DISTRICT COUNCIL OF CLEVE

# Emergency Management Incident Operations Plan

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# 1. Introduction

## 1.1. Purpose

These incident operations arrangements describe how the District Council of Cleve will organise and take practical actions immediately before, during and immediately after an emergency incident.

The purpose of these arrangements is to:

- Define the scope of incident operations for Council
- Provide delegation and authority for the Council Commander
- Describe the arrangements that are in place for:
    - Activation triggers
    - Council Incident Management Team (CIMT) structure
    - CIMT functions and tasks
    - Resources, including people, places, technology, and plant and equipment
    - Communication with internal and external audiences
    - Support for Control Agencies and emergency services in accordance with the i-Responda operating platform
    - Relationships with the emergency services, community, other councils and relevant suppliers of goods and services
    - Describe how the operational arrangements may vary depending on the hazard type and size of incident.

## 1.2. Related Documents

These arrangements support the implementation of the District Council of Cleve's:

- i-Responda Policy
- Emergency Management Plan

## 1.3. Incident Operations

These incident operations will be delivered by Council in accordance with these arrangements and the:

- i-Responda Field Guide
- Local Government Functional Support Group Plan
- Protection Guide for Incident Operations

These documents are to be followed by the Council Commander and workers when participating in incident operations.

## 1.4. Delegations and Authorities

David Penfold, Cleve District Council Chief Executive Officer (CEO) is the Council Commander.

In the absence of the delegated Council Commander, the CEO may authorise any employee to undertake the duties of a Council Commander for the incident.

The Commander is authorised to act in line with Council's policies, plans and procedures and take actions including the allocation of Council workers and resources necessary to manage the incident for Council.

South Australian and Zone arrangements

The District Council of Cleve is located within several overlapping administrative areas for the purposes of emergency management, as detailed in Appendix 4.1.

## 1.5. Supporting State Arrangements

During an incident, the District Council of Cleve supports the South Australian emergency management arrangements by:

- Assessing and managing Council's own assets and services to the community
- Supporting emergency services and control agencies in the incident
- Making Council assets available including facilities for refuge and relief
- Providing local knowledge to support the incident
- Providing assistance to other councils impacted by an emergency as a participating organisation in the Local Government Functional Support Group
- Supporting the community

### 1.5.1. Local Government Functional Support Group

During significant incidents, local government plays a support role to the control agency, functional support groups and support agencies who have prescribed roles in the State Emergency Management Plan.

For incidents involving more than one council, or where the incident is beyond the capacity of a single council, the Local Government Functional Support Group (LGFSG) coordinates the response from local government. This includes:

- Ensuring effective coordination and communication between impacted councils
- Ensuring effective coordination and communication between emergency services and impacted councils
- Facilitating resource sharing across the local government sector
- Representing the local government sector at the State Emergency Centre, Agency State Control Centres, Zone Emergency Support Teams and any relevant agency Incident Management Teams.

The LGFSG is led by the LGA SA to coordinate local government resources as required. The Council Commander will liaise with the LGFSG State Duty Officer or the LGLO (if appointed) on any matters of resource coordination.

### 1.5.2. Zone Emergency Support Team (ZEST)

If a ZEST is activated the LGFSG may be requested to provide a Local Government Liaison Officer (LGLO) to represent Local Government at the ZEST.

If a ZEST is activated the LGLO will contact the Council Commander and make them aware that a ZEST is active and provide appropriate contact details.

### 1.5.3. Other Councils/Agencies

In accordance with the LGFSG Incident Categories, when the incident is a "Council category" incident, communicating with external agencies including the Control Agency is the responsibility of the Council Commander through a LGLO (if appointed) in the Control Agency IMT.

When the incident is a "Local Government category" incident, the LGFSG State Duty Officer and LGLO (if appointed) will be responsible communicating with the control agency and support agencies.

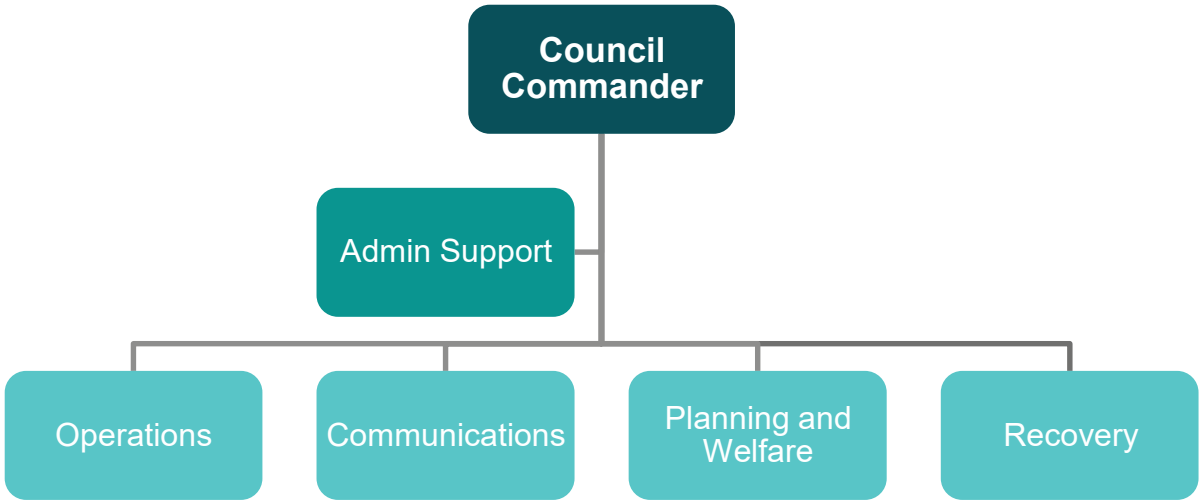
## 1.6. Common Acronyms

| Acronym | Definition |
|---|---|
| **BCP** | Business Continuity Plan |
| **BMAP** | Bushfire Management Area Plan |
| **Control Agency IMT** | Control Agency Incident Management Team |
| **CEOC** | Council Emergency Operations Centre |
| **CIMT** | Council Incident Management Team |
| **EIMT** | Executive Incident Management Team |
| **ERFSG** | Emergency Relief Functional Support Group |
| **LGA** | Local Government Association of South Australia |
| **LGFSG** | Local Government Functional Support Group |
| **LGFSG SDO** | LGFSG State Duty Officer |
| **LGLO** | Local Government Liaison Officer |
| **ZEMC** | Zone Emergency Management Committee |
| **ZEMP** | Zone Emergency Management Plan |
| **ZEST** | Zone Emergency Management Team |

# 2. Council Incident Management Arrangements

## 2.1. Council Incident Management Team Structure

To ensure effective command and control of the incident, the following Council Incident Management Team (CIMT) will be established at the Council Emergency Operations Centre:




All jobs, tasks, and requests for assistance **must** be reported through the Council Commander to maintain operational awareness and effective deployment of resources.

### 2.1.1. CIMT Responsibility

The following persons will undertake positions on the CIMT:

| Position | Name | Role |
|---|---|---|
| **Council Commander** | David Penfold | Chief Executive Officer |
| **Admin Support** | Helen Hender | Administration Assistant |
| **Operations** | Grant Crosby | Manager Infrastructure and Civil Works |
| **Communications** | Karen Crosby | Manager Corporate Services |
| **Planning and Welfare** | Jodie Blum | WHS and Risk Management Officer |
| **Recovery** | Karen Crosby | Manager Corporate Services |

### 2.1.2. CIMT Position Descriptions

- **Council Commander**
  - Establishes the CIMT and Council Emergency Operations Centre
  - Sets and achieves incident objectives
  - Oversees the management of all Council incident operational activity
  - Liaises with the LGFSG and LGLO if required
  - Undertakes CIMT debrief after incident completion

- **Administration**
  - Supports the Council Commander and CIMT by providing administrative support, incident logs, and timesheets
  - Oversees the management of volunteers and offers of help
  - Organises equipment required for the Council Emergency Operations Centre
  - Organises catering for CIMT and support staff if required
  - Ensures records are maintained in line with Council Policy and the *State Records Act 1997*

- **Operations**
  - Manages the tasking and application of resources to support and or resolve the incident
  - Maintains accounts for purchases of supplies and hire of equipment
  - Follows up insurance and compensation for personnel, property, and vehicles
  - Collects, analyses, and disseminates information and develops plans to resolve the incident within council scope
  - Collates and analyses information and data, which are recorded and disseminated as intelligence to support decision-making and planning within the CIMT and Operational Teams

- **Communications**
  - Collects and prepares information suitable for dissemination to the public and other stakeholders.
  - Prepare media releases for the CEO and Mayor
  - Update the Council website and social media pages

- **Planning and Welfare**
  - Undertakes the acquisition of human and physical resources, facilities, services, and materials to support achievement of Council's incident objectives.
  - Ensures staff have adequate PPE suited to the situation
  - Fatigue management and development of roster if required
  - Provide advice regarding Industrial Relations (IR), Human Resources (HR) and Work Health and Safety (WHS) matters and the evaluation of risks/hazards
  - Facilitate access to the Employee Assistance Program and any additional resilience support
  - Identification of staff wellbeing concerns, injuries, or casualties

- **Recovery**
  - Provide leadership, co-ordination, and advocacy when the community is impacted by disasters
  - Plan for recovery to establish the principles, structures, partnerships, and approaches that will guide council
  - Support the identification and assessment of community impacts
  - Secure grants and other funding assistance to support disaster recovery

Further examples of the roles the CIMT will undertake are detailed in Appendix 4.2.

## 2.2. Incident Operations Functional Modes

Council uses the following four (4) Functional Modes of operation:

The Council Commander will determine which functional mode is appropriate at all stages during the incident.

Descriptions of the functional modes are detailed in Appendix 4.3.

## 2.3. Council Levels of Incident Operations

Council uses three levels for the purpose of classifying incidents, as detailed in Appendix 4.4.

Incidents are classified in these levels to help determine the most appropriate incident management approach by Council. During an incident, the size of the incident may scale up, with additional support required for the CIMT.

The most frequently occurring incidents for Council are anticipated to be level 1 incidents which will be managed through standard Council resources. Level 2 and level 3 incidents occur less frequently and will require management outside of standard Council resources

## 2.4. Council Emergency Operations Centre (CEOC)

The main operational functions of the Council Emergency Operations Centre (CEOC) may include, but are not limited to:

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

The CEOC will be a secure area with access restricted to staff with valid identification.

