



MINUTES

**Ordinary Council Meeting
Wednesday, 15 July 2026**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 15 JULY 2026 AT 11:00 AM**

PRESENT:

Councillors:

Mayor Kathy Duff, Cr Jane Erkens, Cr Linda Little, Cr Danita Potter, Cr Deb Dennien, Cr Heath Sander, Cr Ros Heit

Council Officers:

Mark Pitt (Chief Executive Officer), Aaron Meehan (General Manager Infrastructure), Kerri Anderson (General Manager Finance & Liveability), Kimberley Donohue (Acting Manager Planning and Development), Rebecca Bayntun (Manager Customer Solutions), Vanessa Gwasira (Senior Planning Officer), Brad Perrett (Acting Manager Water and Wastewater), Malcolm Ehrlich (Principal Project Manager), Danielle Gribble (Executive Assistant).

1 OPENING

Mayor Kathy Duff opened the meeting at 11.00am.

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 PRAYERS

During the Special Budget meeting of today's date a representative of The South Burnett Salvation Army Church, Church Leader, Seath Holswich offered prayers for Council and for the conduct of the Council meetings.

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

During the Special Budget meeting of today's date, Cr Jane Erkens acknowledged the traditional custodians of the land on which the meeting took place.

5 DECLARATION OF INTEREST

I, Cr Heath Sander, inform the meeting that I have a material personal interest due to the Heathrow management contract for Council tourism dams in item 13.2. I will leave the meeting and not participate in the decision.

6 DEPUTATIONS/PETITIONS

6.1 DEPUTATION - GLAN DEVON BIOFERTILISER PROJECT

Deputation presented by Rusty Mark and Mieke Elder from BYV Organics, in relation to the proposed Glan Devon Bio Solids Processing Plant.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**7.1 MINUTES OF THE COUNCIL MEETING HELD ON 17 JUNE 2026**

RESOLUTION 2026/33

Moved: Cr Linda Little

Seconded: Cr Deb Dennien

That the Minutes of the Council Meeting held on 17 June 2026 be received and the recommendations therein be adopted.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0**8 MAYORAL MINUTE**

Nil

9 NOTICES OF MOTION

Nil

10 COUNCILLOR DIVISIONAL UPDATES

During the Special Budget Meeting of today's date, the Mayor and Councillors provided a divisional budget address.

11 BUSINESS OUTSTANDING**11.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING**

RESOLUTION 2026/34

Moved: Cr Deb Dennien

Seconded: Cr Linda Little

That the Business Outstanding table for the Ordinary Council Meeting be received for information.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

12 EXECUTIVE SERVICES

12.1 COUNCIL NOMINATE THE 2027 SPECIAL HOLIDAY

RESOLUTION 2026/35

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That South Burnett Regional Council progress the Monday of the 2027 Royal National Exhibition, Brisbane – Monday 9 August 2027, as the 2027 Show Holiday for the South Burnett region and further, complete the 2027 Special Holiday request form and delegate to the Chief Executive Officer to submit via email prior to Friday 7 August 2026.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

12.2 SOUTH BURNETT REGION BOUNDARY SIGNS TAGLINE

RESOLUTION 2026/36

Moved: Cr Deb Dennien

Seconded: Cr Linda Little

That South Burnett Regional Council receive the report for information.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

12.3 SOUTH BURNETT INDUSTRIAL CIRCULAR ECONOMY

RESOLUTION 2026/37

Moved: Cr Linda Little

Seconded: Cr Deb Dennien

That South Burnett Regional Council receives and adopts the report.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

Attendance:

At 11.38am Aaron Meehan left the meeting.

12.4 APPLICATION ROUND 5 REGIONAL AIRPORTS PROGRAM

RESOLUTION 2026/38

Moved: Cr Ros Heit

Seconded: Cr Danita Potter

That South Burnett Regional Council submit a grant application to the Regional Airports Program, Round 5 for:

- a. Pavement repairs to the apron at Kingaroy Aerodrome
- b. Extension of the taxiway at Wondai Airport.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

12.5 ADOPTION OF SOUTH BURNETT REGIONAL COUNCIL EMPLOYEE CODE OF CONDUCT POLICY - STATUTORY011

RESOLUTION 2026/39

Moved: Cr Danita Potter

Seconded: Cr Deb Dennien

That the South Burnett Regional Council Employee Code of Conduct Policy – Statutory011 be adopted as presented.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

12.6 ADOPTION OF SOUTH BURNETT REGIONAL COUNCIL PROPERTY LEASING POLICY - STRATEGIC030

RESOLUTION 2026/40

Moved: Cr Ros Heit

Seconded: Cr Danita Potter

That the South Burnett Regional Council Property Leasing Policy – Strategic030 be adopted as presented. as amended.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

Attendance:

At 11.40am Jennifer Pointon joined the meeting.

