanent residential parking in the centre parking is allowed.

4. LOCAL LAWS

If Council is aware of residential parking happening, a letter will be sent to the owner of the vehicle requesting they move on. If after 5 days the car has not moved, under Subordinate Local Law No. 5 (Parking) 2011 Council can fine the individual.

5. LEGISLATION

- Local Law No. 5 (Parking) 2011
- Subordinate Local Law No. 5 (Parking) 2011

6. IMPLEMENTATION

This Policy will commence from the approval date. This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

7. APPROVAL

Date of Adoption: 15 June 2021
Policy Reviewed: General Council Meeting 15 June 2021
Resolution Number: 20210616.33

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 4. Reports for Consideration – Community Services

Item 4.1 OSHC Christmas Holiday Hours of Operation

EXECUTIVE SUMMARY

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

Option 1 - December 18 to January 16

Option 2- December 22 to January 23

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

OFFICER'S RECOMMENDATION

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

Budget & Resource Implications

N/A

Background

Nil

Consultation (Internal/External)

Internal: Teena Chappell - OSHC Coordinator

External: OSHC Clients

Attachments

Nil

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

Item 4.2 Australia Day

EXECUTIVE SUMMARY

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

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

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

OFFICER'S RECOMMENDATION

That Council: determine if a new format is required.

Budget & Resource Implications

N/A

Background

Nil

Consultation (Internal/External)

Nil

Attachments

Nil

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

Item 4.3 Sport and Recreation Meeting

EXECUTIVE SUMMARY

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

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

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

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

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

OFFICER'S RECOMMENDATION

That Council: for Councils information only.

Budget & Resource Implications

N/A

Background

Nil

Consultation (Internal/External)

External: Maks Boxing

External: Richmond Junior Rugby League

External: Richmond Athletics

Attachments

Attachment F – Survey Results

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

Charlie Wehlow Oval Facility Needs Assessment

3

Responses

09:31

Average time to complete

Active

Status

1. Sport/physical activity:

● Athletics	1
● Boxing	1
● Rugby league	1
● School sport	0
● Other	0



2. Organisation Name

3

Responses

Latest Responses

"Richmond Junior Rugby League"

"Richmond Athletics"

"Maks' Boxing Gym"

3. Contact Name

3

Responses

Latest Responses

"Jacinta Buick"

"Peta Mitchell"

"Maks Chylewski "

4. Contact email address

3
Responses

Latest Responses
"richmondjrl@outlook.com"
"richmondathletics@outlook.com"
"maks_chylewski@hotmail.com"

5. Contact phone number

3
Responses

Latest Responses
"0447799324"
"0437189816"
"0407605228"

6. Number of Players

3
Responses

Latest Responses
"51"
"90"
"17"

7. Number of Officials

3
Responses

Latest Responses
"22"
"10"
"1"

8. Number of Volunteers

3
Responses

Latest Responses
"22"
"10"
"2"

9. Number of male Members (Junior)

3
Responses

Latest Responses
"29"
"40"
"10"

10. Number of male Members (Senior)

3
Responses

Latest Responses
"6"
"2"
"2"

11. Number of female Members (Junior)

3
Responses

Latest Responses
"22"
"40"
"2"

12. Number of female Members (Senior)

3
Responses

Latest Responses
"16"
"3"
"3"

13. Number of other Members (Junior)

3
Responses

Latest Responses
"0"
"0"
"0"

14. Number of other Members (Senior)

3
Responses

Latest Responses

"0"

"0"

"0"

15. Number of Members identifying as Aboriginal and/or Torres Strait Islander

2
Responses

Latest Responses

"4"

"3"

16. Number of Members identifying as having a disability

2
Responses

Latest Responses

"1"

"0"

17. Number of Members with English as a second language

2
Responses

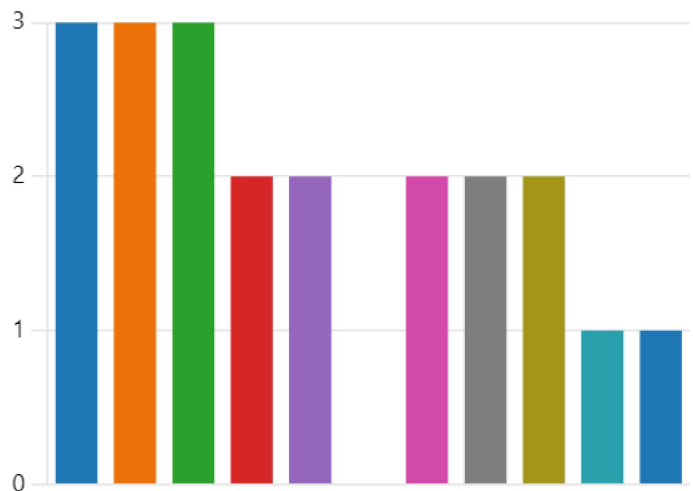
Latest Responses

"2"

