WUDINNA DISTRICT COUNCIL

EMERGENCY MANAGEMENT PLAN

Version 3.5 – April 2024

DRAFT – Council Endorsed for Public Consultation

Document Version Control

Authorisation

This plan is approved by the Chief Executive Officer of Wudinna District Council and endorsed by Council for public consultation at its meeting datedinsert new.

Document responsibility

This document is the responsibility of Wudinna District Council

Version	Date	Summary of changes	Author
1.0	January 2007	Original District Emergency Management Plan adopted by Council	Andrew Buckham
1.1	August 2015	Revision of Original Plan	Andrew Buckham
2.0	January 2018	Revision of Plan	Andrew Buckham
3.0	March 2018	Revision of Plan – Change to SALGA template	Andrew Buckham
3.0	October 2019	Operations Workshop and commence plan revision	Andrew Buckham and Kathleen Branigan (SALGA)
3.1	January 2020	Revision of Plan - Review Draft to Council	Andrew Buckham
3.1	21 January 2020	Endorsement by Council – Minute Ref 10.6.3	Andrew Buckham
3.1	21 January 2020	Release for Public Consultation	Andrew Buckham
3.1	6 March 2020	Closure of Public Consultation and Submission includes. Final Draft for Council adoption 17 Mar 20	Andrew Buckham
3.1	17 March 2020	Adoption by Council. Minute Ref 10.6.1 -17 Mar 20	Andrew Buckham
3.2	1 June 2021	Review and update of document for staff review	Andrew Buckham
3.3	15 June 2021	Interim review endorsed by Council. Minute ref 10.5.1 – Open for public consultation until 16 July 2021	Andrew Buckham
3.4	20 July 2021	Adoption by Council. Minute Ref 11.5.1 20 July 2021	Andrew Buckham
3.5	5 April 2024	Review of document commenced	Andrew Buckham
3.5	16 April 2024	Council endorsement for Public Consultation	Andrew Buckham

Electronic version available anytime on the Wudinna District Council website www.wudinna.sa.gov.au	It is intended that this document be freely available to the public, lead agencies or any community stakeholders.

Review

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

Council Emergency Management Checklist

The following list has been compiled to identify measures Council has undertaken to ensure adequate arrangements are in place to manage emergencies. This checklist can be used for Council to assess their emergency preparedness over time.

Table 1: Council Emergency Management Checklist

Completed	Action
	Completed this Council Emergency Management Plan template including appendices
	Completed the Council Emergency Operations Centre Manual
	Identified hazards and risks relevant to the Council (from extrapolation of zone risk assessments or completion of council risk assessments)
	Assigned an Emergency Management Contact Officer email address to one or more staff members for non-urgent emergency management correspondence, and the LG EM database updated with current details
	Identified at least one suitable location for the Council Emergency Operations Centre (CEOC)
	Identified the structure of the Council Incident Management Team (CIMT) and identified staff to fill identified functions
	Identified and trained suitable staff for the Council Commander
	Identified and drafted functional statements for CIMT members
	Completed staff training for CIMT members
	Ensured there are adequate resources available in the EOC
	Exercised the CIMT
	Provided the LGFSG database with information about available Council resources and contact details
	Established a cost code for use during an emergency
	Identified an **emergency** council contact number and ensure that relevant agencies (including the LGFSG) have the number appropriately saved on their devices to enable identification of incoming calls

Executive summary

Emergency events can occur at any time with little warning, rapidly spread over designated boundaries and cause diverse and widespread impacts across affected communities.

Councils can help to minimise these threats and contribute to the safety and wellbeing of their communities by participating in local emergency management.

The State Emergency Management Plan (SEMP) articulates the roles and responsibilities that Local Government may play in the local emergency management planning and preparedness. These include ensuring all requisite local emergency management planning and preparedness measures are undertaken.

This document forms part of Council's commitment to emergency management planning and ensures that Council has a coordinated and planned response to emergencies. The Council Emergency Management Plan considers all hazards across a scale of minor incidents to major emergencies.

This document is comprised of two parts:
- Part one is the Council Emergency Management Plan (CEMP) which contains strategic information relevant to local government. This follows the structure of the SEMP and contains information and actions relevant to Council across the spectrum of prevention, preparedness, response and recovery.
- Part two is the Council Emergency Operations Centre Manual. This document contains templates, forms, and operational documents which can be used in the response phase of an emergency.

A major component of this document, is the development of a Council Incident Management Team (CIMT) comprised of capable and trained employees, who have the knowledge and capacity to make strategic decisions in the best interest of the community in the event of an emergency incident.

Further actions are identified in the preceding checklist, which forms a self-assessment tool for Council to identify their progress in emergency management planning.

You may choose to list the priority hazards in your council area and the treatments you propose to implement to mitigate the associated risks.

Contents

Introduction

Purpose

The purpose of this plan is to establish Council's role in the event of an emergency that could occur within the boundaries of, or impacts upon, the Wudinna District Council. This aligns with Council's "Our Community Vision" statement – *A viable, motivated rural community which offers and economically diverse, sustainable and rewarding lifestyle.* & in particular community goal – *to provide appropriate services and facilities to sustain the health, safety and well being of the community.*

The objectives of the plan and accompanying Council Emergency Centre Operations Manual are to:
- Establish Wudinna District Council's commitment to emergency management
- Fulfil Wudinna District Council's roles and responsibilities as defined in the State Emergency Management Plan (SEMP)
- Assist Council to better support their community by identifying risks, preparing and planning for these risks and improving the efficiency and effectiveness of response and recovery arrangements when incidents do occur
- Provide guidance to Council staff on their roles and responsibilities in emergency management
- Provide a framework for Council to operate when responding to incidents of different natures and scales
- Manage arrangements for the provision of Council resources to support the emergency services
- Enable a coordinated response to an emergency by supporting broader state emergency management arrangements

In the *Emergency Management Act 2004* (SA)

Prevention

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

Preparedness

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

Response

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

Recovery

The conduct of any measures (such as human, economic and environmental measures) taken during or after an emergency, being measures necessary to assist the re-establishment of the normal (or new normal) pattern of life of individuals, families and communities affected by the emergency.

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

Relevant legislation

Under Australia's constitutional agreements, state and territory governments have responsibility for emergency management within their jurisdictions. South Australia has the following legislation in place to fulfil this responsibility:

Emergency Management Act 2004

The *Emergency Management Act 2004* (EM Act) outlines the strategies and systems for the management of emergencies in South Australia. This Act includes the guiding principles that emergency management arrangements are based on:

- an All-Hazards approach addressing the spectrum of PPRR
- reflect the collective responsibility of all sectors of the community
- recognise that effective arrangements require a coordinated approach from all sectors of the community

The Act establishes the State Emergency Management Committee and requires the State Emergency Management Plan (SEMP) to be prepared and be kept under review. It also identifies key roles and responsibilities in an emergency including those of the Control Agency and Coordinating Agency.

Fire and Emergency Services Act 2005

The *Fire and Emergency Services Act 2005* (F&ES Act) establishes the structure, powers and duties of the South Australian Fire and Emergency Services Commission, the SA Metropolitan Fire Service (MFS), SA State Emergency Service (SES) and the SA Country Fire Service (CFS).

The Act further establishes the State Bushfire Coordination Committee (SBCC) and prescribes functions including: providing advice to the Minister on bushfire risk and management, preparation and review of the State Bushfire Management Plan.

Under the F&ES Act, the state is divided into Bushfire Management Areas with the establishment of a Bushfire Management Committee for each area. Each Committee is required to undertake a variety of functions including advising the SBCC of bushfire prevention in its area, preparation of a Bushfire Management Area Plan (BMAP) and convene local or regional forums to discuss issues relating to bushfire.

Some sixty councils are located within "country areas and urban bushfire risk areas" which requires that each of these councils must appoint at least one Fire Prevention Officer for its area.

Local Government Act 1999

Section 7 of the *Local Government Act 1999* (LG Act) outlines a range of functions for councils including:

- to provide for the welfare, wellbeing and interests of individuals and groups within its community
- to take measures to protect its area from natural and other hazards and to mitigate from the effects of such hazards
- to provide infrastructure for its community and for development within its area (including infrastructure that helps to protect any part of the local or broader community from any hazard or other event, or that assists in the management of any area).

Section 8 of the LG Act states that a council must, "give due weight, in all its plans, policies and activities to regional, state and national objectives and strategies concerning the economic, social, physical and environmental development and management of the community." This includes considering the objectives and strategies of the SEMP.

Section 298 of the LG Act advises of a councils' power to act in an emergency specifically related to flooding, "if flooding in the area of a council has occurred or is imminent and the council is of the opinion that a situation of emergency has arisen in which there is danger to life or property, it may order that action be taken as it thinks fit to avert or reduce the danger."

