

**5. CONFIRMATION OF MINUTES**

**5.1 Adopt Ordinary Meeting of Council Minutes 21 September 2022**

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 21 September 2022

**COUNCIL RESOLUTION**

**Moved By** Cr. K. A. Bourne

**Seconded By** Cr. P. T. Saxelby

That this Report be received and that:

1. The Unconfirmed Minutes of the Ordinary Meeting of Council held on 21 September 2022, copies of which have been circulated to Members, be taken as read and confirmed.

**CARRIED**



## Ordinary Meeting of Council Minutes

**Date:** Wednesday, 21 September 2022  
**Time:** 9:30 am  
**Location:** WDRC - Wandoan Customer Service Centre  
29 Dawson Street, Miles QLD 4415

**Councillors:**

- Cr. P. M. McVeigh (Chairperson)
- Cr. A. N. Smith
- Cr. K. A. Bourne
- Cr. P. T. Saxelby
- Cr. K. A. Maguire
- Cr. I. J. Rasmussen
- Cr. M. J. James
- Cr. O. G. Moore
- Cr. C. T. Tillman

**Officers:**

- J. Taylor, Chief Executive Officer
- B. Bacon, General Manager (Corporate Services)
- G. Cook, General Manager (Infrastructure Services)
- D. Fletcher, General Manager (Community & Liveability)
- C. Craig, Senior Executive Officer
- A. Lyell, Executive Services Administration officer

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**1. DECLARATION OF MEETING OPENING**

The Chairperson declared the Meeting open at 9.30AM.

**2. OPENING PRAYER AND MINUTE SILENCE**

Minister Glen Perkins from the Miles Presbyterian Church, delivered the opening prayer. This was followed by the observance of a minute's silence.

**3. APOLOGIES**

Nil

**4. CONGRATULATIONS**

Cr K. A. Bourne requested that congratulations be extended to Dalby Delicious and DeLIGHTful Festival committee and Dalby community involved in the recent festival.

Cr. K. A. Bourne requested that congratulations be extended to the Dalby Welcoming Committee on their success at the recent 2022 Queensland Training Awards.

Cr K. A. Maguire requested that congratulations be extended to Josh Griggs for attaining an Australian National Record in Power Lifting at the APL Nationals competition.

Cr. M. J. James requested that congratulations be extended to Dalby South State School Tuckshop for taking first place in the Queensland Association of School Tuckshops' 2022 Recipe of the Year competition.

Cr. O. G. Moore requested that congratulations be extended to Meandarra Show P&C for the a successful 2022 show.

Cr. O. G. Moore requested that congratulations be extended to Miles Rugby League for winning Queensland's Rugby League Community Club of the Year.

Cr C. T. Tillman requested that congratulations be extended to Brigalow Bush Carnival for the success of this years show.

**COUNCIL RESOLUTION**

**Moved By** Cr. O. G. Moore

**Seconded By** Cr. K. A. Maguire

The Western Downs Regional Council acknowledges the contribution of Her Majesty Queen Elizabeth the Second to our Nation and expresses its condolence to the Royal Family on her passing.

**CARRIED**

**5. CONFIRMATION OF MINUTES**

**5.1 Adopt Ordinary Meeting of Council Minutes 17 August 2022**

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 17 August 2022

**COUNCIL RESOLUTION**

**Moved By** Cr. I. J. Rasmussen

**Seconded By** Cr. K. A. Maguire

That this Report be received and that:

1.The Unconfirmed Minutes of the Ordinary Meeting of Council held on 17 August 2022, copies of which have been circulated to Members, be taken as read and confirmed.

**CARRIED**

**5.2 Adopt Special Meeting of Council Minutes 29 August 2022**

The Purpose of this Report is for Council to adopt the Minutes of the Special Meeting of Council held on Wednesday, 29 August 2022

**COUNCIL RESOLUTION**

**Moved By** Cr. A. N. Smith

**Seconded By** Cr. M. J. James

That this Report be received and that:

1.The Unconfirmed Minutes of the Special Meeting of Council held on 29 August 2022, copies of which have been circulated to Members, be taken as read and confirmed.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

Nil.

