

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 10 DECEMBER 2024



RICHMOND SHIRE COUNCIL

CONFIRMED MINUTES

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PRESENT

Present when Mayor Wharton declared the meeting open at 9:01am were:

COUNCILLORS:

Cr Wharton, Cr Fox, Cr Easton, Cr Flute, Cr Johnston and Cr Brown.

STAFF:

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

PRAYER

Cr Fox read the prayer.

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20241210.1

It was moved Cr Fox, seconded Cr Johnston and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Board Room, Richmond on Tuesday, 19 November 2024 be adopted as presented.

BUSINESS ARISING

Nil

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

2.1 Employee Assistance Policy

EXECUTIVE SUMMARY

The purpose of this Policy is to outline the entitlement of employees to access Council's Employee Assistance Program, which will provide employees with access to confidential and professional telephone counselling.

OFFICER'S RECOMMENDATION

That Council: adopt the Employee Assistance Policy as presented.

RESOLUTION 20241210.2

It was moved Cr Johnston, seconded Cr Easton and carried that Council adopt the Employee Assistance Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.2 Drug and Alcohol Policy

EXECUTIVE SUMMARY

The purpose of this Policy is to state the responsibilities of Richmond Shire Council (“Council”) employees and management for preventing and addressing drug and alcohol misuse in order to provide a healthy, safe and harmonious workplace. Council has zero tolerance for drug use and also expects its employees to present themselves to work with zero alcohol in their system.

OFFICER’S RECOMMENDATION

That Council: adopt the Drug and Alcohol Policy as presented.

RESOLUTION 20241210.3

It was moved Cr Brown, seconded Cr Fox and carried that Council adopt the Drug and Alcohol Policy with changes.

REFERENCE DOCUMENT

- Policy

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

2.3 Staff Housing Policy

EXECUTIVE SUMMARY

The Staff Housing Policy was discussed at the 19 November 2024 Ordinary Meeting and Council agreed to hold over to the December Meeting once they held a sub-committee meeting.

Council completed a flying minute via email on 19 November 2024 for a decision to be made for Council to approve or deny the removal of section 3.2 of the Staff Housing Policy.

OFFICER’S RECOMMENDATION

That Council: adopt the Staff Housing Policy as presented.

RESOLUTION 20241210.4

It was moved Cr Fox, seconded Cr Johnston and carried that Council adopt the Staff Housing as presented.

*Carried 3-2
Cr Flute and Cr Brown recorded their vote against the motion.*

Council unanimously agreed to create a sub-committee to revisit the Staff Housing Policy in the New Year and request other Shire Council’s staff housing policy for comparison.

REFERENCE DOCUMENT

- Policy

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

2.4 Use of Sick Leave to Attend Specialist Appointments Outside of Richmond Policy

EXECUTIVE SUMMARY

In recognition of Richmond's remote and rural location and inability to access specialist medical care Council aims to allow staff to use sick leave to attend specialist appointments for medical conditions subject to the criteria below.

OFFICER'S RECOMMENDATION

That Council: adopt the Use of Sick Leave to Attend Specialist Appointments Outside of Richmond Policy as presented.

RESOLUTION 20241210.5

It was moved Cr Fox, seconded Cr Johnston and carried that Council adopt the Use of Sick Leave to Attend Specialist Appointments Outside of Richmond Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.5 Travel Policy

EXECUTIVE SUMMARY

To reimburse employees of the Richmond Shire Council for expenses incurred when required to travel within Australia on official duty.

OFFICER'S RECOMMENDATION

That Council: adopt the Travel Policy as presented.

RESOLUTION 20241210.6

It was moved Cr Brown, seconded Cr Flute and carried that Council adopt the Travel Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.6 Complaints About Public Officials Policy

EXECUTIVE SUMMARY

The CEO is the public official of the Richmond Shire Council (Council) for the purposes of the *Crime and Corruption Act 2001* (CC Act).

The objective of this policy is to set out how the Council will deal with a complaint (or information or matter) that involves or may involve corrupt conduct, as defined in the CC Act, by the CEO.

OFFICER'S RECOMMENDATION

That Council: adopt the Complaints About Public Officials Policy as presented.

