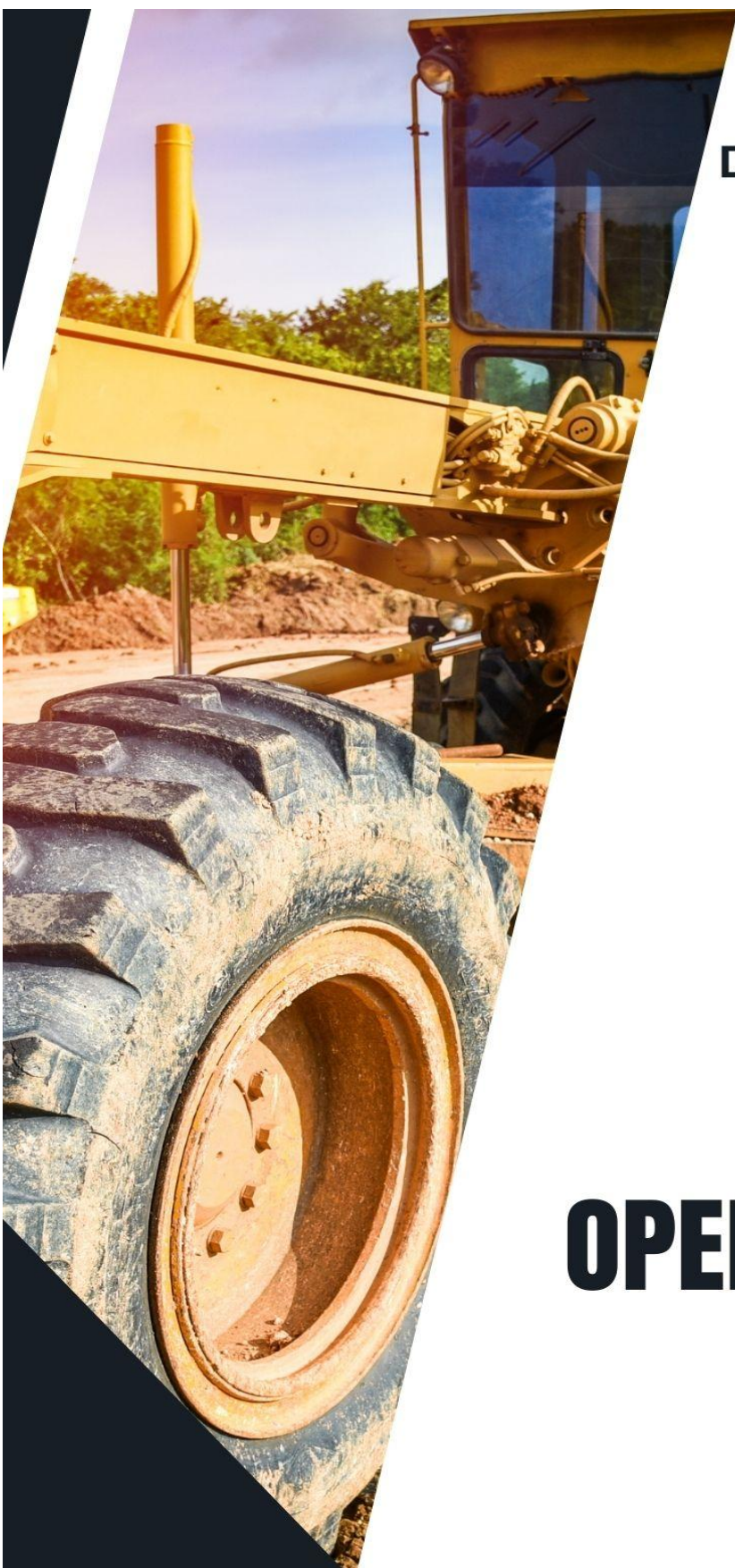




**DISTRICT COUNCIL OF
KIMBA**

COMMUNITY EMERGENCY OPERATIONS PLAN



2026

www.kimba.sa.gov.au

council@kimba.sa.gov.au

Version	Issue Date	Author	Reasons for Change
1	20/01/2021		New document
2	9/02/2022	K Francis	Review
3	26/05/2023	M Inglis	Review and Update
4	21/02/2024	CEO, MICW, D Kemp	Review
5	20/04/2025	CEO, MICW, D Kemp	Review
6	March 2026	Senior Management	Review & update

Acknowledgements

Disclaimer

Review

The District Council of Kimba Community Emergency Operations Plan (this document) will be formally reviewed every 12 months in line with reviews of BCP and Emergency Management Plan. Informal review may take place from time to time based on changes to staffing and legislation, policy and practice that this document refers to or operates under.

Glossary

CEOP	Community Emergency Operations Plan
CEOT	Community Emergency Operations Team
CEOC	Council Emergency Operations Centre
EOT	Emergency Operation Team
CMT	Continuity Management Team
EIMT	Emergency Incident Management Team
IMT	Incident Management Team
LGLO	Local Government Liaison Officer
LGFSG	Local Government Functional Support Group
ERFSG	Emergency Relief Functional Support Group
BCP	Business Continuity Plan

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1. Community Emergency Operations Overview

This Community Emergency Operations Plan describes how the District Council of Kimba will organise and take practical actions immediately before, during and immediately after an emergency incident.

During an incident, the District Council of Kimba 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.

When making decisions about the level of support that will be provided Council will take account of its own business needs and the needs of the community.

2. Delegations and authorities

The District Council of Kimba has appointed the below employee as Council Commander. Alternative Council Commanders may be appointed by the CEO based on the specific hazard or incident.

Level 1	Level 2
Manager of Infrastructure and Civil Works	Manager of Infrastructure and Civil Works

In the absence of the above delegated council commander, the CEO may authorise any employee to undertake the duties of a council commander for the incident.

The commander is authorised to act in line with council's policies, plans and procedures and take actions including the allocation of council workers and resources necessary to manage the incident for council (Appendix 1)

Endorsement

This Community Emergency Operations Plan has been reviewed and endorsed by the District Council of Kimba Emergency Operations Planning team. As a result, this manual has been approved for use by the CEO. In addition the plan has been reviewed and adopted at the Ordinary Meeting of Council on 13th May 2026.

