District Council of Robe

Emergency Management Plan

April 2021

Endorsement

This Emergency Management Plan has been endorsed by the District Council of Robe.

Signed _____ James Holyman Chief Executive Officer, District Council of Robe

Date:

Version Control

This document is the responsibility of the Chief Executive Officer, District Council of Robe

Version	Date	Summary of changes	Author
0.1	June. 2020	First draft	D.Newson
0.2	10 Feb. 21	Second draft after consultation with Council	K.Billington
0.3	14 April 21	Endorsed by Executive Team at Meeting	K Rayner

Document location	Confidentiality classification
This document is stored in Y:\General\EMERGENCY MANAGEMENT	This document is not classified as confidential

Review

The District Council of Robe's Emergency Management Plan (this document) will be formally reviewed every four years (term of Council) including an update within two years of new Council. Updates to the ongoing action plan contained in this plan will be undertaken in the interim as required / or at a minimum every 6 months.

Acknowledgement

The District Council of Robe acknowledges the support of the LGA's Council Ready program in the development of this Emergency Management Plan with Council.

Executive Summary

Emergencies can occur at any time with little warning, rapidly spread over designated boundaries and cause diverse and widespread impacts within affected communities. The District Council of Robe area has experienced earthquake tremors, rural fire, coastal erosion, and extreme weather - storm type emergencies in the past. Its anticipated new threats will emerge in response to changes in social, environmental, and economic conditions in the District in the future. These future emergencies being planned for may include; rural fire, extended power outage, extreme weather storm / heat, maritime incident and coastal erosion.

The District Council of Robe helps to minimise these threats and contribute to the safety and wellbeing of its community by supporting local emergency management planning, operations, and recovery.

The State Emergency Management Plan (SEMP) articulates the roles and responsibilities that Local Government may play in the 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 areas of disaster risk reduction, incident operations and recovery.

Council has considered these in establishing the District Council of Robe's Emergency Management Policy, that articulates Council's role in the stages of incident management.

This Emergency Management Plan is an implementation document that exists to translate the District Council of Robe's Emergency Management Policy into clearly defined actions with responsibility and resources allocated to disaster risk reduction, incident operations and recovery.

Council also acknowledges that as a small Council, Council has finite capacity and capability to manage risk, therefore, Council will work with emergency agencies, the state, the Local Government Functional Support Group and our community to deliver safer outcomes.

The current goals established for this plan are:

Disaster risk reduction

Goal 1 – To ensure Council and community are actively preparing to prevent and plan for emergencies.

Incident operations

Goal 2 – To ensure Council has the capability and capacity to support during emergencies.

Recovery

Goal 3 – To prepare Council and community for recovery from emergencies.

This document forms part of the District Council of Robe's commitment to emergency management and ensures that Council has a coordinated and planned approach to managing the consequences of emergencies on communities.

Table of Contents

1. Introduction

1.1. Purpose

Council's Emergency Management Plan (the plan) establishes Council's strategic direction for emergency management and describes the actions that Council will take to reduce disaster risk, maintain incident operational capability and prepare for recovery. The plan identifies responsibility and resources to achieve broad strategies and is not for use in incident or recovery operations.

In accordance with the *State Emergency Management Plan*[1]*, Local Government Emergency Management Framework*[2] and the *Emergency Management Planning Guide for SA Councils*[3], the plan:

➢ Describes the context for the plan in terms of Council and community values, related plans, state emergency management arrangements and the Council's partners in emergency management.

➢ Establishes linkages between the plan and other relevant Council or regional strategies and plans that contribute to management of emergency risk.

➢ Completes a preliminary review of emergency risks in the Council area and considers possible impacts on Council and community values.

➢ Identifies the strategies Council has or will adopt to manage emergency risks.

➢ Describes how the strategies will be acted upon by describing specific tasks and allocating accountability, resources and timeframes.

➢ Identifies the monitoring and improvement processes associated with the plan, including exercising.

