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Quarry and Mobile Pit Operations - Council Policy

Effective Date	<i>18 September 2019</i>
Policy Owner	<i>Technical Services Manager</i>
Link to Corporate Plan	<i>Financial Sustainability - Our agile and responsive business model enables us to align our capacity with service delivery</i>
Review Date	<i>October 2022</i>
Related Legislation	<i>Mining and Quarrying Safety and Health Act 1999 and Regulations 2001 Work Health and Safety Act 2011, Regulations 2011 and Associated Amendments Electrical Safety Act 2002 and Regulations 2013</i>
Related Documents	<i>JQ-Q-PRO-02A - Jimbour Quarry - Operations Procedure</i>

Policy Version	Approval Date	Adopted/Approved
<i>1</i>	<i>18/09/2019</i>	<i>Adopted Ordinary Meeting of Council</i>

*This policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be found in the policies section of Council's intranet or Website. **A hard copy of this electronic document is uncontrolled.***



Quarry and Mobile Pit Operations - Council Policy

1. PURPOSE

The primary purpose for Council to operate and produce gravel around the Western Downs Region is aligned to Council's Corporate Plan's - Strategic Priority - Financial Sustainability, in providing a cost-effective material essential in maintaining and upgrading the extensive road network.

This policy provides clear guidelines for Council to operate a quarry and mobile pit gravel production throughout the Western Downs Region.

2. SCOPE

This policy applies to Jimbour Quarry and mobile pits throughout the Western Downs Region that are covered by Environmental Authority permits.

3. POLICY

3.1 Jimbour Quarry

3.1.1 Operations

Jimbour Quarry is a commercial operation that primarily produces gravel for Council projects and to a lesser extent the public. Jimbour Quarry is to be operated to produce gravel material to maintain a sustainable fit-for-purpose transport network. The quarry is operated under Environmental Authority Permit number EPPR00877613.

Gravel production is required to be undertaken in accordance with relevant legislative requirements:-

- *Mining and Quarrying Safety and Health Act 1999 and Mining and Quarrying Safety and Health Regulation 2017*
- *Work Health and Safety Act 2011, Work Health and Safety Regulations 2011 and associated amendments*
- *Electrical Safety Act 2002 and Electrical Safety Regulation 2013.*

A requirement under legislation is that Council nominates a Site Senior Executive for the mining activity. The site senior executive is the most senior officer employed or otherwise engaged who is responsible for the mine.

Gravel production carried out at Jimbour Quarry is to be carried out in accordance with Jimbour Quarry - Operations Procedure JQ-Q-PRO-02A.

3.1.2 Planning

Production at Jimbour Quarry is to be undertaken to meet demand. Demand is to be determined on gravel forecasts to be provided by Infrastructure Services - Works - Construction and Maintenance departments. In addition, previous year sales are to be considered and included in future forecast demands. The demand is to be based on projects identified on the 10-year capital works program and respective maintenance program of works.

Gravel quantity forecasts are to be defined by material type.

To enable efficiencies in production to be managed, gravel forecast from the Works department are to be provided to Technical Services Manager in March of the preceding financial year.



Quarry and Mobile Pit Operations - Council Policy

3.1.3 Gravel Production

Gravel production is to align with demand projections as scheduled by Works Construction and Maintenance and forecast demand for private sales.

Daily production quantities are to be recorded at the quarry.

The daily production quantities are to be added into Council's quarry inventory system and reconciled weekly.

3.1.4 Stocktake

Stocktake is to be undertaken twice yearly, in May and December. Stocktake will entail the survey of the stockpiles by means of traditional survey, drone survey or other reliable means approved by Technical Services Manager. Variances are to be validated and financially adjusted in accordance with Australian Accounting standards.

3.1.5 Pricing

The pricing of material is to be reviewed annually with Council's Fees and Charges being updated accordingly.

3.2 Mobile Pits

3.2.1 Operations

Mobile gravel pits are operated at strategic locations to provide gravel material to maintain a sustainable fit-for-purpose transport network. The material is to be produced in accordance with the conditions of Environmental Authority Permit number EPPR00905313 to provide material for council projects and is not to be sold to public.

Gravel production is required to be undertaken in accordance with relevant legislative requirements:-

- Mining and Quarrying Safety and Health Act 1999 and Regulations 2001
- Work Health and Safety Act 2011, Regulations 2011 and Associated Amendments
- Electrical Safety Act 2002 and Regulations 2013

A requirement under legislation is that Council nominates a Site Senior Executive for the mining activity. The site senior executive is the most senior officer employed or otherwise engaged who is responsible for the mine.

3.2.2 Planning

Production at Mobile Pits is to be undertaken to meet demand. Demand is to be determined on gravel forecasts to be provided by Infrastructure Services - Works - Construction and Maintenance departments. In addition, previous year sales are to be considered and included in future forecast demands. The demand is to be based on projects identified on the 10-year capital works program and respective maintenance program of works.

Gravel quantity forecasts are to be defined by material type.

To enable efficiencies in production to be managed, gravel forecast from the Works department are to be provided to Technical Services Manager in March of the preceding financial year.



Quarry and Mobile Pit Operations - Council Policy

3.2.3 Gravel Production

Gravel production is to align with demand projections as scheduled by Works Construction and Maintenance and forecast demand for private sales.

Daily production quantities are to be recorded at the quarry.

The daily production quantities are to be added into council's quarry inventory system and reconciled weekly.

3.2.4 Stocktake

Stocktake is to be undertaken twice yearly, in May and December. Stocktake will entail the survey of the stockpiles by means of traditional survey, drone survey or other reliable means approved by Technical Services Manager. Variances are to be validated and financially adjusted in accordance with Australian Accounting standards.

3.9 Pricing

The pricing of material is to be reviewed annually with Council's Fees and Charges being updated accordingly.

