

CONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND  
ON TUESDAY 17 JUNE 2025



# **RICHMOND SHIRE COUNCIL**

## **CONFIRMED MINUTES**

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OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND  
ON TUESDAY 17 JUNE 2025

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CONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND  
ON TUESDAY 17 JUNE 2025

**PRESENT**

Present when Mayor Wharton declared the meeting open at 11:03am were:

**COUNCILLORS:**

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

**STAFF:**

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.

Chief Executive Officer – Peter Bennett – via videoconference.

**PRAYER**

Cr Fox read the prayer.

**APOLOGIES**

Nil

**CONFIRMATION OF MINUTES**

***RESOLUTION 20250617.1***

*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, 20 May 2025 be adopted as presented.*

**BUSINESS ARISING**

Nil

**3. REPORTS FOR CONSIDERATION – Corporate Services**

**3.1 Nature Strip Policy**

**EXECUTIVE SUMMARY**

To ensure clear direction that nature strips across the Shire of Richmond are well maintained. Council now requires residents and landowners to mow and maintain the nature strip adjacent to their house/land. This applies to private, commercial and industrial property.

**OFFICER’S RECOMMENDATION**

***That Council: revoke the Nature Strip Policy.***

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***RESOLUTION 20250617.2***

*It was moved Cr Fox, seconded Cr Brown and carried that Council revoke the Nature Strip Policy and recommence maintenance of the nature strips.*

**REFERENCE DOCUMENT**

- Policy

### 3. REPORTS FOR CONSIDERATION – Corporate Services

#### 3.2 Horse Paddock Policy

I, Councillor Wharton inform the meeting that I have declared an interest in relation to item 3.2 Horse Paddock Policy, as a result that I am a lessee.

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

#### **EXECUTIVE SUMMARY**

To establish criteria for the stabling of horses in the town area and on the tendered paddocks to residents of Richmond Shire Council on the allocated horse paddocks.

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

*That Council: adopt the Horse Paddock Policy as presented.*

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#### **RESOLUTION 20250617.3**

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

#### **REFERENCE DOCUMENT**

- Policy

### 3. REPORTS FOR CONSIDERATION – Corporate Services

#### 3.3 CHSP Client Contribution Policy

#### **EXECUTIVE SUMMARY**

The Australian Government subsidises CHSP services, however Richmond Aged Care will ask the consumer to contribute towards the cost of their care.

Generally, the consumer will also be asked to pay for consumables, such as continence aids, used in the course of their care. Clients with a Centrelink Health Care Card or Pensioner Concessioner Card can access MASS (Medical Aids Subsidy Scheme) through Richmond Aged Care.

As outlined in the national Client Contribution Framework, Commonwealth Home Support Program (CHSP) clients who can afford to contribute to the costs of their package of care or support are required to make financial contributions to that package.

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

*That Council: adopt the CHSP Client Contribution Policy as presented.*

---

#### **RESOLUTION 20250617.4**

*It was moved Cr Easton, seconded Cr Flute and carried that Council adopt the CHSP Client Contribution Policy as presented.*

#### **REFERENCE DOCUMENT**

- Policy

### 3. REPORTS FOR CONSIDERATION – Corporate Services

#### 3.4 Asset Disposal Policy

##### **EXECUTIVE SUMMARY**

The objective of this policy is to establish a fair, transparent and accountable system for the disposal of assets owned by Richmond Shire Council (“Council”), to achieve advantageous and sustainable outcomes in accordance with sound contracting principles, local government principles, Council’s budget and formal plans.

##### **OFFICER’S RECOMMENDATION**

*That Council: adopt the Asset Disposal Policy as presented.*

---

##### **RESOLUTION 20250617.5**

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

##### **REFERENCE DOCUMENT**

- Policy

### 3. REPORTS FOR CONSIDERATION – Corporate Services

#### 3.5 Corporate Credit Card Policy

##### **EXECUTIVE SUMMARY**

The objective of this Policy is to state the process and responsibilities for the issue and use of corporate credit cards by specific Councillors and employees of Richmond Shire Council (“Council”).

