

CONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 05 DECEMBER 2023



RICHMOND SHIRE COUNCIL

CONFIRMED MINUTES

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PRESENT

Present when Mayor Wharton declared the meeting open at 9:02am were:

COUNCILLORS:

Cr Wharton, Cr Kuhl, Cr Buick, Cr Fox

Cr Johnston and Cr Kennedy 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 Tiana Grant

PRAYER

Cr Wharton read the prayer.

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20231205.1

It was moved Cr Fox 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, 21 November 2023 be adopted as presented.

DECLARATIONS OF INTEREST

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

Nil

BUSINESS ARISING

DCS Peta Mitchell advised that conversations have been had with Local Buy and if Council lease a vehicle for HACC, it can be claimed under funding rather than purchasing a vehicle. Council agreed that this would be a beneficial option.

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

2.1 Conversion to Freehold – GHPL 23/16239 – Lot 1 AN15 and Lot 5 AN24

EXECUTIVE SUMMARY

An application for conversion to freehold has been received for Lot 1 AN15 and Lot 5 AN24. Richmond Shire Council are required to forward any reviews to the Department of Resources by 23 January 2024.

OFFICER'S RECOMMENDATION

That Council: accept the request for Conversion to Freehold on Lot 1 AN15 and Lot 5 AN24.

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RESOLUTION 20231205.2

It was moved Cr Kuhl seconded Cr Fox and carried that Council accept the application received for Conversion to Freehold on Lot 1 AN15 and Lot 5 AN24.

REFERENCE DOCUMENT

- Map

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

2.2 Special Leave Natural Disaster Policy

EXECUTIVE SUMMARY

To provide special leave to employees in the event of a natural disaster where they are unable to return home, or their property has been substantially affected.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Special Leave Natural Disaster Policy as presented.

RESOLUTION 20231205.3

It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the Special Leave Natural Disaster Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.3 Workplace Bullying Policy

EXECUTIVE SUMMARY

Richmond Shire Council ("Council") is committed to providing a safe and healthy workplace free from bullying. The purpose of this policy is to state the responsibilities of Council employees and management for preventing and addressing incidents of workplace bullying.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Workplace Bullying Policy as presented.

RESOLUTION 20231205.4

It was moved Cr Kennedy seconded Cr Johnston and carried that Council adopt the Workplace Bullying Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.4 Drug and Alcohol Policy

EXECUTIVE SUMMARY

The purpose of this Policy is to state the responsibilities of Richmond Shire Council (“Council”) employees and management for preventing and addressing drug and alcohol misuse in order to provide a healthy, safe and harmonious workplace. Council has zero tolerance for drug use and also expects its employees to present themselves to work with zero alcohol in their system.

This Policy is due to be reviewed.

OFFICER’S RECOMMENDATION

That Council: adopt the Drug and Alcohol Policy as presented.

RESOLUTION 20231205.5

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

REFERENCE DOCUMENT

- Policy

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

2.5 Staff Housing Policy

EXECUTIVE SUMMARY

Richmond Shire Council has a mix of housing that is utilised to attract and retain employees required for the essential operation of Council. At times there will be vacant or surplus housing that may be available for rental to other employees or to members of the community on a month-to-month lease.

The objective is to continually improve and upgrade council staff accommodation in a bid to attract and retain key skilled employees and to ensure that Council’s assets are managed in an open and transparent manner.

This Policy is due to be reviewed.

OFFICER’S RECOMMENDATION

That Council: adopt the Staff Housing Policy as presented.

RESOLUTION 20231205.6

It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Staff Housing Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.6 Use of Councils Plant and Vehicle Policy

EXECUTIVE SUMMARY

To give clear guidance to staff and contractors on the use and management of Council's Plant and Vehicle's. This policy does not apply to Richmond Shire Council staff that have been allocated a vehicle as part of their terms and conditions of employment under the Vehicle Policy – Key Personnel.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Use of Councils Plant and Vehicle Policy as presented.

RESOLUTION 20231205.7

It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Use of Councils Plant and Vehicle Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.7 Complaints Management Policy

EXECUTIVE SUMMARY

To formalise the Council process in relation to the receiving, actioning, and reporting of complaints.

