



CITY OF
TEA TREE GULLY
Naturally Better



2022–2026

Emergency Management Plan

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Executive summary

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

The City of Tea Tree Gully has experienced emergencies in the past and anticipates new threats will emerge in response to changing social, environmental and economic conditions of the future. It is anticipated that climate change impacts may increase the risks of exposure to extreme events such as heatwaves, bushfires and flooding.

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

The State Emergency Management Plan (SEMP) articulates the roles and responsibilities that local government may play in 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 its Emergency Management Policy and associated arrangements.

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

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

The current goals established for this plan are:

Disaster risk reduction

1. Increase understanding within Council and the community of local emergency hazards and risks, and Council's role in emergency management.
2. Enable the community to be better prepared for emergencies through engagement and communication around local emergency risks.
3. Ensure appropriate plans and strategies are in place for emergency risk management.

Incident operations

4. Continuously improve systems and processes to enable Council to support emergency services and the community during incidents.
5. Ensure Council staff are appropriately trained to participate safely in incidents.

Recovery

6. Develop a shared understanding of Council's role in recovery following a major emergency.

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Introduction

1. Purpose

The City of Tea Tree Gully'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 responsibilities and resources to achieve broad strategies and is not for use in incident or recovery operations.

In accordance with the State Emergency Management Plan, Local Government Emergency Management Framework and the Emergency Management Planning Guide for SA Councils, the Plan:

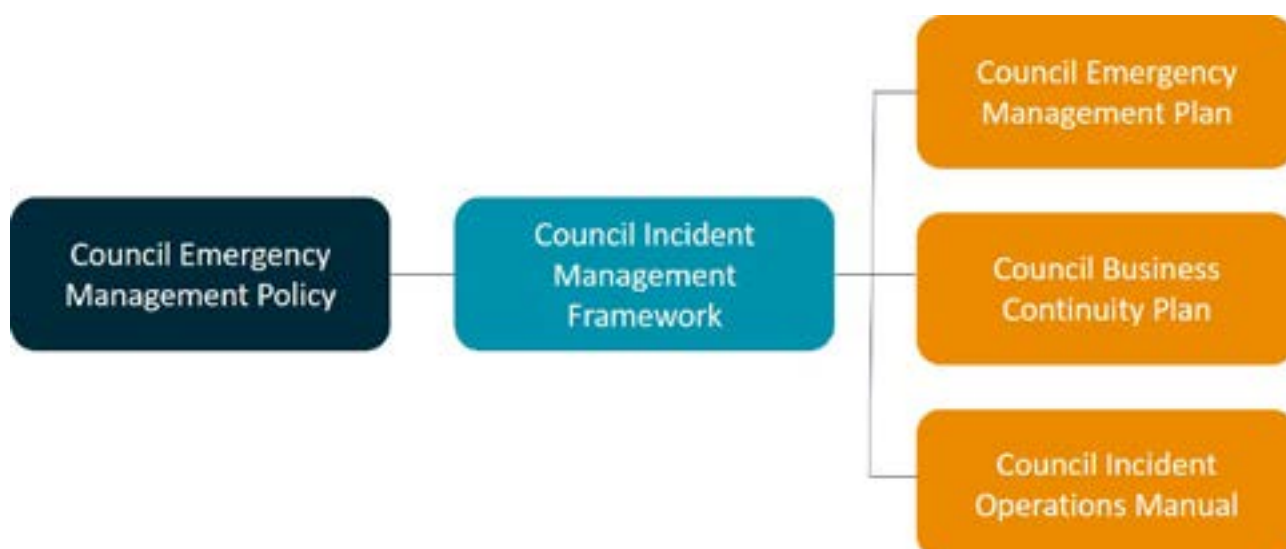
- Describes the context for the Plan in terms of Council and community values, related plans, the state emergency management arrangements and Council's partners in emergency management
- Establishes the linkages between the Plan and other relevant Council or regional strategies and plans that contribute to management of emergency risk
- Identifies emergency risks in the Council area, and their 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.