Signed



Debra Larwood, Chief Executive Officer

Date

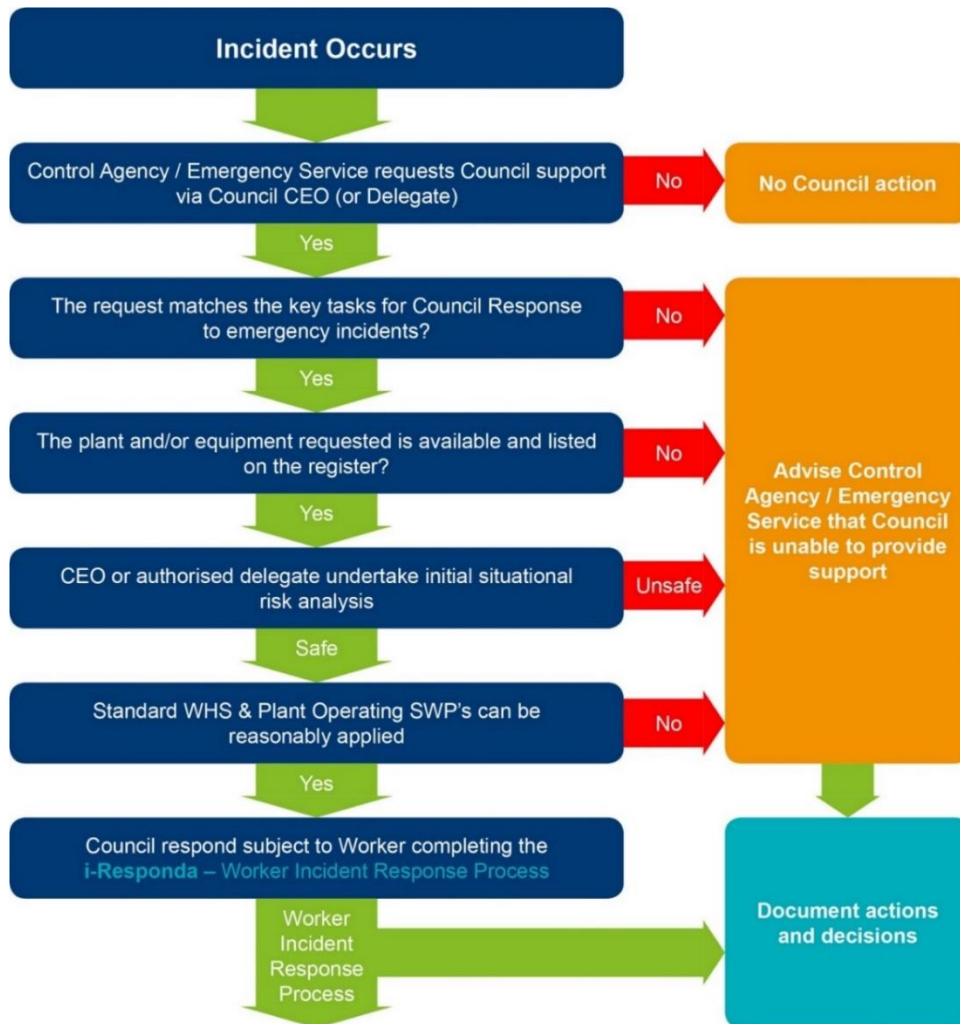
13th May 2026

3. Incident Operations ‘procedure’

3.1 Incident Operations

When operating in a Level 2 incident the Council Commander will follow the **i-Responda council incident response process** below:

3.1.1 i-Responda



Incident operations will be delivered by council in accordance with Community Emergency Operations Plan and the:

- i-Responda Field Guide
- Local Government Functional Support Group Plan
- Protection Guide for Incident Operations.¹

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

¹ https://www.lga.sa.gov.au/resources/documents/members-only-files/member-services/emergency-management/emergency-management/guidelines/ECM_676907_v15_Protection-Guide-for-Incident-Operations-1.pdf

When responding staff will follow the **Worker i-Responda incident response process**. The flow chart of this process is in Part 6 and displayed at the Administration Office notice board and Works Depot notice board (Appendix 2)

3.1.2 Incident operations functional modes

District Council of Kimba uses four (4) Functional Modes of operation as depicted, right: The Council Commander will determine which functional mode is appropriate at all stages during the incident.



3.1.3 Preparation for operational support (Alert mode)

The District Council of Kimba prepares for operational response in the following ways:

- Confirming key staff availability
- Checking equipment location and preparedness (e.g. fuel, two- way radios working)
- Communicating with staff, emergency services and community

3.1.4 Incident Operations Plans on a Page

Preparation during alert mode for specific hazards (catastrophic and extreme fire danger days, extreme weather – storm, extreme weather - heat), are detailed in the **Plans on a Page** (Appendix 2).

3.1.5 Triggers to prepare for operations (Alert mode)

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

Table 1 Warnings that move council to prepare for Alert mode

Event	Agency warning / Trigger
Catastrophic or extreme fire danger	CFS issues, extreme or catastrophic fire warnings and monitoring local conditions
Extreme weather – storm (wind and rain, floods)	BOM warning, LGFSG and/or CFS warnings and local knowledge
Extreme weather – heat	SES Extreme Heat Wave emergency warning
Black system event (power out and loss of communications – mobile, internet, landlines)	Extreme weather – storm (wind and rain, floods) and extreme or catastrophic fire warnings
All hazards	Council has been notified that an emergency in an adjoining area is likely to impact

3.1.6 Council levels of incident operations

The District Council of Kimba uses two levels to classify incidents to determine the most appropriate incident management approach as shown in Table 2.

Smaller and more frequently occurring incidents are managed through standard council processes. Level 1 and level 2 incidents occur far less frequently and require management outside of standard council resources.