12.7 ADOPTION OF SOUTH BURNETT REGIONAL COUNCIL OVERGROWN PROPERTY POLICY - STRATEGIC040

RESOLUTION 2026/41

Moved: Mayor Kathy Duff

Seconded: Cr Linda Little

That the matter lay on the table.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

12.8 ADOPTION OF SOUTH BURNETT REGIONAL COUNCIL SURVEILLANCE DEVICE POLICY - STATUTORY051

RESOLUTION 2026/42

Moved: Cr Heath Sander

Seconded: Cr Danita Potter

That the South Burnett Regional Council Surveillance Device Policy – Statutory051 be adopted as amended.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

12.9 ADOPTION OF SOUTH BURNETT REGIONAL COUNCIL ARTIFICIAL INTELLIGENCE POLICY - STRATEGIC060

RESOLUTION 2026/43

Moved: Cr Jane Erkens

Seconded: Cr Heath Sander

That the South Burnett Regional Council Artificial Intelligence Policy – Strategic060 be adopted as presented.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

Attendance:

At 11.44am Kimberley Donohue joined the meeting.

13 FINANCE & LIVEABILITY

13.1 MONTHLY FINANCIAL INFORMATION - JUNE 2026

RESOLUTION 2026/44

Moved: Cr Deb Dennien

Seconded: Cr Danita Potter

That the monthly Financial Report including capital works program as at 30th June 2026 be received and noted.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

Attendance:

At 11.47am Cr Heath Sander having earlier informed the meeting of a material personal interest in Item 13.2 and his decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

At 11.48am Vanessa Gwasira joined the meeting.

At 11.48am Aaron Meehan returned to the meeting.

13.2 AMENDED FEES AND CHARGES - COMMERCIAL ENTERPRISES AND WASTE

RESOLUTION 2026/45

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That South Burnett Regional Council amend the 2026/2027 South Burnett fees and charges to:

1. Plaque/Monument Application administration fee for the Columbaria and Garden is reduced from \$155.00 to \$150.00;
2. Remove the commercial charge for Concrete, Bricks or Tiles <= 500kg per load at \$25;
3. Change the wording for the Bjelke-Petersen and Boondooma Dam Caravan and Recreation Parks for 'Specials' to read as:

Specials (Only applicable during the off peak period)

Weekly Specials - Stay 7 pay 6 in all cabins, villas and powered site/ensuites accommodation (excludes 10% discount greater than 2 nights)

Midweek Specials - Stay 4 pay 3 in all cabins, villas and powered site/ensuites accommodation (excludes 10% discount greater than 2 nights. Only available for bookings arriving Monday and departing Friday).

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien and Ros Heit

Against: Nil

CARRIED 6/0

13.2.1 QUESTION ON NOTICE - POLICY FOR DISPOSING OF ROADKILL

Cr Jane Erkens asked what are the rules/costs for disposing of animals such as roadkill at our local refuse stations?

Attendance:

At 11.51am Cr Heath Sander returned to the meeting.

At 11.52am Jennifer Pointon left the meeting.

13.3 QUEENSLAND AUDIT OFFICE - 2026 INTERIM MANAGEMENT REPORT FOR SOUTH BURNETT REGIONAL COUNCIL

RESOLUTION 2026/46

Moved: Cr Ros Heit

Seconded: Cr Linda Little

That South Burnett Regional Council receives the 2026 Interim Management Report from the Auditor-General for information.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

13.4 2025/26 EOFY STOCKTAKE

RESOLUTION 2026/47

Moved: Cr Ros Heit

Seconded: Cr Danita Potter

That South Burnett Regional Council receive this report for information.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

ADJOURN LUNCH

RESOLUTION 2026/48

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That the meeting adjourn for lunch at 11.59am.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros HeitAgainst: Nil**CARRIED 7/0****RESUME MEETING**

