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*The following copy of the Minutes of the meeting of the South Burnett Regional Council held on Wednesday 4 November 2026 are **UNCONFIRMED** and are supplied as a courtesy.*

SOUTH BURNETT
REGIONAL COUNCIL

Unconfirmed

MINUTES

Special Council Meeting
Wednesday, 4 November 2026

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Unconfirmed

MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
SPECIAL COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 4 NOVEMBER 2026 AT 9:00 AM

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

1 OPENING

Mayor Kathy Duff opened the meeting at 9.02am.

2 ATTENDANCE

Mark Pitt (Chief Executive Officer), Kerri Anderson (General Manager Finance & Liveability), Adam Branch (Manager Water and Wastewater), Rebecca Bayntun (Manager Customer Solutions), Leanne Petersen (Manager Facilities, Parks and NRM), Leanne Petersen (Manager Facilities, Parks and NRM), Brittani Jorgensen (Lease and Land Officer), Kimberley Toomey (Senior Planning Officer), Kailey Cox (Coordinator Customer Service), Melanie Zabel (Customer Service/Administration Officer, Danielle Gribble (Executive Assistant).

3 LEAVE OF ABSENCE / APOLOGIES

Aaron Meehan (General Manager Infrastructure).

4 PRAYERS & ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Mayor Kathy Duff offered a prayer for Council and for the conduct of the Council meeting.

Cr Linda Little acknowledged the tradional custodians of the land on which the meeting took place.

5 DECLARATION OF INTEREST

Nil

6 EXECUTIVE SERVICES

6.1 ADOPTION OF COUNCIL'S ANNUAL REPORT 2025/2026

RESOLUTION 2026/183

Moved: Cr Ros Heit
Seconded: Cr Linda Little

That South Burnett Regional Council adopt the South Burnett Regional Council 2025/2026 Annual Report for the period 1 July 2025 to 30 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

Unconfirmed

7 FINANCE & LIVEABILITY

7.1 COMMUNITY GRANTS ROUND - CHRISTMAS CARNIVAL

RESOLUTION 2026/184

Moved: Cr Jane Erkens
Seconded: Cr Heath Sander

That South Burnett Regional Council approve the applications for the 2026/2027 Christmas Grants Program Round:

Organisation	Event	Amount
Blackbutt Benarkin Lions Club	Annual Family Christmas Festival	$2,000
Kumbia & District Memorial School of Arts	Kumbia Christmas Carnival	$1,000
Proston & District Heritage Assoc	Community Christmas Night	$1,000
Kingaroy & District Ministry Assoc Inc	Christmas Carols	$2,000
Wondai Regional Art Gallery	Wondai Community Christmas Carols	$500
Bunya Mountains Community Association	Bunya Mountains Christmas Carnival 2026	$1,500
Nanango Theatre Company	Nanango Christmas Carnival	$2,000
Wondai AP&I Show Society	Wondai Show Christmas Carnival	$2,000
Murgon Business & Development Assoc Inc	Live Christmas Tree Auction	$2,000

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 9.13am Kailey Cox left the meeting.
At 9.13am Melanie Zabel left the meeting.
At 9.15am Jennifer Pointon joined the meeting.

7.2 CHANGED APPLICATION FOR A DEVELOPMENT PERMIT FOR A MATERIAL CHANGE OF USE FOR AN UNDEFINED USE (TEMPORARY WORKERS ACCOMMODATION FACILITY) AT WARREN TRUSS DRIVE TAABINGA (AND DESCRIBED AS LOT 3 ON SP249643). THE APPLICANT IS TARONG WEST PROJECT CO PTY LTD C/- PRECINCT URBAN PLANNING.

RESOLUTION 2026/185

Moved: Cr Jane Erkens
Seconded: Cr Deb Dennien

That the Changed Application for a Development Permit for a Material Change of Use for an Undefined Use (Temporary Workers Accommodation Facility) at Warren Truss Drive, Taabinga (and described as Lot 3 on SP249643). The applicant is Tarong West Project Co Pty Ltd C/- Precinct Urban Planning be deferred for decision to a future Council Meeting.

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

Against: Nil

CARRIED 7/0

Unconfirmed

7.2.1 FULL COST OF RTI 'S INCLUDING LEGAL EXPENSES

Cr Jane Erkens requested the full cost of the Right To Information, including all legal expenses, requested in regard to the workers accomodation application.

8 CONFIDENTIAL SECTION

RESOLUTION 2026/186

Moved: Cr Jane Erkens
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*:

8.1 Request to Waive Water Consumption Charges on Assessment 40378-30000-000

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.