Table 2 Council incident levels

Incident Level	Description	Example
Council Level 1	The incident is 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 to council assets and private property, triggering above normal council response.</i>
Council Level 2	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>

3.1.7 Incident Activation – Operations Mode

The District Council of Kimba will activate operations mode when:

- a) Council has received advice from a Control Agency or the LGFSG that an emergency has or is about to occur
- b) Council becomes aware of an incident within their jurisdiction that has the potential to become an emergency
- c) Council has been notified that an emergency in an adjoining area is likely to impact on the District Council of Kimba

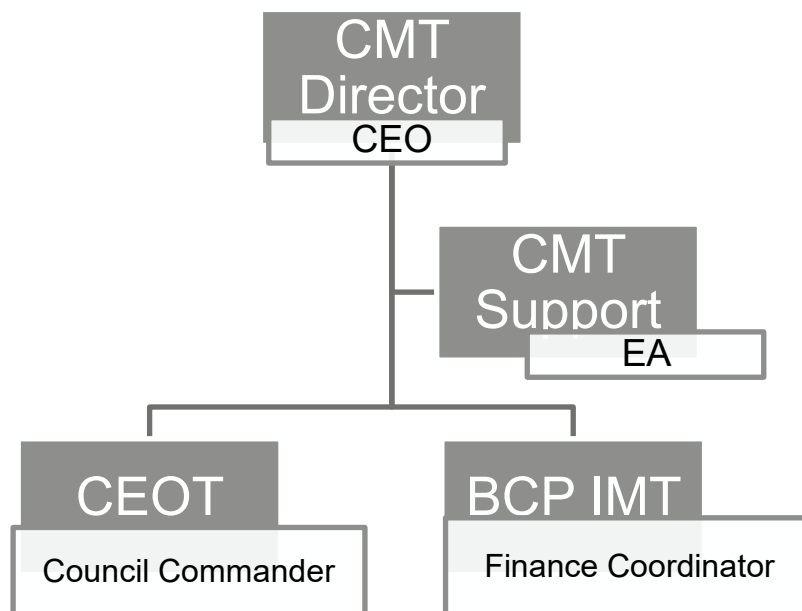
3.2 Community Emergency Operations Team (CEOT)

A Community Emergency Operations Team (CEOT) 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 need for coordination of functions.

3.2.1 Community Emergency Operations Team and Business Continuity Management Team in emergencies

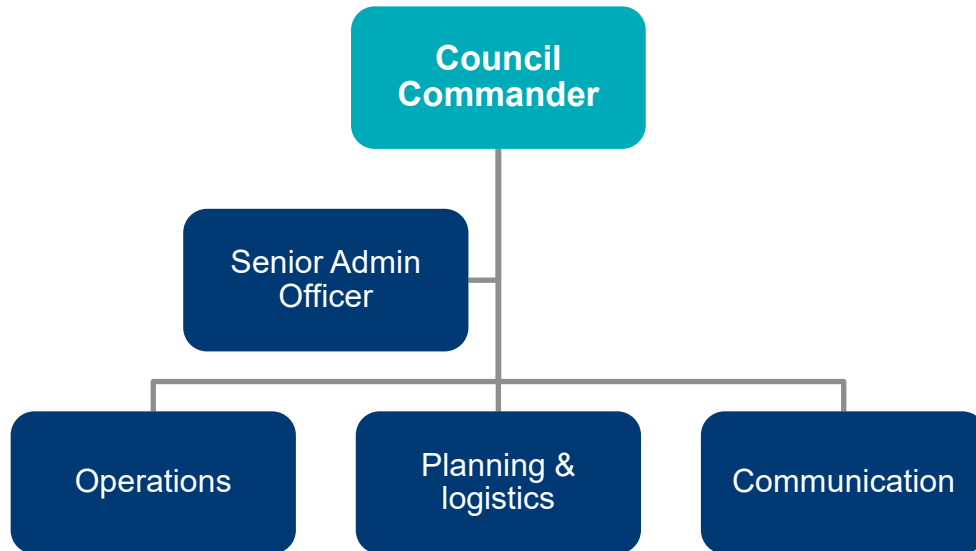
The District Council of Kimba recognises that during an emergency incident both the Business Continuity Management Team (CMT) as well as the Community Emergency Operations Team (CEOT) may be activated. This may happen when council is required to support emergency services and the community during an emergency incident and the incident also impacts council's capacity to deliver core services e.g. black event, pandemic.

The BCP CMT and the CEOT will work together in the following way.



3.2.2 Functional roles in the Community Emergency Operations Team (CEOT)

The Council Commander is responsible to manage council's incident operational activities in line with the authorisations provided in Part 1 and ensure the delivery of all functions. Further details about the roles is in Part Two.



For key CEOT functional roles this will occur as per Appendix 2

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
Council Commander	Manager of Infrastructure and Civil Works	Manager of Infrastructure and Civil Works
Operations Officer	Assistant Manager of Infrastructure & Civil Works Supervisor – Town/Construction	Assistant Manager of Infrastructure & Civil Works Supervisor – Town/Construction
Communication Officer	Senior Administration Officer	Senior Administration Officer
Planning & Logistics Officer	Supervisor – Town/Construction	Supervisor – Town/Construction

3.2.3 Managing jobs during incidents

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

1. Requests will be referred to the Council Commander (both during and outside of office hours)
2. Requests will be recorded in a log and the Council Commander will decide whether the job can be allocated based on council's capability using the i-Responda process in 3.1.1.

3. The Council Commander will communicate the request to operational staff in person or by mobile phone. If no mobile coverage, two -way radios will be used. In the instance communication services are down the spot tracker will be utilised to monitor staff location.
4. Operations staff must advise the Council Commander when request is completed.
5. The Council Commander will close the request and advise the Incident Controller.

3.2.4 Finances in Incident Operations

All expenses (including staff time) associated with support to emergency services during an incident or clean up, must be coded to Project ID number CS102. All costs associated with an incident will be invoiced after the event and must be allocated to income line 71206221360, unless otherwise directed by management.

3.2.5 Transitioning to Recovery

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

The Council Commander will be heavily involved in the restore period following an event and will complete a handover (using the handover template in Section 8 (Appendix 2)) to CEO or delegate when restore mode is completed.

3.2.6 Debriefs

Council undertakes its debriefs as follows:

- With operational teams at the end of every shift.
- With the Emergency Incident Management Team (EIMT) at closure of Council Emergency Operations Centre (CEOC) or as soon as possible after this.
- Through toolbox and/or staff meetings as soon as possible after the CEOC is closed.

The Debrief template is in Appendix 2

The Council Commander may arrange an After Action Review which will follow a more structured process and produce a written report with recommendations.

3.3 Council emergency operations centre (CEOC)

A Council Commander or Emergency Incident Management Team (EIMT) can activate the District Council of Kimba Council Emergency Operations Centre as required to support incident management activities.

3.3.1 The Council Emergency Operations Centre (CEOC).

The EIMT will be in the Council Emergency Operations Centre (CEOC).

