

CONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON  
TUESDAY 11 DECEMBER 2018

**PRESENT**

Present when the Mayor Cr Wharton declared the meeting open at 8:06am  
were:

COUNCILLORS:

Cr Wharton, Cr Kuhl, Cr Bawden, Cr Fox, Cr Pattel and Cr Kennedy

STAFF:

Chief Executive Officer – Peter Bennett, Manager of Finance and  
Administration – Debbie Glyde, Director of Works – Bart Servaas, Manager of  
Communities - Angela Henry and Minutes Secretary – Judy Norton.

**PRAYER**

Cr Kennedy read the prayer.

**APOLOGIES**

*Nil*

**CONFIRMATION OF MINUTES**

**RESOLUTION 20181211.1**

*It was moved Cr Kuhl, seconded Cr Fox and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Boardroom, Richmond on Tuesday 20 November 2018 be adopted as tabled.*

**ACTION ITEMS AND RESOLUTIONS**

**MATTERS ARISING**

**ITEM 1.0 MATTERS ARISING**

Cr Pattel enquired if the Water Bucket at the Lake had been stabilised. DOW to inspect.

Cr Bawden commented that the storm water drains in Crawford and Simpson Streets were the most in need of attention.

**WORKS AND SERVICES**

**WORKS COORDINATORS REPORT**

**ITEM 2.0 WORKS COORDINATORS PROGRESS REPORT**

*Noted*

Cr Kuhl reported that the bottom end of the Winton Road is very rough.



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Cr Bawden advised that a landowner had enquired if the Middle Park crossing was to be dug out and filled with rock. The work will be scheduled for 2019.

Cr Wharton advised that TMR have released funds to do another 1.5klms of the Winton Road.

Cr Wharton recommended that Council apply for a Permit for a contractor to take sand from the Cambridge Crossing.

Cr Kennedy commented on the process of trialling the use of sand to bind the black soil on the Shire roads.

Cr Wharton advised that the water fountain at the Pool will be moved to the corner of building where there is access to power, water and shade.

Cr Pattel commented that the damage caused when contractors perform work for Council should be repaired by said contractor.

Cr Wharton reported that the Pool Contractor has requested a ride on mower. The purchase will be considered in the next budget.

**WATER AND SEWERAGE OFFICER REPORT**

**ITEM 3.0 WATER AND SEWERAGE OFFICER PROGRESS REPORT**

*Noted*

Cr Wharton questioned the continued requirement for the lake cooling system due to the current blow outs that are causing problems on infrastructure down the line. The matter will be discussed in the New Year.

Cr Pattel commented on the low water pressure being experienced throughout the town.

**WORKSHOP FOREMAN REPORT**

**ITEM 4.0 WORKSHOP REPORT**

*Noted*

**AERODROME REPORTING OFFICER REPORT**

**ITEM 5.0 AERODROME REPORTING OFFICER REPORT**

*Noted*

**DIRECTOR OF WORKS REPORT**

**ITEM 6.0 DIRECTOR OF WORKS REPORT**

*Noted*

Cr Wharton commented that the TIDS has been completed with approvals.

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**RURAL LAND OFFICERS REPORT**

**ITEM 7.0 RURAL LANDS OFFICERS REPORT**

*Noted*

Cr Bawden advised that he and the Rural Lands Officer had used his spreader at the 20 Mile. A sizable area has had 200kg of Graslan put out as a trial.

Cr Bawden reported that the trough beside the unloading ramp near the crush at the Saleyards can't be used and is in need of repair.

**SALEYARD CONTRACTORS REPORT**

**ITEM 8.0 SALEYARD CONTRACTORS REPORT**

*Nil Report*

**AGISTMENT ON TOWN COMMONS REPORT**

**ITEM 9.0 AGISTMENT ON TOWN COMMONS REPORT**

*Noted*

Cr Kuhl commented that the commons are still carrying good numbers.

