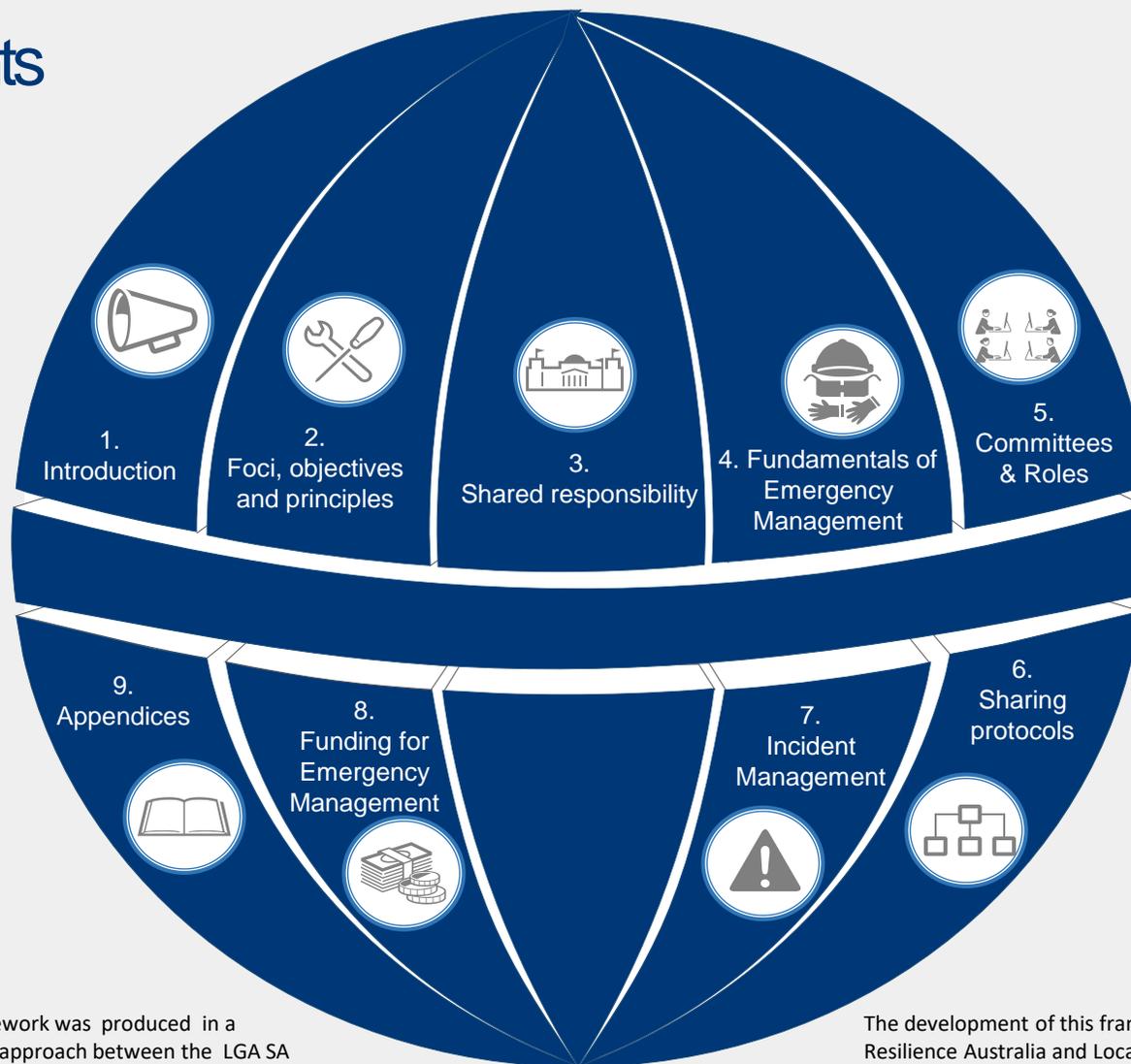


Local Government Emergency Management Framework

Framework

Sep 2017

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This Framework was produced in a partnered approach between the LGA SA and Ernst Young

The development of this framework has been jointly funded by Disaster Resilience Australia and Local Government Research and Development Scheme

1. Introduction

Every year South Australia (SA) experiences incidents and emergencies that impact local communities, causing a variety of consequences including the loss of life, injuries and damage to public and private property. Historically there has been a strong emphasis on managing naturally occurring disasters including bushfires, extreme heat, flood, earthquake and storm. More recently this emphasis has broadened to include emerging threats such as climate change, violent extremism, cyber terror and “black system” events.

Local Government, State Government, Emergency Service organisations, business and the community need to actively partner, be prepared for and work collaboratively to provide a safer and more resilient community.

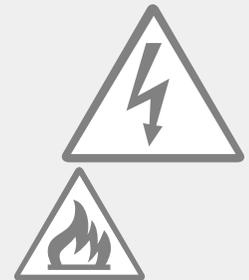


The **all hazards approach** is based on the principle that those systems and methods of operation which work for one hazard are most likely to be relevant for other hazards. It does not, however, prevent the development of specific plans and arrangements for hazards that require specialised approaches, particularly in relation to mitigation and prevention activities.

The **purpose** of this **framework** is to provide an **holistic and integrated approach** to emergency management for Local Government that aligns to the South Australian State Emergency Management Plan. It is intended to provide the foundation upon which the sector’s strategies, programs and actions can be planned, integrated and implemented, building a safer and more resilient Local Government

If Local Government is to provide a **key supporting function** under the State Emergency Management (EM) arrangements a common 'management' structure, system and method of operation will be required across the sector.

The term **“Local Government”** in this framework refers to the LGA SA, the 68 councils, regional LGAs and the LGA Schemes in South Australia.

