

Policy Document

COUNCIL EMERGENCY MANAGEMENT POLICY

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Classification:
Social, Cultural & Community Services

Strategic Plan link:
Strategy 7.6 Assist emergency services organisations in the preparation and delivery of emergency operations.
Section 6, 7, 8 and 122 of the *Local Government Act 1999*

References and related Policies & Procedures:

Burial and Cremation Act 2013
Burial and Cremation Regulations 2014
Coast Protection Act 1972
Development Act 1993
Electricity (Principles of Vegetation Clearance) Regulations 2010
Environment Protection Act 1993
Environment Protection (Waste to Resources) Policy 2010
Fire and Emergency Services Act 2005
Food Act 2001
Local Government Act 1999
Local Government (Stormwater Management) Amendment Act 2016
Native Vegetation Act 1991
Planning, Development and Infrastructure Act 2016
Public Health Act 2011
Road Traffic Act 1961
Road Traffic (Miscellaneous) Regulations 2014
Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014
South Australian Public Health (General) Regulations 2013
South Australian Public Health (Legionella) Regulations 2013
South Australian Public Health (Wastewater) Regulations 2013
Workplace Health and Safety Act 2012
 State Emergency Management Plan <https://dpc.sa.gov.au/responsibilities/security-and-emergency-management/state-emergency-management-plan>
 Local Government Emergency Management Framework
 DCSB-G-09.12 Elected Members Records Management Policy
 DCSB-HR-12.04 Leave Management Policy
 DCSB-13-MSP-05 Records Management Guideline

Contents

1. Definitions	3
2. Introduction	3
3. Purpose	4
4. Scope	4
5. Policy Statement	4
Disaster Risk Mitigation	4
Incident Operations	5
Recovery	5
6. Emergency Management Documents	6
7. Maintain Delegations	6
8. Financial Spending During Emergencies.....	6
9. Support to Control Agencies and Emergency Services	7
Local Government Functional Support Group.....	7
Protection	7
10. Records.....	8
11. Further Information	8
12. Appendix 1 – Legislation and Delegations	9

1. Definitions

Council – means the District Council of Streaky Bay

i-Responda – is the program developed by the Local Government Association of South Australia which assists Council employees to plan and implement Council response to emergency incidents

LGEMF – means the Local Government Emergency Management Framework

LGFSG – means the Local Government Functional Support Group

SEMP – means the State Emergency Management Plan

2. Introduction

- 2.1 Emergencies have the potential to disrupt the strategic and operational activities of the District Council of Streaky Bay (Council) and adversely impact communities.
- 2.2 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 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).
- 2.3 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).
- 2.4 Emergency management in Council is enabled and supported by a number of legislations and delegations as listed in **Appendix 1**.

3. Purpose

3.1 The purpose of the policy is to:

- define Council's roles and responsibilities in emergency management;
- ensure Council maintains appropriate delegations and authority to undertake its emergency management responsibilities;
- ensure Council prepares and maintains appropriate emergency management documents;
- support Council to maintain safe working practices during emergencies; and
- support Council to maintain effective protection for Council workers, assets and liabilities associated with emergency management activities.

4. Scope

4.1 This policy applies to Council in exercising powers and functions under the various Acts and agreements to which it is a party in the State of South Australia. The scope of emergency management activities is limited to those listed in Section 5.

5. Policy Statement

Council will undertake the following roles and responsibilities in accordance with the SEMP and LGEMF.

Disaster Risk Mitigation

5.1 In accordance with the SEMP, Council will:

- build and promote disaster resilience;
- undertake cost-effective measures to mitigate the effects of emergencies on local communities, including routinely conducting emergency risk assessments;
- systematically taking proper account of risk assessments in land-use planning to reduce hazard risk;
- represent community interests in emergency management to other spheres of government and contribute to decision-making processes;
- ensure all requisite local emergency planning and preparedness measures are undertaken; and
- undertake public education and awareness to support community-preparedness measures.

5.2 In accordance with the LGEMF, Council will:

- understand and communicate current and emerging disaster risks;
- integrate disaster risk into existing plans and decision-making (e.g. strategic plans, risk frameworks, asset management plan, climate change plans);
- partner with local stakeholders in addressing priority emergency risks; and

- strengthen disaster resilience in communities through community development.

Incident Operations

5.3 In accordance with the SEMP, Council will:

- ensure an adequate emergency response capability is in place, including resources for the local volunteers;
- ensure appropriate local resources and arrangements are in place to provide and support emergency relief and recovery services to communities; and
- participate in post-emergency assessment and analysis.

5.4 In accordance with the LGEMF, Council will:

- 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); and
- participate in incident operations in accordance with the i-Responda operating platform.

Recovery

5.5 In accordance with the SEMP, Council will:

Leadership

- provide senior representation on local recovery committees;
- provide representation at community meetings;
- identify community impacts;
- liaise with the State agencies to determine potential recovery services;
- act as media spokesperson for local recovery issues; and
- appoint a local recovery co-ordinator (if not provided by the State).

Community liaison

- open lines of communication with local recovery service providers;
- establish communications with the community;
- support relief/recovery centres;
- provide support in assessing, mapping and informing the community of the impacts of the disaster on the Council area;
- support liaison between the local recovery co-ordinator and the local recovery committee; and
- provide support and co-ordination to local volunteer efforts.

Community development

- appoint a community development officer (if not provided by the State);
- support State agencies to identify impacts and areas of need;
- implement community development packages (if not provided by the State);
- support recovery centres;
- co-ordinate local recovery service providers.

