

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 16 JANUARY 2024



RICHMOND SHIRE COUNCIL

CONFIRMED MINUTES

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PRESENT

Present when Mayor Wharton declared the meeting open at 8:37am were:

COUNCILLORS:

Cr Wharton, Cr Johnston

Cr Buick, Cr Fox and Cr Kennedy attended via Zoom

STAFF:

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

PRAYER

Cr Johnston read the prayer.

APOLOGIES

Cr Kuhl

RESOLUTION 20240116.1

It was moved Cr Johnston seconded Cr Buick and carried that the Council accept the apology from Councillor June Kuhl.

CONFIRMATION OF MINUTES

RESOLUTION 20240116.2

It was moved Cr Johnston seconded Cr Buick and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Board Room, Richmond on Tuesday, 5 December 2023 be adopted as presented.

DECLARATIONS OF INTEREST

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

Nil

BUSINESS ARISING

Nil

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

2.1 Local Government Remuneration Commission (LGRC) – Council Categories & Remuneration Levels – 1 July 2024

EXECUTIVE SUMMARY

The LGRC has released its report with the new council categories and maximum remuneration levels to apply from 1 July 2024.

OFFICER'S RECOMMENDATION

That Council: adopt the remuneration levels for Richmond Shire Council.

RESOLUTION 20240116.3

It was moved Cr Buick seconded Cr Kennedy and carried that Council adopt the remuneration levels for Richmond Shire Council.

REFERENCE DOCUMENT

- Nil

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

2.2 Retirement Resignation Gift Policy

EXECUTIVE SUMMARY

The purpose of this Policy is to outline the process by which Richmond Shire Council ("Council") will recognise long term employees upon retirement/resignation.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Retirement Resignation Gift Policy as presented.

RESOLUTION 20240116.4

It was moved Cr Kennedy seconded Cr Johnston and carried that Council adopt the Retirement Resignation Gift Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.3 Exit Interview Policy

EXECUTIVE SUMMARY

The purpose of this Policy is to outline the process by which Richmond Shire Council ("Council") will collect and consider feedback from departing employees, with the aim of improving organisational performance.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Exit Interview Policy as presented.

RESOLUTION 20240116.5

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

REFERENCE DOCUMENT

- Policy

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

2.4 Code of Conduct for Employees Policy

EXECUTIVE SUMMARY

The objects of this Code are to assist Staff to:

Comply with their statutory duty to act with integrity in the position held by the employee and in a way that shows a proper concern for the public interest; Provide a basic guide for identifying and resolving situations.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Code of Conduct for Employees Policy as presented.

RESOLUTION 20240116.6

It was moved Cr Fox seconded Cr Johnston and carried that Council adopt the Code of Conduct for Employees Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.5 Code of Conduct for Councillors Policy

EXECUTIVE SUMMARY

This Code of Conduct sets out the standards of behaviour that Council expects of their Councillors of the Richmond Shire Council.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Code of Conduct for Councillors Policy as presented.

RESOLUTION 20240116.7

It was moved Cr Kennedy seconded Cr Buick and carried that Council adopt the Code of Conduct for Councillors Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.6 Mobile Vendor Policy

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: adopt the Mobile Vendor Policy as presented.

RESOLUTION 20240116.8

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

REFERENCE DOCUMENT

- Policy

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

2.7 Hardship Policy

EXECUTIVE SUMMARY

To set out Richmond Shire Council's guidelines for the assessment of requests for rating relief due to financial hardship.

OFFICER'S RECOMMENDATION

That Council: adopt the Hardship Policy as presented.

RESOLUTION 20240116.9

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

REFERENCE DOCUMENT

- Policy

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

2.8 Caretaker Period for Local Government Elections 2024

EXECUTIVE SUMMARY

Legislation places limits during the caretaker period before quadrennial local government elections on publishing election material and making major policy decisions. This ensures that there are no significant policy decisions made near the end of a council term that bind future elected councils.

OFFICER'S RECOMMENDATION

That Council: note the information received.

Noted.

CEO Peter Bennett noted that the Electoral Commission Queensland Returning Officer will be here between 5-15 February 2024.

REFERENCE DOCUMENT

- Letter

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

In accordance with Section 204 of the *Local Government Regulation 2012* requires financial statements to be presented to Council at its ordinary meeting each month.

OFFICER'S RECOMMENDATION

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

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

RESOLUTION 20240116.10

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

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

REFERENCE DOCUMENT

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

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.2 Operational Plan

EXECUTIVE SUMMARY

As required by Section 174(3) of the *Local Government Regulation 2012*, a progress report on the implementation of Council's 2023/2024 Operational Plan at the end of the December quarter is tabled for Council's consideration.

OFFICER'S RECOMMENDATION

That Council: receive and note the Quarter 2 progress report of RSC 2023/2024 Operational Plan for the December 2023 reporting period.

RESOLUTION 20240116.11

It was moved Cr Buick seconded Cr Johnston and carried that Council receive and note the Quarter 2 progress report of RSC 2023/2024 Operational Plan for the December 2023 reporting period.

DCS Peta Mitchell advised that a change has been made that the bulk rubbish collection would be put off until the end of 2024.

REFERENCE DOCUMENT

- Operational Plan

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.3 Fees and Charges – Road Trading Operations

EXECUTIVE SUMMARY

A change has been proposed to the Mobile Vendor Policy that will impact the wording of the Roadside trading operations fees and charges so that they align with the temporary food licence in Environmental health.

OFFICER'S RECOMMENDATION

That Council: adopt the change for fees and charges for the roadside trading operations as presented.

RESOLUTION 20240116.12

It was moved Cr Johnston seconded Cr Fox and carried that Council adopt the change for fees and charges to the roadside trading operations.

