

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 19 NOVEMBER 2024



RICHMOND SHIRE COUNCIL

CONFIRMED MINUTES

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 19 NOVEMBER 2024

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 BOARDROOM, RICHMOND
ON TUESDAY 19 NOVEMBER 2024

PRESENT

Present when Mayor Wharton declared the meeting open at 9:32am were:

COUNCILLORS:

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

STAFF:

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

PRAYER

Cr Johnston read the prayer

APOLOGIES

Director of Corporate Services – Peta Mitchell

CONFIRMATION OF MINUTES

RESOLUTION 20241119.1

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, 15 October 2024 be adopted as presented.

BUSINESS ARISING

Nil

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

2.1 Minor Change for Development Application – 72 Goldring Street

EXECUTIVE SUMMARY

Milford Planning have been working with the applicant to complete a minor change application to Development Permit – Material Change of Use – Accommodation Building (24 short-term accommodation rooms), however due to unforeseen circumstances the approval process needed to be brought forward.

Council completed a flying minute through email on 21 October 2024 for a decision to be made for Council to approve or deny the minor change application.

It was unanimously agreed that Council approve the minor change application to Development Permit – Material Change of Use – Accommodation Building (24 short-term accommodation rooms).

OFFICER'S RECOMMENDATION

That Council: note that it was unanimously agreed to approve the minor change application for 72 Goldring Street.

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 19 NOVEMBER 2024

RESOLUTION 20241119.2

It was moved Cr Fox, seconded Cr Easton, and carried that Council endorse the flying minute for the minor change application for 72 Goldring Street.

REFERENCE DOCUMENT

- Email to Councillors and Councillor approvals
- Development Application and approval letter

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

2.2 2025 Council Meeting Dates

EXECUTIVE SUMMARY

See the proposed 2025 Council Meeting dates for Council to adopt. These dates are to be discussed and any changes required are to be made.

The Annual LGAQ Conference and School Holidays have been taken into consideration.

OFFICER'S RECOMMENDATION

That Council: adopt the 2025 Council Meeting dates as presented.

RESOLUTION 20241119.3

It was moved Cr Fox, seconded Cr Johnston and carried that Council adopt the proposed 2025 Council Meeting dates as presented.

REFERENCE DOCUMENT

- Nil

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

2.3 Solar Request – Richmond Early Education Centre

EXECUTIVE SUMMARY

Richmond Early Education Centre have requested that Council consider adding the Daycare building as a potential site for placement of solar panels due to being a not-for-profit organisation.

OFFICER'S RECOMMENDATION

That Council: consider adding the Daycare building as a potential site for solar panels.

RESOLUTION 20241119.4

It was moved Cr Brown, seconded Cr Flute and carried that Council add the Richmond Early Education Centre as a potential site for solar panels.

REFERENCE DOCUMENT

- Electricity bill

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

2.4 Driveway Policy

EXECUTIVE SUMMARY

To subsidise residences for appropriately situated and constructed concrete vehicular access between the road pavement and private property.

OFFICER'S RECOMMENDATION

That Council: adopt the Driveway Policy as presented.

RESOLUTION 20241119.5

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

REFERENCE DOCUMENT

- Policy

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

2.5 Councillor Expenses Reimbursement Policy

EXECUTIVE SUMMARY

The objective of this Policy is to establish a fair, transparent and accountable system for the payment and reimbursement of expenses and provision of facilities to councillors to enable them to effectively perform their responsibilities on behalf of Richmond Shire Council ("Council").

OFFICER'S RECOMMENDATION

That Council: adopt the Councillor Expenses Reimbursement Policy as presented.

RESOLUTION 20241119.6

It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Councillor Expenses Reimbursement Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.6 Corporate Credit Card Policy

EXECUTIVE SUMMARY

The objective of this Policy is to state the process and responsibilities for the issue and use of corporate credit cards by specific Councillors and employees of Richmond Shire Council ("Council").

OFFICER'S RECOMMENDATION

That Council: adopt the Corporate Credit Card Policy as presented.

RESOLUTION 20241119.7

It was moved Cr Easton, seconded Cr Johnston and carried that Council adopt the Corporate Credit Card Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.7 Internal Audit Policy

EXECUTIVE SUMMARY

The purpose of this Policy is to state and raise awareness of the commitment of Richmond Shire Council (“Council”) to implement an internal audit function to identify, assess and mitigate strategic, financial and operational risks, to ensure the long-term sustainability of Council and to ensure that the Local Government principles of the *Local Government Act 2009* and the ethics principles of the *Public Sector Ethics Act 1994* are being achieved by all Council processes and staff.