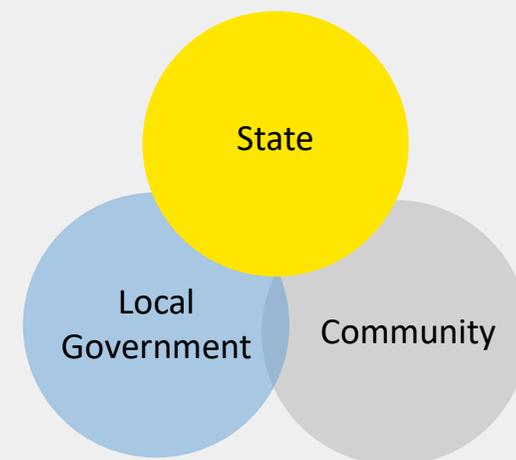


2. Foci, objectives and principles of the framework

2.1 Foci

The Local Government Framework recognises **three foci** for Local Government's involvement in emergency management:

- i. **Local Government.** Without staff being safe and supported, Local Government is unable to provide assistance.
- ii. **Integrating with the State** emergency management arrangements including providing support to Control Agencies during the response phase of emergencies.
- iii. **Assisting communities** who are often the most affected during emergencies. The community is considered strongly through all foci.



2.2 Objectives

The key objectives of this framework are to:

- **Inform** how Local Government fits into the South Australian Emergency Management arrangements.
- Provide **clarity** of roles, responsibilities and expectations.
- Ensure that Local Government is **supported** in building a consistent, practical and safer approach to emergency management.

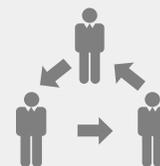
2.3 Guiding Principles

The Framework is underpinned by the following guiding principles that closely align with the [Emergency Management Act 2004](#), to develop safer, more resilient communities.



Having a consistent approach to emergency management across Local Government in South Australia that is properly planned allows prompt and **effective decision-making** before, during and after an emergency.

Integrated planning refers to the South Australian approach to emergency management which considers **all hazards** and builds emergency management systems which are not hazard specific.



A unified approach led by the State and supported by councils, communities, and business working together using common frameworks to prepare for, respond to and recover from emergencies.

Application of a **community resilience** based approach that is a shared responsibility between government, communities, businesses and individuals.

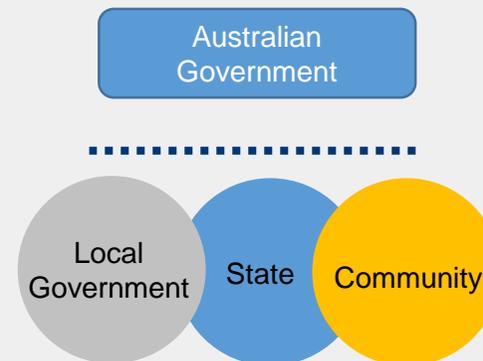


A flexible framework to allow for the varying capability and capacity of councils to provide support and resources to emergency operations.



3. Shared responsibility

Each sphere of government and community has different roles and responsibilities in emergency management. Australian, state and territory governments have established arrangements and lines of reporting and Local Government involvement is an integral part of these arrangements.



3.1 Australian Government



The Australian Government in emergency management helps coordinate national efforts in emergency research, information management, and mitigation policy and practice to reduce the risks and costs of emergencies to the nation.

Importantly it provides national support for **emergency relief and recovery.**

3.2 State Government



State and territory governments have primary responsibility within their own jurisdictions for emergency management in the interests of community safety and wellbeing.

3.3 Local Government

Local Governments play a fundamental role in emergency management because of their strong relationship with their local community networks and knowledge of locally available resources. Where Local Government powers exist, Local Governments have responsibilities, in partnership with respective state and territory governments, to contribute to the safety and wellbeing of their communities by participating in local emergency management.

3.4 Role of Non-Government Organisations

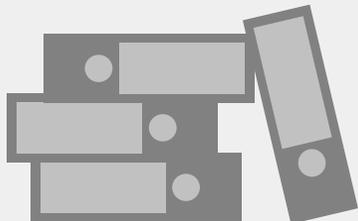
Non-government and community organisations are at the forefront of strengthening resilience in Australia. It is to them that Australians often turn for support or advice and the dedicated work of these agencies and organisations is critical to helping communities to cope with, and recover from an emergency.

3.5 Role of Individuals

Individuals should understand their exposure to local hazards by accessing information in terms of planning and preparation for protecting life and property.



4. Fundamentals of Emergency Management



Emergency management encompasses developing policy, strategic planning, operational arrangements and organisational structures required to collaboratively manage a range of emergencies and incidents in a coordinated way.

The [Emergency Management Act 2004](#) defines an emergency as an event or situation that poses an immediate risk to health, life, property and/or the environment. The Act requires the preparation of the [State Emergency Management Plan](#) (SEMP) which outlines the arrangements to eliminate or reduce risk through:

- **Planning and preparedness**, which is having people, plans, training and equipment in place;
- **Response**, which involves initiating the plans in place and
- **Recovery**, which means restoring the community to its pre-disaster condition.

The Act references section 7(d) of the [Local Government Act](#), which states that a function of a council is to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards.



The [Fire and Emergency Services Act](#) delineates country areas and urban bushfire risk areas within South Australia for the purpose of "... the prevention, control and suppression of fires".

It establishes the State Bushfire Coordination Committee which has the function of advising the Minister on all matters related to bushfire management. The Committee has the responsibility of preparing and keeping under review the State Bushfire Management Plan. To effect bushfire management planning the State is divided into a number of Bushfire Management Areas for each of which is a Bushfire Management Committee (BMC). Each Committee has the responsibility of preparing a Bushfire Management Area Plan (BMAP). Councils provide representation on these committees and allocate considerable resources to BMA Planning. Some sixty councils are located within "country areas and urban bushfire risk areas" which requires that each of these councils "must appoint at least one person as a fire prevention officer for its area". Fire prevention officers have the functions of assessing bushfire hazards within the council area, providing advice to the BMCs and advising owners of property of bushfire prevention and management.

Bushfire management represents a significant annual expenditure for applicable councils.