**7. DECLARATIONS OF CONFLICTS OF INTEREST**

Nil.

**8. PRESENTATION OF PETITIONS BY COUNCILLORS**

Nil.

**9. MAYORAL UPDATE**

**9.1 Executive Services Mayoral Report August 2022**

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of August 2022.

**COUNCIL RESOLUTION**

**Moved By** Cr. P. T. Saxelby  
**Seconded By** Cr. A. N. Smith

That this Report be received and noted

**CARRIED**

## 10. CONFIDENTIAL ITEMS

*Section 254J of the Local Government Regulation 2012 in relation to Closed meetings provides:*

*(1) A local government may resolve that all or part of a meeting of the local government be closed to the public.*

*(2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.*

*(3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—*

*(a) the appointment, discipline or dismissal of the chief executive officer;*

*(b) industrial matters affecting employees;*

*(c) the local government's budget;*

*(d) rating concessions;*

*(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;*

*(f) matters that may directly affect the health and safety of an individual or a group of individuals;*

*(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;*

*(h) negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967;*

*(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.*

*(4) However, a local government or a committee of a local government must not resolve that a part of a local government meeting at which a decision mentioned in section 150ER(2), 150ES(3) or 150EU(2) of the Act will be considered, discussed, voted on or made be closed.*

*(5) A resolution that a local government meeting be closed must—*

*(a) state the matter mentioned in subsection (3) that is to be discussed; and*

*(b) include an overview of what is to be discussed while the meeting is closed.*

*(6) A local government or a committee of a local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.*

**COUNCIL RESOLUTION - CLOSE MEETING**

**Moved By** Cr. K. A. Bourne

**Seconded By** Cr. I. J. Rasmussen

That Council resolve to close the Meeting in accordance with Sections 254J (3) (g) of the *Local Government Regulation 2012* at 9:57am to discuss the following Confidential Reports:

10.1.1 - Executive Services Confidential Report - Digital Transformation and New Cloud SaaS ERP

10.1.2 - Executive Services Confidential Report Sale of 4615 Chinchilla-Tara Road, Tara

10.1.3 - Executive Services Confidential Report Miles Historical Village Lease

10.3.1 - Community and Liveability Confidential Report Results of Waste and Recycling Collection and Recycling Processing Tender

10.4.1 - Infrastructure Services Confidential Report - Vendor panel Quote RFQ10-22-23 Mary Street Precinct Stormwater Project, Stage 2

10.4.2 - Infrastructure Services Confidential Report Dalby Town Streets Construction - RFQ11-22-23 Lowering of Water Services Contract Award

10.4.3 - Infrastructure Services Confidential Report Tender MM04-22-23 Stage 1 Trunk Watermains - Dalby WTP to Watt Street

**CARRIED**

**COUNCIL RESOLUTION - REOPEN MEETING**

**Moved By** Cr. P. T. Saxelby

**Seconded By** Cr. K. A. Bourne

That Council resolve to reopen the Meeting at 10:09am

**CARRIED**

## 10.1 EXECUTIVE SERVICES

### 10.1.1 Executive Services Confidential Report Digital Transformation and New Cloud SaaS ERP

The purpose of this report is to seek approval to replace Council's core legacy enterprise resource system (ERP) system to a modern, cloud-based Software-as-a-Service (SaaS) ERP to sustain current services, increase digital service offerings, mitigate significant risk and provide the foundation to transform to a future ready local government.

#### **COUNCIL RESOLUTION**

**Moved By** Cr. M. J. James

**Seconded By** Cr. O. G. Moore

That this report be received and that Council resolves to:

1. Enter into a contract with TechnologyOne Ltd to migrate its current ECM to cloud and to implement and obtain licence subscriptions to TechnologyOne Ltd's OneCouncil cloud-based SaaS ERP as set out in this report, and
2. Delegate authority to the CEO to finalise negotiations with TechnologyOne Ltd and to make, amend and discharge the QITC contract.