REFERENCE DOCUMENT

- Operational Plan

Meeting Adjournment

RESOLUTION 20240116.13

It was moved Cr Buick seconded Cr Johnston and carried that Council adjourn the meeting to meet with the Minister for Energy and Clean Economy Jobs at 8:47am.

RESOLUTION 20240116.14

It was moved Cr Fox seconded Cr Buick and carried that Council resume the meeting at 12:54pm.

Attendance

Cr Kennedy entered the meeting at 12:54pm

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

2.9 Richmond Wagon Adventures

EXECUTIVE SUMMARY

Council has received a letter from Richmond Wagon Tours requesting permission to use Council venues for their business.

OFFICER'S RECOMMENDATION

That Council: discuss the request and decide on an outcome.

RESOLUTION 20240116.15

It was moved Cr Johnston seconded Cr Kennedy and carried that Council support the request to use public venues for Richmond Wagon Adventures. Council requires a copy of the businesses Public Liability Insurance to have on record.

REFERENCE DOCUMENT

- Letter

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.4 Operational Amended Budget

EXECUTIVE SUMMARY

The purpose of this report is to complete the first Budget Review for the 2023/2024 financial year. This has been workshopped with the Executive Team and presented for adoption in accordance with Section 170(3) of the *Local Government Regulations 2012*.

OFFICER'S RECOMMENDATION

That Council: accept the proposed Amended Operational Budget for 2023/2024 as presented.

RESOLUTION 20240116.16

It was moved Cr Buick seconded Cr Johnston and carried that Council accept the proposed amended Operational Budget for 2023/2024 as presented.

REFERENCE DOCUMENT

- Operational Amended Budget

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.5 Capital Works Amended Budget

EXECUTIVE SUMMARY

The purpose of this report is to complete the first Budget Review for the 2023/2024 financial year. This has been workshopped with the Executive Team and presented for adoption in accordance with Section 170(3) of the *Local Government Regulations 2012*.

OFFICER'S RECOMMENDATION

That Council: accept the proposed Amended Capital Works Budget for 2023/2024 as presented.

RESOLUTION 20240116.17

It was moved Cr Kennedy seconded Cr Fox and carried that Council accept the proposed amended Capital Works Budget for 2023/2024 as presented.

REFERENCE DOCUMENT

- Capital Works Amended Budget

CLOSED SESSION

1. REPORTS FOR CONSIDERATION – WORKS

1.1 Tender 2324_02 Supply and Delivery of 1 Diesel Grader with 14-foot blade

RESOLUTION 20240116.18

It was moved Cr Kennedy, 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 20240116.19

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

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EXECUTIVE SUMMARY

This replacement machine is for local road maintenance. The acquisition of a new machine will provide the Works Department with the necessary equipment to fulfill their operational requirements.

OFFICER'S RECOMMENDATION

That Council: accept one of the quotes received.

RESOLUTION 20240116.20

It was moved Cr Kennedy seconded Cr Buick and carried that Council accept the quote from Hastings Deering.

REFERENCE DOCUMENT

- Tender Quotes and Summary

1. REPORTS FOR CONSIDERATION – WORKS

1.2 Tender 2324_03 – Delivery of 1 Stabiliser/Recycler, Mixing Width 2.4m

RESOLUTION 20240116.21

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

RESOLUTION 20240116.22

It was moved Cr Kennedy, 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

It has become evident that our current stabiliser is in need of replacement. Owing to its outdated nature and complete mechanical overhaul requirements, procuring parts for the machine from its European manufacturer is a lengthy process. Furthermore, the machine's frequent breakdowns and maintenance requirements lead to lengthy periods spent in the workshop.

As a result, it is advisable to consider investing in newer machines which offer a multitude of benefits. These benefits include increased efficiency, superior technology, fuel efficiency, and long-term cost-effectiveness. In light of these advantages, replacing the current stabiliser with a newer machine is a judicious decision that will result in effective and reliable performance.

OFFICER'S RECOMMENDATION

That Council: accept one of the quotes received.

Council unanimously agreed to hold off on a decision until more research has been considered.

REFERENCE DOCUMENT

- Tender Summary and Quotes

GENERAL BUSINESS

Cr Buick asked if the letters were sent to Horse Paddock Lessees to use the Trucking Paddocks for a short period of time from January-March and if anyone took the offer up. CEO Peter Bennett noted that letters were sent out at the end of 2023 and a couple of people took the offer.

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Cr Buick asked if data has been collected over the last six months with water charging and if it will be discussed. DCS Peta Mitchell noted that a spreadsheet is in the process with data and will be forwarded to Councillors for perusal. Billing will take place in January.

Cr Fox updated Council that she is having another meeting in Townsville with Matthew Green from Queensland Ambulance Service regarding a Paramedic in Richmond.

Cr Fox has also been in discussions with the State Government and Richmond Early Education Centre regarding funding for another shade cloth over the children's playground.

Cr Fox asked if Council would be interested in holding a gardening competition in conjunction with the Richmond Field Days. Council agreed to hold a decision over until April.

Cr Johnston advised Council that the pump track is now completed on their end. Council needs to complete some finishing touches before January 26, 2024. Council agreed to hold it's opening on January 26.

Cr Johnston asked if anyone received any feedback regarding the Local Buy campaign held in December. No one had received any feedback.

Cr Kennedy asked if a stockpile of ballast could be ready at the Cambridge Crossing for when the river level drops a bit more, it is ready to place. Cr Wharton noted it would be best to do it before more rain comes.

Cr Wharton gave an update to Council on the Maxwellton Farming and Maxwellton Saleyards.

CLOSE OF MEETING

RESOLUTION 20240116.23

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

Meeting closure

RESOLUTION 20240116.24

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

Next Ordinary Meeting

20 February 2024.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 16 January 2024.



Mayor