

Incident Operations Arrangements

**For
The Flinders Ranges Council**



Endorsement

These Incident Operations Arrangements has been reviewed and endorsed for use



Eric Brown

Chief Executive Officer

Date: 9 August 2021

Version Control

This document is the responsibility of the Director Works

| Version | Date | Summary of changes | Author |
|---------|----------|------------------------------------|--------|
| V0.1 | Nov 2020 | Initiation doc | DG |
| V1.0 | 20/04/21 | Updated format and contact details | DG |
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Review

The Flinders Ranges Council Incident Operations Arrangements (this document) will be formally reviewed every two years in line with review requirements of other plans as identified in the State Emergency Management Plan (SEMP) Section 4. Informal reviews may be undertaken in the interim as required, including to incorporate changes to legislation, staffing or as a result of findings following incidents.

Acknowledgements

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Table of Contents

Contents

| | |
|--|-----------|
| Endorsement..... | 2 |
| Version Control..... | 2 |
| Review | 2 |
| Acknowledgements | 2 |
| Table of Contents | 3 |
| Overview of Incident Operations Arrangements | 6 |
| Purpose..... | 6 |
| Links to emergency management policy and plan | 6 |
| 1. Scope..... | 7 |
| 1.1. Supporting State arrangements | 7 |
| 1.1.1. Local incidents | 7 |
| 1.1.2. South Australian and Zone arrangements..... | 7 |
| 1.1.3. Local Government Functional Support Group | 7 |
| 1.1.4. Zone Emergency Support Team | 8 |
| 1.2. Local administrative areas | 8 |
| 1.3. Incident operations..... | 8 |
| 1.4. Incident management principles..... | 9 |
| 2. Operations manual | 10 |
| 2.1. Council structural arrangements | 10 |
| 2.1.1. Incident operations functional modes | 10 |
| 2.1.2. Council levels of incident operations | 12 |
| 2.1.3. Elevating operations from Level 1 to Level 2/3..... | 13 |
| 2.1.4. Council Incident Management Team..... | 13 |
| 2.1.5. Council Emergency Operations Centre (CEOC) | 13 |
| 2.1.6. Structure of CMIT | 15 |
| 2.1.7. Council Commander delegations and authorities | 15 |
| 2.1.8. Functional roles in an CIMT | 17 |
| 2.2. Operating in an incident | 20 |
| 2.2.1. Incident Activation..... | 20 |
| 2.2.2. Receiving, assigning and closing off jobs..... | 20 |

| | | |
|-----------|---|-------------------------------------|
| 2.2.3. | Incident Operations Plans on a Page | 21 |
| 2.2.4. | Triggers to prepare for operations | 21 |
| 2.2.5. | Transitioning to recovery | Error! Bookmark not defined. |
| 2.2.6. | Hot Debriefs | 21 |
| 2.2.7. | Lessons Management Process | 22 |
| 2.3. | Communications in an incident | 22 |
| 2.3.1. | Pre-incident briefing / communication | 22 |
| 2.3.2. | Communicating with incident control agency | 22 |
| 2.3.3. | Communicating with other ZEST & other state agencies | 22 |
| 2.3.4. | Communicating with LGFSG | 22 |
| 2.3.5. | Receiving information from community | 23 |
| 2.3.6. | Communicating information to the CIMT | 23 |
| 2.3.7. | Communicating information within the CIMT | 23 |
| 2.3.8. | Field staff communications | 23 |
| 2.3.9. | Communications with other council staff in an emergency | 23 |
| 2.3.10. | Communicating with executive of Council in an emergency | 24 |
| 2.3.11. | Communicating with Elected Members in an emergency | 24 |
| 2.3.12. | Communicating with community in an emergency | 24 |
| 2.4. | Resources | 27 |
| 2.4.1. | Council staff | 27 |
| 2.4.2. | Council Plant and Equipment | 27 |
| 2.4.3. | Council owned facilities in incident management | 29 |
| 2.4.4. | Suppliers | 32 |
| 2.4.5. | Volunteers and Community Organisations | 32 |
| 2.4.6. | Shared services | 32 |
| 2.5. | Systems council uses in incident operations | 34 |
| 2.6. | Finances in Incident Operations | 34 |
| 3. | Contacts | 35 |
| 3.1. | Critical Internal Contacts | 35 |
| 3.2. | CIMT Contacts | 35 |
| 3.3. | Critical Local Agency Contacts | 36 |
| 3.4. | Critical Contractor Contacts | 37 |
| 4. | Council Information and maps | 38 |

| | |
|--|-----------|
| 5. Templates and Plans | 39 |
| 5.1.1. i-Responda action plans | 39 |
| 5.2. CIMT Functional Role Descriptions | 41 |
| 5.3. Bushfire Plan on a Page | 46 |
| 5.4. Storm & Flood Plan on a Page..... | 48 |
| 5.5. Heatwave Plan on a Page..... | 50 |
| Extreme Weather Heat Checklist | 51 |
| 5.6. Black System Event Plan on a Page | 52 |
| Black Event Checklist | 53 |
| 5.7. Other templates | 54 |

Overview of Incident Operations Arrangements

Purpose

These incident operations arrangements describe how The Flinders Ranges Council 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 The Flinders Ranges Council
- Provide delegation and authority for the Council Commander
- Describe the arrangements that are in place for:
 - > Activation triggers
 - > Command and Council Incident Management Team (CIMT) structure
 - > CIMT functions and tasks
 - > Resources, including people, places, technology, 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.

Links to emergency management policy and plan

These arrangements support the implementation of The Flinders Ranges Council's

- Emergency Management Policy
- Emergency Management Plan

1. Scope

1.1. Supporting State arrangements

During an incident, The Flinders Ranges Council 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.

1.1.1. Local incidents

In most incidents Council will directly support the Incident Controller and their Incident Management Team with resources and local knowledge. This arrangement will be from Incident Controller to Council Commander or through a Council Liaison Officer in the Incident Management Team.

1.1.2. South Australian and Zone arrangements

In significant incidents, local government supports the state emergency management arrangements and control agency through the Local Government Functional Support Group (LGFSG) and Zone Emergency Support Team (ZEST).

1.1.3. 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 SEMP.

For incidents involving more than one council or where the incident is beyond the capacity of a single council, the 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, ZEST and any relevant agency Incident Management Teams.

The LGFSG is led by the Local Government Association of South Australia (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. The number for the State Duty Officer is 8120 1720.

1.1.4. Zone Emergency Support Team

When the ZEST is activated by SA Police, the LGFSG will be requested to provide a Local Government Liaison Officer (LGLO). This role ensures local government is represented at the ZEST and enables communication between local government and the Control Agency. The LGLO may be a staff member from The Flinders Ranges Council, another council or LGA SA depending on the nature of the incident and resource availability.

Once appointed, the LGLO will ensure they contact The Flinders Ranges Council, Council Commander/s and make them aware a ZEST is now active and provide appropriate contact details for use during the incident.

1.2. Local administrative areas

The Flinders Ranges Council is located within several overlapping administrative areas for the purposes of emergency management, as detailed in Table 1.1.

Table 1.1 Administrative areas for the purposes of emergency management

| Agency or Organisation | Locally relevant areas |
|---------------------------------------|--|
| Police District or Local Service Area | <i>Far North Local service area</i> |
| Emergency Management Zone | Far North Emergency Management Zone |
| CFS | <i>Region 4, Flinders - Fire Ban District 10</i> |
| SES | Region North, District /Flinders- Gulf |
| SA Ambulance | Far North and West Coast Region, Quorn Station |
| Health service | Quorn Health Service |
| PIRSA | PIRSA Port Augusta |
| Weather District | Weather district 10 - Flinders |

1.3. Incident operations

Council has adopted The Flinders Ranges Council Emergency Management Policy that describes the purpose, scope and authority for Council to participate in emergency management.

The Emergency Management Policy has identified that Council will maintain “incident operations arrangements” (this document). Incident operations will be delivered by council in accordance with:

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

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

1.4. Incident management principles

Council is aware of the principles used in the Australasian Interservice Incident Management System (AIIMS) and will apply these key principles in their incident management:

| | |
|--------------------------------|---|
| Flexibility | A flexible approach will be adopted by council to incident operations, given the universal principles of an 'all hazards-all organisations' approach to emergency management. The system is adaptable and can be applied across the full spectrum of incidents, where the nature of the hazard, the scale of the incident, the complexities presented, number of organisations involved, and the duration can all vary. |
| Management by objective | Incident management is a process of management where the Council Commander, in consultation with the CIMT, determines the desired outcomes of the incident from the council's perspective. These outcomes, or incident objectives, will then be communicated to everyone involved, so they know and understand the direction being taken during the operation. |
| Unity of command | Unity of command is a principle of management meaning that everyone should report to only one supervisor. In the context of incident management this means that there is only one Council Commander for any incident, directing and coordinating the actions of all council resources, with one set of objectives and one plan. |
| Span of control | Span of control relates to the number of groups or individuals that can be successfully supervised by one person. A maximum of seven reporting groups or individuals is considered desirable, as this maintains a supervisor's ability to effectively task, monitor and evaluate performance. |
| Functional management | The span of control is managed through functional management. Each Functional Section may be made up of a single person or a team of people scaled to the size and complexity of the incident |

2. Operations manual

The operations manual addresses:

- Council structural arrangements
- Operations during an incident
- Communications during an incident
- Resource availability and accountability
- Council systems
- Finances in incident operations

2.1. Council structural arrangements

2.1.1. Incident operations functional modes




The Flinders Ranges Council uses four Functional Modes of operation as depicted.

