



**MINUTES OF THE  
ORDINARY COUNCIL MEETING  
28 JANUARY 2026**

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**MINUTES OF THE ORDINARY COUNCIL MEETING OF  
SOUTHERN DOWNS REGIONAL COUNCIL HELD ON 28 JANUARY 2026  
IN THE COUNCIL CHAMBERS, SOUTHERN DOWNS REGIONAL COUNCIL,  
64 FITZROY STREET, WARWICK AT 9:00AM**

**1. ACKNOWLEDGEMENT OF COUNTRY**

**2. PRAYERS & CONDOLENCES**

Reflection from Rev Lizzie Gaitskell read by Cr Richters, and Councillors acknowledged condolences.

**3. ATTENDANCE AND APOLOGIES**

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

Officers: Rachel Brophy (Chief Executive Officer), Dean Frost (General Manager Corporate Services), Nick Wellwood (General Manager Infrastructure, Assets & Projects), Dyan Currie (Acting General Manager Communities, Planning and Environmental Services) and Marion Seymour (Minute Secretary)

**4. READING AND CONFIRMATION OF MINUTES**

**4.1 Ordinary Council Meeting - 17 December 2025**

**Resolution**

**Moved Cr S Deane**

**Seconded Cr M Harslett**

THAT the minutes of the Ordinary Council Meeting held on Wednesday 17 December 2025 be adopted.

**Carried Unanimously**

**5. ACTIONS FROM COUNCIL MEETINGS**

**5.1 Actions from Council Meeting 17 December 2025**

**Resolution**

**Moved Cr S Windle**

**Seconded Cr C Pidgeon**

THAT Council receive the report.

**Carried Unanimously**

## 6. DECLARATIONS OF CONFLICTS OF INTEREST

Item No	Item Precis	Nature of Conflict
15.1	Reconfiguring a Lot: Adrienne L Doherty – 7 Cullen Street, Warwick	Cr Windle declared a declarable conflict of interest in this matter (as defined in Section 150EQ(4)(a) of the <i>Local Government Act 2009</i> ) as she believes that she cannot make an unbiased decision in this matter. As a result of Cr Windle's conflict, she will leave the meeting room while the matter is considered and voted on.
15.1	Reconfiguring a Lot: Adrienne L Doherty – 7 Cullen Street, Warwick	Cr McDonald declared a declarable conflict of interest in this matter (as defined in Section 150EQ(4)(a) of the <i>Local Government Act 2009</i> ) as a reasonable person may perceive that Cr McDonald had a bias as a result of the negative election material that was circulated to the community during the election by a relative of the applicant. As a result of Cr McDonald's conflict, she will leave the meeting room while the matter is considered and voted on.
15.1	Reconfiguring a Lot: Adrienne L Doherty – 7 Cullen Street, Warwick	Cr Bartley declared a declarable conflict of interest in this matter (as defined in Section 150EQ(4)(a) of the <i>Local Government Act 2009</i> ) as it could be perceived that he may not be able to make an unbiased decision due to comments made during the election. As a result of Cr Bartley's conflict, she will leave the meeting room while the matter is considered and voted on.

## 7. MAYORAL MINUTE

### 7.1 Mayoral Minute - Corporate Plan Survey

#### Resolution

#### Moved Mayor M Hamilton

THAT Council records the high participation in the Corporate Plan survey and records its thanks for the engagement of our community and for them sharing what is important to them and their vision for the region.

**Carried Unanimously**

### 7.2 Mayoral Minute - Appreciation to Warwick Art Gallery Director

#### Resolution

#### Moved Mayor M Hamilton

THAT Council records its sincere appreciation to Karina Devine for 20 years of dedicated service to the Warwick Art Gallery, and to the arts and our community in the Southern Downs.

**Carried Unanimously**

## 8. NOTICES OF MOTION

Nil

## 9. READING AND CONSIDERATION OF CORRESPONDENCE

### 9.1 Correspondence

#### Resolution

**Moved Cr C Pidgeon**

**Seconded Cr C McDonald**

THAT the report of the Chief Executive Officer in relation to Correspondence be received.

**Carried Unanimously**

## 10. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

Nil

## 11. PORTFOLIO REPORTS

Nil

## 12. EXECUTIVE SERVICES REPORTS

### 12.1 Chief Executive Officer - Status Report

#### Resolution

**Moved Cr S Windle**

**Seconded Cr C McDonald**

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

**Carried**

*The following votes were recorded:*

*For: Crs S Deane, M Hamilton, M Harslett, C McDonald, C Pidgeon, J Richters, R Wantling and S Windle (8)*

*Against: Cr R Bartley (1)*

## **12.2 Southern Downs Local Disaster Management Group - Deputy Chairperson Nomination Recommendation**

**Moved Mayor M Hamilton**

**Seconded Cr S Windle**

THAT Council in accordance with s. 33 (1) and 34 (3) of the *Disaster Management Act 2003* and s.9 (1) (a) and s.10 (1) of the *Disaster Management Regulation 2014* appoint a Deputy Chairperson to the Southern Downs Local Disaster Management Group ("LDMG").