The primary site of the CEOC is: District Council of Kimba Council Office, 9 Cross Street, Kimba

A back-up secondary location is: District Council of Kimba Council Depot, 65 Railway Terrace, Kimba

3.3.2 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

3.3.3 CEOC resources

The CEOC will have the following resources which enable it to host a CIMT:

- Generator (24/7 power supply)
- Abundant car parking space
- Communication services & Computer equipment (Wi-Fi, phone, radio, fax, photocopying/scanning, SAT phone).
- Toilet amenities
- Kitchen facilities

3.3.4 Staff requirements for attendance at CEOC

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

3.3.5 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 (i-viss template) 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. The Incident Log template is at Section 8 (Appendix 2).

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.

3.3.6 Security

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

3.3.7 Emergency operations incident management team (EIMT) staff

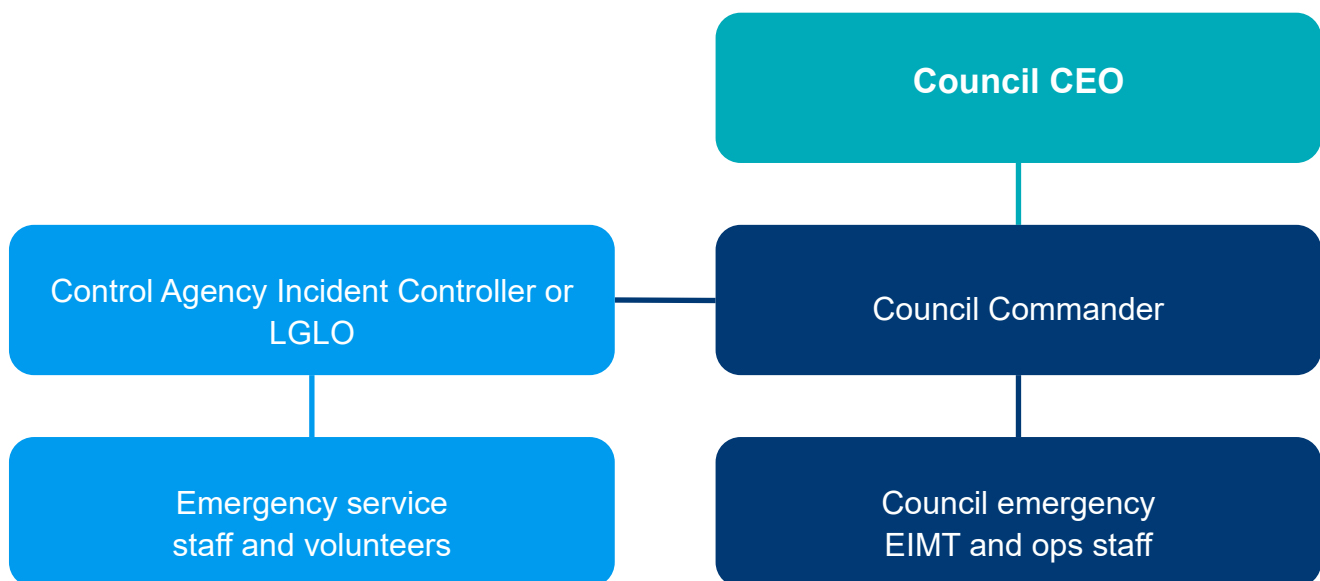
The Council Commander will build their team from individuals identified in Part 4.1. The size and makeup of the IMT should reflect the requirements of the incident.

3.4 Communications in an incident

3.4.1 Pre-incident briefing / communication

When a warning triggers council to move into alert mode the Council Commander will advise EIMT staff and the CEO of the move to alert mode.

3.4.2 Communication flow chart



3.4.3. 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 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.

3.4.4. Communicating information within EIMT

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

- Regular briefings
- Handover documents
- Situation reports

Document templates are in Section 8 (Appendix 2).

3.4.5. Communications with elected members and council staff in an emergency

Council's Chief Executive Officer (CEO) supported by the communications role, will be responsible for keeping the Mayor and elected members informed regarding emergency events. Any request for help regarding resources or equipment made to an elected council member should be passed on to the CEO who will convey request to the Council Commander.

3.4.6. Communicating with the 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.

Council will only provide information, additional to the control agency, when it is about:

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

Methods of communication

For any incident when a control agency is not appointed, council will take the lead on issuing information to their community.

This will be in line with District Council of Kimba's *2.30 Social Media Policy* (June 2024) and through the following council channels:

- Council website
- Social media
- Council customer service
- Media releases

4. Resources

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.

Staff wellbeing

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

- Conducting hot debriefs with all staff involved in incident operations
- Inviting staff to participate in debriefs as part of the restoration phase of incident operations
- Professional assistance may be required, dependant on the incident.

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: W:\Council Documents GDS20 Feb.2012\6. EQUIPMENT AND STORES\6.6.01 Plant & Machinery Hire Arrangements\Plant & Machinery Hire Rates Feb 2023

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

- Designated Operator
- Period of availability
- Cost recovery as determined by Council Commander
- As per i-Responda

Special conditions for use of plant

- Plant utilised in any event is to be recorded on time sheet or vehicle log and will be recorded in line with payroll.

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 CFS Region 6 Headquarters, or CFS Kimba
- the plant and equipment have been authorised for release by the Council Commander, CEO or another delegate as authorised by the CEO.

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

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.

4.3 Systems council uses in incident operations

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

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.

LG xMatters

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

LG x Matters is managed by Michael Inglis, Manager for Infrastructure and Civil Works.

4.4 Council owned facilities in incident management

Relief centres

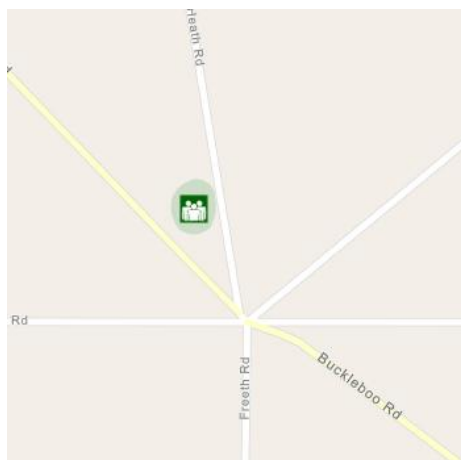
There are no pre identified relief centres identified by the Emergency Relief Functional Support Group (ERFSG) in the District Council of Kimba. Council has identified property and facilities in Table 4 as potential relief centres.