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

For more details of council tasks within each functional mode refer Table 1, with specific roles of CMIT staff discussed in Section 5.2 (noting that these may change with incident level).



Table 1 - Council tasks within each functional mode

| | |
|--|--|
| <p>Standby</p>  | <p>Standby Mode is the normal 'day-to-day' or 'business-as-usual' mode for the Council. This mode is for when there are no active emergencies requiring the involvement of Council.</p> <p>Activities considered appropriate in this mode are:</p> <ul style="list-style-type: none">• preparing and reviewing plans• training and educating personnel• exercising and testing processes and procedures• maintaining situational awareness. |
| <p>Alert</p>  | <p>Council 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 4 are reached.</p> <p>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.</p> <p>Activities considered appropriate in this mode are:</p> <ul style="list-style-type: none">• alerting key personnel and confirming their availability to be rostered• preliminary establishment of CEOC• inform CEO of council and/or CIMT status• determining communication arrangements• establishing the flow of information between the council and/or CIMT and control agencies and LGFSG if appropriate. |
| <p>Operations</p>  | <p>The council may move to Operations Mode when an emergency is impacting the Council area, or the support of Council is requested by the control agency or via the LGFSG.</p> <p>Activities considered appropriate in this mode are:</p> <ul style="list-style-type: none">• inform CEO of Council and/or CIMT status• establish CEOC• establish appropriate CIMT and assign tasks• mobilise personnel/equipment as requested and in accordance with i-Responda operating platform• mobilise council liaison officer to control agency IMT or similar if appropriate• support community relief and recovery needs as required• transition to recovery arrangements• Hot debrief and standing down Council workers from operations mode. |

Restore



The Council and/or 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
- Lessons management process.

2.1.2. Council levels of incident operations

The Flinders Ranges Council uses three levels for the purpose of classifying incidents as identified in Table 2. Incidents are classified in these levels to help determine the most appropriate incident management approach by Council.

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 far less frequently and will require management outside of standard Council resources.

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.

Table 2 - 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. | <i>e.g. tree crew <u>diverted from normal work to respond to minor storm damage.</u></i> |
| 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. | <i>e.g. major storm that causes major damage council assets and private property, triggering above normal council response.</i> |
| Council Level 3 | The incident is unable to be managed using existing Council resources and external support is required. | <i>e.g. major bushfire across whole of district or multiple districts requiring staff support from other councils accessed via LGFSG.</i> |

2.1.3. Elevating operations from Level 1 to Level 2/3

During an incident, the size or complexity of the incident may scale up, within The Flinders Ranges Council this will occur when the following occurs:

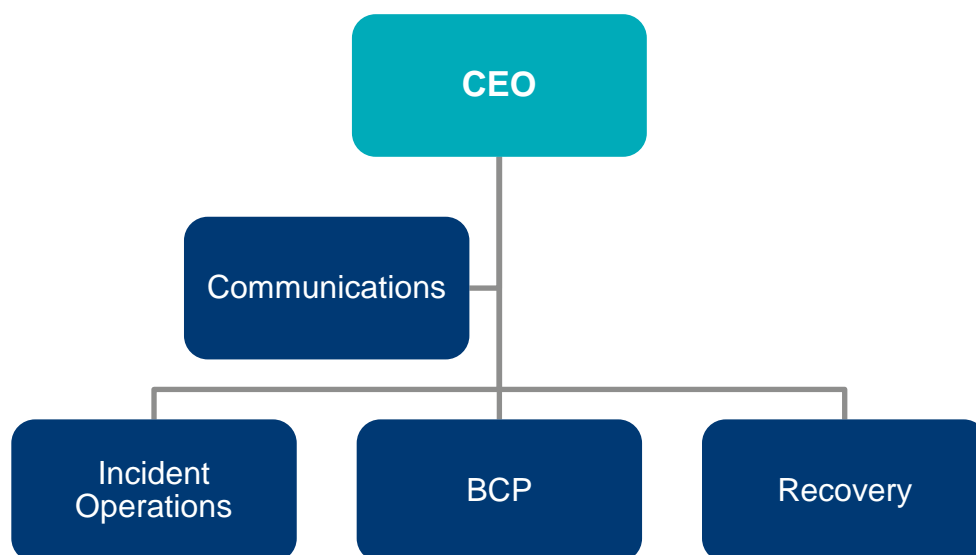
- Is beyond the capacity of the commander or team
- At the discretion of the CEO

2.1.4. Council Incident Management Team

A CIMT may be established by the Council Commander to assist in the management of the incident at any point and for any level of incident based on the needs of the incident. When a Council level 2 or 3 incident has been identified and a response initiated, functions will need to be delivered in a coordinated manner. These will be assigned to an CIMT.

The Flinders Ranges Council recognises that during an emergency incident both the Emergency Operations CIMT as well as the BCP CIMT may be activated.

The Emergency operations CIMT and the BCP CIMT will work together in the following ways:



Recovery may begin at any time during or after the incident and is discussed further in Section **Error! Reference source not found.**

Activating the CIMT

The Flinders Ranges Council activates their CIMT at the direction of the CEO

2.1.5. Council Emergency Operations Centre (CEOC)

A Council Commander or CIMT can activate The Flinders Ranges Council CEOC as required to support incident management activities. The CIMT will be located in the CEOC.

The **primary CEOC** is The Flinders Ranges Council Depot, Railway Tce (Level 1 and 2 incidents)

Alternate CEOC: The Flinders Ranges Council Chambers, 1 Seventh Street, Quorn (Level 3 incidents)

Operational Functions

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

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

CEOC resources

The CEOC has the following resources which enable it to host a CIMT (refer checklist below):

- Whiteboards
- Computers
- Office space
- Telephones
- UHF radio
- Smart phone for EPIRB connections and chargers
- UHF radio and chargers
- Hard copy current version of this plan

Staff requirements for attendance at CEOC

Personnel attending the CEOC are required to bring a laptop or tablet, charger, phone and information relevant to the incident.

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 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 to ensure consistency and accuracy of the information. The incident log will remain active until the conclusion of the incident as determined by the Council Commander.

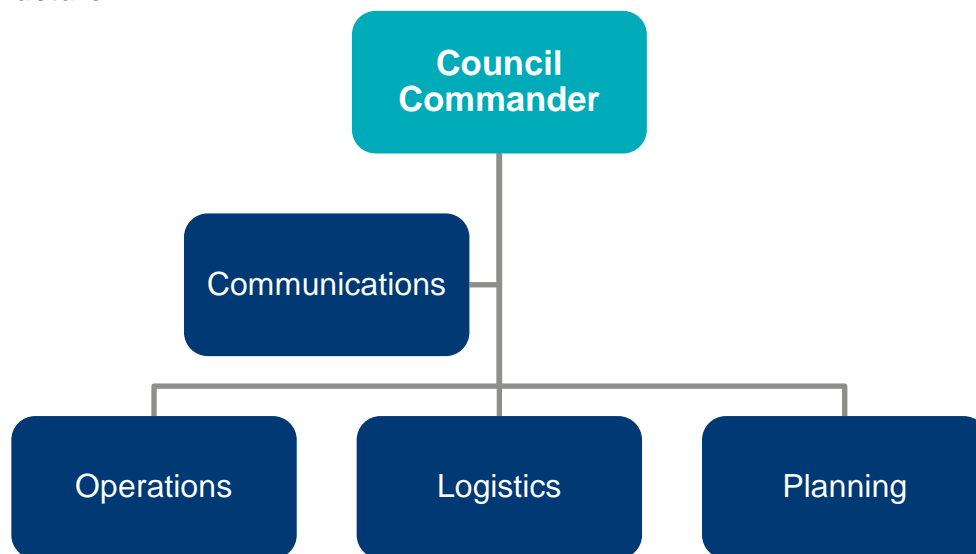
Records related to emergency events will be managed in accordance with Council's records management including the General Disposal Schedule 40.

2.1.6. Structure of CMIT

Typically, council builds its Level 1 CIMT command structure with a Council Commander and a single Operational Team. Depending on the duration of the incident a second operational team may be utilised.

The Flinders Ranges Council will usually build its Level 2 & 3 CIMT command structure in the following form, with:

Level 2 / 3 Structure



2.1.7. Council Commander delegations and authorities

The Flinders Ranges Council has appointed the below employees as Council Commander/s.

| Level 1 | Level 2 | Level 3 |
|--|---|-----------------------------------|
| Team leader, Construction Danny Martin | Director of Works, Mitchell Foote | CEO, Eric Brown |
| Team leader, Parks and Facilities Nigel Crisp | Team leader, Construction Danny Martin | Director of Works, Mitchell Foote |

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

The Commander/s are 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. The core roles of the Council Commander relate to awareness, command, and communication are provided in

Figure 1, with a role description for each functional mode provided in Section 5.2.

Figure 1 - Core roles of a Council Commander



2.1.8. Functional roles in a CIMT

As discussed in Section 2.1.1, incident operational structures for all incidents are scalable based on resourcing and size of incident. It is quite appropriate for one person to undertake multiple functions. As incidents increase in size and complexity so should resources committed to it through the CIMT structure.

Functional role guides for core level 2 or 3 CIMT functions are provided in Section 5.2.

