

CONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON  
TUESDAY 21 FEBRUARY 2017

**PRESENT**

Present when the Mayor Cr Wharton declared the meeting open at 8:12am 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 - Michael Wanrooy, Minutes Secretary – Judy  
Norton.

**PRAYER**

Cr Bawden read the prayer.

**APOLOGIES**

Nil

**CONFIRMATION OF MINUTES**

**RESOLUTION 20170221.1**

*It was moved Cr Kuhl, seconded Cr Kennedy and carried that the Minutes of the  
General Meeting of the Richmond Shire Council held in the Boardroom, Richmond on  
Tuesday 17 January, 2017 be adopted as tabled.*

**Attendance**

Cr Kennedy left the room 8:15am.

Cr Kennedy re-entered the room 8:16am.

**ACTION ITEMS AND RESOLUTIONS**

Topic: 96 Goldring Street

The CEO advised that Allan Rashbrooke has accepted Councils conditions, stated  
below, for the removal of the dwelling at 96 Goldring Street:

- Payment of \$1,000.00 to Richmond Shire Council prior to commencement of  
work
- Advise Richmond Shire Council at least two (2) weeks in advance of date of  
commencement to ensure power, water and sewerage have been  
disconnected
- Remove the dwelling and out buildings in a reasonable timeframe of three  
months from 20 February, 2017
- Clear the site of all rubbish and debris associated with the work

Topic: Dilapidated Buildings

Council queried the progress of the Enforcement notice non-compliance on the  
dilapidated shed situated at 42 Hillier Street. Peter advised that the registered owner  
had notified Council that a contractor had been engaged to demolish the building but  
work was yet to commence. This matter has been ongoing since August 2016.



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**RESOLUTION 20170221.2**

*It was moved Cr Kuhl, seconded Cr Fox and carried that Council advise the registered owner of 42 Hillier Street, Richmond, that Council intend to demolish the dilapidated shed and will offer to take ownership of the land in lieu of the charges incurred for said work.*

Council also questioned the progress on the Show Cause Notice for the building at 60 Simpson Street and Peter advised that no contact had been made by the registered owner. An Enforcement Notice is currently being prepared.

**MATTERS ARISING**

**ITEM 1.0 MATTERS ARISING**

Cr Wharton queried if the Credit Review to QTC had progressed Councils loan application. Debbie advised that all of the information requested has been provided by Council. Peter advised that the grant for \$1.5m has been approved.

Cr Wharton went on to advise that the restoration of the Cobb and Co Coach is complete and transport back to Richmond has been arranged.

**Attendance**

Peter Bennett left the room 8:17am.

The Mayor also gave Council an overview of the recently approved Tourism Routes funded by MITEZ. The project consultant, Anita Clark Tourism Services, will launch Routes One and Two at the OQTA Awards later this year.

Michelle Johnson, who has been volunteering at Kronosaurus Korner, will be the guest speaker at the Awards. She is currently travelling overseas and intends to visit Lyme Regis, a coastal town in West Dorset, England, to promote Richmond and explore the idea of becoming a sister city. Lyme Regis is noted for the fossils found in its' cliffs and beaches.

Council enquired of the outcome of the meeting with Tony Mooney and Dr Peter Bristow that Cr Wharton and Angela attended in Townsville. John advised that the matter of the rotation of Doctors was discussed with the outcome being the offer from Council to provide a furnished unit free of charge to the second Doctor. It was also reported that a member of the local CAN Group was invited to sit on the interview panel for the Director of Nursing placement. Another topic was the loss of hours experienced by the current relief Ambulance driver. These duties are now spread over three personnel, one of whom has very little local knowledge.

Cr Wharton also advised that he had recently been appointed a board member of the Cooperative Research Centre (CRC) for Developing Northern Australia.

**Attendance**

Peter Bennett re-entered the room 8:35am.

The Meet & Greet format was discussed and an open invitation will be extended to the community at a date to be determined.



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Peter advised that the vacant land L 801 RT 116 which Council had offered to purchase for future development had been removed from sale. Council will now enforce the clean-up of the property.

**WORKS AND SERVICES**

**ACTING WORKS COORDINATOR'S REPORT**

**ITEM 2.0 ACTING WORKS COORDINATOR'S PROGRESS REPORT**

Nil Report

**WATER AND SEWERAGE OFFICER REPORT**

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

Council noted that the work on the Industrial Estate was progressing and that the Fibre Network was almost complete.

