

# ***Goondiwindi Regional Council*** Ordinary Meeting

## CONFIRMED MINUTES

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

Wednesday, 20 April 2011

Goondiwindi Regional Council  
**MINUTES OF ORDINARY MEETING**  
20 April, 2011

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Goondiwindi Regional Council  
**MINUTES OF ORDINARY MEETING**  
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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 (Manager Works)  
Mr John Woods (Manager Community Services)  
Mr Peter McCashney (Manager Building Services)  
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 9:30am.

Father Michael O'Brien of the Catholic Church, Goondiwindi, delivered the Opening Prayer.

**2. APOLOGIES**

Nil.

**3. CONDOLENCES / CONGRATULATIONS**

**3.1.1. Condolences**

Council noted the recent passing of Sarah Lennon and Frank Lang, past Councillors of the former Inglewood Shire Council, and condolences were extended to their respective families.

Council also noted the recent tragedy relating to the Wilson Family of Goondiwindi. Condolences were extended to the Wilson Family.

**3.1.2. Congratulations**

Nil

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

**RESOLUTION OM-0068/11**

*Moved: Cr DG McMahon*

*Seconded: Cr WP Kearney*

*That the minutes of the Ordinary Meeting of Council held on Wednesday, 23 March 2011, be confirmed.*

*Carried.*

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**5.1.1. Environmental Waste Levy**

The Mayor provided an update to Council regarding the Environmental Waste Levy. It was noted that no firm decision has been reached by the State Government at this time.

**6. DEPUTATIONS**

Nil.

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

Council's Finance Manager, Mr Bradley Pyle, presented the following reports to Council.

### **7.1. FC-010/11 – Finance Report, PE 31 March 2011**

#### **RESOLUTION OM-0069/11**

*Moved: Cr RJ McDougall*

*Seconded: Cr PM Kneipp*

*That the Finance Report, number FC-010/11, for the period ending 31 March 2011, be received.*

*Carried.*

### **7.2. FC-011/11 – Disaster Management Plan, April 2011**

The Goondiwindi Regional Council Local Disaster Management Group at its meeting on 31 March 2011, determined to submit the revised Disaster Management Plan, incorporating outcomes from the January 2011 flood event, to Council for consideration and adoption.

#### **RESOLUTION OM-0070/11**

*Moved: Cr WP Kearney*

*Seconded: Cr PJ Percival*

*That Council resolves to adopt the revised Disaster Management Plan 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. General Business – Department of Finance & Corporate**

#### **7.3.1. Queensland Floods Commission Inquiry**

It was noted that the Goondiwindi Hearing of the Queensland Floods Commission Inquiry has been scheduled for 3 May 2011. A summons has been issued to Council's Mayor, Councillor GS Scheu and Chief Executive Officer, Mr Peter Stewart, to attend the hearing.

#### **7.3.2. Goondiwindi Flood Pumps**

It was noted that the Goondiwindi Flood Pumps will remain out until after Easter 2011 as a precautionary measure after which time they will be removed.

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

Nil reports tabled.

## **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.

### **ENGINEERING – WATER AND SEWERAGE**

#### **9.1. EP-019/11 – Goondiwindi Water Supply Fluoridation Costs**

On 5 December 2007, the Queensland Government made the decision to introduce fluoride to the water supplies of communities over 1,000 people. As a result of this decision, Council is required to fluoridate the Goondiwindi town water supply.

##### **RESOLUTION OM-0071/11**

*Moved: Cr WP Kearney*

*Seconded: Cr RJ Reardon*

*That Council resolves to write to the Minister for Health requesting assistance with the on-going operational costs associated with the fluoridation of the Goondiwindi water supply.*

*Carried.*

### **ENGINEERING – ASSETS**

#### **9.2. EP-020/11 – Purchasing of Light Vehicle Policy Review**

To streamline the procurement process and to provide an optimum fleet type, a Purchasing of Light Vehicles Policy was adopted by Council on 9 September 2009. The Policy has been in effect for a nineteen (19) month period and was due for renewal in September 2010. The vehicle listing in the policy attachment has been updated to reflect current stock and several minor changes.

##### **RESOLUTION OM-0072/11**

*Moved: Cr RJ Reardon*

*Seconded: Cr RJ McDougall*

*That Council resolves to adopt the Purchasing of Light Vehicle Policy for a further two (2) year period.*

*Carried.*

*\* Reference - Minutes Attachment 2*

**9.3. EP-021/11 – Dust Suppression Policy**

Council does not yet have a position or policy in relation to the assessment of applications for dust suppression on unsealed roads. Council needs to adopt a policy in relation to this issue to provide guidance to staff and to ensure consistency throughout the regional area. The proposed policy is tabled for Council's review and consideration.

**RESOLUTION OM-0073/11**

*Moved: Cr Reardon*

*Seconded: Cr McDougall*

*That Council resolves to adopt the Dust Suppression Policy for a two (2) year period.*

*Carried.*

*\* Reference - Minutes Attachment 3*

**ENGINEERING – WORKS**

**9.4. EP-022/11 – Capital Works Program Amendment**

Council has budgeted for streetscape upgrade works at the intersection of Herbert Street and Bowen Street Goondiwindi, utilising \$126,000 of Regional and Local Community Infrastructure Program (RLCIP) funds. There have been recent discussions at a staff level on a long term plan for more extensive works in this vicinity. The Community Planning "Lifestyle and Liveability" working group also raised the possibility of a future opportunity to improve access to the river and provide public open space and associated facilities in this vicinity. This report is provided for Council's consideration.

**RESOLUTION OM-0074/11**

*Moved: Cr WP Kearney*

*Seconded: Cr RJ Reardon*

*That Council resolves to re-allocate the Regional and Local Community Infrastructure Program (3) funds and any surplus funds from 2010/11 Goondiwindi Streetscape Works to the refurbishment and upgrade of the Marshall Street / Herbert Street roundabout.*

*Carried.*

**9.5. EP-023/11 – Inglewood Exercise Station**

Queensland Health (QH), through the Public Health Unit, has advised of funding available for a fitness trail / exercise station in Inglewood. The available funding of \$18,500 is not sufficient to install a worthwhile station and Council would have to contribute to the project by funding the installation and ancillary equipment (flooring, water etc). These funds could be provided in the 2011/12 budget.

QH requires to be invoiced prior to the end of April, necessitating a decision from Council. The matter was discussed at the Engineering Portfolio meeting held on Wednesday 6 April 2011. The Mayor subsequently emailed all Councillors requesting their views on the matter. The consensus opinion was to proceed on the basis outlined above. QH has been invoiced accordingly.

**RESOLUTION OM-0075/11**

*Moved: Cr DG McMahon*

*Seconded: Cr WP Kearney*

*That Council ratifies the actions of staff in arranging for the supply of exercise station components for Inglewood and that Council makes the necessary budget amendment recognising the contribution from Queensland Health.*

*Carried.*

**ENGINEERING – OTHER**

**9.6. EP-024/11 – Inglewood Memorial Park, Proposed Removal and Replacement of Trees**

This report has been prepared to assist Council in considering the removal of Athol Pine trees in the Memorial Park at Inglewood.

**RESOLUTION OM-0076/11**

*Moved: Cr RJ McDougall*

*Seconded: Cr WP Kearney*

*That the eight (8) Athol Pines in the Memorial Park at Inglewood be removed and replaced with a more appropriate species of advanced trees and that the replacement trees be approved by Arborist, Mr Russell Clark, as being suitable for this location.*

*Carried.*



**Councillor RJ Reardon declared material personal interest in Meeting Report EP-025/11, and left the meeting at 10:38am**

**9.7. EP-025/11 – Levee Bank Permit Application 11/01, Kotaki Pty Ltd – “Mirreyah”**

An application for levee banks has been made by Kotaki Pty Ltd for a permit under the provisions of *Local Law No.26 (Levee Banks) 2004*. The works include the construction of approximately 8,700 metres of levee bank (including storage), on Lot 1 on BLM846, Parish of Newinga, County of Belmore.

Council has previously issued a permit to undertake these works under Levee Bank Permit 99/21. At the time of renewal, the works authorised under section ‘F’ of Permit 99/21 had not been completed. Subsequently, incomplete works have been removed from the respective permit and are subject to a new application.

**RESOLUTION OM-0077/11**

*Moved: Cr WP Kearney*

*Seconded: Cr DG McMahon*

*That Council approves the application by Kotaki Pty Ltd for 8,700 metres of levee bank (including storage), on Lot 1 on BLM846, Parish of Newinga, County of Belmore subject to the following conditions:-*

- 1. The works approved by the permit (“approved works”) are those works particularised in the application form and the attached plan identified as Mirreyah MGA55.dwg (“the approved plan”).*
- 2. The levee is to be built to the following coordinate table (AMG zone55):-*

<i>Point</i>	<i>Easting(m)</i>	<i>Northing(m)</i>
1	734153	6828838
2	733593	6828429
3	733032	6828020
4	732836	6827418
5	733289	6826796
6	733742	6826174
7	734508	6826734
8	735275	6827294
9	736041	6827854
10	736064	6828117
11	735890	6828352
12	735022	6828595

- 3. The works associated with Levee Bank Permit 11/01 be constructed to the following dimensions:-*

	<i>Levee Banks</i>	<i>Storage</i>
<i>Total Length</i>	<i>8700 metres</i>	
<i>Maximum Height/Depth</i>	<i>2.5 metres</i>	<i>&lt;=8.0 metres</i>
<i>Top Width</i>	<i>5.0 metres</i>	<i>6.0 metres</i>
<i>Base Width</i>	<i>17.0 metres</i>	<i>66.00metres</i>

- 4. The permit relates only to the approved works identified on the approved plan.*
- 5. The holder of the permit must not construct or cause to be constructed a levee bank on any land unless authorised by this permit or another permit issued under Waggamba Shire Council Local Law No. 26 (Levee Banks) 2004.*
- 6. The holder of the permit must, after completion of construction of the works in accordance with the approved plans and specifications, repair and maintain the levee bank in accordance with:-*

- *The conditions of the permit; and*
- *The as constructed survey plan produced to the local government in accordance with the conditions of this permit.*
- 7. *Approvals required under any other Act or by any other Agency, particularly, but not restricted to, the Department of Environment and Resource Management, for the construction, repair or maintenance of the approved works must be obtained and maintained for the duration of the permit.*
- 8. *That approval from the Department of Environment and Resource Management is required for any construction works pertaining to the taking of overland flow water*
- 9. *The permit holder must be satisfied as to whether the approved works constitute a referable dam under the Water Supply (Safety and Reliability) Act 2008 and the Water Act 2000.*
- 10. *The term of this permit is five (5) years from the date of this permit. If a levee bank or a part of a levee bank identified in the permit remains on land to which the local law applies after the term of the permit expires, the holder of the permit must apply to the local government to renew the permit.*
- 11. *A maximum construction period of two (2) years will apply for the works to be completed.*
- 12. *An inspection by Council's Engineer is to be arranged at completion of works.*
- 13. *Should, following local heavy rain, the diversion of local runoff water around the development, in the opinion of Council's Engineer, be causing scouring, erosion or changed conditions to adjacent landholders the holder of the permit will carry out any works directed to rectify the situation.*
- 14. *An as-constructed survey plan certified by a licensed surveyor, to GDA and AHD shall be provided to Council within three (3) months of the completion of construction. The survey shall include co-ordinates for each corner point on the levee/s, as well as all top/bottom of banks and batters and a number of points along the boundary, with corners where possible. This data is to be supplied as a hardcopy (paper) plan as well as electronically with a plan in .DWG (AutoCAD) format and a co-ordinate listing in a Microsoft Excel Spreadsheet.*
- 15. *After completion of construction of the levee bank the holder of the permit must give not less than 30 days written notice to the local government before commencing any works proposed to be undertaken by the holder of the permit to alter, change, modify or demolish the levee bank.*
- 16. *The local government may, by written notice given to the holder of the permit, change the conditions of the permit. However, the local government may only change the conditions of a permit if:-*
  - *The holder of the permit agrees to the proposed changes; or*
  - *The change is urgently necessary in the interests of safety or to prevent a nuisance; or*
  - *The local government:-*
    - (i) *gives the permit holder written notice of the proposed change inviting the holder to make written representations about the proposed change within a reasonable time fixed in the notice; and*
    - (ii) *if the permit holder makes written representations within the time allowed in the notice – takes the representations into account.*
- 17. *If the holder of the permit has an interest in the land and the holder disposes of the interest in the land by transfer or transmission:-*
  - *the holder must give written notice of the disposal to the local government within 30 days of the transfer or transmission (as the case may be); and*
  - *the permit shall be deemed to be transferred to the transferee or transmittee (as the case may be) of the interest in the land.*
- 18. *If there is on land to which the local law applies a levee bank the demolition of*

*which will, in the local government's opinion, affect or be likely to affect natural drainage to an extent that is or is likely to cause damage to land or a public work, service or undertaking, the owner of the land must not demolish the levee bank unless the demolition is authorised by a permit under part 2 of the local law.*

Carried.