2. Link to Emergency Management Policy and arrangements

This Plan supports the implementation of Council's Emergency Management Policy (October 2021). This policy establishes the way Council will exercise its powers and functions under the various Acts and agreements in an emergency event.

Underpinning the Emergency Management Policy, is Council's Incident Management Framework. This framework ensures that Council is provided with a consistent, whole-of-organisation approach to the management of emergency events and business interruption events.

This Plan is supported by incident operations arrangements and details how Council will organise and take practical action in the event of an emergency occurring. These arrangements are the documents to be referred to during an actual incident response or recovery.



3. Link to related Council plans

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



Council's Strategic Plan has a number of links with emergency management. These include directions relating to climate change and its impacts, including the objective "We are resilient to climate change and equipped to manage the impact of extreme weather events", as well as commentary around safe communities, water resources, natural spaces, infrastructure and housing.

The Plan also considers to regional plans including:

- Adelaide and Mt Lofty Ranges Bushfire Area Management Plan
- Northern Adelaide Zone Emergency Management Plan
- Resilient East Regional Climate Change Adaptation Plan.

4. Scope and exclusions

The City of Tea Tree Gully 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 they are addressed in the City of Tea Tree Gully Business Continuity Plan and other internal procedures.



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Context

1. Community profile

The City of Tea Tree Gully is located in the Mount Lofty Ranges foothills in north-eastern Adelaide, South Australia. With boundaries 9 to 25 km from the Adelaide CBD, the City of Tea Tree Gully supports approximately 100,000 residents and 40,000 households.

A snapshot of key information about the Council and its community is shown in the following images (City of Tea Tree Gully Annual Report 2021–2022).



9,521 ha
total land area

607
parks and reserves

1,305 ha
open space

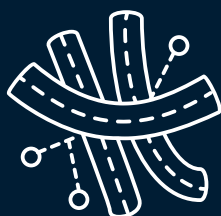
122
playgrounds

33%
rural area

100,000
street trees

66%
urban area

27.5%
tree canopy cover



590 km
sealed roads

534 km
sealed footpaths

1,235 km
kerbs and gutters

93.7 km
unsealed footpaths

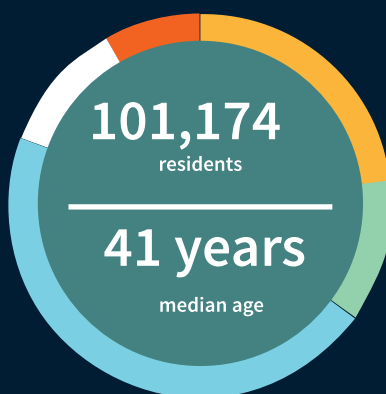


41,022
dwellings

2.5
people per household

5,499
active trading businesses

\$3.4b
Gross Regional Product



- 0-19 years (23%)
- 20-29 years (12%)
- 30-64 years (45%)
- 65-74 years (11%)
- 75+ years (9%)

27.3%

of residents born overseas

15.1%

undertaking voluntary work

41.2%

with tertiary qualifications

56.2%

of residents are employed

12,706

tonnes of green waste recycled into nutrient-rich compost

6,325

Mini Muncher kitchen caddies distributed to residents

3.63

million bin collections

52,660

attended major and activation events

767

community development programs and activities conducted

51,000

volunteer hours completed

142,000

Waterworld attendances

35,100

attended library, arts and culture events conducted

18

community engagement activities



Major infrastructure

The key supporting infrastructure for the Council area includes:

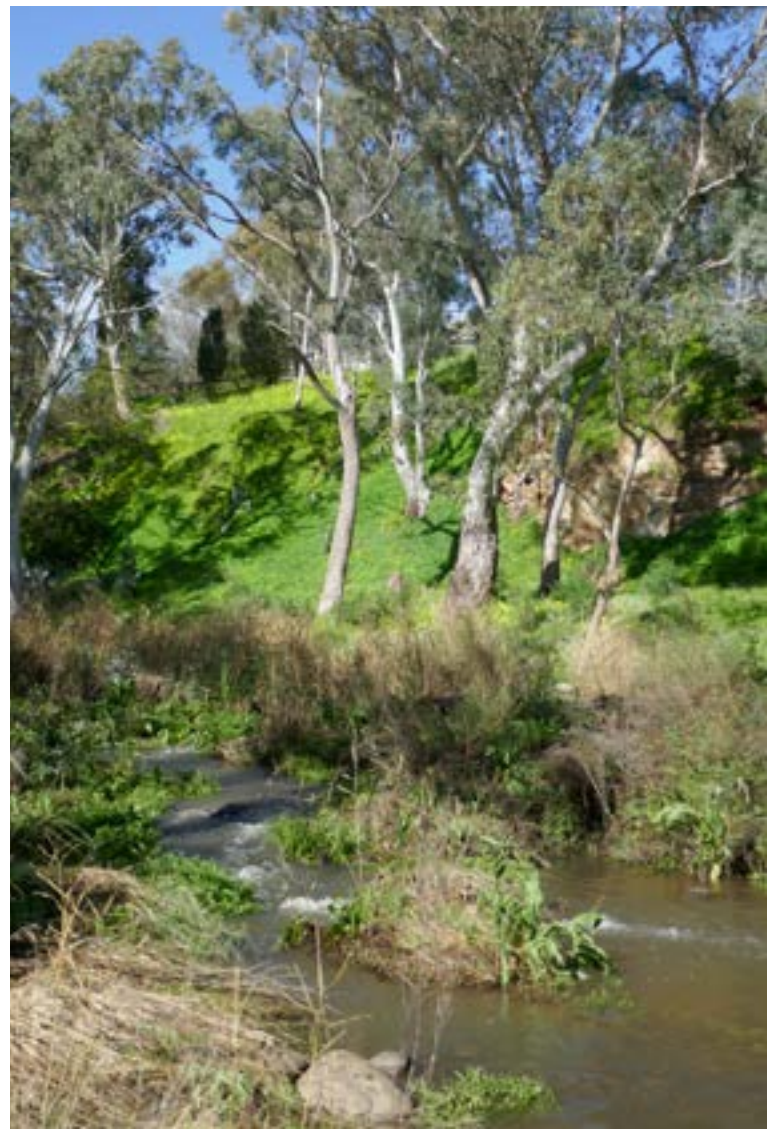
- Modbury Hospital
- Westfield Tea Tree Plaza (Modbury)
- The Grove Shopping Centre (Golden Grove)
- Wastewater Treatment Plant
- Civic Centre and Library
- Service Centre (works depot)
- North East Road
- Lower North East Road
- O-Bahn busway
- TAFE SA.

Natural assets

The City of Tea Tree Gully is located in the Mount Lofty Ranges foothills with natural open spaces, walking trails and cycling paths contributing to the natural aesthetic of the area.

The Council area has extensive areas of natural bushland and open spaces, including:

- Cobbler Creek Recreation Park
- Anstey Hill Recreation Park
- River Torrens Linear Park
- Dry Creek
- Little Para River
- Civic Park
- Golden Fields.



2. Council and community values

Council and community values are defined within the City of Tea Tree Gully Strategic Plan and Annual Business Plan and Budget.

The values of both Council and the community act as drivers for the ways in which Council contributes to emergency management.

The following key attributes of our area act as drivers for the City of Tea Tree Gully and its community:

- Parks, reserves and natural areas
- Sports and recreational facilities
- Walking trails and cycling paths
- Roads and public transport, including the O-Bahn busway
- Civic Park
- Tea Tree Gully Library
- Waterworld Aquatic Centre

- Community Centres and programs
- Westfield Tea Tree Plaza
- Growing economy
- Low unemployment rates
- Affordable housing
- Vibrant community
- Health and community services
- Community wellbeing, inclusion and diversity.