Table 4 – Council facilities used as relief centres

Facility	Address	Manager	Contact
Council Office/Chambers	9 Cross Street	Debra Larwood (CEO)	86272 026
Recreation Reserve/Oval	North Terrace	Michael Inglis (Manager for Infrastructure and Civil Works)	0428 515 002
Town Hall	39 High Street	Debra Larwood	86272 026

Bushfire safer places or places of last resort

The District Council of Kimba contains one listed bushfire safer place zone in the township of Kimba and one bushfire last resort places as identified by the SACFS at Buckleboo Oval, Thurlga Road, Buckleboo.



It should be noted that these sites are NOT sites with no risk of bushfire. Refer to the CFS for further information about Bushfire safer places or places of last resort².

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

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 Council Commander.

District Council of Kimba facilities nominated for extended opening hours during heat incidents are listed in Table 5

Table 5 Council facilities nominated for extended opening hours during heat incidents

Facility	Address	Manager	Contact
Kimba Soldiers Memorial Institute	39-41 High Street, Kimba	Michael Inglis	0428 515 002
District Council of Kimba Chambers and Offices	9 Cross Street, Kimba	Deb Larwood	0427 102 535 86272 026

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

- Regular contact and checks with residents at the Kimba Pioneer and Memorial Village.
- Community to be advised through updates on Council media pages (Facebook and Instagram).

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 6.

Table 6 Facilities nominated for filling of sandbags

Facility	Address	Manager	Contact
Works Depot	65 Railway Terrace	Michael Inglis	0428 515 002
Emergency Services Centre	8B Cross Street	Jeff Koch	0427 602 426

5.Capability Statement

The following list provides the capabilities and capacity of the District Council of Kimba that can be made available during an incident:

Function	Role	Council Capability internal	Council Capacity external / contract	Further Information
Command	Council Commander	√		
	Deputy Commander	√		
	Administration support	√		
Operations	Operations Officer	√		Supervisor
	General Works Teams	√		7 staff – trees, plant, traffic
	Asbestos management		√	External Contractor
	Waste management	√		
	Specialist Building Inspector		√	External Contractor
	Specialist EHO		√	External Contractor
	Planning Officer		√	External Contractor
	Storm water system	√		External Contractor
	CWMS operations	√		
	Specialist IT		√	External Contractor
	Finance officer	√		

6. Contacts

6.1 Critical Internal Contacts

Position	Number
Council Commander (S)	0428 515 002
Council Chief Executive Officer	0427 102 535
Council Chair/ Mayor	0427 619 815
Council Emergency Operations Centre	86272 026

6.2 Critical Local Agency Contacts

Position	Number	Address (if applicable)
Local Government Functional Support Group – State Duty Officer	8120 1720	
SA Police – Local Service Area Commander	8627 2013	Railway Terrace
CFS regional command centre	Kimba Captain (Dean Gillett 0429 879 355) Group Officer (Pump Davey 0428 272 408 Deputy Group Officer (Tristan Baldock 0447 282 622) & (Trevour Clifford 0414 422 217) Landline: 8627 2290 Region 6: 8682 4266	
Local SES Unit	Kimba Captain Jeff Koch 0427 602 426	Cross Street

6.3 Critical Contractor Contacts

Service	Supplier	Contact person	Contact Number
Plumber	Overall Plumbing & Drainage	Ginger	0417 586 035
Electrician	DC Electrical	Dylan Harradine	0428 784 933
	LiveWire Solar & Electrics	Brett Unsworth	0419 842 062
Earthworks/Road Maintenance	Venning Bros	Allan Venning	0428 272 696
	LJ & JA Woolford	Simon Woolford	0428 274 068

7. Council Information and maps

Safer Place Town Maps



BMAP Critical Assets in Council District

Last Resort Refuge - Buckleboo Oval	3352 Buckleboo Rd, Buckleboo	Human Settlement	Special Fire Protection	Last Resort Refuge	Local Government	High
Day visitor's area	Caralue	Human Settlement	Special Fire Protection	Tourist Area	Local Government	High
Kimba Aerodrome	Aerodrome Rd, Kimba	Economic	Infrastructure	Airstrip	Local Government	High
Water Pumping Station	Buckleboo Rd, Kimba	Economic	Infrastructure	Water Supply & Storage	Local Government	High
Statue - Edward John Eyre and Wylie	Tola Rd, Kimba	Cultural Heritage	Non-Indigenous	Historic Site	Local Government	High
Rooraa walking trail	North Tce, Kimba	Human Settlement	Special Fire Protection	Tourist Area	Local Government	Very High
Wastewater Treatment Plant	Tola Rd, Kimba	Economic	Infrastructure	Wastewater	Local Government	Very High
Kimba Recycling and Refuse Depot	Dump Rd, Kimba	Economic	Infrastructure	Other	Local Government	Low
Cemetery	Cleve Rd, Kimba	Cultural Heritage	Non-Indigenous	Cemetery	Local Government	N/A

Appendix 1

Council Commander

The Council Commander is responsible to manage council's incident operational activities, appropriate to the requirements of the incident. As incidents increase in size and complexity, the Council Commander may delegate tasks through the Community Emergency Operation Team (CEOT) structure.

STANDBY MODE – is the normal 'business as usual' mode for the Council. This mode is for when there are no active emergencies requiring the involvement of the Council.	
	Nil or as determined by CEO
	Preparing and review current plans
	Ensure CEOT training is current - iResponda
	Maintaining situational awareness
ALERT MODE – 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 Council to move to OPERATIONS MODE.	
	Refer to Community Emergency Operations Plan and relevant hazard on a page
	Activate CEOT and inform CEO of Alert Mode
	Assist with establishing communication arrangements
	Initiate and facilitate planning and briefing meetings as required
	Alert operational staff and confirm availability
	Ensure plant, machinery and equipment is brought to ALERT MODE level of preparedness
	Work with Council Works Support team to commence preliminary establishment of CEOC
OPERATIONS MODE – the Council may move to OPERATIONS MODE when an emergency is impacting the Council area, or the support of the Council is requested by emergency services agency or via the LGFSG.	
	Liasie with Control Agencies
	Update and brief CEO on situation
	Initiate and facilitate planning and briefing meetings
	Activate and deactivate functional CEOT roles as required
	Assess situation, identify risks and determine priorities
	Approve deployment of Council resources/support and key staff
	Maintain Council Commanders incident log (if required, admin staff can assist)
	Oversee the financial records relating to the emergency management
	Activate transition to restore mode and recovery arrangements
	Establishing the flow of information between the Council and Control Agencies (and LGFSG as appropriate)
	Log any financial expenditure and log with finance team

