

NORTH BURNETT REGION DISASTER MANAGEMENT PLAN Disaster Support Plan – GAYNDAH (Public Version)

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Introduction

This plan is a supporting plan to the North Burnett Region Disaster Management Plan. It provides town and district specific detail necessary to effectively undertake disaster operations locally under the authority of the LDMG.

Disaster Support Groups play a key role in the North Burnett Region Disaster Management Response Strategy by supporting the LMDG in undertaking the following key aspects of disaster operations locally:

- Coordination of local resources
- Evacuation
- Provision of Community Support

This plan details the arrangements in Gayndah for these key functions. A short description of the area covered by this plan is provided in Annex A.

This plan should be read in conjunction with the North Burnett Region Disaster Management Plan and its companion Disaster Operating Manual. Specific Sub Plans relate to this plan and the following should be read in conjunction with this plan.

- Sub Plan 1 – Business & Governance
- Sub Plan 2 – Activation & Coordination
- Sub Plan 5 – Evacuation and Evacuation Centre Management

Gayndah Disaster Support Group

Relationship with the LDMG

The LDMG will usually convene in Gayndah and the Regional Disaster Coordination Centre is located there. This can cause confusion regarding roles and responsibilities between the Gayndah Disaster Support Group and the LDMG. The Disaster Support Group for Gayndah (like all Support Groups) focus only on the coordination of local resources, any evacuations required and the provision of community support within the town. These town-focused matters are supported by the LDMG and LDCC but are not managed by them. The LDMG and LDCC should adopt a regional perspective and enable each of the support groups to undertake these functions.

The Gayndah Disaster Support Group Coordination Cell may however be embedded within the LDCC where this is practicable and desirable in order to improve coordination and communications.

Where there is confusion regarding roles and responsibilities, the matter is to be resolved in discussion between the Local Disaster Coordinator and the Chair of the Gayndah Disaster Support Group.

Composition and Roles

The role, function and terms of reference for Town Disaster Support Groups are detailed in the *North Burnett Region Disaster Management Plan* and in *Sub Plan 1 – Business and Governance*.

The Gayndah Disaster Support Group comprises the following:

Appointment/Position	Role	Functions
Councillor	Chair	<ul style="list-style-type: none"> • Provide leadership to Group • Chair meetings • Act as conduit to Chair of LDMG • Assist in establishing Community priorities for preparation, response and recovery
Council Officer	Executive Officer	<ul style="list-style-type: none"> • Provide executive support to Chair • Maintain plans and records on behalf of the Group • Secretariat for Meetings
Technical Services	Depot Supervisor	<ul style="list-style-type: none"> • Coordinate Council works resources • Provide advice to group on Council works operations
SES Local Controller	SES	<ul style="list-style-type: none"> • Coordinate SES operations • Provide advice to Group on SES operations
QFES Representative	Fire & Emergency	<ul style="list-style-type: none"> • Coordinate QFES operations • Provide advice to Group on QFES operations
QAS Representative	Medical Support	<ul style="list-style-type: none"> • Coordinate QAS operations • Provide advice to Group on QAS operations
QPS Representative	Public Safety	<ul style="list-style-type: none"> • Coordinate QPS operations • Provide advice to Group on Public Safety operations
Qld Health Representative/ Mental Health	Health Support	<ul style="list-style-type: none"> • Act as liaison between the Department of Health (hospitals, and health care professionals and implementation of Dept of Health Emergency Sub Plans) and the LDMP • Provide support and advice on issues affecting the

		health of the community prior to, during and after an emergency
Ergon Energy	Power	<ul style="list-style-type: none"> • Coordination power supply
Telstra	Communication	<ul style="list-style-type: none"> • Coordination of telecommunication
Executive Manager Central and Upper Burnett District Home for the Aged	Age Care	<ul style="list-style-type: none"> • Coordinate issues associated with Age Care and Safety
Community Services and Combined Church Groups	Community Services	<ul style="list-style-type: none"> • Providing community assistance and provide assistance to the group
Red Cross	Community Services	<ul style="list-style-type: none"> • Providing community assistance and provide assistance to the group
Blue Care	Community Services	<ul style="list-style-type: none"> • Providing community assistance and provide assistance to the group

Table 1 – Gayndah Disaster Support Group Members and Roles

Note: In many cases the above people will also be LDMG members. This does not preclude them from also supporting planning and operations related to evacuation and provision of community support in Gayndah when required.

A full confidential contact register for all members of the Support Group is at Annex B to this Sub Plan (not included in public version).

General Meetings

General meetings of the Disaster Support Group will be at the discretion of the Chair but at least two general meeting should be held annually (generally in April and September). These meetings will be for the purpose of:

- Review and updating of this plan as required.
- Developing and disseminating public preparedness messages and information in accordance with the Community Awareness strategies developed by the LDMG.
- Identification of prevention and mitigation measures that should be communicated to the LDMG via the Chair of the sub-group.
- Developing a good working rapport with other members of the Support Group in order to underpin efficiency and effectiveness in response before, during and after a disaster.

Authority to Activate

Activation of the Disaster Support Group will be authorised by the Chair of the LDMG or the Local Disaster Coordinator. The Chair of the Support Group may recommend that the Group be activated to plan for, and coordinate, the provision of community support and evacuation.

The Chair, in consultation with the members of the Support Group may activate the Group during periods of extended communications blackouts when contact with the LDMG is lost. In such cases the Chair and Executive Officer, with the support of the Support Group may undertake disaster operations as required to preserve life and protect property, specifically the coordination of evacuation and provision of community support. Authority reverts back to the LDMG and the Local Disaster Coordinator on restoration of adequate communications.