Cr Wharton commented on the poly line replacement at Maxwelton. It was decided to call tenders for the work to be undertaken. Michael advised that it takes five weeks to gain approval from Qld Rail to tunnel under the railway line and that the work must meet the water supply standards.

Cr Pattel asked why work that was allowed for in the budget had not been completed. Peter advised that not all projects could be undertaken and are carried over to the following years budget.

**WORKSHOP FOREMAN REPORT**

**ITEM 4.0 WORKSHOP REPORT**

Councillors were aware of a vacancy in the Workshop and enquired if an apprentice would be employed. Peter advised that Council would not be offering apprenticeships until such time as the EB agreement is finalised.

**Attendance**

Cr Kennedy left the room 9:06am.

Cr Kennedy re-entered the room 9:08am.

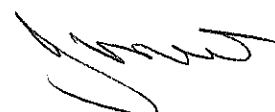
**AERODROME REPORTING OFFICER REPORT**

**ITEM 5.0 AERODROME REPORTING OFFICER REPORT**

The bird problem at the Airport was discussed.

**Attendance**

Cr Fox declared an interest and left the room at 9:12am.



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The general consensus was that the entire fenced area of the Aerodrome be sprayed to poison the grass where the insects and larvae are attracting the birds. This will alleviate the manpower and cost as well as addressing the safety issue.

**Attendance**

Cr Fox re-entered the room at 9:14am.

**DIRECTOR OF WORKS REPORT**

**ITEM 6.0 DIRECTOR OF WORKS REPORT**

Michael advised that the Goldring Street upgrade has commenced with Carter and Larsen Streets closed from today. Main Roads will design the street lighting and have moved the medium strip. Cr Pattel asked if the alternate Simpson Street route could be designated a 40km/h zone to help protect children on their way to and from school.

The road program has been prepared and work on existing projects will take the workforce through until December 2018.

Peter reported on the meeting with the Frankie Carroll and Brendan Moon, the Director-General and CEO of the Department of Infrastructure, Local Government and Planning. They advised that from July 2018 Council will once again be eligible to use its' own plant for Flood Damage work at set rates.

The contractor currently engaged on the cemetery upgrade has advised that he cannot construct the Wall of Remembrance. He advised the engagement of a brick layer.

Councillors as a group commented on the urgent need for maintenance and repairs to the local Shire roads. The Corfield, Coalbrook and Leslew Roads were discussed. Cr Wharton responded that the work would be targeted after the end of the wet season in March. Peter advised of the further degeneration of the hole on the Gregory Range Road. Michael to oversee repairs.

Council perused the preferred plant suppliers list for 2017.

Cr Wharton advised that Elrose Plant Hire are considering the purchase of land in Richmond as a base for their operations.

**Attendance**

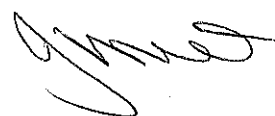
Cr Fox declared an interest and left the room at 9:47am.

**RESOLUTION 20170221.3**

*It was moved Cr Kennedy, seconded Cr Bawden and carried that Council accept the Preferred Plant Suppliers for 2017.*

**Attendance**

Cr Fox re-entered the room at 9:49am.



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**RURAL LAND OFFICER REPORT**

**ITEM 7.0 RURAL LANDS OFFICER'S REPORT**

Cr Bawden advised that he had inspected the boundary fence between the trucking paddocks and Malvern Park and considers it in need of repair. Arthur and Warren have had to repair the fencing work done on the paddock allocated to the Green Army who was recently based in Richmond.

Arthur reported that the spread of Parthenium in the trucking paddocks is a direct result of cattle from other shires being spelled here. Council directed that in the future such stock can only be kept in the sale yards.

**Meeting adjournment**

**RESOLUTION 20170221.4**

*It was moved Cr Kuhl, seconded Cr Pattel and carried that the meeting adjourn for morning tea at 9:58am.*

**Meeting resumption**

**RESOLUTION 20170221.5**

*It was moved Cr Kuhl, seconded Cr Kennedy and carried that the meeting resume at 10:21am.*

**Attendance**

Cr Wharton, Cr Kuhl, Cr Bawden, Cr Fox, Cr Pattel, Cr Kennedy, Peter Bennett, Debbie Glyde, Michael Wanrooy and Judy Norton.

Cr Bawden gave an overview of his recent attendance at the Stock Routes meeting in Longreach. The State Government plans to give the Stock Routes back to the Local Governments. Cr Wharton advised that this matter had been considered previously and feels that eventually the land holder will manage the stock route on their property.