### **Amendment**

Mayor Hamilton proposed an amendment to Agenda Item 12.2 to include after the word "appoint" the following:

- a. Cr Carla Pidgeon as Deputy Chair of the Southern Downs Local Disaster Management Group ("LDMG"); and
- b. Rebecca Whiteley, Officer in Charge, Queensland Ambulance Service (Warwick) as a member of the LDMG.

### **Resolution**

**Moved Mayor M Hamilton**

**Seconded Cr S Windle**

**Carried Unanimously**

### **Resolution**

**Moved Mayor M Hamilton**

**Seconded Cr S Windle**

THAT Council in accordance with s. 33 (1) and 34 (3) of the *Disaster Management Act 2003* and s. 9 (1) (a) and s.10 (1) of the *Disaster Management Regulation 2014* appoint:

- a. Cr Carla Pidgeon as Deputy Chair of the Southern Downs Local Disaster Management Group ("LDMG"); and
- b. Rebecca Whiteley, Officer in Charge, Queensland Ambulance Service (Warwick) as a member of the LDMG.

**Carried Unanimously**

## **13. CORPORATE SERVICES REPORTS**

### **13.1 Financial Services - Financial Report as at 31 December 2025**

#### **Resolution**

**Moved Cr M Harslett**

**Seconded Cr S Windle**

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

**Carried Unanimously**

### 13.2 Operational Plan 2025/26 - Second Quarter Update

#### Resolution

Moved Cr S Deane

Seconded Cr C Pidgeon

THAT Council receive and note the second quarter update of the 2025/2026 Operational Plan.

**Carried Unanimously**

### 13.3 Renewal of Tenure - Expiry up to 31 December 2026

#### Resolution

Moved Cr S Windle

Seconded Cr C McDonald

THAT Council:

1. Apply the exception in section 236 (1)(c) of the *Local Government Regulation 2012* to the disposal of the interest in the land identified in Attachment 1; and
2. Approve the renewal of the tenure agreements in Attachment 1 in accordance with the *Local Government Regulation 2012* whilst adhering to the Council Lease Policy, the Land Title Practice Manual and *Land Act 1994*; and
3. Grant delegated authority to the Chief Executive Officer and delegated officer to negotiate and complete any documents and dealings necessary to implement Council's decision to renew the tenure arrangements in Attachment 1.

**Carried Unanimously**

### 13.4 Lease Renewal - Warwick Cowboys Junior Rugby League - Lot 46 on ML1315 and Lot 47 on W134623

#### Resolution

Moved Cr R Wantling

Seconded Cr R Bartley

THAT Council:

1. Resolve, pursuant to Section 236 (1)(b) of the *Local Government Regulation 2012* that an exception applies to the proposed disposal of the interest in the land legally described as Lot 46 on ML1315 and Lot 47 on W 134623, as it is for the purpose of a lease to a community organisation; and
2. Endorse the tenure agreement for ten (10) years to Warwick Cowboys Junior Rugby League (WCJRL) over Lot 46 on ML1315 and Lot 47 on W 134623, in accordance with the *Local Government Regulation 2012* whilst adhering to the Council Tenure Policy, the Land Title Practice Manual and *Land Act 1994*; and
3. Grant delegated authority to the Chief Executive Officer and delegated officer to negotiate and finalise any documents and dealings necessary relating to this matter to implement Council's decision to renew the tenure agreement.

**Carried Unanimously**



## 14. INFRASTRUCTURE, ASSETS AND PROJECTS REPORTS

Nil

## 15. COMMUNITIES, PLANNING AND ENVIRONMENTAL SERVICES REPORTS

*Following declarations of conflicts of interest in relation to Agenda Item 15.1, Cr Bartley, Cr McDonald and Cr Windle left the meeting at 9:52am.*

### 15.1 Reconfiguring a Lot: Adrienne L Doherty - 7 Cullen Street, Warwick

#### Recommendation

**Moved Cr J Richters**

**Seconded Cr M Harslett**

THAT Council refuse the change application made in relation to the Development Permit dated 26 September 2025 for Reconfiguring a Lot for the purpose of Subdivision (1 lot into 18 lots), on land at 7 Cullen Street, Warwick, described as Lot 75 W3029, for the following reasons:

1. The applicant has failed to demonstrate through the application and supporting documentation sufficient justification to support the removal of the conditions of approval relating to the pedestrian access link, fencing and footpaths. Therefore, the proposed development cannot meet the following requirements of the Southern Downs Planning Scheme (v.5):