People within the community value the open and natural spaces. There is a strong volunteering rate within the Council with many people contributing to the community. The community enjoys the various major events that Council runs throughout the year, such as Movies in the Park and Carols. Access to facilities such as the Library and Waterworld are highly valued.

3. South Australian Emergency Management arrangements

This Plan supports the City of Tea Tree Gully to fulfill its roles in emergency management in accordance with the *Local Government Act 1999*, State Emergency Management Plan and the Local Government Emergency Management Framework.

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, Section 8 of the *Local Government Act 1999* requires councils 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”.

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

Councils play an enabling role in emergency management because of their strong relationship with their local community networks and knowledge of locally available resources. Their knowledge of community strengths and vulnerabilities means they are well placed to determine and respond to local needs and priorities.

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.



4. Partners in emergency management

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

- SA Country Fire Service – Region 2
- Metropolitan Fire Service – Golden Grove
- Tea Tree Gully State Emergency Service
- South Australian Police
- Modbury Hospital
- Westfield Tea Tree Plaza
- Neighbouring councils – City of Salisbury, City of Playford, Adelaide Hills Council, City of Port Adelaide Enfield, Campbelltown City Council.

The City of Tea Tree Gully also participates in regional emergency management planning through:

- Adelaide and Mt Lofty Ranges Bushfire Management Committee
- Northern Adelaide Zone Emergency Management Committee.

In accordance with the SEMP, the LGFSG has the responsibility to:

- Ensure coordinated operational support from local government during response and recovery
- Support the preparedness of the local government sector including building the capacity of councils to participate in emergency management.



5. Emergency risk assessments

Council should understand the risks that emergencies pose to the Tea Tree Gully community because an understanding of risks is a key responsibility of Council.

This understanding enables Council to take appropriate and effective action including designing better services, facilities and infrastructure to continue the liveability, vibrancy and safety of the community.

Council has undertaken emergency risk assessments to identify the hazards most relevant to Council and the community. The priority hazards assessed were bushfire, flood, storm, heatwave and human disease.

Risk assessments improve understanding of risks/hazards to the Tea Tree Gully community and give a clear profile of the risks, so that Council can make decisions on investment and the prioritisation of mitigation activities.

Risk assessments were conducted in accordance with the National Emergency Risk Assessment Guidelines and Council's Enterprise Risk Management Framework.

This work was completed in partnership with the Council Ready project led by the Local Government Association of South Australia.

This work builds upon the Zone Emergency Risk Management Plan for the Northern Adelaide Zone.

Methodology and process

The approach taken for the risk assessment process was:

- A structured workshop with stakeholders to determine end-user needs and outcomes to benefit the community
- Workshops with key staff using evidence-based credible scenarios for each hazard
- Identification, evaluation and prioritisation of treatment options.

As a result of this work, the following priority emergency hazards and risks have been identified by the City of Tea Tree Gully.

Hazard	Risk to Council and the community
Bushfire	<ul style="list-style-type: none"> • Loss of life and serious injury to community members • Impact on native flora and fauna • Fire risk from recreational parks
Flood	<ul style="list-style-type: none"> • Loss of life and serious injury to community members • Damage to infrastructure (e.g. roads and bridges) • Impact on access routes • Localised flash flooding • Flooding of watercourses • Infrastructure failure (dams and water infrastructure)
Storm	<ul style="list-style-type: none"> • Injury to community members • Damage to Council and private property • Damage to essential services (e.g. power) causing impacts to businesses • High winds affecting the structural integrity of trees • Increase in Council resources for clean-up activities
Heatwave	<ul style="list-style-type: none"> • Loss of life and serious injury to community members • Impact to vulnerable community members • Impacts on Council infrastructure and assets (e.g. roads and parks) • Impacts to trees and vegetation • Interruption to Council services and works
Human disease	<ul style="list-style-type: none"> • Loss of life or illness to the community • Impact on healthcare services • Business interruption to Council and businesses • Impact on well-being and social connectivity

6. Summary – Council’s emergency management priorities

Based on this context and the emergency risk assessment outcomes, Council’s emergency management priorities are:

Disaster risk reduction

1. Increase understanding with Council and the community of local emergency hazards and risks, and Council’s role in emergency management.
2. Enable the community to be better prepared for emergencies through engagement and communication around local emergency risks.
3. Ensure appropriate plans and strategies are in place for emergency risk management.