**The primary site of the CEOC is:** Civic Centre - 10 Main Street, Cleve

**The secondary location is:** Works Depot – Brooks St / Depot St, Cleve

**The tertiary location is:** Cleve District Hall - 20 Main Street, Cleve

## 2.5. Council Plant and Equipment Register

A register of accessible plant and equipment available to support council incident operations is available at:

x:\9governance\procedures\registers\emergencyservicesplantequipmentregister

Whilst the register identifies possible availability, the plant will only be made available by the Council Commander or CEO / executive delegate and may be subject to conditions including:

- Designated Operator
- Period of availability
- Cost recovery

## 2.6. Wellbeing

When supporting another council, or the Control Agency, it is important to remember that:

- all councils are supported by the LGA Mutual Liability Scheme, Workers Compensation Scheme and Asset Mutual Fund
- all staff must be i-Responda trained and follow the principles of *"Ordinary Operations in Extraordinary Situations"*

Council will ensure the wellbeing of staff involved in incident operations by:

- Conducting hot debriefs with all staff involved in incident operations
- Reminding staff of the Employee Assistance Program
- Inviting staff to participate in debriefs as part of the restoration phase of incident operations.

## 2.7. Incident Operations Systems

Council may use the following systems incident operations in conjunction with the LGFSG and the emergency services:

### 2.7.1. i-Responda

The i-Responda app allows for timely access to contacts and links, reminders, checklists, action plans and joint operating guidelines and more.

### 2.7.2. LG xMatters

LG xMatters is a communication and activation tool used by council for its incident-based notifications. It will allow the LGFSG to communicate and activate in a timely manner.

When severe weather or other incidents occur across the state it may trigger the activation of the LGFSG. As part of their activation, the LGFSG will send councils notification via LG xMatters, part of this notification will be a "Council Effects Summary". This summary from councils occurs in two stages and is to understand the extent of deployment of council resources. The information collected is used a state level to help direct resources and support if required.

- **Stage 1 –** Short summary made up of quick response to several questions.
- **Stage 2 –** In cases where high damage is seen then a further set of questions will be sent to gather more detailed information and garner the need for further support.

### 2.7.3. Splash Page

The following arrangements exist for management of the Cleve District Council splash page:

- Council Commander or delegate to advise Jodie Blum, WHS and Risk Management Coordinator of the information required to be included on the Splash Page
- The LGA IT support team may be available to assist if required / requested

### 2.7.4. Social Media

Cleve District Council have a variety of social media pages and may share information from Control Agencies during an emergency or provide updates on how Council is supporting incident operations.

The Manager of Corporate Services is the primary contact point in Council for social media pages.

## 2.8. Communications

Communications during an incident may happen with the:

- Community
- Staff
- Control Agency
- Local Government Functional Support Group (LGFSG)
- Local Government Liaison Officer (LGLO)
- Zone Emergency Management Support Team (ZEST)
- State Agencies
- Other Councils

It is important that all communications follow a chain of command to ensure effective control of the incident. Refer to Appendix 4.5 for a communications flow chart.

### 2.8.1. LGFSG

The LGSFG is always active and in standby mode. If Council becomes aware of information or warnings relating to any emergency within their jurisdiction, the Council Commander will contact the LGFSG State Duty Officer (SDO).

The SDO and Council Commander will communicate throughout the incident to coordinate resources and share information.

### 2.8.2. Control Agency

All strategic communication with the Control Agency will occur between the Council Commander and the Control Agency Incident Controller. This may be through the LGLO located within an Control Agency IMT, or, it may be in the field for smaller level 1 incidents. All field communication between council staff and Control Agency staff will occur as required at the incident scene.

### 2.8.3. ZEST and State Agencies

When a ZEST is activated, communication between the Council and the Control Agency will be through the LGFSG appointed LGLO at the ZEST and the Council Commander.

### 2.8.4. CIMT

Communications within the CIMT is crucial to ensure that all stakeholders are aware of the current situation, actions being undertaken and objectives to achieve to resolve the emergency. During an emergency, communications will include:

- Regular briefings
- Handover documents
- Situation reports

### 2.8.5. Elected Members

The Chief Executive Officer (CEO) will be responsible for briefing the Mayor and Councillors and keeping them informed regarding emergency events. Any request for help regarding resources or equipment should be made from Elected Members to the CEO if required. The CEO will then address the request to the relevant Council Commander or CIMT.

## 2.9. Contacts

### 2.9.1. Critical Contacts

Refer to Appendix 4.6

### 2.9.2. Emergency Contacts

Refer to Appendix 4.7

### 2.9.3. Critical Local Agency Contacts

Refer to Appendix 4.8

### 2.9.4. Critical Contractor Contacts

Refer to Appendix 4.9

## 2.10. Council Information and Maps

### 2.10.1. Bushfire Safer Place

The District Council of Cleve contains two (2) bushfire safer place zones identified by SA CFS located in:

- Cleve
- Arno Bay

Refer to Appendix 4.10 for the town maps.

### 2.10.2. Bushfire Last Resort

The District Council of Cleve contains two (2) bushfire last resort zones identified by SA CFS located at:

- Darke Peake Oval, Balumbah Kinnard Road, Darke Peake SA 5642
- Rudall Oval, Birdseye Highway, Rudall SA 5642

Refer to Appendix 4.11 for the town maps.

### 2.10.3. Bushfire Management Area Plan Critical Assets

The District Council of Cleve area is home to several critical assets listed in the Upper Eyre Bushfire Management Area Plan (BMAP), for a full list of the assets refer to Appendix 4.12 or:

https://cfs.geohub.sa.gov.au/portal/apps/webappviewer/index.html?id=1fbeace168b14c1f8760772edf777d3e

### 2.10.4. Relief Centres

Relief centres in the District Council of Cleve council area is pre identified and managed by the Emergency Relief Functional Support Group (ERFSG), managed by the SA Housing Authority. The ERFSG is responsible to open and operate relief and recovery centres, and council's role will generally be to supply venue upon request.

Council owned property and facilities pre identified as potential relief centres are listed in Table 1.

**Table 1 – Council Facilities used as Relief Centres**

| Facility | Address | Manager | Contact |
|---|---|---|---|
| **Cleve District Hall (also referred to as the Institute Hall)** | 20 Main Street Cleve | David Penfold | (08) 8628 2004<br>0421 055 590<br>council@cleve.sa.gov.au |
| **Cleve Sporting Bodies Complex** | South Terrace<br>Cleve SA 5640 | Kane Schubert<br>Bess Winkley | President – 0427 282 274<br>Secretary – 0400 646 375<br>clevesportingbodies@outlook.com |
| **Arno Bay Sporting Complex** | Tel El Kebir Terrace (the oval next to the complex is adjacent to Lincoln Highway) | Hannah Lienert-Forrest | 0400 812 242<br>treasurer.arnobaycommunitysport@outlook.com |

Arrangements for council facilities used as relief centres include:

- The Cleve District Hall holds 230 persons seated, has a supper room, large bar fridges, toilet, and a large kitchen which can cater for 240 persons.
- Cleve Sporting Bodies Complex holds 200 persons seated, large fridges, shower and toilet facilities, and a large kitchen which can cater for 200+ persons.
- The Arno Bay Sporting Complex has a kitchen, bar and can facilitate 80 people.

# 3. Operations Manual

## 3.1. Prior to an Incident

### 3.1.1. Preparation for Operational Support

Council prepares for operational response in the following ways:

- Ensuring operations arrangements and plans are up to date.
- Ensuring equipment and staff resource lists are up to date.
- Ensuring required staff are trained in relevant i-Responda modules.
- Ensuring relevant plans and maps (fire / flood) are up to date.
- Ensuring all emergency PPE is stocked in vehicles
- Communicate with the community
- Monitor conditions and media (websites, radio etc)

### 3.1.2. Incident Operations Plans on a Page

For full details of how Council prepares for and their roles in emergency operations refer to the Incident Operations Plans on a Page, detailed in Appendix 4.13.

### 3.1.3. Triggers to Prepare for Operations

Council will move to prepare for incident operations when certain warnings are provided by the relevant warning authorities as per Table 1.

**Table 2 warnings that move council to prepare for incident response**

| Event | Agency warning / Trigger |
|---|---|
| **Building / industrial fire** | CFS, SA Police or LGFSG advises of building / industrial fire in the area<br>Local knowledge |
| **Bushfire** | CFS or BOM issues severe, extreme, or catastrophic fire warnings<br>CFS, SA Police or LGFSG advises of an alert for the district<br>Local knowledge |
| **Escape of Hazardous Materials** | CFS or LGFSG advises of an alert for the district<br>Local knowledge |
| **Human Disease** | SA Health or LGFSG advises of an alert for the district<br>Local knowledge |
| **Loss of Critical Infrastructure and Supplies (i.e. electricity, water, transport)** | SA Police, Department of State Development, SA Power Networks or LGFSG advises of an alert for the district<br>Local knowledge |
| **Extreme Weather - Storm** | BOM or SES extreme weather emergency warning<br>LGFSG advises of an alert for the district |

| | |
|---|---|
| | Local knowledge |
| **Animal and Plant Disease** | Primary Industries and Regions SA or LGFSG advises of an alert for the district<br>Local knowledge |
| **Earthquake** | SA Police or LGFSG advises of an alert for the district<br>Local knowledge |
| **Terrorist incident** | SA Police or LGFSG advises of an alert for the district<br>Local knowledge |
| **Extreme Weather - Heat** | SES issue an Extreme Heat Wave emergency warning for the district<br>Local knowledge |

### 3.1.4. Alert Briefing

When a warning of a predicted event is given by a warning agency or an incident occurs in the district, Council will move from standby to alert phase.

The Council Commander will communicate with the CIMT on actions required to be undertaken.

## 3.2. Incident Activation

The Council Commander / CEO or delegate may activate a response when:

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

### 3.2.1. Activating the CIMT

The CIMT will be established by the Council Commander / CEO as required to support incident management activities.

### 3.2.2. Activating the Council Emergency Operations Centre (CEOC)

The Council Commander / CEO will activate the CEOC as required to support incident management activities.

A checklist for activating the CEOC is located in Appendix 4.14.

### 3.2.3. Incident Log

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 and 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 log and used to record information throughout the duration including:

- Personal details
- Shift details (start, finish, and changeover time)
- Any instructions given/received
- Any decisions made and the reasoning behind them
- Actions taken
- Phone calls and records of conversations
- Meetings
- Finance related information
- Messages for shift changeover
- Forward planning

The incident log will remain active until the conclusion of the incident as determined by the Council Commander. This data may also be recorded in hard copy logbooks specific to the CIMT position.

An incident log template is located in Appendix 4.15.

## 3.3. Operating in an Incident

### 3.3.1. i-Responda

Council follows the i-Responda principles and platform when operating within an incident. Details of these are contained within the i-Responda Field Guide.