Emergency Management Plans

The hierarchy of key strategic emergency management plans in South Australia are indicated below:

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┌─────────────────────────────────────────┐
│     State Emergency Management Plan      │
└─────────────────────────────────────────┘
                    ⇩
┌─────────────────────────────────────────┐
│      Zone Emergency Management Plan      │
└─────────────────────────────────────────┘
                    ⇩
┌─────────────────────────────────────────┐
│    Council Emergency Management Plan     │
│             (this document)              │
└─────────────────────────────────────────┘
                    ⇩
┌─────────────────────────────────────────┐
│   Community Emergency Management Plans   │
└─────────────────────────────────────────┘
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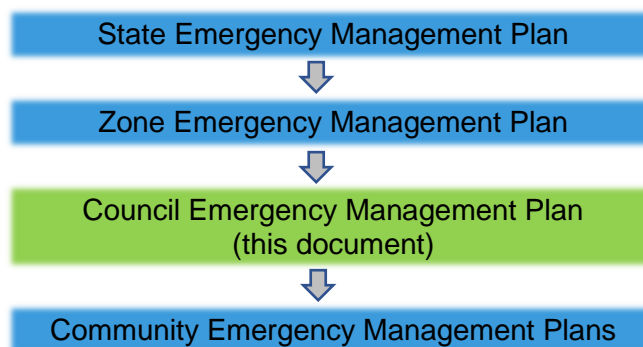
State Emergency Management Plan (SEMP)

The SEMP and supporting documents outline roles and responsibilities for emergency management at a state level across the spectrum of PPRR including:

- Outlining the responsibilities, authorities and the mechanisms to prevent, or if they occur manage, and recover from incidents and disasters within South Australia,
- Identifying and documenting structures and committees to support emergency management,
- Documenting the State Hazards and listing Hazard Leaders and Control Agencies specific to each hazard (refer Appendix A).

There is no provision within the LG Act which expressly mandates that councils must comply with the SEMP. However the SEMP references Section 7(d) of the LG Act with respect to councils giving due weight in their plans, policies and activities to the SEMP. The principles set out in Section 8 of the LG Act are matters which a council must act to observe and uphold in the performance of its roles and functions. However, there is a degree of discretion available to a council in the application of this section.

Zone Emergency Management Plans

The Eyre Peninsula Emergency Management Plan focuses on the key hazards and emergency management arrangements within the Eyre Peninsula Emergency Management Zone. These documents identify and prioritise the risks at the Zone level and the treatments available to mitigate these risks.

Council Emergency Management Plan

This document is the Council Emergency Management Plan for Wudinna District Council. The purpose of this plan is to identify hazards in the council area and document the emergency management arrangements, including key roles and responsibilities of Council, across the PPRR spectrum.

Community Emergency Management Plans

Wudinna District Council undertakes risk assessment, risk mitigation, risk management activities in its Emergency Management function. This work includes community engagement/awareness and a strong focus on building community resilience within the target community to the risks identified.

It is considered that Council's key risk area is bushfire. It follows that this area receives a higher level of activity, from a seat on the Upper Eyre Peninsula Bushfire Management Committee, a local level Council Bushfire Management Advisory Committee, two appointed fire prevention officers. Assessments are undertaken prior to the commencement of fire danger season and formal notices issued under the *Fire and Emergency Services Act 2005*, with non compliance followed up. Council supports and assists the lead agency (CFS) with the development of plans and procedure to mitigate, respond to, recover from incidents. Higher level treatments are applied to key risk areas. See also commentary in the Bushfire Management and Fire Prevention section below.

Other relevant documents are listed in Appendix B

State Emergency Management Governance structures

The main committees and structures involved in the planning, response and recovery stages of emergency management are identified below.

Strategic

Emergency Management Council

EMC is a committee of Cabinet, chaired by the Premier.

State Emergency Management Committee

SEMC is a committee which oversees emergency management planning in SA and is chaired by the Department of Premier and Cabinet. The SEMC is supported by four advisory groups: mitigation, response, recovery and public information, and warnings.

State Recovery Committee

Oversees planning and capacity development and coordinates recovery operations across government, as well as non-government organisations and local government. It is chaired by the Department of Communities and Social Inclusion and has both a strategic and operational role.

Hazard Leader

The agency which has the knowledge, expertise and resources to lead planning for the preparedness, response and recovery associated with a specific hazard.

Operational

State Emergency Centre

Operated and supported by the SA Police, the SEC brings together all relevant agencies and support staff to coordinate a state level response.

Control Agency

Takes charge of the emergency and provides leadership to all other agencies responding to an emergency. A Control Agency is allocated to each type of hazard.

Support Agency

When a Control Agency is not the designated lead for a particular emergency, they are referred to as a Support Agency and provide support to the Control Agency.

Functional Support Groups (FSG)

A group of participating agencies (government and non-government) that perform a functional role to support response and recovery operations. Each FSG has a nominated lead agency.

The following Functional Support Groups operate from the State Emergency Centre:

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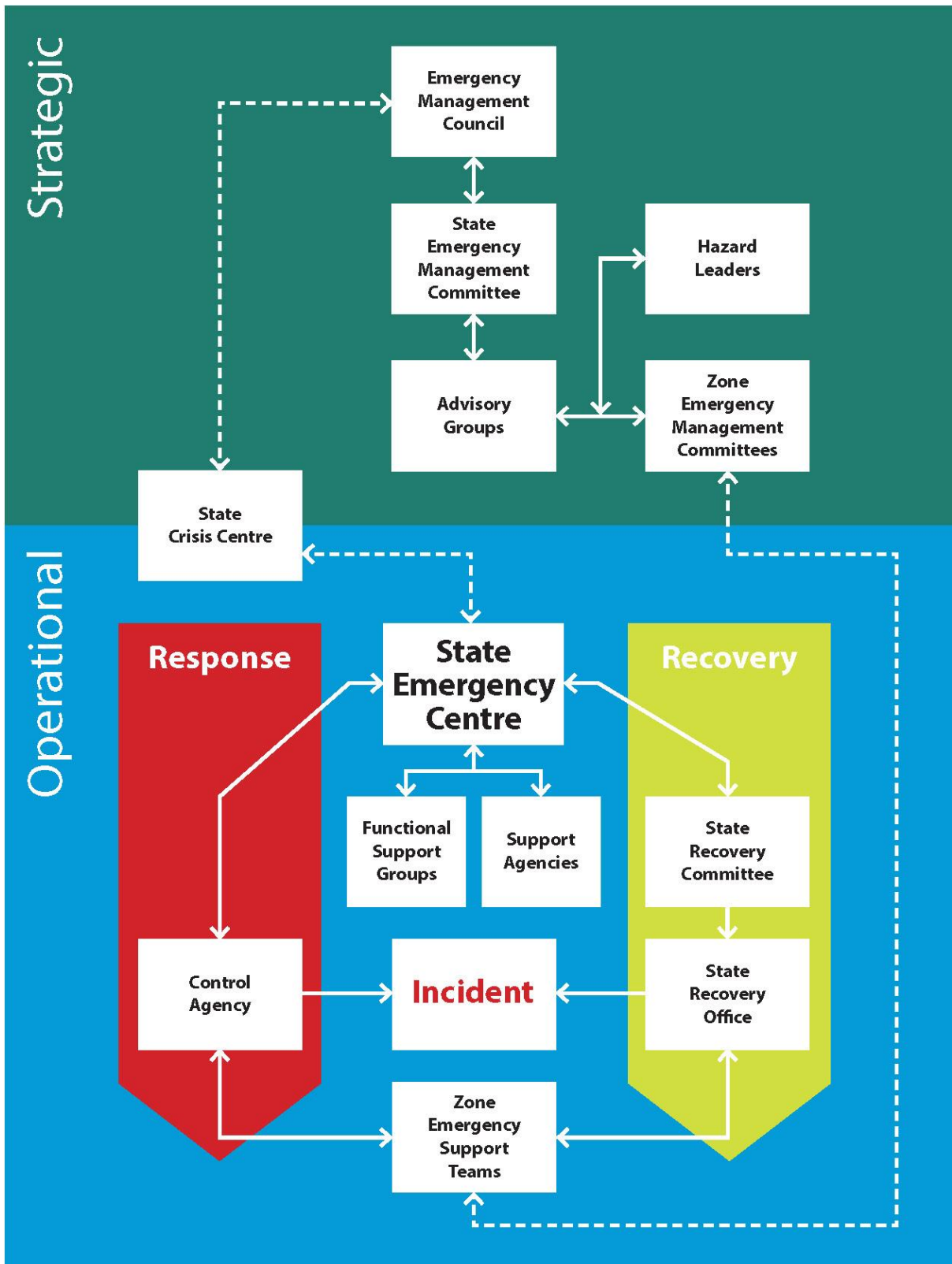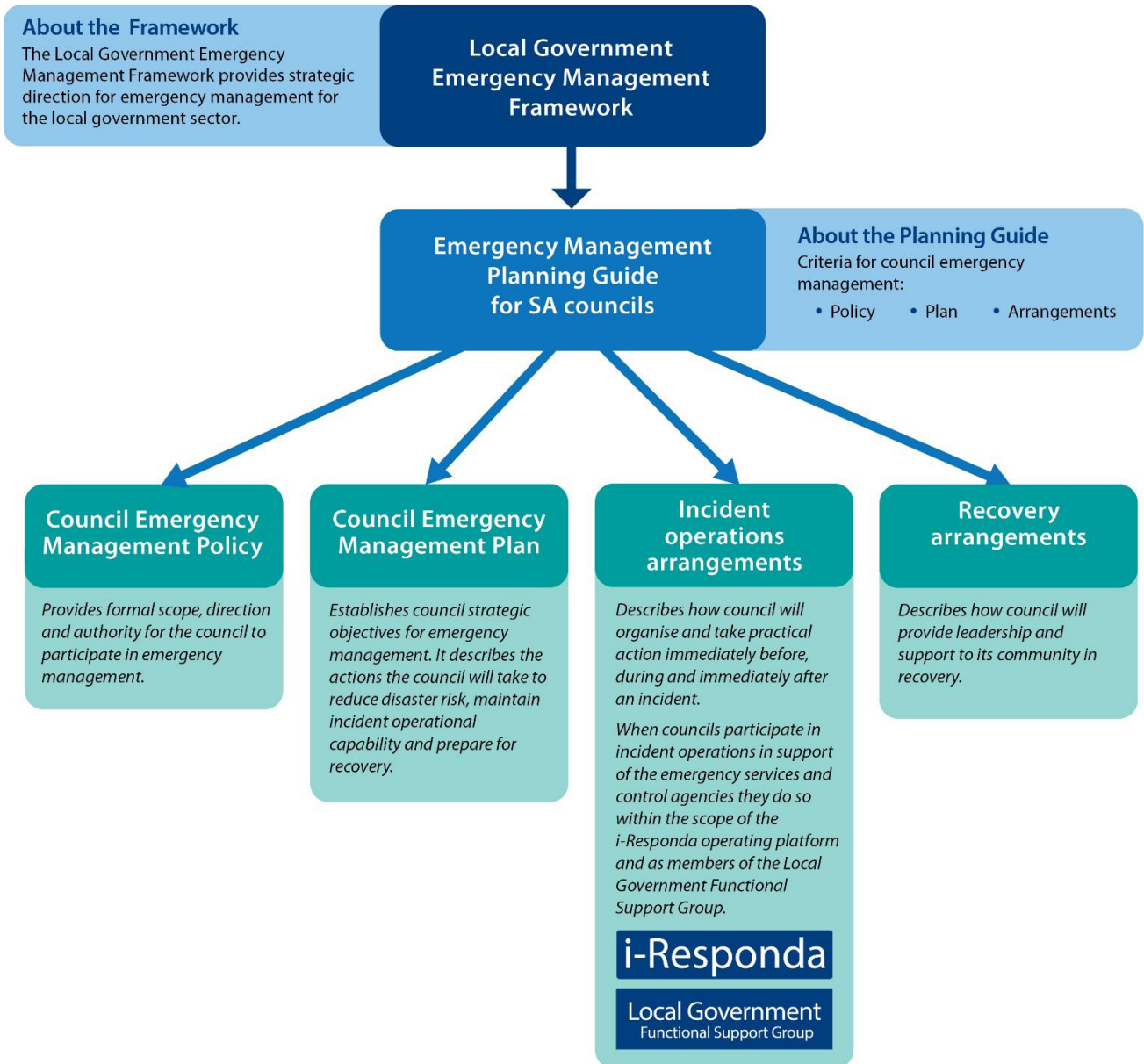- Mapping Support
- Public information