"0"

18. What infrastructure does your Organisation currently use?

● Playing surface eg. field, tack	3
● Lighting (playing surface)	3
● Lighting other (eg. carpark, ped...	3
● Changerooms	2
● Canteen/Kitchen	2
● First Aid Room	0
● Storage	2
● Shade	2
● Spectator seating	2
● Facility access (for all potential u...	1
● Other	1



19. How many **weeks per year** is the facility used by your Organisation?

● 1-3 weeks	0
● 4-12 weeks	0
● 12-26 weeks	1
● 26 weeks +	2



20. How many **hours per week** is the facility used by your Organisation?

● 1-2	0
● 2-5	1
● 5-10	2
● 10+	0



21. Does your Organisation use the facility during the day or at night?

Day	0
Night	0
Both	3



22. What standard of competition is played?

Social	1
Local	1
Regional	1
State	1



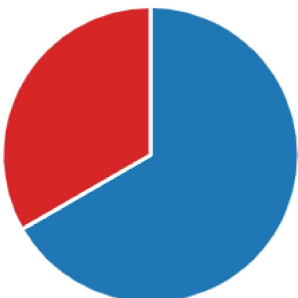
23. What leasing/usage arrangement does your Organisation have in place?

One-off hire fee	0
Annual lease/Right to Occupy	3
3 years+ Lease/Right to Occupy	0
Other	0



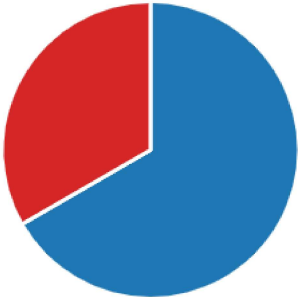
24. Facility Hire Costs - Lights

Free of charge	2
Subsidised	0
Full fee	0
Not applicable	1



25. Facility Hire Costs - Water

● Free of charge	2
● Subsidised	0
● Full fee	0
● Not applicable	1



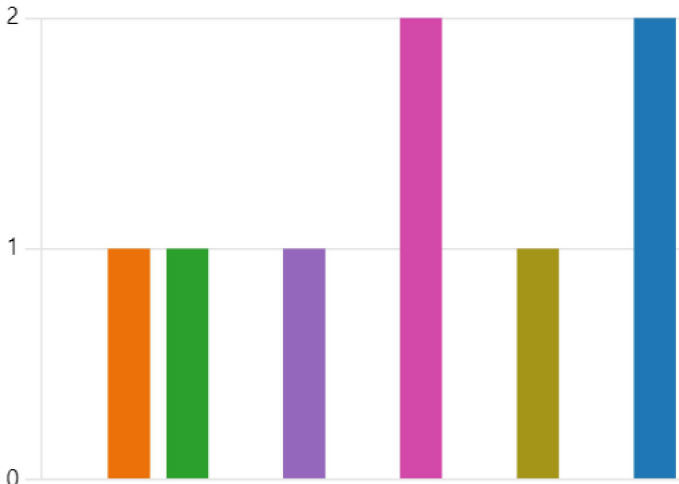
26. Facility Hire Costs - Hire Fee

● Free of charge	0
● Subsidised	0
● Full fee	2
● Not applicable	1



27. What infrastructure **does not** currently meet your Organisation's needs?
eg. not available, too small, not suitable, does not meet sport standard, unsafe

