CITY OF
Playford

NOTICE

of

SERVICES COMMITTEE MEETING

*Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999*

TO BE HELD IN

COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH

ON

TUESDAY, 17 SEPTEMBER 2019 AT 7:00PM

SAM GREEN
ACTING CHIEF EXECUTIVE OFFICER
Issue Date: Thursday, 12 September 2019

MEMBERSHIP

PRESIDING MEMBER – CR ANDREW CRAIG

Mayor Glenn Docherty	Cr Akram Arifi	Cr Marilyn Baker
Cr Stephen Coppins	Cr Veronica Gossink	Cr Shirley Halls
Cr David Kerrison	Cr Clint Marsh	Cr Misty Norris
Cr Jane Onuzans	Cr Peter Rentoulis	Cr Dennis Ryan
Cr Gay Smallwood-Smith	Cr Katrina Stroet	Cr Cathy-Jo Tame

City of Playford
Services Committee Meeting

AGENDA
TUESDAY, 17 SEPTEMBER 2019 AT 7:00PM

1   ATTENDANCE RECORD

    1.1   Present

    1.2   Apologies

    1.3   Not Present

2   CONFIRMATION OF MINUTES

> **RECOMMENDATION**
>
> The Minutes of the Services Committee Meeting held 20 August 2019 be confirmed as a true and accurate record of proceedings.

3   DECLARATIONS OF INTEREST

4   DEPUTATION / REPRESENTATIONS

    Nil

5   STAFF REPORTS

Matters to be considered by the Committee and referred to Council

Matters which cannot be delegated to a Committee or Staff.

6   INFORMAL DISCUSSION

7   INFORMAL ACTIONS

8   CONFIDENTIAL MATTERS

9   CLOSURE

STAFF REPORTS

MATTERS TO BE CONSIDERED BY THE COMMITTEE AND REFERRED TO COUNCIL

Matters which cannot be delegated to a Committee or Staff.

5.1   COMMUNITY EMERGENCY MANAGEMENT POLICY AND PLAN

Responsible Executive Manager : Ms Grace Pelle

Report Author : Mrs Rosemary Munslow

Delegated Authority : Matters which cannot be delegated to a Committee or Staff.

Attachments :   1⇩.   Revised Community Emergency Management Policy
                        2⇩.   Proposed City of Playford Community Emergency Management
                              Plan
                        3⇩.   Assistance During Emergency Events
                        4⇩.   City of Playford Local Area Community Emergency
                              Management Plan

PURPOSE

For Council to endorse the revised Community Emergency Management Policy and proposed Community Emergency Management Plan including the revocation of the Assistance During Emergency Events Policy.

STAFF RECOMMENDATION

1. That Council endorse the revised Community Emergency Management Policy (attachment 1) and the proposed City of Playford Community Emergency Management Plan (attachment 2) previously known as the City of Playford Local Area Community Emergency Management Plan (attachment 4).

2. That Council revoke the Assistance During Emergency Events Policy (attachment 3) recognising that the policy is no longer required as a result of the introduction of the Local Government Function Support Group.

EXECUTIVE SUMMARY

Council last consider the Community Emergency Management Plan in 2015. Since then Council have experienced a flood in 2016 and the sector have recognised Local Government as a function support group in the State Emergency Management Plan.

Council is actively engaged in a wide range of emergency management activities such as land use planning, storm water and flood mitigation works, fire prevention, building safety and public health programs. The City of Playford is committed to ensuring it has a safe and resilient community.

In order to manage incidents the Council has established the Community Emergency Management Plan and a dedicated incident management team that is guided by a newly created Emergency Operations Manual. Administration are currently developing a Recovery Plan that will provide guidance on how Council arranges itself after an emergency.

The Community Emergency Management arrangements have undergone a significant review and have been presented to Council for consideration.

1. BACKGROUND

As per Section 7(c) and (d) Local Government Act 1999, functions of the Council are to provide for the welfare, well-being and interests of individuals and groups within its community and to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards.

Playford Council has experienced two major emergencies, 2015 Sampson Flat Fire and in 2016 a major storm event that resulted in the flooding of horticulture areas around Virginia. These events and experiences have informed the Community Emergency Management Plan review.

In May 2015 Council endorsed current Community Emergency Management Policies and Plan.

In January 2017 as part of the revised State Emergency Management Plan the State established new functional support groups including the Local Government Functional Support Group (LGFSG).

On the 13 August 2019 Council had a briefing on councils role in Emergency Management and how Playford participate in prevention, preparedness, response and recovery activities.

2. RELEVANCE TO STRATEGIC PLAN

1: Smart Service Delivery Program
Outcome 1.4 Enhanced City presentation, community pride and reputation

The presence of emergency management arrangements in place supports and assists in the progress of the Strategic Plan by ensuring that the impact of natural disasters to the presentation of the City are managed in the most effective and efficient manager.

3. PUBLIC CONSULTATION

There is no requirement to consult on the Community Emergency Management Plan.

4. DISCUSSION

4.1 The City of Playford has been impacted by natural disasters for many years in particular the Virginia area with flooding in 2005, 2010 and 2016, and a fire in the Adelaide Hills in 2015. Through these experiences Council recognised that Local Government have a critical role to play in emergency management in supporting the emergency services agencies and the community.

4.2 The purpose of the Community Emergency Management Policy (attachment 1) is to state Councils intent and what level of involvement Council will commit to emergency management.

4.3 The purpose of the LGFSG is to effectively mobilise and coordinate Local Government resources and information flow during emergencies while supporting the Control Agency (eg. SES, CFS). During an emergency and deployment of resources, councils retain command of their resources at all times including welfare of their staff.

4.4 The purpose of the Assistance During Emergency Events Policy (attachment 3) was to define how City of Playford would support the emergency services and

other councils in responding to an emergency. In particular, the safety and welfare of people, arrangements that allowed the participation of council staff and associated use of council plant and equipment.

4.5   With the introduction of the LGFSG the purpose of the Assistance in Emergencies Policy is now obsolete as the function support group facilitate the process of the industry as a whole assisting where the need arises.

4.6   The Community Emergency Management Plan (attachment 2) has undergone a significant review and rewrite with the major changes removing the operational elements from the community facing plan. The creation of an internal Operations Manual provides guidance to the Incident Manage Team (IMT) and management on how the Council arranges itself in the responding to an emergency. General changes to the Plan include:

    4.6.1   Updated to reflect current industry arrangements and legislation.

    4.6.2   Upgrade to an industry best practice model plan.

    4.6.3   More Community focused and simplified in language.

    4.6.4   Separation of operational activities into an internal Operations Manual.

    4.6.5   Removal of extensive list of definitions and links to external websites for further information.

4.7   The main changes to the Community Emergency Management Policy was the update to reflect the changes to the SEMP of the introduction of additional functions support groups and the removal of the reference to the Assistance During Emergency Events Policy.

4.8   On endorsement from Council the adopted Policy and Plan will be uploaded to the Council's website. The City of Playford Emergency Operations Centre Manual is an internal document that is endorsed by management and is not publicly available.

4.9   Administration is currently in the process of developing a Recovery Management Plan. This Plan will provide guidance and set up a structure that will articulate the arrangements including how Council will organise itself in the recovery phase after an event. It is anticipated that this Plan will be presented to Council for endorsement in November 2019 and subsequently included on Council's website along with the Community Emergency Management Policy and Plan.

5.   OPTIONS

Recommendation

1. That Council endorse the revised Community Emergency Management Policy (attachment 1) and the proposed City of Playford Community Emergency Management Plan (attachment 2) previously known as the City of Playford Local Area Community Emergency Management Plan (attachment 4).

2. That Council revoke the Assistance During Emergency Events Policy (attachment 3) recognising that the policy is no longer required as a result of the introduction of the Local Government Function Support Group.

Option 2

1. That Council endorse the revised Community Emergency Management Policy (attachment 1) and the proposed City of Playford Community Emergency Management Plan (attachment 2) previously known as the City of Playford Local Area Community Emergency Management Plan (attachment 4) with the following amendments:

    - _____
    - _____
    - _____

2. That Council revoke the Assistance During Emergency Events Policy (attachment 3) recognising the introduction of the Local Government Function Support Group that the policy is no longer required.

6.   ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1   Analysis & Implications of the Recommendation

The endorsement of the Policy and Plan ensure that Council are maintaining relevance to the actual activities that Council participate in as well as consistent with industry expectation. With the introduction of the LGFSG into the State Emergency Management Plan has given rise to more focus across local government and awareness in what the role of councils is in emergencies. The separation of the community facing plan and a operations manual provides for a more relevant document for community information.

6.1.2   Financial Implications

There are no financial or resource implications with the adoption of the Policy and Plan however in the event of an emergency depending on the nature and impact there will be costs associated with resourcing of staff, plant and equipment. While Council is insured for assets such as buildings, bridges and signage there is limited ability to seek damages for minor roads and storm water infrastructure.

6.2 Option 2 Analysis

6.2.1   Analysis & Implications of Option 2

The endorsement of the Policy and Plan ensure that Council are maintaining relevance to the actual activities that Council participate in as well as consistent with industry expectation. Option 2 provides for Council to added or subtract activities that they see necessary to allow for in the Plan.

6.2.2   Financial Implications

Depending on the level of any additional activities or direction that Council would like to include in the Plan may give rise to additional costs to Council before, during or after an emergency.
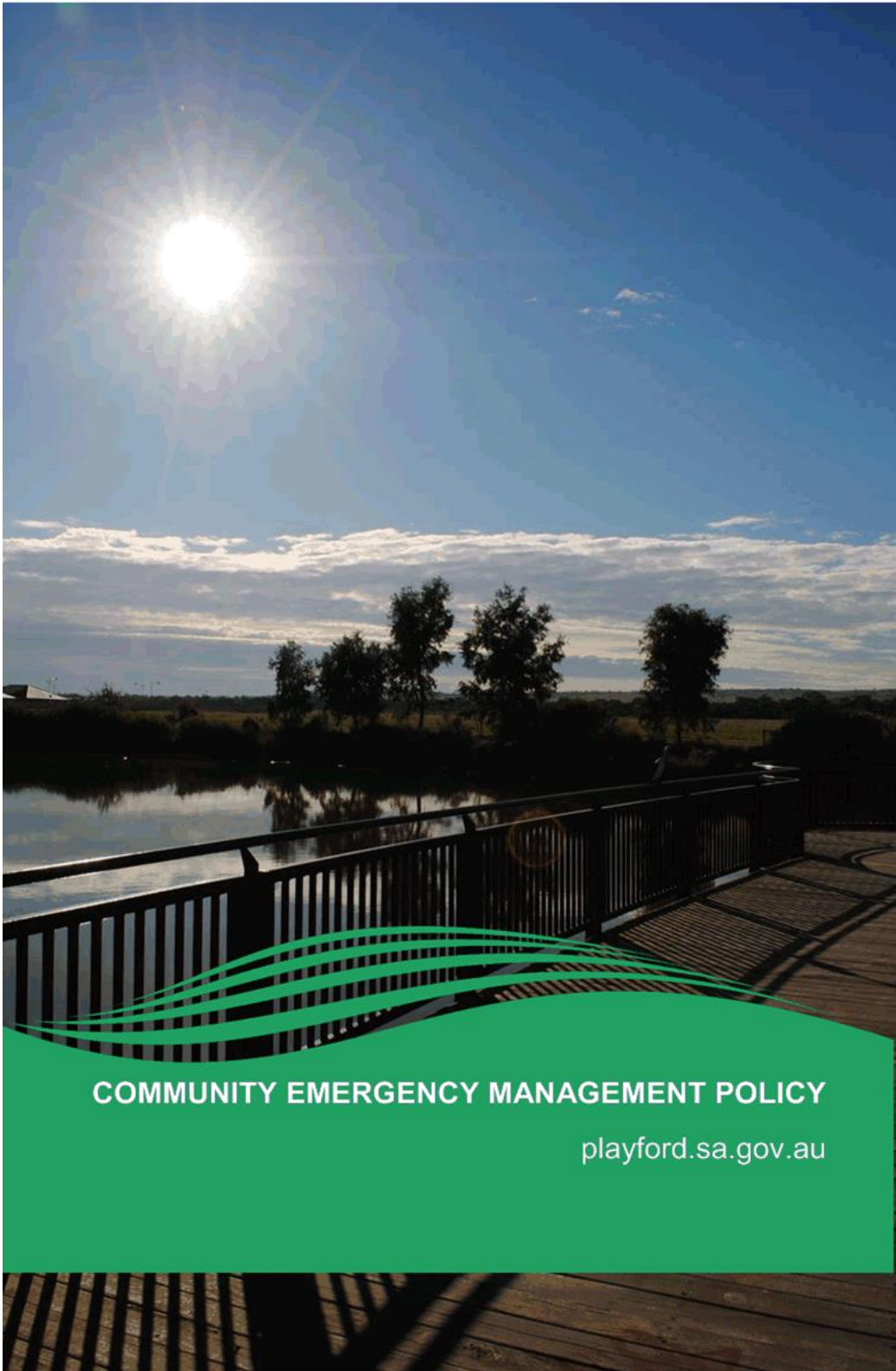
COMMUNITY EMERGENCY MANAGEMENT POLICY

playford.sa.gov.au

Community Emergency Management Policy

This policy is set by Council for use by the community and council administration

ECM Document Set No.:	3575846
Version No.:	3
Date of Current Version	September 2019
Responsible Team	Corporate Services – Risk & WHS
Other Key Internal Stakeholders	
Initial Date of Adoption	12 August 2008
Last Reviewed	March 2015
Authorised By	Council
Resolution No.:	
Legal Requirement	
Date of Next Review	September 2022

1. Purpose

The City of Playford is committed to the protection of the community against potential losses and threats in the event of an emergency. The aim of this policy is for Council to put arrangements in place that allow Council to mitigate and manage risks within the community and for the community to be aware of associated risks relating to possible threats.

The process for Emergency Management is based on the four phases, known as PPRR: Prevention, Preparedness, Response, and Recovery.

2. Scope

This policy applies to a broad range of groups including Council staff, Elected Members, the broader community, Emergency Service Organisations and Volunteer Service Organisations. It outlines Council's plan to respond to an Emergency.

3. Legislation and References

There is no legislative requirement to develop a Community Emergency Management Policy; however this policy will ensure Council abide by Australian Standards and Legislation as follows:

Risk Management Principles and Guidelines

In order to manage risk in accordance with best practice, Council will comply with the Risk Management Standard requirement of AS/NZS ISO 31000:200. Council's insurer, the Local Government Association Mutual Liability Scheme (LGAMLS) requires Council to have a Community Risk Management policy.

Emergency Management Act 2004

The *Emergency Management Act 2004* requires the State Emergency Management Committee (SEMC) to prepare and keep under review the State Emergency Management Plan (SEMP). The SEMP identifies the following specific emergency Functional Support Groups:

- Ambulance and First Aid
- Defence
- Emergency Relief
- Engineering
- Government Radio Network
- Local Government
- Logistics
- Mapping
- Public Information

> **Commented [RM1]:** Revised Functional Support Groups as per the State Emergency Management Plan.

State Emergency Management Plan (SEMP)

The SEMP requires each local government zone to establish a Zone Emergency Management Committee (ZEMC) which is responsible for regional emergency management planning. The City of Playford, along with the Cities of Port Adelaide Enfield, Salisbury and Tea Tree Gully is a member

of the Northern Adelaide Zone Emergency Management Committee (NAZEMC).

Fire and Emergency Services Act 2005

Council has responsibilities and provisions under this Act, including the appointment of a fire prevention officer/s and undertaking fire mitigation activities.

Bushfire Management Committees (BMC) have been established under this Act. Council is a member of the Adelaide Mount Lofty Ranges Bushfire Management Committee (AMLRBMC).

Local Government Act 1999

Chapter 2, Part 7 of the *Local Government Act 1999*, outlines the Functions of the Council, which include the following functions relating to this policy:

- Provide for the welfare, well-being and interests of individuals and groups within its community; and

- Take measures to protect its area from natural and other hazards and to lessen the effects of such hazards.

Section 125 of the Act requires Council to implement and maintain appropriate policies, practices and procedures of internal control.

Work Health and Safety Act 2012

Council will develop safe work practices and control measures in accordance with the *Work Health and Safety Act and Regulations 2012*.

4. Definitions

Emergency is an event that causes, or threatens to cause–
a) the death of, or injury or other damage to the health of, any person; or
b) the destruction of, or damage to, any property; or
c) a disruption to essential services or to services usually enjoyed by the community; or
d) harm to the environment, or to flora or fauna.

Staff includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

5. Policy

As part of Councils ongoing responsibility to community safety, Council will follow the four phases of Prevention, Preparedness, Response and Recovery (PPRR). All phases are highly interconnected; that is, each phase influences the other three phases, as follows:

Phase 1 - **Prevention is the** measures taken to eliminate or reduce the severity of emergencies.

Phase 2 - **Preparedness** are the arrangements made to ensure that, should an emergency occur, all the resources and services which are needed to cope with the effects can be efficiently mobilised and deployed.

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Phase 3 - **Response** are the actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support.

Phase 4 - **Recovery** is the coordinated process of supporting affected communities in reconstruction of the built environment and the restoration of emotional, social, economic, built and natural environment wellbeing.

Council has developed the following document(s) which articulate how it will respond in the event of an emergency:

City of Playford Community Emergency Management Plan
- The Plan provides the Community with information on Council's participation in emergencies.
- The Plan will be reviewed on a regular basis.
- The Plan will be located on Councils website.

> **Commented [RM2]:** Removed reference to the Assistance during Emergency Events as this Policy is no longer required with th introduction of the Local Government Functional Support Group

City of Playford Emergency Operations Centre Manual
- The Manual provides guidance to management on the arrangements in emergencies.
- The Manual will be reviewed on a regular basis.

City of Playford Recovery Management Plan
- The Plan will be developed to provide guidance on how the Council arranges itself after an emergency.
- The Plan will be reviewed on a regular basis.
- The Plan will be located on Councils website.

> **Commented [RM3]:** Additional Plans in the Framework that have been developed.

6. Responsibilities

The Risk and WHS team in the Corporate Services Department will be responsible for communication, implementation and monitoring of this policy.

7. Relevance to Strategic Plan

Relates to Strategy 1.4 of Councils Strategic Plan - "Enhanced City presentation, community pride and reputation"

8. Accessibility

This Policy can be located on the City of Playford website as well as internally on Click in the Corporate Policy Library.

9. Feedback

We invite your feedback on this policy which can be directed to: 'Senior Manager Corporate Services' to RiskandWHS@playford.sa.gov.au.

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10.   Approval and Change History

Version	Approval Date	Approval By	Change
1	12 August 2008	Council	New Policy
2	March 2015	Council	Updated into new policy template
3	September 2019		Update sector wide arrangements as well as inclusion of new documents with Council's EM Framework

DRAFT

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CITY OF

Playford

City of Playford Community Emergency Management Plan

September 2019

Document Version Control

Authorisation

This plan is approved by the Chief Executive Officer (CEO) of The City of Playford

Document responsibility

This document is the responsibility of Corporate Services

Version	Date	Summary of changes	Author
1	May 2015	Development of City of Playford's own policy removing joint policy with the Town of Gawler	Rosemary Munslow
2	September 2019	Review and Rewrite in line with changes to state government and separation of Community Plan and Operations Manual	Rosemary Munslow

Document location	Confidentiality classification
This document is stored in ECM 3574007.	This document is classified as low, this is a public document

Review

The City of Playford Community Emergency Management Plan will be formally reviewed every two years in line with review requirements of other plans as identified in the SEMP Part 4. Informal reviews may be undertaken in the interim as required, including to incorporate changes to legislation, staffing or as a result of findings following incidents.

Contents

Executive Summary

An emergency incident can occur at any time, usually with little or no warning, causing major interruption and often causing threatening situations in the community. Emergency incidents have no boundaries and can spread from suburb to suburb or adjacent Local Government boundaries.

City of Playford is actively engaged in a wide range of emergency management activities, such as land use planning, storm water management, flood mitigation works, land management, fire prevention, building safety, road and traffic management and public health programs. During the course of an emergency, Council may be requested to assist and support emergency services to mitigate, respond to and recover from emergency events.

The City of Playford is committed to ensuring it has a safe and resilient community. It is Council's priority to minimise threat to human life, protection of the community and environment and protection of assets in the community.

In order to manage such incidents, The City of Playford has established a Community Emergency Management Plan (CEMP) and a dedicated Council Incident Management Team (CIMT).

The CIMT is a flexible structure, with the number of staff and areas of expertise dependent on the scale and nature of the emergency.

The CIMT is comprised of capable and trained employees who have extensive business, operational and corporate knowledge and have the capacity to make strategic decisions in the best interest of the community in the event of an emergency incident.

The CEMP ensures Council has a coordinated, planned response and documents the procedures and facilities required to ensure Council is capable of effectively managing and recovering from an incident. The CEMP takes into account all hazards and covers all major and minor incidents such as Fire, Flood and Earthquake, to name a few. Council's CEMP has been developed in consultation with all relevant stakeholders and will be regularly reviewed.

Further information on Emergencies and Safety can be found here:
https://www.sa.gov.au/topics/emergencies-and-safety

The Emergency Management Framework for the City of Playford is illustrated below:

Introduction

Purpose

The purpose of this plan is to establish Council's role in the event of an emergency that could occur within the boundaries of, or impacts upon The City of Playford

The plan outlines the responsibilities and mechanisms to prevent, or if they occur, manage and recover from emergencies.

