



Local Government Pandemic Structures



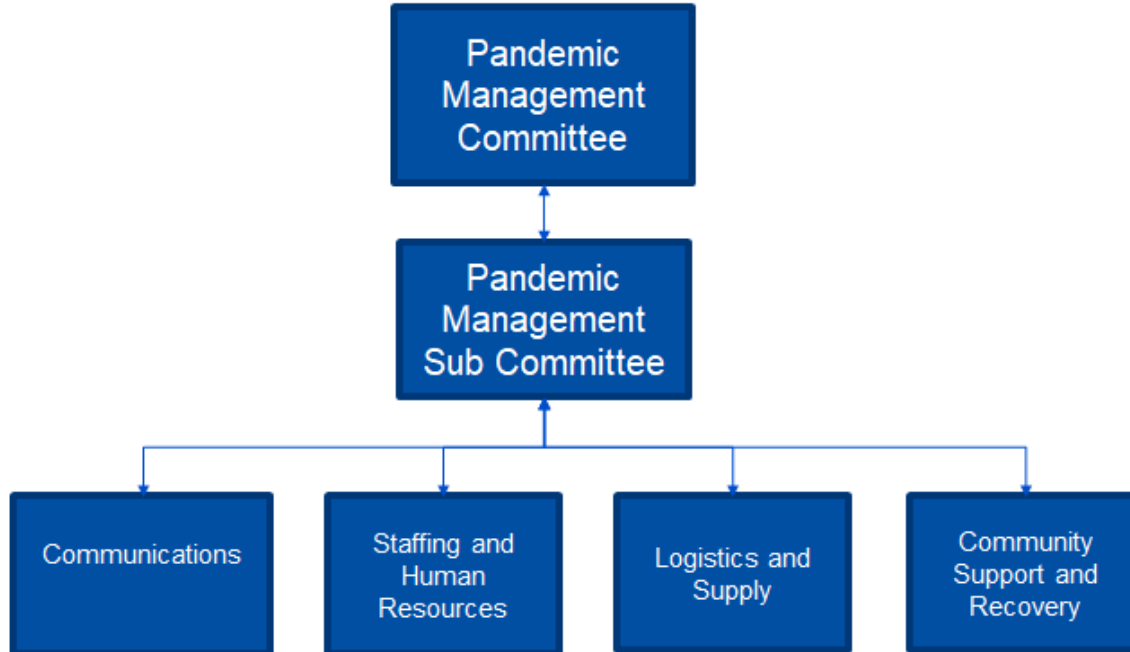
Local Government Incident Structures for COVID - 19

WALGA has gathered the following Incident Structure examples from the City of Mandurah, City of Canning and Shire of Mundaring to demonstrate potential structures for Local Governments who are starting to work on setting up for the COVID-19 Pandemic.

If you have a structure that WALGA is able to share, please send to the Emergency Management team em@walga.asn.au



City Pandemic Management Structure





What we are doing

Communications

internal,
external,
social
media
monitoring

Staffing and
Human
Resources

Financials
casuals
work from
home IT
capability,
rostering,

Logistics and
Supply

Current
and New
Contracts,
supply of
products,
cleaning
regimes,
infection
control