This policy also sets out procedures for resolving administrative action complaints as required by section 268 of the Local Government Act 2009 and section 306 of the Local Government Regulation 2012.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Complaints Management Policy as presented.

RESOLUTION 20231205.8

It was moved Cr Fox seconded Cr Kuhl and carried that Council adopt the Complaints Management Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.8 Complaints about the Chief Executive Officer Policy

EXECUTIVE SUMMARY

The objective of this policy is to set out how Council will deal with a complaint that involves or may involve corrupt conduct of the Chief Executive Officer and to comply with the requirements of Section 48A of the *Crime and Corruption Act 2001*. (CCC Act 2001)

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Complaints about the Chief Executive Officer Policy as presented.

RESOLUTION 20231205.9

It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Complaints about the Chief Executive Officer Policy as presented.

REFERENCE DOCUMENT

- Policy

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

In accordance with Section 204 of the *Local Government Regulation 2012* requires financial statements to be presented to Council at its ordinary meeting each month.

OFFICER'S RECOMMENDATION

That Council: receive the monthly financial report presenting the progress made as at 30 November 2023 in relation to the 2023/24 budget and including the:

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

RESOLUTION 20231205.10

It was moved Cr Buick seconded Cr Kuhl and carried that Council receive the monthly financial report presenting the progress made as at 30 November 2023 in relation to the 2023/24 budget and including the:

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

DCS Peta Mitchell requested Council adopt new charges for the trucking yards at the Richmond and Maxwellton Saleyards.

RESOLUTION 20231205.11

It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the new fees and charges for using the trucking yards at the Richmond and Maxwellton Saleyards at \$2.00 + GST per head per day.

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REFERENCE DOCUMENT

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

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.1 Celebrations Policy

EXECUTIVE SUMMARY

Rituals and traditions strengthen our partnership with children, families, and community, bringing a sense of belonging to our Out of School Hours Service (OSHC). We believe that celebrations and cultural traditions need to be handled sensitively. The value in educating children, families and educators is fundamental to our inclusive program. Both the planning and preparation, and the events themselves, can be a satisfying and pleasurable experience. In school age care, relationships are crucial to a sense of belonging.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Celebrations Policy as presented.

RESOLUTION 20231205.12

It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Celebrations Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.2 Child Safe Environment Policy

EXECUTIVE SUMMARY

The United Nations Convention on the Rights of the Child (UNCRC) outline that children and young people have a right to be safe and cared for, no matter where they are or who they are with. Children have the right to be protected from violence, abuse or neglect. When working with children and young people, it is important to understand children's rights and needs.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Child Safe Environment Policy as presented.

RESOLUTION 20231205.13

It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Child Safe Environment Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.3 Open Door Policy

EXECUTIVE SUMMARY

We value and pride ourselves on our partnership with families. We believe families are children's first teachers and therefore we embrace parent, guardian and family involvement within our Out of School Hours Care (OSHC) Service. Participation by parents, guardians and other family members conveys a positive impression to children and allows them to feel supported and promotes a sense of belonging. Children feel supported and a sense of belonging and well-being is promoted.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Open Door Policy as presented.

RESOLUTION 20231205.14

It was moved Cr Kennedy seconded Cr Johnston and carried that Council adopt the Open Door Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.4 Orientation of Families Policy

EXECUTIVE SUMMARY

Out of School Hours Care (OSHC) Services provide high quality care for children before and after school, on pupil free days and during school holidays as Vacation Care programs. Enrolment and orientation to the OSHC Service is an exciting and sometimes, an emotional time for children and families whether they attend only occasionally or on a regular basis. It is important to manage this time with sensitivity and support, building partnerships between families and the OSHC Service. Such partnerships enable the OSHC Service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Service.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Orientation of Families Policy as presented.

RESOLUTION 20231205.15

It was moved Cr Kuhl seconded Cr Fox and carried that Council adopt the Orientation of Families Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.5 Termination of Enrolment Policy

EXECUTIVE SUMMARY

Our Out of School Hours Care (OSHC) Service is dedicated to developing a respectful and effective partnership between the family and Service. This partnership supports children's inclusion, access, engagement and participation in the Service. Management implements systems to manage risks whilst promoting the health, safety and wellbeing of all children and all staff associated with our Service.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Termination of Enrolment Policy as presented.

