



**City of
Ipswich**

AGENDA

ENVIRONMENT AND SUSTAINABILITY COMMITTEE

Tuesday, 22 July 2025

10 minutes after the conclusion of the Economic and Cultural Development Committee or such later time as determined by the preceding committee

Council Chambers, Level 8
1 Nicholas Street, Ipswich

<u>MEMBERS OF THE ENVIRONMENT AND SUSTAINABILITY COMMITTEE</u>	
Councillor Jim Madden (Chairperson) Councillor Andrew Antoniolli (Deputy Chairperson)	Mayor Teresa Harding Deputy Mayor Nicole Jonic Councillor Jacob Madsen Councillor Pye Augustine Councillor Marnie Doyle

ENVIRONMENT AND SUSTAINABILITY COMMITTEE AGENDA

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** Item includes confidential papers

ENVIRONMENT AND SUSTAINABILITY COMMITTEE NO. 2025(06)

22 JULY 2025

AGENDA

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

BUSINESS OUTSTANDING

CONFIRMATION OF MINUTES

1. **CONFIRMATION OF MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY COMMITTEE NO. 2025(05) OF 10 JUNE 2025**

RECOMMENDATION

That the minutes of the Environment and Sustainability Committee held on 10 June 2025 be confirmed.

OFFICERS' REPORTS

2. **TI TREE BIOENERGY COMMUNITY FUND PROPOSAL**

This report outlines a proposal to incorporate a “community fund” under the Ti Tree Bioenergy Payments Governance Framework. The framework has been updated to include the provision of grant submissions from the community through an applications process. Grants will be considered for projects which may be delivered on private land or in public spaces across the city. This fund will be governed in accordance with Council’s existing community funding and support policy and procedure.

This extension to the existing Ti Tree funding framework and governance will not only diversify the range of supported projects but also respond to concerns and provide opportunities to the wider community to realise the benefits of Ti Tree Bioenergy’s annual payments to council.

RECOMMENDATION

- A. That Council approve the inclusion of the Ti Tree Bioenergy Community Fund (Attachment 1) as a deliverable of the Ti Tree Bioenergy program, and as documented in the updated Ti Tree Bioenergy governance documents.
- B. That Council receive and note the updated Ti Tree Bioenergy Payments Administrative Directive (Attachment 3).

3. **SES WEEK 2025 - STATE EMERGENCY SERVICE**

This is a report concerning SES Week, an annual event to honour the hard work and outstanding efforts of the State Emergency Service volunteers and staff across Queensland. This year, SES week falls between 18 and 24 August 2025.

RECOMMENDATION

That the report be received and the contents noted.

NOTICES OF MOTION

MATTERS ARISING

QUESTIONS / GENERAL BUSINESS

ENVIRONMENT AND SUSTAINABILITY COMMITTEE NO. 2025(05)

10 JUNE 2025

MINUTES

COUNCILLORS' ATTENDANCE:

Councillor Jim Madden (Chairperson); Councillors Andrew Antonioli (Deputy Chairperson), Mayor Teresa Harding, Deputy Mayor Nicole Jonic, Jacob Madsen, Pye Augustine and Marnie Doyle

COUNCILLOR'S APOLOGIES:

Nil

OFFICERS' ATTENDANCE:

Chief Executive Officer (Sonia Cooper), General Manager Environment and Sustainability (Kaye Cavanagh), General Manager Planning and Regulatory Services (Brett Davey), Natural Environment Manager (Phil A Smith), Manager Media, Communications and Engagement (Mark Strong), Senior Media Officer (Darrell Giles), Chief of Staff – Office of the Mayor (Melissa Fitzgerald) and Theatre Technician (Max Moylan)

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

Councillor Jim Madden (Chairperson) delivered the Acknowledgement of Country

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

Nil

CONFIRMATION OF MINUTES

1. **CONFIRMATION OF MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY COMMITTEE NO. 2025(04) OF 20 MAY 2025**

RECOMMENDATION

Moved by Councillor Marnie Doyle:
Seconded by Councillor Pye Augustine:

That the minutes of the Environment and Sustainability Committee held on 20 May 2025 be confirmed.

AFFIRMATIVE

Councillors:

Madden

Antoniolli

Harding

Jonic

Madsen

Augustine

Doyle

NEGATIVE

Councillors:

Nil

The motion was put and carried.

OFFICERS' REPORTS

2. **IPSWICH ENVIROPLAN STRATEGIC INVESTMENT PLAN**

This is a report concerning the Ipswich Enviroplan Strategic Investment Plan which guides future revenue and strategic investment priorities for the Ipswich Enviroplan Levy.

This report summarises the program's successes and achievements over almost thirty years since its inception and the strategies for the next 10 years to further increase our city's green future through Enviroplan.

The Enviroplan levy continues to be a much supported and vital tool for Council and the City of Ipswich in preserving and enhancing the environmental and cultural values of the city.

RECOMMENDATION

Moved by Councillor Marnie Doyle:

Seconded by Councillor Andrew Antoniolli:

That Council adopt the Ipswich Enviroplan Strategic Investment Plan to inform and guide the investment priorities, revenue and expenditure for the Enviroplan Levy over the next 10 years.

AFFIRMATIVE

Councillors:

Madden

Antoniolli

Harding

Jonic

Madsen

Augustine

NEGATIVE

Councillors:

Nil

Doyle

The motion was put and carried.

NOTICES OF MOTION

Nil

MATTERS ARISING

Nil

QUESTIONS / GENERAL BUSINESS

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 1.07 pm.

The meeting closed at 1.12 pm.

Doc ID No: A11737229

ITEM: 2

SUBJECT: TI TREE BIOENERGY COMMUNITY FUND PROPOSAL

AUTHOR: PROGRAM COORDINATOR SPECIAL PROJECTS (TI TREE)

DATE: 26 JUNE 2025

EXECUTIVE SUMMARY

This report outlines a proposal to incorporate a “community fund” under the Ti Tree Bioenergy Payments Governance Framework. The framework has been updated to include the provision of grant submissions from the community through an applications process. Grants will be considered for projects which may be delivered on private land or in public spaces across the city. This fund will be governed in accordance with Council’s existing community funding and support policy and procedure.

This extension to the existing Ti Tree funding framework and governance will not only diversify the range of supported projects but also respond to concerns and provide opportunities to the wider community to realise the benefits of Ti Tree Bioenergy’s annual payments to council.

RECOMMENDATION/S

- A. That Council approve the inclusion of the Ti Tree Bioenergy Community Fund (Attachment 1) as a deliverable of the Ti Tree Bioenergy program, and as documented in the updated Ti Tree Bioenergy governance documents.**
- B. That Council receive and note the updated Ti Tree Bioenergy Payments Administrative Directive (Attachment 3).**

RELATED PARTIES

There was no declaration of conflicts of interest.

IFUTURE THEME

Natural and Sustainable

PURPOSE OF REPORT/BACKGROUND

Council receives an annual contribution from Ti Tree Bioenergy Facility in accordance with their development approval and court order. The administration of these funds is in accordance with council’s Ti Tree Bioenergy Payments Governance Model Administrative Directive and Procedure, which outlines the governance framework.