Note: It is not necessary for a Council Commander to appoint an individual to each role listed above. The size and makeup of the CIMT should reflect the requirements of the incident and the capacity of council. For example, the CIMT may not need people specifically dedicated to Intelligence. These functions may be fulfilled by a person leading another function. Council will determine the most appropriate function on an as needs basis.

During an incident, The Flinders Ranges Council's Council Commander, CEO or other delegate of the CEO may choose to change the level of incidence response based on triggers outlined in Section 2.2.4. This may also trigger the Council staff undertaking CIMT functional roles to change. Key CIMT functional roles are described in

Table 3.

Table 3 - Escalation of core functional roles based on Council Incident level

| Role | Council position able to fulfil role on escalation of incident level | | |
|------------------------------|--|------------------------|--|
| | Level 1 | Level 2 | Level 3 |
| Council Commander | Team Leader Construction Team Leader Parks and Facilities EHO | Director of Works | CEO (BCP) Director of Works |
| Operations Officer | As above | Team leaders EHO | Director of Works Team leaders EHO |
| Communication Officer | Administration Officer | Administration Officer | Administration Officer |
| Planning Officer | Technical Officer | Technical Officer | Director Finance and Administration |
| Logistics officer | Team Leader | Team Leader | Team Leader |

2.2. Operating in an incident

2.2.1 Incident Activation

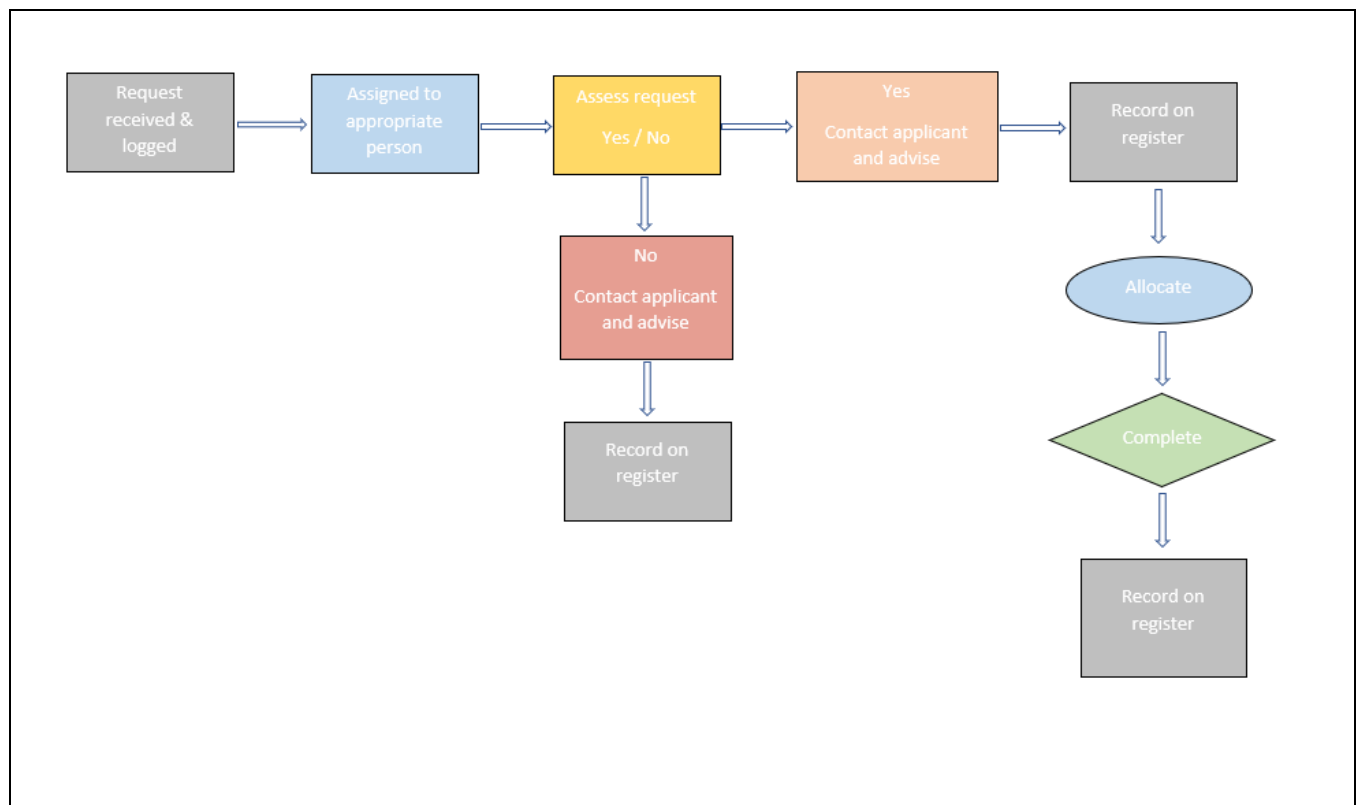
The response phase of these arrangements may be activated when:

- 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 Flinders Ranges Council
- d) Council is required as part of the ZEST.

2.2.2 Receiving, assigning and closing off jobs

The Flinders Ranges Council has the following process for receiving, assigning and closing off internal jobs within incident operations. External jobs are processed through i-Responda (see below)

Customer work request system -



i-Responda

When operating within an incident Council operates using the i-Responda principles and platform. Details of these are contained in the following documents:

- i-Responda Field Guide¹.

When operating in an incident the Council Commander will follow the **i-Responda Commander Action Plan**. The flow chart of this process is in Section 5.1.

When responding staff will follow the **i-Responda Worker Action Plan**. The flow chart of this process is in Section 6.

Skytrust SMS has a collated list of I-Responda trained staff at The Flinders Ranges Council

2.2.3 Incident Operations Plans on a Page

For details of how Council prepares for and their roles in emergency operations refer to the Incident Operations Plans on a Page in Section **Error! Reference source not found.**. These have been prepared for specific emergency hazards that Council may face.

2.2.4 Triggers to prepare for operations

Council will move to prepare for incident operations when certain triggers are provided by the relevant warning authorities (Table 4). This will move from the Functional Mode of Standby to Alert or from Alert to Operations. The details of these triggers are provided on Plans on a Page for each hazard (Part **Error! Reference source not found.**).

Table 4 – Triggers to initiate incident response

| Event | Agency warning / Trigger |
|--------------------------|---|
| Storm/flash flood | BOM severe wind and storm weather warning |
| Bushfire | CFS issues TFB, severe, extreme or catastrophic fire warnings |
| Heatwave | SES Severe or Extreme Heat Wave or emergency warning |
| Power black out | Brown out warning |

2.2.5 Hot Debriefs

As soon as practicable after an emergency operation, Council Commander will coordinate the operational debrief/s with representatives from each involved Council department and any other external agency involved as the CIMT considers appropriate.

The Flinders Ranges Council undertakes its hot debriefs as below:

- At end of shift or immediately prior to next shift

A template for hot debriefs are provided in Section 5.7.

¹ Available on i-VISS via <https://www.lga.sa.gov.au/incidentoperations>

2.2.6 Lessons Management Process

After minor events The Flinders Ranges Council will undertake a lessons management process in the following way:

- Experience of event
- Any matters of concern
- What went well
- What could be done differently

After significant events, The Flinders Ranges Council will participate in a formal debrief or multiagency debrief. This should occur within a reasonable timeframe of the emergency event, optimally no more than a month later.

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

2.3. Communications in an incident

2.3.1 Pre-incident briefing / communication

When a warning of a predicted event is given by a warning agency or an incident occurs The Flinders Ranges Council will move from standby to alert phase at this time the Director works Will communicate with CIMT personnel and staff in the following ways:

- Advise all staff by email
- Contact CIMT members by phone, radio

2.3.2 Communicating with incident control agency

All strategic communication with the control agency of an incident will occur between the Council Commander and the Incident controller of the incident. This may be through a Council liaison or Local Government Liaison Officer in an established 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.

2.3.3 Communicating with other ZEST & other state agencies

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

2.3.4 Communicating with 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 (when appointed) will contact the LGFSG State Duty Officer (SDO) by phoning 8120 1720 (available 24 hours / 7 days pw).

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

2.3.5 Receiving information from community

During work hours

All information or queries will be processed using the Flinders Ranges Council “Customer Request Form” and passed immediately to council commander, these will then be collated on a spreadsheet for records.

After work hours

Calls to Emergency A/H Contact: 0428 486 031 will be managed as normal. Managed by the Director of Works this will be the designated Council emergency contact number. In the event of leave the phone can be forwarded or left with a back up.

2.3.6 Communicating information to the CIMT

All communication / phone calls in and out of the CIMT during an incident should be logged or recorded as part of the CIMT Incident Log/s during an incident operational phase.

Designated phone numbers for the CEOC and Council Commander are contained in Section 4 Contacts.

2.3.7 Communicating information within the CIMT

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

- Regular briefings
- Handover documents
- Situation reports.

2.3.8 Field staff communications

Communication with field staff is via the following during incidents:

- By telephone to staff mobile phones
- By UHF radio on channel 13 or 8 and channel 7 in the Hawker region
- By Garmin, GPS/EPIRB for emergency contact in isolated areas
- In line with Remote or Isolated Work procedure V10

2.3.9 Communications with other council staff in an emergency

Communication about an active incident operation to other staff will occur in the following ways:

- Communication to staff will be via CEO/communications officer

2.3.10 Communicating with executive of Council in an emergency

Communication about an active incident operation should be via the Council Commander to the relevant Executive team members and the Chief Executive Officer. Likewise requests for equipment or staff resources should all be directed to the Council Commander as a single point of contact to facilitate prioritisation of resources to deal with the incident.