Community
Support and
Recovery

Vulnerable
groups,
community
groups,
business

Pandemic
Management
Sub Committee

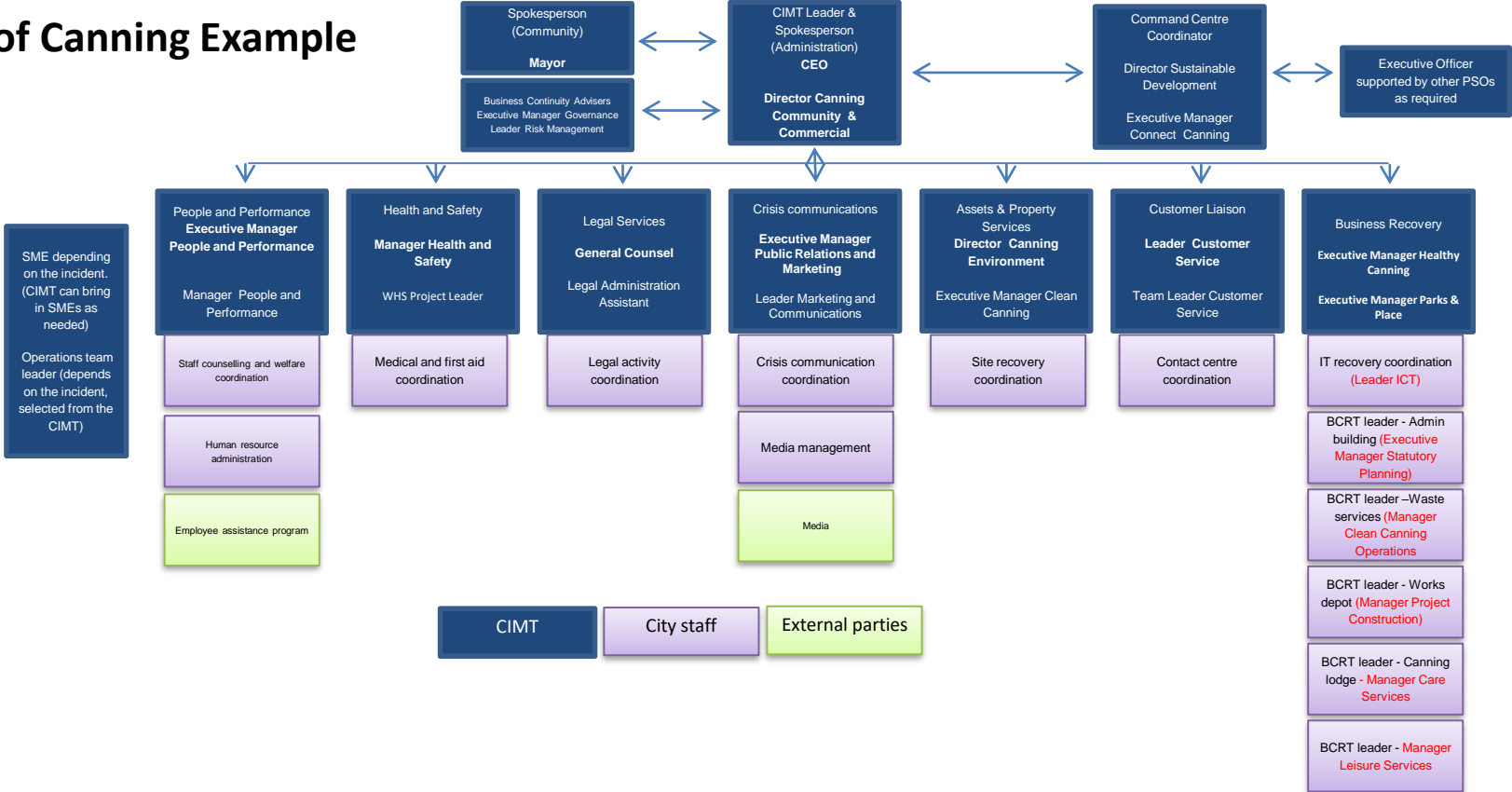
Decision Making
Service Closures



City of Canning Example

In response to the COVID-19 virus, the City of Canning has activated their Business Continuity Plans and the Critical Incident Management Team (CIMT) – see next slide - who are meeting daily to determine key actions and service delivery priorities to ensure essential services can be maintained.