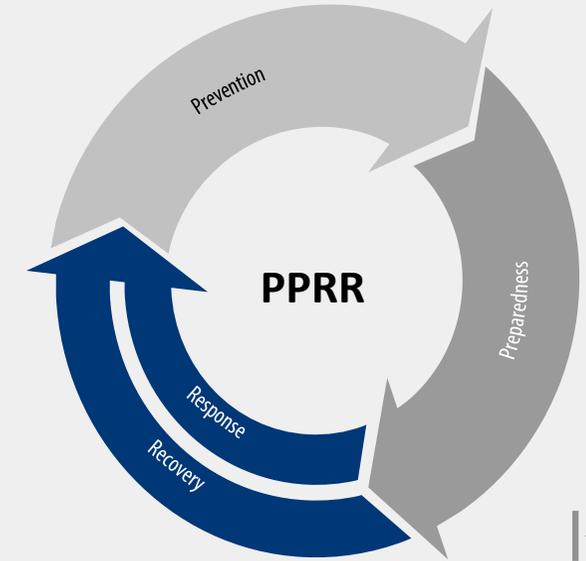


4.1 Prevention, Preparedness, Response & Recovery (PPRR)

Australia's approach to the management of emergencies and disasters is:

- **All hazards** recognising that dealing with the risks to community safety requires four stages of activities to prevent, prepare for, respond to and recover (PPRR) from any emergency
- Integrated, ensuring the engagement of governments, all relevant organisations and agencies, the business sector and the community

The goal of all such arrangements and programs is to contribute to the development and maintenance of an emergency-ready Australia.



Prevention activities aim to eliminate or reduce risk such as:

- Fire prevention activities (e.g. vegetation management)
- Land use planning and development control
- Stormwater management.

Preparedness activities puts plans and activities in place to manage an emergency such as:

- Community education and resilience programs
- Preparing council resources to support control agencies
- Internal training and preparation of staff

Response activities including implementing the plans such as:

- Implementing i-Responda or other response arrangements
- Participating in Local Government Functional Support Group activities

Recovery activities including reconstruction, rehabilitation and restoration around the four aspects of: infrastructure and build, social, economic and natural such as:

- Restoring council and community infrastructure eg. roads
- Providing community support services
- Recovering the natural environment
- Participating on local recovery committees

4.2 Understanding risk

The South Australian cultural and environmental landscape is vast and diverse requiring continual consideration of risks posed by hazards. Underpinning a resilient community is knowledge and understanding of local risks. We all share responsibility to understand these risks, and how they might affect us. By understanding the nature and extent of risks, we can attempt to mitigate their impacts by preparing for them.

Risks posed by local hazards are informed by Zone level risk assessments and/or council risk assessments. The risk assessments conducted should follow the methodology outlined in the [National Emergency Risk Assessment Guidelines \(NERAG\)](#)



4.3 Risk assessments

Risk assessments are expected to produce:

- a documented risk context, understood by all stakeholders
- a register of identified risks determined by all stakeholders
- an analysis of each risk to determine the level of risk in terms of its likelihood, consequence and confidence
- an evaluation that assigns each risk a priority
- a schedule of prioritised risks recommended for further assessment, treatment or monitoring.

(NERAG p22)



4.4 State Government documents for emergency management

The South Australian SEMP sets out the state's comprehensive emergency management arrangements.

Local Government should have the following key plans that sit below the SEMP:

1. **Zone Emergency Management Plans (ZEMPs)** outline the high priority risks, responsibilities, authorities and mechanisms to prevent, manage and recover from incidents and emergencies within the zone.
2. **Zone Recovery Operational Plans** outline the responsibilities, authorities, mechanisms and resources to support recovery from emergencies within the Zone. These plans align with the ZEMP and are reviewed annually by the Zone Emergency Management Committee.
3. **SA Government Emergency Management Assurance Framework** enables the emergency management sector to undertake appropriate assurance activities, and report effectively to the SA Government.



4.5 Local Government documents for emergency management

Documents relevant to Local Government are:



1. **Council Emergency Management Plans** should be developed for specific Local Government areas, facilities or communities.
2. [Local Government Emergency Management Framework](#) enables Local Government to understand its role and responsibility in emergency management in South Australia.
3. **Local Government Functional Support Group Plan** outlines how Local Government in SA will support emergency operations.
4. **Zone Emergency Support Team Operations Manual** describes operational arrangements to support the Control Agency.
5. **i-Responda Program** contributes to a safe working environment for Local Government workers supporting emergency operations.

4.6 Business continuity planning

It is prudent and a good governance practice for Local Government to link council emergency management planning to business continuity planning (BCP). This is a structured planning process that aims to minimise disruption to the provision of critical council services in the event of business disruption or emergencies.

Emergency management needs to be supported as a critical service during emergencies, along with other identified critical council services. Some council services may not be available during an emergency. BCP will identify which services can be provided during an emergency. Where possible, effective BCP includes temporarily diverting available resources from other non-critical council services to support critical services.

The CEO (or delegated officer) should oversee the execution of the BCP, and work with senior executives, managers and staff to ensure that council's vital services continue to be delivered to the local community.



BCP's should consider the continuation of critical business functions and standard obligations during extraordinary circumstances (including extreme fire danger days).

A BCP should consider how long is it acceptable to disrupt key services such as waste management during emergencies. These considerations will drive resource management such as backfilling of staff.

BCP may be applied to extreme fire danger days where councils, council staff, or service providers may need to implement Council or personal bushfire plans. This may impact council operations depending on:

- The number of staff available to perform council duties,
- Workplace Health & Safety (WH&S) considerations, and
- Activities that the council decides might unintentionally start a bushfire.



4.7 Public information and warnings

Providing information to the community is a key aspect of emergency management. It can assist to prepare the community for an emergency and lead to safer environments and the development of appropriate community and individual plans.

Providing information at the right time in the lead-up to an emergency can ensure that community and individual plans are implemented so as to reduce the risk to the community. Timely and accurate information provided to the community during an emergency can ensure that plans are applied appropriately, with the aim of minimising the loss of life and property. Providing information after an emergency can assist with the recovery of the community and reduce the ongoing effects of the emergency.

The control agency is responsible for emergency information and warnings to communities. These warnings may include specific advice or directive actions that need to be taken. The South Australian Government manages the Alert SA website and the Emergency Alert service which may be used in an emergency to warn or alert the community.

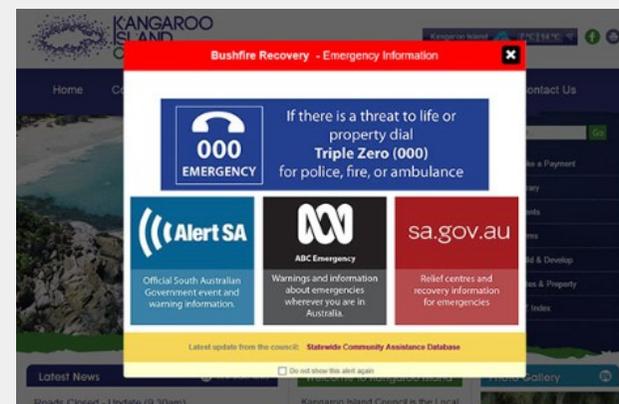
“Alert SA provides the official South Australian Government Website and Mobile App for access to timely, relevant and personalised event and warning information sourced from a wide range of emergency service Agencies, Government and Community Partners”



Council emergency information splash page

[This feature](#) is built into the Unity Content Management System (CMS) and can be activated by council staff or if required the LGA’s Electronic Services Program Team can assist and deploy the splash-page on any Unity CMS website.

