

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON
TUESDAY 21 JUNE 2022

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PRESENT

Present when Mayor Cr Wharton declared the meeting open at 10:39am
were:

COUNCILLORS:

Cr Wharton, Cr Buick, Cr Kennedy, Cr Kuhl, Cr Johnston, and Cr Fox

STAFF:

Chief Executive Officer – Peter Bennett, Director of Community Services & Development – Angela Henry, Director of Corporate Services – Peta Mitchell, Director of Works – Pratik Khadka and Minutes Secretary –Cherkera Messer

PRAYER

Cr Fox read the prayer.

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20220621.1

It was moved Cr Kuhl seconded Cr Fox and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Boardroom, Richmond on Tuesday 17 May 2022 be adopted as presented.

DECLARATIONS OF INTEREST

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

Cr Johnston made the following Declarations of Interest in the matters listed in the Late Agenda

Item 2.2 Inwards Correspondence - Request for Financial Support

I am the requestor on behalf of my son Dustin Lanskey.

I will leave the room when the above matters are discussed.

BUSINESS ARISING

NIL

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

2.1 Inwards Correspondence – LGAQ Annual Conference Motions Portal

EXECUTIVE SUMMARY

The LGAQ Annual Conference Portal is now open and is accepting council motions until Wednesday, 10 August 2022.

OFFICER'S RECOMMENDATION

That Council: Note any motions that they would like to put forward.

Council discussed and if required motions are to be brought to next meeting council meeting for movement.

REFERENCE DOCUMENT

- NIL

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.1 Community Drought Support – Flexible Financial Hardship

EXECUTIVE SUMMARY

Council has been successful in receiving \$54,084 for Flexible Financial Hardship Funding. Vouchers to eligible inhabited properties will commence shortly and must be expended by March 2023.

OFFICER'S RECOMMENDATION

That Council: Note the Council has been successful in receiving funding for Flexible Financial Hardship Funding Vouchers.

Council noted that the Council has been successful in receiving funding for Flexible Financial Hardship Funding Vouchers.

DCSD also advised Council of late notice that Council was success in securing funding to the value of \$42,200 for Community Event Support. Council agreed that these funds would be used to facilitate Council Community Event Initiatives

REFERENCE DOCUMENT

- NIL

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.2 Library Strategic Plan

EXECUTIVE SUMMARY

The Library is required to have a current Strategic Plan as per our Service Agreement.

OFFICER'S RECOMMENDATION

That Council: Review and Adopt the attached Library Strategic Plan.

RESOLUTION 20220621.2

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council adopt the Library Strategic Plan.

REFERENCE DOCUMENT

- Library Strategic Plan

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.3 TRAIC Funding 2022/23

EXECUTIVE SUMMARY

Cr Fox and Sean Winning from Q Health have held discussions around accessing TRAIC Funding for an event in 2023. There is potentially \$66,000 available to be shared between Richmond and Hughenden with the split to be 50/50.

OFFICER'S RECOMMENDATION

That Council: Endorse this application and provide financial assistance of \$15,000.

RESOLUTION 20220621.3

It was moved Cr Kennedy seconded Cr Johnston and carried that Council endorsed the application and will provide financial assistance of \$15,000 towards the Helping Hands, Healthy Minds, One Community Project.

REFERENCE DOCUMENT

- NIL

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.4 Richmond State School – Aquaculture Project

EXECUTIVE SUMMARY

Received a letter to inform the Richmond Shire Council that, Richmond State School have plans in place to renew an aquaculture project in the school grounds this year. With the successful gaining of funds from the Education Queensland Sustainability Grant.

OFFICER'S RECOMMENDATION

That Council: Provide financial support towards the supply and laying of a concrete slab for the aquaculture project.

RESOLUTION 20220621.4

It was moved Cr Fox seconded Cr Kuhl and carried that Council will provide financial support towards the supply and laying of a concrete slab for the aquaculture project.

REFERENCE DOCUMENT

- Letter and Plans

ITEM 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.5 Outside school Hours Care – Revise Policies

EXECUTIVE SUMMARY

The Administration of First Aid Policy has been updated.

OFFICER'S RECOMMENDATION

That Council: Adopt the Administration of First Aid Policy with changes.

RESOLUTION 20220621.5

It was moved Cr Buick seconded Cr Kennedy and carried that Council adopt the Administration of First Aid Policy with changes.