2.3.11 Communicating with Elected Members in an emergency

Council's 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 Council Commander.

2.3.12 Communicating with community in an emergency

Emergency information

When the control agency is involved, it is their responsibility to issue warnings to the potentially affected community, and to provide advice to other support agencies of this notification. In this situation Council's role is to 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.

During an incident Council will provide information, including media releases, additional to the control agency only when it relates to information about:

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

Other council communication

The Flinders Ranges Council key messages, protocols and systems for communicating with the community are:

- Council website
- Council Facebook
- Council staff

Flinders Ranges Council key messages, protocols and systems for communicating with the community are to be done in line with the Policy: Governance - social media.

Authorisation

Ensure appropriate authorisation from either the Mayor or Chief Executive Officer has been obtained before using social media including but not limited to uploading content and acting as a spokesperson on behalf of Council.

Media

Do not issue statements or make announcements through social media channels unless authorised. Do not respond directly if approached by media for comment through social media. Refer the inquiry to the Chief Executive Officer

The nominated spokesperson for the Council is the Mayor.

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

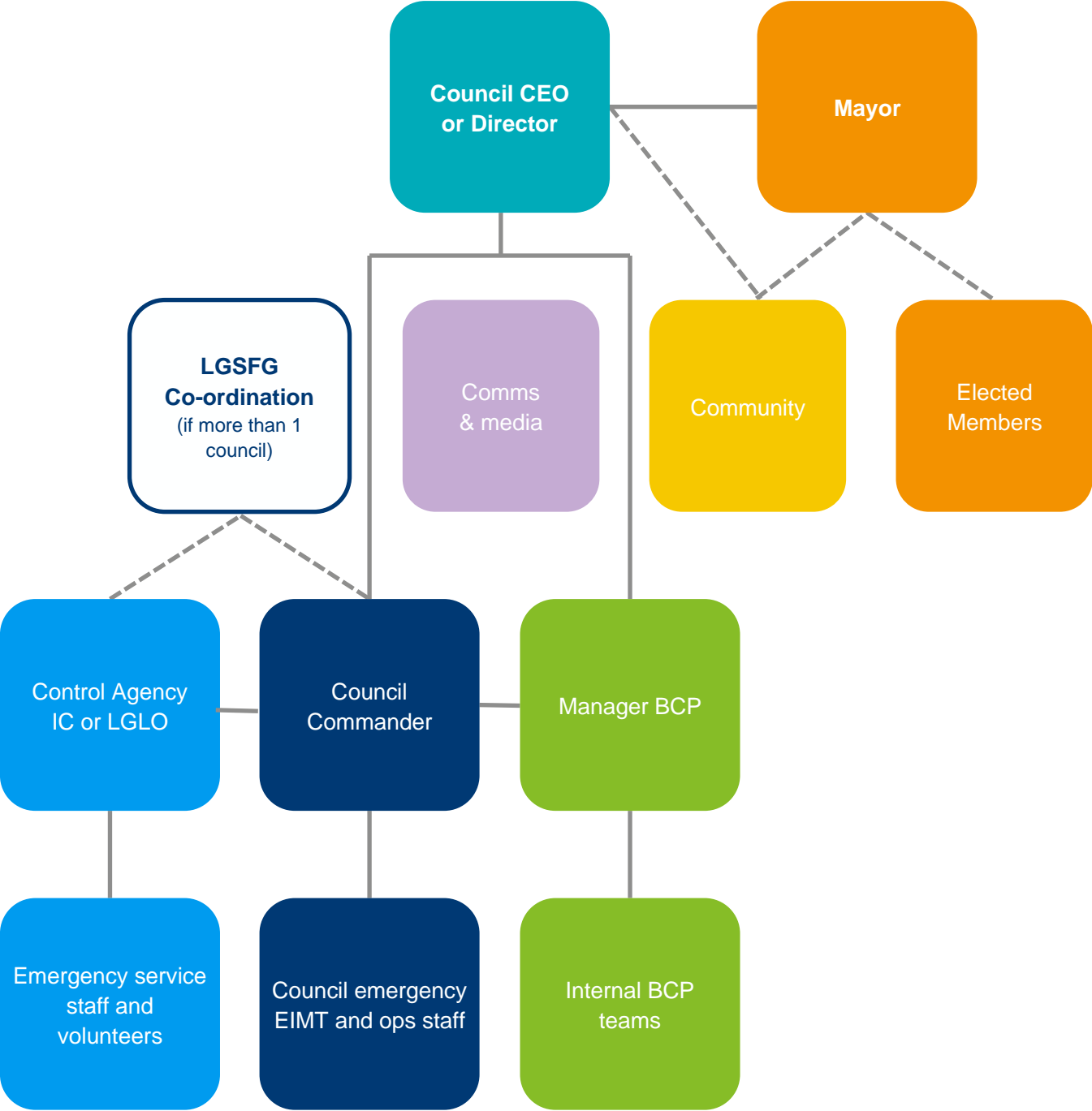
Splash page

A splash can be used during an incident to direct members of the community who access Councils Webpage to the Control Agencies Incident Page. This re-direction ensures our community has the most update information as provided by the Emergency Services.

The following arrangements exist for management of The Flinders Ranges Council splash page:

- Governance Officer is the primary contact point in Council for the splash page.

Communications flow chart



2.4. Resources

2.4.1 Council staff

People as a resource may participate directly within Council as a resource to assist the emergency services, control agencies, support agencies or functional support groups or as a resource to support another council.

At all times Council remains responsible for their staff and should consider:

- Do you know what you/ your staff may be asked to do
- What conditions they would be working?
- What support should staff have on the ground?
- Organisational capacity and capability (skills, knowledge, resources) to support the on ground requirements?

Based on the above information Council will determine what they can support and what roles they are prepared for Council staff to undertake.

Worker wellbeing

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 (EAP)
- Inviting staff to participate in lessons management processes as part of the restoration phase of incident operations.

2.4.2 Council Plant and Equipment

Plant and Equipment Register

Register of available plant and equipment available to support council incident operations is available:

- document ref: Depot wall whiteboard

| Plant | LAST Service | NEXT Service | Comment | Plant | Service Last | Service Next | 29/3/20 | Comment |
|--|--------------|--------------|---------------------|--|--------------|--------------|---------|---------------------|
| P105 ARMAC TRAILER / LOW LOADER 8 MONTHS | 16/8/18 | 16/8/19 | 34685 Nil | P168 COMMUNITY BUS W84011 10,000KMS | 123468 | 133000 | 20/3/20 | Return |
| P109 LOADER CAT 250HRS | 5409 | 5660 | 5824 | P174 JONSSERED MOWER 6 MONTHS | | ? | 3800 | Nil |
| P112 BOB CAT TRAILER 12 MONTHS | 17/8/18 | 17/8/19 | 5975 Nil | P175 JONSSERED MOWER 6 MONTHS | | ? | 491 | Nil |
| P119 GRADER CAT 150M 250HRS | 8868 | 9120 | 10061 needs Service | P176 ALLIGHT GENERATOR 6 MONTHS | 20/8/18 | 20/8/19 | 394 | Nil |
| P120 GRADER CAT 150M 250HRS | 4418 | 4670 | 5560 needs Service | P177 TORO MOWER 150HRS | 1190 | 1340 | 1447 | Needs Service Quorn |
| P127 ISUZU HIRECO TIPPEN 5000KM | 62021 | 74000 | SOLD | P178 TORO PROCORE 11 150HRS | 50 | 100 | 83.9 | |
| P129 ISUZU 3WAY TIPPEN 5000KM | 58192 | 73000 | 78231 needs Service | P179 TORO MOWER 150HRS | 835 | 985 | 981.8 | Hawker |
| P130 JOHN DEERE TRACTOR 150HRS 12 MONTHS | 571 | 671 | 652 | P181 MITSUBISHI TRITON 4X4 15,000KMS | 90364 | 105000 | 11971 | |
| P133 TOWED VIBR ROLLER 6 MONTHS | 711/18 | 711/19 | 26 | P182 MITSUBISHI TRITON 4X4 15,000KMS | 105739 | 130000 | 142475 | |
| P135 PAHL COMB ROLLER 6 MONTHS | 20/8/18 | 20/8/19 | 4273 Nil | P185 MITSUBISHI TRITON 4X4 15,000KMS | 157340 | | 198400 | Service 29/3/20 |
| P136 GRD ROLLER | | | 3977 Nil | P186 PAHL COMB ROLLER | | 500 | 2426 | Nil |
| P139 NEW HOLLAND TRACTOR 250HRS | 4461 | 4750 | 461 Nil | P187 TORO MOWER | | ? | 100 | |
| P145 ISUZU TANDEM TIPPEN 10,000KMS | 75607 | 90000 | 86859 | P188 MITSUBISHI TRITON 4X4 15,000KMS | 15000 | 30000 | 49402 | Recall |
| P146 HINO TRUCK FS 2841 10,000KMS | 19843 | 30000 | 31573 | P189 TORO MOWER 250HRS | | ? | 573 | Hawker |
| P151 ROLLER CATTLED | | ? | 624 Nil | P190 MITSUBISHI TRITON 4X4 15,000KMS | 30,000 | 45,000 | 62040 | Recall |
| P166 COMMUNITY BUS W84011 10,000KMS | 129320 | 130000 | 68681 Hawker | P191 NISSAN NAVARA ST18-BVN 10000KM | | 1000 | 76077 | GREC |
| P167 MITSUBISHI TRITON 15,000KMS | 60000 | 75000 | | P192 MITSUBISHI TRITON RASLE C81 15,000KMS | 4864 | 30000 | 34735 | Recall 9/3/20 |
| | | | DD528A Recall | P193 Kubota Tractor | | | 2592 | |
| | | | | P194 Skid Steer | | 250 Hrs | 412 | |
| | | | | P183 Toro Trailer | | | 1444 | |

- 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 (including hours of operation per day)
- Cost recovery.

