



# **MINUTES**

**Ordinary Council Meeting**  
**Wednesday, 17 December 2025**

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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, 17 DECEMBER 2025 AT 9.00AM**

**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), Leanne Petersen (Manager Facilities, Parks and NRM). Rebecca Bayntun (Manager Customer Solutions), Simon Ginn (Manager Planning and Development), Jennifer Pointon (Manager Commercial Enterprises and Projects), Kristy Miatt (Executive Assistant Communications), Michelle Newson (Community Development Officer), Chrys McDuffie (Manager People and Culture), Louise Reidy (Strategic Procurement Coordinator), Danielle Gribble (Executive Assistant).

**1 OPENING**

Mayor Kathy Duff opened the meeting at 9.00am.

**2 LEAVE OF ABSENCE / APOLOGIES**

Nil

**3 PRAYERS**

One minute of silence held as a mark of respect to those who lost their lives at Bondi on 14 December 2025.

A representative of Salvation Army, Major Michelle Myles offered prayers for Council and for the conduct of the Council meeting.

**4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

Jane Erkens acknowledged the traditional custodians of the land on which the meeting took place.

**5 DECLARATION OF INTEREST**

In accordance with S150EL and 150EM of the *Local Government Act 2009* I, Cr Heath Sander inform this meeting that I have a prescribed conflict of interest in relation to **9.1 Notice of Motion - Murgon and Wondai CCTV cameras**. The nature of my interest is due to myself being the President of the MDBA Murgon District Business Association. In accordance with S150EK of the *Local Government Act 2009*, I will exclude myself from any meeting, discussion or communication in relation to making a decision on this matter I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

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In accordance with *S150EL* and *150EM* of the *Local Government Act 2009* I, Cr Heath Sander inform this meeting that I have a prescribed conflict of interest in relation to Item **13.3 Contractual Arrangements Entered in to Over \$200,000 (EX GST)**. The nature of my interest is due to myself and a related party, being my partner Rowena Wessling under our company Sanders Bobcat, is listed in the attachment to provide contract services to council. In accordance with *S150EK* of the *Local Government Act 2009*, I will exclude myself from any meeting, discussion or communication in relation to making a decision on this matter I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

## **6 DEPUTATIONS/PETITIONS**

### **6.1 YOUTH COUNCIL 2025 PRESENTATION**

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Danita Potter offered an address and thank you to the 2025 Youth Council members.

### **6.2 PETITION - SAFETY CONCERNS REGARDING ALLEN ROAD, SOUTH NANANGO**

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#### **RESOLUTION 2025/282**

Moved: Cr Jane Erkens

Seconded: Cr Deb Dennien

That the petition be received and referred to the Chief Executive Officer for consideration and report back to a meeting of Council.

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 9.41am Kerri Anderson left the meeting.

At 9.43am Kerri Anderson returned to the meeting.

At 9.46am Denise King entered the meeting.

At 9.46am Denise King left the meeting.

At 9.47am Leanne Petersen left the meeting.

At 9.50am Leanne Petersen returned to the meeting.

At 10.07am Simon Ginn left the meeting.

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 19 NOVEMBER 2025****RESOLUTION 2025/283**

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That the Minutes of the Council Meeting held on 19 November 2025 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

**Attendance:**

At 9:17 am Cr Heath Sander left the meeting.

**9 NOTICES OF MOTION****9.1 NOTICE OF MOTION - MURGON AND WONDAI CCTV CAMERAS****RESOLUTION 2025/284**

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That the South Burnett Regional Council investigate taking over the management and expenses associated with the maintenance and upkeep of Murgon and Wondai CCTV cameras and report back to the February Council meeting.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 9.33 am Cr Heath Sander returned to the meeting.

**10 COUNCILLOR DIVISIONAL UPDATES**

The Mayor and Councillors provided an update on their divisions.

## ADJOURN MORNING TEA

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### RESOLUTION 2025/285

Moved: Cr Danita Potter  
Seconded: Cr Deb Dennien

That the meeting adjourn for morning tea 10.05am.