REFERENCE DOCUMENT

- Policy

ITEM 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.6 Outside school Hours Care – Revise Policies

EXECUTIVE SUMMARY

The Behaviour Guidance Policy has been updated.

OFFICER’S RECOMMENDATION

That Council: *Adopt the Behaviour Guidance Policy with changes.*

RESOLUTION 20220621.6

It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Behaviour Guidance Policy with changes.

REFERENCE DOCUMENT

- Policy

ITEM 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.7 Outside school Hours Care – Revise Policies

EXECUTIVE SUMMARY

The Excursion / Incursion Policy has been updated.

OFFICER’S RECOMMENDATION

That Council: *Adopt the Excursion / Incursion Policy with changes.*

RESOLUTION 20220621.7

It was moved Cr Johnston seconded Cr Fox and carried that Council adopt the Excursion / Incursion Policy with changes.

REFERENCE DOCUMENT

- Policy

ITEM 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.8 Outside school Hours Care – Revise Policies

EXECUTIVE SUMMARY

The Interactions with Children Families and Staff Policy has been updated.

OFFICER'S RECOMMENDATION

That Council: *Adopt the Interactions with Children Families and Staff Policy with changes.*

RESOLUTION 20220621.8

It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Children Families and Staff Policy with changes.

REFERENCE DOCUMENT

- Policy

ITEM 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES
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Item 4.9 Outside school Hours Care – Revise Policies

EXECUTIVE SUMMARY

The Nutrition and Food Safety Policy has been updated.

OFFICER'S RECOMMENDATION

That Council: *Adopt the Nutrition and Food Safety Policy with changes.*

RESOLUTION 20220621.9

It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Nutrition and Food Safety Policy with changes.

REFERENCE DOCUMENT

- Policy

ITEM 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES
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Item 4.10 Outside school Hours Care – Revise Policies

EXECUTIVE SUMMARY

The Professional Development Policy has been updated.

OFFICER'S RECOMMENDATION

That Council: *Adopt the Professional Development Policy with changes.*

RESOLUTION 20220621.10

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council adopt the Professional Development Policy with changes.

REFERENCE DOCUMENT

- Policy

Change of order of business to consider late items

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

Attendance

I, Cr Johnston inform the meeting that I have declared an interest in the request for Financial Support, as a result that I am the requestor on behalf of my son Dustin Lanskey.

Cr Johnston exited the meeting at 11:00am

Item 2.2 Inwards Correspondence – Request for Financial Support

EXECUTIVE SUMMARY

Dustin Lanskey has been selected into the North Western Cross Country Team with seven other children from our region. He will be competing at Rivermount College at Yatala from the 16th of July until the 18th of July 2022.

OFFICER'S RECOMMENDATION

That Council: Consider helping financially support Dustin to travel to Yatala to Represent Richmond on the Northwest Team.

RESOLUTION 20220621.11

It was moved Cr Kuhl seconded Cr Fox and carried that Council will assist with a \$500 donation to support Dustin to travel to Yatala to Represent Richmond on the Northwest Team.

REFERENCE DOCUMENT

- Letter

Attendance

Cr Johnston re-entered the meeting at 11:03am

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.1 Monthly Financial Report

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2021/22 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 31st May 2022.

OFFICER'S RECOMMENDATION

That Council: Receive the monthly financial report presenting the progress made as at 31st May 2022 in relation to the 2021/22 budget and including the:

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

Council received and discussed the the monthly financial report in relation to the 2021/22 adopted budgeted is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 31st May 2022.

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REFERENCE DOCUMENT

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

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.2 Annual Report 2019-2020

EXECUTIVE SUMMARY

That Council review the Annual Report for the 2019/2020 financial year

OFFICER'S RECOMMENDATION

That Council: Adopt the Annual Report for 2019-2020 financial year.

RESOLUTION 20220621.12

It was moved Cr Kuhl seconded Cr Fox and carried that Council Adopt the Annual Report for 2019-2020 financial year.

REFERENCE DOCUMENT

- Richmond Shire Council Annual Report 2019-2020

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.3 Asset Disposal Policy

EXECUTIVE SUMMARY

That Council review the Asset Disposal Policy with tracked changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Asset Disposal Policy.

RESOLUTION 20220621.13

It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Asset Disposal Policy as presented.

REFERENCE DOCUMENT

- Asset Disposal Policy

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Attendance

Cr Wharton left the meeting at 11:14am and Cr Kuhl took the chair.

