

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 16 JULY 2024



RICHMOND SHIRE COUNCIL

CONFIRMED MINUTES

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PRESENT

Present when Mayor Wharton declared the meeting open at 11:09am were:

COUNCILLORS:

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

STAFF:

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

PRAYER

Cr Easton read the prayer

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20240716.1

It was moved Cr Johnston, seconded Cr Easton, and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Woolgar Room, Richmond on Tuesday, 18 June 2024 be adopted as presented.

BUSINESS ARISING

Nil

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

2.1 Aboriginal Culture Heritage Act Policy

EXECUTIVE SUMMARY

The purpose of this policy is to define procedures and protocols to ensure that Aboriginal Cultural Heritage is protected within Richmond Shire and to ensure Council discharges its duty of care under the *Aboriginal Cultural Heritage Act 2003*.

OFFICER'S RECOMMENDATION

That Council: adopt the Aboriginal Cultural Heritage Act Policy as presented.

RESOLUTION 20240716.2

It was moved Cr Fox, seconded Cr Flute, and carried that council adopt the Aboriginal Culture Heritage Act Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.1 NQ Sports Foundation

EXECUTIVE SUMMARY

The North Queensland Sports Foundation is calling for nominations from Councils for a Councillor Representative. CEO Steve Farrell will be in Richmond July 23 at 8:30am to meet with the new representative

OFFICER'S RECOMMENDATION

That Council: nominate a new representative to attend the meeting and be a liaison between the Foundation and Council.

RESOLUTION 20240716.3

It was moved Cr Fox, seconded Cr Easton, and carried that Council nominate Cr Sherreen Johnston to be a representative on the NQ Sports Foundation Board.

REFERENCE DOCUMENT

- Nil

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Bushfire Policy – QLD

EXECUTIVE SUMMARY

Bushfires are an inherent part of Australia's environment. Bushfires can significantly impact on lives, property and the environment. The basic factors that determine whether a bushfire will occur include the presence of fuel, oxygen, and an ignition source. The intensity and speed the bushfire will spread depends on the current temperature, fuel load (fallen bark, leaf litter, small branches), fuel moisture (dry fuel will burn quickly, damp or wet fuel may not burn at all), wind speed, and slope angle.

Emergency management arrangements for fire safety differ within each state and territory and are determined by the State Emergency Services or combined emergency service agencies. This policy reflects information related to Out of School Hours Care (OSHC) Services located in Queensland.

The National Law requires education and care services to ensure that every reasonable precaution is taken to protect children from any harm or hazard likely to cause injury, including bush fires. Regulations 97 and 168 (2) of the Education and Care Services National Regulations require that every education and care service in Australia, including OSHC Services, has an emergency and evacuation policy and procedure which includes:

- a risk assessment to identify the potential emergencies that are relevant to the service
- instructions for what must be done in the event of an emergency and evacuation procedures
- an emergency and evacuation floor plan, and
- the rehearsal of emergency and evacuation procedures every 3 months.

This policy outlines the strategies and procedures the OSHC Service will adhere to in the event of a bush fire, including information about closures during an emergency evacuation, and forms part of our Service's Emergency Management Plan (EMP). The EMP records the emergency management arrangements to ensure every reasonable precaution to protect children, staff, and visitors from harm and hazard is maintained at all times.

OFFICER'S RECOMMENDATION

That Council: adopt the Bushfire Policy – QLD Policy as presented.

RESOLUTION 20240716.4

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.3 Clothing Policy – QLD

EXECUTIVE SUMMARY

Children and young people need protective, comfortable and appropriate clothing and footwear to explore their environment and participate freely in experiences. Clothing needs to protect children and young people from injury and sun exposure whilst promoting self-help abilities. Appropriate footwear will fit a child's foot correctly and ensure comfort. Educators will also dress to prevent injury and sun exposure and will be encouraged to dress in a professional and respectful manner, being positive role models for children and young people.

OFFICER'S RECOMMENDATION

That Council: adopt the Clothing Policy – QLD as presented.

RESOLUTION 20240716.5

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.4 Hand Washing Policy – QLD

EXECUTIVE SUMMARY

Having and encouraging effective hygiene practices in Out of School Hours Care (OSHC) Services is essential for reducing the risk of infection. Helping children to develop appropriate personal hygiene habits, such as hand hygiene, will become embedded as they grow and develop. It is important to work with families to ensure children follow simple hygiene rules by incorporating good hygiene strategies in both the OSHC Service and home environment.

OFFICER'S RECOMMENDATION

That Council: adopt the Hand Washing Policy as presented.

RESOLUTION 20240716.6

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.5 Medical Conditions Policy

EXECUTIVE SUMMARY

To support children’s wellbeing and manage specific healthcare needs, allergy or relevant medical condition our Out of School Hours Care (OSHC) Service will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are implemented. We aim to take every reasonable precaution to protect children’s health and safety by explicitly adhering to individual medical management and risk management plans and responding to any emergency situation should they arise.

OFFICER’S RECOMMENDATION

That Council: adopt the Medical Conditions Policy as presented.

RESOLUTION 20240716.7

It was moved Cr Easton, seconded Cr Flute, and carried that Council adopt the Medical Conditions Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.6 Tobacco, Drug and Alcohol-Free Policy

EXECUTIVE SUMMARY

Our Out of School Hours (OSHC) Service is committed to creating and maintaining an environment that promotes the safety of all children, staff and visitors. We believe in maintaining a healthy, safe and productive workplace environment that reduces risks and hazards associated with the use of drugs and alcohol for all staff, children and visitors.

