City of Salisbury

Emergency Management Plan

COUNCIL EMERGENCY OPERATIONS CENTRE	
Primary Site	[redacted]
Secondary Site	[redacted]

This is the public version of Council's Emergency Management Plan. Some sections have been blackened out due to the confidential nature of the information.

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1. DOCUMENT HISTORY

Version	2012.01
Responsible Manager	General Manager Asset Services
Last Reviewed	25th June 2012
Previous Review Dates	N/A
Due Date of Next Review	June 2013
Plan Distribution	Refer to Appendix 9.1 for hard copy distribution list The plan (public version) is available on Council's website.
Acknowledgments	• Local Government Association of South Australia Model Community Emergency Management Plan 2008 • Draft Zone Emergency Management Committee Plan • *State Emergency Management Plan* (June 2011) • Emergency Management Australia – Emergency Risk Management Applications Guide 2004 (Manual 5) • National Emergency Risk Assessment Guidelines (NERAG) • Natural Disaster Resilience Program (funding)

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2. GENERAL

2.1. 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 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 but would, for example, include fires, explosions, accidents, epidemics, 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 to prepare and keep under review the *State Emergency Management Plan*. 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.

The City of Salisbury 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 augment the limited capacity of emergency services to mitigate response to and recover from emergency events on behalf of the community.

The *State Emergency Management Plan (2011)* identifies the following functional service areas for Council involvement:

- Agriculture and Animal Services
- Engineering
- Fire
- State Emergency Service (e.g. storm damage and floods), and
- Transport

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Council's Emergency Management Plan has been developed in consultation with all relevant stakeholders and will be regularly maintained, tested and updated.

The effectiveness of the plan is to be tested through mock events at least annually to ensure that key staff (specifically the Incident Management Team outlined in Clause 6.3) maintain an understanding of the expectations of their respective roles and to facilitate ongoing development of the plan.

2.2. 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 Salisbury. 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
- Ensure the preparedness and resilience of the community;
- Implement measures to prevent or reduce both the causes and effects of emergencies
- Manage arrangements for the utilisation and implementation 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
- Compliment other local, regional and state planning arrangements

This plan will identify and analyse key emergency risks in the City of Salisbury area and provide a framework for the prioritisation and treatment of these risks with an aim to reduce the likelihood, severity and consequences of emergency events.

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

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- Recovery – the coordinated process of supporting emergency affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being

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 does not address local minor incidents, which are identical in many ways to an emergency but do not require a significant and coordinated response. Such incidents may include blocked stormwater drains, a tree falling or a dog attack. However, certain functions of this plan may be utilised to respond to local incidents such as flooding or major storms.

2.3. Northern Adelaide Zone Emergency Management Committee

The City of Salisbury, along with the City of Port Adelaide Enfield, City of Tea Tree Gully and City of Playford, is a member of the Northern Adelaide Zone Emergency Management Committee (NAZEMC). The NAZEMC is responsible for the regional planning to support the *State Emergency Management Plan*. The NAZEMC will take into account regional issues, the nature and level of risk to the region and resources available to deal with the risk. Council's representation on the NAZEMC is its direct link to the State Emergency Management Framework.

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3. DEFINITIONS

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

Australian Inter Service Incident Management System (AIIMS)	An emergency incident management system designed to promote effective joint operations through the use of common terminology and a structure which provides for appropriate communication between organisations at all levels of the incident, whilst maintaining the integrity of the chains of command and information systems within the participating agencies. (SEMP[1] p31)
Command	The direction of members and resources of an organisation in the performance of the organisations roles and tasks. (SEMP p31)
Community	A group of people with a commonality of association and generally defined by location, shared experience or function. (EMA[2] p48)
Control	The overall direction of emergency management activities in an emergency situation. Authority for control carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. (SEMP p31)
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 S 20) *as below* (1) 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. (2) 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 (SEMP p19)
Coordination	19—Co-ordinating agency (1) Subject to subsection (2), South Australia Police will be the co-ordinating agency for all emergencies. (EM Act 2004 S19) The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition of resources in accordance with the requirements imposed by the threat or impact of an emergency. (SEMP p31)
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.

[1] State Emergency Management Plan (SEMP) Ver 1.1 – Sept 07 – unless other wise indicated all references to the SEMP will be this version

[2] EMA Emergency Risk Management Applications Guide 2004

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	These infrastructures include: • telecommunications; • electrical power systems; • gas and oil storage and transportation; • banking and finance; • transportation; and • water supply systems. (and sewerage) (adapted from Critical Infrastructure Advisory Council (CIAC).)[3]
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. (LGA ERMM p4)
Elements at Risk	The population, buildings and civil engineering works, economic activities, public services and infrastructure etc. exposed to sources of risk. (EMA p48)
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) An event, actual, or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response. (EMA p48)
Emergency Risk Management	A systematic process that produces a range of measures that contribute to the well being of communities and the environment. (EMA p48)
Environment	Conditions or influences comprising social, physical and built elements which surround and interact with the community. (EMA p48)
Event	Occurrence of a particular set of circumstances. (EMA p48)
Likelihood	In community emergency risk management describes the probability or frequency of harmful consequences occurring. (EMA p53)
Hazard	A potential or existing condition that may cause harm to people or damage to property or the environment. (SEMP p32)
Incident	An emergency event or series of events which requires a response from one or more of the statutory response agencies (SEMP p32)
Mitigation	Measures taken in advance of, or after, a disaster aimed at decreasing or eliminating its impact on society and environment. (SEMP p48)
Recovery	**Recovery operations** means any measures taken during 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—

