

CONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON  
TUESDAY 19 OCTOBER 2021

**PRESENT**

Present when the Mayor Cr Wharton declared the meeting open at 8:07am  
were:

**COUNCILLORS:**

Cr Wharton, Cr Fox, Cr Kennedy, Cr Geary, Cr Buick

Cr Wharton advised that Cr Kuhl would join later via teleconference.

**STAFF:**

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

**PRAYER**

Cr Fox read the prayer.

**APOLOGIES**

Director of Works – Bart Servaas

**CONFIRMATION OF MINUTES**

***RESOLUTION 20211019.1***

*It was moved Cr Kennedy seconded Cr Fox and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Boardroom, Richmond on Tuesday 21 September 2021 be adopted as presented.*

**DECLARATIONS OF INTEREST**

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

*Nil*

**ACTION ITEMS AND RESOLUTIONS**

**ITEM 1.0 MATTERS ARISING**

*Nil*

**DIRECTOR OF WORKS REPORT**

**ITEM 2.0 DIRECTOR OF WORKS PROGRESS REPORT**

*Noted*

Council asked for RMPC and Civil Works Supervisors to attend the meeting to update Council on works happening in the Shire for the remaining of 2021.



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**Attendance**

Cr Wharton left the room at 8:16am  
Cr Wharton re-entered the room at 8:18am  
Ricki Davidson entered the meeting at 8:18am  
Cr Kuhl entered the meeting at 8:24am  
Steve Single entered the meeting at 8:26am

RMPC and Civil Works Supervisors noted that works are progressing well overall.

**Attendance**

Ricki Davidson left the meeting at 8:40am  
Steve Single left the meeting at 8:40am

**TECHNICAL OFFICERS REPORT**

**ITEM 3.0 TECHNICAL OFFICERS PROGRESS REPORT**

*Nil report*

CEO Peter Bennett noted that the new Technical Officer has commenced and will be introduced during the morning tea break.

**WATER AND SEWERAGE OFFICERS REPORT**

**ITEM 4.0 WATER AND SEWERAGE OFFICERS PROGRESS REPORT**

*Noted*

CEO Peter Bennett gave an update on the Plumbing teams progress for the year. The Plumbers are busy up until the end of year with works.

Cr Geary asked if the horse paddocks could be taken off town water and added to the industrial estate bore sooner rather than later.

**Attendance**

Cr Kuhl left the meeting at 8:47am  
Cr Kuhl re-entered the meeting at 8:48am

**WORKSHOP FOREMAN REPORT**

**ITEM 5.0 WORKSHOP OFFICERS PROGRESS REPORT**

*Noted*

**AERODROME REPORTING OFFICERS REPORT**

**ITEM 6.0 AERODROME REPORTING OFFICERS PROGRESS REPORT**

*Nil*

**SALEYARD CONTRACTORS REPORT**

**ITEM 8.0 SALEYARD CONTRACTORS PROGRESS REPORT**

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*Noted*

**AGISTMENT ON TOWN COMMONS REPORT**

**ITEM 9.0 AGISTMENT ON TOWN COMMONS PROGRESS REPORT**

*Noted*

**REFUSE TIP CONTRACTORS REPORT**

**ITEM 10.0 REFUSE TIP CONTRACTORS PROGRESS REPORT**

*Noted*

**LOCAL LAWS OFFICERS REPORT**

**ITEM 11.0 LOCAL LAWS OFFICERS PROGRESS REPORT**

*Nil*

**TOWN SERVICES REPORT**

**ITEM 12.0 TOWN SERVICES PROGRESS REPORT**

*Noted*

**POOL MANAGERS REPORT**

**Item 13.0 POOL MANAGERS PROGRESS REPORT**

*Nil report*

CEO Peter Bennett advised that the advertisement for the Pool Management Contract would go out in the near future.

**WORKPLACE HEALTH AND SAFETY REPORT**

**ITEM 14.0 WORKPLACE HEALTH AND SAFETY PROGRESS REPORT**

*Noted*

**BUILDING AND TOWN PLANNING REPORT**

**ITEM 15.0 BUILDING AND TOWN PLANNING PROGRESS REPORT**

*Noted*



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**Item 15.1 Angela Henry**

**RESOLUTION 20210921.2**

*It was moved Cr Kennedy, Seconded Cr Buick and carried that Council approve the Relaxation of Boundary on Lot 1 RP717223.*

**CHIEF EXECUTIVE OFFICER'S REPORT**

**ITEM 16.0 CHIEF EXECUTIVE OFFICERS PROGRESS REPORT**

**Item 16.1-3**

*Noted*

**Item 16.4 Country Mix – Broadcast Operations**

After discussion, Council unanimously agreed to broadcast the channel at no installation cost to Council. Council agreed to pay the yearly electricity bill. Any maintenance cost will remain under Country Mix.