RESOLUTION 2026/49

Moved: Cr Linda Little

Seconded: Cr Deb Dennien

That the meeting resume at 1.43pm.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros HeitAgainst: Nil**CARRIED 7/0****13.5 DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE FOR RESIDENTIAL CARE FACILITY (12 X 2 BEDROOM UNITS) PLUS A MANAGER'S RESIDENCE AND ANCILLARY COMMUNAL FACILITY AT 70 PERKINS STREET, MURGON (AND DESCRIBED AS LOT 37 ON RP842815).**

RESOLUTION 2026/50

Moved: Cr Heath Sander

Seconded: Cr Deb Dennien

The development application for a Development Permit for a Material Change of Use for Residential Care Facility (12 x 2 Bedroom Units) plus Manager's Residence at 70 Perkins Street, Murgon (and described as Lot 37 on RP842815), be approved subject to the following conditions;

ASSESSMENT MANAGER CONDITIONS**GENERAL**

GEN1. The development must be completed and maintained generally in accordance with the approved plans and documents and conditions to this development approval:

Approved Plans

Drawing No.	Drawing Title	Prepared By	Rev	Date
100	Existing Site & Lease Plan	McLaren Design Pty Ltd	E	14/05/2026
101	Proposed Site Plan	McLaren Design Pty Ltd	E	14/05/2026

200	Function Building Floor Plan	McLaren Design Pty Ltd	E	14/05/2026
201	Function Building Elevations	McLaren Design Pty Ltd	E	14/05/2026
202	Function Building Elevations	McLaren Design Pty Ltd	E	14/05/2026
300	Caretakers Floor Plan - TYP	McLaren Design Pty Ltd	E	14/05/2026
301	Caretakers Elevations - TYP	McLaren Design Pty Ltd	E	14/05/2026
400	Cabin Floor Plan - TYP	McLaren Design Pty Ltd	E	14/05/2026
401	Cabin Elevations - TYP	McLaren Design Pty Ltd	E	14/05/2026

Where there is a conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval prevail.

Timing: At all times.

APPROVED USE

GEN2. The use of the premises is limited to a Residential Care Facility (12 x 2 Bedroom Units) plus Manager's Residence consistent with the definition in Schedule 1 of the South Burnett Regional Council Planning Scheme 2017 V2.0. This approval does not imply approval for other similar uses (e.g. Short term accommodation).

Timing: At all times.

Advisory Note: This approval does not authorise any future lease or tenure arrangement that may constitute Reconfiguring a Lot under the *Planning Act 2016*. Any future long-term lease over part of the lot, including any lease exceeding 10 years inclusive of renewal options, may require separate development approval for Reconfiguring a Lot.

GEN3. At all times, the manager's residence and community hall must remain ancillary and subordinate to the approved Residential Care Facility use and must only be used in association with that use. This approval does not authorise either component to operate as a separate or independent use.

GEN4. Use of any outdoor recreation areas associated with the use is restricted to between 7am to 10pm.

Timing: At all times.

BUILDING, PLUMBING AND DRAINAGE WORKS

GEN5. The development herein approved may not start until the following development permits have been issued and complied with as required:

- Development Permit for Building Works; and
- Permit for Plumbing and Drainage Works.

COMPLIANCE, TIMING AND COSTS

GEN6. All conditions of the approval shall be complied with before the change occurs (prior to commencement of the use) and while the use continues, unless otherwise noted within these conditions.

GEN7. All works, including the repair or relocation of services is to be completed at no cost to Council.

- GEN8. Submit to Council for record purposes amended plans prepared by a suitably qualified person demonstrating that each residential care unit and the manager's residence are provided with a minimum of 8m³ storage space.

Timing: Prior to the issue of any Development Permit for Building Works.

UNIT DEVELOPMENT

- MCU1. Each dwelling unit is to be provided with external clothes drying facilities within the nominated open private space areas.
- MCU2. A letter box shall be provided on Heterick Street's alignment for each habitable Dwelling unit. Each box shall be distinguished with a number corresponding with the dwelling unit number.
- MCU3. Each dwelling unit is to be readily identified by number.
- MCU4. Prior to the commencement of the use, all plant and service equipment (including air conditioners, exhaust fans, lift motor rooms, refuse bins, telecommunication devices and the like) are to be housed, screened and located so that these do not cause environmental nuisance or harm to residential uses in the surrounding area.