RESOLUTION 20241210.7

It was moved Cr Flute, seconded Cr Fox and carried that Council adopt the Complaints About Public Officials Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.7 Use of Councils Plant and Vehicle Policy

EXECUTIVE SUMMARY

To give clear guidance to staff and contractors on the use and management of Council's Plant and Vehicle's. This policy does not apply to Richmond Shire Council staff that have been allocated a vehicle as part of their terms and conditions of employment under the Motor Vehicle Use Policy.

The primary aim of this policy is to ensure the effective, efficient, and safe use of Council's plant, machinery, and motor vehicle fleet.

The policy is intended to ensure that the:

- a) operators have access to appropriate training and support; and
- b) fleet is appropriately managed and maintained.

OFFICER'S RECOMMENDATION

That Council: adopt the Use of Councils Plant and Vehicle Policy as presented.

RESOLUTION 20241210.8

It was moved Cr Fox, seconded Cr Easton and carried that Council adopt the Use of Councils Plant and Vehicle Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.8 Domestic and Family Violence Policy

EXECUTIVE SUMMARY

Richmond Shire Council is strongly committed to providing a healthy and safe working environment for all employees. It is recognised that employees sometimes face difficult situations in their personal life, such as domestic and family violence (DFV), that may affect their attendance, performance at work or safety.

DFV occurs when one person in a relationship uses violence and abuse to maintain power and control over the other person. This can include behaviour that is physically, sexually, emotionally, psychologically or economically abusive, threatening, and coercive or aimed at controlling or dominating the other person through fear.

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DFV can affect people of all cultures, religions, ages, genders, sexual orientations, educational backgrounds and income levels.

All employees of Richmond Shire Council are committed to making it a great place to work. Richmond Shire Council will support employees affected by DFV by providing appropriate support.

DFV is unacceptable in any setting, including the workplace. Any employee who perpetrates violence and abuse from the workplace, in work time or using Council resources, including by face-to-face interactions, telephone, fax, mail, email, internet or social media may be subject to disciplinary action.

All employees have a responsibility to model our organisational values, which includes behaving in a way that promotes a work environment free from any form of violence and supporting those who are affected by DFV.

Fostering a workplace culture where employees affected by DFV are supported in the workplace, contributes to a healthy and safe working environment for all.

OFFICER'S RECOMMENDATION

That Council: adopt the Domestic Violence Policy as presented.

RESOLUTION 20241210.9

It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Domestic and Family Violence Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.9 Complaints Management Policy

EXECUTIVE SUMMARY

To formalise the Council process in relation to the receiving, actioning, and reporting of complaints.

This policy also sets out procedures for resolving administrative action complaints as required by section 268 of the Local Government Act 2009 and section 306 of the Local Government Regulation 2012.

OFFICER'S RECOMMENDATION

That Council: adopt the Complaints Management Policy as presented.

RESOLUTION 20241210.10

It was moved Cr Fox, seconded Cr Easton and carried that Council adopt the Complaints Management Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.10 Development Application – Material Change of Use – Extractive Industry

EXECUTIVE SUMMARY

The purpose of this report is to provide an assessment of the development application for a proposed Extractive Industry (Sand Extraction) located on Lot 8 on YP34 and located at 337 Frontage Road, Burleigh.

The development application has been lodged by Milford Planning on behalf of Vonijim Pty Ltd T/A Bell Rural Contracting (the Applicant).

OFFICER'S RECOMMENDATION

That Council: accept the Development Application as presented.

RESOLUTION 20241210.11

It was moved Cr Flute, seconded Cr Easton and carried that Council accept the Development Application as presented.

REFERENCE DOCUMENT

- Development Assessment Report

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

2.11 Water Bubbler Quotes

EXECUTIVE SUMMARY

Quotes obtained for the purchase of two (2) water bubblers with dog bowls to be installed at Lake Fred Tritton.

OFFICER'S RECOMMENDATION

That Council: provide further instruction.

RESOLUTION 20241210.12

It was moved Cr Easton, seconded Cr Johnston and carried that Council refrain from purchasing the suggested bubblers with dog bowls, and obtain quotes on two (2) outdoor water-cooling bubblers to be placed at a barbeque area on either side of Lake Fred Tritton.

Council unanimously agreed that if future budget allows, and power supply is available, one (1) outdoor water-cooling bubbler will also be placed at the Richmond Recreational Park.