OFFICER’S RECOMMENDATION

That Council: adopt the Internal Audit Policy as presented.

RESOLUTION 20241119.8

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

REFERENCE DOCUMENT

- Policy

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

2.8 Probity Plan for Tenders Policy

EXECUTIVE SUMMARY

To set out the principles and processes of Council in its advertising, assessment, selection and contracting of tenderers for contracts with a value of more than two hundred thousand dollars.

OFFICER’S RECOMMENDATION

That Council: revoke the Probity Plan for Tenders Policy as presented.

RESOLUTION 20241119.9

It was moved Cr Easton, seconded Cr Fox and carried that Council revoke the Probity Plan for Tenders Policy.

REFERENCE DOCUMENT

- Policy

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

2.9 Fraud and Corruption Policy

EXECUTIVE SUMMARY

Richmond Shire Council recognises that fraud and corruption management is an integral part of good governance and management practice. This policy establishes Councils intention to establish and maintain controls which will aid in the prevention and detection of fraud.

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 19 NOVEMBER 2024

Council will adopt fraud prevention and investigation procedures to assist Council, Management, and staff to promote consistent organisational behavior. Guidelines and the assignment of responsibilities will be put in place for the development of fraud prevention controls and those relating to the conduct of investigations into alleged occurrences of fraud.

This policy is applicable to all officers, employees and contractors engaged by the Council regardless of whether they are permanent, temporary, full-time, part-time, or casual employees.

OFFICER'S RECOMMENDATION

That Council: adopt the Fraud and Corruption Policy as presented.

RESOLUTION 20241119.10

It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Fraud and Corruption Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.10 Standing Orders Policy

EXECUTIVE SUMMARY

Council meetings are where the key decisions are made. Council sets its policies, adopts its corporate plans, approves, and adopts budgets, and makes its local laws in meetings.

OFFICER'S RECOMMENDATION

That Council: adopt the Standing Orders Policy as presented.

RESOLUTION 20241119.11

It was moved Cr Flute, seconded Cr Johnston and carried that Council adopt the Standing Orders Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.11 Horse Paddock Hire Policy

I, Councillor Wharton inform the meeting that I have declared an interest in relation to item 2.11 Horse Paddock Hire Policy, as a result that I am a lessee.

As a result of the conflict of interest, I have chosen to remain in the meeting, however I will not vote.

EXECUTIVE SUMMARY

To establish criteria for the stabling of horses in the town area and on the tendered paddocks to residents of Richmond Shire Council on the allocated horse paddocks.

OFFICER'S RECOMMENDATION

That Council: adopt the Horse Paddock Hire Policy as presented.

RESOLUTION 20241119.12

It was moved Cr Fox, seconded Cr Easton and carried that Council adopt the Horse Paddock Hire Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.12 Staff Housing Policy

I, Councillor Wharton inform the meeting that I have declared an interest in relation to item 2.12 Staff Housing Policy, as a result that I am a Real Estate Agent in the Richmond Shire.

As a result of the conflict of interest, I will be leaving the room while the matter is being discussed.

Attendance

Cr Wharton declared an interest and left the room at 9:51am

Cr Fox took the Chair

EXECUTIVE SUMMARY

Richmond Shire Council has a mix of housing properties, ranging from one-bedroom units to 5-bedroom houses which are utilised to attract and retain employees required for the essential operation of Council. From time to time there may be vacant or surplus housing available for rental to other employees or to members of the community on a short term, month-to-month lease.

The objective is to continually improve and upgrade council staff accommodation in a bid to attract and retain key skilled employees and to ensure that Council's assets are managed in an open and transparent manner.

This policy aims to provide a framework for the allocation and management of these properties in accordance with Council's policies and requirements and in compliance with the Residential Tenancies and Rooming Accommodation Act 2008.

OFFICER'S RECOMMENDATION

That Council: adopt the Staff Housing Policy as presented.

Council unanimously agreed to hold the Staff Housing Policy over until the December 2024 Council Meeting after a sub-committee meeting has been held with all Councillors.

REFERENCE DOCUMENT

- Policy

Meeting Adjournment

RESOLUTION 20241119.13

It was moved Cr Brown, seconded Cr Flute and carried that Council adjourn the meeting for morning tea at 10:01am.

RESOLUTION 20241119.14

It was moved Cr Jonston, seconded Cr Flute and carried that Council resume the meeting at 10:31am and Cr Wharton resumed the chair.

