

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 18 JUNE 2024



RICHMOND SHIRE COUNCIL

CONFIRMED MINUTES

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PRESENT

Present when Mayor Wharton declared the meeting open at 11:00am were:

COUNCILLORS:

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

STAFF:

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

PRAYER

Cr Fox read the prayer.

APOLOGIES

Director of Corporate Services – Peta Mitchell.

CONFIRMATION OF MINUTES

RESOLUTION 20240618.1

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, 21 May 2024 be adopted as presented.

BUSINESS ARISING

Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.1 Richmond Billboard in the Winton Shire

EXECUTIVE SUMMARY

It has been requested that Council consider adding advertising signage on the Landsborough Highway outside of the Winton Township as there is currently only one sign at the Richmond/Winton Road turn off that shows that is the road to head to Richmond. Adding a billboard could increase tourism.

OFFICER'S RECOMMENDATION

That Council: discuss the potential to purchase and place a billboard in the Winton Shire to advertise travelling to Richmond.

RESOLUTION 20240618.2

It was moved Cr Johnston, seconded Cr Easton, and carried that Council add the purchase and assembly of two advertising billboards for Richmond on the Landsborough Highway in the Winton Shire in the 2024/25 budget.

REFERENCE DOCUMENT

- Nil

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

2.1 100th Celebration for Harold Brisbin

EXECUTIVE SUMMARY

Harold is a Richmond local, who was born in Richmond and is a resident at the Richmond Hospital and is turning 100 on the 27th of September 2024. Harold's family have requested Council honour this milestone and are open to other options.

OFFICER'S RECOMMENDATION

That Council: consider an appropriate acknowledgement of Harold Brisbin's 100th birthday.

RESOLUTION 20240618.3

It was moved Cr Fox, seconded Cr Johnston, and carried that council place an A4 sized plaque at a suitable location that is to be determined, to acknowledge Harold Brisbin's 100th Birthday.

REFERENCE DOCUMENT

- Nil

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

2.2 Asset Disposal Policy

EXECUTIVE SUMMARY

The objective of this policy is to establish a fair, transparent and accountable system for the disposal of assets owned by Richmond Shire Council ("Council"), to achieve advantageous and sustainable outcomes in accordance with sound contracting principles, local government principles, Council's budget and formal plans.

OFFICER'S RECOMMENDATION

That Council: adopt the Asset Disposal Policy as presented.

RESOLUTION 20240618.4

It was moved Cr Fox, seconded Cr Flute, and carried that council adopt the Asset Disposal Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.3 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 20240618.5

It was moved Cr Easton, 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

2.4 Asset Management Policy

EXECUTIVE SUMMARY

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors, and the environment.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Preserving the cultural, historic and heritage significance of Council assets by implementing appropriate asset management strategies and allocating appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

OFFICER'S RECOMMENDATION

That Council: adopt the Asset Management Policy as presented.

RESOLUTION 20240618.6

It was moved Cr Fox, seconded Cr Johnston, and carried that council adopt the Asset Management Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.5 CHSP Client Contribution Policy

EXECUTIVE SUMMARY

The Australian Government subsidises CHSP services, however Richmond Aged Care will ask you to contribute towards the cost of your care.

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Generally, you will also be asked to pay for consumables, such as continence aids, used in the course of your care. Clients with a Centrelink Health Care Card or Pensioner Concessioner Card can access MASS (Medical Aids Subsidy Scheme) through Richmond Aged Care.

As outlined in the national Client Contribution Framework, Commonwealth Home Support Program (CHSP) clients who can afford to contribute to the costs of their package of care or support are required to make financial contributions to that package.

OFFICER'S RECOMMENDATION

That Council: adopt the CHSP Client Contribution Policy as presented.

RESOLUTION 20240618.7

It was moved Cr Brown, seconded Cr Johnston, and carried that council adopt the CHSP Client Contribution Policy with changes.

REFERENCE DOCUMENT

- Policy

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

2.6 Special Budget Meeting

EXECUTIVE SUMMARY

The scheduled Tuesday, 25 June 2024 Special Budget Meeting is required to be changed due to unforeseen circumstances.

OFFICER'S RECOMMENDATION

That Council: Reschedule the Special Budget Meeting to a later date.

RESOLUTION 20240618.8

It was moved Cr Johnston, seconded Cr Brown, and carried that council reschedule the Special Budget Meeting from Tuesday 25 June 2024 to Tuesday 16 July 2024.

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 31 May 2024.

OFFICER'S RECOMMENDATION

That Council: receive the monthly financial report presenting the progress made as at 31 May 2024 in relation to the 2023/24 budget and including the:

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

RESOLUTION 20240618.9

It was moved Cr Fox, seconded Cr Brown, and carried that Council receive the monthly financial report presenting the progress made as at 31 May 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*

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.1 Administration of First Aid Policy

EXECUTIVE SUMMARY

Under the *Education and Care Services National Regulations* the approved provider must ensure policies and procedures are in place for the administration of first aid (Reg. 168) and take reasonable steps to ensure policies and procedures are followed. First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important in the context of an out of school hours service where educators have a duty of care and obligation to assist children who are injured, become ill, or require support with administration of medication.