Circumstances that may warrant activation include:

- A warning of an impending threat which in the opinion of the Chair or delegate, would require a coordinated community response; or
- A request from a Lead Agency for assistance under the LDMP;
- A request from an affected Local Government under mutual aid arrangements, to provide assistance to a neighbouring Local Government; or
- On advice from the state for an impending disaster

LOCAL COORDINATION

Operational Meetings of the Support Group

Once activated the Disaster Support Group will meet as required under the direction of the Chair in order to coordinate operational response activities and to ensure the community and all agencies have an appropriate level of situational awareness.

In some circumstances it may be more efficient to combine the Gayndah Disaster Support Group Meetings with the LDMG meetings, particularly if matters relating to Gayndah disaster response are being discussed by the LDMG. On such occasions it may make sense to combine meetings and deal with the relevant issues at the one meeting. The combining of operational meetings of the Support Group with that of the LDMG is at the discretion of the Chair of the LDMG and the Local Disaster Coordinator in consultation with the Chair of the Gayndah Support Group.

The Chair and Executive Officer shall ensure that regular Situation Reports are provided to the LDMG as required by the Local Disaster Coordinator using the reporting formats contained in *Sub Plan 2 – Activation & Coordination*.

Coordination Cell

The Group will coordinate its activities through a coordination cell to be established at:

**SES Facility
Disaster Management Room
14 Pineapple Street,
Gayndah** (in the Training Room)

An alternate site is located at:

**Queensland Health Complex
Warton Street,
Gayndah.**

At times it may be practical and desirable to co-locate the Gayndah Disaster Support Group Coordination Cell with the North Burnett LDCC. This may be beneficial for planning and operational coordination efficiency and is at the discretion of the Local Disaster Coordinator in consultation with the Chair of the Support Group.

Functions of the Coordination Cell.

The coordination cell will be staffed and resourced by members of the Support Group, or their representatives, and will undertake the functions of local level coordination on behalf of the LDCC. These functions are:

- Undertaking and advising on planning to ensure local responses are appropriate and effective.
- Implementing LDMG plans and direction.
- Making and recording local decisions when necessary.
- Coordinating local community resources including local emergency services.
- Managing information including reporting to the LDMG and providing public information to community.
- Keeping Records including financial expenditure.

The above functions appear to differ from the normal Incident Management System usually applied in typical Coordination Centres. While these normal incident management functions (Operations, Logistics, Intelligence & Planning) remain relevant, the simplified functions provided above are considered more relevant to the limited resources available to the Support Group.

They are focused on “outcomes” to be achieved rather than processes to be followed.

Staffing the Local Level Coordination Cell

A possible model for the Local Coordination Cell is shown in the diagram below.

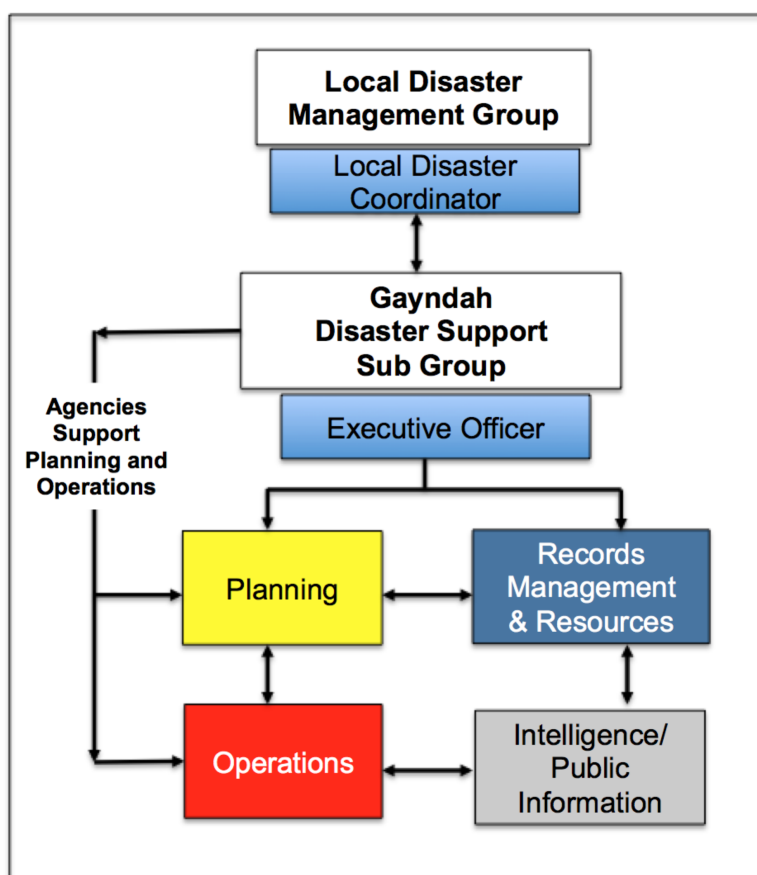


Diagram 1 – Coordination Cell Model

This model demonstrates how the Executive Officer, with support from the Chair and Support Group members, undertakes key roles in overseeing operations and facilitating planning.

The Chair of the Group and supporting agencies convene as the Planning Group and are required to undertake planning meetings in order to develop plans for response operations as required by the LDMG. A typical planning group may include:

Planning Group – Gayndah Disaster Support Group	
Council	Agencies/ Community Organisations
Chair of Support Group	Police
Executive Officer	QFES
Works Supervisor	QAS
Works Foreman	SES
Administration Officer (minutes)	Ergon Energy
	Gayndah Hospital
	Other community organisations/entities as required

Table 2 – Gayndah Disaster Planning Group

The Gayndah Planning function may be embedded within the Regional LDCC to enhance efficiency and planning outcomes at the discretion of the Local Disaster Coordinator in consultation with the Chair of the Gayndah Disaster Support Group.