City of Canning Example

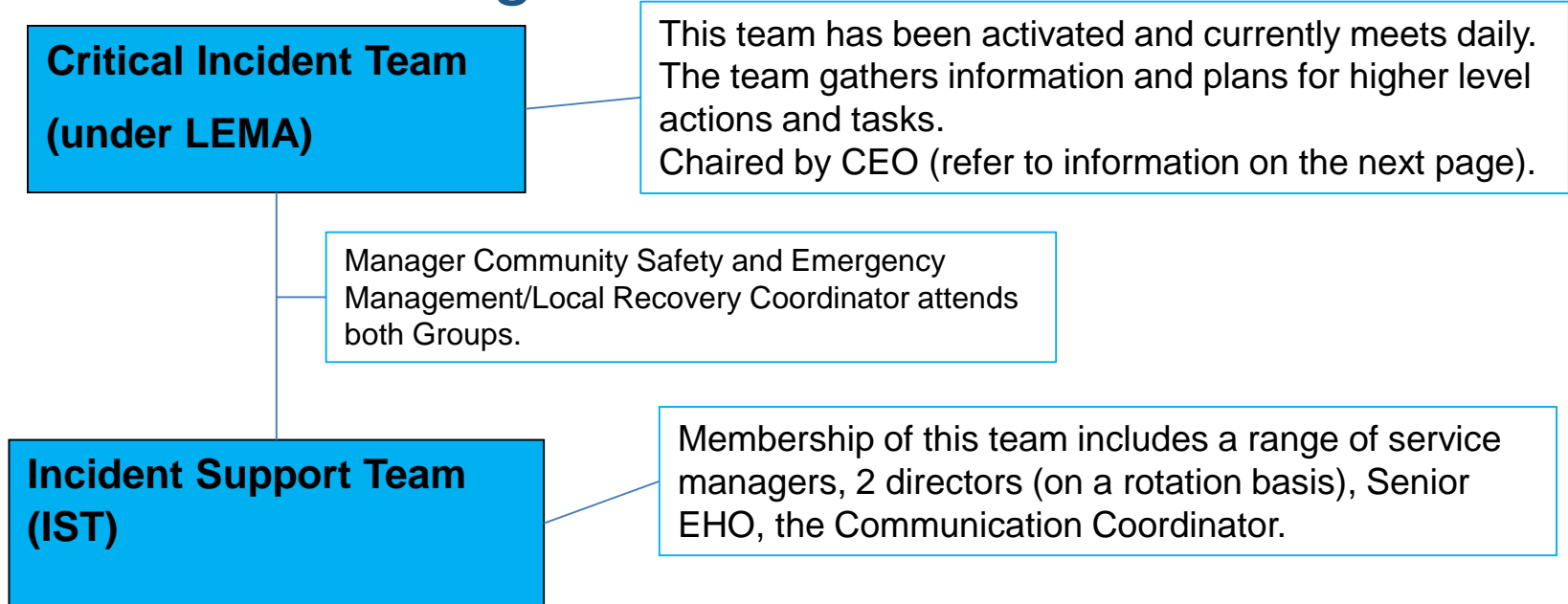


SME depending on the incident. (CIMT can bring in SMEs as needed)

Operations team leader (depends on the incident, selected from the CIMT)

CIMT City staff External parties

Incident Management – Two Tier Structure





Shire of Mundaring Example

Critical Incident Team Arrangements (CITA)

Introduction:

Underpinning the CITA is the team concerned, that being the Critical Incident Team (CIT).

Role:

The CIT exists to:

2.1 Provide for the timely planning of Shire of Mundaring (SOM) activities and mobilisation of SOM resources as appropriate and as soon as is practicably possible after notification of an emergency incident.

2.2 Support the CEO in keeping the Shire President and Council informed of the activation of emergency incident management response and recovery arrangements.

2.3 To prepare and distribute key information and messages that staff may use in contact with external agencies and the community in relation to incident status. Note: Such information/messages must be consistent with information/messages release by the respective controlling agency appointed Incident Controller or community/media liaison officers.

The CIT will have regard for situational information as to the existing and likely impacts of an emergency incident and seek to mitigate the adverse effects of that incident by ensuring that SOM is best placed to respond in a timely or pre-emptive manner with regard to supporting response to an incident and in preparing for recovery from an incident. Such timely or pre-emptive action may mean before requests are made of SOM from the respective Incident Management Team (IMT) or Incident Support Group (ISG)

Critical Incident Team Arrangements (CITA)

3. Membership

Membership of the CIT will consist of the following SOM officers:

- a) Chief Executive Officer (CEO)
- b) Director Statutory Services (DSS)
- c) Director Infrastructure Services (DIS)
- d) Director Corporate Services (DCS)
- e) Director Community & Strategic Services (DCSS)
- f) Manager Community Safety & Emergency Management (MCSEM)
- g) Communications Coordinator (CC)

In the event that any of the above officers are absent or otherwise unavailable the officer acting in the position concerned or an officer that would usually act in the position concerned would become a member.

CIT members may also co-opt other staff members with/with access to specialist knowledge or information to assist the CIT if required.

Critical Incident Team Arrangements (CITA)

4. Activation

In general terms the CIT will be activated by the CEO in response to advice from the MCSEM of an emergency incident of a scale or nature that would necessitate urgent and rapid SOM planning, intervention or action.

5. Support

The CIT may be supported by other staff as necessary for functions as follows:

Administrative: recording of minutes, action lists etc.

Liaison: it may be necessary to use a Community Safety Ranger to carry data/messages to and from the IMT/ISG

IT and general support: such as special resources the CIT may require, eg access to GIS layers, contacts within specific vulnerable groups etc

6. Exercising

Exercising is an essential part of an effective emergency management program. The CITA should be tested as part of an annual exercise to be developed under the direction of the MCSEM and other appropriate staff.

It may be prudent or value added to structure such an exercise to also test elements of the SOM Business Continuity Plan (BCP).

Critical Incident Team Arrangements (CITA)

7. Stand Down

The CIT may stand down either as a result of de-escalation of an incident whereby SOM resources or activities can be managed in a business as usual manner or where the incident transitions to a longer term focus, say in relation to recovery. In that instance members of the CIT would be likely to take roles in the Local Recovery Coordinating Committee (LRCC) or subcommittees of the LRCC.

8. Debrief

At a suitable time after the CIT has been activated and eventually stood down CIT will conduct a debrief and produce a written report of same.

9. Contacts and Resources

The CIT will have regard for the most current version of the document entitled Emergency Roster and Resource Register 20__ - 20__ for details of agencies, individuals and resources relevant to critical incidents and local emergency management.