

5.1 Adopt Ordinary Meeting of Council Minutes 21 August 2025

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Thursday, 21 August 2025.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. G. M. Olm

That this Report be received and that:

1. The Unconfirmed Minutes of the Ordinary Meeting of Council held on 21 August 2025, copies of which have been circulated to Members, be taken as read and confirmed.

CARRIED



Ordinary Meeting of Council Minutes

Date: 21 August 2025
Time: 9:30am
Location: Wandoan Cultural Centre

Councillors:

- Cr. A. N. Smith
- Cr. K. A. Bourne
- Cr. S. J. Condon (via audio visual link)
- Cr. P. T. Saxelby
- Cr. K. A. Maguire
- Cr. G. M. Olm
- Cr. M. J. James
- Cr. S. Bougoure

Officers:

- J. Taylor, Chief Executive Officer
- T. Skillington, Acting General Manager (Corporate Services)
- L. Cook, Acting General Manager (Infrastructure Services)
- D. Fletcher, General Manager (Community & Liveability)
- B. Donald, Senior Executive Officer
- A. Lewis, Executive Services Administration Officer
- B. Woodcock, Communications & Digital Marketing Officer
- C. Smith, Communications & Marketing Officer

1. DECLARATION OF MEETING OPENING

The Chairperson declared the Meeting open at 9.30AM.

2. OPENING PRAYER AND MINUTE SILENCE

John Erbacher from the St Joseph's Church, delivered the opening prayer. This was followed by the observance of a minute silence.

3. APOLOGIES

Cr O. G. Moore is an apology.

4. CONGRATULATIONS

There were no congratulations.

5. CONFIRMATION OF MINUTES

5.1 Adopt Ordinary Meeting of Council Minutes 17 July 2025

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Thursday, 17 July 2025.

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 17 July 2025, copies of which have been circulated to Members, be taken as read and confirmed.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETING

There was no business arising from the minutes of the previous meeting.

7. DECLARATIONS OF CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

8. PRESENTATION OF PETITIONS BY COUNCILLORS

There were no petitions presented to Councillors.

9. MAYORAL UPDATE

9.1 Executive Services Mayoral Report July 2025

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of July 2025.

COUNCIL RESOLUTION

Moved By Cr. G. M. Olm

Seconded By Cr. S. Bougoure

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.

(j) an investigation report given to the local government under chapter 5A, part 3, division 5 of the Act

(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. P. T. Saxelby

Seconded By Cr. K. A. Maguire

That Council resolve to close the Meeting in accordance with Sections 254J (3) (j) of the *Local Government Regulation 2012* at 9:45AM to discuss the following Confidential Reports:

1. Executive Services Confidential Report - Amend Resolution - Potential New Lease Chinchilla Aerodrome - Lease "P" - Robert Fraser
2. Executive Services Confidential Report - Consider Lease Surrender for Entity Amendment of Lease AE Dalby Aerodrome from Daniel Livestock Pty Ltd to DP Reilly Super Pty Ltd ATF The DP Reilly Super Fund

CARRIED

COUNCIL RESOLUTION - REOPEN MEETING

Moved By Cr. K. A. Bourne

Seconded By Cr. S. Bougoure

That Council resolve to reopen the Meeting at 9:47AM.

CARRIED

10.1 EXECUTIVE SERVICES

10.1.1 Executive Services Confidential Report - Amend Resolution - Potential New Lease Chinchilla Aerodrome - Lease "P" - Robert Fraser

The purpose of this report is to amend the resolution from the 19 June 2025 Ordinary Meeting of Council being resolution 10.1.2 to offer a Potential New Lease Chinchilla Aerodrome - Lease P - Fraser Valuers Pty Ltd.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. M. J. James

That this report be received, and that Council resolve:

1. That the exception in section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) applies in relation to the lease area, such that the disposal is not required to be by way of tender or auction;
2. To offer a thirty (30) year lease to Robert Fraser over the surveyed lease area known as "Lease P" for the market value of \$2.08 per square meter totalling \$1,300.00 per year (exclusive of goods and services tax) and annual Consumer Price Indexation; and
3. To delegate authority to the Chief Executive Officer to negotiate any commercially appropriate terms and conditions associated with the proposed lease and to sign all necessary documents to facilitate the execution and registration of the lease.

CARRIED

10.1.2 Executive Services Confidential Report - Consider Lease Surrender for Entity Amendment of Lease AE Dalby Aerodrome from Daniel Livestock Pty Ltd to DP Reilly Super Pty Ltd ATF The DP Reilly Super Fund.

