

# ***Goondiwindi Regional Council***

## **Ordinary Meeting**

### **CONFIRMED MINUTES**

Meeting held at the Goondiwindi Regional Council Customer Service Office  
82 Marshall Street, Goondiwindi Queensland 4390

Wednesday, 26 October 2011

Goondiwindi Regional Council  
**MINUTES OF ORDINARY MEETING**  
26 October, 2011

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***Present:*** Mayor Cr GS (Graeme) Scheu  
Cr WP (Rick) Kearney  
Cr RJ (Rob) Reardon  
Cr RJ (Rick) McDougall  
Cr PJ (Phil) Percival  
Cr DG (David) McMahon  
Cr PM (Mac) Kneipp

***Attendance:*** Mr Peter Stewart (Chief Executive Officer)  
Mr Rod Slack-Smith (Acting Director of Engineering & Planning)  
Mr Jason Quinnell (Director Finance and Corporate)  
Mr Bradley Pyle (Finance Manager)  
Mrs Teresa Pfingst (Minutes Secretary)

***Apologies*** Nil

**1. OPENING OF MEETING**

The Mayor, Cr GS Scheu, declared the meeting open at 9:40am.

**2. APOLOGIES**

Nil.

**3. CONDOLENCES / CONGRATULATIONS**

Nil.

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**RESOLUTION OM-0208/11**

*Moved: Cr PJ Percival*

*Seconded: Cr WP Kearney*

*That the minutes of the Ordinary Meeting of Council held on Wednesday, 28 September 2011, be confirmed.*

*Carried.*

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

Nil.

**6. DEPUTATIONS**

Nil.

**7. REPORTS – DEPARTMENT OF FINANCE AND CORPORATE**

Council's Director of Finance and Corporate, Mr Jason Quinnell, presented the following reports to Council.

**7.1. FC-026/11 – Finance Report, PE 30 September 2011**

**RESOLUTION OM-0209/11**

*Moved: Cr RJ McDougall*

*Seconded: Cr PM Kneipp*

*That Council resolves to receive the Finance Report, number FC-026/11, for the period ending 30 September 2011.*

*Carried.*

**Attendance:** Mr Bradley Pyle (Finance Manager) left the meeting at 9:50am

**7.2. FC-027/11 – Disaster Management Plan Review 2011/12**

The Goondiwindi Regional Council Local Disaster Management Group (LDMG) at its meeting on 30 September 2011, determined to submit the revised Disaster Management Plan for 2011/2012, to Council for consideration and adoption.

**RESOLUTION OM-0210/11**

*Moved: Cr WP Kearney*

*Seconded: Cr DG McMahon*

*That Council resolves to adopt the revised Disaster Management Plan 2011/2012 produced by the Goondiwindi Regional Council Local Disaster Management Group in accordance with the provisions of the Disaster Management Act 2003.*

*Carried.*

*\* Reference - Minutes Attachment 1*

**7.3. FC-028/11 – Rates, Missed Discount**

Council has previously delegated authority to the Chief Executive Officer (CEO) to respond to requests to honour the rates discount. The delegation provides that prior to approving any such requests the CEO must actually refer them to Council. Council also asked that a summary of requests that are denied be tabled for its information.

**RESOLUTION OM-0211/11**

*Moved: Cr PJ Percival*

*Seconded: Cr DG McMahon*

*That Council resolves to allow the 15% rates discount on rate assessment 10483-00000-000, being property described as Lot 10 on RP70140, for the rating period 01 July 2011 to 31 December 2011.*

*Carried.*

**7.4. FC-029/11 – Internal Audit and Risk Management Committee Report**

At the Ordinary Meeting of Council held on 22 June 2011, Council resolved to establish an Internal Audit Committee, in accordance with the provisions of the *Local Government Act 2009*. This report provides details of the outcomes from the committee meetings to date.

**RESOLUTION OM-0212/11**

*Moved: Cr RJ Reardon*

*Seconded: Cr PJ Percival*

*That Council receives the recommendations of the Internal Audit and Risk Management Committee and directs the Chief Executive Officer to prepare responses for consideration at a future Council Workshop.*

*Carried.*

**Attendance:** Mrs Ronnie McMahon (Planning Manager) and Miss Leonie Hill (Administration Officer) attended the meeting at 10:07am

**7.5. FC-030/11 – Council Owned Freehold Land**

A review of Council owned freehold land has been carried out and a presentation of findings made to the Finance and Corporate Portfolio Meeting held on 10 August 2011. Outcomes from various discussions regarding this review are provided for consideration by Council.

**RESOLUTION OM-0213/11**

*Moved: Cr DJ McMahon*

*Seconded: Cr RJ Reardon*

*That Council acknowledges the land listed below is surplus to future requirements and resolves to market the properties for sale to the public, at a future date.*

- i) Lot 31 on RP225391, Parish of Texas (47 High Street, Texas); and*
- ii) Lot 21 on G6191, Parish of Wandibingie (Schwenke Street, Gradule).*

*Carried.*

**RESOLUTION OM-0214/11**

*Moved: Cr RJ McDougall*

*Seconded: Cr WP Kearney*

*That Council acknowledges the land listed below is surplus to future requirements and resolves to contact the adjoining owner to seek an expression of interest regarding the possible sale of this land and that, if required Council proceeds to seek ministerial exemption from complying with s176 of the Local Government (Finance, Plans and Reporting) Regulation 2010, under s186(1)(e).*

- i) Lot 35 on RP203071, Parish of Greenup (Tobacco Road, Inglewood).*

*Carried.*

**RESOLUTION OM-0215/11**

*Moved: Cr RJ Reardon*

*Seconded: Cr WP Kearney*

*That Council resolves to write to the Department of Environment and Resource Management (DERM) requesting that Unallocated State Land described as Lot 32 on G6191 be offered for sale to the public at the same time as Council markets Lot 21 on G6191, Parish of Wandibingie.*

*Carried.*

**7.6. General Business – Department of Finance & Corporate**

Nil.

**Attendance:** Mr Jason Quinnell (Director Finance and Corporate) left the meeting at 10:32am

## **8. REPORTS – DEPARTMENT OF BUILDING AND ENVIRONMENTAL HEALTH**

Nil reports tabled.

### **8.1. General Business – Department of Building and Environmental Health**

Nil.

## **9. REPORTS – DEPARTMENT OF ENGINEERING AND PLANNING**

Council's Acting Director of Engineering and Planning, Mr Rod Slack-Smith, presented the following reports to Council.

### **PLANNING – MATERIAL CHANGE OF USE (MCU)**

#### **9.1. EP-060/11 – Material Change of Use for “Community Oriented Activity” – “Place of Worship”**

An application for a Material Change of Use for “Community Oriented Activity” – “Place of Worship”, was received 8 April 2011 for Lot 266 on SP107670, 6 Andersen Street, Goondiwindi. The application was code assessable and is now at decision making stage.

#### **RESOLUTION OM-0216/11**

*Moved: Cr DG McMahon*

*Seconded: Cr RJ Reardon*

*That the subject Development Application for Material Change of Use “Community Oriented Activity” “Place of Worship” on Lot 266 SP107670 be refused on the basis that:-*

- 1. The applicant failed to demonstrate that the proposed development:-
  - a. is capable of being fully contained and operated appropriately within the subject site and that all impacts of the proposed development are fully contained within the subject site;*
  - b. accords with the intent and outcomes as set out in the Goondiwindi Town Planning Scheme for the Open Space and Recreation Zone;*
  - c. will not frustrate the implementation of Council's future land use policy intentions for the locality;*
  - d. will not cause unacceptable impacts on the amenity of the surrounding locality and;**
- 2. The onus of proof is on the applicant to demonstrate the development meets the relevant provisions of the planning scheme. The applicant has not adequately carried out their legal obligation to demonstrate compliance with the Planning Scheme and relevant standards and prejudiced Council's ability to undertake a full and proper assessment of the development application.*
- 3. Wherever possible in the IDAS Process, Council provided assistance to the applicant to provide them with the opportunity to clarify/address particular issues relating to parking and traffic generation. However, no such information was provided, and the application was not amended in accordance with the requirements of the SPA to address these issues. Therefore, Council is afforded any option other than to refuse the application.*
- 4. Pursuant to section 313(3)(b) of the SPA, the assessment manager must assess the development application having regard to any lawful use of the adjacent premises. The applicant has not taken into account existing lawful use of adjoining premises and as such, has prejudiced the Assessment Manager's ability to assess the development application in accordance with their statutory requirements.*

5. *Refusal of the development application is warranted in that:*

- a. *the proposed development conflicts significantly with the provisions of the Open Space and Recreation Zone Code;*
- b. *the applicant has not provided sufficient planning grounds to justify approval of the development application, notwithstanding such conflict; and*
- c. *it is not possible for reasonable or relevant conditions to be imposed on any approval to address and overcome all conflicts with the relevant Code provisions.*

6. *Approval of the subject development application would unacceptably compromise pedestrian safety and should someone incur an injury as a consequence of unsafe vehicular operation, Council could be held liable.*

**Grounds for the refusal for Place of Worship – 6 Andersen Street Goondiwindi**

*The grounds for refusal are:-*

1. *The applicant failed to demonstrate that the proposed development:*
  - *is capable of being fully contained and operated appropriately within the subject site and that all impacts of the proposed development are fully contained within the subject site;*
  - *accords with the intent and outcomes as set out in the Goondiwindi Town Planning Scheme for the Open Space and Recreation Zone;*
  - *will not frustrate the implementation of Council's future land use policy intentions for the locality; and*
  - *will not cause unacceptable impacts on the amenity of the surrounding locality.*

*The applicant failed to supply sufficient information to enable a full and proper assessment of the application and to establish adequate planning merit to justify an approval of the application despite its conflicts with the Planning Scheme.*

*Zone Intent*

2. *The proposed development is contrary to the Intent of the Open Space and Recreation Zone in that the proposed use of the premises is not for open space and recreation activities, park or area of conservation value but rather is for Place of Worship.*

*Code Purpose*

3. *The proposed development does not achieve Outcome (3)(a) of the Goondiwindi Town Planning Scheme – Open Space and Recreation Zone Code Purpose (s4.6.3.3) in that:*
  - *the hours of operation of the proposed place of worship conflict with those of the adjoining sport and recreation facilities;*
  - *inadequate parking is provided within the subject site; and*
  - *as a consequence, the local amenity will be significantly, detrimentally impacted as a result of overspill carparking on surrounding streets and within the parklands.*
4. *The proposed development does not achieve Outcome (3)(b) of the Code Purpose (s4.6.3.3) in that:*
  - *the hours of operation of the proposed place of worship conflict with those of the adjoining sport and recreation facilities;*
  - *inadequate parking is provided within the subject site; and*
  - *as a consequence, the use of adjoining and nearby premises in the locality will be impacted adversely and/or prejudiced as a result of overspill carparking on surrounding streets and within the parklands.*

*Additionally, the future policy intention of Council for Urban Zoned land to the west of Andersen Street will be frustrated as a consequence of the impacts of the proposed development on that land.*



5. *The proposed development does not achieve Outcome (3)(c) of the Code Purpose (s4.6.3.3) in that:*
- *access to the local road network is inadequate for the use proposed;*
  - *inadequate parking is provided within the subject site;*
  - *as a consequence of the resultant overspill carparking on surrounding streets and within the parklands, traffic generated by the proposed use will impact adversely on the local road network and on the local amenity; and*
  - *the proposed development will have a cumulative adverse impact on the local road network and on the local amenity when added to that of the other lawfully existing uses in the locality.*

*Open Space and Recreation Zone Code - Performance Criteria*

6. *The proposed use of the subject site for Place of Worship does not achieve the outcome of Performance Criterion PC1 of the Open Space and Recreation Code (s4.6.3.4) in that the proposed use is not associated with activities or facilities directly related to the provision of sporting and recreational activities for the community.*  
*Additionally, the applicant has provided no evidence, reporting or the like that the use cannot be located in other more appropriate zones.*
7. *The proposed development does not achieve the outcome of Performance Criterion PC2 of the Code (s4.6.3.4) in that:*
- *the scale of the development is such that adequate parking cannot be provided on site;*
  - *as a consequence, the proposal represents an overdevelopment of the site; and*
  - *the overall scale of the development is such that the local amenity is not protected and will be detrimentally impacted as a result of overspill carparking on surrounding streets and within the parklands.*
8. *The proposed development does not achieve the outcome of Performance Criterion PC3 of the Code (s4.6.3.4) in that:*
- *the hours of operation of the proposed Place of Worship conflict with those of the adjoining sport and recreation facilities;*
  - *as a consequence of the hours of operation and the inadequate provision of on-site car parking, operation of the premises will have a detrimental impact on the local amenity as a result of overspill carparking on surrounding streets and within the parklands.*
9. *The proposed development does not achieve the outcome of Performance Criterion PC5 of the Code (s4.6.3.4) in that:*
- *the total use area of the development is such that adequate parking cannot be provided on site;*
  - *as a consequence, the proposal represents an overdevelopment of the site; and*
  - *the overall total use area is such that the local amenity is not maintained and will be detrimentally impacted as a result of overspill carparking on surrounding streets and within the parklands.*
10. *The proposed development does not achieve the outcome of Performance Criterion PC8 of the Code (s4.6.3.4) in that:*
- *the hours of operation of the proposed place of worship conflict with those of the adjoining sport and recreation facilities;*
  - *inadequate parking is provided within the subject site; and*
  - *as a consequence, transport movements associated with the use will contribute to the cumulative impacts of traffic congestion and on-street carparking on the amenity of the Urban Zoned land to the west of Andersen Street.*
11. *The proposed development does not achieve the outcome of Performance Criterion PC11 of the Code (s4.6.3.4) in that inadequate landscaping is provided on-site to contribute to the positive visual qualities and amenity of the Zone and of the locality.*

12. *The proposed development does not achieve the outcome of Performance Criterion PC13 of the Code (s4.6.3.4) in that:*
- the proposed place of worship is not for sport and recreation; neither does the use have a nexus with sport and recreation;*
  - the hours of operation of the proposed use conflict with those of the adjoining sport and recreation facilities;*
  - the proposed use is not separated from sport and recreation uses but rather is located within those sport and recreation uses;*
  - there is a fundamental incompatibility between the proposed use and the surrounding sport and recreation uses, particularly in relation to traffic and parking aspects; and*
  - given inadequate parking is provided within the subject site, the impacts of conflict have not been resolved but, rather, will result in significant detrimental impact on the local amenity and public safety.*
13. *The proposed development does not achieve the outcome of Performance Criterion PC18 of the Code (s4.6.3.4) in that the site access:*
- does not accord with appropriate standards (AS2890); and*
  - has a width and length inadequate to ensure traffic and pedestrian safety and efficiency within the site and consequently on the local road network.*
14. *The proposed development does not achieve the outcome of Performance Criterion PC19 of the Code (s4.6.3.4) in that:*
- inadequate parking is provided within the subject site;*
  - inadequate provision is made for service vehicles on site;*
  - the parking layout and service vehicle provision does not accord with appropriate standards (AS2890);*
  - site access does not accord with appropriate standards (AS2890); and*
  - as a consequence, parking and service vehicle provision do not ensure safe and functional operation for motorists and pedestrians but rather will significantly, detrimentally impact on such safe and functional traffic operations and on the local amenity.*

General

15. *The proposed development represents a significant overdevelopment of the site in that all necessary components of the development cannot be adequately and appropriately accommodated on-site, including:*
- carparking appropriate for the proposed use;*
  - appropriate service vehicle provision;*
  - appropriate site access; and*
  - adequate boundary landscaping.*
16. *Approval of the subject development application will frustrate the future policy intention of Council for Urban Zoned land to the west of Andersen Street as a consequence of the impacts of the proposed development on that land. Additionally, approval of the subject development application will frustrate the policy intention of Council for the Open Space and Recreation Zoned land surrounding the subject site, as a consequence of the conflicts between the proposed use of the subject site and the use of that surrounding land. Such conflicts are exacerbated by the inadequate provision of car parking within the subject site.*
17. *Refusal of the development application is warranted in that:*
- the proposed development conflicts significantly with the provisions of the Open Space and Recreation Zone Code;*
  - the applicant has not provided sufficient planning grounds to justify approval of the development application, notwithstanding such conflict; and*
  - it is not possible for reasonable or relevant conditions to be imposed on any approval to address and overcome all conflicts with the relevant Code provisions.*

Carried.

**PLANNING – OTHER**

**9.2. EP-061/11 – Solar Panel Advice**

On 18 July 2011, Council issued a letter to the owner of 49 and 51 Bengalla Street Yelarbon, informing them that the stand alone solar panel development is an assessable development under the applicable town planning scheme, and as such, they would need an application to be approved by Council for any further operation. The owner does not believe an application is warranted due to general information given by Council at an earlier date.

As such, a legal opinion was sought from King and Company Solicitors who advised that the development is assessable development under the Planning Scheme of the former Waggamba Shire Council and that the land owners should again be advised in writing allowing them an opportunity to make an application to legalise the use.

