

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON
TUESDAY 16 MAY 2023

CONTENTS

	Commencement of Meeting
	Signing of Attendance Book
	Reading of Official Prayer
	Leave of Absence
	Confirmation of Minutes
	Declarations of Interest
	Business arising from previous Meeting
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
	Late Reports
	Confidential Reports
Item 6	General Business
Item 7	Close of Meeting



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PRESENT

Present when Mayor Wharton declared the meeting open at 11:18am were:

COUNCILLORS:

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

Cr Fox attended via Zoom.

STAFF:

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

PRAYER

Cr Johnston read the prayer

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20230516.1

It was moved Cr Kuhl seconded Cr Johnston and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Board Room, Richmond on Wednesday 19 April 2023 be adopted as presented.

DECLARATIONS OF INTEREST

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

Item 3.3 Aerodrome Fees and Charges

I, Councillor Fox inform the meeting that I have declared an interest in relation to item 3.3 Aerodrome Fees and Charges, as a result that my helicopter business lands at the Richmond Aerodrome.

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

Item 2.5 Scripture Union Queensland

I, Councillor Fox inform the meeting that I have declared an interest in relation to item 2.5 Scripture Union Queensland, as a result that I am on the Richmond State School Chaplaincy Committee.

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

BUSINESS ARISING

Nil



3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.1 Monthly Financial Report

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2022/2023 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 30 April 2023.

OFFICER'S RECOMMENDATION

That Council: receive the monthly financial report presenting the progress made as at 30 April 2023 in relation to the 2022/23 budget and including the:

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

RESOLUTION 20230516.2

It was moved Cr Buick seconded Cr Kuhl and carried that Council Receive the monthly financial report presenting the progress made as at 30 April 2023 in relation to the 2022/23 budget and including the:

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

Attendance

Cr Kennedy left the room at 11:24am.
DCSD Angela Henry left the room at 11:27am.
Cr Kennedy re-entered the room at 11:28am.
DCSD Angela Henry re-entered the room at 11:32am.

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.2 Annual Report 2021/2022

EXECUTIVE SUMMARY

Council received new certified revised financial statements for the 2021/2022 financial year. These were issued on 24 April 2023 by the Queensland Audit Office. The Annual Report for the financial year 2021/2022 including the financial statements need to be adopted.

OFFICER'S RECOMMENDATION

That Council: adopt the Annual Report for the 2021/2022 financial year including the Financial Statements.

RESOLUTION 20230516.3

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council receive and adopt the Annual Report 2021/2022 with changes.

REFERENCE DOCUMENT

- Annual Report



3 | Page

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.3 Aerodrome Fees and Charges

EXECUTIVE SUMMARY

Due to Avdata requiring notice to allow updates to their ticketing/financial systems Council should decide if any changes are to be made to the landing fees for the Richmond Aerodrome for the 2023/2024 financial year.

OFFICER'S RECOMMENDATION

That Council: discuss whether new rates will be applied to the Aerodrome for the 2023/2024 financial year and adopt any changes to come into effect as at 1 July 2023.

Attendance

Cr Fox left the meeting at 11:35am.

RESOLUTION 20230516.4

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council increase the landing charges from \$11.00 to \$12.00 per tonne for aircraft <5700kg and \$16.00 to \$17.00 per tonne for aircraft >5700kg.

REFERENCE DOCUMENT

- Landing Charges

Attendance

Cr Fox re-entered the meeting at 11:37am.

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.1 RADF Application

EXECUTIVE SUMMARY

Noosa Film Academy – four day acting and screen production program to Richmond Youth in conjunction with the Richmond State School. They are hoping the digital outcomes produced can be premiered at a Red-Carpet Community Screening Event at Kronosaurus Korner.

OFFICER'S RECOMMENDATION

That Council: support this application through the existing RADF budget.

RESOLUTION 20230516.5

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council support the request from Noosa Film Academy through the RADF budget.