ENVIRONMENTAL MANAGEMENT

- MCU5. As part of Building Works, outdoor lighting must be provided along all along all footpaths, car parking areas and the driveway entry to support clear visibility, safe movement and wayfinding. All outdoor lighting must comply with Australian Standard AS4282 – *Control of the Obtrusive Effects of Outdoor Lighting*.
- MCU6. Prior to the commencement of the use, all lighting at ground level and associated with illuminating ground level areas must be focused downwards and be provided with hoods, shades or other permanent devices to direct illumination downwards and not allow upward lighting to adversely affect the residential uses on this site and the adjoining the sites.
- MCU7. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- MCU8. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.

FENCING

- MCU9. Fencing must be provided as follows:
- Front fencing to Heterick Street must be generally in accordance with the approved Site Plan and must not exceed 1.8 metres in height;
 - Colorbond fencing must be provided to a minimum height of 1.8 metres along the northern interface and nominated rear boundary sections shown on the approved Site Plan;
 - Chain wire fencing must be provided to a maximum height of 1.8 metres along the remaining boundary areas shown on the approved site plan; and
 - Fencing between private open space areas must be solid screen fencing with a minimum height of 1.5 metres and not exceeding 1.8m.

Where retaining walls are incorporated as part of the fencing, the fence height requirements stated in this condition are inclusive of the combined height of the retaining wall and fence.

Timing: Prior to commencement of the use and maintained thereafter.

Comment: The approved site plan identifies sections of fencing up to 2.1 metres in height. Fencing greater than 2 metres above natural ground level may require separate building approval. The applicant is responsible for obtaining any necessary building approval prior to construction.

VEGETATION MANAGEMENT

MCU10. Tree removal is limited to the five (5) trees identified for removal on the approved Site Plan. For each tree removed, three (3) replacement trees must be planted within the site at a minimum ratio of 3:1. Replacement planting must:

- a. be located generally along the waterway corridor in the western portion of the site, unless otherwise agreed by Council;
- b. comprise locally appropriate native species; and
- c. be incorporated into the approved landscaping works and maintained thereafter.

Timing: Prior to commencement of the use and maintained thereafter.

Advisory Note: This approval does not authorise vegetation clearing that requires separate approval under State vegetation management legislation. The applicant is responsible for obtaining any separate approval, permit or exemption required before undertaking vegetation clearing.

MCU11. Prior to any tree removal, the applicant must arrange an on-site inspection with a Council representative to confirm the trees approved for removal.

WASTE STORAGE/COLLECTION

MCU12. Provision must be made for the storage and removal of waste in accordance with the *Waste Reduction and Recycling Regulation 2023*.

MCU13. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:

- a. level;
- b. provided with impervious hard stand and drained; and
- c. provided in a building or other enclosed structure screened to a minimum height of 0.2m above the height of the refuse receptacles.

LANDSCAPING

MCU14. Prior to commencement of use, submit to Council for endorsement a detailed Landscaping Plan generally in accordance with the approved Site Plan referenced in Condition GEN1. The Landscaping Plan must identify:

- a. The location, spacing and species of all proposed and existing trees and shrubs;
- b. How the landscaping will be established and maintained; and
- c. Plant species selected having regard to [Branching Out - Your Handy Guide to Tree Planting in the South Burnett](#) available from Council.

MCU15. Landscaped areas must be maintained for the life of the development. Any dead, damaged, diseased or removed plantings must be replaced with plantings of a similar species and maturity.

LAWFUL COMMENCEMENT

MCU16. Prior to the commencement of this use, submit to Council a Notice of Intention to Commence the Approved Use. The notice must:

- Be submitted to the Manager, Planning and Development with a minimum of ten (10) business days prior to the commencement of the approved use;
- Nominate the day the approved use is intended to commence;

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- Include evidence (i.e. copies of decision notice(s), photographic proof, and statement(s) of compliance with the conditions of this approval which demonstrates that all conditions of this approval have been complied with.

Note: Council offers condition compliance inspections, which currently attracts a fee of \$453.50. However, the actual amount payable will be based on Council's Register of Fees & Charges and the rate applicable at the time of payment.

