

CONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND  
ON TUESDAY 21 JANUARY 2025



# **RICHMOND SHIRE COUNCIL**

## **CONFIRMED MINUTES**

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**PRESENT**

Present when Mayor Wharton declared the meeting open at 8:46am were:

**COUNCILLORS:**

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

**STAFF:**

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

**PRAYER**

Cr Easton read the prayer.

**APOLOGIES**

*Nil*

**CONFIRMATION OF MINUTES**

***RESOLUTION 20250121.1***

*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 Board Room, Richmond on Tuesday, 10 December 2024 be adopted as presented.*

**BUSINESS ARISING**

Cr Johnston requested an update on the staff parking area at the rear of the Moonrock Café. DOW Syed Qadir confirmed crusher dust had be laid.

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

**2.1 Rural Fence Subsidy Policy**

**EXECUTIVE SUMMARY**

To encourage rural property owners that adjoin town commons/crown reserves/designated road reserves, for which Council is trustee, to fence the boundary line.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Rural Fence Subsidy Policy as presented.***

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***RESOLUTION 20250121.2***

*It was moved Cr Fox, seconded Cr Johnston and carried that Council adopt the Rural Fence Subsidy Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

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

**2.2 Racing Queensland Grant for the Construction of New Day Yards at Richmond Racecourse.**

I, Councillor Fox inform the meeting that I have declared an interest in relation to item 2.2 Racing Queensland Grant for the Construction of New Day Yards at Richmond Racecourse, as a result that my husband, David Fox, is the Vice President of the Richmond Turf Club.

As a result of the conflict of interest, I have chosen to remain in the meeting, however I will not vote.

**Attendance**

Member of Richmond Turf Club Phillip Kennedy entered the room at 8:49am

Member of the Richmond Turf Club, Philip Kennedy brought forward a proposal requesting a Council contribution of \$50,000.00 towards the upgrade of the new day stables.

**Attendance**

Member of Richmond Turf Club Phillip Kennedy left the room at 9:07am

**EXECUTIVE SUMMARY**

Late last year Racing Queensland approved a grant application for Richmond Turf Club to allow for the construction of 20 new day yards and 4 feed sheds. This grant is to replace the existing stables which are non-compliant. These are not additional stables. Conditions of this grant are that the existing stables are to be demolished, however, if it is at all practical these stables may be altered to become the new race day tie up stalls.

**OFFICER'S RECOMMENDATION**

*That Council: provide further instruction.*

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**RESOLUTION 20250121.3**

*It was moved Cr Johnston, seconded Cr Easton and carried that Council support the Richmond Turf Club by contributing \$50,000.00 towards the new day stables and build the pad for the stables to be built upon.*

**REFERENCE DOCUMENT**

- Proposal

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

**2.3 Queensland Music Trails**

**EXECUTIVE SUMMARY**

Council has approached the Queensland Music Trails to be involved in the 2026 trail.

Queensland Music Trails are the flagstone product of Queensland Music Festival (QMF), a not-for-profit organisation wholly owned by the Qld Government.

The trails are a globally recognised and awarded cultural tourism product that sees travellers embark on a self-driving adventure throughout Queensland's most iconic locations, with events produced and supported by QMF at strategic locations along the trail to celebrate and showcase the cultural identity of Queensland's people and places.

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They are seeking expressions of interest from Councils in the central/northwest to be part of the Outback Trail in 2026.

**OFFICER'S RECOMMENDATION**

***That Council: discuss whether Council puts in an expression of interest in holding an event for the Queensland Music Trail and where an event would be held and the budget implications.***

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Cr Wharton deferred Item 2.3.

**REFERENCE DOCUMENT**

- Qld Music Trails the Outback 2026 and 2027 Prospectus
- Qld Music Trails the Outback EOI Terms and Conditions

<b>2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER</b>
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**2.4 Queensland Outback Masters**

**EXECUTIVE SUMMARY**

Queensland Outback Masters have informed Kronosaurus Korner that outside vendors will be used for catering for the golf event being held in July 2025. They have asked Kronosaurus Korner to use the museum for a function and discounted entry, but the catering will be done from an outside vendor.