Incident operations

4. Continuously improve systems and processes that enable Council to support emergency services and the community during incidents.
5. Ensure Council staff are appropriately trained to participate safely in incidents.

Recovery

6. Develop a shared understanding of Council’s role in recovery following a major emergency.

Details about the actions that Council will take to achieve these objectives is provided in Section 3 of this Plan.



3

Emergency Management Plan

While Council undertakes specific actions to build community resilience for emergencies and reduce disaster risks, most of this activity happens through everyday business activities.

1. Disaster risk reduction

Strengthening community resilience and reducing disaster risk are the key priorities for Council before an emergency. This involves taking actions to avoid the creation of new disaster risks, reducing existing disaster risks and managing any residual risk. Proactive disaster risk reduction minimises the need to respond to and recover from emergencies.

Disaster risk reduction includes both eliminating and reducing exposure to hazards (prevention), and accepting that some emergencies will happen (mitigation). Accepting that emergencies will happen means that we need to reduce their impact, or increasing the resilience of the community exposed to the impact.

1.1 Council's role – disaster risk reduction

Council's role in disaster risk reduction includes to:

- Understand and communicate current and emerging disaster risks
- Integrate disaster risk into existing plans and decision-making
- Partner with local stakeholders in addressing priority emergency risks
- Strengthen disaster resilience in communities through community development and awareness.

1.2 Council activities that contribute to disaster risk reduction

The City of Tea Tree Gully currently undertakes the following activities to reduce the disaster risk to its community:

- Land use planning
- Public health measures (e.g. immunisation, food, safety, waste water management, hygiene and sanitation)
- Bushfire management planning
- Tree management
- Road maintenance, renewal and upgrade
- Traffic management
- Asset management planning
- Stormwater infrastructure maintenance, renewal and upgrade
- Vegetation management (roadside, parks and reserves)
- Building safety
- Appointment of a Fire Prevention Officer to undertake inspections of private and Council land
- Participation in Bushfire Management Committee
- Maintain asset, liability and WHS insurance
- Community development
- Provision of community centres and library
- Provision of public information
- Stormwater management plans and flood mapping
- Watercourse management works such erosion control and bank stabilisation
- Flood mitigation works.

1.3 Council actions for disaster risk reduction

The tables below describe the actions the City of Tea Tree Gully will undertake to reduce identified disaster risks and strengthen community resilience.

1. Increase understanding with Council and the community of local emergency hazards and risks, and Council's role in emergency management

Action

- 1.1 Provide emergency management training to Elected Members and relevant staff to raise awareness of Council's role in emergency management.
- 1.2 Raise awareness of local emergency risks with Elected Members to enable greater direction of funds towards treatments that may contribute to disaster risk reduction.
- 1.3 Ensure emergency risks are considered in Council's corporate strategies and plans to inform leadership and decision-making.

2. Enable the community to be better prepared for emergencies through engagement and communication around local emergency risks.

Action

- 2.1 Review Council's communications and public awareness strategies to proactively share information about local risks and to build community resilience.
- 2.2 Engage with new and existing residents in high risk areas to provide information about specific emergency hazards and risks.
- 2.3 Identify appropriate communication mechanisms to provide effective information to impacted communities during and after an emergency.
- 2.4 Partner with local emergency services and other agencies to raise awareness about key hazards and risks, and how to be better prepared for emergencies.