RESTORE MODE – The Council may move to RESTORE MODE when Council OPERATIONS has ceased	
	Inform and deactivate CEOT
	Coordinate return of deployed Council resources
	Schedule and facilitate debrief and evaluation process
	Transition to recovery, if required
	Inform CEO and Council staff of STAND DOWN to incident
	Complete financial reports and incident logs
	Conduct debriefs with all relevant parties
OTHER INFORMATION	

Council Commander core duties



Operations

This function focuses on 'getting things done' in a safe and coordinated approach. Tasks include using field staff and equipment to support emergency services to close roads, cut fire breaks, remove trees, and make the area safe.

STANDBY MODE – is the normal 'business as usual' mode for the Council. This mode is for when there are no active emergencies requiring the involvement of the Council.	
	Nil or as determined by CEO
	Preparing and review current plans
	Maintaining situational awareness
ALERT MODE – 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 Council to move to OPERATIONS MODE.	
	Refer to Community Emergency Operations Plan and relevant hazard on a page
	Attend planning and briefing meetings as required
	Alert operational staff and provide briefing as necessary plus determine availability
	Ensure plant, machinery and equipment is brought to the Alert mode of preparedness
OPERATIONS MODE – the Council may move to OPERATIONS MODE when an emergency is impacting the Council area, or the support of the Council is requested by emergency services agency or via the LGFSG.	
	Attend planning and briefing meetings as required
	Brief operational staff if Community Emergency Operations Team (CEOT) has been established
	Coordinate and maintain register of resources deployed
	Determine need for additional resources or logistic support
	Manage and supervise operation response
	Report events, incidents to the WHS and Risk Coordinator
	Ensure all aspects of shift management and changeover including record of staff hours and rosters is kept up to date
	Maintain and retain event documentation identified in councils incident operations arrangements
	Log any financial expenditure and log with finance person
	Communicate all State warnings to the CEOT as directed by Council Commander
RESTORE MODE – The Council may move to RESTORE MODE when Council OPERATIONS has ceased	
	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	
	Consider all communication avenues within your delegated authority
	Ensure that all team members have completed relevant documentation related to their delegated responsibilities and forward to Council Commander

Planning

This function considers future operational needs, identifies risks, and monitors the current situation to assist in developing plans and strategies to support the incident resolution.

STANDBY MODE	
	Nil or as determined by Council
ALERT MODE – 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 Council to move to OPERATIONS MODE.	
	Refer to Community Emergency Operations Plan and relevant hazard on a page
	Attend planning and briefing meetings as required
	Alert functional staff and provide briefings when necessary
	Ensure incoming intelligence is recorded and analysed
	Communicate pre-determined plans if applicable
OPERATIONS MODE - the Council may move to OPERATIONS MODE when an emergency is impacting the Council area, or the support of the Council is requested by emergency services agency or via the LGFSG.	
	Attend planning and briefing meetings as required
	Ensure all aspects of shift management and changeover including rosters and recording staff hours is kept up to date
	Maintain advance situational awareness – forecasts and long-range warnings
	Collects, analyses and disseminates information
	Work out future needs of Council
	Liaise with logistics to procure additional resources
	Develop plans to resolve the incident
	Maintain register of resources deployed
	Prepare mapping information
	Communicate all new warnings and advice to Council Commander
RESTORE MODE – The Council may move to RESTORE MODE when Council OPERATIONS has ceased	
	Create plans for clean-up and restoration of council assets
	Plan formal debrief and lessons management
	Coordinate access to external professional advice relating to assets and public liability
OTHER INFORMATION	
	Consider finance officer
	Consider resources/facilities officer

Logistics

This function sources, acquires, and managed resources needed for councils Incident Operations activities. Tasks include the paperwork for ordering, receiving, transporting, issuing, and returning of everything used in the response.

STANDBY MODE	
	Nil or as determined by Council
ALERT MODE – 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 Council to move to OPERATIONS MODE.	
	Refer to Community Emergency Operations Plan and relevant hazard on a page
	Attend planning and briefing meetings as required
	Alert functional staff and provide briefings when necessary
	Ensure supplies are brought to required levels
	Preliminary establishment of council emergency operations centre (CEOC)
OPERATIONS MODE - the Council may move to OPERATIONS MODE when an emergency is impacting the Council area, or the support of the Council is requested by emergency services agency or via the LGFSG.	
	Attend planning and briefing meetings as required
	Brief functional staff if functional team has been established
	Establish CEOC
	Ensure appropriate information and communications resources are available
	Arrange additional human resources
	Obtain and maintain physical resources including relief centres, supplies, security
	Acquire PPE
	Coordinate catering for staff
	Arrange accommodation for EIMT staff if required
	Maintain incident log
	Maintain incident financial records if finance is not appointed
	Keep record of external resources used/deployed and location
RESTORE MODE – The Council may move to RESTORE MODE when Council OPERATIONS has ceased	
	Return borrowed or external resources that have been used
	Clean, assess, repair facilities or resources used
	Manage replacement of equipment
OTHER INFORMATION	
	Consider finance officer
	Consider resources/facilities officer
	Consider catering officer

Council Plant and Equipment

Plant and Equipment Register

Refer to Plant and Equipment Register

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

- Designated Operator
- Period of availability
- Cost recovery.

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 several sources including:

- The Control Agency
- An impacted Council
- The Local Government Functional Support Group (LGFSG)
- Members of the community, including community groups.

Requests for assistance should be directed to the Council Commander who will in turn direct the request if accepted to the relevant Manager or Supervisor.

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.