Previously Kronosaurus Korner provided the catering for the Outback Masters and a discounted entry to the museum.

**OFFICER'S RECOMMENDATION**

***That Council: for consideration.***

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It was unanimously decided that Councillor Wharton will write to Queensland Outback Masters to inform them Council do not support the use of outside vendors for the catering of the Queensland Outback Masters held in Richmond.

**REFERENCE DOCUMENT**

Nil

<b>3. REPORTS FOR CONSIDERATION – Corporate Services</b>
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**3.1 Executive Summary - Statements**

**EXECUTIVE SUMMARY**

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

**OFFICER'S RECOMMENDATION**

***That Council: Receive the monthly financial report presenting the progress made as at 31 December 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 20250121.4**

*It was moved Cr Johnston, seconded Cr Flute and carried that Council receive the monthly financial report presenting the progress made as at 31 December 2024 in relation to the 2024/25 budget and including the:*

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

DOCS Peta Mitchell noted that a yes vote was obtained to move forward with the EBA and will now be taken to the Commission.

**REFERENCE DOCUMENT**

- December Monthly Financial Statements

<b>3. REPORTS FOR CONSIDERATION – Corporate Services</b>
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**3.2 Executive Summary – 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 2024/2025 Operational Plan at the end of the December quarter is tabled for Council's consideration.

**OFFICER'S RECOMMENDATION**

***That Council: receive and note the Quarter 2 progress report of RSC 2024/2025 Operational Plan for the December 2024 reporting period.***

**RESOLUTION 20250121.5**

*It was moved Cr Fox, seconded Cr Johnston and carried that Council accept the Operational Plan as presented.*

**REFERENCE DOCUMENT**

- Operational Plan

**Attendance**

Peter Bennett left the room at 9:26

<b>4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES</b>
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**4.1 RADF**

**EXECUTIVE SUMMARY**

Councils RADF Fund currently has an underspend of \$20,887.00. In order for us to receive our 24/25 allocation we need to spend this first.

Branches Performing Arts have indicated that the interest is low for dance in 2025, so they are unsure if they will be accessing the funding.

As a Council Strategic Initiative, we could potentially use up to \$12,000.00 to replace the plaques around the lake with etched stainless steel. The life span of these is 30 + years.

**OFFICER'S RECOMMENDATION**

***That Council: approve the use of approx. \$12,000.00 from underspent funds from RADF to install stainless steel plaques to highlight significant events in the Lake Footpath.***

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**RESOLUTION 20250121.6**

*It was moved Cr Fox, seconded Cr Johnston and carried that Council approve the use of \$12,000.00 from the RADF Funding to install historical stainless-steel plaques in Lake Fred Tritton Footpath.*

**REFERENCE DOCUMENT**

- Nil

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

**4.2 RADF – Kronosaurus Korner**

**EXECUTIVE SUMMARY**

Application from Kronosaurus Korner - \$24,600.00

Bringing Richmond's most significant fossils to life as engaging characters for exhibitions, outreach, and place making, paired with workshops teaching cartooning, creativity and storytelling.

**OFFICER'S RECOMMENDATION**

***That Council: approve the use of the surplus RADF Funds (\$20887.00) and \$3713.00 from the 24/25 RADF Allocation for this project. Allowing \$12,000 from the 24/25 RADF allocation to fund the previous council strategic initiative for footpath plaques.***

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**RESOLUTION 20250121.7**

*It was moved Cr Easton, seconded Cr Flute and carried that Council approve the use of surplus RADF funds for the proposed Kronosaurus Korner project.*

Cr Brown asked if the plaques would be replaced with the same information as the current plaques. DOCSA Angela Henry confirmed that they would be. If funds permit, more recent historical events such as 2019 Floods, could be included.

