

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON THURSDAY 14 MARCH 2024



RICHMOND SHIRE COUNCIL

CONFIRMED MINUTES

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PRESENT

Present when Mayor Wharton declared the meeting open at 8:37am were:

COUNCILLORS:

Cr Wharton, Cr Johnston, Cr Buick, Cr Fox and Cr Kennedy

STAFF:

Chief Executive Officer – Peter Bennett, Director of Corporate Services – Peta Mitchell, Director of Works – Syed Qadir and Minutes Secretary Tiana Grant

PRAYER

Cr Fox read the prayer

APOLOGIES

RESOLUTION 20240314.1

It was moved Cr Kennedy seconded Cr Buick and carried that the Council accept the apology from Councillor June Kuhl.

Director of Community Services and Development – Angela Henry

CONFIRMATION OF MINUTES

RESOLUTION 20240314.2

It was moved Cr Kennedy seconded Cr Buick and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Board Room, Richmond on Tuesday, 20 February 2024 be adopted as presented.

DECLARATIONS OF INTEREST

Mayor Wharton called for Declarations of Interest in matters listed on the Agenda:

Nil

BUSINESS ARISING

Nil

Cr Wharton welcomed Councillors to the last meeting of the term.

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

2.1 Grievance Policy

EXECUTIVE SUMMARY

Richmond Shire Council (Council) recognises that employees may not perform to the best of their ability if they feel they are being treated unfairly or they are feeling aggrieved. Council endeavours to provide a fair and just work environment by ensuring employees have access to a policy that sets out a process to resolve workplace grievances. The objective of this policy is to:

- Facilitate prompt resolution of any grievances raised

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- Provide a consistent process across Council for resolving grievances appropriately and confidentially
- Provide a framework for decision making within the parameters of natural justice; and
- To minimise the likelihood of employee dissatisfaction in the workplace.

OFFICER'S RECOMMENDATION

That Council: adopt the Grievance Policy as presented.

RESOLUTION 20240314.3

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

REFERENCE DOCUMENT

- Policy

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

2.2 Councillors Use of Confidential Information Policy

EXECUTIVE SUMMARY

The objective of this policy is to provide guidance to Councillors to comply with section 171(3) of the *Local Government Act 2009* (the Act) and defines the types of information that are considered confidential.

OFFICER'S RECOMMENDATION

That Council: adopt the Councillors Use of Confidential Information Policy as presented.

RESOLUTION 20240314.4

It was moved Cr Buick seconded Cr Johnston and carried that Council adopt the Councillors Use of Confidential Information Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.3 April Council Meeting

EXECUTIVE SUMMARY

The scheduled Tuesday, 16 April 2024 Council Meeting is required to be changed due to the Mayor and CEO Peter Bennett needing to attend a LGAQ Mayoral Forum at Parliament House in Brisbane. The Mayor did not want the April Council Meeting to be rushed for travelling, as it will be the first Council Meeting with a new Council.

OFFICER'S RECOMMENDATION

That Council: change the April 2024 Council Meeting to Tuesday 9 April 2024.

RESOLUTION 20240314.5

It was moved Cr Fox seconded Cr Buick and carried that Council reschedule the April 2024 Council Meeting to Tuesday 9 April 2024.

REFERENCE DOCUMENT

- Nil

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

2.4 Pre-Budget Meeting

EXECUTIVE SUMMARY

The scheduled Tuesday, 23 April 2024 Council Meeting is required to be changed due to the Mayor being unable to attend.

OFFICER'S RECOMMENDATION

That Council: change the Pre-Budget Council Meeting to Thursday 2 May 2024.

RESOLUTION 20240314.6

It was moved Cr Johnston seconded Cr Fox and carried that Council reschedule the Pre-Budget Meeting to Thursday 2 May 2024.

REFERENCE DOCUMENT

- Nil

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2023/24 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 29 February 2024.

OFFICER'S RECOMMENDATION

That Council: receive the monthly financial report presenting the progress made as at 29 February 2024 in relation to the 2023/24 budget and including the:

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

Cr Buick asked why there was a difference in costings for the Hulbert's Crossing cameras. DCS Peta Mitchell noted that she would look into it.

RESOLUTION 20240314.7

It was moved Cr Buick seconded Cr Johnston and carried that Council receive the monthly financial report presenting the progress made as at 29 February 2024 in relation to the 2023/24 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 Richmond Aged Care Attendee Waiver Form

EXECUTIVE SUMMARY

The Richmond Aged Care have created an External Attendee Waiver Form as it was a requirement that came out of the Aged Care Audit.