Supporting the Executive Officer are staff that focus on *Records/ Resource Management* and *Intelligence/ Public Information*. These cells may be combined in small events. Usually Council staff will undertake these functions. A guide to the functions performed by the staff in a Town Coordination Cell are provided below:

Function	Tasks	Responsibility
Planning	<ol style="list-style-type: none"> 1. Develop plans as required for evacuation and community support and other response operations as directed by the LDMG. 2. Records to be maintained of planning considerations and outcomes. 	Executive Officer / Planning Group
Implementing plans	<ol style="list-style-type: none"> 1. Briefing agencies and establishing agency tasks. 2. Monitoring implementation and adjusting plans if needed 3. Reporting on progress. 	Executive Officer / Agencies
Making Decisions	<ol style="list-style-type: none"> 1. Convene Support Group to discuss and make decisions as required 2. Records to be maintained of decisions and the circumstances they were taken. 	Disaster Support Group
Coordinating Community Resources	<ol style="list-style-type: none"> 1. local emergency services 2. community groups/ organisations 3. Council resources 4. Volunteers and donations 5. animal welfare 6. business support 	Agencies and Resource Management
Managing Information	<ol style="list-style-type: none"> 1. Situation Report 2. Maintenance of Maps, Tabulated Data, 3. Development of Community Messaging 4. Dissemination of Public Info 5. Media Support 	<ol style="list-style-type: none"> 1. Intelligence 2. Intelligence 3. Support Group 4. Support Group 5. Public Information

Keeping Records	<ol style="list-style-type: none">1. Operational Logs2. Inwards/outwards Log3. Financial records4. Keeping minutes – (planning meetings/decision making)5. Providing maps/charts6. Filing management7. General admin support	Records Management
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Table 3 – Functions and Tasks performed by Coordination Cell staff

The Chair and Executive Officer will determine the most suitable staffing allocation when activating the Coordination Cell taking into account the situation and staff availability and expertise at the time of activation.

Functional Duty Statements for staff operating in the coordination cell are provided for guidance in Annex C to this Support Plan – Gayndah Coordination Cell – Duty Statements and Resources.

Risk Mapping

Risk Mapping is available to Town Support Groups in several formats. “Grab & Go Kits” are provided to each Group containing risk mapping relevant to the town and surrounding district. The Executive Officer is responsible for maintaining these kits.

Risk Mapping is also available via the North Burnett Regional Council Website at <http://mapping.northburnett.qld.gov.au/>. Interactive mapping for Bushfire and Flood Hazard for the region is provided under the Disaster Management link. The flood hazard overlays are derived from 2013 flood events. Annex D provides an index of the contents of the Gayndah Grab & Go Kit.

COMMUNITY SUPPORT

For the purposes of this plan, Community Support during and after disasters is provided primarily by local philanthropic organisations. Additional community support may be offered by other agencies and will be coordinated via the LDMG or the DDMG. These additional capabilities are not discussed in this plan although it is recognised that any such additional resources need to be coordinated with services provided by local agencies.

Support Agencies

The following local community support organisations are considered to be capable of providing services to the community during and immediately after a disaster. People and organisations that have been identified as being able to assist in providing community support in the Gayndah area include:

ORGANISATION	SUPPORT AVAILABLE
St Joseph's School Gayndah	Possible Evacuation Centre
Gayndah State School	Possible Evacuation Centre
Gayndah State School	Possible Evacuation Centre
Burnett State College	Possible Evacuation Centre

Table 4 – List of Supporting Agencies

A confidential contact list for all community support agencies is at Annex D to this Sub Plan (not available in the public version).

EVACUATION

Evacuation of individuals or parts of the community may be necessary to ensure public safety. The North Burnett Evacuation Strategy is outlined in the *North Burnett Region Disaster Management Plan* and further detailed in *Sub Plan 5 – Evacuation and Evacuation Centre Management*. In summary the North Burnett Evacuation Strategy is for safe and effective evacuations to remain the responsibility of the LDMG, with their practical implementation being the function of the Town Disaster Support Group.

In most cases people requiring evacuation will self evacuate using their own transport to facilities in Gayndah. In some cases, transportation support may be needed to help people evacuate. This is more likely to occur when evacuating people from rural areas outside of town.

The Disaster Support Group is to monitor and assist people who choose to evacuate for their own safety and provide advice to those at risk regarding the need to evacuate including – how to evacuate, where to go and what to bring.

The Disaster Support Group has no authority to direct people to evacuate and may only encourage and assist people to take appropriate action for their personal safety and well being.

Evacuation Centres

When evacuations occur, people will need to go somewhere safe. In many cases people can stay with family or friends, but not everyone can do so. Evacuation Centres are likely to be required. *Sub Plan 5 – Evacuation & Evacuation Centre Management, Annex A and B* provides guidance on the operation of an evacuation centre based on the experience of the Australian Red Cross.

A list of facilities that may be suitable for use as evacuation centres are detailed in Annex E to this Sub Plan.

Gayndah specific guidance when establishing an evacuation centre is provided in Annex F to this Sub Plan.

