SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

Ordinary Council Meeting
Wednesday, 16 September 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, 16 SEPTEMBER 2026 AT 9:00 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:

Kerri Anderson (Acting Chief Executive Officer), Leanne Petersen (Acting General Manager Infrastructure), Rebecca Bayntun (Manager Customer Solutions), Jennifer Pointon (Manager Commercial Enterprises and Waste), Craig Patch (Manager Finance and Sustainability), Danielle Gribble (Executive Assistant).

1 OPENING

Mayor Kathy Duff opened the meeting at 9.00am.

2 LEAVE OF ABSENCE / APOLOGIES

Mark Pitt (Chief Executive Officer) and Aaron Meehan (General Manager Infrastructure).

3 PRAYERS

A representative of Murgon Church of Christ, Tony Lister offered prayers for Council and for the conduct of the Council meeting.

Attendance
At 9.08am Rebecca Bayntun joined the meeting.

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Cr Danita Potter acknowledged the traditional custodians of the land on which the meeting took place.

5 DECLARATION OF INTEREST

Nil

6 DEPUTATIONS/PETITIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 19 AUGUST 2026

RESOLUTION 2026/125

Moved: Cr Ros Heit
Seconded: Cr Linda Little

That the Minutes of the Council Meeting held on 19 August 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

8.1 RESIDENTIAL ACTIVATION FUND

RESOLUTION 2026/126

Moved: Mayor Kathy Duff
Seconded: Cr Danita Potter

That South Burnett Regional Council write to the Honourable Deputy Premier, Minister for State Development, Infrastructure and Planning and Minister for Industrial Relations Jarrod Bleijie and The Honourable Deb Frecklington Member for Nanango and Attorney General, Minister for Justice and Minister for Integrity and the Crisafulli Government to thank them for funding the two projects that Council put forward as applications for the residential activation fund.

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

Against: Nil

CARRIED 7/0

9 NOTICES OF MOTION

Nil

10 COUNCILLOR DIVISIONAL UPDATES

Each Councillor provided an update on their division.

Attendance
At 9.19am Jennifer Pointon joined the meeting.
At 9.21am Cr Jane Erkens left the meeting.
At 9.28am Cr Jane Erkens returned to the meeting.

11 BUSINESS OUTSTANDING

11.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

RESOLUTION 2026/127

Moved: Cr Linda Little
Seconded: Cr Heath Sander

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 CHRISTMAS CLOSEDOWN 2026

RESOLUTION 2026/128

Moved: Cr Deb Dennien
Seconded: Cr Linda Little

That South Burnett Regional Council:

1. will generally be closed from 3:00pm Thursday 24 December 2026 and re-open on Monday, 4 January 2027 with on-call and emergency staff to be rostered on over this period.
2. shut outdoor Council services (Field staff) from 2:00pm Friday 18 December 2026 and begin operations on Monday, 4 January 2027.
3. Animal Management Centre to close from, 3:00pm Thursday, 24 December 2026 and re-open on Saturday 2 January 2027 to public. Skeleton staff will continue to work to meet daily operational needs.
4. key skeleton staff are rostered on to undertake On-call and emergency work where required during the Christmas Closedown period until Friday, 1 January 2027.
5. parks staff and one (1) tourism staff member will be required to work as advised through the Christmas period except for Public Holidays.
6. Operational/Field staff will operate on a skeleton staff arrangement from Friday, 18 December 2026 to Friday, 1 January 2027.
7. Council will advise employees to use leave accrued leave entitlements (e.g. annual leave, TOIL, RDO's) during this period with TOIL and RDO's being used in the first instance.

Kingaroy Visitor Information Centre *(Accredited)*	**Hours:** Mon-Fri 9:00am to 4:00pm Sat-Sun 9:00am to 1:00pm Closed - Christmas Day, Boxing Day & subsequent public holiday, New Year's Day

Murgon Visitor Information Centre *(Unaccredited)*	**Hours:** Mon-Tues 9:00am to 2:00pm Closed - Christmas Day, Boxing Day& subsequent public holiday, New Year's Day
Nanango Visitor Information Centre *(Accredited)*	**Hours:** Mon-Fri 9:00am to 4:00pm Sat – Sun 9:00am to 1:00pm Closed - Christmas Day, Boxing Day & subsequent public holiday, New Year's Day
Wondai Visitor Information Centre *(Accredited)*	**Hours:** Mon-Fri 9:00am to 4:00pm Sat - Sun 9:00am to 1:00pm Christmas Day, Boxing Day & subsequent public holiday, New Year's Day

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 AERODROME MASTERPLAN

RESOLUTION 2026/129

Moved: Cr Heath Sander
Seconded: Cr Danita Potter

That South Burnett Regional Council:

1. Receive and note for information the Kingaroy Aerodrome Masterplan and supplementary reports;
2. Publish the Draft Kingaroy Aerodrome Masterplan for community feedback through an online survey from 28 September 2026 to 30 October 2026 with a future report to be brought back to Council to consider the feedback received.