Non Unity CMS users can adopt the same approach by working with their individual website developer.



4.8 Community impacts of emergencies

Emergencies can result in severe impacts to people including:

- physical harm
- damage to homes or property
- the loss of other things they value – be they tangible or intangible
- destruction of a valued environment
- disruption of routines, relationships and familiar patterns of daily life.

They simultaneously affect the social, community and personal relationship dimensions and interactions of 'normal life'. The immediate tasks of survival mean everyone is important for who they are and the heightened emotion tends to push everyone – those affected and those helping – out of formal roles into personal relationships. An intense social system forms devoted to the needs and requirements of the situation.

The [Disaster Recovery Guide for Councils](#) addresses many of the issues faced by councils and their communities after they have been impacted by disasters and will guide the preparation of a Council Recovery Plan.



The Red Cross has developed a useful guide for planning and delivering outreach activities that can be conducted during disaster recovery.

4.9 State Emergency Relief Fund (SERF)

Any money collected by the State or Local Government in a public appeal for disaster relief must be paid into the State Emergency Relief Fund (SERF).

The SERF committee has been established, to administer this fund. The committee ensures appropriate and fair disbursement of publicly donated money.

Generally, Local Government should avoid direct involvement in relief appeals, it is best handled at a state level using arrangements already established.



5. Committees & Roles

5.1 SA Emergency Management Structure

The diagram to the right shows the strategic and operational structure for Emergency Management in South Australia.

For a more detailed version refer to [Appendix C](#).

Local Government Functional Support Group

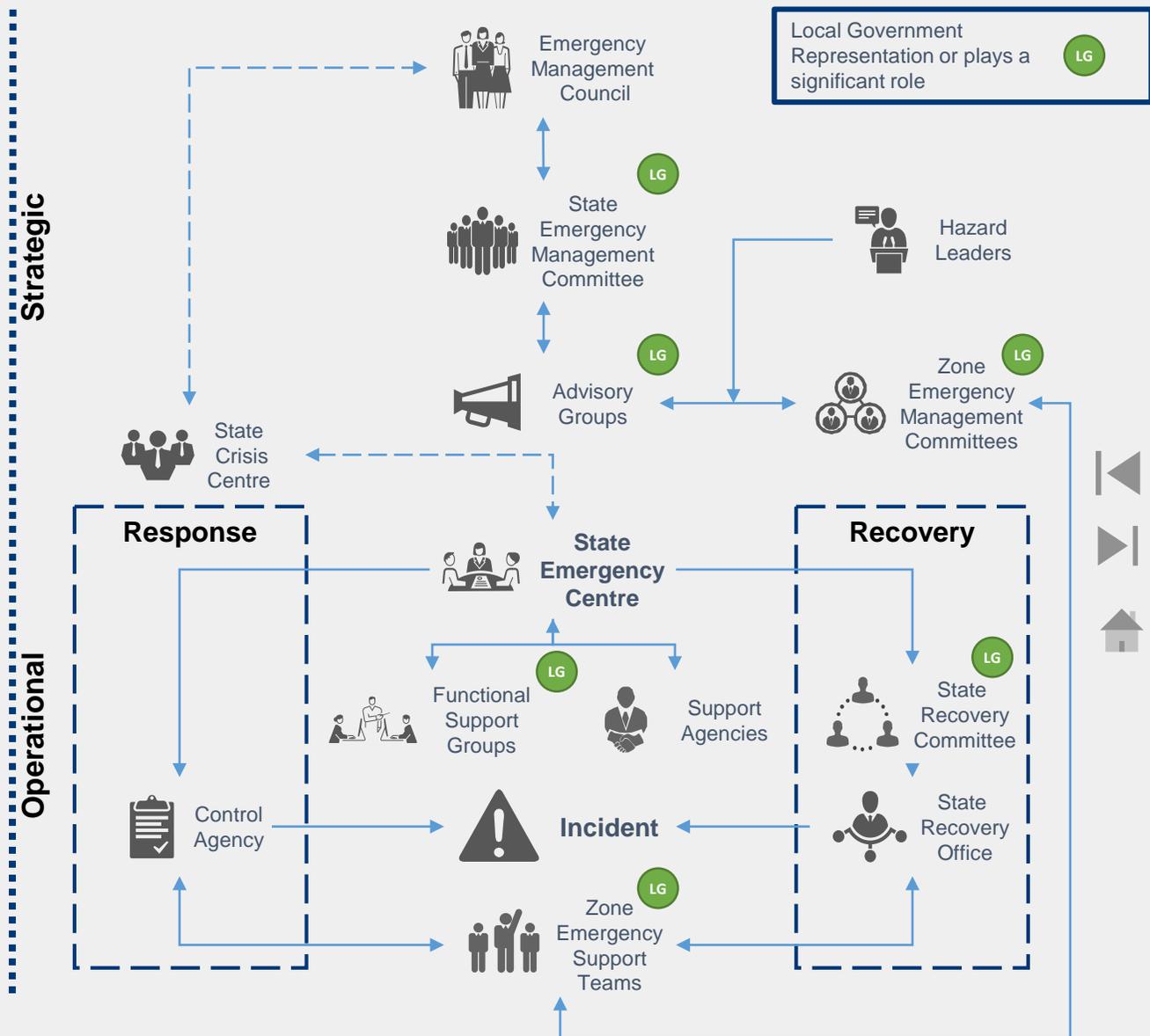
The Local Government Functional Support Group (LGFSG) is led by the Local Government Association (LGA) with roles filled by council staff. The LGFSG is responsible for coordinating the response from Local Government during emergencies.

Zone Emergency Support Team

A ZEST is formed in each Emergency Management Zone. The ZEST brings together a variety of agencies to support the Control Agency in the resolution of an emergency.

