

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 18 FEBRUARY 2025



RICHMOND SHIRE COUNCIL

CONFIRMED MINUTES

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PRESENT

Present when Mayor Wharton declared the meeting open at 8:40am 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, Minutes Secretary – Tyarna Robinson and Camille Carrigan.

PRAYER

Cr Flute read the prayer.

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20250218.1

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, 21 January 2025 be adopted as presented.

BUSINESS ARISING

Nil

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

2.1 Rainbow Gateway Park Bench – Library

EXECUTIVE SUMMARY

Rainbow Gateway has asked for Council permission to place a picnic style table and chairs on the grassed area outside the Richmond Library. The table and chairs would be secured to a concrete slab at the expense of Rainbow Gateway.

OFFICER'S RECOMMENDATION

That Council: give further direction.

RESOLUTION 20250218.2

It was moved Cr Johnston, seconded Judy Brown and carried that Council accept the proposal from Rainbow Gateway with conditions.

Council noted that it is recommended that placement be made at the rear of the building.

REFERENCE DOCUMENT

- Email

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

2.2 New Stormwater and Drainage Plans

EXECUTIVE SUMMARY

Changes to the new storm water and drainage plans were requested urgently to eliminate continuous flooding issues impacting parts of Larsen Street, Crawford Street and Simpson Street.

After recent rain, streets experienced flooding. Noted this is after extensive remedial works last year. Immediate works are required to alleviate excess water pooling on residential streets.

Council completed a flying minute through email on 11 February 2025 for a decision to be made for Council to approve or deny new plans for stormwater and drainage.

It was unanimously agreed that Council approve the new plans for Storm Water Drainage on sections of Larsen Street, Crawford Street and Simpson Street.

OFFICER'S RECOMMENDATION

That Council: note that it was unanimously agreed to approve the new plans for Stormwater and Drainage on sections of Larsen Street, Crawford Street and Simpson Street.

RESOLUTION 20250218.3

It was moved Cr Johnston, seconded Cr Easton and carried that Council endorse the flying minute for the new Stormwater and Drainage plans.

REFERENCE DOCUMENT

- Proposal

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.1 Incident Management Policy

EXECUTIVE SUMMARY

To provide worker guidance in the management of incidents and an understanding of the incident management system.

Information on the Serious Incident Response Scheme (SIRS) incidents is included in SIRS Management. Information on worker incident management is included in Workplace Safety.

OFFICER'S RECOMMENDATION

That Council: adopt the Incident Management Policy as presented.

RESOLUTION 20250218.4

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Infection Prevention and Control Policy

EXECUTIVE SUMMARY

To provide worker guidance to ensure an evidenced based approach to infection prevention and control (IPC) that is consumer centred, minimises the risk of infection and adheres to the core principles of infection prevention and control.

OFFICER'S RECOMMENDATION

That Council: adopt the Infection Prevention and Control Policy as presented.

RESOLUTION 20250218.5

It was moved Cr Fox, seconded Cr Johnston and carried that Council adopt the Infection Prevention and Control Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.3 Information Management Policy

EXECUTIVE SUMMARY

To provide worker guidance in the management of organisation and consumer information.

OFFICER'S RECOMMENDATION

That Council: adopt the Information Management Policy as presented.

RESOLUTION 20250218.6

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.4 Information Technology and Cyber Security Policy

EXECUTIVE SUMMARY

To provide information to the organisation about our information management systems.

OFFICER'S RECOMMENDATION

That Council: adopt the Information Technology and Cyber Security Policy as presented.

RESOLUTION 20250218.7

It was moved Cr Easton, seconded Cr Johnston and carried that Council adopt the Information Technology and Cyber Security Policy as Presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.5 Life Threatening Events Policy

EXECUTIVE SUMMARY

To provide workers with an understanding of the principles and practice of managing life-threatening events including:

- Consumer monitoring in weather events or disasters
- Basic life support
- Foreign body airway obstruction (choking)
- Anaphylaxis and
- Advanced life support (as applicable) with consideration to scope of practice.

OFFICER'S RECOMMENDATION

That Council: adopt the Life Threatening Events Policy as presented

RESOLUTION 20250218.8

It was moved Cr Fox, seconded Cr Brown and carried that Council adopt the Life Threatening Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.6 Living with Cognitive Impairment Policy

EXECUTIVE SUMMARY

To provide guidance to workers in communicating with and caring for people living with cognitive impairment including the support of consumer's behavioural and psychological symptoms of dementia (BPSD).