**LOCAL LAWS OFFICERS REPORT**

**ITEM 10.0 LOCAL LAWS OFFICERS REPORT**

*Noted*

**REFUSE TIP CONTRACTORS REPORT**

**ITEM 11.0 REFUSE TIP CONTRACTORS REPORT**

*Noted*

**TOWN SERVICES REPORT**

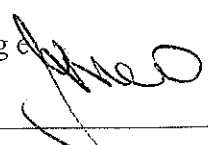
**ITEM 12.0 TOWN SERVICES REPORT**

*Noted*

Cr Kuhl questioned why Town Services are still maintaining the new grassed area at the Van Park as this should be the responsibility of the managers.

Cr Pattel advised that weeds are growing through the pebbled area of the rock wall behind the Van Park.

Cr Kuhl commented that the trees planted in the pots at the Airport are unsuitable for that purpose. The required plants should be low maintenance and water wise.



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Cr Wharton suggested that the struggling trees in the main street may be getting too much water.

Cr Kuhl requested that a works program for Town Services be implemented in the New Year.

Cr Pattel commented that the Bush Tucker Garden is looking good at the moment.

**SAFETY AND COMPLIANCE REPORT**

**ITEM 13.0 SAFETY AND COMPLIANCE REPORT**

*Noted*

**BUILDING AND TOWN PLANNING REPORT**

**ITEM 14.0 BUILDING AND TOWN PLANNING REPORT**

*Nil Report*

**FINANCE AND ADMINISTRATION REPORT**

**ITEM 15.0 FINANCE REPORT**

*Noted*

The MoFA advised that claims would be lodged before Christmas close down.

The rates have been levied from the new accounting system with no issues.

Item 15.1 Confidential Report

**RESOLUTION 20181211.2**

*It was moved Cr Kennedy, seconded Cr Kuhl and carried that Council enter closed session according to section 275 (1) (h) of the Local Government Regulation 2012 to discuss the Confidential Report.*

Item 15.1 Bad Debt Write Off

Item 16.5 Preferred Suppliers for Helicopters

**Attendance**

Cr Fox declared an interest and left the room at 9:30am.

**RESOLUTION 20181211.3**

*It was moved Cr Kuhl seconded Cr Kennedy and carried that council exit closed session according to section 275 (1) (h) of the Local Government Regulation 2012 to discuss the Confidential Report.*

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**Attendance**

Cr Fox re-entered the room at 9:37am.

**RESOLUTION 20181211.4**

*It was moved Cr Kuhl seconded Cr Kennedy and carried that council accept the tabled quotes for expressions of interest for helicopter hire for the purposes of Local Disaster Management.*

During the closed session Cr Kuhl requested further discussion regarding the impending sale of property for rate arrears.

**RESOLUTION 20181211.5**

*It was moved Cr Kuhl seconded Cr Pattel and carried that council halt proceedings on the impending sale of property for rate arrears on the proviso that the registered owners implement certain methods to rectify the situation by end of March 2019.*

**CHIEF EXECUTIVE OFFICER'S REPORT**

**ITEM 16.0 CEO REPORT**

*Noted*

**RESOLUTION 20181211.6**

*It was moved Cr Kuhl seconded Cr Bawden and carried that council adopt the Annual Report 2017/2018 as presented.*

**RESOLUTION 20181211.7**

*It was moved Cr Kuhl seconded Cr Pattel and carried that council adopt the 2019 Meeting dates as presented.*

**RESOLUTION 20181211.8**

*It was moved Cr Fox seconded Cr Pattel and carried that council adopt the Model Meeting Procedures as presented.*

Council intend to conduct a workshop at the January meeting of Council to better acquaint themselves on the new Code of Conduct and new Councillor complaints system.

**RESOLUTION 20181211.9**

*It was moved Cr Kennedy seconded Cr Fox and carried that council approve the donation of \$9,267.84 Landing Fees to the RFDS as presented.*

Cr Fox suggested that a press release noting the generosity of the Richmond Community for donating the following amounts to the RFDS.

