



**SOUTH BURNETT**  
REGIONAL COUNCIL

# **STYLE GUIDELINES**

Version 3, July 2020







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1

Logo

## 1.1 Logo

South Burnett Regional Council have adopted a unique and visually attractive logo to represent their organisation.

It is essential that all use of this logo, and the associated branding, is applied as per the guidelines contained in this document.

Correct application of the South Burnett Regional Council logo and brand ensures authenticity, cohesion and instant recognition with the audience.

The South Burnett Regional Council logo uses the symbolic colours of the natural surrounds of the region. The yellow swirl represents the abundant sunshine, the green illustrates the vibrant crops that are grown in our beautiful region and the red symbolises the rich red soil that the South Burnett is famous for.



**SOUTH BURNETT**  
**REGIONAL COUNCIL**

## 1.2 Logo Anatomy

The South Burnett Regional Council logo is formed using a stylised swirl element, combined with two forms of typography.

The swirl element may be used without the title in special circumstances, with prior approval from South Burnett Regional Council.

While the swirl element can exist without the title, the title should never exist without the swirl.



## 1.3 Logo Variation

The default version of the South Burnett Regional Council logo is vertical logo (primary logo), and this logo should be used whenever possible.

If the primary version cannot be used, the horizontal version is permitted for use.



## 1.4 Logo Versions

The default version of the South Burnett Regional Council logo is the Colour (Primary) version. This version should be used whenever possible.

If the primary version cannot be used, there are four alternate versions of the logo which are permitted for use.

- A. Colour (Primary Logo)
- B. Black
- C. White
- D. Colour (Reverse)
- E. Spot



Please note: the drop shadow is removed on logo versions B, C, D and E



## 1.5 Logo Legibility

To ensure the legibility and impact of the logo is not diminished, minimum size and exclusion guidelines have been established.

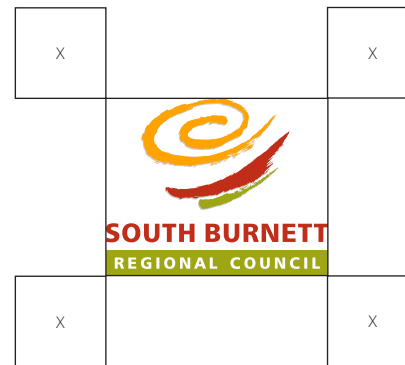
### Minimum Size

The logo should never be reproduced smaller than the sizes shown below.



### Exclusion Zone

The logo exclusion zone is equivalent to 50% of the height (x) of the logo. No objects should encroach upon this region.

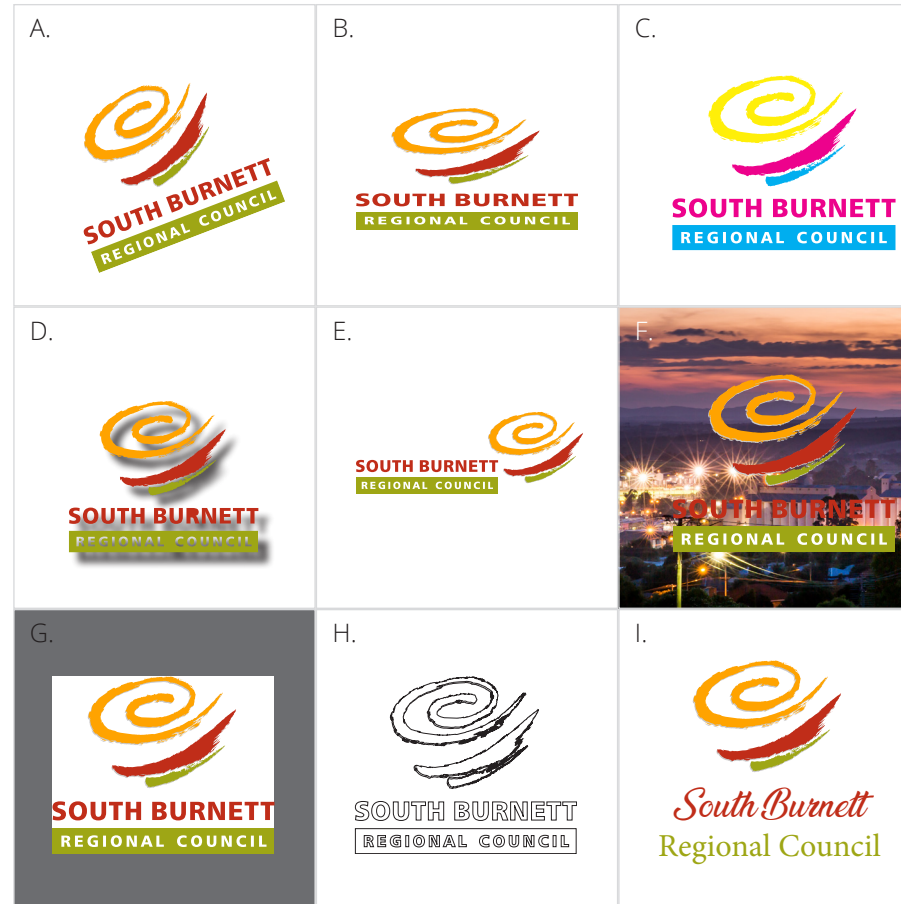


In the horizontal logo variation the exclusion zone is equivalent to 100% of the height (x) of the logo. No objects should encroach upon this region.

## 1.6 Incorrect Logo Usage

The integrity of the logo must be maintained at all times. The logo should never be distorted or compromised in any way.