##### **OFFICER’S RECOMMENDATION**

*That Council: adopt the Corporate Credit Card Policy as presented.*

---

##### **RESOLUTION 20250617.6**

*It was moved Cr Brown, seconded Cr Easton and carried that Council adopt the Corporate Credit Card Policy as presented.*

##### **REFERENCE DOCUMENT**

- Policy

### 3. REPORTS FOR CONSIDERATION – Corporate Services

#### 3.6 Rates Subsidy Policy (First Home Buyers)

##### **EXECUTIVE SUMMARY**

The objective of this policy is to assist first home buyers by offering a general rates subsidy to those in the Richmond Shire.

##### **OFFICER’S RECOMMENDATION**

*That Council: adopt the Rates Subsidy Policy (First Home Buyers) as presented.*

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**RESOLUTION 20250617.7**

*It was moved Cr Johnston, seconded Cr Brown and carried that Council adopt the Rates Subsidy Policy (First Home Buyers) as presented.*

Cr Wharton noted this is a great incentive and will be circulated again in the upcoming Council Newsletter.

**REFERENCE DOCUMENT**

- Policy

**3. REPORTS FOR CONSIDERATION – Corporate Services**

**3.7 Internal Audit Policy**

**EXECUTIVE SUMMARY**

The purpose of this Policy is to state and raise awareness of the commitment of Richmond Shire Council (“Council”) to implement an internal audit function to identify, assess and mitigate strategic, financial and operational risks, to ensure the long-term sustainability of Council and to ensure that the Local Government principles of the Local Government Act 2009 and the ethics principles of the Public Sector Ethics Act 1994 are being achieved by all Council processes and staff.

**OFFICER’S RECOMMENDATION**

*That Council: adopt the Internal Audit Policy as presented.*

---

**RESOLUTION 20250617.8**

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

**REFERENCE DOCUMENT**

- Policy

**3. REPORTS FOR CONSIDERATION – Corporate Services**

**3.8 Fraud and Corruption Policy**

**EXECUTIVE SUMMARY**

Richmond Shire Council recognise that fraud and corruption management is an integral part of good governance and management practice. This policy establishes Councils intention to establish and maintain controls which will aid in the prevention and detection of fraud.

**OFFICER’S RECOMMENDATION**

*That Council: adopt the Fraud and Corruption Policy as presented.*

---

**RESOLUTION 20250617.9**

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

**REFERENCE DOCUMENT**

- Policy

### 3. REPORTS FOR CONSIDERATION – Corporate Services

#### 3.9 Booking for Council Facilities Policy

##### **EXECUTIVE SUMMARY**

The objective of this policy is to establish a process and guidelines for Council to follow when hiring facilities and equipment owned by Richmond Shire Council.

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

*That Council: adopt the Booking for Council Facilities Policy as presented.*

---

##### **RESOLUTION 20250617.10**

*It was moved Cr Easton, seconded Cr Fox and carried that Council adopt the Booking for Council Facilities Policy as presented.*

Cr Brown questioned if extra bookings are passed on to clubs that have a seasonal booking. Director of Community Services and Development Angela Henry confirmed clubs that have a seasonal booking are updated.

##### **REFERENCE DOCUMENT**

- Policy

### 3. REPORTS FOR CONSIDERATION – Corporate Services

#### 3.10 Investigation Policy

##### **EXECUTIVE SUMMARY**

This policy sets out a process for dealing with complaints in regard to suspected inappropriate Councillor conduct as required by section 150AE of the Local Government Act 2009. However, this policy does not apply to Councillor conduct that is misconduct, corrupt, conduct or unsuitable meeting conduct.

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

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

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##### **RESOLUTION 20250617.11**

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

##### **REFERENCE DOCUMENT**

- Policy

### 3. REPORTS FOR CONSIDERATION – Corporate Services

#### 3.11 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<sup>st</sup> May 2025.

**OFFICER'S RECOMMENDATION**

*That Council: receive the monthly financial report presenting the progress made as at 31<sup>st</sup> May 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 20250617.12**

*It was moved Cr Flute, seconded Cr Easton and carried that Council accept the monthly financial report presenting the progress made as at 31<sup>st</sup> May 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

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

**4.1 Sensory Impairment Policy**

**EXECUTIVE SUMMARY**

To provide worker guidance in the support of consumer's sensory impairments including hearing and vision loss and balance disorders.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Sensory Impairment Policy as presented.*

