

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 20 AUGUST 2024



RICHMOND SHIRE COUNCIL

CONFIRMED MINUTES

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PRESENT

Present when Mayor Wharton declared the meeting open at 9:24am 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 Flute read the prayer

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20240820.1

It was moved Cr Fox, 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, 16 July 2024 be adopted as presented.

RESOLUTION 20240820.2

It was moved Cr Johnston, seconded Cr Brown and carried that the Minutes of the Special Budget Meeting of the Richmond Shire Council held in the Woolgar Room, Richmond on Tuesday, 16 July 2024 be adopted as presented.

BUSINESS ARISING

Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.1 Request for Driveway – 9 Crawford Street

EXECUTIVE SUMMARY

Request for a driveway to be installed at 9 Crawford Street.

OFFICER'S RECOMMENDATION

That Council: discuss the request and decide on an outcome.

RESOLUTION 20240820.3

It was moved Cr Johnston, seconded Cr Fox, and carried that Council accept the request for a concrete driveway at 9 Crawford Street.

REFERENCE DOCUMENT

- Letter

1. REPORTS FOR CONSIDERATION – WORKS

1.2 Request for Driveway – 33 Goldring Street

EXECUTIVE SUMMARY

Request for a driveway to be installed at 33 Goldring Street.

OFFICER'S RECOMMENDATION

That Council: discuss the request and decide on an outcome.

RESOLUTION 20240820.4

It was moved Cr Johnston, seconded Cr Fox and carried that Council accept the request for a concrete driveway at 33 Goldring Street noting that Council add a box culvert to level the driveway with the road.

REFERENCE DOCUMENT

- Nil

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

2.1 Donations Policy

EXECUTIVE SUMMARY

This policy has been developed to assist Council in administering its annual Donations Budget as well as providing guidance on the allocation of funds to applicants. The maximum funds available for donations will be determined by Council and included in the budget each financial year.

- To assist applicants to achieve their personal or club goals
- To provide Council with a consistent response to requests for donations
- To provide clear procedures for staff when responding to requests for donations
- To provide delegated authority to the Chief Executive Officer to determine requests for donations up to the value of \$250.00

OFFICER'S RECOMMENDATION

That Council: adopt the Donations Policy as presented.

RESOLUTION 20240820.5

It was moved Cr Fox, seconded Cr Johnston and carried that council adopt the Donations Policy with changes.

REFERENCE DOCUMENT

- Policy

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

2.2 Stock Route Management Plan 2024-2029

EXECUTIVE SUMMARY

The Stock Route Management Plan has been reviewed and updated and is required to be adopted through Council to be current.

OFFICER'S RECOMMENDATION

That Council: adopt the Stock Route Management Plan 2024-2029 as presented.

Cr Easton had questions regarding some wording in the Stock Route Management Plan, however as it follows the Act, wording cannot be changed.

Cr Brown questioned the wording in the resources sections of each Pest as they were the same for animals as well as weeds. It was agreed that wording would be changed.

RESOLUTION 20240820.6

It was moved Cr Flute, seconded Cr Easton and carried that council adopt the Stock Route Management Plan 2024-2029 with changes.

REFERENCE DOCUMENT

- Stock Route Management Plan

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

2.3 Request for Donation – Richmond Early Education Centre

EXECUTIVE SUMMARY

Richmond Early Education Centre are holding a Fete and Cent Sale on 5 October 2024 to raise much needed funds to go towards a shade structure for their playground. The Centre have requested some type of donation to help them with their fundraising.

OFFICER'S RECOMMENDATION

That Council: discuss the donation request and agree on an outcome.

RESOLUTION 20240820.7

It was moved Cr Fox, seconded Cr Easton and carried that council donate \$500.00 to the Richmond Early Education Centre.

REFERENCE DOCUMENT

- Letter

Meeting Adjournment

RESOLUTION 20240820.8

It was moved Cr Johnston, seconded Cr Flute and carried that council adjourn for Morning Tea at 10:01am.

RESOLUTION 20240820.9

It was moved Cr Johnston, seconded Cr Fox and carried that council re-adjourn the meeting at 10:25am.

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

2.4 RENEWAL OF LEASE – Term Lease 0/238882 described as Lot 36 on Crown Plan B157118 Reserve for Water purposes, R12

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EXECUTIVE SUMMARY

Term Lease 0/238882 described as Lot 36 on Crown Plan B157118 (A734) is over Water Reserve R12 and is due to expire on 10 December 2025. Richmond Shire Council are appointed trustee of the reserve, and the Department are requiring confirmation that they will enter into a trustee lease with the current lessee at the expiry of the Term lease 0/238882 to ensure the continuation of tenure.

