

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND
ON TUESDAY 20 May 2025



RICHMOND SHIRE COUNCIL

CONFIRMED MINUTES

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PRESENT

Present when Mayor Wharton declared the meeting open at 9:37am were:

COUNCILLORS:

Mayor John Wharton, Deputy Mayor Patsy-Ann Fox, Councillor Megan Easton, Councillor Terry Flute, Councillor Sherreen Johnston and Councillor Judy Brown.

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, Minutes Secretary – Tyarna Robinson and Camille Carrigan.

PRAYER

Cr Johnston read the prayer.

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20250520.1

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 15 April 2025, be adopted as presented.

BUSINESS ARISING

Nil

1. REPORTS FOR CONSIDERATION – Works

1.1 Request for Driveway Maintenance – 25 Simpson Street

EXECUTIVE SUMMARY

A request for driveway maintenance at 25 Simpson Street has been received.

OFFICER'S RECOMMENDATION

That Council: provide further instruction.

Cr Wharton informed Director of Works Syed Qadir that the newly installed driveway at 31 Goldring Street does not meet Council standards. The driveway is to be removed, and a new driveway installed that complies with Council standards.

RESOLUTION 20250520.2

It was moved Cr Easton, seconded Cr Johnston and carried that Council approve the maintenance work of 25 Simpson Street driveway in accordance with the Driveway Policy.

REFERENCE DOCUMENT

- Letter

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

2.1 Request from Richmond Wagon Adventures

Richmond Wagon Adventures have requested for Council to consider doing maintenance work to the dirt road behind Lake Fred Tritton as this is part of their tour route, enabling them to limit main roads usage. They have also noted the water outlet pipe at the back of Lake Fred Tritton is currently blocked with dirt and bullrush causing seepage, creating further issues with bogging.

Richmond Wagon Adventures are also requesting for Council to consider granting them a seasonal wet area permit for 2025, covering Matrons Bay at Lake Fred Tritton and Richmond Racecourse. With the request for Council to also consider permitting Richmond Wagon Adventures to use the Cambridge Ruins to conduct some activities for their tours.

OFFICER'S RECOMMENDATION

That Council: provide further direction with the requests.

RESOLUTION 20250520.3

It was moved Cr Easton, seconded Cr Johnston and carried that Council do maintenance work to the dirt road and outlet pipe at the rear of Lake Fred Tritton.

RESOLUTION 20250520.4

It was moved Cr Fox, seconded Cr Johnston and carried that Council grant Richmond Wagon Adventures a yearly wet area permit covering Matrons Bay at Lake Fred Tritton and Richmond Racecourse, and permitting Richmond Wagon Adventures to utilise the Cambridge Ruins for tour activities, within opening hours.

REFERENCE DOCUMENT

- Letter

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.1 Richmond Shire Council Economic Development Strategy Draft

EXECUTIVE SUMMARY

The State Development Team are losing staff members making onsite visits more challenging. A potential online teams meeting is recommended to discuss the current draft to gather feedback.

OFFICER'S RECOMMENDATION

That Council: discuss the draft proposal.

It was unanimously agreed to form a sub-committee to discuss and make appropriate adjustments to the Economic Development Strategy Draft to reflect the Richmond Shire accurately.

Cr Fox, Cr Easton and Cr Johnston to meet with Director of Community Services and Development Angela Henry. Other Councillors to provide their notes via email.

REFERENCE DOCUMENT

- Draft

RESOLUTION 20240520.5

It was moved Cr Fox, seconded Cr Easton and carried that Council adjourn for morning tea at 10:00am.

RESOLUTION 20240520.6

It was moved Cr Fox, seconded Cr Easton and carried that Council re-adjourn the meeting at 10:33am.

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Regulatory Compliance Policy

EXECUTIVE SUMMARY

To provide guidance to the Council, senior management and other workers on our regulatory compliance responsibilities.

OFFICER'S RECOMMENDATION

That Council: adopt the Regulatory Compliance Policy as presented.

RESOLUTION 20250520.7

It was moved Cr Brown, seconded Cr Easton and carried that Council adopt the Regulatory Compliance Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.3 Restrictive Practices Policy

EXECUTIVE SUMMARY

To provide worker guidance to minimise the use of restrictive practices and ensure safe and monitored use of restrictive practices when indicated.