[3] http://www.ag.gov.au/agd/www/TISNhome.nsf

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	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 provision of means of emotional support; (EM Act 2004 S3) Recovery is the coordinated process of supporting disaster-affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well being. 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. (SEMP c137) ***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 p32) Recovery is defined as: 'The conduct of human, economic and environmental measures necessary to re-establish the normal pattern of life of individuals, families and communities affected by an emergency, including: (a) the restoration of essential facilities and services (b) the restoration of other facilities, services and social networks necessary for the normal functioning of a community (c) the provision of material and personal needs (d) the provision of means of emotional support (e) the recovery of the natural environment (f) support to assist the recovery of business (SEMP p52) The coordinated process of supporting emergency-affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. (EMA p49)
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. (SEMP p32)
Residual Risk	The risk remaining after implementation of risk treatment. (EMA p49)
Resilience	A measure of how quickly a system recovers from the impact of an emergency event. (EMA p49)
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 (SEMP p50)
Response Operations	Response operations means any measures taken during an emergency to protect life or property or to otherwise respond to the emergency; (EM Act 2004 S3)

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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. (LGA ERMM p6) Risk is a function of: hazard, exposure and vulnerability
Risk Treatment	The process of developing, selecting and implementing measures to modify risk. (EMA p49) The State uses the comprehensive approach which recognises four types of activities, prevention, preparedness, response and recovery. (SEMP p8 c 21)

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4. REGIONAL PROFILE

4.1. Area Description

The City of Salisbury is located in Adelaide's northern suburbs, approximately 25 kilometres from the Adelaide GPO. The City is bounded by the City of Playford to the north, the City of Tea Tree Gully to the east, the City of Port Adelaide Enfield to the south and the Gulf St Vincent to the west.

The City is predominantly a residential area but also has substantial industrial, commercial and rural areas and encompasses a total land area of about 160 square kilometres. There are many parks, reserves and wetlands that provide a diverse range of recreation and conservation opportunities.

The City is primarily established on the relatively flat northern Adelaide plains and to the eastern boundary is the Para Escarpment with its geological fault lines and areas of native woodlands surviving in the steeper gullies and rocky slopes. The Para escarpment area has some 18 flood control dams that regulate stormwater runoff, minimising the potential of flooding to the residential areas.

The City's western boundary is the shores of St Vincent Gulf with its extensive mangrove forests and salt marshes. This area also has extensive salt harvesting impoundments. The St Kilda township also lies near the western boundary and provides a range of recreational facilities including boating facilities, adventure playground, mangrove trail and historical tramway.

Extensive horticultural enterprises (mainly vegetable growing) are located on the western fringes of the urban development. In more recent years Salisbury has become known for its Commercial industry, Defence technology and environmental endeavours.

The City of Salisbury includes the suburbs and rural localities of:

Bolivar	Ingle Farm	Salisbury East
Brahma Lodge	Mawson Lakes	Salisbury Heights (part)
Burton	Para Hills (part)	Salisbury North
Cavan	Para Hills West	Salisbury Park
Direk	Para Vista	Salisbury Plain
Dry Creek (part)	Parafield	Salisbury South
Edinburgh	Parafield Gardens	St Kilda
Elizabeth Vale (part)	Paralowie	Valley View (part)
Globe Derby Park	Pooraka	Walkley Heights
Green Fields	Salisbury	Waterloo Corner (part)
Gulfview Heights	Salisbury Downs	

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Major development features of the area include Parafield Airport, Edinburgh RAAF Base, Edinburgh Industrial Park, Technology Park, University of South Australia (Mawson Lakes Campus), TAFE SA (Parafield and Salisbury Campuses) and Parabanks Shopping Centre.

The City is intersected by Port Wakefield Road, Salisbury Highway and Main North Road, in a north – south direction, with McIntyre Road / Kings Road, The Grove Way, Park Terrace / Waterloo Road and Montague Road intersecting the City in an east - west direction.

The local Gawler railway line and the National railway line pass through the City transporting considerable range of freight, including chemicals, containers and loaded transport vehicles, along with passengers to Sydney, Perth and Darwin.

The City is intersected by three main water courses being the Little Para River, Cobbler Creek and Dry Creek which also provide stormwater drainage during heavy rain events. These three watercourses all have stormwater regulating devices installed within them, to enable the control of the stormwater flows.

Refer to Appendix 9.3 for a map of the City of Salisbury.

4.2. Community Description

Population	117,307 (2006 Census) – 2012 forecast population 133,000 source id) Age: 0 to 17 years – 25.2% 18 to 34 years – 24.8% 35 to 49 years – 22.2% 50 to 59 years – 12.4% Over 60 years – 15.5%
Language	77.6% speak English only at home 18.1% speak a non-English language at home (dominant language – Vietnamese)
Mobility	4.8% of population reported needing assistance with core activities (self-care, body movements and/or communication)
Socioeconomic Status	Education 29.7% hold educational qualifications 58.6% - no qualifications Income 9.8% - high income ($1000 or more p/w) 44.6% - low income (less than $400/week)

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	<u>Employment</u> Labour Force – 55,248 (2006) • 30.8% part-time • 60.5% full-time The City of Salisbury received a low score on the Index of Relative Socio-Economic Disadvantage, which indicates that the area is more disadvantaged than other areas (3rd lowest score out of 18 council areas)
Source of data – *City of Salisbury Community Profile (profile.id – 2006 and 2001 Enumerated Census Information for the City of Salisbury)*	