Local Recovery Committee

During recovery, councils are members of the local recovery committee to ensure that recovery efforts are reflective of the communities needs.



5.2 State Emergency Management Zones

South Australia is divided into eleven Emergency Management Zones, each with a Zone Emergency Management Committee (ZEMC) and a Zone Emergency Support Team (ZEST).

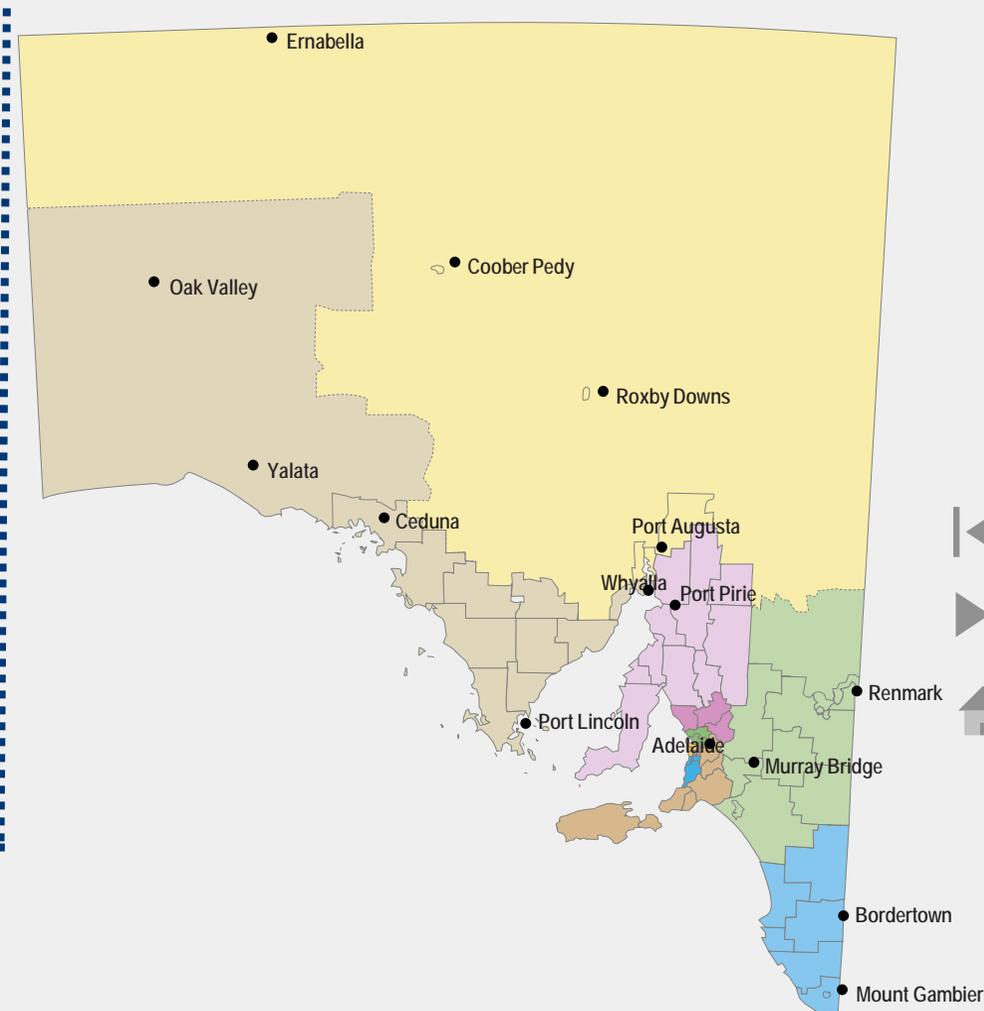
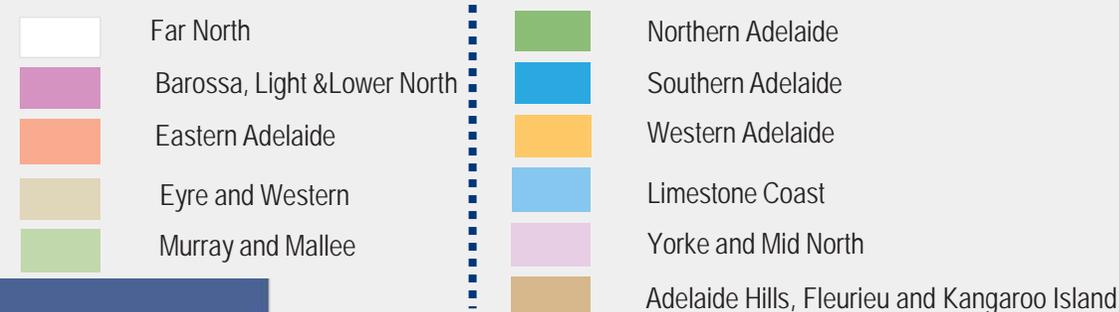
These groups:

- Establish and maintain emergency management networks
- Builds emergency management capacity
- Provides assurance around arrangements to prevent and/or mitigate, prepare for, respond to and recover from emergencies

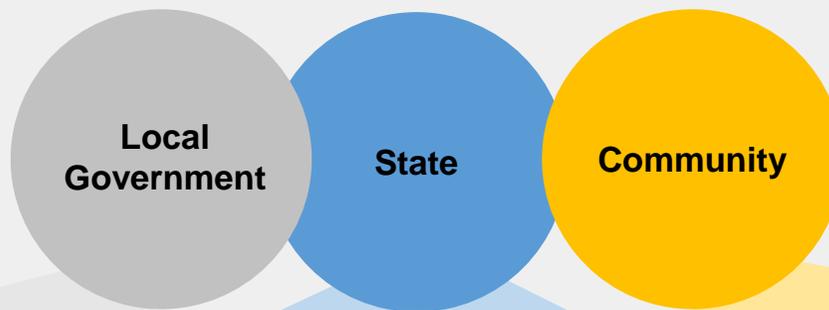
The ZEMC is responsible for strategic Zone-level emergency management planning including completing:

- Zone Emergency Risk Assessments consistent with the NERAG for priority Zone hazards. This includes development and monitoring of risk treatment plans.
- The Zone Emergency Management Plan

The ZEST is an operational group which assists the Control Agency in response to an emergency. The key document for this group is the Zone Emergency Support Team Operations Manual which provides detail about operational arrangements.



