

NORTH BURNETT REGION DISASTER MANAGEMENT PLAN

Disaster Support Plan – MONTA (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 Monto 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

Monto 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 Monto 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">• Coordinating Councils Works

		resources
SES Group Leader	SES	<ul style="list-style-type: none"> • Provide advice to the Group on Council works operations • 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
QH Representative	Health Support	<ul style="list-style-type: none"> • Provide advice to Group on Health requirements of community
Electricity Representative	Ergon Energy	<ul style="list-style-type: none"> • Coordinate Power Supply
Community Services and Church Groups Representative	Advisor/Support	<ul style="list-style-type: none"> • Provide Community Assistance • Provide advice to the Group
Aged Care Facilities	Advisor/Support	<ul style="list-style-type: none"> • Coordinate issues associated with aged care and safety

Table 1 – Monto Disaster Support Group Members and Roles

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 Support Group.
- Developing a good working rapport with other members of the 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 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 Monto Disaster Group Meetings with the LDMG meetings, particularly if matters relating to Monto 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 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 Monto 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:

**North Burnett Regional Council
Monto Administration Centre
51A Newton St
MONTO Qld 4630**

An alternate site if required is to be located at:

**North Burnett Regional Council
Monto Depot Administration Centre
27 Luthje Road
MONTO QLD 4630**

Functions of the Coordination Cell.

The coordination cell will be staffed and resourced by members of the 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.

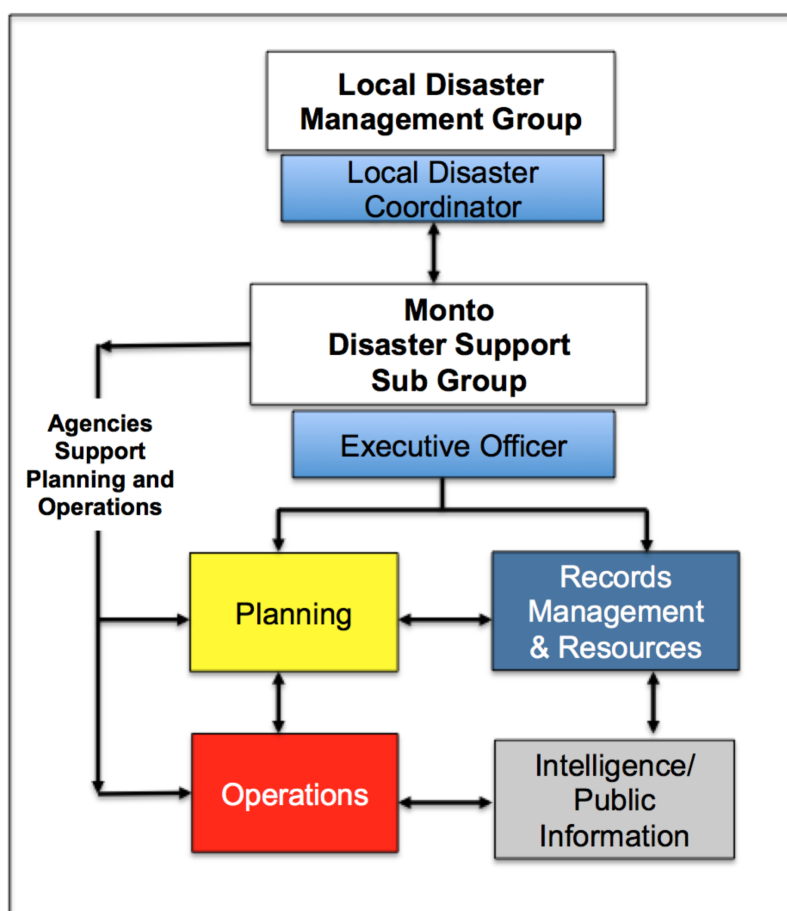


Diagram 1 – Coordination Cell Model

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

Table 2 – Monto Disaster Planning 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 Logs 2. Inwards/outwards Log 3. Financial records 4. Keeping minutes – (planning meetings/decision making) 5. Providing maps/charts 6. Filing management 7. General admin support 	Records Management

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. T

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 Monto 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 Monto area include:

ORGANISATION	SUPPORT AVAILABLE
Monto State School	Possible Evacuation Centre
Monto State High School	Possible Evacuation Centre

Table 4 – List of Supporting Agencies

A confidential contact list for all community support agencies is at Annex E 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 Monto. 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.