OFFICER'S RECOMMENDATION

That Council: approve the Richmond Aged Care Attendee Waiver Form as presented.

RESOLUTION 20240314.8

It was moved Cr Fox seconded Cr Buick and carried that Council approve the Richmond Aged Care Waiver Form as presented.

REFERENCE DOCUMENT

- Form

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Clinical Government Framework Policy

EXECUTIVE SUMMARY

This policy aims to guide **Richmond Shire Council Aged Care Services** in applying clinical governance processes across its operations with the purpose of ensuring that:

- the Organisations goals and identified outcome priorities are achieved while ensuring
- the Organisations clients receive safe and high-quality care

OFFICER'S RECOMMENDATION

That Council: adopt the Clinical Government Framework Policy as presented.

RESOLUTION 20240314.9

It was moved Cr Kennedy seconded Cr Johnston and carried that Council adopt the Clinical Government Framework Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.3 Consumer Dignity and Choice Policy

EXECUTIVE SUMMARY

All consumers have the right to make decision in relation to participating in activities which may involve a degree of risk. This is providing they are assessed as being mentally and physically able to do so and is in consultation with consumers and their families. Richmond Aged Care has care and service delivery which is centered on a core to support dignity of risk for quality-of-life experiences. Providing suitable choices for all aspects of care and lifestyle, comfort and wellbeing is to meet the individual

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needs of the resident and also while utilizing progress notes entries to benchmark care practices in the home.

OFFICER'S RECOMMENDATION

That Council: adopt the Consumer Dignity and Choice Policy as presented.

RESOLUTION 20240314.10

It was moved Cr Fox seconded Cr Johnston and carried that Council adopt the Consumer Dignity and Choice Policy as presented.

REFERENCE DOCUMENT

- Policy

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| 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES |
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4.4 Restraint Management and Use Policy

EXECUTIVE SUMMARY

A restrictive practice in relation to a consumer is any practice or intervention that has the effect of restricting the rights or freedom of movement of the consumer and includes:

- Chemical restraint
- Environmental restraint
- Mechanical restraint
- Physical restraint
- Seclusion

OFFICER'S RECOMMENDATION

That Council: adopt the Restraint Minimisation and Use Policy as presented.

RESOLUTION 20240314.11

It was moved Cr Kennedy seconded Cr Fox and carried that Council adopt the Restraint Management and Use Policy as presented.

REFERENCE DOCUMENT

- Policy

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| 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES |
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4.5 Restrictive Practices – Restraint Minimisation and Use Practice Policy

EXECUTIVE SUMMARY

To provide staff guidance in the minimisation and use of restrictive practices.

OFFICER'S RECOMMENDATION

That Council: adopt the Restrictive Practices – Restraint Minimisation and Use Practice Policy as presented.

RESOLUTION 20240314.12

It was moved Cr Kennedy seconded Cr Johnston and carried that Council adopt the Restrictive Practices – Restraint Minimisation and Use Practice Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.6 Rest Time Policy

EXECUTIVE SUMMARY

The United Nations Convention on the Rights of the Child states that all children and young people are guaranteed the right “to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts”. (My Time, Our Place: Framework for School Age Care in Australia, (V2.0) p. 5). Our Out of School Hours Care (OSHC) Service will cater for the needs of individual children who may require a rest, or even a sleep, after a busy school day.

OFFICER’S RECOMMENDATION

That Council: adopt the Rest Time Policy as presented.

RESOLUTION 20240314.13

It was moved Cr Buick seconded Cr Kennedy and carried that Council adopt the Rest Time Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.7 Environmentally Responsible Policy

EXECUTIVE SUMMARY

Our Out of School Hours Care (OSHC) Service encourages the awareness of environmental responsibility and implement practices that contribute to a sustainable future. Children are supported to become environmentally responsible and show respect for the environment. We practice and promote sustainability through reducing waste, minimising consumption, and protecting and conserving wildlife and natural habitats.

OFFICER’S RECOMMENDATION

That Council: adopt the Environmentally Responsible Policy as presented.

RESOLUTION 20240314.14

It was moved Cr Kennedy seconded Cr Buick and carried that Council adopt the Environmentally Responsible Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.8 Physical Environment Policy

EXECUTIVE SUMMARY

The physical environment can contribute to children’s wellbeing, happiness, and creativity as well as promoting the development of independence. It can contribute to and make visible the quality of children’s learning and involvement in experiences. The choices made in an Outside School Hours Care (OSHC) service about resources, materials, spaces, layout, air, and light in combination with access to a range of experiences in the indoor and outdoor areas, have a direct impact on the quality of learning opportunities available to children.