The objectives of the plan are to:

- Establish Council's commitment to emergency management
- Fulfil Council's roles and responsibilities as defined in the State Emergency Management Plan (SEMP)
- Assist Council to better support their community by identifying risks, preparing and planning for these risks and improving the efficiency and effectiveness of response and recovery arrangements when incidents do occur
- Facilitate the protection of the community by identifying key natural and other hazards with a focus on preventing or reducing the effects of these hazards
- Contribute to the preparedness and resilience of the community
- Implement measures to prevent or reduce both the causes and effects of emergencies
- Manage arrangements for the coordination of Council resources in the response to emergencies
- Manage support that may be provided to or from adjoining councils
- Assist the community to recover following an emergency
- Complement other local, regional and state planning arrangements

This plan follows the principles of emergency management known as prevention, preparedness, response and recovery (PPRR) and is structured to replicate the SEMP. Another way to consider emergency management is the before, during and after.

As indicated in the diagram below, each stage of PPRR is interlinked and all phases are highly interconnected; that is, each phase influences the other three phases.
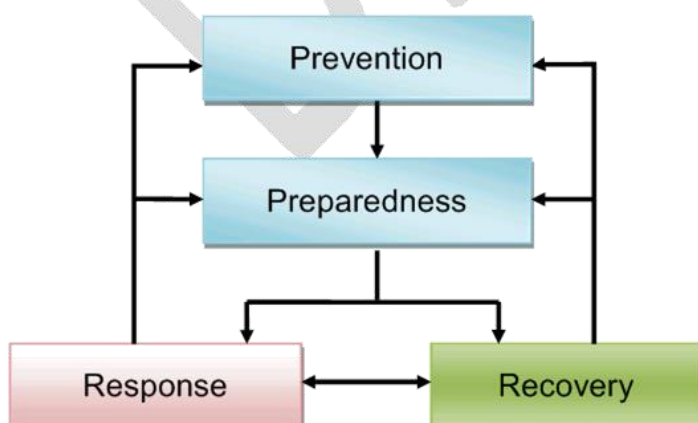
In the *Emergency Management Act 2004*, PPRR are defined as:

Prevention

In relation to an emergency, means measures taken to eliminate or reduce the incidence or severity of the emergency.

Preparedness

In relation to an emergency, preparedness means arrangements made to ensure that, should an emergency occur, the resources and services needed to cope with the effect of the emergency can be mobilised and deployed efficiently.

Response

Any measures taken in anticipation of, during or immediately after an emergency to ensure that the effect of the emergency is minimised and that affected individuals are given immediate relief and support.

Recovery

The conduct of any measures (such as human, economic and environmental measures) taken during or after an emergency, being measures necessary to assist the re-establishment of the

This plan does not assume a particular incident or event, and is based on the "All Hazards" approach, as endorsed by the Emergency Management Council and Emergency Management Australia. The consequences from emergency events may be similar, regardless of the trigger for a particular event.

This plan has also been developed to deal with local minor incidents in the area, which are identical in many ways to an emergency but do not require a significant and coordinated response. Certain functions of this plan may be utilised to respond to local incidents such as flooding or major storms, and can be adapted depending on what stage of the event.

General

Emergency events can result from a variety of natural, biological, technological and other human causes. Emergencies can cause significant social and economic costs to the community including property and infrastructure damage, financial costs, indirect economic losses, loss of life, injuries, damage to ecosystems and loss of biodiversity, and social and cultural losses. The size, severity, timing, location and impacts of emergencies are difficult to predict, and the changing climate increases the uncertainty about future risks.

Emergency management arrangements in South Australia are governed by the *Emergency Management Act 2004*. This Act requires the State Emergency Management Committee to prepare and keep under review the *State Emergency Management Plan (SEMP)*. State government agencies and local governments are required to maintain effective relationships with other service agencies and equipment owners and operators to ensure that an efficient and coordinated response can be made to any emergency.

The following table highlights State Emergency Management Arrangements where an emergency event is declared and what agencies play a role, including Local Government.

The SEMP identifies the following functional support groups which include:

Functional Support Group	Lead Agency
Ambulance and First Aid	SA Ambulance
Defence	Department of Defence
Emergency Relief	Housing SA
Engineering	SA Water
Government Radio Network	SA Police
Local Government	Local Government Association of South Australia
Logistics	SAFECOM
Mapping	Department of Environment, Water and Natural Resources
Public Information	SA Police

Local Government in Emergencies

Local Government plays a fundamental role in emergency management due to their strong relationship with their local community networks and knowledge of locally available resources. Where powers exist, local governments have responsibilities, in partnership with respective state and territory governments, to contribute to the safety of wellbeing of their communities by participating in the local emergency management. Local Government generally have a role to play in the areas of **prevention** and **preparedness** in the event of an emergency incident are usually along aside the **response** agencies and along the road to **recovery** and returning the community to normality.

Each council has an obligation to support the sector as a whole. This is achieved and facilitated by the Local Government Function Support Group (LGFSG) that is led by the Local Government Association where needed.

Zone Emergency Support Teams (ZEST) will be established across the metropolitan and regional areas for the purpose of councils collectively joining their knowledge, skills and experience to support the lead emergency service agency in responding to the emergency.

How councils contribute to emergency management

The everyday business of councils make an important contribution to disaster risk reduction, incident operations, and supporting communities in long term recovery. In this way, emergency management is part of what councils do, rather than something extra for councils to do.

Local Government Functional Support Group

The Local Government Functional Support Group (LGFSG) is established under the SEMP and is responsible for coordinating the response from local government during an emergency. The LGFSG provides trained personnel to attend the State Emergency Centre and operational centres including State Control Centres.

The LGFSG is led by the Local Government Association (LGA) with participation from Local Government Organisations. Local Government Organisation in this context refers to the LGA SA, the 68 councils, regional LGAs and the LGA Schemes.

Zone Emergency Management Committee

For the purpose of emergency management, South Australia is divided into 11 Emergency Management Zones based on the South Australian Government Regions. Each of these regions has a Zone Emergency Management Committee (ZEMC).

The City of Playford, along with the City of Port Adelaide Enfield, City of Salisbury and City of Tea Tree Gully, is a member of the Northern Adelaide Zone Emergency Management Committee (NAZEMC). Council's representation on the NAZEMC is its direct link to the State Emergency Management Framework. The NAZEMC integrate the work of government and non-government agencies, providing assurance that arrangements are in place to prevent and/or mitigate, prepare for, respond to and recover from emergencies.

The ZEMC's are a strategic committee responsible for risk management, planning and implementation of zone-level actions to build resilience and support state emergency management arrangements.

The ZEMC's ensure emergency risk assessments, consistent with the National Emergency Risk Assessment Guidelines (NERAG) are conducted for priority risks, contributes to the development of risk treatment options, monitors implementation of risk treatments via Hazard Leaders and relevant treatment plans and develops a Zone Emergency Management Plan (ZEMP) and other plans.

Zone Emergency Support Team

A Zone Emergency Support Team (ZEST) operates within each Emergency Management Zone. The ZEST brings together agencies and support staff to support the resolution of an emergency by providing coordination of resources to support the Control Agency (the Agency in control of the emergency e.g. CFS, SES).

The ZEST is coordinated by the South Australian Police (SAPOL). Any agency can request the activation of the ZEST but the decision to activate rests with the Control Agency. The ZEST may operate from a pre-planned facility as identified in the ZEST Operations Manual, a Control Agency's Incident Management Team location or any other suitable location. Council participation in the ZEST during an incident will generally fall within the operations of the LGFSG.

Prevention

General

Prevention efforts are attempts to prevent hazards from developing into emergencies, or to reduce the effects of emergencies and to increase the resilience of the community.

Standard Council Mitigation Activities

Councils undertake many activities as part of normal service delivery to their communities. These often have the added benefit of risk mitigation. Some of these activities include:

- Land-use planning
- Public health measures (e.g. immunisation)
- Bushfire Management Planning
- Land management
- Tree management
- Road and traffic management
- Stormwater infrastructure maintenance
- Vegetation Management
- Building Safety

Development Control/Planning

Council has a statutory responsibility to comply with legislation for both land use strategies and minimum standards of building construction. Responsible land use planning can reduce the likelihood of hazards impacting the community. Building standards can mitigate the loss of life as well as damage to and/or destruction of property and infrastructure.

There is no guarantee that the design conditions will not be exceeded during the lifetime of the structure.

Insurance

Council is appropriately and adequately insured by the Local Government Association Mutual Liability Scheme and Local Government Association Asset Mutual Fund.

Council's current insurance arrangements provide cover for council owned buildings, contents, bridges and playgrounds. Council does not currently insure infrastructure such as roads, storm water systems, traffic lights and signage.

Emergency Management Website

Council recognises the importance of ensuring the community is aware of ways of mitigating the adverse effects of emergency events. Council's website provides some information to the community regarding emergency prevention, preparedness and recovery, including links to emergency services websites.

At the time of an Event, Council will publish information on its website and/or social media.

Bushfire Management and Prevention

Council undertakes inspections of private and council land pursuant to the *Fire and Emergency Services Act 2005:*

- To prevent or inhibit the outbreak of fire on the land
- To prevent or inhibit the spread of fire through the land
- To protect property on the land from fire
- To minimise the threat to human life from a fire on the land.

Bushfire Management Area Plans (BMAP) are produced for the nine Bushfire Management Areas (BMA) in the state. These are: Adelaide and Mount Lofty Ranges; Fleurieu; Flinders, Mid North and Yorke Peninsula; Kangaroo Island; Limestone Coast; Lower Eyre Peninsula; Murray Mallee; Outback and Upper Eyre Peninsula.

Council has representation on the Adelaide & Mount Lofty Ranges Bushfire Management Committees and have input into the planning process. The BMAPs outline bushfire risks and identify strategies and actions to mitigate the risk of bushfire in the Bushfire Management Areas. To access the BMAPs go to the SA CFS website and search for *Bushfire Management Area Plans*.

Fire Prevention Officers

Under the Fire and Emergency Services Act each rural council or council in a designated urban bushfire risk area must appoint at least one Fire Prevention Officer. Fire Prevention Officers have a number of functions, including to assess the extent of bushfire hazards within the council area, provide advice to Bushfire Management Committees and advising owners of property of bushfire prevention requirements. The City of Playford has three (3) Fire Prevention Officers.

Flood Mitigation

Council has undertaken a significant amount of data capture and floodplain and flood hazard modelling over the last several years. This work has provided the necessary foundation for the preparation of regional Stormwater Management Plans for each of our three major catchments, that will be compliant with the Stormwater Management Guidelines for South Australia (2007). The regional Stormwater Management Plans are being prepared in partnership with the Stormwater Management Authority, the Department for Environment and Water, City of Salisbury and Town of Gawler. Significant considerations include the Playford growth areas and The 30 Year Plan for Greater Adelaide, Climate Change and the latest Australian Rainfall and Runoff Guidelines.

The City of Playford Council is a constituent council of the Gawler River Floodplain Management Authority (GRFMA) and has an active role in governance and also assists with the managerial and technical functions of the Authority. The GRFMA has an ongoing role in managing flood risk from the Gawler River, including managing the relevant assets (the Bruce Eastick Dam). Council continues to work with the GRFMA on further mitigating flood risk through future projects such as the Northern Floodway which has major benefits including flood risk reduction in the Virginia horticulture area, being Australia's largest protected cropping area.

Council assesses, manages, operates and maintains City of Playford public stormwater assets in accordance with its Asset Management Plan for Stormwater. The major output is delivery of consistent levels of service through operation, maintenance and renewal of assets. Council has a significant in-house physical works operations team that responds to nuisance flooding events and maintenance matters and, together with Council's Incident Management Team, is capable of coordinating and/or assisting in flood emergency events. Council also continues to undertake minor stormwater capital works within the City of Playford to reduce nuisance flooding as funding allows.

Preparedness

General

Preparedness are the arrangements made to ensure that, should an emergency occur, the resources and services needed to cope with the effect of the emergency can be mobilised and deployed efficiently.

The development of this plan contributes to Council's emergency preparedness and monitoring of weather Bureau of Meteorology (BOM) provides information for reactive activities to be deployed when there is a storm imminent.

Emergency Risk Management

Emergency Risk Management (ERM) is a process that involves identifying and managing risks to the community from emergency events. Risk treatments can span across prevention and preparedness as well as response and recovery. Council is a key stakeholder in the ERM process because it is usually the first point of support for affected communities.

The ERM process spans the following activities of establishing the scope, risk identification, analysis, evaluation and risk treatment, shown in the below diagram:
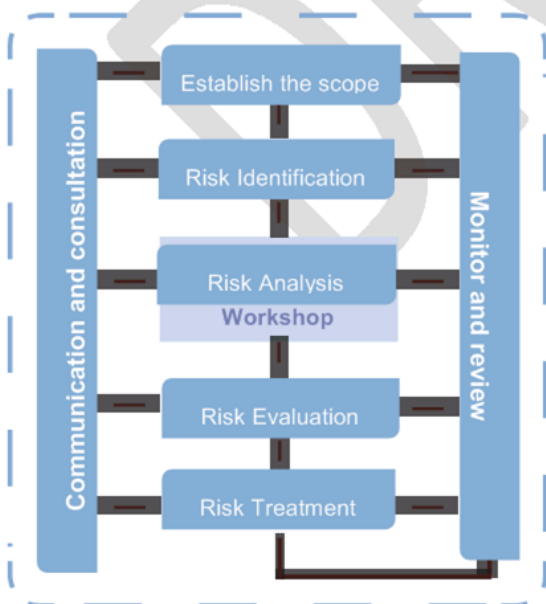
Risk Assessments

The Northern Adelaide Zone Emergency Management Committee (NAZEMC) has undertaken risk assessments using the National Emergency Risk Assessment Guide (NERAG) methodology as part of the Zone Emergency Risk Management Program. This has provided information on priority risks to the Zone. Details of these risk assessment and treatment options available to reduce the risk are provided in the Northern Adelaide Zone Emergency Management Plan (ZEMP).

A copy of the Northern Adelaide Zone public ZEMP can be located on the City of Playford website.

Business Continuity Planning

Council has Business Continuity Plans (BCPs) to ensure that its staff and resources can continue to operate in the event of a disruption to the normal business activities of Council. Events that may trigger the activation of the BCP include, but are not limited to, bushfire, flood, epidemic, earthquake and power outages.

The objective of Business Continuity Planning is to provide a mechanism that enables Council and its officers to:

- Identify business functions that are critical to the organisation in meeting its business objectives
- Develop action plans based on criticality
- Build resilience of the Council to withstand disruptions
- Minimise the impact of function loss to the community and stakeholders

Animal Emergency Management Preparedness

City of Playford has six (6) trained Animal Management Officers. RSPCA are called on for assistance with injured animals in some cases. Council also have agreements with vets in the area that we can take animals to them in the event of an emergency where an animal may become injured.

Council have safe holding facilities for animals at the Animal Welfare League on Hewittson Road in Edinburgh North.

Council encourage animal owners to include animals in their personal emergency plans. The following link provides information on how to plan: www.cfs.sa.gov.au

Response

General

Response operations are any measures taken in anticipation of, during or immediately after an emergency to ensure that the effect of an emergency is minimised and that affected individuals are given immediate relief and support.

Council is often the first agency to be called to respond to a local incident. However, other agencies will become involved if the incident escalates or becomes a broader emergency. As multiple agencies become involved, Council can adapt to changes in command and control structures.

Command, Control and Coordination

The concepts of command, control and coordination are crucial to the understanding of emergency management. These are explained below:

Command is the internal direction of resources in an agency to undertake tasks. Council resources and staff will be retained by the employing Council in an incident. Command operates vertically within an organisation.

Control operates horizontally across agencies or organisations. The Control Agency is the agency who provides leadership to other agencies in the response phase of an incident. Control Agencies for emergencies in South Australia are determined by the nature of the emergency and identified in legislation and/or the State Emergency Management Plan.

Coordination of response is the bringing together of organisations and other resources to support emergency management response. This role includes declaring a major incident or emergency and ensuring that if a declaration is made under the Act that the Emergency Management Council and the State Emergency Management Committee are provided with adequate information to undertake their roles and functions. Within South Australia, coordination for the incident is the responsibility of SAPOL.

Incident Classifications

Councils are often the first agencies to respond to a local incident and can often manage this type of incident without additional assistance. Other agencies will become involved if the incident escalates and becomes a broader emergency. The following describes the severity of an incident and the impact on Council resources.

Incident Level	Description
Council Level 1	Council able to resolve incident within existing resources in a business as usual capacity
Council Level 2	The incident is more complex in size, resource or risk and Council is required to assign additional resources above business as usual
Council Level 3	The incident is unable to be managed using existing Council resources and external support is required

In a large and complex incident where a multi-agency response is required Council will need to adapt to changes in command and control structures and be aware of its role in state level structures including the Local Government Functional Support Group (LGFSG) and the ZEST.
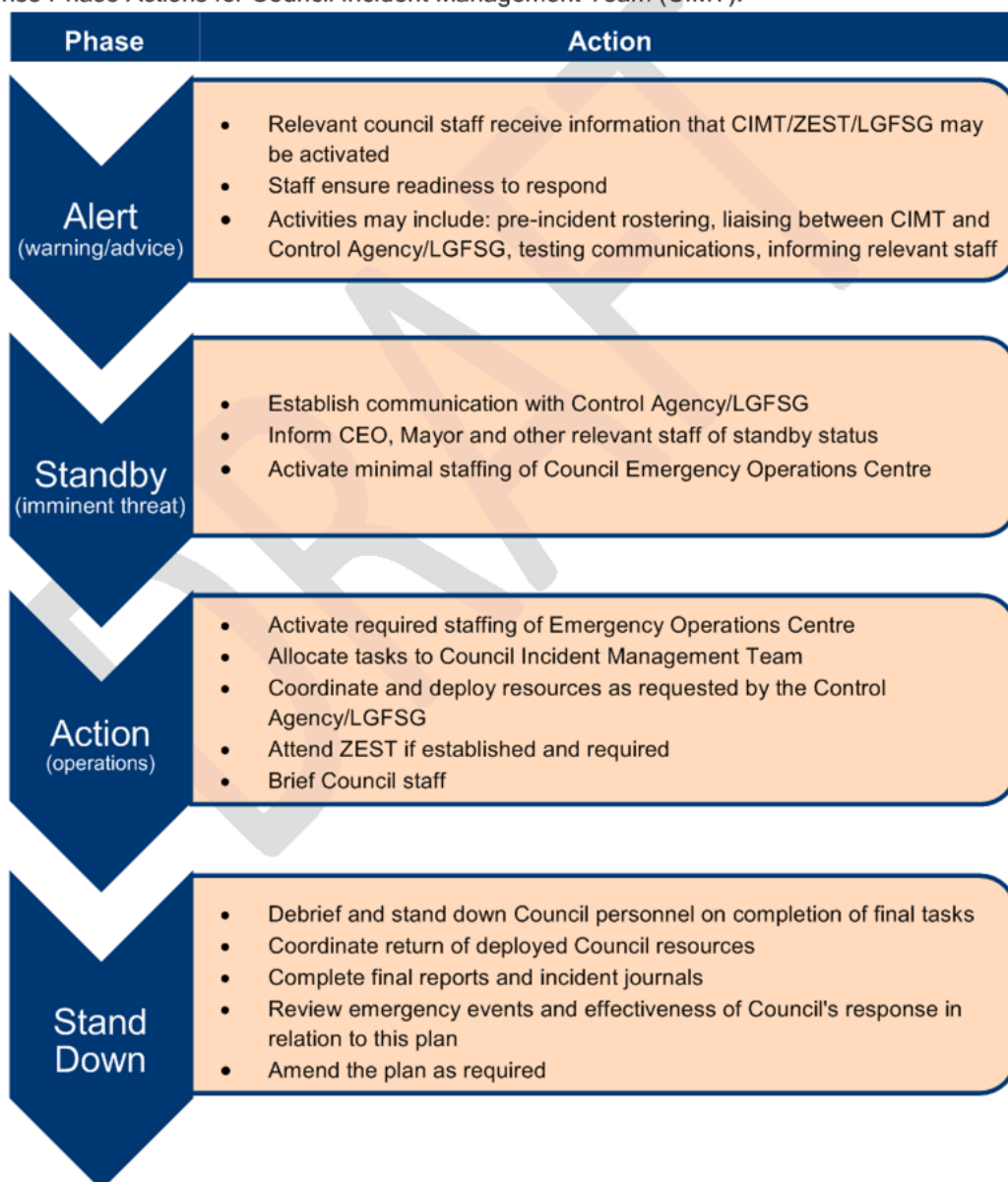
Council Incident Management Team (CIMT) activation

The CIMT may be activated to respond when:

a) Council has received advice from a Control Agency or the LGFSG that an emergency has or is about to occur
b) Council becomes aware of an incident within their jurisdiction that has the potential to become an emergency
c) Council has been notified that an emergency in an adjoining area is likely to impact on the City of Playford.
d) Council is required to attend a ZEST activation

Response Phase Actions for Council Incident Management Team (CIMT):

| Phase	Action
Alert (warning/advice)	• Relevant council staff receive information that CIMT/ZEST/LGFSG may be activated • Staff ensure readiness to respond • Activities may include: pre-incident rostering, liaising between CIMT and Control Agency/LGFSG, testing communications, informing relevant staff
Standby (imminent threat)	• Establish communication with Control Agency/LGFSG • Inform CEO, Mayor and other relevant staff of standby status • Activate minimal staffing of Council Emergency Operations Centre
Action (operations)	• Activate required staffing of Emergency Operations Centre • Allocate tasks to Council Incident Management Team • Coordinate and deploy resources as requested by the Control Agency/LGFSG • Attend ZEST if established and required • Brief Council staff
Stand Down	• Debrief and stand down Council personnel on completion of final tasks • Coordinate return of deployed Council resources • Complete final reports and incident journals • Review emergency events and effectiveness of Council's response in relation to this plan • Amend the plan as required

The scale of the CIMT activation can adjust to the scale of the emergency.