#### **9.4.7 Reconfiguring a lot code**

##### **9.4.7.2 Purpose**

- (1) *The purpose of the Reconfiguring a Lot code is to ensure that reconfiguring a lot results in development that is consistent with the purpose and outcomes of the zone or precinct in which the land is located and minimises impacts on the environment.*
- (2) *The overall outcomes sought for the code are as follows:*
  - (a) *Development results in the creation of safe, convenient, functionally efficient and attractive communities and environments.*
  - (f) *Appropriate infrastructure and services are provided to meet the anticipated needs of future land use activities and the reasonable expectations of the community. Conditions regarding the supply of necessary trunk infrastructure or payment of additional trunk infrastructure costs may be imposed where development is inconsistent with the assumptions for development set out in section 4.2 of the LGIP or outside the PIA.*
  - (g) *Development is serviced with public and private physical infrastructure depending on the location, existing levels of service, and potential to connect to urban infrastructure. Where development is not supported by public infrastructure robust, effective and efficient private services are provided.*
  - (h) *An integrated network of roads, pathways, open space and infrastructure is provided that maximises accessibility and efficiency throughout the whole area.*

##### **9.4.7.3 Assessment benchmarks**

**PO10** *Pedestrian and cyclist networks encourage walking and cycling by provision of a safe and convenient environment for pedestrians and cyclists. Where required links to future development are provided.*

**AO13** *In partial fulfilment of the PO - Concrete paths are provided within pedestrian access links. The concrete paths connect to the kerbs of the roads at both ends of the pedestrian links.*

**PO13** Land for non-road access links is provided as non-trunk infrastructure where:

- The access link is necessary for the access needs of the residents of the development;
- The access links are necessary to connect the development to park, open space or other access links; or
- The provision of access links protects or maintains the safety and efficiency of the existing park, open space and access network.

**PO28** Development is designed and constructed to enhance personal and property safety and minimise the potential for crime and antisocial behaviour.

Development incorporates the following elements of crime prevention through environmental design:

- (a) design that provides for casual surveillance by residents and passersby;
- (b) the ability of residents and others to clearly find their way to and through the development;
- (c) the provision of movement links to nearby activity areas;
- (d) the provision of safe routes through the development including open spaces and parks through

2. The requirement of a pedestrian access link and footpath is consistent with Schedule 12A of the *Planning Regulation 2017*;
3. The pedestrian access link will ensure the connectivity of the required footpath to the broader footpath network and strengthen both connectivity and permeability of the broader development in terms of pedestrian movement.
4. A 2.0 metre wide footpath along the Bisley Street and Cullen Street frontages of the site are consistent with the existing 2.0 metre wide footpath along Bisley Street, ensuring a logical extension to the broader footpath and pedestrian movement network;
5. The applicant has already constructed a 2.0 metre wide footpath along the Bisley Street frontage of the site in accordance with Condition 18;
6. The required fencing along the boundaries of any lot adjoining the pedestrian access link that connects Himyar Drive and Cullen Street will ensure casual surveillance by residents and passersby, as required by PO28 of the Reconfiguring a lot code in the Southern Downs Planning Scheme (v.5); and aligns with CPTED (Crime Prevention Through Environmental Design) principles;
7. The removal of the pedestrian access link will impact the maintenance accessibility by Council to the required stormwater infrastructure within the pedestrian access link; and
8. If a siting concession is unable to be obtained, the removal of the setback requirement for the existing Dwelling house outlined in Condition 3 will result in a condition of approval that is unable to be achieved. The existing condition achieves the applicant's intent of the change.

## **Amendment**

Cr Wantling proposed the following amendment to Agenda Item 15.1:

THAT Condition 18 be amended to reduce the width of the concrete pedestrian footpath along the Bisley and Cullen Street frontages from 2.0 metres to 1.5 metres.

## **Resolution**

**Moved Cr R Wantling**

**Seconded Cr J Richters**

**Lost**

The following votes were recorded:

For: Nil (0)

Against: Crs S Deane, M Hamilton, M Harslett, C Pidgeon, J Richters and R Wantling (6)

## Resolution

**Moved Cr J Richters**

**Seconded Cr M Harslett**

THAT Council refuse the change application made in relation to the Development Permit dated 26 September 2025 for Reconfiguring a Lot for the purpose of Subdivision (1 lot into 18 lots), on land at 7 Cullen Street, Warwick, described as Lot 75 W3029, for the following reasons:

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- (2) *The overall outcomes sought for the code are as follows:*
  - (a) *Development results in the creation of safe, convenient, functionally efficient and attractive communities and environments.*
  - (f) *Appropriate infrastructure and services are provided to meet the anticipated needs of future land use activities and the reasonable expectations of the community. Conditions regarding the supply of necessary trunk infrastructure or payment of additional trunk infrastructure costs may be imposed where development is inconsistent with the assumptions for development set out in section 4.2 of the LGIP or outside the PIA.*
  - (g) *Development is serviced with public and private physical infrastructure depending on the location, existing levels of service, and potential to connect to urban infrastructure. Where development is not supported by public infrastructure robust, effective and efficient private services are provided.*
  - (h) *An integrated network of roads, pathways, open space and infrastructure is provided that maximises accessibility and efficiency throughout the whole area.*

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- *The access links are necessary to connect the development to park, open space or other access links; or*

- *The provision of access links protects or maintains the safety and efficiency of the existing park, open space and access network.*

**PO28** *Development is designed and constructed to enhance personal and property safety and minimise the potential for crime and antisocial behaviour.*

*Development incorporates the following elements of crime prevention through environmental design:*

- (a) design that provides for casual surveillance by residents and passersby;*
- (b) the ability of residents and others to clearly find their way to and through the development;*
- (c) the provision of movement links to nearby activity areas;*
- (d) the provision of safe routes through the development including open spaces and parks through*

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3. The pedestrian access link will ensure the connectivity of the required footpath to the broader footpath network and strengthen both connectivity and permeability of the broader development in terms of pedestrian movement.
4. A 2.0 metre wide footpath along the Bisley Street and Cullen Street frontages of the site are consistent with the existing 2.0 metre wide footpath along Bisley Street, ensuring a logical extension to the broader footpath and pedestrian movement network;
5. The applicant has already constructed a 2.0 metre wide footpath along the Bisley Street frontage of the site in accordance with Condition 18;
6. The required fencing along the boundaries of any lot adjoining the pedestrian access link that connects Himyar Drive and Cullen Street will ensure casual surveillance by residents and passersby, as required by PO28 of the Reconfiguring a lot code in the Southern Downs Planning Scheme (v.5); and aligns with CPTED (Crime Prevention Through Environmental Design) principles;
7. The removal of the pedestrian access link will impact the maintenance accessibility by Council to the required stormwater infrastructure within the pedestrian access link; and
8. If a siting concession is unable to be obtained, the removal of the setback requirement for the existing Dwelling house outlined in Condition 3 will result in a condition of approval that is unable to be achieved. The existing condition achieves the applicant's intent of the change.

**Carried Unanimously**

*10:06am Cr Bartley, Cr McDonald and Cr Windle rejoined the meeting.*

## **15.2 Pest Management Advisory Committee Meeting**

### **Resolution**

**Moved Cr C Pidgeon**

**Seconded Cr C McDonald**

THAT Council receive the Minutes of the Pest Management Advisory Committee meeting held in Warwick on Thursday, 18 December 2025.

**Carried Unanimously**

## **Procedural Motion - Meeting Adjournment**

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

THAT the meeting adjourn.

### **Resolution**

**Moved Mayor M Hamilton**

**Seconded Cr S Deane**

**Carried Unanimously**

*The meeting adjourned at 10:12am and reconvened at 10:25am at which time there were present Crs Hamilton, Bartley, Deane, Harslett, McDonald, Pidgeon, Richters, Wantling and Windle.*

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

Nil

## **17. CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS**

In accordance with the provisions of Section 254J(3) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public and move 'into Committee' to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

### **Recommendation**

THAT the meeting be closed to the public and move into committee to discuss the following items, which are considered confidential in accordance with Section 254J(3) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following, as indicated:

#### **17.1 Review Committee**

##### **Reason for Confidentiality**

This item is considered confidential in accordance with section 254J(3)(b) of the *Local Government Regulation 2012*, as it contains information relating to industrial matters affecting employees.

### **Meeting In Camera**

#### **Resolution**

**Moved Cr S Windle**

**Seconded Cr C McDonald**

THAT the meeting move into closed session.

**Carried Unanimously**

*The Meeting moved into closed session at 10:26am.*

## Meeting Out Of Camera

### Recommendation

THAT the meeting resume in open session at 10.29am.

### 17.1 Review Committee

#### Resolution

**Moved Mayor M Hamilton**

**Seconded Cr S Windle**

THAT Council appoint Mayor Melissa Hamilton, Deputy Mayor Sheryl Windle and Councillor Sarah Deane to the performance review committee for the Chief Executive Officer for Southern Downs Regional Council.

**Carried**

*The following votes were recorded:*

*For: Crs S Deane, M Hamilton, M Harslett, C McDonald, C Pidgeon, J Richters, R Wantling and S Windle (8)*

*Against: Cr R Bartley (1)*

## 18. GENERAL BUSINESS

### MEETING CLOSURE

There being no further business, the meeting closed at 10:31am.