When operating in an incident the Council Commander will follow the **i-Responda Commander Action Plan**, as detailed in Appendix 4.16.

When responding staff will follow the **i-Responda Worker Action Plan**, as detailed in Appendix 4.17.

These worker action plans are also located on the i-Responda app.

### 3.3.2. Receiving, Assigning, and Closing off Requests During Incidents

District Council of Cleve will use the following process during incident operations:

1. Requests will be referred to the Council Commander (both during and outside of office hours)
2. Requests will be recorded in a log and the Council Commander will decide whether the job can be allocated based on council's capability using the i-Responda process above.
3. The Council Commander will communicate the request operational staff by in person or be mobile phone. If no mobile coverage, two -way radios will be used
4. Operations staff must advise the Council Commander when request competed.
5. The Council Commander will close the request and advise Incident Controller

### 3.3.3. Maintaining Situational Awareness

It is important that the Council Commander and CIMT maintains situational awareness, members of the CIMT will undertake regular reviews to enhance knowledge of potential threats and prioritisation of requests. This will be achieved by exercising one of the following briefing formats:

- SMEACS – Q - Appendix 4.18.
- Situation Report (SITREP) - Appendix 4.19.

These templates are also be located in the i-Responda app.

### 3.3.4. Emergency Information

It is the responsibility of the Control Agency to issue warnings to the potentially affected community, and to provide advice to other support agencies of this notification.

Council may support dissemination of this information and warnings to their community.

Council will do this through the channels as identified below. When social media is used by Council, existing topics or hashtags will be included for consistency of messaging amongst all agencies.

Council will only provide information in addition to the Control Agency when the information relates to:

- Direct Council actions, involvement or resources provided
- Direct Council impacts

### 3.3.5. Methods of Communication

For any incident that is led by the Council Commander and when a Control Agency is not appointed, the council will take the lead on issuing information to their community.

This will be through council channels including Council's:

- Website
- Social media including Facebook and Twitter
- Call centre
- Media releases

The nominated spokesperson for the Council is the Mayor or CEO.

### 3.3.6. Requests for Council Resources

Council plant and equipment is available to support emergency incidents at the discretion of the Council Commander, CEO, or another delegate as authorised by the CEO. Council reserves the right not to release Council plant and equipment to support an emergency incident.

All requests for plant and equipment **must** be referred to the Council Commander who will follow the formal process for provision of resources. Refer to Appendix 4.20 for the provision of resources form template.

**If Council wishes to seek reimbursement from the Control Agency or other body, it must negotiate the arrangements prior to providing resources and support.**

### 3.3.7. Financial Management

All expenditure codes must be confirmed with the Manager of Corporate Services prior to a service being provided.

**If Council wishes to seek reimbursement from the Control Agency or other body, it must negotiate the arrangements prior to providing resources and support.**

### 3.3.8. Fatigue Management

In a lengthy incident, Council will need to consider fatigue management and continuity of operations through rostering. Refer to Appendix 4.21 for a rostering template.

Handover will be required between staff to ensure objectives are maintained and followed through, refer to Appendix 4.22 for a handover template.

### 3.3.9. Transitioning to Recovery

The transition to recovery may begin at any time during or after the incident operations have taken place. Recovery with the community can run in parallel to the incident operations and the restore phases of incident operations for Council.

*Council does not undertake recovery alone. It is a shared effort between the affected communities, all levels of government and the not-for-profit and private sectors.*

### 3.3.10. Debriefs

As soon as practicable after an emergency operation, the CIMT will coordinate the operational debrief/s with representatives from each involved council department and any other external agency involved as appropriate. Refer to Appendix 4.23 for a debrief report template.

Council considers the following points during a hot debrief:

- What went well
- Areas of improvement
- Safety or welfare concerns
- Appreciation for the contribution of staff
- Operational issues and resolution options
- Resources damaged

Any concerns identified should be reported to the Council Commander, CEO, and relevant department.

### 3.3.11. Final Incident Review

Following a large scale incident, it is important to undertake a final incident review to identify key lessons learned to improve and sustain incident operations. The purpose of the incident review is to focus on what was done well and aspects to be improved for future emergency management incidents. It is important not to apportion blame to any one individual or agency during this process.

As soon as practicable after the emergency operation, the CIMT will coordinate a lessons learned debrief with all appropriate staff and any other agencies as the CIMT considers appropriate.

The lessons management process may follow a more structured process which will involve the production of a written report. Recommendations arising from this review process may result in a review of the incident operations and other documentation.

After significant events, Council may also be requested to participate in a formal debrief or multiagency debrief.

# 4. Appendix

## 4.1. Administrative Areas for the Purposes of Emergency Management

| Entity | Region / District / Command / group etc |
|---|---|
| **Police District or Local Service Area** | Eyre & Western Local Service Area |
| **CFS** | Region 6 - Eyre Peninsula and West Coast |
| **SES** | North Region, Eyre District |
| **Health service** | Eyre and Far North Local Health Network |
| **Bio Security** | Eyre and Western (PIRSA) |
| **Regional LGA** | Eyre Peninsula |
| **Fire Ban and Weather District** | Eastern Eyre |
| **Zone Emergency Management Committee** | Eyre and Western Zone |

## 4.2. CIMT Role Descriptions

### 4.2.1. Council Commander

**Standby Mode**

- ❑ Preparing and review plans
- ❑ Ensure CIMT training current
- ❑ Exercising and testing processes
- ❑ Maintaining situational awareness

**Alert Mode**

- ❑ Activate CIMT
- ❑ Initiate and facilitate planning and briefing meetings as required
- ❑ Establish contact with external agencies and LGFSG

**Operations Mode**

- ❑ Activate the CEOC
- ❑ Liaise with Control Agency either directly or through established Council Liaison Officer
- ❑ Facilitate planning and briefing meetings as required
- ❑ Activate and deactivate function CIMT roles as required
- ❑ Assess situation, identify risks, and determine priorities
- ❑ Update and brief CEO on situation or up line decisions that need to be made
- ❑ Approve deployment of council resources / support and employees
- ❑ Ensure safety of employees or appoint a safety officer to oversee
- ❑ Maintain incident log
- ❑ Oversee the financial records relating to emergency management
- ❑ Activate transition to restore mode and recovery arrangements

**Restore Mode**

- ❑ Inform and deactivate CIMT
- ❑ Coordinate return of deployed Council resources
- ❑ Schedule and facilitate debrief and evaluation process
- ❑ Determine if CIMT is required for recovery phase
- ❑ Inform council staff of STAND DOWN to incident
- ❑ Complete financial reports and incident logs
- ❑ Conduct debriefs

**Other Information**

- ❑ Consider support by Administration
- ❑ Consider a Safety Officer
- ❑ Consider Council Liaison Officer to attend Control Agency IMT
- ❑ Consider finance officer
- ❑ Consider Communications officer
- ❑ Consider Intelligence officer
- ❑ Consider Resources officer

### 4.2.2. Administration

**Standby Mode**

- ❑ Nil or as determined by council

**Alert Mode**

- ❑ Attend planning and briefing meetings as required
- ❑ Preliminary establishment of CEOC

**Operations Mode**

- ❑ Establishment of the CEOC at the request of the Council Commander
- ❑ Attend planning and briefing meetings as required
- ❑ Ensure appropriate information technology and communications resources are available
- ❑ Ensure necessary equipment and consumables are available
- ❑ Coordinate provision of food and water for staff
- ❑ Arrange accommodation for CIMT staff if required
- ❑ Assist with record keeping of external resources used and deployed and location
- ❑ Assist with maintenance of incident log and register of resources deployed
- ❑ Assist with maintenance of incident financial records if no support or finance officer appointed

**Restore Mode**

- ❑ Restore the CEOC at the completion of the incident

**Other Information**

- ❑ Consider catering
- ❑ Provide support for IT and facilities

### 4.2.3. Operations

#### Standby Mode

- ❑ Nil or as determined by council

#### Alert Mode

- ❑ Attend planning and briefing meetings as required
- ❑ Alert function staff and provide briefings when necessary
- ❑ Ensure equipment is brought to Alert mode level of preparedness
- ❑ Ensure all supplies are brought up to required levels eg fuel, safety equipment etc.

#### Operations Mode

- ❑ Attend planning and briefing meetings as required
- ❑ Brief functional staff if functional team has been established
- ❑ Coordinate deployment of council resources as required
- ❑ Determine need for additional resources or support
- ❑ Manage and supervise operation response
- ❑ Report events, accidents, or incidents in the field to the Council Commander
- ❑ Maintain incident log and register of resources deployed
- ❑ Log financial expenditure of the operations function and forward to Support Officer
- ❑ Arrange additional external human resources, (ie agency/other council staff)
- ❑ Obtain and maintain physical resources, facilities, services and materials
- ❑ Keep records of external resources used and deployed and location
- ❑ Assess requests for resources from external agencies

#### Restore Mode

- ❑ Implement program for clean-up and restoration of Council assets and resources
- ❑ Verify all resources have been returned to Standby Mode condition
- ❑ Log any damage or incidents and report to Council Commander
- ❑ Repatriate borrowed or external resources that have been utilised
- ❑ Clean and rehabilitate facilities utilised
- ❑ Manage supply of replacement equipment in the event of damages or loss

#### Other Information

- ❑ Consider fatigue management

### 4.2.4. Communications

**Standby Mode**

- Nil or as determined by council

**Alert Mode**

- Attend planning and briefing meetings as required
- Collate and disseminate information to Elected Members, Staff, Executive and the Community
- Ensure Council communication/media policies and procedures are followed

**Operations Mode**

- Attend planning and briefing meetings as required
- Ensure Council communication/media policies and procedures are followed
- Ensure the CEO and Elected Members are provided with adequate levels of information regarding the incident
- Manage media communication needs and strategies
- Provide advice regarding corporate image matters
- Collate and disseminate information to Elected Members, Staff, Executive and the Community
- Maintain media enquiry records
- Monitor media and social media

**Restore Mode**

- Manage media communication needs and strategies
- Provide advice regarding corporate image matters
- Collate and disseminate information to Elected Members, Staff, Executive and the Community

**Other Information**

- Monitors media channels for relevant information for planning function

### 4.2.5. Planning and Welfare

**Standby Mode**

- ❑ Nil or as determined by council

**Alert Mode**

- ❑ Attend planning and briefing meetings as required
- ❑ Alert function staff and provide briefings when necessary
- ❑ Ensure incoming intelligence is recorded and analysed
- ❑ Communicate pre-determined plans if applicable