- A. Do not rotate the logo
- B. Do not stretch or squish the logo
- C. Do not recolour the logo
- D. Do not add shadows or other effects
- E. Do not rearrange logo elements
- F. Do not place on a busy background
- G. Do not place the logo in a box or other shape
- H. Do not outline the logo
- I. Do not alter the logo typeface



2

Palette

## 2.1 Palette

South Burnett Regional Council's corporate brand utilises four earthy tones.

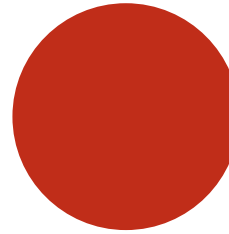
The Corporate green (384C) is the default 'hero' colour, and should feature prominently throughout all design. The remaining three colours may feature in accent roles throughout design.

Complementary tones may be included where applicable.

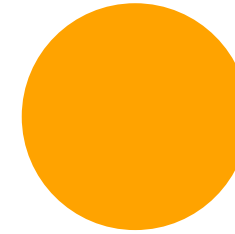
For print applications, please use the Pantone and CMYK values, for digital applications please use the RGB values.



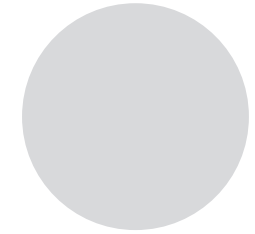
**Pantone** 384c  
**CMYK** C20 M0 Y100 K45  
**RGB** R159 G166 B23



**Pantone** 1805  
**CMYK** C0 M90 Y100 K20  
**RGB** R192 G49 B26

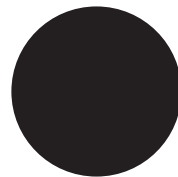


**Pantone** 137c  
**CMYK** C0 M35 Y90 K0  
**RGB** R251 G176 B52

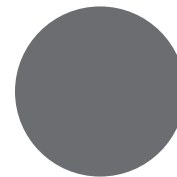


**Pantone** Cool Grey 3c  
**CMYK** C0 M0 Y0 K17  
**RGB** R216 G217 B218

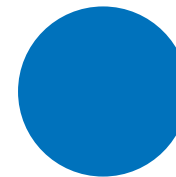
### Complementary tones



**Pantone** Neutral Black C  
**CMYK** C0 M0 Y0 K100  
**RGB** R34 G34 B34



**Pantone** 424c  
**CMYK** C0 M0 Y0 K70  
**RGB** R110 G111 B114



**Pantone** 7461c  
**CMYK** C100 M50 Y0 K0  
**RGB** R0 G114 B188

3

Typography

## 3.1 Primary Font

South Burnett Regional Council use Open Sans as its primary font across both print and digital applications.

Open Sans is a sans serif font which is available in 5 weights, and features multi-lingual support.

It is preferred due to its clarity, legibility and variety of weights.

Open Sans in a google font and can be downloaded from [here](#)

# Open Sans

### Suitability:

Headings/Titles

### Open Sans Extra Bold

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**  
**a b c d e f g h i j k l m n o p q r s t u v w x y z**  
**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**  
**a b c d e f g h i j k l m n o p q r s t u v w x y z**  
**1 2 3 4 5 6 7 8 9 0**

### Suitability:

Headings/Titles

### Open Sans Bold

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**  
**a b c d e f g h i j k l m n o p q r s t u v w x y z**  
**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**  
**a b c d e f g h i j k l m n o p q r s t u v w x y z**  
**1 2 3 4 5 6 7 8 9 0**

### Suitability:

Subtitles/Paragraph introductions

### Open Sans Semi Bold

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**  
**a b c d e f g h i j k l m n o p q r s t u v w x y z**  
**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**  
**a b c d e f g h i j k l m n o p q r s t u v w x y z**  
**1 2 3 4 5 6 7 8 9 0**

### Suitability:

Body copy

### Open Sans Regular

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z  
1 2 3 4 5 6 7 8 9 0

### Suitability:

Pull quotes/Captions and Fine Print

### Open Sans Light

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z  
1 2 3 4 5 6 7 8 9 0

## 3.2 Alternative Font

Where Open Sans is unavailable, South Burnett Regional Council prefers Arial as its alternative font.

Arial is a contemporary, sans serif font with standard and narrow variations (additional styles and weights are available for purchase).

Arial is preferred as the alternative font due to its versatility and availability.

# Arial

**Suitability:**  
Headings/Titles

**Suitability:**  
Headings/Titles

**Suitability:**  
Subtitles/Paragraph introductions  
Body copy

### **Arial Black**

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**  
**a b c d e f g h i j k l m n o p q r s t u v w x y z**  
**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**  
**a b c d e f g h i j k l m n o p q r s t u v w x y z**  
**1 2 3 4 5 6 7 8 9 0**

### **Arial Bold**

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**  
**a b c d e f g h i j k l m n o p q r s t u v w x y z**  
**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**  
**a b c d e f g h i j k l m n o p q r s t u v w x y z**  
**1 2 3 4 5 6 7 8 9 0**

### Arial Regular

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z  
1 2 3 4 5 6 7 8 9 0

### 3.3 Feature Font

Shine is the preferred feature font for all South Burnett Regional Council professionally designed corporate material, and may only be used as a headline where applicable.

# Shine

**Suitability:**  
Headings

#### Shine Regular

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z  
1 2 3 4 5 6 7 8 9 0



4

Application

## 4.1 Corporate Line

The corporate line can feature as a design element on South Burnett Regional Council collateral.

The Corporate line is always to be 100% the width of the page, with colours split 50%/30%/20%.

The corporate line is to be 4mm in depth from the bottom of the page and is to bleed off the page.



