

Emergency Management Policy

Keywords: *Emergency Management Support; LGFSG*

Corporate Plan:	<i>Risk Management</i>
Classification:	<i>External</i>
First Issued/Approved:	<i>February 2021</i>
Review Frequency:	<i>Annually</i>
Last Reviewed:	<i>February 2021</i>
Next Review Due:	<i>February 2022</i>
Responsible Officer(s):	<i>Chief Executive Officer</i>
Council File Reference:	<i>Policy</i>
Applicable Legislation:	<i>Local Government Act 1999 Emergency Management Act 2004 Refer to Annexure 1 for full listing</i>
Relevant Policies:	<i>Risk Management Policy WHS Emergency Management Policy Procurement (Contract & Tenders) Policy</i>
Related Procedures:	<i>Council Incident Operations arrangements Business Continuity Plan and Emergency Management Plan Risk Management Framework</i>
Delegations:	<i>Chief Executive Officer</i>

1. INTRODUCTION

Emergencies have the potential to disrupt the strategic and operational activities of Berri Barmera Council (**Council**) and adversely impact communities.

The roles of Local Government in emergency management are informed by the State Emergency Management Plan¹ (**SEMP**) enabled under the *Emergency Management Act 2004*.

In addition, the *Local Government Act 1999* (**LG Act**) 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” (section 8), including 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)

¹ <https://dpc.sa.gov.au/responsibilities/security-and-emergency-management/state-emergency-management-plan>

- 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).

Emergency management in the Council is enabled and supported by a number of legislations and delegations as listed in **Annexure 1**.

2. PURPOSE

The purpose of the policy is to:

- define Council's roles and responsibilities in emergency management;
- 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.

3. SCOPE

This policy applies to all the Council operations and functions 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 – Policy

4. DEFINITIONS

Definitions for the purpose of this Policy are:

Control Agency	the agency who, for the time being, is responsible for overall control of an emergency
Disaster risk	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
Disaster risk reduction	action to avoid the creation of new disaster risks, reducing existing disaster risks, and managing any residual risk
Emergency	an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response
Incident operations	actions undertaken, immediately before, during and immediately after an emergency
Recovery	the process of restoring emotional, social, economic and physical wellbeing, reconstructing physical infrastructure and restoring the environment following an emergency
State	South Australian Government

5. POLICY

Council will undertake the following roles and responsibilities in accordance with the SEMP in the areas of disaster risk reduction, incident operations and recovery.

5.1. Disaster Risk Reduction

Council will endeavour to:

- 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
- support community-preparedness measures through public education and awareness²

² Source – State Emergency Management Plan. Part 2, Arrangements 2.3 Local Government

5.2. Incident operations

Council will endeavour to:

- ensure an adequate local council emergency response capability is in place;
- when providing Council resources to support control agencies and emergency services ensure they do so in line with *Work Health and Safety Act 2012 (WHS Act)* requirements and Councils Incident Operational arrangements.
- provide support to control agencies to ensure the provision of appropriate local resources and arrangements are in place for emergency relief and recovery services to communities in line with agreed State arrangements or plans
- participate in post-emergency assessment and analysis.³

5.3. Recovery

5.3.1 Leadership

Council will endeavour to:

- 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

5.3.2 Community liaison

Council will endeavour to:

- open lines of communication with local recovery service providers
- establish communications with the community
- support relief/recovery centres
- provide support to State agencies in assessing, mapping and informing the community of the impacts of the disaster on the council district area
- support liaison between the local recovery coordinator and the local recovery committee

5.3.3 Community development

Council will endeavour to:

- support agencies to identify impacts and areas of need
- support recovery centres on a cost recovery basis (where applicable)
- coordinate local recovery service providers.⁴

6. SUPPORT TO CONTROL AGENCIES AND EMERGENCY SERVICES

Occasionally Council's resources (plant, equipment and people) will be requested to support control agencies in managing emergencies. Council's capacity to contribute support to control agencies and emergency services in incident operations will be within the requirements of the WHS Act and in accordance with:

- risk management principles
- Council's Incident Operations arrangements (including i-Responda); and
- Local Government Functional Support Group (**LGFSG**) operational arrangements

³ Source – State Emergency Management Plan. Part 2, Arrangements 2.3 Local Government

⁴ State Emergency Management Plan. Part 2, Arrangements 6.6.9 Role of local government in recovery

The i-Responda methodology supports WHS where Council staff will be:

- trained, skilled and qualified; and
- will have the choice to participate or not in emergency events

Council is a participating organisation of **the LGFSG**. The LGFSG has the responsibility of “Coordinating response from local government during an emergency” in accordance with Section 2.2 of Part Two of the SEMP.

7. FINANCIAL SPENDING DURING EMERGENCIES

Arrangements for financial spending during emergencies are as follows:

- Financial spending will be in accordance with Council’s Procurement (Contract & Tendering) Policy.
- Where there are opportunities for cost recovery for emergency expenditure Council will consider these as and when they become available.
- Expenditure incurred through the release of resources (plant, equipment and people) will be as per Council’s Incident Operational arrangements.

8. SUPPORTING EMERGENCY MANAGEMENT DOCUMENTATION

In addition to this policy, Council will maintain supporting documentation that describes the strategies and operational actions that Council will take to implement this policy that:

- considers relevant local, regional and state emergency management plans and arrangements that impact upon Council; and
- identifies linkages between emergency management objectives and Council’s strategies and business, financial and other plans.

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.

9. ANNEXURES

9.1. ANNEXURE 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>	

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