

Emergency Management Policy

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Review Frequency	4 yearly or as required
Status	LGA Recommended
Last Reviewed	February 2020 / Resolution Ref: ACM20482
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File Number	18.63.001 / PL202019
Responsible Division	Resources
Related Documents	State Emergency Management Plan (SEMP) 'Supervision of Machinery Used in Bushfire Operations Government of SA, Australia', Edition 2, March 2011 LGA/CFS Joint Operating Guidelines – Bushfire Support Risk Management Policy and Procedure Work, Health and Safety Policies and Procedures Emergency Response Support Register Application Form Employee Emergency Response Support Register Emergency Services Plant and Equipment Register Emergency Planning Committee Terms of Reference Alexandrina Incident Operations Arrangements Resilient Hills and Coasts Vulnerability Assessment
Applicable Legislation	<i>Local Government Act 1999, s7 (c) and (d)</i> <i>Emergency Management Act 2004, s9</i>

1. Introduction

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

The roles of local government in emergency management are informed by the State Emergency Management Plan¹ (SEMP) and the Local Government Emergency Management Framework (LGEMF)². 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); and
- 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).

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

² <https://lga.sa.gov.au/emergency-management/local-government-emergency-management-framework>



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 in Alexandrina Council is enabled and supported by several legislations and delegations as listed in **Annex 1**.

2. Purpose

The purpose of the policy is to:

- Define Alexandrina 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 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.

3. Scope

This policy applies to Alexandrina 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.

In this Policy, unless the contrary intention appears, these words have the following meaning:

Council staff - Council employees or volunteers of Council and does not include any person who separately undertakes duties as a registered Country Fire Service (CFS) firefighter/volunteer.

4. Policy Statement

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

4.1. Disaster Risk Reduction

In accordance with the SEMP, Alexandrina Council will:

- build and promote disaster resilience;
- systematically take proper account of risk assessments in land-use planning to reduce hazard risk; and
- represent community interests in emergency management to other spheres of government and contribute to decision-making processes.



In accordance with the LGEMF, Alexandrina 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.

4.2. Incident operations

In accordance with the SEMP, Alexandrina Council will:

- ensure an adequate local council emergency response capability is in place; and
- participate in post-emergency assessment and analysis.³

In accordance with the LGEMF, Alexandrina Council will:

- Develop locally relevant 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.

4.3. Recovery

In accordance with the SEMP, Alexandrina Council will address:

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
- Work with local recovery organisations to appoint a local recovery coordinator.

Community liaison

- Create 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 coordinator and the local recovery committee; and
- Provide support and coordination to local volunteer efforts.

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



Community development

- Support State agencies to identify impacts and areas of need.

In accordance with the LGEMF Alexandrina 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
- Advocate for grants and other funding assistance to support disaster recovery.

5. Emergency management documents

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

Alexandrina 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.

All documentation relating to this policy will be implemented, maintained and reviewed by the Emergency Planning Committee at a frequency that is equal to or less than that stated above. All documentation will be appropriately recorded in Council's electronic document management system.

6. Maintain delegations

Alexandrina Council will maintain relevant emergency management delegations as listed in **Annex 1**.

7. Financial spending during emergencies

Delegations and arrangements for financial spending during emergencies are covered in Council's Annual Budget and Budget Performance Policy and Council's Procurement Policy.

Council's Incident Operations Arrangements document contains further details in relation to Emergency Management expenditure.



8. Support to control agencies and emergency services

Alexandrina 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:

1. Council's incident operations arrangements;
2. LGASA Mutual Protection guide for incident operations; and
3. The Local Government Incident Operations guide (including i-Responda).

8.1. Local Government Functional Support Group

Alexandrina 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 (SEMP).

8.2. Protection

To maintain effective workers compensation and liability coverage, when supporting the emergency services and control agencies in incident operations, 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.

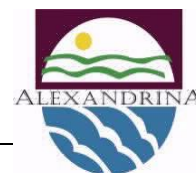
To achieve this, Council resources will operate in line with the i-Responda operational platform and LGFSG operational arrangements.

8.3. Availability of Council Employees

To support this policy the Council will establish and maintain an *Employee Emergency Response Support Register*. The Council will ensure that the employees that are listed on the Register are adequately trained for the roles that may be undertaken.

8.4. Availability of Plant and Equipment

The '*Emergency Services Plant and Equipment Register*' will identify 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. Scope of equipment use is defined in the Council's Incident Operations Arrangements.



8.5. Arrangements and communication

Council will endeavour to meet periodically with the relevant emergency agencies through the Zone Emergency Management Committee (ZEMC) to confirm critical regional coordination arrangements.

9. Further information

This policy will be available for inspection at the Alexandrina Council offices during ordinary business hours and is available to be downloaded, free of charge, from Council's website:

<https://www.alexandrina.sa.gov.au/council/council-publications/policies-and-procedures>

10. Annex

10.1. Annex 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>	Yes
<i>Coast Protection Act 1972</i>	Yes
<i>Electricity (Principles of Vegetation Clearance) Regulations 2010</i>	