Appointment of an Evacuation Centre Coordinator & Staff

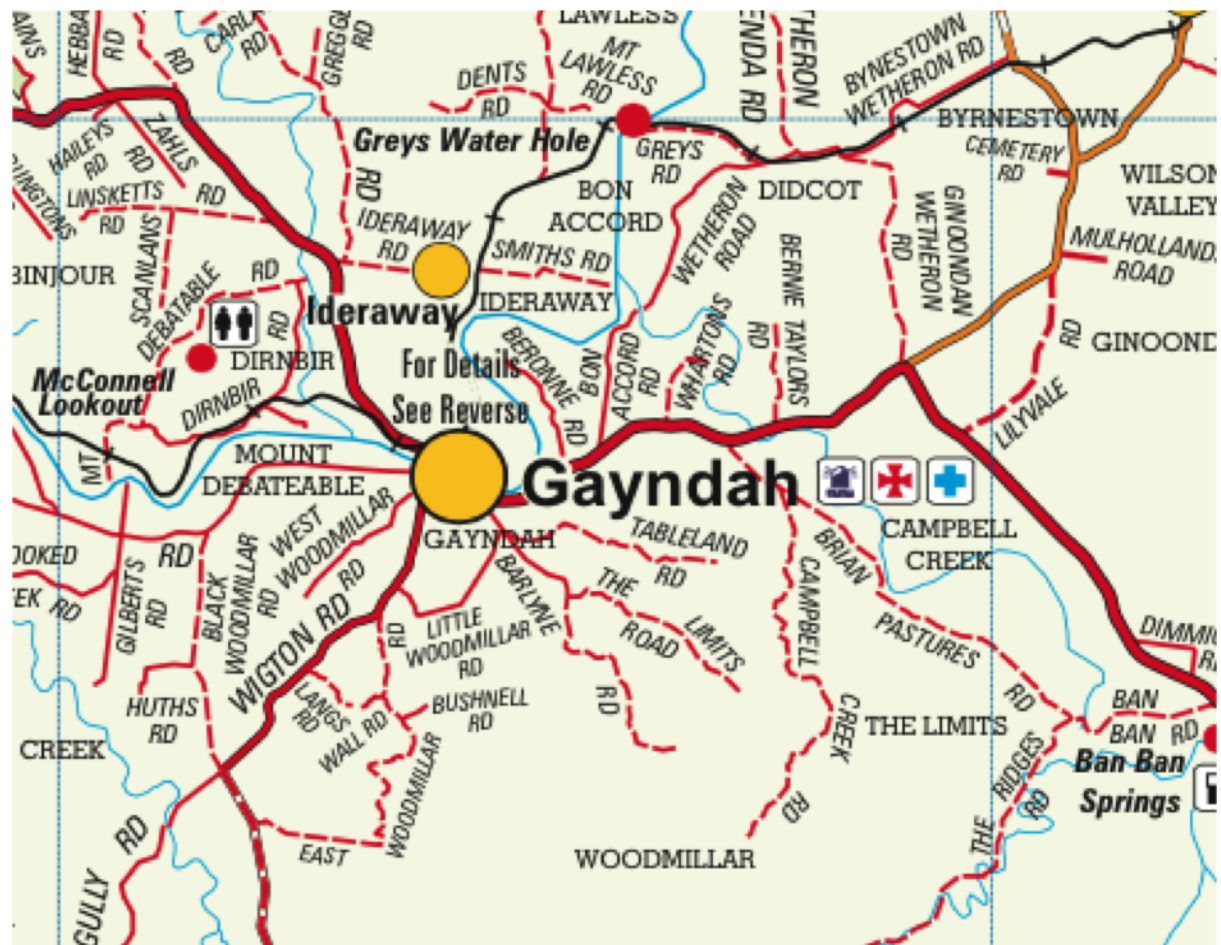
When an Evacuation Centre is deemed necessary and suitable facilities have been confirmed, an Evacuation Centre Coordinator should be appointed to manage the Centre. In most cases the Chair of the Support Group and Executive Officer will appoint a suitable person to this role based on advice from the Support Group at the time the Evacuation Centre is deemed necessary. Additional staff to assist in the Evacuation Centre will be identified by the Support Group when considering opening a centre.

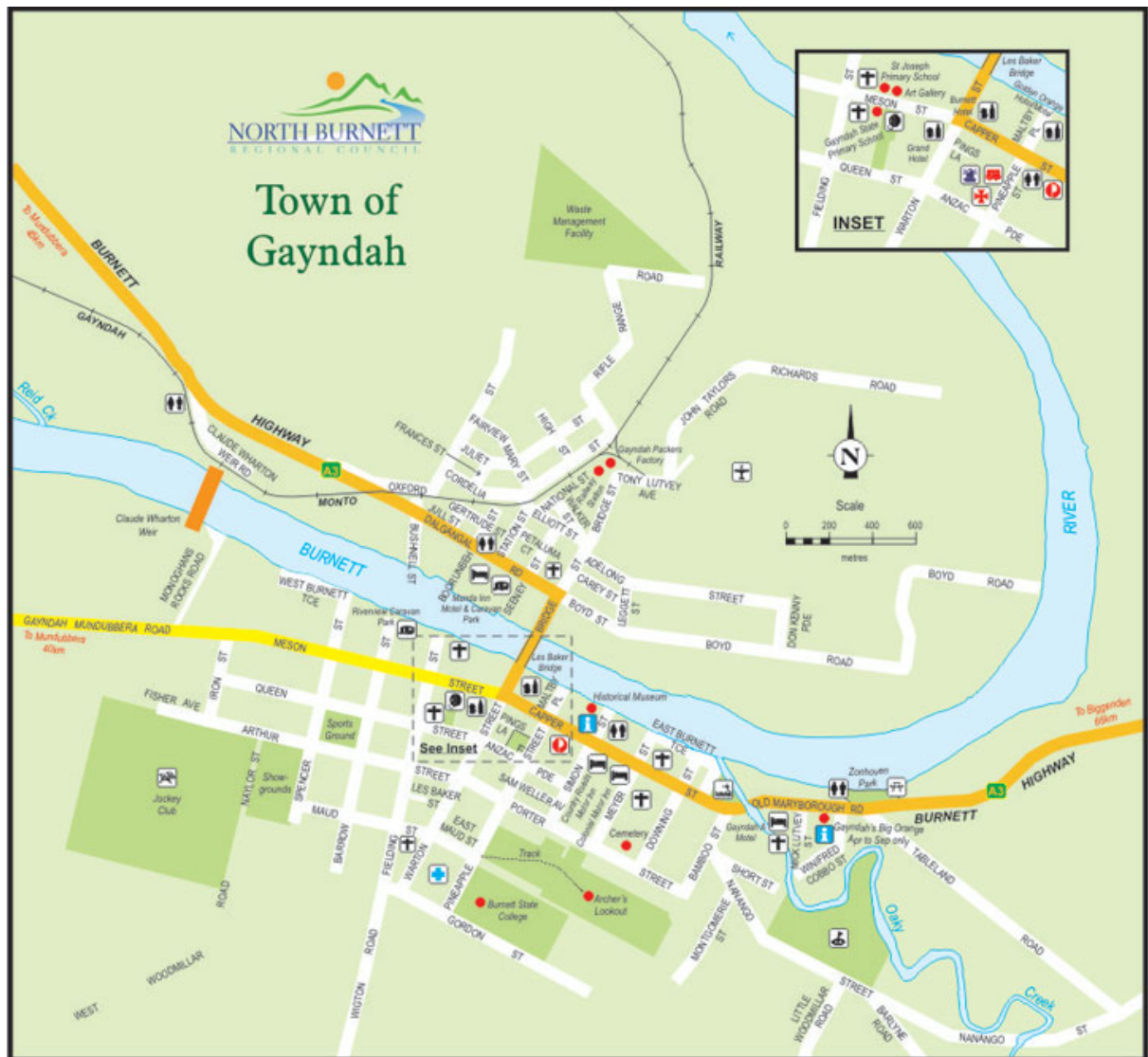
The appointed Evacuation Centre Coordinator will establish and manage the evacuation centre in accordance with the guidance contained in this Support Plan and in *Sub Plan 5 – Evacuation & Evacuation Centre Management*, specifically Annex A of that sub plan.