Special conditions for use of plant

- Pre and Post inspection by FRC staff
- Mileage and fuel to be recorded as required
- FRC staff to operate, if that option not available, licences to be checked.

Protocol around Sharing of Council Resources

Resources may be requested at any time during the response and recovery phases of an emergency and should be directed to the Council Commander or Logistics Officer. Requests may come from several sources including:

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

Provision of equipment to Control Agency

Council plant and equipment will only be available to support emergency incidents in the following circumstances:

- a request for Council support has been received from a control agency or the LGFSG.
- the plant and equipment have been authorised for release by the Council Commander, CEO or Director operations or another delegate as authorised by the CEO.

Council reserves the right not to release Council plant and equipment to support an emergency incident.

Insurance

When supporting another council or the Control Agency in an incident it is important to remember that:

- all councils are supported by the LGA Mutual Liability Scheme, Workers Compensation Scheme and Asset Mutual Fund
- i-Responda principles of “*Ordinary Operations in Extraordinary Situations*” must remain in place and staff must be appropriately trained in i-Responda.

2.4.3 Council owned facilities in incident management

Emergency Relief Centres

Emergency Relief Centres in The Flinders Ranges Council area are 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 5.

Table 5 - Council facilities used as relief centres

| Facility | Address | Manager | Contact |
|-----------------------------------|-------------------|----------------------|----------------|
| Quorn Comm Hall & Oval | 10 Park Terrace | Council | 8620 0500 |
| Quorn Area School | 1 Stokes Road | Andrew Gilsenan-Reed | 8648 6101 |
| Hawker Area School | Wirreanda Terrace | Darren Robinson | 8648 4003 |
| Hawker Sports Centre | Cradock Road | Council | 8648 4084 |

Arrangements for Council facilities used as relief centres include:

- Keys can be collected from FRC or arrangement made to be opened prior

Bushfire safer places or bushfire last resort refuges

The Flinders Ranges Council contains two listed “Bushfire safer place zones”:

- Quorn
- Hawker

and zero “Bushfire last resort refuges” as identified by the SACFS:

ref:https://www.cfs.sa.gov.au/site/prepare_for_a_fire/bushfire_safer_places/list_of_bushfire_safer_places_and_bushfire_last_resort_refuges.jsp

For maps of the zones within the townships see Section 4.

Council owned property and facilities which may be utilised within these zones are listed in Table 6.

Council will need to consider the following arrangements for these locations if used:

- Waste Disposal
- Facilities management
- Health and Safety.

Table 6 - Council facilities used as Bushfire safer place zones or Bushfire last resort refuges

| Facility | Address | Manager | Contact |
|----------|-------------|---------|-----------|
| Quorn | Town centre | Council | 8620 0500 |
| Hawker | Town centre | Council | 8620 0500 |
| | | | |

**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 Bushfire last resort refuges².**

Use of community facilities during heat incidents

Council has approved arrangements during extreme heat events, including heatwaves.

These arrangements **may** be put in place during these extreme heat events including heatwaves at the direction of Chief Executive Officer

The Flinders Ranges Council facilities nominated for extended opening hours during heat incidents are listed in Table 7.

Table 7 - Council facilities nominated for extended opening hours during heat incidents

| Facility | Address | Manager | Contact |
|----------------------|-----------------|-----------------|--------------|
| Quorn Swimming Pool | Silo Road | Andrea McCallum | 0428 746 541 |
| Hawker Swimming Pool | Cradock Road | Andrea McCallum | 0428 746 541 |
| Quorn Town Hall | Railway Terrace | Paula Osborn | 8620 0500 |

² https://www.cfs.sa.gov.au/site/prepare_for_a_fire/bushfire_safer_places/list_of_bushfire_safer_places_and_bushfire_last_resort_refuges.jsp

Other arrangements for supporting the community during period of extreme heat include:

There is currently one client based in Quorn registered for Telecross. Red Cross are very keen to see this number increase although there is strict eligibility criteria due to funding arrangements. Clients need to be 65+, fall within the CHP area as well as other criteria.

There are currently two clients from Quorn registered for transport support. Red Cross would also like to see an increase in these numbers.

Community sandbag facility

Council may assist emergency services by providing designated facilities for filling of sandbags. A range of locations will be designated by the SES as Community Sandbag Locations. These are established in line with the LGFSG “Joint Operating Guideline – community sandbag facility”.

Council owned facilities are listed in Table 8.

Table 8 - Council facilities nominated for filling of sandbags

| Facility | Address | Manager | Contact |
|-------------------|---------------------|--------------|--------------|
| Clean Filled Yard | Kingswood Bore Road | Danny Martin | 0499 486 031 |

Community facilities used for other purposes

Facilities that are owned or managed by Council can be already designated for other purposes both during incidents and business as usual times. The following facilities (Table 9 and Table 10) fall into this category and so special consideration may need to be made before they can be utilised for other purposes during an incident.

Table 9 - Council facilities used for animal relief

| Facility | Address | Other Purpose |
|-----------------------|------------------------|---------------------|
| Quorn Stockyard Arena | Silo Road | Large Animal refuge |
| Pound | Quorn Transfer Station | Animal refuge |
| Hawker Dog Park | Chace View Terrace | Animal refuge |
| Quorn Dog Park | First Street | Animal refuge |

Table 10 - Council facilities used for other purposes

| Facility | Address | Other Purpose |
|-----------------|---------------------|---------------------|
| Quorn Airfield | Airport Road | Fire response, RFDS |
| Hawker Airfield | Flinders Ranges Way | Fire response, RFDS |

2.4.4 Suppliers

Register of important suppliers is contained is available:

- document ref: available in Council's financial system MAGIQ.

2.4.5 Volunteers and Community Organisations

Volunteer management

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

Councils also recognises the importance of effectively managing volunteers to ensure a coordinated and uniform approach. Poor management of volunteers can add confusion and create unnecessary work for councils and agencies.

Registered Council Volunteers

Council volunteers are managed in accordance with the Council's Volunteer Management Policy and associated procedures.

Spontaneous Volunteers

During the event of a large emergency Council will manage spontaneous volunteers in the follow way:

- referring them to Volunteering SA.

2.4.6 Shared services

The shared services that Council accesses may be impacted by emergency incidents. Register of the shared services is available online: <https://www.frc.sa.gov.au/council/sharedservices>

Local Government shared services used by Council:

People / services

| Position | Supplied by | Supplied to | Shared with |
|------------------------------|-----------------------------|-------------|-------------|
| Environmental Health Officer | Port Pirie Regional Council | | |
| Food Safety | Port Pirie Regional Council | | |
| Starfield Officer | Port Augusta City Council | | |

| | | | |
|---------------------------------------|--------------------------------------|---------------------------------------|---|
| Rates Officer | | Outback Communities Authority | |
| General Inspector | | District Council of Orroroo Carrieton | |
| Building Fire Safety Committee | | | District Council of Orroroo Carrieton; District Council of Mount Remarkable |
| Regional Development Assessment Panel | | | District Council of Orroroo Carrieton; District Council of Mount Remarkable; District Council of Peterborough |
| Waste Services | | | District Council of Orroroo Carrieton; District Council of Mount Remarkable |
| Northern Passenger Transport Network | District Council of Mount Remarkable | | District Council of Orroroo Carrieton; District Council of Peterborough, Northern Areas Council |
| Auditor | | | District Council of Orroroo Carrieton; District Council of Peterborough; District Council of Mount Remarkable |
| MAGIQ (Corporate Software Service) | | | District Council of Peterborough, District Council of Kimba, District Council of Streaky Bay, Wudinna District Council, District Council of |

| | | | |
|--|--|--|---|
| | | | Karoonda East Murray, Outback Areas Authority |
|--|--|--|---|

2.5. Systems council uses in incident operations

Council supports and/or utilises the following systems that support integration of incident operations with the LGFSG and the emergency services:

LGFSG Systems

The LGA member services website

<https://www.lga.sa.gov.au/member-services/emergency-management/incident-operations>

i-Responda app

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

2.6. Finances in Incident Operations

All finances will be managed in line with Councils Procurement and Disposal Policy.

Should council seek to recoup costs, in particular for bushfire the Bushfire Joint Operating Guideline highlights

“ unless otherwise agreed at the time of the request, councils will meet the costs of providing the support they choose to provide. If a council intends to seek the recovery of any direct costs associated with the provision of support to the Bushfire Operation, this must be discussed with and agreed to by the CFS Incident Controller at the time of the request.

Direct costs are defined as “..the actual costs incurred (i.e.: fuel, consumables, minor repairs etc), however **excludes a wet hire rate**. If councils incur additional staff costs i.e.paying a weekend rate, then this may be included. Claims for damages to plant and equipment should be made via the LGA AMF arrangements in the first instance. ...”