**Item 16.5 Regional Development Australia**

*Noted*

**Item 16.6 Southern Gulf NRM**

*Noted*

**Meeting Adjournment**

**RESOLUTION 20211019.3**

*It was moved Cr Kennedy, Seconded Cr Buick and carried that the meeting adjourn for Morning Tea at 9:53am.*

**RESOLUTION 20211019.4**

*It was moved Cr Buick, Seconded Cr Fox and carried that the meeting resume at 10:34am.*

Cr Wharton noted he would be late back to the meeting and Cr Kuhl took the chair.

**Attendance**

Cr Kuhl, Cr Kennedy, Cr Geary, Cr Buick, Cr Fox, Chief Executive Officer – Peter Bennett, Director of Community Services and Development – Angela Henry, Director of Corporate Services – Peta Mitchell, Minutes Secretary – Tiana Grant

**FINANCE AND ADMINISTRATION REPORT**

**ITEM 17.0 FINANCE PROGRESS REPORT**

*Noted*

Council unanimously agreed with the changes presented to the 2021-2022 Fees and Charges.



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**REGIONAL DEVELOPMENT AUSTRALIA BOARD MEMBERS REPORT**

**ITEM 18.0 REGIONAL DEVELOPMENT AUSTRALIA PROGRESS REPORT**

*Nil report*

**CORRESPONDENCE AND TABLED ITEMS**

**ITEM 19.0 INWARDS CORRESPONDENCE REPORT**

*Nil*

**Attendance**

Cr Wharton re-entered the meeting at 10:43am and re-gained the chair.

**POLICIES, PROCEDURES AND LOCAL LAWS**

**ITEM 20.0 POLICIES, PROCEDURES AND LOCAL LAWS REPORT**

**Item 20.1 051 – Community Engagement Policy**

**RESOLUTION 20211019.5**

*It was moved Cr Fox, Seconded Cr Geary and carried that Council adopt the Community Engagement Policy as presented.*

**DIRECTOR OF COMMUNITY DEVELOPMENT AND SERVICES REPORT**

**ITEM 21.0 DIRECTOR OF COMMUNITY SERVICES PROGRESS REPORT**

*Noted*

Council decided to change some categories for Australia Day awards. The new categories will be Citizenship, Community Spirit, Sportsperson of the Year and Community Event. Nominations to close early December.

Council discussed the Christmas Light & Decorate your Gate funding and agreed for the following changes to be made and for the prizes to come from the donations budget.

Residential	Business	Decorate your Gate
1 <sup>st</sup> – \$1,000.00 + accomm vouchers	1 <sup>st</sup> – \$500.00	1 <sup>st</sup> – \$500.00
2 <sup>nd</sup> – \$500.00	2 <sup>nd</sup> – \$250.00	2 <sup>nd</sup> – \$250.00
3 <sup>rd</sup> – \$250.00	3 <sup>rd</sup> – \$100.00	3 <sup>rd</sup> – \$100.00

Two encouragement awards will be awarded and a local voucher given by two Councillors.

Cr Kuhl asked if more Christmas decorations could be purchased for the Main Street.

Council to look into Christmas decorations for next year.

**RESOLUTION 20211019.6**

*It was moved Cr Kennedy, Seconded Cr Fox and carried that Council support the Sports Star Award nomination for Connor Smith to represent Richmond Shire at NQ Sports Foundation Awards and cover the cost of tickets and accommodation for the family.*



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CEO Peter Bennett asked if fireworks have been organised for the 2021 Street Christmas Party. DCDS Angela Henry to investigate with the committee.