5.3 Functional environment



Function	Council Internal Operations (BAU)	Workplace Emergency Management	Emergency Communication	Response	Relief Support	Recovery Support	Prevention	Preparedness	Public Information	Community Connections
Council Role	<ul style="list-style-type: none"> ▶ Ensure council has a robust BCP that allows it to maintain critical functions and undertake support roles in emergencies 	<ul style="list-style-type: none"> ▶ Ensure WHS systems are in place and robust enough to deal with Emergency Situations 	<ul style="list-style-type: none"> ▶ Provide information too council and coordination of resources 	<ul style="list-style-type: none"> ▶ Provide human and physical resources to support emergency service agencies and state coordination efforts. 	<ul style="list-style-type: none"> ▶ Work with Housing SA where council facilities are identified as relief centres 	<ul style="list-style-type: none"> ▶ Work with State Recovery Office to support execution of recovery strategies 	<ul style="list-style-type: none"> ▶ Work with emergency service organisations to ensure mitigation work is required. ▶ Consider impact of risk in land development planning 	<ul style="list-style-type: none"> ▶ Support communities to understand risk and develop their plans to protect them 	<ul style="list-style-type: none"> ▶ Communicate disruption to council services and support State Government in messaging and advocate for residents 	<ul style="list-style-type: none"> ▶ Identify and engage with community leaders
Plans	<ul style="list-style-type: none"> ▶ Business Continuity Plans ▶ Emergency Response Plan 	<ul style="list-style-type: none"> ▶ Work Health & Safety Policy 	<ul style="list-style-type: none"> ▶ Internal emergency management arrangements ▶ Arrangements for elected members 	<ul style="list-style-type: none"> ▶ Zone Emergency Support Team arrangements ▶ LG FSG 	<ul style="list-style-type: none"> ▶ State Emergency Management Plan 	<ul style="list-style-type: none"> ▶ Council Recovery Plan 	<ul style="list-style-type: none"> ▶ Zone Emergency Management Plan 	<ul style="list-style-type: none"> ▶ Community resilience planning ▶ Community emergency management plans 		<ul style="list-style-type: none"> ▶ Council/Community resilience planning
Documents	<ul style="list-style-type: none"> ▶ Business Impact Assessments 	<ul style="list-style-type: none"> ▶ Work Health & Safety SOPs & systems and plans ▶ WHS training 		<ul style="list-style-type: none"> ▶ i-Responda Program and principles 		<ul style="list-style-type: none"> ▶ Disaster Recovery Guide for Councils 	<ul style="list-style-type: none"> ▶ Zone Emergency Risk Assessment 	<ul style="list-style-type: none"> ▶ Managing Animals in Emergencies 	<ul style="list-style-type: none"> ▶ Alert SA ▶ Media Policy 	
Responsible Officer (could vary)	<ul style="list-style-type: none"> ▶ Chief Executive Officer 	<ul style="list-style-type: none"> ▶ Chief Executive Officer 	<ul style="list-style-type: none"> ▶ Chief Executive Officer 	<ul style="list-style-type: none"> ▶ Council Commander 	<ul style="list-style-type: none"> ▶ Council Commander 	<ul style="list-style-type: none"> ▶ Council Commander 	<ul style="list-style-type: none"> ▶ Fire Prevention Officer ▶ Planning Function 	<ul style="list-style-type: none"> ▶ Community development function 	<ul style="list-style-type: none"> ▶ Media Unit 	<ul style="list-style-type: none"> ▶ Community development function



5.4 Roles and responsibilities

In the event of an emergency occurring, it is crucial that elected officials, senior council staff and emergency management personnel have a clear and shared understanding of their respective responsibilities. This understanding needs to be embedded in council policies, training, management structures and practices.

The following roles have been identified as common functional roles that Local Government should have under the PPRR spectrum. To make contact with each staff member performing these roles a common email address should be allocated to each person across Local Government so that easy and efficient contact can be made. The recommended contacts are:

- Emergency Management Contact Officer (EMCO) &
- Council Commander (CC)



Emergency Management Contact Officer (EMCO)

Emergency Management Contact Officer

The EMCO is a functional role that would operate during normal business hours only. The EMCO is the primary point of contact for all, non-incident emergency management related matters, including LGFSG activities.

It is not expected that councils would employ a specific person for this role, but rather nominate a person as a primary point of contact within council for matters of a non-incident nature. This will ensure that a consistent communication channel to councils for the purpose of information sharing amongst the Local Government Emergency Management network is maintained.

Example of activities this role may undertake are:

- Maintain LG emergency management contact database for their organisation
- Receive and disseminate as required external emergency management related emails, documents etc. for comment within their organisation
- Ensure their organisations view are expressed in a consolidated manner regarding emergency management matters
- May participate in ZEMC meetings or at a minimum be aware of ZEMC meeting outcomes/discussions



Council Commander (CC)

Council Commander

The CC is an operational role that is the primary point of contact for all emergency/incident related matters during activations/ emergencies related to their organisation. It is not expected that councils would employ a specific person for this role, but rather a nominated person or persons of sufficient authority, knowledge and experience to be able to initiate actions required during an emergency.

Examples of activities this role may undertake are:

- Take command of their organisations resources and determine the level of commitment to the emergency
- Have the delegation within their organisation to be able to make decisions during incidents of their organisations involvement in any and all incidents.
- Work with LGFSG incident management structures
- Ensure effective liaison with field staff and emergency services and agencies within or servicing the council
- Be actively involved in the response and recovery phases of an incident
- Brief council senior management on council involvement
- Ensure incident related expenses are captured using organisational processes
- Ensure incident records are maintained including log of activities

5.5 Role of Mayors and Councillors

Mayors and councillors do not have an operational role in emergency management.

The key role of mayors and councillors during an emergency is to:

- Advocate on behalf of and represent their constituents
- Facilitate communication between council and the community

6. Sharing Protocols

During any emergency it is critical that Local Government has the ability to share resources across the sector (both people and equipment) in a flexible and timely manner without the need for overly complicated processes while still ensuring the safety of staff. Local Government in South Australia is encouraged to share resources with the following considerations:

- The sharing of the resources will not compromise the lending councils capacity to provide critical services to its own community
- All Councils are supported by the LGA Mutual Liability Scheme, Workers Compensations Scheme and Asset Mutual Fund
- i-Responda principles must remain in place - Ordinary Operations in Extraordinary Situations
- Ensure upfront communication takes place about cost recovery
- CEO must be satisfied appropriate measures are in place to ensure the safety of workers

Refer to [Appendix B](#) for a checklist of key points to consider



Resources may be requested at any time during an emergency including the recovery stages. In many cases this level of coordination can be supported by the LGFSG operational processes.