4.3. <u>Environmental Description</u>

Buildings	Older masonry buildings, some of which are heritage listed
Critical Infrastructure	Utilities within the Council area are distributed/managed by: • Electricity – ETSA Utilities • Gas – Envestra (distribution) and Moomba – Adelaide high pressure main • Water and Sewerage – SA Water • Telecommunications - Telstra Mobile telephone towers are located throughout the area. All major carriers operate in the area Stormwater Detention Basins (Cobbler Creek, Para Escarpment) Stormwater Treatment Plants (Kaurna Park, The Paddocks, Parafield Airport) Mixing Tanks – Mawson Lakes Bolivar Wastewater Treatment Plant (SA Water) is located in the Council area
Transport Routes	Major roads: • Kings Road • Main North Road • Montague Road • Port Wakefield Road • Salisbury Highway (South Road connector) • The Grove Way

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	• Waterloo Corner Road Major bus and train hub, Parafield Airport Major transport routes via roads and railway – hazardous chemical transport The Edinburgh RAAF base is located within the Council area
Natural features and Ecosystems	Cobbler Creek Recreation Park Dry Creek Little Para River Para Escarpments Stormwater Wetlands (48) St Kilda mangroves
Climate	Mediterranean (warm to hot and dry summers and cool, wet winters) • Temperature – average summer temperature 30ºC, average winter temperature 14ºC. Temperatures can reach the 40s during summer and can go as low as 5ºC during winter. • Winds – are predominantly South-westerly in direction (spring, summer and autumn). The Salisbury area is impacted by hot northerly winds in summer. • Rainfall – Average rainfall 460.5mm (can vary as much as 100mm a year).
Emergency Services	SAPOL, CFS, SES, Ambulance
Medical Centres	Central Districts Hospital Major Medical Centres – North West Medical Centre (Park Terrace), Montague Farm Medical Centre (The Lyell McEwin hospital is located in the neighbouring City of Playford)
Retail Centres	Regional centres: • Hollywood Plaza • Ingle Farm Shopping Centre • Parabanks Shopping Centre • Parafield Airport (Bunnings Complex) • Springbank Plaza Shopping Centre Many district shopping centres.
Major Public Buildings and Spaces	City of Salisbury libraries (Hollywood Plaza, Ingle Farm, Mawson Lakes, Para Hills, Salisbury)

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	University of South Australia (Mawson Lakes Campus) TAFE SA (Parafield and Salisbury Campuses) Recreation Centres/Sporting Complexes – The Gardens, Ingle Farm and St Jays Recreation Centres Major Parks/Reserves – Carisbrooke Reserve, Harry Bowey Reserve, Pitman Park, Pooraka Unity Park, St Kilda, The Paddocks
Industry	Light and heavy industry areas – Burton, Edinburgh Parks, Mawson Lakes (Technology Park), Salisbury South. Penrice Salt Fields (Dry Creek) Globe Derby Trotting Track (Globe Derby)
Economy (Growth and Employment)	There are more than 4000 businesses in the area – expected to increase substantially by 2015 with workforce growth of about 25%. The Gross Regional Product was estimated to be $3.7 billion (2006 Census) which is 5.7% of South Australia's Gross State Product. There is a large variety of existing and emerging industries in the area including manufacturing, transport and logistics, defence and electronics, food produce/processing information and communications technology, and environmental services. Location of employed residents (more than 15 years old): • Working within the City of Salisbury: 26.3% • Working outside the City of Salisbury: 63.3% • (10.4% not stated)
Settlement Plan	Distinguishing features: • Major transport corridors – road and rail • Edinburgh RAAF base • Parafield Airport • St Kilda recreation area • Bushfire Risk Areas

4.4. Community Capacity

The community has a strong social structure with a large number of active Service Clubs in the area (e.g. Lions, Probus, Rotary, CWA) 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 is the main public medical facility in the area in addition to other large medical centres. The

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Council area is also served by a number of other public and private hospitals and medical centres that are located in neighbouring council areas.

Most households with the City of Salisbury have their own transport (85.3% of the population owns at least one car) which makes them largely self-reliant.

The area has a larger population of younger age groups than the Adelaide Statistical Division.

Recreation Centres, community halls and sporting facilities are located throughout the City of Salisbury which may be used in an emergency event.

The City of Salisbury has prior experience relating to emergency events such as bushfire, severe storms and localised flooding. The general community has an awareness of prevention and preparedness for emergencies with many educational campaigns being implemented by other levels of government and agencies. Information is readily available on the internet. 53.1% of local households have an internet connection and free internet access is also available at public places such as Council's libraries.

4.5. Vulnerable Communities

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, equitable and accessible manner.

Council has identified the following most vulnerable groups:

4.5.1. Aged Persons

The City of Salisbury has 15.5% of its population aged 60 years or more (2006 Census) which represents approximately 18,200 people. Population projections for the City show a marked ageing of the population over the next thirty years which is broadly consistent with national trends. Aged care facilities will be identified and recorded.

4.5.2. Children

The 2006 Census data shows that 25.2% of the population is aged 0 -17 years which represents approximately 29,500 people. Council's has access to contact information for schools and kindergartens within the City.

4.5.3. Culturally and Linguistically Diverse (CALD) Persons

The City of Salisbury has a CALD population of 18.1% (persons of a non-English speaking background) and 12.3% 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.

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4.5.4. People with Disabilities

There is no specific data available relating to disability rates for the City of Salisbury. 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. Four million Australians (18.5%) had a disability in 2009.

4.8% of the Salisbury population have reported needing assistance with core activities (self-care, body movements or communication).

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5. PREVENTION

5.1. General

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

The City of Salisbury undertakes many activities that contribute to emergency prevention strategies, including:

- Land use planning
- Stormwater management and maintenance
- Fire prevention/flammable fuel reduction
- Land management
- Tree management
- Road and traffic management
- Public health programs (e.g. immunisation)
- Weed/pest control
- Building safety

5.2. Legislation

The role of Local Government in emergency management is not clearly defined in South Australian legislation.