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

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

*Noted*

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

**ITEM 23.0 OSHC CO-ORDINATOR'S PROGRESS REPORT**

*Noted*

**LIBRARIAN'S REPORT**

**ITEM 24.0 LIBRARIAN'S PROGRESS REPORT**

*Noted*

**TOURISM AND MARKETING REPORT**

**ITEM 25.0 TOURISM AND MARKETING OFFICER'S PROGRESS REPORT**

*Noted*

**LAKEVIEW CARAVAN PARK MANAGER'S REPORT**

**ITEM 26.0 MANAGER'S REPORT**

*Noted*

Council discussed the laundry proposal and agreed to hold over until next Council Meeting.

Council discussed the potential to expand the Caravan Park and agreed to allow CEO Peter Bennett to contact a company to draw plans.

Council have requested for the remaining guttering's on the Cabins at the Caravan Park to be removed prior to wet season.

*Change of order of business to consider late items*

**RURAL LAND OFFICERS REPORT**

**ITEM 7.0 RURAL LANDS OFFICERS PROGRESS REPORT**

*Noted*

**Attendance**

Cr Fox left the room at 12:00pm

**CHIEF EXECUTIVE OFFICER'S REPORT**

**ITEM 16.0 CHIEF EXECUTIVE OFFICERS PROGRESS REPORT**

**Item 16.7 Quotes for 2 x cabins**

**RESOLUTION 20211019.7**

*It was moved Cr Kennedy, Seconded Cr Kuhl and carried that Council purchase the two cabins from Container Build Group Pty Ltd.*

**Attendance**

Cr Fox re-entered the room at 12:03pm

**Item 16.8 Quote for Saleyard Gates**

**RESOLUTION 20211019.8**

*It was moved Cr Buick, Seconded Cr Kuhl and carried that Council accept the quote received from JR Sale Yard Services for the gate upgrades at the yards.*

**FINANCE AND ADMINISTRATION REPORT**

**ITEM 17.2-3 FINANCE PROGRESS REPORT**

*Noted*

CEO Peter Bennett asked for any objections for the Administration Office to re-open two days later to the public to allow staff to catch up on any outstanding work. Council had no objections.

**RESOLUTION 20211019.9**

*It was moved Cr Kennedy, Seconded Cr Fox and carried that Council enter a closed session According to the Local Government Regulation 2012 Section 254J (3) (g) to consider the Richmond Lakeview Caravan Park Contract.*

**RESOLUTION 20211019.10**

*It was moved Cr Buick, Seconded Cr Kennedy and carried that Council exit closed session according to Local Government Regulation 2012 Section 254J (3) (g).*

**RESOLUTION 20211019.11**

*It was moved Cr Kuhl, Seconded Cr Fox and carried that Council approve the Caravan Park Contract as presented for signing.*

**RESOLUTION 20211019.12**

*It was moved Cr Kennedy, Seconded Cr Fox and carried that Council enter a closed session According to the Local Government Regulation 2012 Section 254J (3) (g) to consider the Richmond Agricultural Project*

**RESOLUTION 20211019.13**

*It was moved Cr Buick, Seconded Cr Kennedy and carried that Council exit closed session according to Local Government Regulation 2012 Section 254J (3) (g).*

UNCONFIRMED MINUTES OF THE ORDINARY MEETING  
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**RESOLUTION 20211019.14**

*It was moved Cr Kuhl, Seconded Cr Geary and carried that Council engage in a beneficial enterprise by forming a proprietary company limited by shares with Council as the sole member. Council consents to become a member (shareholder) of the proposed new proprietary company limited by shares by taking up one ordinary share for \$1.00, upon registration. Council approves the name of the proposed company to be (if available) Growing Richmond Pty Ltd. Council approves the Constitution for the proposed company as attached to the report or tabled at Council's general meeting. Council authorise King & Company Solicitors, on behalf of Council as the sole member, to prepare and lodge the application for registration of the proposed company, subject to provision and completion of all relevant application details for the company. The following Councillors are appointed as directors of the proposed company (each a **Primary Director**) (each a Local Government Representative under Rule 7.1(3)), upon registration, each of whom has signed and delivered to Council a consent to act as a director:*

- (a) John Wharton;*
- (b) June Kuhl;*
- (c) Patsy-Ann Fox;*
- (d) Clay Kennedy;*
- (e) Scott Geary; and*
- (f) Nicholas Buick.*

*Council appoints the Auditor-General to be the auditor of the proposed company, upon registration. Council to consent to its administration office street address being the registered office of the company upon registration.*

**RESOLUTION 20211019.15**

*It was moved Cr Kennedy, Seconded Cr Kuhl and carried that Council accept Chief Executive Officer of Richmond Shire Council to be the Secretary of the Growing Richmond Board.*