Always Remember! AAAA

A - Ask - make sure you understand what is being requested

A - Assess - understand the job and associated risks

A - Arrange - internal and external operational details

A - Act - mobilise resources



7. Incident Management

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

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

The principles are:

- Unity of command.
- Span of control.
- Functional management.
- Management by objective.
- Flexibility.

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

Control agencies and support agencies utilise a common incident level system which is generally based on the AIIMS framework. The level of an incident will rise as the complexity of the incident and commitment of resources increases.

An incident management system should incorporate the following elements:

- Functional management applied during emergencies at all levels – field and strategic (regional and state) management levels
- A flexible and adaptable structure of functional management that can be built to resolve a specific incident and only requires staffing of those functional areas deemed necessary
- A structure to support a public information function relevant to the incident
- A structure that supports effective collaboration, with the commanders of Support Agencies or Functional Support Groups or their representatives, at all management levels
- Common terminology where possible
- Recognition that SAPOL's responsibilities as the coordinating agency include ensuring the responsibilities of the Control Agency are being addressed .



8. Funding Opportunities and Accounting for Emergency Management



**DISASTER
RESILIENT
AUSTRALIA**

Natural Disaster Resilience Program (NDRP)

This is a grant funding program that recognises that all sectors of the community have a role to play in preparing and planning for emergencies so that we can collectively support each other when disasters occur. Local Government can collectively apply for funding to achieve emergency management outcomes through this program.

The list of all approved projects can be located [HERE](#)

Funding region: South Australia



Government of South Australia
Department of Treasury
and Finance

Local Government Disaster Recovery Assistance (LGDR)

Funding region: South Australia

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

Financial assistance maybe provided for eligible measures in the following categories:

- The restoration or replacement (“reconstruction”) of essential public assets
- Counter disaster operations
- A community recovery fund designed to administer community recovery, development and capacity building initiatives.

Funding Opportunities



**Government of
South Australia**

Funding region: South Australia

Regional Capability Community Fund (RCCF)

The Regional Capability Community Fund (RCCF) supports rural, regional and remote communities across South Australia to better protect themselves from the impact of disasters such as extreme weather, fire and flood and is available to everyone.



The Local Government Research & Development Scheme was created as a result of an agreement between the South Australian Government, the Local Government Association of South Australia (LGA) and the LGFA.

For details, go to: <https://www.lga.sa.gov.au>

The LGA SCHEMES fund initiatives to reduce the risk and impact to the Schemes. The annual business continuity plan development and testing program is one such program.

The scheme website is [HERE](#)

Accounting for emergencies

Despite the fact that Local Government perform everyday activities in extraordinary circumstances this does not mean that these expenses should be treated as every day expenses. Local Government should remember the following key elements when accounting for emergencies:

Create separate and specific emergency activity codes

Code all expenses to these specific activity codes

Report based on these emergencies

Research what expenses are reimbursable based on the funding for emergency management page

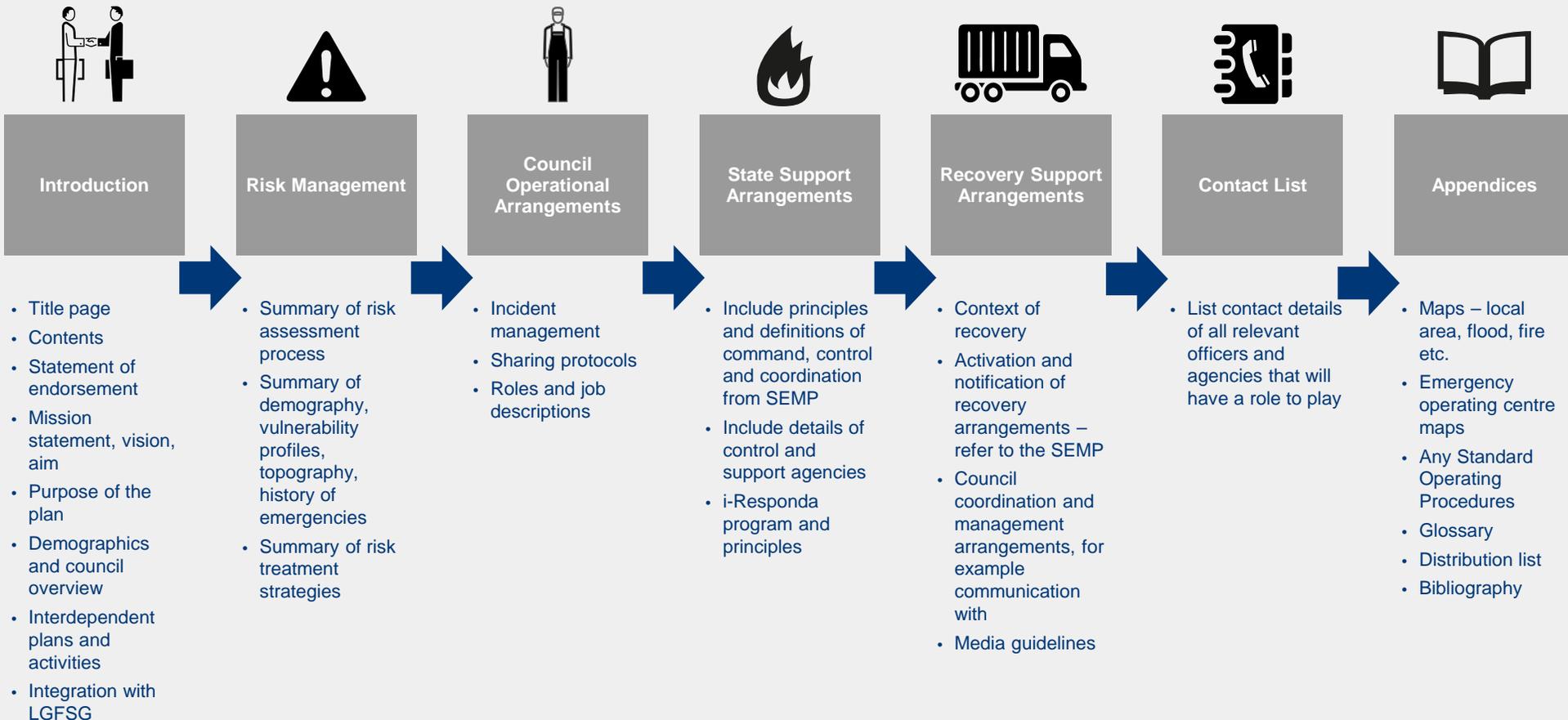


9. Appendices



Appendix A: Elements of an EM plan

Below provides a guide for key areas to incorporate into an emergency management plan



