

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



RICHMOND SHIRE COUNCIL

CONFIRMED MINUTES

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 15 AUGUST 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 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
	Late Reports
	Confidential Reports
Item 6	General Business
Item 7	Close of Meeting

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

PRESENT

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

COUNCILLORS:

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

STAFF:

Director of Community Services and Development – Angela Henry, Director of Corporate Services – Peta Mitchell, Director of Works – Syed Qadir and Minutes Secretary Tiana Grant.

PRAYER

Cr Buick read the prayer

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20230815.1

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

RESOLUTION 20230815.2

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

DECLARATIONS OF INTEREST

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

Item 3.3 Restoration of D2 Bulldozer – Budget Item

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

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

BUSINESS ARISING

Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.1 Proposal to Close the Traffic Entrance to Lake Fred Tritton Park

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: provide further comment.

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

REFERENCE DOCUMENT

- Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.2 National Animal Desexing Month – Request to Provide a Subsidy

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

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

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

REFERENCE DOCUMENT

- Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.3 Proposal – Town Entrance Upgrade on Eastern Side of Richmond

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: provide further instructions.

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

REFERENCE DOCUMENT

- Nil

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

2.1 Rural Fence Subsidy Policy

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

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

RESOLUTION 20230815.3

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

REFERENCE DOCUMENT

- Policy

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

2.2 Uniform Policy

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: adopt the Uniform Policy with changes.

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

REFERENCE DOCUMENT

- Policy

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

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

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

RESOLUTION 20230815.4

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

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

REFERENCE DOCUMENT

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

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.1 Regional Arts Development Fund

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

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

RESOLUTION 20230815.5

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

REFERENCE DOCUMENT

- Nil

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Sport and Recreation Minor Infrastructure Grant

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

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

RESOLUTION 20230815.6

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

REFERENCE DOCUMENT

- Nil

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.3 Anaphylaxis Management Policy

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: adopt the Anaphylaxis Management Policy as presented.

RESOLUTION 20230815.7

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.4 Asthma Management Policy

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: adopt the Asthma Management Policy as presented.

RESOLUTION 20230815.8

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.5 Head Lice Policy

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: adopt the Head Lice Policy as presented.

RESOLUTION 20230815.9

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.6 Health and Safety Policy

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

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

RESOLUTION 20230815.10

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.7 Nutrition and Food Safety Policy

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

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

RESOLUTION 20230815.11

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.8 Safe Transportation Policy

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: adopt the Safe Transportation Policy as presented.

RESOLUTION 20230815.12

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

REFERENCE DOCUMENT

- Policy

CLOSED SESSION

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

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

RESOLUTION 20230815.13

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

RESOLUTION 20230815.14

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: discuss the attached correspondence.

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

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

REFERENCE DOCUMENT

- Letter

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

2.5 Realignment of Lot 69 CP896248 – Racecourse Road

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

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

RESOLUTION 20230815.15

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

Attendance

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

RESOLUTION 20230815.16

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

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

RESOLUTION 20230815.17

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

REFERENCE DOCUMENT

- Nil

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

2.4 Quote received from Telstra Limited

RESOLUTION 20230815.18

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

RESOLUTION 20230815.19

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: approve the attached quote.

RESOLUTION 20230815.20

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

REFERENCE DOCUMENT

- Quote

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.2 Water Access Charge for Industrial Blocks

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

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

Attendance

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

Cr Kuhl took the chair

RESOLUTION 20230815.21

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

RESOLUTION 20230815.22

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

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

RESOLUTION 20230815.23

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

RESOLUTION 20230815.24

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

Attendance

Cr Wharton re-entered the room 11:44am

Cr Warton took back the chair

REFERENCE DOCUMENT

- Nil

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.3 Restoration of D2 Bulldozer – Budget Item

Attendance

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

RESOLUTION 20230815.25

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

RESOLUTION 20230815.26

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

EXECUTIVE SUMMARY

Council has received costings for the restoration of the D2 bulldozer.

OFFICER'S RECOMMENDATION

That Council: discuss the restoration of D2 bulldozer.

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

Attendance

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

REFERENCE DOCUMENT

- Nil

GENERAL BUSINESS

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

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

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

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

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

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

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

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

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

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

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

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

CLOSE OF MEETING

RESOLUTION 20230815.27

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

Meeting closure

RESOLUTION 20230815.28

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

Next Ordinary Meeting

12 September 2023

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



Mayor