### Quick Measurement Guide

A3

Horizontal - Green 210mm, Red 126mm, Yellow 84mm

Vertical - Green 148.5mm, Red 89.1mm, Yellow 59.4mm

A4

Horizontal - Green 148.5mm, Red 89.1mm, Yellow 59.4mm

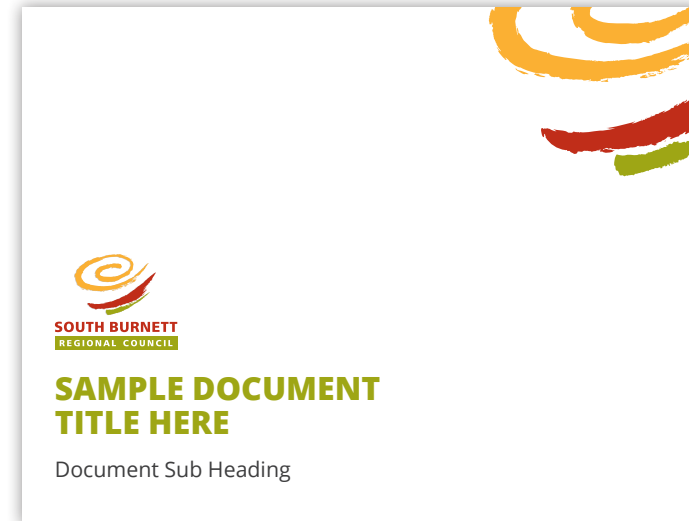
Vertical - Green 105mm, Red 63mm, Yellow 42mm

## 4.2 Swirl Accent

The 'swirl accent' may be positioned on the design canvas as required.

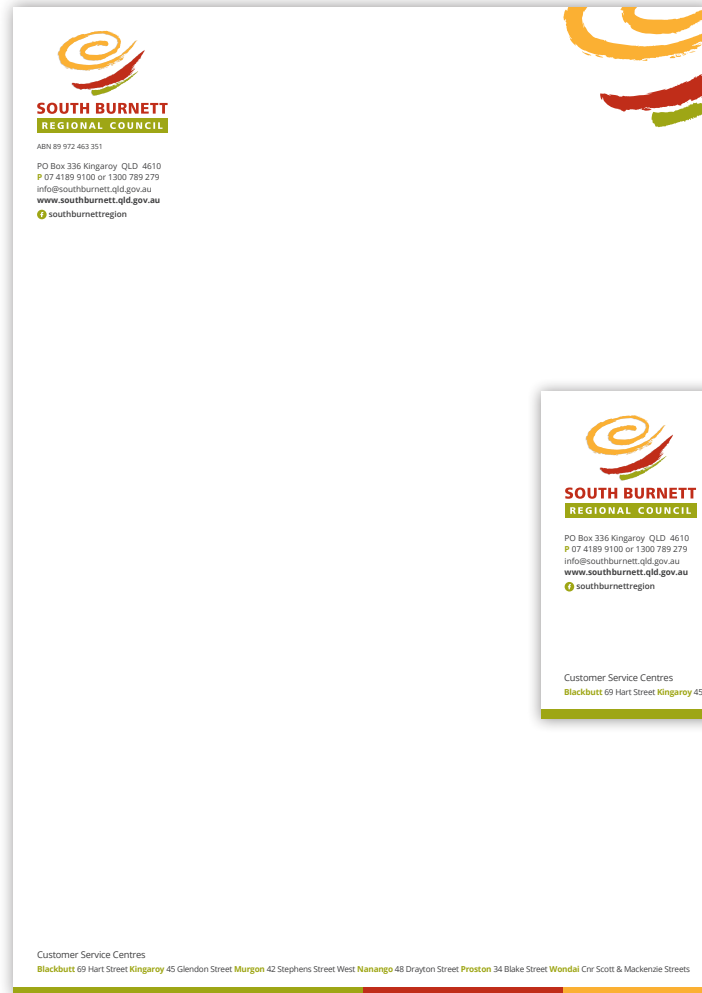
The 'swirl accent' is to be scaled larger than the canvas size. Overhanging segments are to be clipped (bled) off.

Consideration should be given to symmetry when positioning.

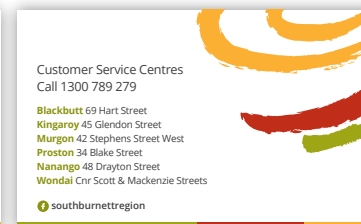


## 4.3 Stationery

South Burnett Regional Council's stationery suite utilises the 'corporate line' element to create a standardised and instantly recognisable design.



Front



Back

## 4.4 Notepaper / Meeting Notes

**SOUTH BURNETT**  
REGIONAL COUNCIL

Sheet of  
File No.

**SOUTH BURNETT**  
REGIONAL COUNCIL

F 07 41 62 48 06 info@southburnett.qld.gov.au www.southburnett.qld.gov.au southburnettregion

**SOUTH BURNETT**  
REGIONAL COUNCIL

P.O. Box 136, Kingaroy QLD 4610 Ph: 07 48991100 F: 07 4162 4806 info@southburnett.qld.gov.au www.southburnett.qld.gov.au southburnettregion

**SOUTH BURNETT**  
REGIONAL COUNCIL

Meeting Notes

SUBJECT \_\_\_\_\_

MEETING DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

ATTENDEES \_\_\_\_\_

NOTES BY \_\_\_\_\_

TOPICS DISCUSSED \_\_\_\_\_ ACTIONS/NOTES \_\_\_\_\_

# 4.5 Envelopes

South Burnett Regional Council has a range of envelope sizes available including DL, C5, C4, C3 and B4.



## 4.6 Print Advertising

A standard template is used for South Burnett Regional Council's print advertising requirements.

Two versions are available, colour and monochromatic.

Portrait orientation is preferred, however a landscape version may be used if the content requires.

The South Burnett Regional Council logo is to be included as per the templates shown right.



