

# Community Emergency Management Policy

<b>Reference Number:</b>	CR21/14456
<b>Type:</b>	Council Policy
<b>Responsibility:</b>	Corporate Services
<b>Responsible Officer (s):</b>	Manager, Risk & WHS
<b>Initial Adopted Date:</b>	<b>May 2021</b>
<b>Last Review Date:</b>	New Policy
<b>Next Review Date:</b>	<b>May 2025</b>
<b>Legislation:</b>	Local Government Act 1999 Emergency Management Act 2012 Civil Liability Act 1936 Fire and Emergency Services Act 2005 Food Act 2001 SA Public Health Act 2011 Road Traffic Act 1961 Environment Protection Act 1993 Planning, Development and Infrastructure Act 2016 Work Health and Safety Act 2012
<b>Related Documents:</b>	Corporate Risk Management Policy Risk Management Framework Governance Framework State Emergency Management Plan Local Government Emergency Management Framework

## 1 Purpose

- 1.1 The Community Emergency Management Policy (the "Policy") is to establish a framework that provides legislative compliance for emergency management, including:
  - 1.1.1 Council's (reasonable) response through appropriate planning to protect people and property from disaster events and natural hazards;
  - 1.1.2 Regular review and updates relating to emergency management, via established governance, risk management and administrative practices; and
  - 1.1.3 Provision of a workplace environment that is healthy and safe.

## 2 Definitions

- 2.1 **Council** means the City of Prospect.
- 2.2 **Disaster risk** means 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.

- 2.3 **Disaster risk reduction** means action to avoid the creation of newly identified disaster risks, reducing existing disaster risks, and managing any residual risk.
- 2.4 **Incident operations/actions** means actions undertaken, before, during and immediately after an emergency.
- 2.5 **LGEMF** means Local Government Emergency Management Framework.
- 2.6 **LGFSG** means Local Government Functional Support Group.
- 2.7 **Response** means putting any preparedness plans for action. Responding as per Council protocol/requirements.
- 2.8 **Recovery** means the process of restoring emotional, social, economic and physical wellbeing, reconstructing (Council) physical infrastructure and restoring the (local) environment following an emergency.
- 2.9 **Roles and responsibilities** in accordance with the SEMP and LGEMF in the areas of disaster risk reduction, incident operations and recovery.
- 2.10 **SEMP** means State Emergency Management Plan.

### 3 Scope

- 3.1 Emergencies have the potential to disrupt the strategic and operational activities of Council and adversely impact the local community.
- 3.2 The role local government plays in emergency management is substantially informed by the SEMP and the LGEMF.
- 3.3 This policy outlines how Council will exercise its duties and powers pursuant to legislation and agreements, in relation to an emergency event &/or declaration.
- 3.4 This is achieved by:
  - 3.4.1 ensuring that staff have the appropriate authority and powers to undertake relevant (Council) emergency management responsibilities;
  - 3.4.2 ensuring that Council has appropriate emergency management protocols in place to effectively respond to an emergency;
  - 3.4.3 supporting the maintaining safe working practices during emergencies; and
  - 3.4.4 maintaining effective protection for Council workers, assets and liabilities associated with a supporting emergency management activity.

### 4 Legislative Duties & Powers

- 4.1 The requirements of Council in emergency management is directed by the SEMP and the LGEMF. They are enabled by the *Local Government Act 1999*, which outlines the requirement for Councils to consider risks (including disaster risks) as follows:
  - 4.1.1 make informed decisions (section 6);

- 4.1.2 take measures to *protect* their area from natural hazards (section 7);
  - 4.1.3 provide infrastructure for community and for development (section 7);
  - 4.1.4 ensure the sustainability of the Council's long-term financial performance (section 8);
  - 4.1.5 assess the maintenance, replacement or development needs for infrastructure (section 122); and
  - 4.1.6 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).
- 4.2 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 & environmental development and management of the community*" (section 8).

## 5 Application

- 5.1 **Disaster (Hazard) Risk Reduction.** Council will endeavour to:
- 5.1.1 build and promote disaster resilience internally and within the wider Council community;
  - 5.1.2 undertake proportionate, cost-effective measures to mitigate the effects of emergencies to the local community;
  - 5.1.3 undertake risk mitigation processes (in land use) to reduce hazard risks;
  - 5.1.4 represent Council & community interests in emergency management at an Eastern Adelaide Zone Emergency Management level and to other spheres of government and contribute to relevant decision-making processes;
  - 5.1.5 ensure all requisite local and zone level emergency planning and preparedness measures are undertaken;
  - 5.1.6 support community-preparedness measures through public education and awareness;
  - 5.1.7 understand and communicate current and emerging disaster risks to relevant stakeholders. Integrate relevant risk mitigation strategies for disaster risks into existing plans and decision-making (e.g. long-term financial plan, asset management plan, climate change plans, public health plans);
  - 5.1.8 partner with relevant stakeholders in addressing priority disaster risks; and
  - 5.1.9 strengthen disaster resilience in communities through education and information dissemination.

5.2 **Incident** Operations. Council will endeavour to:

- 5.2.1 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;
- 5.2.2 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;
- 5.2.3 ensure appropriate local resources and/or arrangements are in place to support emergency relief and recovery services to communities in line with agreed state arrangements or plans;
- 5.2.4 participate in sector post-emergency assessment and analysis; and
- 5.2.5 build capability of administration to participate in the Local Government Functional Support Group (LGFSG).

5.3 **Recovery.** Council will endeavour to:

- 5.3.1 provide leadership, (local) co-ordination and advocacy when the community is impacted by disasters;
- 5.3.2 provide representation on local recovery committees and at relevant community meetings; and
- 5.3.3 provide support in assessing, mapping and informing the community of the impacts of the disaster on the Council area.

## 6 **Supporting Emergency Management Documentation**

- 6.1 In addition to this policy, Council will maintain relevant supporting documentation that describes the strategies and operational actions that Council will take to implement this policy;
- 6.2 In developing these documents administration will take account of any relevant local, regional or state emergency plans and arrangements and incorporate community input as appropriate; and
- 6.3 Council's emergency management documentation will be regularly reviewed and updated to ensure that specific guidance provided by the SEMP or other plans, strategies, frameworks and guidelines is included.

## 7 **Support to Control Agencies and Emergency Services**

- 7.1 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 2.3. of part two of the SEMP;
- 7.2 Occasionally Council staff and/or equipment may be requested to support control agencies and emergency services in managing an emergency. An allocation of Council resources will operate in line with the i-Responda operational platform and LGFSG operational arrangements.

## **8 Financial Spending during Emergencies**

- 8.1 The CEO 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 the local community.

## **9 Protection**

- 9.1 To maintain effective workers compensation and liability coverage, Council when supporting the emergency services and control agencies in incident operations will:
- 9.1.1 Apply appropriate risk management principles; and
  - 9.1.2 Have regard to the arrangements of the LGA Asset Mutual Fund, the LGA Workers Compensation Scheme and LGA Mutual Liability Scheme.
- 9.2 To achieve this, any Council resources provided will operate in line with the i-Responda operational platform and LGFSG operational arrangements.

## **10 Review**

- 10.1 The Policy will be reviewed once per Council term or as required by legislation.

## **11 Access**

- 11.1 The Policy is available for public inspection on Council's website [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au) and from Customer Service at Payinthe, 128 Prospect Road, Prospect SA 5082.

## **12 Further Information**

- 12.1 For further information about this policy please contact:

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