**Councillor RJ Reardon returned to the meeting at 10:42am**

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

Nil.

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

Council's Manager of Community Services, Mr John Woods, presented the following reports to Council.

**10.1. DCE-013/11 – Department of Environment and Resource Management, April 2011**

Council has received items of correspondence from the Department of Environment and Resource Management, for consideration and decision.

**RESOLUTION OM-0078/11**

*Moved: Cr PJ Percival*

*Seconded: Cr PM Kneipp*

*That Council resolves to offer no objection to the application for the conversion to freehold of Term Lease 213757 over Lots 207 and 208 on MH640, Parish of Goondiwindi, as shown on Drawing DD2010/026.*

Carried.

**10.2. DCE-014/11 – Sale of Freehold Land at Coolmunda Dam**

During discussions on a report (DCE-009/11) presented to the Ordinary Meeting of Council on 23 March 2011 regarding Coolmunda Dam camping arrangements for Easter 2011 Council expressed a view that freehold blocks should be immediately placed on the market for sale.

Since the March 2011 Council Meeting there has been some correspondence from the local community regarding camping at Coolmunda Dam and if Council still wish to proceed with the land sale a formal resolution is required.

**RESOLUTION OM-0079/11**

*Moved: Cr RJ McDougall*

*Seconded: Cr PM Kneipp*

*That Council resolves to further investigate the proposed sale of freehold title land situated at Coolmunda Dam and described as Lots 47, 48 & 49 on CVE 487, with the intention to sell.*

Carried.

**10.3. DCE-015/11 – Community Garden Policy**

As a result of Council agreeing to the establishment of a Community Garden in Goondiwindi a draft policy for the establishment of and the operation of the Community Gardens has been developed for Council's consideration.

**RESOLUTION OM-0080/11**

*Moved: Cr PJ Percival*

*Seconded: Cr RJ Reardon*

*That Council resolves to adopt the Community Gardens on Community Land Policy, as tabled.*

*Carried.*

*\* Reference - Minutes Attachment 4*

**10.4. DCE-016/11 – Department of Environment and Resource Management, Renewal of Special Lease**

Council has received correspondence from the Department of Environment and Resource Management regarding the renewal of Special Lease 25/44668, for consideration and decision.

**RESOLUTION OM-0081/11**

*Moved: Cr DG McMahon*

*Seconded: Cr PM Kneipp*

*That Council resolves to advise the Department of Environment and Resource Management that it does not object to the renewal of Special Lease 25/44668 over Lot 46 on CLV34124 Parish of Beebo.*

*Carried.*

**10.5. DCE-017/11 – Lease of Water Tower Office, Goondiwindi**

The current tenant of the Water Tower Office, Goondiwindi, has written to Council seeking to renew the lease on the premises for a period of two (2) years with an option for a further two (2) years.

**RESOLUTION OM-0082/11**

*Moved: Cr PJ Percival*

*Seconded: Cr RJ Reardon*

*That Council seeks Ministerial exemption in this matter and if granted, negotiates a new lease with the current tenant.*

*Carried.*

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

### **10.6.1. Regional Development Australia**

The Mayor provided an update to Council regarding the Regional Development Australia funding program. It was noted that the first round of funding applications close on 13 May 2011. Council discussed the proposed submission of an application in the first round of funding.

#### **RESOLUTION OM-0083/11**

*Moved: Cr PJ Percival*

*Seconded: Cr WP Kearney*

*That Council resolves to submit an application under the Regional Development Australia first round of funding applications for the proposed Goondiwindi Cinema upgrade, seeking 100% funding of the project costs.*

*Carried.*

## **11. REPORTS – EXECUTIVE OFFICE**

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

### **11.1. EX-009/11 – Community Planning Update**

Sixty members of the public are actively participating in the Community Working Groups phase of Council's community planning process. A number of key ideas and initiatives have already been identified with the next round of meetings schedule for the first week of May. A temporary website, [www.growingthegundyregion.com](http://www.growingthegundyregion.com) has been established to allow all residents an opportunity to monitor progress and provide input.

**Noted.**

### **11.2. EX-010/11 – Local Laws**

Council is in the process of reviewing its Local Laws and is required to complete the review by 31 December 2011. In December 2010, Council passed a resolution adopting its local law making process. At the February 2011 Ordinary Meeting of Council, a resolution was passed proposing to adopt various model local laws and proposing to make various local laws and subordinate local laws. There are three (3) outstanding proposed subordinate local laws that need to be considered by Council. Council has also indicated that it wishes to apply the former Waggamba Shire Council Local Law relating to Levee Banks across the Goondiwindi Regional Council area which involves a separate process.

#### **RESOLUTION OM-0084/11**

*Moved: Cr WP Kearney*

*Seconded: Cr PM Kneipp*

*That Council resolves to propose to make each proposed subordinate local law listed in the schedule below*

#### **Schedule**

*Subordinate Local Law No. 1.5 (Keeping of Animals) 2011*

*Subordinate Local Law No. 1.7 (Operation of Cane Railways) 2011*

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

**Proposed Amendment 1**

Councillor Reardon proposed the following amendment to Subordinate Local Law 2 (Animal Management) 2011.

**Proposed Amendment 1**

Moved: Cr RJ Reardon

Seconded: Cr RJ McDougall

That Council amends the proposed subordinate local law 2 (Animal Management) 2011 as follows:-

(1) **Schedule 1: Item 3; Column 2**

An animal to which this item 3 applies on premises in a designated residential estate are *"and from the remaining premises within of the Town of Goondiwindi zoned as Urban residential from the sooner of:*

- *1 January 2020*
- *the date from which animals to which Item 3 applies cease to be kept on premises;*
- *or date of sale of premises on which animals to which Item 3 applies."*

- (i) More than 1 animal to which this item 3 applies on an allotment in the town and environs if the allotment has an area between 1,000sq.m and 2,500 sq.m *"with a free to roam area of at least 800 m2"*
- (ii) More than 2 animals to which this item 3 applies on an allotment in a rural town if the allotment has an area between 1,000 sq.m. and 2,500 sq.m. *"with a free to roam area of at least 800 m2 per horse kept"*
- (iii) More than 2 animals to which this item 3 applies on an allotment in the town and environs if the allotment has an area between 2,501 sq.m. and 3,999 sq.m *"with a free to roam area of at least 2,000 m2"*
- (iv) More than 3 animals to which this item 3 applies on an allotment in a rural town if the allotment has an area between 2,501 sq.m and 3,999 sq.m *"with a free to roam area of at least 2,000 m2"*

(2) **Schedule 4:**

- (a) By inserting the following words instead of the existing words on the second line of sub-paragraph (e):

Take all reasonable steps to prevent the animal from making a noise or *"Disturbance or creating a level of dust or odour that causes a nuisance or disturbance to the occupiers of –"*

- (b) by inserting the following as sub-paragraph (g):

*"(g) ensure that any enclosure is located closer to the residence (if any) on premises where the animal is kept than to any other residence on adjoining premises or in the vicinity of the enclosure"*

- (c) by inserting the following as sub-paragraph (h):

*"(h) reside on the premises, or within a suitable distance for the owner to be able to observe the animals" and supervise their care and well-being."*

(3) **Schedule 5:**

- (a) by inserting the following paragraph as the second last paragraph of Item 2 Column 2:

*"The enclosure must be kept and maintained in a child-proof condition and located at least 2 metres from the boundary of any adjoining allotment."*

- (b) By inserting the following paragraph as the last paragraph of Column 2 of each of Items 2, 4 and 6:
- (i) *"The enclosure must be screened to hide the enclosure and animals from view from adjoining premises."*

Motion Defeated.

**Proposed Amendment 2**

Moved: Cr WP Kearney

Seconded: Cr PM Kneipp

That Council amends the proposed subordinate local law 2 (Animal Management) 2011 as follows:-

**Schedule 4:**

- (a) By inserting the following words instead of the existing words on the second line of sub-paragraph (e):
- "Take all reasonable steps to prevent the animal from causing a nuisance."*

Motion Carried.

Councillor RJ Reardon recorded a vote against.

**Proposed Amendment 3**

Moved: Cr RJ McDougall

Seconded: Cr RJ Reardon

That Council amends the proposed subordinate local law 2 (Animal Management) 2011 as follows:-

- (1) **Schedule 8, Clause 3 (a):**
- "Constructed of materials which are of sufficient strength to prevent the animal from escaping over under or through the fence and to prevent children from entering the enclosure."*
- (2) **Schedule 1: Item 3; Column 2:**
- (i) More than 1 animal to which this item 3 applies on an allotment in the town and environs if the allotment has an area between 1,000sq.m and 2,500 sq.m *"with a free to roam area of at least 800 m2"*
- (ii) More than 2 animals to which this item 3 applies on an allotment in a rural town if the allotment has an area between 1,000 sq.m. and 2,500 sq.m. *"with a free to roam area of at least 800 m2 per horse kept"*
- (iii) More than 2 animals to which this item 3 applies on an allotment in the town and environs if the allotment has an area between 2,501 sq.m. and 3,999 sq.m *"with a free to roam area of at least 2,000 m2"*
- (iv) More than 3 animals to which this item 3 applies on an allotment in a rural town if the allotment has an area between 2,501 sq.m and 3,999 sq.m *"with a free to roam area of at least 2,000 m2"*

Motion Defeated.