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

2.13 Uniform Policy

EXECUTIVE SUMMARY

To provide a corporate uniform including personal protective equipment that clearly identifies staff as Richmond Shire Council employees.

OFFICER'S RECOMMENDATION

That Council: adopt the Uniform Policy as presented.

RESOLUTION 20241119.15

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

REFERENCE DOCUMENT

- Policy

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

2.14 Richmond Shire Council Delegations Register

EXECUTIVE SUMMARY

The Delegations Register for Council to the Chief Executive Officer is due for renewal every twelve months.

OFFICER'S RECOMMENDATION

That Council: adopt the Delegations Register as presented.

RESOLUTION 20241119.16

It was moved Cr Fox, seconded Cr Johnston and carried that Council adopt the Delegations Register (Council to CEO) as presented.

REFERENCE DOCUMENT

- Delegations Register (Council to CEO)

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 31 October 2024.

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 19 NOVEMBER 2024

OFFICER'S RECOMMENDATION

That Council: *receive the monthly financial report presenting the progress made as at 31 October 2024 in relation to the 2024/2025 budget and including the:*

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

RESOLUTION 20241119.17

It was moved Cr Johnston, seconded Cr Flute and carried that Council receive the monthly financial report presenting the progress made as at 31 October 2024 in relation to the 2024/25 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 2023-2024 Annual Financial Statements

EXECUTIVE SUMMARY

Council received their annual financial statements for 2023-2024 on 23 October 2024.

The Annual Report will be presented at the December Council meeting.

OFFICER'S RECOMMENDATION

That Council: adopt the Financial Statements for the 2023-2024 Financial Year.

RESOLUTION 20241119.18

It was moved Cr Fox, seconded Cr Johnston and carried that Council adopt the Financial Statements for the 2023-2024 Financial Year.

REFERENCE DOCUMENT

- 2023-2024 RSC Financial Statements

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES
--

3.3 2024 Closing Report and 2024 Final Management Report

EXECUTIVE SUMMARY

In accordance with Section 213 of the *Local Government Regulation 2012*, the Mayor is required to present the audit management report at the next ordinary meeting after being received. The intent of this section is to ensure management reports are made open and available to the public. The 2024 closing report was received by Council on the 15 October 2024 and the final management report was received by Council on the 23 October 2024.

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 19 NOVEMBER 2024

The 2024 closing report and final management report by the Auditor General for the 2023-24 audit is tabled for Council's consideration.

OFFICER'S RECOMMENDATION

That Council: receive and note the 2024 Closing Audit Report as in accordance with Section 213 of the Local Government Regulation 2012.

RESOLUTION 20241119.19

It was moved Cr Fox, seconded Cr Easton and carried that Council receive and note the 2024 Closing Audit Report as in accordance with Section 213 of the Local Government Regulation 2012.

REFERENCE DOCUMENT

- 2024 Closing Report
- Final Management Report

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.4 2024 Audit Committee Briefing Paper

EXECUTIVE SUMMARY

The 2024 Audit committee briefing paper by the Queensland Audit Office for the 2023-24 audit is tabled for Council's consideration.

OFFICER'S RECOMMENDATION

That Council: receive the 2024 Audit Committee briefing paper.

RESOLUTION 20241119.20

It was moved Cr Johnston, seconded Cr Brown and carried that Council receive the 2024 Audit Committee briefing paper.

REFERENCE DOCUMENT

- 2024 Audit Committee Briefing Paper

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.1 Expressions of Interest to Host Australia Day

EXECUTIVE SUMMARY

One expression of interest to host Australia Day 2025 has been received from the Richmond Tennis Club.

OFFICER'S RECOMMENDATION

That Council: decide on the host for Australia Day 2025.

RESOLUTION 20241119.21

It was moved Cr Easton, seconded Cr Johnston and carried that Council accept the proposal from the Richmond Tennis Club to host Australia Day 2025.

REFERENCE DOCUMENT

- Proposal

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Abuse and Neglect Policy

EXECUTIVE SUMMARY

To provide worker guidance in the prevention and reporting of consumer elder abuse and neglect.

OFFICER'S RECOMMENDATION

That Council: adopt the Abuse and Neglect Policy as presented.

RESOLUTION 20241119.22

It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Abuse and Neglect Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.3 Assessment and Care/Support Planning Home Care Policy

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: adopt the Assessment and Care/ Support Planning Home Care Policy as presented.