The Council Incident Commander will determine at what point the CIMT will be activated. A formal activation notification will be issued to key stakeholders including but not limited to Control Agency, LGFSG, Elected Members and staff. Any need to scale up or down the CIMT structure will be determined by the Council Incident Commander.

On the scaling back of the event, the CIMT will determine and inform the relevant stakeholders at the

The following illustrates the structure of the CIMT:
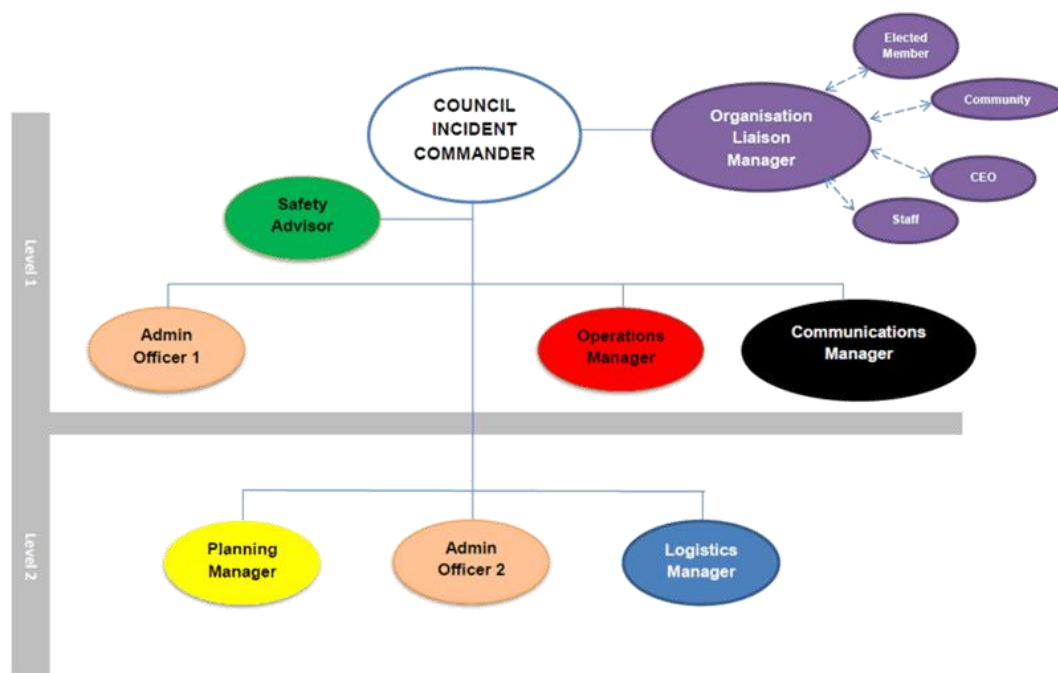
Council Emergency Operations Centre

Council may activate a Council Emergency Operations Centre (CEOC) to coordinate resources for response and recovery operations in an emergency. The primary and secondary sites are identified below:

Primary site: Playford Operations Centre
                 12 Bishopstone Road, Davoren Park
                 Ph: (08) 8256 0333

Secondary site:
                 Playford Civic Centre,
                 10 Playford Boulevard, Elizabeth
                 Ph: (08) 8256 0333

The CEOC may also be activated in support of a neighbouring council.

The main operational functions of the CEOC may include, but are not limited to:

- Coordinate and deploy resources to assist response and recovery
- Coordinate the provision of additional resources required to support operations
- Collect, process, interpret and distribute information and intelligence
- Provide communications facilities
- Liaise with Control Agencies and other external agencies
- Carry out any other directions issued by the IMT

Protocol around Sharing of Council Resources

Resources may be requested at any time during the response and recovery phases of an emergency. Requests may come from a number of sources including:

- the Control Agency
- an impacted council
- the LGFSG
- members of the community, including community groups

Requests for assistance should be directed to the Council Incident Commander of the assisting council or to the LGFSG.

For the purpose of this plan, the Chief Executive Officer (CEO), or delegated nominee, shall be the Incident Commander of Council emergency services operations. The CEO (or delegated nominee) may delegate his/her responsibilities under this plan to other Council officers to ensure an efficient and effective response to an emergency.

Community Communications

Community Information

The provision of information to the public regarding an emergency is the responsibility of the Control Agency as identified in the SEMP.

Council recognises that their role is to strengthen and support these messages by timely sharing through existing channels and ensuring that relevant information is shared internally.

Public Warnings

The core principle of public information and warning is to ensure public safety as the highest priority, with the provision of public warnings the primary responsibility of the Control Agency. All agencies, including councils, can assist in amplifying the messages distributed from the Control Agency through their communication channels.

Council is likely to receive numerous enquiries from members of the public during an emergency about current status and impacts. It is important that customer service staff receive recent updates from communications staff in the CIMT so that they are able to communicate messages to the public clearly and effectively.

Information and links can be accessed on the home page of council's website to provide the public with direct links to Control Agency information and information on relief and recovery.

Council may utilise several methods of distributing information, including (but not limited to):
- Radio
- Print media
- Council's Customer Care Centre
- Council's Library
- Council's website
- Social media
- Public Notice Boards
- Local Business

Immediate use of media will be made to avoid phone congestion. Council's Customer Care Centre will direct any public calls to appropriate agencies to answer queries or distribute information.

In the event of power outages, and significant localised emergencies, the phones may be diverted to an interstate 3rd Party, who can continue to take community calls during this time for information and to log Customer Requests.

Specific consideration will be given to people with special needs that can impair their capacity to access and appreciate the information being given (e.g. disability, language/cultural barriers). In such circumstances, the use of the Telephone Interpreter Service (or other appropriate service) may assist.

Council may also use social media posts at times to publish links to public warnings as issued by the Control Agency.

Emergency Relief Centres

An emergency relief centre is a temporary facility established to provide immediate support and essential needs to persons affected by an emergency.

Functions that might be provided at emergency relief centres include:
- catering (food and water)
- material aid – immediate needs
- information about and services for financial assistance
- legal services
- animal welfare.

Housing SA is the agency responsible for establishing and managing emergency relief centres. Other organisations/agencies such as Red Cross, Salvation Army, churches, service clubs (e.g. Rotary, Lions), along with council may be involved in the provision of community services. Services may include grants for temporary accommodation, counselling, personal support and financial assistance.

Council may be requested to provide facilities for the establishment of emergency relief centres. Facilities will be considered for fit for purpose as identified by the recovery lead agency. In these circumstances, Council would not be responsible for the management of the emergency relief centre but may assist the Control Agency with staffing if they are able.

Where it is identified or deemed necessary and Council is the Control Agency, the Incident Commander will operate the Emergency Relief Centre with support from the IMT and other Council staff e.g. minor local floods which may have an impact on the community where the SES is not the control agency.

Recovery

General

Recovery is the conduct of any measures (such as human, economic and environmental measures) taken during or after an emergency, being measures necessary to assist in the re-establishment of the typical pattern of life of individuals, families and communities affected by the emergency. An emergency is generally not considered over until the community has been recovered to the new situation.

There is no clear delineation between response and recovery operations with every recovery operation having different characteristics and timelines. Some phases which may be observed include:

Transition – the period between response and recovery. Some immediate recovery measures are undertaken during this phase

Initial – focused on meeting immediate needs of individuals and restoring essential services

Short-term – assist communities dealing with the aftermath of the emergency

Long-term – restoring of the community to the 'new normal'

Recovery Management

Local government has an important role in community recovery due to its local level services and functions.

The four components of recovery as recognised in the State Recovery Plan are:

- **Social** – people, families and communities
- **Economic** – businesses, tourism, local economies and agriculture
- **Natural** – land management, air quality, natural heritage, culture, history and ecological conservation
- **Built environment** – public and commercial buildings, transport infrastructure, gas, electricity and fuels, water and wastewater infrastructure and essential services and other infrastructure

Recovery is a whole-of-government activity and involves cooperation with other agencies, community service organisations and the private sector to assist the community to achieve a proper and effective level of functioning following an emergency.

Recovery can be a traumatic time for the community and Council may be the first point of contact for many community members. In order to minimise this trauma, information (written and oral) needs to be available to staff to convey to the community. Information needs to be factual, timely and distributed through a range of communication channels to ensure accessibility.

As soon as the need for coordinated recovery is identified, it must be planned. The State Recovery Office provides management and administrative support to the assigned recovery leaders and coordinates the formal recovery process. Councils may have a role in this process as needed

through the LGFSG, or independently. Council or LGFSG may liaise with the recovery lead agency to determine any special arrangements and immediate recovery requirements.

For more information refer to The City of Playford Recovery Management Plan located on Council's website.

State Recovery Committee

The State Recovery Committee is chaired by the Department of Communities and Social Inclusion. It oversees recovery planning as well as coordinating recovery operations across government and non-government organisations.

https://dhs.sa.gov.au/services/disaster-recovery

Local Recovery Committee

To ensure recovery activities are locally driven and reflective of local needs, a Local Recovery Committee (LRC) may be established as soon as practicable following an emergency. The LRC will be supported by the State Recovery Committee and State Recovery Office, and would include a range of local and state agencies. Council are a vital member of this group and will be expected to attend meetings and provide support to the LRC.

Depending on the scale of the event, public community meetings may also be held to provide and gather information on a range of issues.

Recovery Centres

A recovery centre may be established by the State Recovery Office to coordinate recovery following an emergency event. Recovery centres provide a 'one-stop-shop' for people affected by an emergency to seek support and assistance from recovery agencies.

Functions that might be provided at emergency relief centres include:

- catering (food and water)
- material aid – immediate needs
- information about and services for financial assistance
- animal welfare
- Health and wellbeing services (Red Cross

Council may be requested to provide facilities for the establishment of Recovery Centres. Facilities will need to be considered fit for purpose as identified by the recovery lead agency. In these circumstances, Council would not be responsible for the management of the emergency relief centre as this role would be undertaken by the recovery lead agency.

https://www.sa.gov.au/topics/emergencies-and-safety/recovery

Volunteer Management

Council recognises the vital role that volunteers can play in an emergency such as providing access to community resources and local knowledge, and providing a link in the information chain between Council, emergency services agencies and the community.

Council also recognises the importance of effectively managing volunteers in order to ensure a coordinated and uniform approach. Poor management of volunteers can add confusion and create unnecessary work for agencies. Volunteers in emergencies are managed by Volunteering SA & NT.

The types of volunteers commonly involved following emergency events are:

- *Formal response volunteers* – mainly the CFS, SES and Red Cross. These are well-organised and trained.
- *Council volunteers* – volunteers that are registered with Council and contribute to the provision of services to the community on an ongoing basis in a wide range of areas (e.g. library services, transport, aged care, community centres).
- *Specialist volunteers* – volunteers that are affiliated to and registered by specialist public and private organisations (e.g. Lions, Rotary, Blaze Aid etc).
- *Spontaneous volunteers* – people who are not affiliated to or registered with any organisation but are motivated to assist in times of trouble, in particular following emergency events. Spontaneous volunteers can register on the Volunteering SA & NT website. http://www.volunteeringsa.org.au/

Spontaneous Volunteers

The Department for Communities and Social Inclusion, in partnership with Volunteering SA-NT, have arrangements to manage the coordination of spontaneous volunteers. The Director, State Recovery Office, may activate these arrangements when the need to register and manage spontaneous volunteers is evident.

Council (including members of the Council Incident Management Team) will not supervise or direct Spontaneous Volunteers in the event of an emergency.

Spontaneous Volunteers should be directed to the relevant Control Agency

Council Volunteers

Council has a number of registered volunteers who contribute to the delivery of services in the local community using their local knowledge, and a range of skills and abilities. These skills may be directly relevant or transferable to volunteer tasks commonly needed during the recovery phase. Council volunteers are managed in accordance with the Council's Volunteer Management Policy and associated procedures.

Council maintains a database of its registered volunteers, which will allow volunteer staff to be appropriately matched to recovery tasks depending on their skills, knowledge and other relevant qualifications.

Donated Goods and Fundraising

The *National Guidelines for the Management of Donated Goods (Australian Government)* enables all levels of government, corporate and non - corporate sectors, communities and individuals to more effectively address the needs of people affected by disasters.

While it is important to manage the desire of many community groups and organisations to undertake fundraising ventures, donated goods can cause major logistical problems. This includes managing large inflows of items and storage and disposal of unwanted or not useful products. Unless very specific goods are required to assist in recovery, the public will always be encouraged to donate money in preference to goods, as this allows affected individuals and families to purchase what they need and support the local economy to return to business as usual.

The State Emergency Relief Fund Committee administers the fund established under the EM Act The Red Cross is usually the manager of the front end of fundraising efforts and it is commonly accepted that the less fundraising fronts the better.

https://www.sa.gov.au/topics/emergencies-and-safety/recovery/donating

Natural Disaster Relief and Recovery Arrangements (NDRRA)

In recognition of the significant cost of natural disasters, the Australian Government established the NDRRA to alleviate the financial burden on the states and to facilitate the early provision of assistance to disaster affected communities. Through the NDRRA, the Australian Government provides financial assistance directly to the states to assist them with costs associated with certain disaster relief and recovery assistance measures.

To calculate the financial support provided by the Australian Government, expenditure thresholds are used, which take into account the capacity of individual states to fund relief and recovery arrangements. For further information go to https://www.disasterassist.gov.au/Pages/home.aspx

Local Government Disaster Recovery Assistance (LGDRA)

The South Australian Government disaster assistance arrangements provide a mechanism to assist councils with managing the costs associated with disaster recovery following a natural disaster. An act of relief or recovery that is carried out by a council to alleviate damage arising as a direct result of a natural disaster may be eligible for financial assistance.

Disaster Waste Management

During a disaster or emergency there is often a large amount of waste produced which needs to be managed post-incident. This can include damaged building materials, personal property, garden materials, vehicles, deceased animals, soil, effluent and chemicals.

Disaster waste management can:

- Greatly impact the speed and cost of recovery
- Provide local employment following the disaster
- Deliver recycled products to rebuild infrastructure in affected communities

The Green Industries SA Disaster Waste Management Plan can be located:
https://www.greenindustries.sa.gov.au/disaster-waste-management

Regional Profile

Area Description

City of Playford is located in Adelaide's outer northern suburbs, about 30 kilometers from the Adelaide CBD. City of Playford is bounded by the Adelaide Plains Council, the Light Regional Council, the Town of Gawler, the Barossa Council area in the north, the Adelaide Hills Council area in the east, the Cities of Salisbury and Tea Tree Gully in the south and Gulf St Vincent in the west.

City of Playford is a growing urban area, with some industrial and commercial areas. The City encompasses a total land area of 345 square kilometers. Rural land is located mainly in the east and west, and is used largely for market gardens, orchards, vineyards, horse studs and hobby farms.

European settlement dates from 1847, with several townships established in the 1850s. Land was used mainly for wheat farming and hay growing. Significant development did not occur until the post-war years, when the South Australian government established a new satellite settlement at Elizabeth. The growth of Elizabeth was associated with substantial industrial expansion and considerable European migration. Rapid growth took place in and around Elizabeth during the late 1950s and 1960s. From the 1970s growth took place in the suburbs surrounding Elizabeth. The population of the City increased from nearly 61,000 in 1991 to nearly 79,000 in 2011. The 2018 population forecast for the City of Playford was 93,426, and is forecast to grow to 131,726 by 2036.

Today, City of Playford is often referred to as the CBD of the North and is becoming a vibrant and prosperous place. It is home to a diverse community that can take advantage of numerous activities and amenities, from wine tasting in the hills, visiting townships, shopping at one of the major shopping centres, to enjoying quality parks and reserves, using outstanding community facilities such as the Aquadome and the Playford Tennis Centre.

As one of the State's fastest growing areas, City of Playford is at the forefront of the strong growth that South Australia is experiencing. The local economy is diversifying and is now home to a myriad of industries, with a focus on local jobs for local people. Urban regeneration projects as well as new residential developments are continuing to enhance the population and appearance of the area.

City of Playford comprises the following suburbs and is serviced by the Northern Expressway, Main North Road, Port Wakefield Road and the Gawler railway line:

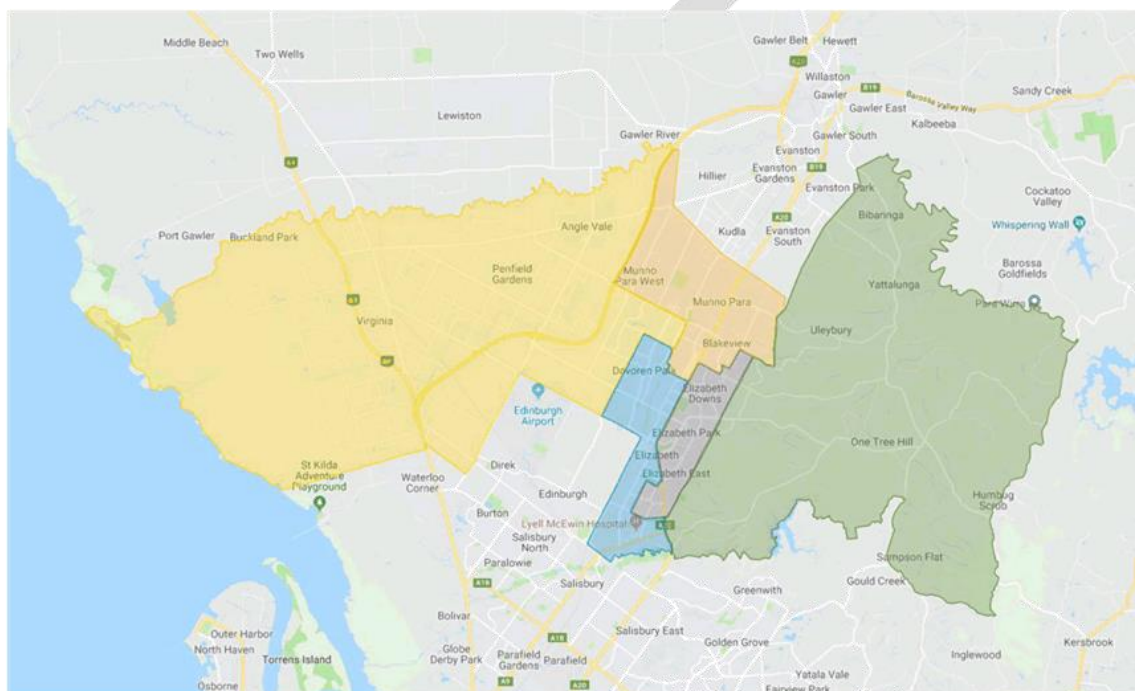|				
Andrews Farm	Elizabeth	Evanston Park	Munno Para West	St Kilda (part)
Angle Vale	Elizabeth Downs	Eyre	One Tree Hill	Uleybury (part)
Bibaringa	Elizabeth East	Gould Creek (part)	Penfield	Virginia
Blakeview	Elizabeth Grove	Hillbank	Penfield Gardens	Waterloo Corner (part)
Buckland Park	Elizabeth North	Hillier (part)	Port Gawler (part)	Yattalunga
Craigmore	Elizabeth Park (part)	Humbug Scrub (part)	Sampson Flat	
Davoren Park	Elizabeth South	McDonald Park	Smithfield	
Edinburgh North	Elizabeth Vale (part)	Munno Para Downs	Smithfield Plains	

Neighbouring Councils

The neighbouring councils of The City of Playford are:

- Adelaide Plains Council
- Light Regional Council
- Town of Gawler
- Barossa Council area
- Adelaide Hills Council
- City of Salisbury
- City of Tea Tree Gully

Map

Community (population, language, socio-economic, mobility)

Population	93,426 (Estimated Residential Population 2018) Age: 0 to 14 years – 23.5% 15 to 24 years – 14.4% 25 to 34 years – 11.8% 35 to 44 years – 11.8% 45 to 54 years – 12.2% 55 to 64 years – 10.2% 65 to 74 years – 6.6% 85 years and over – 1.5%
Language	87.3% proficient in English 12.6% Speaks a Language Other Than English at Home
Mobility	7.8% of population reported needing assistance with core activities (self-care, body movements and/or communication)
Socio-economic status	Education 47.4% hold post-school educational qualifications Income 18.5% - persons earning $1000 or over per week 37.3% - persons earning $1 - $499 p/w Employment Labour Force – 37,628 (2018) Unemployment Rate – 12.7%

Source of data – *City of Playford Community Profile Australian Bureau of Statistics (profile.id – SA3 430202*

Environment

Critical infrastructure	Utilities within the Council area are distributed/managed by: • Electricity – SAPN Utilities • Gas – Envestra • Water – United Water • Telecommunications - Telstra Mobile telephone towers are located throughout the area. All major carriers operate in the area. Little Para Reservoir, Curtis, Uley Road, Hillbank Sub-stations
Transport routes	Major roads: • Port Wakefield Highway • Old Port Wakefield Road

	• Northern Expressway • Angle Vale Road • Womma Road • Heaslip Road • Curtis Road • Main North Road • Uley Road • Black Top Road • Yorktown Road • Kersbrook Road • Gawler Railway Line (train service to city) The Edinburgh RAAF Base operates in the City of Playford from Edinburgh. Parafield Airport is located in the neighbouring City of Salisbury.
Natural features and ecosystems	• Parra Wirra Recreation Park • Mount Gawler Native Forest Reserve • Adam Creek • Gawler River • Little Para Reservoir Extensive areas of natural bushland and open space
Climate	• Temperature – average summer temperature 30ºC, average winter temperature 15ºC. Temperatures can reach the 40s during summer and can go as low as 5ºC during winter • Winds – northerly winds are often accompanied by high temperatures preceding a southerly change. Predominant wind direction s west to south west throughout the year and during summer north to north west. Gully winds are of major concern in the Hills face area, where the wind direction can be from the northwest during the day changing direction in the evening coming back down through the gullies. • Rainfall – average annual rainfall of 430mm, area is dominated by low rainfall from November to March. The wettest months are between May and October with the wettest month being July.
Emergency Services	SAPOL, CFS, SES, MFS, Ambulance
Medical Centres	• Lyell McEwin Hospital • GP Plus Super Clinic (Playford Boulevard, Elizabeth) • Playford Primary Health Care Services (Peachy Road, Davoren Park) • UniHealth Playford (Curtis Road, Munno Para)
Retail centres	Regional centres: • Elizabeth Shopping Centre • Munno Para Shopping City • Eyre Shopping Centre • Playford Town Centre • Blakes Crossing District centres: • Angle Vale • Virginia • Blakeview

Major Public Buildings and Spaces	• Stretton Centre • John McVeity Centre • Playford Sports Precinct • Northern CBD • City of Playford Civic Centre and Library • TAFE SA (Elizabeth Campus) • Northern Sound System Recreation centres/sporting complexes – Aquadome, Adelaide International Raceway, State Shooting Centre, Virginia Greyhound Race Track, Playford Alive Oval (home of the Central District Football Club), Playford Tennis Centre Major parks/reserves – Andrews Park, Blakes Lake, Braemore Reserve, Fremont Park, Jo Gapper Park, Kalara Reserve, Munno Para Wetlands, Stebonheath Park.