King and Company Solicitors also recommended that Council should adopt a policy position on the Planning Scheme definitions for “Public Utility” in that the definition will apply only to those systems that have a capacity of more than 5kW as anything with such capacity will be stand-alone units.

**Attendance: Mr Peter Stewart (Chief Executive Officer) left the meeting at 11:16am**

**RESOLUTION OM-0217/11**

*Moved: Cr RJ Reardon*

*Seconded: Cr RJ McDougall*

*That Council hereby adopts the following policy position with regard to the “Public Utility” definitions provided in the current Planning Schemes of the former three Councils:-*

- i. That in Part 2 of the Waggamba Shire Planning Scheme the term ‘Public Utility’, as included in the definition of “community oriented activities”, covers premises used for a photovoltaic array system in excess of 5kW.*
- ii. That in Part 2 of the Inglewood Shire Planning Scheme the term ‘Public Utility’, as included in the definition of “community oriented activities”, covers premises used for a photovoltaic array system in excess of 5kW.*
- iii. That in Part 2 of the Goondiwindi Town Planning Scheme the term ‘Public Utility’, as included in the definition of “community oriented activities”, covers premises used for a photovoltaic array system in excess of 5kW.*

*Carried.*

**Attendance: Mrs Ronnie McMahon (Planning Manager) and Miss Leonie Hill (Administration Officer) left the meeting at 11:19am**

**ENGINEERING – WATER AND SEWERAGE**

**9.3. EP-0062/11 – Conversion of General Security Water to High Security Water**

Council requested that staff investigate the possible conversion of its general security water licence of 1600 ML to high security water.

**RESOLUTION OM-0218/11**

*Moved: Cr RJ Reardon*

*Seconded: Cr PJ Percival*

*That Council resolves to formally write to the New South Wales Minister for Primary Industries, The Hon. Katrina Hodgkinson MP, requesting that a conversion factor be established so that Council can proceed to convert its 1600 ML general water allocation to high security water.*

*Carried.*

**ENGINEERING – OTHER**

**9.4. EP-063/11 – Extensions and Access to the Road Network Policy**

To provide guidance to Council, staff and applicants in relation to extensions and access to Council's road network, the Extensions & Access to the Road Network Policy was adopted by Council on 23 June 2010. The Policy has been in effect for a sixteen (16) month period and is now due for review.

**RESOLUTION OM-0219/11**

*Moved: Cr WP Kearney*

*Seconded: Cr DG McMahon*

*That Council hereby adopts the Extensions and Access to the Road Network Policy for a further two (2) year period.*

*Carried.*

*\* Reference - Minutes Attachment 2*

**Attendance:** **Mr Carl Manton (Deputy Chief Executive Officer) and Mr David Hayward (Community Development Officer) attended the meeting at 11:26am**

**9.5. General Business – Department of Engineering and Planning Services**

**9.5.1. 2011/2012 Storm Season Preparations**

The Acting Director of Engineering and Planning, Mr Rod Slack-Smith, advised Council that regularly scheduled checks are carried out on flood pumps and were currently underway as part of Council's preparation for the 2011/2012 Storm Season.

**9.5.2. Roadworks Program, Main Street Inglewood**

The Acting Director of Engineering and Planning, Mr Rod Slack-Smith, provided an update to Council regarding the Roadworks carried out to the Main Street of Inglewood.

**9.5.3. Whetstone Crossing**

Cr McDougall expressed his concern regarding the condition of the approaches to the cement slab on the Whetstone Crossing in wet weather. Council's Acting Director of Engineering and Planning, Mr Rod Slack-Smith, will investigate further and advise outcome.

## **10. REPORTS - DEPUTY CHIEF EXECUTIVE OFFICER**

Council's Deputy Chief Executive Officer, Mr Carl Manton, presented the following reports to Council.

### **10.1. DCE-046/11 – Department of Environment and Resource Management**

Council has received the following correspondence from the Department of Environment and Resource Management, for consideration and decision prior to 03 November 2011.

#### Conflict of Interest

Councillor WP Kearney declared that, as he is a financial member of the Goondiwindi Gun Club, he could reasonably be taken to have a conflict of interest (a perceived conflict of interest) in this matter. Because Councillor Kearney remained in the meeting and debated and voted on the matter, it is taken that after considering his position he was firmly of the opinion that he could debate and vote on the matter in the public interest in accordance with s173 of the *Local Government Act 2009*.

**Attendance: Mr Peter Stewart (Chief Executive Officer) returned to the meeting at 11:36am**

#### **RESOLUTION OM-0220/11**

*Moved: Cr RJ McDougall*

*Seconded: Cr RJ Reardon*

*That Council resolves to offer no objection to the application to lease a specified area of land being part of Lot 237 on MH882, Camping and Water Reserve R127, Parish of Goondiwindi, as shown on Drawing DD2011/126.*

Carried.

For: 7 (Councillor Kearney voted in favour of the Motion)

Against: 0

#### **RESOLUTION OM-0221/11**

*Moved: Cr RJ Reardon*

*Seconded: Cr PM Kneipp*

*That Council objects to the application for permanent closure of 5.81 hectares being part of the road intersecting Lot 237 on MH882, Parish of Goondiwindi, as shown on Drawing DD2011/125A, however would support either a temporary road closure or licence over the subject area.*

Carried.

For: 7 (Councillor Kearney voted in favour of the Motion)

Against: 0

**10.2. DCE-047/11 – Department of Environment and Resource Management, October 2011**

Council has received the following correspondence from the Department of Environment and Resource Management, for consideration and decision prior to 17<sup>th</sup> November 2011.

**RESOLUTION OM-0222/11**

*Moved: Cr PJ Percival*

*Seconded: Cr DG McMahon*

*That Council resolves to offer no objection to the application subject to allotments, Lot 1 on RP137697, Lot 2 on RP137697, Lot 2 on RP98335, Lot 3 on RP98335, Lot 1 on RP86973, Lot 4 on RP98335, Lot 5 on RP98335 and Lot 6 on RP98335 being amalgamated with the road reserve and Lot 11 on SP148026. Council would not support any reconfiguration that would produce landlocked allotments.*

Carried.

**10.3. DCE-048/11 – Hangar Lease, Texas Airstrip**

Council resolved at the Ordinary Meeting of Council held on 22 June 2011, to advertise for expressions of interest for lease of land at the Texas Airstrip for hangar construction.

An expression of interest has been received for the lease of land at the Texas Airstrip for hangar construction.

**RESOLUTION OM-0223/11**

*Moved: Cr PJ Percival*

*Seconded: Cr RJ McDougall*

*That Council generally supports the proposed terms contained in the Letter of Intent between Robert. A. Barker and Goondiwindi Regional Council for the lease of land at the Texas Airstrip for the purpose of hangar construction.*

Carried.

**10.4. DCE-049/11 – RV Friendly Town Proposal For Goondiwindi**

The issue of RV Friendly registration for Goondiwindi has been the subject of informal discussions prior to and since amalgamation and the subject of a report to Council in August 2011. The report delivered for this meeting provides further information to assist Council in its consideration of the RV Friendly status for Goondiwindi.

**RESOLUTION OM-0224/11**

*Moved: Cr DG McMahon*

*Seconded: Cr RJ McDougall*

*That Council resolves to write to the Campervan Motorhome Club of Australia (CMCA) recommending that the CMCA identify Goondiwindi Township as an RV Friendly Town that provides quality caravan park facilities and services to cater for tourists; and that the CMCA review its criteria so that similar size towns are recognised as RV Friendly towns.*

Carried.

**10.5. DCE-050/11 – Raw Water Use, Inglewood State School P-10 School Playing Fields**

Inglewood State School seeks Council approval for the installation of a pump and associated equipment into the McIntyre Brook for the purpose of developing their oval so that it can become a good quality and safe playing surface all year round.

**RESOLUTION OM-0225/11**

*Moved: Cr PM Kneipp*

*Seconded: Cr WP Kearney*

*That Council resolves to delegate authority to the Chief Executive Officer and Mayor to negotiate a Memorandum of Understanding with Inglewood State School for the maintenance and upkeep of the sporting ovals.*

*Carried.*

**10.6. General Business – Deputy Chief Executive Officer**

Nil.

**Attendance:** Mr Rod Slack-Smith (Acting Director Engineering and Planning) and Mr Carl Manton (Deputy Chief Executive Officer) left the meeting at 11:57am

**11. REPORTS - EXECUTIVE OFFICE**

Council's Chief Executive Officer, Mr Peter Stewart, presented the following reports to Council.

**Attendance:** Councillor Graeme Scheu (Mayor) left the meeting at 11:58am

**11.1. EX-021/11 – Draft Community Plan 2012/2022**

The Community Plan 2012/2022 has been prepared into a draft format. Following a Councillor Workshop held Wednesday, 19 October 2011, with Robert Prestipino, a draft format of the Plan is now ready for public display and comment.

Noted - for information only.

**Attendance:** Mr David Hayward (Community Development Officer) left the meeting at 12:01pm

Councillor Graeme Scheu (Mayor) returned to the meeting at 12:01pm

**11.2. EX-022/11 – Local Laws Update (Late Report)**

Council has now completed the local law public consultation process and has obtained the Minister's consent for the "other" local laws it proposes to make. The final step in Council's local law making process is to formally make the local laws and comply with the advertising requirements required under the *Local Government Act 2009*.

At the Ordinary Meeting of Council held in August 2011, Council considered the public submissions received as a result of the public consultation process. Council also considered the Public Interest Test Reports and resolved to implement the recommendations of each Report. Council resolved to proceed with the local law making process and consult with the Minister about each proposed local law of Council which was not a model local law.

Consultation with the Minister has now taken place and a letter of response has been received from the Minister under section 29A of the *Local Government Act 2009* ("LGA") advising that Council may proceed further in making its proposed "other" local laws subject to Council complying with a condition involving an amendment to Section 11 of Local Law No. 4 which is detailed in this report.

**RESOLUTION OM-0226/11**

*Moved: Cr PM Kneipp*

*Moved: Cr PJ Percival*

*That Council resolves to:-*

- (a) satisfy the conditions imposed by the Minister about each proposed "other" local law of Council under section 29A(4) of the Local Government Act 2009; and*
- (b) make each proposed local law listed in schedule 1 as advertised; and*
- (c) adopt each proposed model local law listed in schedule 2; and*
- (d) make each proposed subordinate local law listed in schedule 3 as advertised; and*
- (e) make each proposed local law listed in schedule 4 with amendments as particularised in schedule 4; and*
- (f) make each proposed subordinate local law listed in schedule 5 with amendments as particularised in schedule 5; and*
- (g) not proceed with the making of Local Law (Repealing) Local Law (No. 1) 2011.*

**SCHEDULE 1**

*No local law listed.*

**SCHEDULE 2**

- 1. Model Local Law No. 2 (Animal Management) 2010, to be known as Local Law No. 2 (Animal Management) 2011;*
- 2. Model Local Law No. 3 (Community and Environmental Management) 2010, to be known as Local Law No. 3 (Community and Environmental Management) 2011;*
- 3. Model Local Law No. 5 (Parking) 2010, to be known as Local Law No. 5 (Parking) 2011.*

**SCHEDULE 3**

- 1. Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011;*
- 2. Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011;*
- 3. Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2011;*
- 4. Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011;*
- 5. Subordinate Local Law No. 1.5 (Keeping of Animals) 2011;*
- 6. Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2011;*



7. Subordinate Local Law No. 1.7 (Operation of Cane Railways) 2011;
8. Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011;
9. Subordinate Local Law No. 1.9 (Operation of Cemeteries) 2011;
10. Subordinate Local Law No. 1.10 (Operation of Public Swimming Pools) 2011;
11. Subordinate Local Law No. 1.11 (Operation of Shared Facility Accommodation) 2011;
12. Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011;
13. Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011;
14. Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011;
15. Subordinate Local Law No. 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2011;
16. Subordinate Local Law No. 1.17 (Parking Contrary to an Indication on an Official Traffic Sign Regulating Parking by Time or Payment of a Fee) 2011;
17. Subordinate Local Law No. 1.18 (Parking in a Loading Zone by Displaying a Commercial Vehicle Identification Label) 2011.

#### **SCHEDULE 4**

1. Local Law No. 1 (Administration) 2011;
2. Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011;
3. Local Law No. 6 (Aerodromes) 2011.

#### **Local Law No. 1 (Administration) 2011**

Section 9(1), paragraphs (d) and (e)—  
renumber as paragraphs (e) and (d).

#### **Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011**

(1) section 11 —

omit, insert—

#### **11 Compliance notice about a road or footpath crossing**

- (1) The local government may give a compliance notice to a person who is the owner or occupier of land adjoining or adjacent to a road to do 1 or more of the following—
  - (a) perform work on the land or the road;
  - (b) construct a vehicle crossing to provide vehicular access between the land and the road to a standard specified by the local government in the compliance notice;
  - (c) maintain or repair a vehicle crossing which provides vehicular access between the land and the road to a standard specified by the local government in the compliance notice if, in the opinion of an authorised person, the vehicle crossing—

- (i) *is not effective for its intended purpose; or*
  - (ii) *is causing a nuisance or poses a risk of a nuisance; or*
  - (iii) *constitutes an actual or potential safety hazard;*
- (d) *alter a vehicle crossing, or construct a new or modified vehicle crossing between the land and the road to a standard specified by the local government in the compliance notice if, in the opinion of an authorised person, the vehicle crossing is no longer adequate having regard to—*
  - (i) *the volume or nature of traffic using the vehicle crossing; or*
  - (ii) *the manner in which the vehicle crossing is used by traffic; or*
  - (iii) *changes in the use of the land to which the vehicle crossing provides access; or*
  - (iv) *changes in the usual or expected standard of vehicle crossing provision in the relevant locality.*
- (2) *However, a compliance notice may only be given under subsection (1), if the work to be carried out is required as a direct result of the intentional act or negligence of the person and, in the reasonable opinion of an authorised person, the work should be performed to—*
  - (a) *protect public health, safety or amenity; or*
  - (b) *prevent environmental harm or environmental nuisance; or*
  - (c) *prevent interference with the safe movement of traffic or the safe use of a road.*

**Local Law No. 6 (Aerodromes) 2011**

- (1) section 9(1)(a), 'building or other structure,' —  
omit.

**SCHEDULE 5**

1. Subordinate Local Law No. 2 (Animal Management) 2011;
2. Subordinate Local Law No. 3 (Community and Environmental Management) 2011;
3. Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011;
4. Subordinate Local Law No. 5 (Parking) 2011.

**Subordinate Local Law No. 2 (Animal Management) 2011**

Schedule 15, Dictionary, after the definition '**rural town**', definitions '**stallion**' and '**structure**'—

omit.

**Subordinate Local Law No. 3 (Community and Environmental Management) 2011**

- (1) Schedule 3, item 1, column 2—

omit, insert—

*'A fire lit out-doors in a designated town area unless enclosed in a fireplace so constructed as to prevent the escape of fire or any burning material therefrom.'*

- (2) Schedule 3, item 2, column 2, after 'by'—

insert—

*‘, or with the authority of,’*

- (3) Schedule 6, before definition '**local government public health risk**'—

insert—

*'**designated town area** has the meaning given in Subordinate Local Law No. 2 (Animal Management) 2011.'*

**Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011**

- (1) Schedule 2, item 2, paragraphs (b) and (c)—

omit; and

- (2) Schedule 2, item 2, paragraph (d)—

renumber as paragraph (b); and

- (3) Schedule 7, definitions **grid** and **responsible person**—

omit.

**Subordinate Local Law No. 5 (Parking) 2011**

- (1) Section 5, from 'identified' to 'area'—

omit, insert—

*'declared to be a traffic area is the area indicated by a bold black line circumscribing an area hatched in black on the map in schedule 1.'*

- (2) Schedule 1, from 'The' to 'commencement.'—

omit, insert—

*the map attached to this report labelled Goondiwindi Traffic Area.*

Carried.

### **11.3. General Business – Chief Executive Officer**

#### **11.3.1. Downs and Surat Basin Alliance of Councils (DaSBAC) Update**

The Mayor provided Council with an update on matters arising at the DaSBAC Meeting on 13 November 2011, which included the following items:-

- i) Membership to the Murray Darling Association - DaSBAC sought feedback from regional councils regarding continued membership of the Murray Darling Association.

#### **RESOLUTION OM-0227/11**

*Moved: Cr PM Kneipp*

*Seconded: Cr RJ McDougall*

*That Council resolves not to renew its membership to the Murray Darling Association Inc and directs that a letter be sent to the Murray Darling Association Inc to advise them.*

*Carried.*

- ii) Information on the RDA funding and assessment process.
- iii) The next DaSBAC meeting is scheduled to be held in February 2012.

#### **11.3.2. Date and Time of December Ordinary Meeting of Council**

Council discussed the workshops and appointments schedule to identify the most suitable date to hold the December 2011 Ordinary Meeting of Council. Wednesday, 14 December 2011 was determined as appropriate.