Evacuation Centres and procedures to operate them may also be used to support stranded travellers. As limited accommodation is available in Monto, an evacuation centre may need to be established to support stranded travellers.

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

Monto specific guidance when establishing an evacuation centre is provided in Annex G 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.

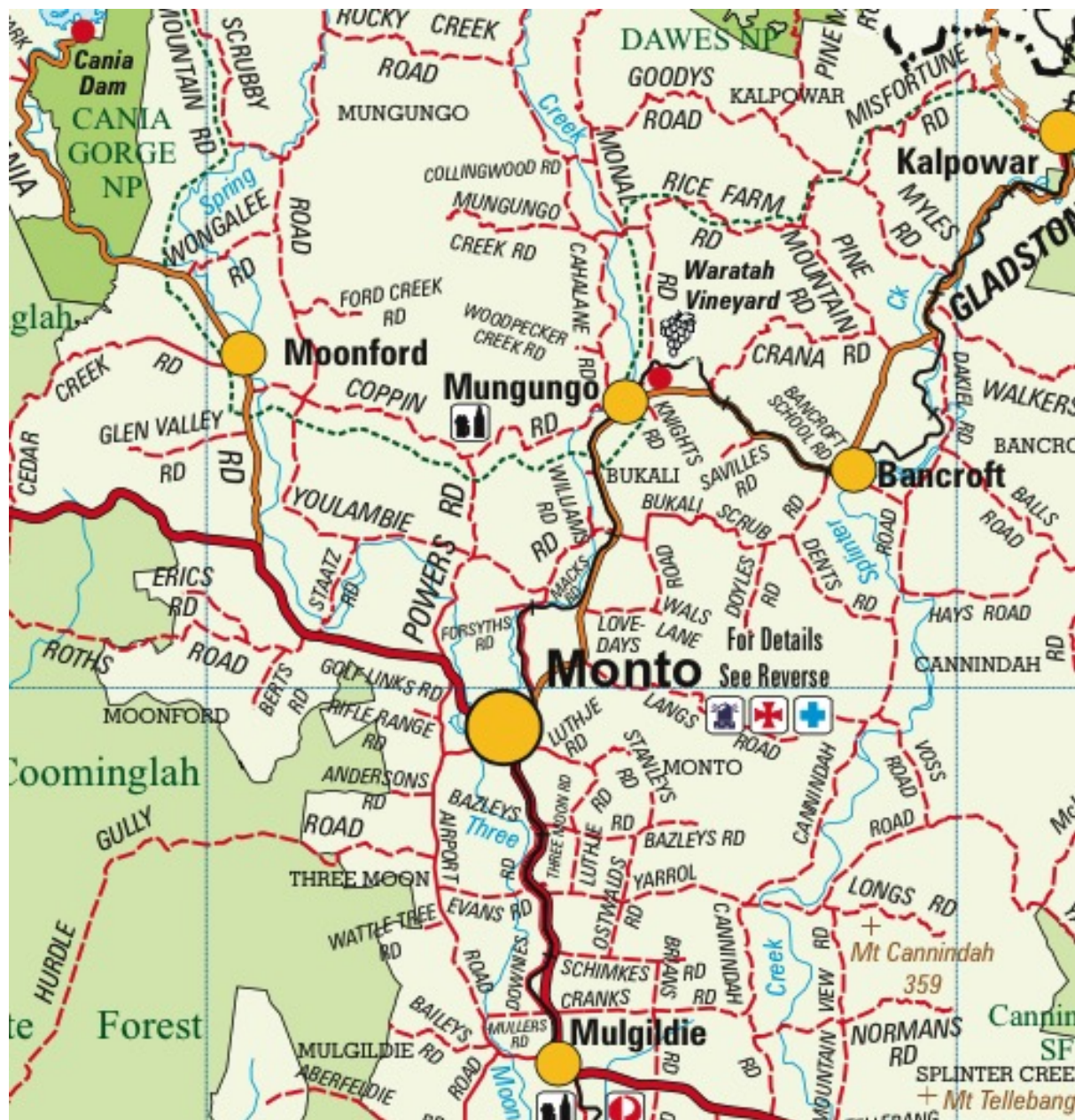
The appointed Evacuation Centre Coordinator will establish and manage the evacuation centre in accordance with the guidance contained in this Support Plan and in *Sub Plan 5 – Evacuation & Evacuation Centre Management*, specifically Annex A of that sub plan.

