

City of Playford Local Area Community Emergency Management Plan



COUNCIL EMERGENCY OPERATIONS CENTRES

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Document History



1. Document History

ECM Document Number	To be inserted
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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

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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.

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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:

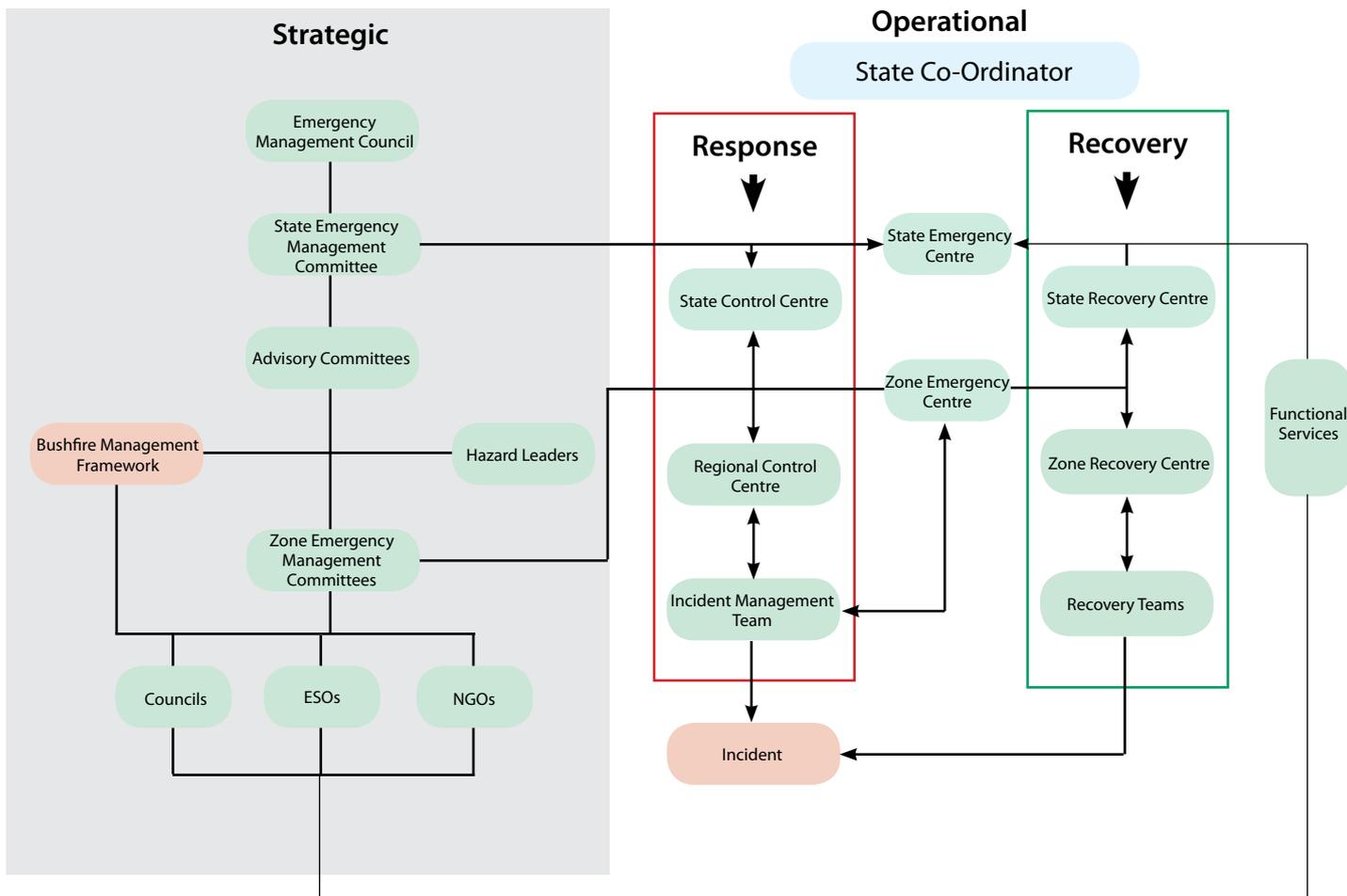
- Agriculture and Animal Services
- Engineering
- Fire
- Flood
- Health and Medical
- State Emergency Service
- Transport