We refer to 'consumers living with cognitive impairment' noting that a range of diagnosis or health conditions can present with cognitive impairment and describes all memory loss (acute, chronic or transitory) and associated disease and behaviours.

OFFICER'S RECOMMENDATION

That Council: adopt the Living with Cognitive Impairment Policy as presented.

RESOLUTION 20250218.9

It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Living with Cognitive Impairment Policy.

REFERENCE DOCUMENT

- Policy

Change of business to consider late items.

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

2.2 New Stormwater and Drainage Plans – Incoming Correspondence

EXECUTIVE SUMMARY

A letter from local residents has been received with concerns with the new stormwater and drainage Plans.

OFFICER'S RECOMMENDATION

That Council: consider letter from residents.

It was unanimously decided that Council write back to the resident to acknowledge and address the concerns and to include a copy of the plans.

REFERENCE DOCUMENT

- Letter

3. REPORTS FOR CONSIDERATION – DIRECTOR OF CORPORATE SERVICES

3.1 Monthly Financial 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 January 2025

OFFICER'S RECOMMENDATION

That Council: Receive the monthly financial report presenting the progress made as at 31 January 2025 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 20250218.10

It was moved Cr Easton, seconded Cr Johnston and carried that Council receive the monthly financial reports presenting the progress made as at 31 January 2025 in relation to the 2024/25 budget and including:

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

REFERENCE DOCUMENT

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

Director of Corporate Services Peta Mitchell noted amendments to the budget will be made and circulated to Councillors before the March 2025 Council Meeting.

CLOSED SESSION

1. REPORTS FOR CONSIDERATION – Works

1.1 Purchase of Mobile Batching Plant

RESOLUTION 20250218.11

It was moved Cr Fox, 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 20250218.12

It was moved Cr Flute, seconded Cr Johnston 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

Works Department struggled to get concrete at the right time in the last year and a lot of jobs were delayed and not completed in time, these include TMR, and other Shire works. It is proposed to purchase of a mobile concrete batching plant will provide a lot of control over our jobs and with the amount of upcoming work the local contractor has for CopperString, Richmond Shire Council will not get any priority which will affect the upcoming TMR, NEMA and other Shire concrete works.

OFFICER'S RECOMMENDATION

That Council: provide further instruction.

RESOLUTION 20250218.13

It was moved Cr Easton seconded Cr Fox and carried that Council will proceed with the purchase the mobile batching plant.

REFERENCE DOCUMENT

- Quote
- Photos

1. REPORTS FOR CONSIDERATION – WORKS

1.2 Supply and Install of Solar Upgrade Richmond Shire Council – Various Locations

RESOLUTION 20250218.14

It was moved Cr Flute, 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 20250218.15

It was moved Cr Easton, seconded Cr Johnston 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 asked for the reviews of Arise Solar before issuing the approval. Arise Solar is one of the top leading solar providers in Australia with branches in all States and have positive reviews for small and commercial installations.

After speaking to their team, they will provide the following:

1. Agree to comply with our procurement policy
2. 10-year workmanship warranty
3. 10-year inverter warranty
4. 30-year Solar Panels warranty
5. CEC certification from all installers and who are registered electricians.

Reviews for Arise Solar:

1. Google reviews 4.5 stars based on 5,455 reviews.
2. Productreview.com.au 4.6 stars based on 6,870 reviews.

OFFICER'S RECOMMENDATION

That Council: provide further instruction.

RESOLUTION 20250218.16

It was moved Cr Brown, seconded Cr Johnston and carried that Council proceed with the quote from Arise Solar for the installation of solar panels.

REFERENCE DOCUMENT

- Arise Solar Reviews

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

2.3 Request to Waiver Rent

I, Councillor Flute, inform the meeting that I have declared an interest in relation to item 2.3 as my wife is a controlling member of the committee.

As a result of the interest, I will be leaving the room while the consideration is being discussed.

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Attendance

Cr Flute left the room at 9.24am

RESOLUTION 20250218.17

It was moved Cr Fox, seconded Cr Johnston and carried that Council enter a closed session in accordance with the Local Government Regulation 2012 275, (1)(c) the local government's budget.

RESOLUTION 20250218.18

It was moved Cr Brown, seconded Cr Easton and carried that Council exit a closed in accordance with the Local Government Regulation 2012 275, (1)(c) the local government's budget.

EXECUTIVE SUMMARY

A request from a local organisation has been received for Council to waive or reduce rent for 2025 and 2026 due to financial hardship.

OFFICER'S RECOMMENDATION

That Council: provide further direction.

RESOLUTION 20250218.19

It was moved Cr Fox, seconded Cr Easton and carried that Council waive the monthly rent for the Organisation until 31 December 2026 with conditions.