In April 2025, the governance framework was revised to incorporate several updates as part of its scheduled review. These changes can be identified in the tracked changes within Attachments 2 and 3. A summary of the changes include:

- **the draft community fund**, expected to enable funding for eligible projects on private land that provide wider community or environmental benefits
- **a revised submission process for council run projects**, allowing proposals to be submitted year-round but assessed biannually for better planning and budget management
- **the appointment of a dedicated Program Coordinator** (December 2024) to strengthen community engagement and improve project coordination and reporting

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Act 2009

POLICY IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

Risk	Mitigation Measures
Funds are not made available city-wide with preferential weighting given to projects local to Willowbank or are preferential to projects that focus on environmental rather than social impacts of the facility.	<p>Applications can be made for projects across the entire Ipswich LGA. Any individual, group or business (as defined in the community fund guide) can submit a project for assessment.</p> <p>Each application will be assessed against the eligibility and assessment criteria by a panel of assessors. The eligibility criteria is based on the conditions of the court order, which specifies social and environment impacts either real or perceived.</p> <p>Projects will be scored against the criteria, which includes weightings for proximity to the facility to offset the real or perceived impacts. This could include impacts such as that of the waste industry on the reputation of Ipswich.</p> <p>The questions within the application form will provide guidance on how to submit eligible projects, regardless of the project location.</p>

FINANCIAL/RESOURCE IMPLICATIONS

Two hundred thousand dollars (\$200,000) has been included in the budget for 2025-2026 towards the community fund. Grants of up to \$15,000 will be available per application. The

yearly budget allocation and maximum grant amount will be reviewed on an as-needed basis. There is currently sufficient funds in the Ti Tree Program to cover the community fund.

The majority of the administration effort, management and reporting of the fund will be the responsibility of the recently appointed Program Coordinator Special Projects (Ti Tree). This will have no additional impact on financial resources.

During the assessment phase of the funding submissions, subject matter experts from the Environment and Sustainability, Community, Cultural and Economic Development, and Assets and Infrastructure Services departments will assess applications that are relevant to their area of expertise. The input from relevant staff is considered to have a minimal impact on resourcing.

The funding limits and allocation will be reviewed on an annual basis based upon the interest, needs and types of applications as well as the revenue generated and funds available.

COMMUNITY AND OTHER CONSULTATION

On 24 February 2025, during the general meeting of the Willowbank Area Residents Group, members of the committee expressed support of the new Ti Tree Bioenergy Community Fund, given it would see money being distributed directly into the community, rather than being restricted to council delivered projects on council owned or managed land.

Subsequently, the draft Ti Tree Bioenergy Community Fund Guidelines were developed based on:

- support of the Willowbank Area Residents Group and representatives of the Ti Tree Bioenergy Facility
- internal legal advice
- internal subject matter experts

The draft Ti Tree Bioenergy Governance Framework and Community Fund concept was presented to Councillors during a Councillor Briefing Session in June 2025.

CONCLUSION





The draft Ti Tree Bioenergy Community Fund will allow a greater diversity of projects to be carried out by community groups, individuals and businesses across the city. It will address the concern that the community is not fully experiencing the benefits of Ti Tree Bioenergy's annual payments. The fund will also complement the existing framework that currently invites the community to submit projects to be carried out by council on council owned or managed land.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS

OTHER DECISION	
What is the Act/Decision being made?	<p>A. That Council approves the inclusion of the Ti Tree Bioenergy Community Fund (Attachment 1) as a deliverable of the Ti Tree Bioenergy program, and as documented in the updated Ti Tree Bioenergy governance documents.</p> <p>B. That Council receive and note the updated Ti Tree Bioenergy Payments Administrative Directive (Attachment 3).</p>
What human rights are affected?	N/A
How are the human rights limited?	N/A
Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	N/A
Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Draft Ti Tree Bioenergy Community Fund Guidelines ↓ 
2.	Ti Tree Bioenergy Payments Governance Model Administrative Directive - tracked changes ↓ 
3.	Ti Tree Bioenergy Payments Governance Model Administrative Directive - clean ↓ 
4.	Ti Tree Payments Project Identification and Funding Allocation Procedure ↓ 

Cameron Lund

PROGRAM COORDINATOR SPECIAL PROJECTS (TI TREE)

I concur with the recommendations contained in this report.

Kaye Cavanagh

GENERAL MANAGER (ENVIRONMENT AND SUSTAINABILITY)

“Together, we proudly enhance the quality of life for our community”

Ti Tree Bioenergy Fund Guidelines

Background

The Ti Tree Bioenergy waste disposal facility (the facility), located in Willowbank, has been operational since 2002. A development permit for the Facility was issued by the Planning and Environment Court in the same year, which included a condition for 'Contributions for Local Environmental Improvements.' This condition requires Ti Tree Bioenergy, the facility operator, to make annual payments to the Council to address any potential social and environmental impacts, whether perceived or real, arising from the facility's operations.

In accordance with the court-ordered condition, Council deems it appropriate to allocate a portion of the funds for community funding. This funding will be available to residents, community organisations, and businesses that propose eligible projects aimed at mitigating any social or environmental impacts arising from the facility.

Objectives

The Ti Tree Bioenergy Fund seeks to fund community led projects that:

1. Offset the social and/or environmental impacts of the facility
2. Provide long-term benefits to the community and/or the environment where there is a demonstrated perceived or real impact from the facility
3. Provide broad community and/or environmental benefits, rather than targeting specific organisations, groups, individuals, or areas (land or water) with limited ecological value.

Timeframe

Round 1 applications will open 1 March and close 30 March each year.

Round 2 applications will open 1 September and close 30 September each year.

All applications submitted by the closing date will be reviewed. No extra time will be provided for applicants to submit additional information or make changes once the application period has ended. Applicants must ensure that all relevant questions are answered thoroughly before the closure date.

Who can apply?

This is a competitive grant category open to eligible:

- Individuals
- Not for profit community organisations, or
- Businesses

And

- Have no overdue debts with council and have satisfactorily accounted to council for the expenditure of any previous council funding
- Have fully acquitted any previous council funding programs
- Give permission for council to publish the name of the recipient and the funding amount in accordance with council's requirements under the Local Government Act 2009 and the Local Government Regulation 2012
- have not received other funding from council for the same project
- can demonstrate sound workplace health and safety practices
- financially sound and capable of managing public funds
- have a risk management plan in place (if required)
- have evidence of owners consent to undertake the project (if relevant).

Ineligible applicants include:

- Government agencies or departments of local, state, or federal government (excluding Parents and Citizens (P&C) Associations of primary and secondary schools)
- Waste or waste related businesses

Available funding

Eligible applicants can apply for up to \$15,000 (excluding GST), per project per funding round. Applicants must demonstrate an in-kind contribution of 10% of the funded amount.