- Richmond Field Days gate takings \$6,257.45.
- Ladies Day gate takings \$1,651.65.
- Landing Fees \$3,070.66.

Cr Wharton will include in the Mayors Message.

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**REGIONAL DEVELOPMENT AUSTRALIA BOARD MEMBERS REPORT**

**ITEM 17.0 RDA REPORT**

*Nil Report*

Cr Kuhl reported that she had attended a meeting in early December on which she will report in January 2019.

**CONTRACT ENVIRONMENTAL HEALTH OFFICERS REPORT**

**ITEM 18.0 ENVIRONMENTAL HEALTH OFFICERS REPORT**

*Nil Report*

**CORRESPONDENCE AND TABLED ITEMS**

**ITEM 19.0 INWARDS CORRESPONDENCE**

*Nil Report*

**POLICIES, PROCEDURES AND LOCAL LAWS**

**ITEM 20.0 MONTHLY REPORT**

Council reviewed the following policies.

**Attendance**

Cr Wharton left the room at 9:45am.

Cr Kuhl took the chair.

**Item 20.1 RICHMOND RACECOURSE CAMPING POLICY**

Cr Fox questioned if the information given by the Caravan Park manager mentions that parking on the grassed areas is prohibited.

The CEO advised that the Local Laws Officer monitors where the campers are parked.

**RESOLUTION 20181211.10**

*It was moved Cr Kennedy, seconded Cr Fox and carried that Council adopt the reviewed Richmond Racecourse Camping Policy as presented.*

**Item 20.2 WORKPLACE HARASSMENT POLICY**

**RESOLUTION 20181211.11**

*It was moved Cr Pattel, seconded Cr Fox and carried that Council adopt the reviewed Workplace Harassment Policy as presented.*

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Item 20.3      **DONATIONS POLICY**

**RESOLUTION 20181211.12**

*It was moved Cr Kennedy, seconded Cr Fox and carried that Council adopt the reviewed Donations Policy as presented.*

**Attendance**

Cr Wharton re-entered the room at 9:47am.

Cr Kuhl vacated the chair.

Item 20.4      **GRID SUBSIDY REPLACEMENT PROGRAM POLICY**

*Further discussion to take place at the January 2019 meeting after a cost analysis is performed by the DOW.*

Item 20.5      **USE OF SICK LEAVE TO ATTEND SPECIALIST APPOINTMENT  
OUTSIDE OF RICHMOND POLICY**

**RESOLUTION 20181211.13**

*It was moved Cr Kennedy, seconded Cr Fox and carried that Council discard the Use of Sick Leave to attend Specialist Appointment outside of Richmond Policy as the conditions and entitlements pertaining to the Policy are addressed in the new EBA.*

**MANAGER COMMUNITY DEVELOPMENT AND SERVICES REPORT**

**ITEM 21.0 MANAGER COMMUNITY DEVELOPMENT AND SERVICES REPORT**

*Noted*

Council unanimously accepted the EOI from the Tennis club to host the Australia Day celebration. Cr Wharton suggested an earlier start to avoid the heat if possible.

The application received for RADF funding for Dance Workshops is approved.

Council discussed using Community Drought Funding, if awarded, to have the Heart Bus visit the community in 2019. The annual cost of the service is \$10,000 and requires patients to obtain a referral from their Doctor.

Council agreed to apply for funding from the NQSF Community Health and Wellness Program for a trained person to conduct Yoga and Self Defence classes in the New Year.

The Christmas Light judging will take place next week on Tuesday 18 December, 2018.

**RESOLUTION 20181211.14**

*It was moved Cr Fox, seconded Cr Kennedy and carried that Council ratify the decision to pay cash prizes of 1<sup>st</sup> \$500, 2<sup>nd</sup> \$250, 3<sup>rd</sup> \$100 in the three categories of Best Residence, Best Business and Best Decorated Gate.*

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**Meeting adjournment**

**RESOLUTION 20181211.15**

*It was moved Cr Kuhl, seconded Cr Kennedy and carried that the meeting adjourn for morning tea at 10:08am.*

**Meeting resumption**

**RESOLUTION 20181211.16**

*It was moved Cr Kuhl, seconded Cr Pattel and carried that the meeting resume at 10:38am.*

**Attendance**

Cr Wharton, Cr Kuhl, Cr Bawden, Cr Fox, Cr Pattel, Cr Kennedy, Bart Servaas, Debbie Glyde, Angela Henry and Judy Norton.