OFFICER’S RECOMMENDATION

That Council: adopt the Physical Environment Policy as presented.

RESOLUTION 20240314.15

It was moved Cr Fox seconded Cr Johnston and carried that Council adopt the Physical Environment Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.9 Staffing Arrangements Policy

EXECUTIVE SUMMARY

Our Outside School Hours Care (OSHC) Service aims to provide educators, staff and nominated supervisors who have the qualifications and experience to develop warm, nurturing, and respectful relationships with children. We are committed to ensuring that children’s health, safety, and wellbeing is protected at all times through providing appropriate and effective supervision according to legislated ratios and best practice. Our educators, in collaboration with our educational leader, design and implement developmentally appropriate programs that support children’s participation and engagement, interests and learning.

OFFICER’S RECOMMENDATION

That Council: adopt the Staffing Arrangements Policy as presented.

RESOLUTION 20240314.16

It was moved Cr Buick seconded Cr Fox and carried that Council adopt the Staffing Arrangements Policy as presented.

REFERENCE DOCUMENT

- Policy

CLOSED SESSION

2. REPORTS FOR CONSIDERATION – Office of the Chief Executive Officer

2.5 Tender 2324_02 Maxwellton Common Lease

RESOLUTION 20240314.17

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

RESOLUTION 20240314.18

It was moved Cr Buick, seconded Cr Fox and carried that Council exit a closed session according to the Local Government Regulation 2012 275, (1) (e) contracts proposed to be made by it;

EXECUTIVE SUMMARY

Richmond Shire Council decided to lease the Maxwellton Common to one applicant to the end of October 2024 to maintain grass growth before it is able to be farmed.

The Tender was advertised, and applications closed Tuesday 12 March at 9:00am.

OFFICER'S RECOMMENDATION

That Council: approve an applicant to lease the Maxwellton Common until 31 October 2024.

RESOLUTION 20240314.19

It was moved Cr Fox, seconded Cr Kennedy and carried that Council accept the Tender from Scott McClymont.

REFERENCE DOCUMENT

- Tender Summary
- Four applications

GENERAL BUSINESS

Cr Fox asked for a timeframe of when the line marking in front of the School would be completed as the Richmond State School P&C asked. DOW Syed Qadir noted that Council have purchased a line marking machine as it will be more cost effective over a period of time. The machine should be in Richmond within a 5–6-week timeframe and works will then be completed.

Cr Fox asked if Council have considered the comments made regarding the prickly acacia and leucaena trees in the Richmond township and if Council is going to spray and remove them. It was unanimously agreed that works needed to be completed.

Cr Fox also asked if the Rain Tree at the Richmond Early Education Centre could be added to the job list for when the Tree Loppers are back in Richmond.

Cr Kennedy requested to note a comment made to him regarding the Telstra service in the Richmond Shire. This is a nationwide issue as Telstra are in the process of removing 3G.

Cr Kennedy asked when the Croydon Road would be slashed. DOW Syed Qadir advised that their workers are currently on the Julia Creek Road, Winton Road next and then they will make their way up to the Croydon Road.

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Cr Johnston asked Council to look into the sandbags that are in the drains at the front of 80 Crawford Street and requested they be removed before they deteriorate. DOW Syed Qadir advised that he would look into it and get them removed.

Cr Johnston asked that going into the election, if the newly elected Council would consider a relationship with the Richmond State School again and attend parade, and the children could come to Council Meetings and potentially have them go out with the DOW Syed Qadir on a job site. Council noted that this used to happen and should happen again.

Cr Buick asked if Council could clean the Cambridge Crossing again to keep on top of the sand build up.

Cr Buick also asked if Council could clean the sand off a creek near Kalda on the Croydon Road.

CEO Peter Bennett asked Council what days the Refuse Tip should be open over the Easter Weekend. Council unanimously agreed to have the Refuse Tip open on Saturday 30 March and Monday 01 April 2024 and have it closed for Friday 29 March and Sunday 31 March 2024.

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| CLOSE OF MEETING |
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RESOLUTION 20240314.20

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

Meeting closure

RESOLUTION 20240314.21

It was moved Cr Kennedy, seconded Cr Fox and carried that the meeting close at 9:14am.

Next Ordinary Meeting

9 April 2024.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Thursday 14 March 2024.



Mayor