Local Government Act 1999

Section 7 of the *Local Government Act 1999* requires Council to:

d) to take measures to protect its area from natural and other hazards and to mitigate the effect of such hazards

f) to provide infrastructure for its community and for development within its area (including infrastructure that helps to protect any part of the local or broader community from any hazard or other event, or that assists in the management of any area).

This section provides some broad functions for Council in regard to engaging in emergency management activities.

Section 298 of the Act authorises Council to undertake some emergency actions in relation to flooding.

Emergency Management Act 2004

The *Emergency Management Act 2004* has no direct requirements for Council, however Section 9 of the Act requires for a State Emergency Management Committee (SEMC) to be formed. This section requires the SEMC to develop a *State Emergency Management Plan* (SEMP).

The SEMP (2011) identifies the following specific functional service areas for Council involvement:

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- Agriculture and Animal Services
- Engineering
- Fire
- State Emergency Service (e.g. storm damage and floods), and
- Transport

There are no provisions for authorisation of Council personnel as authorised officers under the Act.

Fire and Emergency Services Act 2005

Council has responsibilities and provisions under the *Fire and Emergency Services Act 2005*, including the appointment of a fire prevention officer/s and fire mitigation activities. Section 105G of the Act outlines the following requirements for Council in relation to land under its care, control and management:

- Prevent or inhibit the outbreak of fire
- Prevent or inhibit the spread of fire
- Protect property from fire; and
- Minimise the threat to human life from fire

5.3. 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.

5.4. Insurance

Council is appropriately and adequately insured by the Local Government Mutual Liability Scheme and Local Government Risk Services. Council's insurance portfolio is administered by the Manager Governance and Customer Service.

5.5. Supporting Plans

Council has a number of supporting plans/documents that form part of its emergency prevention strategies:

- City of Salisbury City Plan 2020
- Local Flooding register and flood modelling (internal documents)
- Salisbury Sustaining Our Environment (Climate Change Strategy)
- Strategic Bushfire Management Plan
- Council Business Continuity Plan

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- Policies and Procedures

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

5.7. Risk Management

5.7.1. Risk Management Strategies

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

Australian Risk Management Standard ISO 31000

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

Additionally, the risk management process involves ongoing communication and consultation and monitoring and reviewing as illustrated in the following diagram.

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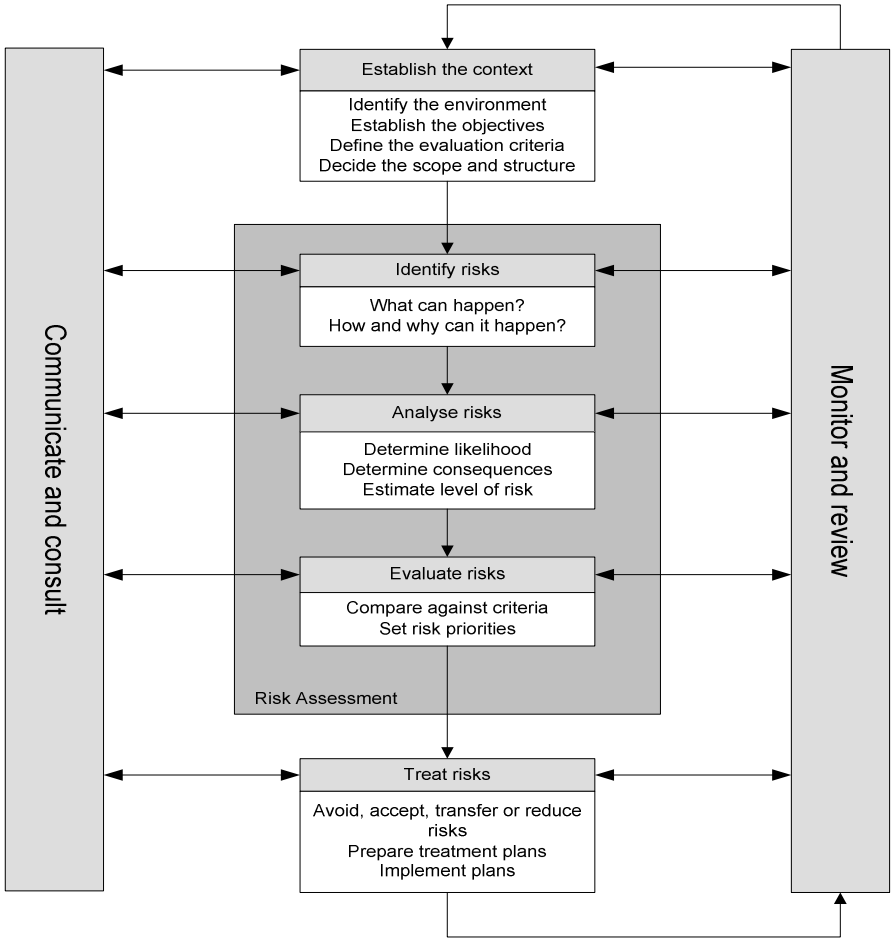

National Emergency Risk Assessment Guidelines (NERAG)

The National Emergency Risk Assessment Guidelines (NERAG) provides a contextualised emergency risk assessment methodology consistent with ISO 31000. The 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.

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 event 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

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- 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.

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

5.7.2. Identified Risks

A hazard analysis and risk assessment of all perceived threats/risks to Council has been conducted using the All Hazards approach. This will enable the development of risk mitigation strategies that enhance community safety and security with the City of Salisbury.