**CARRIED**

### 10.1.2 Executive Services Confidential Report Sale of 4615 Chinchilla-Tara Road, Tara

The purpose of this report is to seek Council's direction regarding the proposed sale of 4615 Chinchilla-Tara Road, Tara.

#### **COUNCIL RESOLUTION**

**Moved By** Cr. A. N. Smith

**Seconded By** Cr. O. G. Moore

That this report be received and that Council:

1. approve the sale by negotiation of Lot 6 on RP181365 being 4615 Chinchilla-Tara Road, Tara to Wendy Margaret Harrison and Leslie Glenn O'Brien for the contract offer price; and
2. delegate authority to the Chief Executive Officer to sign the contract of sale as listed above and all necessary documents, and to allow reasonable extensions of time if required, to affect the settlement of 4615 Chinchilla-Tara Road, Tara

**CARRIED**



**10.1.3 Executive Services Confidential Report Miles Historical Village Lease**

The purpose of this Report is to seek Council's direction to offer a lease to the Miles and District Historical Society Inc for Lot 116 on SP195996 Murilla Street, Miles.

**COUNCIL RESOLUTION**

**Moved By** Cr. O. G. Moore

**Seconded By** Cr. C. T. Tillman

That this report be received, and Council resolves to:

1. apply the exceptions contained in the *Local Government Regulation 2012* (Qld), section 236(1)(b)(ii), (2) and (4), and
2. enter into a lease with the Miles and District Historical Society Inc for part of Lot 116 on SP195996 Murilla Street, Miles, and
3. delegate authority to the Chief Executive Officer to negotiate and sign all documents necessary to finalise the lease with the Miles and District Historical Society Inc.

**CARRIED**

**10.2 CORPORATE SERVICES**

Nil.

## 10.3 COMMUNITY AND LIVEABILITY

### 10.3.1 Community and Liveability Confidential Report Results of Waste and Recycling Collection and Recycling Processing Tender

This report is to present the results of tender WT16-21/22 for Waste and Recyclables Collection and Recyclables Transport and Recycling Processing, and for Council to decide to award tenders and form contracts.

#### **COUNCIL RESOLUTION**

**Moved By** Cr. A. N. Smith

**Seconded By** Cr. P. T. Saxelby

That this report is received and that Council resolves:

1. To award the Separable Portion 3 tender submission for Contract WT16.3 - 21/22 – Waste and Recyclables Collection and Recyclables Transport, to JJ Richards and Sons Pty Ltd, trading as JJs Waste and Recycling, for its alternative option, in accordance with the tender specifications, addenda issued, tender submission including the schedule of rates, and all post tender clarifications and negotiations, and
2. To:
  - a. Award the Separable Portion 4 tender submission for Contract WT16.4 - 21/22 – Recyclables Processing, to Re.Group, (Option A), in accordance with the tender specifications, addenda issued, tender submission including the schedule of rates, and all post tender clarifications and negotiations, and
  - b. Delegate to the Chief Executive Officer power to make, amend or discharge a contract to deliver the contract for WT16.4 21/22 Recyclables Processing including granting the extension periods, if required, for the benefit of Council, and
3. To delegate to the Chief Executive Officer power to complete negotiations and prepare and sign the formal contracts between the parties.

**CARRIED**

## 10.4 INFRASTRUCTURE SERVICES

### 10.4.1 Infrastructure Services Confidential Report - Vendor panel Quote RFQ10-22-23 Mary Street Precinct Stormwater Project, Stage 2

This report details the procurement process of Request for Quote RFQ10-22-23 for the supply for stormwater components for the Mary Street Precinct Stormwater Project, Stage 2.