OFFICER'S RECOMMENDATION

That Council: adopt the Restrictive Practices Policy as presented.

RESOLUTION 20250520.8

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.4 Rights and Responsibilities of Consumers Policy

EXECUTIVE SUMMARY

To provide worker guidance in ensuring consumer rights and responsibilities are upheld in the delivery of care and services.

OFFICER'S RECOMMENDATION

That Council: adopt the Rights and Responsibilities of Consumers Policy as presented.

RESOLUTION 20250520.9

It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Rights and Responsibilities of Consumers Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.5 Risk Management and Emergencies Policy

EXECUTIVE SUMMARY

To provide guidance to management and workers in identifying, reporting and managing known and potential risks in line with contemporary practice.

OFFICER'S RECOMMENDATION

That Council: adopt the Risk Management and Emergencies Policy as presented.

RESOLUTION 20250520.10

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.6 Additional Needs Policy

EXECUTIVE SUMMARY

Supporting children with additional needs requires educators to extend upon the strategies they already use in providing quality care for children. It is imperative for educators to develop a comprehensive understanding of each child's interests and abilities and implement a program and environment that is receptive to their needs and inclusion.

As Out of School Hours Care (OSHC) Service offer flexible attendance options, and vacation care options, it is critical that our service works in partnership with families and other professionals to ensure

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specific consideration and adaptations/adjustments allow children with addition needs access and participation. Our OSHC Service is committed to take into account children's social and cultural diversity, including learning styles, abilities and disabilities to achieve positive experiences for children in our setting.

OFFICER'S RECOMMENDATION

That Council: adopt the Additional Needs Policy as presented.

RESOLUTION 20250520.11

It was moved Cr Fox, seconded Cr Easton and carried that Council adopt the Additional Needs Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.7 Administration of Medication Policy

EXECUTIVE SUMMARY

In supporting the health and wellbeing of children, the use of medications may be required by children at the Out of School Hours Care (OSHC) Service. All medications must be administered as prescribed by medical practitioners and first aid guidelines to ensure the continuing health, safety, and wellbeing of the child. Under the *Education and Care Services National Law and Regulations*, OSHC Services are required to ensure medication records are kept for each child to whom medication is or is to be administered by the OSHC Service (Reg 92).

OFFICER'S RECOMMENDATION

That Council: adopt the Administration of Medication Policy as presented.

RESOLUTION 20250520.12

It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Administration of Medication Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.8 Managing an Aggressive Person/Visitor Policy

EXECUTIVE SUMMARY

Our Out of School Hours (OSHC) Service aims to establish and maintain positive and open relationships with all parents of enrolled children. However, we understand that on occasion there may be times when a parent or visitor arrives at our OSHC Service displaying aggressive, difficult or challenging behaviour. Our OSHC Service is committed to maintain a safe workplace for all staff and visitors and ensure staff have the skills to safely prevent and de-escalate aggressive behaviours. Workplace violence can be any incident where a person is abused, threatened or assaulted whilst engaged in work.

OFFICER'S RECOMMENDATION

That Council: adopt the Managing an Aggressive Person/Visitor Policy as presented.

RESOLUTION 20250520.13

It was moved Cr Brown, seconded Cr Fox and carried that Council adopt the Managing an Aggressive Person/Visitor Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.9 Safe Arrival of Children Policy

EXECUTIVE SUMMARY

Under the Education and Care Services National Regulations, Outside School Hours Care (OSHC) Services must have policies and procedures in place for the safe arrival of children who travel to or from an education and care service premises [ACECQA, 2023]. This may include children traveling between our OSHC service and educational facilities such as Family Day Care service, preschool, school, long day care service or any other service which provides education and care to children.

OFFICER'S RECOMMENDATION

That Council: adopt the Safe Arrival of Children Policy as presented.

RESOLUTION 20250520.14

It was moved Cr Flute, seconded Cr Johnston and carried that Council adopt the Safe Arrival of Children Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.10 Supervision Policy

EXECUTIVE SUMMARY

Supervision is an integral part of the whole care and education experience. *“At its most basic level, supervision helps to protect children from hazards or harm that may arise in their daily experiences in play, interactions with others, and daily routines.”* (Victoria Department of Education and Training, 2010, p.1). Effective supervision allows educators to actively engage in play and leisure opportunities that are meaningful to children and support their wellbeing, development and learning.