Risks were identified by analysing the:

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

5.7.3. Risk Analysis, Evaluation and Treatment

Council will identify hazards/risks and conduct risk assessments using the NERAG methodology. By using NERAG, Council can ensure that it assessment process is robust and consistent at local, zone and State levels. Details of each risk assessment and treatment options will be maintained on the secure section of Council's Emergency Management website.

A risk register of all high and extreme risks will be maintained in accordance with Council's Risk Management Charter. Risk assessments will be reviewed on a regular basis.

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6. PREPAREDNESS

6.1. General

The development of this plan is a key element in Council's emergency preparedness. Council will maintain, test and review this plan, and related documents, as necessary to ensure that it is ready to deal with any emergency event within the area.

6.2. 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*. (ss.20[1][a]). The type of emergency will determine the responding Control Agency.

South Australia Police will be the Coordinating Agency for all emergencies unless otherwise identified in the *State Emergency Management Plan*. (s.19[1][2])

6.3. Incident Management System

Council will establish an Incident Management System to manage peak demand situations that arise in an emergency situation.

In order to carry out its emergency management functions, Council will form an Incident Management Team (IMT). This team normally consists of:

IMT Member Role	Primary Contact	Secondary Contact
Coordinator	[redacted]	[redacted]
Incident & Operations Manager	[redacted]	[redacted]
Planning & Logistics Manager	[redacted]	[redacted]
Communication & Media Liaison	[redacted]	[redacted]
Safety Advisor	[redacted]	[redacted]
Administration & Records Management Officer	[redacted]	[redacted]

Refer to Appendix 9.3 for further details regarding the above roles.

The Incident Management Team will be supported by 'specialist' support staff in the organisation. A list of key positions can be found in Appendix 9.4. .

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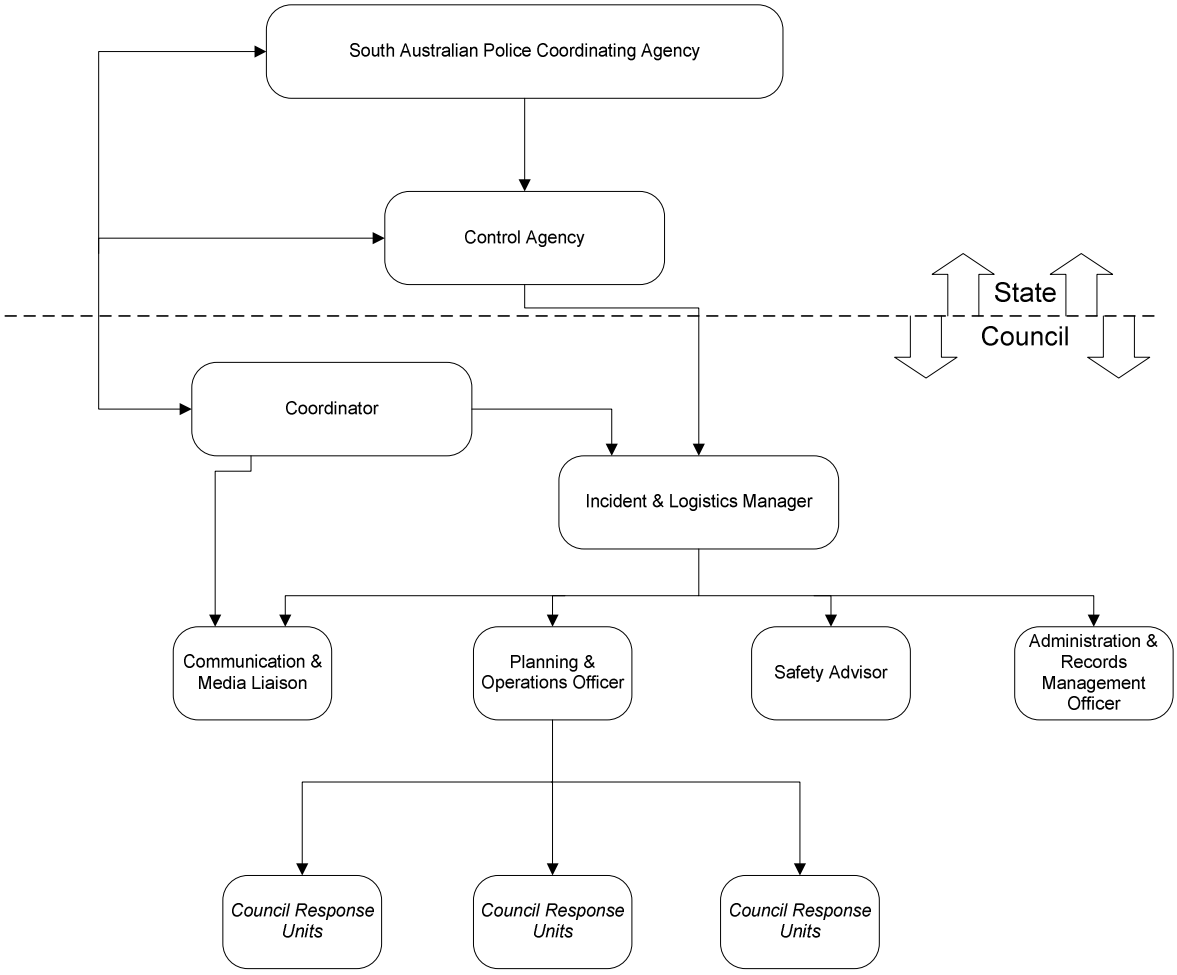
It is noted that Council is not assigned with taking a lead role under the *State Emergency Management Plan*. The role of the IMT is to be able to offer assistance to the designated agencies specified in the State Plan. Council's IMT will convene and communicate together to determine if a trigger point 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 [redacted] with backup arrangements at [redacted] (refer to section 5.2).