Eligibility Criteria:

General Eligibility Criteria (applicable to all applicant types)

To be eligible for Ti Tree Bioenergy funding, applications must

- Demonstrate a perceived or real social and/or environmental impact from the facility.
- Carry out their projects within the Ipswich Local Government Area (LGA).
- Not use the funds for a project that has already commenced unless the intention is to add value to items not already in scope of an existing project.
- Demonstrate how the project aligns with the fund's objectives.
- Provide written land owners consent to carry out the project where the applicant is not the owner of the land where the project is being carried out.
- Be an entity that carries out activities for a broad public or environmental purpose, or whose primary objective is not directed at making a profit and do not receive sole benefit from the project.
- Have the capacity and ability to manage or carry out the project.
- Carry out the project within 12 months of the funding approval date, unless otherwise agreed by Ipswich City Council.
- Provide at least one (1) current quote for the goods and/or services. Invoices or receipts will not be accepted.
- Have no overdue debts with council and have satisfactorily accounted to council for expenditure for any previous council funding.

- Give permission for council to publish the name of the recipient and funding amount in accordance with council's requirements under the *Local Government Act 2009* and the *Local Government Regulation 2012*.
- Demonstrate sound workplace health and safety practices.
- Where appropriate, and where there is risk to the broader public, hold an appropriate public liability insurance policy and provide a copy of the insurance certificate if requested.
- A **representative** or **auspicing organisation** acting on behalf of an eligible applicant may submit an application with a letter of approval from the eligible applicant.

Examples of eligible projects include but are not limited to

For Individual applicants

- Connecting remnant vegetation and wildlife corridors
- Stabilising the banks of watercourses through sediment and erosion control and planting activities
- Improving the ecological value of existing wildlife corridors or high value wildlife habitat through weeding, planting, sediment and erosion control, fish stocking, or fire management
- Caring for injured wildlife where the applicant is a registered wildlife carer.

For Not-for-profit organisation applicants

- Beautify public areas within the Ipswich Local Government Area
- Tree planting or other environmental improvement projects
- Research or community education about waste reduction, recycling, and reuse or other sustainable behaviours
- Community events that build community connectedness and resilience
- Projects that restore the pride of the community
- Purchasing community assets and infrastructure that can demonstrate a broad community benefit e.g. embellishments to showgrounds, church facilities, sports grounds, leased council facilities etc.

For Business applicants

- Recycling, waste reduction and sustainability programs
- Community environmental education programs
- Community events that benefit the broader community
- Community upskilling, work experience and training workshops or programs

Examples of ineligible projects include, but not limited to

- Projects that primarily benefit the applicant and don't have a broad community or environmental benefit
- Ongoing operational or recurrent costs including salaries, rent, fuel, insurance etc.
- Projects undertaken outside of the Ipswich LGA
- Commercial events or commercial activities
- Projects that duplicate existing services, programs or events
- Multiple simultaneous projects carried out by the applicant at the same time – applicants can only make one application at a time and have acquitted the previous project before applying to the same fund again.
- Normal property management
- Prize money, trophies, raffle prizes or similar
- Purchase of food, drinks or other catering
- Projects already commenced

- Funding requests that are considered by council to be the funding responsibility of other levels of government
- Applications received outside of the application timeframes
- Projects that have already been committed to and fully funded by another entity
- Projects that don't achieve the funding objectives

In-kind contribution

You must provide at least 10% in-kind contribution e.g. if you are applying for \$1,000 (excl. GST) in council support, you must supply \$100 (excl. GST)

Applicant contributions may include:

- In-kind contributions such as donated supplies, materials or services that go directly towards the project
- Resources purchased for the project by the applicant after grant approval
- Volunteer time such as labour and administration (costed at \$46.62/hour)
- Direct cash input to the project through donations, income generated or the applicant's financial contribution.

Grant Funding Assessment Criteria

Eligibility Criteria

Has the application met all required eligibility criteria? If yes, application is considered eligible.

Mitigation Benefits (40%)

Ability of the proposed mitigation benefits aligning with agreed local needs or objectives and provide long-term outcomes, rather than temporary or short-term benefits;

Mitigating benefits receiving a rating of "High"

- Improved flora and fauna habitat within the locality of the Facility
- Improved catchment health or water quality through waterway improvement or stabilisation
- Mitigates or offsets the social impacts of the facility on Ipswich residents
- Offsets environmental and amenity impacts of the Facility
- Offsets the impacts of historic vegetation clearing/construction to establish the Facility
- Permanent beneficial environmental and community outcomes

Mitigating benefits receiving a rating of "Medium"

- Improves visual impacts of the 'Facility'
- Improves community awareness of recycling and diverting waste from landfill
- Contributes to waste reduction in the community and alternative recycling and diversion of waste methods
- Medium to long term environmental and community outcomes.

Mitigating benefits receiving a rating of "Low"

- Addresses negative opinion and connotations about Ipswich and the local areas due to the facility

- Creates opportunities for new waste reduction technology or improved environmental management methods.

Project Catchment (Local – City Wide) (25%)

Potential projects which can demonstrate a significant level of benefit across multiple areas will be weighted the highest, whilst projects with the least benefits will be weighted the lowest.

High - Projects which demonstrate multiple benefits across a range of environmental and/or social outcomes

Medium - Projects which demonstrate more than one benefit across a range of environmental and/or social outcomes

Low - Projects which demonstrate a single benefit only or are repetitive in nature

Multi-use benefit to community and/or environment (20%)

Potential projects which can demonstrate a significant level of benefit across multiple areas will be weighted the highest, whilst projects with the least benefits will be weighted the lowest.

High - Projects which demonstrate multiple benefits across a range of environmental and/or social outcomes

Medium - Projects which demonstrate more than one benefit across a range of environmental and/or social outcomes

Low - Projects which demonstrate a single benefit only or are repetitive in nature

Managing Growth Demand (15%)

Projects which offset increased waste and environmental impacts from population growth.

High - Projects which offset multiple impacts from population growth

Medium - Projects which offset more than one impact from population growth

Low - Projects which offset one impact from population growth

Ethics Framework

Ipswich City Council will not support any activities, entities, or individuals associated with entities, that are considered to:

- Discriminate, or encourage discriminatory behaviour, including discrimination on the basis of age, disability, race, religion, sex and/or sexual orientation
- Contribute to, or advocate for, the infringement of human rights
- Demonstrate behaviour that does not align to council's strategic intent for the city and community of Ipswich
- Pollute land, air or water, or otherwise damage the natural environment
- Market, promote or advertise products or services in a misleading or deceitful manner
- Produce, promote or distribute products or services likely to be harmful to the community

- Entice people into financial over-commitment
- Exploit people through the payment of below-award wages or poor working conditions
- Represent a reputational risk for Ipswich City Council to partner with or support, or be seen to partner with or support.

Grant Funding Approval Process

Final decisions and approval of successful applications are made by council's Chief Executive Officer.

All applications will be reviewed by the assessment panel in two parts -

Part A - Eligibility

Projects will be assessed initially by council's Program Coordinator Special Projects (Ti Tree) to ensure applications meet the eligibility criteria of this guideline.

Part B - Assesses the value of the project

Once deemed eligible, a panel comprising at least three (3) council officers with expertise in social and/or environmental projects within Ipswich City Council will assess the application.

Terms and conditions that apply to successful applicants

Successful applicants will receive the approved funding from council subject to the following terms and conditions:

- The applicants' proposed project must be fully acquitted by the end of the financial year of the funded grant round. For example, recipient of Ti Tree Bioenergy funding must acquit the funding before applying again.
- The applicant is required to enter into a funding agreement which details all funding conditions and agreed outcomes. This must be signed before funds are issued
- Applicants are required to complete an acquittal at the completion of the funding period. If council funds are not spent, all remaining funds must be returned to council
- Council may make funding conditional on other specific conditions not being met, as outlined in the funding agreement.
- You may be contacted by an elected official/representative regarding your successful application.