**REFERENCE DOCUMENT**

- Application

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

**4.3 Department of Health and Aged Care**

**EXECUTIVE SUMMARY**

We have received a notice regarding the request for a Business Case to maintain funding for CHSP (Commonwealth Home Support Programme) Services or accept a 30% reduction. CHSP fund the Domestic Assistance, Personal Care, Respite, Social Support Group and Individual, Nursing, Transport and Meals for those who do not have or are waiting for Home Care Packages.

Over the past several years, we have not utilised any funding for Personal Care or Respite services, so I feel that eliminating these services will not result in any loss for the community.

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We rarely meet our required outputs for many services within the CHSP Program. However, CHSP serves as an essential first step in the Aged Care System for in-home support. It funds our Meals on Wheels (MOW) program and group activities. In fact, we often exceed our budget with the MOW program.

Instead of accepting an overall 30% reduction in our services, with Councils support, I wish to propose relinquishing funding for Respite and Personal Care services for CHSP clients entirely. I aim to maintain the current funding, without reductions, for Domestic Assistance, Social Supports (both individual and group), Transport, Nursing and Meals.

A few years ago, we fully accepted a 30% reduction in funding. However, this service is crucial, and losing funding would leave us without alternatives.

In recent months, Richmond Aged Care has seen an increase in service needs, currently serving 12 CHSP clients. Our services include Domestic Assistance for 6 clients, a Social Support Group for 7 clients, Meals for 2 clients, 1 Transport client, 12 Individual Support clients, and 5 Nursing clients.

Over the past several years we have consistently not accessed funding for Personal Care so I feel that eliminating these will not negatively impact us

With Selectability now offering Carers Respite in town, I don't believe that losing this particular service will disadvantage our community if the need arises.

Recent funding received for 2023/2024 and 2024/25 is as follows

Service Type	2024/25	2023-2024
Social Support – Individual	\$17,884.52	\$24,685.33
Nursing	\$16,990.97	\$23,452.00
Transport	\$9,380.13	\$12,947.04
Personal Care	\$6,137.31	\$8,471.10
Meals	\$24,473.13	\$33,779.33
Domestic Assistance	\$15,569.22	\$21,489.60
Flexible Respite	\$20,078.36	\$27,713.40
Social Support Group	\$62,545.30	\$86,328.92

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

***That Council: approve the business case proposal to forgo Personal Care and Flexible Respite in its entirety for CHSP Funding based on consistent evidence of underutilisation in the attempt to retain current funding arrangements for the remaining services***

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#### **RESOLUTION 20250121.8**

*It was moved Cr Johnston, seconded Cr Brown and carried that Council approve the business case proposal of forgoing the Personal Care and Flexible Respite in its entirety.*

#### **REFERENCE DOCUMENT**

- Nil

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

**4.4 Delirium Policy**

**EXECUTIVE SUMMARY**

To provide health professionals with principles and practice guidance in the identification of delirium and support the escalation of care.

**OFFICER'S RECOMMENDATION**

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

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**RESOLUTION 20250121.9**

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

**REFERENCE DOCUMENT**

- Policy

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

**4.5 Deterioration and Escalation Policy**

**EXECUTIVE SUMMARY**

To provide workers with principles and practice guidance in the management of deterioration and support the escalation of care when required.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Deterioration and Escalation Policy as presented.*

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**RESOLUTION 20250121.10**

*It was moved Cr Easton, seconded Cr Brown and carried that Council adopt the Deterioration and Escalation Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

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

**4.6 Diabetes Management Policy**

**EXECUTIVE SUMMARY**

To provide worker guidance in the management of diabetes<sup>1</sup> including management of hyperglycaemia (high blood glucose levels) and hypoglycaemia (low blood glucose levels).