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

Against: Nil

CARRIED 7/0

12.2.1 QUESTION ON NOTICE - COST OF RIGHT TO INFORMATION (RTI) TO COUNCIL

Cr Danita Potter would like to request the amount of staff time and costings that Right To Information (RTI's), including legal fees, cost Council. Specifically related to the airport, do we break even or is there a cost to Council therefore the rate payer?

12.3 REGIONAL PROCUREMENT - WASTE SERVICES

RESOLUTION 2026/130

Moved: Cr Heath Sander
Seconded: Cr Ros Heit

That the matter be lifted from 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

RESOLUTION 2026/131

Moved: Cr Danita Potter
Seconded: Cr Jane Erkens

That South Burnett Regional Council:

1. Enters into a memorandum of understanding with Bundaberg Regional Council, Cherbourg Aboriginal Shire Council, Fraser Coast Regional Council, Gympie Regional Council and North Burnett Regional Council, known as the Wide Bay Resource Recovery group for regional procurement services for waste management and resource recovery services
2. Delegates under *s257 1 (b) Local Government Act Qld 2009* to the Chief Executive Officer the power to negotiate, amend, and execute the contract and memorandum of understanding on terms and conditions that are acceptable to Council.
3. That the MOU does not remove Council from its ability to enter and execute contracts with suppliers and Council can opt not to partake in a particular activity.
4. That any significant actions arising from the MOU be presented to full Council for endorsement and the MOU be amended to reflect this point.

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

Against: Nil

CARRIED 7/0

12.4 NOTICE TO REPEAL SOUTH BURNETT REGIONAL COUNCIL COUNCILLOR CONDUCT COMPLAINTS INVESTIGATION POLICY - STATUTORY028

RESOLUTION 2026/132

Moved: Cr Ros Heit
Seconded: Cr Linda Little

That the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028 be repealed.

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 INFRASTRUCTURE ASSET NAMING POLICY - STRATEGIC026

RESOLUTION 2026/133

Moved: Cr Ros Heit
Seconded: Cr Deb Dennien

That the South Burnett Regional Council Infrastructure Asset Naming Policy – Strategic026 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 RATE COLLECTION POLICY - STATUTORY041

RESOLUTION 2026/134

Moved: Cr Deb Dennien
Seconded: Cr Ros Heit

That the South Burnett Regional Council Rate Collection Policy – Statutory041 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

13 FINANCE & LIVEABILITY

13.1 MONTHLY FINANCIAL INFORMATION - AUGUST 2026

RESOLUTION 2026/135

Moved: Cr Ros Heit
Seconded: Cr Linda Little

That the monthly Financial Report including capital works program as at 31st August 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

13.2 LEASE OF LOTS 5-8 ON SP194332 AND LOTS 116-117 ON N231

RESOLUTION 2026/136

Moved: Cr Jane Erkens
Seconded: Cr Linda Little

That the South Burnett Regional Council:

1. In accordance with sections 236(1)(b)(ii) and 236(1)(c)(iii) of the *Local Government Regulation 2012*, disposes of a valuable non-current asset other than by way of tender or auction, to a community organisation and for the purpose of renewing the lease of Lots 5-8 on SP194332 and Lots 116-117 on N231 to the existing tenant, the Nanango Rugby League Football Club Inc, for a term of ten (10) years, at $75.00 plus GST per annum to be reviewed annually in accordance with Council's leasing and fees policy and with no options to renew the Lease; and
2. 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 on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

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

Against: Nil

CARRIED 7/0

13.3 COMMUNITY GRANTS PROGRAM 2026/2027 - ROUND 1

RESOLUTION 2026/137

Moved: Cr Heath Sander
Seconded: Cr Deb Dennien

That South Burnett Regional Council note the approved applications for the Community Grants Program 2026/2027 – Round 1.

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 ENDORSEMENT OF ARTS CULTURE AND HERITAGE ADVISORY COMMITTEE MINUTES INCLUDING RADF GRANT APPLICATIONS.

RESOLUTION 2026/138

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 8 September 2026 and approve RADF 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

13.5 DELEGATED AUTHORITY REPORTS (1 AUGUST 2026 TO 31 AUGUST 2026)

RESOLUTION 2026/139

Moved: Cr Jane Erkens
Seconded: Cr Deb Dennien

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

13.6 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

RESOLUTION 2026/140

Moved: Cr Danita Potter
Seconded: Cr Jane Erkens

That the List of Correspondence pending completion of Assessment Report as at 12 August 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

14 INFRASTRUCTURE

14.1 LAND FOR WILDLIFE PROGRESS UPDATE

RESOLUTION 2026/141

Moved: Cr Danita Potter
Seconded: Cr Linda Little

That the South Burnett Regional Council receive the report for information and

- Council supports working in partnership with community organisations and stakeholders to progress on ground projects and investigate funding opportunities to protect wildlife habitat in the South Burnett.