Figure 1: State Emergency Management Plan Part 2 - Arrangements

Local Government

Local Government Emergency Management Framework

This framework identifies how local government fits into the broader South Australian emergency management arrangements. The framework identifies the key principles for local government emergency management of:

- Prompt and effective decision making before, during and after an incident
- Integrated planning for an all-hazards approach
- Application of a community resilience based approach
- A flexible framework to allow for varying capacity and capability
- A unified approach led by the State

About the Framework
The Local Government Emergency Management Framework provides strategic direction for emergency management for the local government sector.

Local Government Emergency Management Framework

Emergency Management Planning Guide for SA councils

About the Planning Guide
Criteria for council emergency management:
- Policy • Plan • Arrangements

Council Emergency Management Policy

Provides formal scope, direction and authority for the council to participate in emergency management.

Council Emergency Management Plan

Establishes council strategic objectives for emergency management. It describes the actions the council will take to reduce disaster risk, maintain incident operational capability and prepare for recovery.

Incident operations arrangements

Describes how council will organise and take practical action immediately before, during and immediately after an incident.

When councils participate in incident operations in support of the emergency services and control agencies they do so within the scope of the i-Responda operating platform and as members of the Local Government Functional Support Group.

i-Responda
Local Government
Functional Support Group

Recovery arrangements

Describes how council will provide leadership and support to its community in recovery.

Three focus areas have been established to reflect the overlapping priorities of local government in emergency management:

1. The first focus is Local Government. Without staff being safe and supported, Local Government is unable to provide assistance.
2. The second focus is integrating with the State emergency management arrangements including providing support to Control Agencies during the response phase of emergencies.
3. The third focus is assisting Communities who are often the most affected during emergencies. The Community is considered strongly through all foci.

Local Government Functional Support Group

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

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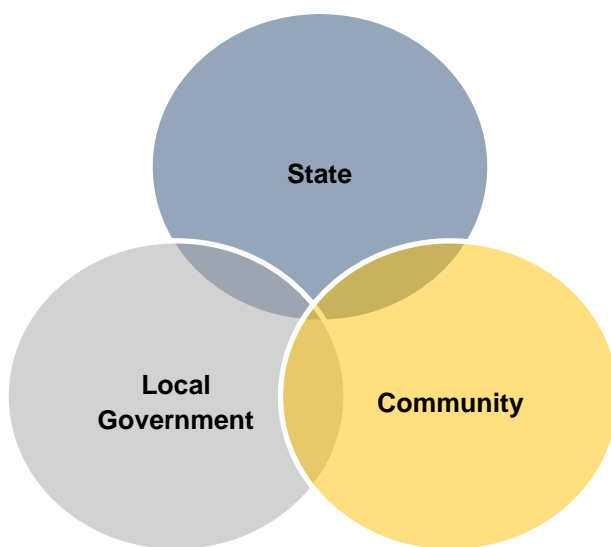
Zone Emergency Management Committee

For the purpose of emergency management, South Australia is divided into 11 Emergency Management Zones based on the South Australian Government Regions. Each of these regions has a Zone Emergency Management Committee (ZEMC). The Wudinna District Council is a member of the Eyre Peninsula Emergency Management Committee by virtue of the Eyre Peninsula Local Government Association seat on the committee as representative for its Eyre Peninsula local government members.

The ZEMC is a strategic committee responsible for risk management, planning and implementation of zone-level actions to build resilience, identify & assess emerging risks and support state emergency management arrangements.

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

Zone Emergency Support Team

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

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

Prevention (Disaster Risk Reduction)

General

Prevention efforts are attempts to prevent hazards from developing into emergencies, or to reduce the effects of emergencies and to increase the resilience of the community. Specific risks are detailed in Appendix A along with the hazard leaders/ response agencies.

Standard council mitigation activities

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

- Land-use planning
- Public health measures (e.g. immunisation)
- Bushfire management planning
- Land management
- Tree management
- Road and traffic management

- Stormwater planning
- Stormwater infrastructure maintenance
- Airport planning and maintenance
- Vegetation management
- Building safety

Development Control/Planning

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

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

Insurance

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

Council's current insurance arrangements provide cover for all council owned buildings, contents and playgrounds and may include stormwater systems, bridges and signage. Insurance does not cover road infrastructure.

Bushfire Management and Prevention

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

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

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

Councils have representation on the Bushfire Management Committees and have input to the planning process. The BMAPs outline bushfire risks and identify strategies and actions to mitigate the risk of bushfire in the BMAs. To access the BMAPs go to the SA CFS website and search for *Bushfire Management Area Plans*.

Fire Prevention Officers

Under the *Fire & Emergency Services Act* each rural council or council in a designated urban bushfire risk area must appoint at least one Fire Prevention Officer. Fire Prevention Officers have a number of functions, including to assess the extent of bushfire hazards within the council area, provide advice to Bushfire Management Committees and advising owners of property of bushfire prevention and management. The Wudinna District Council has two Fire Prevention Officers.

Flood Mitigation

Wudinna District Council does not have any significant water courses, rivers, streams or creeks within its district. The most significant risk is stormwater collection and run off in storm events, where storm water gravitates to low lying areas.

