



City of Mitcham

Emergency Management Plan

June 2021 (updated September 2023)

Council Ready

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WHAT IS THE EMERGENCY MANAGEMENT PLAN?

This Emergency Management Plan (the Plan) is an implementation document that translates the *City of Mitcham Emergency Management Policy* into clearly defined focus areas and actions in the areas of disaster risk reduction, emergency management arrangements and recovery.

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

In recent years the City of Mitcham has experienced fires, extreme storms, black events and flooding. Climate change means that more intense storms, higher temperatures, higher intensity fires and an increase in extreme rainfall will occur in higher frequency.

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

The Plan:

- Establishes linkages between the Plan and other documents relating to emergencies.
- Identifies risks and mitigation strategies relating to emergencies in the Council area and their possible impacts on Council operations.
- Identifies the strategies Council has or will adopt to manage risks relating to emergencies.
- Describes how the strategies will be acted upon by identifying specific tasks and allocating accountability, resources and timeframes.
- Identifies the monitoring and improvement processes associated with the Plan.

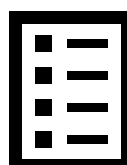
THE EMERGENCY MANAGEMENT PLAN PROVIDES:

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**FOCUS
AREAS**

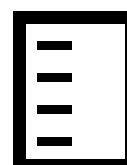
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PRIORITIES



22

ACTIONS



OUR EMERGENCY MANAGEMENT FRAMEWORK

Council's Emergency Management Plan establishes Council's strategic direction for emergency management and describes the actions that Council will take to reduce disaster risk, maintain emergency management capability and prepare for recovery.



The *State Emergency Management Plan* (SEMP) articulates the roles and responsibilities that local government may play in local emergency management planning. As well as the legislative and administrative roles under the SEMP, the *Local Government Emergency Management Framework* (LGEMF, 2019) sets out roles for councils in the focus areas of:

- disaster risk reduction,
- emergency management capability (operational response), and
- recovery

This plan supports the City of Mitcham *Emergency Management Policy* (February 2020).

Council's Emergency Management Arrangements (June 2020) details how Council will organise and take practical action in the event of an emergency occurring and is the document to be referred to during an actual emergency.

Recovery Arrangements will be developed following the endorsement of this plan as outlined under Focus area 1: Ensure appropriate emergency plans are developed.

The City of Mitcham acknowledges that emergency management is a shared responsibility, and that Council has roles in the emergency management plans of its partners. Key partners of the City of Mitcham are

- South Australian Country Fire Service – Region 1
- Metropolitan Fire Service
- South Australian State Emergency Service – Metro South Unit
- SA Ambulance – metropolitan – Mitcham Station
- Flinders Medical Centre/Hospital
- South Australian Police – Southern Metropolitan District

Council participates in regional emergency management planning through:

- Southern Adelaide Zone Emergency Management Committee
- Adelaide Hills and Mount Lofty Bushfire Management Committee
- Local Government Functional Support Group (LGFSG).

OUR FOCUS AREAS & PRIORITIES

FOCUS AREA 1

DISASTER RISK REDUCTION

Ensure appropriate emergency plans are developed.

1. Ensure appropriate emergency documentation is developed.

2. Build Council's resilience for emergencies through engagement and communication.

3. Respond to climate change by pledging measurable, tangible actions towards a commitment to achieve corporate net zero emissions by 2050 and assisting our community in mitigating and responding to climate change.

FOCUS AREA 2

EMERGENCY MANAGEMENT CAPABILITY

Maintain systems, processes and training that enable Council to contribute in emergencies under the i-Responda framework.

1. Embed emergency management training to support the community and emergency services during incidents.

FOCUS AREA 3

RECOVERY

Develop Council's role and preparedness for recovery following a major emergency.

1. Develop Council's preparedness for recovery with the community.

2. Document Council's Recovery arrangements.

FOCUS AREA 1: DISASTER RISK REDUCTION

Ensure appropriate emergency plans are developed.

Council's role – Disaster risk reduction

Council's roles in disaster risk reduction include to:

- Consider and plan for current and emerging disaster risks.
- Integrate disaster risk into existing plans and decision-making.
- Partner with local stakeholders in disaster risk reduction activities.
- Strengthen disaster resilience in communities.

Council activities that contribute to disaster risk reduction

Council currently undertakes the following activities to reduce the disaster risk to its communities.

- Land-use planning
- Public health measures (e.g. immunisation food safety)
- Bushfire Management Planning
- Free green waste drop-offs for community
- Accelerated tree planting
- Heat and vegetation mapping
- Water sensitive design
- Climate adaptation policy and planning (Resilient South)
- Flood mitigation
- Road maintenance, renewal and upgrade
- Traffic management
- Stormwater infrastructure maintenance, renewal and upgrade
- Vegetation management (road side, parks and reserves)
- Representation on the Building Fire Safety Committee (with CFS and MFS) conducting regular inspections of publicly accessible buildings ensuring compliance with fire safety standards
- Fire Prevention Officers undertakes inspections of private and Council land, issues notices (*Fire and Emergency Services Act 2005*)
- Participation in Adelaide Hills and Mount Lofty Bushfire Management Committee
- Maintain asset, liability and WHS insurance
- Provision of public information
- Flood mitigation works
- Participation in LGA i-Responda training and framework
- Zone Emergency Management Committee
- Strategic asset identification and works to maintain properties.