Conflict of interest

A real or perceived conflict must be declared by grant assessors. Where there is a real conflict of interest, disclosure and management will occur. This will occur either by removing the panel member, or, if their expertise is required to assess the grant (and they are unable to be replaced), an objective 3rd party will oversee the integrity of the decision-making process.

All grant applications be assessed by specific criteria, aligned with its governing documents.

Businesses and Companies who are applicants

Where its operation is directly related to environmental or social projects, Businesses (ABN) and Companies (ACN) must provide sufficient evidence that proves it does not financially benefit from the project.

Quotes

A representative/current quote (no older than 12 months) is required per service item. The quote must be for services/items to be purchased following the approval of this grant application. Your quoted documents must include:

- business details, including ABN number
- total and the breakdown of costs
- detailed summary of works included in the quote
- schedule of work with a quote expiry date

Where the projects is undertaken on council owned land, approval from Ipswich City Council must be obtained in writing prior to the submission of the grant in order to be eligible.

Quotes and materials being purchased must be for new materials/services and cannot be for previously purchased items/services.

Goods and services tax (GST)

If the contractor is not registered for GST there is no reason to add GST to the total amount as council is paying the amount on the invoice.

If the supplier is registered for GST, please include the GST amount in the total amount of funding being applied for.

Grant acquittal

To ensure appropriate accountability by grant recipients, all funding provided by council will require a report and financial acquittal, outlining the use of the funds (including proof of expenditure through invoices, declarations, bank statements) and the achieved outcomes of the project.

Applicants who have not satisfactorily acquitted council funds within the appropriate timeframe agreed by council will be deemed ineligible for council funding or in-kind assistance until the acquittal is submitted.

All applicants must answer all application questions on the online SmartyGrants form clearly demonstrating how the project outcomes address the eligibility criteria and objectives of the fund.

Project extensions and scope changes

- If you believe that you will not be able to achieve your grant objectives or not all funds were spent, any unspent funds must be returned to council. Provide justification in your acquittal.
- If project details change but the scope of the project remains the same, no council approval is necessary. Provide justification in your acquittal to reflect minor changes, and communicate with the Program Coordinator Special Projects (Ti Tree) prior to submitting the acquittal.
- If project details change and the scope of the project changes as a result, council approval is necessary and a refund could be requested if the reason for changes does not meet any of the reasons identified below. To seek council approval, complete the Variation Request Form attached to your application submission record in Smarty Grants.
- If you believe that you will not be able to achieve your grant objectives within the prescribed grant period, you can request an extension stating the reasons. Your extension will not be approved if it was due to a matter within your control through adequate planning.

- If you do not provide sufficient time for the Program Coordinator Special Projects (Ti Tree) to assess your request for extension before the acquittal date, your request may be refused on the basis of insufficient planning, unless otherwise specified in the below acceptable reasons.
- If you apply for an extension, you will only be eligible to apply for the next grant round opening after your acquittal.
- If you are unable to fulfill the scope of your project, the Program Coordinator Special Projects (Ti Tree) to discuss future project options.

Application process

- Applications must be made using the appropriate online application forms. Additional information can be attached as required.
- Applicants will be notified through Smartygrants of the outcome of their application.
- Incomplete applications will not be considered for funding. This includes applications without essential documentation.
- Please contact council on (07) 3810 6184 or email titreefund@ipswich.qld.gov.au if you have any questions regarding the Ti Tree Bioenergy Funding.
- Funding applications must be submitted via the online application form.
- Once submitted you will receive an electronic confirmation notice.

Definitions

Assessment panel	Includes the Program Coordinator Special Projects (Ti Tree), subject matter experts from relevant council departments.
Auspecting Organisation	Auspecting means that an organisation takes responsibility for ensuring the funds are used as specified in the funding allocation. An auspecting organisation will be responsible for: <ul style="list-style-type: none">• the receipt, banking and administration of all moneys• project monitoring and completion• ensuring the applicant acquits the funding on time• sign off on the acquittal form.
Representative	Anyone acting on behalf of the applicant with the evidence of permission to do so in the form of a signed letter from the applicant.
Conflicts of Interest	A conflict of interest exists when a reasonable person might perceive that a public official's personal interest could be favoured over their public duties, or where the personal interest may influence, or be seen to influence, their decisions or action in the performance of their public duties. Conflict of interest may be actual, potential or perceived.



Ti Tree Bioenergy Payments Governance Model Administrative Directive



Collaboration



Communication



Integrity



Efficiency



Leadership

Version Control and Objective ID	Version No: <u>24</u>	Objective ID: <u>A11767431A6721751</u>
Approved by CEO on	<u>8 April 27 November 20202025</u>	
Date of Review	<u>27 November 20248 April 2029</u>	

1. Statement

- Ipswich City Council (council) manages, assesses and distributes funds received from Ti Tree Bioenergy Payments, as per a condition of the planning approval of the Willowbank waste facility (the 'Facility').
- These funds are to be utilised for community and environmental improvements across the city as determined by council and having regard to the impacts (whether perceived or real) that might arise from the original development and ongoing operations at the facility.
- The management of the funds and the subsequent distribution and reporting of funding and project delivery how the funds are distributed and spent requires specific governance and procedural procedures.

2. Purpose and Principles

This directive sets out the governance arrangements around the management of the annual Ti Tree Bioenergy Payments to council, the subsequent expenditure of those funds and delivery and reporting on eligible projects funded by the payments.

Council is committed to ensuring the Ti Tree Bioenergy payments Fund is are managed and used in such a way to achieve the following:

1. Transparency and accountability;
2. Be publicly reportable;
3. Be compliant with Condition 8 of the development permit approval associated with the Facility;
4. Deliver tangible and measurable beneficial outcomes;
5. Incorporate stakeholder and community input; and
6. Strategically align with council's environmental, social and community objectives.

3. Strategic Plan Links

This administrative directive aligns with the following iFuture 2021-2026 Corporate Plan themes:

- Vibrant and Growing
- Safe, Inclusive and Creative

IPSWICH CITY COUNCIL | Ti Tree Bioenergy Payments Governance Model Administrative Directive

- Natural and Sustainable

4. Regulatory Authority

- *Local Government Act 2009*
- Local Government Regulations 2012
- *Planning Act 2016*
- Ipswich Planning Scheme

5. Human Rights Commitment

Ipswich City Council (~~€~~council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this administrative directive. When applying this administrative directive, ~~€~~council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This directive applies to the governance around the management of funds from the Ti-Tree Bioenergy Payment and the subsequent expenditure and reporting associated with the projects it supports.

