	<p style="text-align: center;"><b>Emergency Management Policy</b> <i>Policy No. WKSPOL 18</i></p>	Version No:	1
		Responsible Officer/s:	Works Manager
		Classification:	Administration
		Issued:	16 December 2019
		Next Review:	February 2027

## 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<sup>1</sup> (**SEMP**) enabled under the *Emergency Management Act 2004*.

In addition, Section 8 of the *Local Government Act 1999* (**the LG 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 7 of the LG Act outlines the functions of a Council to include:

- Providing for the welfare, wellbeing and interests of individuals and groups within its community; and
- Taking measures to protect its area from natural and other hazards and to mitigate the effects of such hazards.

Emergency management in the District Council of Grant (**the Council**) is enabled and supported by a number of legislations and delegations as listed in **Annexure A**.

District Council of Grant 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 SEMP.

## 2. Purpose


The purpose of the policy is to:

- Define the Council's roles and responsibilities in emergency management;
- Support the Council to maintain safe working practices during emergencies;
- Support the Council to maintain effective protection for council workers, assets and liabilities associated with emergency management activities; and
- Participate in the "Council Ready Program" (and may also consider participation in other LGA emergency management programs) and seek to expand the Council's capability.

## 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".

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

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#### 4. Definitions

<b>Council</b>	the District Council of Grant
<b>Control Agency / Control Agencies</b>	the agency who, for the time being, is responsible for overall Control of an emergency
<b>Emergency</b>	an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
<b>LG Act</b>	the Local Government Act 1999
<b>LGFSG</b>	the Local Government Functional Support Group
<b>SEMP</b>	the State Emergency Management Plan
<b>WHS Act</b>	the <i>Work Health and Safety Act 2012</i>

#### 5. Policy

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

##### 5.1. Disaster Risk Reduction

In accordance with the SEMP, the principal roles and responsibilities of local government may include 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 take 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<sup>2</sup>.

##### 5.2. Incident Operations

Council's roles in accordance with the SEMP, may include the following:

- ensure an adequate local council emergency response capability is in place;
- provide support to control agencies to enable them to ensure appropriate local resources and arrangements are in place to provide and support emergency relief and recovery services to communities; and

<sup>2</sup> Source – State Emergency Management Plan. Part 2, Arrangements 2.3 Local Government

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- participate in post-emergency assessment and analysis<sup>3</sup>.

In addition, Council will commit to participating in the “Council Ready Program (and may also consider participating in other LGA emergency management programs) and seek to expand and improve capability.

### 5.3. Recovery

In accordance with the SEMP, Council roles may include the following:

#### 5.3.1. 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

#### 5.3.2. Community liaison

- Open lines of communication with local recovery service providers
- Establish communications with the community
- Support relief/recovery centres
- Provide support to control agencies on a negotiated cost recovery basis (where applicable) 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

#### 5.3.3. Community development

- Support State agencies to identify impacts and areas of need
- Support recovery centres on a cost recovery basis (where applicable)
- Coordinate local recovery service providers.<sup>4</sup>

## 6. Support to Control Agencies


District Council of Grant works within the requirements of the *Work Health and Safety Act 2012 (WHS Act)*. Occasionally council staff and/or equipment may be used to support control agencies and emergency services in managing an emergencies upon request.

Council’s role in emergency management is as a support agency only. Risk will be managed in accordance with Council’s:

- Risk Management Plan,

<sup>3</sup> Source – State Emergency Management Plan. Part 2, Arrangements 2.3 Local Government

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

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- Risk Management Policy and
- Risk Management Procedure.

Work Health and Safety will be managed in accordance with iResponda methodology where people will be:

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

Council will not support emergency management activities that may:

- Compromise the safety and welfare of staff, volunteers, third party agents and members of the community
- Constitute a breach of regulation and legislation.

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

### **7. Emergency management documents**

In addition to this policy, Council will maintain an Emergency Management Plan comprising Emergency management and Business Continuity planning, Incident Operations Arrangements, Recovery Arrangements and any other supporting documentation that:

- Describes the strategies and actions that council will take to implement this policy;
- 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.

### **8. Financial Spending During Emergencies**

Support to control agencies may be in kind support, allocation of cost of resources, or by a cost recovery agreement. Participation and support are at the discretion of the Chief Executive Officer.

Arrangements for financial spending during emergencies are as follows:

- As per Council's Procurement Policy;
- May be negotiated on a cost recovery basis;
- In line with Council's delegations; and

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- Will be tracked for each emergency event / incident.

## 9. References / Other Documents

### 9.1. Legislation

*Local Government Act 1999*

*Work Health and Safety Act 2012*

*(Refer also to Annexure A of this Policy)*

### 9.2. Council Policies / Procedures

District Council of Grant Procurement Policy

District Council of Grant Risk Management Policy

District Council of Grant Risk Management Procedure


District Council of Grant Risk Management Plan

State Emergency Management Plan

## 10. Review

This Policy shall be reviewed by the District Council of Grant at a minimum, once within every four (4) year Council term (or on significant change to legislation or other matters which could affect this policy).

Action	Date	Minute Reference
Adopted by Council	16 December 2019	19171.3.5
Minor formatting amendments	4 May 2020	Governance Officer
Reviewed	23 February 2023	23028

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### **ANNEXURE A**

<b>Act or regulations</b>	<b>Delegations</b>
<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>	No
<i>Public Health Act 2011,</i>	Yes
<i>South Australian Public Health (Legionella) Regulations 2013,</i>	Yes
<i>South Australian Public Health (Wastewater) Regulations 2013,</i>	Yes
<i>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,</i>	Yes
<i>Road Traffic (Miscellaneous) Regulations 2014</i>	Yes
<i>Road Traffic (Road Rules – Ancillary And Miscellaneous Provisions) Regulations 2014</i>	Yes
<i>Environment Protection Act 1993</i>	Yes
<i>Environment Protection (Waste To Resources) Policy 2010</i>	Yes
<i>Development Act 1993</i>	Yes
<i>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>	No
<i>Coast Protection Act 1972</i>	No
<i>Electricity (Principles of Vegetation Clearance) Regulations 2010</i>	Yes
<i>Native Vegetation Act 1991</i>	Yes