Industry	Horticulture	Intensive agricultural production involving plant nurseries, cut flowers and seed growing, and especially vegetable production. Associated with these activities is a group of producer services, fruit and vegetable wholesaling and services to agriculture.
	Automotive and Advanced Manufacturing	Production of machinery and equipment including motor vehicles, batteries, electrical equipment, lifting and material handling equipment and industrial machinery equipment. Good prospects exist to feed into the State's defence and microelectronics clusters, and new export and import replacement opportunities.
	Chemicals and Plastics	Also in the manufacturing sector, a group of chemical and related products has a strong presence, especially plastic bag and film making, plastic product rigid fibre reinforced manufacturing, plastic foam and plastic extruded products.
	Food Processing	Amongst the food processing industries, poultry processing, small goods and confectionery.
	Other industry	Under other manufacturing include prefabricated buildings, furniture, retail and health.

Distinguishing features	• Transport corridors – road • Dry Creek corridor • Horticulture Zone • Bushfire Risk Areas

Community Capacity

The community has a strong social structure with a large number of active Service Clubs in the area (e.g. Lions, Rotary Scouts, Girl Guides, Legion Cadets) as well as several church and volunteer groups. The area is well serviced by emergency services groups with the SES and CFS locally based. Lyell McEwin Hospital and the GP Plus Super Clinic are the two major public medical facilities in the area. In addition, there are a number of other public and private hospitals located in neighbouring council areas.

Most households within the City of Playford have their own transport (54.38% of the population owns a passenger vehicle) which makes them largely self-reliant.

The area has a larger population of younger age groups and a lower proportion of people in the older age groups (60+ years) compared to Greater Adelaide.

Council owned buildings including community centres and sporting facilities are located throughout the Council area which may be used in an emergency event (e.g. for emergency relief centres).

Council has prior experience relating to emergency events such as bushfire, severe storms and localised flooding. Many public educational campaigns regarding preparing for emergencies have been implemented by other levels of government. Information is readily available on Council's website, as well as other Agencies websites. 77.6% of local households have an internet connection and free internet access is also available at public places such as Council's library, however, Internet connectivity can be affected by availability of connection, Education, Household Income and Age Structure.

Vulnerable groups

Council recognises that particular groups within the community experience disadvantage of some form. Provision will be made for specific support for these vulnerable groups to ensure that relevant information is provided in a clear, fair and accessible manner.

Council has identified the following vulnerable groups:

Aged persons

City of Playford has 8.1% of its population aged 64 years or more (2018 Census). Population projections for the City show a marked ageing of the population over the next thirty years which is broadly consistent with national trends.

Children

The 2011 Census data shows that 23.5 % of the population is aged 0 -14 years which represents 22,135 people. Council's Immunisation Team has access to contact information for schools and kindergartens within the City.

Culturally and Linguistically Diverse (CALD) persons

City of Playford has a CALD population of 11.7% (persons of a non-English speaking background). Organisations that represent CALD interests have been established throughout the State, such as the Multicultural Communities Council of SA.

Persons with disabilities

There is no specific data available relating to disability rates for the City of Playford. The Survey of Disability, Ageing and Carers (2009) conducted by the Australian Bureau of Statistics provides general data at a State level. This survey indicates that disability caused by physical conditions dropped from 20% to 17.5% in South Australia. 23.9% of South Australians have some form of mild to profound disability.

7.8% of the Playford population have reported needing assistance with core activities (self-care, body movements or communication).

12 Bishopstone Road
Davoren Park SA 5113

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www.playford.sa.gov.au

CITY OF Playford

Assistance During Emergency Events Policy

1. Policy Statement

The purpose of this policy is to define how City of Playford will support the emergency services and other Councils in responding to an emergency. In particular:

- Safety and welfare of people

- arrangements that will allow the participation of Councils staff and associated use of Council equipment;

- the availability of Council employees who agree and are selected through a selection process to participate;

- the availability of Council owned plant and equipment; and

- the scope of works that might be undertaken.

2. Scope

Given the increasing regularity and severity of natural disasters, Australian Governments have recognised that a national, coordinated and cooperative effort is required to enhance Australia's capacity to withstand and recover from emergencies and disasters.

In consideration of this National approach the City of Playford recognises the shared responsibility that it has to help protect and assist its community to respond to and recover from disasters.

This policy applies to Council staff and provides a Council position on what assistance will be provided to emergency service organisations and other Councils in the event of an emergency.

3. Definitions

Council staff means Council employees and within this policy does not include any person who separately undertakes duties as a registered emergency service volunteer e.g. CFS firefighter or SES volunteer.

Incident Management Team means a team of Council staff identified to respond to an emergency

CITY OF Playford	Policy No.:	Leave blank for future use	Version No.:	1
	ECM Document Set No.:	2060616	Initial Date of Adoption:	26 May 2015
	Authorised by:	Council (2159)	Date of Current Version:	26 May 2015
	Document Maintained by:	Corporate Consulting, Risk and WHS	Next Review Date:	May 2019

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I-Responda relates to a framework developed to assist Councils in planning and implementation of their response to emergency incidents. The Framework ensures Council personnel can participate safely and are appropriately managed in during emergency incidents.

Other Council means other Local Government Councils in South Australia or Interstate

Emergency means an event that causes, or threatens to cause:
a)   the death of, or injury or other damage to the health of, any person; or
b)   the destruction of, or damage to, any property; or
c)   a disruption to essential services or to services usually enjoyed by the community; or
d)   harm to the environment, or to flora or fauna. (EM Act 2004 S3)

4.   Legislation and References

The *Local Government Act (1999)* identifies that a function of a Council is to provide for the welfare, well-being and interests of individuals and groups within its community (s7(c)). Another function of a Council is to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards (s7(d)).

Council's link to the State emergency management arrangements is through the State Emergency Management Plan (SEMP). The SEMP is prepared pursuant to s9 of the *Emergency Management Act (2004)*, which lists Councils as *Participating Organisations* to six of the thirteen Functional Services that are established under the SEMP.

Functional Services are groupings of participating agencies coordinated by a lead agency that perform a functional role as part of the State Emergency Management Plan arrangements to support response and recovery operations for an emergency. This policy has been prepared within the context of supporting the emergency services in emergencies.

5.   Policy

5.1   Preparedness

5.1.1   Arrangements and communication

Council will endeavour to meet periodically (at least annually) with the relevant emergency services to confirm critical coordination arrangements. These will include:

- contact protocols;

- details of Council resources that could be made available;

- the arrangements for accessing such resources; and

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	Document Maintained by:	Corporate Consulting, Risk and WHS	Next Review Date:	May 2019

- the scope of work that could be performed.

5.1.2 Availability of Council employees

To support this policy the Council will establish and maintain an 'Employee Emergency Response Support Register'. The Council will ensure that the employees that are listed on the Register are adequately trained:

- to operate the plant and equipment that might be required to support an emergency response; and

- in work health and safety procedures that are pertinent to staying safe in an emergency.

Council will:

- Select relevant employees through an Expression of Interest process who are interested in participating in Council response(s) to emergency support requests under this policy and list such employees on the Employee Emergency Response Support Register;

- not obligate any Council Employee to be listed on the Employee Emergency Response Support Register, nor obligate any Council employee listed on the register to respond to a particular incident;

- ensure all Council Employees who will be required to participate or operate Council vehicles or plant and equipment in the event of an emergency undertake annually the i-Responda program;

- maintain the integrity of the Employee Emergency Response Support Register; and

- reserve the right, in accordance with the i-Responda framework, not to release Council employees to support an emergency event should extenuating circumstances exist (as deemed by the CEO or delegate).

5.1.3 Availability of Council Plant and Equipment

Council will establish and maintain an 'Emergency Services Plant and Equipment Register' which will identify Council owned plant and equipment that can be made available to the emergency services for the purpose of being used in an emergency response operation. The Emergency Services Plant and Equipment Register will be available for viewing on Councils secure Emergency Management website.

Council will:
- provide a list of vehicles, plant and equipment, maintained in operational condition, that may be available for the purpose of utilisation in an emergency;

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- liaise with the Control Agency about how the delivery of, or access to, any vehicles, plant and equipment will be achieved;

- have available at all times a list of persons on the Employee Emergency Response Support Register that are competent to operate the various items of plant and equipment; and

- reserve the right not to release Council plant and equipment for emergency response operations should extenuating circumstances exist.

In the event it is requested by another Council to utilise City of Playford resources, plant and or equipment the relevant Practice Manager and or Service Coordinator will make a decision based on available resources.

5.1.4 Spontaneous Volunteers

The Department for Communities and Social Inclusion, in partnership with Volunteering SA-NT, have arrangements to manage the coordination of spontaneous volunteers. The Director, State Recovery Office, may activate these arrangements when the need to register and manage spontaneous volunteers is evident.

Council (including members of the Incident Management Team) will not supervise or direct Spontaneous Volunteers in the event of an emergency. Spontaneous Volunteers should be directed to the relevant Control Agency.

5.1.5 Scope of Works

Council will advise the emergency services of the types of work that it is prepared to allow its plant to be used for from time to time. In general terms the scope will reflect that contained in the publication Supervision of Machinery Used in Bushfire Operations Government of South Australia, Edition 2, March 2011.

5.2 Risk Management

5.2.1 Application of Risk Management

The Council when supporting the emergency services and other Councils in responses operations will:
- apply appropriate risk management principles; and

- have regard to the arrangements of the LGA Asset Mutual Fund, the LGA Workers Compensation Scheme and LGA Mutual Liability Scheme.

The Council will act in a manner that ensures the various activities that might be undertaken in an emergency response situation are managed in such a way that the safety and health of its workers and community are paramount.

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5.2.2 *i-Responda Framework*

The i-Responda framework has been developed in consultation with the LGA and Local Government Risk Services. It addresses issues such as incident management protocols, operational arrangements in emergency response situations and fulfils the legislative requirement of the Work Health and Safety Act to ensure as far as is reasonably practicable, the health and safety of the Council worker.

Implementation of the framework will equip Council employees with information and tools that will enable a confident response to requests for Councils to provide support to emergencies.

Council will:

- implement the i-Responda framework, to ensure that all emergency response activities are undertaken within a consistent and robust risk assessment framework guiding practical decisions and actions pursuant to the Schemes' Rules; and

- establish, implement, monitor and review work health and safety policy and procedures consistent with the i-Responda framework and Council policies and procedures relating to Risk and WHS

5.3 Insurance

5.3.1 *Local Government Association Asset Mutual Fund (LGAAMF)*

The LGAAMF will continue to provide coverage to Council owned property, plant and machinery (mobile or otherwise) while it is being used in preventing, preparing, or responding to an emergency on the following basis:

- the plant, vehicle, or machinery must be operated by Council staff and in accordance with the i-Responda framework; and

- Council is responsible to ensure all property, vehicles, plant and machinery (mobile or otherwise) provided to support an emergency is fit for purpose and consistent with the emergency response.

5.3.2 *Local Government Association Workers Compensation Scheme (LGAWCS)*

Council's membership of the LGAWCS ensures that all staff are covered for workers compensation (as required by the Worker's Compensation and Rehabilitation Act 1986) where the activity being carried out with Council plant and equipment is ordinary Council business, so the activity forms part of the employee's ordinary employment.

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Pursuant to workers compensation legislation, the compensability arises from injury sustained 'in the course of employment'. The i-Responda framework establishes that at all times in responding to an emergency incident or disaster, the Council, the CEO and the relevant employee/s will be undertaking ordinary activity 'in the course of employment' controlled and directed by Council, including in an extraordinary event.

Council employees will retain workers compensation cover when supporting the emergency services by operating Council plant and equipment in the conduct of Council business.

5.3.3 Local Government Association Mutual Liability Scheme (LGAMLS)

For the purpose of the i-Responda framework, the Council as a member of the Local Government Association Mutual Liability Scheme is entitled to civil liability cover including proactive risk management support, pursuant to the LGAMLS Rules.

The i-Responda framework establishes that all existing insurance arrangements will continue (workers compensation, public liability and asset insurance) subject to the normal terms and conditions.

6. Responsibilities

The Risk and WHS team in the Corporate Consulting Unit will be responsible for communication, implementation and monitoring of this policy.

7. Relevance to Council Plan

Relates to Strategy 1 of Councils Strategic Plan which states "Our foundations – services, city presentation and community pride"

8. Supporting Documentation

- Community Emergency Management Policy
- City of Playford Emergency Management Plan
- Emergency Services Plant and Equipment Register
- Employee Emergency Response Support Register

9. Approval and Change History

Version	Approval Date	Approval by	Change
1	26 May 2015	Council Resolution	New Policy

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CITY OF

Playford

City of Playford Local Area Community Emergency Management Plan

COUNCIL EMERGENCY OPERATIONS CENTRES

Primary site
Playford Operations Centre
12 Bishopstone Road, Davoren Park

Ph: (08) 8256 0333
(after hour phone calls will be answered by Answer Adelaide)

Secondary site
Civic Centre
10 Playford Boulevard, Elizabeth

Ph: (08) 8256 0555

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Document History

1.   Document History

ECM Document Number	To be inserted
Responsible Practice Manager	Practice Manager Corporate Consulting
Document Endorsement Date	June 2008
Previous review date	November 2011
Due date of next review	February 2016 (Review every 12 months)

Plan distribution

The plan is available as follows:
Council's public website – www.playford.sa.gov.au
Councils Internal website http://click.cop.int/SitePages/Click.aspx

Acknowledgments

Local Government Association of South Australia Model Community Emergency
Management Plan 2008
Induction Manual – A Resource for Zone Emergency Management Committee Members
State Emergency Management Plan (December 2013)
Emergency Management Australia – Emergency Risk Management Applications Guide
2004 (Manual 5)
National Emergency Risk Assessment Guidelines (NERAG)
City of Salisbury Emergency Management Plan
City of Tea Tree Gully Emergency Management Plan
City of Port Adelaide Enfield Emergency Response Plan
Natural Disaster Resilience Program (funding) – Commonwealth Attorney General's
Department and SA Fire and Emergency Services Commission
Northern Adelaide Zone Emergency Management Committee Plan

Executive Summary

2.   Executive Summary

An emergency incident can occur at any time, usually with little or no warning, causing major interruption and often causing threatening situations in the community. Emergency incidents have no boundaries and can spread from suburb to suburb or adjacent Local Government boundaries.

City of Playford is committed to ensuring it has a safe and resilient community. It is Council's priority to minimise threat to human life, protection of the community and environment and protection of assets in the community.

In order to manage such incidents, City of Playford has established an Emergency Management Plan (EMP) and a dedicated Incident Management Team (IMT). The EMP ensures Council has a coordinated, planned response and documents the procedures, facilities and organisational roles/responsibilities required to ensure Council is capable of effectively managing and recovering from an incident. The EMP takes in account all hazards and covers all major and minor incidents such as Fire, Flood and Earthquake, to name a few. Council's Emergency Management Plan has been developed in consultation with all relevant stakeholders and will be regularly reviewed.

The IMT is comprised of capable and trained employees who have extensive business, operational and corporate knowledge and have the capacity to make strategic decisions in the best interest of the community in the event of an emergency incident. The IMT is also supported by employees in the organisation who have undertaken I-Responda Training which is based on the I-Responda Framework, designed to ensure that Council employees can participate safely and that risks to Council and Council personnel are appropriately managed in accordance with existing organisational risk management and work health and safety procedures.

General

3. General

3.1. Introduction

Emergency events can result from a variety of natural, biological, technological and other human causes. Emergencies can cause significant social and economic costs to the community including property and infrastructure damage, financial costs, indirect economic losses, loss of life, injuries, damage to ecosystems and loss of biodiversity, and social and cultural losses. The size, severity, timing, location and impacts of emergencies are difficult to predict, and the changing climate increases the uncertainty about future risks.

The Emergency Management Act 2004 defines an emergency as:

An event (whether occurring in the State, outside the State or in and outside of the State) that causes, or threatens to cause:
   a) the death of, or injury or other damage to the health of, any person; or
   b) the destruction of, damage to, any property; or
   c) a disruption to essential services or to services usually enjoyed by the community; or
   d) harm to the environment, or to flora or fauna

This is not limited to naturally occurring events (such as earthquakes, floods or storms) but would, for example, include fires, explosions, accidents, epidemics, pandemics, emissions of poisons, radiation or other hazardous agents, hi-jacks, sieges, riots, acts of terrorism or other hostilities directed by an enemy against Australia.

Emergency management arrangements in South Australia are governed by the Emergency Management Act 2004. This Act requires the State Emergency Management Committee (SEMC) to prepare and keep under review the **State Emergency Management Plan (SEMP)**. State government agencies and local governments are required to maintain effective relationships with other service and equipment owners and operators to ensure that an efficient and coordinated response can be made to any emergency.

City of Playford is actively engaged in a wide range of emergency management activities, such as land use planning, storm water maintenance, flood mitigation works, land management, fire prevention, building safety, road and traffic management and public health programs. During the course of an emergency, Council may be requested to assist emergency services to mitigate, respond to and recover from emergency events.

The SEMP identifies the following functional service areas for Council involvement:

* Agriculture and Animal Services
* Engineering
* Fire
* Flood
* Health and Medical
* State Emergency Service
* Transport

The State Emergency Management Committee reports to the Emergency Management Council (EMC) and is chaired by the Chief Executive, Department of the Premier and Cabinet. SEMC provides leadership and oversight of emergency management planning in the State. The table below highlights State Emergency Management Arrangements where an emergency event is declared:

State Emergency Management arrangements
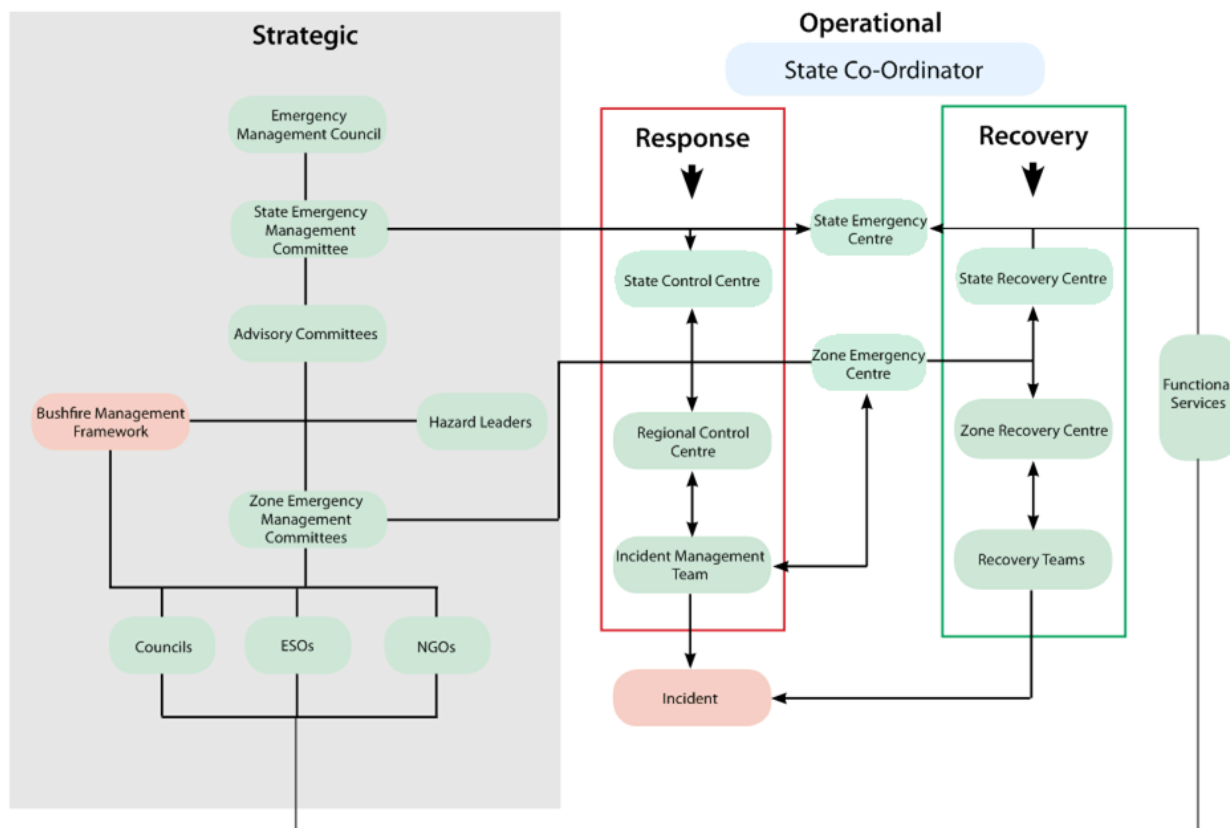
3.2. Purpose

The purpose of this plan is to establish Council's role in the event of an emergency that could occur within (or adjacent to) the boundaries of the City of Playford. The plan outlines the responsibilities and mechanisms to prevent, or if they occur, manage and recover from emergencies.