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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

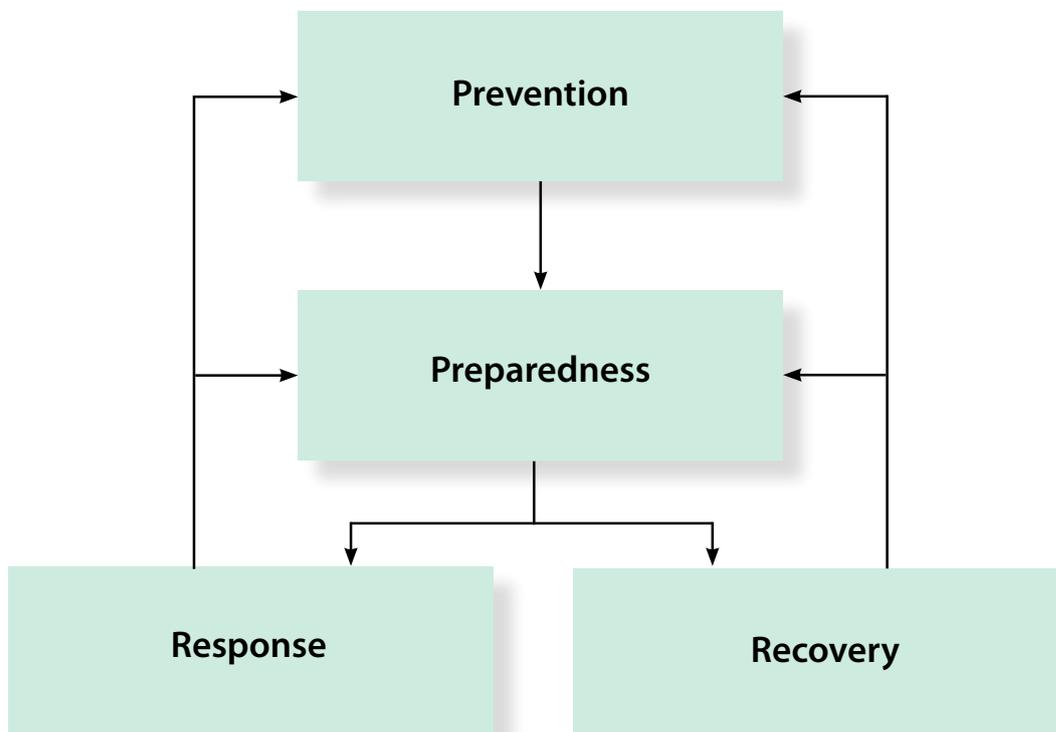
Response – the actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support

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	<p>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 2004₃) as below:</p> <p>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.</p> <p>The control agency for emergencies in SA will be determined by legislation and/or in the SEMP.</p>
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	<p>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:</p> <ul style="list-style-type: none"> 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) <p>(adapted from Critical Infrastructure Advisory Council (CIAC).</p>
Consequence	<p>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.</p>
Disaster	<p>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.</p>
Emergency	<p>Means an event that causes, or threatens to cause–</p> <ul style="list-style-type: none"> 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. <p>An event, actual, or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.</p>
Emergency risk management	<p>A systematic process that produces a range of measures which contribute to the wellbeing of communities and the environment</p>
Environment	<p>Conditions or influences comprising social, physical and built elements which surround and interact with the community</p>
Event	<p>Occurrence of a particular set of circumstances</p>
Likelihood	<p>In community emergency risk management describes the probability or frequency of harmful consequences occurring</p>

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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.

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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	
Elizabeth East	One Tree Hill	
Elizabeth Grove	Penfield	
Elizabeth North	Penfield Gardens	

Refer to Appendix 9.4.1 for a boundary map of the City of Playford.