The purpose of this report is for Council to consider a request to surrender Lease "AE" at the Dalby Aerodrome to facilitate a change of entity and subsequently enter into a new lease agreement for Lease "AE".

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. S. Bougoure

That this report be received and Council resolves:

1. that the exception in section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) applies in relation to the lease area, such that the disposal is not required to be by way of tender or auction;
2. to accept the surrender of the current lease;
3. to delegate authority to the Chief Executive Officer to sign all documents relating to the surrender of the lease agreement;
4. to offer a lease of thirty years to the new entity DP Reilly Super Pty Ltd as trustees for The DP Reilly Super Fund over Lease AE for a market rental value of \$8.00 per square metre, totalling \$20,000.00 per year (exclusive of goods and services tax) and annual Consumer Price Indexation; and
5. to delegate authority to the Chief Executive Officer to negotiate any commercially appropriate terms and conditions associated with the lease agreement with the Lessee, and to sign all necessary documents to facilitate the execution and registration of the lease;
6. to instruct the Chief Executive Officer that Council declines to offer a rent-free period for the lease.

CARRIED

10.2 CORPORATE SERVICES

10.3 COMMUNITY AND LIVEABILITY

10.4 INFRASTRUCTURE SERVICES

11. DEPUTATION

12. PLANNING

13. EXECUTIVE SERVICES

13.1 Executive Services Report Outstanding Actions July 2025

The purpose of this report is to provide Council with an update on the status of outstanding Council Meeting Action Items.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire
Seconded By Cr. K. A. Bourne

That Council resolves to receive the Outstanding Actions Report for July 2025.

CARRIED

13.2 Executive Services Chief Executive Officer Report July 2025

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 July 2025.

COUNCIL RESOLUTION

Moved By Cr. M. J. James
Seconded By Cr. G. M. Olm

That this Report be received.

CARRIED

13.3 Executive Services Quarterly Report April to June 2025

The purpose of this Report is to provide Council with a summary of the Executive Services Division's strategic and operational activities for the fourth quarter of the 2024-2025 financial year.

COUNCIL RESOLUTION

Moved By Cr. S. Bougoure
Seconded By Cr. K. A. Maguire

That this report be received and noted.

CARRIED

14. CORPORATE SERVICES

14.1 Corporate Services Report Audit Committee Meeting 12 August 2025

The purpose of this report is to provide Council with the report of the Western Downs Regional Council Audit Committee meeting held on 12 August 2025.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. K. A. Maguire

That Council resolves to:

1. receive the Unconfirmed Minutes of the Western Downs Regional Council Audit Committee Meeting held on 12 August 2025; and
2. rename the Western Downs Regional Council Audit Committee to the Western Downs Regional Council Audit and Risk Committee.

CARRIED

14.2 Corporate Services Report Quarter Four 2024-25 Operational Plan and Enterprise Risk Management Review

The purpose of this report is to provide Council with the fourth and final quarter progress in achieving the actions outlined in the *2024-25 Operational Plan* and the status of the strategic risks which Council manages under the *Enterprise Risk Management Framework*.

COUNCIL RESOLUTION

Moved By Cr. S. Bougoure

Seconded By Cr. M. J. James

That Council resolves to receive the *Quarter Four 2024-25 Operational Plan and Enterprise Risk Management Review*.

CARRIED

14.3 Corporate Services Write Off Unrecoverable Accounts Receivable 2025

The purpose of this report is to seek Council's approval to write off outstanding amounts that have been assessed as unrecoverable. As at 30 June 2025, Council's bad and doubtful debt provision has sufficient funds to accommodate these write-offs, which relate to gas accounts, unrecoverable infringements, and unrecoverable accounts receivable.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. K. A. Maguire

That this report be received and that Council resolves to write off \$103,749.69 (exclusive of goods and services tax) comprising of:

1. \$23,597.09 of unrecoverable accounts receivable (exclusive of goods and services tax);
2. \$45,760.00 of unrecoverable infringements (exclusive of goods and services tax); and
3. \$34,392.60 of unrecoverable gas accounts (exclusive of goods and services tax).