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Diabetes Management Policy as presented.*

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**RESOLUTION 20250121.11**

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

**REFERENCE DOCUMENT**

- Policy

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

**4.7 Environment Policy**

**EXECUTIVE SUMMARY**

To provide guidance to workers in ensuring a welcoming, safe and accessible environment for all.

**OFFICER'S RECOMMENDATION**

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

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***RESOLUTION 20250121.12***

*It was moved Cr Brown, seconded Cr Fox and carried that Council adopt the Environment Policy with changes.*

**REFERENCE DOCUMENT**

- Policy

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

**4.8 Falls and Mobility Policy**

**EXECUTIVE SUMMARY**

To provide guidance to workers in the prevention and management of falls and support of mobility impairment in line with contemporary practice.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Falls and Mobility Policy as presented.***

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***RESOLUTION 20250121.13***

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

**REFERENCE DOCUMENT**

- Policy

**Attendance**

CEO Peter Bennett re-entered the room at 9:39am

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

**4.9 Consumer Specific Needs and Diversity Policy**

**EXECUTIVE SUMMARY**

To provide worker guidance in the delivery of care and services with consideration to consumer specific needs and diverse backgrounds.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Consumer Specific Needs and Diversity Policy as presented.***

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**RESOLUTION 20250121.14**

*It was moved Cr Fox, seconded Cr Johnston and carried that Council adopt the Consumer Specific Needs and Diversity Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**CLOSED SESSION**

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

**2.5 Rates Relief – Churches and Charities**

**RESOLUTION 20250121.15**

*It was moved Cr Easton, seconded Cr Johnston and carried that Council enter a closed session according to the Local Government Regulation 2012 275, (1)(c) the local government's budget;*

**RESOLUTION 20250121.16**

*It was moved Cr Johnston, seconded Cr Easton and carried that Council exit a closed session according to the Local Government Regulation 2012 275, (1)(c) the local government's budget;*

**EXECUTIVE SUMMARY**

Council requested information on what Churches and Charities are currently paying in rates and charges.

In the current Council's Revenue Statement, the following assessments are exempt from paying general rates:

- A219
- A292
- A144

Councillors should consider that Council is completing a business plan about the viability of the development of a school camp facility with the Catholic Church.

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**OFFICER'S RECOMMENDATION**

***That Council: discuss whether to offer any further concession to rates and charges. Under section 120 (1) (c) of the Local Government Regulation 2012 Council may provide a rebate under the "hardship" provisions.***

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**RESOLUTION 20250121.17**

*It was moved Cr Johnston, seconded Cr Easton and carried that Council waiver the outstanding balance for rates owing, and any remaining 2024/2025 rates for Assessment 292.*

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**REFERENCE DOCUMENT**

- Nil

<b>GENERAL BUSINESS</b>
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Cr Johnston noted local businesses have approached her regarding CopperString not engaging with them as a local supplier. Cr Johnston noted that she would organise a meeting with fellow Councillors and business owners to discuss solutions.

Cr Easton asked DOW Syed Qadir if there are workshops and training provided to Councils Roads Crew in relation to road erosion. DOW Syed Qadir noted that there is adequate training provided to Supervisors throughout the year. It was recommended that Supervisors place markers on job sights to make it easier for the grader driver to identify where diversion drains are to be placed during road maintenance projects.

Cr Fox noted she attended the Townsville Health and Hospital Service Rural CAN Meeting. Cr Fox noted there has been staff changes in the infrastructure area and Richmond was still waiting on information on the new build. Other topics discussed where Allied Health Services and support for Richmond Multipurpose Health Service and staff.

Cr Johnston noted that there was a sharps disposal container in the single toilet at Lake Fred Tritton that was installed too low and needed relocating. DOCS Peta Mitchell confirmed that an audit had been done, and the disposal container has been adjusted to an appropriate height.

Cr Brown requested for a Community Broadcast to be circulated reminding locals of the correct positioning of rubbish bins on rubbish collection days.