- 5.6 In accordance with the LGEMF, Council will:
- provide leadership, co-ordination and advocacy when the community is impacted by disasters;
 - plan for recovery to establish the principles, structures, partnerships and approaches that will guide Council; and
 - secure grants and other funding assistance to support disaster recovery.

6. Emergency Management Documents

- 6.1 In addition to this policy, Council will maintain an Emergency Management Plan, Incident Operations Arrangements, Recovery Arrangements (all currently under development) and any other supporting documentation that:
- describes the strategies and actions that Council will take to implement this policy;
 - identifies relevant local, regional and state emergency management plans and arrangements that impact upon Council;
 - responds to guidance for Council provided by the SEMP and other emergency management plans, strategies, frameworks and guidelines; and
 - identifies linkages between emergency management objectives and Council's strategies and business, financial and other plans.
- 6.2 Council will maintain its commitment to locally relevant plans developed in consultation with Council. Where Council resource commitments are made in these plans they will be subject to normal strategic and business planning processes of Council.
- 6.3 Council's emergency management documentation will be reviewed a minimum of every three years, unless it is identified a review is required within a shorter time period.

7. Maintain Delegations

- 7.1 Council will maintain relevant emergency management delegations as listed in **Appendix 1**.

8. Financial Spending During Emergencies

- 8.1 Arrangements for financial spending during emergencies will be as per current financial delegations to meet emergency funding requirements.
- 8.2 Should expenditure exceed \$200,000 for any one purchase, the CEO will call a special emergency Council meeting will be held to consider increased funding requirements.
- 8.3 At conclusion of an emergency, and not more than one month after the conclusion of an emergency, the CEO will present a final expenditure report to Council as an information report.

9. Support to Control Agencies and Emergency Services

- 9.1 Council works within the requirements of the *Work Health and Safety Act 2012*.
- 9.2 Occasionally Council staff and/or equipment will be requested to support control agencies and emergency services in managing an emergencies.
- 9.3 When Council resources are made available to support control agencies and emergency services this will be in accordance with:
- 9.3.1 Council's incident operations arrangements;
 - 9.3.2 LGASA Mutual Protection guide for incident operations; and
 - 9.3.3 The Local Government Incident Operations guide (including i-Responda).
- 9.4 Where Council equipment, such as the water truck, graders, dozer etc. are required by the Emergency Services, the control agency must make the request to the Manager Infrastructure and Civil Works under that person's delegation as Council Commander. The Manager may then request an i-Responda trained member of staff, who is also qualified to use the equipment in question, to assist with the emergency under the direction of Council only.
- 9.5 Council involvement will be to support the Emergency Services and Control Agencies.
- 9.6 The Manager Infrastructure and Civil Works (Council Commander) will liaise with the Incident Control as to what Council equipment and people are required and where and how they will be deployed.
- 9.7 The Manager Infrastructure and Civil Works will keep the CEO and Mayor updated as to Council involvement and deployment at regular intervals throughout the emergency.

Local Government Functional Support Group

- 9.8 Council is a participating organisation of the Local Government Functional Support Group (LGFSG). The LGFSG has the responsibility of "Co-ordinating response from local government during an emergency" in accordance with Section 2.2 of Part Two of the State Emergency Management Plan.

Protection

- 9.9 Council will maintain effective workers compensation and liability coverage, and when supporting the emergency services and control agencies in incident operations 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.
- 9.10 To achieve this, Council resources will operate in line with the i-Responda operational platform and LGFSG operational arrangements.

10. Records

- 10.1 Recording of all information relating to the emergency will be maintained and kept by relevant departmental staff.
- 10.2 All emergency expenditure must be accounted for separately and minuted in a formal Council meeting following the event.
- 10.3 All records must be kept in accordance with Council's Records Management Guidelines, including the Elected Members Records Management Policy, and destroyed as per the current General Disposal Schedule.

11. Further Information

- 11.1 This policy will be available for inspection at Council's main office as listed below during ordinary business hours and available to be downloaded, free of charge, from the council's website at www.streakybay.sa.gov.au.
- 11.2 District Council of Streaky Bay Main Office
29 Alfred Terrace
Streaky Bay SA 5680

12. Appendix 1 – Legislation and Delegations

Act or regulations	Delegations
<i>Local Government Act 1999</i>	Yes
<i>Fire and Emergency Services Act 2005 (bushfire)</i>	Yes
<i>Fire and Emergency Services Act 2005 (via State Emergency Management Plan)</i>	
<i>Public Health Act 2011 South Australian Public Health (Legionella) Regulations 2013, South Australian Public Health (Wastewater) Regulations 2013, South Australian Public Health (General) Regulations 2013</i>	Yes
<i>Work Health and Safety Act 2012</i>	Yes
<i>Food Act 2001</i>	Yes
<i>Road Traffic Act 1961, The Road Traffic (Miscellaneous) Regulations 2014 and The Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014</i>	Yes
<i>Environment Protection Act 1993 and the Environment Protection (Waste To Resources) Policy 2010</i>	Yes
<i>Development Act 1993 and Planning, Development and Infrastructure Act 2016</i>	Yes
<i>Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014</i>	Yes
<i>Local Government (Stormwater management) Amendment Act 2007</i>	
<i>Coast Protection Act 1972</i>	
<i>Electricity (Principles of Vegetation Clearance) Regulations 2010</i>	
<i>Native Vegetation Act 1991</i>	