 **South Burnett  
REGIONAL COUNCIL** | Road  
Closure

**STREET NAME,  
TOWN NAME HERE**

Om molu ptatur atisti busandi onsequo vera de voloreri autest, et la volumen imaxime eaquia si doluptatur ratqui te lia pratum captur, suntion ectoria quatem ium explaborem. Nem volorunt porum harum susdaepe omnisto essi dent laborum que veliam eos eostrum quidebis modios essequaest venimil evelendus, sitaspid quiae iniat quas quo esequatinus dolor maionsequos atem evelit ipsae laut optaspi. .

**For further information contact  
Council on 4189 9100 or email  
info@southburnett.qld.gov.au.**

**MARK PITT** PSM CHIEF EXECUTIVE OFFICER



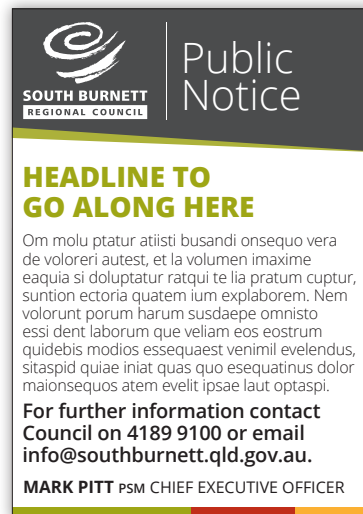
 **South Burnett  
REGIONAL COUNCIL** | Road  
Closure


**STREET NAME,  
TOWN NAME HERE**

Om molu ptatur atisti busandi onsequo vera de voloreri autest, et la volumen imaxime eaquia si doluptatur ratqui te lia pratum captur, suntion ectoria quatem ium explaborem. Nem volorunt porum harum susdaepe omnisto essi dent laborum que veliam eos eostrum quidebis modios essequaest venimil evelendus, sitaspid quiae iniat quas quo esequatinus dolor maionsequos atem evelit ipsae laut optaspi.

**For further information contact  
Council on 4189 9100 or email  
info@southburnett.qld.gov.au.**

**MARK PITT** PSM CHIEF EXECUTIVE OFFICER



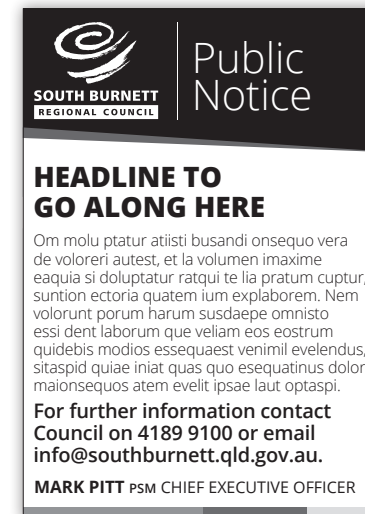
 **South Burnett  
REGIONAL COUNCIL** | Public  
Notice

**HEADLINE TO  
GO ALONG HERE**

Om molu ptatur atisti busandi onsequo vera de voloreri autest, et la volumen imaxime eaquia si doluptatur ratqui te lia pratum captur, suntion ectoria quatem ium explaborem. Nem volorunt porum harum susdaepe omnisto essi dent laborum que veliam eos eostrum quidebis modios essequaest venimil evelendus, sitaspid quiae iniat quas quo esequatinus dolor maionsequos atem evelit ipsae laut optaspi.

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info@southburnett.qld.gov.au.**

**MARK PITT** PSM CHIEF EXECUTIVE OFFICER



 **South Burnett  
REGIONAL COUNCIL** | Public  
Notice

**HEADLINE TO  
GO ALONG HERE**

Om molu ptatur atisti busandi onsequo vera de voloreri autest, et la volumen imaxime eaquia si doluptatur ratqui te lia pratum captur, suntion ectoria quatem ium explaborem. Nem volorunt porum harum susdaepe omnisto essi dent laborum que veliam eos eostrum quidebis modios essequaest venimil evelendus, sitaspid quiae iniat quas quo esequatinus dolor maionsequos atem evelit ipsae laut optaspi.

**For further information contact  
Council on 4189 9100 or email  
info@southburnett.qld.gov.au.**

**MARK PITT** PSM CHIEF EXECUTIVE OFFICER

# 4.7 Full Page Advertising

Council produces a bi-monthly advert in the South Burnett Today newspaper.

## COUNCIL NEWS

Get in touch... Call 07 4189 9100 [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au) [southburnettregion](https://www.facebook.com/southburnettregion)

### Acting Mayor's Message

BY CR KATHY DUFF

**Council's Community Grants Program supports our Local Community and Not-for-Profit Organisations.**

The 2018/19 Budget saw Council approve and allocate \$293,500 to support this program under the following categories:

- Community Events Sponsorship
- Community Hall Insurance Grant
- Elite Performance Grant
- Healthy Communities Sponsorship
- In-Kind Sponsorship
- Councillor Discretionary Fund
- Project/Program One-off Sponsorship
- Regional Arts Development Fund
- School Student Awards

With Round 1 of this program currently open, I encourage all community groups and not-for-profit organisations to consider lodging an application for any projects or events they may have in the pipeline for this coming financial year. 2017/18 funding program saw Council approve 231 applications. Our community and not-for-profit organisations source funding to assist them in providing support to our region

### Community Grant Program Supports the Region

During Round 2 of the 2017/18 Community Grants program, Council received 45 applications requesting support totalling \$144,742.95, of which Council was able to fund \$81,251.95. Some of the approved applications last financial year:

**Community Events Sponsorship**  
RSPCA Million Paws Walk – Sponsored under 2017/18 Round 2 Community Events Sponsorship for **\$810**