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5.2. Community description

Population	85,069 (Estimated Residential Population, 2013)
Age	<p>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</p> <p>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).</p>
Language	<p>86.1 per cent speak only English at home 9.4 per cent speak a non-English language at home (dominant language – Italian)</p>
Mobility	6.6 per cent of population reported needing assistance with core activities (self-care, body movements and/or communication)
Socio-economic status	<p>Education 30.9 per cent hold educational qualifications 58.1 per cent no qualifications</p> <p>Income 4.1 per cent - high income (\$1500 or more p/w) 42.6 per cent - low income (less than \$400/week)</p> <p>Employment Labour Force – 30,590 (2011), 90.5 per cent of labour force employed</p> <ul style="list-style-type: none"> • 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,

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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.

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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.

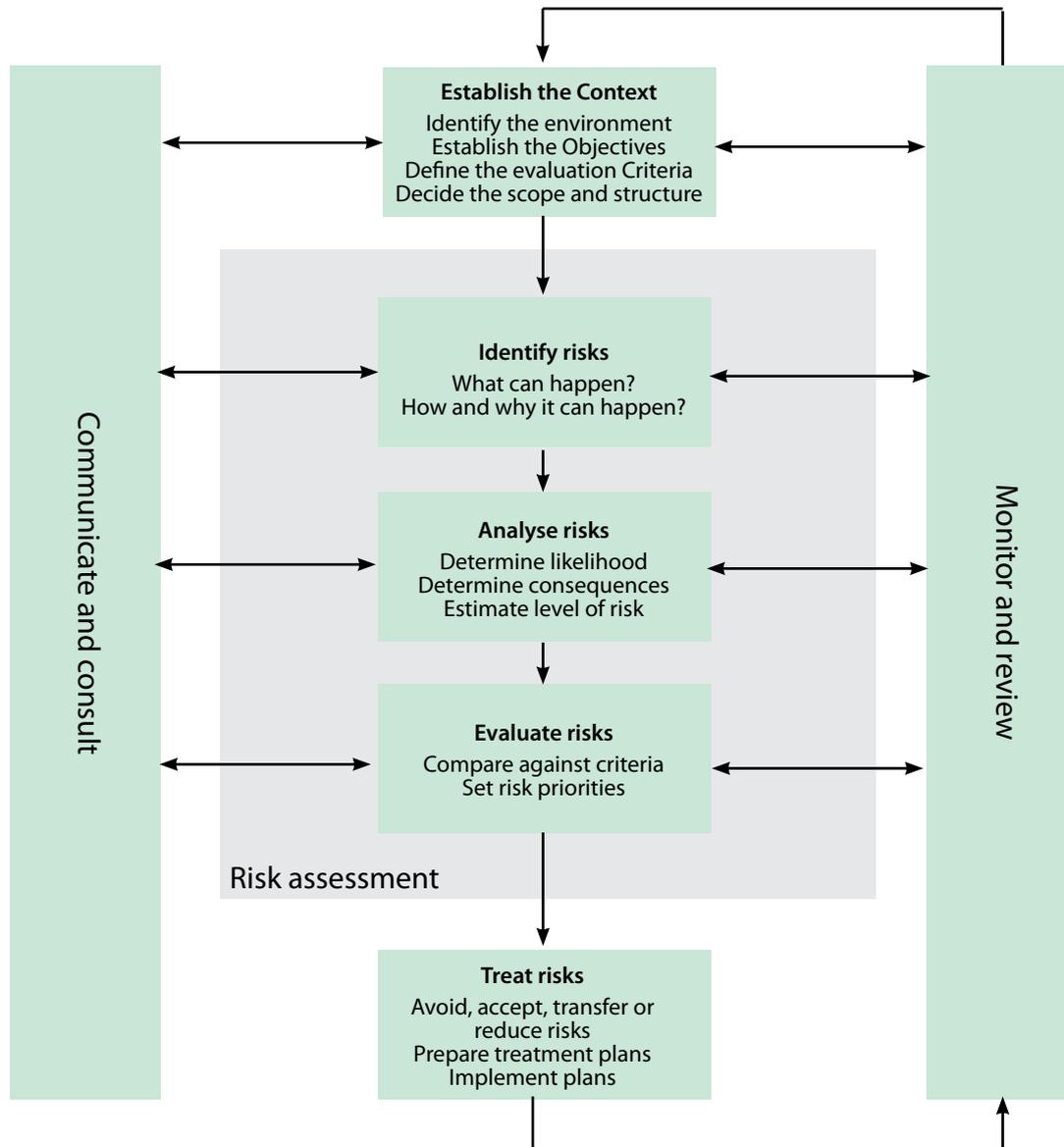


Diagram sourced from the National Emergency Risk Assessment Guidelines National Emergency Risk Assessment Guidelines (NERAG)

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.