**Operations Mode**

- ❑ Attend planning and briefing meetings as required
- ❑ Brief functional staff if functional team has been established
- ❑ Assess situation, identify risks and report to Council Commander
- ❑ Ensure all aspects of shift management and changeover including record of staff hours and rosters is kept up to date and implemented
- ❑ Prepare mapping information if required
- ❑ Communicate all new warnings and advice to Council Commander and CIMT staff

**Restore Mode**

- ❑ Coordinate access to external professional advice relating to assets and Public Liability (eg insurance advisors)
- ❑ Create plans for clean-up and restoration of council assets and community areas.
- ❑ Facilitate access to the Employee Assistance Program

**Other Information**

- ❑

### 4.2.6. Recovery

**Standby Mode**

- Build and maintain community networks

**Alert Mode**

- Attend planning and briefing meetings as required
- Touch base with vulnerable community members

**Operations Mode**

- Attend planning and briefing meetings as required
- Identify key stakeholders likely to be impacted during recovery process, establish their needs, and build ongoing relationships as recovery partners
- Check in with vulnerable community members
- Touch base with community groups and establish support networks
- Facilitate and promote community connectedness, including the promotion of support services provided by other key stakeholders
- Identify established local networks and how to reach particular parts of the community and business sector
- Update the Council Commander / CEO on recovery management

**Restore Mode**

- Initiate and facilitate community meetings
- Liaise with Recovery SA if required

**Other Information**

- Consider the impacts on the social, economic, natural, and built environments to identify areas of recovery needs

## 4.3. Functional Modes

**Standby**

**Standby Mode** is the normal 'day-to-day' or 'business-as-usual' mode for the CIMT. This mode is for when there are no active emergencies requiring the involvement of Council. The CIMT is active and is operating on an ongoing basis (i.e.: daily and via an on-call / after-hours roster) as well as a planning and maintenance role.

Activities considered appropriate in this mode are:

- preparing and reviewing plans
- training and educating personnel
- exercising and testing processes and procedures
- maintaining situational awareness.

**Alert**

The CIMT may move to **Alert Mode** on receipt of any warnings, or information relating to any emergency that is about to impact Council. A transition to **Alert Mode** may also be initiated when any of the alert triggers in Table 2.3 are reached.

During the **Alert Mode**, information will be relayed to all relevant key personnel and organisations that may become involved in the incident. It is possible to move back to **Standby Mode** if it becomes evident that there is no need for the CIMT to move into **Operations Mode**.

Activities considered appropriate in this mode are:

- alerting key personnel and confirming their availability to be rostered
- preliminary establishment of Council Emergency Operations Centre (CEOC)
- inform CEO of CIMT status
- determining communication arrangements
- establishing the flow of information between the CIMT, Control Agencies and LGFSG if appropriate.

Council has prepared a series of Plans on the Page that identify the actions that will be taken during the alert and operations mode for a range of hazards or incident types. These include the specific actions to be taken when the alert triggers are reached. Plans on a Page are included in Appendix B.

## Operations

The CIMT may move to **Operations Mode** when an emergency is impacting the Council area, or the support of the Council is requested by the control agency or via the LGFSG.

Activities considered appropriate in this mode are:

- inform CEO of CIMT status
- establish CEOC
- establish appropriate CIMT and assign tasks
- mobilise personnel/equipment as requested and in accordance with i-Responda operating platform
- mobilise LGLO to Control Agency IMT or similar if required
- support community relief and recovery needs as required
- transition to recovery arrangements
- debrief and standing down Council workers from operations mode.

Council has prepared a series of Plans on the Page that identify the actions that will be taken during the alert and operations mode for a range of hazards or incident types. Plans on a Page are included at the end of this part.

## Restore

The CIMT may move to **Restore Mode** when Council **Operations** has ceased.

Activities considered appropriate in this mode are:

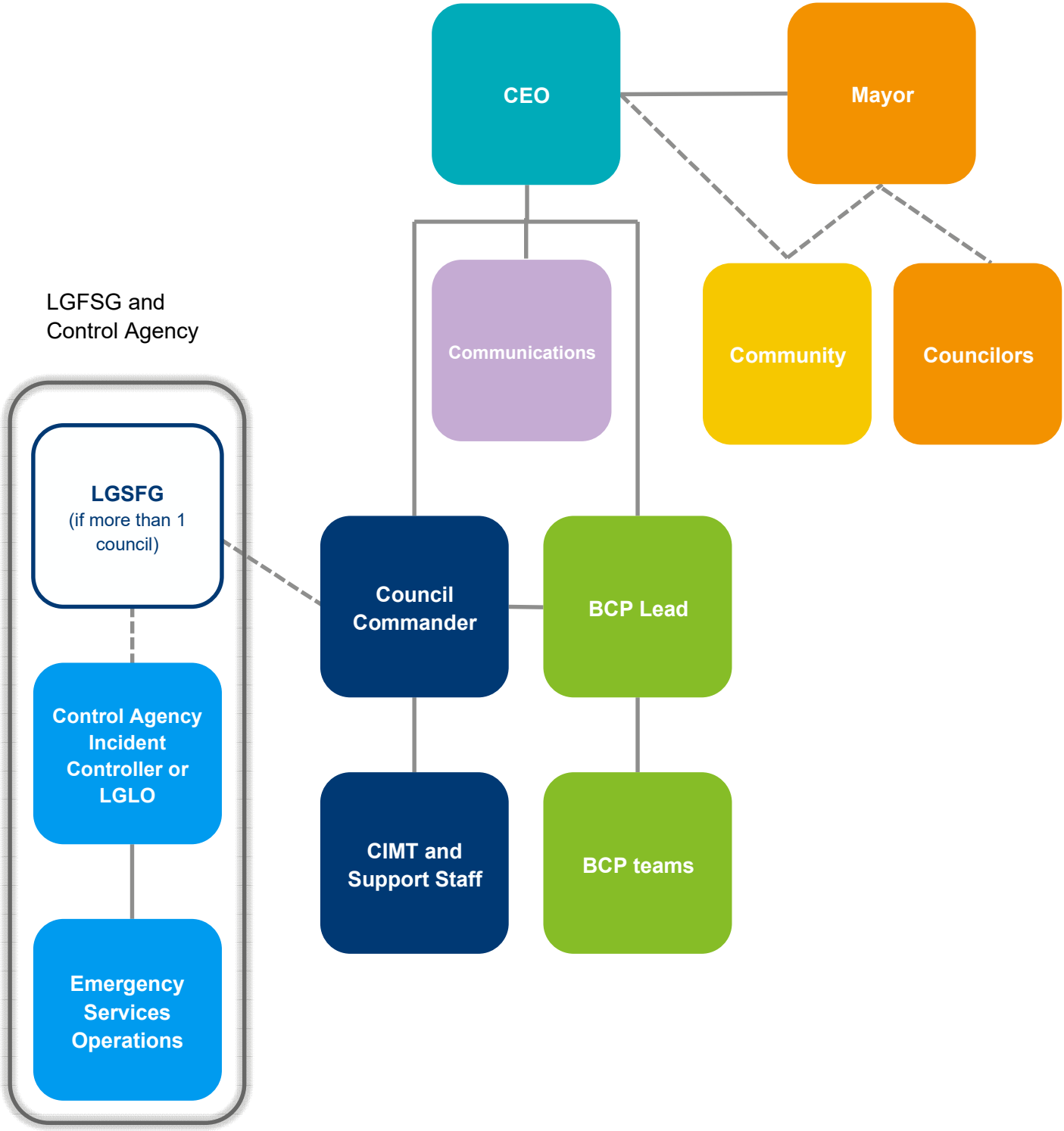
- Coordinate return of deployed Council resources
- Complete final reports, capturing of costs, damages and supporting documentation and incident journals
- Review emergency events and effectiveness of council's response in relation to this plan
- Standing down Council workers on completion of final tasks
- Close CEOC
- Final incident review

## 4.4. Council Incident Levels

| Incident Level | Description | Example |
|---|---|---|
| **Council Level 1** | Council is able to resolve incident within existing resources using standard council resources. Task requires focused action, coordination and direction. | *e.g. tree crew diverted from normal work to respond to minor storm damage.* |
| **Council Level 2** | The incident is more complex in size, resource or risk and Council is required to assign additional resources above standard council resources. | *e.g. major storm that causes major damage council assets and private property, triggering above normal council response.* |
| **Council Level 3** | The incident is unable to be managed using existing Council resources and external support is required. | *e.g. major bushfire across whole of district or multiple districts requiring staff support from other councils accessed via LGFSG.* |

**Note:** The levels listed above are about the impact or the potential impact on the Council or councils concerned; they are not necessarily intended to align with the Incident levels used or assigned by the control agency to the same incident.

## 4.5. Communications Flow Chart



## 4.6. Critical contacts

| Role | Contact Name | Position | Contact Details |
|---|---|---|---|
| **Council Commander / CEO** | David Penfold | Chief Executive Officer | 0421 055 590 |
| **Admin Support** | Helen Hender | Administration Assistant | (08) 8628 2004 |
| **Operations** | Grant Crosby | Manager Infrastructure and Civil Works | 0427 282 707 |
| **Communications** | Karen Crosby | Manager Corporate Services | 0427 803 970 |
| **Planning and Welfare** | Jodie Blum | WHS and Risk Management | (08) 8628 2004 |
| **Recovery** | Karen Crosby | Manager Corporate Services | 0427 803 970 |
| **Council Emergency Operations Centre** | Jodie Blum | WHS and Risk Management | (08) 8628 2004 |
| **Elected Member** | Phil Cameron | Mayor | 0428 860 883<br>(08) 8628 2004 |
| **Designated After Hours Emergency Works Contact** | David Penfold | Chief Executive Officer | 0421 055 590 |
| **Emergency Services** | CFS, SES, SA Ambulance, SA Police | | 000 |

## 4.7. Emergency Contacts

| Role | Contact Name | Position | Contact Details |
|---|---|---|---|
| **Internal Return to Work Coordinator** | Jodie Blum | WHS and Risk Management | 0417 696 383 |
| **Internal Return to Work Management** | Karen Crosby | Manager Corporate Services | 0427 803 970 |
| **Internal Return to Work Management** | Grant Crosby | Manager Infrastructure and Civil Works | 0427 803 970 |
| **Out of Hours Contact Senior Management** | Grant Crosby | Manager Infrastructure and Civil Works | 0427 282 707 |
| **Out of Hours Contact Works** | Paul Jenner | Works Supervisor | 0419 282 703 |
| **Cleve Police** | | | (08) 8628 2017 |
| **Police (not urgent)** | | | 131 444 |
| **SA Ambulance** | | | 000 |
| **Cleve Hospital** | | | (08) 8628 2399 |
| **Fire (Port Lincoln)** | | | (08) 8628 4266 |
| **CFS Bushfire Hotline** | | | 1300 362 361 |