**AGISTMENT ON TOWN COMMONS REPORT**

**ITEM 8.0 AGISTMENT ON TOWN COMMONS REPORT**

*Noted*

**TOWN SERVICES REPORT**

**ITEM 9.0 TOWN SERVICES REPORT**

Cr Bawden also advised of an inspection of the Bush Tucker Garden that he and Cr Pattel had with Michael Wanrooy, Frank Norton and Roy Sparrow. The dead trees and weed matting are being removed to eradicate the white ant problem and a more simplified watering system will be installed. Landscaping with tiered retaining walls and rocks will enhance the area.



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Town Services staff requested the construction of a pergola over the rose gardens at the cemetery. Council felt that the upkeep of the garden was more important at this time.

**Attendance**

Cr Fox left the room 10:33am.

Some discussion ensued regarding the general duties of the Town Services gang. A scheduled works program is to be put in place. Cr Pattel questioned if training in horticulture was accessible to staff members.

**Attendance**

Cr Fox re-entered the room 10:36am.

**Attendance**

Michael Wanrooy left the room 10:50am.

Michael Wanrooy re-entered the room 10:53am.

**SAFETY AND COMPLIANCE REPORT**

**ITEM 10.0 SAFETY AND COMPLIANCE REPORT**

*Noted*

**BUILDING AND TOWN PLANNING REPORT**

**ITEM 11.0 BUILDING AND TOWN PLANNING REPORT**

**RESOLUTION 20170221.6**

*It was moved Cr Kuhl, seconded Cr Fox and carried that Council engage George Milford from Milford Town Planning in Townsville to prepare the new Town Plan.*

Council also discussed the street numbering in Richmond. This is a historical problem from inception when house numbers were not allocated to vacant blocks of land. This matter is on hold pending further investigation.

**FINANCE AND ADMINISTRATION REPORT**

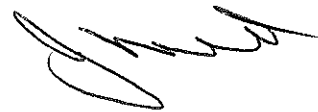
**ITEM 12.0 FINANCE REPORT**

Debbie advised that she will be on leave as well as attending Management and Leadership training in March. She also gave an overview of the new accounting package IT VISION being considered to replace the out dated Practical System from Civica.

**Item 12.1 Topic: Fraud and Corruption Control Plan**

**Background**

Council adopted the Fraud and Risk Management Policy in June 2016 and this plan is to be used in conjunction with this policy. This Fraud Control Plan (Plan) provides direction and guidance to Richmond Shire Council officers and stakeholders on the processes for:



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- Prevention of fraud and corruption
- Detection of fraud and corruption and
- Responding to fraud and corruption

The plan will also provide guidance on how suspected instances of fraud are managed and dealt with by Richmond Shire Council.

**RESOLUTION 20170221.7**

*It was moved Cr Kuhl, seconded Cr Fox and carried that Council adopt the Fraud and Corruption Control Plan.*

Council discussed the Streetscape project and want to move forward with the tree planting. The problem of sourcing a hole borer with the right circumference to prepare the holes to accommodate the cylinders was debated. Michael advised that advanced trees can be obtained from Mackay Plant Wholesalers. Council also requested that similar trees be planted around the perimeter of the new office building.

**Attendance**

Cr Pattel left the room 11:15am.

Cr Pattel re-entered the room 11:17am.

Cr Wharton requested a press release regarding the funding for \$1.5m.

**CHIEF EXECUTIVE OFFICER REPORT**

**ITEM 13.0 CEO REPORT**

**Item 13.1 Topic: Chaplaincy Program**

**Background**

For numerous year Council has given both financial and accommodation support to aid the chaplaincy program. The chaplain works primarily with the school children and to a lesser extent the general public.

**RESOLUTION 20170221.8**

*It was moved Cr Fox, seconded Cr Kuhl and carried that Council contributes \$15,000 a year to the Chaplaincy program, \$10k in financial support and a further \$5k for subsidised housing.*

**Item 13.2 Topic: Office Car**

**Background**

The Council office car that is used by the admin staff and for training purposes was involved in an accident and subsequently written off by the insurance company.

**RESOLUTION 20170221.9**

*It was moved Cr Pattel, seconded Cr Kuhl and carried that Council tender for a replacement car and amend the budget in due course.*



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**Item 13.4 Topic: Change of Meeting Date**

**Background**

Traditionally Council meeting is the 3<sup>rd</sup> Tuesday of every month. The October Council meeting on the 17<sup>th</sup> will clash with the annual LGAQ conference that is being held in Gladstone this year. Normally two Councillors and the CEO attend which means the date for the Council meeting will need to be changed.