**RESOLUTION OM-0085/11**

*Moved: Cr WP Kearney*

*Seconded: Cr PM Kneipp*

*That Council resolves to propose to make each proposed subordinate local law listed in the schedule below:-*

**Schedule:**

- *Subordinate Local Law No. 1.5 (Keeping of Animals) 2011*
- *Subordinate Local Law No. 1.7 (Operation of Cane Railways) 2011*
- *Subordinate Local Law No. 2 (Animal Management) 2011 \**

*\* with an amendment to Subordinate Local Law No.2 (Animal Management) 2011as follows:-*

**Schedule 4:**

- (a) By inserting the following words instead of the existing words on the second line of sub-paragraph (e):*

*“Take all reasonable steps to prevent the animal from causing a nuisance.”*

**Carried**

*Councillor Reardon recorded a vote against*

**RESOLUTION OM-0086/11**

*Moved: Cr RJ Reardon*

*Seconded: Cr PJ Percival*

*That Council resolves to propose to make Goondiwindi Regional Council Levee Banks (Application of Continuing Local Law) Local Law 2011.*

*That Council resolves, pursuant to section 257 of the Local Government Act 2009 (“the Act”), to delegate to the Chief Executive Officer of Council its powers under section 38 of the Act and section 18 of the Local Government (Operations) Regulation 2010 to decide:-*

- (a) how the public interest test of each local law and subordinate local law particularised in the schedule is to be conducted; and*
- (b) the matters with which the public interest test report in relation to each local law and subordinate local law particularised in the schedule must deal; and*
- (c) the consultation process for the public interest test and how the process is to be used in the public interest test.*

**Schedule**

- (a) Goondiwindi Regional Council Levee Banks (Application of Continuing Local Law) 2011 which applies Waggamba Shire Council Local Law No. 26 (Levee Banks) 2004 to the whole of the local government area of Goondiwindi Regional Council without change.*

**Carried.**



**RESOLUTION OM-0087/11**

*Moved: Cr RJ Reardon*

*Seconded: Cr WP Kearney*

*That Council notes each of:-*

- (a) the results of the consultation with relevant government entities about the overall State interest in the proposed local laws; and*
- (b) the details of how Council officers propose to address the issues raised by the relevant government entities.*

*That Council hereby resolves, pursuant to section 257 of the Local Government Act 2009 ("the Act"), to delegate to the Chief Executive Officer of Council its powers under section 38 of the Act and section 18 of the Local Government (Operations) Regulation 2010 to decide:-*

- (a) how the public interest test of each local law and subordinate local law particularised in the schedule is to be conducted; and*
- (b) the matters with which the public interest test report in relation to each local law and subordinate local law particularised in the schedule must deal; and*
- (c) the consultation process for the public interest test and how the process is to be used in the public interest test.*

*Schedule*

- (a) Local Law No. 1 (Administration) 2011 and each subordinate local law made under the local law which contains a possible anti-competitive provision;*
- (b) Local Law No. 2 (Animal Management) 2011 and each subordinate local law made under the local law which contains a possible anti-competitive provision;*
- (c) Local Law No. 3 (Community and Environmental Management) 2011 and each subordinate local law made under the local law which contains a possible anti-competitive provision.*

*Carried.*

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

Nil.

**12. REPORTS – COUNCILLORS**

Nil reports tabled.

**13. RECEPTION OF NOTICE OF MOTION FOR NEXT MEETING**

Nil.

**14. GENERAL BUSINESS**

**14.1.1. Planning Scheme Update**

It was noted that a Councillor Workshop has been scheduled for 6 June 2011 to review planning scheme issues (ie minimum lot sizes, etc).

**14.1.2. Inglewood Medical Centre**

It was noted that work on the Inglewood Medical Centre is progressing well.

**14.1.3. Talwood Community Centre Parking**

Councillor Reardon remarked on the need for an additional parking area at the Talwood Community Centre.

**14.1.4. ANZAC Day 2011**

A brief discussion was held regarding Councillors' attendance at the ANZAC Day Memorial Services 2011, in regional towns within the local government area.

**15. CONFIRMATION OF DATES AND TIMES FOR FUTURE MEETINGS**

It was noted that the next three (3) Meetings of Council will be held on the following dates:-

- a) Ordinary Meeting of Council on Wednesday, 25 May 2011, commencing at 9:30am at the Goondiwindi Customer Service Centre Boardroom, 82 Marshall Street Goondiwindi.
- b) Special Budget Meeting of Council on Monday, 06 June 2011, commencing at 9:30am at the Goondiwindi Customer Service Centre Boardroom, 82 Marshall Street Goondiwindi.
- c) Ordinary Meeting of Council on Wednesday, 22 June 2011, commencing at 9:30am at the Goondiwindi Customer Service Centre Boardroom, 82 Marshall Street Goondiwindi

**16. CLOSURE OF MEETING**

There being no further business, the Mayor thanked everyone for their attendance and declared the meeting closed at 1:15pm.

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

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



# Disaster Management Plan

## 2011/12

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

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## Disaster Management Plan 2011/12

### Disaster Management Plan Amendment Register

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 Group	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

### Disaster Management Plan Version Control

Version	Date	Prepared By	Comments
One	August 2008	GRC	Adopted as Local Disaster Management Plan
Two	November 2009	GRC	Submitted for review to LDMG Meeting 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	Submitted for review to LDMG Meeting 31/03/11
	April	GRC	Tabled for adoption at Ordinary Meeting of Council 20/04/11

## Accreditation of Disaster Management Plan

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

---

Mayor  
Goondiwindi Regional Council

---

*Date*

---

Chief Executive Officer  
Goondiwindi Regional Council

---

*Date*

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

---

Mayor  
Goondiwindi Regional Council

---

*Date*

---

Chief Executive Officer  
Goondiwindi Regional Council

---

*Date*

**ADOPTED**

## Forward from Chairperson of 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 & 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.



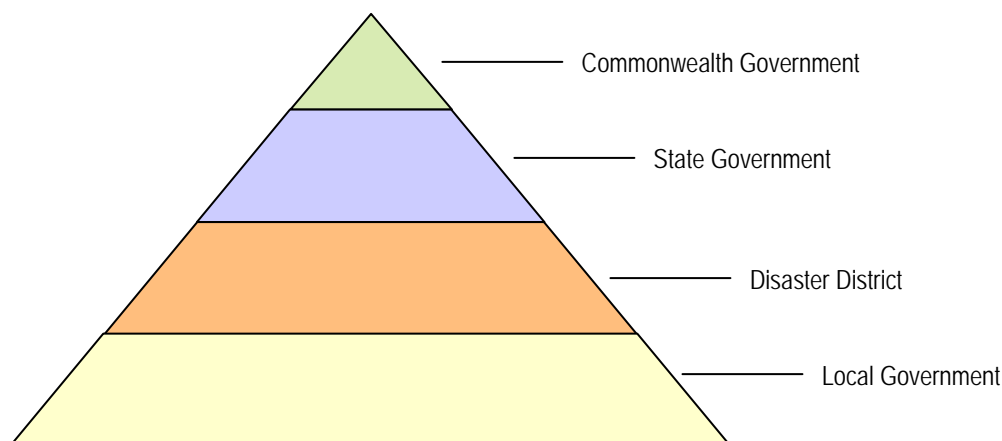
## Authority to Plan

The *Disaster Management Act 2003* requires comprehensive disaster management plans to be developed. Goondiwindi Regional Council has a legislative responsibility to develop a comprehensive Disaster Management Plan in accordance with the Disaster Management Act 2003.

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.

## 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.



### Commonwealth Government

- Emergency Management Australia
- National Emergency Management Coordination Centre

### State Government

- Major Incidents Group
- State Disaster Management Group
- State Disaster Coordination Group
- State Disaster Management Centre

### Disaster District

- District Disaster Management Group
- District Disaster Coordination Centre

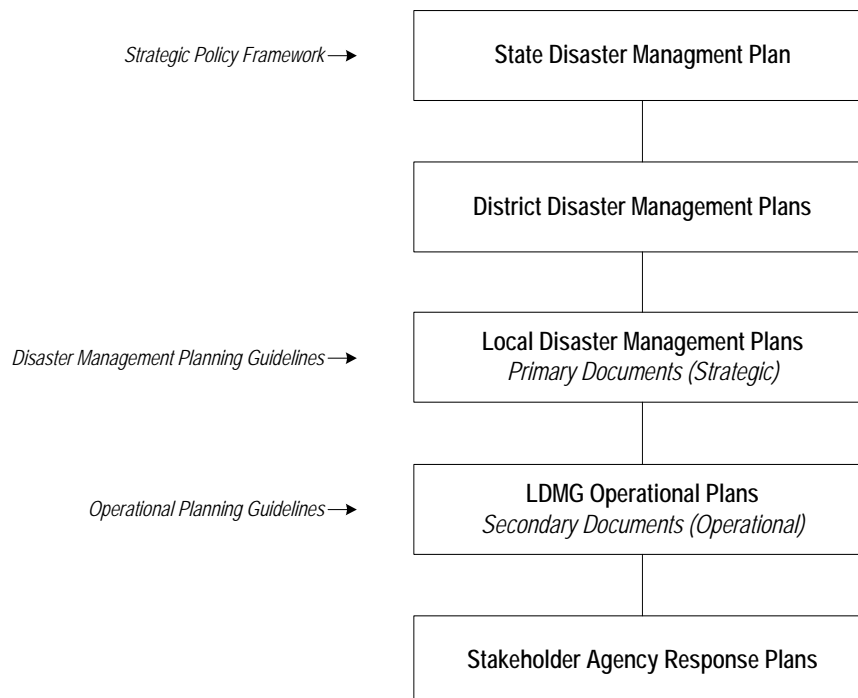
### Local Government

- Local Disaster Management Group
- Local Government Disaster Coordination Centre