Communications

STANDBY MODE	
	Nil or as determined by Council
ALERT MODE – 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 Council to move to OPERATIONS MODE.	
	Refer to Community Emergency Operations Plan and relevant hazard on a page
	Attend planning and briefing meetings as required
	Collate and disseminate information to Elected Member, staff, Executive and the community
	Ensure Council communication/media policies and procedures are followed
OPERATIONS MODE - the Council may move to OPERATIONS MODE when an emergency is impacting the Council area, or the support of the Council is requested by emergency services agency or via the LGFSG.	
	Attend planning and briefing meetings as required
	Ensure Control Agency messaging is amplified
	Ensure Council communication/media policies and procedures are followed
	Ensure the CEO and Elected Members are provided with adequate levels of information
	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
	Prepare information for call centre staff
RESTORE MODE – The Council may move to RESTORE MODE when Council OPERATIONS has ceased	
	Manage media communications needs and strategies
	Provide advice regarding corporate image matters
	Collate and disseminate information to Elected Members, Staff, Executive and the Community
OTHER INFORMATION	
	Consider social media function

Communications with other council staff in an emergency

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

- All staff emails will be sent at appropriate intervals providing advice relevant to both the personal safety of staff and continuity of services.
- For outdoor staff that do not have regular access to council emails, consider disseminating information at toolbox meetings and more often via two-way radios when required

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.

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 council members to the CEO if required. The CEO will then address the request to the relevant Council Commander or Executive team member.

Communicating with our Community in an Emergency

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.

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

Refer to council communications policy:

- Remind staff not to speak to media unless authorised to do so.
- The nominated spokespersons for the council is identified in the communication policy.

Methods of communication

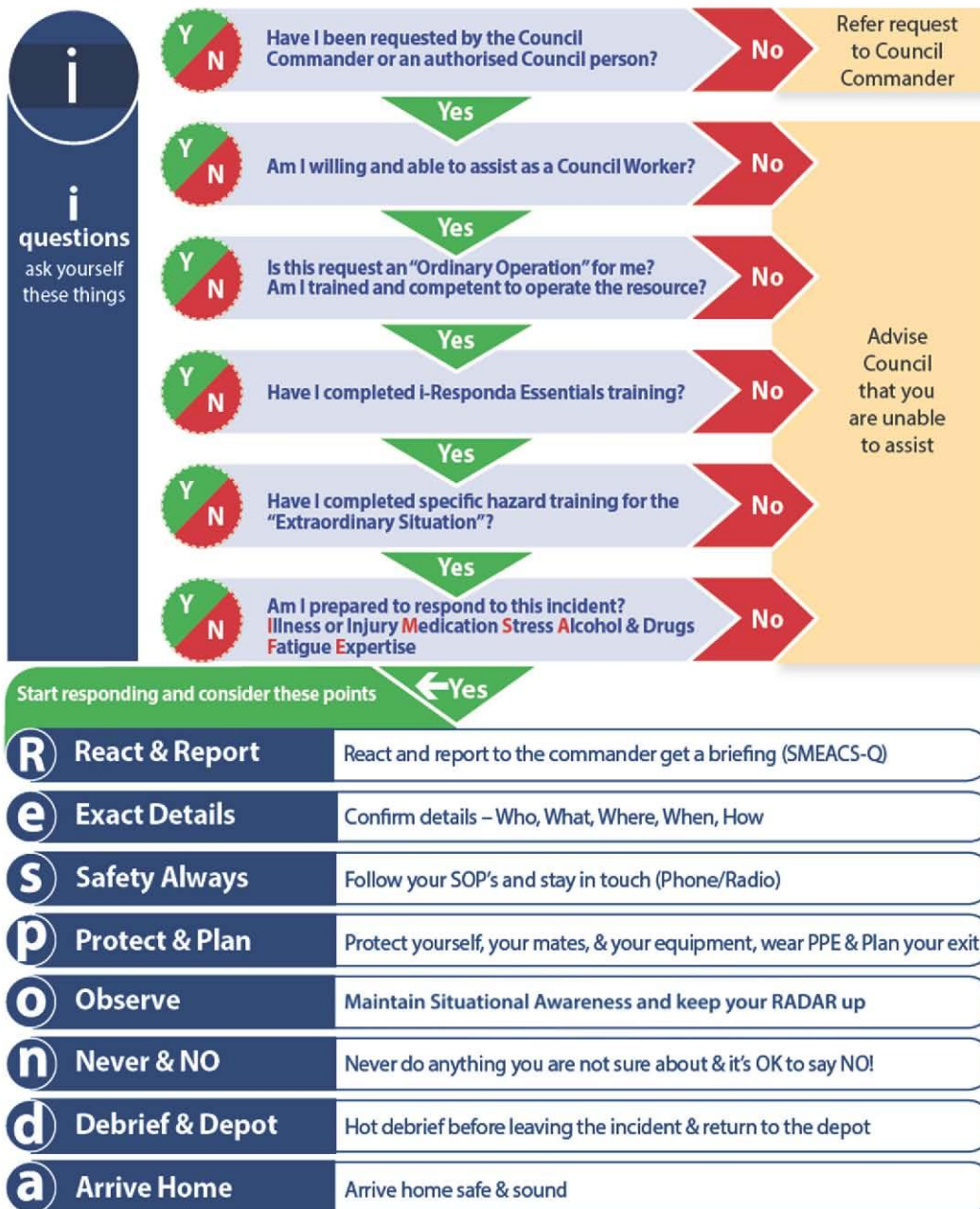
For any incident that is led by the Council Commander and when a control agency is not appointed, the Council will take the lead on issuing information to the community.

This will be through Council channels including:

- Council website
- Social media including Facebook
- Customer Support Team – Phone Channel
- Media releases.

i-Responda flow charts of response

Worker Action Plan



Ordinary Operations in Extraordinary Situations

2

IMT 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 function CIMT roles as required
- ☐ Assess situation, identify risks, and determine priorities
- ☐ Update and brief CEO on situation or up line decisions that need to be made
- ☐ Approve deployment of council resources / support and employees
- ☐ Ensure safety of employees or appoint a safety officer to oversee
- ☐ Maintain 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 hazard lead agency IMT

IMT Functional Role Descriptions

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 functional staff if functional team has been established
- ☐ 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 Incident Council Commander
- ☐ Maintain incident log
- ☐ Log financial expenditure of the operations function and forward to 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

- ☐
- ☐
- ☐

IMT Functional Role Descriptions

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 functional staff if functional team has been established
- ☐ 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 (eg insurance advisors)
- ☐ Create plans for clean-up and restoration of council assets and community areas.
- ☐ Investigate causes if applicable

Other Information

- ☐ Consider Communications officer

IMT Functional Role Descriptions

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 functional staff if functional team has been established
- ☐ Establish Council Emergency Operations Centre (CEOC)
- ☐ Ensure appropriate information technology and communications resources are available
- ☐ Ensure necessary equipment and consumables are available
- ☐ Arrange additional external human resources, (ie 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

IMT Functional Role Descriptions

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

- ☐
- ☐

Emergency Plan on a Page District Council of Kimba

Extreme Weather - Storm

EVENT TYPES

When extreme weather is forecast by the BOM including strong winds, large amounts of rain or intense rainfall in the Eastern Eyre Peninsula BOM District.