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

Against: Nil

**CARRIED 7/0**

## RESUME MEETING

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### RESOLUTION 2025/286

Moved: Cr Danita Potter  
Seconded: Cr Heath Sander

That the meeting resume at 10.54am.

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

Against: Nil

**CARRIED 7/0**

## 11 BUSINESS OUTSTANDING

### 11.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

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#### RESOLUTION 2025/287

Moved: Cr Linda Little  
Seconded: Cr Deb Dennien

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 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL WORKPLACE HEALTH AND SAFETY POLICY - STATUTORY015****RESOLUTION 2025/288**

Moved: Cr Deb Dennien  
Seconded: Cr Linda Little

That the South Burnett Regional Council Workplace Health and Safety Policy – Statutory015 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**

**12.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DOMESTIC AND FAMILY VIOLENCE POLICY - STATUTORY052****RESOLUTION 2025/289**

Moved: Cr Danita Potter  
Seconded: Cr Ros Heit

That the South Burnett Regional Council Domestic and Family Violence Policy – Statutory052 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**

**12.3 2032 OLYMPIC OPPORTUNITIES****RESOLUTION 2025/290**

Moved: Cr Deb Dennien  
Seconded: Cr Danita Potter

That South Burnett Regional Council:

1. delegate the Chief Executive Officer and the Mayor to progress the signing of a friendship agreement between the South Burnett and Nikopol districts; and
2. facilitate the exchange of cultural and sports items between the South Burnett and Nikopol districts with the Embassy of Ukraine in Australia, together with the Australian Federation of Ukrainian Organisations (AFUO).

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

Against: Nil

**CARRIED 7/0**

## 13 FINANCE & LIVEABILITY

### 13.1 MONTHLY FINANCIAL INFORMATION - NOVEMBER 2025

#### RESOLUTION 2025/291

Moved: Cr Ros Heit

Seconded: Cr Linda Little

That the monthly Financial Report including capital works program as at 30th November 2025 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**

### 13.2 BUDGET PARAMETERS REPORT AND TIMELINES

#### RESOLUTION 2025/292

Moved: Cr Ros Heit

Seconded: Cr Linda Little

That South Burnett Regional Council

1. Note the Budget Parameters and Timelines report for the 2026-2027 annual budget for information; and
2. Note that the report will give guidance for the development of an initial draft budget, and that Councillors will review and develop the budget in accordance with the legislative framework with the final budget for 2026-2027 being formally adopted in July 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 11.01am Chrys McDuffie left the meeting.

At 11.15am Cr Heath Sander left the meeting.

### 13.3 CONTRACTURAL ARRANGEMENTS ENTERED IN TO OVER \$200,000 (EX GST)

#### RESOLUTION 2025/293

Moved: Cr Ros Heit

Seconded: Cr Linda Little

That the report be received for information.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 11.16am Cr Heath Sander returned to the meeting.

**13.4 QUEENSLAND AUDIT OFFICE - 2025 FINAL MANAGEMENT REPORT FOR SOUTH BURNETT REGIONAL COUNCIL****RESOLUTION 2025/294**

Moved: Cr Ros Heit

Seconded: Cr Deb Dennien

That subject to Section 213 of the *Local Government Regulation 2012*, South Burnett Regional Council receives the 2025 Final Management Report from the Auditor-General detailing the observation report of South Burnett Regional Council's financial statements as presented for consideration.

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 11.21am Rebecca Bayntun returned to the meeting.