OFFICER'S RECOMMENDATION

That Council: adopt the Supervision Policy as presented.

RESOLUTION 20250520.15

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

REFERENCE DOCUMENT

- Policy

Change of order of business to consider late items.

3. REPORTS FOR CONSIDERATION – Corporate Services

3.1 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 30th April 2025.

OFFICER'S RECOMMENDATION

That Council: receive the monthly financial report presenting the progress made as at 30th April 2025 in relation to the 2024/2025 budget and including the:

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

RESOLUTION 20250520.16

It was moved Cr Fox, seconded Cr Johnston and carried that Council accept the monthly financial report presenting the progress made as at 30th April 2025 in relation to the 2024/2025 budget and including the:

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

REFERENCE DOCUMENT

- Statements

3. REPORTS FOR CONSIDERATION – Corporate Services

3.2 Amended Budget – Kronosaurus Korner

EXECUTIVE SUMMARY

Kronosaurus Korner has received a grant for the improvement for the lighting and air conditioning from the Gambling Community Benefit Fund of \$100,000. The initial proposal was to upgrade the air conditioners in the museum. A quote was received for a \$198,000 which was unachievable under the grant. There has been maintenance work undertaken to the air airconditioners which has meant that an upgrade could be pushed out to a future date. Kronosaurus Korner will now use the \$100,000 to fully fund the lighting project of \$ 57,500 and the expenses incurred with the air conditioning maintenance. The Council committed funds would now be used to paint the Kronosaurus Korner at a cost of \$30,000.

OFFICER'S RECOMMENDATION

That Council: approve the reallocation of the budget funds from lighting to painting.

RESOLUTION 20250520.17

It was moved Cr Fox, seconded Cr Brown and carried that Council accept the reallocation of the budget funds from lighting to painting for Kronosaurus Korner.

REFERENCE DOCUMENT

- Nil

3. REPORTS FOR CONSIDERATION – Corporate Services

3.3 Fees and Charges - Aerodrome

EXECUTIVE SUMMARY

As Advata requires notice to allow updates to their ticketing/financial systems Council should decide now if any changes are to be made to the landing fees for the Richmond Aerodrome for the 2025/2026 financial year.

Council currently does not charge local property owners landing fees. In 2024/2025 Council has budgeted for \$33,915 in landing fees and has currently received \$46,874. In previous years there has been an increase to the landing fees of \$1.00.

OFFICER'S RECOMMENDATION

That Council: discuss whether new rates will be applied to the Aerodrome for the 2025/2026 financial year and adopt any change to come into effect as at 01st July 2025.

RESOLUTION 20250520.18

It was moved Cr Fox, seconded Cr Easton and carried that Council increase the landing fees at the Aerodrome by \$1.00 as at July 1 2025.

REFERENCE DOCUMENT

- Current Fees and Charges for Aerodrome landing fees.

3. REPORTS FOR CONSIDERATION – Corporate Services

3.4 Fees and Charges – Washdown Bay

EXECUTIVE SUMMARY

As Advata requires notice to allow updates to their ticketing/financial systems Council should decide now if any changes are to be made to the washdown bay fees for the 2025/2026 financial year.

In 2024/2025 Council has budgeted \$18,000 in fees and has currently have \$ 17,197. This fee has not changed since 2022/2023.

OFFICER'S RECOMMENDATION

That Council: discuss whether new rates will be applied to the washdown bay for the 2025/2026 financial year and adopt any change to come into effect as at 01st July 2025.

RESOLUTION 20250520.19

It was moved Cr Easton, seconded Cr Johnston and carried that Council increase the Washdown Bay rates by 3% as at 01st July 2025.

REFERENCE DOCUMENT

- Current fees and Charges for Washdown Bay.

3. REPORTS FOR CONSIDERATION – Corporate Services

3.5 Fees and Charges – Standpipe Bore 7

EXECUTIVE SUMMARY

As Advata requires notice to allow updates to their ticketing/financial systems Council should decide now if any changes are to be made to the Standpipe bore 7 for the 2025/2026 financial year.

In the 2024/2025 Council had budgeted \$39,463 in fees and has currently received \$45,793. Council has not increased this charge since 2022/2023 financial year.

