

CONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE WOOLGAR ROOM, RICHMOND  
ON TUESDAY 21 MAY 2024



# **RICHMOND SHIRE COUNCIL**

## **CONFIRMED MINUTES**

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ON TUESDAY 21 MAY 2024

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ON TUESDAY 21 MAY 2024

**PRESENT**

Present when Mayor Wharton declared the meeting open at 11:50am 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 – Angela Henry, Director of Works – Syed Qadir and Minutes Secretary – Cherkera Messer.

**PRAYER**

Cr Johnston read the prayer

**APOLOGIES**

Nil

**CONFIRMATION OF MINUTES**

**RESOLUTION 20240521.1**

*It was moved Cr Fox seconded Cr Johnston and carried that the Special Minutes of the Post Election of the Richmond Shire Council held in the Boardroom, Richmond on Tuesday, 09 April 2024 be adopted as presented.*

**RESOLUTION 20240521.2**

*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 Boardroom, Richmond on Tuesday, 09 April 2024 be adopted as presented.*

**BUSINESS ARISING**

Nil

**1. REPORTS FOR CONSIDERATION – WORKS**

**1.1 Road Condition Report**

**EXECUTIVE SUMMARY**

Council to discuss the road condition reporting system to determine who can make the decisions regarding the conditions of the local roads.

**OFFICER'S RECOMMENDATION**

***That Council: discuss the road condition reporting system that is published to the public on the Richmond Shire Council Website and Council Communications Database.***

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Council discussed the issues and DOW will ensure that the Road Condition Report is updated accurately with precise information to assist the community and external road users.

### **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 April 2024.

#### **OFFICER'S RECOMMENDATION**

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

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

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#### **RESOLUTION 20240521.3**

*It was moved Cr Johnston seconded Cr Easton and carried that Council receive the monthly financial report presenting the progress made as at 30 April 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 Fees and Charges - Aerodrome**

#### **EXECUTIVE SUMMARY**

As Avdata requires notice to allow updates to their ticketing/financial systems Council should decide if any changes are to be made to the landing fees for the Richmond Aerodrome for the 2024/25 financial year.

#### **OFFICER'S RECOMMENDATION**

**That Council: discuss whether new rates will be applied to the Aerodrome for the 2024/25 financial year and adopt any change to come into effect as at 01 July 2024.**

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#### **RESOLUTION 20240521.4**

*It was moved Cr Flute seconded Cr Johnston and carried that Council will increase the landing charges from \$12 to \$13 per tonne for aircraft <5700 kg and \$17 to \$18 per tonne for aircraft >5700kg.*

**REFERENCE DOCUMENT**

- Attachment E – Current Fees and Charges for Aerodrome Landing Fees

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**4.1 Additional Needs Policy**

**EXECUTIVE SUMMARY**

Supporting children with additional needs requires educators to extend upon the strategies they already use in providing quality care for children. It is imperative for educators to develop a comprehensive understanding of each child's interests and abilities and implement a program and environment that is receptive to their needs and inclusion.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Additional Needs Policy as presented.***

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**RESOLUTION 20240521.5**

*It was moved Cr Fox seconded Cr Johnston and carried that Council adopt the Additional Needs Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**Attendance**

Cr Wharton exited the room at 12:15pm.

Cr Fox took the chair.

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**4.2 Administration of Medication Policy**

**EXECUTIVE SUMMARY**

In supporting the health and wellbeing of children, the use of medications may be required by children at the Out of School Hours Care (OSHC) Service. All medications must be administered as prescribed by medical practitioners and first aid guidelines to ensure the continuing health, safety, and wellbeing of the child. Under the *Education and Care Services National Law and Regulations*, OSHC Services are required to ensure medication records are kept for each child to whom medication is or is to be administered by the service (reg 92).

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Administration of Medication Policy as presented.***

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**RESOLUTION 20240521.6**

*It was moved Cr Brown seconded Cr Easton and carried that Council adopt the Administration of Medication Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**4.3 Safe Arrival of Children Policy**

**EXECUTIVE SUMMARY**

Under the Education and Care Services National Regulations, Outside School Hours Care (OSHC) Services must have policies and procedures in place for the safe arrival of children who travel to or from an education and care service premises [ACECQA, 2023]. This may include children traveling between our OSHC service and educational facilities such as Family Day Care service, preschool, school, long day care service or any other service which provides education and care to children.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Safe Arrival of Children Policy as presented.*

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**RESOLUTION 20240521.7**

*It was moved Cr Brown seconded Cr Johnston and carried that Council adopt the Safe Arrival of Children Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**4.4 Supervision Policy**

**EXECUTIVE SUMMARY**

To provide staff guidance in the minimisation and use of restrictive practices.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Supervision Policy as presented.*

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**RESOLUTION 20240521.8**

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

**REFERENCE DOCUMENT**

- Policy

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**4.5 Staff 'Wellness Program' Policy**

**EXECUTIVE SUMMARY**

According to the World Health Organisation, adults spend approximately one third of their lives at work. Our work in school age care requires sustained high physical, mental and emotional effort to complete our job. A range of workplace determinants can have a negative or positive impact on the health and wellbeing of an employee. Within our Out of School Hours Care (OSHC) Service, we are committed to promoting a positive work environment where the health, safety and wellbeing of our employees is acknowledged and supported.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Staff 'Wellness Program' Policy as presented.***

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**RESOLUTION 20240521.9**

*It was moved Cr Easton seconded Cr Johnston and carried that Council adopt the Staff 'Wellness Program' Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**4.6 Anti-Bias and Inclusion Policy**

**EXECUTIVE SUMMARY**

Anti bias is the practice of inclusion and underpins our philosophy. It is the acceptance that all children are valued and respected. We believe in the statement of inclusion as advocated by Early Childhood Australia (ECA) that '*Inclusion means every child has access to, participates meaningfully in, and experiences positive outcomes from early childhood education and care programs.*' (2016).