7. Roles and Responsibilities

- Responsibility for the management and governance around the Ti Tree Bioenergy Payments will lie with council's Environment and Sustainability ~~-Department~~Branch within the Infrastructure and Environment Department.
- Decision making related to the assessment and selection of suitable projects will be undertaken collectively by an internal cross-departmental working group which will be governed by a terms of reference (the Working Group).
- The Working group will meet at least annually ~~-to~~ discuss and decide on which projects are to be funded based on the adherence to Condition 8 of the approval and the associated and agreed project assessment criteria. This will include consideration of operational funded projects and capital expenditure planning.
- The Working Group will have a minimum of 3 members and a chair and will include representative officers from, but not limited to, the Environment and Sustainability (ES), Asset and Infrastructure Services (AIS) ~~-Infrastructure,~~ and ~~-Environment,~~ and Community, Cultural and Economic Development (CCED) Departments.
- The Working Group will be chaired by ~~either of the Branch Manager for the Natural Environment and Land Management Branch or the Section Manager of the Natural Environment and Land Section~~ Natural Environment Manager of the Environment and Sustainability Department ~~-or~~ their nominated officer.
- Administration and delivery of the projects will be by the appropriate section of ~~€~~council as determined by the working group and based upon the type and size of the project or program.
- Corporate Services Department will be responsible for managing and tracking revenue and expenditure and providing the required data for annual reporting.

IPSWICH CITY COUNCIL | Ti Tree Bioenergy Payments Governance Model Administrative Directive

- Council may choose to engage with external stakeholders for input on project identification, consideration and review.
- The local and wider community surrounding the facility may be approached for input on relevant projects which may be considered for funding and if suitable, considered by the Working Group against the associated project criteria.
- The working group will present a report to the Councils Environment and Sustainability Committee recommending a list of for review and approval of the proposed works plan suitable projects and annual review reports outlining the progress of previously approved suitable projects.
- The Environment and Sustainability Committee will approve, refuse or amend the recommendations in the report and bring the decision to a general council meeting for endorsement.
- At the general council meeting, council's elected representatives will decide whether to approve, refuse or amend the recommendations in the report. The decision made at the general council meeting will form the list of approved projects.

8. 8. Key Stakeholders

The following were consulted during the establishment of this directive and will have ongoing roles in relation to its content:

- Natural Environment Branch Environment and Sustainability, ES
- Community and Cultural Services, CCED
- Legal and Governance, Corporate Services (CS) Department
- Infrastructure Strategy, AIS
- Finance, CS
- ~~Environment and Sustainability Branch~~
- ~~Economic and Community Development Branch~~
- ~~Legal and Governance Branch~~
- ~~Infrastructure Strategy Branch~~
- ~~Finance Branch~~

8.9. Monitoring and Evaluation

- An annual report will be provided to cCouncil on the projects completed under the Ti Tree Bioenergy Payments funding.
- The governance framework for the management and assessment of the Ti Tree Bioenergy Payments will be reviewed on an annual basis to ensure the expenditure is in accordance with Condition 8 of the development permit approval associated with the Facility.

9.10. Definitions

TI TREE BIOENERGY FACILITY	<u>Waste disposal facility located on Lot 3 SP167885 (formerly Lots 1 & 2 RP24575 and Lots 4 & 8 RP24574, and Lot 252 SP121407) at 55 Champions</u>
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IPSWICH CITY COUNCIL | Ti Tree Bioenergy Payments Governance Model Administrative Directive

~~Way, Willowbank. Waste disposal facility located on Lots 1 and 2 on RP 24575, Lots 4 and 8 on RP 24574 and Lot 252 on SP 121407 at Champions Way.~~

TI TREE BIOENERGY
PAYMENTS

Payments which the Ti Tree Bioenergy facility is required to pay to [Council](#) in accordance with the development permit issues by the Planning and Environment Court on 29 May 2002.

DEVELOPMENT
PERMIT
CONDITION 8 OF THE
DEVELOPMENT
PERMIT

A permit authorising an assessed development to take place.

Titled Contributions for Local Environmental Improvements and requires the operator of the facility to pay [Council](#)

- a. A one off payment
- b. An ongoing annual payment, calculated by reference to the volume of waste received at the facility each year and the payment of annual property rates.

Any funds paid in respect to this condition shall be utilised for community and environmental improvements across the City as determined by [Council](#) and having regard to the impacts (whether 'perceived' or 'real') that might arise from the development.

IPSWICH CITY COUNCIL | Ti Tree Bioenergy Payments Governance Model Administrative Directive

SUITABLE PROJECTS	Projects identified by <u>cCouncil and community</u> which will satisfy Condition 8 of the Development Permit by meeting the eligibility and selection criteria which are funded by the Ti Tree Bioenergy payments.
WORKING GROUP	A group established by Council to manage the Ti Tree Bioenergy payments and projects to be funded by the payments. Members will be from, <u>but not limited to, the Asset and Infrastructure Services, Environment and Sustainability, and Community, Cultural and Economic Development Departments</u> Infrastructure and Environment and Community, Cultural and Economic Development Departments.
PROJECT OWNER	Council employee who manages a Council project to achieve a set goal or purpose for Council and serve the community.
ELIGIBILITY AND ASSESSMENT CRITERIA	Eligibility and Assessment Criteria established to ensure projects selected to be funded by the Ti Tree Bioenergy payments meet required outcomes and Condition 8 of the development approval. Projects for funding are to be assessed against this criteria.
TERMS OF REFERENCE	Defines the purpose and structures of the Working Group to ensure the requirements of the Ti Tree Bioenergy payments are met.

10.11. Related Documents

[Criteria for Projects Funded by the Ti Tree Bioenergy payments](#)

[Ti Tree Bioenergy Payments Project Identification and Funding Allocation Procedure](#)

[Working Group Terms of Reference](#)

11.12. Administrative Directive Owner

The General Manager (Environment and Sustainability) is the administrative directive owner and the Program Coordinator Special Projects (Ti Tree)~~Manager~~, Natural Environment and Land Management is responsible for authoring and reviewing this administrative directive.



Ti Tree Bioenergy Payments Governance Model Administrative Directive



Collaboration



Communication



Integrity



Efficiency



Leadership

Version Control and Objective ID	Version No: 2	Objective ID: A11767431
Approved by CEO on	8 April 2025	
Date of Review	8 April 2029	

1. Statement

- Ipswich City Council (council) manages, assesses and distributes funds received from Ti Tree Bioenergy Payments, as per a condition of the planning approval of the Willowbank waste facility (the 'Facility').
- These funds are to be utilised for community and environmental improvements across the city as determined by council and having regard to the impacts (whether perceived or real) that might arise from the original development and ongoing operations at the facility.
- The management of the funds and the subsequent distribution and reporting of how the funds are distributed and spent requires specific governance and procedures.

2. Purpose and Principles

This directive sets out the governance arrangements around the management of the annual Ti Tree Bioenergy Payments to council, the subsequent expenditure of those funds and delivery and reporting on eligible projects funded by the payments.

Council is committed to ensuring the Ti Tree Bioenergy payments are managed and used in such a way to achieve the following:

- Transparency and accountability;
- Be publicly reportable;
- Be compliant with Condition 8 of the development permit approval associated with the Facility;
- Deliver tangible and measurable beneficial outcomes;
- Incorporate stakeholder and community input; and
- Strategically align with council's environmental, social and community objectives.