OFFICER'S RECOMMENDATION

That Council: discuss whether new rates will be applied to the standpipe bore 7 for the 2025/2026 financial year and adopt any change to come into effect as at 01st July 2025.

RESOLUTION 20250520.20

It was moved Cr Fox, seconded Cr Johnston and carried that Council increase Standpipe Bore 7 rates by 3% as at 01st July 2025.

REFERENCE DOCUMENT

- Current fees and Charges for Standpipe Bore 7.

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

2.6 Richmond Saleyards Catwalk

I, Councillor Flute, inform the meeting that I have declared an interest in relation to Tabled Item 2.6 as I am the Saleyard Contractor. As a result of the interest, I will be leaving the room while the consideration is being discussed.

Attendance

Cr Flute left the room at 10:49am

Tabled was the suggestion to obtain a quote from the Saleyards Contractor for the installation of a secondary catwalk at the Richmond Saleyards.

OFFICER'S RECOMMENDATION

That Council: discuss the suggestion and provide further direction.

RESOLUTION 20250520.21

It was moved Cr Easton, seconded Cr Fox and carried that Council approach the Richmond Saleyards Contractor to request a quotation for the installation of a secondary catwalk at the Richmond Saleyards. The Contractor is to engage with Chief Executive Officer Peter Bennett for further direction.

Attendance

Cr Flute re-entered the room at 10:52am

REFERENCE DOCUMENT

- Nil

CLOSED SESSION

2. REPORTS FOR CONSIDERATION – Chief Executive Officer

2.2 Lease Agreement Renewal

RESOLUTION 20250520.22

It was moved Cr Fox, seconded Cr Easton and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

RESOLUTION 20250520.23

It was moved Cr Fox, seconded Cr Easton and carried that Council exit a closed session according to the Local Government Regulation 2012 275J, (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

EXECUTIVE SUMMARY

The lease agreement for 2/76 Goldring Street is due for renewal on 30th June 2025, currently held by Richmond Early Education Centre Inc.

OFFICER'S RECOMMENDATION

That Council: discuss the lease agreement.

RESOLUTION 20250520.24

It was moved Cr Johnston, seconded Cr Brown and carried that Council hold over the renewal until next Council Meeting after a meeting is held with the stakeholder.

REFERENCE DOCUMENT

Lease Agreement

2. REPORTS FOR CONSIDERATION – Chief Executive Officer

2.3 Electrical Quote – Richmond Racecourse Upgrades

I, Councillor Wharton, inform the meeting that I have declared an interest in relation to Item 2.3 as I am a controlling member of the Richmond Bush Sprints. As a result of the interest, I will not be voting.

I, Councillor Fox, inform the meeting that I have declared an interest in relation to Item 2.3 as I am a committee member of the Richmond Turf Club.

I, Director of Works Syed Qadir, inform the meeting that I have declared an interest in relation to Item 2.3 as I am a controlling member of the Richmond Turf Club.

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RESOLUTION 20250520.25

It was moved Cr Fox, seconded Cr Easton and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3)(c) the local government's budget;

RESOLUTION 20250520.26

It was moved Cr Easton, seconded Cr Johnston and carried that Council exit a closed session according to the Local Government Regulation 2012 275J, (3)(c) the local government's budget;

EXECUTIVE SUMMARY

The Richmond Racecourse requires extensive electrical upgrade to comply with electrical safety standards.

OFFICER'S RECOMMENDATION

That Council: give further direction.

RESOLUTION 20250520.27

It was moved Cr Flute, seconded Cr Easton and carried that Council obtain further clarification and information regarding the proposed works and engage with stakeholders of the facility to engage with Chief Executive Officer to organise for emergency works to be carried out.

REFERENCE DOCUMENT

Quote

2. REPORTS FOR CONSIDERATION – Chief Executive Officer

2.4 Amended Budget - RMPC

RESOLUTION 20250520.28

It was moved Cr Johnston, seconded Cr Flute and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

RESOLUTION 20250520.29

It was moved Cr Fox, seconded Cr Easton and carried that Council exit a closed session according to the Local Government Regulation 2012 275J, (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

EXECUTIVE SUMMARY

The RMPC program has been awarded \$80,000 to be spent by the end of the financial year. Council is proposing that a slip unit be purchase so a smaller vehicle can follow the slashers when the grass is dry to mitigate fires that can occur.