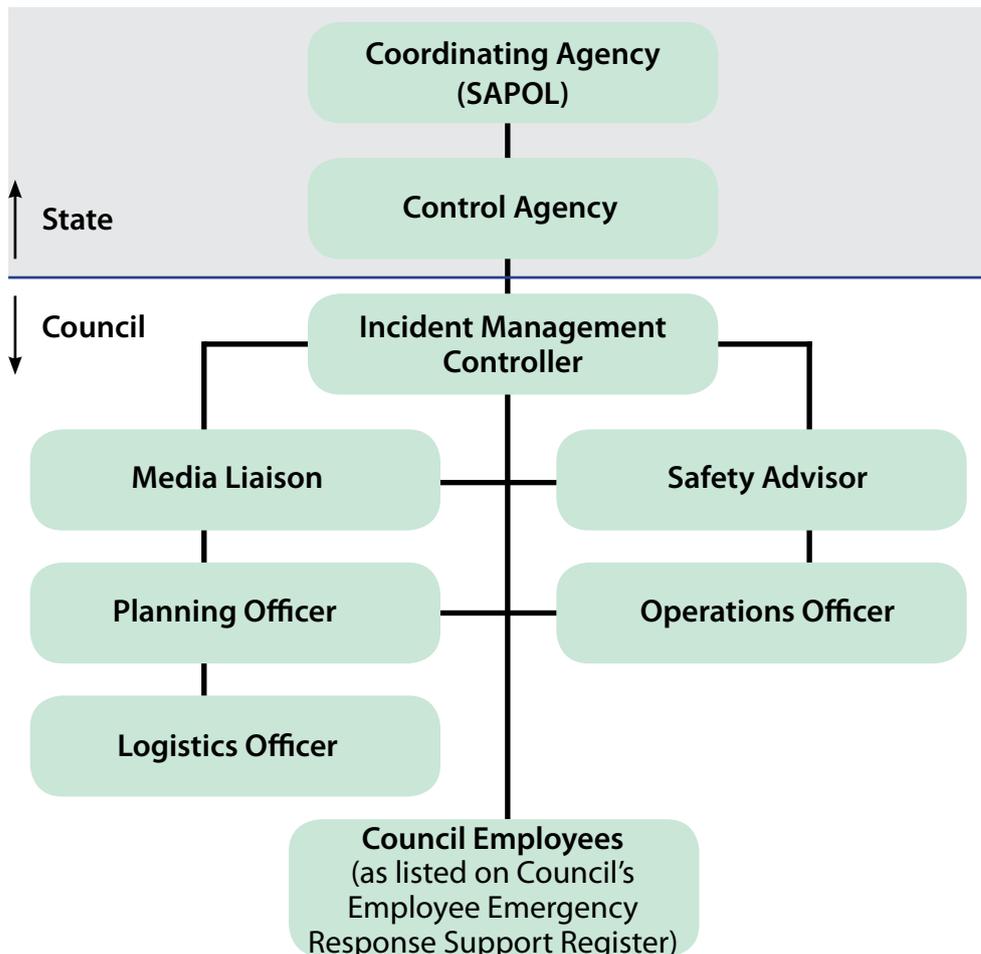
Following activation, the IMT will immediately liaise with relevant staff and establish an Emergency Operations Centre at Playford Operations Centre with backup arrangements at its Civic Centre. Where an emergency event occurs in a remote location the IMT will select a suitable location to operate from.