### **12. RECEPTION OF NOTICE OF MOTION FOR NEXT MEETING**

Nil.

### **13. GENERAL BUSINESS**

#### **13.1.1. Inglewood Medical Centre**

Council discussed tentative arrangements regarding the upcoming opening of the Inglewood Medical Centre.

#### **13.1.2. Goondiwindi Heritage and Water Park**

It was noted that Council staff will meet with Maritime Safety in the near future to review the Management Plan for the Goondiwindi Heritage and Water Park.

#### **13.1.3. Queensland Murray Darling Association Inc**

The Mayor provided Council with an update on outcomes from the Queensland Murray Darling Association meeting held on 06 October 2011.

### **14. CONFIRMATION OF DATES AND TIMES FOR FUTURE MEETINGS**

It was noted that the next Ordinary Meetings of Council will be held on the following date:-

- a) Ordinary Meeting of Council on Wednesday, 23 November 2011, commencing at 9:30am at the Goondiwindi Customer Service Centre Boardroom, 82 Marshall Street, Goondiwindi.

**15. CLOSURE OF MEETING**

There being no further business, the Mayor thanked everyone for their attendance and declared the meeting closed at 12:30pm.

**Confirmed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Goondiwindi Regional Council



# DISASTER MANAGEMENT PLAN 2011/2012

Produced by:-  
The Goondiwindi Regional Council Local Disaster Management Group  
Under the provisions of the *Disaster Management Act 2003*

**Adopted by Goondiwindi Regional Council 26/10/11**

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## DOCUMENT HISTORY

### Revision History

DATE	AMENDMENT	AMENDMENT NUMBER
August 2008	Compiled	
	Submitted to Council	
	Adopted as Local Disaster Management Plan	Original
March 2009	Document reviewed at LDMG Meeting 31/03/09	One
April 2009	Document updated to include feedback from meeting	Two
June 2009	Document updated to include Local Emergency Co-ordination Committee	Three
October 2009	Document updated to include EMQ feedback	Four
May 2010	Document updated to remove references to LECC Inglewood District	Five
December 2010	Document updated to incorporate outcomes from Training Exercise ORKO	Six
March 2011	Document revised to incorporate outcomes from January 2011 flood event	Seven
August 2011	Document revised to incorporate outcomes from NDRMP Study and the recommendations from the Queensland Floods Commission of Inquiry	Eight

Suggestions for amendments to the Disaster Management Plan should be forwarded to:-

Contact:	The Chief Executive Officer, Goondiwindi Regional Council
Phone:	07 4671 7400
Email:	<a href="mailto:mail@grc.qld.gov.au">mail@grc.qld.gov.au</a>

### Version Control

Version	Date	Prepared By	Comments
One	August 2008	GRC	Adopted as Local Disaster Management Plan
Two	November 2009	GRC	Reviewed and Endorsed by LDMG 12/11/09
	November 2009	GRC	Adopted by Council at the Ordinary Meeting 25/11/09
Three	June 2010	GRC	Adopted by Council at the Ordinary Meeting 23/06/10
Four	March 2011	GRC	Reviewed and Endorsed by LDMG 31/03/11
	April 2011	GRC	Adopted by Council at the Ordinary Meeting 20/04/11
Five	September 2011	GRC	Reviewed and Endorsed by LDMG 30/09/11
	October 2011	GRC	Adopted by Council at the Ordinary Meeting 26/10/11

## DOCUMENT ACCREDITATION

### Authority to Plan

This plan is prepared for the Goondiwindi Regional Council under the provisions of Section 57(1) of the *Disaster Management Act 2003*, and replaces the former Local Government Disaster Management Plans for Inglewood Shire Council and Waggamba Shire / Goondiwindi Town Council. Any reference in other council documents to Counter Disaster Plans, Disaster Management plans etc will be taken to mean this plan from the date of approval and adoption Council.

### Approval of Plan

This plan has been produced by and with the authority of Goondiwindi Regional Council pursuant to Sections 57, 58 & 61 of the *Disaster Management Act 2003*. Goondiwindi Regional Council accepts its roles and responsibilities as described in the *Disaster Management Act 2003*.

This plan is the result of the co-operative efforts of the Goondiwindi Regional Local Disaster Management Group and relevant agencies identified in the plan.

The complete document consists of the Disaster Management Plan and multiple Operational Guidelines attached to the Plan as related documents. Changes made to the Disaster Management Plan itself will be tabled for consideration and subsequent adoption at a Meeting of Council, per legislative requirement. Changes made to the Operational Guidelines however are administrative and do not require adoption by Council.

### Accreditation of the Disaster Management Plan

**This Plan has been agreed by the Local Disaster Management Group covering Goondiwindi Regional Council's area of responsibility.**

\_\_\_\_\_  
Chairman  
Local Disaster Management Group

\_\_\_\_\_  
*Date*

The Plan has been agreed to and accepted by the Goondiwindi Regional Council.

**Goondiwindi Regional Council has adopted this plan by resolution in accordance with section 80(1) (6) of the Disaster Management Act 2003.**

\_\_\_\_\_  
Mayor  
Goondiwindi Regional Council

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Chief Executive Officer  
Goondiwindi Regional Council

\_\_\_\_\_  
*Date*



*Building the future together*

## Disaster Management Plan 2011/2012

### Plan Review Arrangements

The Disaster Management Plan will be reviewed and exercised annually as per section 59 of the *Disaster Management Act 2003* by the LDMG to ensure that all information is current and that treatment strategies and actions are appropriately addressed. It may also be revised as determined by exercise, operations or procedural changes and requirements. Changes to the plan shall be proposed and recommended by the LDMG and submitted to council for approval.

## FORWARD FROM THE CHAIRPERSON OF THE LDMG

The Goondiwindi Regional Council is committed to the safety and protection of the residents and visitors to our area. Council is committed to ensuring that its people are adequately prepared for and able to respond to and recover from various disaster situations or threats. Our local government area is the result of the amalgamation of Goondiwindi Town, Inglewood Shire and Waggamba Shire Councils. Prior to amalgamation, Waggamba Shire area surrounded Goondiwindi Town whilst emergency services and personnel were concentrated in the town area but responsible for both.

Goondiwindi Town Council and Waggamba Shire Council had gained approval from Emergency Management Queensland to form a single Local Disaster Management Group with one plan to cover both areas. This was largely due to the unique geographical situation of these two Councils mentioned above.

Since amalgamating in March 2008, consolidation of Disaster Management arrangements has been necessary. A combined Local Disaster Management Group has been appointed, and its help enlisted to collate, review and consolidate existing plans.

The consolidated plans are specific to our area of responsibility and are available to all residents. They have been completed in line with current emergency management principles and the Emergency Management Queensland planning guidelines. Council recommends that residents make themselves familiar with plans and procedures even if they are not involved in emergency services roles.

Goondiwindi Regional Council would like to thank and acknowledge the support of Emergency Management Australia who provided the funding under its *Managing Emergencies* scheme to complete these plans and to purchase vital equipment. Thanks are also extended to Emergency Management Queensland for their ongoing support and assistance with disaster management needs.

### The Disaster Management System

The Queensland State Disaster Management System is a whole-of-Government system that requires commitment from all levels of Government to deliver a comprehensive framework responsive to community needs.

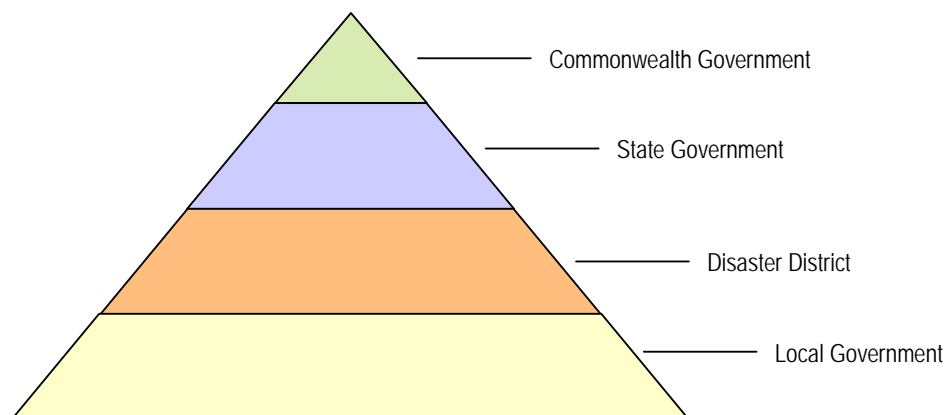


Diagram 1 – The Disaster Management System Framework

#### Commonwealth Government

- Emergency Management Australia
- National Emergency Management Co-ordination Centre

#### State Government

- Major Incidents Group
- State Disaster Management Group
- State Disaster Co-ordination Group
- State Disaster Management Centre

#### Disaster District

- District Disaster Management Group
- District Disaster Co-ordination Centre

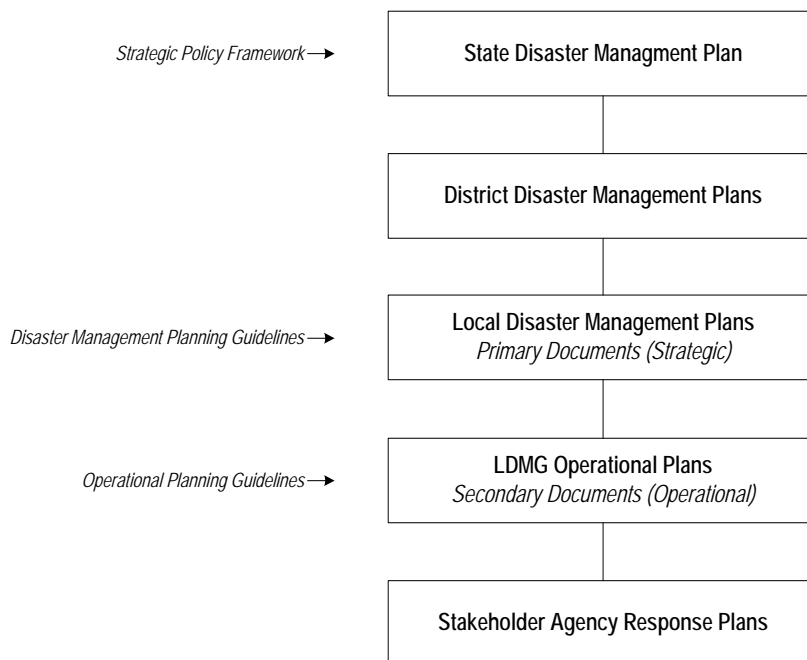
#### Local Government

- Local Disaster Management Group
- Local Government Disaster Co-ordination Centre

## Hierarchy of Plans

### ***i.) Queensland Government:-***

The following diagram depicts the hierarchy of disaster management plans for the Queensland Government.



**Diagram 2 – Hierarchy of Plans, Queensland State Government**

**ii.) Goondiwindi Regional Council:-**

The following diagram depicts the hierarchy of disaster management plans for Goondiwindi Regional Council and the Local Disaster Management Group.

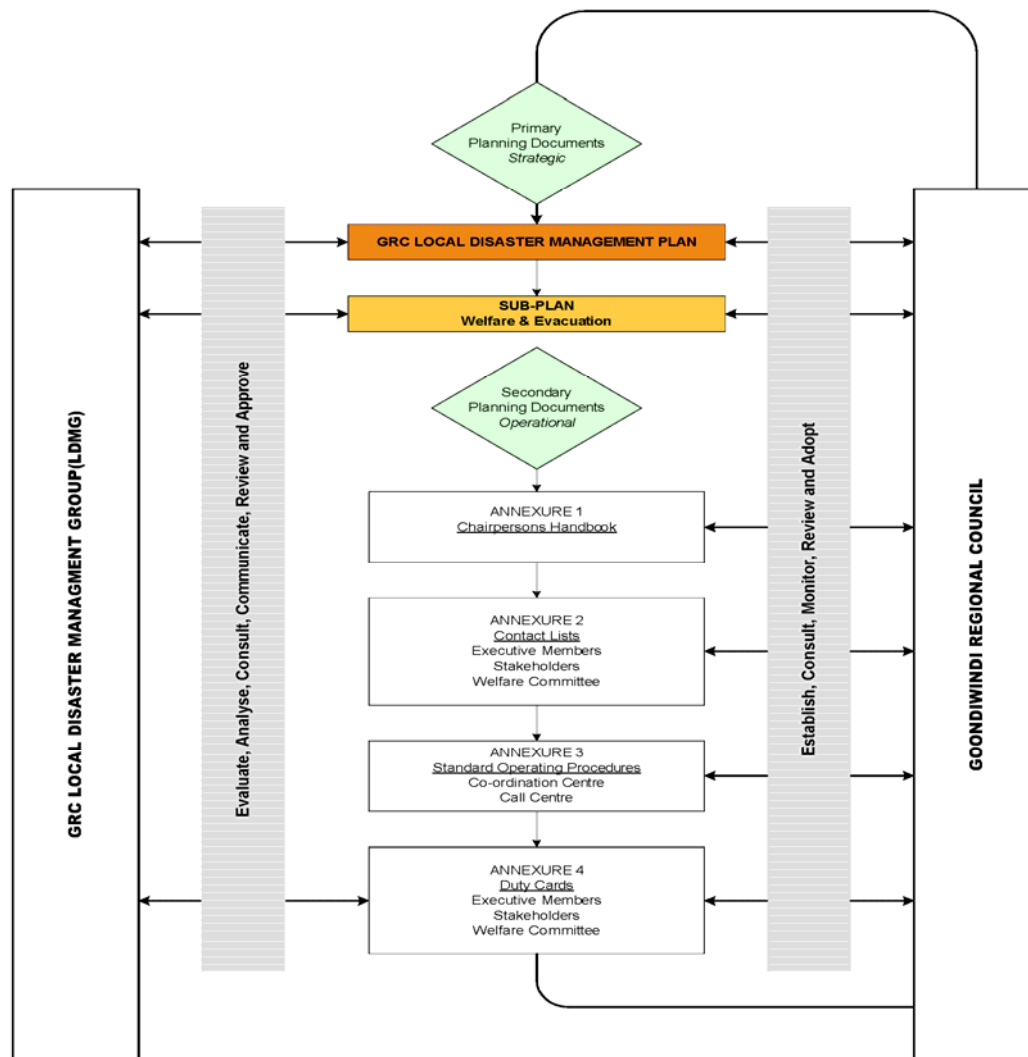


Diagram 3 – Hierarchy of Plans, Goondiwindi Regional Council and the Local Disaster Management Group

## DEFINITIONS

District Disaster Co-ordinator	A District Disaster Co-ordinator appointed under the Act. It will be the police inspector for District involved
Disaster District	A portion of the State declared to be a Disaster District under the Act.
District Disaster Management Group	Those persons forming the Management Group assisting the District Disaster Co-ordinator.
Disaster	A Disaster is a serious disruption in a community, caused by the impact of an event that requires a significant coordinated response by the State and other entities to help the community recover from the disruption;
Serious Disruption	Serious Disruption:- (a) loss of human life, or illness or injury to humans; or (b) widespread or severe property loss or damage; or (c) widespread or severe damage to the environment.
Disaster Management	Disaster management means arrangements about managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster.
Disaster Operations	Disaster operations means activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, damage to the environment, including, for example, activities to mitigate the adverse effects of the event.
Resources	Includes food, water, manpower, any horse or other animal, vehicle, vessel, aircraft, plant, apparatus, implement, earth moving equipment, construction equipment of any kind or any means of supplying a want or need.
Local Disaster Co-ordinator	That person appointed by the Local Disaster Management Group to be the Local Disaster Co-ordinator for the Local Disaster Management Group.
Local Disaster Management Group	The combined Group for Local Disaster Management purposes. (LDMG)
Local Emergency Co-ordination Committee	The key group charged with co-ordinating responses to major emergency events and initially managing the emergency event within the local districts of Inglewood and Texas in a functional manner and also to act as a liaison for the Local Disaster Management Group.

## ABBREVIATIONS

BOM	Bureau of Meteorology
DDC	District Disaster Co-ordinator, District Officer of Police Warwick
DDCC	District Disaster Co-ordination Centre
DCS	Department of Community Safety
DMS	Disaster Management Services
DERM	Department of Environment and Resource Management
EPA	Environmental Protection Agency
EEC	Emergency Evacuation Centre
EMA	Emergency Management Australia
EMQ	Emergency Management Queensland
ESU	Emergency Services Unit
GRC	Goondiwindi Regional Council
LDC	Local Disaster Co-ordinator
LDCC	Local Disaster Co-ordination Centre
LDMG	Local Disaster Management Group
LECC	Local Emergency Co-ordination Committee
LG	Local Government (Goondiwindi Regional Council)
LGDC	Local Government Disaster Co-ordinator
NEMCC	National Emergency Management Co-Ordination Centre
PSPA	<i>Public Safety Preservation Act 1986</i>
QAS	Queensland Ambulance Service
QFRS	Queensland Fire & Rescue Service
QPS	Queensland Police Service
SCDO	State Disaster Management Organisation
SDCC	State Disaster Co-ordination Centre
SDMG	State Disaster Management Group
SES	State Emergency Services
SITREPS	Situation Reports
SOPs	Standard Operating Procedures



## SECTION 1 - INTRODUCTION

### Purpose of Plan

#### 1.1 Aim

The aim of the Disaster Management Plan is to provide effective emergency management planning for the Goondiwindi Regional Council's area of responsibility.