The objectives of the plan are to:

- Facilitate the protection of the community by identifying key natural and other hazards with a focus on preventing or reducing the effects of these hazards
- Contribute to the preparedness and resilience of the community
- Implement measures to prevent or reduce both the causes and effects of emergencies
- Manage arrangements for the coordination of Council resources in the assistance to emergency services

- Manage support that may be provided to or from adjoining councils
- Assist the community to recover following an emergency
- Complement other local, regional and state planning arrangements

The plan uses the following principles of emergency management known as PPRR:

Prevention – the measures taken to eliminate or reduce the severity of emergencies

Preparedness – the arrangements to ensure that, should an emergency occur, all the resources and services which are needed to cope with the effects can be efficiently mobilised and deployed

Response – the actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support

Recovery – the coordinated process of supporting affected communities in reconstruction of the built environment and the restoration of emotional, social, economic, built and natural environment wellbeing.

As indicated in the diagram below, each stage of PPRR is interlinked and all phases are highly interconnected; that is, each phase influences the other three phases, as follows:

This plan does not assume a particular incident or event, and is based on the "All Hazards" approach, as endorsed by the Emergency Management Council and Emergency Management Australia. The consequences from emergency events may be similar, regardless of the trigger for a particular event.

This plan has also been developed to deal with local minor incidents in the area, which are identical in many ways to an emergency but do not require a significant and coordinated response. Certain functions of this plan may be utilised to respond to local incidents such as flooding or major storms, depending on what stage of the event.

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3.3. Northern Adelaide Zone Emergency Management Committee (NAZEMC)

City of Playford, along with the City of Port Adelaide Enfield, City of Salisbury and City of Tea Tree Gully, is a member of the Northern Adelaide Zone Emergency Management Committee (NAZEMC). Council's representation on the NAZEMC is its direct link to the State Emergency Management Framework. The NAZEM integrate the work of government and non-government agencies, providing assurance that arrangements are in place to prevent and/or mitigate, prepare for, respond to and recover from emergencies.

The NAZEMC is responsible for planning to support the *SEMP* and will take into account regional issues, the nature and level of risk to the zone and local resources available to deal with the risk.

NAZEMC works within a Zone Emergency Risk Management Framework to identify, analyse and evaluate emergency risks that could impact the zone. They also identify and evaluate treatment options and develop a Zone Emergency Management Plan (ZEMP) to address residual risk (encompassing all relevant hazards).

Definitions

4.   Definitions

For the purpose of this plan the following definitions will apply:

Command	The direction of members and resources of an organisation in the performance of the organisations roles and tasks (SEMP[1]).
Community	A group of people with a commonality of association and generally defined by location, shared experience or function (EMA [2]).
Control	The overall direction of emergency management activities in an emergency event. Authority for control carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation.
Control Agency	The agency assigned the function in the State Emergency Management Plan of exercising control of persons and agencies involved in response operations relating to an emergency. (EM Act 2004[3]) as below: Subject to subsection (2), the control agency in relation to an emergency will be determined as follows: If, under an Act or law or the State Emergency Management Plan, a particular person or agency is assigned the function of exercising control of persons and agencies involved in response operations relating to such an emergency then that person or agency is the control agency for that emergency. Despite any other Act or law, where the senior police officer involved in response operations in relation to an emergency forms a reasonable suspicion that the emergency has resulted from, or is related to, a terrorist act, South Australia Police will be the control agency in relation to the emergency. The control agency for emergencies in SA will be determined by legislation and/or in the SEMP.
Coordination	The bringing together of organisations and elements to ensure an effective response and recovery operations.
Coordinating Agency	The South Australia Police will be the co-ordinating agency for all emergencies.

Critical infrastructure	Critical infrastructure includes those services, physical facilities, supply chains, information technologies and communication networks that, if destroyed, degraded or rendered unavailable for an extended period, would significantly impact on the social or economic well-being of the community. These infrastructures include: a) Telecommunications b) Electrical power systems c) Gas and oil storage and transportation d) Banking and finance e) Transportation f) Water supply systems. (and sewerage) (adapted from Critical Infrastructure Advisory Council (CIAC).
Consequence	The outcome of an event expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. There may be a range of possible outcomes associated with an event. (In emergency risk management - the outcome of an event or situation expressed qualitatively or quantitatively. In the emergency risk management context consequences are generally described as the effects on people, property, essential services, the environment and the economy.
Disaster	A catastrophic event that severely disrupts the fabric of a community which is beyond the day-to-day capacity of emergency services and other organisations and requires the intervention of the various levels of government to return the community to normality.
Emergency	Means an event that causes, or threatens to cause– a) the death of, or injury or other damage to the health of, any person; or b) the destruction of, or damage to, any property; or c) a disruption to essential services or to services usually enjoyed by the community; or d) harm to the environment, or to flora or fauna. An event, actual, or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
Emergency risk management	A systematic process that produces a range of measures which contribute to the wellbeing of communities and the environment
Environment	Conditions or influences comprising social, physical and built elements which surround and interact with the community
Event	Occurrence of a particular set of circumstances
Likelihood	In community emergency risk management describes the probability or frequency of harmful consequences occurring

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Hazard	A potential or existing condition that may cause harm to people or damage to property or the environment
Incident	An emergency event or series of events which requires a response from one or more of the statutory response agencies
I-Responda Framework	I-Responda Framework is a framework which has been developed by the Local Government Association, South Australia to assist Councils in the planning and implementation of their response to emergency incidents.
Mitigation	Measures taken in advance of, or after, a disaster aimed at decreasing or eliminating its impact on society and environment.
Recovery	Measures taken during and/or after an emergency to assist the re-establishment of the normal pattern of life of individuals, families and communities affected by the emergency and includes- a) the restoration of essential facilities and services; and b) the restoration of other facilities and services necessary for the normal functioning of a community; and c) the provision of material and personal needs; and d) the provisions of means of emotional support (from Glossary of SEMP) This involves a broad spectrum of services including public and environmental health, hospitals and health services, social and financial services and a range of engineering or public works services. This work will commence as quickly as practicable and will focus on restoring essential services and public confidence.
Relief	The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency. It includes the establishment, management and provision of services to emergency relief or recovery centres
Residential	Residential means houses which can be in the form of a Single Unit, Multiple Unit, Home Unit, Flat, Private Hotel or Boarding house, Hostel and or Institutional Residential Accommodation Rural Residential (House with Primary Production) Rural Residential – House with Primary Production is a house with may contain agriculture, livestock, horticulture, mixed farming, market garden, plant nursery, forestry and or poultry.
Rural Residential (House without Primary Production)	Rural Residential – House without Primary Production is a house without Primary Production e.g. a house without agriculture, livestock, horticulture, mixed farming, market garden, plant nursery, forestry and or poultry.
Residual risk	The risk remaining after implementation of risk treatment

Resilience	A measure of how quickly a system recovers from the impact of an emergency event
Response	Activities that combat the adverse effects of the event, provide emergency assistance for casualties, and help reduce further injury or damage and facilitate effective recovery operations for and in the local community
Response Operations	Response operations means any measures taken during an emergency to protect life or property or to otherwise respond to the emergency
Risk	A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment. Risk may be positive or negative but is usually considered adverse in the case of natural hazards. Risk is a function of hazard, exposure and vulnerability.
Risk treatment	The process of developing, selecting and implementing measures to modify risk. The State uses the comprehensive approach which recognises four types of activities, prevention, preparedness, response and recovery.
Zone	A Zone is a geographical area that is based upon government uniform regional boundaries consistent across Local Government and Emergency Services. These boundaries are made up of a number of Local Government Areas combined.

Regional Profile

5.   Regional Profile

5.1.   Area description

City of Playford is located in Adelaide's outer northern suburbs, about 30 kilometres from the Adelaide
CBD. City of Playford is bounded by the District Council of Mallala area, the Light Regional Council area,
the Town of Gawler, the Barossa Council area in the north, the Adelaide Hills Council area in the east, the
Cities of Salisbury and Tea Tree Gully in the south and Gulf St Vincent in the west.

City of Playford is a growing urban area, with some industrial and commercial areas. The City
encompasses a total land area of 346 square kilometres. Rural land is located mainly in the east and west,
and is used largely for market gardens, orchards, vineyards, horse studs and hobby farms.

European settlement dates from 1847, with several townships established in the 1850s. Land was used
mainly for wheat farming and hay growing. Significant development did not occur until the post-war
years, when the South Australian government established a new satellite settlement at Elizabeth. The
growth of Elizabeth was associated with substantial industrial expansion and considerable European
migration. Rapid growth took place in and around Elizabeth during the late 1950s and 1960s. From the
1970s growth took place in the suburbs surrounding Elizabeth. The population of the City increased from
nearly 61,000 in 1991 to nearly 79,000 in 2011. Much of the growth in the last two decades has been in
Andrews Farm, Blakeview, Craigmore and Hillbank, and more recently in Munno Para and Munno Para
West.

Today, City of Playford is often referred to as the CBD of the North and is becoming a vibrant and
prosperous place. It is home to a diverse community that can take advantage of numerous activities
and amenities, from wine tasting in the hills, visiting townships, shopping at one of the major shopping
centres, to enjoying quality parks and reserves, using outstanding community facilities such as the
Aquadome.

As one of the State's fastest growing areas, City of Playford is at the forefront of the strong growth
that South Australia is experiencing. The local economy is diversifying and is now home to a myriad
of industries, with a focus on local jobs for local people. Urban regeneration projects as well as new
residential developments are continuing to enhance the population and appearance of the area.

City of Playford comprises the following suburbs and is serviced by the Northern Expressway, Main North
Road, Port Wakefield Road and the Gawler railway line:

Andrews Farm	Elizabeth Park (part)	Port Gawler (part)
Angle Vale	Elizabeth South	Sampson Flat
Bibaringa	Elizabeth Vale (part)	Smithfield
Blakeview	Evanston Park	Smithfield Plains
Buckland Park	Gould Creek (part)	St Kilda (part)
Craigmore	Hillbank	Uleybury (part)
Craigmore	Hillier (part)	Virginia
Davoren Park	Humbug Scrub (part)	Waterloo Corner (part)
Edinburgh North	Macdonald Park	Yattalunga
Elizabeth	Munno Para Downs	
Elizabeth Downs	Munno Para West	**Refer to Appendix 9.4.1 for a**
Elizabeth East	One Tree Hill	**boundary map of the City of**
Elizabeth Grove	Penfield	**Playford.**
Elizabeth North	Penfield Gardens	

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5.2. Community description

Population	85,069 (Estimated Residential Population, 2013)
Age	0 to 17 years – 27.6 per cent 18 to 34 years – 24.7 per cent 35 to 49 years – 20.2 per cent 50 to 59 years – 11.3 per cent Over 60 years – 16.1 per cent Analysis of the service age groups of City of Playford in 2011 compared to Greater Adelaide shows that there was a higher proportion of people in the younger age groups (0 to 17 years) and a lower proportion of people in the older age groups (60+ years).
Language	86.1 per cent speak only English at home 9.4 per cent speak a non-English language at home (dominant language – Italian)
Mobility	6.6 per cent of population reported needing assistance with core activities (self-care, body movements and/or communication)
Socio-economic status	Education 30.9 per cent hold educational qualifications 58.1 per cent no qualifications Income 4.1 per cent - high income ($1500 or more p/w) 42.6 per cent - low income (less than $400/week) Employment Labour Force – 30,590 (2011), 90.5 per cent of labour force employed • 36 per cent part-time • 62 per cent full-time

Source of data: City of Playford Community Profile (profile.id – 2011, 2006, 2001, 1996 and 1991 Censuses of Population and Housing)
Topography figures sourced from State Valuation Office

5.3. Community capacity

The community has a strong social structure with a large number of active Service Clubs in the area (e.g. Lions, Rotary, Scouts, Girl Guides, Legion Cadets) as well as several church and volunteer groups. The area is well serviced by emergency services groups with the State Emergency Service (SES) and Country Fire Service (CFS) locally based. Lyell McEwin Hospital and the GP Plus Super Clinic are the two major public medical facilities in the area. In addition, there are a number of other public and private hospitals located in neighbouring council areas.

Most households within the City of Playford have their own transport (68.2 per cent of the population owns at least one car) which makes them largely self-reliant.

The area has a larger population of younger age groups and a lower proportion of people in the older age groups (60+ years) compared to Greater Adelaide.

Council owned buildings including community centres and sporting facilities are located throughout the Council area which may be used in an emergency event (e.g. for emergency relief centres).

Council has prior experience relating to emergency events such as bush fire, severe storms and localised flooding. Many public educational campaigns regarding preparing for emergencies have been implemented by other levels of government. Information is readily available on Council's website, as well as other Agencies websites. Up to 68 per cent of local households have an Internet connection and free internet access is also available at Councils libraries for those with a library card, however, Internet connectivity can be affected by availability of connection, education, household income and age structure.

5.4.   Vulnerable groups

Council recognises that particular groups within the community experience disadvantage of some form. Provision will be made for specific support to these vulnerable groups to ensure that relevant information is provided in a clear, fair and accessible manner.

Council has identified the following most vulnerable groups:

5.4.1. Aged persons

City of Playford has 16.1 per cent of its population aged 60 years or more (2011 Census) which represents 12,749 people. Population projections for the City show a marked aging of the population over the next thirty years which is broadly consistent with national trends.

5.4.2. Children

The 2011 Census data shows that 27.6 per cent of the population is aged 0 -17 years which represents approximately 21,841 people. Council's Immunisation Team has access to contact information for schools and kindergartens within the City.

5.4.3. Culturally and Linguistically Diverse (CALD) persons

City of Playford has a Culturally and Linguistically Diverse (CALD) population of 7.4 per cent (persons of a non-English speaking background) and 2.2 per cent speak another language, and English not well or not at all. Organisations that represent CALD interests have been established throughout the State, such as the Multicultural Communities Council of SA.

5.4.4. People with disabilities

There is no specific data available relating to disability rates for the City of Playford. The Survey of Disability, Ageing and Carers (2009) conducted by the Australian Bureau of Statistics provides general data at a State level. This survey indicates that disability caused by physical conditions dropped from 20 per cent to 17.5 per cent in South Australia. 23.9 per cent of South Australians have some form of mild to profound disability.

6.6 per cent of the Playford population have reported needing assistance with core activities (self-care,

Prevention

body movements or communication).

6.   Prevention

6.1.   General

Prevention efforts are attempts to prevent hazards from developing into emergencies or to reduce the effects of emergencies, and to increase the resilience of the community.

Council undertakes many activities that contribute to emergency prevention strategies, including:

- Land use planning
- Public health programs (e.g. immunisation)
- Fire prevention/flammable fuel reduction
- Land management
- Tree management

- Road and traffic management
- Stormwater maintenance
- Weed/pest control
- Building safety
- Flood Mitigation

6.2.   Legislation

All state emergencies are governed under the Emergency Management Act 2004.

The Emergency Management Act 2004 has a requirement for a State Emergency Management Plan (SEMP). The SEMP details the responsibilities and strategies of the State Government to manage significant State emergencies.

The SEMP identifies Hazard Leaders and Control Agencies who are responsible for planning and responding in an emergency. (Refer to Appendices 10.1)

City of Playford are not the lead agency to respond in a large scale emergency, however do play a support role for a range of natural emergencies such as flood, fire and severe storms. City of Playford may take the lead role in the event of a localised incident e.g. impacts from severe weather.

6.3.   Development control (building and land use)

Council has a statutory responsibility to comply with legislation for both land use strategies and minimum standards of building construction. Responsible land use planning can reduce the likelihood of hazards impacting the community. Building standards can mitigate the loss of life, as well as damage to and/or destruction of property and infrastructure.

There is no guarantee that the design conditions will not be exceeded during the lifetime of the structure.

6.4.   Insurance

Council is adequately insured by the Local Government Association Mutual Liability Scheme and Local Government Association Asset Mutual Fund.

Council's current insurance arrangements provide cover for all Council owned buildings, contents and playgrounds, however, the insurance does not cover infrastructure such as roads, storm water systems, traffic lights and signage.

6.5. Emergency Management Website

Council's website includes general information regarding emergency management, such as preparing for an emergency, fire prevention and links to other sources of information.

Council has established a dedicated secure emergency management website that is hosted on external servers so it can be accessed regardless of the condition of Council's Playford Operations Centre or Civic Centre building. The website is password protected and is only accessible to Council staff and relevant external agencies. This site provides more detail regarding Council's emergency management arrangements including plans, maps and contact lists. The website can be found at **playford.sa.gov.au/emergency**

6.6. Supporting Documents

Council has a number of supporting plans, policies and procedures that form part of its emergency prevention strategies as seen below:

- Community Emergency Management Policy (formerly Community Risk Management Policy)
- Assistance During Emergency Events Policy
- Shift Handover – Emergency Events Procedure
- WHS Inclement Weather Procedure
- WHS Workplace Emergency Management Policy
- City of Playford Leave and Absences Policy
- City of Playford Business Continuity Plan
- City of Playford Risk Management Framework
- Playford Community Vision 2043
- Media Crisis Management Policy
- Strategic Plan – Five Year Plan
- After Hours Response Policy

6.7. Community education and information

Council recognises the importance of ensuring the community is aware of ways of mitigating the adverse effects of emergency events. Council's website provides some information to the community regarding emergency prevention, preparedness and recovery.

Council will investigate appropriate methods of further enhancing the community's awareness and resilience in relation to emergency management.

6.8. Risk management

6.8.1. Risk Management Strategies

This plan has been developed with consideration of the following principles and methodology:

AS/NZS ISO 31000:2009 Risk Management Standard

This standard provides an established framework for managing risks by:

- Establishing the context
- Identification of risk
- Analysis of risk
- Evaluation of risk
- Treatment of risk

The diagram below provides a representation of the relationships between the risk management principles, framework and process.
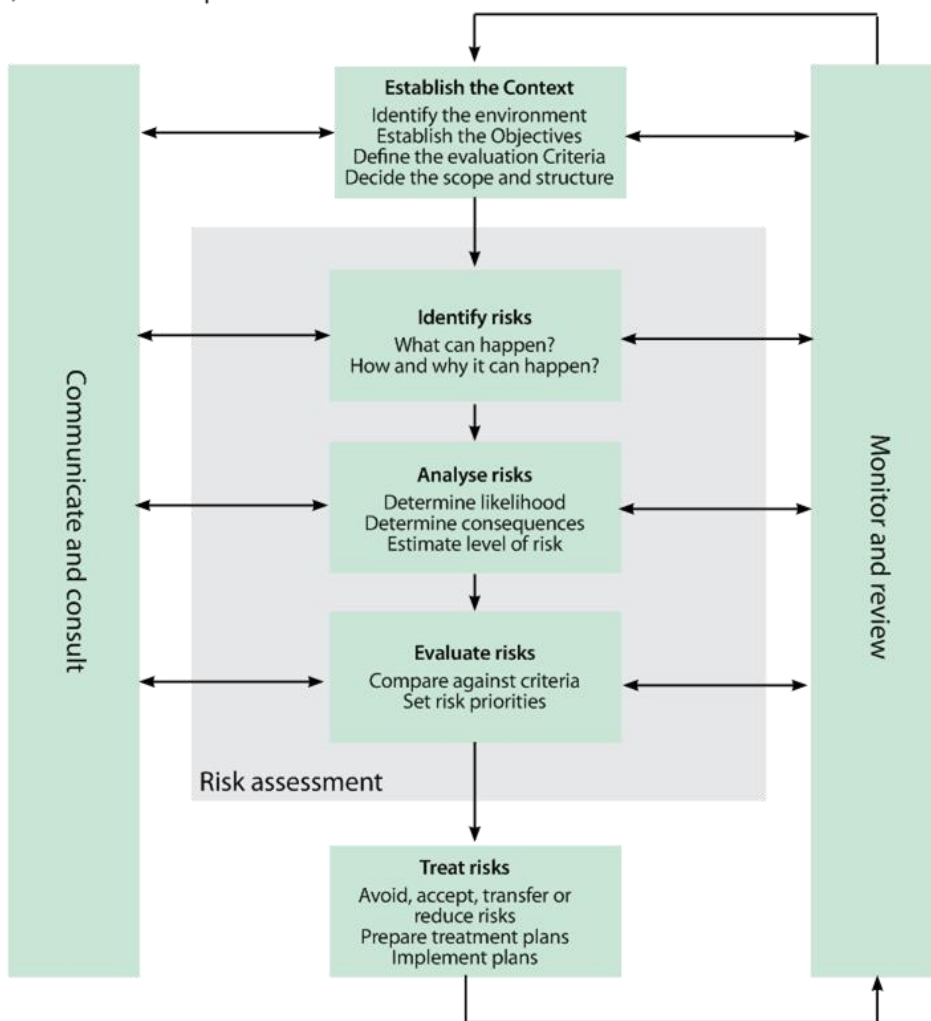
Diagram sourced from the National Emergency Risk Assessment Guidelines
National Emergency Risk Assessment Guidelines (NERAG)

The National Emergency Risk Assessment Guidelines (NERAG) provides a contextualised emergency risk assessment methodology consistent with *AS/NZS ISO 31000*. This method has been developed for assessing emergency risks arising from any hazard and can be applied at local, regional, state/territory and national levels. NERAG focuses on the "all hazards" approach.