OFFICER’S RECOMMENDATION

That Council: adopt the Tobacco, Drug and Alcohol-Free Policy as presented.

RESOLUTION 20240716.8

It was moved Cr Fox, seconded Cr Johnston, and carried that Council adopt the Medical Conditions 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

2.1 Proposal for Vending Machine at Richmond Saleyards

EXECUTIVE SUMMARY

A proposal has come through for a private vending machine to be placed at the Richmond Saleyards and request for the use of Council electricity.

OFFICER'S RECOMMENDATION

That Council: discuss the proposal.

RESOLUTION 20240716.9

It was moved Cr Fox, seconded Cr Johnston, and carried that council approve the proposal under a lease agreement with conditions.

REFERENCE DOCUMENT

- Nil

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2023/24 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 30 June 2024.

OFFICER'S RECOMMENDATION

That Council: receive the monthly financial report presenting the progress made as at 30 June 2024 in relation to the 2023/24 budget and including the:

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

RESOLUTION 20240716.10

It was moved Cr Flute, seconded Cr Johnston, and carried that Council receive the monthly financial report presenting the progress made as at 30 June 2024 in relation to the 2023/24 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 Operational Plan

EXECUTIVE SUMMARY

As required by Section 174(3) of the *Local Government Regulation 2012*, a progress report on the implementation of Council's 2023/2024 Operational Plan at the end of the June quarter is tabled for Council's consideration.

OFFICER'S RECOMMENDATION

That Council: receive and note the Quarter 4 progress report of RSC 2023/2024 Operational Plan for the June 2024 reporting period.

RESOLUTION 20240716.11

It was moved Cr Fox, seconded Cr Johnston, and carried that Council receive and note the Quarter 4 progress report of RSC 2023/2024 Operational Plan for the June 2024 reporting period.

REFERENCE DOCUMENT

- Operational Plan

CLOSED SESSION

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

2.3 Swimming Pool Management Contract

RESOLUTION 20240716.12

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

RESOLUTION 20240716.13

It was moved Cr Fox, seconded Cr Easton and carried that Council exit a closed session according to the Local Regulations 2012 2755 (1) (e) contracts proposed to be made by it.

EXECUTIVE SUMMARY

The Richmond Swimming Pool Management Contract has been discussed at many recent Council Meetings and a Sub-Committee Meeting has been had. This is the final draft Contract to be adopted for signatures.

Please note that this agreement will begin 02 September 2024 and will expire 01 September 2025 as a one-year extension.

OFFICER'S RECOMMENDATION

That Council: adopt the Swimming Pool Management Contract as presented with minor updates on the opening hours when confirmation is given.

RESOLUTION 20240716.14

It was moved Cr Johnston, seconded Cr Easton and carried that council adopt the Swimming Pool Management Contract with changes.

REFERENCE DOCUMENT

- Contract

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

2.4 Purchase of Stabiliser

RESOLUTION 20240716.15

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

RESOLUTION 20240716.16

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

EXECUTIVE SUMMARY

Council discussed at the last meeting that they required more time to get information and reviews for the purchase of a stabiliser.

OFFICER'S RECOMMENDATION

That Council: approve the purchase of a new stabiliser.

RESOLUTION 20240716.17

It was moved Cr Fox, seconded Cr Flute, and carried that council purchase the Wirtgen Stabiliser.

REFERENCE DOCUMENT

- Tenders

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

2.5 Enterprise Bargaining Agreement (EBA) Update

RESOLUTION 20240716.18

It was moved Cr Fox, seconded Cr Easton and carried that Council enter a closed session according to the Local Regulations 2012 275 (1) (b) industrial matters affecting employees.

RESOLUTION 20240716.19

It was moved Cr Fox, seconded Cr Easton and carried that Council exit a closed session according to the Local Regulations 2012 275 (1) (b) industrial matters affecting employees.

EXECUTIVE SUMMARY

Council's current EBA expired 31 August 2022. Council has engaged Peak Services to help complete the new EBA negotiations.

OFFICER'S RECOMMENDATION

That Council: move ahead with the proposed simple rollover agreement with a fair and reasonable wage increase.

RESOLUTION 20240716.20

It was moved Cr Brown, seconded Cr Johnston and carried that council move ahead with the proposed simple rollover agreement with a fair and reasonable wage increase.

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REFERENCE DOCUMENT

- Email from Christopher Lowe – Peak Services
- Internal Traffic Lights 060624 – Summary of Log of Claims from AWU, SU and Council

GENERAL BUSINESS

Cr Wharton requested to rescind resolution 20240618.19 as after discussion with Mitez CEO, Council has decided to continue at platinum membership and will reconsider level of membership in one year.

RESOLUTION 20240716.21

It was moved Cr Fox, seconded Cr Johnston, and carried that Council rescind resolution 20240618.19 to continue at platinum level membership for one more year with MITEZ.

Council unanimously agreed to look to recover costs for any damage that has done to Council infrastructure by a third party moving forward.

Cr Johnston requested the lighting at Kronosaurus Korner be upgraded in the reception and café area.

Cr Easton requested road reports be updated regularly on the disaster dashboard on the Richmond Shire Council website. DCSD Angela Henry advised that the information must come from Works Department to be updated on the website.

CEO Peter Bennett advised that he is attending a CopperString meeting next week and asked if any Councillors were interested in attending.

CLOSE OF MEETING

RESOLUTION 20240716.22

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

Meeting closure

RESOLUTION 20240716.23

It was moved Cr Fox, seconded Cr Easton, and carried that the meeting close at 12:13pm.

Next Ordinary Meeting

20 August 2024.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 16 July 2024.



Mayor