Appendix B: Sharing Protocols

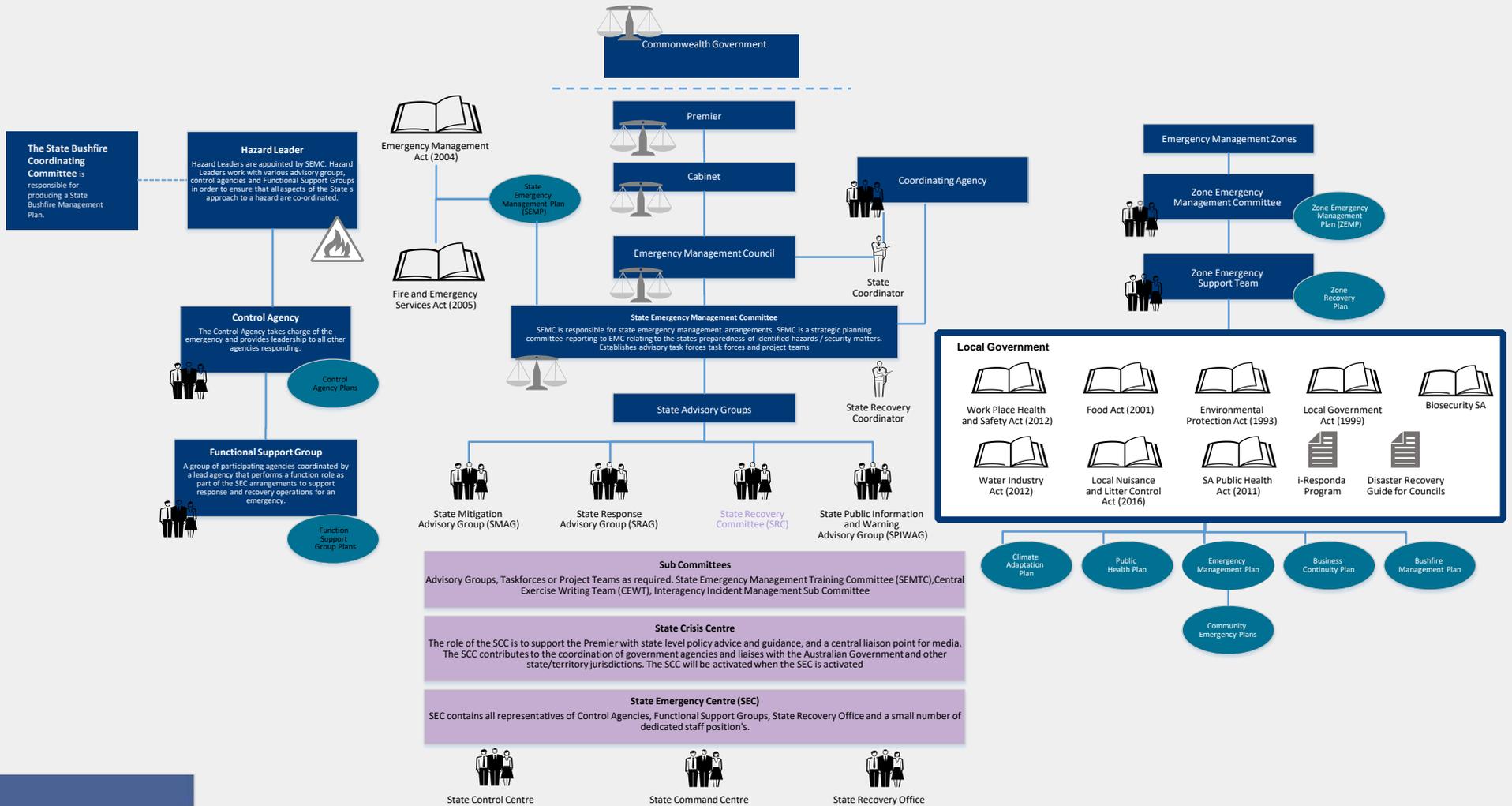
It is recommended that local councils have policies and procedures in place that enables emergency management staff to have appropriate delegation to respond to resource sharing including reimbursement of agreed expenses.

Resource Sharing Checklist:

Action to Complete	Yes/ No
CEO (or person acting in this role) or person nominated by the CEO at the receiving council to direct request for resources to the CEO at the assisting council either verbal or in writing.	
Request for resources should include the following: <ul style="list-style-type: none"> A description of the emergency; The number and type of personnel, equipment and/or facilities required An estimate of how long resources will be required; and The location and time for the staging of the resources and a point of contact at that location. 	
The Emergency Management Contact Officer (EMCO) or Council Commander (CC) should be contacted before resources are moved.	
Receiving council to endeavour to afford the same powers, duties, rights and privileges to staff from the assisting council as its own staff performing equivalent roles or functions.	
Staff from an assisting council must be appropriately authorised to undertake roles prior to commencement.	
Personnel from assisting council should be registered and appropriately briefed prior to being deployed. Any briefing should follow the standard approach of SMEACS: <ul style="list-style-type: none"> - Situation - Mission - Execution - Administration & Logistics - Command & Communication - Safety 	
<ul style="list-style-type: none"> Ensure upfront communication takes place about cost recovery 	
The assisting council should ensure that appropriate debriefing and support services are available for their staff.	



Appendix C: South Australia EM Structure





Local Government Association
of South Australia



Government of
South Australia



DISASTER
RESILIENT
AUSTRALIA

148 Frome St
Adelaide SA 5000
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