**RESOLUTION 20170221.10**

*It was moved Cr Pattel, seconded Cr Kuhl and carried that the October Council Meeting be changed to 24 October 2017.*

**CORRESPONDENCE AND TABLED ITEMS**

**ITEM 14.0 INWARDS CORRESPONDENCE**

**Item 14.1** Author: Richmond Golf Club - Request for Moonrocks

Council discussed the request for twenty of the large moon rocks to have at the tee offs and agreed to advise the Golf Club that they may take them from the site at the Cambridge Crossing at their own expense.

**Item 14.2** Author: Richmond Early Education Centre Inc. - Request for financial contribution for the outdoor facility upgrade and for an extension of the lease with Council.

**Attendance**

Cr Pattel and Cr Fox as founding President and Secretary of the REEC declared an interest and left the room at 11:54am.

**RESOLUTION 20170221.11**

*It was moved Cr Bawden, seconded Cr Kuhl and carried that Council enter into closed session according to Local Government Regulation 2012, section 275 (1) (h) to discuss the request of a financial contribution and extension of lease.*

**RESOLUTION 20170221.12**

*It was moved Cr Kuhl, seconded Cr Bawden and carried that Council exit the closed session according to Local Government Regulation 2012, section 275 (1) (h).*

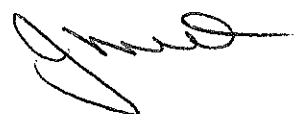
Cr Wharton advised that he would respond to this correspondence as he has had previous meetings with the Director and committee members and feels that this request conflicts with the information that he was given on those occasions. He also stated that as no supporting documentation was submitted that the proposed funding submission would have to be held over until the next round.

**Attendance**

Cr Pattel and Cr Fox re-entered the room at 12:02pm.

**Item 14.3** Author: Richmond Early Education Centre Inc. - Written assurance that the large storage shed will remain at the current site should the centre move to another business address.

Noted





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**Item 14.4** Author: Dusty Chappell - Request for Sponsorship for "Dustys' Ride to Richmond" fundraising for Beyond Blue.

**RESOLUTION 20170221.13**

*It was moved Cr Pattel, seconded Cr Fox and carried that Council sponsor "Dustys' Ride to Richmond" with the amount of \$250.00.*

**Item 14.5** Author: Sister Carmel Pattinson - Late Tabled Correspondence thanking Council for offering the balance of the Community Drought Support Money to book the services of a facilitator to have the third Spirituality Tune-Up Weekend 12-13 August 2017.

Noted

**POLICIES, PROCEDURES AND LOCAL LAWS**

**ITEM 15.0 MONTHLY REPORT**

**RESOLUTION 20170221.14**

*It was moved Cr Kuhl, seconded Cr Fox and carried that Council enter into closed session according to section 275 1 (h) of the Local Government Regulation 2012 to discuss the Confidential Application for a Tertiary Bursary.*

**RESOLUTION 20170221.15**

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

**RESOLUTION 20170221.16**

*It was moved Cr Kuhl, seconded Cr Fox and carried that Council award the applicant a Tertiary Bursary.*

**Attendance**

Angela Henry entered the room 12:10pm.

**MANAGER COMMUNITY DEVELOPMENT AND SERVICES REPORT**

**ITEM 16.0 MANAGER COMMUNITY DEVELOPMENT AND SERVICES REPORT**

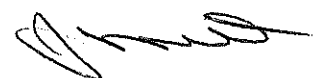
**RADF**

Angela advised that there had only been one expression of interest for RADF funding to date.

Cr Kuhl discussed the possibility of having a privacy screen erected at the rear of the Aerodrome Terminal and sourcing RADF funding to paint a mural depicting Richmond and district.

**IN-KIND REQUEST**

The in-kind request by the Community Markets has been approved.



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**BUY LOCAL CAMPAIGN**

Council agreed to run the Buy Local Campaign again from June to November requesting a letter of commitment from all participating businesses.