**13.5 REQUEST FROM BLACKBUTT RSL SUB-BRANCH TO LEASE LAND ALONG THE RAIL TRAIL IN BLACKBUTT FOR A NEW MONUMENT.****RESOLUTION 2025/295**

Moved: Cr Linda Little

Seconded: Cr Danita Potter

That South Burnett Regional Council:

1. Continue liaising with the Blackbutt RSL Sub-branch to finalise the design of a new commemorative monument which resolves accessibility issues and carparking requirements as part of a greater master plan for the Blackbutt Rail Head to ensure considered and cohesive development of the area
2. After the design is finalised, and in accordance with section 236(1)(b)(ii) of the *Local Government Regulation 2012*, disposes of a valuable non-current asset, by entering in to a lease with the Blackbutt RSL for a term of ten (10) years, over part of Lot 2 on RP32381, for the construction and maintenance of a commemorative monument and gardens.
3. In accordance with section 257(1)(b) of the *Local Government Act 2009*, delegates to the Chief Executive Officer the power to negotiate, finalise and execute the lease.

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 A COMMUNITY USE (COMMUNITY CENTRE) AT 3384 BUNYA MOUNTAINS ROAD BUNYA MOUNTAINS (AND DESCRIBED AS LOT 80 ON FY2562). APPLICANT: BUNYA MOUNTAINS COMMUNITY ASSOCIATION INC. C/- ONF SURVEYORS**

**RESOLUTION 2025/296**

Moved: Cr Linda Little

Seconded: Cr Deb Dennien

That Council approve the development application for a Development Permit for Material Change of Use for a Community Use – Community Centre at 3384 Bunya Mountains Road, Bunya Mountains (and described as Lot 80 on FY2562) subject to the following conditions.

**GENERAL**

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

**Approved Plans**

Drawing No.	Drawing Title	Prepared By	Rev	Date
25-31-TN	Proposed Site Plan (Amended) See Annotations in Red	Newman Design & Drafting	1D	01/06/2025
25-31-TN	Proposed Floor Plan	Newman Design & Drafting	1D	01/06/2025
25-31-TN	Parking Plan	Newman Design & Drafting	1D	01/06/2025
25-31-TN	Elevation Plans	Newman Design & Drafting	1D	01/06/2025

**Approved Documents**

Document No.	Document Title	Prepared By	Rev	Date
–	Preliminary Stormwater Management Report	ATC Consulting Engineers and Project Manager Pty Ltd	A	08/08/2025

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.

**BUILDING, PLUMBING AND DRAINAGE WORKS**

GEN2. 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.

GEN3. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

GEN4. 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.

GEN5. A mailbox is to be located a maximum of 6m from the front property boundary. The mailbox is to be easily identifiable for emergency services from the frontage of the site.

**DEVELOPMENT PERIOD - MCU**

GEN6. The relevant period for this development approval for a material change of use is six (6) years after the development approval starts to have affect. The development approval will lapse unless otherwise agreed.

**APPROVED USE**

GEN7. The approved development is a Material Change of Use – Community Centre, as shown on the Approved Plans and does not infer approval to use the premises for other land uses.

**HOURS OF OPERATION**

GEN8. Upon commencement of the use, hours of operation are between 6am and 10pm.

**COMPLIANCE, TIMING AND COSTS**

GEN9. 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.

GEN10. All works, including the repair or relocation of services is to be completed at no cost to Council.

**ENVIRONMENTAL MANAGEMENT**

MCU1. At all times, noise generated must not exceed the background noise levels as follows:  
(a) 6am – 10pm plus 10db(A).

MCU2. At all times, any outdoor lighting must be installed and operated in accordance AS4282 – 1997 “Control of Obstructive Effects of Outdoor Lighting”.

**Timing:** At all times.

**WASTE STORAGE/COLLECTION**

MCU3. Provision must be made for the storage and removal of waste in accordance with the Waste Reduction and Recycling Regulation 2023.

MCU4. 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) if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.

**LANDSCAPING**

MCU5. Prior to commencement of use, landscaping is to be provided generally in accordance with the approved site Plan (as amended) in Condition GEN1 of this approval and the Guidance on plant selection is provided in Branching Out - Your Handy Guide to tree Planting in the South Burnett available from Council.

MCU6. Prior to commencement of use, provide a landscape strip having a minimum width of 1m along southern boundary fronting Bunya Mountains Road to the proposed crossover on the eastern boundary generally in accordance with the approved site Plan (as amended) in Condition GEN1 of this approval.