## 4.8. Critical Local Agency Contacts

| Position | Number | Address (if applicable) |
|---|---|---|
| **Local Government Functional Support Group – State Duty Officer** | (08) 8120 1720 | N/A |
| **SA State Emergency Service**<br>**Unit Manager** | 0427 282 459 | Chris Tarran |
| **Eastern Eyre CFS Group Officer**<br>Bryan Trigg | 0488 059 501 | 5 Arno Bay Rd, Cleve |
| **Eastern Eyre CFS Deputy Group Officer 1**<br>Michael Weiss | 0429 204 520 | 5 Arno Bay Rd, Cleve |
| **Eastern Eyre CFS Deputy Group Officer 2**<br>John Masters | 0427 289 051 | 5 Arno Bay Rd, Cleve |
| **Eastern Eyre CFS Deputy Group Officer 3**<br>TBA | TBA | TBA |
| **Eastern Eyre Group Communications Officer**<br>Kev Elson | 0428 282 338 | 5 Arno Bay Rd, Cleve |
| **Easter Eyre CFS Cleve Base** | (08) 8628 2608 | easterneyreops@cfs.sa.gov.au |
| **CFS Darke Peake**<br>Captain, Ashley Butterfield | 0428 734 841 | Cnr Henry Street and Charles Street, Darke Peak |
| **CFS Mangalo**<br>Captain, Roderick Hannemann | 0437 804 070 | Recreation Grounds, 1993 Mangalo Road, Mangalo |
| **CFS Gum Flat**<br>Captain, Michael Evan | 0428 282 562 | Evans - Gum Flat Road, Campoona |
| **CFS Tuckey**<br>Captain, Adam Crosby | 0428 746 045 | Cnr of Rocky Corner Rd and Deakin Rd, Tuckey |
| **CFS Rudall**<br>Captain, Mel Wegner | 0427 202 034 | 5965 Balumbah-Kinnard Rd, Rudall |
| **CFS Cleve**<br>Captain, Jared Siviour | 0438 816 005 | 5 Arno Bay Rd, Cleve |
| **CFS Arno Bay**<br>Captain, Christopher Boothby | 0458 806 446 | 32 First Street, Arno Bay |

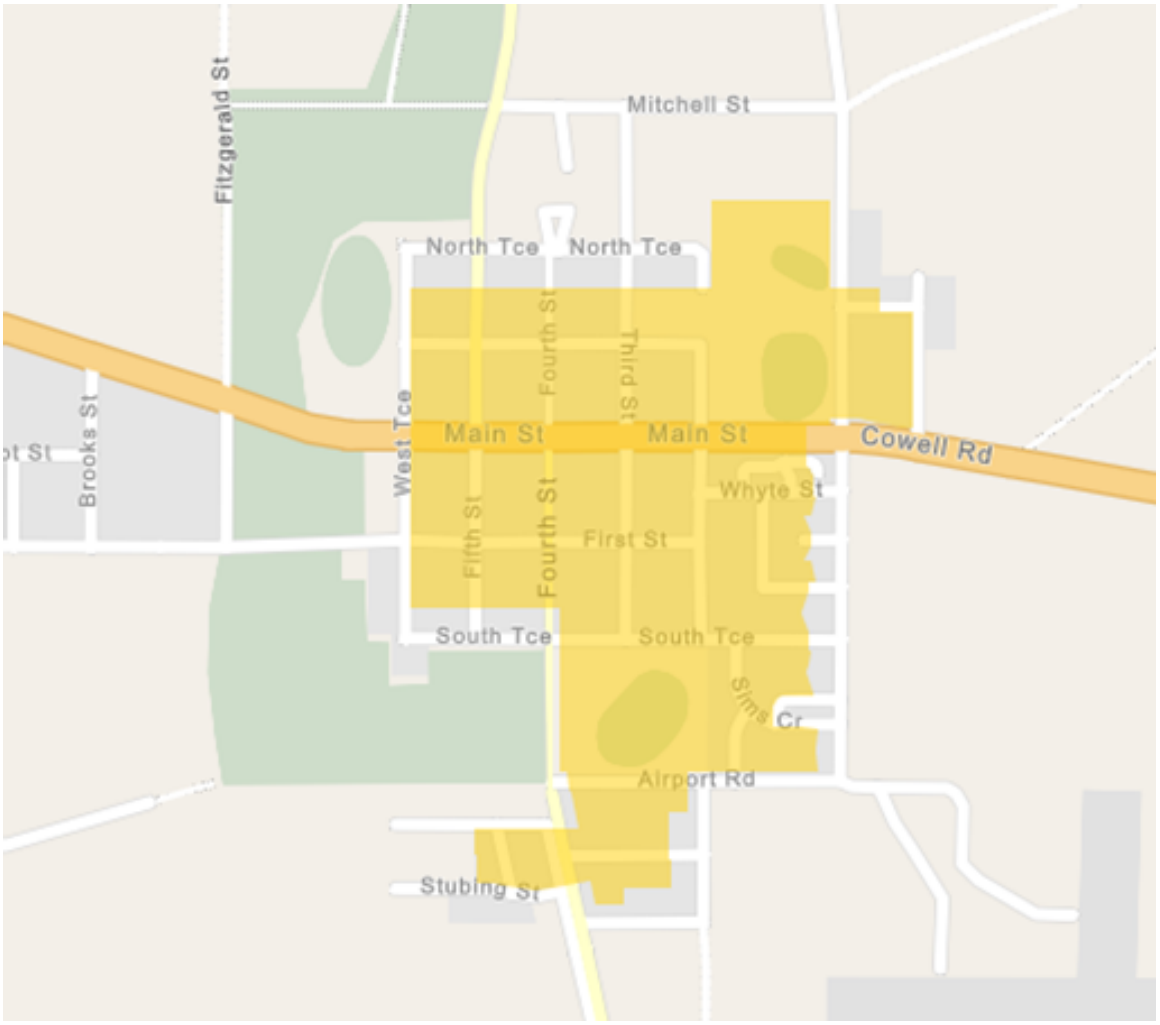
| | | |
|---|---|---|
| **CFS Wharminda**<br>Captain, Darren Millard | 0488 141 683 | Cnr Masters Rd and Wharminda Road, Wharminda |
| **SA Police – Local Service Area Commander** | (08) 8648 8070 | 3 Whitehead Street, Whyalla |
| **Cleve Police Station** | (08) 8628 2017 | 2 Main St, Cleve |
| **Cleve Ambulance Station** | | 20 Fourth St, Cleve |
| **PIRSA Region 2 Coordinator**<br>Karen Hollamby | (08) 8688 3467 | 1 Hindmarsh Street, Port Lincoln |
| **Coastguard** | (08) 8688 1883 | N/A |
| **SA Water - Service Faults & Emergencies** | (08) 8628 2516<br>1300 729 283 | N/A |
| **SA Power Networks - Faults & Emergencies** | 13 13 66 | N/A |
| **Local SAAS command centre** | (08) 8628 6747 | Port Lincoln |
| **Local hospital** | (08) 8628 2399 | North Terrace, Cleve<br>South Australia 5640 |

## 4.9. Critical Contractor Contacts

| Contractor | Service | Contact person | Contact Number | Email address |
|---|---|---|---|---|
| **Cleve Electrical Services** | Electrical | Rick Leonard | 0488 434 677 | cleve_electrical@outlook.com |
| **Waste Management** | District Council of Cleve | Grant Crosby | 0427 282 707 | gcrosby@cleve.sa.gov.au |
| **Jacobs Plumbing and Gas Fittings** | Plumbing (CWMS) | Brad Jacobs | 0427 382 554 | jacobsplumbing@bigpond.com |
| **Paul Atkins** | Arno Bay Handy Man | Paul Atkins | 0417 871 161 | paulatkins3@bigpond.com |
| **JOAT Building Services** | Building Services | Gary Jenkins | 0482 282 569 | joatbuilding@bigpond.com |

## 4.10. Safer Place Town Maps

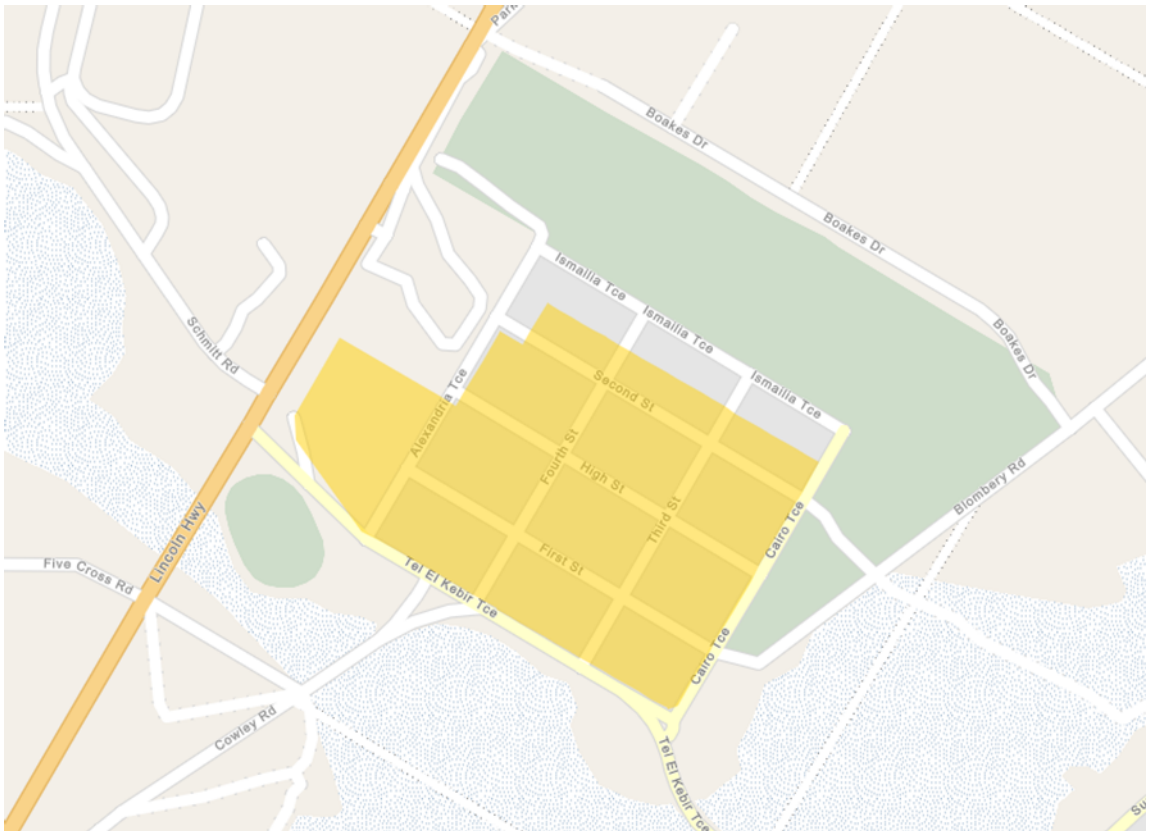
### 4.10.1. Cleve




***It should be noted that these sites are NOT sites with no risk of bushfire. Refer to the CFS for further information about Bushfire safer places or places of last resort***