8.2 Award of tender – SBRC 26/27-02 Cloyna Asbestos Mono Cell

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.

8.3 Awarding Tender - SBRC 26/27-04 Memorial Park Stage Construction - Phase 1 & Request to Name Stage

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.

8.4 Trunk Sewer Construction River Road to First Avenue

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.

8.5 Lease, 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.

Unconfirmed

8.6 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.

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 9.21am Rebecca Bayntun joined the meeting.
At 9.22am Adam Branch joined the meeting.
At 9.22am Brittani Jorgensen joined the meeting.
At 9.31am Leanne Petersen joined the meeting.
At 10.22am Kimberley Toomey entered the meeting.
At 10.22am Kimberley Toomey left the meeting.

RESOLUTION 2026/187

Moved: Cr Danita Potter
Seconded: Cr Ros Heit

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

8.1 REQUEST TO WAIVE WATER CONSUMPTION CHARGES ON ASSESSMENT 40378-30000-000

RESOLUTION 2026/188

Moved: Cr Danita Potter
Seconded: Cr Heath Sander

That South Burnett Regional Council grant a $273.05 waiver of water consumption charges for assessment 40378-30000-000 due to exceptional circumstances.

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

Against: Nil

CARRIED 7/0

Unconfirmed

8.2 AWARD OF TENDER – SBRC 26/27-02 CLOYNA ASBESTOS MONO CELL

RESOLUTION 2026/189

Moved: Cr Jane Erkens
Seconded: Cr Linda Little

That South Burnett Regional Council:

1. Engages B4 Industries Pty. Ltd. for delivery of SBRC 26/27-02 Cloyna Asbestos Mono Cell for the amount of $310,160 (excluding GST).
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 on terms and conditions that are acceptable to Council including contract variations.
3. Allocate $110,160 to the Waste Operational Budget for the project as part of the 2nd quarter review.

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

Against: Nil

CARRIED 7/0

8.3 AWARDING TENDER - SBRC 26/27-04 MEMORIAL PARK STAGE CONSTRUCTION - PHASE 1 & REQUEST TO NAME STAGE

RESOLUTION 2026/190

Moved: Cr Jane Erkens
Seconded: Cr Danita Potter

That South Burnett Regional Council:

1. Award tender SBRC 26/27-04 Memorial Park Stage Construction – Phase 1 to Manage Design Build Pty Ltd, and;
2. Delegate to the Chief Executive Officer the power to negotiate, amend and execute the contract on terms and conditions that are acceptable to Council, and;
3. That the Kingaroy Memorial Park outdoor stage be named 'The Martindale Pavilion'.

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

Against: Cr Heath Sander

CARRIED 6/1

Unconfirmed

8.4 TRUNK SEWER CONSTRUCTION RIVER ROAD TO FIRST AVENUE

RESOLUTION 2026/191

Moved: Cr Danita Potter
Seconded: Cr Deb Dennien

That South Burnett Regional Council:

1. Delegate to the CEO authority to procure principal supplied materials, and;
2. Delegate to the CEO authority to award the construction contract for SBRC 25/26-23, and;
3. Delegate to the CEO authority to award to alternative contractor if tenderers are unsatisfactory.

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

Against: Nil

CARRIED 7/0

8.5 LEASE, WONDAI AERODROME

RESOLUTION 2026/192

Moved: Cr Ros Heit
Seconded: Cr Heath Sander

That the South Burnett Regional Council:

1. In accordance with section 236(1)(c)(vii) of the *Local Government Regulation 2012*, disposes of a valuable non-current asset other than by way of tender or auction and enter into a new lease with Phillip Cooper for a 30m x 20m site at Wondai Aerodrome (being part of Lot 5 on RP83495 or part of Lot 3 on RP83495 depending on final survey location) for a term of ten (10) years, with no options to renew and at current market rental.
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 Phillip Cooper 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

Unconfirmed

8.6 LEASE OF AREA 5, WONDAI AERODROME

RESOLUTION 2026/193

Moved: Cr Danita Potter
Seconded: Cr Linda Little

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 2026/194

Moved: Cr Deb Dennien
Seconded: Cr Heath Sander

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 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 Barambah District Aero Club 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

9 CLOSURE OF MEETING

The Meeting closed at 10.43am.

The minutes of this meeting were confirmed at the Ordinary Meeting of the South Burnett Regional Council held on 18 November 2026.

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CHAIRPERSON

Unconfirmed