RESOLUTION 20241119.23

It was moved Cr Fox, seconded Cr Brown and carried that Council adopt the Assessment and Care/Support Planning Home Care Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.4 Board Charter Policy

EXECUTIVE SUMMARY

To provide guidance in the functioning of the governing body including:

- Role and responsibilities of the Council and Councillors
- Operations of Council
- Business entity structures and responsibilities.

OFFICER'S RECOMMENDATION

That Council: adopt the Board Charter Policy as presented.

RESOLUTION 20241119.24

It was moved Cr Johnston, seconded Cr Brown and carried that Council adopt the Board Charter Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.5 Dealing with Infectious Diseases Policy

EXECUTIVE SUMMARY

Children encounter many other children and adults within the OSHC Service environment which can result in the contraction of infectious illnesses. Our Service has a duty of care to ensure that children's families, educators, and visitors of the Service are provided with a high level of protection during the hours of the Service's operation. We aim to minimise cross contamination and the spread of infectious illnesses by implementing best practice and high standards of personal hygiene within our OSHC Service.

This policy communicates clear directions and guidance about protocols and actions to be followed to avoid adversely affecting the safety and health of children, other staff members and visitors to the service. A simple, safe and effective way of protecting individuals and others within the community against harmful diseases is immunisation.

OFFICER'S RECOMMENDATION

That Council: adopt the Dealing with Infectious Diseases Policy as presented.

RESOLUTION 20241119.25

It was moved Cr Fox, seconded Cr Johnston and carried that Council adopt the Dealing with Infectious Diseases Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.6 Incident, Injury, Trauma and Illness Policy

EXECUTIVE SUMMARY

The health and safety of all staff, children, families and visitors to our Out of School Hours Care (OSHC) Service is of the utmost importance. We aim to reduce the likelihood of incidents, illness, accidents and trauma through implementing comprehensive risk management, effective hygiene practices and the ongoing professional development of all staff to respond quickly and effectively to any incident or accident.

OFFICER'S RECOMMENDATION

That Council: adopt the Incident, Injury, Trauma and Illness Policy as presented.

RESOLUTION 20241119.26

It was moved Cr Easton, seconded Cr Fox and carried that Council adopt the Incident, Injury, Trauma and Illness Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.7 Safe Storage of Hazardous Chemicals Policy

EXECUTIVE SUMMARY

By maximising awareness of the potential hazards of chemicals and equipment, we aim to minimise the risk of harm to staff, educators, children and families by ensuring hazardous products are safely stored, handled, and controlled.

OFFICER'S RECOMMENDATION

That Council: adopt the Safe Storage of Hazardous Chemicals Policy as presented.

RESOLUTION 20241119.27

It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Safe Storage of Hazardous Chemicals Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.8 Unexpected Death of a Child or Staff Member at a Service Policy

EXECUTIVE SUMMARY

The sudden and unexpected death of a child or staff member at an Out of School Hours (OSHC) Service is a traumatic event and can have a profound impact on educators, children and families. As a result of the suddenness of such an event, well-trained and experienced staff can experience strong emotions and traumatic stress responses. The role of our OSHC Service is to help restore a sense of safety for all children, educators, and families as soon as possible following a traumatic event. Should a serious incident occur, our Service will ensure mandatory reporting requirements are followed and support is provided to assist all staff, children and families deal with distress, grief and bereavement.

OFFICER'S RECOMMENDATION

That Council: adopt the Unexpected Death of a Child or Staff Member at a Service Policy as presented.

RESOLUTION 20241119.28

It was moved Cr Easton, seconded Cr Flute and carried that Council adopt the Unexpected Death of a Child or Staff Member at a Service Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.9 Responsible Person Policy

EXECUTIVE SUMMARY

As per *Education and Care Services National Law and Regulations*, a responsible person must be physically in attendance at all times that the Out of School Hours Care (OSHC) Service is educating and caring for children.

OFFICER'S RECOMMENDATION

That Council: adopt the Responsible Person Policy as presented.

RESOLUTION 20241119.29

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.10 Fraud and Prevention Policy

EXECUTIVE SUMMARY

Child Care Subsidy (CCS) is intended to support families to meet the genuine cost of care provided for children. Most services and families adhere to their legal obligations; however, some individuals choose to engage in non-compliant, fraudulent or criminal behaviour. Family Assistance Law contains offence and civil penalty provisions for breaches of conditions of service approval. This policy is to be read in conjunction with the *Fraud and/or Corruption Prevention Procedure*.