In accordance with Section 4 of the *Disaster Management Act 2003*, emphasis is placed on the four (4) emergency management principles of Prevention, Preparedness, Response and Recovery.

#### 1.2 Purpose

This aim will be achieved by:-

- (i) Ensuring that community risks related to events are effectively identified and managed;
- (ii) Ensuring that risks requiring District level support are identified and communicated to the District Level;
- (iii) Ensuring that Local Government and Local Groups comply with their disaster management obligations under the *Disaster Management Act 2003*; and
- (iv) Other purposes related to disaster management the Local Government determines appropriate.
- (v) Minimise effects of, and co-ordinate the response to and recovery from, a disaster or major emergency affecting the communities of the Goondiwindi Regional Council area.

#### 1.3 Scope

This plan will cover the local government area of Goondiwindi Regional Council and is described in detail in the community description (included in Section 2 of this Plan).

#### 1.4 Key Objectives

The plan aims to achieve the following objectives:-

- i.) Identify and analyse hazards and sources of risk.
- ii.) Establish the Local Disaster Management Group (LDMG).
- iii.) Identify key personnel, roles and responsibilities.
- iv.) Provide for community and resource needs analysis.
- v.) Conduct planning covering the four (4) emergency management principles of prevention, preparedness, response and recovery.
- vi.) Establish reporting and review procedures for this plan and any related sub plans.

## 1.5 Local Government Policy for Disaster Management

The Goondiwindi Regional Council is aware of and compliant with its responsibilities with regard to National and State Disaster Management Plans.

## 1.6 Integration with Council's Corporate, Strategic and Operational Processes

Adequate disaster management planning and awareness is an essential component of Council's corporate, strategic and operational planning. A co-ordinated and sufficiently resourced delivery of emergency services across all areas benefits the entire community. All former Councils have demonstrated their commitment to the disaster management process through previous natural disaster, flood and other studies. This plan is a continuation and consolidation of that commitment.

## 1.7 Local Disaster Management Group Composition

The Local Disaster Management Group (LDMG) has been established in accordance with Section 29 of the Disaster Management Act 2003 and will carry out the functions listed in Section 30 of the Act. The group will comprise two parts to avoid being overly bureaucratic and allow a quorum to be achieved during times of disaster or activation.

The first component will be the executive members which comprise the key personnel involved from council, emergency services and other specialist staff. The executive members will form the Local Disaster Management Group.

The second component will comprise the specialist advisors and other persons identified that are not required in a direct role, but who may provide specialist advice or play a supporting role. These advisors may attend meetings or provide input but are not required in order to make up a quorum.

Appendix 2 of the plan lists the personnel that will form the LDMG executive members. In accordance with Section 4 of the *Disaster Management Act 2003*, an executive member of the LDMG may appoint a deputy by signed notice. Such deputy may attend meetings in the executive member's absence and exercise powers under this Act.

Appendix 3 outlines a list of those regarded as playing specialist advisor roles for this plan. Diagram 4 shows the relationship of the LDMG executive members to other stakeholders. It is the responsibility of LDMG executive members to ensure that colleagues of their organisations in other areas of the region are kept informed of activities from the LDMG.

Council maintains a list of contact information comprising LDMG Executive Members and their respective agencies as well as Stakeholder agencies and their nominated contacts, per the LDMG Group Structure.

### **NOTE:-**

***It is recognised that contact details provided by members may be confidential in nature. Contact and other details obtained as part of this plan must not be provided to an unauthorised party, mailing list, etc, and can only be used for disaster management purposes. Inappropriate use may constitute an offence against the Information Privacy Act and offenders prosecuted. Under this plan the contact details are contained as a related document and therefore will not be subject to the requirement to be provided to residents requesting a copy of this plan.***

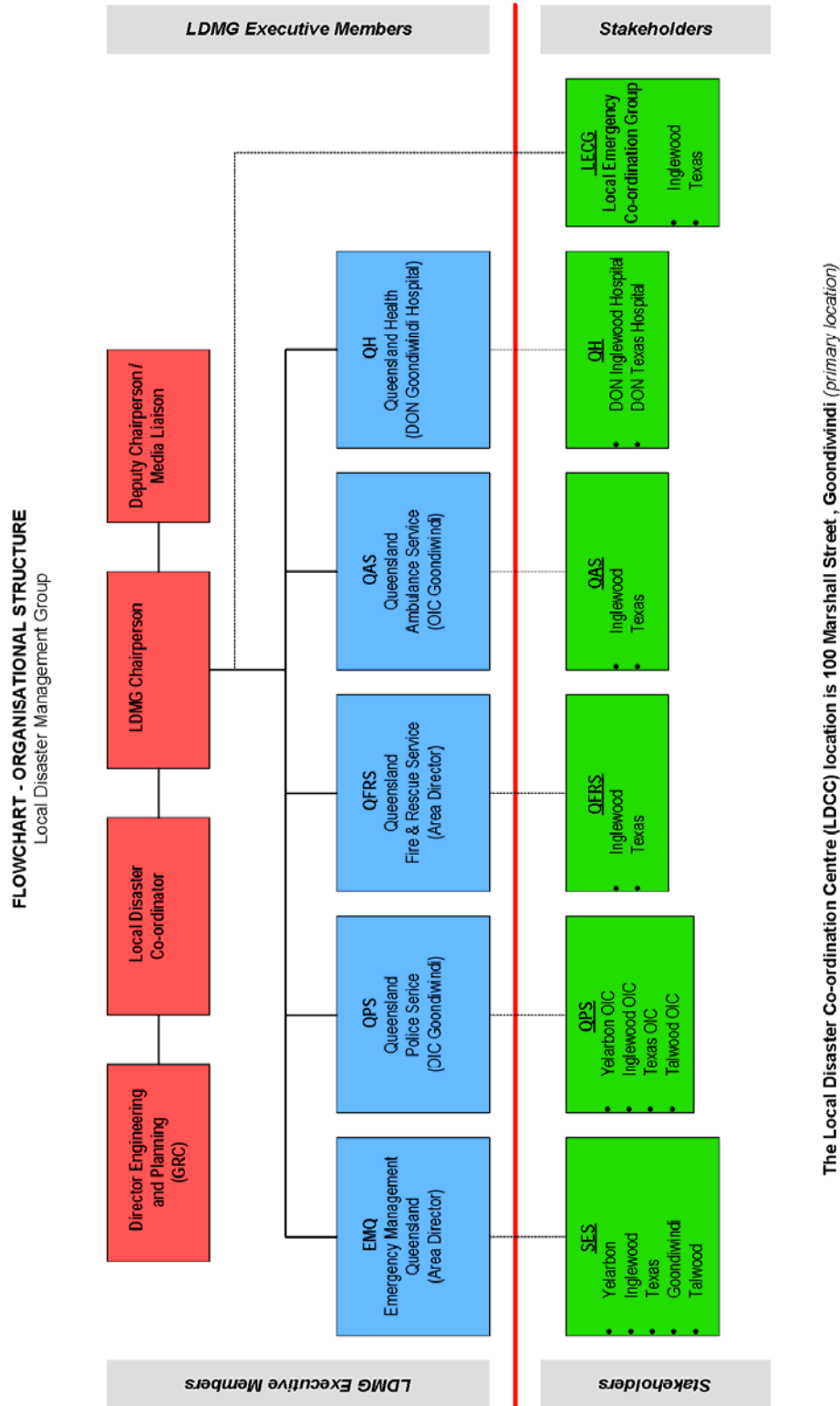


Diagram 4 – Flowchart , Local Disaster Management Group Organisational Structure

## LDMG Operations

### 1.8 Meetings

Section 59 of the *Disaster Management Act 2003* requires plans to be reviewed and exercised annually. The Goondiwindi Regional Council Local Disaster Management Group will meet:-

- **Under normal circumstances** - at least twice yearly in the lead up to and following each flood season or as deemed necessary by the Chairperson to facilitate compliance with Section 59 of the *Disaster Management Act 2003*; and
- **Under emergency / disaster conditions** - at the request of either the Chairperson or Local Disaster Co-ordinator of the Local Disaster Management Group, their delegate, or at the request of the District Disaster Co-ordinator.

### 1.9 Quorum

The Queensland *Disaster Management Act 2003*, Section 40 requires the LDMG to have a quorum when it conducts a meeting (fifty percent of membership plus one). Given the large area covered by Council's area of responsibility, the nature of disasters isolating some members and the requirement of some group members to attend in a response capability there will be times when some group members may not be able to physically attend a meeting. If a proxy or appointed delegate cannot attend in the members place, then electronic communications can be used between the members present and those in the field to achieve a quorum.

If this course of action is required, it is to be recorded in the minutes and the absent member/s is to endorse the minutes as correct once they are able to attend the meeting and view the minutes as an accurate account of deliberations held and decisions made.

### 1.10 Notification of Membership

Immediately following the first meeting of the LDMG held after 30 June each year the Local Disaster Co-ordinator of the LDMG shall advise the Executive Officer of the SDMG of the composition of the Local Disaster Management Group. A copy of this advice shall be forwarded to the District Disaster Coordinator in Warwick.

Council's representative to the DDMG will be notified at that time.

### 1.11 LDMG Functions

The Local Disaster Management Group has the following functions under Section 30 of the *Disaster Management Act 2003*, for its area:-

- (i) to ensure that disaster management and disaster operations in the area are consistent with the strategic policy framework for disaster management for the State;
- (ii) to develop effective disaster management, and regularly review and assess the disaster management capability;
- (iii) to help the local government for its area to prepare a local disaster management plan;
- (iv) to identify and provide advice to the district group about, support services required by the local group to facilitate disaster management and disaster operations in the area;
- (v) to ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster;

- (vi) to manage disaster operations in the area under policies and procedures decided by the State group;
- (vii) to provide reports and make recommendations to the relevant district group about matters relating to disaster operations;
- (viii) to identify, and co-ordinate the use of, resources that may be used for disaster operations in the area;
- (ix) to establish and review communications systems in the group, and with the relevant district group and other local groups;
- (x) to ensure information about a disaster in the area is promptly given to the relevant district group;
- (xi) to perform other functions given to the group under this Act;
- (xii) to perform a function incidental to a function mentioned in paragraphs (i) to (xi).

### 1.12 Roles and Responsibilities

The roles and responsibilities of the lead agency in relation to each threat are generally contained in the relevant agencies Standard Operating Procedures. A non-exhaustive summary of the roles of the LDMG, lead agency and those agencies likely to support the lead agency has been prepared for each phase of Disaster Management to illustrate the activities that should be considered. These lists are included in the relevant duty cards for each agency that form a part of the operational guidelines.

### 1.13 Reporting

The LDMG understands its role within the entire disaster management framework. In fulfilling its responsibilities the LDMG will report at least annually to the District Disaster Co-ordinator on the status of planning instruments, business arising at meetings, training undertaken or required and exercises planned or undertaken.

### 1.14 Local Emergency Co-ordination Committee

Council has established a Local Emergency Co-ordination Committee (LECC) to facilitate disaster management and disaster operations within the Inglewood and Texas areas.

These are the key groups charged with co-ordinating responses to major emergency events and initially managing the emergency event within the local districts of Inglewood and Texas in a functional manner and also to act as a liaison for the Local Disaster Management Group.

#### **Purpose**

The purpose of the Local Emergency Co-ordination Committee is to establish a core group of people within the local community, who possess the local knowledge and expertise to co-ordinate disaster management operations for the Inglewood and Texas areas in a functional manner and to act as a liaison for the Local Disaster Management Group.

#### **Role**

The LECC has been identified as the key group charged with co-ordinating responses to major emergency events and initially managing the emergency event within the local district.

The LECC is ideally placed to provide specific Disaster Management at the community level given its local knowledge, expertise and understanding of social, environmental and economic issues for their local area.

**LECC Functions**

The functions of the Inglewood and Texas LECC's will include, but is not limited to, the following:-

- i.) To ensure that disaster management and disaster operations in the Inglewood and Texas areas are consistent with the Goondiwindi Regional Council's Disaster Management Plan and ultimately the relevant legislation;
- ii.) To develop effective methods of disaster management co-ordination, and regularly review and assess Council's disaster management plan and associated operational guides;
- iii.) To identify, and provide advice to the LDMG Chairperson regarding support services required by the LECC to facilitate disaster management and disaster operations within the Inglewood and Texas areas;
- iv.) To assist the LDMG in raising community awareness of ways of mitigating the adverse effects of an emergency event, and preparing for, responding to and recovering from an emergency event;
- v.) To manage disaster operations in the area under policies and procedures decided by the Local Disaster Management Group, their agencies Standard Operating Procedures and State legislation;
- vi.) To provide reports and make recommendations to the LDMG Chairperson regarding matters relating to disaster operations;
- vii.) To identify and co-ordinate the use of resources that may be used for disaster operations in the area;
- viii.) To establish and review communication systems within the LECC, the LDMG and also within the districts of Inglewood and Texas, for use in an emergency event;
- ix.) To ensure information about a disaster or major incident in the area is promptly provided to the LDMG Chairperson and / or Local Disaster Co-ordinator.
- x.) To perform any function incidental to a function mentioned in the points above.

Each of the LECC's will prepare a set of guidelines to govern their activities in each of the planning, preparation, response and recovery phases of disaster management.

## SECTION 2 – DISASTER RISK MANAGEMENT

### Community Context

#### 2.1 Geography and Land Use

Goondiwindi Regional Council governs an area of 19,294 square kilometres and is located in the mid and lower sections of the Queensland Border Rivers Catchment and is predominantly supported by cropping and grazing industries.

The eastern part of the region includes the townships of Texas, Inglewood and Yelarbon, with a number of smaller communities spread across the region, and consists of sub-catchments of the Macintyre Brook and Dumaresq River. The eastern part of the region is regarded as midlands or slopes and produces citrus, lucerne, horticulture, olives, grain crops and grazing. Irrigation water is pumped directly from the above streams and applied generally via micro, sprinkler and over-head irrigation systems. Regulated water is made available from Coolmunda Dam, near Inglewood and Glenlyon Dam, east of Texas.

The western part of the region includes the townships of Goondiwindi, Toobeah, Bungunya and Talwood, with a number of smaller communities spread across this region, and is dominated by broad-scale dryland grain, irrigated cotton and other crop production, and grazing. This area is classed as lowlands or plains and is fed by the Macintyre and Weir Rivers, with extensive areas of natural floodplain. Irrigation water is pumped direct from these rivers, as well as captured via floodplain harvesting, with water stored in on-farm storages and major on-farm infrastructure. Furrow irrigation is the predominant irrigation method, with some over-head irrigation.

The floodplain areas of the Macintyre Brook and Dumaresq Rivers in the east and the Macintyre River and Weir Rivers in the west and their tributaries, including Commoron Creek and Canning Creek, are prone to flooding and significant damage to both public and private infrastructure can occur.

Large areas of vegetation in the Council's regional area have been modified by clearing and by cropping and the grazing of stock. Clearing ranges from complete removal of the vegetation for cultivation to selective thinning of trees and shrubs to increase palatable grass species. Stock preferences and the tolerance of plants to grazing affect the composition of the ground flora and have brought about changes to the vegetation type and composition over large areas of the regional area.

There is a sustainable forestry industry in State Forests around Inglewood, where Cyprus and hardwood has been harvested for over 100 years.

The town areas of Goondiwindi, Inglewood and Texas house government and other service industries, manufacturing and processing operations.

The Goondiwindi Regional Council region shares a state border with New South Wales for approximately 400 kilometres. Many residents of northern New South Wales utilise the major towns of the Goondiwindi Regional Council area to access supplies and services. This is an important consideration in emergency preparations and planning.



## 2.2 Climate and Weather

The climate for the Goondiwindi Regional Council area is dominated by a system of high pressure cells (anticyclones) that move across central Australia from west to east. To the north of the high pressure system lies the equatorial low pressure system, and to the south lies the Antarctic low pressure system. Both these low pressure systems are rain bearing. The seasonal fluctuation of the high pressure cells follows that of the sun (ie. moving north in winter and south in summer). It is this movement of the system that defines the climate of the seasons of the Goondiwindi Regional Council area.

Winter is dominated by stable air masses, ensuring fine, cool days with cool to cold nights. Occasionally cold fronts from the Antarctic lows enter between successive high pressure cells, allowing cool, unstable air to penetrate from the south-west. The cool, unstable air causes rain, and is the chief provider of winter precipitation.

As the high pressure system moves south in summer, a line of troughs is formed over central Queensland. Moist, unstable, tropical air penetrates along the eastern edge of these troughs causing storm activity. Rain depressions move into the Goondiwindi Regional Council area from the north if the easterly movement of the high pressure cells is stalled. Rain depressions deliver peak rainfall to the area.

