

Emergency Management Policy

Council Policy

Policy Reference Number	6274949
Responsible Department	Executive Services
Related Policies	Business Continuity Policy, Risk Management Policy
Related Procedures	Business Continuity Plan
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1. Purpose

The purpose of this Policy is to state Council's commitment to emergency management and provides the authority to Staff to act to progress emergency management strategies and actions.

The Council recognises that it has responsibilities in emergency management to minimise the impact of disaster events through an ongoing commitment to disaster risk reduction, incident operations and recovery.

2. Introduction

- 2.1 Council's Emergency management is enabled and supported by a number of legislations and delegations.
- 2.2 Emergencies have the potential to disrupt the strategic and operational activities of Council and adversely impact communities.
- 2.3 The role of local government in emergency management is substantially informed by the SEMP (State Emergency Management Plan) and the LGEMF (Local Government Emergency Management Framework).
- 2.4 This Policy outlines the way that, in an emergency the Council will exercise its powers and functions under the various Acts and agreements to:
 - 2.4.1 Ensure that staff have the appropriate delegations and authority to undertake the Council's emergency management responsibilities
 - 2.4.2 Ensure that the Council has appropriate emergency management documentation
 - 2.4.3 Support the maintenance of safe working practices during emergencies; and
 - 2.4.4 Maintain effective protection for Council workers, assets and liabilities associated with emergency management activities.
- 2.5 The scope of the emergency management activities undertaken by the Council is limited to those listed in section 7.

3. Power to Make the Policy

Relevant legislation:

- Local Government Act 1999
- Fire and Emergency Services Act 2005
- Public Health Act 2011
- Food Act 2001
- Road Traffic Act 1961
- The Road Traffic (Miscellaneous) Regulations 2014 and the Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014
- Environment Protection Act 1993 and the Environment Protection (Waste to Resources) Policy 2010
- Development Act 1993
- Planning, Development and Infrastructure Act 2016
- Work Health and Safety Act 2012.

4. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2024:

- Leading Our People (Goal 5)

5. Principles

5.1 The role of the Council in emergency management is directed by the SEMP (State Emergency Management Plan) and the LGEMF (Local Government Emergency Management Framework). They are enabled by the *Local Government Act 1999*, which outlines the requirement for Councils to consider risks (including disaster risks) as follows:

- 5.1.1 Make informed decisions (section 6)
- 5.1.2 Take measures to protect their area from natural hazards (section 7)
- 5.1.3 Provide infrastructure for Community and for development (section 7)
- 5.1.4 Ensure the sustainability of the Council's long-term financial performance (section 8)
- 5.1.5 Assess the maintenance, replacement or development needs for infrastructure (section 122), and
- 5.1.6 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).

5.2 The Local Government Act also 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).

6. Definitions

- 6.1 For the purpose of this Policy:
 - 6.1.1 *SEMP* means State Emergency Management Plan
 - 6.1.2 *Disaster risk* mean the potential loss of life, injury, or destroyed or damaged assets which could occur to a system, society or a Community in a specific period of time, determined probabilistically as a function of hazard, exposure, vulnerability and capacity
 - 6.1.3 *Disaster risk reduction* means action to avoid the creation of new disaster risks, reducing existing disaster risks, and managing any residual risk
 - 6.1.4 *Incident operations* means actions undertaken, immediately before, during and immediately after an emergency
 - 6.1.5 *LGEMF* means Local Government Emergency Management Framework
 - 6.1.6 *LGFSG* means Local Government Functional Support Group
 - 6.1.7 *Recovery* means the process of restoring emotional, social, economic and physical wellbeing, reconstructing physical infrastructure and restoring the environment following an emergency
 - 6.1.8 *i-responda* means a platform and series of action plans that empower and guide local government workers to support emergency services during emergencies in a safe and structured way.

7. Policy

- 7.1 The Council will undertake the following roles and responsibilities in accordance with the SEMP and LGEMF in the areas of disaster risk reduction, incident operations and recovery.
- 7.2 *Disaster Risk Reduction*
 - 7.2.1 Council will endeavour to:
 - 7.2.1.1 Build and promote disaster resilience internally and within the wider Community
 - 7.2.1.2 Undertake cost-effective measures to mitigate the effects of emergencies on local communities, including conducting disaster risk assessments
 - 7.2.1.3 Systematically taking proper account of risk assessments in land-use planning to reduce hazard risk
 - 7.2.1.4 Represent Community interests in emergency management at an Eastern Adelaide zone emergency management level and to other spheres of government and contribute to decision-making processes

- 7.2.1.5 Ensure all requisite local and zone level emergency planning and preparedness measures are undertaken
- 7.2.1.6 Support Community-preparedness measures through public education and awareness
- 7.2.1.7 Understand and communicate current and emerging disaster risks to relevant stakeholders
- 7.2.1.8 Integrate risk treatments for disaster risks into existing plans and decision-making (eg long-term financial plan, asset management plan, climate change plans, public health plans)
- 7.2.1.9 Partner with relevant stakeholders in addressing priority disaster risks, and
- 7.2.1.10 Strengthen disaster resilience in communities through application of Community development initiatives or processes.