Given the relatively flat topography of the Wudinna Council area, in a rural setting much of this stormwater collects in low lying areas in paddocks and adjacent to roadways. Council is mindful of this risk, and road construction and maintenance programs focus on road drainage and road levels in trafficked areas to mitigate water inundation and seek to achieve adequate drainage.

Within township areas, stormwater infrastructure is designed and engineered to mitigate and manage risk. There remains low lying areas within most township boundaries, with water build up monitored in times of heavy rainfall. Water catchment and storage infrastructure has relief built for over load.

Wudinna and Minnipa have a greater level of sealed surfaces, and drainage is a factor in heavy rainfall events, requiring that stormwater plans for those location can deal with significant rain events.

Additional Prevention Activities

Council maintains a regime of drainage cleaning, including six monthly mechanical cleaning of all roadway water tables in Wudinna and Minnipa.

Stormwater harvest facilities are in place in Wudinna and Minnipa, which are inspected regularly to ensure that they are in working order, with relief in place in times of overloading.

Council owns back up portable pumping and generator equipment for emergency use in various locations in the event of an incident at a locality.

Preparedness (Incident Operations)

General

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

The development of this plan contributes to Council's emergency preparedness.

Council Information

Emergency Management Website

Council has established a link to the State based emergency management site at the following link:

<div align="center">

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

</div>

This link is to the State Government managed emergency and safety website, providing simple access to emergency contacts, resources for response and early recovery.

Council's website is:

<div align="center">

https://www.wudinna.sa.gov.au/

</div>

Govteams (formerly Govdex)
Govteams is a secure website available to members which contains links to resources relevant to emergency management for Councils.
 https://www.govteams.gov.au/

i-Responda App

The LGA has developed an 'App' for use on mobile phones and tablets that stores emergency management information relevant to the LG Sector, including i-Responda decision tools and what to do if you find yourself in an emergency situation.

This App will provide a way of ensuring that vital information relevant to emergency response is available, even in power outages for as long as devices remain charged. More information is available on the LGA website under the emergency management section.

Emergency Management Contact Officer

Council has nominated a primary point of contact for emergency management outside of an emergency, the Emergency Management Contact Officer (EMCO). This role is non-operational and will ensure consistent communication on non-urgent emergency management matters to Council. This staff member has been assigned a standard email format for consistency and ease of communication across councils.

Local Government Functional Support Group Database

This database records contact details and information about Council resources for ease of contact, and coordination of resource sharing across council boundaries during an incident.

Supporting Documents

Council has a number of supporting plans, policies and procedures that form part of its emergency management strategies:

- Bushfire Management Area Plans
- Flood Mapping

- Stormwater Management Plans
- Community and Growth Strategic Plan 2024-2034Business Continuity Plan
- Involvement in Emergency Response Operations Policy

- Risk Management Policy & Risk Management Framework
- Internal Emergency Management Plans – (Sites – Council Office, Council Depot, Refuse Site)

Additionally, Council's Asset Management Plan and Long Term Financial Management Plan make provision for ongoing asset maintenance.

External Information / Community Education

Council recognises the importance of ensuring the community is aware of ways of mitigating the adverse effects of emergency events. Council's website provides the community with general information regarding emergency management. Other information is also available to the public through sa.gov.au, Red Cross Rediplan, and various promotions conducted from time to time by the lead agencies.

Bushfire planning and awareness is undertaken regularly (at least annually) in partnership with other upper Eyre Peninsula Councils leading into the bushfire danger season. Media promotions, advertising, flyers and online campaigns seeking fire prevention activities to be undertaken.

Planning

Council undertakes planning to manage risks and emergencies in three overlapping areas:

1. Emergency Risk Management
2. Emergency Management Planning
3. Business Continuity Planning

More detail is provided about each in the following section.

Emergency Risk Management	Emergency Management Planning	Business Continuity Planning
AS/NZS ISO 31000 NERAG	*EM Act 2004* SEMP	AS/NZS 5050
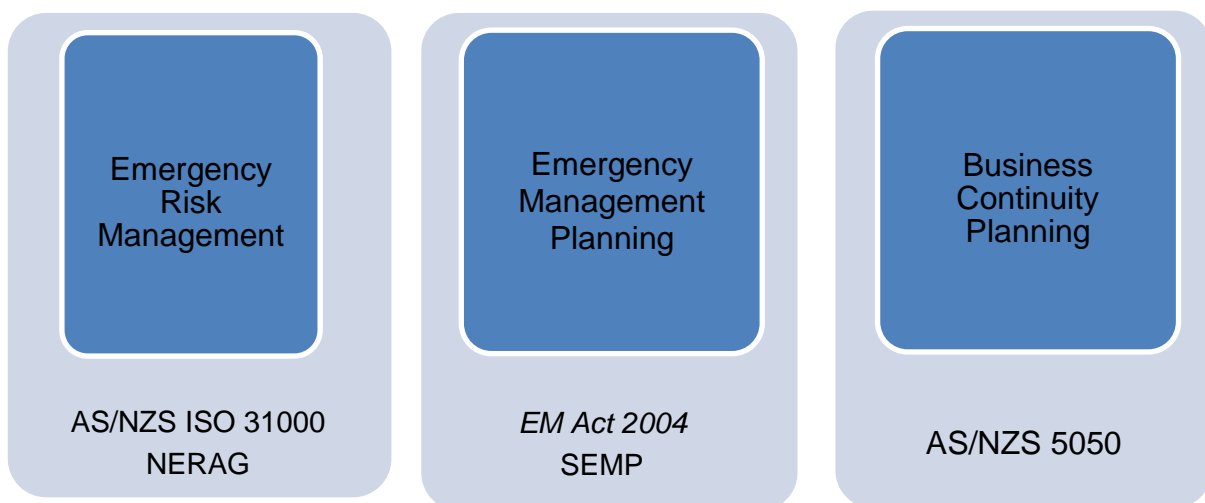
Emergency Risk Management

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

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

This plan has been developed with consideration of the following principles and methodology:
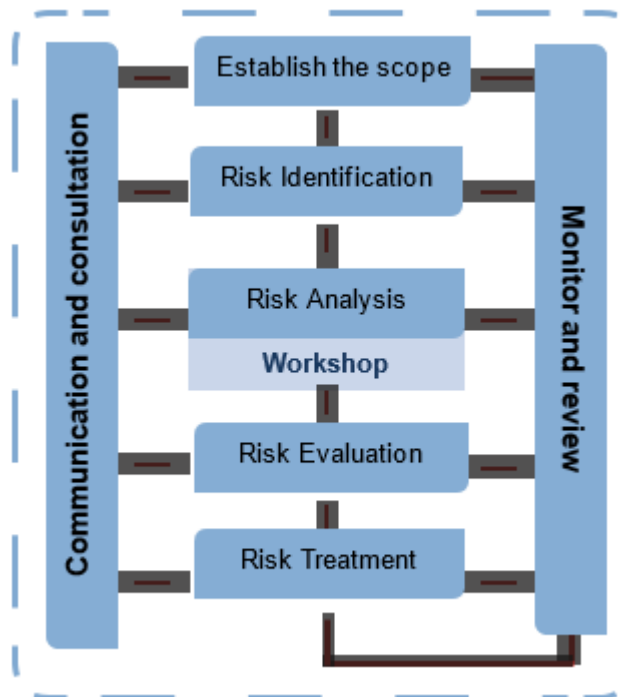
AS/NZS ISO 31000:2018 Risk Management Standard

This standard provides an established framework for managing risks by:
- Establishing the context
- Identifying the risk
- Analysing the risk
- Evaluating the risk
- Treating the risk

The risk management process involves the exploration of realistic scenarios relating to the hazard of interest and involves ongoing communication, consultation, monitoring and review.

National Emergency Risk Assessment Guidelines

The National Emergency Risk Assessment Guidelines (NERAG) provides a contextualised emergency risk assessment methodology consistent with the AS/NZS 13000:2018. This method has been developed for assessing emergency risks arising from any hazard and can be applied at local, regional, state/territory and national levels. NERAG focuses on the 'All-Hazards' approach.

South Australian Emergency Risk Management Guide

The South Australian Emergency Risk Management Guide provides a guide to assist councils to facilitate an All-Hazards risk management process consistent with NERAG to identify priority risks for their council area. It is based on both the NERAG and AS/NZS 13000:2009*, providing the methodology for council based risk assessments. Risk assessments are an important part of the risk management process and inform the development of emergency risk management plans.

Risk Assessments

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

Priority Hazards

The priority hazard for this area is considered to be Bushfire, and as such an extended regime of assessments, planning and attention is provided to this hazard.

Council has a seat on the Upper Eyre Peninsula Bushfire Management Committee and maintains a local Bushfire Advisory Committee. These committees consider many aspects of the fire hazard, include representation from the CFS as the lead response agency, and generally provide a focus on the hazard.