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 and expenditure. The IMT will facilitate the process of gathering data and intelligence to determine the magnitude and nature of the emergency event and gain initial estimates of damage and consequences.

The IMT are authorised to offer facilities, equipment, personnel, procedures and communications within a common organisational framework.



The above structure indicates how the IMT relates to the *State Emergency Management Plan*.

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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.

6.4. Emergency Equipment and Resources

The City of Salisbury is responsible for the provision, management and coordination of Council resources in support of the response to, and recovery from, emergencies. Council resources include those owned by the City of Salisbury and those under its control (i.e. leased/contracted resources).

A list of plant and equipment is maintained on Council's Electronic Records Management System.

Council recognises the importance of ensuring that its employees are only involved in types of emergency work that is appropriate to their level of skill and training. Council maintains a confidential database of employee skills and qualifications on its Electronic Records Management System.

6.4.1. Maintenance and use of Equipment

Council plant and equipment supplied in an emergency event 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.

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7. RESPONSE

7.1. General

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.

7.2. Emergency Operations Centre

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

Primary Site	[redacted]
Secondary Site	[redacted]

[redacted] has been nominated as the primary site for the EOC with [redacted] as a secondary site if needed. [redacted]

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

For the purpose of this plan, the Chief Executive Officer (CEO), or approved nominee, shall be the coordinator of Council emergency services operations. A Deputy coordinator will be appointed to assist with these duties. The CEO (or approved nominee) may delegate his/her responsibilities under this plan to other Council officers to ensure an efficient and effective response to an emergency.

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

7.2.1. 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

7.2.2. Communications

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

• Telephone	Public Telephone Network Mobile Phone Network
• Facsimile	Public Telephone Network
• Two-way Radio	Existing private/public network

Telephones connected to the public telephone network will be the primary means of communication. Mobile phones and two-way radios will be used to communicate with field operations personnel. Landline and mobile phone lists are maintained on Council's Intranet.

7.2.3. 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), appropriate volunteer personnel 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 Occupational Health, Safety and Welfare conditions. A copy of the roster will be displayed in the EOC.

7.2.4. Security

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

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7.2.5. Logistics Support

Wherever possible, normal City of Salisbury 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 IMT member. Council's material store is located at its Operations Centre (120 Cross Keys Road, Salisbury).

The IMT Logistics Officer will ensure staff involved in emergency operations are appropriately supported (breaks, catering etc).

7.2.6. 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

Journals will be issued by the IMT Coordinator to all members of the IMT, CEO, Response Unit team leaders and other relevant personnel. Journals are to be issued to the role (rather than the person) and transferred at shift changeovers to the next officer undertaking that role.

7.3. 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 Salisbury.

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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, Mayor and other relevant Council officers
- Testing of communication arrangements
- Determine availability of key personnel
- Establishment of information flow 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 Emergency Management Plan
- Establish communication with Control Agency to obtain relevant information
- Inform Mayor and other relevant Council officers
- Prepare personnel and equipment for immediate action
- Activate Council's EOC 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

Any actions undertaken by Council during a declared emergency should only be done under the direction of an authorised officer, who is authorised under the *Emergency Management Act 2004*. Council officers are not authorised officers under the Act, and must only act under the direction of an authorised officer. To do otherwise may expose Council to liability and litigation.

Stand Down

This phase will take affect 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
- Complete final reports

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- Review of emergency event and effectiveness of Council's response in relation to this plan
- Amend the plan as required

7.4. Administration and Finance

7.4.1. Financial Management

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

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 of staff, skills and qualifications required).
- Plant and equipment
- Materials (e.g. sand or other filling material, sleepers, sandbags etc)

Any expenditure in regard to the above will be separately recorded to allow for the cost of this support to be readily identified.

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.

7.4.2. 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 (refer 5.2.6). Council's Governance and Customer Service Department will provide administration assistance in regard to record keeping.

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

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7.4.3. Elected Members

Council's CEO will be responsible for briefing Elected Members and keeping them informed regarding emergency events.

7.5. Community Information

7.5.1. 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.

7.5.2. Information Dissemination

Council may utilise several methods of disseminating information, including (but not limited to):

- Radio
- Print media
- Council Customer Service Centre
- Council Libraries
- Council's website
- Social media

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

Specific consideration will be given to people with special needs that can impair the 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.

7.5.3. 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 and/or potential.

Council's website may, at times, publish fire warnings as issued by the CFS.

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7.6. 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 execution of Council's BCP.

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8. RECOVERY

8.1. General

Recovery from emergencies is a developmental process of assisting the community to regain an appropriate level of functionality following an emergency. 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 undertaken during the response phase.

8.2. 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 would be determined in conjunction with the Department for Families and Communities 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 the cooperation with other agencies, levels of government, community/service organisations and the private sector to assist the community to achieve a proper and effecting 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.

8.3. Recovery Functions

In the event of an emergency, organisations such as the Red Cross, Salvation Army, churches, Service Clubs (e.g. Rotary, Lions), Department for Families and Communities, South Australian Housing Trust, along with Council, may be involved in the provision of community services during the recovery phase.

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Services may include temporary accommodation, counselling, personal support and financial assistance.

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.

Council may be requested to provide facilities for evacuation or temporary accommodation purposes. Facilities will need to be considered fit for purpose (i.e. have adequate kitchen and toilet amenities). In these circumstances, Council would not be responsible for the management of the centre as this role would be undertaken by the relevant Control Agency.