OFFICER'S RECOMMENDATION

That Council: adopt to continue to enter into a trustee lease with the current lessee over Water Reserve R12 after expiry in 2025.

RESOLUTION 20240820.10

It was moved Cr Flute, seconded Cr Easton and carried that council adopt to continue to enter into a trustee lease with the current lessee over Water Reserve R12 after expiry in 2025.

REFERENCE DOCUMENT

- Letter and Map

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES
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3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2024/2025 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 31 July 2024.

OFFICER'S RECOMMENDATION

That Council: receive the monthly financial report presenting the progress made as at 31 July 2024 in relation to the 2024/25 budget and including the:

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

RESOLUTION 20240820.11

It was moved Cr Fox, seconded Cr Johnston and carried that Council receive the monthly financial report presenting the progress made as at 31 July 2024 in relation to the 2024/25 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 Anaphylaxis Management Policy

EXECUTIVE SUMMARY

The *Education and Care Services National Regulations* requires approved providers to ensure services have policies and procedures in place for medical conditions including anaphylaxis. Anaphylaxis is a severe and sometimes sudden allergic reaction which is potentially life threatening. It can occur when a person is exposed to an allergen (such as food or an insect sting). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more. Anaphylaxis should always be treated as a medical emergency, requiring immediate treatment. Most cases of anaphylaxis occur after a person is exposed to the allergen to which they are allergic, usually a food, insect sting or medication. Any anaphylactic reaction always requires an emergency response.

OFFICER'S RECOMMENDATION

That Council: adopt the Anaphylaxis Management Policy as presented.

RESOLUTION 20240820.12

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Asthma Management Policy

EXECUTIVE SUMMARY

Asthma is a chronic health condition affecting approximately 15% of children. It is one of the most common reasons for childhood admission to hospital. Community education and correct asthma management will assist to minimise the impact of asthma. It is generally accepted that children under the age of six do not have the skills or ability to recognise and manage their own asthma effectively. Our Out of School Hours Care (OSHC) Service recognises the need to educate its staff and families about asthma and to implement responsible asthma management strategies.

OFFICER'S RECOMMENDATION

That Council: adopt the Asthma Management Policy as presented.

RESOLUTION 20240820.13

It was moved Cr Easton, seconded Cr Fox and carried that Council adopt the Asthma Management as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.3 Head Lice Policy

EXECUTIVE SUMMARY

Head lice continue to cause concern and frustration for families, educators and children. Although head lice are not considered a health hazard, and do not spread disease, infestations can cause anxiety for all stakeholders. Head lice affect all socioeconomic groups and are not a sign of poor hygiene. They have no preference for ethnic background, hair colour, hair type or age. This policy is intended to outline roles, responsibilities and expectations of the Out of School Hours Care (OSHC) Service to assist with early identification, treatment and control of head lice in a consistent and coordinated manner.

Whilst families have the primary responsibility for the detection and treatment of head lice our OSHC Service will work in a cooperative and collaborative manner to assist all families to manage head lice effectively.

OFFICER'S RECOMMENDATION

That Council: adopt the Head Lice Policy as presented.

RESOLUTION 20240820.14

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.4 Health and Safety Policy

EXECUTIVE SUMMARY

Our Out of School Hours Care (OSHC) Service has a responsibility of providing a healthy and safe environment for children so that they can explore, discover and learn. We are committed to maintaining a safe and healthy environment through comprehensive policies and procedures and managing risks and hazards appropriately and effectively.

OFFICER'S RECOMMENDATION

That Council: adopt the Health and Safety Policy as presented.

RESOLUTION 20240820.15

It was moved Cr Fox, seconded Cr Johnston and carried that Council adopt the Health and Safety Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.5 Mobile Device Usage Policy

EXECUTIVE SUMMARY

All Out of School Hours Care (OSHC) Services have an obligation to provide a safe environment in which school age children are able to engage in a range of play activities and join in a variety of cultural, artistic and leisure experiences. Such experiences allow children to interact with friends, practice social skills and solve problems.

The use of mobile phones in primary schools has recently been a subject of much debate and educational review- for example: Centre of Education Statistics and Evaluation (CESE) and Review into the non-education use of mobile devices NSW- report (2018). There is a growing conversation raised by teachers, parents, educators and the media about the effect of noneducational uses of mobile digital devices on student learning and social interaction including cyberbullying, exposure to harmful material and mental and physical health.