The CEO did not return to the meeting due to other commitments.

**RICHMOND AGED CARE CO-ORDINATOR'S REPORT**

**ITEM 22.0 RICHMOND AGED CARE CO-ORDINATOR'S REPORT**

*Noted*

The letter to the Community has proven successful in that ten members of the community have applied to be assessed for services and two have applied for domestic services.

**OUTSIDE SCHOOL HOURS CARE CO-ORDINATOR'S REPORT**

**ITEM 23.0 OUTSIDE SCHOOL HOURS CARE CO-ORDINATOR'S REPORT**

*Nil Report*

**LIBRARIAN'S REPORT**

**ITEM 24.0 LIBRARIAN'S REPORT**

*Noted*

**POOL MANAGER'S REPORT**

**ITEM 25.0 POOL MANAGER'S REPORT**

*Nil Report*

**TOURISM AND MARKETING REPORT**

**ITEM 26.0 TOURISM AND MARKETING OFFICER'S REPORT**

*Noted*



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Council discussed the layout of the Cambridge Shed and decided to hold a Workshop in the second week of February 2019 with all relevant parties to move forward with the project.

Cr Wharton discussed a request from Anita Clark for the Drive North West program to cover the cost of an advertisement in the Outback Travellers Guide 2019. Mayors from neighbouring Shires have suggested that the required funds could be taken from Overlanders Way as it is a way to cross promote the Drive North West Route in that one section covers the same route as Overlanders Way.

Cr Wharton and Cr Pattel plan to attend the next Overlanders Way meeting in Charters Towers on 17 January, 2019 where they will suggest that Overlander Way provide the funds to pay for the advertising.

**LAKEVIEW CARAVAN PARK MANAGER'S REPORT**

**ITEM 27.0 MANAGER'S REPORT**

*Noted*

Cr Kuhl requested that the amenity block at the Caravan Park be ready for the next tourist season.

**GENERAL BUSINESS**

**ITEM 28.0 GENERAL BUSINESS**

Cr Bawden advised that he has fielded a number of enquiries regarding the Mobile Recycling Service. Cr Wharton advised that as with any new service, there will be some teething problems, but it is an opportunity for the community to recoup cash for their recyclable items.

Cr Kennedy enquired if there was a written agreement between Council and AFX for the drilling being undertaken in the road reserves. Cr Wharton advised that DNRME have advised that a conduct and compensation agreement is not required for public roads but a notice of entry is still required. AFX have fulfilled their obligation in the matter.

Cr Kennedy questioned if any of the suggested projects were eligible to be funded under the \$1,000,000 Drought Community Programme as he considers the construction of a new Racecourse amenity block a priority. Cr Wharton advised that the discussion be carried over until January, 2019.

Cr Kuhl responded that the grant money was a topic of discussion on a teleconference that she had attended on behalf of RDA. The general consensus was that the Federal Government grant to the communities in drought was to focus on council owned facilities.

Cr Kuhl reported on her attendance at meetings in Cloncurry and Townsville.

Cr Pattel advised that more seating is required in the Airport waiting room as the existing is becoming dilapidated and on occasion not plentiful enough. The matter of the security of the building was also discussed and Council agreed that the building

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will remain unlocked relying on the security camera surveillance should an incident occur.

**Information Reports**

**RESOLUTION 20181211.17**

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

**Meeting closure**

**RESOLUTION 20181211.18**

*It was moved Cr Kuhl, seconded Cr Pattel and carried that the meeting close at 11:27am.*

**Next Ordinary Meeting**

15 January, 2019

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 11 December, 2018.



Mayor