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[1] State Emergency Management Plan 2019 https://www.dpc.sa.gov.au/responsibilities/security-and-emergency-management/state-emergency-management-plan
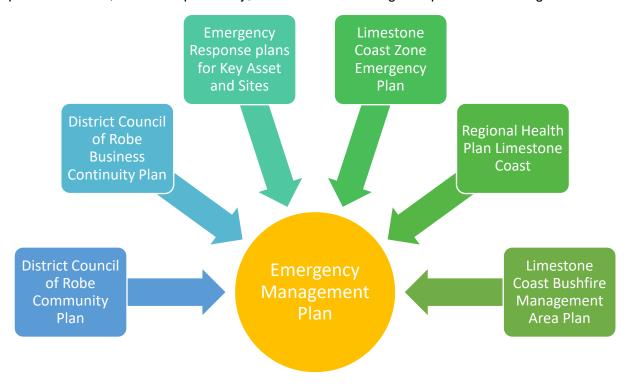[2] Local Government Emergency Management Framework 2019
   https://www.lga.sa.gov.au/webdata/resources/files/ECM_672733_v18_Local%20Government%20Emergency%20Managment%20Framework%202019%20update.pdf
[3] Emergency Management Planning Guide For SA Councils 2019
   https://www.lga.sa.gov.au/webdata/resources/files/ECM_680669_v19_Emergency%20Management%20Planning%20Guide%20for%20SA%20Councils%20June%202019.pdf

1.2. Link to Regional and Council plans and arrangements

The plan is linked to, and underpinned by, other Council and regional plans and strategies.

The District Council of Robe's emergency management plan has strong links to a range of strategic Council documents, including:

➢ District Council of Robe Community Plan 2019-2039
➢ District Council of Robe Action Plan 2019 – 2022[4]
➢ District Council of Robe Business Continuity Plan
➢ District Council of Robe Risk Register
➢ District Council of Robe Emergency Management Policy
➢ District Council of Robe Risk Management Policy

Council also has key asset and Workplace Emergency Evacuation Plans for example:

➢ Emergency Response Plan for Lake Butler Marina Robe
➢ Kangaroo Inn Area School Emergency Action Plan 2020
➢ Beachport School Emergency Action Plan
➢ Council sites WEEP Emergency Action Plans

Council's emergency management plan is also aligned to regional plans including:

➢ Limestone Coast Zone Emergency Management Plan
➢ Regional Health Plan Limestone Coast
➢ Limestone Coast Regional Plan
➢ Limestone Coast Bushfire Management Area Plan

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[4] After this year we won't have this document and will be replaced with four-year business plan

1.3. Scope and exclusions

The District Council of Robe Emergency Management Plan is limited to community emergency risks that are within Council's sphere of influence and responsibility. The plan does not address the management of internal emergency risk to Council operations or services as these are addressed in the District Council of Robe Business Continuity Plan and other internal procedures.

2. Context

2.1. Community profile

The District Council of Robe is located 330km south of Adelaide in one of the most diverse areas of within the state of South Australia. Situated along SA's magnificent Limestone Coast, this historic seaside port is a popular holidays spot with a thriving coastal and land-based tourism, fishing and agricultural economy.

One main town with four hamlets:

- Boatswains Point
- Mount Benson
- Greenways
- Nora Creina

Vulnerable communities

The population of Robe is approximately 1,090 (2016 census[4]) with 25.1% (Aust 14.5%) being over 65, 19.5% being over 70 years of age and those aged 0-14 making up 14.0% (Aust 18.7%) of the population. Just over 2% of the population have a need for assistance with core daily activities.

Business assets / Economy

The region relies on a strong tourism, accommodation, food service, agricultural, and ocean-based aquaculture industries. 14.09%[5] of the region's population is employed in agriculture, forestry or fisheries industries, 19.4%[4] of the population employed in accommodation and food service provision 12.5%[4] in construction and a further 11.3%[4] in retail trade. Most business in the region are small to medium in nature.

Tourism

During the summer season, the township of Robe welcomes up to 13,100[6] additional people as tourists and seasonal workers in the district's wine, fishing, and tourism industries. The region's coastal conservation parks attract 4WD drive enthusiasts from far and wide, and the township and its retail shops offer a relaxed coastal village atmosphere and summer retreat.

There are approximately 12,200[7] vehicle movements through the entry/exit point to the National Park near Robe. Many of these vehicles camp in the parkland and are additional visitors to the number identified above.