**Project/Program One-off Sponsorship**  
The South Burnett Pantry – Sponsored under 2017/18 Round 1 Project/Program One-off Sponsorship to purchase a Bain Marie for **\$2,500**

**Regional Arts Development Fund**  
South Burnett Community Orchestra – Funded under 2017/18 Round 1 towards String and Percussion Jazz Workshops for **\$2,660**

**Elite Youth Performance**  
Richard & Darryl Bridges – Funded to represent Queensland at the National School Boys Cross Country for **\$500**

**In-Kind Sponsorship**  
Wondai Hospital Auxiliary Fete – delivery and pick up of 60 chairs for the event.

**Councillor Discretionary Fund**  
Breast & Prostate Cancer Association of QLD – donation from Mayor Campbell's Discretionary Fund towards the Blackbutt Charity Golf Day for **\$250**

**Community Hall Insurance Grant**  
Mondure Hall Committee – funded under 2017/18 Round 1 for **\$1,000**

**FOUND ONE (1) SHETLAND PONY**

Council is seeking the owner of one (1) Shetland Pony Stallion found wandering in the Coolabunia area on Thursday 9 August 2018.

Persons wanting to claim the animal must provide proof of ownership.

Claim period closes 12.00noon Thursday 23 August 2018. An advertisement for an expression of interest and acquisition of the animal will follow if it is not claimed before the advertised date.

Release fees may apply. For further information please contact Council's Stock Route Officer on **4189 9100**.

**COORDINATED WILD PIG & FERAL DOG BAITING PROGRAM**

**MONDAY 10 - MONDAY 17 SEPTEMBER 2018**

Council in conjunction with Bio-security Queensland are participating in a coordinated Wild Dog & Feral Pig Baiting Program. Failure to control wild dogs and feral pigs can result in livestock losses, attacks on domestic pets and the loss of native fauna. Landholders have a legislative responsibility to control pests on their land and participation in this program is an effective way to help meet this responsibility.

Baiting stations will be held throughout the South Burnett from Monday 10 September to Monday 17 September 2018. For further information and to register your intention of attending a baiting station please contact Council's Stock Route & Pest Officer on **4189 9100**.

All participants must register their intention to conduct baiting no later than Friday 31 August 2018.

**Protection of domestic and working dogs**

Owners of domestic and working dogs are advised to restrain and/or muzzle their dogs during the baiting program to minimise the risk of dogs wandering and coming into contact with poison baits.

**RATE NOTICES ISSUED**

Council advise rate notices for the period Sunday 1 July to Monday 31 December 2018 were issued today, Tuesday 21 August 2018. If you have not received your rate notice please contact Council's Customer Service Centre for a copy.

Ratepayers can pay their rates in person at any Council Customer Service Centre by EFTPOS, Visa, Mastercard, cash or cheque. Payments can also be made through Australia Post and BPay.

Discounts will be applied up to 4.30pm on **Wednesday 7 November 2018**.

**Councillors supporting "Parma for a Farma".**

Councillors and staff were at Glendon Street Café last Wednesday supporting "Parma for a Farma" (each member paid for their own meals). With every "Parma for a Farma" sold Glendon Street Café donated \$10 to the Buy a Bale Rural Aid Organisation.

COUNCILLORS AND COUNCIL STAFF ENJOYING A PARMIA AT THE GLENDON STREET CAFE

**ROUND 1 COMMUNITY GRANTS PROGRAM**

**WEDNESDAY 1 - FRIDAY 31 AUGUST 2018**

- Community Events Sponsorship
- Community Hall Insurance Grant
- Healthy Communities Sponsorship
- Project/Program One-off Sponsorship
- Regional Arts Development Fund
- School Student Awards

The Community Grants Program Policy and application forms are available at Council's Customer Service Centres or via [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au).

**SEPTEMBER ORDINARY GENERAL COUNCIL MEETING**

The ordinary General Meeting of Council will be held:

**Wednesday 19 September 2018**  
Warren Truss Chamber,  
Glendon Street Kingaroy  
Commencing at 9.00am.

Residents are welcome to attend the meeting as part of the public gallery.

**Did you know that you can keep up to date with Council and receive your rate notices by email?**

To sign up email [info@southburnett.qld.gov.au](mailto:info@southburnett.qld.gov.au) and quote each Rate Notice Property Number that you want emailed.

24 South Burnett Regional Council Style Guidelines



## 4.8 Recruitment Advertising

A standard template is used for South Burnett Regional Council's recruitment advertising.

Two versions are available, colour and monochromatic.

Portrait orientation is preferred.



The advertisement features a header with a collage of three images: a forest, a sunset over a field, and industrial silos. Below the images is the South Burnett Regional Council logo and the text 'Employment Opportunities'. The main body of the ad contains the following text:

The South Burnett is located on the edge of the Great Dividing Range and an easy 2½ hours drive from Brisbane and the Sunshine Coast. The region is an untapped natural wonderland, home to the ancient Bunya Mountains, two of Queensland's biggest inland waterways (Lake Boondooma and Bjelke-Petersen Dam) and Australia's longest sealed rail trail. The area is also an influential wine growing region, boasting award winning wines. Our vibrant, welcoming communities offer a choice of education, medical, sporting, shopping and recreational facilities.

**WORKSHOP MECHANIC (MURGON)**  
Permanent Full Time  
\$54K - \$57K per annum + Allowances + Super

Council is seeking a hardworking and enthusiastic Mechanic to join our Workshop to assist in maintaining and repairing Council's plant and fleet. Tasks include fault diagnosis and rectification of faults on site, as well as performing maintenance tasks such as inspection and servicing of heavy plant and equipment, trucks and light vehicles.