Full JOG here:

https://www.lga.sa.gov.au/resources/documents/members-only-files/member-services/emergency-management/incident-operations/ecm_695284_v3_lgfsg20-20jog20-20cfs20bushfire20support20v2200201.pdf

3. Contacts

3.1. Critical Internal Contacts

| Position | Number |
|--|-----------------------------|
| Council Commander (S) | 0498 200 506 / 0428 486 031 |
| Council Chief Executive Officer | 0498 200 506 |
| Council Chair/ Mayor | 0409 409 034 |
| Council Work/Operations Manager | 0428 486 031 |
| Designated After Hours Emergency Works Contact | 0428 486 031 |
| Council Emergency Operations Centre | 8620 0524 |

These should not be the publicly available or 'reception' numbers, they should be the 'all-hours' or 'after-hours' numbers for the key contact within your council.

3.2. CIMT Contacts

| Role | Contact Details | Contact Details | Contact Details |
|-------------------------------|-----------------|-----------------|-----------------|
| Council Commander | Eric Brown | 0498 200 506 | |
| Deputy Council Commander | Mitchell Foote | 0428 486 031 | |
| CIMT Planning Officer | Angie Finlay | 0458 486 482 | |
| CIMT Operations Officer | Team Leader | 0499 486 031 | 0448 486 024 |
| CIMT Logistics Officer | Mark Finlay | 0488 486 143 | |
| CIMT Communications Officer | Paula Osborn | 0409 754 418 | |
| CIMT Administration Support | Vanessa Clancy | 8620 0523 | |
| CIMT Intelligence Officer | Sean Cheriton | 0427 663 333 | |
| Specialist EHO | Brian Sickles | 0418 834 688 | |
| Specialist Building Inspector | Nick Heron | 0419 842 677 | |
| Specialist Animal Mngmt | Dean Brooksby | 0408 354 406 | |
| Plant Operator | Mark Finlay | 0488 486 143 | |
| Traffic Control Team | Danny Martin | 0499 486 031 | |
| I-Responda Trained Staff | Nicholas Brown | 0448 486 030 | |

| Role | Contact Details | Contact Details | Contact Details |
|--------------------------|-----------------|-----------------|-----------------|
| I-Responda Trained Staff | Dean Montgomery | 0487 486 002 | |
| I-Responda Trained Staff | David Sowerby | 0436 435 587 | |
| I-Responda Trained Staff | Nigel Crisp | 0448 486 024 | |
| I-Responda Trained Staff | Mark Finlay | 0488 486 143 | |
| I-Responda Trained Staff | Danny Martin | 0499 486 031 | |
| I-Responda Trained Staff | Brody Hilder | 0488 486 109 | |
| I-Responda Trained Staff | Victor Clark | 0428 486 034 | Hawker |
| I-Responda Trained Staff | Roger Flavel | 0428 486 033 | Hawker |

3.3. Critical Local Agency Contacts

| Position | Number | Address (if applicable) |
|---|---|---|
| Local Government Functional Support Group – State Duty Officer | 8120 1720 | Adelaide |
| Emergency Services – Regional Commanders/Managers | 08 8633 3811 | 15 Short Street, Port Pirie SA 5540 |
| SA Police – Local Service Area Commander | 131 444 / 8648 5020 8648 6060 8648 4028 | Port Augusta Quorn Hawker |
| CFS Regional Command Centre | 8642 2399 | 40 Flinders Terrace Port Augusta |
| Local SES Unit | 132 500 / 8648 6982 132 500 / 8648 4247 | Silo Road, Quorn Elder Terrace Hawker |
| Local SAAS Command Centre | 8648 7888 8648 4007 | Wolseley Terrace, Quorn Hawker Hospital |
| Local DEW Duty Officer | 8648 5300 | Port Augusta Office |
| ZEST Regional Command Centre | 8648 5020 | SAPOL Port Augusta |
| Local Hospital | 8648 7888 8648 4007 | Hospital Road, Quorn Cradock Road, Hawker |

These should not be the publicly available numbers such as '000', they should be the 'all-hours' or 'after-hours' numbers for the key agencies and organisations in your council area.

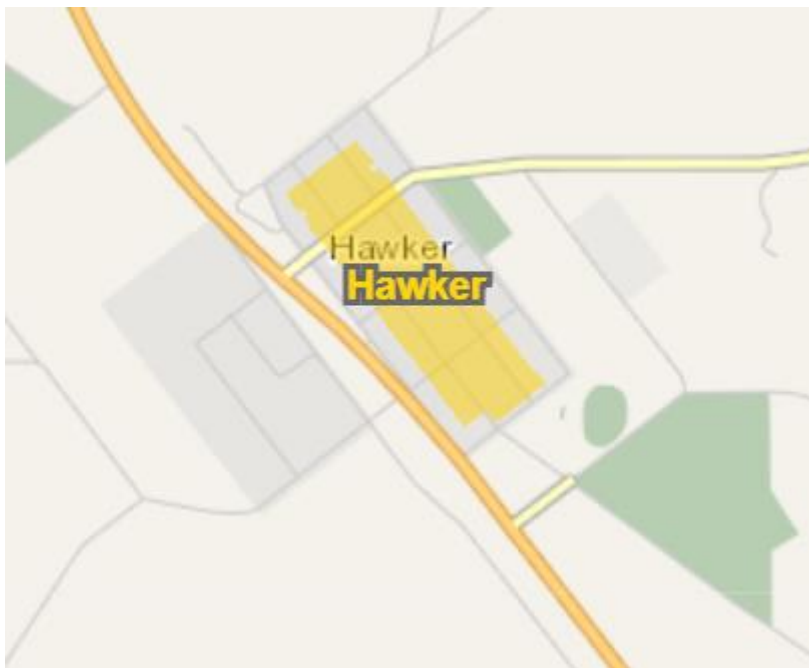
3.4. Critical Contractor Contacts

| Service | Supplier | Contact person | Contact Number |
|---------------------|-----------------------|----------------|----------------|
| Waste Management | Clare Valley Waste | Mick O'Connor | 0407 434 082 |
| Facilities Cleaning | Council | Rose French | 0408 818 981 |
| Plumbing Quorn | Kaesler Plumbing | Fayne Kaesler | 0428 486 544 |
| Electrician Quorn | Finlay Electrical | Corey Finlay | 0488 119 993 |
| Plumbing Hawker | Smulders Contracting | Paul Smulders | 0427 011 449 |
| Electrician Hawker | Smulders Contracting | Paul Smulders | 0427 011 449 |
| CWMS Pumping | Quorn Pumping Service | Billy Haywood | 0428 486 633 |

4. Council Information and maps

Safer Place Town Maps

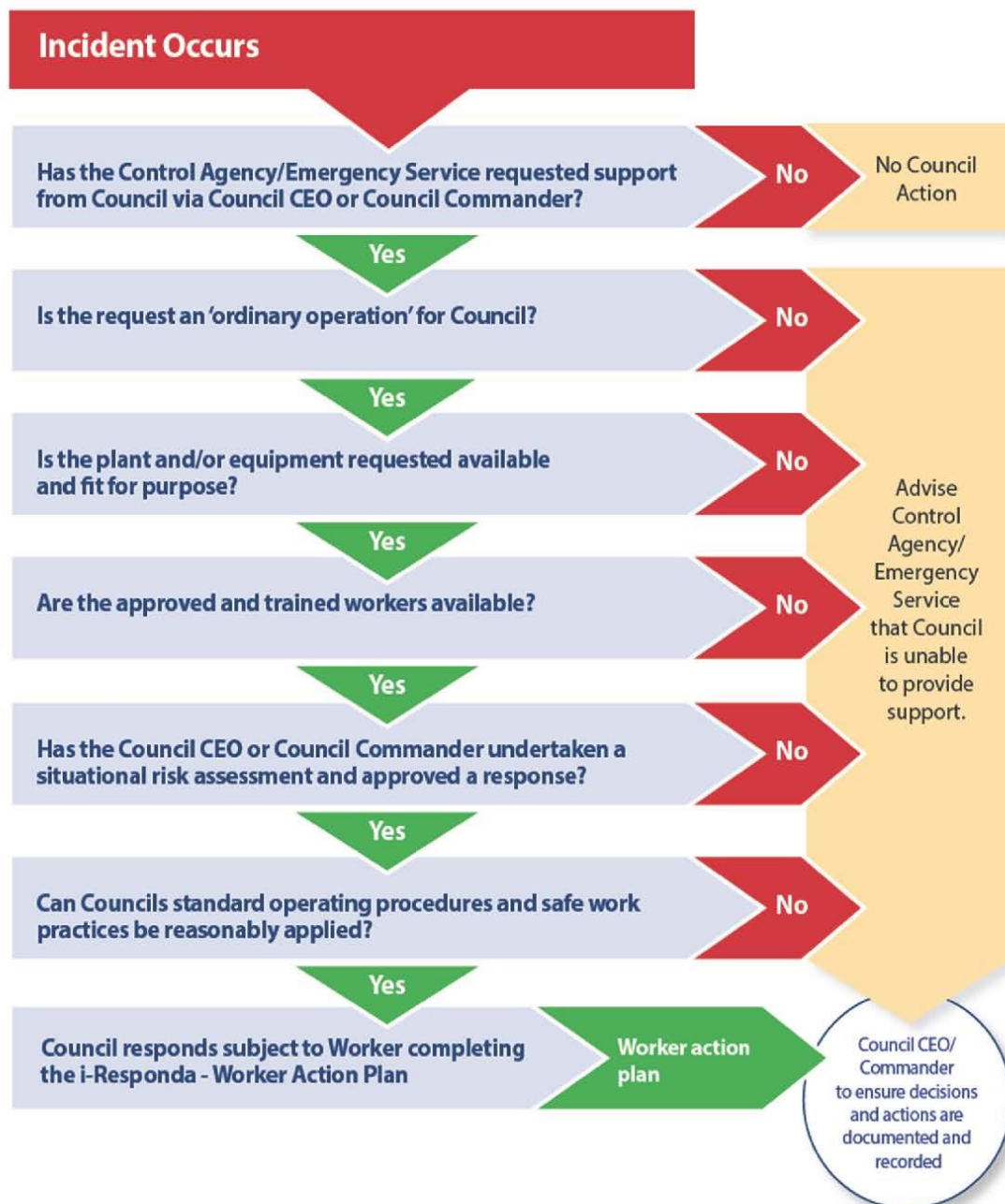
See Bushfire safer zones administered by the SA Country Fire Service