REFERENCE DOCUMENT

- Quotes

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.1 Care Records Documentation Policy

EXECUTIVE SUMMARY

To provide worker guidance in the documentation of consumer care and support in care records to ensure adequate retrievable information and compliance with record management principles.

OFFICER'S RECOMMENDATION

That Council: adopt the Care Records Documentation Policy as presented.

RESOLUTION 20241210.13

It was moved Cr Johnston, seconded Cr Fox and carried that Council accept the Care Records Documentation Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Choice, Independence and Quality of Life Policy

EXECUTIVE SUMMARY

To provide workers with guidance in supporting consumers to enable their choices, independence and quality of life including those living with cognitive impairment, within their capacity. This includes optimising and supporting the consumer's wellness, promoting reablement, supporting consumers to exercise dignity of risk and access advocates/substitute decision makers of their choosing should they have impaired capacity.

OFFICER'S RECOMMENDATION

That Council: adopt the Choice, Independence and Quality of Life Policy as presented.

RESOLUTION 20241210.14

It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Choice, Independence and Quality of Life Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.3 Clinical Governance Policy

EXECUTIVE SUMMARY

To provide worker guidance in consumer assessment and care/support planning in home care.

OFFICER'S RECOMMENDATION

That Council: adopt the Clinical Governance Policy as presented.

RESOLUTION 20241210.15

It was moved Cr Brown, seconded Cr Fox and carried that Council adopt the Clinical Governance Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.4 Codes of Conduct and Banning Orders Policy

EXECUTIVE SUMMARY

To provide guidance in the ensuring Codes of Conduct are upheld in the organisation.

OFFICER'S RECOMMENDATION

That Council: adopt the Codes of Conduct and Banning Orders Policy as presented.

RESOLUTION 20241210.16

It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Codes of Conduct and Banning Orders Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.5 Communicating for Safety and Quality Policy

EXECUTIVE SUMMARY

To provide the care team with guidance in communicating for safety and quality considering a risk management and shared care approach.

OFFICER'S RECOMMENDATION

That Council: adopt the Communicating for Safety and Quality Policy.

RESOLUTION 20241210.17

It was moved Cr Brown, seconded Cr Fox and carried that Council adopt the Communicating for Safety and Quality Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.6 Complaints and Feedback Policy

EXECUTIVE SUMMARY

To provide worker guidance in responding to complaints and feedback.

OFFICER'S RECOMMENDATION

That Council: adopt the Complaints and Feedback Policy as presented.

RESOLUTION 20241210.18

It was moved Cr Fox, seconded Cr Johnston and carried that Council adopt the Complaints and Feedback Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.7 Consent, Substitute Decision Makers and Advance Care Planning Policy

EXECUTIVE SUMMARY

To provide workers with guidance in supporting consumers to provide:

- Informed Consent
- Use Substitute decision makers when consumers do not have the capacity to give consent and
- Enact advance care planning and advance health directives when required.

OFFICER'S RECOMMENDATION

That Council: adopt the Consent, Substitute Decision Makers and Advance Care Planning Policy as presented.

RESOLUTION 20241210.19

It was moved Cr Brown, seconded Cr Easton and carried that Council adopt the Consent, Substitute Decision Makers and Advance Care Planning Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.8 Consumer Agreements and Fees Policy

EXECUTIVE SUMMARY

To provide information to relevant workers on program requirements for consumer agreements and consumer fees.

OFFICER'S RECOMMENDATION

That Council: adopt the Consumer Agreements and Fees Policy as presented.

RESOLUTION 20241210.20

It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Consumer Agreements and Fees Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.9 Consumer Specific Needs and Diversity Policy

EXECUTIVE SUMMARY

To provide worker guidance in the delivery of care and services with consideration to consumer specific needs and diverse backgrounds.

OFFICER'S RECOMMENDATION

That Council: adopt the Consumer Specific Needs and Diversity Policy as presented.

RESOLUTION 20241210.21

It was moved Cr Brown, seconded Cr Fox and carried that Council adopt the Consumer Specific Needs and Diversity Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.10 Consumers Are Partners Policy

EXECUTIVE SUMMARY

To provide worker guidance to support consumers to be partners in their care.