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**RESOLUTION 20250617.13**

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

**REFERENCE DOCUMENT**

- Policy

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

**4.2 Service Delivery Policy**

**EXECUTIVE SUMMARY**

To provide worker guidance in the delivery of services that meet the assessed needs of each consumer.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Service Delivery Policy as presented.*

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**RESOLUTION 20250617.14**

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

**REFERENCE DOCUMENT**

- Policy

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

**4.3 SIRS Management Policy**

**EXECUTIVE SUMMARY**

To provide guidance to workers in responding and reporting Serious Incident Response Scheme (SIRS) incidents.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the SIRS Managements Policy as presented.*

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**RESOLUTION 20250617.15**

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

**REFERENCE DOCUMENT**

- Policy

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

**4.4 Skin Integrity Support Policy**

**EXECUTIVE SUMMARY**

To provide worker guidance in the support of consumers to maintain skin integrity and prevent alteration in skin integrity.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Skin Integrity Support Policy as presented.*

---

**RESOLUTION 20250617.16**

*It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Skin Integrity Support Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

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

**4.5 Voluntary Assisted Dying Policy**

**EXECUTIVE SUMMARY**

To provide guidance in supporting voluntary assisted dying including:

- Principles underpinning our approach
- Our approach including referral and support to our workers
- Resources.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Voluntary Assisted Dying Policy as presented.***

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**RESOLUTION 20250617.17**

*It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Voluntary Assisted Dying Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

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

**4.6 Administration of First Aid Policy**

**EXECUTIVE SUMMARY**

Under the *Education and Care Services National Regulations* the approved provider must ensure policies and procedures are in place for the administration of first aid (Reg. 168) and take reasonable steps to ensure policies and procedures are followed. First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important in the context of an out of school hours service where educators have a duty of care and obligation to assist children who are injured, become ill, or require support with administration of medication.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Administration of First Aid Policy as presented.***

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**RESOLUTION 20250617.18**

*It was moved Cr Fox, seconded Cr Flute and carried that Council adopt the Administration of First Aid Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

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

**4.7 Excursion/Incursion/Extra-Curricular Activities Policy**

**EXECUTIVE SUMMARY**

Under the *Education and Care Services National Regulations* the approved provider must ensure policies and procedures are in place for managing excursions (Reg. 168) and take reasonable steps to ensure policies and procedures are followed.

Excursions/incursions/extra-curricular activities enhance children's learning by providing them the opportunity to participate in curriculum planned activities and experiences to extend on their skills and knowledge in the current interest topic. Our OSHC Service recognises that excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Excursion/Incursion/Extra-Curricular Activities Policy as presented.***

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**RESOLUTION 20250617.19**

*It was moved Cr Easton, seconded Cr Fox and carried that Council adopt the Excursion/Incursion/Extra-Curricular Activities Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

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

**4.8 Nutrition and Food Safety Policy**

**EXECUTIVE SUMMARY**

As per Education and Care Services National Law and Regulations, our Service has a *Nutrition and Food Safety Policy* and procedures in place to ensure quality practices relating to nutrition, food and beverages and dietary requirements are followed at all times.

Our Outside School Hours Care (OSHC) Service recognises the importance of safe food handling and healthy eating to the growth and development of young children and is committed to implementing the healthy eating key messages outlined in the Australian Dietary Guidelines for primary school aged children.

Our OSHC Service recognises the important role educators have in teaching healthy lifestyles through everyday experiences and routines and physical activity. Our educators support families by providing information about healthy food and drink for their children when visiting our service.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Nutrition and Food Safety Policy as presented.***

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**RESOLUTION 20250617.20**

*It was moved Cr Johnston, seconded Cr Easton and carried that Council adopt the Nutrition and Food Safety Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

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

**4.9 Anti-Bias and Inclusion Policy**

**EXECUTIVE SUMMARY**

Anti bias is the practice of inclusion and underpins our philosophy. It is the acceptance that all children are valued and respected. We believe in the statement of inclusion as advocated by Early Childhood Australia (ECA) that '*Inclusion means every child has access to, participates meaningfully in, and experiences positive outcomes from early childhood education and care programs.*' (2016).

Our Out of School Hours Care (OSHC) Service believes that children have the right to be treated equally and our goal is to develop children's identity and self-esteem in a trusting and supportive environment. We embrace diversity in all its forms to help develop positive and accepting attitudes in children, and to help them gain a better understanding of their environment, community, country, and the world.

