Southern Downs
REGIONAL COUNCIL

MINUTES OF THE
ORDINARY COUNCIL MEETING
17 SEPTEMBER 2025

ORDER OF BUSINESS:

MINUTES OF THE ORDINARY COUNCIL MEETING OF SOUTHERN DOWNS REGIONAL COUNCIL HELD ON 17 SEPTEMBER 2025 IN THE COUNCIL CHAMBERS, SOUTHERN DOWNS REGIONAL COUNCIL, 64 FITZROY STREET, WARWICK AT 9:00AM

1. ACKNOWLEDGEMENT OF COUNTRY

2. PRAYERS & CONDOLENCES

Beatrice Hawkins, 2025 Citizen of the Year – Northern, offered a reflection and prayer for the meeting and Councillors acknowledged Condolences.

3. ATTENDANCE AND APOLOGIES

Present: Crs Hamilton (Chair), Bartley, Deane (via Microsoft Teams), Harslett, Pidgeon, Richters, Wantling and Windle

Officers: Rachel Brophy (Chief Executive Officer), Dean Frost (General Manager Corporate Services), Graham Sweetlove (Acting General Manager Infrastructure, Assets & Projects), Dyan Currie (Acting General Manager Communities, Planning and Environmental Services). Sonja Johnson (Director Strategy, Growth & Stakeholder Engagement), Michael Bell (Manager) and Dianna Keir (Minute Secretary)

3.1 Apology

THAT the apology of Cr McDonald be received and leave of absence granted by the Chair be noted.

4. READING AND CONFIRMATION OF MINUTES

4.1 Ordinary Council Meeting - 20 August 2025

Resolution

Moved Cr J Richters **Seconded Cr C Pidgeon**

THAT the minutes of the Ordinary Council Meeting held on Wednesday 20 August 2025 be adopted.

<u>Carried Unanimously</u>

5. ACTIONS FROM COUNCIL MEETINGS

5.1 Actions from Council Meeting 20 August 2025

Resolution

Moved Cr M Harslett **Seconded Cr J Richters**

THAT Council receive the report and note the contents.

Carried Unanimously

6. DECLARATIONS OF CONFLICTS OF INTEREST

Item No	Item Precis	Nature of Conflict
15.1	Killarney Community Garden Request – Canning Park	Cr Wantling declared a declarable conflict of interest in this matter (as defined in Section 150EQ(4)(a) of the Local Government Act 2009) as he has attended Community Garden meetings. Although Cr Wantling has a declarable conflict of interest, he does not believe a reasonable person could have a perception of bias because of their declared conflict. Therefore, Cr Wantling will choose to remain in the meeting. However, he will respect the decision of the meeting on whether they can remain and participate in the decision. Following a resolution from Council, Cr Wantling participated in the discussion and voting on this matter.

6.1 Conflict of Interest - Cr Wantling: Agenda Item 15.1

Resolution

Moved Cr J Richters **Seconded Cr R Bartley**

THAT Council, following the declarable conflict of interest declaration by Cr Wantling for Agenda Item 15.1, determines that it is in the public interest that he participates and votes on the matter as his declarable conflict is not of sufficient significance that it will lead him to making a decision on the matter that is contrary to the public interest and would not prevent him/her from performing his Councillor responsibilities and serving the public interest of the region by remaining in the room for the discussion and vote on the matter.

Carried Unanimously

Noting that Councillor Wantling did vote on this item.

7. MAYORAL MINUTE

Nil

8. NOTICES OF MOTION

Nil

9. READING AND CONSIDERATION OF CORRESPONDENCE

Nil

10. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

10.1 Petition - Traffic Calming Measures: Myall Avenue, Warwick

Resolution

Moved Cr R Bartley **Seconded Cr S Windle**

THAT Council receive the Petition and note the matter has been referred to the General Manager Infrastructure, Assets and Projects for investigation.

Carried Unanimously

10.2 Petition - Flying Fox Management, Stanthorpe

Recommendation

Moved Cr M Harslett **Seconded Cr R Wantling**

THAT Council receive the Petition and note that it has been referred to the Acting General Manager Communities, Planning and Environmental Services for investigation.

In accordance with section 21 of Council Meetings Policy, Mayor Hamilton moved the following Procedural Motion:

THAT the meeting be adjourned.

Resolution

Moved Mayor M Hamilton **Seconded Cr S Windle**

Carried Unanimously

The meeting adjourned 09:19 am and resumed at 9:53am where Councillors Hamilton, Windle, Bartley, Wantling, Richters, Pidgeon, Harslett and Deane (Microsoft Teams) were present.

Resolution

Moved Cr M Harslett **Seconded Cr R Wantling**

THAT Council receive the Petition and note that it has been referred to the Acting General Manager Communities, Planning and Environmental Services for investigation.