Council actions for disaster risk reduction

1. Ensure appropriate emergency documentation is developed.

Action	Delivery	Funded	Lead	Complete
1.1 Develop and maintain Emergency Management Policy for Council	2019-2020	Yes	Org Risk Officer	Yes
1.2 Develop and maintain Emergency Management Plan for Council	2020-2021	Yes	Org Risk Officer	Yes
1.3 Develop and maintain Emergency Management Arrangements for Council	2020-2021	Yes	Org Risk Officer	Yes

2. Build Council's resilience for emergencies through engagement and communication.

Action	Delivery	Funded	Lead	Complete
2.1 Organise an information session for elected members to raise awareness of Council's role in managing emergencies.	2020	Yes	General Manger, Organisational and Community Development	Yes
2.2 Together with Council Ready hold workshops to ensure inclusion of information from across Council in the development of the Emergency Management Arrangements.	2019/2020	Yes	Organisational Risk Officer	Yes
2.3 Investigate opportunities to engage with relevant adjoining Councils to: - Have a joint/shared operational/incident management centre - A framework for a formal partnership approach to emergency events that occur in or across our shared boundaries	2021/2022 Investi- gations	Partially Funded (Investi- gations)	Manager Environmental Services & Community Safety	Investigated and not progressed at this stage.
2.4 Partner with CFS to provide community education workshops and information sessions.	2020	Yes	Manager Environmental Services and Community Safety	Complete

3. Respond to climate change by pledging measurable, tangible actions towards to a significant reduction in carbon emissions and assisting our community in mitigating and responding to climate change.

Action	Delivery	Funded	Lead	Complete
Greenhouse Gas Emission Reduction & Adaption to Climate Change Impacts				
3.1 LED Street Lighting Switch: Change over the remaining 4000+ Council streetlights to LED, creating infrastructure for smart city technology and generating significant emission reductions	2021/2022	Yes	Manager, Engineering	Expected completion EOFY 2023/24

Emergency Management Plan				
3.2 Investigating Community Solar: Developing an innovative renewable energy scheme for the residents and businesses in the City of Mitcham to accelerate the uptake of solar at no-up front cost to the end-user and reduce emissions associated with electricity usage	2021/2022	Partially (Investigations)	Manager Sustainability and Procurement	Yes
3.3 Investigate Circular Waste Management [via an innovative tender process]: Adopting circular economy principles in the management of waste to reduce domestic waste going to landfill, closing the loop on materials used and disposed of in the City of Mitcham and generating emission reductions associated with waste collection.	2021/2022	Partially Funded (Investigations)	Manager, Environmental Services and Community Safety	Investigated and not progressed at this time.
3.4 Installation of Electric Vehicles Charging Stations : At Civic Centre public car park (for Council's pool vehicles), Civic Centre public carpark (for public EV charging) and Blackwood – Gladstone Street carpark.	2020/	Yes	Manager, Property and Facilities	Yes
3.5 Solar Installation on Council Buildings: Installation of a 6.3kw solar photovoltaic system at Ayr House.	2021/2022	Yes	Manager Property and Facilities	Yes

FOCUS AREA 2: EMERGENCY MANAGEMENT CAPABILITY

Maintain systems, processes and training that enable Council to contribute in emergencies under the i-Responda framework.

Council's Role – Emergency Management Arrangements

When participating in emergencies Council will do so within the scope of its Emergency Management Policy, the i-Responda operating platform, the Local Government Incident Operations Protection Guide and, when appropriate, as members of the Local Government Functional Support Group.

Council's Emergency Management Arrangements detail Council's participation immediately before, during and after emergencies.

The key roles in emergency management can be summarised as:

- Develop a locally relevant risk-based suite of Emergency Management documents.
- Build capability of Council to participate in the Local Government Functional Support Group (LGFSG)
- Participate in emergency management in accordance with the i-Responda operating platform.

Council activities that contribute to Emergency Management

Council currently undertakes the following activities to contribute to incident operations that support the emergency services and their communities.

- Environmental Health Services;
- Local Knowledge;
- Waste Management;
- Traffic Management
- Flood Mitigation
- Community Facilities;
- Plant and Equipment;
- Community Networks;
- Vegetation Management;
- Heatwave (community centres/libraries as cool venues).
- Plant or equipment to support emergency services
- Specialised and skilled staff

Council actions for Emergency Management

1. *Embed emergency management training to support the community and emergency services during incidents.*

Action	Delivery	Funded	Lead	Complete
1.1 Develop in-house trainers to deliver i- Responda Essentials Emergency Management training to support the community and emergency services during	2020	Yes	Organisational Risk Officer	Yes
1.2 Support the attendance of a Council representative to attend Local Government Liaison Officer	2021	Yes	Organisational Risk Officer	Yes

Action	Delivery	Funde	Lead	Complete
1.3 Provide 10% rate relief to rate payers affected by the COVID-19 pandemic as per Annual Business	2021	Yes	Manager Finance.	Yes

FOCUS AREA 3: RECOVERY

Develop Council's role and preparedness for recovery following a major emergency.