**LAWFUL COMMENCEMENT**

MCU7. Prior to the commencement of this use, submit to Council a Notice of Intention to Commence the Approved Use. The notice must:

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- 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; and
- 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. 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.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.
- ENG3. 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**

- ENG4. 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.
- ENG5. 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**

- ENG6. Provide stormwater management generally in accordance with the approved Preliminary Stormwater Management Report prepared by ATC Consulting Engineers and Project Manager Pty Ltd, Version 1.0, dated 08 August 2025, subject to detailed design and except as altered by conditions of this development approval.
- ENG7. Provide roof gutters to accommodate an AEP 1% storm event.
- 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. Provide a suitable on-site water supply to meet the need of the development. Monitor water quality continuously to ensure compliance with Australian Drinking Water Guidelines - current edition 2011 and enHealth Guidance of use of Rainwater standards for potable water.

**ON-SITE WASTEWATER DISPOSAL**

ENG12. Connect the development to an on-site wastewater disposal system, in accordance with the AS1547:2012 *On-site domestic wastewater management* and the Queensland Plumbing and Wastewater Code - 2019.

**PARKING AND ACCESS - GENERAL**

ENG13. Provide a minimum of 5 car parking spaces including a minimum of 1 person with disability (PWD) car parking spaces.

ENG14. Design & construct all PWD car parking spaces in accordance with AS2890.6.

ENG15. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.

ENG16. 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.

ENG17. Provide longitudinal gradient and crossfall for all driveways to comply with the requirements of AS2890.1.

**TELECOMMUNICATION**

ENG18. Provide telecommunication services to the development in accordance with the standards and requirements of the relevant service provider.

**ELECTRICITY**

ENG19. Provide electricity supply to the development to comply with Ergon Energy's requirements.

ENG20. Submit to Council, written confirmation from an electricity provider that an agreement has been made for the supply of electricity.

**EROSION AND SEDIMENT CONTROL - GENERAL**

ENG21. 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.

ENG22. 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.

**Note:** 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**

**Attendance:**

At 11.35am Rebecca Bayntun left the meeting.

**13.7 DEVELOPMENT PERMIT FOR RECONFIGURING A LOT - SUBDIVISION (1 LOT INTO 5 LOTS) OVER TWO (2) STAGES AT 19 POOL STREET MAIDENWELL (AND DESCRIBED AS LOT 5 ON RP819257). APPLICANT: JULIANNE LOUISE SMOOTHY C/- ONF SURVEYORS**

**RESOLUTION 2025/297**

Moved: Cr Linda Little  
Seconded: Cr Danita Potter

The application for Development Permit for Reconfiguring a Lot - Subdivision (1 Lot into 5 Lots) Over Two (2) Stages at Pool Street, Maidenwell (and described as Lot 5 on RP819257), be approved subject to the following conditions and recommendation.

**GENERAL**

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

Drawing No.	Drawing Title	Prepared By	Rev	Date
12999_P1	PLAN OF PROPOSED Lots 1-5 Cancelling Lot 5 on RP819257 King Road/Pool Street Maidenwell	ONF Surveyors	B	15/10/2025

**Approved Document**

Document No.	Document Title	Prepared By	Rev	Date
15336345	Septic Percolation Report	Enviro Water Design	-	-

GEN2. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

GEN3. Dust prevention measures are to be undertaken to ensure that dust does not cause a nuisance to occupiers or adjacent premises, during and after construction.

GEN4. The Applicant is required to maintain the site in a clean and orderly state at all times, clearing of declared weeds and feral animals.

**COMPLIANCE**

GEN5. All conditions of this approval are to be satisfied prior to Council endorsing the Survey Plan unless otherwise stated. It is the applicant's responsibility to notify Council to inspect compliance for conditions that are required to be satisfied prior to Council endorsing the Survey Plan.

