

POLICY	ROBY COUNCIL	Responsible Department	Executive
		Original Adoption Date	24.02.2021
		Current Adoption Date	24.01.2024
		Date of Next Review	24.01.2027

EMERGENCY MANAGEMENT	
Latest Review Changes	Updated to new template, reviewed legislation to ensure accuracy, minor editorial updates.
Previous Council Reviews	24.02.21,

Applicable Legislation

<p>Local Government Act 1999 Fire and Emergency Services Act 2005 (Bushfire) Fire and Emergency Services Act 2005 (via State Emergency Management Plan) 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 Work Health and Safety Act 2012 Food Act 2001 Road Traffic Act 1961, The Road Traffic (Miscellaneous) Regulations 2014 and The Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014 Environment Protection Act 1993 and the Environment Protection (Waste to Resources) Policy 2010 Planning, Development and Infrastructure Act 2016 Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014 Local Government (Stormwater management) Amendment Act 2007 Electricity (Principles of Vegetation Clearance) Regulations 2021 Native Vegetation Act 1991</p>
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Related Policies

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Related Procedures

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Reference Documents

LGA Council Emergency Management Model Policy

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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 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);
- 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 1999* 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 the Municipal Council of Roxby Downs (“Council”) is enabled and supported by various legislation and delegations.

2. PURPOSE OF THE POLICY

The purpose of this policy is to:

- Define the Council's roles and responsibilities in emergency management.
- Ensure that the Council maintains appropriate delegations and authority to undertake its emergency management responsibilities.
- Ensure that the Council prepares and maintains 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 Municipal Council of Roxby Downs 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 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, the Council will:

- build and promote disaster resilience.
- undertake cost-effective measures to mitigate the effects of emergencies including routinely conducting emergency risk assessments.

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

² https://www.lga.sa.gov.au/webdata/resources/files/ECM_672733_v18_Local%20Government%20Emergency%20Managment%20Framework%2002019%20update.pdf

- 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.
- undertake public education and awareness to support community-preparedness measures³

In accordance with the LGEMF, the 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 through community development.

4.2. Incident Operations

In accordance with the SEMP, Council will:

- ensure an adequate local Council emergency response capability is in place, including resources for the local volunteers.
- ensure appropriate local resources and arrangements are in place to provide and support emergency relief and recovery services to communities.
- participate in post-emergency assessment and analysis.³

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)

4.3. Recovery

In accordance with the SEMP, Council will:

Leadership

- Provide senior representation on a local recovery committee.
- Provide representation at a community meeting.
- Identify community impacts.
- Liaise with the State agencies to determine potential recovery services.
- Act as media spokesperson for local recovery issues

Community Liaison

- 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.
- Provide support and coordination to local volunteer efforts.

Community Development

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

- Support State agencies to identify impacts and areas of need.
- Implement community development packages (if not provided by the State)
- Support recovery centres
- Coordinate local recovery service providers.⁴

In accordance with the LGEMF, the 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.
- Seek to secure grants and other funding assistance to support disaster recovery.

5. EMERGENCY MANAGEMENT DOCUMENTS

In addition to this policy, Council will maintain an 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 name]'s strategies and business, financial and other plans.

Council will maintain its commitment to locally relevant plans. Where Council resource commitments are made in these plans, they will be subject to normal strategic and business planning processes of the Council.

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

6. MAINTAIN DELEGATIONS

Council will maintain relevant emergency management delegations as listed in the Delegations Register.

7. FINANCIAL SPENDING DURING EMERGENCIES

Arrangements for expenditure during emergencies will be undertaken as per Council's Procurement Policies and Procedures and financial delegations. There may be emergencies or procurements in which methods included in the Procurement Policy will not necessarily deliver best outcome for the Council and other market approaches may be more appropriate.

Where there is a significant public risk if the procurement is delayed by process requirements, such as emergency situations threatening life and property or to enable prompt return to business under Council's Business Continuity Plan, the Chief Executive is delegated by Council to expend funds as required. The Chief Executive will notify the Administrator as soon as practical regarding the emergency situation financial actions taken.

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:

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

- i. Council's incident operations arrangements
- ii. Local Government Association of South Australia (LGASA) Mutual Protection Guide for Incident Operations
- iii. The Local Government Incident Operations guide

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.

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 LGA Asset Mutual Fund, the LGA Workers Compensation Scheme and LGA Mutual Liability Scheme.

To achieve this, council resources will operate in line with LGFSG operational arrangements.

9. POLICY REVIEW

The effectiveness of this Policy will be reviewed every 3 (three) years to ensure compliance with Legislation.

10. AVAILABILITY OF POLICY

This Policy will be available for inspection at the Council's Office in 6 Richardson Place, Roxby Downs during ordinary business hours and available to be downloaded, free of charge from Council's website at www.roxbydowns.sa.gov.au.