TRIGGERS TO MOVE FROM STANDBY TO ALERT

BOM severe weather warning – large rain event (50 + mm of rain predicted) and/or SES warning.
BOM forecast 90-100 km winds and/or SES warning. Local and on-ground conditions.

TRIGGERS TO MOVE FROM ALERT TO OPERATIONS

Community engagement/resident requests, local observations and/ or control agency request.

APPROVED COUNCIL TASKS IN EXTREME WEATHER STORM OPERATIONS

- Duties as requested by Commander within Council's scope of operations

EMERGENCY CONTACTS AND SITES

SES Flood and Storm	132 500	https://www.ses.sa.gov.au/site/home.jsp
SES Kimba Captain (Jeff Koch)	0427 602 426	
BOM warnings	8366 2600	http://www.bom.gov.au/sa/warnings/
SAPOL (Kimba Station)	8627 2013	
Kimba Captain Dean Gillett Group Officer Pump Davey Deputy Group Officer Tristan Baldock & Trevour Clifford	0429879355 0428 272 408 0447 282 622 0414 422 217	UHF Radio 9
LGFSG on call	8120 1720	<a href="https://lgfsg.sharepoint.com/sites/iVISS/SitePages/i-
VISS%20Portal.aspx">https://lgfsg.sharepoint.com/sites/iVISS/SitePages/i- VISS%20Portal.aspx

COUNCIL RESOURCES AVAILABLE

Chainsaws	Traffic Signage	Front End Loader	Utes / Trucks
Pumps and Hoses	Graders		

NOTES

All staff responding as part of Council's approved resources must be competent to operate equipment.

Flood and Extreme Weather - Storm Checklist

This checklist works in conjunction with the council activities in the functional modes as documented in District Council of Kimba's Community Emergency Operations Plan.

Standby

- ☐ i-Responda training
- ☐ Keep contact details up to date
- ☐ Maintain register of plant and equipment, including licenced operators

Alert

- ☐ Check staff availability - including Emergency Incident Management Response Team
- ☐ Prepare to activate *Community Emergency Operations Plan*
- ☐ Communicate with SES
- ☐ Confirm location and readiness of plant and equipment (fuel levels etc)
- ☐ Check two-way radios are charged and working, personal trackers where normal communications compromised
- ☐ Secure current works
- ☐ Modify programmed works, as required
- ☐ Sandbag low lying areas, as necessary
- ☐ Brief CEO on conditions

Operation

- ☐ Brief CEO
- ☐ Activate Community Emergency Operations Team in line with Plan and/or as required
- ☐ Supply of support services e.g. water tanker, grader etc. subject to DC of Kimba i-Responda policy
- ☐ Road closures
- ☐ Other duties as directed by Council Commander

Restoration

- ☐ Debrief and check health and wellbeing of staff
- ☐ Log any damage to plant and equipment
- ☐ Repair damage to community assets
- ☐ Check council infrastructure (roads, building, fencing)
- ☐ Other duties as directed by Council Commander

Emergency Plan on a Page

Days of Catastrophic or Extreme Fire Danger

EVENT TYPES

Could lead to higher chance of uncontrolled rural fire that may impact on our district.

TRIGGERS TO MOVE FROM STANDBY TO ALERT

CFS issues extreme or catastrophic fire warning and a Total Fire Ban declared or local conditions.

TRIGGERS TO MOVE FROM ALERT TO OPERATIONS

At the request of the CFS

APPROVED COUNCIL TASKS / ROLES IN RURAL FIRE OPERATIONS

- Supply of equipment and operators in line with District Council of Kimba i-Responda policy

EMERGENCY CONTACTS AND SITES

SA CFS Region 6	8682 4266	https://www.cfs.sa.gov.au/site/warnings_and_incidents.jsp
Kimba Captain Dean Gillett	0429879355	UHF Channel 9
Group Officer Pump Davey	0428 272 408	
Deputy Group Officer Tristan Baldock & Trevour Clifford	0447 282 622 0414 422 217	
BOM warnings	8366 2600	http://www.bom.gov.au/sa/warnings/
SAPOL Kimba Station	8627 2013	
LGFSG on call	8120 1720	https://lgfsg.sharepoint.com/sites/iVISS/SitePages/i-VISS%20Portal.aspx

RESOURCES AVAILABLE IN COUNCIL (refer to Councils' emergency services plant & equipment register)

Chainsaws	Traffic Signage	Graders	Front End Loader
Water Tanker	Utes	Pumps and hoses	

NOTES

All staff responding in the operations phase must be i-Responda trained

Days of Catastrophic Fire Danger

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

Standby

	i-Responda training
	Keep contact details up to date
	Maintain register of plant and equipment, licenced operators

Alert

	Confirm location and readiness of plant/equipment (fuel levels etc and fill water tanker)
	Cancel any burn-off permits, if issued.
	Consider alternate work plans for staff
	Check staff availability - including Community Emergency Operations Team
	Prepare to activate <i>Community Emergency Operations Plan</i>
	Communicate with CFS
	Brief CEO and Community Emergency Operations Team on conditions
	Check two-way radios are charged and working

Operation

	Brief CEO
	Activate Community Emergency Operations Team in line with Plan and/or as required
	Supply of support services e.g. water tanker, grader etc. subject to DC of Kimba i-Responda policy
	Road closures
	Other duties as directed by Council Commander

Restore

	Debrief and check health and wellbeing of staff
	Log any damage to plant and equipment
	Repair damage to community assets
	Check council infrastructure (roads, building, fencing)
	Other duties as directed by Council Commander

Situation report (SITREP)

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	

Other templates

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

Other templates

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 log books specific to the CIMT position.

Incident log			
Date	Time	Action	Person

Other templates

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.		