ENGINEERING WORKS

- ENG1. Submit to Council, an Operational Work application for all civil works including earthworks, stormwater, roadworks, access and parking and design vehicle maneuvering.
- ENG2. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.
- ENG3. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.
- ENG4. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS

- ENG5. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
- ENG6. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development

STORMWATER MANAGEMENT

- ENG7. Submit to Council, a Stormwater Management Plan and Report together with an application for Operational Work or Building Work, whichever comes first. The Stormwater Management Plan must include, but not be limited to the following:
- a. demonstration that the peak discharge from the development is not greater than pre-development flows;
 - b. piped and overland flow site stormwater systems designed in accordance with Queensland Urban Drainage Manual;
 - c. hydrology for the site based on Australian Rainfall & Runoff: A Guide to Flood Estimation using design Intensity Frequency Duration (IFD) data for the area as provided by the Bureau of Meteorology considering ARI 2 and ARI 50 events;
 - d. all digital data files, where a software program is used in the design.
- ENG8. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG9. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.
-

ENG10. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

WATER SUPPLY

ENG11. Connect the development to Council's reticulated water supply system via a single connection as per Council Standard.

ENG12. Design and construct all works in accordance with Council's requirements as set out in the WBBUWA Design and Construction Code", WSAA Guidelines and relevant development standards used by Council.

WATER – EXTENSION

ENG13. Design and construct a 100mm diameter water main extension from intersection of Perkins Street and Herterick Street to service the whole of the proposed development.

Comment: This condition is imposed pursuant to Section 145 of the *Planning Act 2016*.

ENG14. Install fire hydrant valves to ensure that all allotments are within a distance of 40 metres of the nearest hydrant.

ENG15. Provide isolation valves, hydrant markers and RPMs in accordance with WSAA Codes and Council's standards.

ENG16. Design and construct all works in accordance with Council's requirements as set out in the WBBUWA Design and Construction Code and relevant development standards used by Council.

ENG17. Submit to Council, written consent from the property owner where such works require entry onto adjoining land prior to entry onto the adjoining land, prior to Operational Work approval.

SEWERAGE

ENG18. Connect the development to Council's reticulated sewerage system via a single connection. The connection must be designed in accordance with WBBUWA Design and Construction Code, Council's standards and be approved by Council's Utility Services Section.

ENG19. Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.

ENG20. Do not build works within 1.5 metres from the centre of any existing sewer pipework or within the Zone of Influence, whichever is the greater (measured horizontally).

ENG21. Maintain a minimum of a 3 metre wide corridor to be maintained for maintenance/upgrade purposes.

ENG22. Ensure that a clear level area of a minimum of a 2.5 metre radius surrounding any existing sewer manholes on the site is provided for future maintenance/upgrade purposes.

ENG23. The above minimum clearances to Council's sewer infrastructure do not preclude the need for works to proposed structures to prevent loading to the sewer system.

PARKING AND ACCESS - GENERAL

ENG24. Design all access driveways, circulation driveways, parking aisles and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.

- ENG25. Design and construct all sealed areas with concrete, asphalt or a two-coat bitumen seal.
- ENG26. Provide a minimum of 19 car parking spaces including a minimum of 1 person with disability (PWD) car parking spaces.
- ENG27. Design & construct all PWD car parking spaces in accordance with AS2890.6.
- ENG28. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.
- ENG29. Line mark or otherwise delineate the car park aisles and driveways within the development with directional arrows on the pavement to enable all vehicles to enter and leave the site in a forward gear.
- ENG30. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.
- ENG31. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

VEHICLE ACCESS

- ENG32. Construct a crossover between the property boundary and the edge of the Herterick Street pavement, having a minimum width of 6 metres, generally in accordance with Council's Standard Drawing No. 00048.
- ENG33. Construct any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure, including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).

ROADWORKS

- ENG34. Design and construct Herterick Street from the edge of Perkins Street to the site access having a minimum width of 6m wide concrete pavement, include the following:
- smooth interface between the new and existing road;
 - tapers to existing road pavement; and
 - provision for stormwater drainage.

Comment: This condition is imposed pursuant to Section 145 of the *Planning Act 2016*.

TELECOMMUNICATION

- ENG35. Provide telecommunication service to the development in accordance with the standards and requirements of the relevant service provider.