3. Strategic Plan Links

This administrative directive aligns with the following iFuture 2021-2026 Corporate Plan themes:

- Vibrant and Growing
- Safe, Inclusive and Creative
- Natural and Sustainable

IPSWICH CITY COUNCIL | Ti Tree Bioenergy Payments Governance Model Administrative Directive

4. Regulatory Authority

- *Local Government Act 2009*
- Local Government Regulations 2012
- *Planning Act 2016*
- Ipswich Planning Scheme

5. Human Rights Commitment

Ipswich City Council (council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this administrative directive. When applying this administrative directive, council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This directive applies to the governance around the management of funds from the Ti-Tree Bioenergy Payment and the subsequent expenditure and reporting associated with the projects it supports.

7. Roles and Responsibilities

- Responsibility for the management and governance around the Ti Tree Bioenergy Payments will lie with council's Environment and Sustainability Department.
- Decision making related to the assessment and selection of suitable projects will be undertaken collectively by an internal cross-departmental working group (the Working Group) which will be governed by a terms of reference.
- The Working group will meet at least annually to discuss and decide on which projects are to be funded based on the adherence to Condition 8 of the approval and the associated and agreed project assessment criteria. This will include consideration of operational funded projects and capital expenditure planning.
- The Working Group will have a minimum of 3 members and a chair and will include representative officers from but not limited to the Environment and Sustainability (ES), Asset and Infrastructure Services (AIS), and, and Community, Cultural and Economic Development (CCED) Departments.
- The Working Group will be chaired by the Natural Environment Manager of the Environment and Sustainability Department or their nominated officer.
- Administration and delivery of the projects will be by the appropriate section of council as determined by the working group and based upon the type and size of the project or program.
- Corporate Services Department will be responsible for managing and tracking revenue and expenditure and providing the required data for annual reporting.
- Council may choose to engage with external stakeholders for input on project identification, consideration and review.

IPSWICH CITY COUNCIL | Ti Tree Bioenergy Payments Governance Model Administrative Directive

- The local and wider community surrounding the facility may be approached for input on relevant projects which may be considered for funding and if suitable, considered by the Working Group against the associated project criteria.
- The working group will present a report to the Councils Environment and Sustainability Committee recommending a list of suitable projects and annual report outlining the progress of previously approved suitable projects.
- The Environment and Sustainability Committee will approve, refuse or amend the recommendations in the report and bring the decision to a general council meeting for endorsement.
- At the general council meeting, council's elected representatives will decide whether to approve, refuse or amend the recommendations in the report. The decision made at the general council meeting will form the list of approved projects.

8. Key Stakeholders

The following were consulted during the establishment of this directive and will have ongoing roles in relation to its content:

- Natural Environment Branch Environment and Sustainability, ES
- Community and Cultural Services, CCED
- Legal and Governance, Corporate Services (CS) Department
- Infrastructure Strategy, AIS
- Finance, CS

9. Monitoring and Evaluation

- An annual report will be provided to council on the projects completed under the Ti Tree Bioenergy Payments funding.
- The governance framework for the management and assessment of the Ti Tree Bioenergy Payments will be reviewed on an annual basis to ensure the expenditure is in accordance with Condition 8 of the development permit approval associated with the Facility.

10. Definitions

TI TREE BIOENERGY FACILITY	Waste disposal facility located on Lot 3 SP167885 (<i>formerly Lots 1 & 2 RP24575 and Lots 4 & 8 RP24574, and Lot 252 SP121407</i>) at 55 Champions Way, Willowbank.
TI TREE BIOENERGY PAYMENTS	Payments which the Ti Tree Bioenergy facility is required to pay to council in accordance with the development permit issues by the Planning and Environment Court on 29 May 2002.
DEVELOPMENT PERMIT	A permit authorising an assessed development to take place.

IPSWICH CITY COUNCIL | Ti Tree Bioenergy Payments Governance Model Administrative Directive

CONDITION 8 OF THE DEVELOPMENT PERMIT	<p>Titled Contributions for Local Environmental Improvements and requires the operator of the facility to pay council</p> <ul style="list-style-type: none"> a. A one off payment b. An ongoing annual payment, calculated by reference to the volume of waste received at the facility each year and the payment of annual property rates. <p>Any funds paid in respect to this condition shall be utilised for community and environmental improvements across the City as determined by council and having regard to the impacts (whether 'perceived' or 'real') that might arise from the development.</p>
SUITABLE PROJECTS	Projects identified by council and community which will satisfy Condition 8 of the Development Permit by meeting the eligibility and selection criteria which are funded by the Ti Tree Bioenergy payments.
WORKING GROUP	A group established by Council to manage the Ti Tree Bioenergy payments and projects to be funded by the payments. Members will be from, but not limited to, the Asset and Infrastructure Services, Environment and Sustainability, and Community, Cultural and Economic Development Departments.
PROJECT OWNER	Council employee who manages a Council project to achieve a set goal or purpose for Council and serve the community.
ELIGIBILITY AND ASSESSMENT CRITERIA	Eligibility and Assessment Criteria established to ensure projects selected to be funded by the Ti Tree Bioenergy payments meet required outcomes and Condition 8 of the development approval. Projects for funding are to be assessed against this criteria.
TERMS OF REFERENCE	Defines the purpose and structures of the Working Group to ensure the requirements of the Ti Tree Bioenergy payments are met.

11. Related Documents

[Criteria for Projects Funded by the Ti Tree Bioenergy payments](#)

[Ti Tree Bioenergy Payments Project Identification and Funding Allocation Procedure](#)

[Working Group Terms of Reference](#)

12. Administrative Directive Owner

The General Manager (Environment and Sustainability) is the administrative directive owner and the Program Coordinator Special Projects (Ti Tree), Natural Environment is responsible for authoring and reviewing this administrative directive.



Ti Tree Payments Project Identification and Funding Allocation

Procedure

Our Values:  Collaboration  Communication  Integrity  Efficiency  Leadership

TOGETHER WE PROUDLY ENHANCE THE QUALITY OF LIFE FOR OUR COMMUNITY

Version Control and Objective ID	Version No:3	Objective ID:
Name of parent Policy / Directive	Ti Tree Bio Energy Payments Directive	
Procedure Owner	The Environment and Sustainability Manager is responsible for authoring and reviewing this procedure.	
Approved by GM on	8 April 2025	
Date of Review	8 April 2025	

1. Background

On 29 May 2002, the Planning and Environment Court issued a development permit for a material change of use for a waste disposal operation and ancillary activities at Willowbank, the facility now known as the Ti Tree Bioenergy waste disposal facility.

In summary, Condition 8 of the approval, titled Contributions for Local Environmental Improvements, requires the operator of the facility to pay council:

- a. A one-off payment; and
- b. An ongoing annual payment, calculated by reference to the volume of waste received at the Facility each year and the payment of annual property rates (Ti Tree Bioenergy Payments)

The condition specified, 'any funds paid in respect to this condition shall be utilised for community and environmental improvements across the City as determined by Council and having regard to the impacts (whether 'perceived' or 'real') that might arise from the development'.

On 25 February 2020, council resolved to repeal a number of previous council decisions concerning the allocation and distribution of the Ti Tree Bioenergy Payments.