A fee will be charged, with payment required prior to Council's approval of the associated documentation requiring assessment.

**OUTSTANDING FEES**

GEN6. Prior to sealing the Plan of Survey, the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Schedule 18 Section 69 of the Planning Regulation 2017.

**Timing:** As indicated.

**SURVEY MARKS**

GEN7. Prior to the sealing of the Plan of Survey the applicant is to provide a certificate signed by a licensed surveyor stating that after the completion of all works associated with the reconfiguration, survey marks were reinstated where necessary and all survey marks are in their correct position in accordance with the Plan of Survey.

**Timing:** As indicated.

**STAGED DEVELOPMENT – RAL**

RAL1. The currency period for this development approval for reconfiguring a lot is six (6) years after the development approval starts to have effect. The development approval will lapse unless the Survey Plan for Stage 1 of the development required to be given to Council for approval is provided within this period.

RAL2. All stages must be completed within six (6) years of the development approval starting to have effect.

RAL3. Staging of the development is to occur in accordance with the staging indicated on the Approved Plan subject to and modified by any conditions of this Development Approval.

RAL4. Stages must be completed in sequential order (i.e. Stage 1 must be completed before Stage 2) as identified on the Approved Plan or may be combined and carried out at one time, subject to all conditions applicable to the relevant stages being complied with.

**LAPSE OF STAGED DEVELOPMENT STAGED APPROVAL**

RAL5. The development approval will also lapse if the Survey Plans for the remaining stages i.e. Stage 2 required to be given to Council for approval are not provided within six (6) years after the development approval starts to have effect.

**SURVEY PLAN ENDORSEMENT**

RAL6. Lodgement of Survey Plan Endorsement must include the following:

- a. Completion of Council's Request - Approving Plan of Subdivision, Related Plans or Documents, Compliance with Conditions of Approval Form;
- b. All survey marks in their correct position in accordance with the Survey Plan;
- c. A compliance report demonstrating compliance with all associated development permit(s);
- d. One copy of the Survey Plan, easement documentation each fully executed for the lodgement with the Titles Office;
- e. Payment of any outstanding rates and charges in accordance with Schedule 18, Item 2(1)(c) of the Planning Regulation 2017; and
- f. Payment of any outstanding Infrastructure Charges.

**Advisory Note:** Council's Request - Approving Plan of Subdivision, Related Plans or Documents, Compliance with Conditions of Approval Form is found at [Forms | South Burnett Regional Council](#)

**VALUATION FEES**

RAL7. Payment of Department of Natural Resources, Mines, Manufacturing, and Regional and Rural Development valuation fees that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$55.00 per lot, however, the actual amount payable will be based on Council's Register of Fees & Charges and the rate applicable at the time of payment.

**Timing:** As indicated.

**ENGINEERING WORKS**

ENG1. 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 Council's endorsement of the Survey Plan unless stated otherwise.

ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Standard Drawings, and relevant design manuals.

ENG3. Be responsible for any alteration 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**

ENG4. 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.

ENG5. 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**

ENG6. 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.

ENG7. 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).

ENG8. Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

**VEHICLE ACCESS (Stage 1)**

ENG9. Construct a single access to proposed Lot 1, Lot 2 and Lot 3 in accordance with Council Standard Drawing 00049.

**Comment:** A culvert under the access is not required where the table drain is shallow enough for a low clearance vehicle to traverse the table drain.

**VEHICLE ACCESS - REAR ACCESS LOTS (Stage 1)**

ENG10. Construct a 100mm compacted gravel access driveway:

- along the full length of the access strip providing access to proposed rear access Lot 1;
- having a minimum width of 4 metres; and
- in an access strip having a minimum width of 6 metres.

ENG11. Construct all services along the full length of the access strip for proposed Lot 1.

ENG12. 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 (e.g. power pole, telecommunications pit), road infrastructure (e.g. street sign, street tree, etc).

**VEHICLE ACCESS (Stage 2)**

ENG13. Construct a dual access to proposed Lot 4 and Lot 5 in accordance with Council Standard Drawing 00049. The minimum access width shall be 8 meters.