**MANDATORY:**

- Motor Mechanic Trade or Diesel Fitter Qualification
- Minimum requirement of a current C Class driver's licence
- General Safety Induction for Construction Worker Certification (White Card)

**DESIRABLE:**

- HR drivers licence and/or Forklift Ticket (desirable)

**BENEFITS INCLUDE:**

- Work/Life balance (9 Day Fortnight Roster)
- Up to 12% employer superannuation contribution
- Access to Salary Packaging Benefits, Corporate Memberships and Health and Wellbeing programs

To find out more about this position and how to apply go to [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au).

Information can also be obtained by visiting a Customer Service Centre or by contacting People & Culture on 07 4189 9100

**APPLICATIONS CLOSE FRIDAY, 24 APRIL 2020**



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**APPLICATIONS CLOSE FRIDAY, 24 APRIL 2020**

## 4.9 Publications (cover)

Publications produced by South Burnett Regional Council are to remain consistent with the overall brand.

Publications must either be A4 (Portrait), A4 (Landscape) or DL (Portrait) in size. The size shall be determined by content and circulation requirements.

The back page of publications must contain the Council logo and contact details.

A4 publication covers are to include a 15mm page margin, DL publication covers are to include a 10mm page margin.



**SOUTH BURNETT**  
REGIONAL COUNCIL

**SAMPLE COUNCIL  
DOCUMENT TITLE  
TO GO HERE**

Document Sub Heading



**SAMPLE COUNCIL  
DOCUMENT TITLE TO GO HERE**

Document Sub Heading



**SOUTH BURNETT**  
REGIONAL COUNCIL

## 4.10 Publications (layout)

Publications produced by South Burnett Regional Council are to remain consistent with the overall brand.

Publications must either be A4 (Portrait), A4 (Landscape) or DL (Portrait) in size. The size shall be determined by content and circulation requirements.

The back page of publications must contain the Council logo and contact details.

A4 publication covers are to include a 15mm page margin, DL publication covers are to include a 10mm page margin.

### A4 Portrait

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**SOUTH BURNETT REGIONAL COUNCIL**  
 446 919 042 331  
 PO Box 326 Gladney QLD 4610  
 P 07 4789 9160 or 1300 789 279  
 info@southburnett.qld.gov.au  
 www.southburnett.qld.gov.au  
 southburnettregion

### A4 Portrait Backcover

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 southburnettregion

### A4 Landscape

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 www.southburnett.qld.gov.au  
 southburnettregion

### DL Brochure

**SAMPLE COUNCIL DOCUMENT TITLE TO GO HERE**  
 Document Sub Heading

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 PO Box 326 Gladney QLD 4610  
 P 07 4789 9160 or 1300 789 279  
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 www.southburnett.qld.gov.au  
 southburnettregion

## 4.11 Street Blades

All road signage produced by South Burnett Regional Council should also comply to the Manual of Uniform Traffic control devices (MUTCD) standards.

<https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Manual-of-uniform-traffic-control-devices.aspx>



## 4.12 Powerpoint Template

Cover



Internal Page

### HEADLINE HERE

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## 4.13 Public Notice Signage

Public notice signage is used by South Burnett Regional Council to communicate information, messaging and advice.

Public notice signage should adhere to the following guidelines:

- Signage should be portrait or landscape in orientation
- The size, material and fixings used is to be dependent on the content, requirements and life-span of each sign.



## 4.14 Town Entry Signage

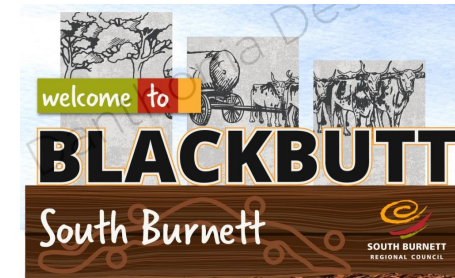
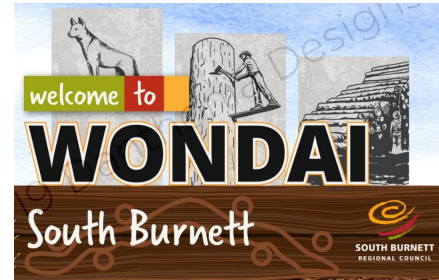
**Nanango:** Pioneering - Oldest pioneering town in the region, fourth oldest town in Queensland based on the establishment of commercial premises.

**Wondai:** Timber - recognising the areas past and present involvement with the productive timber industry.

**Blackbutt:** Timber - Timber played an important role in the development of the town. The town was named after the hardwood 'Blackbutt' tree.

**Kingaroy:** Peanuts - Well known as the peanut capital with Australia's largest peanut processing plant.

**Murgon:** Fishing, Lily Pads, Dairy - An appreciation of the history with the dairy industry, recognition of the indigenous meaning "lily pads" along with recreational fishing opportunities presented by Bjelke-Petersen dam.



## 4.15 Village Entry Signage

**Benarkin:** Railway settlement - the settlement of “Benarkin” developed around the railway station.

**Bunya Mountains:** Bunya Pine - Historically, major indigenous gatherings occurred at the mountain when the bunya nut had ripened, which was fundamental to the naming of the area.

**Coolabunia:** Sleepy koala - The name is derived from an indigenous expression for sleepy koala, the village was named after the pastoral run in this area.

**Crawford:** Dubosia & railway line - Recognition of the commercial dubosia industry. The village adopted its name from the railway station which was named after railway engineer Hugh Ralston Crawford.

**Durong:** Cattle - Recognition of the productive grazing land producing cattle for various markets.

**Hivesville:** Yam, Market, Corn - Recognition of the former title “Jaumbil”, Wakka Wakka for yam, along with representation of the past and present country markets.