All committee meetings are raised with a formal agenda and minutes recorded.

Risk Treatments

Local level risks are identified with risk assessments and local level inspection reports. Actions are raised and then followed through by the appropriate department.

Emergency Management Planning

Command, Control and Coordination

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

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

Control operates horizontally across agencies or organisations. The Control Agency is the agency who provides leadership to other agencies in the response phase of an incident. Control Agencies for emergencies in South Australia are determined by the nature of the emergency and identified in legislation and/or the SEMP (refer Appendix B).

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

Incident Management Systems

Local government should be aware of the principles of Incident Management, with the most common system being the Australasian Inter-agency Incident Management System (AIIMS).

Incident management systems provide a common system for all responding agencies and personnel, enabling seamless integration of activities and resources for the effective and safe resolution of any emergency.

The principles of AIIMS are:
- *Flexibility* – the structure is adaptable dependant on the nature of the emergency
- *Management by objective* – a process of management where the Incident Controller in collaboration determines the desired outcomes
- *Functional management* – applied during emergencies at all levels this concept relates to grouping of similar responsibilities, tasks or resources
- *Unity of command* – there is one set of common objectives for everyone involved in response
- *Span of control* – relates to the number of tasks, groups or individuals that can be successfully managed by one individual

Councils should proactively manage local incidents and escalate to State agencies when it is apparent that a significant commitment of resources may be required to manage the incident.

Incident Classifications

Councils are often the first agencies to respond to a local incident, and can often manage this type of incident without additional assistance. Other agencies will become involved if the incident escalates and becomes a broader emergency. It may be useful to adopt Council incident levels to describe the severity of an incident, and the impact on Council resources.

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

In a large and complex incident where a multi-agency response is required, Council will need to adapt to changes in command and control structures, and be aware of its role in state level structures including the LGFSG and the ZEST. These roles are documented in the LGFSG Plan and ZEST Operations Manual accordingly.

Council Incident Management Team

The Council has established a CIMT to manage emergency situations. The CIMT is a flexible structure, with the number of staff and areas of expertise dependent on the scale and nature of the emergency.

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

In addition to prerequisite knowledge, staff selected to attend the CIMT have suitable personality traits, including an ability to remain calm under pressure, make sound decisions with incomplete information, excellent emotional intelligence and communication skills, and can command respect from their peers.

The Emergency Operations Centre Manual contains the CIMT structure and functional statements for the identified functions within the CIMT.

Emergency Management Training

Council EM staff

Council staff attending the CIMT will require adequate training in emergency management principles, in addition to prerequisite understanding of i-Responda training.

LGFSG Council Commander and Local Government Representative

These roles have specific training requirements which are identified by the LGFSG in the LGFSG Operations Manual. These roles will require knowledge of AIIMS, i-Responda, relevant EM legislation and responsibilities and capabilities of Local Government.

The **Council Commander** is an operational role that is the primary point of contact for all emergency related matters. It is not expected that councils would employ a specific person for this role, but rather nominate a person of sufficient authority, knowledge and experience from within existing staff.

The **Local Government Liaison Officer** is responsible for liaising and coordination of Local Government at a ZEST, CIMT or an Agency State Control/Command Centre (SCC).

State Emergency Centre/State Control Centre

Council staff that attend the SEC/SCC require additional training as identified by the LGSFG Operations Manual.

Exercising

Benefits of testing the Council Emergency Management Plan include:
- Determining the effectiveness of the plan
- Bringing together all the relevant stakeholders to promote knowledge of and confidence in the plan
- Providing an opportunity for testing stakeholder integration, operational procedures and skills in simulated emergency conditions
- Improving the plan in accordance with outcomes identified in post-exercise review

The plan should be exercised annually. Exercises may include:
- Discussions that include orientation, agency presentations, hypothetical and progressive exercises
- Functional exercises which take place in an operational environment. Participants are required to perform the functions of their emergency management role
- Field exercises involve the deployment of personnel to a simulated incident or emergency and can often follow a series of discussions or functional exercises

The exercise can be conducted and reviewed by an independent facilitator and/or panel of appropriately qualified people. The review will include a debrief process and recommendations for improving the plan.

Training in 'how to conduct exercises' can be provided by the LGFSG.

i-Responda program

The i-Responda program has been developed by the LGA to assist councils in the planning and implementation of their response to emergency events. The key principle behind the program is Ordinary Operations in Extraordinary Situations. This is designed to ensure that Council staff can participate safely in emergency management and risks to Council and Council staff are appropriately managed. The program will integrate with Council's existing risk management and work, health and safety systems.

The i-Responda program can be used across all types of emergencies. Training for specific hazards has also been developed as part of this program, e.g. personal bushfire safety, working on the fire ground and personal flood and storm awareness modules. This training together with the Joint Operating Guidelines (JOG's) developed by the LGFSG can support council staff in staying safe when providing support to emergency services during incidents.

Business Continuity Planning

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

The objective of Business Continuity Planning is to provide a mechanism that enables Council and its officers to:
- Identify business functions that are critical to the organisation in meeting its business objectives
- Develop action plans based on criticality
- Build resilience of the Council to withstand disruptions
- Minimise the impact of function loss to the community and stakeholders

Council's BCP is available at Wudinna District Council office.

Council will implement the i-Responda program to ensure the CEO, Council Commander, managers and workers are equipped with information and tools that will enable a confident response to requests for Council to provide support in emergencies.

Council recognises the importance of ensuring that its workers are only involved in types of emergency work that is appropriate to their level of skill and training.

Animal Emergency Management Preparedness

Types of animals relevant to the Wudinna District Council area are outlined in the Regional Profile.

Council will prompt animal owners to include animals in their personal emergency plans. Further information is available from the Dog and Cat Management Board:

https://www.dogandcatboard.com.au/

General

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

Reference is made to Council's Involvement in Emergency Response Operations Policy as reviewed from time to time, providing authority for use of human resources and Council assets.

Council Incident Management Team Activation

The response section of this plan 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 Wudinna District Council
  d) Council is required to attend a ZEST activation

The process of activation of the Council IMT is outlined below:

The LGFSG uses four (4) Modes of Operation as follows:

The LGFSG-SDO will determine which Mode of Operation is appropriate at the time.

Standby Mode is the normal *'day-to-day'* or *'business-as-usual'* mode of operation for the LGFSG. This mode of operation is for when there are no active emergencies requiring the support of the LGFSG. The LGFSG is active and is operating on an ongoing basis (ie: daily and via an on-call / after-hours roster) as well as a planning and maintenance capacity, in support of LGO/s meeting the objectives of the SEMP.

Activities considered appropriate in this mode are:

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

The LGFSG will move to the **Alert Mode** of Operation on receipt of any warnings, or information relating to any emergency that is about to impact on one or more local government areas. It is important that information be relayed to all relevant key personnel and organisations that may become involved in the incident.

Activities considered appropriate in this mode are:

- alerting key personnel and confirming their availability to be rostered;
- determining communication arrangements, and;
- establishing the flow of information between the LGFSG and control agencies, support agencies, other functional support groups and LGO/s.

The LGFSG will move to the **Response Mode** of Operation when an emergency is impacting on one or more local government areas and the support of the LGFSG is requested/required to support the control agency via the relevant LGO/s. Such requests may come from the control agency or an LGO. All control agencies, support agencies and functional support groups are committed to containing and then controlling all emergencies as soon as possible.

Activities considered appropriate in this mode are:

- mobilise personnel/equipment as requested/required;
- produce Situation Reports (SITREPs) on regular basis for the control agency Incident Management Team (IMT) or Controller;
- manage relevant organisational resources as necessary;
- deploy additional resources as required; and;
- raise strategic issues/problems for discussion and resolution at a higher level.

The LGFSG will move to the **Recover Mode** of Operation when an emergency is brought under control <u>and</u> the control agency has commenced the transition to recovery process.

Activities considered appropriate in this mode are:

- supporting the State/Local Recovery processes as appropriate;
- relieving and resting personnel not essential to recovery processes;
- resupplying and reinstating equipment (ie: return to normal operations);
- capturing of costs, damages and supporting documentation;
- waste management in and around the area/s impacted, and;
- planning and conducting debriefing and lessons learned processes.

Council Emergency Operations Centre

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

Primary Site: Council Chambers – 11 Burton Tce Wudinna 5652

Secondary Site: Wudinna Memorial Hall 48 Ballantyne Street Wudinna 5652

Note: The main Emergency Operations Centre for Emergency Response Agencies is the Wudinna Emergency Services Complex – Richards Ave Wudinna

If, for any reason, both of the above sites are unavailable or unsuitable for use, an alternative will be nominated by the relevant IMT member.

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

The Council Emergency Operations Centre Manual contains specific information including template documents relevant to the establishment and operation of the CEOC.