OFFICER'S RECOMMENDATION

That Council: adopt the Fraud and Prevention Policy as presented.

RESOLUTION 20241119.30

It was moved Cr Easton, seconded Cr Brown and carried that Council adopt the Fraud and Prevention Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.11 Student, Volunteer and Visitors Policy

EXECUTIVE SUMMARY

Our OSHC Service values the participation of students and volunteers. Having students and voluntary workers within the Service helps to inform the community about our program and the value of the work we do. Students, voluntary workers and visitors are welcome at the Service; however, the children's care and safety are our first priority.

OFFICER'S RECOMMENDATION

That Council: adopt the Student, Volunteer and Visitors Policy as presented.

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 19 NOVEMBER 2024

RESOLUTION 20241119.31

It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Student, Volunteer and Visitor Policy as presented.

REFERENCE DOCUMENT

- Policy

Change of order of business to consider late items

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

2.15 \$5,000.00 Prize Money from LGAQ Conference

EXECUTIVE SUMMARY

Richmond Shire Council placed second in trivia at the LGAQ Conference in October and won \$5,000.00. Council is to decide how they would like to spend the winnings.

OFFICER'S RECOMMENDATION

That Council: decide how to spend the winnings.

RESOLUTION 20241119.32

It was moved Cr Easton, seconded Cr Flute and carried that Council purchase and install two (2) water bubblers with dog bowls at Lake Fred Tritton.

REFERENCE DOCUMENT

- Nil

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

2.16 Local Disaster Management Plan

EXECUTIVE SUMMARY

The Richmond Local Disaster Management Plan has been updated and adopted at the 18 November 2024 LDMG Meeting. Council now needs to confirm the adoption for a one-year period.

OFFICER'S RECOMMENDATION

That Council: adopt the Local Disaster Management Plan with changes.

RESOLUTION 20241119.33

It was moved Cr Fox, seconded Cr Easton and carried that Council adopt the Local Disaster Management Plan as presented.

REFERENCE DOCUMENT

- Plan

CLOSED SESSION

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

2.17 Surplus Residential Land in Richmond

RESOLUTION 20241119.34

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 20241119.35

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)(e) the local government's budget;

EXECUTIVE SUMMARY

Council have received a request from The Department of Housing, Local Government, Planning and Public Works for available surplus land for community housing.

OFFICER'S RECOMMENDATION

That Council: advise the Department that Council have no suitable land in Richmond.

It was unanimously decided that CEO Peter Bennett would advise the Department of Housing, Local Government, Planning and Public Works that there is no current Council land available.

REFERENCE DOCUMENT

- Nil

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

2.18 Staff Christmas Bonus

RESOLUTION 20241119.36

It was moved Cr Fox, 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;

Attendance

Director of Community Development and Services – Angela Henry, Director of Works – Syed Qadir, Minutes Secretary – Tyarna Robinson, Tiana Ievers and Camille Carrigan left the room at 11:06am.

RESOLUTION 20241119.37

It was moved Cr Flute, 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

Each year Council decides on whether to reward its employees with a Christmas Bonus for the work performed over the calendar year, and if it decides to grant a bonus, how much that bonus will be. Only employees that have been employed for the whole year will receive the whole bonus.

OFFICER'S RECOMMENDATION

That Council: resolves to grant its employees an \$800.00 Christmas Bonus.

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 19 NOVEMBER 2024

RESOLUTION 20241119.38

It was moved Cr Fox, seconded Cr Johnston and carried that Council grant its employees a \$1,000.00 Christmas Bonus for 2024.

REFERENCE DOCUMENT

- Christmas Bonus Table

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

2.19 Staff Christmas Vouchers

RESOLUTION 20241119.39

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

RESOLUTION 20241119.40

It was moved Cr Brown, 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

Each year Council decides on whether to provide a whole Council Christmas party or provide \$100.00 vouchers to be used at Local businesses.

Council provided \$100.00 vouchers in the 2023/2024 year.

OFFICER'S RECOMMENDATION

That Council: resolves to grant its employees \$100.00 Christmas Vouchers in lieu of a whole Council Christmas Party.

RESOLUTION 20241119.41

It was moved Cr Brown, seconded Cr Johnston and carried that Council grant its employees a \$100.00 Christmas Voucher in lieu of a Christmas Party.

REFERENCE DOCUMENT

- Nil

Attendance

Director of Community Development and Services – Angela Henry, Director of Works – Syed Qadir, Minutes Secretary – Tyarna Robinson, Tiana levers and Camille Carrigan re-entered the room at 11:16am.