**RESOLUTION 20211019.16**

*It was moved Cr Kennedy, Seconded Cr Fox and carried that Council enter a closed session According to the Local Government Regulation 2012 Section 254J (3) (g) to consider the Agricultural Land Trial at Maxwelton.*

**RESOLUTION 20211019.17**

*It was moved Cr Buick, Seconded Cr Kennedy and carried that Council exit closed session according to Local Government Regulation 2012 Section 254J (3) (g).*

*Noted*

**Meeting Adjournment**

**RESOLUTION 20211019.18**

*It was moved Cr Fox, Seconded Cr Geary and carried that the meeting adjourn for Lunch at 12:58pm.*

**RESOLUTION 20211019.19**

*It was moved Cr Buick, Seconded Cr Kennedy and carried that the meeting resume at 1:28pm.*

**Attendance**

Cr Wharton, Cr Fox, Cr Kennedy, Cr Geary, Cr Buick, Chief Executive Officer – Peter Bennett, Director of Corporate Services Peta Mitchell, Director of Community Services and Development – Angela Henry, Minutes Secretary – Tiana Grant.



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**RESOLUTION 20211019.20**

*It was moved Cr Kennedy, Seconded Cr Fox and carried that Council enter a closed session According to the Local Government Regulation 2012 Section 254J (3) (c) to consider the Richmond Airport Taxiway.*

**RESOLUTION 20211019.21**

*It was moved Cr Buick, Seconded Cr Kennedy and carried that Council exit closed session according to Local Government Regulation 2012 Section 254J (3) (c).*

**Attendance**

Cr Kuhl re-entered the meeting 1:31pm.

Council will search for available funding options.

**RESOLUTION 20211019.22**

*It was moved Cr Kennedy, Seconded Cr Fox and carried that Council enter a closed session According to the Local Government Regulation 2012 Section 254J (3) (e) to consider the update of overdue rates.*

**RESOLUTION 20211019.23**

*It was moved Cr Buick, Seconded Cr Kennedy and carried that Council exit closed session according to Local Government Regulation 2012 Section 254J (3) (e).*

Noted

**RESOLUTION 20211019.24**

*It was moved Cr Kennedy, Seconded Cr Fox and carried that Council enter a closed session According to the Local Government Regulation 2012 Section 254J (3) (g) to consider the letter regarding grids on the Croydon Road.*

**RESOLUTION 20211019.25**

*It was moved Cr Buick, Seconded Cr Kennedy and carried that Council exit closed session according to Local Government Regulation 2012 Section 254J (3) (g).*

Council agreed to prepare more information and bring back to next Council Meeting.

**Tabled Items**

Council discussed the letter regarding the Refuse Tip and decided that the opening hours will not be changing at this time. Council also discussed the state of the Tip and will liaise with the Contractor a plan.

<b>GENERAL BUSINESS</b>
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**ITEM 27.0 GENERAL BUSINESS**

Cr Buick asked for the old broken concrete table and seat with bunting around it at Bobby Murray Park to be removed.

Cr Wharton asked for Councils opinions on a dog park. Council agreed for a dog park to be installed at the Dino Park.



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Cr Kennedy asked for the access gate onto the tarmac to be widened and renewed. He also mentioned that the lip at the gate is quite dangerous and asked for it to be rectified before someone falls.

Cr Kennedy advised that pot plants along the Airport pathway to the terminal are a known hiding spot for snakes and requested they be moved.

Cr Geary requested a "No Through Road" sign placed on Pattel Drive.

Cr Fox advised Council that Outback Futures have possible programs for Richmond in the future. Cr Fox requested a letter of support from Council. Council had no objections.

Cr Kuhl asked for an update on when the tree lopping company would be in Richmond. Cr Wharton noted he is continually following up and hoping for someone to come out before the end of 2021.

**RESOLUTION 20211019.26**

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

**Meeting closure**

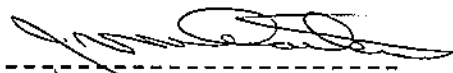
**RESOLUTION 20211019.27**

*It was moved Cr Kuhl, seconded Cr Kennedy and carried that the meeting close at 3:08pm.*

**Next Ordinary Meeting**

16 November 2021

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 19 October 2021.



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Mayor