Council further resolved that a governance framework for the management of the Ti Tree Bioenergy Payments be designed by the:

- Infrastructure and Environment Department - *now Environment & Sustainability and Asset and Infrastructure Services Departments*; and
- Community, Cultural and Economic Development Department.

In November 2020, a governance framework was established, comprising of an Administrative Directive ("Directive") and relevant associated procedures ("Procedures").

As part of this framework, a Working Group and an associated terms of referenced was established to:

1. Confirm the Eligibility and Selection Criteria
2. Decide on eligible projects that meet the selection criteria and which can be implemented into the future
3. Provide Ti Tree Bioenergy facility representatives and Willowbank Area Residents Group details of the proposed direction to manage the Ti Tree Bioenergy payments to achieve the desired community outcomes.
4. Allow for the ongoing review of the framework to ensure it remains relevant and meets the objective of condition 8.

2. Purpose

This Procedure details how the identification, assessment and determination of suitable projects will occur to ensure compliance with Condition 8 of the 29 May 2002 Planning and Environment Court development permit approval.

3. Regulatory Authority

- *Local Government Act 2009*
- *Local Government Regulations 2012*
- *Planning Act 2016*
- Ipswich Planning Scheme

4. Roles and Responsibilities

Responsibility for the management and governance of the Ti Tree Bioenergy payments will primarily lie with the Environment and Sustainability (ES), Asset and Infrastructure Services (AIS) and the Community, Cultural and Economic Development (CCED) Departments. Additional stakeholders maybe appointed by the working group on an as needs basis. A cross departmental Working Group will be established to enable shortlisting, assessment, decision making and selection of suitable projects. Project owners of the selected projects will manage the planning and implementation phases of the projects.

Role	Responsibilities
Natural Environment Manager (ES)	Chair the Ti Tree Working Group meetings or delegation of Chair responsibilities. Review of the proposed projects selected to be funded by the Ti Tree Bioenergy Payments.
Program Coordinator Special Projects (Ti Tree), Natural Environment (ES)	Chair the Ti Tree Working Group meetings as required or delegation of Chair responsibilities. Review of the proposed projects selected to be funded by the Ti Tree Bioenergy Payments. Assessment and determination of suitable projects to be allocated funding from the Ti-Tree Bioenergy payments. Updating the Ti Tree Working Group Terms of Reference as required. Ensuring the Ti Tree Working Group is resourced to enable the

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	<p>assessment and determination of suitable projects.</p> <p>Review of the governance framework for the management of the Ti Tree Bioenergy Payments to ensure projects are in compliance with Condition 8 of the development permit approval.</p> <p>Providing external stakeholders with a list of the proposed projects to be completed using the allocated funding from the Ti Tree Bioenergy payments. These stakeholders could include Ti Tree Bioenergy facility representatives and the Willowbank Area Residents Group representatives.</p> <p>Reporting on the projects undertaken using the allocated funding from the Ti Tree Bioenergy payments.</p>
Ti Tree Working Group	<p>Attend the Ti Tree Working Group meetings.</p> <p>Seek and identify potential projects to be allocated funding from the Ti Tree Bioenergy payments. Internal and/or external stakeholders can be approached for project identification.</p> <p>Assessment and determination of suitable projects to be allocated funding from the Ti Tree Bioenergy payments.</p> <p>Contribute to the reporting on the projects undertaken using the allocated funding from the Ti Tree Bioenergy payments.</p> <p>Liaison with project owners from council on the planning and implementation of projects.</p>
Project Owners	<p>Submit potential projects for consideration of funding from the Ti Tree Bioenergy payments.</p> <p>Manage approved projects allocated funding from the Ti Tree Bioenergy payments.</p> <p>Provide updates as required to the Working Group on project progression and completion.</p>

5. Key Stakeholders

Departments and General Managers of:

- Community, Cultural and Economic Department, CCED
- Environment and Sustainability Department, ES
- Asset and Infrastructure Services Department, AIS

Department Branches and Managers of:

- Natural Environment Branch Environment and Sustainability, ES
- Community and Cultural Services, CCED
- Legal and Governance, Corporate Services Department, CS
- Infrastructure Strategy, AIS
- Finance, CS

Officers including:

- Program Coordinator Special Projects (Ti Tree), Natural Environment Branch, ES

- Project Owners within ES, AIS & CCED

6. Education and Training Requirements

Working Group members will be required to gain knowledge of and be familiar with the guidance documents for the Ti-Tree Bioenergy Payments including the Administrative Directive, procedures and project eligibility and selection criteria.

7. Procedure

7.1 Identification of suitable projects

- 7.1.1 Working Group communicates with relevant council staff and requests the submission of project identification forms for consideration to receive funding from the Ti Tree Bioenergy payments
- 7.1.2 Working Group may approach relevant community stakeholders and community members as required, requesting the submission of project identification forms for consideration to receive funding from the Ti Tree Bioenergy payments
- 7.1.3 Relevant staff, stakeholders or community members complete and submit the relevant project identification form to the Working Group. At a minimum, submissions must include:
 - 7.1.3.1 Name of project
 - 7.1.3.2 Location of project
 - 7.1.3.3 Timeframe and duration of project
 - 7.1.3.4 Summary of project
 - 7.1.3.5 Alignment of project to Ti Tree Bioenergy payments requirements
 - 7.1.3.6 Community and environmental improvements achieved from completing the project which satisfy the Ti Tree Bioenergy payments requirements
- 7.1.4 Projects may be funded through operational expenditure or to be planned under the capital expenditure consideration process

7.2 Assessment of proposed projects

- 7.2.1 Working group reviews and assesses the projects submitted in accordance with the agreed eligibility and selection criteria for the Ti Tree Bioenergy payments. *Link to eligibility and assessment criteria*
- 7.2.2 Working Group decides on and selects the eligible projects to be funded from the Ti Tree Bioenergy payments for that financial year
- 7.2.3 Working Group to provide the list of projects to the Natural Environment Manager for review
- 7.2.4 Working Group provide the list of projects to the mayor, divisional councillors and the Willowbank Area Residents Group for reference

7.3 Approval of projects

- 7.3.1 In line with the approval process for sub program approval for capital works program, the chair of the Working Group prepares a report to present to council via the relevant committee, recommending the selected projects to be approved for funding from the Ti Tree Bioenergy payments.
- 7.3.2 Upon receiving approval to fund the selected projects, the Working Group advises the Willowbank Area Residents Group and Ti Tree Bioenergy facility representatives of the selected projects approved for funding

7.4 Project commencement

- 7.4.1 Working Group sends notification to project owners within Council advising that the project has been approved for funding under the Ti Tree Bioenergy payments and that the project can commence
- 7.4.2 Project Owners are to commence and implement projects until completion
- 7.4.3 Project Owners are to advise details of the progress and outcome of the project to the Working Group
- 7.5 Reporting
 - 7.5.1 Working Group is to prepare an annual report on the outcomes of the projects implemented within that period and present it to Council via committee alongside the proposed future project funding recommendations
 - 7.5.2 Working Group is to prepare an annual report on the outcomes of the projects implemented within that period and provide it to relevant external stakeholders and or to be published on Councils website
 - 7.5.3 Working Group is to review the projects completed to ensure compliance with the requirements under the Ti Tree Bioenergy payments
 - 7.5.4 Working Group to ensure project budgets align with the annual Ti Tree Bioenergy payments and liaise with the Finance Team in regards to the budget

8. Monitoring and review

The Working Group will review the projects completed each year under the Ti Tree Bioenergy payments to ensure expected outcomes were achieved as per Condition 8 of the development permit.