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

2.20 Written Report for 1 Carter Street

RESOLUTION 20241119.42

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)(e) contracts proposed to be made by it;

RESOLUTION 20241119.43

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

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 19 NOVEMBER 2024

EXECUTIVE SUMMARY

A full written report has been requested on the finalisation of the repairs and renovations to 1 Carter Street, Richmond.

OFFICER'S RECOMMENDATION

That Council: note the report.

RESOLUTION 20241119.44

It was moved Cr Fox, seconded Cr Johnston and carried that Council begin legal action to recover funds from the dishonoured Contractor.

REFERENCE DOCUMENT

- Nil

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

2.21 A855 Request to Write off Rates Balance

RESOLUTION 20241119.45

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

RESOLUTION 20241119.46

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)(d) rating concessions;

EXECUTIVE SUMMARY

Council has received advice from the Department of Resources that the permit to occupy 0/237341 over Lot A, B, C & D on AP19668 has been cancelled.

The effective date is 23/06/2017.

OFFICER'S RECOMMENDATION

That Council: resolves to write off the current balance of \$2,887.00 for A855.

RESOLUTION 20241119.47

It was moved Cr Easton, seconded Cr Fox and carried that Council write off the outstanding rates for A855.

REFERENCE DOCUMENT

- Email from Department of Resources

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

2.22 Maxwelton Common Overview

RESOLUTION 20241119.48

It was moved Cr Johnston, 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;

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 19 NOVEMBER 2024

RESOLUTION 20241119.49

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)(c) the local government's budget;

EXECUTIVE SUMMARY

An updated overview of the Maxwelton Common Chickpea Project has been completed by the Chief Executive Officer.

OFFICER'S RECOMMENDATION

That Council: proceed with the trial.

Council unanimously agreed to proceed with the Maxwelton Common Chickpea Project.

REFERENCE DOCUMENT

- Maxwelton Common Overview

GENERAL BUSINESS

Cr Wharton advised that he met with potential investors and noted that they would use some land at Maxwelton near the Racecourse to trial planting trees in black soil to develop Australia's first Alcohol to Jet Fuel (ATJ) facility.

Cr Johnston asked for Council's approval to donate a voucher to use as a major prize for the 2024 Buy Local Christmas Campaign. Council unanimously agreed that CEO Peter Bennett could approve \$250.00 as a major prize voucher.

Cr Johnston noted the playground and gym equipment at Lake Fred Tritton adjacent to the hospital needs upgrading. CEO Peter Bennett suggested Council form a sub-committee to discuss options for the upgrade with costings.

Cr Fox noted that Council received 10 Economic Development Community survey responses and 3 community members attended the consultation held at the Civic Centre early November.

Cr Fox also gave an update from the latest CAN meeting.

Cr Wharton requested a letter be sent to Richmond Turf Club advising that they are required to complete a Development Application for the installation of their new stables.

Cr Fox noted that White Ribbon Day will be celebrated Monday 25 November 2024.

Cr Fox requested Council to consider offering rates relief to the local Churches as they are self-funded and rely on donations to pay them.

Cr Fox noted that there has been requests for an online option for Australia Day Awards nominations. Cr Fox suggested creating an online application process in conjunction with the current paper nominations.

Cr Johnston invited Councillors to attend the 2024 Richmond State School Awards Night being held Thursday 21 November 2024.

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 19 NOVEMBER 2024

Cr Easton suggested making updates to the Disaster Dashboard to include information such as UHF Repeater Channels, and that emergency information be circulated to the community in preparation for the upcoming storm season.

Cr Easton suggested potential trivia signage coming into the township on the Highways. Council agreed to look into digital trivia signage.

Cr Easton asked what Powerlink's budget is for each Shire with funding opportunities. Cr Wharton confirmed that they do not have one as yet.

Cr Wharton noted that he would approach Rex Airlines to discuss the possibility of having flights five days a week due to a higher volume of passengers since CopperString have arrived.

Cr Wharton requested an update on the upgrade of Hazelwood Channels. DOW Syed Qadir advised that the funding expiry date has been extended until the end of June 2025 and the completion would be prior.

CLOSE OF MEETING

RESOLUTION 20241119.50

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

Meeting closure


RESOLUTION 20241119.51

It was moved Cr Fox, seconded Cr Flute and carried that the meeting close at 12:17pm.

Next Ordinary Meeting

10 December 2024.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 19 November 2024.



Mayor