

Emergency Management Policy

Strategic Reference	Objective 1; a caring, healthy and resilient community. Strategy 1.7; achieve or implement the statutory and core responsibilities of Council.
File reference	AR20/2248
Responsibility	Community & Corporate Department
Revision Number	1
Effective date	May 2020
Last revised date	Original
Minutes reference	099/20
Next review date	Every three years, as required or due to legislative changes
Applicable Legislation	Emergency Management Act 2004 Local Government Act 1999
Related Policies	Risk Management Policy
Related Documents	Employee Emergency Response Support Register Emergency Services Plant and Equipment Register "i-Responda Framework" LGA 2014 State Emergency Management Plan

1. Introduction

Emergencies have the potential to disrupt the strategic and operational activities of Council and adversely impact communities.

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 the 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).

In addition, the Local Government 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).

Emergency Management Policy

Emergency management in the Coorong District Council is enabled and supported by a number of legislations and delegations as listed in its Delegations Register.

2. Purpose

The purpose of the policy is to:

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

3. Scope

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 4.

4. Policy Statement

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

4.1. Disaster risk reduction

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
- Strengthen disaster resilience in communities through community development.

4.2. Incident operations

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)
- Participate in incident operations in accordance with the i-Responda operating platform

4.3. Recovery

In accordance with the LGEMF, Council will:

- Provide leadership and advocacy when the community is impacted by disasters
- Plan for recovery to establish the principles, structures, partnerships and approaches that will guide Council
- Advocate for grants and other funding assistance to support disaster recovery

Emergency Management Policy

- Support State agencies to identify impacts and areas of need within our community when impacted by disasters.

5. Emergency management documents

In addition to this policy, Council will maintain an internal Emergency Management Plan, Incident Operations Arrangements, Recovery Arrangements 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
- Identifies linkages between emergency management objectives and Council's strategies and business, financial and other plans.

Where Council resource commitments are made in these plans they will be subject to normal strategic and business planning processes of Council.

Council's emergency management documentation will be reviewed in line with Council's internal document review schedule.

6. Maintenance of delegations

Council will maintain relevant emergency management delegations in line with the cyclical review of the Delegations Register.

7. Financial spending during emergencies

Arrangements for financial spending during emergencies will align with the principles set out in Council's Procurement Policy.

Records of all expenditure incurred during emergencies and in the recovery phase will be retained. All expenditure will be subject to quarterly budget review cycles.

8. Support to control agencies and emergency services

Council works within the requirements of the Work Health and Safety Act 2012. Occasionally Council staff and/or equipment will be requested to support control agencies and emergency services in managing an emergency.

When Council resources are made available to support control agencies and emergency services, this will be in accordance with:

- Council's incident operations arrangements
- LGASA Mutual Protection guide for incident operations
- The Local Government Incident Operations guide (including i-Responda)

8.1. Local Government Functional Support Group

Council is a participating organisation of the Local Government Functional Support Group (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 State Emergency Management Plan.

Emergency Management Policy

8.2. Protection

To maintain effective workers compensation and liability coverage, Council, 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 Local Government Association Asset Mutual Fund, the Local Government Association Workers Compensation Scheme and Local Government Association Mutual Liability Scheme.

To achieve this, Council resources will operate in line with the i-Responda operational platform and LGFSG operational arrangements.

9. Further information

This Policy is to be reviewed every three (3) years.

This Policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's website: www.coorong.sa.gov.au

Coorong Civic Centre

95 - 101 Railway Terrace
PO Box 399, Tailem Bend
Fax: 8572 3822
Phone: 1300 785 277

Meningie Information Hub

49 Princes Highway
Meningie
Phone: 1300 785 277

Tintinara Customer Service Centre

37 Becker Terrace
Tintinara
Phone: 1300 785 277

Please email council@coorong.sa.gov.au should you wish to obtain a copy of this Policy.

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.