#### **COUNCIL RESOLUTION**

**Moved By** Cr. O. G. Moore

**Seconded By** Cr. P. T. Saxelby

That this report be received and that Council;

1. Accept the quote from Holcim Australia ABN 87 099 732 297, received under Request for Quote via Vendor panel Quote RQF10-22-23 for the for the supply of stormwater components for the Mary Street Precinct Stormwater Project - Stage 2; and
2. Delegate to the Chief Executive Officer power to make, amend or discharge a contract to deliver the quote from Holcim Australia ABN 87 099 732 297.

**CARRIED**

### 10.4.2 Infrastructure Services Confidential Report Dalby Town Streets Construction - RFQ11-22-23 Lowering of Water Services Contract Award

This report details the procurement process of Request for Quote RFQ11-22-23 Lowering of Water Services, a component of the Dalby Town Streets project.

#### **COUNCIL RESOLUTION**

**Moved By** Cr. P. T. Saxelby

**Seconded By** Cr. C. T. Tillman

That this report be received and that Council resolves to:

1. Accept the quote from Mackenzies Ace Pty Ltd trading as Chris Buckley Plumbing ABN 19 126 182 018, received under Request for Quote RFQ11-22-23 for the Lowering of Water Services, a component of the Dalby Town Streets projects; and
2. Delegate to the Chief Executive Officer power to make, amend or discharge a contract to deliver the quote from Mackenzies Ace Pty Ltd trading as Chris Buckley Plumbing ABN 19 126 182 018.

**CARRIED**

### **10.4.3 Infrastructure Services Confidential Report Tender MM04-22-23 Stage 1 Trunk Watermains - Dalby WTP to Watt Street**

The purpose of this Report is to detail the procurement process of tender MM04-22-23 for the delivery of Stage 1 Trunk Water Mains - Dalby WTP to Watt Street and provide a recommendation to award.

#### **COUNCIL RESOLUTION**

**Moved By** Cr. P. T. Saxelby

**Seconded By** Cr. K. A. Bourne

That this report be received and Council;

1. Accept the tender from Mackenzies Ace Pty Ltd trading as Chris Buckley Plumbing ABN 19 126 182 018, received under Request For Tender MM04-22-23 for the Stage 1 Trunk Water Mains - Dalby Water Treatment Plant to Watt Street, Dalby; and
2. Delegate to the Chief Executive Officer power to make, amend or discharge a contract to deliver the tender from Mackenzies Ace Pty Ltd trading as Chris Buckley Plumbing ABN 19 126 182 018.

**CARRIED**

## **11. DEPUTATION**

### **11.1 Kerry Mulholland**

Mr Mulholland updated Council on the Miles Historical Village Museum as well as stage 2 of the Great Artesian Basin Collection.

**Moved By** Cr. K. A. Bourne

**Seconded By** Cr. C. T. Tillman

That Council resolve to adjourn the Meeting.

*The Meeting adjourned at 10.46am*

*The Meeting resumed at 11.07am*

**CARRIED**

**12. PLANNING**

Nil.

**13. EXECUTIVE SERVICES**

**13.1 Executive Services Chief Executive Officer Report August 2022**

The purpose of this Report is to provide Council with:

Significant meetings, forums and delegations attended by the Chief Executive Officer during the month of August 2022.

**COUNCIL RESOLUTION**

**Moved By** Cr. K. A. Bourne

**Seconded By** Cr. K. A. Maguire

That this Report be received and noted.

**CARRIED**

**13.2 Executive Services Report Outstanding Actions August 2022**

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 17 August 2022

**COUNCIL RESOLUTION**

**Moved By** Cr. A. N. Smith

**Seconded By** Cr. C. T. Tillman

That this Report be received and noted.

**CARRIED**

**13.3 Executive Services Report Local Government Association of Queensland Annual Conference 17-19 October 2022 Cairns**

The purpose of this Report is to seek Council's direction regarding the delegates from Western Downs Regional Council to be approved to attend the Annual Conference of the Local Government Association of Queensland, to be held 17 to 19 October 2022, at the Cairns Convention Centre.