OFFICER'S RECOMMENDATION

That Council: adopt the Consumers Are Partners Policy as presented.

RESOLUTION 20241210.22

It was moved Cr Jonston, seconded Cr Brown and carried that Council adopt the Consumers Are Partners Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.11 Contenance Policy

EXECUTIVE SUMMARY

To provide worker guidance in the support of the consumer's continence care.

OFFICER'S RECOMMENDATION

That Council: adopt the Contenance Policy as presented.

RESOLUTION 20241210.23

It was moved Cr Brown, seconded Cr Fox and carried that Council adopt the Contenance Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.12 Continuous Improvement Policy

EXECUTIVE SUMMARY

To provide guidance in the implementation of organisational continuous improvement processes.

OFFICER'S RECOMMENDATION

That Council: adopt the Continuous Improvement Policy as presented.

RESOLUTION 20241210.24

It was moved Cr Easton, seconded Cr Johnston and carried that Council adopt the Continuous Improvement Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.13 Celebrations Policy

EXECUTIVE SUMMARY

Rituals and traditions strengthen our partnership with children, families and community, bringing a sense of belonging to our Out of School Hours Service (OSHC). We believe that celebrations and cultural traditions need to be handled sensitively. The value in educating children, families and educators is fundamental to our inclusive program. Both the planning and preparation, and the events themselves, can be a satisfying and pleasurable experience. In school age care, relationships are crucial to a sense of belonging.

'From before birth children are connected to family, communities, culture and place. Their earliest learning, development and learning takes place through these relationships, particularly with families, who are children and young people's first and most influential educators. ... As children transition to school, their social worlds expand to include a wider range of relationships particularly with other children and young people of multiple age groups.'

(MTOP, 2022, p. 6).

OFFICER'S RECOMMENDATION

That Council: adopt the Celebrations Policy as presented.

RESOLUTION 20241210.25

It was moved Cr Fox, seconded Cr Brown and carried that Council adopt the Celebrations Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.14 Open Door Policy

EXECUTIVE SUMMARY

We value and pride ourselves on our partnership with families. We believe families are children's first teachers and therefore we embrace parent, guardian and family involvement within our Out of School Hours Care (OSHC) Service. Participation by parents, guardians and other family members conveys a positive impression to children and allows them to feel supported and promotes a sense of belonging. Children feel supported and a sense of belonging and well-being is promoted.

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We believe in offering an open-door policy welcoming family to visit the OSHC Service when it is convenient for them.

OFFICER'S RECOMMENDATION

That Council: adopt the Open Door Policy as presented.

RESOLUTION 20241210.26

It was moved Cr Fox, seconded Cr Brown and carried that Council adopt the Open Door Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.15 Orientation of Families Policy

EXECUTIVE SUMMARY

Out of School Hours Care (OSHC) Services provide high quality care for children before and after school, on pupil free days and during school holidays as Vacation Care programs. Enrolment and orientation to the OSHC Service is an exciting and sometimes, an emotional time for children and families whether they attend only occasionally or on a regular basis. It is important to manage this time with sensitivity and support, building partnerships between families and the OSHC Service. Such partnerships enable the OSHC Service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Service.

OFFICER'S RECOMMENDATION

That Council: adopt the Orientation of Families Policy as presented.

RESOLUTION 20241210.27

It was moved Cr Fox, seconded Cr Brown and carried that Council adopt the Orientation of Families Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.16 Dealing with Complaints Policy

EXECUTIVE SUMMARY

Feedback from families, children, educators, staff and the wider community is fundamental in creating an evolving Out of School Hours (OSHC) Service working towards the highest standard of care and education.

It is foreseeable that feedback will include divergent views, which may result in complaints. This Policy details our OSHC Service's procedures for receiving and managing informal and formal complaints. Families, children, parents, visitors, students and members of the community can lodge a grievance or complaint with management in the understanding that it will be managed conscientiously and confidentially.

OFFICER'S RECOMMENDATION

That Council: adopt the Dealing with Complaints Policy as presented.

RESOLUTION 20241210.28

It was moved Cr Fox, seconded Cr Jonston and carried that Council adopt the Dealing with Complaints Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.17 Withdrawal of a Child Policy

EXECUTIVE SUMMARY

To enable our Out of School Hours Care (OSHC) Service fill positions and maintain utilisation, families are required to provide notice when withdrawing their child from Before and After School Care provided by our Service.