5. Templates and Plans

5.1. i-Responda action plans

Commander Action Plan



Worker Action Plan



| Start responding and consider these points | |
|--|---|
| R React & Report | React and report to the commander get a briefing (SMEACS-Q) |
| e Exact Details | Confirm details – Who, What, Where, When, How |
| S Safety Always | Follow your SOP's and stay in touch (Phone/Radio) |
| p Protect & Plan | Protect yourself, your mates, & your equipment, wear PPE & Plan your exit |
| o Observe | Maintain Situational Awareness and keep your RADAR up |
| n Never & NO | Never do anything you are not sure about & it's OK to say NO! |
| d Debrief & Depot | Hot debrief before leaving the incident & return to the depot |
| a Arrive Home | Arrive home safe & sound |

5.2. CIMT Functional Role Descriptions

Council Commander Role Description

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
- ☐ Inform CEO of Alert mode

Operations Mode

- ☐ Liaise with Control Agency either directly or through established Council Liaison Officer
- ☐ Facilitate planning and briefing meetings as required
- ☐ Activate and deactivate CIMT functional 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 Council Commanders 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 where appropriate

Operations Role Description

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

Operations Mode

- ☐ Attend planning and briefing meetings as required
- ☐ Brief CIMT staff
- ☐ Coordinate deployment of council resources as required
- ☐ Determine need for additional resources or Logistics support
- ☐ Manage and supervise operation response
- ☐ Report events, accidents or incidents in the field to Council Commander
- ☐ Maintain incident log
- ☐ Log financial expenditure of the operations function and forward to Administrative Support Officer

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

Other Information

- ☐
- ☐
- ☐

Planning Role Description

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 CIMT staff
- ☐ Maintain register of resources deployed
- ☐ Assess situation, identify risks and report to Council Commander
- ☐ Assess requests for resources from external agencies
- ☐ 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
- ☐ Maintain incident log
- ☐ 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 (e.g. insurance advisors)
- ☐ Create plans for clean-up and restoration of Council assets and community areas.
- ☐ Investigate causes if applicable

Other Information

- ☐ Consider Communications officer
- ☐ Consider Intelligence officer
- ☐ Consider Resources officer

Logistics Role Description

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 all supplies are brought up to required levels eg fuel, safety equipment etc.
- ☐ Preliminary establishment of CEOC

Operations Mode

- ☐ Attend planning and briefing meetings as required
- ☐ Brief CIMT staff
- ☐ Establish CEOC
- ☐ Ensure appropriate information technology and communications resources are available
- ☐ Ensure necessary equipment and consumables are available
- ☐ Arrange additional external human resources, (i.e. agency/other Council staff)
- ☐ Obtain and maintain physical resources, facilities, services and materials
- ☐ Coordinate provision of food and water for staff
- ☐ Arrange accommodation for CIMT staff if required
- ☐ Keep records of external resources used and deployed and location
- ☐ Maintain incident log
- ☐ Maintain incident financial records if no support or finance officer appointed

Restore Mode

- ☐ 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 catering
- ☐ Consider finance officer
- ☐ Provide support for IT and facilities

Communications Role Description

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
- ☐
- ☐

5.3. Bushfire Plan on a Page

Bushfire

Event Types

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 TFB, severe, extreme or catastrophic from BOM and CFS

Triggers to Move from Alert to Operations

On request from Control Agency, SA Police or LGFSG
Council becomes aware of bushfire that may impact their community

Approved Council Tasks / Roles in Rural Fire Operations

- | | |
|---|---|
| <ul style="list-style-type: none"> Supply of water truck Supply of grader and equipment if operating away from fire front Supply of staff to LGFSG or ZEST | <ul style="list-style-type: none"> Supply of traffic signage ticket person Supply of clean-up crew – trees on roads once area declared safe by CFS Supply of other resources as per Council Commander's decision |
|---|---|

Emergency Contacts and Sites

| | | |
|---|--|--|
| SA CFS Region 4 RCC FYMN Bushfire Management Area Plan | Location of Critical Infrastructure & Assets | https://www.cfs.sa.gov.au/site/warnings_and_incidents.jsp https://www.cfs.sa.gov.au/prepare-for-a-fire/bushfire-management-planning/bushfire-management-area-plans/ |
| CFS Brigade Quorn CFS Brigade Hawker | 8648 6323 8648 4331 | |
| BOM warnings | 0883662600 | http://www.bom.gov.au/sa/warnings/ |
| SA Power networks | 1311366 | https://www.sapowernetworks.com.au/ |
| LGFSG on call | 08 8120 1720 | https://lgfsg.sharepoint.com/sites/iVISS/SitePages/i-VISS%20Portal.aspx |
| SAPOL State Emergency Centre Operations Manager | 0411 478 161 | |
| Police: Hawker Quorn Port Augusta | 8648 4028 8648 6060 8648 5020 | |

Resources Available in Council

| | | | |
|-------------------------------------|-----------------|-----------------|---------------------------------------|
| Council tank and bore/ standpipe | Traffic Signage | 2 x Graders | 1 x Front End Loader 1x Skid Steer |
| 1 Water Tanker 11000 litres | Utes | Pumps and hoses | Facilities |

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.

Extreme Weather Storm Flash Flood Checklist

Standby

| | |
|--|--|
| | Pre-season fire tracks checked and maintained |
| | Ensure pre-season vegetation control in place |
| | Ensure all 105F notices are complied with |
| | Pre-season meeting with local emergency services or ZEMC seasonal update |
| | Staff and equipment registers have been checked and updated |
| | Staff pre-season i-responda bushfire training complete |
| | Extinguishers checked |

Alert

| | |
|--|---|
| | Communication of heightened fire danger to all staff |
| | Communication of heightened fire danger to a Warren Gorge campers |
| | Vehicle and equipment checks |
| | Duties of field staff modified for predicted conditions |
| | Monitoring of CFS website and ABC radio for incidents and alerts |
| | Pre-rostering of on-call staff for after hours operations |
| | Water trucks filled and in position |
| | Staff to consider personal bushfire plans and communicate to managers |

Operation

| | |
|--|---|
| | Establish Council Incident Management Team and Emergency Operations Centre |
| | Council Commander to negotiate reimbursement of costs with CFS prior to provision of resources (if intending to seek reimbursement) |
| | Communicate incident status with all staff including CEO, General Managers Group |
| | Communicate and advise required precautions for field staff |
| | Deploy resources as per i-Responda protocol as requested from CFS or LGFSG |
| | Maintain situational awareness and inform staff |
| | Activate LGS Splash Page on Council's website |

Restore

| | |
|--|---|
| | Recover and restore all equipment used |
| | Patrol of safe zones for damage to council infrastructure |
| | Clear roads of debris, assess trees to allow access |
| | Debrief of staff – informal for small incidents |
| | Transition to recovery |

5.4. Storm & Flood Plan on a Page

Extreme Weather Storm & Flood

Event Types

Storm events that include damaging winds, thunderstorms, hail, intense rainfall and flash flooding

Triggers to Move from Standby to Alert

A severe weather warning is issued by the BOM for "Flinders" 10 or an advice message from SES

Triggers to Move from Alert to Operations

On request from Control Agency, or LGFSG

On receipt of large number of calls from the community when impacted by a storm

A watch and act or an emergency warning message or from the SES

Approved Council Tasks / Roles in Extreme Weather Storm Operations

Clean up of fallen trees and debris

Supply of traffic management

Supply of sand /helping with sandbagging to support SES

Clearing drains and management of CWMS

Supply of other resources as per Council Commander's decision

Emergency Contacts and Sites

| | | |
|--|-------------------------------------|--|
| SES Flood and Storm SES State Duty Officer Region North, District /Flinders- Gulf Region Duty Officer | 132 500 08 88410 6695 | https://www.ses.sa.gov.au/site/home.jsp https://www.ses.sa.gov.au/incidents-and-warnings/ |
| SES Hawker and District SES Quorn | 8648 4247 8648 6982 | |
| BOM warnings | 8366 2600 | http://www.bom.gov.au/sa/warnings/ |
| Police Emergency Centre Operations Manager | 0411 478 161 | |
| Police <ul style="list-style-type: none">• Hawker• Quorn• Port Augusta | 8648 4028 8648 6060 8648 5020 | |
| LGFSG State Duty Officer | 8120 1720 | |

Resources Available in Council

| | | | |
|-----------------|-----------------|---------------------------|---------------|
| Chainsaws | Traffic Signage | Front End Loader | Utes / Trucks |
| Pumps and Hoses | Sand Supply | Portable Generator (CWMS) | Water truck |

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 CC.