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

***That Council: adopt the Anti-Bias and Inclusion Policy as presented.***

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#### **RESOLUTION 20250617.21**

*It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Anti-Bias and Inclusion Policy as presented.*

#### **REFERENCE DOCUMENT**

- Policy

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

#### **4.10 Behaviour Guidance: Bullying Policy**

##### **EXECUTIVE SUMMARY**

Bullying can occur among children of any ages, sex or background. In most instances, children need adult assistance to deal with bullying. This includes adults taking responsibility to develop strategies for the prevention of bullying, and for dealing fairly and effectively with allegations of bullying.

*My Time, Our Place* identifies secure, respectful and reciprocal relationships with children as one of the principles that underpin practice. Within the Out of School Hours community many different relationships are negotiated with and between children, educators and families. The way in which these relationships are established and maintained, and the way in which they remain visible impacts on how the community functions as a whole. Relationships directly affect how children form their own identity, whether or not they feel safe and supported, and ultimately, their sense of belonging.

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

***That Council: adopt the Behaviour Guidance: Bullying Policy as presented.***

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#### **RESOLUTION 20250617.22**

*It was moved Cr Brown, seconded Cr Fox and carried that Council adopt the Behaviour Guidance: Bullying Policy as presented.*

#### **REFERENCE DOCUMENT**

- Policy

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

#### **4.11 Behaviour Guidance Policy**

##### **EXECUTIVE SUMMARY**

The right for children to receive positive guidance in a supportive and respectful environment is promoted within the *Education and Care Services National Regulations*. Children learn to face a variety of challenges throughout their lives. Learning the difference between acceptable and unacceptable behaviour assists children to regulate their own behaviours in different social and emotional environments as well as when interacting with peers and adults. Our Out of School Hours (OSHC) Service will liaise with local feeder primary schools to ensure consistency of behaviour guidance strategies such as Positive Behaviour for Learning (PBL) values.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Behaviour Guidance Policy as presented.***

---

**RESOLUTION 20250617.23**

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

**REFERENCE DOCUMENT**

- Policy

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

**4.12 Gender Equality Policy**

**EXECUTIVE SUMMARY**

In order to create an environment that supports, reflects and promotes gender equitable and inclusive behaviours and practices, it is crucial for our Out of School Hours (OSHC) Service and educators, to examine our values and belief systems. We are committed to promoting confidence and self-esteem in all children, young people, staff and visitors and acknowledge the uniqueness and potential of all people.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Gender Equality Policy as presented.***

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**RESOLUTION 20250617.24**

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

**REFERENCE DOCUMENT**

- Policy

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

**4.13 Interaction with Children, Families and Staff Policy**

**EXECUTIVE SUMMARY**

My Time, Our Place (MTOP) identifies secure, respectful, and reciprocal relationships with children as one of the principles that underpin practice. Within our Out of School Hours Care (OSHC) community many different relationships are negotiated with and between children, educators, and families. The way in which these relationships are established and maintained, and the way in which they remain visible impacts on how our community functions as a whole. Relationships directly affect how children form their own identity, whether or not they feel safe and supported, and ultimately, their sense of belonging.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Interaction with Children, Families and Staff Policy as presented.***

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**RESOLUTION 20250617.25**

*It was moved Cr Fox, seconded Cr Easton and carried that Council adopt the Interaction with Children, Families and Staff Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

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

**4.14 Professional Development Policy**

**EXECUTIVE SUMMARY**

*Professional development* is a term used which includes workshops, conferences, in-services, training sessions, formal studying, readings, and professional research. The contribution of professional development to developing practice can be a source of deep professional satisfaction, for both individual practitioners and Out of School Hours Care (OSHC) Services collectively.

A commitment to ongoing professional development is the key to effective continuous improvement and the provision of quality school age care. Engaging in professional development helps to identify individual educator's areas of strengths and areas requiring improvement.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Professional Development Policy as presented.***

---

**RESOLUTION 20250617.26**

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

**REFERENCE DOCUMENT**

- Policy

Change of order of business to consider late items

**3. REPORTS FOR CONSIDERATION – Corporate Services**

**3.12 Rural Addressing**

**EXECUTIVE SUMMARY**

Council has been approached by a ratepayer for clarification of their residential and postal address of their property.