OFFICER'S RECOMMENDATION

That Council: adopt the Administration of First Aid Policy as presented.

RESOLUTION 20240618.10

It was moved Cr Brown, seconded Cr Flute, and carried that Council adopt the Administration of First Aid Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Excursion/Incursion/Extra-Curricular Activities Policy

EXECUTIVE SUMMARY

Under the *Education and Care Services National Regulations* the approved provider must ensure policies and procedures are in place for managing excursions (Reg. 168) and take reasonable steps to ensure policies and procedures are followed.

Excursions/incursions/extra-curricular activities enhance children's learning by providing them the opportunity to participate in curriculum planned activities and experiences to extend on their skills and knowledge in the current interest topic. Our OSHC Service recognises that excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided.

OFFICER'S RECOMMENDATION

That Council: adopt the Excursion/Incursion/Extra-Curricular Activities Policy as presented.

RESOLUTION 20240618.11

It was moved Cr Johnston, seconded Cr Brown, and carried that Council adopt the Excursion/Incursion/Extra-Curricular Activities Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.3 Nutrition and Food Safety Policy

EXECUTIVE SUMMARY

As per Education and Care Services National Law and Regulations, our Service has a *Nutrition and Food Safety Policy* and procedures in place to ensure quality practices relating to nutrition, food and beverages and dietary requirements are followed at all times.

Our Outside School Hours Care (OSHC) Service recognises the importance of safe food handling and healthy eating to the growth and development of young children and is committed to implementing the healthy eating key messages outlined in the Australian Dietary Guidelines for primary school aged children.

Our OSHC Service recognises the important role educators have in teaching healthy lifestyles through everyday experiences and routines and physical activity. Our educators support families by providing information about healthy food and drink for their children when visiting our service.

OFFICER'S RECOMMENDATION

That Council: adopt the Nutrition and Food Safety Policy as presented.

RESOLUTION 20240618.12

It was moved Cr Easton, seconded Cr Fox, and carried that Council adopt the Nutrition and Food Safety Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.4 Performance Management Policy

EXECUTIVE SUMMARY

Our Out of School Hours (OSHC) Service is committed to creating a work environment that maximises individual and team performance, values all employees and helps to build our capacity to care and educate children enrolled in our OSHC Service. We believe that performance management has significant benefits for our school aged care service, as it leads to inspired and enhanced performance from each employee. Performance Review meetings are viewed as an opportunity for each employee to plan proactively for the year ahead.

This policy will provide guidance for employers and management on how to monitor performance, plan and review work objectives and understand staff achievements. Where there is underperformance, we

will work to resolve this promptly and effectively in accordance with an individual *Performance Improvement Plan* developed in conjunction with the employee.

OFFICER'S RECOMMENDATION

That Council: adopt the Performance Management Policy as presented.

RESOLUTION 20240618.13

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.5 Behaviour Guidance Policy

EXECUTIVE SUMMARY

The right for children to receive positive guidance in a supportive and respectful environment is promoted within the *Education and Care Services National Regulations*. Children learn to face a variety of challenges throughout their lives. Learning the difference between acceptable and unacceptable behaviour assists children to regulate their own behaviours in different social and emotional environments as well as when interacting with peers and adults. Our Out of School Hours (OSHC) Service will liaise with local feeder primary schools to ensure consistency of behaviour guidance strategies such as Positive Behaviour for Learning (PBL) values.

OFFICER'S RECOMMENDATION

That Council: adopt the Behaviour Guidance Policy as presented.

RESOLUTION 20240618.14

It was moved Cr Fox, seconded Cr Easton, and carried that Council adopt Behaviour Guidance Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.6 Interactions with Children, Families and Staff Policy

EXECUTIVE SUMMARY

My Time, Our Place (MTOP) identifies secure, respectful, and reciprocal relationships with children as one of the principles that underpin practice. Within our Out of School Hours Care (OSHC) community many different relationships are negotiated with and between children, educators, and families. The way in which these relationships are established and maintained, and the way in which they remain visible impacts on how our community functions as a whole. Relationships directly affect how children form their own identity, whether or not they feel safe and supported, and ultimately, their sense of belonging.

OFFICER'S RECOMMENDATION

That Council: adopt the Interactions with Children, Families and Staff Policy as presented.

RESOLUTION 20240618.15

It was moved Cr Easton, seconded Cr Flute, and carried that Council adopt Behaviour Guidance Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.7 Payment of Fees Policy

EXECUTIVE SUMMARY

Under the *Education and Care Services National Regulations*, an approved provider must ensure that policies and procedures are in place for the payment of fees and the provision of a statement of fees charged by the service and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021).