OFFICER'S RECOMMENDATION

That Council: adopt the Withdrawal of a Child Policy as presented.

RESOLUTION 20241210.29

It was moved Cr Easton, seconded Cr Fox and carried that Council adopt the Withdrawal of a Child Policy with changes.

REFERENCE DOCUMENT

- Policy

Change of business to consider late items.

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2024/2025 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 30 November 2024.

OFFICER'S RECOMMENDATION

That Council: receive the monthly financial report presenting the progress made as at 30 November 2024 in relation to the 2024/25 budget and including the:

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

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RESOLUTION 20241210.30

It was moved Cr Easton, seconded Cr Fox and carried that Council receive the the monthly financial report presenting the progress made as at 30 November 2024 in relation to the 2024/25 budget and including the:

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

Director of Corporate Services Peta Mitchell informed Council that the Enterprise Bargaining Agreement will be sent to employees in the coming days. Staff voting will occur in the New Year.

REFERENCE DOCUMENT

- November Monthly Financial Statement

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.2 Annual Report 2024

EXECUTIVE SUMMARY

Each year Council produces an Annual Report, this is a legislative requirement under the Local Government Act 2009 and provides the opportunity to report to the community on Council's performance for financial year 2023/2024 including against the Corporate Plan and Operational Plan. The Annual Report also includes the Annual Financial Statement for the year to 30 June 2024.

Section 182 of the Local Government Regulation 2012 requires Council to prepare an annual report for each financial year. The annual report must be published on Council's website within 2 weeks of adopting the report.

The 2023/2024 Annual Report is attached for consideration and adoption by Council.

OFFICER'S RECOMMENDATION

That Council: accept the annual report as presented.

RESOLUTION 20241210.31

It was moved Cr Fox, seconded Cr Easton and carried that Council accept the Annual Report as presented.

REFERENCE DOCUMENT

Nil

TABLED ITEMS

RESOLUTION 20241210.32

It was moved Cr Easton, seconded Cr Fox and carried that Council agrees to the new remuneration level for Councillors as outlined in the Commissions' Report commencing 1 July 2025.

CLOSED SESSION

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

1.1 Aerodrome Tender

RESOLUTION 20241210.33

It was moved Cr Fox, seconded Cr Easton and carried that Council enter a closed session according to the Local Government Regulation 2012 275, (1)(e) contracts proposed to be made by it;

RESOLUTION 20241210.34

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

EXECUTIVE SUMMARY

Council called for tenders for the Aerodrome upgrade. Three tenders were received.

OFFICER'S RECOMMENDATION

That Council: discuss and decide on a successful submission.

RESOLUTION 20241210.35

It was moved Cr Easton, seconded Cr Fox and carried that Council agree to form a sub-committee to discuss the submitted tenders. The successful applicant will be decided at the January 2025 Council Meeting.

REFERENCE DOCUMENT

- Tender Summary
- Quotes (3)

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

1.2 Solar System Tender Details

RESOLUTION 20241210.36

It was moved Cr Easton, 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 20241210.37

It was moved Cr Fox, seconded Cr Easton 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 called for tenders for the installation of solar panels on various Council buildings. Two tenders were received.

OFFICER'S RECOMMENDATION

That Council: discuss and decide on a successful submission.

It was unanimously agreed to hold over selecting a successful applicant until references are obtained.

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REFERENCE DOCUMENT

- Tender Summary
- Quotes (2)
-

RESOLUTION 20241210.38

It was moved Cr Fox, seconded Cr Johnston and carried that Council adjourn the meeting for morning tea at 9:55am.

Council attended the Outside of School Hours Care Christmas morning tea at 10:00am.

Australia Day Nominations were considered after morning tea at 11:00am.

RESOLUTION 20241210.39

It was moved Cr Fox, seconded Cr Johnston and carried that Council resume the meeting at 11:21am.

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

2.12 Maxwelton Auction of Land

RESOLUTION 20241210.40

It was moved Cr Easton, 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

Director of Corporate Services – Peta Mitchell, Director of Community Development and Services – Angela Henry, Director of Works – Syed Qadir, Minutes Secretary – Tyarna Robinson and Camille Carrigan left the room at 11:21am.