Following advice from the addressing team at the Department of Natural Resources and Mines Council will need to determine the location of the datum/starting point for what is currently on Qld Globe as the Richmond Woolgar Road. Rural addresses can be calculated by measuring the distance from the datum point to a given property's access / driveway and dividing by 10. The number shall be rounded to the nearest odd number for address site on the left side of the road and to the nearest even number for the right side.

Any road name change would have to be registered.

Council to also consider what the name of the Richmond Croydon Road would be as part of a rural addressing project and the need to consult with Croydon Shire Council.

## **OFFICER'S RECOMMENDATION**

***That Council: call the road between the grid and the water treatment plant the Woolgar Road.***

- ***Discuss the rural addressing for the Woolgar Road and any surrounding streets or roads.***

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Director of Community Services informed Council that she has been in contact with the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development. Feedback was requested on naming the section from the Water Treatment Plant to the grid at the turn off to the Aerodrome "Woolgar Road"

### **Attendance**

Cr Johnston left the room at 11:24am

Cr Easton requested a discussion be held regarding rural addressing signs to display correct road names.

### **Attendance**

Cr Johnston re entered the room at 11:29am

Cr Wharton advised against using the name "Woolgar Road". Director of Community Services Peta Mitchell suggested "West Hillier Street" as a potential option. It was unanimously agreed that was the most appropriate option.

### **RESOLUTION 20250617.27**

*It was moved Cr Fox, seconded Cr Johnston and carried that Council engage with a surveyor, have the area surveyed and proceed with naming the road "West Hillier Street" with the new road starting at Lot 31 and finishing at Lot 78. Affected residents to be notified of the outcome.*

### **REFERENCE DOCUMENT**

- Relevant sections from the AS/NZS 4819:2011

Cr Wharton informed Council that a request has been received for Council to install a retaining wall and curbing at a new residential address on Hillier Street, and that it is Council responsibility to honour the request. It was agreed Council will proceed with the works when time permits.

Cr Easton informed Council that she has been in contact with Robbie Katter, Member of Traeger, to discuss the concerns with the rural addressing. She advised Council that Mr Katter will investigate the issue. Cr Easton will continue following up until the matter is resolved.

It was also discussed that clarification on the Richmond-Croydon Road is required prior to the rural signage project is completed and Council is to engage with the Croydon Shire regarding this.

## **3. REPORTS FOR CONSIDERATION – Corporate Services**

### **3.13 Scripture Union**

#### **EXECUTIVE SUMMARY**

Council has received an invoice from Scripture Union regarding the continued sponsorship of the Richmond State School chaplaincy program. Council has reduced the payment made from \$10,000 to \$5,000 in the previous financial year.

## **OFFICER'S RECOMMENDATION**

***That Council: decide if continuing to support the chaplaincy program at Richmond State School.***

### **RESOLUTION 20250617.28**

*It was moved Cr Flute, seconded Cr Easton and carried that Council continue sponsoring \$5,000.00 and provide accommodation to the Richmond State School Chaplaincy program.*

## **REFERENCE DOCUMENT**

- Nil

<b>CLOSED SESSION</b>
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<b>2. REPORTS FOR CONSIDERATION – Chief Executive Officer</b>
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### **2.1 Lease Agreement Renewal**

#### **RESOLUTION 20250617.29**

*It was moved Cr Easton, seconded Cr Johnston 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 20250617.30**

*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)(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 30<sup>th</sup> June 2025, currently held by Richmond Early Education Centre Inc.

## **OFFICER'S RECOMMENDATION**

***That Council: discuss the lease agreement.***

### **RESOLUTION 20250617.31**

*It was moved Cr Easton, seconded Cr Johnston and carried that Council support the changes to the lease agreement.*

## **REFERENCE DOCUMENT**

Lease Agreement

<b>2. REPORTS FOR CONSIDERATION – Chief Executive Officer</b>
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### **2.2 Fourier Technologies Managed Services Agreement – CCTV and Managed ICT**

#### **RESOLUTION 20250617.32**

*It was moved Cr Flute, 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 20250617.33**

*It was moved Cr Fox, 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**

Council has received proposed service agreements from Fourier Technologies for:

- CCTV (closed circuit television) managed services
- Managed ICT(information and communication technology) services and support agreement.