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

Nil

16 INFORMATION SECTION

Nil

ADJOURN MORNING TEA

RESOLUTION 2026/142

Moved: Cr Jane Erkens
Seconded: Cr Linda Little

That the meeting adjourn for morning tea at 10.20am.

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

RESOLVED 2026/143

The meeting resumed at 10.52am.

17 CONFIDENTIAL SECTION

RESOLUTION 2026/144

Moved: Cr Heath Sander
Seconded: Cr Danita Potter

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 Retrospectively applying current reservation fees - Niche Reservation

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.

17.2 Lease of Area 5, Wondai Aerodrome

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.

17.3 Heritage Bank Community Fund - Preferred Supplier

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 Financial Hardship Rates Application – Assessment Number - 23702-00000-000

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.

17.5 Request to Waive Water Consumption Charges on Assessment 30278-00000-100

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.

17.6 Request to Waive Rate Charges on Assessment 30278-00000-100

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.

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 10.58am Leanne Petersen returned to the meeting.
At 11.07am Rebecca Bayntun returned to the meeting.
At 11.10am Craig Patch joined the meeting.
At 11.22am Cr Jane Erkens left the meeting.
At 11.22am Cr Jane Erkens returned to the meeting.

RESOLUTION 2026/145

Moved: Cr Ros Heit
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 RETROSPECTIVELY APPLYING CURRENT RESERVATION FEES - NICHE RESERVATION

RESOLUTION 2026/146

Moved: Cr Deb Dennien
Seconded: Cr Linda Little

That South Burnett Regional Council advise the customer that the matter has been considered, and that it supports the current position that the $694.00 reservation and purchase is due and payable.

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

Against: Crs Kathy Duff and Danita Potter

CARRIED 5/2

17.2 LEASE OF AREA 5, WONDAI AERODROME

MOTION

Moved: Cr Heath Sander
Seconded: Cr Deb Dennien

That South Burnett Regional Council:

1. In accordance with section 236(1)(c)(vii)(B) of the *Local Government Regulation 2012*, enters into a lease for the use of Area 5 at the Wondai Aerodrome (part of Lots 3 and 5 on RP83496) for a term of ten (10) years at current market rent with periodic rent reviews for the term of the lease; and
2. 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 a lease with Alan Mollenhauer on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

RESOLUTION 2026/147

Moved: Cr Jane Erkens
Seconded: Cr Ros Heit

That the matter lay on the table.

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

Against: Crs Kathy Duff and Heath Sander

CARRIED 5/2

17.3 HERITAGE BANK COMMUNITY FUND - PREFERRED SUPPLIER – PICKLE BALL COURTS

RESOLUTION 2026/148

Moved: Cr Jane Erkens
Seconded: Cr Linda Little

That South Burnett Regional Council resolve to engage Darling Downs Court Constructions as selected by the Heritage Bank Community Fund Committee as the funding party to undertake the construction of the pickle ball courts.

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 FINANCIAL HARDSHIP RATES APPLICATION – ASSESSMENT NUMBER - 23702-00000-000

RESOLUTION 2026/149

Moved: Cr Heath Sander
Seconded: Cr Deb Dennien

That South Burnett Regional Council approve the following five (5) year payment arrangement, subject to final consultation with the applicant:

1. Request the owner enter into a payment arrangement for Assessment Number 23702-00000-000 for $80.00 per fortnight commencing 1 October 2026 for a period of 12 months;
2. Payments increasing to $90.00 per fortnight from 1 October 2027 for a period of 12 months;
3. Payments increasing to $100.00 per fortnight from 1 October 2028 for a period of 12 months;
4. Payments increasing to $115.00 per fortnight from 1 October 2029 for a period of 12 months under normal rate arrangement conditions;
5. Payments increasing to $135.00 per fortnight from 1 October 2030 for a period of 12 months under normal rate arrangement conditions;
6. Suspend interest from accumulating while hardship payment arrangement is maintained;
7. Suspend legal action while hardship payment arrangement is maintained;
8. A review of this Payment Plan monthly; or at other times if Council is advised that the Applicant’s circumstances have changed significantly;
9. The expiry of this Payment Plan upon payment in full of all outstanding rates and charges; and
10. 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

17.5 REQUEST TO WAIVE WATER CONSUMPTION CHARGES ON ASSESSEMENT 30278-00000-100

RESOLUTION 2026/150

Moved: Cr Heath Sander
Seconded: Cr Deb Dennien

That South Burnett Regional Council grant a full waiver of water consumption charges, less the average usage, for assessment 30278-00000-100 as outlined in 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

17.6 REQUEST TO WAIVE RATE CHARGES ON ASSESSEMENT 30278-00000-100

RESOLUTION 2026/151

Moved: Cr Heath Sander
Seconded: Cr Ros Heit

That South Burnett Regional Council grant a partial waiver of rate charges as per option one for assessment 30278-00000-100 as outlined in the report due to extenuating circumstances.

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 11.39am.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 14 October 2026.

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CHAIRPERSON