Last updated 1 October 2020

## 4.10.2. Arno Bay



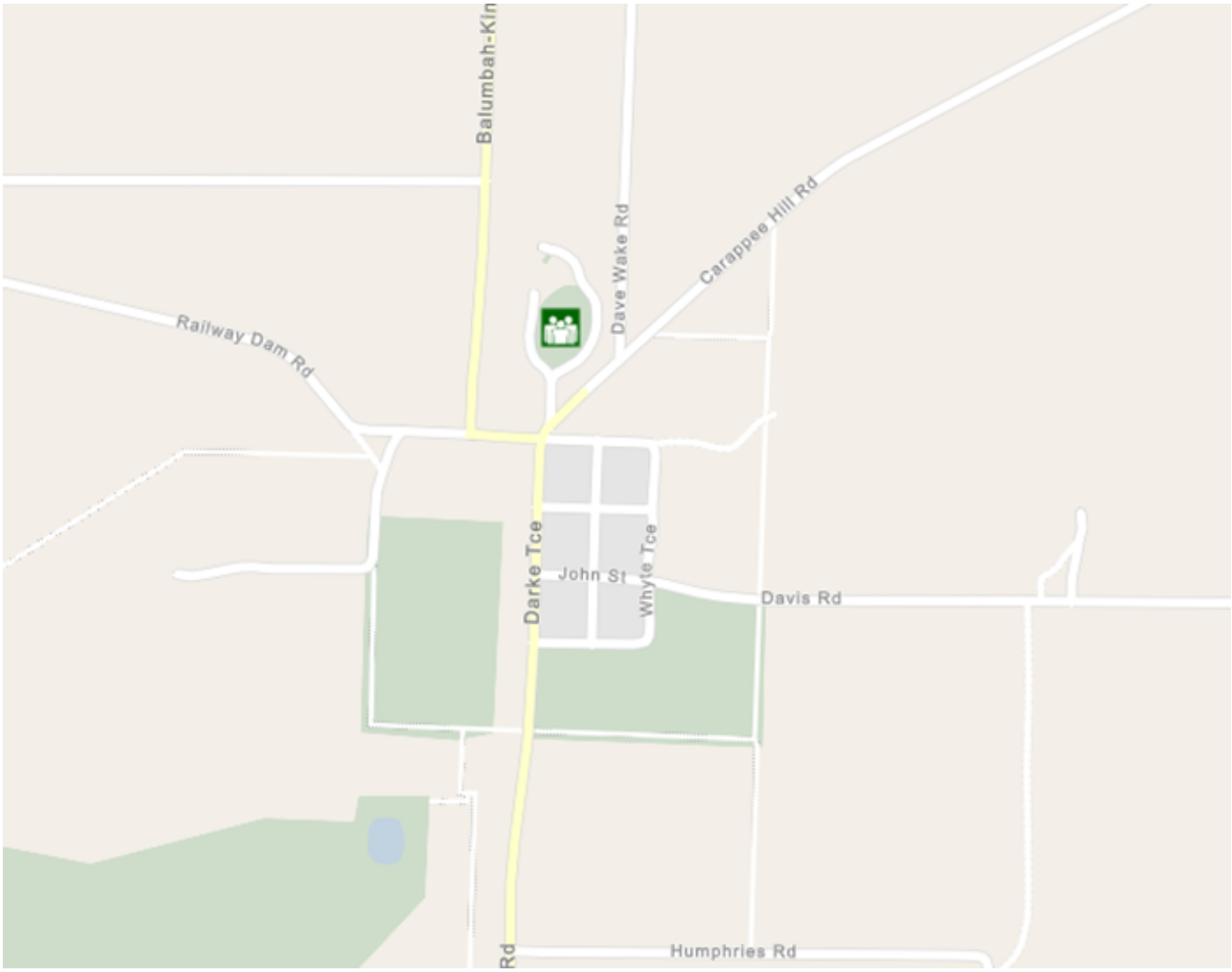

***It should be noted that these sites are NOT sites with no risk of bushfire. Refer to the CFS for further information about Bushfire safer places or places of last resort***

Last updated 1 October 2020

# 4.11. Last Resort Town Maps

## 4.11.1. Darke Peake Oval

Balumbah Kinnard Road, Darke Peake SA

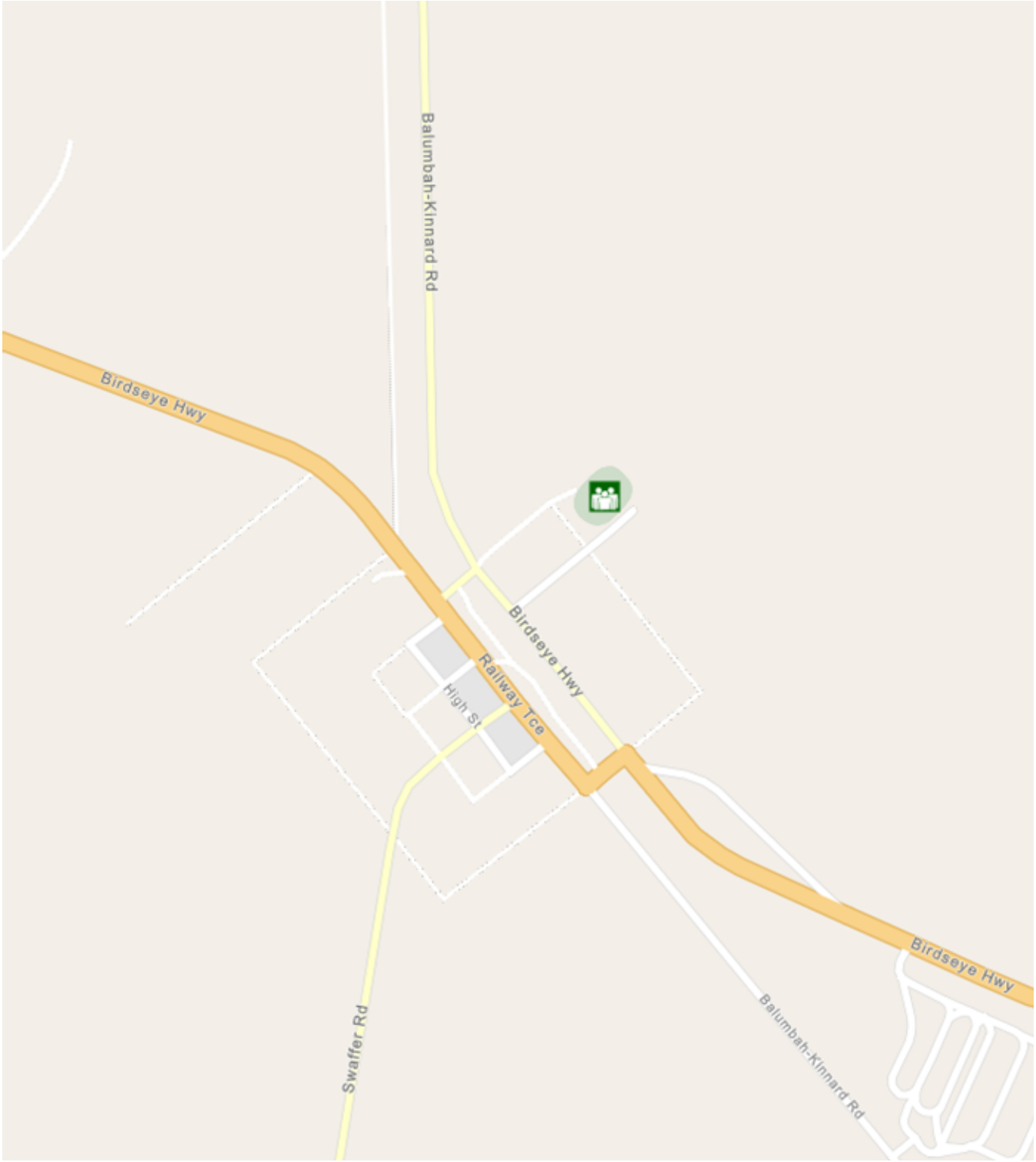



***It should be noted that these sites are NOT sites with no risk of bushfire. Refer to the CFS for further information about Bushfire safer places or places of last resort***

Last updated 1 October 2020

### 4.11.2. Rudall Oval

Birdseye Highway, Rudall SA




***It should be noted that these sites are NOT sites with no risk of bushfire. Refer to the CFS for further information about Bushfire safer places or places of last resort***

Last updated 1 October 2020

## 4.12. BMAP Critical Assets in Council District

| **Upper Eyre Peninsula Bushfire Management Plan - Risk Register (March 2019)**<br>**Note: assets not identified on this list may be still be at risk from bushfire.**<br>**Property owners need to ensure they prepare their properties and develop a Bushfire Survival Plan** | | | | | |
|---|---|---|---|---|---|
| **Asset Name** | **Asset Location** | **Asset Type** | **Asset Category** | **Asset Subcategory** | **Risk** |
| Last Resort Refuge - Darke Peak Oval | Carapee Hill Rd, Darke Peak | Human Settlement | Special Fire Protection | Last Resort Refuge | **Medium** |
| Aerodrome | Syvertsen Rd, Cleve | Economic | Infrastructure | Airstrip | **Low** |
| CWMS | Traeger St, Cleve | Economic | Infrastructure | Wastewater | **Low** |
| JC Darke Memorial and Grave | Near Darke Peak | Cultural Heritage | Non-Indigenous | Historic Site | **Medium** |
| Cemetery | Blomber Rd, Arno Bay | Cultural Heritage | Non-Indigenous | Cemetery | **N/A** |
| Cemetery | Syvertsen Rd, Cleve | Cultural Heritage | Non-Indigenous | Cemetery | **N/A** |

Last updated 1 October 2020

## 4.13. Incident Operations Plans on a Page

### 4.13.1. Incident Operations Plans Days of Heightened Fire Danger

**District Council of Cleve Emergency Hazard Plan on a Page**

# Days of Heightened Fire Danger

**Event Types**

Days of heightened fire danger that are predicted as either Severe, Extreme, or Catastrophic by BOM and CFS, these days could lead to higher chance of uncontrolled rural fire that may impact on our district

**Triggers to Move from Standby to Alert**

**A forecast of Extreme or Catastrophic Fire Danger Rating from BOM and CFS**

**When a Bushfire Watch and Act or a Bushfire Emergency Warning message is issued within the Council Area**

**Triggers to Move from Alert to Operations**

**On request from Control Agency, SA Police or LGFSG**

**Approved Council Tasks / Roles in Rural Fire Operations**

| | |
|---|---|
| • Supply of water truck to staging areas<br>• Road Closures and Traffic control | • Heavy equipment and crews for road clearing post fire front and declared safe |

**Emergency Contacts and Sites**

| | | |
|---|---|---|
| **SA CFS Region 6 RCC** | 0488 059 501 | |
| **Cleve Police** | (08) 8628 2017 | |
| **BOM warnings** | (08) 8366 2600 | http://www.bom.gov.au/sa/warnings/ |
| **LGFSG** | (08) 8120 1720 | |

**Resources Available in Council**

| | | | |
|---|---|---|---|
| Chainsaws | Traffic Signage | Front End Loader | Facilities |
| Water Tanker | Utes | Pumps and hoses | |

**Notes**

- All staff responding as part of Council's approved resources must be i-Responda trained.
- No Council equipment or personnel will operate on the fire front at any time.
- Remember to maintain situational awareness and seek approval of Council Commander if being re tasked by the control agency.