The Working Group will also review the process of expending the Ti Tree Bioenergy payments to ensure that the selection of projects for funding is enabling the most suitable projects to be funded to achieve the best outcomes.

9. Related documents

Ti Tree Bioenergy Payment Directive.

Project eligibility and selection criteria.

10. Definitions

Ti Tree Bioenergy facility	Waste disposal facility located on Lot 3 SP167885 (<i>formerly Lots 1 & 2 RP24575 and Lots 4 & 8 RP24574, and Lot 252 SP121407</i>) at 55 Champions Way, Willowbank.
Ti Tree Bioenergy payments	Payments which the Ti Tree Bioenergy facility is required to pay to Council in accordance with the development permit issues by the Planning and Environment Court on 29 May 2002.
Development Permit	A permit authorising an assessed development to take place.
Condition 8 of the Development Permit	<p>Titled Contributions for Local Environmental Improvements and requires the operator of the facility to pay Council</p> <ul style="list-style-type: none"> a. A one off payment b. An ongoing annual payment, calculated by reference to the volume of waste received at the facility each year and the payment of annual property rates. <p>Any funds paid in respect to this condition shall be utilised for community</p>

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	and environmental improvements across the City as determined by Council and having regard to the impacts (whether 'perceived' or 'real') that might arise from the development.
Willowbank Area Residents Group	Willowbank Area Residents Group Inc is an incorporated residents' group which aims to represent and enhance the liveability of the residents of Willowbank and surrounding suburbs: Amberley, Ebenezer, Jeebropilly, Mt Forbes & Purga West.
Suitable projects	Projects identified by council which will satisfy Condition 8 of the Development Permit by meeting the eligibility and selection criteria which are funded by the Ti Tree Bioenergy payments.
Project Identification Form	A templated form that is used by internal council staff and the community to submit project proposals for assessment by the working group.
Working Group	A group established by council to manage the Ti Tree Bioenergy payments and projects to be funded by the payments. Members will be from relevant departments, including but not limited to the: <ul style="list-style-type: none"> • Environment and Sustainability Department • Asset and Infrastructure Services Department • Community, Cultural and Economic Departments Department
Project Owner	Council employee who manages a council project to achieve a set goal or purpose for council and serve the community.
Eligibility and Assessment Criteria	Eligibility and Assessment Criteria established to ensure projects selected to be funded by the Ti Tree Bioenergy payments meet required outcomes and Condition 8 of the approval. Projects for funding are to be assessed against this criteria.
Terms of Reference	Defines the purpose and structures of the Working Group to ensure the requirements of the Ti Tree Bioenergy payments are met.

Doc ID No: A11699268

ITEM: 3

SUBJECT: SES WEEK 2025 - STATE EMERGENCY SERVICE

AUTHOR: DISASTER MANAGEMENT COORDINATOR

DATE: 16 JUNE 2025

EXECUTIVE SUMMARY

This is a report concerning SES Week, an annual event to honour the hard work and outstanding efforts of the State Emergency Service volunteers and staff across Queensland. This year, SES week falls between 18 and 24 August 2025.

RECOMMENDATION/S

That the report be received and the contents noted.

RELATED PARTIES

There was no declaration of conflicts of interest.

IFUTURE THEME

Safe, Inclusive and Creative

PURPOSE OF REPORT/BACKGROUND

The State Emergency Service (SES) is a volunteer-based emergency and rescue service dedicated to assisting the Queensland community. The SES is a partnership between state government, local government, and volunteers from the communities they serve. The SES is funded by both state and local governments with further support from community and corporate partners. Council supports the SES through provision of facilities, vehicles and ongoing equipment and fleet maintenance; and the Queensland Government provides flood boats, trailers, uniforms and equipment.

In Ipswich, the Ipswich City SES Unit (ICSESU) was established after the 1974 floods and has grown to almost 230 members across four Groups: Goodna, Ipswich, Marburg and Rosewood. Each group is led by a Group Leader from the local community, supported by a Unit Leadership Team and coordinated by a Local Controller. Every role in the ICSESU is voluntary, with members dedicating time away from their family each week to ensure they are trained and ready to respond to disasters and emergencies in the Ipswich community.

The ICSESU routinely aids other emergency services, such as supporting the Police on missing persons operations and supporting the Fire Department with remote extractions. They are also very active throughout the high-risk weather season during which they provide

much needed support to residents following storm and flood events, tarping damaged roofs and providing access to homes restricted by fallen trees, among other supports. Where capacity allows, the ICSESU also provides support to non-emergency events that are important to their community, such as Black Snake Creek Festival and the Rosewood Show.

For SES Week 2025, Council is invited to reflect on the high-achieving team that is the Ipswich City SES Unit. Although they don't volunteer for the sake of awards, the Ipswich City SES Unit and its individual members have none the less been recognised by Queensland SES for their many years of dedicated service and received several awards over the past twelve months:

- 10 Year Meritorious Service:
 - Kelvin Stickley
 - Daniel Hunt
 - Margaret-Ann Jansen
 - Justin Warwick
- 15 Year Meritorious Service – Simon Gibson
- 25 Year Meritorious Service – Jason Daniels
- 50 Year Meritorious Service – Ross Elliott
- South Eastern Region Young Member of the Year – Kaneesha Fulton
- SES Achievement Award
 - Jacob Blythe
 - Michael McLean
 - Sarah Conroy
- Chief Officer's Coin (for recognition to his commitment and dedication to the Rosewood Group) - Vincent McGuire
- South Eastern Region Unit of the Year – Ipswich City Unit

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions:

Local Government Act 2009

Local Government Regulation 2012

State Emergency Service Act 2024

POLICY IMPLICATIONS

This report is consistent with Council's *Support to the State Emergency Service Policy*.

RISK MANAGEMENT IMPLICATIONS

The ICSESU plays an important role in managing disaster risk in the Ipswich community through storm and water operations, rescue, search, agency support, operations support and operational preparedness including training and exercising, and community education.

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial implications.

COMMUNITY AND OTHER CONSULTATION

The Ipswich City SES Unit Local Controller was consulted in preparing this report.

CONCLUSION

This SES Week, Council reflects with pride on the incredible achievements of the Ipswich City SES Unit, while also looking forward with gratitude in anticipation of many more years of Ipswich SES volunteers supporting the Ipswich community.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS
RECEIVE AND NOTE REPORT
The Recommendation states that the report be received and the contents noted. The decision to receive and note the report does not limit human rights. Therefore, the decision is compatible with human rights.

Kristie Mckenna

DISASTER MANAGEMENT COORDINATOR

I concur with the recommendations contained in this report.

Matthew Pinder

DISASTER AND NATURAL HAZARDS MANAGER

I concur with the recommendations contained in this report.

Kaye Cavanagh

GENERAL MANAGER (ENVIRONMENT AND SUSTAINABILITY)

“Together, we proudly enhance the quality of life for our community”