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Emergency Risk Management

Emergency Risk Management (ERM) is a process which involves dealing with risks to the community arising from emergency events. It is a systematic method for identifying, analysing, evaluating and treating emergency risks.

Risk treatments include prevention and preparedness as well as provision for response and recovery should an emergency occur. Council is a key stakeholder in the ERM process because it is usually the first level of support for communities in emergencies.

The ERM process can improve outcomes by:

- Establishing a decision-making process
- Focusing on the opportunities to reduce or manage the risk – rather than on the response to emergencies that may result from the risk
- Engaging a wide range of individuals and communities
- Promoting partnerships and enhancement of relationships
- Fostering resource sharing and mutual aid agreements
- Providing auditable and credible means of reducing risk
- Using a language that is common to decision-making in both the public and private sectors.

(Source: "Emergency Risk Management Applications Guide – Manual 5" – Emergency Management Australia, Commonwealth of Australia)

6.8.2. Risk Assessments

The NAZEMC has identified zone hazards/risks and undertaken risk assessments using the NERAG methodology. Council will use this information as a basis for local risk assessments. Details of each risk assessment and treatment options will be maintained on Council's secure emergency management website. Council will also communicate risks to the community as appropriate.

Risks will be identified by analysing the:

- Pattern of past occurrences
- Likelihood of future occurrences
- Factors which contribute to the hazard

Risk assessments will be reviewed on a regular basis. This will enable the development of risk mitigation strategies that enhance community safety and security within the City of Playford.

Preparedness

7.   Preparedness

7.1.   General

Preparedness is activities that establish arrangements and plans to ensure that, should an emergency occur, the resources and services which are needed to cope with the effects can be efficiently coordinated. The development of this plan contributes to Council's emergency preparedness.

7.2.   Control and Coordination

The Control Agency for emergencies in South Australia will be determined by legislation and/or identified in the **State Emergency Management Plan** *(s20(1)(a))*. The type of emergency will determine the responding Control Agency.

The South Australia Police is the Coordinating Agency for all emergencies unless otherwise identified in the **State Emergency Management Plan** *(s19(1)(2))*.

7.3.   Incident Management Team (IMT)

Council have an established IMT to manage peak demand situations that may arise in an emergency situation. In order to carry out its emergency management functions, the IMT consists of:

IMT Member Role	Primary Contact	Secondary Contact	Third Contact
Incident Management Commander	Practice Manager Corporate Consulting	Practice Manager City Operations	General Manager City Services
Media Liaison Service	Coordinator Marketing	Media and Marketing Officer	Nil
Planning Officer	Practice Manager Corporate Consulting	Service Coordinator WHS & Risk	Risk Officer
Operations Officer	Service Coordinator	Seasonal Cyclic A	Service Coordinator Precinct Maintenance (Rural) Service Coordinator Precinct Maintenance (Urban)
Logistics Officer	Practice Manager Asset Operations	Service Coordinator, Operations	Service Coordinator Seasonal Cyclic A
Safety Advisor	Service Coordinator, Risk & WHS	WHS Officer	Case Officer – Safety, Rehabilitation and Welfare

Council will also establish an Agency Liaison Officer in some cases where there is a need in large emergency incidents. The Agency Liaison Officer will act as a link between State Emergency Services and local Councils. This position could be an employee from any other Council involved in the emergency incident if required.

Other Council staff will be appointed to assist the above IMT members to fulfil their roles in relation to this plan as per the Employee Emergency Response Support Register.

It is noted that Council is not assigned with taking a lead role under the **State Emergency Management Plan (SEMP)**. The role of the IMT is to coordinate assistance to the designated agencies specified in the *SEMP*. If requested, the IMT will convene to determine if a trigger point has been reached for enacting Council's emergency response arrangements.

Following activation, the IMT will immediately liaise with relevant staff and establish an Emergency Operations Centre at Playford Operations Centre with backup arrangements at its Civic Centre. Where an emergency event occurs in a remote location the IMT will select a suitable location to operate from.

The IMT will be responsible for establishing and maintaining contact with relevant agencies during the course of the emergency event and maintaining records of events, employee shift management and safety and expenditure. The IMT will facilitate the process of gathering data and intelligence to determine the magnitude and nature of the emergency and gain initial estimates of damage and consequences.

The IMT are authorised to offer facilities, equipment, personnel, procedures and communications in accordance with the requirements for local government as outlined in the *SEMP*.

The IMT will be required to undertake a practice scenario annually to ensure they are equipped when an emergency event arises. Practice scenarios will be facilitated by the Risk and WHS team.

During an emergency local Councils support emergency services by providing vital resources and local knowledge of vulnerable communities, property and infrastructure. The structure below indicates State Responsibility and how City of Playford will respond in an Emergency from a Council perspective. The scale of the Incident Management System can adjust to the scale of the emergency. In the recovery phase, it will transition into a structure which integrates with the State Recovery Office.
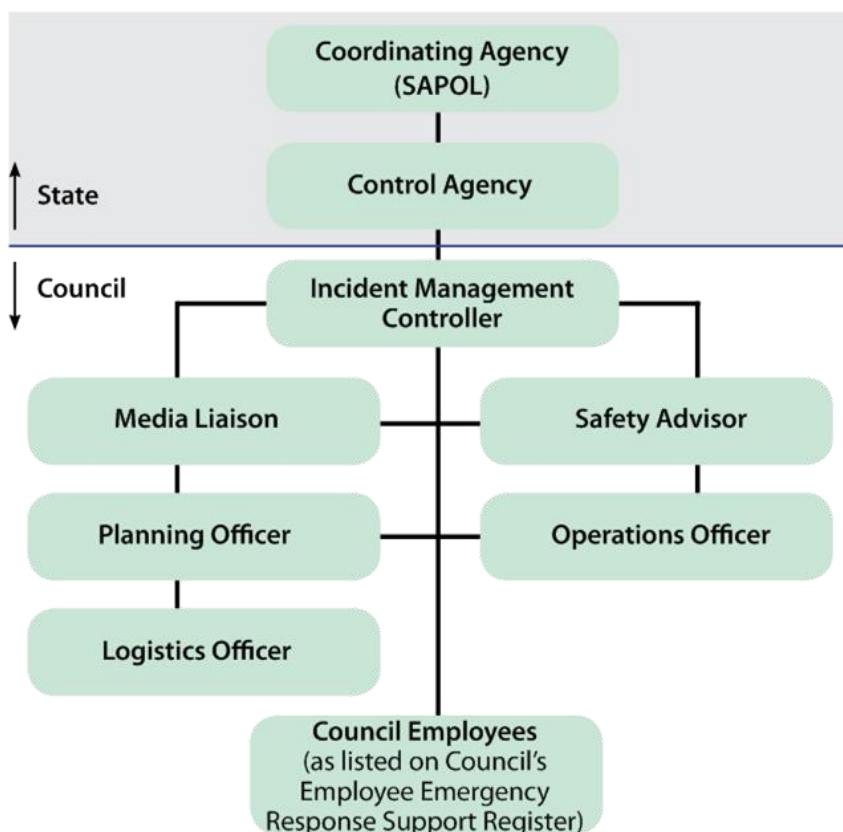
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7.4. Assistance During Emergency Events Policy

Council will adopt an Assistance During Emergency Events Policy which establishes Council's position in regards to the provision of Council personnel and equipment to emergency services organisations and Councils during emergency situations.

Council plant and equipment deployed to emergency services agencies and or other Councils will be maintained by Council in accordance with established procedures and schedules. Council will provide appropriately qualified staff to operate equipment where necessary and practicable.

Council will maintain an Employee Emergency Response Support Register which lists the names of those employees who are willing, capable and trained accordingly to respond to an emergency.

The Employee Emergency Response Support Register will be located on Councils secure emergency management website.

Response

8.   Response

8.1.   General

Response is the activation of preparedness arrangement and plans, to put in place effective measures to deal with emergencies if and when they occur.

Council is often the first agency to be called to respond to a local incident. However, other agencies will become involved if the incident escalates or becomes a broader emergency. As multiple agencies become involved, Council needs to adapt to changes in command and control structures.

8.2.   Emergency Operations Centre (EOC)

Council will activate an Emergency Operations Centre (EOC) to coordinate resources for response and recovery operations in an emergency.

Primary site	Secondary site
Playford Operations Centre 12 Bishopstone Road, Davoren Park Ph: (08) 8256 0333	Civic Centre 10 Playford Boulevard, Elizabeth Ph: (08) 8256 0555

Council's Playford Operations Centre has been nominated as the primary site for the EOC with Council's Civic Centre as a secondary site if needed. The Playford Operations Centre is equipped with meeting rooms, maps, and data and communications facilities to provide a base for emergency response coordination.

If, for any reason, both of the above sites become unserviceable an alternative site will be nominated by the relevant IMT member.

The EOC may also be activated in support of a neighbouring Council.

8.2.1. Operational Functions

The main operational functions of the EOC may include, but are not limited to:

•   Coordinate and deploy resources to assist response and recovery
•   Coordinate the provision of additional material and logistic resources required to support operations
•   Collect, process, interpret and disseminate information and intelligence
•   Provide communications facilities
•   Process requests for assistance from Control Agencies
•   Carry out any other directions issues by the IMT.

8.2.2. Communications

Subject to the particular emergency, several types of communication systems may be utilised:

•	**Telephone**	**public telephone network**
		mobile phone network
		satellite phone network
•	**Facsimile**	**public telephone network**
•	**Two-way Radio**	**existing private/public network**
•	**Email**	**Internet network**

When a Local or State Emergency is imminent a Group Short Message Service (SMS) will be sent to the Incident Management Team (IMT) and Council staff who have been identified as advisors notifying them to be on standby.

8.2.3. Staffing

The EOC will be staffed by Council employees with appropriate skills and training. If this arrangement becomes unfeasible (e.g. in a long-term emergency event), Council volunteers may be utilised to staff the centre.

Rostering of all personnel for duty in the EOC will be determined by the relevant IMT member, in accordance with appropriate Work Health and Safety conditions.

8.2.4. Security

The EOC will be a secured area with access controlled and restricted to required personnel.

8.2.5. Logistics Support

Wherever possible, normal Council purchasing procedures are to be used for the acquisition and supply of goods and services.

Council has a limited supply of personnel, equipment and materials. Provision of such resources will be coordinated by the Incident Management Controller (IMT member). Council's material store is located at the Playford Operations Centre (12 Bishopstone Road, Davoren Park).

The Planning Officer (member of the IMT) is responsible for ensuring staff involved in emergency operations are appropriately supported (breaks, catering etc).

A timesheet for Emergency Response Employees is available for council staff to view on Council's Secure Emergency Management website.

8.2.6. Incident Journals

Incident journals will be utilised to ensure records are maintained in an accurate and consistent manner. Journals will be used to record such information as:
- Personnel details (name, position etc)
- Shift details (start, finish and changeover time)

- Any instructions received and/or given (internally and externally)
- Any decisions made and the reasoning behind decisions
- Actions taken
- Phone calls and records of conversation
- Meetings
- Finance related information (expenditure, purchasing etc)
- Messages for shift changeover
- Forward planning.

A journal will be activated by the Incident Commander and will be in active until the conclusion of the incident determined by the Incident Commander.

A template of the Incident Journal is available for viewing on Council's secure emergency management website and the incident along with relevant documentation will be listed on Council's secure emergency management website following the emergency.

8.2.7. Emergency Relief Centres

An emergency relief centre is a building or place established to provide essential needs to persons affected by an emergency. Emergency relief centres consider the specific needs of children, youth, seniors, people with additional needs and CALD community members in the layout, design and services provided.

Emergency relief centres are established on a temporary basis to cope with the immediate needs of those affected during the initial response to the emergency and do not imply any longer-term use of facilities as a location for recovery services.

Functions that might be provided at emergency relief centres include:
- catering (food and water) as provided by relevant service clubs
- material aid – immediate needs
- information about and services for financial assistance and accommodation
- legal services
- animal welfare

If an Emergency is declared by the State Emergency Committee (SEC) for any hazard the Department for Communities and Social Inclusion, Housing SA division is the lead agency for the Emergency Relief Functional Service. It may be supported by other agencies including Centrelink, Lions International, Pastoral Ministry Services, Rotary International, Australian Red Cross, Insurance Council of Australia and Primary Industries.

Housing SA establishes Emergency Relief Centres to provide short term shelter, information and personal support services such as food, financial assistance and emergency accommodation. Other agencies contribute services such as basic first aid, interpreter services and companion animal care. The Emergency Relief Functional Service also reaches out to the community through home visits and the dissemination of information on the wide range of psycho-social relief and recovery services.

Where it is identified or deemed necessary and Council is the Control Agency, the Incident Commander will operate the Emergency Relief Centre with support from the IMT and other Council staff e.g. minor local floods which may have an impact on the community where the SES is not the control agency.

Council will identify a list of appropriate emergency relief centre sites. These sites should be documented and communicated to the NAZEMC and SES.

When selecting potential emergency relief centre sites it is important to consider a range of factors when checking a site's suitability, including:

- capacity – both for day usage and potential overnight accommodation
- location relative to current and anticipated population concentrations in the municipal council
- having sufficient distance from potential risks or threats to the site and its surrounding area (for example in a flood situation do not select a site close to a river)
- normal usage and availability
- contractual or lease arrangements for the site (particularly for sites that are not owned or run by the council) and whether they stipulate that the facility can be taken over and used as an emergency relief centre
- availability at short notice with 24-hour access
- construction of new buildings with potential to serve as an emergency relief centre.

Council will notify DCSI of possible emergency relief centres to utilise, should the need arise.

8.2.8. Emergency Relief Centre Site Assessment

Emergency relief centre sites should be assessed:
- prior to activating the facility as an Emergency Relief Centre
- annually
- after an emergency event when there are significant changes made to an existing emergency relief centre site
- when a potential new emergency relief centre is built.

When conducting a site assessment of an emergency relief centre, the following should be considered:
- visiting the site with appropriate council staff such as the site manager, or a person who has an operational knowledge of it, and an Environmental Health Officer
- using a defined set of criteria against which sites will be commonly assessed

8.3. Plan Activation

This plan may be activated by the CEO (or approved nominee) when:

a) Council has received advice from a Control Agency that an emergency has or is about to occur; or

b) Council becomes aware of an incident that has the potential to become an emergency; or

c) Council has been notified that an emergency in an adjoining area is likely to impact on the City of Playford.

The following four phases have been established to ensure an efficient and appropriate response to an emergency:

Alert

Upon receipt of the above information, relevant Council departments/staff should be alerted to ensure Council's readiness to respond if required. Some of the activities that should be considered during this phase are:

- Warning for the IMT, Chief Executive Officer, Mayor and other relevant Council officers via appropriate communication e.g. email and or group SMS
- Testing of communication arrangements
- Determine availability of key personnel
- Liaison between the IMT and the Control Agency

Standby

The IMT will be placed on standby as the threat or effects of the emergency become imminent or if the Control Agency advises that Council support may be required. During this phase, the IMT may take the following actions:

- Activate Council's Local Area Community Emergency Management Plan
- Establish communication with Control Agency to obtain relevant information
- Inform CEO , Mayor and other relevant Council officers (e.g. Customer Care and Marketing teams')
- Prepare personnel and equipment for immediate action
- Activate Council's Emergency Operations Centre with minimal staffing level

Action

This is the operational phase of the emergency where Council support is requested by the Control Agency. During this phase, the following actions may be taken:

- Activate Council's EOC to required staffing level
- Allocate tasks to the IMT
- Brief Council staff on nature of situation
- Coordinate and deploy resources requested by the Control Agency
- Initiate any actions relating to the recovery sections of this plan

Stand Down
This phase will take effect upon advice from the Control Agency that emergency operations have been scaled down and Council support is no longer required. During this phase, the following actions may be taken:

- Debrief and stand down Council personnel on completion of final tasks
- Coordinate return of any deployed Council resources
- Complete final reports and Incident Journals
- Review of emergency event and effectiveness of Council's response in relation to this plan
- Amend the plan as required.

8.4.   Administration and Finance

8.4.1. Financial Management
The cost to Councils of providing emergency-related servic services is generally unbudgeted, as the timing, nature, scale and duration of such requirements are unpredictable.

The Control Agency will generally meet its own costs associated with responding to an emergency.

Emergency recovery is an area of service delivery which may continue for months or years and can be very costly for councils. It includes recovery of the social, economic, built and natural environment of

affected communities and the restoration of the council's own assets and operations.

If Council is required to provide plant and/or equipment in response to an emergency it may incur some costs relating to:

- Staff time (the scale and nature of the emergency will determine the number and type of staff required)
- Plant and equipment
- Materials (e.g. sand or other filling material, sleepers, sandbags etc)
- Disposal of rubbish

Any expenditure in regard to the above will be separately recorded and allocated an Emergency Incident Budget Line in order to allow for the cost of this support to be readily identified. Staff will be paid in accordance with City of Playford policies and procedures and the relevant award.

Council may be able to access financial assistance if it suffers loss or damage as a result of an emergency event. For example the South Australian Local Government Disaster Fund assists councils to repair uninsurable infrastructure damaged during a natural disaster or other adverse event.

8.4.2. Record keeping

Council recognises the importance of maintaining appropriate records during an emergency event. Good record keeping practices are critical for:

- Substantiating decisions and actions
- Cost recovery/reimbursement
- Insurance purposes
- Subsequent investigations
- Litigation and court matters
- Coronial inquiries
- Risk management
- Reviewing the performance of this plan

All decisions made and actions taken during an emergency will be recorded in an incident journal to ensure consistency and accuracy of the information.

Records related to emergency events will be managed under Council's corporate records management provisions and associated legislation.

8.4.3. Elected Members

Council's CEO will be responsible for briefing the Mayor and Councillors and keeping them informed regarding emergency events.

The Media Liaison (member of IMT) will provide support to the Mayor as the Council spokesperson.

8.5. Community Information

8.5.1. Media releases/announcements

The provision of information to the public regarding an emergency is normally the responsibility of the Control Agency.

Any information released by Council will be in conjunction with key stakeholders and must be approved by the IMT and managed in accordance with Council's media policies/procedures to ensure accuracy and consistency. Council will only issue media statements that relate to the impact on the community and the actions being taken by Council. It will not comment on matters that fall within the jurisdiction of other agencies.

A media statement template is available for use and is available on council's secure emergency management website.

8.5.2. Information distribution

Council may utilise several methods of distributing information, including (but not limited to):
- Radio
- Print media
- Council's Customer Care Centre
- Council's Library
- Council's website
- Social media
- Public Notice Boards
- Local Business

Immediate use of media will be made to avoid phone congestion. Council's Customer Care Centre will direct any public calls to appropriate agencies to answer queries or distribute information.

Specific consideration will be given to people with special needs that can impair their capacity to access and appreciate the information being given (e.g. disability, language/cultural barriers). In such circumstances, the use of the Telephone Interpreter Service (or other appropriate service) may assist.

8.5.3. Public warnings

The provision of public warnings is usually the responsibility of the relevant external agency. For example, the Bureau of Meteorology is responsible for issuing severe weather warnings and the Country Fire Service (CFS) provides warnings related to fire risk.

Council's website and social media will link fire warnings as issued by the CFS during an emergency event.

8.6. Business Continuity Plan

Council has established a Business Continuity Plan (BCP) which outlines the plans and procedures to be implemented in the event of a disruption to the normal business activities of Council.

An emergency event, such as fire, flood or earthquake, may trigger the activation of Council's BCP. The BCP is published on Council's secure emergency management website.

Recovery

9. Recovery

9.1. General

Recovery is the coordinated process of supporting affected communities in the reconstruction of the built environment and the restoration of emotional, social, economic, built and natural environment wellbeing. An emergency is generally not considered over until the community has been recovered to a situation in which services are back to at least pre-emergency levels.

There is no clear delineation between response and recovery operations and immediate recovery measures are usually undertaken during the response phase.

9.2. Recovery Management

Local government is recognised as having an important community service role due to its increasing community service functions at a local level. The actual degree of Council's involvement in the recovery phase will be determined in conjunction with the Department for Communities and Social Inclusion which has a lead emergency response and recovery role.

The four main areas of recovery are:

- Social environment
- Economic environment
- Natural environment
- Built environment

Recovery involves cooperation with other agencies, levels of government, community/service organisations and the private sector to assist the community to achieve a proper and effective level of functioning following the impact of an emergency. Recovery operations include:

- Ensuring the well-being of individuals and the community (social, financial, emotional, physical)
- The restoration of critical infrastructure and services
- The rehabilitation of natural environment
- The revitalisation of the local economy

Recovery can be a traumatic time for the community and Council will generally be the first point of contact. In order to minimise these traumas, information (written and oral) needs to be available to staff to convey to the community. Information needs to be factual, timely and distributed through a range of communication channels to ensure accessibility.

9.3. Recovery functions

During an emergency, an emergency relief centre may be established to provide a central point for recovery agencies/service providers. The relief centre will be managed by a State Government agency. Other agencies/organisations such Red Cross, Salvation Army, churches, service clubs (e.g. Rotary, Lions), along with Council, may be involved in the provision of community services during the recovery phase. Services may include temporary accommodation, counselling, personal support and financial assistance.

Council may be requested to provide facilities for the establishment of emergency relief centres. Facilities will need to be considered fit for purpose as identified by the recovery lead agency (e.g. the John McVeity Centre and Northern Sound System have suitable space and amenities). In these circumstances, Council would not be responsible for the management of the emergency relief centre as this role would be undertaken by the recovery lead agency.