ELECTRICITY

- ENG36. Provide electricity supply to the development to comply with Ergon Energy's requirements.

EARTHWORKS - GENERAL

- ENG37. Earthworks per site involving cut or fill with a nett quantity of material greater than 50m³, requires an Operational Work application.
- ENG38. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG39. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.
- ENG40. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

STANDARD ADVICE

- ADV1. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*.
- ADV2. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 31 December 2027. Eligible development under this scheme is required to be completed by 31 December 2027.
- For further information or application form please refer to the rules and procedures available on Council's website.
- ADV3. Section 85 (1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within the period of six (6) years the approval will lapse.
- ADV4. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "*A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage.*" Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.
- ADV5. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

13.6 DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE FOR AN EXTENSION TO EXISTING SERVICE STATION (TRUCKSTOP) AT 17 HENRY STREET NANANGO (AND DESCRIBED AS LOT 704 ON CPN231). APPLICANT: PLANS IN MOTION P/L.

RESOLUTION 2026/51

Moved: Cr Jane Erkens
Seconded: Cr Linda Little

That Council refuse the Development Permit for Material change of use for an Extension to existing Service Station (Truckstop) at 17 Henry Street, Nanango QLD 4615 (and described as 704 on

N231), as directed by State Assessment and Referral Agency (SARA) in accordance with sections 56(1)(c) and 62 of the *Planning Act 2016*.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

13.7 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

RESOLUTION 2026/52

Moved: Cr Danita Potter

Seconded: Cr Deb Dennien

That the List of Correspondence pending completion of Assessment Report as at 8 July 2026 be received and noted.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

13.8 DELEGATED AUTHORITY REPORTS (1 JUNE 2026 TO 30 JUNE 2026)

RESOLUTION 2026/53

Moved: Cr Deb Dennien

Seconded: Cr Danita Potter

That South Burnett Regional Council note and receive the Delegated Authority Report, for the month of June 2026.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

Attendance:

At 1.48pm Kimberley Donohue left the meeting.

At 1.49pm Kimberley Donohue returned to the meeting.

At 1.50pm Vanessa Gwasira left the meeting.

13.9 REQUEST TO WAIVE BUILDING APPLICATION FEES

RESOLUTION 2026/54

Moved: Cr Jane Erkens

Seconded: Cr Deb Dennien

That the matter lay on the table.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

13.10 IN-KIND SUPPORT - KINGAROY CHRISTMAS CARNIVAL 2026

RESOLUTION 2026/55

Moved: Cr Danita Potter

Seconded: Cr Deb Dennien

That South Burnett Regional Council;

- approve the requested In-Kind assistance for the 2026 Kingaroy Christmas Carnival subject to available resources including assistance with the Traffic Management Plan to be prepared after community engagement with the surrounding and affected businesses.
- delegate to the CEO to negotiate the level of support required (not to be greater than the original request) including waste minimisation.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter and Deb Dennien

Against: Crs Heath Sander and Ros Heit

CARRIED 5/2

MOTION

Moved: Cr Ros Heit

Seconded: Cr Heath Sander

That the matter lay on the table.

In Favour: Crs Linda Little, Heath Sander and Ros Heit

Against: Crs Kathy Duff, Jane Erkens, Danita Potter and Deb Dennien

LOST 3/4

13.11 ENDORSE RADF MAJOR ROUND 2025/26 GRANT APPLICATIONS

RESOLUTION 2026/56

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That South Burnett Regional Council endorse the minutes of the Arts, Culture and Heritage Advisory Committee meeting of 23 March 2026, and approve Regional Arts Development Fund grant funding in accordance with the recommendations made.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

13.12 ANIMAL MANAGEMENT CENTRE (AMC) ADOPTION CAMPAIGN

RESOLUTION 2026/57

Moved: Cr Deb Dennien

Seconded: Cr Heath Sander

That South Burnett Regional Council:

- Approve the 4-week adoption campaign for the Animal Management Centre's 1st Birthday and allow the adoption fee – dogs and cats (including puppies and kittens) during the campaign period to be discounted to \$100.
- Delegate to the Chief Executive Officer the authority to approve up to 3 reduced fee adoption campaigns throughout each financial year where the fee set may be lower than the adopted fees and charges set for that particular year.
- Investigate reduced cost de-sexing.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0**Attendance:**

At 2.23pm Leanne Petersen left the meeting.