OFFICER'S RECOMMENDATION

That Council: accept the purchase of a slip on unit from the extra funding for RMPC.

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RESOLUTION 20250520.30

It was moved Cr Brown, seconded Cr Johnston and carried that Council proceed with the purchase of the slip-on unit.

REFERENCE DOCUMENT

Quote

2. REPORTS FOR CONSIDERATION – Chief Executive Officer

2.5 Project Funding Update

RESOLUTION 20250520.31

It was moved Cr Fox, seconded Cr Easton and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

RESOLUTION 20250520.32

It was moved Cr Fox, seconded Cr Easton and carried that Council exit a closed session according to the Local Government Regulation 2012 275J, (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

EXECUTIVE SUMMARY

Council has obtained further funding for the Aerodrome upgrade.

OFFICER'S RECOMMENDATION

That Council: note the update on the Project Funding.

RESOLUTION 20250520.33

It was moved Cr Johnston, seconded Cr Brown and carried that Council note the update.

REFERENCE DOCUMENT

Project Funding Agreement

GENERAL BUSINESS

Cr Brown commended the Richmond Bush Sprints and Kronosaurus Korner staff for the outstanding job they did organising and executing the event.

Cr Brown noted she attended the Change Maker Leadership Course in Winton.

Cr Brown noted that she has undergone Child Safety Training at the Outside School Hours Care provided by the Richmond Shire Council.

Cr Brown suggested opening up the Tertiary Bursary Subsidy to traineeships and apprenticeships to encourage students to pursue trades. Council agreed to discuss at the Budget Meeting. Cr Brown also enquired about providing staff with leaderships programs and training.

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Cr Johnston noted that a request has been made to provide an opening day once the pool heating has been finalised. Council agreed to host an event once the works have been completed. An enquiry has also been made in to adding pool entry fees to caravan park bookings, with Council reimbursing the Pool Contractor. It was unanimously agreed that pool entry fees would remain the responsibility of the Pool Contractor.

Cr Johnston noted a member of the public has enquired about hosting an Australia Day cricket event. Director of Community Services Angela Henry noted Council have a portable cricket pitch and limited cricket equipment. It was noted that Council would be encouraging of an Australia Day cricket event if a suitable playing field could be sourced. It was noted Charlie Wehlow Oval is not a suitable option as the pitch would damage the playing field.

Cr Johnston noted she has received feedback from the public that more communication from Richmond Shire Council would be welcomed. It was agreed to distribute the Council Newsletter monthly, with The Mayors Message and Councillor Message being included bi-monthly. Cr Wharton recommended hosting quarterly town meetings to give the public updates on the current projects within Council, all Councillors agreed this could be beneficial.

Cr Fox noted that options for placement of a water bubbler at The Bobby Murray Park were being investigated.

Cr Fox requested feedback on the idea of creating an Education Hub that could host school camps, university prac students, volunteers for Kronosaurus Korner. Chief Executive Officer Peter Bennett suggested formulating a plan of what the Education Hub would include and bring back to Council Meeting to discuss.

Cr Fox requested clarification on where the responsibility lies when a cat is caught in a Council cat trap as there is no stipulation on the hire forms. It was agreed that it would be discussed further at the June Council Meeting.

Cr Easton requested an update on the progress of Rural Addressing Road Identification. Chief Executive Officer Peter Bennett noted that it needs to be followed up with Queensland Ambulance Service. Cr Easton suggested distributing information via the Council Newsletter to encourage rural landowners to contact Council to update addresses.

Cr Easton requested an update on the paint upgrade of the Kronosaurus. Cr Wharton noted that there was no update at present and it was to be discussed at the upcoming Kronosaurus Korner General Meeting.

Chief Executive Officer Peter Bennett noted that he attended Legislative Training with Preston Law in Cloncurry. It was noted that moving forward Council will be engaging with Preston Law for any future Roads Policies.

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CLOSE OF MEETING

Meeting closure

RESOLUTION 20250520.34

It was moved Cr Fox, seconded Cr Flute and carried that the meeting close at 12:02pm.

Next Ordinary Meeting

17 June 2025.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 20 May 2025.



Mayor