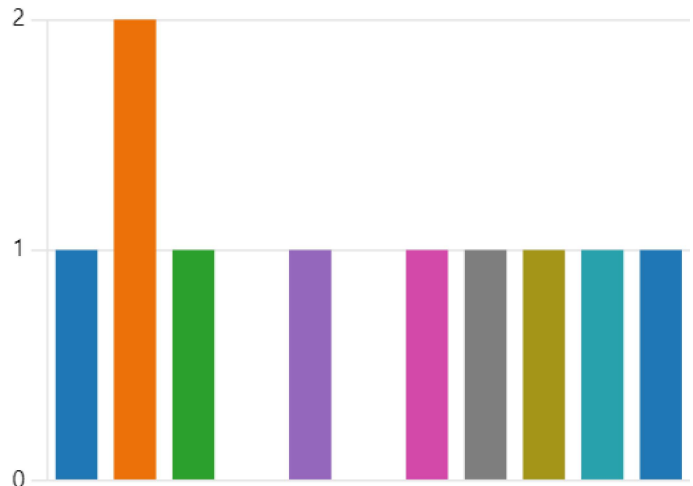
● Playing surface eg. field, track	0
● Lighting (playing surface)	1
● Lighting other (eg. carpark, ped...)	1
● Changerooms	0
● Canteen/Kitchen	1
● First Aid Room	0
● Storage	2
● Shade	0
● Spectator seating	1
● Facility access (for all potential u...)	0
● Other	2



28. What **current** infrastructure will not meet your Organisation's future needs in the next 10 years?

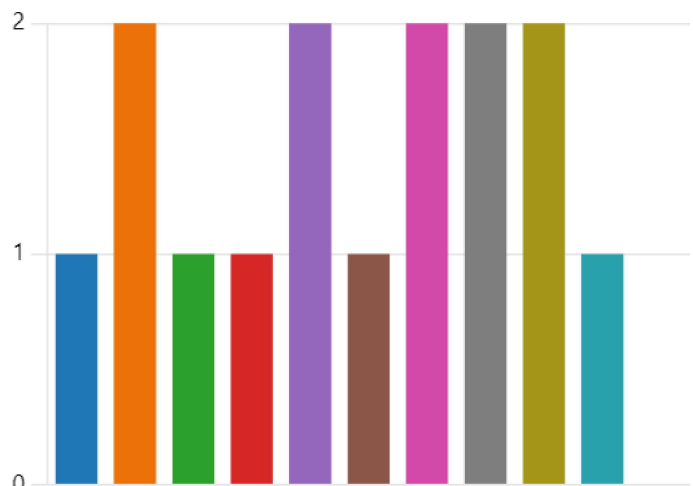
eg. nearing end of lifespan, does not meet the sport/physical activity requirements

- Playing surface (eg. field, track) 1
- Lighting (playing surface) 2
- Lighting other (eg. carpark, ped... 1
- Changerooms 0
- Canteen/Kitchen 1
- First Aid Room 0
- Storage 1
- Shade 1
- Spectator seating 1
- Facility access (for all potential u... 1
- Other 1



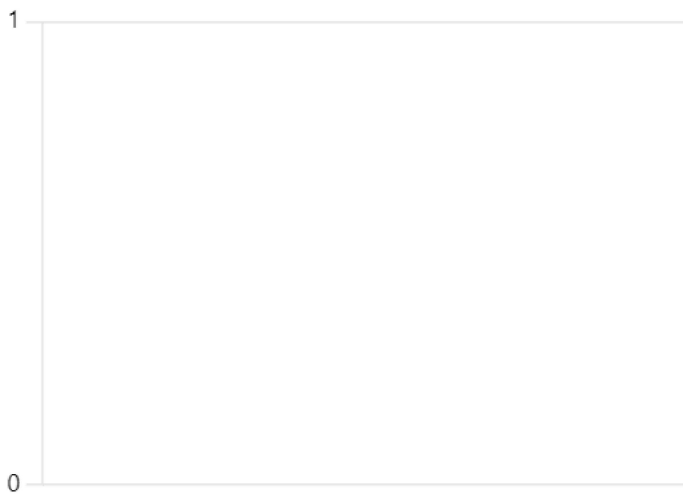
29. What **additional** infrastructure will your Organisation need into the future?

- Playing surface eg. field, track 1
- Lighting (playing surface) 2
- Lighting other (eg. carpark, ped... 1
- Changerooms 1
- Canteen/Kitchen 2
- First Aid Room 1
- Storage 2
- Shade 2
- Spectator seating 2
- Facility access (for all potential u... 1
- Other 0



30. What additional technology systems would your Organisation benefit from in the future?

- Wifi access 0
- Security system 0
- Remote lighting control 0
- Remote irrigation systems 0
- User access (eg. swipe cards/fin... 0
- Other 0



Item 6. General Business

DATE OF NEXT MEETING

14 November 2023

CONCLUSION

Peter Bennett
Chief Executive Officer