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 & Flood Checklist

Standby

| | |
|--|---|
| | Annual drainage program complete |
| | CWMS / SRMTM plan emergency management plans up to date |
| | Equipment and resources maintained |
| | Pre-season tree risk and maintenance programs complete |

Alert

| | |
|--|--|
| | Executive and Council Emergency Incident Management Team Alert briefing complete |
| | Messages sent to staff warning of predicted event Check location of emergency – Coordinators contacted so they can contact their staff. |
| | Determine location of plant and prepare equipment for use in response (fuelling) |
| | Check drainage hotspots |
| | Monitor situation on BoM website |
| | Advise Warren Gorge campground campers/ close camp |
| | Pre-roster additional operational staff for after hours jobs |

Operation

| | |
|--|---|
| | Respond to requests for assistance from the public in collaboration with the SES to avoid duplication |
| | Perform patrols for issues that may arise |
| | Respond to requests for help from SES and LGFSG |
| | Install traffic closures and diversions as required |
| | Communicate with all staff and executive about situation |
| | Attend to blocked drains and debris on roads and public areas |

Restore

| | |
|--|--|
| | Restore and repair damage to stormwater systems and roadways |
| | Restore all council equipment |
| | Transition to recovery |
| | Debrief all staff involved as part of lessons management process |

5.5. Heatwave Plan on a Page

Extreme Weather Heatwave

Event Types

Three days or more of high maximum and minimum temperatures that are unusual for a particular location is considered a heatwave.

Triggers to Move from Standby to Alert

SES issue a severe heatwave watch and act / extreme heatwave emergency warning in Flinders region (Weather district 10)

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 heat

A watch and act message from the SES materialises (severe heatwave)

A emergency warning message from the SES materialises (extreme heatwave)

Approved Council Tasks in Heatwave Operations

Extend opening hours of existing facilities
Modify community events

Alter service delivery models
Provide community information based on SES and
SA Health advice
Monitor staff safety and wellbeing

Emergency Contacts and Sites

| | | |
|---|------------------------|--|
| LGFSG State Duty Officer | 08 8120 1720 | |
| SES State Duty Officer | 08 8410 6695 | https://www.ses.sa.gov.au/site/home.jsp https://www.ses.sa.gov.au/incidents-and-warnings/ |
| Region North, District /Flinders- Gulf Region Duty Officer | | |
| Hawker Memorial Hospital | 8648 4007 | Cradock Road, Hawker |
| Quorn Health Service | 8648 7888 | |
| BOM warnings | 8366 2600 | http://www.bom.gov.au/sa/warnings/ |
| SAAS Quorn Hawker | 8648 7888 8648 4007 | |

Resources Available in Council

| | | | |
|-------------------------------------|-------------------------------|-----------------|--|
| Council Facilities – swimming pools | Environmental Health Officers | Quorn Town Hall | |
|-------------------------------------|-------------------------------|-----------------|--|

Notes

- Staff to maintain situational awareness and seek approval of Council Commander if being re-tasked by the control agency.
- All communications regarding incident to be directed to the Council Commander.
All decisions to respond or provide equipment will be at the discretion of the Council Commander.
Redi plan

Extreme Weather Heat Checklist

Standby

| | |
|--|--|
| | Provide community information about heatwave preparedness |
| | Identify locations suitable for water distribution |
| | Review community services to assess any additional requirements in a heatwave |
| | Identify vulnerable people in the community and encourage them to register with Telecross Redi |
| | Understand and share seasonal forecasts |

Alert

| | |
|--|---|
| | Review, cancel or and modify upcoming community events, particularly outdoor events |
| | Initiate heatwave communications plan and alert community |
| | Irrigate green spaces to optimise cooling in preparation for the heatwave |
| | Review and adjust outdoor work rosters to minimise exposure to extreme temperatures |
| | Close Warren Gorge on extreme or Catostropic days |

Operation

| | |
|--|---|
| | Implement public event modifications or cancellations as pre-determined |
| | Publicise extended hours of existing businesses |
| | Initiate alternative service delivery models including waste collection, outdoor work |
| | Set up water distribution points as required |
| | Track costs related to heatwave response |
| | Provide additional environmental health officer inspections to food suppliers |

Restore

| | |
|--|--|
| | Assess damage to Council and community infrastructure |
| | Inspect, remove or prune hazardous trees |
| | Reschedule cancelled events |
| | Undertake a debrief or review to identify impacts and inform future planning |

5.6. Black System Event Plan on a Page

Black System Event

EVENT TYPES

Unexpected total loss of electricity services across council boundaries

TRIGGERS TO MOVE FROM STANDBY TO ALERT

Extended power failure

TRIGGERS TO MOVE FROM ALERT TO RESPOND

On Request from Control Agency, or LGFSG.

APPROVED COUNCIL TASKS / ROLES IN BLACK EVENT OPERATIONS

- Support emergency services with traffic control
- Support community with information

EMERGENCY CONTACTS AND SITES

| | | |
|---------------------|-----------------------|---|
| Local SES | 8648 6982 / 8648 4247 | |
| <u>CFS Region 4</u> | 8642 2399 | https://www.cfs.sa.gov.au/site/warnings_and_incidents.jsp |
| BOM warnings | 8366 2600 | http://www.bom.gov.au/sa/warnings/ |
| SAPOL | 8648 5020 | https://www.police.sa.gov.au/ |
| LGFSG on call | 8120 1720 | |
| SA Power Networks | <u>13 13 66</u> | https://www.sapowernetworks.com.au/ |
| Council Commander | | |

RESOURCES AVAILABLE IN COUNCIL

Traffic control signage and operators

NOTES

Communications may be adversely impacted. Maintain battery charge on portable radios.

Ensure staff safety with physical checks from supervisors

All decisions on deployment of resources, equipment or use of facilities are at the discretion of the Council Commander or Executive Delegate.

Black Event Checklist

| | |
|--|---|
| This checklist works in conjunction with the council activities in the functional modes as documented in the Council's Incident Operational Arrangements | |
| Standby | |
| | Maintain charge portable radios |
| | Generator maintenance |
| | Maintain/charge portable lighting |
| | |
| | |
| Alert | |
| | Messages sent to staff of warning of any Brown off or predicted stress power supply event |
| | |
| Operation | |
| | Respond to request for help from Control agencies, Police and LGFSG |
| | Ensure Staff and Executive are kept up to date with information |
| | Install traffic closures and diversions as required |
| | Respond to public queries |
| | Share messages from control agency with the community |
| | Liaise with community leaders on community situation |
| | |
| Restore | |
| | Respond to any LGFSG information requests |
| | Restore all council equipment |
| | Transition to recovery |
| | Debrief all staff involved for lessons learnt |
| | |
| | |

5.7. Other templates

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: <ul style="list-style-type: none"> • Internal staff • CEO • Mayor • Elected members • Media • IMT regular briefing • 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 |

Rostering template

Incident: name **Day number:** 1 **Date:** dd/mm/yyyy

Incident: name **Day number:** 1 **Date:** dd/mm/yyyy

Incident: name **Day number:** 1 **Date:** dd/mm/yyyy

[illegible]

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 No Identified major incident as declared by State Coordinator Identified major emergency as declared by State Coordinator 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:

Date:

Name:

Position:

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.

Use cost code to itemise expenditure associated with the emergency response

SMEACS–Q briefing

| Briefing component | Detail |
|----------------------------------|---|
| Situation | <i>Current and predicted situation</i> |
| Mission | <i>Statement of Council Commander's intent and specific objectives for response</i> |
| Execution | <p><i>How the mission will be accomplished:</i></p> <ul style="list-style-type: none"> • <i>Strategies and tactics</i> • <i>Constraints</i> • <i>Task and resource allocation</i> • <i>Access to the incident</i> • <i>Shift times</i> • <i>Immediate tasks</i> • <i>Contingencies</i> |
| Administration | <p><i>Logistics for the operation including:</i></p> <ul style="list-style-type: none"> • <i>Key support locations and roles</i> • <i>Incident staging areas</i> • <i>Catering</i> • <i>Supply</i> • <i>Ground/medical support</i> |
| Command and Communication | <p><i>Council Incident Management Structure including:</i></p> <ul style="list-style-type: none"> • <i>Sectorisation</i> • <i>Reporting relationships and times (Who is the Council Commander)</i> • <i>Communications plan</i> • <i>Contact numbers, radio channels</i> |
| Safety | <p><i>Identification of known or likely hazards including:</i></p> <ul style="list-style-type: none"> • <i>Weather</i> • <i>Safety equipment</i> <p><i>Welfare – hydration and first aid</i></p> |
| Questions | <i>Are there any questions?</i> |

Situation report (SITREP)

| | |
|----------------------|---|
| Event name | |
| Event details | Date event started: Time event started: Basic details of event: |
| From | <i>e.g., Council Commander –</i> |
| Attention to | <input type="checkbox"/> State Duty Officer <input type="checkbox"/> LGFSG Manager <input type="checkbox"/> ZEST LGLO <input type="checkbox"/> Council Commander/s <input type="checkbox"/> 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 repaste 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 | |

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.

Incident log

An incident log will be activated by the Council Commander initially and then 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.

| <Name of emergency event> | | | |
|---------------------------|------|--------|--------|
| | | | |
| Date | Time | Action | Person |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Hot 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. | | |
| | | | |
| | | | |
| | | | |