Climate statistics for Goondiwindi are obtained from the Goondiwindi Airport, though there are also recording stations at Inglewood. The major statistics of the climate at Goondiwindi are:-

- Rainfall: 621mm per annum (113 years of record), more or less evenly distributed throughout the year, but with a maximum in the summer months of December to February. There is an average number of rain days (>1.0mm) of around 5 to 6 per month.
- Temperature: Mean annual maximum temperature is 26.7°C and mean annual minimum temperature is 13°C, though maximums frequently exceed 35°C in summer.

Severe storms can occur in summer and the highest monthly rainfall recorded at the station was 374.2mm in February 1953, well above the February average of 69mm. Similarly, the highest maximum temperature of 45.2°C was recorded in both December 1898 and January 1899, well above the average maximums for those months.

## 2.3 Population

The estimated regional population for the Goondiwindi Regional Council area, as at 30 June 2007, is 10,785 persons. This figure includes an estimated population for each of the three major towns as being 6,110 for Goondiwindi, 849 for Inglewood and 721 for Texas.

Population figures are subject to seasonal increases with an influx of unskilled and transient labour experienced during peak operating / harvesting times.

### Age Characteristics

Data taken from the 2006 Census reveals that the age of the population for the Goondiwindi Regional Council area shows a typical regional profile, with a distinct "youth gap" – the under-representation of people from the age of 15 to 34 years. (This is typical of Australian regions where young people often leave to gain education and employment.)



There are a few statistics relating to age distribution that may have implications for emergency risk management as follows:-

- Residents of the former Inglewood Shire have a considerably higher median age (43 years) than residents of the former Waggamba Shire (35 years) and Goondiwindi town (34 years).
- The population of the former Waggamba Shire appears to have a relatively high proportion of families and children. This is further demonstrated by the number (4) of very small state primary schools in this area.
- For GRC as a whole, the estimated number of aged persons (65+) was 1,523 or 14.1% of the population

### **Ethnicity**

Statistics from the 2006 Census also show that the Goondiwindi Regional Council area has a very high proportion of residents born in Australia – Goondiwindi Town (86%); Waggamba Shire (89%) and Inglewood Shire (88%). The principal language spoken at home is similarly dominated by English – Goondiwindi Town (90%); Waggamba Shire (92%) and Inglewood Shire (93%). For the Goondiwindi Regional Council area as a whole, English is the principal language of all but 96 persons.

## **2.4 Community Facilities**

Cultural facilities in the Goondiwindi Regional Council area include museums, tourist information centres, PCYC and indoor sports centres, community centres and public halls, rodeo grounds, golf and bowls clubs, shooters clubs, race tracks and sports grounds.

Some of the many services available to the community in the Goondiwindi Regional Council area include access to Medical Centres / Hospitals, Aged Care Facilities, Schools, Child Care Facilities, Airports, etc. Well established community organisations such as Blue Nurses, Red Cross, Meals on Wheels, Lions, Rotary, Apex and RSL (Returned Service League) are active throughout the regional area and they are also well supported by a full array of Christian denomination churches. Each of the three major centres has libraries and swimming pools, with a comprehensive array of other sporting and cultural amenities.

Tourism provides some diversification throughout the region with many areas available for fishing, camping and four wheel driving. The region hosts a number of conferences and festivals each year.

Goondiwindi Regional Council takes considerable pride in supporting the public image of the regional area. Council is progressive and competitive and willing to work closely with the rural sector and neighbouring Councils to further regional interests.

## **2.5 Identification of Key Government Services**

Key Government Services are identified as being:-

- Council
- Queensland Police Service
- Queensland Health
- State Emergency Services
- Queensland Ambulance Service
- Queensland Fire and Rescue Authority
- Department of Communities

## **2.6 Identification of Critical Infrastructure and Essential Services**

Critical Infrastructure and Essential Services are identified as including:-

- Electricity Supply
- Water Supply
- Sewerage Services
- Road Network
- Telecommunications
- Airport
- Fuel
- Food
- Medical Services

## **Critical Infrastructure**

### **2.7 Power Supply**

The power supply to the Goondiwindi Regional Council area is provided from Country Energy, New South Wales under contract arrangements with ERGON Energy, Queensland.

### **2.8 Water Supply**

Treated river supplies from the Macintyre River are used in Goondiwindi. Treated supplies from the Macintyre Brook are used in Inglewood, from the Dumaresq River in Yelarbon and from the Weir River in Talwood. The Texas water supply is a combination of treated water from the Dumaresq River and bore water. Dams and bores are used in the Toobeah and Bungunya areas. Rural properties operate bores, dams and rain water tanks.

### **2.9 Sewerage Services**

The urban areas of Goondiwindi, Inglewood, Texas, Talwood and Yelarbon operate on a package sewerage treatment system, whilst other rural properties and towns utilise septic systems.

### **2.10 Road Network**

The Goondiwindi area is traversed by a number of major roadways. Goondiwindi is also a major entry point from New South Wales for heavy vehicles and wide loads and experiences a significant volume of heavy vehicle traffic. The National Highway comprises the routes of the Newell Highway (in New South Wales) and the Gore Highway (in Queensland) and carries significant volumes of freight. The majority of roads across the Council area are sealed.

The Cunningham Highway heads north-east towards Warwick, passing through Yelarbon and Inglewood. The Leichhardt Highway heads north-west and branches off through the township of Moonie and heads towards Miles. The Gore Highway branches off the Leichhardt Highway approximately 20kms from Goondiwindi and travels to the city of Toowoomba. The Barwon Highway travels west through Toobeah and Talwood heading to St George. The road south heads into NSW and becomes the Newell Highway travelling through the small town of Boggabilla 10kms south and heading to the rural centre of Moree. There are a number of other main roads that connect towns both within and out of the region. Widespread and extensive flooding of the road network can occur at any time, particularly during flood season.

## 2.11 Airports

The Disaster Management Plan identifies the following airports within the Goondiwindi Regional Council area:-

Goondiwindi	Airport used by medical, private and commercial aircraft. There are no RPT services in operation from the airport. The facility offers both sealed and unsealed airstrips with the main strip equipped with lighting.
Talwood	An unsealed airstrip is available for use by medical, private and commercial aircraft but not used often. There are no RPT services in operation from the airport and it is unsuitable for same. The facility is not equipped with lighting.
Inglewood	An airstrip is available for medical, private and commercial aircraft. There are no RPT services in operation from the airport. The airstrip is sealed bitumen and is equipped with solar lighting.
Texas	An airstrip is available for medical, private and commercial aircraft. There are no RPT services in operation from the airport and it is unsuitable for same. The airstrip is grass and it is not equipped for night landing.
ALA	There are other Approved Landing Areas and private strips across the District that may be available in times of disaster.

## 2.12 Telecommunications

The Disaster Management Plan notes that the following communication systems are available:-

### Radio Systems

- SES/ESU Radio Net : HF and UHF system
- QPS Radio Net : HF, UHF system and satellite phone
- QAS Radio Net : UHF and VHF system and satellite phone
- QFRS (Rural Fire Division) : VHF and UHF system
- QFRS (Urban Division) : UHF and VHF system
- Goondiwindi Regional Council : VHF system (phasing out)
- Goondiwindi Hospital : UHF system
- Inglewood Hospital :
- Texas Hospital :
- Country Energy : satellite phone, HF, UHF and VHF system

*Note:- The secure systems operated by the individual response agencies do not currently have the ability to communicate directly with each other, for example QPS to QFRS.*

### **Telephone Systems**

- Landline Phone
- Mobile phones – including Telstra, Optus & Vodafone
- Satellite phones
- Internet dial up and broadband

### **Electronic/Media Communications**

- Television-All five free to air stations
- Pay TV-Pay and satellite TV available to subscribers
- Radio-AM and FM radio stations
- Print-Goondiwindi Argus, Macintyre Gazette, Toowoomba and Brisbane papers available
- Internet/computer sources

## **Essential Services**

### **2.13 Medical Services**

The township of Goondiwindi has a 24 hour staffed hospital. There is a Queensland Ambulance Service base in Goondiwindi to serve the area. There are also GPs, a Dentist, Optometrists and other allied health care professionals in the local area. Emergency care and evacuations are also carried out by the RFDS and QES helicopter as required.

The township of Inglewood has a 25 bed Hospital. There is a Queensland Ambulance Service base in Inglewood to serve the area. A Medical Centre with a local GP is situated in Inglewood as well as a Community Health facility.

The township of Texas has a 25 bed Hospital. Queensland Ambulance Service operates from the Texas Hospital with 2 attending QAS Officers. A Medical Centre with a local GP is located in Texas as well as a Community Health Facility.

### **2.14 Aged Care Services**

Goondiwindi, Texas and Inglewood Health Services are multi-purpose health services which are funded jointly by Federal and State governments in recognition of provision of aged care in the hospitals – they all have dedicated aged care areas.

In addition, there is an aged care facility in Goondiwindi, Kaloma Home for the Aged, and one in Inglewood, a low care aged hostel “Casa Mia”, which is operated by the Church of Christ.

**Goondiwindi**

Kaloma Home for the Aged provides residential and community aged care and is currently responsible for 83 – 86 elders including the residential, community and independent rental units. Kaloma **may expect to evacuate 50 – 55** elders including some community clients. It may be necessary to admit, to hospital, residents who are having palliative care – this decision will be made by Kaloma management including the Care Manager.

The main facility is located in Gough Street in an area identified as of a high risk of flooding. *(This facility has prepared a detailed emergency action plan that is regularly updated and provided to the LDMG. The LDMG has a responsibility to notify this facility of impending threats at specific points to enable preparatory actions to be undertaken by the facility. These responsibilities are included on the relevant officers duty card for the relevant hazards)*

**Inglewood**

Casa Mia retirement village is a 12 bed aged care facility operated by the Churches of Christ located adjacent to the Inglewood Hospital. It is generally accepted to be in a safe position in relation to flooding.

**Texas**

Several independent living units are operated by the Texas Masons in St John Street. As with the rest of the town, they are generally considered safe from flooding.

**Public Infrastructure****2.15 Identification of Public Infrastructure and Community Services**

Public Infrastructure and Community Services are identified as including:-

- Community Centres and Public Halls
- Libraries
- Water Treatment Plants
- Sewerage Treatment Plants
- Churches
- Schools and Child Care Facilities
- Family Support Centres
- Public Toilet Facilities
- Tourist Information Centres
- Australia Post
- Banks
- Natural Heritage and Water Park
- Swimming Pools
- Rodeo Grounds
- Parks
- Sports Grounds
- Clubs

## 2.16 Schools

The Goondiwindi Regional Council area is serviced by the following State Primary schools (conducted by Education Queensland) which offer education to Grade 7 at:-

School Location	Approximate Number of Pupils
Goondiwindi	595
Inglewood *	136
Texas *	178
Bungunya	38
Kindon	16
Kioma	0
Lundavra	22
Talwood	39
Yelarbon	36

*\* Texas and Inglewood State Schools are Prep to year 10 campuses*

There are also two Catholic Primary schools:-

School Name	Location	Approximate Number of Pupils
St. Mary's	Goondiwindi	380
St Maria	Inglewood	41

**In addition**, there is a State Secondary School at Goondiwindi (approx. 470 pupils).

## 2.17 Child Care Facilities

There are private Child Care facilities, outside of Council's responsibility, located at:-

- Goondiwindi – three childcare centres and a kindergarten
- Inglewood – a joint kindergarten/child care facility
- Texas – a kindergarten and a private child care facility – “Wrigglers & Gigglers”

## 2.18 Rail Network

Goondiwindi is serviced by QR National (QRN) South Western network which runs from Toowoomba to Thallon via Warwick. Products carried are primarily grain and containerized freight.

There are sidings (mainly Graincorp) at Inglewood, Whetstone, Yelarbon, Kurumbul, Carrington, Hunter, Gooray, Toobeah, Bungunya and Talwood, as well as at Goondiwindi.

## Hazards

### 2.19 Risk Management Methodology

A Natural Disaster Risk Management Plan (NDRMP) has been compiled by QRMC Risk Management, which covers the area of responsibility and provides for assessment on:-

- i.) Identifying hazards and sources of risk with reasonable potential to impact the communities of the Goondiwindi Regional Council local government area;
- ii.) Analysis of those risks; and
- iii.) Determination of the treatment options/strategies to reduce the likelihood and/or impact of the risk, including consideration of existing control or mitigation measures.

The methodology adopted in the NDRMP to identify and assess the disaster risks was in accordance with ISO31000:2009 Risk management — Principles and Guidelines. The risk assessment tools adopted by the Study Advisory Group (SAG) during the development of the Natural Disaster Management Plan are set out in NDRMP.

Relevant sections of the NDRMP have been reproduced in this plan, or included as attachments.

### 2.20 Disaster Hazards Overview

The Disaster Risk Register, developed in accordance with this methodology, includes an assessment of identified disaster risks and current mitigation treatments. The risk register is attached to this plan as Appendix 5, Related Document (v).

The Disaster Risk Register will be maintained on an ongoing basis as part of the Disaster Management Plan to record potential disaster risks and the actions taken to address same.

#### Critical Disaster Risks

Identified disaster risks which were assessed at the “Extreme” level include the following:-

Risk ID	Risk Description	Residual Risk Level
1	Flooding of urban areas of Goondiwindi, Inglewood and Texas and smaller towns (General), leading to: <ul style="list-style-type: none"> <li>➤ Significant disruption to infrastructure and services</li> <li>➤ Injury</li> <li>➤ Damage to Council Assets and/or private property</li> </ul>	Extreme E72
2	Goondiwindi Local Area Flooding, leading to: <ul style="list-style-type: none"> <li>➤ Significant disruption to infrastructure and services</li> <li>➤ Injury</li> <li>➤ Damage to Council Assets and/or private property</li> </ul>	Extreme E72
3	Inglewood Local Area Flooding, leading to: <ul style="list-style-type: none"> <li>➤ Significant disruption to infrastructure and services</li> <li>➤ Injury</li> <li>➤ Damage to Council Assets and/or private property</li> </ul>	Extreme E72

Risk ID	Risk Description	Residual Risk Level
4	Texas Local Area Flooding, leading to: <ul style="list-style-type: none"> <li>➤ Significant disruption to infrastructure and services</li> <li>➤ Injury</li> <li>➤ Damage to Council Assets and/or private property</li> </ul>	Extreme E72
9	Flooding of low lying rural areas anywhere in the GRCA, leading to injury and/or damage to Council Assets or private property	Extreme E72

### **Mitigation of Critical Disaster Risks**

Treatment Action Plans for the mitigation of the above critical disaster risks have been developed. Key actions to be undertaken include:-

Risk ID	Planned treatment	Timeframe for completion
1,2,3,4,9	Arrangements to be made at State Government level to improve cross Qld/NSW border coordination and information distribution relating to: <ul style="list-style-type: none"> <li>➤ Dam release data</li> <li>➤ Road conditions and road closures (essential for evacuation planning)</li> <li>➤ Weather and river height warning information</li> </ul>	Prior to the next wet season
1,2,3,4,9	Arrangements to be made at State Government level to coordinate Qld/NSW border Emergency Management at all times	Prior to the next wet season
4	The number and recording frequency of river height gauges and rainfall recording stations needs to be increased above Texas on and around the Dumaresq River and tributaries	Prior to the next wet season
1,2,3,4	Digital terrain mapping needs to be provided for the GRC towns (in particular) to enable the nature and extent of flooding to be better predicted from river height gauges, and thus ameliorative action taken (such as evacuations, sand bagging, etc.)	As soon as possible
1,2,3,4	Arrangements need to be made to ensure closer coordination/liaison between Queensland Health and private Aged Care providers in preparing for natural disasters, especially relating to evacuation procedures and the location and services available in evacuation centres	Prior to the next wet season
1,2,3,4,9	Emergency Management Queensland and other emergency service providers (QPS, QAS, QFRS) boundaries need to be aligned with GRC boundaries to avoid the necessity of dealing with multiple authorities during disasters	As soon as possible
1	A geotechnical study must be carried out to determine the status and security of levee banks protecting exposed areas of the GRCA	In progress
3	Further work needs to be done by GRC to determine the extent of flooding in the Inglewood township at various river heights of the McIntyre Brook (to be read in conjunction with the first planned treatment – above)	In progress

These actions will be reviewed at every meeting of the LDMG to monitor progress and they have been transferred to the LDMG Action Plan for this purpose.



## SECTION 3 – PREVENTION

### 3.1 Prevention

Prevention is defined as *the measures to eliminate or reduce the incidence or severity of emergencies* (Australian Emergency Management Glossary, 1998).

This plan will address and provide prevention strategies for effective disaster management through prevention planning for specific threats and hazards, mitigation and education. Details of the actions to be undertaken or considered by each agency are included in the specific duty cards prepared for each identified hazard.