Out of School Hours Care (OSHC) provides quality education and care for primary school-age children outside school hours and during school holidays. Our OSHC Service supports children to engage in play and leisure activities, develop new skills and build relationships with other children and educators whilst supporting workforce participation of parents and carers. Our OSHC Service is committed to providing quality education and care to all children at an affordable fee for families.

As an approved childcare service, Child Care Subsidy (CCS) is available to reduce fees to eligible families. Our fee structure is based on our ability to provide the requirements of the Education and Care National Law and National Regulations, Family Assistance Law, the Australian Taxation Office and guidelines contained in the Child Care Provider Handbook.

OFFICER'S RECOMMENDATION

That Council: adopt the Payment of Fees Policy as presented.

RESOLUTION 20240618.16

It was moved Cr Flute, seconded Cr Brown, and carried that Council adopt the Payment of Fees Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.8 Professional Development Policy

EXECUTIVE SUMMARY

Professional development is a term used which includes workshops, conferences, in-services, training sessions, formal studying, readings, and professional research. The contribution of professional development to developing practice can be a source of deep professional satisfaction, for both individual practitioners and Out of School Hours Care (OSHC) Services collectively.

A commitment to ongoing professional development is the key to effective continuous improvement and the provision of quality school age care. Engaging in professional development helps to identify individual educator's areas of strengths and areas requiring improvement.

OFFICER'S RECOMMENDATION

That Council: adopt the Professional Development Policy as presented.

RESOLUTION 20240618.17

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

REFERENCE DOCUMENT

- Policy

Change of order of business to consider late items

1. REPORTS FOR CONSIDERATION – WORKS

1.2 Plant and Equipment Request – 2024/2025 – Tractor and Slasher

EXECUTIVE SUMMARY

The current tractor and slasher are old, and the current slasher has the cutting width at half the size of the new proposed slasher.

By purchasing this slasher, it will save time and personnel costs. TMR pay the rates on it per hectare. It is estimated that the machine can pay itself back within the next financial year.

Work productivity will be doubled and RMPC crew require it as we only have one machine, meaning that if it breaks down, it holds off any slashing works for weeks.

The recommended slasher is the Triple Rotor extra wide cutting width slasher.

OFFICER'S RECOMMENDATION

That Council: approve the tractor and slasher purchase.

After a lengthy discussion Council agreed that the slasher was larger than required and requested the DOW to obtain quotes for a mulcher and hold over.

REFERENCE DOCUMENT

- Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.3 Plant and Equipment Request – 2024/2025 – Street Sweeper

EXECUTIVE SUMMARY

Request to purchase a street sweeper to clean the town streets and the footpaths. This machine would be a valuable addition and make jobs easy for the Municipal and Town Services to clean these areas.

OFFICER'S RECOMMENDATION

That Council: approve the street sweeper purchase.

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RESOLUTION 20240618.18

It was moved Cr Easton, seconded Cr Brown, and carried that Council purchase the street sweeper as presented.

REFERENCE DOCUMENT

- Nil

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

2.7 Sponsorship Request – Dustin Lanskey

I, Councillor Johnston inform the meeting that I have declared an interest in relation to item 2.7 Sponsorship Request – Dustin Lanskey, as a result that I am the parent of Dustin Lanskey.

Due to the nature of the item, I will leave the meeting when this item is discussed.

Attendance

Cr Johnston declared an Interest and left the room at 10:34am.

EXECUTIVE SUMMARY

Dustin Lanskey recently completed at the Northwest Trials in Winton for Cross Country and was selected into the Northwest team. Dustin will be competing in Brisbane from 12-14 July 2024.

OFFICER'S RECOMMENDATION

That Council: approve the sponsorship request and discuss the future of sponsorship.

CEO Peter Bennett requested guidelines as to how many times an applicant can apply for a donation to travel for sport. Council unanimously agreed for the CEO to determine an appropriate outcome and to update the Donations Policy as required.

REFERENCE DOCUMENT

- Nil

Attendance

Cr Johnston re-entered the meeting at 11:43am.

GENERAL BUSINESS

Cr Flute asked about the turn around points for the new Maxwellton Saleyards. CEO Peter Bennett advised that plans have been created and will be forwarded on to the Councillors.

In the Operational Meeting Council discussed potentially moving from platinum membership of MITEZ to silver as it is not beneficial for Council to be Platinum any longer.

RESOLUTION 20240618.19

It was moved Cr Fox, seconded Cr Johnston, and carried that Council move from platinum membership to silver with MITEZ.

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CLOSE OF MEETING

RESOLUTION 20240618.20

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

Meeting closure

RESOLUTION 20240618.21

It was moved Cr Fox, seconded Cr Johnston, and carried that the meeting close at 11:50am.

Next Ordinary Meeting

16 July 2024.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 18 June 2024.



Mayor