## HIERARCHY OF PLANS

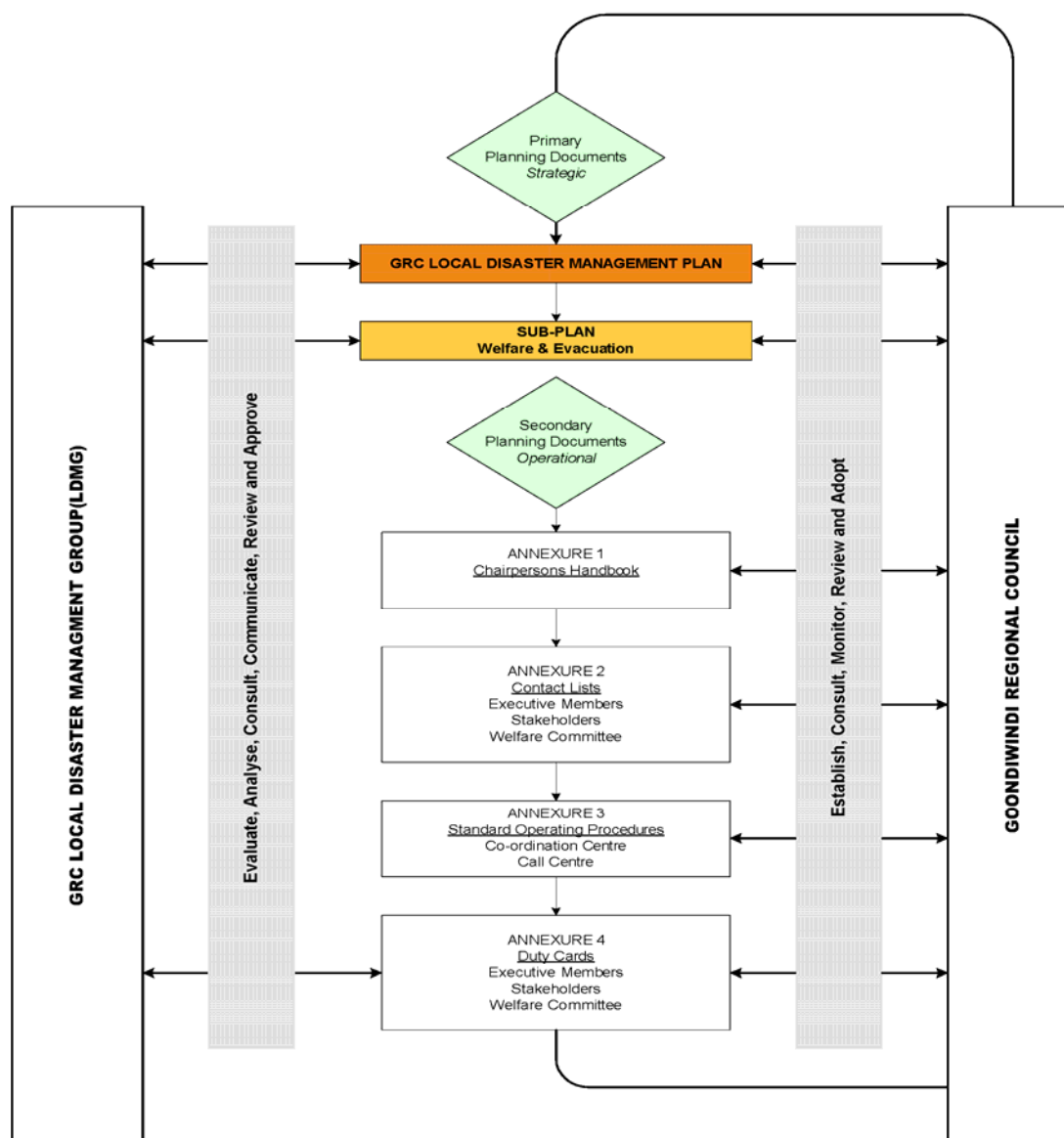
### i.) **Queensland Government:-**

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



## 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.

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

## 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		Email
QPS – OIC Inglewood Police	Notification		Email
QPS – OIC Texas Police	Notification		Email
EMQ – Area Director	1		Postal
QFRS – Area Director	1		Postal
QAS – Area Director	Notification		Email
QAS – OIC Goondiwindi Ambulance	Notification		Email
QAS – OIC Inglewood Ambulance	Notification		Email
QAS – OIC Texas Ambulance	Notification		Email
QH – Director of Nursing (Goondiwindi Hospital)	1		Postal
QH – Director of Nursing (Inglewood Hospital)	Notification		Email
QH – Director of Nursing (Texas Hospital)	Notification		Email
DDC – Inspector of Police, Warwick District	1		Postal

# Disaster Management Plan

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## Definitions

<b>District Disaster Co-ordinator</b>	A District Disaster Co-ordinator appointed under the Act. It will be the police inspector for District involved
<b>Disaster District</b>	A portion of the State declared to be a Disaster District under the Act.
<b>District Disaster Management Group</b>	Those persons forming the Management Group assisting the District Disaster Co-ordinator.
<b>Disaster</b>	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;
<b>Serious Disruption</b>	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.
<b>Disaster Management</b>	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.
<b>Disaster Operations</b>	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.
<b>Resources</b>	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.
<b>Local Disaster Co-ordinator</b>	That person appointed by the Local Disaster Management Group to be the Local Disaster Co-ordinator for the Local Disaster Management Group.
<b>Local Disaster Management Group</b>	The combined Group for Local Disaster Management purposes. (LDMG)
<b>Local Emergency Co-ordination Group</b>	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 Coordination Centre
LDMG	Local Disaster Management Group
LECG	Local Emergency Co-ordination Group
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
SOP's	Standard Operating Procedures

## Section 1 – Introduction

### Purpose of Plan

#### 1.1 Aim:

To provide effective emergency management planning for the Goondiwindi Regional Council's area of responsibility.

#### 1.2 Purpose:

- (i) Ensuring that community risks related to events are effectively 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

- (i) Provide hazard analysis
- (ii) Establish LDMG
- (iii) Identify key personnel, roles and responsibilities
- (iv) Provide community and resource needs analysis
- (v) Conduct planning covering prevention, preparedness, response and recovery
- (vi) Establish reporting and review procedures for this plan and 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 Planning Processes

Adequate disaster management planning and awareness is an essential component of Council's corporate, strategic and operational planning. A coordinated 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 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.

The tables included in Sections 1.8 and 1.9 of the plan list the personnel that will form the executive members and the specialist advisor roles for this plan. Due to the transient nature of some response agency positions, individuals are not listed in the plan. This allows amendments to be made to sub plans without the need for formal adoption by Council.

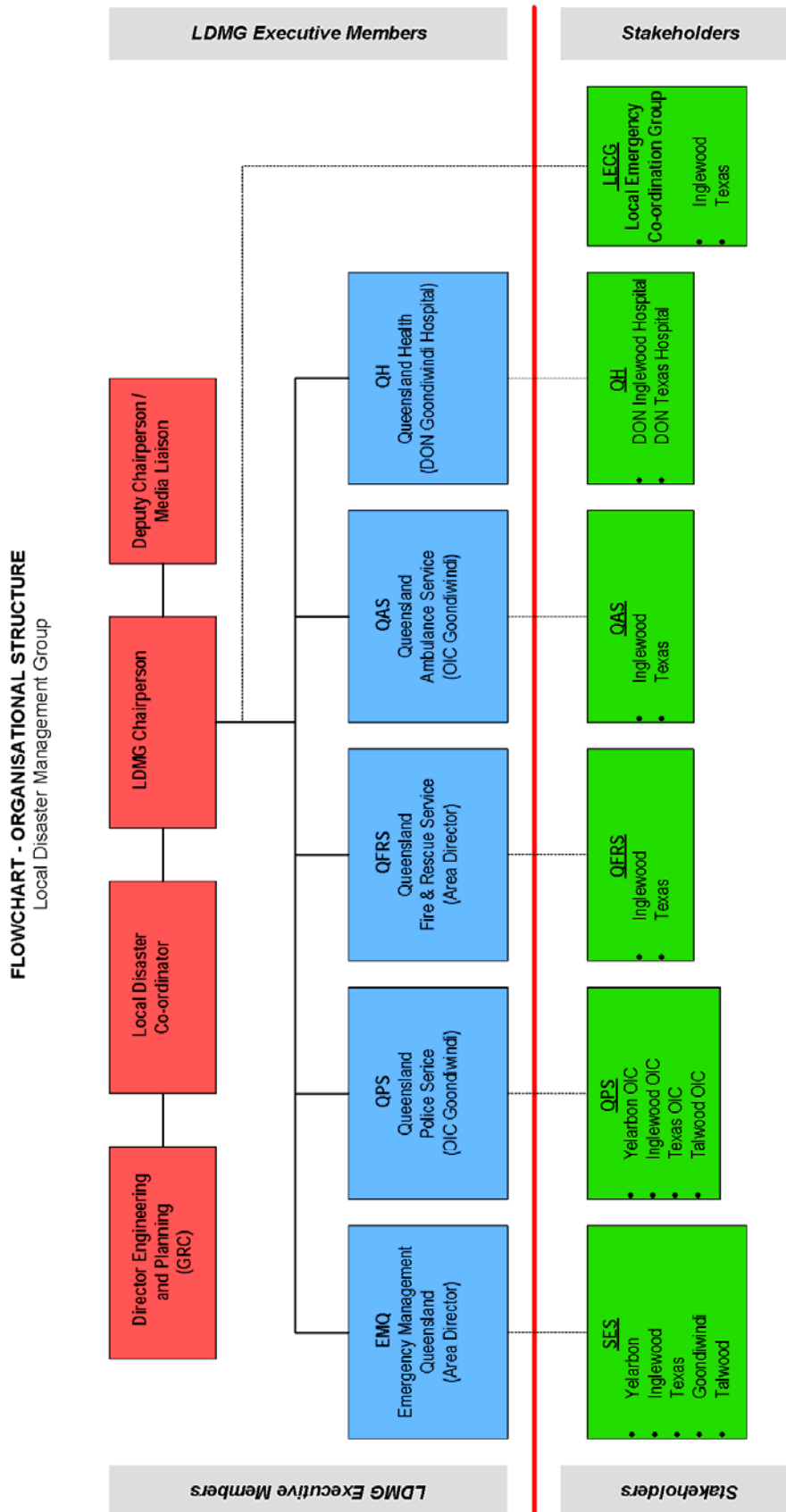
Council maintains a list of contact information comprising LDMG Executive Members and their respective agencies as well as Stakeholder agencies and their nominated contacts, per the LDMG Group Structure.

### **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 an Related document and therefore will not be subject to the requirement to be provided to residents requesting a copy of this plan.***



## LDMG Organisational Structure



The Local Disaster Co-ordination Centre (LDCC) location is 100 Marshall Street, Goondiwindi (primary location)

## 1.8 Executive members

Organisation	Position
Goondiwindi Regional Council (GRC)	<b>Chairperson</b> In the absence of the identified councillor the deputy chair or otherwise nominated councillor shall assume the role of chairperson
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.
Goondiwindi Regional Council (GRC)	<b>Deputy Chairperson / Media Officer</b> In the absence of the identified councillor the Local Disaster Co-ordinator shall assume the role.
Goondiwindi Regional Council (GRC)	Director of Technical Services
Emergency Management Qld (EMQ)	Area Director
QLD Police Service (QPS)	Officer in Charge – Goondiwindi
QLD Fire & Rescue Service (QFRS)	Area Director – Goondiwindi
QLD Ambulance Service (QAS)	Officer in Charge – Goondiwindi
QLD Health (QH)	DON - Goondiwindi Hospital

Membership of the Committee shall mean and include the person acting in the capacity of any of the above members or the delegate of the member as the case maybe. The delegate must have the authority to commit resources from the parent agency. The delegate also assumes responsibility for the flow of information from the LDMG to their colleagues in similar roles in other major towns of the regional council area.

## 1.9 Specialist Advisors

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
Essential Services	Water & Sewerage
QAS	Officer in Charge – Inglewood, Texas
QFRS	Auxiliary Captain – Goondiwindi, Inglewood, Texas, Yelarbon
QFRS	Rural Fire Wardens – as required
QPS	Officer in Charge – Talwood, Yelarbon, Inglewood, Texas
Schools	Principals

## Disaster Management Plan

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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

### 1.10 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 Coordinator.

### 1.11 Quorum

The Queensland *Disaster Management Act* 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 councils' 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 can not 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.

### 1.12 Notification of membership

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.

### 1.13 LDMG Functions

The Local Disaster Management Group has the following functions under Section 30 *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;

## Disaster Management Plan

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- (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 coordinate 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).

### 1.14 Lead Agency

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

### 1.15 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.

## 1.16 Local Emergency Co-ordination Group

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

### Purpose

The purpose of the Local Emergency Co-ordination Group 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 LECG 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 LECG 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.

### LECG Functions

The functions of the Inglewood and Texas LECGs 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 LECG 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 LECG, 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 LECG's will prepare a set of guidelines to govern their activities in each of the planning, preparation, response and recovery phases of disaster management.

## **1.17 Review and Renew Plan**

The 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.

## Section 2 – Disaster Risk Management

### 2.1 Community Context

The area of responsibility covers a vast area with the major centres being the townships of Goondiwindi, Inglewood and Texas, with a number of smaller towns and communities spread across the region.

### 2.2 Topography

Goondiwindi Regional Council governs an area of 19,294 square kilometres. The bulk of the region consists of flat channel type country. The area adjoins the Macintyre River to the south which serves as the border between NSW and Queensland. Other major systems in the area include Commoroon Creek, Canning Creek, the Macintyre Brook and the Dumaresq and Weir Rivers and their tributaries. The generally flat terrain in the centre, west and north of the region is particularly suited to grazing and irrigation crop operations, while the east covers a diverse range of country from Spinifex deserts to rugged ranges.