The plan aims to identify community awareness programs that will assist the community in preparing for a disaster event and actions required to reduce or eliminate the impacts or effects of a disaster through the operations of the LDMG, other responsible agencies and community input.

The plan also aims to identify mitigation measures that will assist the community by reducing the incidence or impact of disasters through the operations of the LDMG, other responsible agencies and community input.

### 3.2 Building Codes and Building-Use Regulations

Goondiwindi Regional Council assesses building applications against the Queensland Development Code and the *Building Act 1975*, the *Building Regulation 2006* and the *Building Code of Australia*. Specifically, in respect of the critical disaster risk in the Goondiwindi Regional Council area, urban and rural flooding, floor heights necessary to provide flood immunity are applied according to NMP 1 – Floor Heights. This provides for the following criteria:-

- Performance Criteria: P1 - The occupants of all habitable rooms must be safeguarded against illness and injury caused by floodwater.
- Acceptable Solutions: A1 - The floor level of a habitable room is:-
  - Located at least 300mm above the ARI 100 flood level for the site; or
  - Where the ARI 100 is not known, 300mm above the highest recorded or expected (by the local government) flood level.

Current building codes and all regulations for Council's area of responsibility are contained in the Planning Schemes of the three former Councils. It is anticipated that these schemes will be amalgamated within the next three years. All future building codes and approvals will take into consideration previous natural disaster and flood studies to prevent future development in flood prone areas.

### 3.3 Legislation

Council has considered & referred to the following legislation and policy in completing its disaster management plan.

- *Agricultural Chemicals Distribution Control Act 1966*
- *Dangerous Goods Safety Management Act 2001*
- *Disaster Management Act 2003*
- *Environmental Protection Act 1994*

- *Exotic Disease in Animals Act 1981*
- *Health Act 1937*
- *Sustainable Planning Act 2009*
- *Local Government Act 2009*
- *Police Powers and Responsibilities Act 2003*
- *Public Safety Preservation Act 1986*
- *Queensland Fire and Rescue Services Act 1990*
- *Queensland Ambulance Service Act 1991*
- *State Planning Policy 1/03 mitigating the adverse impacts of flood, bushfire, and landslide*
- *Water Act 2000*
- *Workplace Health and Safety (Miscellaneous) Regulations 1995*
- *Any other relevant legislation*

### 3.4 Public Education and Information

Public education and public information are two separate functions within the context of the Plan.

#### **Public Education**

The various agencies involved in disaster management each delivery public education activities.

The LDMG will prepare and endorse a public awareness strategy to guide public education activities. Specific actions from this strategy will be transferred to the LDMG Action Plan list for monitoring.

Included in this program are the following:-

- (a) Publications explaining flooding and emergency procedures;
- (b) Preparations of media releases explaining flooding preparedness and emergency procedures;
- (c) Publications prepared by statutory services detailing the measures that should be taken to prevent, minimise and deal with the effects of emergency situations;
- (d) Ongoing media campaign to encourage the public to "be aware";
- (e) Ongoing public awareness campaign of the need for individual prevention and preparedness actions and strategies such as emergency kits, stocking of non-perishable food and water supplies;
- (f) The emergency alert system and its operation.

Council will also provide information specific to the residents of the region as to the role of the LDMG and other stakeholders and the operation of the emergency alert system as it is likely to be utilised in this area.

#### **Public Information**

Public information is that information, such as warnings and directions, which is passed on to the public prior to, during and after, a Disaster. The Chairperson has the responsibility for the dissemination to the public of Disaster Management information, as advised by the Controlling Authority, through the media and other communication networks available.

When this plan is activated the Chairperson of the LDMG is the official source of public and media information. All outside media inquiries are to be directed to the Deputy Chairperson or Media Liaison as the delegate for this role.

A Facebook page was used to good effect to inform residents during the January 2011 floods, and one of the most satisfying outcomes of this form of communication was the excellent response by young people who are particularly conversant with Face Book as a means of “keeping in touch”.

### **3.5 Insurance Incentives / Disincentives**

There is currently limited insurance cover carried on Council infrastructure; however, it is understood that the Queensland and Commonwealth Governments are actively investigating the options for future insurance cover against a range of natural disasters.

#### **Goondiwindi Town Levee Banks**

The January 2011 flood event saw record river heights for the Macintyre River system, specifically at Goondiwindi. The levee banks protecting the town of Goondiwindi were not breached during this event and their integrity has remained firm since their original construction in 1958. Council is committed to a regular maintenance program with respect to the Goondiwindi Town levee banks.

Whilst the residents and properties located in the Town of Goondiwindi are afforded protection by these levee banks it should be noted that any breach or failure may result in potential impact for landowners.

Specific lands afforded protection by the levee banks will be noted on the reply to any rate searches requested.

### **3.6 Land Use Management Initiatives**

Council Planning Schemes, Common Policies, Stock Route Network Management Plans, and Pest Management Plans will all impact on disaster management and exemptions may need to be considered during emergency management planning and responses.

As noted in 3.2 (above), development is discouraged in flood-prone areas as defined by the requirements of the Queensland Development Code.

### **3.7 Mitigation Initiatives**

As the community changes and evolves there will be a corresponding effect on the local environment and the needs of the community during disasters. The LDMG is responsible for ongoing review and assessment of the Local Disaster Management Plan and community needs and as such will identify areas in which mitigation measures can be implemented or proposed to limit the effects of disasters.

The continued identification of mitigation measures will be a key responsibility of the LDMG under this plan and will be completed through the review of hazards and planned treatments at every meeting of the LDMG. Where ever possible the LDMG will utilise resources of the Natural Disaster Resilience Program (NDRP) to undertake studies to identify possible mitigation strategies and to assist in implementing such strategies.

Regular communication with comparative disaster management agencies from New South Wales will also play an important role in determining preventative measures to deal with hazards.

## SECTION 4 – PREPAREDNESS

### 4.1 Preparedness

Preparedness is defined as *the measures to ensure that, should an emergency occur, communities, resources, and services are capable of coping with the effects* (Australian Emergency Management Glossary, 1998).

Preparedness plays a vital role in the ability of the community to respond to and recover from the various disasters and threats that impact on the community. Specific preparedness measures apply to each individual threat/disaster type and are included in the various agencies duty cards included in the operational guide.

The plan aims to identify community awareness programs and organisational procedures that will assist the community in preparing for a disaster event.

### 4.2 Event Co-ordination

Managing events from a designated and centralised location provides a more co-ordinated response to an individual situation and allows for better use of available resources.

The identified Local Disaster Co-ordination Centre (LDCC) is located at:-

#### Primary Site

Council Meeting Room  
100 Marshall Street  
Goondiwindi Qld 4390  
Contact phone number: 07 4671 7400

The alternative location in the event of the main LDCC being affected by a disaster event is:-

#### Secondary Site

Council Board Room  
82 Marshall Street  
Goondiwindi Qld 4390  
Contact phone number: 07 4671 7400

#### The LDCC is responsible for:-

- (i) The co-ordination of operations;
- (ii) The dissemination of public information through the appropriate media outlets; and
- (iii) The co-ordination with and reporting to the relevant District and State Agencies.

**The Local Disaster Co-ordinator will be responsible for:-**

- (i) Activation of the LDCC;
- (ii) Operation of the LDCC;
- (iii) Staffing to required levels; and
- (iv) Training of staff

The Local Disaster Co-ordinator has established a set of Standard Operating Procedures, including duty statements, to ensure the efficient establishment and operation of the Local Disaster Co-ordination Centre. The document reference is Disaster Management Plan Appendix 5, Related Document (iii) – Standard Operating Procedures Local Disaster Co-ordination Centre and is available for viewing on Council's Intranet.

## Warning Systems and Public Education

### 4.3 Warning and Alert Systems

#### Warnings

Information concerning potential threats is received from various sources. Some examples are:-

- a. Bureau of Meteorology early seasonal outlook.
- b. Local knowledge of threats and events from residents.
- c. Information from Local Emergency Co-ordination Committees established in the area.
- d. District Disaster Co-ordinator
- e. Bureau of Meteorology specific threat warnings.
- f. Advice from adjoining LDMG groups and Councils.
- g. Direct advice from operators of significant infrastructure such as dams.
- h. Direct advice from other emergency service organisations responsible for the control of specific threats.

The receipt of this information is managed through the Goondiwindi Regional Council internal communication systems. Most formal warnings are received via facsimile or email direct to the relevant officers who are recorded with the warning agency. Council has also established a generic LDMG email account that distributes such warnings to several officers at the same time to ensure that issues are not overlooked.

The LDMG, Council and individuals can view both rainfall and river data bulletins, which are updated hourly, on the Bureau of Meteorology's web page at [http://www.bom.gov.au/qld/flood/rain\\_river.shtml](http://www.bom.gov.au/qld/flood/rain_river.shtml).

Upon receipt of warnings the LDMG Chair will discuss the threat with the LDC and relevant officers or members of the Executive of the LDMG to determine the level of threat. At this point in time the LDMG is in the Alert phase of activation and the process outlined in section 5.7 will be followed.

#### Distribution

Upon implementation of this Plan, all public warnings will be distributed through the LDCC upon recommendation of the Control Authority and on the authorisation of the Chairperson of the LDMG or their delegate.

The LDMG will decide on the appropriate means of delivering warnings to residents, dependant on disaster type and local conditions, e.g. evacuation to safe housing, etc. Full use will be made of print media, local radios, commercial radio and television outlets. During periods of activation Council will ensure that ABC local radio (92.7FM, 774AM) is provided with regular updates. Local Tourist radio (88.0FM) will also broadcast dedicated messages concerning warnings and alerts. Residents are encouraged to acquire battery operated radios and to ensure they can access these warnings when appropriate. Council will ensure that warning information is distributed to residents as a part of any public education activities.

The National Emergency Alert System may also be used upon approval of the DDCC. Templates for various warnings to be sent via the National Emergency Alert System will be generated and attached to the LDCC Standard Operating Procedures.

Council will also make use of the local email distribution lists that have been developed by local organisations and social media such as facebook. In some circumstances door knocking and local visits will also be required to distribute warning messages.

Updates regarding threats of flooding will also be posted on community noticeboards that have been erected at significant gathering points in the various major towns.

### **Rural Residents**

When any incident or disaster is likely to impact on rural residents, the LDCC must make reasonable effort to ensure contact is made with all rural residents to ensure their safety and welfare using communication networks available.

Council's internal databases are not always accurate in terms of the movement of people into and out of the area. Council will therefore encourage rural residents to take a pro-active approach and ensure that their neighbours are aware of any impending threats. Where flooding is the threat, the LECC's will manage a local neighbourhood contact list based upon Sunwater contact lists for properties adjacent to rivers and streams likely to be impacted.

## **4.4 Public Education**

In accordance with the *Disaster Management Act 2003* Section 30(1)(e) the LDMG must ensure that the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster.

As part of the general preparedness strategies of this plan, responsible agencies will conduct on going public awareness and education in relation to preparedness measures that can be taken to limit the effects of a disaster. Emergency Management Australia (EMA) and Emergency Management Queensland (EMQ) produce a number of information booklets and brochures as well as on line material that the LDMG will make available to residents through its public education strategy.

As part of the ongoing review and assessment of plans, LDMG members will provide details as to education programs and initiatives that have been conducted during the assessment period or those that will be required or conducted in the future.

The LDMG will prepare and endorse a public education strategy that will include activities to achieve this objective.



## Response Capabilities

### 4.5 Local Disaster Management Group Capability

The LDCC will only be activated upon the instruction of the Chairperson of the LDMG in times of disaster or major incidents. The initial request for assistance will come from a Control / Lead Authority as designated in Section 5 of the Local Disaster Management Plan, or the District Disaster Co-ordinator or a Queensland State Government Agency.

Detailed operating procedures are contained in the LDCC Operating Procedures, reference Appendix 5, Related Document (iii).

#### Specific Incident Response

The LDMG will develop operating procedures for the identified risks over a period of time. These procedures will assist the LDCC in dealing with the operational aspects of the incident at hand. If the disaster or threat is one that does not have a specific procedure, other procedures will be used as a guide with suitable modifications to meet the particular situation.

#### Media Releases

All media releases from the LDCC are to be approved by the LDMG Chairperson or the Local Disaster Co-ordinator prior to their release to the media. During major operations, the LDMG Chairperson or Local Disaster Co-ordinator will appoint a Media Liaison Officer to assist in this process.

#### Communications

During operations numerous calls are received from various sources requesting assistance or information, therefore there is a need to establish early in the operation, communications guidelines. These are as follows:-

- i.) General telephone contact number for the LDMG and publication of these numbers.
- ii.) The telephone number for the LDMG Chairperson should not be given out, except to the DDC, Area Director EMQ, Executive Officer SDMG and Ops Centre Brisbane. This will prevent overloading the Chairperson's contact number, allowing only direct contact from officials, which allows the Chairperson to make outgoing calls.
- iii.) Where adequate telephones are installed, designate one telephone as a silent number.
- iv.) Where mobile phones are used, arrangements need to be made to provide for alternative means of communication in the event of mobile network failure.

#### Evacuations

Pre-emptive evacuations as a preparedness measure may be required in some cases for threats and disasters identified in this plan. Because of the complexity and prescriptive nature of dealing with evacuations, a specific Welfare and Evacuation Sub-Plan has been developed and will be activated on the direction of the Chairperson LDMG upon request from the Control/Lead agency or the DDC, as required.

The Sub-Plan will be implemented by the Evacuation and Recovery Co-ordinator who is to be appointed by the Local Disaster Co-ordinator. The Sub-Plan also outlines the role of the Welfare Committee which has been formed to assist in the management of this component of the LDMG role. The Australian Red Cross is seen as a core liaison in managing the evacuation process in the event of a disaster.

Legislation specific to evacuations is also contained in the *Public Safety Preservation Act 1986*, *Disaster Management Act 2003*, *Police Powers and Responsibilities Act 2000*, *Queensland Fire and Rescue Services Act 1990*, *Queensland Ambulance Services Act 1991* and others.

The key pre-emptive evacuation to be considered by the LDMG is the private nursing home located in Goondiwindi. As outlined in Section 2.14 of this plan the facility caters for a large number of high dependency patients and is located in a flood prone area. Specific triggers for notification have been included in the facilities emergency action plan. It is important that the LDMG make contact with this facility at an early stage to ensure the responsible officer is aware of impending threats and is able to stay abreast of developments. This notification action will be added to a duty card of the LDC to ensure it is completed.

#### **4.6 District Disaster Management Group Capability**

Assistance may be requested from the DDMG in Warwick, it is therefore expected that early contact will be made with EMQ Area Director and DDC Warwick to make them aware of the situation. Situation Reports (Sitreps) will be made to DDC Warwick and EMQ Area Director at agreed intervals to ensure that preparation for foreseeable requests may be commenced.

If outside assistance is required an official request from the Chairperson, or LDC, to DDC in Warwick is required.

#### **4.7 Agency Capability**

Measurement of response capability by Goondiwindi Regional Council and the relevant agencies in the local government area is determined by operational activation, for example the January 2011 flood, as well as the conduct of desk-top training exercises. All agencies and support groups (such as the SES) are fully aware of the chain of command and the responsibility for the activation of the LDCC in times of emergency, which was evidenced in the January 2011 and found to operate satisfactorily.

Response capability and responsibility may also be included in any sub-plans that are developed (for example, a public health sub plan which would deal with an outbreak of contagious disease or pandemic). Such a plan would clearly identify Queensland Health as the agency responsible for the activation of that plan and the agency appropriately resourced to deal with any response.

The outcome of the measurement of response capability, carried out in the Natural Disaster Risk Study is attached to this plan in Appendix 5, as Related Document (vi).

#### **4.8 Resource List**

Critical resources are addressed in the Resource Register which is included in Appendix 4, Sub Plan (iv).

#### **4.9 Disaster Management Training Register**

A register detailing disaster management training undertaken by LDMG Members, Council and Agency personnel is included in Appendix 4, Sub Plan (v).



## SECTION 5 – RESPONSE

### 5.1 Response

Response is defined as *the measures taken in anticipation of, during, and immediately after an emergency to ensure its effects are minimised* (Australian Emergency Management Glossary, 1998).

The **Lead Agency** will depend on the type of disaster situation, for example, in the event of a pandemic or contagious disease outbreak (or risk thereof), Queensland Health is the lead agency. Individual agencies and organisations will have their own plans and procedures in place for response actions or specific standard operating procedures.

The Disaster Risk Register included in Appendix 5, marked Related Document (v), outlines the significant hazards relevant to the Goondiwindi Regional Council area.

The following organisations have accepted responsibility as lead agencies for operations associated with each hazard.

Hazard	Lead Agency
SEVERE STORM	Council
FLOODING	Council
LEVEE BANK BREACH	Council
FIRES – URBAN / RURAL	Queensland Fire and Rescue Service
TRANSPORT INCIDENTS	Queensland Police Service
WATER CONTAMINATION	Council
MEDICAL PANDEMICS & EPIDEMICS	Queensland Health Department
EXOTIC ANIMAL & PLANT DISEASE	DEEDI (QVETPLAN)
INFRASTRUCTURE FAILURE	Council
CBR INCIDENTS	Queensland Police Service

Under this plan, staff will continue to follow their parent organisation chain of command and procedures. The LDMG plays a coordinating role to achieve the best use of available resources by providing advice and guidance to the LDMG Chairperson on response strategies and actions. The LDMG Chairperson can then call on other agencies and resources that may not be available to the lead or response organisation.