REFERENCE DOCUMENT

- Funding Application

Attendance

Cr Johnston left the room at 11:40am.

Cr Johnston re-entered the room at 11:42am.



4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.2 Additional Needs Policy

EXECUTIVE SUMMARY

Council to review and adopt the Additional Needs Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Additional Needs Policy with changes.

RESOLUTION 20230516.6

It was moved Cr Johnston seconded Cr Kuhl and carried that Council adopt Additional Needs Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.3 Administration of Medication Policy

EXECUTIVE SUMMARY

Council to review and adopt the Administration of Medication Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Administration of Medication Policy with changes.

RESOLUTION 20230516.7

It was moved Cr Buick seconded Cr Fox and carried that Council adopt the Administration of Medication Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.4 Supervision Policy

EXECUTIVE SUMMARY

Council to review and adopt the Supervision Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Supervision Policy with changes.

RESOLUTION 20230516.8

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

REFERENCE DOCUMENT

- Policy



5 | Page

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.5 Staff Wellness Program Policy

EXECUTIVE SUMMARY

Council to review and adopt the Staff Wellness Program Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Staff Wellness Program Policy with changes.

RESOLUTION 20230516.9

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.6 Anti-Bias Inclusion Policy

EXECUTIVE SUMMARY

Council to review and adopt the Anti-bias Inclusion Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Anti-bias Inclusion Policy with changes.

RESOLUTION 20230516.10

It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Anti-Bias Inclusion Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.7 Gender Equity Policy

EXECUTIVE SUMMARY

Council to review and adopt the Gender Equity Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Gender Equity Policy with changes.

RESOLUTION 20230516.11

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

REFERENCE DOCUMENT

- Policy



6 | Page

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.8 Family Communication Policy

EXECUTIVE SUMMARY

Council to review and adopt the Family Communication Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Family Communication Policy with changes.

RESOLUTION 20230516.12

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.9 Dealing with Complaints Policy

EXECUTIVE SUMMARY

Council to review and adopt the Dealing with Complaints Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Dealing with Complaints Policy with changes.

RESOLUTION 20230516.13

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council adopt the Dealing with Complaints Policy as presented.

REFERENCE DOCUMENT

- Policy

Change of order of business to consider late items

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

2.1 Grid and Gate Policy

EXECUTIVE SUMMARY

Council to review and adopt the Grid and Gate Policy as presented.

OFFICER'S RECOMMENDATION

That Council: adopt the Grid and Gate Policy as presented.

RESOLUTION 20230516.14

It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the Grid and Gate Policy with changes.



REFERENCE DOCUMENT

- Policy

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

2.2 In-Kind Requests from Richmond Golf Club

EXECUTIVE SUMMARY

Richmond Golf Club is seeking Council assistance through an in-kind request to use a Backhoe and an Operator to complete works on the Tee Boxes and general maintenance for their upcoming Annual Golf Open Competition on 27 – 28 May.

OFFICER'S RECOMMENDATION

That Council: approve assistance through an in-kind request to use Councils Backhoe and an operator.

RESOLUTION 20230516.15

It was moved Cr Johnston seconded Cr Buick and carried that Council approve the requests from Richmond Golf Club.

REFERENCE DOCUMENT

- Policy

RESOLUTION 20230516.16

It was moved Cr Kennedy seconded Cr Buick and carried that Council adjourn the meeting for lunch at 12:15pm.

RESOLUTION 20230516.17

It was moved Cr Johnston seconded Cr Kennedy and carried that Council resume the meeting at 1:03pm.

CLOSED SESSION

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

2.3 Building Sustainable Communities Grant Round 2

RESOLUTION 20230516.18

It was moved Cr Kuhl, seconded Cr Buick and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

RESOLUTION 20230516.19

It was moved Cr Kennedy, seconded Cr Kuhl and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

EXECUTIVE SUMMARY

The Department of Communities, Housing and Digital Economy has launched Round 2 of the Building Sustainable Communities Grants. It is brought to Council to discuss options for where they would like to allocate the funding.