As soon as the need for coordinated recovery resources is identified, they must be planned. The IMT will meet as soon as practicable following an emergency to determine the need for special arrangements and immediate recovery requirements, in conjunction with the recovery lead agency.

9.4.   Volunteer Management

City of Playford recognises the vital role that volunteers can play in an emergency such as providing access to community resources and local knowledge, and providing a link in the information chain between Council, emergency services agencies and the community. Council also recognises the importance of effectively managing volunteers in order to ensure a coordinated and uniform approach. Poor management of volunteers can add confusion and create unnecessary work for agencies.

The types of volunteers commonly involved following emergency events are:

- Formal response volunteers - well organised and trained volunteers that respond in formal roles. The main volunteer agencies are the CFS, SES and Red Cross.
- Council volunteers - volunteers that are registered with Council and contribute to the provision of services to the community on an on-going basis in a wide range of areas (e.g. library services, youth services, aged care, community centres, transport etc).
- Specialist volunteers - volunteers that are affiliated to and registered by specialist public and private organisations (e.g. Lions, Rotary Scouts, Girl Guides, Legion Cadets)

Spontaneous volunteers - people who are not affiliated to or registered with any organisation but are motivated to assist in times of trouble, in particular following emergency events. Spontaneous Volunteers can register on the Volunteeringsa-nt website at **volunteeringsa.org.au**

9.4.1. Council Volunteers

Council has a large number of registered volunteers that contribute to the delivery of services in the local community using their local knowledge and a range of skills and abilities. These skills may be directly relevant or transferable to volunteer tasks commonly needed at a relief centre. Council volunteers are managed in accordance with Council's *Volunteer Management Policy* and associated procedures.

Council maintains a database of its registered volunteers which will allow volunteer staff to be appropriately matched to recovery tasks depending on their skills, knowledge and other relevant qualifications.

9.5.   Donated Goods and Fundraising

It is important to manage the desire of many community groups and organisations to undertake fundraising ventures. The State Emergency Relief Fund Committee administers the fund established

under the *Emergency Management Act 2004*. The Red Cross usually manages the "front end" of any fundraising and it is generally accepted that the less fundraising "fronts" the better. Ad-hoc fundraising can cause major logistical problems of dealing with inappropriate and unwanted goods. Cash donations are often preferred in order to help stimulate the local economy.

The **National Guidelines for Managing Donated Goods** (Australian Government) enables all levels of government, corporate and non-government sectors, communities and individuals to more effectively address the needs of disaster affected people.

9.6. Debrief

As soon as practicable after an emergency operation, the IMT will conduct a general combined operational debrief to include representatives from each involved Council department and any other external agency involved as the IMT considers appropriate. This debrief may result in a review of this plan.

Appendices

10.   Appendices

10.1.   Hazard Leaders and Control Agencies

HAZARD LEADERS

Hazard	Hazard Leader
Animal and plant disease	Primary Industries and Regions South Australia (PIRSA)
Earthquake	Department of Planning, Transport and Infrastructure (DPTI)
Escape of hazardous materials	Safe Work SA
Extreme weather	South Australian State Emergency Service (SES)
Flood	Department of Environment, Water and Natural Resources (DEWNR)
Human disease	SA Health
Riverbank collapse	Department of Environment, Water and Natural Resources (DEWNR)
Rural fire	South Australian Country Fire Service (SACFS)
Terrorism	South Australian Police (SAPOL)
Urban fire	South Australian Metropolitan Fire Service (SAMFS)

CONTROL AGENCIES

Type of Emergency Incident	Control Agency
Aircraft accident	South Australian Police (SAPOL)
Animal, plant & marine disease	Primary Industries and Regions South Australia (PIRSA)
Bomb threat	South Australian Police (SAPOL)
Earthquake	South Australian Police (SAPOL)
Fire (rural and metro)	South Australian Country Fire Service (SACFS) or South Australian Metropolitan Fire Service (SAMFS)
Flood	South Australian State Emergency Service (SES)
Food/drinking water contamination	SA Health
Information and communication technology (ICT) failure	Department of Planning, Transport and Infrastructure (DPTI)
Fuel, gas and electricity shortages	Department of Planning, Transport and Infrastructure (DPTI)
Hazardous or dangerous materials emergencies	South Australian Country Fire Service (SACFS) or South Australian Metropolitan Fire Service (SAMFS)
Siege/hostage	South Australian Police (SAPOL)
Human epidemic	SA Health
Marine transport accidents	South Australian Police (SAPOL)

Oil spills – marine & inland waters	Department of Planning, Transport and Infrastructure (DPTI)
Rail accident	South Australian Police (SAPOL)
Riverbank collapse	South Australian Police (SAPOL)
Road / transport accident	South Australian Police (SAPOL)
Search and rescue – land and sea	South Australian Police (SAPOL)
Search and rescue – structure (USAR)	South Australian Country Fire Service (SACFS) or South Australian Metropolitan Fire Service (SAMFS)
Severe weather	South Australian State Emergency Service (SES)
Terrorist incident	South Australian Police (SAPOL)

10.2. Incident Management Team (IMT) Position Descriptions

10.2.1. Incident Commander

Responsible Positions
Practice Manager Corporate Consulting, Practice Manager City Operations, General Manager, City Operations

Responsibilities
- Activate Incident Management Team, Emergency Operations Centre and Emergency Management Plan
- Activate the Incident Journal
- Initiate planning meeting and confirm roles/responsibilities
- Liaise with Control Agencies regarding requests for Council resources
- Update and brief the CEO on the situation
- Act as principal communication point for Council
- Schedule debriefing and evaluation processes.
- Approve deployment of Council support/resources
- Oversee the financial records relating to the emergency and making reimbursement claims.

10.2.2. Planning Officer

Responsible Positions
Practice Manager Corporate Consulting, Service Coordinator Risk & WHS, Risk Officer

Responsibilities
- Support the Incident Commander to activate the Incident Management Team, Emergency Operations Centre and Emergency Management Plan
- Liaise with other IMT members and/or Coordinator to determine whether incident requires activation of Council's Emergency Management Plan
- Technical management of the incident from a Council resource perspective
- Assess situation, identify risks and determine priorities (in conjunction with Incident Commander)
- Prepare and distribute plans and strategies
- Assess requests for resources from external agencies
- Consult with the Incident Commander to commit personnel, finances and resources to the management of the incident
- Collect and maintain resource information

- Manage demobilisation of Council resources when appropriate
- Work with the Incident Commander regarding any issues related to staff morale and welfare
- Ensure all aspects of Shift Management changeover including record of staff hours and ensuring staff are appropriately supported (e.g. breaks, catering etc)
- Ensure Incident Journals have been activated in conjunction with the Incident Commander
- Ensure appropriate records are maintained in regard to expenditure relating to the incident

10.2.3. Operations Officer

Position Descriptions
Service Coordinator Seasonal Cyclic B
Service Coordinator Precinct Maintenance (Rural)
Service Coordinator Precinct Maintenance (Urban)

Responsibilities
- Support the Incident Commander to activate the Incident Management Team, Emergency Operations Centre and Emergency Management Plan
- Coordination of deployment of Council support/resources in conjunction with Incident Commander Liaise with other IMT members and/or Coordinator to determine whether incident requires activation of Council's Emergency Management Plan
- Assess situation, identify risks and determine priorities (in conjunction with Incident Commander)
- Liaise and coordinate with Control Agencies regarding requests for Council resources
- Assess requests for resources from external agencies
- Consult with the Incident Commander to commit personnel, finances and resources to the management of the incident
- Coordinate and approve deployment of Council support/resources, in conjunction with Incident Commander
- Collect and maintain resource information
- Provide operational instructions at team shift handovers and other times as appropriate
- Advise IMT of stand down (in conjunction with the Incident Commander)
- Develop a program to ensure that clean-up operations and the restoration of Council assets and services can commence in a timely manner after the withdrawal of emergency services.

10.2.4. Media Liaison Officer

Responsible Positions
Service Coordinator Marketing
Media and Marketing Officer

Responsibilities
- Support the Coordinator to activate the Incident Management Team, Emergency Operations Centre and Emergency Management Plan
- Liaise with other IMT members and/or Coordinator to determine whether incident requires activation of Council's Emergency Management Plan
- Ensure Council communication/media policies and procedures are followed
- Manage communication briefings and information to be released publicly for internal and external customers
- Ensure the CEO is provided with adequate levels of information regarding the incident
- Coordinate media communication needs and strategies

- Prepare media statements
- Provide advice regarding corporate image matters
- Ensure an ongoing flow of information to relevant stakeholders throughout all phases of the incident
- Provide briefings and scripts to Council Customer Care staff to deal with public enquires
- Support Council spokesperson/s in conjunction with the CEO

10.2.5. Safety Officer

Responsible Positions
Service Coordinator Risk and WHS
WHS Officer
Case Officer – Safety, Rehabilitation and Welfare

Responsibilities
- Support the Coordinator to activate the Incident Management Team, Emergency Operations Centre and Emergency Management Plan
- Liaise with other IMT members and/or Incident Commander to determine whether incident requires activation of Council's Emergency Management Plan
- Coordinate access to external professional advice (e.g. insurance advisors)
- Manage the safety and welfare of staff involved in the incident
- Ensure compliance with relevant legislation and Council's WHS policies/principles
- Provide advice regarding WHS matters and the evaluation of risks/hazards
- Maintain records on all WHS and Injury Management matters

10.2.6. Logistics Officer

Responsible Positions
Practice Manager Asset Operations
Service Coordinator, Operations

Responsibilities
- Support the Coordinator to activate the Incident Management Team, Emergency Operations Centre and Emergency Management Plan
- Liaise with other IMT members and/or Incident Commander to determine whether incident requires activation of Council's Emergency Management Plan
- Ensure appropriate Information Technology and communications resources are available at the EOC
- Ensure necessary equipment and consumables are available
- Obtain and maintain human and physical resources, facilities, services, and materials

Maps

10.3   Maps

10.3.1 Boundary Suburb Map - City of Playford

Click map to enlarge

This map is a representation of the information currently held by The City of Playford. Cadastre, roads, suburbs, wards and local government areas are supplied by the Department of Environment, Water and Natural Resources. Aerial Photography is supplied by AEROmetrex Pty Ltd and Near Map Pty Ltd. While every effort has been made to ensure the accuracy of the product, Council accepts no responsibility for any errors or omissions. Any feedback on omissions or errors would be appreciated. No part of this map may be copied or reproduced in any form.

Date Created: 21/01/2015
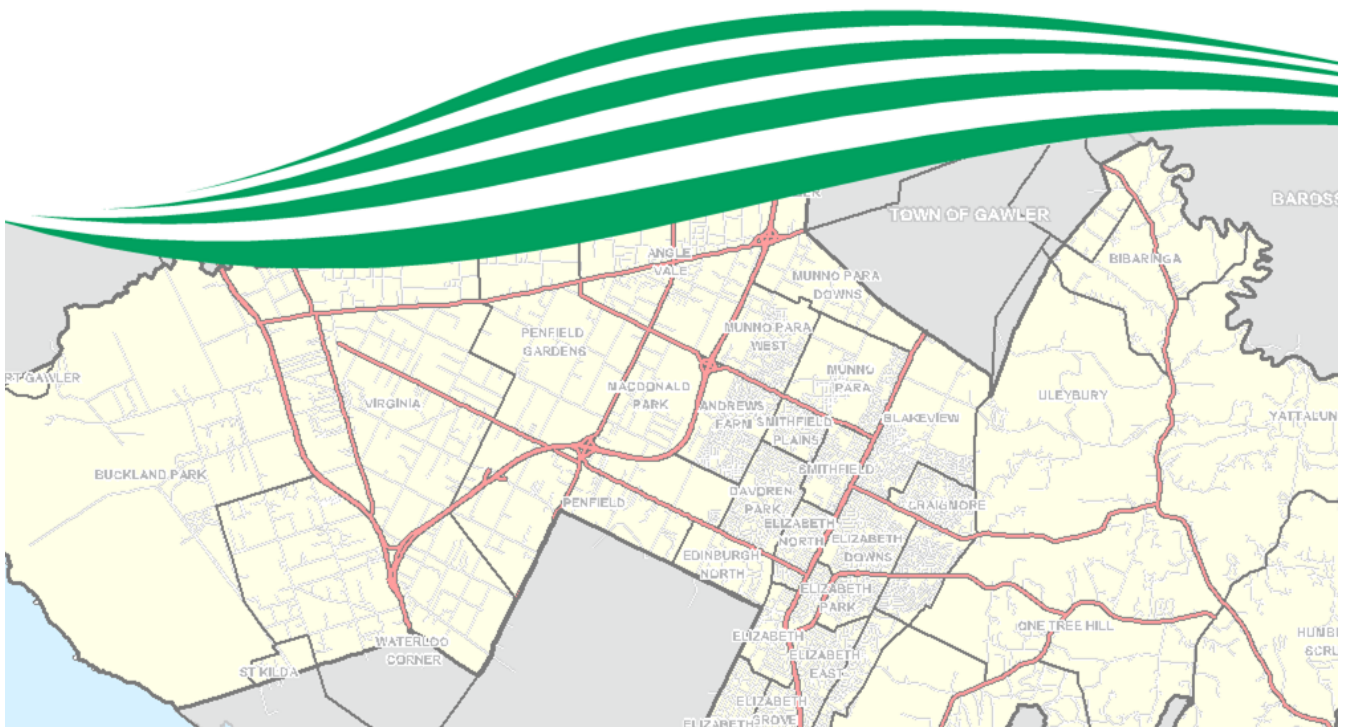
10.3.2 Parks and Reserves - City of Playford

Click map to enlarge

Playford Key
- Smith Creek Trail
- Munno Para Trail
- Train line
- Train station
- Other Playgrounds/Parks
- Ovals
- Recreation Facilities

Copyright Map Data 2011 MapData Services Pty Ltd (MDS), PSMA
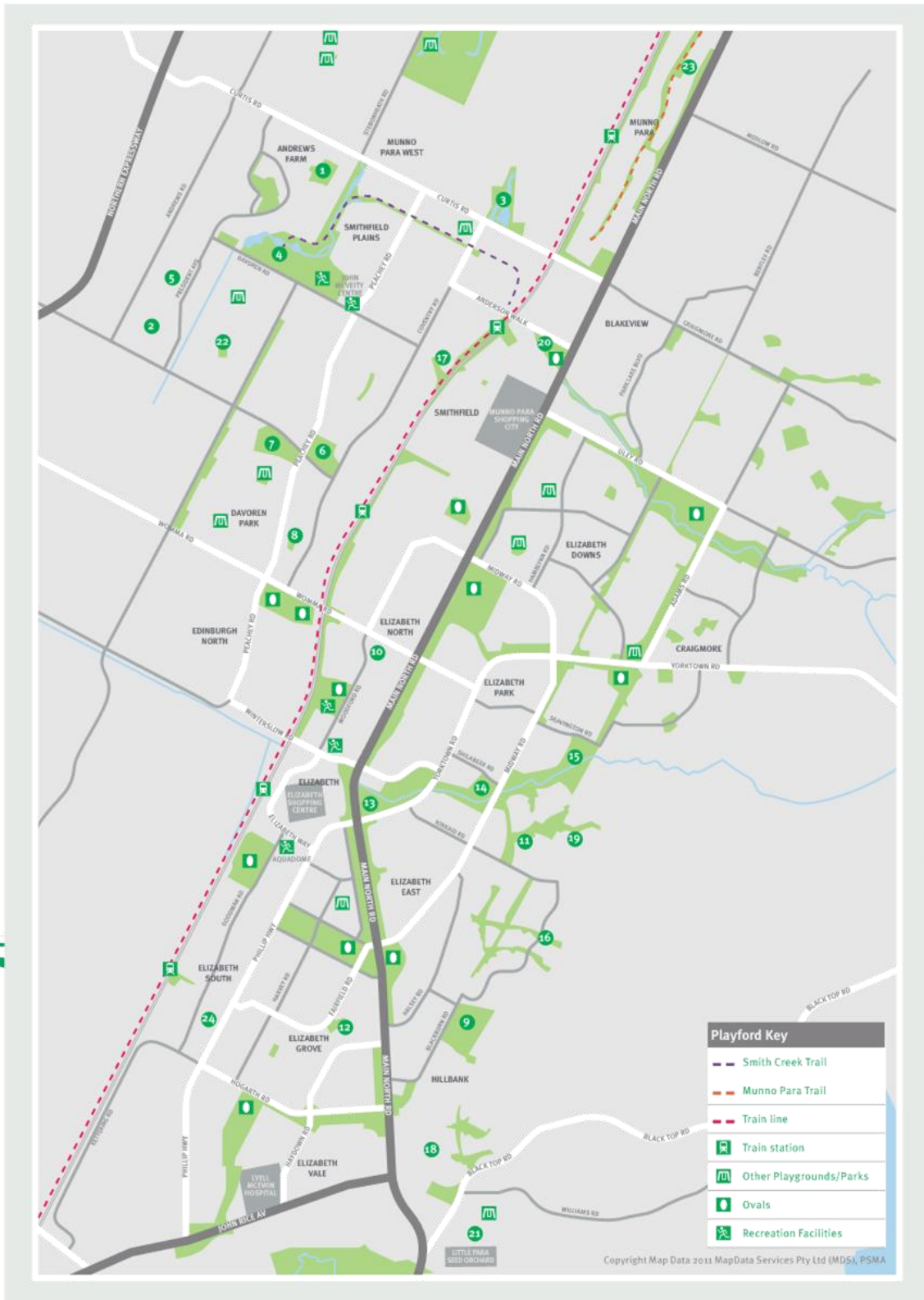
10.3.3 Flood Map - City of Playford

For the flood plain map and report select the below document

Gawler River Floodplain Management Authority

GAWLER RIVER FLOODPLAIN MAPPING REPORT

DRAFT

August 2015

ABN 17 485 960 719

1 / 198 Greenhill Road
Eastwood SA 5063

Telephone: 08 8378 8000
Facsimile: 08 8357 8988

www.austwaterenv.com.au
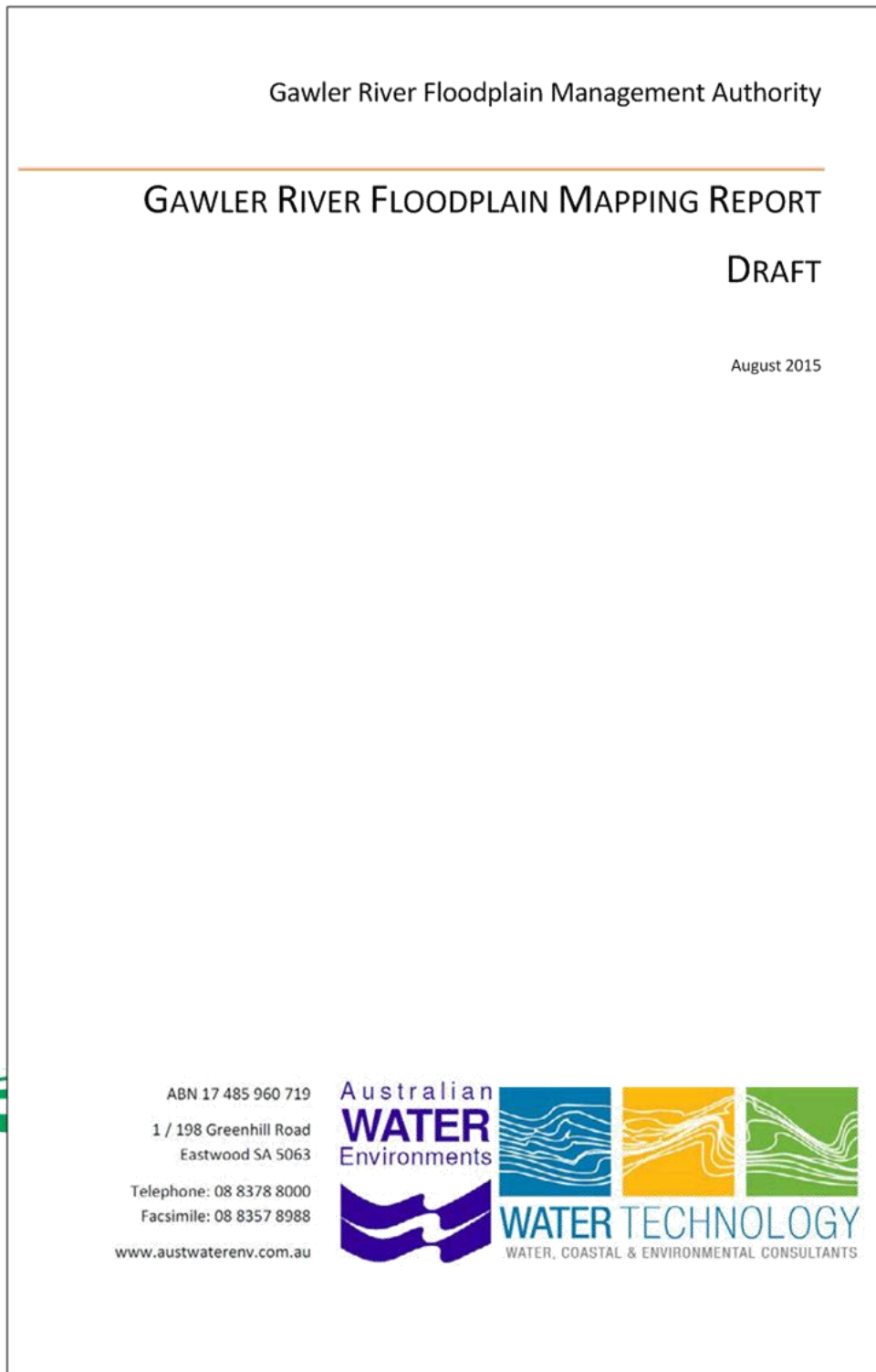
10.4. Templates / Procedures (on Secure Emergency Management Website)

The following documents are available on Council's Secure Emergency Management Website:

10.4.1. Shift Handover – Emergency Events Procedure

10.4.2. Incident Journal

10.4.3. Media Statement Template

10.4.4. Public Health Risk Site Assessment Checklist - Post Emergency

10.4.5. Deceased Animals Burial Form

10.4.6. Supply of Water to Bushfire Affected Areas Form

10.4.7. Purchase of Goods – During Emergency Events

5.2 AMENDMENT TO DELEGATIONS REGISTER

Responsible Executive Manager : Ms Grace Pelle

Report Author : Ms Susie Reichstein

Delegated Authority : Matters which cannot be delegated to a Committee or Staff.