In these situations, Goondiwindi Regional Council will frequently provide a range of support services to the Lead Agency.

In the event of a declared disaster situation, funding becomes available through the State Disaster relief Arrangements and/or the National Disaster Relief and Recovery Arrangements. Details as to the operation of these programs are available from the state website and are further integrated into the LDCC operating procedures.

## Response Planning

Response Planning plays a vital role in the disaster management process and impacts on the ability of the community to recover from the various disasters and threats that impact upon them. Specific response measures apply to each individual threat/disaster type and so are summarised in the duty cards for identified disaster threats.

In preparing and reviewing this plan, LDMG Members will provide advice to the LDMG Chairperson on their organisations' response planning and those procedures in place to ensure a co-ordinated response in times of actual disaster. These details will be included in status reports and in line with legislative requirements, organisations not complying with their obligations will be reported to the State Director, SDMG through the DDC.

### 5.2 Functional Sub-Plans

#### Welfare and Evacuation Sub-Plan

A Welfare and Evacuation Sub-Plan has been developed and will be activated on the direction of the Chairperson LDMG upon request from the Control/Lead agency or DDC as required. The processes and arrangements detailed in the Welfare and Evacuation Sub-Plan can be implemented in a wide range of scenarios.

#### Other Sub-Plans

The functional sub-plans listed below may be prepared to detail arrangements for functional support in the following areas:-

- Communications Plan (to be considered)
- Health Plan (to be considered)

If deemed to be relevant, the LDMG will ensure that these plans are developed by October 2012.

### 5.3 Threat Specific Arrangements

While the response to threat specific events is managed by other agencies, Goondiwindi Regional Council may be required to provide support to these arrangements. Threat specific events for the local government area include:-

- Counter terrorism
- Exotic animal/plant disease
- Major traffic accident
- Epidemic or other health issues

These Plans are not yet prepared but are expected to be developed by October 2012.

## 5.4 Emergency Action Plans

Emergency Action Plans have been prepared to detail arrangements for responding to failures of hazardous facilities and infrastructure:-

- Coolmunda Dam (Lake Coolmunda)
- Glenlyon Dam (operated by Sunwater for the Border Rivers Commission)
- Pindari Dam (operated by the State Water Corporation of NSW [State Water])
- Twin Hills Silver Mine

These Plans are available from the nominated agency or company (as listed above).

## 5.5 Risk Maps

Lists of available risk maps are included in Appendix 5, marked Related Document (iv).

This also includes information as to the availability of risk mapping including the responsible organisation and individual officer where appropriate.

## 5.6 Contact Lists

Council maintains a list of contact information comprising LDMG Executive Members and their respective agencies as well as Stakeholder agencies and their nominated contacts, per the LDMG Group Structure - reference Appendix 5, Related Document (ii).

# Response Activation

## 5.7 Activation of the Local Disaster Management Group

The LDMG can be activated in the preparedness, response or recovery stages, dependent upon the disaster type, individual situation and lead time available. The authority to activate the Local Group is vested in the Chairperson of the Local Disaster Management Group, or his delegate.

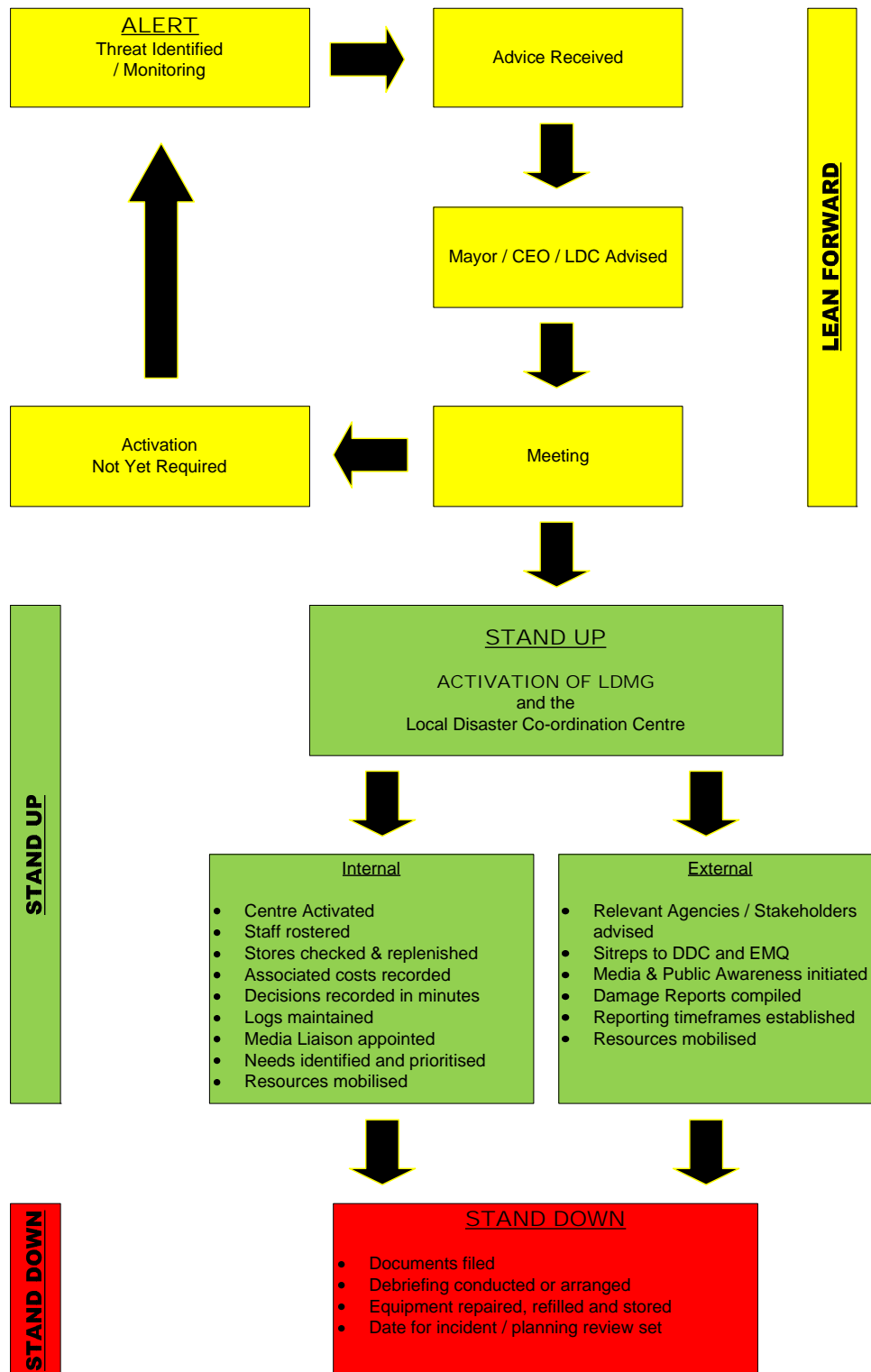
The LDMG Chairperson, or his delegate, can implement the plan on receipt of:-

- i.) A warning or an impending threat which in the opinion of the Chairperson, or their delegate, would require a co-ordinated community response, or
- ii.) A request from a Control Authority for assistance under the Local Disaster Management Plan.
- iii.) At a direction or on request from the DDC.

The following Activation Flow Chart outlines the steps taken during activation:-

- i.) The procedure set out in this flow chart applies only to major events.
- ii.) Statutory authorities may request support for incidents and small scale events by making the request direct to the appropriate organisation.

\* refer flowchart over page \*

**LDMG ACTIVATION FLOWCHART**

During activation of the LDMG there will be four (4) stages:-

These stages are:-

- i.) ALERT
- ii.) LEAN FORWARD
- iii.) STAND UP
- iv.) STAND DOWN

These stages and associated actions are detailed as follows:-

<u>Phase</u>	<u>Triggers</u>	<u>Action</u>	<u>Communications</u>
1. ALERT	<ul style="list-style-type: none"> <li>Awareness of a hazard that has the potential to affect the local government area</li> </ul>	<ul style="list-style-type: none"> <li>Hazard and risks identified</li> <li>Information sharing with warning agency</li> <li>LDC contacts EMQ</li> <li>Initial advice to all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Chair and LDC on mobile remotely</li> </ul>
2. LEAN FORWARD	<ul style="list-style-type: none"> <li>There is a likelihood that threat may affect local government area</li> <li>Threat is quantified but may not yet be imminent</li> <li>Need for public awareness</li> <li>LDMG is now to manage the event</li> </ul>	<ul style="list-style-type: none"> <li>EMQ and LDC conduct analysis of predictions</li> <li>Chair and LDC on watching brief</li> <li>Confirm level and potential of threat</li> <li>Check all contact details</li> <li>Commence cost capturing</li> <li>Conduct meeting with available LDMG</li> <li>Council staff prepare for operations</li> <li>Determine trigger point to Stand Up</li> <li>Prepare LDCC for operations</li> <li>Establish regular communications with warning agency</li> <li>First briefing Core Members of LDMG</li> <li>LDC advises DDC of lean forward and establishes regular contact</li> <li>Warning orders to response agencies</li> <li>Public information and warning initiated</li> </ul>	<ul style="list-style-type: none"> <li>Chair, LDC and LDMG members on mobile and monitoring email remotely</li> <li>Ad hoc reporting</li> </ul>

<u>Phase</u>	<u>Triggers</u>	<u>Action</u>	<u>Communications</u>
3. STAND UP	<ul style="list-style-type: none"> <li>Threat is imminent or has impacted</li> <li>Community will be or has been impacted</li> <li>Need for co-ordination in LDCC</li> <li>Requests for support received by LDMG agencies or to the LDCC</li> <li>The response requires co-ordination</li> </ul>	<ul style="list-style-type: none"> <li>Meeting of LDMG Core Group</li> <li>LDCC activated</li> <li>Rosters for LDCC planned &amp; implemented</li> <li>Commence operational plans</li> <li>Local Government shifts to disaster operations</li> <li>LDMG takes full control</li> <li>SOPs activated</li> <li>Core group of LDMG located in LDCC</li> <li>Commence Sitreps to DDMG</li> <li>Distribute contact details</li> <li>DDMG advised of potential requests for support</li> </ul>	<ul style="list-style-type: none"> <li>LDCC contact through established land lines and generic email addresses</li> <li>Chair, LDC and LDMG members present at LDCC, on established land lines and / or mobiles, monitoring emails</li> </ul>
4. STAND DOWN	<ul style="list-style-type: none"> <li>No requirement for co-ordinated response</li> <li>Community has returned to normal function</li> <li>Recovery taking place</li> </ul>	<ul style="list-style-type: none"> <li>Final checks for outstanding requests</li> <li>Implement plan to transition to recovery</li> <li>Debrief of staff in LDCC</li> <li>Debrief with LDMG members</li> <li>Consolidate financial records</li> <li>Hand over to Recovery Co-ordinator for reporting</li> <li>Return to local government core business</li> <li>Final situation report sent to DDMG</li> </ul>	<ul style="list-style-type: none"> <li>LDMG Members not involved in recovery operations resume standard business and after hours contact arrangements</li> </ul>

## 5.8 Initial Impact Assessment

The LDMG is responsible for initial impact assessment of natural disasters requiring multi-agency response. As set out in Section 4 - Response Capabilities, the initial responsibility will fall to the lead agency or authority as appropriate (eg QPS for evacuations, Queensland Health for outbreaks of contagious diseases or pandemics, etc.).

### Initial Survey

The LDMG will appoint local personnel to collect details as to damage to buildings and infrastructure when deemed safe to do so by control / lead agencies.

Agencies participating in the LDCC will also forward such information collected by their organisation to the LDMG for collation.

### **Initial Report**

Besides advising the appropriate Department Regional Officers of the damage estimate, the LDMG Chairperson and/or the Local Disaster Co-ordinator will complete all sections of the Initial Damages & Personal Hardship Report and relay this report to the District Disaster Co-ordinator, Warwick and the EMQ Area Director Toowoomba.

*NOTE: It is appreciated that the initial estimates (costs) of damage may not be accurate but the report must clearly reflect deaths and injuries, actual damage, personal losses and cases of personal hardship resulting from the event to ensure an adequate Local, District and State response.*

### **Follow up Reports**

As the recovery process continues, more accurate details of damage, personal losses and hardship will come to hand. This updated information must be relayed to DDC Warwick and EMQ Toowoomba as early as possible.

## **5.9 Evacuations**

Evacuations may be required in some cases for the threats and disasters identified in this plan. As such a specific evacuation sub plan has been developed and will be activated on the direction of the Chairperson LDMG upon request from the Control/Lead agency or DDC as required.

The procedures for evacuation are contained in the Welfare and Evacuation Sub-Plan referred to in Section 5.2.

Legislation specific to evacuations is also contained in the *Public Safety Preservation Act, Disaster Management Act 2003, Police Powers and Responsibilities Act 2000, Queensland Fire and Rescue Services Act 1990, Queensland Ambulance Services Act 1991* and others.

## **5.10 Accessing Support**

If additional resources are required during the response to a specific event, then the lead agency will call upon appropriate other agencies or EMQ for assistance. Private or volunteer organisations (such as the SES) will frequently be so called upon, but the assistance of private companies and individuals may also be accessed.

Any requests for external assistance not able to be resourced through an agencies normal operating procedures are to be co-ordinated through the LDCC. Where the resources cannot be sourced locally, such requests are to be forwarded to the DDC for action, and to the Area Director EMQ Toowoomba for information.

## SECTION 6 – RECOVERY

### 6.1 Response

Response is defined as *the coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being* (Australian Emergency Management Glossary 1998).

The aim of recovery management is to return the community to pre-disaster functioning, or as close as reasonably possible in the circumstances, as soon as possible. The length of the recovery stage will depend on the type and extent of disaster and can last from a few hours to months or years.

### Recovery Planning

Recovery plays a vital role in the disaster management process as it impacts on the community as a whole and can have long lasting effects. These can be positive or negative effects depending on the type and scope of the disaster. Specific recovery measures apply to each individual threat/disaster type and are dealt with as follows:-

- In preparing and reviewing this plan, LDMG members will provide advice to the Chairperson of their organisations' recovery planning and those procedures in place to ensure a co-ordinated approach in times of actual disaster.
- The District Disaster Group recovery plan incorporates a wide range of services and will be referred to as soon as possible in the recovery stage.

### 6.2 Recovery Functional Plan

More specific recovery arrangements will be detailed in the Recovery Sub-Plan, when prepared in the future.

### 6.3 The Community

It is recognised under this plan that the community plays a vital role in recovery operations. Under this plan, the community will be encouraged to return to normal functioning as soon as it is safe and practical to do so. Areas such as shops, businesses and schools will be supported to allow them to be re-opened as soon as possible or alternate arrangements for their operations established.

### 6.4 Welfare

An important component of recovery from disaster will involve attending to the welfare needs of the community. As a result, a welfare sub-committee has been formed to address needs for this plan and to assist in managing evacuation and welfare functions.



## Recovery Process

### 6.5 Re-supply Arrangements

During times whereby the area becomes isolated as a result of a disaster event, eg. flood, or supplies are lost, there may be occasions when re-supply of foods and essential items for the community are required.

Under this plan, all requests for re-supply are to be collated and co-ordinated by the LDMG. The Chairperson will then make formal application through the DDC in the required format enclosing all relevant information in accordance with the Queensland Re-supply Guidelines.

Re-supply operations will be conducted in line with the Queensland Re-supply Guidelines. A re-supply sub-plan will be developed by March 2012 to provide local details to support the application of the guidelines.

To ensure the entire community has a sense of ownership and cooperation, roles and tasks should be identified for community members not directly involved in response/recovery roles due to age, injury or other reasons, but wanting to volunteer or assist efforts. This then allows human resources to be deployed to other activities and areas.

### 6.6 Transition Arrangements

As indicated above, recovery operations can be short or long term in nature dependant on the type and scale of disaster. The LDMG and LDCC cannot continue indefinitely until recovery operations are completed and transition arrangements will need to be determined by the LDMG Chairperson in consultation with the LDMG, DDC and EMQ.

Although there may no longer be the need for the LDMG to be maintained on a continual basis, it may need to continue in a monitoring, review and advisory capacity. When the decision is made to stand down or for transition from the LDMG to another body, the LDMG Chairperson will set a time frame for the next meeting of the LDMG to assess ongoing operations.