Major infrastructure and transport

The region has approximately 475 km of road network. The region has both the Southern Ports Highway and the Princes highway pass through it, which are major transport routes between Adelaide and Mount Gambier. The township of Robe is home to a commercial and recreational marina and the Southern Rock Lobster fishing fleet.

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[5] Australian Bureau of Statistics 2016 Census of Population and Housing Robe (SSC41251) 140.1 sq Kms
[6] Geographica study as the Reference
[7] DEW traffic Count data. Jan 2020.

Natural assets

The region encompasses two key conservation areas - Little Dip Conservation Park and the Lake Hawdon Conservation Area. These offer an important refuge for the region's flora and fauna including migratory shore and wetland bird species. The region also hosts the Cape Dombey Sanctuary Zone and marine park zones along the coast.

2.2. Council and community values

Council and community values are drivers for why Council is involved in emergency management. The variable nature of emergencies can pose a threat to these values in many ways.

Values of the community and Council:

- ➢ Tourists and their safety when visiting the region,
- ➢ Our community's safety,
- ➢ Our community infrastructure,
- ➢ The natural environment and native bush that surround our townships and region,
- ➢ Heritage / our history and heritage buildings,

- ➢ Access to the beach / water,
- ➢ Facilities provided for visitors / tourists,
- ➢ Business that operate in our region,
- ➢ Residents that live in our region,
- ➢ Agriculture lifestyle and economy,
- ➢ Lifestyle of the townships and region.

2.3. South Australian Emergency Management arrangements

The roles of local government in emergency management are informed by the State Emergency Management Plan (SEMP) and the Local Government Emergency Management Framework (LGEMF). They are enabled by the *Local Government Act 1999*, which outlines the requirement for Councils to consider risks (including emergency risks) as follows:

- ➢ make informed decisions (Section 6)
- ➢ take measures to protect their area from natural hazards (Section 7)
- ➢ provide infrastructure for community and for development (Section 7)
- ➢ ensure the sustainability of the Council's long-term financial performance (Section 8)
- ➢ assess the maintenance, replacement or development needs for infrastructure (Section 122)
- ➢ identify anticipated or predicted changes in any factors that make a significant contribution to the costs of the Council's activities or operations (Section 122).

In addition, the *Local Government Act* requires Council's to "*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*" (Section 8).

The SEMP sets out the role of local government in emergency management as follows:

"Local government has a fundamental enabling role in emergency management because of their strong relationships with local community networks and knowledge of locally available resources.

Local governments have responsibilities, in partnership with state government, to contribute to the safety and wellbeing of their communities by participating in local emergency management response and recovery."

As well as the legislative and administrative roles under the SEMP, the Local Government Emergency Management Framework 2019 sets out roles for Councils in three key areas: disaster risk reduction, incident operations, and recovery.

The plan supports the District Council of Robe to fulfil its roles in emergency management in accordance with the *Local Government Act*, State Emergency Management Plan and the Local Government Emergency Management Framework.

2.4. Partners in emergency management

The District Council of Robe 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 District Council of Robe are:

> ➢ Local emergency services, SAPOL, CFS, SES, SA Ambulance,
> ➢ Other Government Agencies, e.g. PIRSA, DEW, Forestry SA, DPTI,
> ➢ Neighbouring Council – Wattle Range Council , Kingston District Council and Naracoorte Lucindale Council ,
> ➢ Regional Boards, e.g. the Limestone Coast Landscapes Boards, the South Eastern Water Conservation and Drainage Board,
> ➢ Our community and service group,
> ➢ Local businesses.

Council participates in regional emergency management planning through:

> ➢ Limestone Coast Zone Emergency Management Committee,
> ➢ Limestone Coast Bushfire Management Area Committee,
> ➢ Limestone Coast Local Health Network Committee,
> ➢ Local emergency management committees.

In addition, the District Council of Robe is also a participating Council of the Local Government Functional Support Group (LGFSG). For significant incidents involving more than one Council, or where the incident is beyond the capacity of a single Council, the LGFSG coordinates the response from local government. The LGFSG is led by the Local Government Association (LGA) with roles filled by Council staff in the emergency area – providing a liaison role to and from the State Emergency Management Structure. Council Commander will liaise with the LGFSG State Duty Officer or the Local Government Liaison Officer (LGLO) (if appointed) to coordinate resources.