# Days of Heightened Fire Danger / Rural Fire Checklist

This checklist works in conjunction with the council activities in the functional modes as documented in the Council's Incident Operational Arrangements

| | |
|---|---|
| **Standby** | |
| | Ensuring Bushfire plans and pre-season vegetation control up to date. |
| | Check list of willing staff and ensure i-Responda training of staff up to date. |
| | Check and stock fire blankets, fire food packs and PPE in vehicles and water tanker. |
| | Ensure all 105F notices are complied with. |
| | Pre-season briefing of staff complete |
| | |
| **Alert** | |
| | Briefing to staff, CIMT and Executive Teams |
| | Monitor active situations and alerts |
| | Fill water tanker and checks pumps and hoses |
| | List of after-hours available staff and those on call established |
| | Modification of work hours and jobs |
| | Council radio to CFS station |
| | Attend LGFSG briefing if arranged |
| | |
| **Operation** | |
| | Operations notification to all staff |
| | Establish required CIMT functions and brief CIMT staff |
| | Receive a briefing from Control agency on request for resources from council |
| | Contact LGFSG if situation reaches level 2 or 3 if contact not already established |
| | Establish recovery manager in council in community requires it. |
| | Monitor fatigue management and welfare of staff / conduct hot debriefs |
| | |
| **Restore** | |
| | Check road closures and monitor roads for fallen branches |
| | Gather community impact information |
| | Formal debrief and after incident reviews |
| | Restore and restock all council equipment and resources |
| | |

### 4.13.2. Incident Operations Plans Days of Extreme Storm Weather

**District Council of Cleve Emergency Hazard Plan on a Page**

# Extreme Weather Storm

## Event Types

When extreme weather is forecast by the BOM this may include high / damaging winds and high and / or intense rainfall through the District Council of Cleve

## Triggers to Move from Standby to Alert

**On receipt of an Extreme Weather Warning for Rainfall or Wind from BOM**

## Triggers to Move from Alert to Operations

**On request from Control Agency, or LGFSG.**
**On receipt of large amount of calls from the Community when impacted by storm**

## Approved Council Tasks / Roles in Extreme Weather Storm Operations

- Clean up of fallen trees and debris from roads and public areas
- Clearing of drains water ways
- Supporting community and SES with filling and distributing sandbags
- Monitoring of council CMWS system
- Road Closures and diversions
- Monitoring of flood gauges
- Heavy machinery support for clearing fallen vegetation
- Check culverts

## Emergency Contacts and Sites

| | | |
|---|---|---|
| **SES Storm, Flood and Rescue** | 132 500 | https://www.ses.sa.gov.au/site/home.jsp |
| **SES Cleve** | 0427 282 459 | https://www.ses.sa.gov.au/site/about_us/our_units/cleve_unit.jsp |
| **SA CFS Region 6 RCC** | 0488 059 501 | |
| **BOM warnings** | (08) 8366 2600 | http://www.bom.gov.au/sa/warnings/ |
| **Cleve Police** | (08) 8628 2017 | |
| **LGFSG** | (08) 8120 1720 | |

## Resources Available in Council

| | | | |
|---|---|---|---|
| Chainsaws | Traffic Signage | Front End Loader | Utes / Trucks |
| Grader | Sand Supply | Pumps and hoses | |

## Notes

- All staff responding as part of Council's approved resources must be i-Responda trained.
- All decisions on deployment of resources or equipment are at the discretion of the Council Commander.
- Staff to remain aware of high or fast-moving water and not enter at any time.
- Staff to not attempt clearance of trees and branches at height during a storm event.
- Staff to not work at heights or on roofs during storm event.

# Extreme Weather Storm Checklist

This checklist works in conjunction with the council activities in the functional modes as documented in the Council's Incident Operations

| | |
|---|---|
| **Standby** | |
| | Ensure preseason drain clearing and checks completed |
| | Preseason tree risk and maintenance checks complete |
| | CMWS emergency management plans up to date |
| | Preseason training of staff |
| | Review of Flood Mapping resources in place |
| | |
| **Alert** | |
| | Closure of jetties |
| | Monitoring of flood gauge stations and flows |
| | Sharing of warnings from SES / BOM to local community through networks |
| | Briefing to staff, CIMT |
| | Monitor active situations and alerts |
| | |
| **Operation** | |
| | Active checking and clearing of drains |
| | Monitoring of water levels and known flood points |
| | Working with drainage board on creek flows and regulators |
| | Monitoring of road network for flood damage |
| | Traffic control and diversions where required |
| | Clearing of vegetation for roadways and public areas |
| | Monitoring of public and council infrastructure for storm damage |
| | Establish and brief of CIMT if required |
| | Briefing to staff and CIMT on situation |
| | |
| **Restore** | |
| | Check road closures and monitor roads for debris and fallen vegetation |
| | Gather community impact information |
| | Formal debrief and after incident reviews |
| | Restore and restock all council equipment and resources |
| | |

## 4.14. CEOC activation checklist

| Council Emergency Operations Centre Activation Checklist | |
|---|---|
| | |
| **Done** | **Action** |
| | Obtain information about incident: location, damage, size and scale, nature, safety issues |
| | Make contact with relevant Control Agency |
| | Make contact with relevant Council staff |
| | Make contact with LGFSG State Duty Officer through Council contact phone |
| | Make contact with SAPOL regarding information on roadblocks or disruptions |
| | Consider requesting establishment of ZEST through SAPOL |
| | Determine location of CIMT and gain access |
| | Assess rostering requirements for CEOC and notify staff |
| | If needed contact additional staff to be on standby |
| | Gather all required resources and template documents |
| | Record all activities in incident logbook |
| | Establish time sheet system to record staff hours |
| | Consider communication requirements:<br>• Internal staff<br>• CEO<br>• Mayor<br>• Elected members<br>• Media<br>• CIMT regular briefing<br>• Field staff |
| | Organise rotating meal breaks for staff, refreshments |
| | Inform finance a cost code may need to be established for itemising expenses associated with the incident |