8.4. Volunteer Management

The City of Salisbury recognises the vital role that volunteers can play in an emergency at a community level such as giving access to community resources and expertise, 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, such as misdirected fundraising efforts. The management of volunteers is part of building the community's capacity for resilience.

During an emergency, a Recovery Centre will most likely be established to provide a central point for all the major agencies involved in this phase. The Recovery Centre will be managed by a State Government agency (usually Families SA) and will often involve Red Cross volunteers.

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, Kiwanis, Trees for Life, Landcare groups etc).

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- 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.

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. For example, in many emergencies cash donations may be better in order to help stimulate the local economy.

8.4.1. 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 the Recovery 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.

8.5. Debrief

As soon as practicable after an emergency operation, each Council department involved will conduct their own operational debrief under the guidance of the IMT. These reports will be provided to the IMT for incorporation in a general report on the 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 will include a review of this plan.

A general report on all emergency operations conducted under this plan will be prepared by the IMT and made available to all relevant Council departments/officers.

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9. APPENDICES

9.1. Distribution List

Printed copies of this plan are distributed as follows:

Organisation	Position
Council	[redacted]
CFS (Country Fire Service)	[redacted]
Department of Health	[redacted]
Department for Water	[redacted]
DPTI (Department for Planning, Transport and Infrastructure)	[redacted]
MFS (Metropolitan Fire Service)	[redacted]
SAPOL (South Australian Police)	[redacted]
SES (State Emergency Service)	[redacted]
SA Ambulance Service	[redacted]
SAFECOM (South Australian Fire and Emergency Services Commission)	[redacted]
Safe Work SA	[redacted]
Neighbouring Councils	[redacted]

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9.2. Hazard Leaders and Control Agencies

HAZARD LEADERS	
Hazard	**Hazard Leader**
Animal and Plant Disease	Primary Industries and Resources South Australia
Earthquake	Dept for Transport, Energy and Infrastructure
Escape of Hazardous Materials	Safe Work SA – Dept of the Premier and Cabinet
Extreme Weather	S.A. State Emergency Service
Flood	Dept for Water
Human Disease	Dept of Health
Riverbank Collapse	Dept for Water
Rural fire	S.A. Country Fire Service
Terrorism	S.A. Police
Urban fire	S.A. Metropolitan Fire Service

CONTROL AGENCIES	
Type of Emergency Incident	**Control Agency**
Aircraft accident	SA Police (SAPOL)
Animal, plant & marine disease	Primary Industries and Resources South Australia
Bomb threat	SAPOL
Earthquake	SAPOL
Fire (Rural and Metro)	S.A. Country Fire Service (SACFS) or S.A. Metropolitan Fire Service (SAMFS)
Flood	S.A. State Emergency Service
Food/drinking water contamination	Dept of Health
Information and communication technology (ICT) failure	Dept for Transport, Energy and Infrastructure (DTEI)
Fuel, gas and electricity shortages	DTEI
Hazardous or Dangerous materials emergencies	SACFS or SAMFS
Siege/Hostage	SAPOL
Human epidemic	Dept of Health
Marine transport accidents	SAPOL
Oil spills – marine & inland waters	DTEI
Rail accident	SAPOL
Riverbank Collapse	SAPOL
Road / transport accident	SAPOL
Search and rescue – land and sea	SAPOL
Search and rescue – structure (USAR)	SAMFS or SASES
Severe weather	SASES
Terrorist incident	SAPOL

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9.3. Incident Management Team (IMT)

Position Description – COORDINATOR	
Who	Primary - [redacted] Secondary - [redacted]
Responsibilities	• Activate Incident Management Team, Emergency Operations Centre and Emergency Management Plan • Initiate planning meeting and confirm roles/responsibilities • Liaise and coordinate with Control Agencies • Update and brief Elected Members through the Mayor • Act as principal communication point for Council • Support the Mayor as the primary spokesperson of Council • Schedule debriefing and evaluation processes

Position Description – INCIDENT & OPERATIONS MANAGER	
Who:	Primary - [redacted] Secondary – [redacted]
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 • Technical management of the incident from a Council resource perspective • Assess situation, identify risks and determine priorities (in conjunction with Coordinator) • Prepare and distribute plans and strategies • Liaise and coordinate with Control Agencies regarding requests for Council resources • Assess requests for resources from external agencies • Coordinate and approve deployment of Council support/resources • Provide operational instructions at team shift handovers and other times as appropriate • Ensure staff are appropriately supported (breaks, catering etc) in conjunction with the Planning and Logistics Officer • Manage demobilisation of Council resources when appropriate • 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.

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Position Description – PLANNING & LOGISTICS OFFICER	
Who:	Primary - [redacted] Secondary - [redacted]
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 • Determine how the overall management of the incident will be undertaken in conjunction with the Incident and Operations Manager • Collect, evaluate and distribute information on current and forecast situation • Ensure appropriate Information Technology and communications resources are available at the EOC • Liaise with Incident and Logistics Manager to identify requirements for Council resources/support • Consult with Incident and Operations Manager to commit personnel, finances and resources to the management of the incident • Collect and maintain resource information • Ensure purchasing and expenditure procedures/systems are followed • Engage relevant staff as required to provide expert advice • Coordinate access to external professional advice (e.g. legal, professional consultants) • Manage shift changeover for EOC • Ensure staff are appropriately supported (breaks, catering etc) in conjunction with the Incident and Operations Manager • Advise IMT of stand down

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Position Description – COMMUNICATION & MEDIA LIAISON	
Who:	Primary - [redacted] Secondary - [redacted]
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 • Ensure Council communication/media policies and procedures are followed • Manage communication briefings and information to be released publicly for internal and external customers • Ensure Council management 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 Call Centre staff to deal with public enquires • Support Council spokesperson/s