CARRIED

14.4 Corporate Services Financial Report July 2025

The purpose of this report is to present Council with the Financial Report for the period ending 31 July 2025 and to;

1. seek Council approval for amendments to the 2025-26 capital works programme and operational budget;
2. inform Council on capital and operational budget adjustments made under delegated authority; and
3. approve the inclusion of ten (10) new fees to the 2025-26 fees and charges register.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. G. M. Olm

That Council resolves to receive the July 2025 Financial Report and:

1. approve capital expenditure budget of \$68,532 (exclusive of goods and services tax) and capital revenue budget of \$68,532 (exclusive of goods and services tax) be removed from the 2025-26 capital works programme as listed in section 3(a) of this report;
2. note the amendments to the 2025-26 capital works programme as listed in section 3(b) of this report, with additional expenditure budget of \$570,371 (exclusive of goods and services tax) and additional revenue budget of \$571,396 (exclusive of goods and services tax) being added to the programme;
3. approve additional operational expenditure of \$250,000 (exclusive of goods and services tax) for legal costs being spent in the 2025-26 operational budget as listed in section 3(c) of this report;

4. note the amendments to the 2025-26 operational budget as listed in section 3(d) of this report, with additional expenditure budget of \$37,273 (exclusive of goods and services tax) and additional revenue budget of \$41,000 (exclusive of goods and services tax) for commercial works being added to the budget;
5. approve the proposed adjustments to the 2025-26 capital works programme as listed in section 4(a) of this report and detailed in attachment two, with \$17,347,862 of capital expenditure (exclusive of goods and services tax) and \$17,462,983 of capital revenue (exclusive of goods and services tax) to be carried from 2024-25 to 2025-26 for projects that were not commenced or completed in 2024-25;
6. approve to defer unspent capital budget in the 2024-25 year to the 2026-27 capital programme as listed in section 4(b) of this report and detailed in attachment two, with \$126,259 of capital expenditure (exclusive of goods and services tax) to be carried from 2024-25 to 2026-27;
7. approve to defer unspent capital budget in the 2024-25 year to the 2037-38 capital programme as listed in section 4(c) of this report and detailed in attachment two, with \$425,878 of capital expenditure (exclusive of goods and services tax) to be carried from 2024-25 to 2037-38; and
8. approve the inclusion of ten (10) new fees to the 2025-26 fees and charges register for ancillary items at the Dalby Events centre as listed in section five (5) of this report, to be effective from 21 August 2025.

CARRIED

14.5 Corporate Services Quarterly Report April to June 2025

The purpose of this Report is to provide Council with a summary of the Corporate Services Division's strategic and operational activities for the fourth quarter of the 2024-2025 financial year

COUNCIL RESOLUTION

Moved By Cr. S. Bougoure

Seconded By Cr. M. J. James

That Council resolves to receive the Corporate Services Quarterly Report for the period of April to June 2025.

CARRIED

15. INFRASTRUCTURE SERVICES

15.1 Infrastructure Services Quarterly Report April to June 2025

The purpose of this Report is to provide Council with a quarterly update in relation to the Infrastructure Services' Works, Utilities and Technical Services departments performance.

COUNCIL RESOLUTION

Moved By Cr. M. J. James
Seconded By Cr. K. A. Bourne

That this report be received.

CARRIED

15.2 Infrastructure Services Report July 2025/26 Capital Works Progress Update

The purpose of this Report is for the Works Department to provide an update to Council regarding the 2025/26 Capital Works Program for the month of July 2025.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire
Seconded By Cr. P. T. Saxelby

That this report be received.

CARRIED

16. COMMUNITY AND LIVEABILITY

16.1 Community & Liveability Report Renewable Energy Community Benefit System Policy

This report introduces the new *Renewable Energy: Community Benefit System Policy* and seeks adoption by Council. The policy aims to establish a consistent framework for negotiating and implementing Community Benefit Agreements (CBAs) associated with renewable energy projects, informed by Social Impact Assessments (SIAs). It ensures that CBAs are aligned with Council's long-term strategic objectives and deliver meaningful, place-based benefits to communities impacted by renewable energy developments.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne
Seconded By Cr. M. J. James

That this Report be received and Council to resolve to adopt the *Renewable Energy: Community Benefit System Policy* as attached.

CARRIED

16.2 Community & Liveability Report Regional Workforce Plan

The purpose of this Report is to seek Council adoption of the finalised Regional Workforce Plan 2025 - 2028.

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. K. A. Maguire

That this Report be received and Council resolve to adopt the Regional Workforce Plan 2025 - 2028 as attached.

CARRIED

16.3 Community and Liveability Quarterly Report Q4 April to June 2025

The purpose of this Report is to provide Council with an update in relation to the Community and Liveability Division's strategic and operational activities for the fourth quarter of the 2024/2025 Financial Year.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. K. A. Maguire

That Council resolve to receive the Community and Liveability Quarterly Report for April to June 2025

CARRIED

17. NOTICES OF MOTION

17.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS

There were no notices of motion/business for consideration.

18. URGENT GENERAL BUSINESS

There was no urgent general business.

19. MEETING CLOSURE

The Meeting concluded at 10:33AM.