Annexes

- A. Description of Monto and Surrounds.
- B. Monto Disaster Support Group Contact Register (Confidential)
- C. Monto Coordination Cell – Duty Statements and Resources

- D. Risk Mapping (Grab & Go Kit – Index)
- E. Contact Register for Monto Community Support Agencies/Contractors
(Confidential) (local contractors, fuel, council resources)
- F. List of Facilities in Monto that may be used for evacuation
- G. Monto Evacuation & Evacuation Centre Management - Standard Procedures
- H. Flood Information for Monto

Annex A - Description Monto and Surrounds





Geographic Scope of Plan

The District of Monto covers an area of approximately 4,250 square kilometres. The area is roughly described, from Three Moon Creek on the Burnett Highway, 45 kilometres South of Monto, bordering on the Burnett River in the east, 50 kilometres along the Burnett Highway to the west at Dawes and at Monal approximately 50 kilometres in the north.

Topography

The District is hilly to mountainous terrain in the north with grazing and grain growing to the west of the Burnett Highway. The Burnett River, Monal, Three Moon and Splinter Creeks are the main watercourses within the district. The Nogo River and Cattle Creek are minor systems. The Shire is bordered to the north by the Dawes and Burnett Ranges, in the east by the Burnett Range and Burnett River and to the west by the Auburn and Dawes Ranges.

River Systems

The Cania Dam is situated 35 kilometres north of Monto on Three Moon Creek near its headwaters. Cania Gorge is formed on Three Moon Creek below the dam and is approximately 15 kilometres in length.

Climate

The climate of Monto rarely exceeds a summer maximum of forty (40) degrees Celcius and winter maximums have been recorded at minus five (5) degrees Celcius. The average annual rainfall is approximately 650mm.

Population

The population of the Monto District is 2,615.

Air Support

Airstrip

The Monto Airstrip is located at 385 Airport Road, Three Moon. This facility does not support refuelling.

Location	
Length	1311 metres
Width	34m
Elevation	757m
Direction	
Airstrip Lighting	
Description	The runway has a bitumen spray seal on the surface. A grass airstrip with natural soil with grass cover runs east-west and is utilised by light aircraft landing. A 15 m taxiway and apron also exists. The taxiway is sealed and has a grass apron.

Helipad

The Monto Hospital has a helipad facility located at the rear of the emergency wing. The helipads specifications are:

- 7m x 7m
- 125mm thick concrete
- 32MPA concrete

Location Coordinates: 151.112784E, -24.866898 S

Annex B - Monto Disaster Support Group Contact Register (Confidential)

This annex is not available in the public version.

Annex C – Monto 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 Monto Disaster Coordination Cell

This list is a guide to the resources that may be required in the Monto 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	
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 over-viewing what is happening in the area and provides future research material
North Burnett Region Disaster Plan Monto 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 Monto Grab & Go Kit contains the following maps/plans and supplies:

Monto “Grab & Go” Kit Contents	
Item	Remarks

Annex E – Contact Register for Monto 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 Monto Area

Building Facility		Monto Sports Ground
Council Owned/Non Council		Council
Address		5 Thomsen Street Monto 4630
Contact Details		
Access		Limited disabled access with stairs at the front and side of the building. Ample off street car parking.
Structure		<p>One timber building with a steel roof and timber floor which has no disabled access.</p> <p>One demountable style steel building with steel roof and timber floor which has disabled access. No information in respect to wind, debris or earthquake loads.</p>
Capacity		<p>Large sports field for tent site.</p> <p>Limited tables and chairs.</p> <p>Limited undercover space within the buildings onsite.</p> <p>Total allotment size of 12,000 square metres.</p>
Human Factors	Lighting	Good natural lighting supplemented with artificial lighting
	Ventilation	Good natural ventilation with ceiling fans
	Amenities	1 PWD including shower, 4 female pedestals, 2 male pedestals and urinal and 2 dressing rooms with 2 pedestals and 4 showers each.
	Kitchen Facilities	Limited kitchen facilities
	Communications	Nil
	Emergency Power	Nil
	Emergency Provisions	Fire extinguisher onsite and first aid kit available
	Information Boards	Adequate space for information to be displayed
	Pets	Possible pet site
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 not be suitable for a flood event.</p>