At 2.23pm Kimberley Donohue left the meeting.

At 2.26pm Brad Perrett joined the meeting.

At 2.26pm Malcolm Ehrlich joined the meeting.

14 INFRASTRUCTURE**14.1 MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 25 JUNE 2026**

RESOLUTION 2026/58

Moved: Cr Jane Erkens
Seconded: Cr Deb Dennien

That South Burnett Regional Council receive and note the attached minutes, and recommendation of the Traffic Advisory Committee meeting held on 25 June 2026.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

14.2 APPLICATION FOR FUNDING UNDER STATE GOVERNMENT INDUSTRY SKILLS SOLUTIONS - DRONE INITIATIVE PROGRAM

RESOLUTION 2026/59

Moved: Cr Deb Dennien
Seconded: Cr Linda Little

That South Burnett Regional Council endorses the funding submission that BIEDO submitted under the State Government's Industry Skills Solutions – Drone initiative program in the way of partnership support.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

14.3 COUNCIL TO OFFER PROJECT MANAGMENT SUPPORT TO SOUTH BURNETT SUICIDE PREVENTION WORKING GROUP TO INSTALL R U OK BENCHES AND SEATING ACROSS THE REGION

RESOLUTION 2026/60

Moved: Cr Danita Potter
Seconded: Cr Linda Little

That Council support the South Burnett Suicide Prevention Working Group with the installation of RU OK benches and stools across nominated park locations across the South Burnett region.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

14.4 APPROVAL FOR THE INSTALLATION OF 4 NEW PICKLEBALL COURTS AT NANANGO TENNIS CLUB FUNDED BY THE HERITAGE NANANGO COMMUNITY FUND LTD

RESOLUTION 2026/61

Moved: Cr Jane Erkens

Seconded: Cr Deb Dennien

That South Burnett Regional Council approves working in partnership with Nanango Tennis Association Inc and Heritage Nanango Community Funding Inc to construct four new pickleball courts and approves Council Officers to provide support with technical advice, procurement services, and project management.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0**15 QUESTIONS ON NOTICE****15.1 QUESTION ON NOTICE - REQUEST FOR FURTHER INFORMATION IN REGARD TO THE HIRE OF A TRACTOR AND BROOM LISTED TWICE FOR MAY.**

RESOLUTION 2026/62

Moved: Cr Heath Sander

Seconded: Cr Linda Little

That the response to the question regarding the request for further information in regard to the hire of a tractor and broom listed twice for May, raised by Councillor Heath Sander be received and noted.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0**15.2 REQUESTS FOR SUBDIVISION**

RESOLUTION 2026/63

Moved: Cr Ros Heit

Seconded: Cr Danita Potter

That the response to the question regarding Request for Subdivision raised by Councillor Ros Heit be received and noted.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

16 INFORMATION SECTION

Nil

17 CONFIDENTIAL SECTION**Attendance:**

At 2.38pm Aaron Meehan left the meeting.
At 2.40pm Cr Heath Sander left the meeting.
At 2.41pm Cr Heath Sander returned to the meeting.
At 2.41pm Aaron Meehan returned to the meeting.
At 2.41pm Rebecca Bayntun returned to the meeting.
At 2.49pm Rebecca Bayntun left the meeting.
At 2.54pm Cr Danita Potter left the meeting.
At 2.56pm Cr Danita Potter returned to the meeting.
At 2.56pm Brad Perrett left the meeting.
At 2.56pm Malcolm Ehrlich left the meeting.
At 3.17pm Kerri Anderson left the meeting.
At 3.22pm Kerri Anderson returned to the meeting.

RESOLUTION 2026/64

Moved: Cr Heath Sander

Seconded: Cr Linda Little

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:

17.1 Undetected Water Leak - Assessment 10819-28000-000

This matter is considered to be confidential under Section 254J - d of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

17.2 Bad Debt Write Off - AR Debtor 4002535

This matter is considered to be confidential under Section 254J - c of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government's budget.

17.3 Trustee Permit to Occupy - Burnett Street, Nanango (and described as Part of Lot 8 on N2375)

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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.

17.4 Supply and Installation of Solar PV Panels Under Community Energy Upgrades Fund (CEUF) - Round 2 Grant

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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.