Annexes

- A. Description of Gayndah and Surrounds.
- B. Gayndah Disaster Support Group Contact Register (Confidential)
- C. Gayndah Coordination Cell – Duty Statements and Resources
- D. Risk Mapping (Grab & Go Kit Index)
- E. Contact Register for Gayndah Community Support Agencies/Contractors (Confidential) (local contractors, fuel, council resources)
- F. List of Facilities in Gayndah that may be used for evacuation
- G. Gayndah Evacuation & Evacuation Centre Management – Standard Procedures

Annex A – Description Gayndah and Surrounds





Geographic Scope of Plan

This plan relates only to the town of GAYNDAH and its surrounds which are defined as an area located in the northern catchment of the Burnett River, Queensland, Australia. This scope covers an approximate area of 2,709.3 square kilometres (1,046.1 sq mi), Major activities in the area included citrus production, beef and timber.

Topography

The topography of the area is dominated by the Burnett River which rises in the north and flows south west and south through to Mundubbera, then east and north east through Gayndah to Bundaberg. Major tributaries of the Burnett River system include the Nogo River, Three Moon Creek and Barambah Creek.

The topography of the Gayndah area contains undulating hilly terrain which is characteristic of the deeply weathered Wigton Adamellite south west of Gayndah. Along the Burnett River, the Mingo Granite, Aranbanga beds, Gayndah beds, and tertiary sediments give rise to similar terrain. The Binjoir

plateau, a laterised erosion surface, is situated north west of Gayndah. South East towards Mount Brian and Barambah Creek, the Aranbanga beds are represented by dissected hilly to mountainous terrain.

A large proportion of the area is elevated. The segment of the area south of the railway and east of Barambah Creek is slightly less hilly. Further east the landscape features high, steep ridges with gorges and waterfalls. In the south of the Shire the country is very hilly and often rugged. For the most part, relatively flat or gentle undulating country is only found adjacent to streams.

The Burnett River system drains the area. The major tributaries flowing south to the Burnett are the Reid Creek/Branch Creek network, and those flowing north and west are Aranbanga, Oakey/Woodmillar, Barambah and Wetheron Creeks.

River System

The Burnett River and its tributaries, Reid, Aranbanga and Barambah Creeks are the main sources of surface water in the area. Other creeks in the area are Branch, Woodmillar, Wetheron and Ban Ban Creeks. Little development of underground water resources has taken place in the area.

At Gayndah, the Burnett River is as a deep incised channel of approximately 20 m deep and 200 m to 250 m wide and most of the year, the river flows are low and water depths in the channel at Gayndah are shallow. During flood events, the river swells sharply and the river channel becomes a fast flowing watercourse.

The Burnett River caused flooding problems in the township of Gayndah at a number of occasions. Gayndah experienced its worst flood in recorded history in February 1942. In this event, floodwater broke over the Showground and became a wide stream towards Oaky Creek. Large areas of the township both north and south of the river were inundated or were enclosed by deep floodwaters. Damage to commercial and residential property was substantial. This flooding event was replicated in 2013.

Climate

The climate is sub-tropical and sub-humid with rainfall tending to be more concentrated in the months from October to March. Frosts occur throughout the region, mainly in June to August.

Average temperatures range from 5°C to 32°C, however temperatures as high as 40°C can be experienced over short periods during the summer months.

Population

Gayndah district has a population of 2788 people with 1789 people living in the town (as at when? Source?). An itinerant population of up to 1000 backpackers comes into the area to assist in crop harvesting. (As at when? Source?)

The majority of backpackers are foreigners with limited ability to speak or write English.

Air Support

Airstrip	
Gayndah QLD, AU – The Gayndah airstrip is located at Tony Lutvey Av, Gayndah. The facility does not have provisions for refuelling of craft.	
Location	Latitude / Longitude: -25.433332 / 151.48334 Time Zone: +10:00 hours from UTC/GMT Airport Code: FlightStats code: GAH IATA code: GAH ICAO code: YGAY FAA code:
Length	1265 m
Width	30m
Elevation	
Direction	16/34 North/South
Airstrip Lighting	Pilot Activated System Frequency 121.9
Description	Sealed flexible pavement strip, with a windsock. Toilet facilities available.