### 6.7 Queensland Disaster Relief and Recovery Arrangements

The Queensland Government operates two programs of assistance. Firstly, the Natural Disaster Relief and Recovery Arrangements (NDRRA), a joint Commonwealth/State program that is able to provide grant and loan assistance to disaster affected community members, small businesses, primary producers and Local and State Governments for the impact of defined natural disasters. Secondly, the State Disaster Relief Arrangements (SDRA), a wholly State funded program, that is able to be activated for all hazards, and provides assistance where personal hardship and distress follows the impact of a disaster event. Details of these programs are set out in the *Queensland Disaster Relief and Recovery Arrangements Guidelines 2009-2010*.

#### Infrastructure

This relief measure financially assists eligible *State* and Local Governments in the restoration of essential public assets, following an eligible disaster event, to pre-disaster standard/level of service, in accordance with current engineering standards/requirements and building codes/guidelines, while maintaining the same asset class and/or immunity level. This relief measure is only available under NDRRA.

*Building the future together***Disaster Management Plan 2011/2012****Community**

Relief measures exist and are designed to assist homeowners who need to rebuild or replace their residences following a natural disaster. Assistance would not generally be available where adequate insurance could be accessed at reasonable rates. This relief measure is only available under NDRRA.

The identification of personal hardship and distress amongst the community, as a direct impact of an eligible disaster event, is the responsibility of the Department of Communities (DOCs). Lifeline and mental health issues are also addressed through DOCs.

**Economic**

Goondiwindi Regional Council advises the Chambers of Commerce, Border Rivers Food and Fibre, the Irrigator Groups, etc, on the availability of assistance to small business through the NDRRA. Such relief measures include programs designed to assist in meeting the needs of *Small Business* to recover from natural disaster events of a substantial magnitude. Similar assistance is also available to assist in meeting the needs of *Primary Producers*.

**Environment**

Goondiwindi Regional Council and the LDMG liaise with the Department of Environment and Resource Management (DERM), Land Care Groups and the Murray-Darling Basin Authority in seeking State Government assistance in the restoration of the natural environment damaged by severe natural disasters, such as floods, severe storms and bushfires.

## SECTION 7 - APPENDICIES

### Appendix 1: Disaster Management Plan Distribution List:-

Organisation	Number of Copies	Issue Numbers	Distribution Method
LDMG – Chairperson	1		Postal
GRC – Mayor / Chairperson	1		Postal
GRC – Local Disaster Co-ordinator	1		Postal
GRC – Works Manager	1		Postal
GRC – Records Department (file copy)	1		Postal
QPS – OIC Goondiwindi Police	1		Postal
QPS – OIC Talwood Police	Notification		<i>Email</i>
QPS – OIC Inglewood Police	Notification		<i>Email</i>
QPS – OIC Texas Police	Notification		<i>Email</i>
EMQ – Area Director	1		Postal
QFRS – Area Director	1		Postal
QAS – Area Director	Notification		<i>Email</i>
QAS – OIC Goondiwindi Ambulance	1		<i>Email</i>
QAS – OIC Inglewood Ambulance	Notification		<i>Email</i>
QAS – OIC Texas Ambulance	Notification		<i>Email</i>
QH – Director of Nursing (Goondiwindi Hospital)	1		Postal
QH – Director of Nursing (Inglewood Hospital)	Notification		<i>Email</i>
QH – Director of Nursing (Texas Hospital)	Notification		<i>Email</i>
DDC – Inspector of Police, Warwick District	1		Postal

**Appendix 2: LDMG Executive Members:-**

Organisation / Agency	Position	Current Incumbent
Goondiwindi Regional Council (GRC)	<b>Chairperson / Deputy Mayor</b> In the absence of the identified councillor the deputy chair or otherwise nominated councillor shall assume the role of chairperson.	Councillor Rick Kearney
Goondiwindi Regional Council (GRC)	<b>Local Disaster Co-ordinator / CEO</b> In the absence of the CEO the person delegated by the CEO shall assume the role of DC.	Mr Peter Stewart
Goondiwindi Regional Council (GRC)	<b>Deputy Chairperson / Media Officer / Mayor</b> In the absence of the identified councillor the Local Disaster Co-ordinator shall assume the role.	Councillor Graeme Scheu
Goondiwindi Regional Council (GRC)	Acting Director of Engineering & Planning	Mr Rod Slack-Smith
Emergency Management Qld (EMQ)	Area Director	Mr Chris Artiemiew
QLD Police Service (QPS)	Officer in Charge – Goondiwindi	Senior Sergeant Richard McIntosh
QLD Fire & Rescue Service (QFRS)	Officer in Charge – Goondiwindi Station	Mr Tyson Raymond
QLD Ambulance Service (QAS)	Officer in Charge – Goondiwindi	Mr Blair Fogarty
QLD Health (QH)	DON - Goondiwindi Hospital	Ms Katie Jefford

It is now a mandatory requirement for all executive members of the LDMG to participate in the Queensland Disaster Management Arrangements (QDMA) Course. Upon completion of the course the Local Disaster Co-ordinator should complete the LDMG Member Induction Checklist to ensure that each member is aware of and prepared for their obligations.

### Appendix 3: Specialist Advisors to the LDMG:-

The following members whilst not regarded as “core” members of the LDMG, may be called upon to give specialist advice about the role and capabilities that their organisation may be able to provide to the LDMG. Relevant stakeholders will be advised via email notification of any updates made to the Disaster Management Plan.

Organisation / Agency	Position
Aged Care Facilities	Chief Executive Officer – Kaloma, Casa-Mia, Mingoola Place
Church Groups	Local Church Members
Community Groups	CWA, Lions, Apex, Rotary, Red Cross etc.
Country Energy	Area Manager
DDC	Inspector of Police – Warwick
DPI and DERM	Local Representative
Emergency Management Australia	On Duty Operator
EPA	Area Director
QAS	Officer in Charge – Inglewood, Texas
QFRS	Auxiliary Captain – Inglewood, Texas, Yelarbon
QFRS	Rural Fire Wardens – as required
QPS	Officer in Charge – Talwood, Yelarbon, Inglewood, Texas
Schools	Principals
SES	Local Controller – Goondiwindi, Inglewood, Yelarbon, Texas, Talwood
Sunwater	Local Representative
Telstra	Area Supervisor
Local Welfare Groups	Department of Communities, Blue Care, Red Cross, Lifeline, Care Goondiwindi, etc

**Appendix 4: Disaster Management Sub Plans:-**

Reference No.	Document Title	Document Description
(i)	Welfare and Evacuation <i>(Document Status: under construction)</i>	A sub-plan designed to support the Disaster Management Plan with respect to the requirements for the provision of emergency welfare services in response to a disaster event.
(ii)	Communications <i>(Document Status: to be considered)</i>	
(iii)	Public Health <i>(Document Status: to be considered)</i>	
(iv)	Resupply <i>(Document Status: under construction)</i>	A sub-plan designed to support the Disaster Management Plan with respect to the resupply of isolated communities, rural properties and / or stranded persons in response to a disaster event.
(v)	Resource Register <i>(Document Status: under construction)</i>	A register identifying critical resources and related information.
(vi)	Disaster Management Training Register <i>(Document Status: in progress)</i>	A register detailing disaster management training undertaken by LDMG Members, Council and Agency personnel.

## Appendix 5: Related Documents

Reference No.	Document Title	Document Description
(i)	LDMG Chairperson's Handbook	This handbook was designed for use by the Chairperson of the Local Disaster Management Group (LDMG) to provide a brief summary of the issues for consideration regarding Disaster Management in the Goondiwindi Regional Council area. <i>(Document Status: Current)</i>
(ii)	<b>Contact Lists</b> a) LDMG Executive Members b) LDMG Stakeholders c) Welfare Committee Members d) LECC Members, Inglewood e) LECC Stakeholder, Inglewood f) LECC Members, Texas g) LECC Stakeholders, Texas	These contact lists provide details of Group Members and Related Group Stakeholders. <i>(Document Status: Current)</i>
(iii)	<b>Standard Operating Procedures - Local Emergency Co-ordination Centre (LECC)</b>	The SOPs document is designed to support the implementation of the Disaster Management Plan with respect to establishing and operating the Local Disaster Co-ordination Centre (LDCC). <i>(Document Status: Current)</i>
(iv)	<b>Risk Maps</b>	<i>(Document Status: to be compiled)</i>
(v)	<b>Disaster Risk Register</b>	<i>NDRMP Attachment</i>
(vi)	<b>Measurement of Response Capability</b>	<i>NDRMP Attachment</i>
(vii)	<b>Duty Cards</b>	A set of checklists detailing actions / tasks to be undertaken or considered by an agency in the event of a specific disaster incident. <i>(Document Status: Flood Incident checklists prepared)</i>
(viii)	<b>Flood Response Procedure – Goondiwindi Area</b>	Fact Sheet which sets out procedures relating to a flood event in the Goondiwindi Area of Goondiwindi Regional Council. <i>(Document Status: Current)</i>
(ix)	<b>Flood Response Procedure – Inglewood Area</b>	Fact Sheet which sets out procedures relating to a flood event in the Inglewood Area of Goondiwindi Regional Council. <i>(Document Status: Current)</i>

The documents listed in Appendix 5 are identified as Operational Guidelines which have been developed to support the Disaster Management Plan. These documents are administrative and do not require adoption by Council, therefore they are not subject to the requirement to be provided to residents requesting a copy of this plan.

The Disaster Management Plan and all associated Appendices are available for viewing by Goondiwindi Regional Council staff via Council's Intranet <http://intranet.goondiwindirc.qld.gov.au/>.

The file path location for the Disaster Management Plan and Appendices, within Council's computer system, is *H:\C. Corporate Services\06. Disaster Mgmt\Disaster Management Plans*.

## GOONDIWINDI REGIONAL COUNCIL

### Extensions & Access to the Road Network

**Adopted Date:** a23 June 2010

**Policy Number:** GRC 0038

**Policy Type:** Strategic

**Responsible Officer:** Director of Engineering & Planning

**Department:** Engineering & Planning

Version	Decision Number or CEO Approval	Decision Date	Status / History
1	GRC 0038	23 June 2010	Review October 2011
2		26 October 2011	Review 26 October 2013
3			
4			

#### 1. DEFINITIONS

##### 1.1. Road

- (a) an area of land that is dedicated to public use as a road; or
- (b) an area of land that:-
  - (i) is developed for, or has as 1 of its main uses, the driving or riding of motor vehicles; and
  - (ii) is open to, or used by, the public; or
- (c) a footpath or bicycle path; or
- (d) a bridge, culvert, ferry, ford, punt, tunnel or viaduct.

However, a road does not include:-

- (a) a State-controlled road; or
- (b) a public thoroughfare easement.

##### 1.2. Unmade Road

A road that has had no capital improvements including clearing, forming, and gravelling. Notwithstanding this, an unmade road may be trafficable, however is considered not generally used by the public. Unmade Roads are not included in Council's Road Register and are not maintained.

##### 1.3. Unformed Road

A road that has been cleared and open to, and customarily used by the public.

##### 1.4. Formed Road

A road that has been cleared and formed by grading so that stormwater will drain off laterally. A formed road would usually have table drains, outlet drains and crossfall with the running surface consisting of natural materials.

##### 1.5. Gravelled Road

A road that has been cleared, formed and surfaced with gravel paving material (usually transported to the site).



### **1.6. Sealed Road**

A gravelled road that has had a single or multiple application of bitumen and screening aggregates or asphaltic concrete applied as a running surface.

### **1.7. Existing Dwelling**

A constructed and approved Class 1a or 1b building (Building Code of Australia 2009 Volume 2) for use as a habitable building.

## **2. BACKGROUND**

Under Division 1, Part 3 of the Local Government Act 2009, Council has control over all roads in its local government area. Extensions and or access to the road network are required from time to time. This control over roads has a concomitant legal obligation on Council to ensure roads are maintained to an appropriate standard within the limitations of its resources.

Council must exercise control over extensions and access to the road network so as to ensure the inherent legal obligations are met and that there is not an undue risk to Council of litigation as well as ensuring that the works are funded and constructed by the appropriate persons and to appropriate standards.

## **3. POLICY STATEMENT**

### **1. Road Access**

- It is the responsibility of the property owner to construct and maintain an access from the constructed road to the property.
- Any proposed work that will interfere with an existing road, including kerb & channel or paved footpath, will require written approval from Council prior to work commencing.
- The standard of access shall be generally in accordance with the following:-
  - Institute of Public Works Engineering Australia (Queensland Division Inc) Standard Drawing R-0050 Residential Driveway
  - Institute of Public Works Engineering Australia (Queensland Division Inc) Standard Drawing R-0051 Commercial Driveway Type A
  - Institute of Public Works Engineering Australia (Queensland Division Inc) Standard Drawing R-0052 Commercial Driveway Type B
  - GRC Standard Drawing R-01 Rev B
  - GRC Standard Drawing R-02 Rev B

### **2. Road Extensions**

- Council will not undertake capital improvements or maintenance works to unmade / unformed roads for the provision of access where the road does not provide access to a property with an existing dwelling.
- A Building Application will not be processed or approved until the property has an approved access from the property boundary to a formed, gravelled or sealed road as deemed appropriate by Councils Director Engineering & Planning.
- Any proposed work within a road reserve will require a written request by way of an Operational Works Application and written approval from Council prior to work commencing. This includes any clearing and formation works but does not include the construction of an access track or driveway from the constructed road to the property boundary.
- Approval for clearing of vegetation must be obtained from the Department of Environment & Natural Resources if required. Council reserves the right to refuse or object to any application for clearing works.
- All works are to be constructed by Council or an approved contractor who must meet the required standards in terms of:-
  - Experience
  - Quality Assurance

→ Workplace Health & Safety

→ Insurances

- The standard of road construction shall be generally in accordance with the following:-

→ Institute of Public Works Engineering Australia (Queensland Division Inc) standard drawings:-

- R-0031 Type Cross Sections, Residential & Rural Residential Roads
- R-0033 Type Cross Sections, Rural Roads

→ The Manual of Uniform Traffic Control Devices

→ Vertical and horizontal alignment to the satisfaction of Councils Director Engineering & Planning.

- Where, due to the topography of the area the road traverses, it is necessary to provide drainage structures, the applicant will be responsible for the provision of same to a nominal design of :-

→ 375mm diameter RCP pipe culvert with approved headwalls and a nominal length of 9.76 metres. Culvert construction will be in accordance with the relevant drawings from the Department of Transport & Main Roads Standard Drawings – Roads.

Where a more significant drainage structure is deemed necessary, Council will consider a funding contribution request from the proponent.

- No works deviating from the gazetted road reserve will be accepted.
- When roads have been completed, inspected and accepted by Council, Council will have responsibility for all ongoing maintenance and improvement works as dictated by resource and budgetary constraints.
- At the discretion of the Director Engineering & Planning, appropriate signage may be erected on unmade, unformed or formed roads to advise the public that the road is not maintained beyond a particular location, is maintained to a limited degree or to warn the public that there may be a particular hazard ahead (Refer to Attachment A for typical wording).
- Council shall maintain a Road Register. This register will list and provide a map of all roads maintained by Council.
- Council will consider funding an extension to the road network in accordance with the following:-

	Situation	Assessment
1	Road extension required in an urban, rural residential or rural lifestyle area	No contribution
3	Road extension required to provide access to an existing or proposed dwelling in a rural area (refer Note 1 below)	25% contribution to a maximum of \$5,000 (refer Note 3 below)
4	Road extension required to provide access to a new or expanded rural industry (refer Note 2 below)	50% contribution to a maximum of \$20,000 (refer Note 4 below)

Note 1: The road must be constructed prior to the Building Approval being processed and finalised.

Note 2: Applies after a demonstrated need for upgrading due to an expansion of grazing or agricultural activities (typically greater than 50Ha in scope) that contribute positively to the local economy. Does not apply to works authorised under a Reconfiguration of a Lot or a Material Change of Use including all intensive activities.

Note 3: Assessed by staff

Note 4: Assessed by Council

- Council may consider funding capital improvements to any road as part of its annual Capital Works Program and Budget.
- A person must not, without lawful excuse or the written approval of Council, carry out works on a road or interfere with a road or its operations. Council will reserve the right to dismantle or alter the works or fix any damage caused by the works at the expense of the person who undertook the works. Council will also reserve the right to not maintain or improve the road.

### **3. POLICY PURPOSE**

The purpose of this policy is to ensure that any extensions or accesses to the road network are constructed to the required standard and that the limitations of Council's contribution to such works are clear.

### **4. POLICY OBJECTIVES**

The objectives of this policy are to:-

- Provide clear guidelines on the required construction standard of road extensions and accesses.
- Provide clear direction for staff in assessing applications for works.
- Provide guidelines for applicants, staff and Council in determining appropriate contributions to proposed works.

### **5. SCOPE**

This policy applies to extensions or accesses to the existing road network. The requirements for new works as a result of a Reconfiguration of a Lot (ROL) or Material Change of Use (MCU) will be detailed in the appropriate Development Approval (DA) and associated Operational Works Approval.

### **6. REVIEW DATE**

October 2013

### **ATTACHMENTS**

Attachment A: Typical Warning Sign Wording

**Attachment A: Typical Warning Sign Wording**