Operational Functions

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

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

Staffing and Security

The CEOC will be staffed by Council staff with appropriate skills and training. Rostering of all personnel for duty in the EOC will be determined by the relevant IMT member, in accordance with appropriate work health and safety conditions. A roster template is available in the Council Emergency Operations Centre Manual.

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

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 33 which provides provisions for document retention for across government emergency management.

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

Council has a limited supply of personnel, equipment and materials. Provision of such resources will be coordinated by the Operations Manager (CIMT member). Council's material store is located at 3a Cocata Road Wudinna 5652

The Operations Manager and the Safety Advisor (CIMT members) are responsible for ensuring staff that are involved in emergency operations are appropriately supported with breaks, catering and other requirements.

Administration and Finance

Financial Management

The cost to Council of providing emergency-related support is generally unbudgeted, as the timing, nature, scale and duration of such requirements are unpredictable.

The Control Agency will generally meet its own costs associated with responding to an emergency. If Council provides plant and/or equipment in response to an emergency it may incur some costs relating to:

- Staff time (the scale and nature of the emergency will determine the number and type of staff required)
- Plant and equipment
- Materials
- Repair of materials or sites used for emergency management purposes
- Disposal of rubbish and debris

If council policy is to seek cost re-imbursement from the Control Agency pre-event, discussion should occur to determine the level of cost recovery that will be contemplated by the Control Agency.

For this reason, it is very important that any expenditure in regard to the emergency is separately recorded and allocated a separate budget line at the commencement of the incident. This will allow for the cost of this support to be readily identified and reimbursed as appropriate.

Staff will be paid in accordance with Council policies and procedures and the relevant award.

Protocol around Sharing of Council Resources

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

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

Requests for assistance should be directed to the Chief Executive Officer or appointed Council Commander for a particular incident.

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

Reference is also made here to the Wudinna District Council Involvement in Emergency Response Operation Policy from formal policy statement on emergency response operations.

All requests should be recorded using the template in the Council Emergency Operations Centre Operations Manual. This document is based on the Ask, Assess, Arrange, Act principles.

All requests should be recorded using the template in the Council Emergency Operations Centre Operations Manual. This document is based on the Ask, Assess, Arrange, Act principles.

> **Ask** – make sure you understand what is being requested
> **Assess** – understand the job and associated risks
> **Arrange** – internal and external operational details
> **Act** – mobilise resources

Communications

Internal communications
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

Some documents for these communications are provided in the Emergency Operations Centre Manual.

Council staff not involved in the CIMT will be involved of the situation via meetings, face-to-face briefings, email or other media as deemed appropriate by the Media/Communications function within the CIMT.

Council Members
Council's Chief Executive Officer (CEO) will be responsible for briefing the Mayor and Councillors and keeping them informed regarding emergency events. The CIMT will provide support to the Mayor as the Council spokesperson.

Inter-agency Communications

Local Government Functional Support Group
The LGSFG is active and in standby mode at all times.

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. This number is available 24 hours per day, seven days a week.

When contacted, the SDO will determine the LGFSG Mode of Operation for the incident as based on the incident levels identified in the Local Government Functional Support Group Plan.

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

ZEST and Control Agency

When a ZEST is activated, communication between Council and the Control Agency will be through the LGFSG nominated LG Liaison Officer at the ZEST and the Council Commander at the relevant council. Where no ZEST is established, Council Commander and specific functional staff in relation to the emergency being dealt with may liaise direct with the Control Agency.

Community Communications

Community Information

The provision of information to the public regarding an emergency is the responsibility of the Control Agency as identified in the SEMP- Annex C Public Information and Warnings.

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

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

Public Warnings

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

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

The EM Splash page can be used on the home page of Council's website to provide the public with direct links to Control Agency information, and information on relief and recovery.

Council may also use social media posts at times to publish links to public warnings as issued by the Control Agency. Scripts may be useful for reception staff to provide information to the public when responding to telephone calls. These scripts should include details of where to access additional information and any necessary public safety messages.

Alert SA

Alert SA is a mobile App developed by the State Government which allows real-time reporting of information associated with an emergency. The link is available at:

https://www.alert.sa.gov.au/

Emergency Relief Centres

An emergency relief centre is a temporary facility established to provide immediate support and essential needs to persons affected by an emergency. Housing SA is the agency responsible for establishing and managing emergency relief centres. Other organisations/agencies such as Red Cross, Salvation Army, churches, service clubs (e.g. Rotary, Lions), along with Council may be involved in the provision of community services. Services may include grants for temporary accommodation, counselling, personal support and financial assistance.

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

Council has identified a number of suitable relief centres and provided this information to Housing SA. Housing SA, in conjunction with the Control Agency will determine the most suitable sites to establish relief centres.

Animal Relief

Disposal of deceased animals is the responsibility of the animal owner. However, Council will (subject to availability of resources) support emergency-affected livestock owners who are overwhelmed or unable to manage disposal of large numbers of deceased livestock with the following services if requested. Requests for services may be made by the animal owner or by Primary Industries and Regions SA (PIRSA).

Animal relief issues arising from an emergency that require management beyond the ability of the animal owner or Council will be referred to PIRSA.

Recovery

General

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

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

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

Initial   Focused on meeting immediate needs of individuals and restoring essential services

Short-term   Assist communities dealing with the aftermath of the emergency

Long-term   Restoring of the community to the 'new normal'

Recovery Management

Local government has an important role in community recovery due to its local level services and functions. The four components of recovery as recognised in the State Recovery Plan are:
- **Social** – people, families and communities
- **Economic** – businesses, tourism, local economies and agriculture
- **Natural** – land management, air quality, natural heritage, culture, history and ecological conservation
- **Built environment** – public and commercial buildings, transport infrastructure, gas, electricity and fuels, water and wastewater infrastructure and essential services and other infrastructure

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

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

As soon as the need for coordinated recovery is identified, it must be planned. The State Recovery Office provides management and administrative support to the assigned recovery leaders, and coordinates the formal recovery process. Councils may have a role in this process as needed through the LGFSG, or independently. Council or LGFSG may liaise with the recovery lead agency to determine any special arrangements and immediate recovery requirements.

Support for Council Staff

Responding to emergencies can have a significant impact on those that respond. Council staff can be impacted financially, physically and emotionally during a disaster or incident and it is important that their recovery is considered and planned for.

Ways in which the broader Council can support recovery of impacted staff can include:
- Leave from work or flexibility around working arrangements and hours;
- Employee Assistance Program (EAP) (if/when implemented by Council); and
- Additional counselling services e.g. Red Cross services.

Disaster Recovery Guide for Councils

The LGA has developed a Disaster Recovery Guide for Councils. This guide is designed to help councils understand their role and contribution to recovery, consider recovery arrangements and build capability of their organisation, communities and recovery partners.

The guide identifies seven steps in the recovery planning process for councils to follow. These are:
1. Risk identification
2. Community capacity
3. Council capacity
4. Council's role and operations
5. Plans and resources
6. Build relationships and capacity
7. Do and review

Funding assistance is available via the Local Government Disaster Recovery Assistance scheme (LGDRA), for larger scale recovery, the National Disaster Relief Recovery Arrangements (NDRRA). Details follow in the sectional heading.

State Recovery Committee

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

Local Recovery Committee

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

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

Recovery centres

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

Volunteer Management

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

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

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

Council Volunteers

Council maintains a volunteer register for volunteer services that may be availed of from time to time. Registered volunteers contribute to the delivery of services in the local community using their local knowledge, and a range of skills and abilities. These skills may be directly relevant or transferable to volunteer tasks commonly needed during the recovery phase. Council volunteers are managed in accordance with the Council's Volunteer Management Policy and associated procedures which includes a formal induction process.

Reference to be made to the volunteer register for current registered volunteers, which will allow volunteers to be appropriately matched to recovery tasks depending on their skills, knowledge and other relevant qualifications.

Donated goods and fundraising

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

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

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

Natural Disaster Relief and Recovery Arrangements (NDRRA)

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

To calculate the financial support provided by the Australian Government, expenditure thresholds are used, which take into account the capacity of individual states to fund relief and recovery arrangements.

www.disasterassist.gov.au

Local Government Disaster Recovery Assistance (LGDRA)

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

www.disasterassist.gov.au

Disaster Waste Management

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

A Disaster Waste Management Guidelines document which incorporates a Disaster Waste Management Capability Plan was released 9 July 2018 and provides for agreed State arrangements, including identifying roles and responsibilities, around waste generated in a disaster. It is available from the Department of Premier and Cabinet:

https://www.dpc.sa.gov.au

Hot Debrief

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 the CIMT considers appropriate. Sample questions for this debrief are included in the Council Emergency Operations Centre Manual.

After Action Reviews

After significant events, it may be appropriate for Council to 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 After Action Review may follow a more structured process will involve the production of a written report. Recommendations arising from this review may result in a review of this plan and other documentation.