Helipads

Helipads are located at the Gayndah Hospital and Gayndah Airport for loading / medical and emergency use only.

Annex B – Gayndah Disaster Support Group Contact Register (Confidential)

This annex is not available in the public version.

Annex C – Gayndah Coordination Cell – Duty Statements and Resources

Duty Statements by Function

The following Duty Statements and Functional Guides are provided to assist staff when working in a town coordination cell.

Executive Officer - Duty Statement

The Executive Officer is responsible facilitating the overall coordination effort and manages the functions of the coordination cell in accordance with this plan. The Executive Officer is assisted and guided in this function by the members of the Support Group.

Specific responsibilities include:

- Facilitating planning meetings involving key people from emergency services and other community groups involved in disaster response.
- Ensuring records of planning meetings are maintained.
- Implementing plans as directed by the Group or LDMG.
- Overseeing operations of the Coordination Cell to ensure the functions of the cell are being achieved satisfactorily.
- Review the preparation of situation reports for approval by the Chair of the Support Group.
- Establish and maintain an administrative and financial system for resources and finance expended
- Prepare materials for briefing and debriefing sessions.
- Ensuring the coordination effort is appropriately resourced with suitable staff capable of undertaking the functions described in this plan.

Support Group / Agency Representatives – Duty Statement

Agency representatives provide advice on their agency's operations and capabilities and assist in planning and decision making processes. Agency representatives should have authority to commit their organisation's personnel and resources in support of operational requirements.

Specific duties include:

- Advising and assisting the Executive Officer in resolving operational matters
- Negotiating and implementing agreed Counter Disaster response strategies
- Deployment of personnel and equipment
- Co-ordination of activities with other response organisations
- Maintaining communications with the Support Group and the Executive

Officer.

Coordination Cell – Functional Guides

Operations Function

The Operations function is undertaken by the Executive Officer with assistance of the Support Group. Key responsibilities for this function include:

- Maintaining situational awareness.
- Implementing plans developed during planning meetings.
- Making operational decisions regarding response activities.
- Monitoring and tracking response activities undertaken by agencies.
- Keeping records of activities undertaken (operational logs).

Planning Function

The Planning function is facilitated by the Executive Officer with the assistance of the Support Group. Key responsibilities of the function include:

- Maintaining situational awareness
- Appreciating the situation to determine what actions are required (mission), how those actions will be undertaken and by whom (execution), timeframes involved and the resources required to succeed.
- Keeping records of planning considerations and decisions
- Documenting the results of planning in SMEAC format (situation, mission, execution, administration and logistics and Command/Control).

Intelligence /Public Information Function

The Intelligence function:

- Collects, collates, interprets and distributes all operational information within the coordination cell.
- Provides the Executive Officer with an accurate timely, clear and concise picture of the situation, particularly regarding damage and casualties.
- Assesses the urgency or priority of operational information and ensures that the information is actioned appropriately by the relevant function or supporting agency.
- Develops Situation Reports as directed by the Support Group.
- Provides regular situation briefings to ensure situational awareness by all those working in the coordination cell.
- Ensuring the overall situation is accurately depicted on maps, charts and display boards.

The Public Information function:

- Works in consultation with the Regional Disaster Coordination Centre to develop and distribute public messages within the local area.

Records & Resource Management

This function maintains all records within the coordination cell and obtains/tracks all additional resources needed by the Coordination Cell and responding organisations. Specific functions include:

Records Management

- Maintaining all records including:
- A Master Operational Log of inwards/outwards correspondence and activities undertaken.
- Collation of all inwards and outwards correspondence including emails, faxes, letters, maps, charts, etc.
- Collating personal operational logs.

Resourcing the Coordination Cell

- Ensuring the coordination centre is adequately resourced and maintained including:
- Preparation of rosters.
- Providing appropriate resources to enable the coordination cell to function (Furniture, Whiteboards, Map/reference material, Stationery, Electronic/communication resources, Meals/refreshments)
- Ensuring all electronic and communication equipment is operating (Telephones, Computers/Facsimile machines, Radios).
- Providing security and ensuring cleanliness of the working area.

Obtaining and Tracking all requests for Resources

- Seeking out and obtaining additional local resources needed by responding agencies that are beyond their capacity to provide.
- Tracking and monitoring of resources allocated.
- Preparing Requests for Assistance (RFA) to be sent to the North Burnett Region Disaster Coordination Centre (once approved by the Executive Officer).
- The Records and Resource Management Cell also monitor, record and track all local Council expenditure for response coordination and operations.
- On completion of local operations, compile a summary of overall council expenditure for the Executive Officer.

Suggested Resources for the Gayndah Disaster Coordination Cell

This list is a guide to the resources that may be required in the Gayndah Coordination Cell. Equipment levels are dependent on need and finance.