7.3 Incident Operations

- 7.3.1 Council will endeavour to:
 - 7.3.1.1 Ensure an adequate local Council emergency response capability is in place, within the organisation, through the development and testing of locally relevant risk-based incident operational arrangements
 - 7.3.1.2 When providing Council resources to support control agencies and emergency services ensure they do so in line with *Work Health and Safety Act 2012* requirements, i-Responda operational guidelines, insurance provisions and LGFSG operational arrangements
 - 7.3.1.3 Ensure appropriate local resources and arrangements are in place to support emergency relief and recovery services to communities in line with agreed state arrangements or plans
 - 7.3.1.4 Participate in post-emergency assessment and analysis, and
 - 7.3.1.5 Build capability of Administration to participate in the LGFSG.

7.4 Recovery

- 7.4.1 Council will endeavour to:
 - 7.4.1.1 Provide leadership, co-ordination and advocacy when the Community is impacted by disasters
 - 7.4.1.2 Plan for recovery to establish the principles, structures, partnerships and approaches that will guide Council during disaster recovery

7.4.1.3 Provide representation on local recovery committees and at Community meetings, and

7.4.1.4 Provide support in assessing, mapping and informing the Community of the impacts of the disaster on the Council area.

7.5 *Supporting Emergency Management Documentation*

7.5.1 In addition to this Policy, Council will maintain other supporting documentation that describes the strategies and operational actions that Council will take to implement this Policy

7.5.2 In developing these documents Administration will take account of any relevant local, regional or state emergency plans and arrangements

7.5.3 Council's emergency management documentation will be regularly reviewed and updated to ensure that specific guidance provided by the SEMP or other relevant plans, strategies, frameworks and guidelines is included.

7.6 *Support to Control Agencies and Emergency Services*

7.6.1 Council is a participating organisation of the LGFSG who is responsible for 'coordinating response from local government during an emergency' in accordance with the Section 2.2. of part two of the State Emergency Management Plan

7.6.2 Occasionally Council staff and/or equipment will be requested to support control agencies and emergency services in managing an emergency, Council resources will operate in line with the i-Responda operational platform and LGFSG operational arrangements.

7.7 *i-Responda Framework*

7.7.1 The i-Responda Framework has been developed to assist Councils with planning and implementation of their response to emergency incidents, and supporting emergency services in responding to an emergency by providing plant, equipment and personnel.

7.3.2 Council has established and maintains an 'Emergency Services Plant and Equipment Register' which identifies Council owned plant and equipment that can be made available to the emergency services for the purpose of being used in an emergency response operation, as outlined in the i-Responda Framework.

7.3.3 Council will manage its participation in the i-Responda Framework by:

- Providing a list of vehicles, plant and equipment, maintained in operational condition, that may be available for the purpose of utilisation in an emergency
- Liaising with emergency services about how the delivery of, or access to, any vehicles, plant and equipment will be achieved

- Having available at all times a list of persons on the Employee Emergency Response Support Register that have been trained in i-Responda arrangements and are competent to operate the various items of plant and equipment
- Reserving its right not to release its plant and equipment for emergency response operations as determined by the Chief Executive Officer.

7.3.4 Council will support Employees participation in the program by:

- Identifying relevant Employees who are interested in participating in Council response(s) to emergency support requests under this Policy and list such Employees on the Employee Emergency Response Support Register
- Not obligating any Council Employee to be listed on the Employee Emergency Response Support Register, nor obligating those Employees listed on the register to respond to a particular incident
- Ensuring all Employees who may be required to operate Council vehicles or plant and equipment at an incident undertake i-Responda program
- Maintaining the Employee Emergency Response Support Register

7.3.5 When supporting South Australian Emergency Services in responding to emergency situations, Council will apply appropriate risk management principles and have regard to the arrangements of the LGA Asset Mutual Fund, the LGA Workers Compensation Scheme and LGA Mutual Liability Scheme.

7.8 *Financial Spending during Emergencies*

Chief Executive Officer will report to Council as soon as reasonably possible any material financial impacts of a disaster risk event which impacts upon Council, its services or Community.

8. Review & Evaluation

Within twelve months of each new Council term, Council will review this policy. Following this initial review, this policy will be reviewed at least biennially by Staff with minor administrative adjustments being approved by the Chief Executive Officer.

9. Availability of the Policy

Copies of this Policy will be available at Council's principal office during ordinary business hours and at Council's website www.campbelltown.sa.gov.au.