Regional Profile

Area Description

The Wudinna District Council is located centrally on the upper Eyre Peninsula. Its townships include Warramboo, Kyancutta, Wudinna, Yaninee, Minnipa.
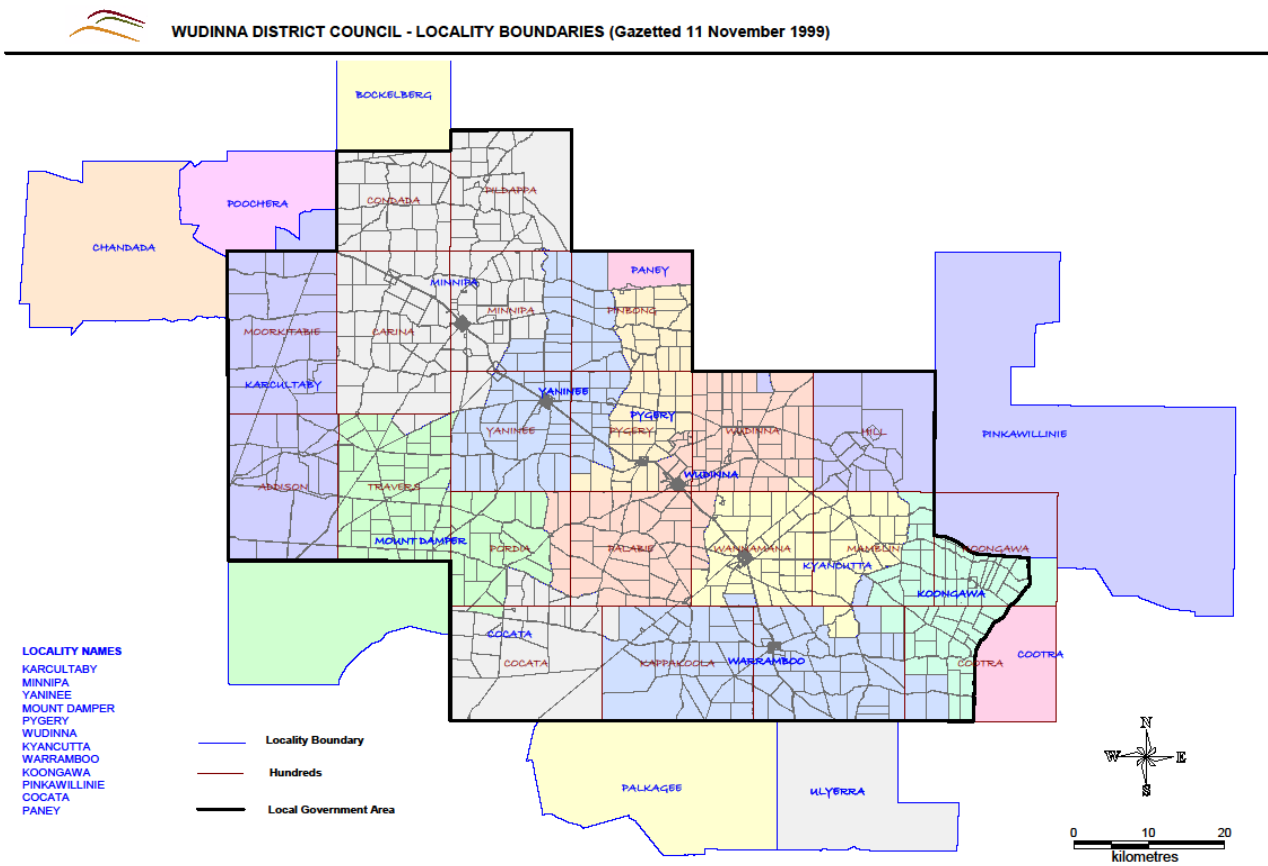
Key installations are identified in the CFS BMAP

Neighbouring Councils

The neighbouring councils of Wudinna District Council are:
- District Council of Streaky Bay
- District Council of Elliston
- District Council of Kimba

Map of Council Area (additional maps available at Council Office)

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

Population	1136
Age	0-19 years - 300 20-34 years - 156 35-54 years - 274 55-74 years - 294 Over 75 years - 109 Undetermined - 3
Language	1077 speak English only 4 speak another language 55 language at home not stated
Mobility	48 people identify needing assistance with core activities (self-care, body movements, communication) 110 people needs for assistance not stated in the Census
Socio-economic status	*Income* 65 high income earners ($2,000 or over per week) 264 low income earners ($500 or less per week) 96 income not determined

Source of data: Australian Bureau of Statistics 2021 census data (data shown per person)

Vulnerable groups

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

Council has identified the following vulnerable groups:

Wudinna Hospital / Central Eyre Peninsula Hospital (Patients)
Trudinger Residents (Aged Care Facility at Wudinna Hospital / Central Eyre Peninsula Hospital)
Residents of the Aged Care Complex (Area bounded by Naylor Tce, Haines St and Richards Ave Wudinna)
Wudinna RSL Memorial Kindergarten

Aged persons

Wudinna District Council has est. 30% of its population aged over 60 years, roughly 350 persons. Population projections for the Council shown an increasing trend in the aging of the population over the next 30 years, consistent with national trends.

Children

The 2021 Census data shows that 269 minors are reported, representing est. 24% population within the Wudinna District Council.

Culturally and Linguistically Diverse (CALD) persons

The Wudinna District Council has a CALD population of less than 5% (persons of a non-English speaking background). Organisations that represent CALD interests have been established through the state, such as the Multicultural Communities Council of SA.

Persons with disabilities

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

48 residents of the Wudinna District Council have reported needing assistance with core activities such as self-care, body movement or communication.

Environment

Wudinna District Council is predominantly agricultural land use, interspersed with parkland and natural scrub throughout the district. The Council area is 5395 square kilometres.

Rainfall is consistent with dry land farming, winter frontal rainfall predominantly, but summer thunder storms emanating from the tropics from time to time. Average annual rainfall range is 280mm to 300mm.

The Council area is best described as general undulating to flat, rising towards the Northern aspect.

To the North of the Council area lies the Gawler Ranges National Park and Pinkawillinie Conservation Reserve. To the South and West lie stands of native scrub in various smaller reserves and remaining surrounding land use is agricultural.

Domestic and Commercial animals in the area (other than pets), include sheep, cattle, horses and a piggery to the Eastern extent of district. Individual farm holdings may include poultry and working dogs, although not of a commercial scale.

Appendices

Appendix A: List of hazard leaders and control agencies

Hazard	Hazard Leader (prevention and preparedness)
Animal and Plant disease	Primary Industries and Regions SA
Earthquake	Department for Planning, Transport and Infrastructure
Extreme Weather	SA State Emergency Service
Flood	Department for Environment and Water
Hazardous materials	Safe Work SA
Human disease	SA Health (or Federal Department for Health – Pandemic declared)
Rural fire	SA Country Fire Service
Terrorism	SA Police
Urban fire	SA Metropolitan Fire Service

Emergency Incident	Control Agency (response)
Aircraft accident	SA Police (SAPOL)
Animal, plant and marine disease	Primary Industries and Regions SA
Bomb threat	SA Police
Earthquake	SA Police
Extreme weather	SA State Emergency Service (SES)
Fire - Country	SA Country Fire Service (CFS)
Fire - Urban	SA Metropolitan Fire Service (MFS)
Flood	SES
Food/drinking water contamination	SA Health
Fuel, gas and electricity shortages	Department of State Development
Hazardous materials emergencies	CFS or MFS
Human epidemic	SA Health
Human pandemic	Department of Health (Federal)
Information and communication (ICT) failure	Department of Premier and Cabinet
Marine transport accidents	SA Police
Marine pollution	Department of Planning, Transport and Infrastructure
Rail accident	SA Police
Riverbank collapse	SA Police
Road/transport accident	SA Police
Search and rescue – land and sea	SA Police
Search and rescue - structure	SA Police
Siege/Hostage	SA Police
Terrorist incident	SA Police