Maps	Local District Satellite Flood maps Marine charts Road, rail transport, Hazchem sites
Whiteboards	Fixed Mobile Electronic Cork boards
Overhead Projector and Screen	Overhead projector transparencies OHP bulb
Photocopier	Photocopy paper Photocopy toner
Facsimile Machine	Facsimile paper
Radios	Small base station with relevant HF; VHF; UHF frequencies for QPS or Emergency Service access
Computers	QPD message switching system Word processing and data-base capability
Printer	Printer paper
Mobile Phone	Recharging unit/spare batteries
Power Supply	Emergency supply Auxiliary for air conditioning
Tables/Chairs/Desks	Sufficient for operations
Camp Stretchers	For overnight operations
First Aid Kit	
Correspondence Cabinet (Filing) Lockable	
Correspondence Trays	
Clipboards	
Stationery	Papers, pens, coloured drawing pins, whiteboards markers (water soluble), OHT pens (water soluble), ruler, duster, situation report forms, log books, highlighter pens (several colours) lever arch binders, ruled A4 pads, calculator Plotting equipment – compass, slide ruler, protractor, T Squares, long wooden ruler
Urn	Also tea, coffee, sugar, cups, crockery, knives, forks and spoons
Refrigerator	
Microwave Oven/Toaster	

North Burnett Region Disaster Management – GAYNDAH Disaster Support Plan
(public)

Room Dividers	Cloth covered (doubles for pinning maps to)
Telephone Directory	
Protective Clothing	Hard hats, overalls, jacket, raincoat as required with relevant position designation, eg. Executive Officer
Torches, batteries, Candles, Matches	
Wastepaper Baskets, Shredder, Garbage Bins	
Calendar	
Clocks	
Television Set and Video Recorder	In addition, have in place a standing plan to access video camera and still camera for recording purposes It provides a means of overviewing what is happening in the area and provides future research material
North Burnett Region Disaster Plan Gayndah Disaster Support Plan	Plans to include lists of current Committee Members, Local Authorities, Emergency Services, and Community Support Agencies
Local Disaster Management Act, 2011	
Queensland Disaster Relief and Recovery Guidelines and associated Addendums	For the latest version go to: http://qldreconstruction.org.au/ndrra
Staff Lists and Contact Numbers	

Annex D – “Grab & Go” Kit

The Executive Officer maintains a “Grab and Go” kit containing maps, plans and initial supplies needed to set up a small coordination cell. The Gayndah Grab & Go Kit contains the following maps/plans and supplies:


Gayndah “Grab & Go” Kit Contents	
Item	Remarks

Annex E – Contact Register for Gayndah Community Support Agencies/Contractors (Confidential) (local contractors, fuel, council resources)

This annex is not available in the public version

Annex F – List of Possible Evacuation Facilities in Gayndah

Building Facility		Gayndah Sportsground
Council Owned/Non Council		Council
Address		41 Spencer Street Gayndah 4625
Contact Details		North Burnett Regional Council
Access		Disabled access to field however limited access to building. Ample off street car parking.
Structure		Cladded, timber framed structure with concrete floor. New building which comp lies with the local wind load for the region. No information in respect to debris or earthquake loads.
Capacity		Possible tent site Limited tables and chairs. Total allotment size of 34,580 square metres
Human Factors	Lighting	Good natural light through the building with standard artificial lighting through out.
	Ventilation	Good natural ventilation through out building
	Amenities	2 male pedestals and 4 urinals along with 4 female pedestals and a PWD facility
	Kitchen Facilities	Limited kitchen and bar facilities
	Communications	Nil
	Emergency Power	Nil
	Emergency Provisions	First aid kit onsite
	Information Boards	Adequate space for information to be displayed
	Pets	Possible pet site
Other Factors		Not affected by other factors such as storm tide, land slip or other hazards such as tall trees, power lines etc. Flood modelling shows that this property would flood in a 1 in 500 year flood however would not flood in a 1 in 100 year flood.

Building Facility		Gayndah Community Hall
		
Council Owned/Non Council		Council
Address		34-36 Capper Street Gayndah 4625
Contact Details		North Burnett Regional Council
Access		Disabled access from the front with stairs at the front and side. On street car parking.
Structure		Masonry structure with a steel roof and timber floor. No information in respect to wind, debris or earthquake loads.
Capacity		Est. 171 evacuees Hall - 513 square metres Tables and chairs available
Human Factors	Lighting	Good natural light through the building with standard artificial lighting through out.
	Ventilation	Limited natural ventilation with good artificial ventilation
	Amenities	1 PWD, 4 female pedestals and 3 male pedestals plus urinal.
	Kitchen Facilities	Commercial kitchen facilities
	Communications	Communication available in the office adjacent to the Hall.

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	Emergency Power	Nil.
	Emergency Provisions	Fire Fighting equipment including fire extinguishers and also a first aid.
	Information Boards	Adequate space for information to be displayed
	Pets	Nil
Other Factors		<p>Not affected by other factors such as storm tide, land slip or other hazards such as tall trees, power lines etc.</p> <p>Flood modelling shows that this property would flood in a 1 in 500 year flood however would not flood in a 1 in 100 year flood.</p>

Building Facility		Burnett State College
Council Owned/Non Council		Non Council Owned
Address		65 Pineapple Street, Gayndah 4625
Contact Details		See Register of Support Agencies at Annex D
Access		Facility has wheelchair access.
Structure		Brick and timber external wall construction with fibro sheeting internal and iron roofing.
Capacity		25 rooms are available with most being 7m x7m (some larger) Is capable of accommodating approximately 750 people. Large sports field suitable for tent site.
Human Factors	Lighting	Good natural light through the buildings with standard artificial lighting through out.
	Ventilation	Good natural ventilation with ceiling fans
	Amenities	16 toilets. 3 showers.
	Kitchen Facilities	Commercial kitchen available with dishwasher. Food storage and freezer facilities available.
	Communications	Yes.
	Emergency Power	No generator available but facility available to connect one.
	Emergency Provisions	Multiple fire fighting equipment and first aid kits available.
	Information Boards	Adequate space for information to be displayed
	Pets	Possible pet site
Other Factors		In close proximity to Health Care facilities. Located in one of the highest elevations in Gayndah. Access to remote Communication (3G), as well as videoconference facility.