Building Facility		Monto Community Hall
Council Owned/Non Council		Council
Address		51 Newton Street Monto 4630
Contact Details		
Access		Disabled access with front ramp and stairs at the front and back of the building. On street parking available.
Structure		Masonry construction with a steel roof and timber floor there is also a small room with a carpet interior. No information in respect to wind, debris or earthquake loads.
Capacity		Est. 300 evacuees Main Hall – 860 square metres Supper Room – 110 square metres Ample tables and chairs.
Human Factors	Lighting	Good natural light through the buildings with standard artificial lighting through out.
	Ventilation	Limited natural ventilation with ceiling fans for artificial ventilation
	Amenities	4 female pedestals including 1 PWD, 3 male pedestals plus urinal including 1 PWD.
	Kitchen Facilities	One large commercial kitchen available with one small kitchen at the front of the hall.
	Communications	Nil
	Emergency Power	Nil
	Emergency Provisions	Fire extinguishers within the hall
	Information Boards	Adequate space for information to be displayed
	Pets	Nil
Other Factors		Not affected by other factors such as storm tide, land slip or other hazards such as tall trees, power lines etc. This property is suitable for use in flood emergency.

Building Facility		Monto State School
Council Owned/Non Council		Non Council Owned
Address		3 Leichhardt Street Monto QLD 4630
Contact Details		See Contact Register for Support Agencies Annex D
Access		No disabled access. Stairs leading to facility.
Structure		Various timber structures with iron roofing.
Capacity		20 classrooms 7m x 7m Possible tent site.
Human Factors	Lighting	Artificial lighting.
	Ventilation	Natural ventilation and air conditioners throughout buildings.
	Amenities	12+ pedestals 1 shower.
	Kitchen Facilities	Limited kitchen facilities available.
	Communications	Communications facilities available
	Emergency Power	Nil.
	Emergency Provisions	Fire fighting equipment,
	Information Boards	Adequate space for information to be displayed
	Pets	Nil
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		Monto State High School
Council Owned/Non Council		Non Council Owned
Address		1 Mouatt Street MONTA QLD 4630
Contact Details		See Contact Register for Support Agencies Annex D.
Access		Disabled access to facilities.
Structure		Multiple buildings with various structures comprising of timber and brick and brick walls and iron roofing.
Capacity		20 classrooms available. Ample chairs and tables available. Possible tent site.
Human Factors	Lighting	Artificial lighting.
	Ventilation	Natural ventilation.
	Amenities	10 pedestals 3 showers
	Kitchen Facilities	Basic kitchen facilities available.
	Communications	Telephones. TV Internet access.
	Emergency Power	Nil.
	Emergency Provisions	Fire extinguishers. First aid kits.
	Information Boards	Limited space for information to be displayed
	Pets	Nil.
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 - Monto 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 Monto and is to be used by the Monto 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 Monto to provide guidance to those who will have to set them up and manage them.

Annex H – Flood Information for Monto

NAME OF BRIDGE/CROSSING	LOCATION	COORDINATES	DESCRIPTION	STREAM	BOM STATION		TYPE	CROSSING HEIGHT (AHD)	CROSSING HEIGHT (M)	FLOOD HEIGHTS			
					NAME	NUMBER				Town	Minor	Moderate	Major
MONTO													
Cania Dam	Cania Dam, Monto		Heights over Spillway	Three Moon Ck	Cania Dam	539064	Spillway		0.00		0.6	1.4	3.00
Cania Dam	Cania Dam, Monto			Three Moon Ck	Cania Dam HW TM	539092	Spillway		0.00		0.6	1.4	3.00
Huntings Bridge	Burnett Highway, Monto			Three Moon Ck	Monto	039165	Bridge		7.06	10.7	4.00	5.00	6.00
Railway Bridge				Three Moon Ck	Abercorn	039000	Bridge		6.40		5.00	6.00	8.00
John Goleby Weir	Ceratodus			Burnett River	Ceratodus	539035	Weir		0.00		2.50	4.00	7.00

Worst Case scenarios of a Dam Failure for Monta

Failure Type	Consequence	CANIA
Probable Maximum Precipitation Flood	Max Flood Above Lowest Part of Town (122AHD)	12.54m
Probable Maximum Precipitation Flood	Time before Flooding begins of lowest part of town	26.50 hours
Dam Crest Flood (impending Failure Flood)	Time before Peak	13.20 hours
	Flooding Stops	82.40 hours