ENG14. 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 (e.g. power pole, telecommunications pit), road infrastructure (e.g. street sign, street tree, etc).

**TELECOMMUNICATION**

ENG15. Provide telecommunication services to each lot in accordance with the standards and requirements of the relevant service provider.

**Note:** The area may only be serviced by NBN wireless, and no cable service is available. It is the applicant/developer's responsibility to confirm that the requirements under the section 372G/H of the Telecommunications Act 1997 (fibre ready facilities - pit and pipe) do not apply and that the subject site is 'exempt'.

[https://www.communications.gov.au/policy/policy\[1\]listing/exemption-pit-and-pipe-requirements](https://www.communications.gov.au/policy/policy[1]listing/exemption-pit-and-pipe-requirements)

**ELECTRICITY**

ENG16. Provide electricity supply to all lots within the development to comply with Ergon Energy's requirements.

ENG17. Submit to Council, written confirmation from an electricity provider that an agreement has been made for the supply of electricity.

**SERVICES - EXISTING CONNECTIONS**

ENG18. Ensure that all services provided to the existing house on proposed Lot 2 are wholly located within the lot(s) it serves.

**EROSION AND SEDIMENT CONTROL - GENERAL**

ENG19. 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.

ENG20. Remove and clean-up the sediment or other pollutants in the event that sediment or other pollutants are tracked or released onto adjoining streets or stormwater systems, at no cost to Council.

**STANDARD ADVICE**

ADV1. In accordance with Section 85(1)(b) of the *Planning Act 2016*, the development approval for Reconfiguring a Lot lapses if a plan for the Reconfiguration that is required to be given to a local government is not given.

An applicant may request Council to extend the relevant period provided that such request is made in accordance with Section 86 of the *Planning Act 2016* and before the development approval lapses under Section 85 of the *Planning Act 2016*.

**HERITAGE**

ADV2. 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.

**APPEAL RIGHTS**

ADV3. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

**INFRASTRUCTURE CHARGES**

ADV4. Infrastructure charges are levied by way of an infrastructure charges notice pursuant to section 119 of the *Planning Act 2016*.

**DEVELOPER INCENTIVE**

ADV5. 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.

**ON-SITE WASTEWATER DISPOSAL**

ADV6. Future Dwellings must be connected to an on-site wastewater disposal system, in accordance with *AS1547:2012 On-site domestic wastewater management*, and the Queensland Plumbing and Wastewater Code.

**Timing:** Prior to the issue of a Building Approval for a future Dwelling on the proposed lots.

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 11.37am David Everett joined the meeting.

At 11.41am Jennifer Pointon joined the meeting.

**13.8 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT**

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**RESOLUTION 2025/298**

Moved: Cr Danita Potter

Seconded: Cr Ros Heit

That the List of Correspondence pending completion of Assessment Report as at 9 December 2025 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**

**13.9 DELEGATED AUTHORITY REPORTS (1 NOVEMBER 2025 TO 30 NOVEMBER 2025)**

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**RESOLUTION 2025/299**

Moved: Cr Danita Potter

Seconded: Cr Heath Sander

That South Burnett Regional Council note and receive the Delegated Authority Report, for the month of November 2025.

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

Against: Nil

**CARRIED 7/0**

## 14 INFRASTRUCTURE

### Attendance:

At 11.54am Cr Jane Erkens left the meeting.  
At 11.57am Cr Jane Erkens returned to the meeting.  
At 12.04pm Kerri Anderson left the meeting.  
At 12.05pm Kerri Anderson returned to the meeting.  
At 12.05pm Simon Ginn left the meeting.  
At 12.07pm Simon Ginn returned to the meeting.