Carried Unanimously

11. PORTFOLIO REPORTS

11.1 Portfolio Report- Cr Pidgeon - Productive Communities

Resolution

Moved Cr C Pidgeon **Seconded Cr J Richters**

THAT Council's Productive Communities Portfolio Report be received.

Carried Unanimously

12. EXECUTIVE SERVICES REPORTS

12.1 Chief Executive Officer - Status Report

Resolution

Moved Cr M Harslett **Seconded Cr C Pidgeon**

THAT Council receive and note the Chief Executive Officer's Status Report.

Carried Unanimously

12.2 Appointment of Chairperson - Local Disaster Management Group (LDMG)

Resolution

Moved Cr R Wantling **Seconded Cr C Pidgeon**

THAT Council:

1. Accept the resignation of Cr Cynthia McDonald as Chair of the Local Disaster Management Group, effective 17 September 2025.

2. Appoint the Mayor, Cr Melissa Hamilton, as Chair of the Local Disaster Management Group, in accordance with the *Disaster Management Act 2003* and the *Disaster Management Regulation 2014,* effective 17 September 2025.

3. Acknowledge the contribution of Cr Cynthia McDonald to disaster management and community safety during her tenure.

Carried Unanimously

13. CORPORATE SERVICES REPORTS

13.1 Financial Services - Financial Report as at 31 August 2025

Resolution

Moved Cr M Harslett **Seconded Cr S Windle**

THAT Council receive and note the Financial Performance Report as at 31 August 2025.

Carried Unanimously

13.2 Long Term Financial Plan Amendment and Application to Borrow

Recommendation

Moved Cr M Harslett **Seconded Cr S Windle**

THAT Council:

1. Authorises the Chief Executive Officer to make a loan application to the Department of Local Government, Water and Volunteers to fund the Warwick Indoor Recreation and Aquatic Centre ("WIRAC") roof project; and
2. Notes the loan will be a principal and interest loan over twenty (20) years; and
3. Note the impact on the 2025/2026 financial year, based on the project schedule, will be an additional unbudgeted expenditure of $55K (based on the proposed drawdown date); and
4. Adopt the amended 2025/26 Budget to account for the additional expenditure; and
5. Adopt the attached 2025/26 Revised Long Term Financial Plan ("LTFP"), which reflects the proposed loan borrowings; and
6. Adopt the attached Revised 10 Year Capital Program; and
7. Adopt the attached Debt Policy Final – Revised September 2025.

In accordance with section 21 of Council Meetings Policy, Cr Richters moved the following Procedural Motion:

THAT Agenda Item 13.2 lay on the table until the reported financial, contractual and delivery of facts of deferring capital works as outlined in Councillor Request 330 can be presented to Council.

Resolution

Moved Cr J Richters

Lost

Where the following votes were recorded:

For: *Crs R Bartley, J Richters and R Wantling (3)*

Against: *Crs S Deane, M Hamilton, M Harslett, C Pidgeon and S Windle (5)*

Resolution

Moved Cr M Harslett **Seconded Cr S Windle**

THAT Council:

1. Authorises the Chief Executive Officer to make a loan application to the Department of Local Government, Water and Volunteers to fund the Warwick Indoor Recreation and Aquatic Centre ("WIRAC") roof project; and
2. Notes the loan will be a principal and interest loan over twenty (20) years; and

3. Note the impact on the 2025/2026 financial year, based on the project schedule, will be an additional unbudgeted expenditure of $55K (based on the proposed drawdown date); and
4. Adopt the amended 2025/26 Budget to account for the additional expenditure; and
5. Adopt the attached 2025/26 Revised Long Term Financial Plan ("LTFP"), which reflects the proposed loan borrowings; and
6. Adopt the attached Revised 10 Year Capital Program; and
7. Adopt the attached Debt Policy Final – Revised September 2025.

Carried

The Mayor accepted a call for a Division on the motion from the floor and the following votes were recorded:

For: *Crs S Deane, M Hamilton, M Harslett, C Pidgeon and S Windle (5)*

Against: *Crs R Bartley, J Richters and R Wantling (3)*

Accordingly the Mayor declared the motion carried.

13.3 Lease Renewal - Allora and District Historical Society for Lot 7 on A218

Resolution

Moved Cr R Wantling **Seconded Cr R Bartley**

THAT Council:

1. Advise the Department of Resources that Council resolves to relinquish trusteeship over the reserve described as Lot 7 on Crown Plan A218;
2. Approve a one-year lease to Allora and District Historical Society over the whole of Lot 7 on Crown Plan A218 whilst the relinquishment and transfer of trusteeship is resolved,
3. Grant delegated authority to the Chief Executive Officer to negotiate and finalise the terms of the trustee lease; and
4. Grant delegated authority to the Chief Executive Officer to negotiate and finalise details in relation to the relinquishment of the above-mentioned reserve to Allora and District Historical Society.