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

2.5. Preliminary emergency risk review

The approach taken to establish the emergency hazards and potential impacts for this plan was a two-fold process:

1. A structured review of all current Council and regional strategies and plans of Council to identify emergency hazards and impacts (or descriptions of incidents) that have been previously identified by Council and partner organisations.
2. Structured workshops with staff and elected members of Council to collect information relevant to the design of the plan and to undertake a review and validation of emergency hazards.

As a result of this work, Table 1 identifies the main hazards which may impact Council and our community.

Table 1. Emergency hazards and potential impacts to Council and community

Hazard	Potential impact to Council and community
All Hazards	• Impacts on life and public health • Impacts on infrastructure, community and private • Damage to regional economy and slow recovery • Effect on residents' lives and wellbeing – during and post event • Ability for Council to deliver services to community • Damage to or loss of aesthetics and tourist to region • Vulnerable community members not being able to be serviced • Community and Council not prepared for emergencies • Complacency amongst visitors and community to prepare • Lack of understanding of risks of hazards • Wellbeing of staff operating within emergencies
Bush / Rural Fire	• Access in and out of township • Loss or restriction in communication with community through communication infrastructure damage or loss in an emergency • Access to water for firefighting. • Loss of feed, fences, equipment and sheds
Extreme weather – storm	• Damage to infrastructure and natural assets • Access along Council managed roadways post storm event • Loss of power • Loss of tourism assets
Extended power outage	• Impacts on CMWS system operation and subsequent community health impacts especially during busy tourist season. • Food safety especially during busy tourist season. • Businesses cannot deliver services to tourists and community
Animal and plant disease, biohazard	• Import of disease or animal pest that affects local horticulture and intensive agriculture industries
Accident	• Spillage of toxic material / dangerous chemicals • Loss of community members
Coastal damage / storm surge / flooding	• Collapse or damage to coastal foreshore zone and infrastructure (including Council assets and private dwellings) • Flooding of low-lying areas in high tide or storm surge
Extreme Weather Heat	• Ingress of inland regional based tourists on extreme and catastrophic days • Change in future climate extremes and impact on vulnerable community members
Maritime incident	• Damage to marine harbor environment from spill • Impacts on commercial fisheries operation from infrastructure damage
Earthquake	• Disruption to essential services in district and region on a widescale • Impacts on heritage buildings in the district

Based on these hazard descriptions and potential impacts, Council needs to complete an emergency risk assessment to determine the likelihood of these events occurring and the consequences to social, economic, built and environmental assets. The level of confidence in each risk scenario will also be considered in the risk assessment and will enable Council to determine if and when additional information or detailed assessments are required (prior to mitigation actions being developed).

The proposed emergency risk assessment will align with the Council's Risk Management Framework, which has recently been reviewed (and is consistent with ISO31000:2009 – Risk Management Principles and Guidelines).

This risk assessment work will build upon the Zone Emergency Management Plan risk register for Limestone Coast Zone and other relevant risk assessment and local site-based Emergency Management Plans.

3. Emergency Management Plan

3.1. Summary – Council's emergency management priorities

Based upon the community profile (Section 2.1), the Council and community values (Section 2.3) and the preliminary emergency hazard/impacts outcomes (Section 2.5), Council's emergency management priorities are:

Disaster risk reduction

Goal 1 – To ensure Council and community are actively preventing and preparing for emergencies.

Incident operations

Goal 2 – To ensure Council has the capability and capacity to operate within emergencies.

Recovery

Goal 3 – To prepare Council for recovery from emergencies and facilitate community recovery (subject to resource availability).

3.2. Disaster risk reduction

3.2.1. Council's role - Disaster risk reduction

Council's roles in disaster risk reduction include to:

- ➢ Understand and communicate current and emerging disaster risks internally and at a broad level within the community.
- ➢ Represent community interests in emergency management to other spheres of government and contribute to decision-making processes.
- ➢ Partner with local stakeholders in addressing priority emergency risks.
- ➢ Integrate disaster risk management into existing plans and decision-making (e.g. strategic plans, risk frameworks, asset management plan, climate change plans).
- ➢ Undertake cost-effective measures within Council operations to mitigate the effects of emergencies.