### 2.3 Population

The population is approximately 10,700. Population figures are subject to seasonal increases with an influx of unskilled and transient labour during grain and cotton harvesting etc

### 2.4 Critical Infrastructure

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

### 2.5 Key Government Services

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

## **Other Information**

### **2.6 Roads:**

The Goondiwindi area is traversed by a number of major roadways. Goondiwindi is also a major entry point from NSW for heavy vehicles and wide loads and experiences a significant volume of heavy vehicle traffic. 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.

### **2.7 Rail**

Freight rail networks can service the outer communities such as Talwood, Yelarbon, Inglewood, etc.

### **2.8 Climate**

High, dry temperatures are experienced in the summer months with daily temperatures averaging around 33 degrees. Winter temperatures average from a maximum of 20 degrees to 5 degrees at night. The area averages 550 mm of rainfall per year.

### **2.9 Administration**

Goondiwindi Regional Council is largely administered from two branch offices in Goondiwindi and Inglewood. There is also a small administration office in Texas. The townships of Yelarbon, Toobeah, Bungunya, Talwood and Weengallon are all within the Council's area of responsibility.

### **2.10 Water Supply**

Treated river supplies from the Macintyre River are used in Goondiwindi. Treated supplies from Macintyre Brook are used in Inglewood, from Dumaresq River in Yelarbon and from Weir River in Talwood. 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.

### **2.11 Sewerage**

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



## 2.12 Power Supplies

The power supply is provided from Country Energy, NSW under contract arrangements with ERGON Energy, Qld.

## 2.13 Airports

A copy of the aeronautical charts for the area of responsibility will be available at the LDCC

Goondiwindi	Maintains 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.

## 2.14 Cultural

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

## 2.15 Medical

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.

## 2.16 Aged Care

### 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 is generally considered safe from flooding.

## Public Infrastructure

- Town Halls
- Family Support Centre
- Rodeo Grounds
- Churches
- Sports grounds
- Schools
- Public toilets
- Clubs
- Libraries
- Water Park
- Pools
- Clubs
- Water treatment
- Sewerage treatment
- Tourist Information Centres
- Australia Post
- Banks
- Churches
- Parks

## 2.17 Schools

Goondiwindi has both public and private primary schools as well as a public secondary school.

There is a private primary school in Inglewood as well as a public state school catering for students from Prep to Year 10.

Texas, Yelarbon, Talwood, Kioma, Bungunya, Kindon and Lundavra also have state primary schools, with Texas providing schooling to Year 10.

## 2.18 Communication

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 e.g. 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

### **2.19 Industry**

The majority of area is involved in primary production and support services and industries. Production is a mix of grazier operations such as cattle, sheep and pigs etc. There is also agricultural and horticultural production of crops such as grain, cotton, vegetables and cut flowers etc. Seasonal employment in these industries can see large population increases of unskilled or transient workers for short periods of time in the area. Large tracts of State Forest currently support a timber industry.

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

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.

## 2.20 Hazards

During the consultation period, the hazards posing greatest risk to the area of responsibility were identified as follows.

- Flood
- Fire
- Transport incidents
- Pandemics
- Animal and exotic disease outbreaks

Hazard	Intensity	Frequency / Likelihood	Extent	Time
Flood	Levels and volume	Infrequent Likely	Floodplain areas Commuters / Traffic Prone to isolation	October to April
Levee Breach	Volume	Possible Likely	Goondiwindi and Yelarbon Town Areas	October to April
Storms	Wind speed Hail Electrical / Lightning	Infrequent Likely dependant on location / population	Entire region	October to April
Aircraft Incidents		Possible Likely	Entire Region	Year Round
Transport Incidents	High volume Varied types	Infrequent Increasing Likelihood	Across whole area	Year Round
Flu / other pandemics	Potentially large pop. Plans activated and Timeframes deployed	Infrequent Likely / possible	Entire population	Year Round
Animal / plant exotic Disease	Stock losses Financial AQIS/DPI plans	Low frequency Medium Likelihood	Rural areas on stock Financial impacts across whole area	Year Round
Urban fire	Dependant on spread and fuel sources	Major-infrequently Medium	Area affected	Year Round
Rural fire	Dependent upon location	Infrequent Medium to Low (seasonal)	Rural and forest areas	September to February / March
Terrorism	Dependant on individual act	Infrequent Unlikely	Across community	Year Round
Loss of infrastructure	Dependant on type and extent Road / Bridges / Rail	Infrequent Unlikely	Across community	Year Round

## 2.21 Risk Management Record

A risk register will be maintained on an ongoing basis as part of this plan to record risks identified and actions taken to address same once approved.

## Section 3 – Prevention

### 3.1 Prevention

*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

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 two years. All future building codes and approvals will take into consideration previous natural disaster and flood studies to prevent development in prone areas or to require appropriate building standards to mitigate known risks.

### 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*
- *Integrated planning act 1997*
- *Local Government Act 2003*
- *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 & Public Information

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

#### Public Education

Consists of an ongoing public awareness program conducted by EMQ, the media, Council and several statutory services through the Area Director EMQ Toowoomba.

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 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 Chairperson or their delegate once a media liaison has been appointed.

### 3.5 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.

### 3.6 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.

Where appropriate, this will be achieved by formal application through the Chairperson LDMG at a local, regional, state or federal level depending on the scale of measures required. In other cases the Council or stakeholders may also make application for assistance to implement mitigation measures.

The continued identification of mitigation measures will be a key responsibility of the LDMG under this plan.



## Section 4 – Preparedness

### 4.1 Preparedness

*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 Coordination

Managing events from a designated and centralised location provides a more coordinated response to the individual situation and a better use of available resources. Council understands the need for a centralised coordination centre and as such has developed a series of operational guidelines and duty statements to assist in operating a Local Disaster Co-ordination Centre.

For the purposes of this plan the LDCC will be located as follows:-

Primary Council Meeting Room, 100 Marshall Street, Goondiwindi Qld 4390

Secondary Council Boardroom, 82 Marshall Street, Goondiwindi Qld 4390

#### **The LDCC is responsible for:-**

- (i) Co-ordination of operations;
- (ii) Dissemination of public information through the appropriate media outlets; and
- (iii) Co-ordination with and reporting to 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 level; and
- (iv) Training of staff

The Local Disaster Co-ordinator has established a set of standard operating procedures to ensure the efficient establishment and operation of the Local Disaster Co-ordination Centre. *(Refer to Local Disaster Co-ordination Centre Standard Operating Procedures)*

## 4.3 Warning Systems and Public Education

### Warnings

Warnings of natural disasters (e.g. floods, severe storms etc.) will be issued in the first instance to police through their current arrangements with BOM, Council, the SES Local Controller as well as media agencies. The Local Disaster Co-ordinator will ensure information is delivered to responsible agencies. In the event of a disaster for which the Bureau of Meteorology would not issue a warning, the designated Control Authority is to advise the Council and support organisations involved.

### 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, eg. evacuation to safe housing, etc.

Full use will be made of print media, local radios, commercial radio and television outlets. The National Emergency Alert System may also be used upon approval of the SDCC.

### 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.

### Public Awareness and Education

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 and Emergency Management Queensland produce a number of information booklets and brochures as well as on line material that will be made available for residents.

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.

## 4.4 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 evacuation and welfare 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 sub-plan is to be developed and implemented by the Evacuation and Recovery Co-ordinator who is to be appointed by the Local Disaster Co-ordinator. The plan also outlines the role of the welfare committee that is being formed to assist in the management of this component of the LDMG role.

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.

#### 4.5 Major Operations

The LDCC will only be activated upon the instruction of the Chairperson of the LDMG or the Local Disaster Co-ordinator in times of disaster or major incidents.

The initial request for assistance will come from a Control / Lead Authority as designated in the Local Disaster Management Plan, the Disaster District Co-ordinator or a Government Agency .

##### Basic Operations of LDCC

- (i) Local Disaster Co-ordinator to activate and staff LDCC to suitable level.
- (ii) Commence Running Sheets to record all activities of the LDCC.
- (iii) Relay all Official Warnings to Officer in Charge, affected area.
- (iv) After initial contact, request continuing Situation Reports (Sitreps), dependent on the situation, and establish timeframes for same, ie hourly, or (3) hourly.
- (v) Establish early contact with EMQ Area Director and DDC Warwick.
- (vi) Relay Sitreps to DDC Warwick and EMQ Area Director.
- (vii) Record all inward telephone calls and requests for assistance and forward to Committee for necessary action.
- (viii) All requests for assistance to be collated at LDCC and processed by LDMG.
- (ix) If outside assistance required an official request from the Chairperson, or Local Disaster Co-ordinator, to DDC in Warwick is required.
- (x) A number of whiteboards will be set up for noting of operations, jobs, projected tasks and overview. Maintenance of these boards and running sheets will allow the Disaster Management Committee ready evaluation of the operation, and outstanding tasks. It will also allow for easy transfer of operational duties during shift changes.
- (xi) Council Liaison Officers will collect all Local Orders and have the same collated at LDCC before requesting assistance and forwarding details to DDC Warwick and Area Director EMQ.
- (xii) Ensure Council and all traders receive official memorandums from Executive Officer, SDMG, eg Freight arrangements, insurance subsidy arrangements, welfare, etc.
- (xiii) LDMG must ensure the staff in LDCC are kept fully informed on all decisions and actions taken by Local Group.

##### Specific Incident Responses

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 Chairperson or Local Disaster Co-ordinator of the LDMG prior to their release to the media. During major operations, the 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:-

1. General telephone contact number for the LDMG and publication of these numbers.
2. The telephone number for the Chairperson should not be given out, except to 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 and will allow the Chairperson to make outgoing calls.
3. Where adequate telephones are installed, designate one telephone as a silent number.

## Section 5 – Response

### 5.1 Response

*Measures taken in anticipation of, during, and immediately after an emergency to ensure its effects are minimised* (Australian Emergency Management Glossary, 1998)

Under Queensland legislation, the *Control* authority for the majority of disaster situations is the Queensland Police Service. The *Lead* agency will depend on the type of disaster situation. Individual agencies and organisations will have their own plans and procedures in place for response actions or specific standard operating procedures.

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 Chairperson on response strategies and actions. The Chairperson can then call on other agencies and resources that may not be available to the lead or response organisation.

### 5.2 Response Planning

Response 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 Chairperson on their organisations' response planning and those procedures in place to ensure a coordinated 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.

### 5.3 Activation of the Local Disaster Management Group

The LDMG can be activated in the preparedness, response or recovery stages, dependant 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.