### 14.1 REQUEST FOR CONSIDERATION OF FINANCIAL CONTRIBUTION FOR THE REMOVAL OF TREES AT LYLE VIDLER OVAL KINGAROY

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#### MOTION

Moved: Cr Danita Potter  
Seconded: Cr Jane Erkens

That South Burnett Regional Council requests that the Kingaroy cricket club apply for the February 2026 community grants round up to \$3000 and recommends shade trees to replace removed trees.

The mover and seconder asked for leave of the meeting to withdraw the motion. Unanimous consent was given to withdraw the motion.

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#### MOTION

Moved: Cr Danita Potter  
Seconded: Cr Linda Little

That South Burnett Regional Council approves a financial contribution of \$1925 to Kingaroy Cricket Club for the removal of trees at Lyle Vidler Oval, Kingaroy.

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#### AMENDMENT

Moved: Cr Ros Heit  
Seconded: Cr Deb Dennien

That South Burnett Regional Council approves a financial contribution of 25% to Kingaroy Cricket Club for the removal of trees at Lyle Vidler Oval, Kingaroy and this be funded from the community grants fund allocation.

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#### RESOLUTION 2025/300

Moved: Cr Jane Erkens  
Seconded: Cr Deb Dennien

That the matter lay on the table.

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

Against: Crs Kathy Duff and Danita Potter

**CARRIED 5/2**

**14.2 CONTAINERS FOR CHANGE PROGRAM ACROSS THE SOUTH BURNETT**

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**RESOLUTION 2025/301**

Moved: Cr Heath Sander  
Seconded: Cr Ros Heit

That South Burnett Regional Council enters into a contract with Containers Exchange Limited for the installation of 31 cage style holders to Councils existing bin infrastructure as part of the Containers for Change program and improve recycling options for the South Burnett community.

- Possibility for community groups to assist in installation.

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

Against: Nil

**CARRIED 7/0**

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**14.3 SOUTH BURNETT LOCAL DISASTER RECOVERY GROUP CHAIR**

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**RESOLUTION 2025/302**

Moved: Mayor Kathy Duff  
Seconded: Cr Ros Heit

That South Burnett Regional Council appoint Cr Danita Potter as the South Burnett Local Disaster Recovery Group Chair.

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

Against: Nil

**CARRIED 7/0**

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**14.4 RESOURCE RECOVERY BOOST FUND - STREAM 2**

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**RESOLUTION 2025/303**

Moved: Cr Linda Little  
Seconded: Cr Danita Potter

That South Burnett Regional Council nominate the Resource Recovery Station under Stream 2 of the Resource Recovery Boost Fund to the total value of \$5 million dollar.

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 12.40pm Louise Reidy joined the meeting.

**15      QUESTIONS ON NOTICE****15.1    QUESTION ON NOTICE - MACHINERY AT DEPOTS**

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**RESOLUTION 2025/304**

Moved: Cr Heath Sander

Seconded: Cr Ros Heit

That the response to the question regarding machinery availability at depots during Christmas shutdown 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**

**ADJOURN FOR LUNCH**

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**RESOLUTION 2025/305**

Moved: Cr Jane Erkens

Seconded: Cr Linda Little

That the meeting adjourn for lunch at 12.41pm.

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

Against: Nil

**CARRIED 7/0**

**RESUME MEETING**

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**RESOLUTION 2025/306**

Moved: Cr Danita Potter

Seconded: Cr Heath Sander

That the meeting resume at 2.05pm.

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 2.19pm Aaron Meehan left the meeting.  
At 2.22pm Aaron Meehan returned to the meeting.  
At 2.30pm CEO Mark Pitt left the meeting.  
At 2.53pm Cr Linda Linda left the meeting.  
At 2.55pm Cr Linda Little returned to the meeting.

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**MOTION**

Moved: Cr Ros Heit  
Seconded: Cr Deb Dennien

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 Financial Hardship Rates Application – Assessment Number - 10697-90000-000**

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 Application for concession - Assessment 12624-78000-000**

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.