**Kumbia:** Farming - Recognising the areas diverse connections to productive agricultural industry.

**Maidenwell:** Water well -John King dug the first well in the region. The village was named after this essential piece of infrastructure.

**Moffatdale:** Grapes - Recognition of the significance of the wineries industry. This forms part of the South Burnett Wine Trail.

**Proston:** Campdraft and Bottle Tree - Recognising the long established campdraft along with the iconic bottle tree that is featured in the area.

**Tingoora:** Wattle trees and peanuts - named after the aboriginal word for Wattle trees. Commercial peanut crops are also grown in the area.

**Wooroolin:** Peanut Thresher and Wildlife - Home of the first peanut thresher with the historical thresher on display in the village. Recognition of the unique wildlife that also frequents the area.





# 4.16 Rate and Water Notice



ABN 89 972 463 351  
 PO Box 336 Kingaroy QLD 4610  
 P 07 4189 9100 or 1300 789 279  
 info@southburnett.qld.gov.au  
 www.southburnett.qld.gov.au

Office Hours 8.30am to 4.30pm Monday to Friday  


## RATE AND WATER NOTICE

Description	Units	Rate/Charge	Amount
	Due Date	Discount	Net Payable

RETURN THIS PORTION IF PAYING BY MAIL

SEE REVERSE FOR CHANGE OF ADDRESS DETAILS

Date / /

Please tick if receipt required

**OTHER IMPORTANT INFORMATION**

**Notice**  
 Notice is hereby given that the aforementioned rates and charges have been made and levied by the South Burnett Regional Council, by virtue of the Local Government Act 2009 as amended, on the land described, for the period as stated in this Rate Notice (plus arrears of rates and charges with interest, if any) and are due and payable by the due date as specified on this notice. These rates and charges plus any arrears and interest thereon may be recovered by Council if unpaid after the due date.

**Change of Address Notification**  
 It is the Ratepayers responsibility to ensure Council has the correct mailing address for all notices. Change of address notification must be in writing and can be forwarded to Council via fax, email or letter. Address changes will not be accepted by phone.

**Change of Ownership**  
 Should you have recently sold this property, would you kindly forward this rate notice to the new owner so that they may obtain the relevant discount, or return it to Council with purchasers details if known.

**Discount**  
 Discount applies to General Rates, Water Access Charges, Wastewater Charges & Domestic/Commercial Garbage Bin Charges. Discount will only be allowed if all rates and charges including overdue rates, fees and levies are paid in full by close of business on the due date. Electronic payments processed after the nominated Payment Cut-off Time on the due date by your Financial Institution or Bill Payment Service will not be eligible to receive discount.

**Enquiries**  
 If you are unsure about any aspect relating to this rate notice, please contact the Rates Department using the contact details on the front of this rate notice.

**What can I do if I cannot pay by the Due Date?**  
 If you are unable to pay the amount by the due date, please contact us on 07 4189 9100 to make arrangements to pay your rates. Please note that interest will begin to accrue at the rate of 9.83% calculated daily on any amounts unpaid 31 days after the due date.


Property owners who are experiencing difficulty paying rates in full on or before the due date have an opportunity to complete an Application to Pay Rates by Instalments form to ensure debt recovery action does not commence. The application form is available from Council Offices or at [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)

**Pensioner Subsidy**  
 Pensioner subsidy has been deducted from the notice if you are an eligible pensioner and you have applied for the concession. If there has been no reduction and you feel you are entitled to a concession, please apply at any South Burnett Regional Council office.

**Receipts**  
 Receipts will not be issued unless requested, please tick where indicated on the tear-off slip. Attach the slip only to your remittance, retaining the top portion for your records.

Mark Pitt PSM  
 CHIEF EXECUTIVE OFFICER


**METHODS OF PAYMENT**



**Telephone and Internet Banking**  
 Contact your bank, credit union or building society to make this payment from your cheque, savings or credit card account. More info: [www.bpaj.com.au](http://www.bpaj.com.au)



**Australia Post Payments**  
 Pay in person at any post office, phone 13 18 16 or go to [www.postbillpay.com.au](http://www.postbillpay.com.au). Payments may be made by cash, cheque, money order, EFTPOS, all Debit Cards, MasterCard and Visa card.




**Payment by Mail**  
 Please detach the payment slip and return together with your cheque or money order details to Council using the contact details on the front of this notice.

Acceptance of a cheque and the issue of a receipt is conditional on the cheque being honoured by the bank and until honoured, no credit is given or implied.

Property owners will be liable for any dishonour fees and discount will be lost where cheques are dishonoured and not rectified prior to the due date.

Please ensure that all payments made through the mail are received by Council prior to the due date. Council will not grant discount for delays in payments reaching Council.



**Paying in Person**  
 Payment may be made in person at any Council Customer Service Centre during office hours. Payment methods are cash, cheque, money order, Debit Card, Credit card and EFTPOS. Credit cards accepted are: Visa and Mastercard.

**NOTIFICATION OF CHANGE OF ADDRESS**

PLEASE DETACH AND RETURN TO COUNCIL

Name: (print) \_\_\_\_\_

Property Location: \_\_\_\_\_

New Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

## 4.17 Factsheet





**SOUTH BURNETT**  
REGIONAL COUNCIL

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For further information call 07 4189 9100 [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)  southburnettregion

## 4.18 Certificates



**5**

Imagery

## 5.1 Image Guidelines

Images may be used in conjunction with the South Burnett Regional Council brand where required to assist with design and overall narrative.

All images used must be the property of South Burnett Regional Council. Unlicensed images are not permitted to be used.

Appropriate permission must be sought for images featuring recognisable faces or subject matter which is copyright.

### Quality

All images are to be correctly exposed and in focus. Do not use images that are over/under exposed, out of focus or noisy.