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)

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- 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:

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- 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 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

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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 as 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 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

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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

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- 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

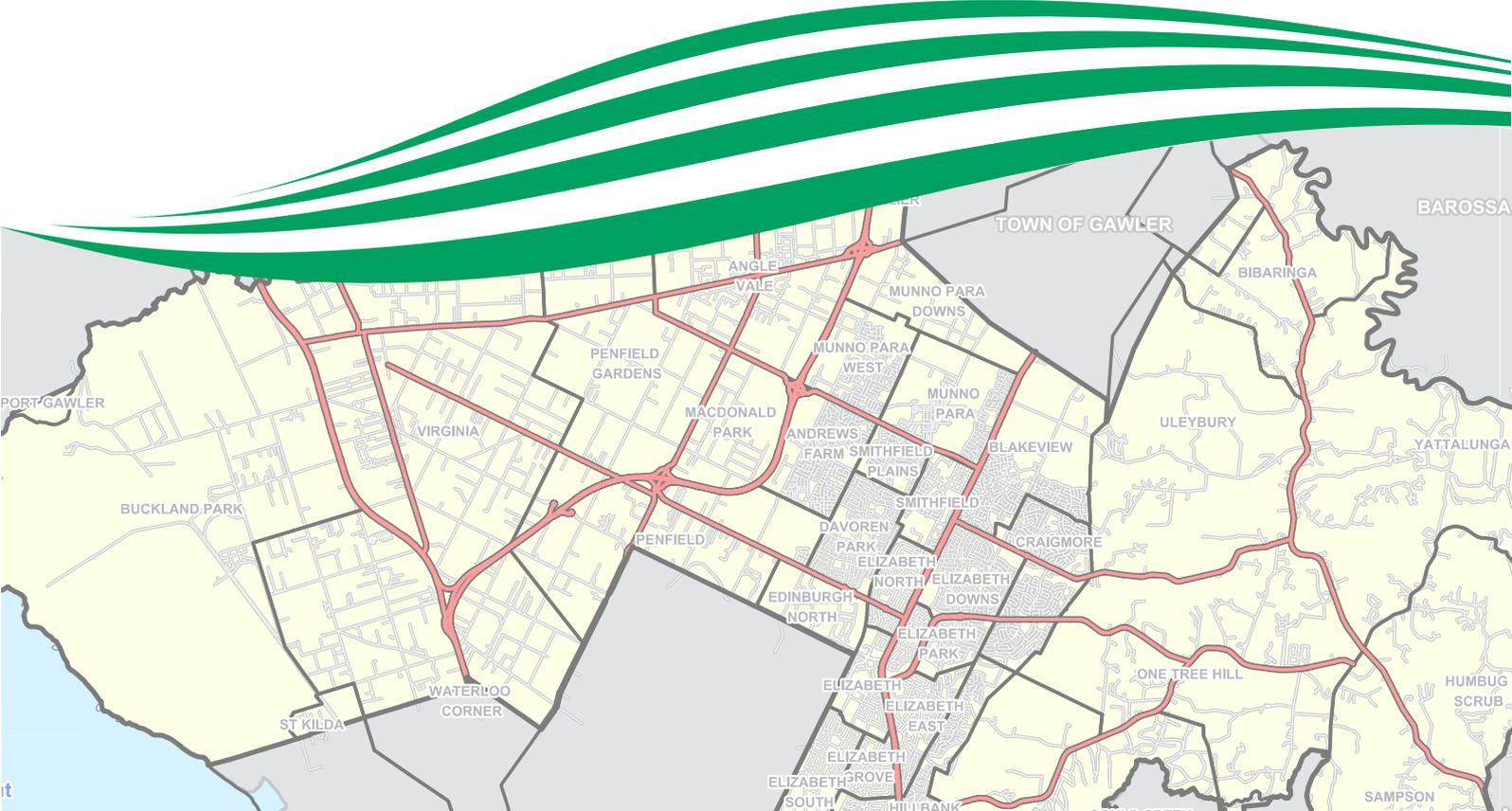
Responsibilities

- 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

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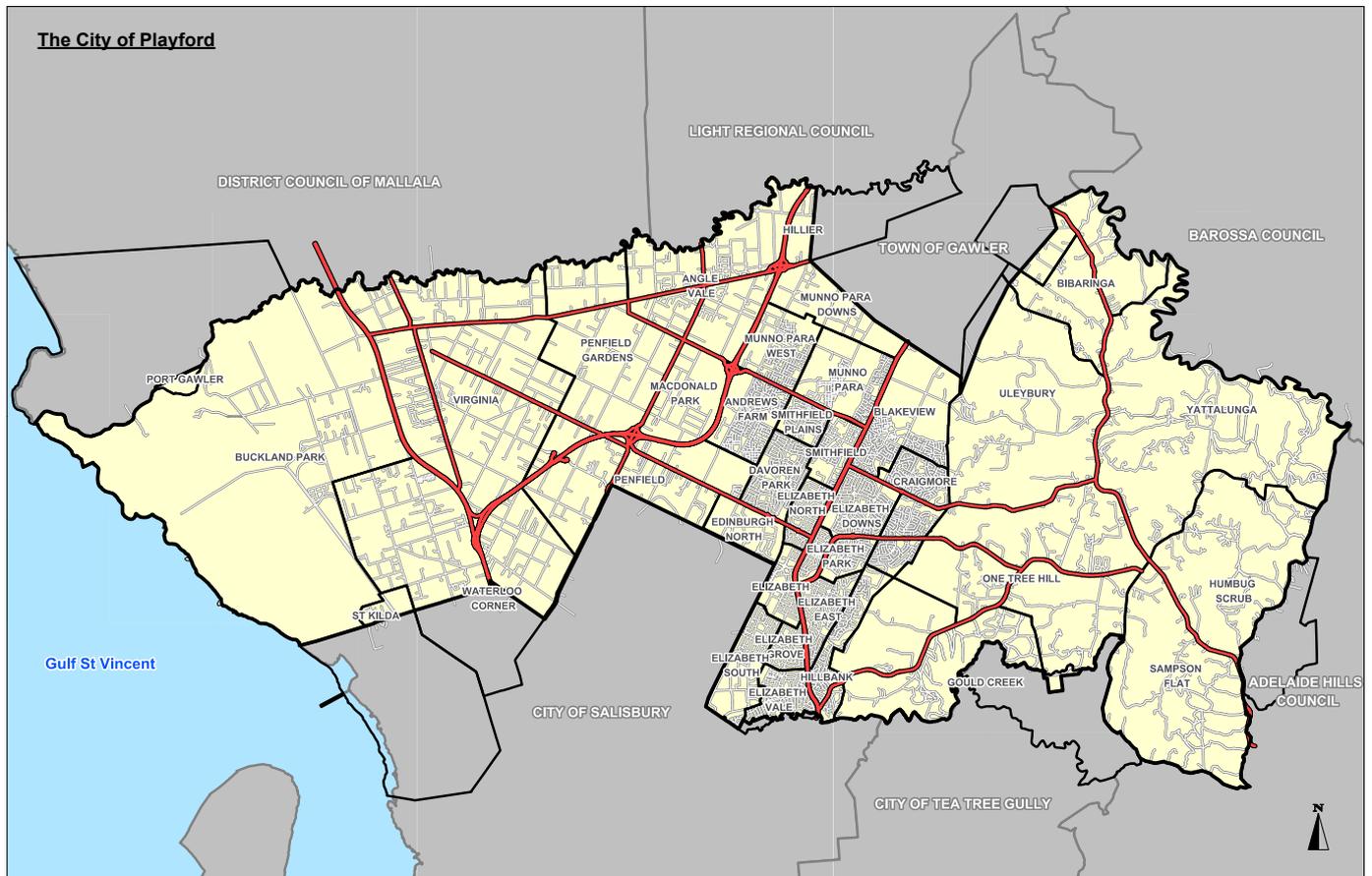
Maps