3. Ensure appropriate plans and strategies are in place for emergency risk management.

Action

- 3.1 Maintain Council's Emergency Management Policy, Incident Management Framework and associated documents.
- 3.2 Consider the potential impacts of climate change on emergency risks and ensure this is recognised in Council's emergency management plans.
- 3.3 Ensure Council's Business Continuity Plan reflects outcomes of emergency risk assessments to minimise the impact to the community from business interruption events.
- 3.4 Develop and maintain an emergency risk treatment implementation plan to identify responsibilities, budget allocations and timeframes.
- 3.5 Allocate appropriate financial and other resources to approved programs, services and planned works to contribute to disaster risk reduction outcomes via the Annual Business Plan and Long-term Financial Plan.

2. Incident operations

The City of Tea Tree Gully will support its community, other councils and the South Australian emergency management arrangements immediately before, during and immediately after an incident.

2.1 Council's role – incident operations

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, where appropriate, as members of the Local Government Functional Support Group (LGFSG).

Council's incident operations arrangements are detailed in its Incident Operations Manual.

The key roles in incident operations can be summarised as:

- Develop a locally relevant risk-based suite of incident operational arrangements
- Build capacity of Council to participate in the LGFSG
- Participate in incident operations in accordance with the i-Responda operating platform.

2.2 Council activities that contribute to incident operations

Council currently undertakes the following activities that contribute to incident operations that support the emergency services and the community:

- Environmental Health services
- Local knowledge
- Waste management
- Traffic management
- Flood mitigation
- Community facilities
- Vegetation management
- Plant or equipment to support emergency services
- Specialised and skilled staff
- Communication
- Community networks.

2.3 Council actions for incident operations

The tables below describe the actions Council will undertake to maintain capacity to participate in incident operations.

4. Continuously improve systems and processes to enable Council to support emergency services and the community during incidents.

Action

-
- 4.1 Maintain Council's incident operations arrangements.
- 4.2 Implement and maintain appropriate communication systems during incidents.
- 4.3 Provide the Council Incident Management Team with resources and regular training (including exercises) to enable them to perform their role.
- 4.4 Develop relationships with local representatives of emergency services.
-

5. Ensure Council staff are appropriately trained to participate safely in incidents.

Action

-
- 5.1 Ensure all staff participating in incident operations receive i-Responda training and have access to appropriate PPE.
- 5.2 Maintain a register of staff that are trained and qualified to support emergency services.
-

3. 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.

The State Government has primary responsibility to ensure recovery occurs following emergency.

Council's local knowledge, connections and capabilities means it is often well placed to support its community to recover after an emergency.

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'.

3.1 Council's role – recovery

Council's role in recovery includes:

- Providing leadership, coordination and advocacy when the community is impacted by disasters
- Planning for recovery to establish the principles, structures, partnerships and approaches that will guide Council
- Supporting the identification and assessment of community impacts and needs
- Secure grants and other funding assistance to support disaster recovery.



3.2 Council activities that contribute to recovery

Council currently undertakes the following activities that 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
- Community development programs and events
- Vegetation management (road side, parks and reserves)
- Community grant programs
- Building maintenance, renewal and upgrade
- Advocacy
- Communication and leadership.

3.3 Council actions for recovery

The table below describe the actions Council will undertake to develop its capacity to participate in recovery.

6. Develop a shared understanding of Council's role in recovery following a major emergency.

Action

- | | |
|-----|--|
| 6.1 | Communicate Council's role in recovery to Elected Members, staff and the community. |
| 6.2 | Develop recovery arrangements that clarify Council's role, structures and approaches to recovery. Include these arrangements in Council's Incident Management Framework. |



4

Implementation arrangements

1. Resourcing this plan

The City of Tea Tree Gully will ensure the resourcing of this Plan by:

- Advocating for appropriate budget bids to support the implementation and achievement of this Plan
- Maintaining existing services as described in this Plan (e.g. vegetation management, fire prevention duties, flood mitigation)
- Ensuring appropriate staff with the Council Incident Management Team are aware of and trained in allocated functional roles.

2. Monitoring and improvement

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

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





CITY OF
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