**Attendance**

Rebecca Flick entered the room at 10:01am

Rebecca Flick, Richmond State School's new principal, joined the Ordinary Meeting. Rebecca Flick was introduced to all Councillors and Staff in the Ordinary meeting and put forward her plans for the coming years at Richmond State School.

Rebeccas Flick invited and encouraged all Councillors and Staff to attend any open day or weekly parade when available and hopes to build a close relationship with Richmond Shire Council.

Rebecca Flick also complimented Richmond Shire Council on the neat and tidy presentation of the town.

**Meeting Adjournment**

**RESOLUTION 20250121.18**

*It was moved Cr Fox, seconded Cr Johnston and carried that Council adjourn the meeting for morning tea at 10:14am.*

**RESOLUTION 20250121.19**

*It was moved Cr Easton, seconded Cr Johnston and carried that Council resume the meeting at 10:41am and Cr Wharton resumed the chair.*

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**Attendance**

Rebecca Flick left the meeting at 10:41am

Cr Brown noted that there are a number of new people to Richmond and suggested Council hold a meet and greet evening. It was suggested that Kronosaurus Korner Curator could be approached to incorporate an opening of a new exhibition. Cr Johnston to organise for the meet and greet to go ahead on March 27, 2025 at Kronosaurus Korner, with an open invitation to the community.

Cr Easton requested an update on the auction of the Maxwellton Blocks. CEO Peter Bennett informed Council that the process will start around April.

Cr Wharton updated Council on the progress of the Maxwellton Common Chickpea Project. Ploughing and spraying has been completed by the Contractor.

DOW Syed Qadir noted that the concrete bunkers at the Richmond Refuse Tip are ready to be built. Cr Flute and Syed to inspect the refuse tip and create a plan for where they are to be placed.

Cr Wharton noted that Golden Lab Espresso, Hughenden, had requested permission to expand their coffee van setting in Richmond. CEO Peter Bennett noted that it was a welcomed discussion. Golden Lab Espresso would have to source their own location to set up and have a current Food Safety Licence.

**Attendance**

Kronosaurus Korner Manager Jodie Fox entered the meeting at 10:58

<b>2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER</b>
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**2.3 Deferred Agenda Item Queensland Music Trails, Deferred by Councillor Wharton**

Jodie Fox informed Council that following her meeting with Queensland Music Trails representative, that Council would not be required to contribute any money towards the Queensland Music Trails. It was requested that Council In-Kind the hire of equipment such as portable toilets, tables, chairs and generators as required.

**EXECUTIVE SUMMARY**

Council has approached the Queensland Music Trails to be involved in the 2026 trail. Queensland Music Trails are the flagstone product of Queensland Music Festival (QMF), a not-for-profit organisation wholly owned by the Qld Government.

The trails are a globally recognised and awarded cultural tourism product that sees travellers embark on a self-driving adventure throughout Queensland's most iconic locations, with events produced and supported by QMF at strategic locations along the trail to celebrate and showcase the cultural identity of Queensland's people and places.

They are seeking expressions of interest from Councils in the central/northwest to be part of the Outback Trail in 2026.

**OFFICER'S RECOMMENDATION**

***That Council: discuss whether Council puts in an expression of interest in holding an event for the Queensland Music Trail and where an event would be held and the budget implications.***

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**RESOLUTION 20250121.20**

*It was moved Cr Brown, seconded Cr Johnston and carried that Council support the Queensland Music Trail.*

**REFERENCE DOCUMENT**

- Qld Music Trails the Outback 2026 and 2027 Prospectus
- Qld Music Trails the Outback EOI Terms and Conditions

<b>CLOSE OF MEETING</b>
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**RESOLUTION 20250121.21**

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

**Meeting closure**

**RESOLUTION 20250121.22**

*It was moved Cr Fox, seconded Cr Easton and carried that the meeting close at 11:06am.*

**Next Ordinary Meeting**

18 February 2025.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 21 January 2025.



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**Mayor**