Building Facility		Gayndah State School
Council Owned/Non Council		Non Council Owned
Address		33 Meson St Gayndah QLD 4625
Contact Details		See Register of Support Agencies at Annex D
Access		Disabled access to facilities. Some stairs leading to facility.
Structure		Multiple building with various structures comprising of cladding and brick walls and iron roofing.
Capacity		10 classrooms, 1 hall and Library facility available. 200 chairs and student desks. Possible tent site.
Human Factors	Lighting	Artificial lighting.
	Ventilation	Natural ventilation. Artificial ventilation including fans and air conditioning.
	Amenities	17 pedestals
	Kitchen Facilities	Basic kitchen facilities available.
	Communications	Telephones. TV Internet access.
	Emergency Power	Nil.
	Emergency Provisions	Fire extinguishers and blankets. First aid kits.
	Information Boards	Adequate space for information to be displayed
	Pets	Possible pet site
Other Factors		Not affected by other factors such as storm tide, land slip or other hazards such as tall trees, power lines etc. Flood modelling shows that this property would not be suitable for a flood event.

Building Facility		St Joseph's School Gayndah
Council Owned/Non Council		Non Council Owned
Address		38 Meson St Gayndah QLD 4625
Contact Details		See Register of Support Agencies at Annex D
Access		Disabled access to facilities. Some stairs leading to facility.
Structure		Multiple building with various structures comprising of wood and brick with gyprock and brick walls, tiles and iron roofing.
Capacity		5 classrooms, 1 hall and Library facilities available. A number of chairs and student desks available. Possible tent site.
Human Factors	Lighting	Artificial lighting.
	Ventilation	Natural ventilation. Artificial ventilation including fans and air conditioning.
	Amenities	Multiple pedestals.
	Kitchen Facilities	2 domestic kitchens available.
	Communications	Telephones. Internet access.
	Emergency Power	Nil.
	Emergency Provisions	Fire extinguishers.
	Information Boards	Adequate space for information to be displayed.
	Pets	Possible pet site
Other Factors		Not affected by other factors such as storm tide, land slip or other hazards such as tall trees, power lines etc. Flood modelling shows that this property would not be suitable for a flood event.

Annex G - Gayndah Evacuation & Evacuation Centre Management - Standard Procedures

Introduction

This Annex should be read in conjunction with *Sub Plan 5 – Evacuation & Evacuation Centre Management*.

This Annex provides guidance on Evacuation and Evacuation Centre Management as it applies to Gayndah and is to be used by the Gayndah Disaster Support Group when conducting evacuation and operating evacuation centre(s).

Purpose

To provide for the management of facilities, which provide affected people with basic human needs including accommodation, food and water, and support and recovery processes. The size and number of evacuation facilities available depends upon the scale and extent of the emergency/disaster situation.

Evacuation Centre Activation

Following an assessment of the situation, the LDMG shall activate the required Evacuation Centre(s) and advise all local and outside organisations when the Centre is operational.

Material Requirements for evacuation centre.

- Pens, pencils, white board, butchers paper, wrist bands, coloured tapes
- Registration books, Volunteer forms, request for assistance forms
- Battery operated torch, night light, 24 hour clock, battery operated radio
- Mats, Dividers etc.

Evacuation Centre Management - Evacuation Centre Duty Statements

The following Evacuation Centre Duty Statements are provided as a guide to assist staff undertake the roles of Evacuation Centre / Catering Coordinators.

Evacuation Centre Coordinator – Duty Statement

The duties of the Evacuation Centre Coordinator are as follows:

1. In the standby phase contact each resource group and place on standby;
2. Liaise with the Welfare Officer to determine the extent of emergency situation and likely numbers to be evacuated;
3. Following the decision to evacuate and open the Evacuation Centre contact volunteer resource Coordinators to attend the Evacuation Centre;
4. Contact key holders to the designated Centre to obtain access;
5. Contact supply sources for adequate mattresses, blankets and pillows and ensure delivery is arranged to the Centre if applicable;
6. Generally establish the Evacuation Centre including road location signs and directional signs if available;
7. Arrange with Council to provide staff for the completion of road sign placements and evacuation layout;
8. Establish a telephone/radio link with the LDCC;
9. Ensure adequate chairs, trestles and other equipment are provided for each welfare service to enable them to operate at the Centre (i.e. Personal Counselling, Catering, etc). Priority is to be given to the area designated for Disaster Registration;
10. Representatives of voluntary groups to be briefed on assistance required at the Centre;
11. Storage area to be provided for incoming bedding;
12. Designation of areas for meals is to be ascertained in liaison with the Catering Coordinator;
13. Provision to be made for sleeping accommodation;
14. Plans of building (including conveniences), signs and notices to be erected in prominent positions;
15. Program for meals and entertainment to be organised;
16. Advise Catering Coordinator of numbers requiring meals;
17. Contact Welfare Officer to determine alternative venues for short-term accommodation, if required, i.e. unit, caravan park, motels;

Catering Coordinator (if appointed) – Duty Statement

1. The duties of the Catering Coordinator are as follows:
2. Following initial contact by the Chief Welfare Officer, remain available and in close contact with the Evacuation Centre Coordinator;

3. Contact all appropriate support and assist groups and advise of the need to be on standby and to attend the Evacuation Centre if required;
4. Determine with the Evacuation Centre Coordinator the numbers to be catered for;
5. Contact the SES and establish whether meals are needed for response personnel and the numbers to be catered for. All meals will be cooked and served at the Evacuation Centre;
6. Order food supplies on order forms to be authorised by the Welfare Officer;
7. Prepare and maintain rosters of all volunteers;
8. In conjunction with the Evacuation Centre Coordinator or the Welfare Officer, arrange for adequate tables, chairs, cutlery, crockery, rubbish bins and liners, urns and cookery utensils for the centre;
9. Comply with all requirements as advised by the Environmental Health Officer regarding food storage, preparation, handling and serving and associated activities.

Note: This Annex could be enhanced by identifying procedures for the establishment of specific evacuation centres in Gayndah to provide guidance to those who will have to set them up and manage them.

NOTES: