

CONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND  
ON TUESDAY 10 SEPTEMBER 2024



# **RICHMOND SHIRE COUNCIL**

## **CONFIRMED MINUTES**

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**PRESENT**

Present when Mayor Wharton declared the meeting open at 10:38am were:

**COUNCILLORS:**

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

Cr Brown via videoconference.

**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 – Tyarna Robinson.

**PRAYER**

Cr Wharton read the prayer.

**APOLOGIES**

*Nil*

**CONFIRMATION OF MINUTES**

***RESOLUTION 20240910.1***

*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 Board Room, Richmond on Tuesday, 20 August 2024 be adopted as presented.*

**BUSINESS ARISING**

*Nil*

**1. REPORTS FOR CONSIDERATION – WORKS**

**1.1 Request for Driveway – 11 Goldring Street**

**EXECUTIVE SUMMARY**

Request for a driveway to be installed at 11 Goldring Street.

**OFFICER'S RECOMMENDATION**

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

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***RESOLUTION 20240910.2***

*It was moved Cr Johnston, seconded Cr Flute, and carried that Council accept the request for a concrete driveway at 11 Goldring Street.*

Council resolved to review the Driveway Policy at the October Council meeting.

**REFERENCE DOCUMENT**

- Letter

## 1. REPORTS FOR CONSIDERATION – WORKS

### 1.2 Purchase of Plant – Street Sweeper, Tractor and Slasher

#### EXECUTIVE SUMMARY

The Richmond Workshop Supervisor has recommended the purchase of a new Street Sweeper, Tractor and a Slasher.

#### OFFICER'S RECOMMENDATION

*That Council: Provide further instructions.*

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#### RESOLUTION 20240910.3

*It was moved Cr Fox, seconded Cr Easton and carried that Council approve the purchase of the Street Sweeper, Tractor and Slasher.*

#### REFERENCE DOCUMENT

Attachment C – Information Pamphlet

Attachment D – Quote

Attachment E – Quote

Attachment F – Quote

## 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

### 4.1 Revoked Gym Membership

#### EXECUTIVE SUMMARY

Council have received a request to dispute a revoked gym membership for the Richmond Shire Council Gym.

#### OFFICER'S RECOMMENDATION

*That Council: Determine membership status.*

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#### RESOLUTION 20240910.4

*It was moved Cr Fox, seconded Cr Easton and carried that the member be reinstated as of October 1, 2024.*

#### REFERENCE DOCUMENT

Attachment G – Email

Attachment H – Letters

## 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

### 4.2 Powerlink Community Grants

#### EXECUTIVE SUMMARY

Community Relations Advisor suggests it is possible that the Powerlink Community Grant Fund could provide a Community Christmas Tree for Richmond as they are doing for Hughenden.

There is also a possibility that the Grant could fund the cost of painting the exterior of the Outside of School Hours Care Centre. This would remove the Community Youth Centre Brand.

**OFFICER'S RECOMMENDATION**

***That Council: confirm that the colours should be in line with our corporate colours.***

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**RESOLUTION 20240910.5**

*It was moved Cr Fox, seconded Cr Johnston that Council accept the offer of the proposed Christmas Tree and painting upgrade of Outside School Hours Care with quotes to be obtained for painting. The location of placement of the Christmas Tree to be determined at a later date.*

**REFERENCE DOCUMENT**

- Nil

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

**4.3 Adventurous (Risky and Nature) Play Policy**

**EXECUTIVE SUMMARY**

*'Being adventurous is about creating opportunities for children (and adults) to explore and test their own capacities, to manage risk and to grow as capable, resourceful and resilient children and adults.'*  
(National Quality Standard, Professional Learning Program, 2013).

We acknowledge that it is sometimes difficult to find the right balance between allowing children to engage in adventurous play in our physical environment indoors and outdoors, whilst preventing serious injuries.

Our OSHC Service is committed to supporting families to understand the importance and benefits of risk taking through *adventurous play* for their children. We believe that for children to learn effectively and prepare for life-long skills, it's important for them to experience challenging situations in our physical environment that is managed effectively to minimise negative outcomes, not eliminate risk.

Our natural local environments assist children to gain an understanding of nature and gain a respect for the living and non-living environments within their world. By more involvement and play within the Australian bush, children can create and be inspired by nature and the natural resources it provides. Children are also able to gain a better understanding of our First Nations people the Aboriginal and Torres Strait Islanders who are connected to the land, water, plants, animals, mother earth and father sky within the natural bushland of Australia.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Adventurous (Risky and Nature) Play Policy as presented.***

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**RESOLUTION 20240910.6**

*It was moved Cr Easton, seconded Cr Johnston and carried that Council adopt the Adventurous (Risky and Nature) Play Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

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

##### 4.4 Child Protection Policy

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

Our Out of School Hours Care (OSHC) Service is committed to providing a child safe environment where children's safety and wellbeing is supported and children feel respected, valued and encouraged to reach their full potential. Our OSHC Service embeds the National Principles for Child Safe Organisations and promotes a culture of safety and wellbeing to minimise the risk of child abuse or harm to children whilst promoting children's sense of security and belonging. We will ensure all employees and volunteers understand the meaning, importance and benefits of providing a child safe environment and critically, understand their obligations and requirements as mandatory reporters. Our OSHC Service follows the National Model Code and Guidelines for taking images or videos of children released by ACECQA 1 July 2024. [optional]

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

*That Council: adopt the Child Protection Policy as presented.*

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###### **RESOLUTION 20240910.7**

*It was moved Cr Fox, seconded Cr Brown and carried that Council adopt the adopt the Child Protection Policy as presented.*

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

- Policy

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

##### 4.5 Furniture and Equipment Safety Policy

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

Under the Education and Care Services National Law and Regulations we have a responsibility to protect the health and safety of children enrolled at our Out of Schools Hours Care (OSHC) Service. Whilst risk management is included in our health and safety policies, we understand our responsibility in providing a safe environment for all children and the need to check all equipment and furniture regularly to minimise risks to all those entering the Service.

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

*That Council: adopt the Furniture and Equipment Safety Policy as presented.*

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###### **RESOLUTION 20240910.8**

*It was moved Cr Easton, seconded Cr Flute and carried that Council adopt the adopt the Furniture and Equipment Safety Policy as presented.*

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

- Policy

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

##### 4.6 Staff Sick Policy

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

Education and Care Services National Law and Regulations and Workplace Health and Safety legislation require early childhood education and care services to implement specific measures to minimise the spread of infectious illness and maintain a healthy environment for not only children, but also educators, staff and other adults who may visit the Outside School Hours Care (OSHC) Service. Whilst we urge families to keep their child away from OSHC when they are sick, we also urge staff to take leave if they are unwell to minimise the transmission of infectious disease and illness to others. Our OSHC Service relies on employees being at their best every day. Educators often overlook their own health resulting in exhaustion, stress and illness. When an educator is unwell with an illness or injury, it is critical that they take care of their own health and take time to recover before returning to the demands and responsibilities present within a school age care setting.

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

*That Council: adopt the Staff Sick Policy as presented.*

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###### **RESOLUTION 20240910.9**

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

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

- Policy

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

##### 4.7 Snake Awareness Policy

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

Education and Care services may be located in bush settings or visit bush settings as part of their educational program where it is known snakes may be active and present. Snakes are most prevalent during spring or summer but could be encountered at any time of the year – especially on sunny days.

Unprovoked, snakes rarely attack humans and are generally shy, timid animals that will avoid conflict if given the opportunity. Snakes are protected under the Nature Conservation Act 1992, and it is an offence to kill or injure them. The greatest risk of snake bite from venomous snakes is from people trying to kill or handle them.

Our Out of School Hours Care (OSHC) Service is committed to providing a safe and healthy environment for children and staff whilst being respectful of wildlife in and around our environment. We aim to minimise the potential risk of injury from a snake bite by educating children and staff about the risks associated with snakes.

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

*That Council: adopt the Snake Awareness Policy as presented.*

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###### **RESOLUTION 20240910.10**

*It was moved Cr Fox, seconded Cr Easton and carried that Council adopt the Snake Awareness Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

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

**4.8 Bullying, Discrimination and Harassment Policy**

**EXECUTIVE SUMMARY**

Our Out of School Hours Care (OSHC) Service is committed to creating a workplace with vision and meaningful direction, adhering to our code of conduct and practicing ethical behaviour to ensure a productive work environment free from bullying, discrimination, and/or harassment. Sexual harassment has no place in our Service.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Bullying, Discrimination and Harassment Policy as presented.*

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**RESOLUTION 20240910.11**

*It was moved Cr Fox, seconded Cr Johnston and carried that Council adopt the Bullying, Discrimination and Harassment Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

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

**4.9 Dealing with Complaints Policy (Staff)**

**EXECUTIVE SUMMARY**

Feedback from families, educators, staff and the wider community is fundamental in creating an evolving Out of School Hours Care Service working towards the highest standard of care and education.

It is foreseeable that feedback will include divergent views, which may result in complaints. This policy details our OSHC Service's procedures for receiving and managing informal and formal complaints from staff. Educators can lodge a grievance or complaint with management with the understanding that it will be managed conscientiously and confidentially.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Dealing with Complaints Policy (Staff) as presented.*

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**RESOLUTION 20240910.12**

*It was moved Cr Flute, seconded Cr Easton and carried that Council adopt the Dealing with Complaints Policy (Staff) as presented.*

**REFERENCE DOCUMENT**

- Policy

## 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

### 4.10 Dealing with Complaints Policy

#### EXECUTIVE SUMMARY

Feedback from families, children, educators, staff and the wider community is fundamental in creating an evolving Out of School Hours (OSHC) Service working towards the highest standard of care and education.

It is foreseeable that feedback will include divergent views, which may result in complaints. This Policy details our OSHC Service's procedures for receiving and managing informal and formal complaints. Families, children, parents, visitors, students and members of the community can lodge a grievance or complaint with management.

#### OFFICER'S RECOMMENDATION

*That Council: adopt the Dealing with Complaints Policy as presented.*

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#### RESOLUTION 20240910.13

*It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Dealing with Complaints Policy (Staff) as presented.*

#### REFERENCE DOCUMENT

- Policy

*Change of order of business to consider late items*

## 3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

### 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 August 2024.

#### OFFICER'S RECOMMENDATION

*That Council: Receive the monthly financial report presenting the progress made as at 31 August 2024 in relation to the 2024/2025 budget and including the:*

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

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#### RESOLUTION 20240910.14

*It was moved Cr Flute, seconded Cr Brown and carried that council accept the monthly financial report as presented.*

#### REFERENCE DOCUMENT

Attachment A –

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

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**GENERAL BUSINESS**

Cr Fox advised of ongoing discussions with Outback Futures for service provision to our community and that a proposal had been received. Outback Futures would look to service the McKinlay, Richmond and Flinders Shires at a cost of \$40 000 per Shire. The service has recently been engaged by the Me and My Mum Hub (MMMh) and a joint approach was being investigated. Cr Fox will have meetings with Selectability and Outback Futures to confirm there will be no duplicates on services provided and bring a formal proposal back to Council for consideration.

Cr Brown asked for an update on the Outback Queensland Masters.

Cr Brown requested Council provide a Youth Engagement Service to school students where students can spend a day with a Councillor.

Cr Brown suggested writing a letter to Richmond State School inviting Student Council and School Leaders to sit in on a Council Meeting, and possibly making it a regular engagement in the future.

Cr Brown updated Council on the 10,000 steps program. Staff from Richmond Multi-Purpose Centre and Richmond Medical Centre are co-ordinating this event and hope to have the link to the public by the end of the month.

Cr Brown met with the Coordinator for Outside of School Hours Care where they discussed the benefits of installing solar panels to assist in the costs of power.

Cr Wharton noted that the gardens at the Ergon Energy Depot are starting to deteriorate. It was noted that Council will look into who is to maintain them. Cr Wharton noted that he will get in contact with Ergon to discuss maintenance.

Cr Flute noted that members of the public are enquiring about the water access charge on their rates notice. It was decided a notification would go out reminding the public of the nature of this charge.

Cr Wharton noted that the potholes at the Lakeview Caravan Park exit are getting worse and in need of repair.

Cr Wharton also noted that the raised bitumen on Simpson Street needs to be addressed.

CEO Peter Bennett updated Council on the weather stations around the Shire. Qteq will be running upgrades, with BOM taking over seven of the sights.

**CLOSE OF MEETING**

**RESOLUTION 20240910.15**

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

**Meeting closure**

**RESOLUTION 20240910.16**


*It was moved Cr Wharton, seconded Cr Fox and carried that the meeting close at 11:45am.*

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ON TUESDAY 10 SEPTEMBER 2024

**Next Ordinary Meeting**

15 October 2024.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 10 September 2024.



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**Mayor**