**17.3 Memorandum of Understanding - Boundary Roads**

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 Request for Full Exemption from Infrastructure Charges - Kingsgrove Living**

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 SBRCQ 25/26-31 Supply and Delivery of Field Uniforms**

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 SBRCQ 25/26-32 Supply and Delivery of Steel Capped Work Boots**

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

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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.

#### **17.7 SBRC 2526\_03 Preferred Supplier Linemarking**

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.

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#### **RESOLUTION 2025/307**

Moved: Cr Heath Sander  
Seconded: Cr Linda Little

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 FINANCIAL HARDSHIP RATES APPLICATION – ASSESSMENT NUMBER - 10697-90000-000****RESOLUTION 2025/308**

Moved: Cr Jane Erkens  
Seconded: Cr Danita Potter

That South Burnett Regional Council approve the following three (3) year payment arrangement, subject to final consultation with the applicant:

1. Request the owner enter into a payment arrangement for Assessment Number 10697-90000-000 for \$120.00 per fortnight commencing 1 January 2026 for a period of 12 months;
2. Payments increasing to \$400.00 per fortnight from 1 January 2027 for a period of 12 months under normal rate arrangement conditions;
3. Payments increasing to \$665.00 per fortnight from 1 January 2028 for a period of 12 months under normal rate arrangement conditions;
4. Suspend interest from accumulating while hardship payment arrangement is maintained;
5. A review of this Payment Plan monthly; or at other times if Council is advised that the Applicant's circumstances have changed significantly;
6. The expiry of this Payment Plan upon payment in full of all outstanding rates and charges; and
7. The Chief Executive Officer be authorised to negotiate a suitable payment plan should the Applicant reject or request a variance of this Payment Plan.

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 APPLICATION FOR CONCESSION - ASSESSMENT 12624-78000-000****RESOLUTION 2025/309**

Moved: Cr Deb Dennien  
Seconded: Cr Ros Heit

That South Burnett Regional Council does not approve an ongoing rate remission for assessment 12624-78000-000 as it does not meet the intent of the policy.

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 MEMORANDUM OF UNDERSTANDING - BOUNDARY ROADS**

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**RESOLUTION 2025/310**

Moved: Cr Ros Heit

Seconded: Cr Jane Erkens

That South Burnett Regional Council delegate to the Chief Executive Officer to enter into a Memorandum of Understanding with Western Downs Regional Council for the maintenance of boundary roads.

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 REQUEST FOR FULL EXEMPTION FROM INFRASTRUCTURE CHARGES - KINGSGROVE LIVING**

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**RESOLUTION 2025/311**

Moved: Cr Jane Erkens

Seconded: Cr Ros Heit

That South Burnett Regional Council Maintain the current charge with the discount applied (assuming all requirements of the Developer Incentive Scheme are met). If the requirements of the Developer Incentive Scheme are not met, then the full charge amount will apply.

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

Against: Nil

**CARRIED 7/0**

**17.5 SBRCQ 25/26-31 SUPPLY AND DELIVERY OF FIELD UNIFORMS**

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**RESOLUTION 2025/312**

Moved: Cr Deb Dennien

Seconded: Cr Linda Little

That South Burnett Regional Council approve the recommendation to establish a 12-month supply arrangement for Field Uniforms with Amare Safety.

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 SBRCQ 25/26-32 SUPPLY AND DELIVERY OF STEEL CAPPED WORK BOOTS**

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**RESOLUTION 2025/313**

Moved: Cr Danita Potter  
Seconded: Cr Linda Little

That South Burnett Regional Council approve the recommendation to establish a 12-month supply arrangement for Steel Capped Work Boots with Amare Safety.

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

Against: Nil

**CARRIED 7/0**

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**17.7 SBRC 2526\_03 PREFERRED SUPPLIER LINEMARKING**

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**RESOLUTION 2025/314**

Moved: Cr Heath Sander  
Seconded: Cr Linda Little

That South Burnett Regional Council appoint Suncoast Roadmarking as the preferred supplier for Line marking for a twenty-four (24) month period.

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 3.02pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 25 December 2030.**

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**CHAIRPERSON**