### Colour Mode

All images are to be colour. RGB colour mode is to be used for digital applications and CMYK colour mode is to be used for print applications. Grayscale and heavily over/under saturated images are to be avoided.

### Manipulation

Image enhancement through photo editing software such as Adobe photoshop is acceptable, however, excessive manipulation and overly dramatic filters/lighting are to be avoided.

## 5.2 Image Selection

Careful attention to detail should be applied when selecting an image/or images, to accompany designs.

Imagery is a powerful design element and choosing the most appropriate image for each design project will play an important role in the overall effectiveness of the design.

Emphasis should be placed on image style, location and accuracy as detailed in the recommended to the right.

Give consideration to the hues and shapes of the image, ensuring it interacts harmoniously with the other design elements and typography.

### **Style**

Images that showcase the South Burnett's natural open spaces and friendly faces are to be used. Images should be well composed, simple and balanced. Consideration should be given to symmetry (rule of thirds), and perspective.

### **Location**

Places, spaces and faces located within the South Burnett region are to be used whenever possible. In the event local imagery is unavailable, licensed stock imagery maybe substituted providing there is no method of identifying that the image was captured out side the South Burnett region.

### **Accuracy**

South Burnett Regional Council's places, spaces and faces are contantly changing. When selecting an image to accompany a design project, ensure that the image accurately reflects the current place, space or face.

# 6

## Videography

## 6.1 Videography

Videos are an informative and engaging communication medium for South Burnett Regional Council to circulate information.

Videos distributed by South Burnett Regional Council are to meet the following guidelines:

All footage, music and graphics used in any Council produced video must be fully licensed.

It is preferable that South Burnett Regional Council Councillors are used as spokespeople (when appropriate) in any Council produced video.

Subtitles should be included on all video.

Videos produced and distributed by South Burnett Regional Council should include a Title Slide, Lower Third identification panels and an End Slide.

### Video Specifications

**Size:** 1920 x 1080, 25fps

**Audio:** Overall mix level -12db

**Output Format:** H264, 25fps

**Preset:** High quality 1080HD

**File Type:** .mp4

### Title Slide

**Duration: 3.50s** An animated title slide should be used on any corporate video. The slide should include the video title and South Burnett Regional Council logo. A template example of this slide can be provided upon request.

### Lower Third

Lower third titles are to be used to identify those speaking throughout the video. The titles should include the name and title of the person speaking. A template example of this slide can be provided upon request.

### End Slide

**Duration: 3.00s** The end slide is to feature the Council logo centered on a solid white background. The logo should fade out with a 1.0dip to white/dissolve transient effect.



7

Social Media

## 7.1 Social Media

South Burnett Regional Council maintains active social media accounts across Facebook, Instagram, Twitter, linked-in and YouTube.

Council's social media presence should be instantly recognisable and consistent across all channels.

Image use on Social Media must comply with the imagery guidelines in this document.

Images should be used in posts only when appropriate. The preferred image crop ratio is 16:9, however, this may be altered if the content requires.



### Standard Image

A correctly exposed and well composed image, without any additional graphics or filters, may be used to accompany posts. See the imagery section on page xx for details.



### Branded Image

A branded image template, featuring an image, the logo and typography may be used to accompany posts. This should be reserved for major announcements and event promotion.

8

Digital Applications

## 8.1 Web / Applications

South Burnett Regional Council's corporate website, and any associated digital applications, are to reflect the branding guidelines of this document.

The design and functionality of Council's digital presence is ever-changing, as online technologies change, however the look and feel of Council's website and applications should not be compromised.

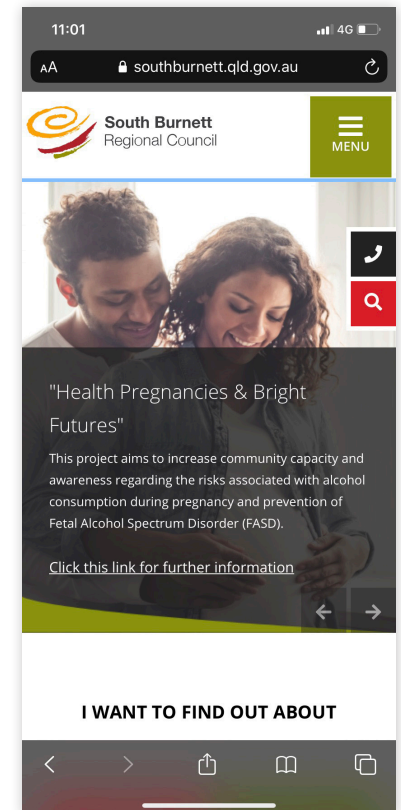
Websites produced and administered by South Burnett Regional Council must be responsive catering for mobile, tablet and desktop views; and must also meet current Web Content Accessibility Guidelines (WCAG) standards.

### Website Image Sizes:

Banner: 1900px X 550px

Tile: 415px X 345px

News: 315 x 210 px



## 8.2 Email Signatures

All email signatures are to be in the following format. As email is an electronic letterhead, no substitution for font or style is permitted.



Firstname Lastname

**Position Title**

**M** 0412 124 121

**P** 07 4189 9100

PO Box 336 Kingaroy QLD 4610

**[www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)**

**[f southburnettregion](#)**

Disclaimer: This electronic mail message is intended only for the addressee and may contain confidential information. If you are not the addressee, you are notified that any transmission, distribution or photocopying of this email is strictly prohibited. The confidentiality attached to this email is not waived, lost or destroyed by reasons of a mistaken delivery to you. The information contained in this transmission may also be subject to the Freedom of Information Legislation.



**SOUTH BURNETT**  
**REGIONAL COUNCIL**

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