3.2.2. Council activities that contribute to disaster risk reduction

The District Council of Robe currently undertakes the following activities to reduce the disaster risk to its communities.

- ➢ Land-use planning
- ➢ Public health planning and management (e.g. food safety, wastewater and waste management)
- ➢ Bushfire management planning and participation in the Bushfire Management Committee when available
- ➢ Vegetation planning and management (e.g. roadsides, parks and reserves)
- ➢ Road maintenance, renewal and upgrades
- ➢ Stormwater infrastructure planning, maintenance, renewal and upgrade.
- ➢ Building safety audits and inspections
- ➢ Appointment of a Fire Prevention Officer to undertake inspections of private and Council land, issue notices (*Fire and Emergency Services Act 2005*)

- ➢ Maintenance of asset, liability and Health Safety and Well Being insurance
- ➢ Community development – events and supporting local community groups
- ➢ Provision of public information
- ➢ Land management and township planning and approval
- ➢ Participation in zone emergency management committees and local-led emergency management committees when available

3.2.3. Council priorities for disaster risk reduction

Goal: Councils role in disaster risk reduction include to:

Priorities:

- ➢ Complete an emergency risk assessment to further understand localised risks and required mitigations (noting the level of confidence in understanding each risk scenario);
- ➢ For priority risks, and where knowledge is limited, complete hazard based studies (e.g. coastal erosion);
- ➢ Improved Council awareness of emergency hazards and potential impacts, building this knowledge into normal Council planning and operations.
- ➢ Providing broad community awareness of emergency hazards and potential impacts.
- ➢ Actively participating in prevention and risk reduction activities.

Specific actions to address these priorities are listed in the Tables below.

Priority A: Actively planning within Council for disaster risk reduction

Action	Delivery	Lead
A.1 Complete localised emergency risk assessment	Council Ready Program	MCS&F
A.2 Complete hazard-based studies subject to funds availability	Consultancy	MCS&F
A.3 Increased understanding of hazards and impacts for staff and elected members through learning from other Councils impacted by large incidents.	Ongoing	MCS&F
A.4 As Council plans and policies are revised integrate disaster risk reduction principles, considering known risks and potential impacts (including 2040 Strategic Plan that is current being developed, Asset Management Plans; 4 – Year Business plans).	December 2022	Executive Team
A.5 An Emergency Management Plan for Airfield to be developed which will include Hazards & Natural Hazards	October 2021	Director Infrastructure

Priority B: Engaging with community to develop their understanding and preparedness for emergencies.

Action	Delivery	Lead
B.1 Communicate emergency risks and potential impacts with community. Particularly after the completion of A.1 and A.2.	Ongoing	Senior Safety Compliance Officer
B.2 Seasonally update Councils website to communicate relevant disaster risk reduction information to the community. Links to control agencies and other supporting organisation will be provided, rather than replicating information.	Ongoing	Senior Safety Compliance Officer

Priority C: Actively participating in prevention and risk reduction activities in the community.

Action	Delivery	Lead
C.1 Participating in the regional bushfire management committee (BMC) and implementation of District Council of Robe bushfire management area plan (BMAP).	Ongoing	Director Infrastructure
C.2 Participating in regional coastal management planning and implementation of plans for District Council of Robe.	Ongoing	Director Infrastructure
C.3 Education on and implementation of section 105 notices.	Ongoing	Senior Safety Compliance Officer

3.3. Incident operations

3.3.1. Council's Role - incident operations

The District Council of Robe will support its community, other Councils and the South Australian emergency management arrangements immediately before, during and immediately after an incident.

When participating in incident operations 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.

The District Council of Robe's arrangements during operations are detailed in Council's Incident Operations Arrangements document.