**COUNCIL RESOLUTION**

**Moved By** Cr. M. J. James

**Seconded By** Cr. O. G. Moore

That this Report be received and that:

1.Council appoints two (2) Councillors (Cr. P.M. McVeigh and Cr. A.N. Smith) as delegates to attend the Annual Conference of the Local Government Association of Queensland, to be held 17 to 19 October 2022, at the Cairns Convention Centre.

**CARRIED**

## 14. CORPORATE SERVICES

### 14.1 Corporate Services Report MM05-22-23 Dalby Corporate Office, Library and Works Depot Cleaning Service

This report pertains to the awarding of Tender MM05-21-22 Dalby Corporate Office, Library and Works Depot Cleaning Service.

#### **COUNCIL RESOLUTION**

**Moved By** Cr. K. A. Maguire

**Seconded By** Cr. C. T. Tillman

That Council resolves to:

1. award tender MM05-22-23 Dalby Corporate Office, Library and Works Depot Cleaning Service to Quality Commercial Cleaning Pty Ltd for the tendered price, for a period of two (2) years with the option of two (2), one-year extensions for a total contract value of \$531,103.84; and
2. delegate authority to the Chief Executive Officer to make, amend or discharge the contract where necessary to manage the contract and option, as necessary.

**CARRIED (7 to 2)**

### 14.2 Corporate Services Report MM03-22-23 Chinchilla Parks and Open Spaces Depot, Botanic Parklands, Chinchilla Weir and Public Toilets Cleaning Service

This Report pertains to the awarding of tender MM03-22-23 Chinchilla Parks and Open Spaces Depot, Botanic Parklands, Chinchilla Weir and Public Toilets Cleaning Service.

#### **COUNCIL RESOLUTION**

**Moved By** Cr. A. N. Smith

**Seconded By** Cr. O. G. Moore

That Council resolves to:

1. award tender MM03-22-23 Chinchilla Parks and Open Spaces Depot, Botanic Parklands, Chinchilla Weir and Public Toilets Cleaning Service to Southern Cross Facilities Pty Ltd for the tendered price for a period of two years with the option of two, one-year extensions for the total estimated contract value of \$825,635.88 (including goods and services tax); and
2. delegate authority to the Chief Executive Officer to make, amend or discharge the contract where necessary to manage the contract and options, as necessary.

**CARRIED**

### **14.3 Corporate Services Report Warra Progress and Heritage Society: Support Request Community Playground**

This Report is to seek Council approval for Warra Progress and Heritage Society (the Society) to have access to a Council-owned vacant block of land at Warra for the purpose of establishing a community playground and also provide a letter of support to the Society to assist with grant applications to fund the construction.

#### **COUNCIL RESOLUTION**

**Moved By** Cr. K. A. Bourne

**Seconded By** Cr. C. T. Tillman

That Council resolves to:

1. commend the Warra Progress and Heritage Society for its initiative in pursuing the establishment of a community playground within Warra; and
2. work with the Warra Progress and Heritage Society to develop a strategy for the development of a community playground which complements the existing community infrastructure within Warra, with a view to having such infrastructure considered as part of the ten year capital programme.

#### **AMENDMENT NO. 1**

**Moved By** Cr. I. J. Rasmussen

**Seconded By** Cr. K. A. Maguire

That Council resolves to:

- commend the Warra Progress and Heritage Society for its initiative in pursuing the establishment of a community playground within Warra; and
- work with the Warra Progress and Heritage Society to develop a strategic plan for the development of the Warra Township to ensure that required infrastructure is considered as part of the ten year capital program.

#### **POINT OF ORDER**

**Raised By** Cr. O. G. Moore

That the amendment is a foreshadowed motion.

The Chair ruled that the Amendment was a foreshadowed motion.