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Anti-Bias and Inclusion Policy as presented.***

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**RESOLUTION 20240521.10**

*It was moved Cr Brown seconded Cr Easton and carried that Council adopt the Anti-Bias and Inclusion Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**4.7 Gender Equity Policy**

**EXECUTIVE SUMMARY**

In order to create an environment that supports, reflects and promotes gender equitable and inclusive behaviours and practices, it is crucial for our Out of School Hours (OSHC) Service and educators, to examine our values and belief systems. We are committed to promoting confidence and self-esteem in all children, young people, staff and visitors and acknowledge the uniqueness and potential of all people.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Gender Equity Policy as presented.***

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**RESOLUTION 20240521.11**

*It was moved Cr Brown seconded Cr Johnston and carried that Council adopt the Gender Equity Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

#### 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

##### 4.8 Family Communication Policy

###### **EXECUTIVE SUMMARY**

Family participation is an important part of making the OSHC Service a true part of the community. We believe in creating an environment that is welcoming and inclusive and supports a sense of belonging for children, families, and educators.

###### **OFFICER'S RECOMMENDATION**

*That Council: adopt the Family Communication Policy as presented.*

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###### **RESOLUTION 20240521.12**

*It was moved Cr Flute seconded Cr Johnston and carried that Council adopt the Family Communication Policy as presented.*

###### **REFERENCE DOCUMENT**

- Policy

#### 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

##### 4.9 RADF Application

###### **EXECUTIVE SUMMARY**

A RADF funding application has been received for Silversmithing Workshops to take place in Richmond. The workshops are designed to provide a place for individual development of artistic skills for members of the community. In a group environment, attendees are encouraged to develop problem solving and critical thinking in a creative expression in a group atmosphere, therefore encouraging a culture of uplifting each other and increasing self-esteem.

###### **OFFICER'S RECOMMENDATION**

*That Council: consider the RADF application for Silversmithing Workshops.*

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###### **RESOLUTION 20240521.13**

*It was moved Cr Johnston seconded Cr Easton and carried that Council approve the application for the Silversmith Workshop.*

###### **REFERENCE DOCUMENT**

- Policy

###### **Attendance**

Cr Wharton re-entered the room at 12:19pm.

Cr Wharton took back the chair.

**CLOSED SESSION**

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

**2.1 Maxwelton Saleyards Tender**

I, Councillor Terry Flute inform the meeting that I have declared an interest in relation to item 2.1 Maxwelton Saleyards Tender, due to a relationship with one of the respondents.

**Attendance**

Cr Flute declared an Interest and left the room at 12:21pm.

**RESOLUTION 20240521.14**

*It was moved Cr Fox, seconded Cr Johnston and carried that Council enter a closed session according to the Local Regulations 2012 254 (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

**RESOLUTION 20240521.15**

*It was moved Cr Brown, seconded Cr Fox and carried that Council exit a closed session according to the Local Regulations 2012 254 (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

**EXECUTIVE SUMMARY**

This Project will undertake the construction works to replace the existing cattle rail loading infrastructure at Maxwelton with new facilities, modified to support increased load out efficiency at the new rail siding and best practice standards.

**OFFICER'S RECOMMENDATION**

***That Council: select a tender for the construction of the Maxwelton Cattle Yards.***

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**RESOLUTION 20240521.16**

*It was moved Cr Fox, seconded Cr Easton and carried that council select Woods Welding & Rural Contracting tender for the construction of the Maxwelton Cattle Yards.*

**Attendance**

DOW left the meeting at 12:26pm

DOW re-entered the meeting at 12:26pm

Cr Flute re-entered the meeting at 12:26pm

**REFERENCE DOCUMENT**

- Tender Summary

## 2. REPORTS FOR CONSIDERATION – Office of the Chief Executive Officer

### 2.2 Selectability Services

#### **RESOLUTION 20240521.17**

*It was moved Cr Johnston, seconded Cr Easton and carried that Council enter a closed session according to the Local Regulations 2012 254 (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

#### **RESOLUTION 20240521.18**

*It was moved Cr Easton, seconded Cr Johnston and carried that Council exit a closed session according to the Local Regulations 2012 254 (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

#### **EXECUTIVE SUMMARY**

Matt Kinnane from Selectability will be visiting Richmond next Wednesday 22 May with the intent to inspect the property at 43 Goldring Street and complete a measure up so that they can arrange for a fit out in June. Selectability intends to commence delivery of services in July.

Selectability would like to gain an understanding of Council's thoughts and vision regarding the property and the service they will provide.

#### **OFFICER'S RECOMMENDATION**

***That Council: council to discuss aged care services.***

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Council had a lengthy discussion and are awaiting a further meeting with Selectability.

#### **REFERENCE DOCUMENT**

- Nil

## GENERAL BUSINESS

Cr Brown asked that at future ANZAC Day Ceremonies the list of those who have passed away in the previous year from the Richmond Shire be updated.

Cr Brown requested that if QR codes are used in Council Communications, that the hyperlinks are included for it to be easier for community members to search.

Cr Brown asked if any Councillors or staff had suggestions about cultural ideas to let her know.

## CLOSE OF MEETING

#### **RESOLUTION 20240521.19**

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

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**Meeting closure**

**RESOLUTION 20240521.20**

*It was moved Cr Fox, seconded Cr Johnston and carried that the meeting close at 1:03pm.*

**Next Ordinary Meeting**

18 June 2024.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 21 May 2024.



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**Mayor**