17.5 Community Benefit Agreement

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on

balance, be contrary to the public interest as it deals with 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.

17.6 Cleaning Contract of Blackbutt Customer Service and Library building and street bin disposal

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

RESOLUTION 2026/65

Moved: Cr Danita Potter

Seconded: Cr Heath Sander

That Council moves out of Closed Council into Open Council.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

17.1 UNDETECTED WATER LEAK - ASSESSMENT 10819-28000-000

RESOLUTION 2026/66

Moved: Cr Danita Potter

Seconded: Cr Ros Heit

That South Burnett Regional Council does not accede to the request for the waiving of water consumption charges for assessment 10819-28000-000.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

17.2 BAD DEBT WRITE OFF - AR DEBTOR 4002535

RESOLUTION 2026/67

Moved: Cr Linda Little

Seconded: Cr Deb Dennien

That South Burnett Regional Council resolves to; write off \$5,050.00 of outstanding aerodrome lease invoice as bad debt for AR debtor 4002535.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

17.3 TRUSTEE PERMIT TO OCCUPY - BURNETT STREET, NANANGO (AND DESCRIBED AS PART OF LOT 8 ON N2375)

RESOLUTION 2026/68

Moved: Mayor Kathy Duff

Seconded: Cr Jane Erkens

That the matter lay on the table.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

17.4 SUPPLY AND INSTALLATION OF SOLAR PV PANELS UNDER COMMUNITY ENERGY UPGRADES FUND (CEUF) - ROUND 2 GRANT

RESOLUTION 2026/69

Moved: Cr Deb Dennien

Seconded: Cr Linda Little

That South Burnett Regional Council:

1. Accept the alternative Bid of AMG Electrical Solutions Pty Ltd for the Gordonbrook WTP (99 kW), Kingaroy WWTP (99 kW) and Kingaroy Council Office (40kW) grid-connected solar panel installations at a revised Bid price of \$391,572.03 excluding GST;
 2. Accept the Bid of Raffin Electrical Contractors Pty Ltd for the Nanango WWTP (39 kW), Kingaroy Stores Depot (40 kW) and Nanango Council Office and Library (39kW) grid-connected solar panel installations at a Bid price of \$101,149.14 excluding GST;
 3. Allocate additional budget for the project at the First Quarter Review; and
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-
4. Delegate to the Chief Executive Officer to negotiate and adjust the contract value due to changes in scope and additional activities as required.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

Attendance:

At 3.34pm Kerri Anderson left the meeting.

17.5 COMMUNITY BENEFIT AGREEMENT POLICY

MOTION

Moved: Cr Jane Erkens

Seconded: Cr Linda Little

That South Burnett Regional Council adopt the Renewable Energy Community Benefit Agreement Policy.

AMENDMENT

Moved: Cr Ros Heit

Seconded: Cr Deb Dennien

That South Burnett Regional Council adopt the Renewable Energy Community Benefit Agreement Policy and that the policy be amended to include the following;

That Council may at its discretion give a higher preference to projects, initiatives or requests within the streams that are in close proximity to renewable infrastructure.

In Favour: Crs Kathy Duff, Linda Little, Deb Dennien and Ros Heit

Against: Crs Jane Erkens, Danita Potter and Heath Sander

CARRIED 4/3

THE AMENDMENT BECAME THE MOTION

RESOLUTION 2026/70

Moved: Cr Jane Erkens

Seconded: Cr Linda Little

That South Burnett Regional Council adopt the Renewable Energy Community Benefit Agreement Policy and that the policy be amended to include the following;

That Council may at its discretion give a higher preference to projects, initiatives or requests within the streams that are in close proximity to renewable infrastructure.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

17.6 CLEANING CONTRACT OF BLACKBUTT CUSTOMER SERVICE AND LIBRARY BUILDING AND STREET BIN DISPOSAL

RESOLUTION 2026/71

Moved: Cr Linda Little

Seconded: Cr Danita Potter

That South Burnett Regional Council award Tender SBRCQ2526_123 – Cleaning of Blackbutt Customer Service and Library building and street bin disposal to Shane Latham for \$78,780 per annum for a maximum 2-year contract term.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

18 CLOSURE OF MEETING

The Meeting closed at 3.46pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 August 2026.

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CHAIRPERSON