Position Description – SAFETY ADVISOR	
Who:	Primary - [redacted] Secondary - [redacted]
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 • Manage the safety and welfare of staff involved in the incident • Ensure compliance with relevant legislation and Council's OH&S policies/principles • Provide advice regarding OH&S matters and the evaluation of risks/hazards • Maintain records on all OH&S and Injury Management matters • Work with the Planning and Logistics Officer regarding any issues related to staff morale and welfare

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Position Description – ADMINISTRATION & RECORDS MANAGEMENT OFFICER	
Who:	Primary - [redacted] Secondary - [redacted]
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 • Manage the distribution of Incident Journals and ensure they are used in an appropriate manner • Ensure that Incident Journals are completed and handed to next staff member at shift change-overs. • Collect completed Incident Journals and hand over to Incident and Operations Manager • Ensure appropriate records are maintained in regard to expenditure relating to the incident • Ensure logs are being produced by operational teams • Ensure all records are maintained in accordance Council policies/procedures and legislation • Provide administrative support as required • Coordinate the required ICT support in conjunction with the Planning and Operations Officer • Prepare Agendas and maintain minutes of all IMT meetings

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9.4. Key Support Staff

Engineering	
Drainage Traffic Engineering Water General specialist	[redacted]
Community Services	
All areas	[redacted]
Asset Services	
Drainage maintenance Fire Trees Buildings **All general after hours enquiries**	[redacted] **After hours call out officer**
Planning	
Building Environmental Health Inspectorate (Dogs)	[redacted]
Business Excellence	
Finance Human Resources Property	[redacted]

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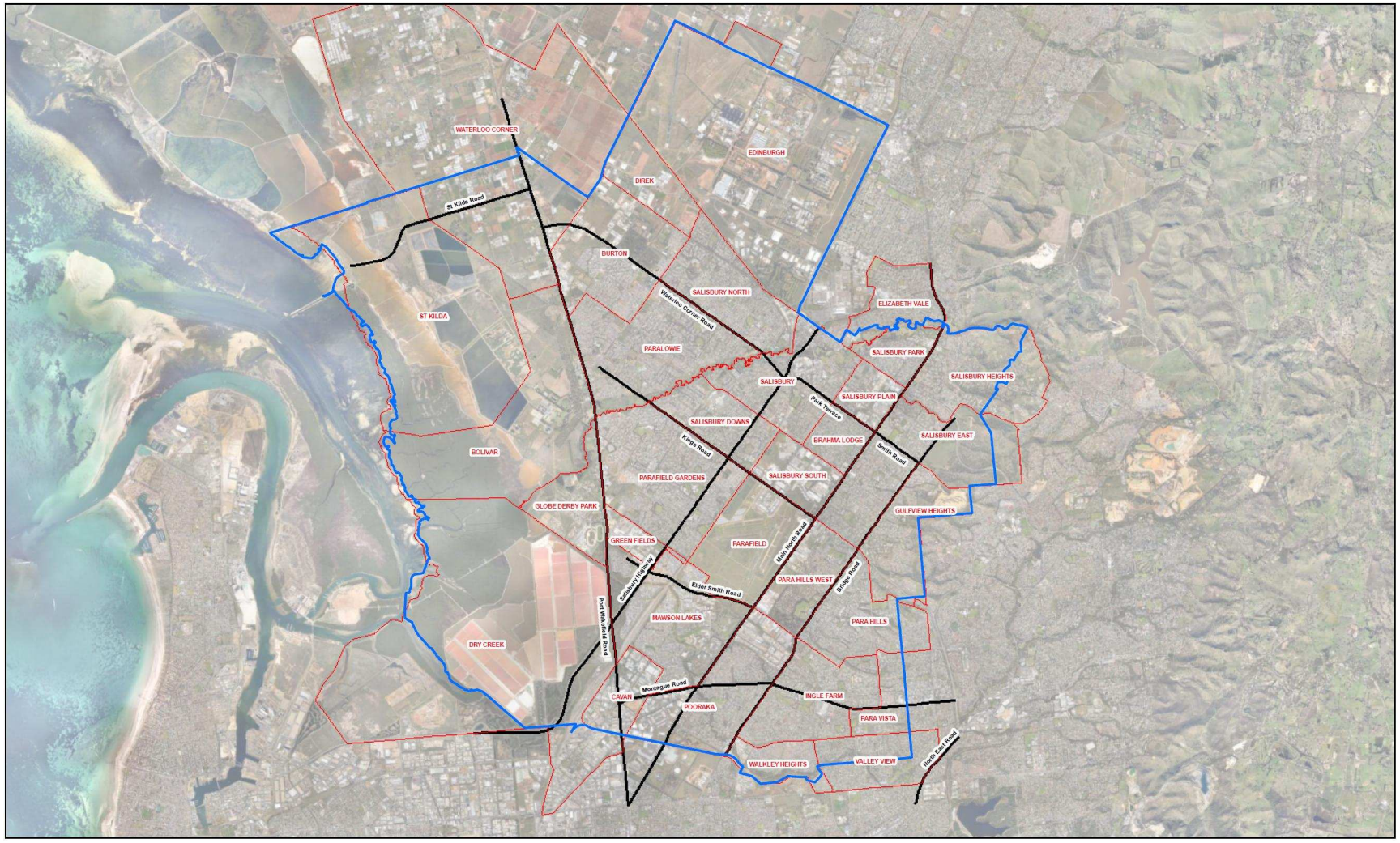
9.5. Council Area Map



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