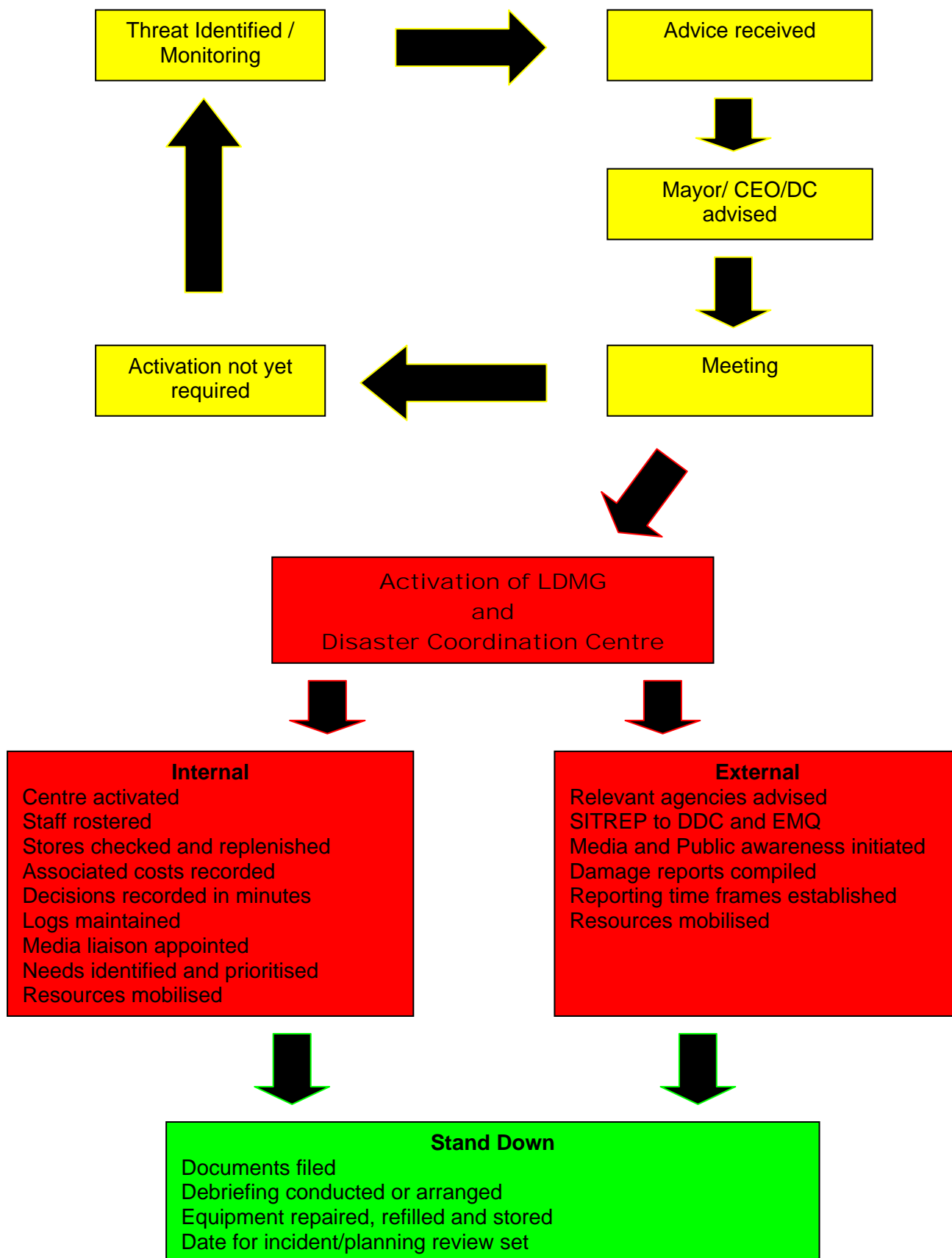
The Chairperson, or his delegate, can implement the plan on receipt of:-

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

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

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

## LDMG ACTIVATION FLOW CHART



## 5.3 Activation of the Local Disaster Management Group (*Continued*)

During the activation of the LDMG there will be five stages:-

These stages are:-

1. ALERT
2. STAND-BY
3. ACTIVATE
4. STAND DOWN
5. DEBRIEF

These stages and associated actions are detailed as follows:-

Phase	Action
1. ALERT	Chairperson or Local Disaster Co-ordinator receives advice of impending threat from: (a) A control authority or; (b) A warning agency (Chairperson or Local Disaster Co-ordinator advises appropriate control authority).
2. STAND-BY	Control Authority advises Chairperson that assistance under LDMP might be required. Local Disaster Co-ordinator implements LDMP and authorises the activation of LDCC to minimum staff level. Local Disaster Co-ordinator informs relevant support organisations and Liaison Officers as identified to report to the LDCC.
3. ACTIVATE	Control Authority advises Local Disaster Co-ordinator assistance is required. Local Disaster Co-ordinator escalates LDCC to required staff level. Liaison Officers advise respective organisations to respond. Response will be as per appropriate organisations SOPs. Each control authority and support organisation will establish its own forward command/headquarters to control its resources.
4. STAND DOWN	On the conclusion of the operation the Local Disaster Co-ordinator will recall all participating organisations and prepare to close the LDCC
5. DEBRIEF	The members of the participating organisations are to be debriefed by their respective officers prior to stand down. An operation debrief of officers in charge of control, lead and support organisations is to be conducted by the Local Disaster Co-ordinator within seven (7) days of completion of the operation.

## 5.4 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.

Procedures for evacuation are contained in the Evacuation & welfare Sub-Plan.

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. A copy of these provisions are contained at Appendix 1

## 5.5 Accessing Support

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

## 5.6 Initial Impact Assessment

### 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.



## Section 6 – Recovery

### 6.1 Recovery

*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.

### 6.2 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 coordinated 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.

### 6.3 Re-supply

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 coordinated by the LDMG. The Chairperson will then make formal application through the DDC in the required format enclosing all relevant information.

Re-supply operations will be conducted in line with the SDMG policy and procedures for re-supply.

### 6.4 Community Role

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.

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.

### **6.5 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.

### **6.6 Transition**

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 can not continue indefinitely until recovery operations are completed and transition arrangements will need to be determined by the 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 Chairperson will set a time frame for the next meeting of the LDMG to assess on going operations.

## Section 7 – Annexure List

Threat Specific Plans:-	
Welfare and Evacuation Sub Plan	<p>This document is 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.</p> <p><i>(Document Status: Under Construction)</i></p>

Related Documents:-	
<p>LDMG Chairperson's Handbook</p> <p><i>(Document Status: Draft)</i></p>	<p>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.</p>
<p>LDMG Contact Lists</p> <p>(i) Executive Members; and</p> <p>(ii) Related Stakeholders</p> <p><i>(Document Status: Final)</i></p>	<p>The contact lists provide details of LDMG Executive Members and their respective agencies as well as Stakeholder agencies and their nominated contacts, per the LDMG Group Structure.</p>
<p>Standard Operating Procedures (SOPs) – (Local Emergency Co-ordination Centre (LECC))</p> <p><i>(Document Status: Draft)</i></p>	<p>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).</p>

# GOONDIWINDI REGIONAL COUNCIL

## Purchasing of Light Vehicle Policy

**Adopted Date:** 9 September 2009

**Policy Number:** GRC 0026

**Policy Type:** Strategic

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

**Department:** Engineering & Planning

Version	Decision Number or CEO Approval	Decision Date	Status / History
1	GRC 0026	9 September 2009	Review September 2010
2			
3			
4			

### 1. BACKGROUND

Council has a large and varied light vehicle fleet. It is important that the procurement processes associated with this activity are streamlined, provide an optimum fleet type and adequately recognise local preference.

### 2. POLICY STATEMENT

- Council will, as much as is practicable and suitable, standardise the light vehicle fleet.
- Vehicles will be replaced in accordance with the attached "Light Vehicle Specification Summary", notwithstanding some vehicles may require particular options and attachments to suit the task being carried out.
- Council will encourage open and effective competition and value for money whilst recognising the importance of supporting the capabilities of local business and industry.
- Local business and industry are those businesses that are established within the Goondiwindi Regional Council area of jurisdiction.
- Council will provide a local preference to the amount of \$750 or 5% of the net change-over cost of any vehicle, whichever is the lesser.
- Quotations or tenders will be called in accordance with Council's Purchasing Policy. Quotations or tenders will be assessed by staff and processed on the proviso that the vehicle is being changed over in accordance with the approved "Light Vehicle Specification Summary".
- The purchase of any additional vehicle or one that varies from the approved summary shall be reported to Council for decision.

### 3. POLICY PURPOSE

The purpose of this policy is to ensure the makeup of Council's light vehicle fleet is appropriate and that the procurement processes are efficient and transparent.

### 4. POLICY OBJECTIVES

The objectives of this policy are to:-

- Provide a more open, streamlined and consistent procurement process for light vehicles.
- Allow Council to focus on strategic issues and delegate operational matters with confidence.

- Provide clear direction for staff in assessing quotations or tenders.

## **5. SCOPE**

This policy only applies to the light vehicle fleet detailed in the attached "Light vehicle Specification Summary"

The value of the local preference shall provide clarification to the Purchasing Policy for this function only.

## **6. REVIEW DATE**

September 2010

## **ATTACHMENTS**

Attachment A: Light Fleet Specification Summary

**Attachment A: Light Fleet Specification Summary**

Plant No.	D.O.P.	Vehicle Type 2011	Configuration	Operator 2011	Area Used		Replacement	Standard Replacement	Fuel	Gearbox	Extras	Home
4016	2/04/2004	UTILITY-TOYOTA HILUX SL DIESEL	4X4 DUAL	TEXAS SES	TEXAS P&G		(Best Tender)	4WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar	EAST
4018	2/04/2004	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	D APTED	Builder		(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4021	26/05/2004	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	ING.PARKS	Parks & Gardens		(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Tow-Bar-Tipper Tipper	EAST
4025	10/06/2004	UTILITY-TOYOTA 78 LANDCRUISER	4X4 HEAVY	MICK SHAW	Workshop		(Toyota/Nissan)	4WD Heavy Duty Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4031	17/11/2004	UTILITY-TOYOTA HILUX	2X4 SINGLE	Norm Coultas	Grader		(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4039	19/01/2006	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	TONY COVER	Gdi Water		(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4040	19/01/2006	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	WORKSHOP	Workshop		(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4041	31/01/2006	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	TREV DOHERTY	Parks & Gardens		(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray-Tipper	WEST
4042	15/02/2006	UTILITY-FORD RTV UTILITY	2X4 SPACE	TYSON RAYMOND	Gdi Plumbing		(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4046	7/08/2006	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	Mark Cleary	Airport Gdi		(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tipper	WEST
4048	3/11/2006	UTILITY-HOLDEN RODEO 4WD	4X4 SINGLE	Drew Campbell	Tech Officer / P&G		(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4051	11/01/2007	UTILITY-HOLDEN RODEO 2WD	2X4 SINGLE	K LOWREY	Supervisor		(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4052	13/03/2007	UTILITY-FORD BT RTV FALCON	2X4 SPACE	Gdi Water Treatment	Gdi W&S		(Best Tender)	4WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4055	17/08/2007	UTILITY-TOYOTA HILUX UTILITY	2X4 SPACE	B.BILLSBOROUGH	Supervisor Concrete		(Best Tender)	2WD Space Cab Utility	Diesel	Auto	Bull-Tow-Bar-Tray Lift	WEST