Carried Unanimously

13.4 QPP Privacy Policy

Recommendation

Moved Cr M Harslett **Seconded Cr S Windle**

THAT Council adopt the Queensland Privacy Principles (QPP) Privacy Policy as presented, replacing the previously rescinded Privacy Policy.

Procedural Motion

In accordance with section 21 of Council Meetings Policy, Cr Wantling moved the following Procedural Motion:

Resolution

Moved Cr R Wantling

THAT Agenda Item 13.4 lay on the table until further information and training can be presented to Council.

Lost

The following votes were recorded:

For: Crs R Bartley, C Pidgeon, J Richters and R Wantling (4)

Against: Crs S Deane, M Hamilton, M Harslett and S Windle (4)

Accordingly the Mayor used the casting vote against the motion.

Procedural Motion

In accordance with section 21 of Council Meetings Policy, Cr Richters moved the following Procedural Motion:

Resolution

Moved Cr J Richters

THAT Agenda Item 13.4 be moved to adjourn the item to the next Ordinary Council Meeting.

Lost

The following votes were recorded:

For: Crs R Bartley, J Richters and R Wantling (3)

Against: Crs S Deane, M Hamilton, M Harslett, C Pidgeon and S Windle (5)

Resolution

Moved Cr M Harslett **Seconded Cr S Windle**

THAT Council adopt the Queensland Privacy Principles (QPP) Privacy Policy as presented, replacing the previously rescinded Privacy Policy.

Carried

The Mayor accepted a call for a Division on the motion from the floor and the following votes were recorded:

For: *Crs S Deane, M Hamilton, M Harslett, C Pidgeon and S Windle (5)*

Against: *Crs R Bartley, J Richters and R Wantling (3)*

Accordingly the Mayor declared the motion carried.

13.5 Appointment of Chairperson - Regional Roads and Transport Groups (RRTG)

Recommendation

Moved Cr S Windle **Seconded Cr C Pidgeon**

THAT Council:

1. Appoint Cr Morwenna Harslett as Chair of the Southern Border Regional Roads and Transport Group and

2. Note that the Terms of Reference for the Southern Border Regional Roads and Transport Group be updated to reflect this change in leadership.

Amendment

Cr Bartley proposed the following amendment:

THAT the recommendation be amended in dot point 1 to replace the word "Appoint" with "Nominate", and to delete dot point 2.

Resolution

Moved Cr R Bartley **Seconded Cr S Windle**

Carried

The following votes were recorded:

For: *Crs R Bartley, S Deane, M Hamilton, M Harslett, C Pidgeon, J Richters and S Windle (7)*

Against: *Cr R Wantling (1)*

Moved Cr S Windle **Seconded Cr C Pidgeon**

THAT Council nominate Cr Morwenna Harslett as Chair of the Southern Border Regional Roads and Transport Group.

Carried

The following votes were recorded:

For: *Crs S Deane, M Hamilton, M Harslett, C Pidgeon, J Richters and S Windle (6)*

Against: *Crs R Bartley and R Wantling (2)*

14. INFRASTRUCTURE, ASSETS AND PROJECTS REPORTS

14.1 Sewer Connection PI 26885

Resolution

Moved Cr J Richters **Seconded Cr S Windle**

THAT Council:

1. Approve adding Lot 4 of RP856410 (Property ID 26885) to the Sewer Service Area.

2. Require the payment of the standard sewer connection fee as well as the additional fee for properties not currently rated for sewerage and are not required to pay wastewater headworks contributions as a condition of a development approval, as per the Fees and Charges 2025/2026.

Carried Unanimously

Cr Wantling raised a conflict of interest in Agenda Item 15.1 and following a resolution from Council participated in discussion and voting on this matter.

15. COMMUNITIES, PLANNING AND ENVIRONMENTAL SERVICES REPORTS

15.1 Killarney Community Garden Request - Canning Park

Recommendation

Moved Cr R Wantling **Seconded Cr J Richters**

THAT Council approve in principle the request of the Killarney Community Gardens Inc (“KCGI”) to transform part of Canning Park into a community garden, subject to:

1. KCGI engage with both the Killarney Area Promotion Association (“KAPA”) and the Lions Club of Killarney around the proposed area being requested; and

2. Before submitting a license agreement application to Council, in addition to other items that may be required, submit to the Council letters of support from the Killarney Area Promotion Association and Lions Club of Killarney, who are two (2) key users of this park; and

3. KCGI executing an appropriate Licence Agreement for the area with Council; and

4. On execution of a License Agreement, KCGI will be responsible for holding and maintaining:

    a. public liability insurance for an amount of not less than twenty million dollars ($20,000,000) or such other amount as Council considers appropriate; and
    b. contents insurance for contents owned by KCGI.