Attachments :

1⇩. Local Government Act 1999 - Amendments to Instrument of Delegation
2⇩. Community Titles Act 1996 - Amendment to Instrument of Delegation
3⇩. State Records Act 1997 - Amendment to Instrument of Delegation
4⇩. Development (Waste Reform) Variation Regulations 2019 - Amendments to Instrument of Delegation

PURPOSE

The purpose of this report is for Council to consider recent updates to the *Local Government Act 1999*, and new delegations under the *Development (Waste Reform) Variation Regulations 2019*, *Community Titles Act 1996* and *State Records Act 1997*.

STAFF RECOMMENDATION

1. Delegations made under the *Local Government Act 1999*

1.1. In exercise of the powers contained in Section 44 of the *Local Government Act 1999*, the powers and functions under the following Acts contained in the proposed Instrument of Delegation (Attachments 1, 2 and 3) are hereby delegated on 24 September 2019 to the person occupying the office of **Chief Executive Officer** of the Council, subject to the Conditions and Limitations contained in the proposed Instrument of Delegation:

1.1.1. *Local Government Act 1999* (Attachment 1)
1.1.2. *Community Titles Act 1996 (Attachment 2)*
1.1.3. *State Records Act 1997* (Attachment 3)

1.2. Such powers and functions may be further delegated by the **Chief Executive Officer** in accordance with Sections 44 and 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit, unless otherwise indicated in the Schedule of Conditions and Limitations contained in each such proposed Instrument of Delegation.

2. Delegations made under the *Development Act 1993*

2.1. In exercise of the powers contained in Section 20 and 34(23) of the *Development Act 1993*, the powers and functions under the *Development Act 1993* and the *Development Regulations 2008* contained in the proposed Instrument of Delegation (Attachment 4) are hereby delegated on 24 September 2019 to the person occupying the office of **Chief Executive Officer** of the Council, subject to the Schedule of Conditions and Limitations contained in the proposed Instrument of Delegation under the *Development Act 1993*.

2.2. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation

unless otherwise indicated in the Schedule of Conditions and Limitations contained in the proposed Instrument of Delegation under the *Development Act 1993*.

3. That the Instruments of Delegation marked Attachments 1, 2, 3 and 4 be included into the Delegations Register.

EXECUTIVE SUMMARY

A review of delegations is required to be undertaken by Council in accordance with Section 44(6) of the *Local Government Act 1999* where there have been changes to relevant legislation. Amendments to the Delegations Register cannot be delegated to the Chief Executive Officer (CEO). Legislative changes to the *Local Government Act 1999*, *Community Titles Act 1996*, *State Records Act 1997* and *Development Act 1993* require Council's Delegations Register to be amended to incorporate the changes.

Delegating the new powers under the aforementioned legislation allows the CEO to undertake the associated duties and/or sub-delegate to relevant staff to undertake on behalf of Council.

1. BACKGROUND

Council maintains a register of delegations in accordance with the *Local Government Act 1999*. On 23 April 2019 Council endorsed the Delegations Register (Resolution 3530) in its Annual Review of Delegations, required under section 44(6) of the *Local Government Act 1999*.

When changes to legislation occur after Council's annual review there is a requirement for Council to undertake periodic reviews to ensure the Register is current. This allows Council to delegate powers and functions under Section 44 of the *Local Government Act 1999* to the CEO to facilitate decision-making processes and to allow Council to operate as required.

Council last amended its Delegations Register in June 2019 to include legislative changes under the *Liquor Licensing Act 1997*, *Local Government Act 1999*, and *Development Act 1993*. Council also reviewed delegations to the Strategic Planning Committee.

This review requires Council to delegate new and amended provisions to the CEO where Council deems appropriate.

2. RELEVANCE TO STRATEGIC PLAN

1: Smart Service Delivery Program
Outcome 1.2 Improved service delivery

This report links to Council's Smart Service Delivery Program as it requires Council to fulfil its legislative obligations of reviewing delegations as required. This enables the CEO to sub-delegate as they see fit to provide improved service delivery to the community, internal and external stakeholders and Council.

3. PUBLIC CONSULTATION

There is no requirement to consult the public on this matter.

4. DISCUSSION

4.1 Amendments to the Delegations to the CEO

4.1.1 Council utilises the Local Government Association (LGA) Instrument of Delegation templates to develop and review Council's delegations. There have been amendments to some of these templates following Council's Annual Review of Delegations and amendments to the Register resolved by Council in June 2019. This requires Council's Delegations Register to be amended to reflect the changes.

4.1.2 The amended Instruments of Delegation templates included in this review relate to the *Local Government Act 1999*, *Community Titles Act 1996*, *State Records Act 1997* and *Development Act 1993*. The amendments are as follows:

a) ***Local Government Act 1999:*** There has been a deletion from the Instrument of Delegation template provided by the LGA under this Act (Attachment 1). The deleted provision relates to Section 302B, the operation of the *Whistleblower Act 1993* which has been repealed, hence the delegation is no longer applicable and is required to be removed.

b) ***Community Titles Act 1996:*** There has been an addition to the Instrument of Delegation template (Attachment 2). The addition relates to Section 142A(4) – 'Holding of Deposit and Other Contract Moneys When Lot is Pre-sold'. It is recommended that the addition to this Instrument of Delegation is delegated to the CEO who can then further sub-delegate the power to administration to meet operational requirements under this provision.

c) ***State Records Act 1997:*** Delegations under the *State Records Act 1997* have not previously been provided by the LGA. There are fourteen (14) delegations under this Act which relate to Sections 15, 18, 19, and 22-26 (Attachment 3). These Sections cover the following areas:

  i. Surveys of Official Records and Record Management;
  ii. Voluntary Transfer to State Records' Custody;
  iii. Mandatory Transfer to State Records' Custody;
  iv. Keeping of Official Records in Premises Other than State Records' Premises;
  v. Disposal of Official Records by Agency;
  vi. Disposal of Official Records by Manager;
  vii. Agency's Access to Records in Custody of State Records; and
  viii. Public Access to Records in Custody of State Records.

It is recommended that the additions to this Instrument of Delegation are delegated to the CEO who can then further sub-delegate powers to administration to meet operational requirements under these provisions.

d) ***Development Act 1993:*** The *Development (Waste Reform) Variation Regulations 2019* have recently been created under the *Development Act 1993*. Encompassed in these Regulations are two delegations that can be delegated to the CEO (Attachment 4). These delegations come under Schedule 1 Clauses 2(2) and 2(3) – 'Development Authorisations to Continue'. It is recommended that the additions to this Instrument of Delegation are delegated to the CEO who can then further sub-delegate powers to administration to meet operational requirements under these provisions.

5. OPTIONS

<u>Recommendation</u>

1. Delegations made under the *Local Government Act 1999*

    1.1. In exercise of the powers contained in Section 44 of the *Local Government Act 1999*, the powers and functions under the following Acts contained in the proposed Instrument of Delegation (Attachments 1, 2 and 3) are hereby delegated on 24 September 2019 to the person occupying the office of **Chief Executive Officer** of the Council, subject to the Conditions and Limitations contained in the proposed Instrument of Delegation:

        1.1.1. *Local Government Act 1999* (Attachment 1)
        1.1.2. *Community Titles Act 1996 (Attachment 2)*
        1.1.3. *State Records Act 1997* (Attachment 3)

    1.2. Such powers and functions may be further delegated by the **Chief Executive Officer** in accordance with Sections 44 and 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit, unless otherwise indicated in the Schedule of Conditions and Limitations contained in each such proposed Instrument of Delegation.

2. Delegations made under the *Development Act 1993*

    2.1. In exercise of the powers contained in Section 20 and 34(23) of the *Development Act 1993*, the powers and functions under the *Development Act 1993* and the *Development Regulations 2008* contained in the proposed Instrument of Delegation (Attachment 4) are hereby delegated on 24 September 2019 to the person occupying the office of **Chief Executive Officer** of the Council, subject to the Schedule of Conditions and Limitations contained in the proposed Instrument of Delegation under the *Development Act 1993*.

    2.2. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated in the Schedule of Conditions and Limitations contained in the proposed Instrument of Delegation under the *Development Act 1993*.

3. That the Instruments of Delegation marked Attachments 1, 2, 3 and 4 be included into the Delegations Register.

<u>Option 2</u>

1. Delegations made under the *Local Government Act 1999*

    1.1. In exercise of the powers contained in Section 44 of the *Local Government Act 1999*, the powers and functions under the following Acts contained in the proposed Instrument of Delegation (Attachments 1, 2 and 3) are hereby delegated on 24 September 2019 to the person occupying the office of **Chief Executive Officer** of the Council, subject to the Conditions and Limitations contained in the proposed Instrument of Delegation:

        1.1.1.   *Local Government Act 1999* (Attachment 1)
        1.1.2.   *Community Titles Act 1996 (Attachment 2)*
        1.1.3.   *State Records Act 1997* (Attachment 3)

1.2. Such powers and functions may be further delegated by the **Chief Executive Officer** in accordance with Sections 44 and 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit, unless otherwise indicated in the Schedule of Conditions and Limitations contained in each such proposed Instrument of Delegation.

2. **Delegations made under the *Development Act 1993***

2.1. In exercise of the powers contained in Section 20 and 34(23) of the *Development Act 1993*, the powers and functions under the *Development Act 1993* and the *Development Regulations 2008* contained in the proposed Instrument of Delegation (Attachment 4) are hereby delegated on 24 September 2019 to the person occupying the office of **Chief Executive Officer** of the Council, subject to the Schedule of Conditions and Limitations contained in the proposed Instrument of Delegation under the *Development Act 1993*.

2.2. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated in the Schedule of Conditions and Limitations contained in the proposed Instrument of Delegation under the *Development Act 1993*.

3. That the Instruments of Delegation marked Attachments 1, 2, 3 and 4 be included into the Delegations Register endorsed by Council 24 September 2019.

With the following amendments:

- *Local Government Act 1999* (Attachment 1), Item (X) Delegated_____
- Community Titles Act 1996 (Attachment 2), Item (X) Delegated_____
- *State Records Act 1997* (Attachment 3), Item (X) Delegated_____
- *Development Act 1993* (Attachment 4), Item (X) Delegated_____

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

Endorsement of the Recommendation ensures Council has considered and reviewed the revised delegations in accordance with Section 44(6) of the *Local Government Act 1999* and is incorporating recent changes to legislation within the delegations framework. Amending the Delegations Register, previously endorsed by Council on 23 April 2019, ensures the CEO has appropriate delegations and can further sub-delegate to the administration of Council; providing staff appropriate powers to undertake work in accordance with legislation and deliver services to the community.

The Recommendation ensures that City of Playford's Delegations Register remains valid. Invalid delegations could result in:

- A failure in the exercising of the power (possible that the decision is overturned by the Courts);

- The potential for Council to incur legal costs in a successful challenge of a decision made without lawful delegation; or

- Possible liability for loss or damage as a result of the unlawful exercise of a power.

Delegating these powers to the CEO allows the CEO to sub-delegate as they see fit, and in turn, allow the relevant staff to exercise the delegations on behalf of Council.

6.1.2   Financial Implications

There are no financial or resource implications specifically arising from the amendment to the Delegations Register.

6.2 Option 2 Analysis

6.2.1   Analysis & Implications of Option 2

This option provides Council the ability to adopt changes to the Delegations Register with amendments as Council deems appropriate. Consideration of legislative requirements must be given to any amendments to specific provisions under the relevant Act and any provisions that are not delegated to the CEO must be brought before Council for decision.

6.2.2   Financial Implications

It is unlikely that there will be financial or resource implications with a varied resolution, however the financial implications of any proposed changes are dependent on the amendments made.

LEGISLATIVE CHANGES AND UPDATES – DELEGATIONS REGISTER

Local Government Act 1999

The following table outlines a changed provision in the Delegations Register under the *Local Government Act 1999*.

Local Government Act 1999 – Changed Provision		
Section	**Item Delegated**	**Conditions and Limitations**
s302B	148. ~~Whistleblowing~~ Deliberately left blank ~~148.1 The duty pursuant to Section 302B of the Act to ensure that a member of staff of the Council who has the qualifications prescribed by the Local Government (General) Regulations 2013 is designated as the responsible officer for the Council for the purposes of the Whistleblowers Protection Act 1993.~~	

LEGISLATIVE CHANGES AND UPDATES – DELEGATIONS REGISTER

Community Titles Act 1996

The following table outlines a new provision in the Delegations Register under the *Community Titles Act 1996*.

Community Titles Act 1996 – New Provision		
Section	**Item Delegated**	**Conditions and Limitations**
s142A(4)	29. Holding of Deposit and Other Contract Moneys When Lot is Pre-sold 29.2 The power pursuant to Section 142A(4) of the Act, if the plan of community division is not deposited in the Lands Titles Registration Office: 29.2.1 within such period after the date of the contract as is specified in the contract in accordance with any requirements specified in the regulations; or	

LEGISLATIVE CHANGES AND UPDATES – DELEGATIONS REGISTER

State Records Act 1997

The following table outlines new provisions in the Delegations Register under the *State Records Act 1997*.

State Records Act - New Provisions		
Section	**Item Delegated**	**Conditions and Limitations**
s 15(2)	1. Surveys of Official Records and Record Management 1.1 The power pursuant to Section 15(2) of the State Records Act 1997 (the Act) to, afford the Manager reasonable cooperation and assistance in the conduct of a survey under Section 15 of the Act.	
s 18(1)	2. Voluntary Transfer to State Records' Custody 2.1 The power pursuant to Section 18(1) of the Act to, subject to Section 18(2) of the Act, deliver any of the Council's records into the custody of State Records.	
s 19(1)	3. Mandatory Transfer to State Records' Custody 3.1 The power pursuant to and subject to Section 19(1) of the Act, to deliver an official record of the Council into the custody of State Records (unless sooner delivered to State Records) or dispose of an official record of the Council in accordance with this Act): 3.1.1 when the Council ceases to require access to the record for current administrative purposes; or 3.1.2 during the year occurring 15 years after the record came into existence, whichever first occurs.	
s 19(3)	3. Mandatory Transfer to State Records' Custody 3.2 The power pursuant to and subject to Section 19(3) of the Act, to postpone the delivery of records into the custody of State Records:	

State Records Act - New Provisions		
Section	**Item Delegated**	**Conditions and Limitations**
	3.2.1 in accordance with record management standards issued by the Manager; or 3.2.2 with the Manager's approval, in cases where the Manager is satisfied (after consultation with the Council) that the records are further required for current administrative purposes or should be retained for any other special reason.	
s 19(3)(c)	3. Mandatory Transfer to State Records' Custody 3.3 The power pursuant to Section 19(3)(c) of the Act, to make submissions to the Manager for the delivery of records into the custody of State Records to be postponed.	
s 19(5)	3. Mandatory Transfer to State Records' Custody 3.4 The power pursuant to Section 19(5) of the Act, to apply to the Manager for an exemption granted under Section 19(4) of the Act to be varied or revoked.	
s 22(2)	4. Keeping of Official Records in Premises Other than State Records' Premises 4.1 The power pursuant to Section 22(2) of the Act, to require an arrangement under Section 22(1) of the Act to be subject to such conditions as the Delegate may reasonably require.	
s 23(1)	5. Disposal of Official Records by Agency 5.1 The power pursuant to Section 23(1) of the Act, to dispose of official records in accordance with a determination made by the Manager with the approval of the State Records Council.	
s 23(2)	5. Disposal of Official Records by Agency 5.2 The power pursuant to Section 23(2) of the Act, to request the Manager make a determination as to the disposal of official records.	

State Records Act - New Provisions		
Section	**Item Delegated**	**Conditions and Limitations**
s 23(4)	5. Disposal of Official Records by Agency 5.3 The power pursuant to Section 23(4) of the Act, if there is a dispute as to a determination under Section 23 of the Act to make an application to the Minister to determine the matter.	
s 24(3)	6. Disposal of Official Records by Manager 6.1 The power pursuant to Section 24(3) of the Act, to consent and make submissions to the Minister in relation to the disposal of a record under Section 24(1) of the Act.	
s 25(1)	7. Agency's Access to Records in Custody of State Records 7.1 The power pursuant to Section 25(1) of the Act, to have such access to, and make or direct such use of as the Delegate requires, official records in the custody of State Records for which the Council is responsible.	
s 25(3)	7. Agency's Access to Records in Custody of State Records 7.2 The power pursuant to Section 25(3) of the Act, if there is a dispute as to access under Section 25 of the Act, to make an application to the Minister to determine the matter.	
s 26(1)	8. Public Access to Records in Custody of State Records 8.1 The power pursuant to Section 26(1) of the Act, in relation to official records in the custody of State Records for which the Council is responsible, to, in consultation with the Manager: 8.1.1 determine that access to the record (other than by the Council) is not subject to any restrictions other than those determined by the Manager under Section 26(2) of the Act; or 8.1.2 determine conditions excluding or restricting access to the record.	

LEGISLATIVE CHANGES AND UPDATES – DELEGATIONS REGISTER

Development (Waste Reform) Variation Regulations 2019

The following table outlines new provisions in the Delegations Register under the *Development (Waste Reform) Variation Regulations 2019*.

Development (Waste Reform) Variation Regulations 2019 – New Provisions
Section	**Item Delegated**	**Conditions and Limitations**
Clause 2(2) Schedule 1	120. Development Authorisations to Continue 120.1 The power pursuant to clause 2(2) of Schedule 1 of the Development (Waste Reform) Variation Regulations 2019 ('the Waste Reform Regulations'), to, on the Delegate's own initiative or on application by an existing authorisee: 120.1.1 grant a new development authorisation to the person; or 120.1.2 revoke an existing development authorisation; or 120.1.3 by notice in writing to the authorisee given within 2 years after the commencement of clause 2 of Schedule 1 of the Waste Reform Regulations: 120.1.3.1 vary the terminology or numbering in the existing development authorisation; or 120.1.3.2 impose or vary a condition of the existing development authorisation, if, in the opinion of the Delegate, it is necessary or desirable to do so as a consequence of the variation of Schedule 21 or 22 of the principal regulations by the Waste Reform Regulations.	
Clause 2(3) Schedule 1	120. Development Authorisations to Continue	

Development (Waste Reform) Variation Regulations 2019 – New Provisions		
Section	**Item Delegated**	**Conditions and Limitations**
	120.2 The power pursuant to clause 2(3) of Schedule 1 of the Waste Reform Regulations, if the relevant authority takes action under clause 2(2) of Schedule 1 of the Waste Reform Regulations, to, dispense with the requirement for applications and payment of fees as the Delegate considers appropriate.	

INFORMAL DISCUSSION

6.1   Service Alignment Progress Update

Presenter: Mr Derek Langman

Purpose: Update Committee on progress regarding the Service Alignment program.

Duration: 30 Minutes

CONFIDENTIAL MATTERS

8.1 REPURPOSING OF ASSETS

Contact Person: Mr Greg Pattinson

Why is this matter before the Council or Committee?

Informal Discussion.

Purpose

For Council to make a determination on whether to deal with this matter in confidence.

A. COUNCIL/COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

STAFF RECOMMENDATION

Pursuant to Section 90 (2) of the Local Government Act 1999 an order is made that the public be excluded from attendance at the meeting, with the exception of:

- Acting Chief Executive Officer;
- Acting General Manager Strategy and Corporate;
- Acting General Manager City Services;
- Acting General Manager Strategic Projects and Assets;
- Acting Senior Manager Finance;
- Acting Senior Manager Strategy and Policy;
- Senior Content and Communications Advisor;
- Senior Manager Corporate Services;
- Senior Manager Capital Works & Assets;
- Manager Governance;
- Minute Taker;

in order to consider in confidence agenda item 8.1 under Section 90 (3) (b) of the Local Government Act 1999 on the basis that:

(b)   information the disclosure of which -

    i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and

    ii) would, on balance, be contrary to the public interest.

This matter is Confidential because information contained within the presentation could reasonably be expected to convey a commercial advantage.

On the basis of this information, the principle that meetings should be conducted in a place open to the public has been outweighed in this instance; Committee consider it necessary to consider this matter in confidence.

Section B below to be discussed in the confidential section of the agenda once the meeting moves into confidence for each item.

B.   THE MATTERS AS PER ITEM 8.1

C.   COUNCIL/COMMITTEE TO DECIDE HOW LONG ITEM 8.1 IS TO BE KEPT IN CONFIDENCE

Purpose

To resolve how long agenda item 8.1 is to be kept confidential.

STAFF RECOMMENDATION

Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the Committee orders that the following aspects of Item 8.1 be kept confidential in accordance with Committee's reasons to deal with this item in confidence pursuant to Section 90 (3) (b) of the Local Government Act 1999:

   - Presentation for Item 8.1

This order shall operate until the next scheduled annual review of confidential items by Council at which time this order will be reviewed and determined in accordance with Section 91(9)(a) of the Local Government Act 1999.