Plant No.	D.O.P.	Vehicle Type 2011	Configuration	Operator 2011	Area Used		Replacement	Standard Replacement	Fuel	Gearbox	Extras	Home
4056	28/09/2007	UTILITY-FORD RANGER 4WD	4X4 SINGLE	PAUL COX	Grader		(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4057	28/09/2007	UTILITY-FORD RANGER 4WD AUTO	4X4 SINGLE	J. STORK	Weed Control		(Best Tender)	4WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4058	9/10/2007	UTILITY-TOYOTA HILUX EXTRA CAB	4X4 EXTRA	R LUCAS	Supervisor Gravel		(Toyota)	4WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4060	16/11/2007	UTILITY-FORD RANGER 4WD	4X4 SINGLE	Shane Huddy	Gravel Maint		(Best Tender)	4WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4061	8/01/2008	UTILITY-TOYOTA 70 LANDCRUISER	4X4 HEAVY	C SMITH	Stock Routes		(Toyota)	4WD Heavy Duty Utility	Diesel	Manual	Bull-Tow-Bar-Winch-Crane	WEST
4062	6/05/2008	UTILITY-FORD RANGER EXTRA	4X4 SPACE	Nathan Stevens	Supervisor Stock		(Best Tender)	4WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4063	3/06/2008	UTILITY-FORD RANGER EXTRA	4X4 SPACE	B. FAULKNER	Builder		(Best Tender)	4WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4064	5/11/2008	UTILITY-FORD RANGER 4WD	4X4 SPACE	TREVOR BRYDON	Supervisor		(Best Tender)	4WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4065	31/10/2008	UTILITY-FORD RANGER 2WD	2X4 SPACE	GARY SMITH	Supervisor P&G		(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray-Tipper	WEST
4066	31/10/2008	UTILITY-FORD RANGER TIPPER	2X4 SPACE	RON HILTON	Parks & Gardens		(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4067	31/10/2008	UTILITY-FORD RANGER 4WD	4X4 SINGLE	GEOFF CROSS	Gdi RMPC		(Best Tender)	4WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4068	31/10/2008	UTILITY-FORD RANGER 2WD	2X4 SINGLE	RUSS BARTELLS	Grader		(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4069	31/10/2008	UTILITY-FORD RANGER 2WD	2X4 SPACE	RON BURROWS	Gdi Water		(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4070	31/10/2008	UTILITY-FORD RANGER 2WD	2X4 SPACE	ROY HILTON	Gdi Water		(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4071	31/10/2008	UTILITY-FORD RANGER 2WD	2X4 SPACE	M EVERINGHAM	Supervisor Water		(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4072	6/01/2009	UTILITY-FORD RANGER 2WD	2X4 Single	Inglewood Depot	Ing Stores		(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST

Plant No.	D.O.P.	Vehicle Type 2011	Configuration	Operator 2011	Area Used		Replacement	Standard Replacement	Fuel	Gearbox	Extras	Home
4073	25/08/2009	Nissan Patrol 4WD Utility	4X4 Single	Gdi Workshop	Gdi Workshop		(Nissan/Toyota)	4WD Heavy Duty Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4074	25/08/2009	Nissan Patrol 4WD Utility	4X4 Single	Rodger Mortimer	Stock Routes		(NissanToyota)	4WD Heavy Duty Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4075	24/11/2009	UTILITY-TOYOTA HILUX 4WD	4X4 Single	K Hobbs	Stock Routes		(Toyota)	4WD High Ride Utility	Diesel	Manual	Bull-Tow-Bar-Tray-Winch	EAST
4076	30/11/2009	Nissan Narara 2WD Tipper Utility	2X4 Single	Gondiwindi	Parks & Gardens		(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tipper	WEST
4077	30/11/2009	Nissan Narara 2WD Tipper Utility	2X4 Single	Reece Thompson	Texas Parks		(Best Tender)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray-Tipper	EAST
4078	10/12/2009	UTILITY-TOYOTA HILUX 4WD	4X4 Single	Alister Cover	Stock Routes		(Toyota)	4WD High Ride Utility	Diesel	Manual	Bull-Tow-Bar-Tray-Winch	WEST
4079	10/12/2009	Mitsubishi Dual Cab Utility	4X4 DUAL	Barry Strong	Supervisor		(Mitsubishi)	4WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4080	10/12/2009	Mitsubishi Single Cab Utility	2X4 Single	Ted Callaghan	Ing Water		(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4081	10/12/2009	Mitsubishi Single Cab Utility	2X4 Single	Graeme De-Brit	Gdi Dog Catcher		(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4082	10/12/2009	Mitsubishi Single Cab Utility	2X4 Single	Geoff Cox	Grader		(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4083	10/12/2009	Mitsubishi Single Cab Utility	2X4 Single	Bill Riddle	Grader		(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4084	10/12/2009	Mitsubishi Dual Cab Utility	2X4 Dual	RMPC Inglewood	Signs		(Mitsubishi)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4085	10/12/2009	Mitsubishi Dual Cab Utility	2X4 Dual	Ing Construction	Grader		(Mitsubishi)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4086	10/12/2009	Mitsubishi Dual Cab Utility	2X4 Dual	Gdi Construction	Gdi Constuction		(Mitsubishi)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4087	10/12/2009	Mitsubishi Dual Cab Utility	2X4 Dual	Leo O' Keefe	Gdi Constuction		(Mitsubishi)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4088	1/02/2010	Ford Ranger Space Cab	2X4 Space	Reece Thompson	Supervisor		(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST



Plant No.	D.O.P.	Vehicle Type 2011	Configuration	Operator 2011	Area Used		Replacement	Standard Replacement	Fuel	Gearbox	Extras	Home
4089	1/02/2010	Ford Ranger Space Cab	2X4 Space	Mark Hoey	Ing Workshop		(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4090	29/07/2010	Ford Ranger Space Cab Utility	2X4 SINGLE	Kev Lowery	Supervisor		(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4091	30/07/2010	Nissan Navara Utility Tipper	2X4 Single	Parks & Gardens Gdi	Parks Gardens		(Best Tender)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray-Tipper	WEST
4092	30/07/2010	UTILITY-TOYOTA HILUX 4WD	4X4 SINGLE	Jamie Braden	Ing Dingo Fence		(Toyota)	4WD High Ride Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4093	6/08/2010	UTILITY-TOYOTA HILUX 4WD	4X4 SINGLE	ROB COX	Gdi Dingo Fence		(Toyota)	4WD High Ride Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4094	16/08/2010	Ford Ranger 4WD Dual Cab Utility	4X4 Dual	Garry Heausler	Gdi Slashing		(Best Tender)	4WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4095	19/08/2010	Mitsubishi Dual Cab Utility	2X4 Dual	Russell Mortimer	Construction Gdi		(Best Tender)	2WD Dual Cab Utility	Petrol	Auto	Bull-Tow-Bar-Style	WEST
4096	19/08/2010	Mitsubishi Dual Cab Utility	2X4 Dual	Peter Buchanan	Tech Officer		(Best Tender)	2WD Dual Cab Utility	Petrol	Auto	Bull-Tow-Bar-Style	WEST
4097	19/08/2010	Mitsubishi Dual Cab Utility	2X4 Dual	Steve Scott	Fleet Coordinator		(Mitsubishi)	2WD Dual Cab Utility	Petrol	Auto	Bull-Tow-Bar-Style	WEST
4098	19/08/2010	Mitsubishi Dual Cab Utility	2X4 Dual	Brad Pfingst	Supervisor Bitumen		(Mitsubishi)	2WD Dual Cab Utility	Petrol	Auto	Bull-Tow-Bar-Style	WEST
4099	19/08/2010	Ford Ranger Dual Cab Utility	2X4 Dual	David Owen	Grader		(Best Tender)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4100	19/08/2010	Ford Ranger Dual Cab Utility	2X4 Dual	Parks & Gardens Gdi	Parks Gardens		(Best Tender)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4102	19/08/2010	Ford Ranger Dual Cab Utility	2X4 Dual	RMPC Inglewood	Traffic Control		(Best Tender)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4103	0/01/1900	Ford Ranger Dual Cab Utility	2X4 Dual	Ken Biggs	Supervisor		(Best Tender)	4WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4507	3/05/2005	WAGON-NISSAN PATROL WAGON	4x4 WAGON	Peter Stewart	C.E.O.		(Ford)	Wagon (Territory Size)	Petrol	Auto	Bull-Tow-Bar	WEST

Plant No.	D.O.P.	Vehicle Type 2011	Configuration	Operator 2011	Area Used		Replacement	Standard Replacement	Fuel	Gearbox	Extras	Home
4508	4/09/2006	WAGON-FORD FALCON SEDAN	SEDAN	STEPHEN DUKES	Tech Officer		(Toyota)	Wagon Rav 4	Diesel	Auto	Bull-Bar	WEST
4509	4/09/2006	SEDAN-FORD FALCON BE SEDAN	SEDAN	JOHN WOODS	Manager Community		(Best Tender)	Sedan (Camry Size)	Petrol	Auto	Tow-Bar	WEST
4510	5/09/2006	WAGON-FORD TERRITORY	WAGON	CARL MANTON	Deputy CEO		(Ford)	Sedan (Territory Size)	Petrol	Auto	Tow-Bar	WEST
4512	31/10/2006	SEDAN-FORD BT SEDAN	SEDAN	G.BREISE	Manager Works		(Toyota)	Wagon Rav 4	Petrol	Auto	Bull-Tow-Bar	WEST
4515	5/04/2007	SEDAN-TOYOTA AURION	SEDAN	Mo Saleem	Director		(Ford)	Wagon (Territory Size)	Petrol	Auto	Bull-Tow-Bar	WEST
4516	8/10/2007	WAGON-FORD TERRITORY AWD	SEDAN	Dave Burges	Director		(Ford)	Wagon (Territory Size)	Petrol	Auto	Bull-Tow-Bar	WEST
4517	16/10/2007	SEDAN-FORD FALCON SEDAN	SEDAN	Andrew Singh	WHSO		(Best Tender)	Sedan (Camry Size)	Petrol	Auto	Bull-Tow-Bar	EAST
4518	7/12/2007	SEDAN-TOYOTA CAMRY SEDAN	SEDAN	David Hayward	Comm Dev		(Best Tender)	Sedan (Camry Size)	Petrol	Auto	Bull-Tow-Bar	EAST
4519	3/11/2008	SEDAN-TOYOTA CAMRY SEDAN	SEDAN	Graham Scheu	Mayor		(Toyota)	Wagon Rav 4	Petrol	Auto	Bull-Tow-Bar	WEST
4520	17/04/2009	WAGON-TOYOTA Rav 4 Wagon	WAGON	Greg Warden	Stores Manager		(Toyota)	Wagon Rav 4	Petrol	Auto	Bull-Tow-Bar	WEST
4521	24/04/2009	WAGON-TOYOTA Rav 4 Wagon	WAGON	Peter Crisp	IngEngineer		(Toyota)	Wagon Rav 4	Petrol	Auto	Bull-Tow-Bar	EAST
4522	1/01/2010	WAGON-TOYOTA Rav 4 Wagon	WAGON	Dion Jones	Engineer		(Toyota)	Wagon Rav 4	Petrol	Auto	Bull-Tow-Bar	WEST
4523	1/01/2010	SEDAN-TOYOTA CAMRY SEDAN	SEDAN	Rod Slack-Smith	Manager Assets		(Toyota)	Sedan (Camry Size)	Petrol	Auto	Bull-Tow-Bar	WEST
4524	1/01/2010	WAGON- FORD TERRITORY	WAGON	Jason Quinnell	Director		(Ford)	Sedan (Territory Size)	Petrol	Auto	Bull-Tow-Bar	WEST
4525	1/01/2010	WAGON-TOYOTA Rav 4 Wagon	4x4 WAGON	IAN BADHAM	Ing Branch Manager		(Toyota)	Wagon Rav 4	Petrol	Auto	Bull-Bar	EAST
4526	1/01/2010	SEDAN-TOYOTA CAMRY SEDAN	SEDAN	Trevor Seth	Manager W&S		(Best Tender)	(6 Cycl Size)	Petrol	Auto	Bull-Tow-Bar	WEST
4527	30/07/2010	WAGON-TOYOTA Rav 4 Wagon	WAGON	Ashley Casten	Supervisor		(Toyota)	Wagon Rav 4	Petrol	Auto	Bull-Tow-Bar	WEST
Lease3	25/11/2008	WAGON- MITSUBISHI OUTLANDER	WAGON	Peter McCashney	Environmental			Their Option				WEST

Plant No.	D.O.P.	Vehicle Type 2011	Configuration	Operator 2011	Area Used		Replacement	Standard Replacement	Fuel	Gearbox	Extras	Home
Lease4		SEDAN- COMMODORE SV6	SEDAN	Bradley Pyle	Finance Manager			Their Option				WEST
Lease5		WAGON- TOYOTA KLUGER	WAGON	Ing Land Care	Ing Land Care			Their Option				EAST

# Dust Suppression Policy

**Adopted Date:**

**Policy Number:**

**Policy Type:** Strategic

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

**Department:** Engineering & Planning

Version	Decision Number or CEO Approval	Decision Date	Status / History
1			
2			
3			
4			

## 1. BACKGROUND

Goondiwindi Regional Council is the custodian of approximately 2,500 kilometres of roads throughout the regional area. These roads are a combination of sealed, gravelled, formed and unformed roads, comprising of approximately 1,700 kilometres of unsealed roads.