Our Out of School Hours Care (OSHC) Service will implement a mobile phone policy from March 2024.

OFFICER'S RECOMMENDATION

That Council: adopt the Mobile Device Usage Policy as presented.

RESOLUTION 20240820.16

It was moved Cr Easton, seconded Cr Brown and carried that Council adopt the Mobile Device Usage Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.6 Work Health and Safety Policy

EXECUTIVE SUMMARY

Everyone has a right to be safe at work. Our Out of School Hours Care (OSHC) Service is committed to creating and maintaining a safe and healthy environment for educators, staff, children, families and visitors. We ensure that educators and staff are aware of and meet their legal and ethical responsibilities as clearly documented in current National Regulations and Work Health and Safety laws.

Our *Work, Health and Safety Policy*, procedures and practices ensure that management fulfils its responsibility to provide a safe workplace, without any negative impact on the health and wellbeing of employees; employees meet their health and safety obligations and are safe in the workplace; and the work environment supports quality school aged education and care.

OFFICER'S RECOMMENDATION

That Council: adopt the Work Health and Safety Policy as presented.

RESOLUTION 20240820.17

It was moved Cr Johnston, seconded Cr Fox and carried that Council adopt the Work Health and Safety Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.7 Safe Transportation Policy

EXECUTIVE SUMMARY

Our Out of School Hours Care (OSHC) Service provides education and care for children before school, after school and during school holidays. For children to access our Service, we provide transportation between our Service location, primary schools and other locations whilst participating on excursions.

Compliance with the Education and Care National Law and Regulations is mandatory to ensure the safety of children at all times and new provisions and amendments to these regulations are reflected in our procedures and policy for transportation and the safe handover of children.

We acknowledge our duty of care obligations by adhering to relevant legislation providing adequate supervision of children at all times, maintaining correct educator to child ratios, maintaining accurate attendance records and providing appropriate child restraints for children under our care.

OFFICER'S RECOMMENDATION

That Council: adopt the Safe Transportation Policy as presented.

RESOLUTION 20240820.18

It was moved Cr Easton, seconded Cr Fox and carried that Council adopt the Safe Transportation 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

2.5 Sales Permits for Quarry Materials – Native Title Implications

EXECUTIVE SUMMARY

Richmond Shire Council are members of the NWQROC and the Department of Agriculture and Fisheries have advised as follows:

1. DAF is requiring an Indigenous Land Use Agreement to be negotiated and registered for the renewal of existing Sales Permits and the addition of new gravel pits.
2. Across the 11 NWQROC members, Sales Permits associated with approximately 529 gravel pits will need to be renewed during 2025 and 2026.
3. DAF have indicated that they are negotiating ILUA's with native title parties based on a priority schedule using Sales Permit expiry dates.
4. The State is unable to address all issues that must be addressed in order to obtain the native title parties' agreement including cultural heritage, environmental, contracting and other matters.

OFFICER'S RECOMMENDATION

That Council: to discuss if you wish to proceed.

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RESOLUTION 20240820.19

It was moved Cr Flute, seconded Cr Easton and carried that council accept to proceed with Moray & Agnew.

REFERENCE DOCUMENT

- Letter

CLOSED SESSION

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

2.6 Request to Write off Rates Balance – A1011

RESOLUTION 20240820.20

It was moved Cr Johnston, seconded Cr Fox and carried that Council enter a closed session according to the Local Regulations 2012 275 (1) (d) rating concessions;

RESOLUTION 20240820.21

It was moved Cr Johnston, seconded Cr Fox and carried that Council exit a closed session according to the Local Regulations 2012 2755 (1) (d) rating concessions;

EXECUTIVE SUMMARY

A1011 was sold and amalgamated into another assessment. The settlement happened in July 2022 however the form 24 from the Department of Natural Resources was not received until September 2022. This is the balance of the rates for this period of time. The previous owners had paid until June 2022 and the new owners have paid since October 2022.

It would be uneconomical to continue any further collection action.

OFFICER'S RECOMMENDATION

That Council: resolves to write off the current balance of \$333.12 for A1011.

RESOLUTION 20240820.22

It was moved Cr Easton, seconded Cr Johnston and carried that council write off the current balance of \$333.12 for A1011.