Item 3.4 Uniform Policy

EXECUTIVE SUMMARY

That Council review the Uniform Policy with tracked changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Uniform Policy with changes.

RESOLUTION 20220621.14

It was moved Cr Fox seconded Cr Buick and carried that Council adopt the Uniform Policy with changes.

REFERENCE DOCUMENT

- Uniform Policy

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.5 Corporate Credit Card Policy

EXECUTIVE SUMMARY

That Council review the Corporate Credit Card Policy with tracked changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Corporate Credit Card Policy.

RESOLUTION 20220621.15

It was moved Cr Buick seconded Cr Kennedy and carried that Council adopt the Corporate Credit Card Policy.

REFERENCE DOCUMENT

- Corporate Credit Card Policy

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.6 Internal Audit Policy

EXECUTIVE SUMMARY

That Council review the Internal Audit Policy with tracked changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Internal Audit Policy.

RESOLUTION 20220621.16

It was moved Cr Fox seconded Cr Johnston and carried that Council adopt the Internal Audit Policy.

REFERENCE DOCUMENT

- Internal Audit Policy

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.7 Donation Policy

EXECUTIVE SUMMARY

That Council review the Donation Policy with tracked changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Donation Policy.

RESOLUTION 20220621.17

It was moved Cr Kennedy seconded Cr Buick and carried that Council adopt the Donation Policy.

REFERENCE DOCUMENT

- Donation Policy

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.8 Probity Plan for Tenders Policy

EXECUTIVE SUMMARY

That Council review the Probity Plan for Tenders Policy with tracked changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Probity Plan for Tenders Policy.

RESOLUTION 20220621.18

It was moved Cr Fox seconded Cr Johnston and carried that Council adopt the Probity Plan for Tenders Policy.

REFERENCE DOCUMENT

- Probity Plan for Tenders Policy

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.9 Fraud and Corruption Policy

EXECUTIVE SUMMARY

That Council review the Fraud and Corruption Policy with tracked changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Fraud and Corruption Policy.

RESOLUTION 20220621.19

It was moved Cr Buick seconded Cr Kennedy and carried that Council adopt the Fraud and Corruption Policy.

REFERENCE DOCUMENT

- Fraud and Corruption Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.11 Outside School Hours Care - Revise Policies

EXECUTIVE SUMMARY

That Payment of Fees Policy has been updated.

OFFICER'S RECOMMENDATION

That Council: Adopt the Payment of Fees Policy with changes.

RESOLUTION 20220621.20

It was moved Cr Kuhl seconded Cr Fox and carried that Council adopt the Payment of Fees Policy with changes.

REFERENCE DOCUMENT

- Policy

Attendance

Cr Wharton re-entered the meeting at 11:20am and took the chair.

GENERAL BUSINESS

Cr Buick suggested that a promotion video of Richmond's lifestyle be made to assist with advertising Employment Opportunities.

Cr Kennedy advised that the lights along Simpson Street on the Charlie Wehlow Oval are not working. Has been advised that a service request is already in place for this.

Cr Kennedy – discussed the property owners road access.

Cr Kuhl mentioned the lights at the Lake that multiple solar lights and bollards are not working. Has been advised that a service request is already in place for this.

Cr Kuhl discussed whether the old scales from the saleyards could be repurposed for use. Officers will investigate options.

Cr Johnston discussed the meeting with Containers for Change and is waiting on further information to be sent from the company.

Cr Johnston requested that a pipeline for water be put in at the Charlie Wehlow Oval to the back door of the bar to assist with the canteen that is ran on a Tuesday Night for Athletics. This will be actioned by Officers.

Cr Johnston advised that she had had discussion with local business about the Council purchasing locally. Officers will continue to use local business where available.

Cr Fox discussed the end of May Regional Committee Forum which she attended in Townsville as well as the Consumer Advisory Meeting

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Cr Wharton discussed future road works for Crawford Street and to make dry garden beds along the street to assist with the roads with minimal water use.

Cr Wharton discussed future plans for the Caravan Park.

CLOSE OF MEETING

RESOLUTION 20220621.21

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

Meeting closure

RESOLUTION 20220621.22

It was moved Cr Kuhl, seconded Cr Fox and carried that the meeting close at 12:39pm.

Next Ordinary Meeting and Budget Meeting

19 July 2022

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 21 June 2022.

Mayor