10.3 Maps

10.3.1 Boundary Suburb Map - City of Playford

Click map to enlarge



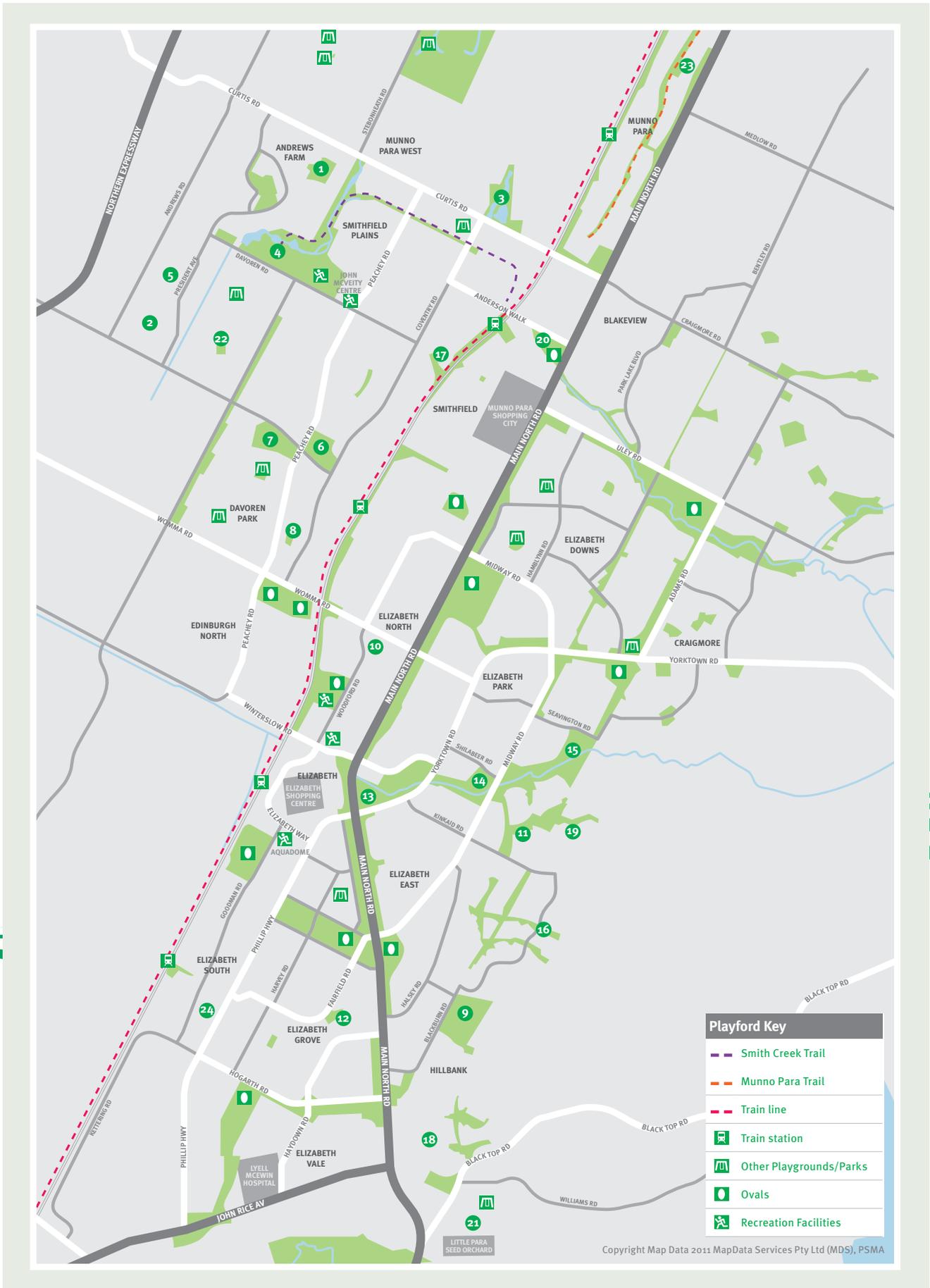
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Date Created: 21/01/2015



10.3.2 Parks and Reserves - City of Playford

Click map to enlarge



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
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www.austwaterenv.com.au

Australian
WATER
Environments



WATER TECHNOLOGY
WATER, COASTAL & ENVIRONMENTAL CONSULTANTS

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