**COMMUNITY DROUGHT SUPPORT 2017**

The allocation of the Community Drought Support funding was discussed at length at the February ordinary meeting. The disbursement of funds is as follows:

• Bush Races	\$10,000.00
• Aqua Water Aerobics	\$10,000.00
• Get Fit Exercise Classes	\$10,000.00
• Caravan Park Dinners	\$ 3,300.00
• Christmas Light Competition Prizes	\$ 2,000.00
• Street Decorations	\$25,000.00
• Combined Services Night Fire Works	\$ 2,500.00
• Bid from Pony Club	\$ 2,500.00
• Balance available for bids	\$17,200.00

**FLEXIBLE FINANCIAL HARDSHIP 2017**

Council discussed the distribution of the funding and all agreed that the 2016 round was not very successful. It was decided to provide vouchers of equal amounts to the benefactors who appear on the list provided to Council by the Western Drought Support Fund.

**Attendance**

Angela Henry left the room at 12:47pm.

**Meeting adjournment**

**RESOLUTION 20170221.17**

*It was moved Cr Kuhl, seconded Cr Fox and carried that the meeting adjourn for lunch at 12:47pm.*

**Meeting resumption**

**RESOLUTION 20170221.18**

*It was moved Cr Pattel, seconded Cr Fox and carried that the meeting resume at 2:19pm.*

**Attendance**

Cr Wharton, Cr Kuhl, Cr Bawden, Cr Fox, Cr Pattel, Cr Kennedy, Peter Bennett, Debbie Glyde, Michael Wanrooy and Judy Norton.

**TOURISM AND MARKETING REPORT**

**ITEM 17.0 TOURISM AND MARKETING OFFICER'S REPORT**

*Noted*



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**POOL MANAGER'S REPORT**

**ITEM 18.0 POOL MANAGER'S REPORT**

*Noted*

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

**ITEM 19.0 OUTSIDE SCHOOL HOURS CARE CO-ORDINATOR'S REPORT**

An inspection by Councillors of the OSHC facility before lunch resulted in the following:

**Immediate Repairs**

Fill in holes in cement floor, install weldmesh over windows, install window blinds and install whirlybirds in roof.

**Quoted Repairs**

Install a false ceiling over the enclosed area where the office and kitchen is located and a covered walkway to the donga at the rear of the building.

**RESOLUTION 20170221.19**

*It was moved Cr Fox, seconded Cr Kuhl and carried that the maintenance issues at the OSHC facility be addressed as soon as possible.*

Michael to direct town services to mow the grounds on the same day each week (i.e. Wednesday) to allow for a watering schedule to be implemented.

**LIBRARIAN'S REPORT**

**ITEM 20.0 LIBRARIAN'S REPORT**

Nil Report

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

**ITEM 21.0 RICHMOND AGED CARE CO-ORDINATOR'S REPORT**

*Noted*

Cr Wharton requested a change in the order of future agendas to incorporate all of the Community Services Reports in sequence. That is, Community Development and Services followed by Richmond Aged Care, Outside School Hours and Library.

**LAKEVIEW CARAVAN PARK MANAGER'S REPORT**

**ITEM 22.0 MANAGER'S REPORT**

Council discussed hosting a farewell dinner for Patricia and John at the Ammonite Inn with Councillors and invited guests.



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**GENERAL BUSINESS**

**ITEM 23.0 GENERAL BUSINESS**

Cr Bawden advised that he had been asked by a member of the community for lighting to be installed at the playground area at Lake Fred Tritton.

Cr Bawden also observed the need to change the gates on the horse paddocks.

Cr Kennedy enquired when the tenders would be advertised for the new yards at the Saleyards. Michael advised distributed this week.

Cr Wharton confirmed the dates for the October Race Meetings as the 7<sup>th</sup> and 28<sup>th</sup>.

Peter requested a resolution to support the application lodged for funding of the Water Bottling Plant.

**RESOLUTION 20170221.20**

*It was moved Cr Kennedy, seconded Cr Fox and carried that Council support the application made to the Building Our Regions program for the Richmond Water Bottling Plant. Council will commit \$500,000.00 out of its budget to go towards this project. Furthermore it takes responsibility for all future costs involved with the ongoing operation and maintenance of the infrastructure.*

**Attendance**

Michael Wanrooy left the room at 2:37pm.

**Information Reports**

**RESOLUTION 20170221.21**

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

**Meeting closure**

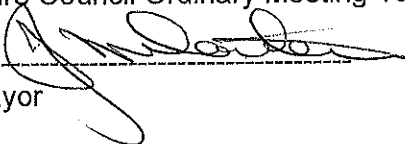
**RESOLUTION 20170221.22**

*It was moved Cr Pattel; seconded Cr Fox and carried that the meeting close at 2:40pm.*

**Next Ordinary Meeting**

21 March, 2017

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 21 February, 2017.

  
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Mayor