Amendment

Cr Wantling proposed the following Amendment:

THAT the following additional point be added to the Recommendation:

5. If letters of support are not obtained as per item 2, that Council work with KCGI to identify suitable alternate locations.

Resolution

Moved Cr R Wantling **Seconded Cr R Richters**

<u>Carried Unanimously</u>

Resolution

Moved Cr R Wantling **Seconded Cr J Richters**

THAT Council approve in principle the request of the Killarney Community Gardens Inc ("KCGI") to transform part of Canning Park into a community garden, subject to:

1. KCGI engage with both the Killarney Area Promotion Association ("KAPA") and the Lions Club of Killarney around the proposed area being requested; and

2. Before submitting a license agreement application to Council, in addition to other items that may be required, submit to the Council letters of support from the Killarney Area Promotion Association and Lions Club of Killarney, who are two (2) key users of this park; and

3. KCGI executing an appropriate Licence Agreement for the area with Council; and

4. On execution of a License Agreement, KCGI will be responsible for holding and maintaining:

    a. public liability insurance for an amount of not less than twenty million dollars ($20,000,000) or such other amount as Council considers appropriate; and
    b. contents insurance for contents owned by KCGI.

5. If letters of support are not obtained as per item 2, that Council work with KCGI to identify suitable alternate locations.

<u>Lost</u>

The following votes were recorded:

For: *Crs S Deane, J Richters and R Wantling (3)*

Against: *Crs R Bartley, M Hamilton, M Harslett, C Pidgeon and S Windle (5)*

Amendment

Cr Bartley proposed the following Amendment:

THAT Council work with KCGI and the other community groups in Killarney to secure an alternate location for the Killarney Community Garden.

Resolution

Moved Cr R Bartley **Seconded Cr S Windle**

<u>Carried Unanimously</u>

15.2 Warwick Shire River Improvement Trust

Resolution

Moved Cr S Deane **Seconded Cr M Harslett**

THAT Council:

1. Advise the Warwick Shire River Improvement Trust ("WSRIT") that Council can no longer provide administrative, secretarial and in-kind support; and

2. Work with the WSRIT on the timing of this transition, with a view that this transition be in place by the 2026/27 financial year.

Carried

The following votes were recorded:

For: Crs S Deane, M Hamilton, M Harslett, J Richters and S Windle (5)

Against: Crs R Bartley, C Pidgeon and R Wantling (3)

15.3 Southern Downs Youth Council Meeting - 21 August 2025

Resolution

Moved Cr M Harslett **Seconded Cr S Windle**

THAT Council receive and note the minutes from the Southern Downs Youth Council Meeting on 21 August 2025.

Carried Unanimously

15.4 Extension of Contract 19_075 Waste Collection Contract & Bulk Haulage

Resolution

Moved Cr M Harslett **Seconded Cr C Pidgeon**

THAT Council:

1. Take up the First Further Period of one (1) year in contract 19_075 between Southern Downs Regional Council and Cleanaway Pty Ltd, effecting a new expiry date of 30 September 2027; and

2. Delegate to the Chief Executive Officer to approve recommendations on whether to take up the Second and Third Further Periods at the time required under the contract.

Carried

The following votes were recorded:

For: Crs S Deane, M Hamilton, M Harslett, C Pidgeon, J Richters and S Windle (6)

Against: Crs R Bartley and R Wantling (2)

15.5 Shaping Southern Downs Advisory Committee Terms of Reference and Councillor Appointments to Engagement Committees

Recommendation

Moved Cr S Windle **Seconded Cr M Harslett**

THAT Council notes the request from the Shaping Southern Downs Advisory Committee.

Amendment

Cr Windle proposed the following Amendment:

THAT the Terms of Reference for the Southern Downs Advisory Committee be amended as such that the Chair be appointed by election of the core members.

Resolution

Moved Cr S Windle **Seconded Cr S Deane**

Carried Unanimously

Resolution

Moved Cr S Windle **Seconded Cr M Harslett**

THAT the Terms of Reference for the Southern Downs Advisory Committee be amended as such that the Chair be appointed by election of the core members.

Carried Unanimously

15.6 Shaping Southern Downs Advisory Committee Meeting Minutes - 16 July 2025

Resolution

Moved Cr R Bartley **Seconded Cr S Deane**

THAT Council note the minutes of the Shaping Southern Downs Advisory Committee meeting held in Warwick on 16 July 2025.

Carried Unanimously

16. REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES

Nil

17. CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS

Nil

18. GENERAL BUSINESS

MEETING CLOSURE

There being no further business, the meeting closed at 11:39 am.