The key roles in incident operations can be summarised as:

> ➤ Develop a locally relevant risk-based suite of incident operational arrangements
> ➤ Build capability of Council to participate in the Local Government Functional Support Group (LGFSG)
> ➤ Participate in incident operations in accordance with the i-Responda operating platform and at the discretion of the Council Commander, based on Council capability at time of request
> ➤ Ensure that the employees that are listed on the 'Employee Emergency Response Support Register' are adequately trained as per i-Responda training requirements

3.3.2. Council activities that contribute to incident operations

The District Council of Robe will undertake the following activities to contribute to incident operations that support the emergency services and their communities. Many of these activities fall under business as usually, while several activities would be established for the purposes of an incident.

Business as usual
➢ Provision of environmental health services
➢ Waste management
➢ Traffic management
➢ Basic tree management

Incident activities
➢ Provision of localised information as requested
➢ Contacts and linkages to community networks
➢ Potential the provision of community facilities for relief centres
➢ Provision of plant and equipment to support emergency services (subject to capacity and available capabilities)
➢ Provision of specialised and skilled staff; and
➢ Participation in LGFSG i-Responda training

3.3.3. Council priorities for incident operations

Goal: To ensure Council has the capability and capacity to operate in emergencies

Priorities:

➢ Council capability and capacity are maintained to operate in emergencies

Specific actions to address these priorities are listed in the Tables below.

Priority D: Council capability and capacity are maintained to operate in emergencies

Action	Delivery	Lead
D.1 Workshop with Works Operations team to discuss and test Incident Operations Arrangements for Council.	Council Ready Program to facilitate with Council	Director Infrastructure
D.2 Update and provide training in i-Responda and Council Commander training for relevant staff in Council before next fire season.	LGFSG to provide training	Manager Corporate Services & Finance
D.3 Review and update personnel and resource lists available for emergency response.	Annual Review to be done each September	Director Infrastructure

3.4. Recovery

3.4.1. Council's Role – Recovery

As set in the Emergency Management Policy, the District Council of Robe will provide a coordination role to support community in recovery, which <u>may</u> include to:

> ➢ Provide support through leadership, coordination and advocacy when the community is impacted by disasters
> ➢ Plan for recovery with the community to establish structures, partnerships and approaches to guide recovery
> ➢ Advocate for grants and other funding assistance to support disaster recovery

3.4.2. Council activities that contribute to recovery

Depending on the scale of the emergency, the process of restoring emotional, social, economic and physical wellbeing, reconstructing physical infrastructure, and restoring the environment following an emergency can take weeks, months, or even years.

After a major emergency, recovery becomes a 'whole of Council' concern that impacts upon all aspects of the organisation and requires a level of responsiveness to changing community needs that may go beyond 'business as usual'.

The District Council of Robe may undertake the following activities to contribute to recovery of the community in the event of an emergency.

> ➢ Provision of environmental health services (e.g., food safety, sanitation, hygiene)
> ➢ Supplementary waste management services
> ➢ Road, furniture and infrastructure restoration and renewal
> ➢ Stormwater infrastructure maintenance, renewal and upgrade
> ➢ Planning and restoration of vegetation and recreational areas
> ➢ Community development (e.g., community events, economic and tourism development)
> ➢ Advocating for and management of community grant programs
> ➢ Advocacy for grants and services; and
> ➢ Communication and leadership with community

3.4.3. Council priorities for recovery

Goal: To prepare Council and community for recovery from an emergency event.

Priorities:

> ➢ Build networks and capacity of community to recover from an emergency

Specific actions to address these priorities are listed in the Tables below.

Priority E: Build networks and capacity of community to recover from an emergency

Action	Delivery	Lead
E.1 Work with lead agencies and local partners to pre-determine general roles and responsibilities in recovery (including, PIRSA, Limestone Coast Drainage Board, South-east Drainage and Management Board).	Ongoing	CEO

4. Implementation arrangements

The District Council of Robe will ensure the resourcing of this plan by:

- Advocating for appropriate budget bids to be presented to Council each year in the context of achievement of this plan and the priorities described for the year

- Maintaining existing services as described in this plan i.e., environmental health, vegetation management, fire prevention duties

- Maintaining Position Descriptions for relevant staff, with recognition of duties relevant to the various aspects of emergency management

4.1. Monitoring and Improvement

This Plan will be reviewed during annual budget planning processes and amended to recognise material changes to the Plan as a result of budget decisions.

This Plan has a life of four years (Council election cycle) and is due for complete revision and updating within two years of each Council election.