REFERENCE DOCUMENT

- Nil

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

2.7 Request to Write off OSHC Balance – Debtor 21771

RESOLUTION 20240820.23

It was moved Cr Fox, seconded Cr Johnston and carried that Council enter a closed session according to the Local Regulations 2012 275 (1) (d) rating concessions;

RESOLUTION 20240820.24

It was moved Cr Flute, seconded Cr Easton and carried that Council exit a closed session according to the Local Regulations 2012 275 (1) (d) rating concessions;

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EXECUTIVE SUMMARY

Debtor 21771 – Outside School Hour Care and Vacation Care fees for \$561.26.

The debtor has since left town. It would be uneconomical to continue any further collection action. Both amounts have been included in the provision for doubtful debts as at 30 June 2024.

The debtor will be permanently on the Council's bad debtor's register.

OFFICER'S RECOMMENDATION

That Council: resolves to write off the current balance of \$561.26 for Debtor 21771.

RESOLUTION 20240820.25

It was moved Cr Fox, seconded Cr Flute and carried that council write off the current balance of \$561.26 for Debtor 21771.

REFERENCE DOCUMENT

- Nil

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

2.8 Request to Write off Rates Balance – A1024

RESOLUTION 20240820.26

It was moved Cr Fox, seconded Cr Johnston and carried that Council enter a closed session according to the Local Regulations 2012 275 (1) (d) rating concessions;

RESOLUTION 20240820.27

It was moved Cr Easton, seconded Cr Fox and carried that Council exit a closed session according to the Local Regulations 2012 275 (1) (d) rating concessions;

EXECUTIVE SUMMARY

Council has asked for legal advice on how to move forward with A1024 regarding the rates outstanding. King and Co have provided advice.

The association was not registered from April 2014 to March 2022 and for this period Council could not give rates notices to the association as it ceased to exist as a legal entity. The association has been reregistered in March 2022.

Council needs to remove all interest on current outstanding balance and re issue rate notice for the period of April 2014 to 30 June 2024.

OFFICER'S RECOMMENDATION

That Council: resolves to follow the recommendations from King and Co.

RESOLUTION 20240820.28

It was moved Cr Fox, seconded Cr Easton and carried that council resolves to follow the recommendations from King and Co to write off the interest from April 2014 to March 2022.

REFERENCE DOCUMENT

- Letter

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GENERAL BUSINESS

Cr Brown advised that the Richmond Multi-Purpose Centre is participating in the 10K steps in September for the community to participate in and requested if Council could run the program. DCSD Angela Henry noted that the Richmond Doctor Surgery have received funding for a Healthy Inspirations Program and advised Cr Brown to approach the Richmond Doctor Surgery.

Cr Johnston requested the spoon drain between Jack Brown Lions Park and 107 Goldring Street be assessed as its eroding and causing water back up.

Cr Wharton requested water be added to the gravel at the Pump Track as it is starting to loosen. Request that the trees around the Pump Track also need a dripper system added to them.

Cr Fox noted she attended a Consumer Advisory Council Meeting in Townsville recently. She also noted that Dr Matthew Bryant from Townsville recently came to Richmond to attend their Community Advisory Network Meeting.

Cr Fox also noted that the Richmond Multi-Purpose Centre had a sight visit with 11 people for the build of the new Multi-Purpose Centre and noted that they are inspecting building the new Centre inside the current complex.

An update was requested regarding the 2025 Outback Golf Masters contract. Cr Wharton advised that the contract has not been signed as yet as changes will need to be made.

Cr Easton advised there is rubbish on the Julia Creek Road 15km out on the northern side and asked if Council could collect it.

Cr Easton asked for an update on the Fishing Permit for Lake Fred Tritton. CEO Peter Bennett advised that there is no update as yet.

Cr Wharton advised that Flinders Shire Council Mayor offered to collaborate with Richmond Shire and McKinlay Shire Council to work with HIPCO to study watercourses for the future.

Cr Wharton also advised that he spoke to Peter Dutton MP regarding Richmond Airstrip funding and the Cambridge Crossing at the Mt Isa Rodeo. CEO Peter Bennett has sent the corresponding information to Peter Dutton's office.

CEO Peter Bennett showed Council his presentation that he will be presenting to MITEZ.

CLOSE OF MEETING

RESOLUTION 20240820.29

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

Meeting closure

RESOLUTION 20240820.30

It was moved Cr Wharton, seconded Cr Fox and carried that the meeting close at 11:26am.

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Next Ordinary Meeting

10 September 2024.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 20 August 2024.



Mayor