OFFICER'S RECOMMENDATION

That Council: discuss and decide where Council wish to allocate the funding.

Council discussed at length options as to where to allocate the funding. Council agreed to source quotes to heat the Richmond Swimming Pool and bring quotes back to the June Council Meeting.

RESOLUTION 20230516.20

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council source quotes to use the funding to heat the Richmond Swimming Pool.

REFERENCE DOCUMENT

- Guidelines

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

2.4 Butchers Paddock Agreement

RESOLUTION 20230516.21

It was moved Cr Buick, seconded Cr Fox and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

Attendance

Tiana Grant entered the meeting at 1:15pm

RESOLUTION 20230516.22

It was moved Cr Kuhl, seconded Cr Kennedy and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

EXECUTIVE SUMMARY

The Use of the Butchers Paddock Agreement expires 31 August 2023. It is brought to Council to revise.

OFFICER'S RECOMMENDATION

That Council: revise the use of the Butchers Paddock Agreement for renewal.

RESOLUTION 20230516.23

It was moved Cr Buick seconded Cr Kennedy and carried that Council renew the Butchers Paddock Agreement for a further five years and invoice the tenant for the 2022/2023 and 2023/2024 period by August 2023.

REFERENCE DOCUMENT

- Agreement

Attendance

Tiana Grant left the meeting at 1:17pm

Cr Fox left the meeting at 1:17pm



9 | Page

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

2.5 Scripture Union Queensland

RESOLUTION 20230516.24

It was moved Cr Johnston, seconded Cr Kuhl and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (c) the local government's budget;

RESOLUTION 20230516.25

It was moved Cr Kuhl, seconded Cr Kennedy and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (c) the local government's budget;

EXECUTIVE SUMMARY

Council discussed the invoice received from Scripture Union Queensland at the March Council Meeting and requested more information as to where the donations were being spent as Richmond is no longer receiving the service we once were.

OFFICER'S RECOMMENDATION

That Council: discuss the comments.

RESOLUTION 20230516.26

It was moved Cr Buick seconded Cr Kennedy and carried that Council will no longer support the service as Scripture Union Queensland is no longer providing the level of service they once did.

Attendance

Cr Fox re-entered the meeting at 1:27pm.

REFERENCE DOCUMENT

- Letter and Email

GENERAL BUSINESS

Cr Buick advised Council that the hose reel at the Washdown Bay is leaking and requested it be looked at.

Cr Buick advised Council that the sand and gravel on the Cambridge Crossing is becoming dangerous and needs to be removed.

Cr Buick advised Council that the Cassillis Road has not been graded for four years and needs urgent attention.

Cr Kennedy advised that he and CEO Peter Bennett are in the process of looking for funding for the flood cameras. CEO Peter Bennett advised that currently there is no funding programs through the QRA, but that Council could potentially alter its LRCI Part A funding agreement to fund the cameras out of that funding pool. CEO Peter Bennett to confirm that the funding agreement can be altered and to bring it back to next Council meeting.

Cr Kuhl advised Council that she attended the official opening of the Richmond Police Station.



10 | Page

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Cr Kuhl enquired if Council had received any information regarding the recent announcement by the Federal Government assuming responsibility for the maintenance of the Rain and Flood Gauges and if this included the new gauges that were to be installed with the new Radar station.

CEO Peter Bennett advised Council that Richmond will receive \$321,410.00 under the Local Roads and Community Infrastructure Program – Phase 4 Part B to be used on rural road projects. Council to discuss ideas.

CLOSE OF MEETING

RESOLUTION 20230516.27

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

Meeting closure


RESOLUTION 20230516.28

It was moved Cr Buick, seconded Cr Kennedy and carried that the meeting close at 1:54pm.

Next Ordinary Meeting

20 June 2023

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 16 May 2023.



Mayor