REFERENCE DOCUMENT

- Letter

Attendance

Cr Flute re entered the room at 9.37am

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

2.4 CopperString – Richmond Construction Camp Tenure

RESOLUTION 20250218.20

It was moved Cr Easton, seconded Cr Johnston and carried that Council enter a closed session in accordance with the Local Government Regulation 2012 275, (1)(e) contracts proposed to be made by it;

RESOLUTION 20250218.21

It was moved Cr Johnston, seconded Cr Brown and carried that Council exit a closed session in accordance with the Local Government Regulation 2012 275, (1)(e) contracts proposed to be made by it.

EXECUTIVE SUMMARY

CopperString would like to commence formalising an agreement between Council and Powerlink for the Richmond Construction Camp. A trustee Lease will be the required form of tenure under Section 57 and 59 of the *Land Act 1994*.

Powerlink seek a resolution from Council to enter into the lease agreement.

OFFICER'S RECOMMENDATION

That Council: provide further instruction.

RESOLUTION 20250218.22

It was moved Cr Easton, seconded Cr Johnston and carried that Council advance and enter into the lease agreement.

REFERENCE DOCUMENT

- Form 7 Lease
- Form 7 Lease Trustee
- Template Management Plan

GENERAL BUSINESS

Cr Brown noted the signs on the Eastern entrance to town are looking unsightly and falling down. Cr Wharton advised that there is funding in the budget to install new billboards. Director of Works Syed Qadir is to proceed with the tender process for the billboards.

RESOLUTION 20250218.23

It was moved Cr Brown, seconded Cr Easton and carried that Council proceed with tender process for the new billboards.

Cr Brown noted the granite rock at the lake with the plaque has split and needs replacing. Council agreed to replace the moonrock with a new one.

Cr Brown advised there is an Australian Rural Leadership Foundation program in Winton and Charter Towers. Cr Wharton supports anyone who wishes to attend. Cr Brown to circulate information to Councillors.

Cr Brown advised that the Heart Foundation has a \$30,000.00 grant. Director of Community Services Angela Henry to attain more information.

Cr Brown enquired if we have had any applications for the Tertiary Bursary. Director of Corporate Services Peta Mitchell advised Council will put information in the next newsletter.

Cr Brown commented that the trees along the Flinders Highway on the Western side were struggling before the rain event and suggested Town Services inspect the watering system. Cr Flute also noted that some of the trees on Cemetery Road need watering and the dead ones removed.

Cr Johnston advised members of the public have enquired about the return of the cat bounty. CEO Peter Bennett and Cr Wharton advised they discussed the cat bounty at the NWQROC meeting and are waiting for the State Government to decide.

Cr Johnston advised that Council are invited to the Family and Community afternoon tea and classroom visit at the Richmond State School on Tuesday 25 February 2025. Cr Johnston noted that Student Council have now been selected and requested Council invite the new leaders to an upcoming Council Meeting.

Cr Johnston advised that sand around the new concrete steps at the lake has washed away due to previous heavy rain. DOW Syed Qadir advised the concrete can be extended to the water edge.

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Cr Fox noted the road reports need consistent updating and distributing. Cr Fox suggested displaying flood markers at the Top and Bottom Crossing with flood events such as the '2019 Floods'. All Council agreed to add a marker at the Bottom Crossing.

Cr Fox requested further information on Local Buy for Richmond Shire noting the upcoming Supplier Engagement Information Session hosted by Local Buy on Wed 19th March 2025 to be held in Richmond. CEO Peter Bennett gave information on Council's use of Local Buy. Cr Wharton noted that staff should also be reminded of the Procurement Policy that contains an allowance for local suppliers.

Cr Fox noted that a Richmond Multipurpose Health Service Community Advisory Network meeting was held and there are no new reports on the status of the new hospital build.

Cr Easton requested an update on the status of the communications tower. CEO Peter Bennett advised it is on pause due to the Christmas break and will recommence in the near future.

Cr Easton enquired about the UHF channels on the dashboard. DOCS Angela Henry advised they are published on the Disaster Management Dashboard.

Cr Flute noted there is a pipe along the dump road approximately 50 meters before the grid that has caved in and bent out of shape. Director of Works Syed Qadir to investigate.

CLOSE OF MEETING

Meeting closure

RESOLUTION 20250218.24

It was moved Cr Fox, seconded Cr Johnston and carried that the meeting close at 10:15am.

Next Ordinary Meeting

18 March 2025.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 18 February 2025.



Mayor