Attendance

Director of Corporate Services – Peta Mitchell, Director of Community Development and Services – Angela Henry, Director of Works – Syed Qadir, Minutes Secretary – Tyarna Robinson and Camille Carrigan re-entered the room at 11:32am.

RESOLUTION 20241210.41

It was moved Cr Fox, seconded Cr Johnston 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 is to decide on a starting price to auction off the approved Maxwelton blocks of land in 2025. Bidding starting price will allow Chief Executive Officer Peter Bennett to start the process of the online auction.

OFFICER'S RECOMMENDATION

That Council: agree on a starting price.

RESOLUTION 20241210.42

It was moved Cr Fox, seconded Cr Easton and carried that Council allow Chief Executive Officer Peter Bennett to determine an appropriate reserve price.

REFERENCE DOCUMENT

- Nil

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

2.13 Refuse Tip Contract

RESOLUTION 20241210.43

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

RESOLUTION 20241210.44

It was moved Cr Fox, seconded Cr Easton 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 Refuse Tip Contract is due for renewal. Minor changes have been made.

OFFICER'S RECOMMENDATION

That Council: accept the changes to the Refuse Tip Contract as presented.

RESOLUTION 20241210.45

It was moved Cr Johnston, seconded Cr Brown and carried that Council accept the Refuse Tip Contract changes as presented.

REFERENCE DOCUMENT

- Contract

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

2.14 Small Road Closure Proposal within Gracedale

RESOLUTION 20241210.46

It was moved Cr Fox, seconded Cr Easton and carried that Council enter a closed session according to the Local Government Regulation 2012 275, (1)(g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act;

RESOLUTION 20241210.47

It was moved Cr Easton, seconded Cr Fox and carried that Council exit a closed session according to the Local Government Regulation 2012 275, (1)(g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act;

EXECUTIVE SUMMARY

A proposal has been submitted to have a small section of road close through Gracedale.

OFFICER'S RECOMMENDATION

That Council: provide further instruction.

RESOLUTION 20241210.48

It was moved Cr Fox, seconded Cr Johnston and carried that Council have no objections to the proposed road closure.

REFERENCE DOCUMENT

- Proposal

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ON TUESDAY 10 DECEMBER 2024

GENERAL BUSINESS

Cr Flute noted he has been approached by members of the public suggesting the Maxwellton Railyards could benefit from having a holding paddock. Cr Flute and Cr Wharton agreed to inspect the area to decide on a suitable solution.

Cr Fox requested an update on the outcome of the request for a rates relief consideration for local Churches. Director of Corporate Services Peta Mitchell informed Cr Fox that the item will be discussed further at the January Council Meeting.

Cr Fox noted she has received feedback regarding the frequency of the updated road reports over the weekends. As Council do not work over the weekends, road reports will be updated on Friday afternoons and Monday mornings when changes have been made to roads.

Cr Johnston noted the staff parking area at the rear of the Moonrock Café retains water and gets boggy during wet weather. It was requested to have cracker dust laid as a prevention. Cr Wharton noted that a concrete pad extending from the rear entrance would be installed for foot traffic, and cracker dust laid in the parking area.

Cr Brown requested an update on the purchase of the heavier set of dumbbells for The Community Gym. Council unanimously agreed to withdraw the resolution as it is not beneficial at this time.

Cr Brown noted there is one overhead light at Lake Fred Tritton that is not working. Cr Wharton asked Cr Brown to add an identifying mark on the light to allow the electrician to be able to locate it easily.

Cr Brown also noted that the information plaques around the footpath at Lake Fred Tritton are hard to read due to fading and become slippery when wet and requested they be looked at.

Cr Brown advised that there are cracks forming in the concrete around the footpath and will require attention.

Cr Brown noted that the Bush Tucker Garden is in need of attention as it is deteriorating.

CLOSE OF MEETING

RESOLUTION 20241210.49

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

Meeting closure

RESOLUTION 20241210.50

It was moved Cr Flute, seconded Cr Easton and carried that the meeting close at 11:53am.

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 10 DECEMBER 2024

Next Ordinary Meeting
21 January 2024.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 10 December 2024.



Mayor