Appendix B: List of Relevant Emergency Management documents

Name	Version/Edition	Date
National		
National Strategy for Disaster Resilience	Feb 2011	2011
Legislation		
Fire and Emergency Services Act 2005 (as amended)	1 Jan 2024 Revision	2005
Emergency Management Act 2004 (as amended)	25 Nov 2021 Revision	2004
Local Government Act 1999 (as amended)	15 Feb 2024 Revision	1999
Plans		
State Strategic Plan		2023-2024
State Emergency Management Plan	2.0 Aug 2022	2022
Zone Emergency Management Plans (Eyre and Western Zone)		2015
Business Continuity Plans – Wudinna District Council	Version 4	2021
State Bushfire Management Plan	March 2021	2021-2025
Bushfire Management Area Plans (Upper Eyre Peninsula)	December 2017	2017
Functional Support Group Plans	various	
Public Information Functional Support Group Plan	various	
Local Government Functional Support Group Plan	V 1	2018
Hazard Plans	various	
Response Plans		
Community Emergency Management Plans		
Red Cross Rediplan		
Zone Recovery Plans		
Risk Assessment Guidelines		
Emergency Risk Management Applications Guide – Manual 5 – Emergency Management Australia, Commonwealth of Australia		
South Australian Emergency Risk Management Guide	first	2017
Australian Emergency Management Handbook Series - Handbook 10 - National Emergency Risk Assessment Guidelines	second	2014
Australian Emergency Management Handbook Series - Handbook 11 - National Emergency Risk Assessment Guidelines: practice guide		
AS/NZS 31000:2009		
Guides/Guidelines/Frameworks		
Disaster Recovery Guide for Councils	first	2017
Disaster Waste Management Guide		2022
Managing Animals in Emergencies Framework	28 Jun 2018	2018
Local Government Emergency Management Framework	July 2019	2019
i-Responda guidelines (Involvement in Emergency Response Operations Policy		2018
LGFSG Joint Operating Guidelines (sandbags, bushfire)		
Manuals (including operations manuals)		
State Control Centre Operations Manual		
State Emergency Centre Operations Manual		
Zone Emergency Support Team Operations Manual	first	2017
The Australasian Inter-Service Incident Management System	4th edition	2013
Local Government Functional Support Group Operations Manual	V 1	2018
Zone Emergency Management Committee Induction Manual	2nd edition	2017

Appendix C: Internal contact list (not publicly available)

IMT Function		Substantive role	Name	Contact details
Chief Executive Officer	1.	Chief Executive Officer	Kristy Davis	0429 802 002
Council Commander	1.	Works & Infrastructure Services Manager	Kelsey Niblett or Neil Haines (contract)	0427 396 847
	2.	Corporate Services Manager	Andrew Buckham	0488 103 980
Council Liaison Officer	1.	Corporate Services Manager	Andrew Buckham	0488 103 980
	2.	Environmental Services Manager	Vacant	
WHS and Safety Officer		WH & S	Liezel Smit	08 8680 2002
		WH & S	Nikita Cummings	08 8680 2002
Media and Community Liaison	1	Mayor	Eleanor Scholz	0429 137 792
	2	Deputy Mayor	Naomi Scholz	0428 540 670
	3	Chief Executive Officer	Kristy Davis	0429 802 002
Operations Officer	1	Works & Infrastructure Services Manager	Kelsey Niblett or Neil Haines (contract)	0427 396 847
	2	Supervisor Civil Construction & Maintenance	Viv O'Brien	0428 540576
Community Environment and Health	1	Environmental Services Manager	Vacant	
		Corporate Services Manager	Andrew Buckham	0488 103 980

Appendix D: External Agency contact list

Emergency Incident	Control Agency	Contact number
Aircraft accident	SAPOL	000 (Or 112 from mobile)
Animal, plant and marine disease	Primary Industries and Regions SA (PIRSA)	Exotic Pest Plant 1800 084881 Fruit Fly 1300 666010 Emergency Animal Disease Watch 1800 675888
Bomb threat	SAPOL	000 Non urgent 131444
Earthquake	SAPOL	000 Non urgent 131444
Electrical	SA Power Networks	(Faults and Emergencies) 131366
Fire (rural)	SA Country Fire Service (CFS)	000
Fire (urban)	SA Metropolitan Fire Service (MFS)	000
Flood	SA State Emergency Service (SES) SES Northern Regional Duty Officer SES Response During Fire or Storm Email SA Water Wudinna District Council Department for Environment and Water	000 08 8218 3001 132 500 ses.nrdo@sa.gov.au Burst Water Mains 1300 659950 Sewer Block - 0427 802358 08 86802002 08 86883201 or Mob 0428118103
Food / drinking water contamination	Department of Health and Aging	000
Information and communications technology	Department of Premier and Cabinet	08 8226 3500
Fuel, gas and electricity shortages	Department of State Development	SA Power Networks 131366
Hazardous or dangerous materials	CFS or MFS	000
Siege / hostage	SAPOL	000
Oil spills	Department of Planning, Transport and Infrastructure	Traffic Hazard 131444
Rail accident	SAPOL	000
Riverbank collapse	SAPOL	000
Road / transport accident	SAPOL Dept of Roads and Infrastructure	000 Traffic Hazard 131444 Major Arterial Roads 1800 018313
Search and rescue – land and sea	SAPOL	000
Search and rescue – structure	MFS or CFS	000
Extreme weather	SAPOL	000 Storm or Flood Response 132500
Terrorist incident	SAPOL	000

Numbers are updated at SA Government Emergency and Safety site via link:
https://www.sa.gov.au/topics/emergencies-and-safety/during-an-emergency/emergency-numbers

Appendix E List of Acronyms

A list of acronyms used in this plan, the State Emergency Management Plan and other ancillary plans:

Acronymn	Meaning
24/7/365	24 hours a day, 7 days a week, 365 days per year
AGD	Attorney-General's Department
AIIMS	Australian Inter-Service Incident Management System
ANZEMC	Australia – New Zealand Emergency Management Committee
ANZCTC	Australia – New Zealand Counter Terrorism Committee
BOM	Bureau of Meteorology
BMA	Bushfire Management Area
BMAP	Bushfire Management Area Plan(s)
CA	Control Agency
CALD	Culturally and Linguistically Diverse Communities
CBRN	Chemical, Biological, Radiological and Nuclear
CEWT	Central Exercise Writing Team
CFS	Country Fire Service
CIMT	Council Incident Management Team
COAG	Council of Australian Governments
CORS	Community Outcomes and Recovery Sub-Committee
CRIIMSON	Critical Resource Incident Information Management System
DCSI	Department of Communities and Social Inclusion
DEW	Department for Environment and Water
DEWNR	*Formerly* - Department of Environment, Water and Natural Resources (now replaced with DEW)
DIT	Department for Infrastructure and Transport (Transport replacement for DPTI – 2021)
DPC	Department of the Premier and Cabinet
DPTI	Department of Planning, Transport and Infrastructure
DRFA	Disaster Recovery Funding Arrangements
DSD	Department of State Development
DVI	Disaster Victim Identification
EM	Emergency Management
EM Act	Emergency Services Act 2004
EMA	Emergency Management Australia
EMC	Emergency Management Council
ERM	Emergency Risk Management
ESO	Emergency Service Organisations (generally control agencies)
F&ES Act	Fire and Emergency Services Act 2005
FSG	Functional Support Group(s)
GRN	Government Radio Network

HL	Hazard Leader
IAP	Incident Action Plan
IC	Incident Controller
ICCS Plus	Incident Command and Control System Plus
ICT	Information and Communications Technology
IMT	Incident Management Team
IMI	Identified Major Incident – *State Emergency Management Act 2004*
LG	Local Government
LG Act	Local Government Act 1999
LGA-SA	Local Government Association of South Australia
LG1	LGFSG – Level 1 Incident
LG 2	LGFSG – Level 2 Incident
LG 3	LGFSG – Level 3 Incident
LGDRA	Local Government Disaster Recovery Assistance
LGFSG	Local Government Functional Support Group
LGO/s	Local Government Organisation/s – LGA-SA, Councils, RLGA/s
LRC	Local Recovery Committee
ME	Major Emergency – *State Emergency Management Act 2004*
MFS	Metropolitan Fire Service
NERAG	National Emergency Risk Assessment Guidelines
NDRRA	Natural Disaster Relief and Recovery Arrangements
OCA	Outback Communities Authority
PIRSA	Primary Industries and Regions South Australia
PPRR	Prevention, Preparedness, Response and Recovery
RCC	Regional Command Centre
RLGA	Regional Local Government Association
SA	Support Agency / South Australia
SAAS	South Australian Ambulance Service
SACAD	South Australian Computer Aided Dispatch
SAFECOM	South Australian Fire and Emergency Services Commission
SAPOL	South Australian Police
SCC	State Command Centre / State Control Centre / State Crisis Centre
SCC-LG	State Command Centre – Local Government
SEC	State Emergency Centre
SDO	State Duty Officer
SEC CIMS	State Emergency Centre Critical Incident Management System
SEMAAG	State Emergency Management Assurance Advisory Group
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Plan
SES	State Emergency Service

SESIIMS	State Emergency Service Incident Information Management System
SITREP	Situation Report
SMAG	State Mitigation Advisory Group
SPIWAG	State Public Information and Warnings Advisory Group
SRAG	State Response Advisory Group
SRC	State Recovery Committee
SRRG	Social Recovery Reference Group
(the) Act	Emergency Services Management Act 2004
USAR	Urban Search and Rescue
ZEMC	Zone Emergency Management Committee
ZEMP	Zone Emergency Management Plan
ZEST	Zone Emergency Support Team