**FORESHADOWED MOTION**

Cr I. J. Rasmussen foreshadowed that if the motion on the floor failed he would move:

That Council resolves to:

1. commend the Warra Progress and Heritage Society for its initiative in pursuing the establishment of a community playground within Warra; and
2. work with the Warra Progress and Heritage Society to develop a strategic plan for the development of the Warra Township to ensure that required infrastructure is considered as part of the ten year capital program.

The **ORIGINAL MOTION** was **PUT** and **CARRIED (7 to 2)**

**COUNCIL RESOLUTION - ADJOURN MEETING**

**Moved By** Cr. P. T. Saxelby

**Seconded By** Cr. C. T. Tillman

That Council resolve to adjourn the Meeting.

*The Meeting adjourned at 12.18pm*

*The Meeting resumed at 12.44pm*



#### **14.4 Corporate Services Report Write Off Outstanding Unrecoverable Accounts Receivable 2022**

The purpose of this Report is to seek Council's approval to write off the attached outstanding Accounts Receivable, Infringements Notices, and Gas Accounts which have been deemed unrecoverable. These write-offs relate to outstanding accounts that have been provided for in the 2021-2022 financial year accounts. These write-offs will have no effect on the financial outcome for the 2022-2023 year.

##### **COUNCIL RESOLUTION**

**Moved By** Cr. A. N. Smith

**Seconded By** Cr. K. A. Bourne

That Council resolves to:

1. write-off \$154,575.08 comprising:
  - a. \$56,042.24 of unrecoverable accounts receivable (GST exclusive);
  - b. \$51,568.80 of unrecoverable infringements notices (GST exclusive); and
  - c. \$46,964.04 of unrecoverable gas accounts (GST exclusive), and
2. note that the full amount of \$154,575.08 is provided for as at 30 June 2022.

**CARRIED**

#### **14.5 Corporate Services Report Queensland Audit Office 2022 Interim Report**

The purpose of this report is to provide an update on external audit activities conducted by and on behalf of the Queensland Audit Office.

##### **COUNCIL RESOLUTION**

**Moved By** Cr. K. A. Bourne

**Seconded By** Cr. O. G. Moore

That Council resolves to note the *Queensland Audit Office 2022 Interim Report*.

**CARRIED**

**14.6 Corporate Services Report Audit Committee Meeting 23 August 2022**

The purpose of this report is to provide Council with the report of the Western Downs Regional Council Audit Committee Meeting held on 23 August 2022.

**COUNCIL RESOLUTION**

**Moved By** Cr. M. J. James

**Seconded By** Cr. A. N. Smith

That Council receive the *Unconfirmed Minutes of the Western Downs Regional Council Audit Committee Meeting held on 23 August 2022*.

**CARRIED**

**14.7 Corporate Services Financial Report August 2022**

The purpose of this Report is to provide Council with the Financial Report for the period ending 31 August 2022.

**COUNCIL RESOLUTION**

**Moved By** Cr. O. G. Moore

**Seconded By** Cr. A. N. Smith

That Council resolves to receive the Financial Report as of 31 August 2022 and:

1. notes the additional capital projects added to the 2022-23 capital works programme and the contra budget adjustments to the value of \$638,158 for expenditure and \$1,176,670 for revenue.

**CARRIED**

**15. INFRASTRUCTURE SERVICES**

**15.1 Infrastructure Services Works August 22/23 Capital Works Progress Update**

The purpose of this Report is for the Works Department to provide an update to Council regarding the 2022/23 Capital Works Program for the month of August 2022.

**COUNCIL RESOLUTION**

**Moved By** Cr. O. G. Moore

**Seconded By** Cr. P. T. Saxelby

That this Report be received and noted.

**CARRIED**

**16. COMMUNITY AND LIVEABILITY**

Nil.

**17. NOTICES OF MOTION**

**17.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS**

Nil.

**17.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING**

Nil.

**18. URGENT GENERAL BUSINESS**

Nil.

**19. MEETING CLOSURE**

The Meeting concluded at 1.03pm