RESOLUTION 20231205.16

It was moved Cr Buick seconded Cr Johnston and carried that Council adopt the Termination of Enrolment Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.6 Governance Policy

EXECUTIVE SUMMARY

The Governance Policy provides the overall direction, effectiveness, supervision and accountability of a Service. The approved provider and management are responsible for guiding the direction of the service, ensuring that its goals and objectives are met in line with the philosophy, and all legal and regulatory requirements governing the operation of the service.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Governance Policy as presented.

RESOLUTION 20231205.17

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

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

4.7 Withdrawal of a Child Policy

EXECUTIVE SUMMARY

To enable our Out of School Hours Care (OSHC) Service fill positions and maintain utilisation, families are required to provide notice when withdrawing their child from After School Care provided by our Service.

This Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Withdrawal of a Child Policy as presented.

RESOLUTION 20231205.18

It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the Withdrawal of a Child Policy as presented.

REFERENCE DOCUMENT

- Policy

Change of order of business to consider late items

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

2.9 Local Disaster Management Plan

EXECUTIVE SUMMARY

The Local Disaster Management Plan was adopted at the 04 December 2023 LDMG Meeting. The Plan needs to be endorsed by Richmond Shire Council.

OFFICER'S RECOMMENDATION

That Council: endorse the Local Disaster Management Plan.

RESOLUTION 20231205.19

It was moved Cr Kuhl seconded Cr Buick and carried that Council endorse the Local Disaster Management Plan.

REFERENCE DOCUMENT

- Plan

GENERAL BUSINESS

Cr Wharton showed the room a plan of the future of Woolgar.

Council discussed the options put forward with the current Richmond Saleyards Contractor and the following transpired.

RESOLUTION 20231205.20

It was moved Cr Buick seconded Cr Kuhl and carried that Council accept the Contract offer from JR Sale Yards with revised conditions.

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CEO Peter Bennett advised that he has had discussions with Everick Heritage regarding the Cultural Heritage Report and Council needs to address native title and the Human Rights Act now.

Cr Wharton noted that he voiced his concerns at the Richmond LDMG Meeting yesterday regarding the aeroplane accident in Cloncurry when out collecting data for a grass fire and why they needed to attend.

CEO Peter Bennett advised that he and the Mayor have a meeting scheduled with QCN Fibre to discuss solutions to deliver high speed Internet to homes/businesses in Richmond in the future.

Cr Kennedy asked if gravel could be placed on the Cambridge Crossing when it dries out to fill in the water holes before it rains again to allow local traffic to be able to cross for as long as possible.

It was noted that the camera at Alick Creek continuously drops. A request for it to be tightened is required.

Cr Buick received a suggestion from a horse paddock hirer to relocate their horses from the horse paddocks to the trucking paddock for a period of time in the wet season to spell the horse paddocks to allow some forage to grow.

I, Councillor Wharton inform the meeting that I have declared an interest in relation to General Business – Horse Paddocks, as a result that I hire a horse paddock.

Due to the nature of the item, I will leave the meeting.

Attendance

Cr Wharton declared an interest and left the room at 9:32am

Cr Kuhl took the chair

RESOLUTION 20231205.21

It was moved Cr Buick seconded Cr Fox and carried that Council write to horse paddock hirers to give them the opportunity to move their horses to the trucking paddock between 1 January 2024 to 31 March 2024 at a set fee of \$250.00. The letter must be signed, and payment must be received before the end of 2023 close down period.

Cr Fox noted that the last Townsville Hospital and Health Service Consumer Advisory Council Meeting of the year will be held Wednesday 06 December 2023.

Cr Fox advised that the Child Health Nurse program will continue while the current Child Health Nurse is willing to continue travelling.

Cr Johnston noted that Richmond State School will lose their current Principal mid-way through Term 1 in 2024 and an Acting Principal will be in place for the remainder of the year.

Attendance

Cr Wharton re-entered the room and took back the chair at 9:42am

CLOSE OF MEETING

RESOLUTION 20231205.22

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

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Meeting closure

RESOLUTION 20231205.23

It was moved Cr Kuhl, seconded Cr Fox and carried that the meeting close at 9:47am.

Next Ordinary Meeting

16 January 2024.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 05 December 2023.



Mayor