Fourier's proposal includes a fee restructure due to industry changes and additional costs associated with doing business. When reviewing the proposal, the following need to be considered:

- Industry costs for staff have increase significantly since the original contract was instigated in 2019
- Fourier has not applied any CPI increase since the instigation of the original agreement in 2019
- There has been a significant increase in costs associated with tools used in the management of the environment
- New toolsets are being required to address baseline security concerns

Fourier Technologies background is:

- Current ICT support provider and working relationship is good
- 20 years' experience servicing approximately 30 Local Governments with long standing clients
- Long term personnel in key positions

Under *Section 235 of the Local Government Regulation 2019* Council may enter into a large-sized contractual arrangement without first inviting written quotes or tenders if –

- (a) The local government resolves it is satisfied that there is only 1 supplier who is reasonably available

The local government resolves that, because of the specialised or confidential nature of the service that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

**OFFICER'S RECOMMENDATION**

***That Council: accept the quote from Fourier Technologies for the Management CCTV and for the Managed ICT services and support.***

---

**RESOLUTION 20250617.34**

*It was moved Cr Flute, seconded Cr Fox and carried that Council accept the quote from Fourier Technologies for the Management CCTV and for Managed ICT services and support.*

**REFERENCE DOCUMENT**

Quote

CONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND  
ON TUESDAY 17 JUNE 2025

Change of order of business to consider Tabled Item

<b>3. REPORTS FOR CONSIDERATION – Corporate Services</b>
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**3.14 Cat Bounty**

**EXECUTIVE SUMMARY**

There have been multiple requests for Council to reintroduce the cat bounty to the Richmond Shire.

**OFFICER'S RECOMMENDATION**

*That Council: discuss the reintroduction of the cat bounty.*

---

**RESOLUTION 20250617.35**

*It was moved Cr Flute, seconded Cr Easton and carried that Council reintroduce the cat bounty with strict conditions.*

**REFERENCE DOCUMENT**

- Nil

<b>GENERAL BUSINESS</b>
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Cr Brown congratulated the Turf Club and Field Days Committees on another successful Field Days event.

Cr Brown informed Council that the Maxwellton Chickpea crop is coming along nicely. Cr Brown noted that the shortcut road linking the paddock to the highway requires maintenance.

Cr Brown suggested a youth forum may be beneficial for the community. Cr Fox noted that senior students and Student Council representatives have been invited to attend a Council Meeting in the past. It was suggested formulating a plan and contacting Richmond State School Principal, and Outside School Hours Care Coordinator, inviting them to an upcoming Council Meeting.

Cr Johnston noted that the grass area on the western side of the Kronosaurus Korner building, and the grass area outside of the library is deteriorating quickly.

Cr Wharton noted a watering system along Goldring Street appears to be split and in need of repair.

Cr Fox gave thanks to Council for completing emergency electrical work at the Racecourse, allowing the annual Field Day event to proceed smoothly.

Cr Fox noted the inconsistency and unreliability of Rex Airlines. Cr Wharton noted he will do a media release addressing the issue.

Cr Flute requested an update from Director of Works Syed Qadir on the progression of the cement bunkers for the Refuse Tip. Director of Works Syed Qadir noted it will be completed once the batching plant arrives.

Chief Executive Officer Peter Bennett noted the Annual Local Government Association Queensland Conference is scheduled for October and for Councillors to put forward any motions they'd like to see.

CONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND  
ON TUESDAY 17 JUNE 2025

It was suggested to put forward motions regarding stock routes, the lack of support and service from Telstra and obtaining a Queensland Ambulance Service for Richmond.

Cr Fox provided an update to Council on the recent North West Regional Organisation of Council meeting held 6 June 2025. Of note was the Water Security and Drought Resilience Initiative presentation by David Wiskar. He commented on the works that Richmond Shire Council have completed in regard to its water source assets. He advised the group that Richmond was at the forefront in securing water assets, metering and reducing water losses and commended Council on its work.

<b>CLOSE OF MEETING</b>
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**Meeting closure**

**RESOLUTION 20250617.36**

*It was moved Cr Fox, seconded Cr Easton and carried that the meeting close at 12:32pm.*

**Next Ordinary Meeting**

15 July 2025.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 17 June 2025.



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**Mayor**