Council's Role – Recovery

Council will provide leadership and support to the community in recovery. Council currently undertakes the following activities to contribute to recovery of the community.

- Environmental health services
- Animal management
- Waste management
- Road maintenance, renewal and upgrade
- Traffic management
- Stormwater infrastructure maintenance, renewal and upgrade
- Vegetation management (road side, parks and reserves)
- Community development
- Events
- Community grant programs
- Building maintenance, renewal and upgrade
- Advocacy
- Communication
- Supporting the community through the rebuilding process when homes have been damaged by bushfire including advice on preparing and lodging applications, building safety inspections and the assessment process from start to finish.

Council actions for Recovery

1. *Develop Council's preparedness for recovery with the community.*

Action	Delivery	Funded	Lead	Complete
1.1 Investigate training opportunities for staff to assist community in recovery.	2021-2022 (Investigations)	Yes (Investigations)	Org Risk Officer	Delayed to 2023/24

2. *Document Council's Recovery arrangements.*

Action	Delivery	Funded	Lead	Complete
2.1 Develop and maintain Recovery Arrangements for Council	2021-2022	Yes	Org Risk Officer	Delayed to 2023/24

APPENDIX 1: STRATEGIC RISK ASSESSMENT

The following hazards have been identified taking into consideration the consequence categories listed in Council's Risk Management Framework across both Council and the community. All hazards are listed in the Southern Adelaide Zone Emergency Management Plan, Council's organisational risk register, existing Council datasets, plans, maps and studies.

All of the hazards apart from earthquake have required an emergency response during the last decade to some degree with varying impacts on the community.

Hazard	Risk to Council and Community
Bushfire	<ul style="list-style-type: none"> Decreased ability of Council to deliver core business and support emergency services Fire in semi-rural areas including Belair National Park or Sturt Gorge Conservation Park impacting the bordering residential areas Fire in difficult-to-access areas including gullies Loss of life or injury to people Damage to buildings and homes causing economic loss Impacts to infrastructure particularly GRN, NBN, gas, transport and road Environmental damage
Flood	<ul style="list-style-type: none"> Damage to infrastructure and assets including government, transport and communication infrastructure Damage to community assets including property Increased demand or impact to facilities including health services, aged care and schools Impacts to business and economic loss Loss of life or injury to people
Extreme weather – Storm	<ul style="list-style-type: none"> Damage to essential services (e.g. power, water etc) causing impact on residents and businesses High winds affecting the structural integrity of trees and causing injuries or fatalities Flooding in Brownhill and Minno Creek Damage to Council and community assets Property damage to residents' home and contents
Extreme weather – Heat	<ul style="list-style-type: none"> Impacts on health of vulnerable and older members of the community Increased demand on health services Impacts on Council managed community infrastructure eg. roads, parks and recreational facilities Impacts on structural integrity of large trees Interruption to major events and tourism in the region Impacts to infrastructure from a prolonged heatwave including roads, electricity and water
Black system event	<ul style="list-style-type: none"> Interruption to Council services to Community Interruption to Council's internal business functions

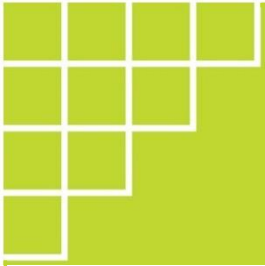
Hazard	Risk to Council and Community
	<ul style="list-style-type: none"> • Environmental health impacts to business and vulnerable/older people in the community • Loss of stock or business leading to economic losses • Disruption to critical services including health care services and transport
Human disease	<ul style="list-style-type: none"> • Active cases impacting on the health and wellbeing of the community • Disruption to Council's internal and external services and business functions • Economic impacts due to business closures, stay at home directions and cancellation of events and mass gatherings • Impacts to public wellbeing as a result of isolation and physical distancing
Earthquake	<ul style="list-style-type: none"> • Damage to infrastructure and community assets • Loss of life and serious injury to community members • Damage causing business failures and loss of employment • Relocating residents from residential care facilities and/or patients from major hospital • Disease outbreak following loss of water and sewer systems

VERSION CONTROL

Version	Date	Summary of Changes	Author
1	10 June 2021	Endorsed at Executive Leadership Group	Organisational Risk Officer
2	17 October 2022	Updates to progress to progress against actions	Organisational Risk Officer
3	19 September 2023	Updates to progress against actions	Organisational Risk Officer

REVIEW

The structure and content of this document will be formally reviewed every 4 years in line with Council's document review process (next review June 2025) progress of the actions will be reviewed annually.



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