## 2. PURPOSE

Council periodically receives requests for the application of dust suppression material to small sections of unsealed roads. The purpose of this policy is to provide guidelines & processes to ensure consistency in assessing eligibility of dust suppression applications.

## 3. POLICY STATEMENT

- This policy applies to unsealed roads maintained by and under Council's jurisdiction.
- This policy does not extend to privately owned roads.
- Applications for dust suppression will be assessed in accordance with the assessment criteria provided in Appendix A.
- Eligible applications will be included on Council's forward works program.
- Council will generally only provide one dust strip per budget.

## 4. SCOPE

The scope of this policy will apply to all unsealed rural roads maintained by and under the jurisdiction of Goondiwindi Regional Council.

## 5. APPLICATION PROCESS

Applications under this policy shall be made in accordance with the following steps:-

1. The applicant submits a written application to Council;
2. Upon receipt of the written application, a Council officer assesses the eligibility of the application using Council's assessment criteria (refer to Appendix A);
3. The applicant is to be notified of Council's decision in writing; and
4. Eligible applications are to be included on Council's forward works program and considered at the subsequent budget on a priority basis.

There is no guarantee that eligible works included on Council's forward works program will be undertaken. Council will continue to monitor the condition of the road and undertake maintenance as required.

## **6. ASSESSMENT CRITERIA**

All requests for dust suppression on unsealed roads will be assessed by staff in accordance with the following criteria:-

- Road class;
- Road proximity to residential property;
- Traffic volume & type;
- Environmental factors (vegetation, prevailing breeze);
- Applicant's contribution (if any); and
- Any other factors unique to a particular property or road that may be considered relevant by Council, including but not limited to, school bus route and medical conditions).

## **7. PRIORITISATION OF ELIGIBLE WORKS**

Prioritisation and scheduling of eligible works on Council's forward works program are to be determined by Council's Director Engineering & Planning, in accordance with budget allocations and resources.

Should the applicant be prepared to make a monetary contribution to the works, the works may be brought forward on Council's forward works program. The work will not commence prior to receipt of the total contribution from the applicant.

## **8. WORKS**

Dust suppression methods shall be either a sealed section of road or any other mutually agreed application for the purpose of reducing dust.

Council or Council's representative shall be responsible for undertaking the works in accordance with the relevant standards.

## **9. NECESSITY TO COMPLY WITH THIS POLICY**

Nil

## **10. REVIEW DATE**

20 April 2013

## **ATTACHMENTS**

Appendix A:                      Assessment Criteria (Example)

**Appendix A: Assessment Criteria (Example)**

Applicant:			Road & Chainage: 1.36km Molinda Road					
Property:			Date of Request: 2 November 2010					
		Details	Score			Weighting	Max Score	Weighted Score
Location	Proximity to Road	<100m	2	<100m	2	2	4	4
		>100m <200m	1					
		>200m	0					
	Proximity to Prevailing Breeze	Downwind	2	Downwind	2	2	4	4
		Neutral	1					
		Upwind	0					
Screening	Amount of Vegetation Screening	Minimal	2	Minimal	2	2	4	4
		Average	1					
		Good	0					
Road Use	Road Class	Class 3	2	Class 4	1	3	6	3
		Class 4	1					
		Class 5	0					
	% Heavy Vehicles	>30	2	25	1	3	6	3
		15 - 30	1					
		0 - 15	0					
Time	Time on Waiting List	>3 Years	2	< 1 Year	0	3	6	0
		>1 <3 Years	1					
		< 1 Year	0					
							30	18

# GOONDIWINDI REGIONAL COUNCIL

## Community Gardens on Community Land

**Adopted Date:**

**Policy Number:** GRC

**Policy Type:** Strategic

**Responsible Officer:** Economic and Community Development Officer

**Department:** Administration, Community Services and Economic Development

Version	Decision Number or CEO Approval	Decision Date	Status / History
1	GRC		Review
2			
3			
4			

### 1. BACKGROUND

A community garden is a not-for-profit, community-based enterprise, producing food primarily for the consumption of the gardeners. They involve substantial community involvement in decision-making regarding garden management and day-to-day activities. They are places for learning and sharing sustainable living practices, and for actively building community through shared activities.

Community gardens play a role in improving access to fresh locally-grown food, as well as providing valuable recreational activity, social interaction and educational benefits for the local community. Community gardens make a valuable contribution in responding to the challenges of climate change as one means by which to reintegrate edible food plants into the urban landscape.

The utilisation of appropriate public open space for community gardening is valued by Council for its contribution to the health and well-being of the wider community and the sustainability principles on which it is based.

### 2. POLICY STATEMENT

This policy provides the procedures for assessing, and approving, where appropriate, the establishment of a community garden by community groups on community land. This policy applies to land owned by Council that is the preferred land type for this activity, however a similar process may be used to consider applications on a case-by-case basis for the use of other land types (ie Crown Land, where Council is the Trust Manager). This policy does not commit Council to providing any direct support or resources to such community groups.

#### 1 ELIGIBLE COMMUNITY GARDEN GROUPS

Community groups that are an incorporated association, under the *Associations Incorporation Act 2009*, are eligible to apply to establish a community garden on community land. This provides a clear group structure through the requirement to establish a management committee and to hold regular meetings. This also means the group is a legal entity, separate from individual members, can enter into enforceable contracts, has more flexible management of funds, and the ability to obtain public liability insurance and apply for government grants.

#### 2 GROUP USER AGREEMENTS

If an application to establish a community garden on community land in accordance with this policy is successful, a licence agreement for the use of the land must be entered into with Council. The group must comply with any specific conditions in the licence relating to community gardening on the subject parcel of land.

Any licence issued under this policy will have a negotiated time limit and will be subject to a review of the agreement, including whether the group has fulfilled its responsibilities and complied with all conditions within the licence. However, any licence can be revoked at any time in the event that:

- The gardening group disbands or ceases to function;
- The garden is not maintained in relation to the conditions on the licence;
- The garden is not maintained in relation to public safety; or
- Council identifies a need for the land due to a change in operational requirements.

Individuals are not eligible to apply to operate a community garden and are encouraged to form a group prior to approaching Council.

### **3 PUBLIC LIABILITY INSURANCE**

Groups operating a community garden under a licence from Council are required to have at least \$20,000,000 of public liability insurance.

### **4 COUNCIL'S ROLE**

Goondiwindi Regional Council is committed to supporting the establishment of Community Gardens by community groups on community land. Council's role is as a landowner/land manager and this policy provides a formal and equitable process for considering applications and issuing licences for gardens on community land. Council encourages groups to be self-managed and will provide advice to assist these groups to establish an appropriate group and garden-management system.

Council may also offer support to community gardening groups, subject to availability of resources, including:

- provision of advice on planning, building and operating community gardens;
- workshops and training on topics such as composting and worm farming, permaculture, water efficiency etc;
- promotion of the garden through Council publications and website;
- information and contact information for community garden networks; and/or information about relevant grants for community gardens.

### **5 AUTHORITY OF COUNCIL**

For community gardens approved under this policy, Council has the authority to:

- enter and inspect the site and provide direction to the gardening group members at any time to ensure ongoing suitability, usage and safety to the public and Council's assets;
- use the site for educational purposes including group tours (at the convenience of the gardeners); and
- undertake any maintenance or improvements of Council assets.

### **6 LICENSEE'S ROLE**

The Garden must be operated in a way that it does not have a negative impact on the health and safety of the surrounding community and the natural environment. The gardening group members are solely responsible for the maintenance of the site including:

- designating Garden Coordinator/s to be a contact point for all communications with Council and the community;
- maintaining positive relationships with surrounding residents and businesses including effective communication;
- welcoming visitors to the garden;
- minimising noise levels so that neighbours are not disturbed;
- ensuring water leaving the garden is not contaminated by sediment, fertiliser, manure or excessive organic matter that may pollute waterways;
- maintaining compost and worm farm systems and fertilisers so as not to produce unpleasant odours or attract vermin;
- storing all garden items in a tidy manner;
- making the site available for educational purposes including group tours (at the convenience of the gardeners);
- the ongoing maintenance and safe use of any assets installed as per the licence agreement; and
- complying with licence terms and conditions, and this policy.



#### **4. POLICY OBJECTIVE**

**The objectives of this policy are:**

- To provide a clear and consistent position on community gardening on community land in the Goondiwindi Regional Council area in order that approaches from the community to undertake these activities can be considered;
- To provide an application process for community members proposing to undertake these activities; and
- To ensure Council is able to properly assess and consider applications for community gardens on community land.

#### **5. REVIEW DATE**

#### **ATTACHMENTS**

Attachment A: Application Procedure

## **Attachment A**

The application procedure for the establishment of a community garden on community land is outlined below.

### **Step 1 Applicant/s establish a Community Garden Group**

If a Community Group approaches Council to establish a community garden on community land, the eligible types of Community Groups as per Section 1 of this Policy Statement will be explained to the Group. Council encourages applicants to apply to the Office of Fair Trading to become an incorporated association. More information about establishing a community garden group can be found in Section 1 of this policy.

### **Step 2 Applicant to have preliminary discussions with Council**

Council staff will meet with potential applicants regarding the proposed site/s, group structure and/or project so that any issues can be resolved prior to a formal application being lodged. Groups that do not have a specific site proposed may have discussions with Council staff relating to appropriate sites at this stage. Council staff will advise whether to proceed to Step 3 (this is not a guarantee of approval of the subsequent application).

### **Step 3 Applicant to undertake a site assessment of the proposed site**

The potential site/s should be assessed to determine whether the site is appropriate for a community garden. A site assessment must be undertaken by the applicant. This site assessment must be completed by the applicant before a formal approval is considered by Council. The site assessment must be forwarded to the Council who will provide final advice on site suitability within four weeks.

### **Step 4 Council assessment of the application**

The project will be assessed based on all information contained within the application and supporting documents submitted. This assessment will be undertaken within six weeks of receipt of the application. If the application is rejected by Council then the applicant will be notified regarding the reasons for refusal. If the project is deemed feasible, Council will advise the applicant of the approval.

### **Step 5 Council preparation of Licence**

Once the approval is given, the Council Solicitors will prepare the legal documents.

### **Step 6 Applicant can commence community garden development**

Once the licence is executed by Council and the successful applicant, the development of the community garden can now commence in accordance with the licence.