## 4.15. Incident log template

| Incident log | | | |
|---|---|---|---|
| | | | |
| **Date** | **Time** | **Action** | **Person** |
| | | | |
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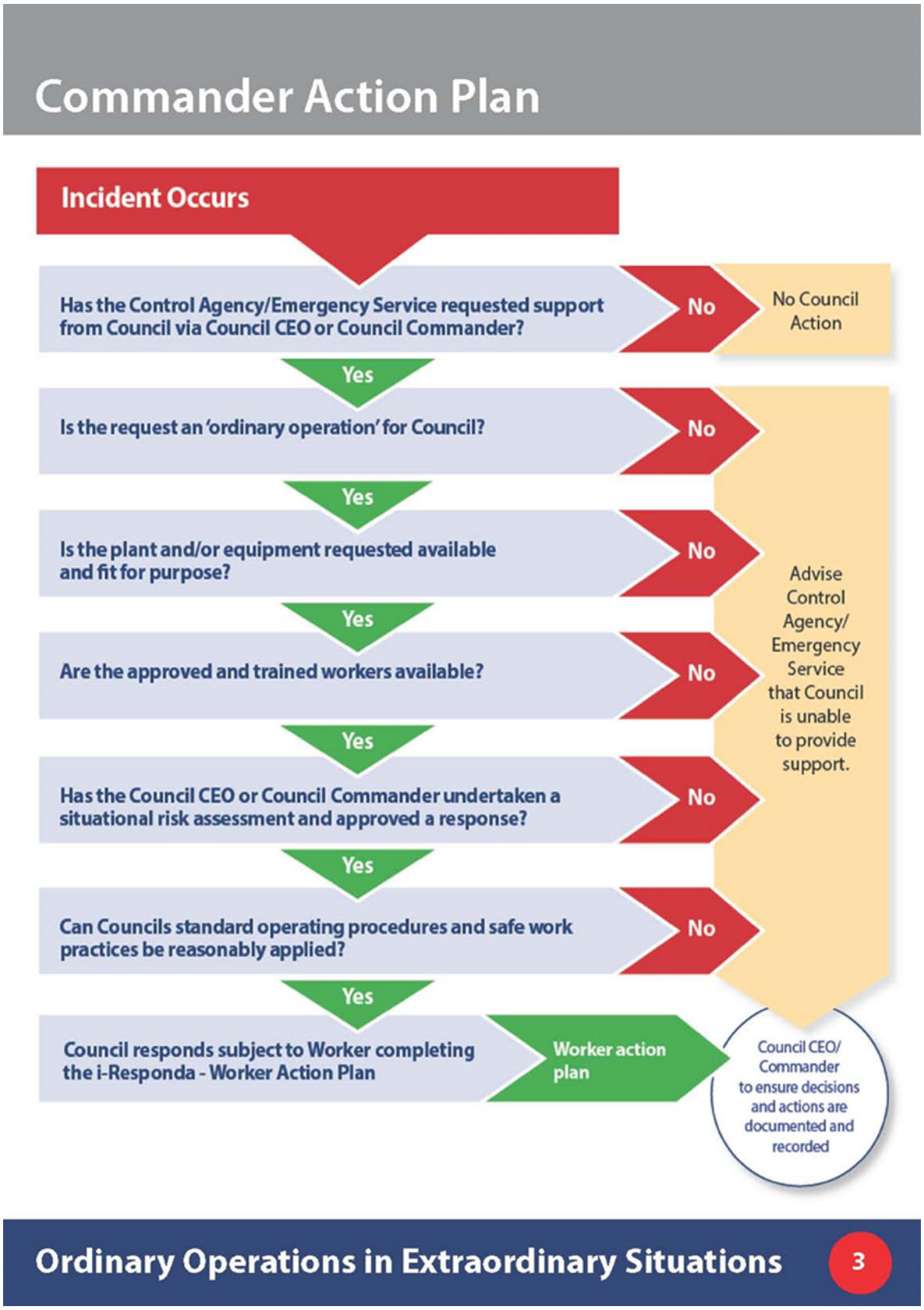
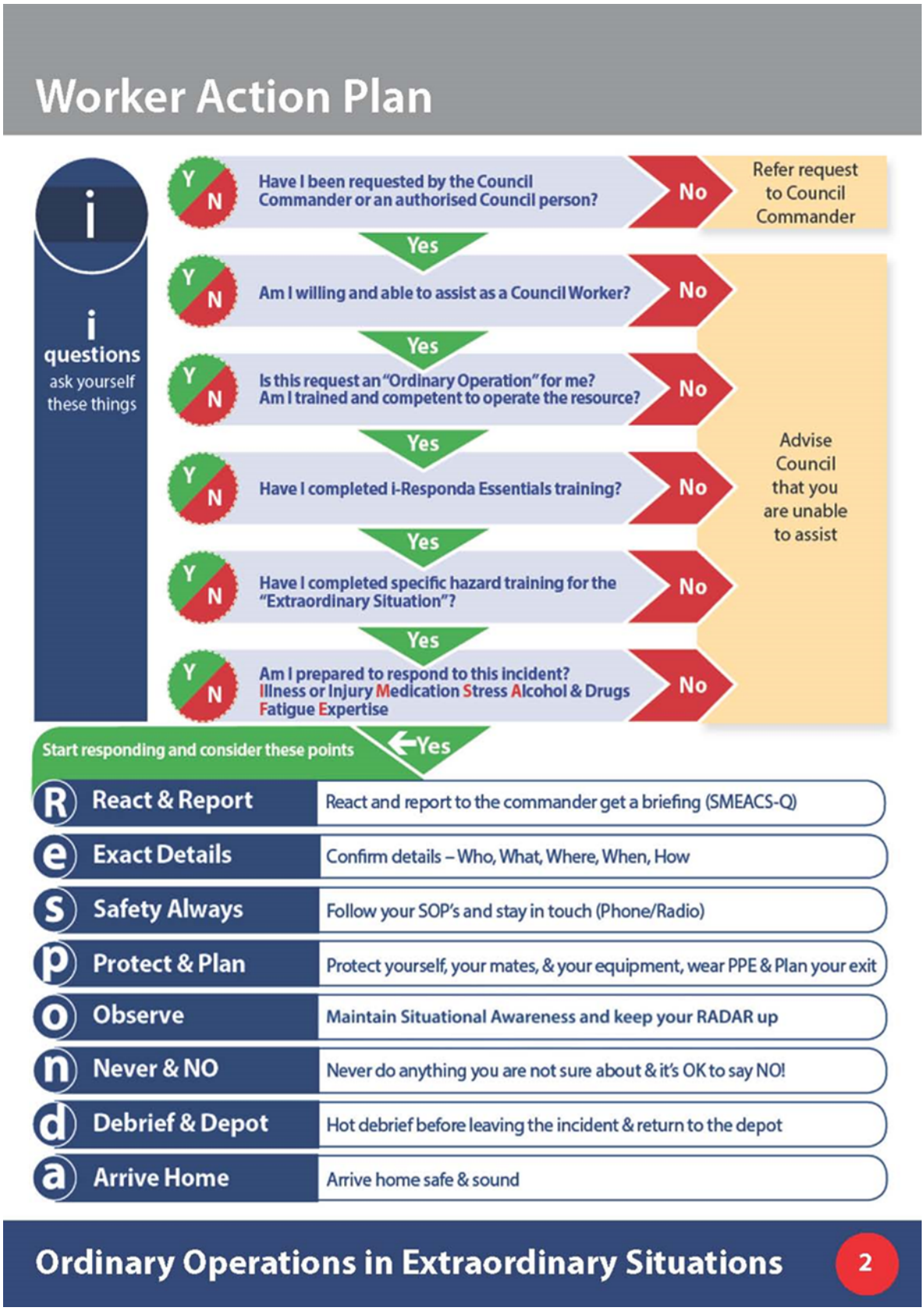
## 4.16. i-Responda – Commander Action Plan



## 4.17. i-Responda – Worker Action Plan



## 4.18. SMEACS-Q template

| SMEACS–Q Briefing | |
|---|---|
| | |
| **Briefing Component** | **Detail** |
| **Situation** | *Current and predicted situation*<br>Insert information |
| **Mission** | *Statement of Council Commander's intent and specific objectives for response*<br>Insert information |
| **Execution** | *How the mission will be accomplished:*<br>• *Strategies and tactics*<br>• *Constraints*<br>• *Task and resource allocation*<br>• *Access to the incident*<br>• *Shift times*<br>• *Immediate tasks*<br>• *Contingencies*<br>Insert information |
| **Administration** | *Logistics for the operation including:*<br>• *Key support locations and roles*<br>• *Incident staging areas*<br>• *Catering*<br>• *Supply*<br>• *Ground/medical support*<br>Insert information |
| **Command and Communication** | *Council Incident Management Structure including:*<br>• *Sectorisation*<br>• *Reporting relationships and times (Who is the Council Commander)*<br>• *Communications plan*<br>• *Contact numbers, radio channels*<br>Insert information |
| **Safety** | *Identification of known or likely hazards including:*<br>• *Weather*<br>• *Safety equipment*<br>*Welfare – hydration and first aid*<br>Insert information |
| **Questions** | Are there any questions? |

## 4.19. Situation report template

| Situation Report (SITREP) | |
|---|---|
| **Event name** | |
| **Event details** | Date event started:<br>Time event started:<br>Basic details of event: |
| **From** | *e.g. Council Commander –* |
| **Attention to** | ☐ State Duty Officer ☐ LGFSG Manager ☐ ZEST LGLO<br>☐ Council Commander/s ☐ Local Councils and staff |

*The following is a building report; it means that past SITREPS should be included at the back of the report with writing shaded to grey to distinguish the new information from the old. This enables the event to be tracked and for referral back if required.*

*Select and repast the entirety of the tables below.*

*Please delete all information in italic blue prior to release.*

| **Time:** | **Date:** | **SITREP #:** |
|---|---|---|

| | |
|---|---|
| **Situation** | |
| **Impacts** | |
| **Tactics** | |
| **Resources** | |
| **External agencies** | |
| **Problems** | |
| **Safety** | |

| | |
|---|---|
| **Completed by** | |
| **Approved by** | |

## 4.20. Provision of Council Resources Form Template

| Council Provision of Resources Form | |
|---|---|
| **A: Ask** | |
| **Request Details** | |
| **Date and time** | |
| **Way request made** (email/phone/in person etc) | |
| **Requesting agency** | |
| **Agency contact name** | |
| **Incident Management Team role** | |
| **Incident Controller name** | |
| **Request for** | |
| **Details of requirements including tasks to be undertaken** | |
| **Date and time required** | |
| **Where to report to** | |
| **Who to report to** | |
| **Declared emergency?** (circle as appropriate) | Yes<br>No<br>Identified major incident as declared by State Coordinator<br>Identified major emergency as declared by State Coordinator<br>Disaster as declared by Governor |

# Council Provision of Resources Form

## B: Assess and arrange

| | |
|---|---|
| Will resources be deployed outside Council district? | |
| Does the request involve carrying out works on private property? | |
| Will the release of council resources impact normal service delivery? | |
| If yes, can we accommodate this disruption? | |
| Is there a LGFSG Joint Operating Guideline or other MOU related to this activity? | |
| Is the request in agreement with these agreements? | |
| **For Requests From External Agencies or Other Councils** | |
| Has the i-Responda Council Action Plan been followed? | |
| **For Internal Council Requests** | |
| Are the tasks to be undertaken consistent with the Ordinary Operations of the employees | |
| Do the workers to be deployed have necessary qualifications, experience and PPE to competently and safely carry out the Operation requested and the Situation they are operating within? | |
| Is the requested resources available, fit for purpose and listed in our Fleet Management System? | |
| Are we able to reasonably apply existing WHS when undertaking the requested tasks? | |
| **Comments:** | |
| **Assessed by:** | **Name:**<br>**Position:** |
| **Date:** | **Time:** |

# Council Provision of Resources Form

## C: Act

| Decision | Approved / Not Approved |
|---|---|
| **Comments:** | |
| **Name:** | |
| **Position:** | |
| **Date:** | |
| **Time:** | |
| **Ensure that resources that are deployed arrive safely at designated location.**<br>**Use cost code to itemise expenditure associated with the emergency response** | |

## 4.21. Roster template

| Rostering Template | | | |
|---|---|---|---|
| **Incident:** name | **Day number:** 1 | **Date:** dd/mm/yyyy | |
| **Position** | **Shift 1 (xAM – xPM)** | **Shift 2 (xPM – xAM)** | **Shift 3 (xAM – xPM)** |
| **Council Commander** | | | |
| **WHS and Safety Officer** | | | |
| **Communications** | | | |
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## 4.22. Handover template

| Handover – Event Details | | | | | |
|---|---|---|---|---|---|
| **Event Name** | | | | | |
| **Day** | | **Date** | / / | **Time** | hrs |
| **Prepared by** | | **Position** | | | |
| **Key Activities During the Preceding Shift** | | | | | |
| Progress, activities and occurrences during the shift | | | | | |
| **Critical Issues** | | | | | |
| Identify any issues/risks that may affect operations, organisation or performing the role or outcomes | | | | | |
| **Key Priorities** | | | | | |
| Key priorities and tasks for incoming shift | | | | | |
| **Safety** | | | | | |
| Safety considerations and issues | | | | | |

**Note:** SMEACS-Q can be utilised in a handover situation as a tool to assist with the process of handing over.

## 4.23. Debrief report template

| Debrief Report | | | |
|---|---|---|---|
| **Event name** | | | |
| **Date of debrief** | | **Time of debrief** | |
| **Person conducting debrief** | | | |
| **Staff attending debrief** | | | |
| **Add discussion point** | Complete brief notes around the discussion for reference. | | |
| | | | |
| | | | |
| | | | |
| **Add discussion point** | Complete brief notes around the discussion for reference. | | |
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