



Emergency Management Policy

Classification:	Council Policy
Version Number:	2
Review Frequency:	Once in the Term of Council
Last Reviewed:	November 2021
Review Due:	November 2024
Responsible Officer:	Chief Executive Officer
Applicable Legislation:	As per List at Appendix 1
Related Policies/Procedures:	<ul style="list-style-type: none"> • Local Government Emergency Management Framework • Risk Management Policy • Emergency Management Plan • Incident Operations Handbook • Employee Emergency Response Support Register • Delegations Register

1. PURPOSE:

- 1.1 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.

2. LEGISLATIVE CONTEXT:

- 2.1 Emergencies have the potential to disrupt the strategic and operational activities of council and adversely impact communities.
- 2.2 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 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 Council's activities or operations (section 122).
- 2.3 The Local Government Act requires Council 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).
- 2.4 Emergency management in the Kingston District Council is enabled and supported by several legislations and delegations as listed in Appendix 1.

3. SCOPE:

- 3.1 This Policy applies to Kingston District 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 5.

4. DEFINITIONS:

<i>LGASA</i>	Local Government Association of South Australia
<i>LGEMF</i>	Local Government Emergency Management Framework
<i>LGFSG</i>	Local Government Functional Support Group
<i>SEMP</i>	State Emergency Management Plan

5. POLICY STATEMENT:

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

5.1. Disaster Risk Reduction

5.1.1 In accordance with the SEMP, Council will:

- 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 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
- support emergency services to provide public education and awareness to support community-preparedness measures.

5.1.2 In accordance with the LGEMF, Council will:

- Understand and communicate with Elected Members and Council staff 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.

5.2 Incident Operations

5.2.1 In accordance with the SEMP, Council will provide:

- 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.

5.2.2 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.

5.3 Recovery

5.3.1 In accordance with the SEMP, Council will provide:

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
- If requested by the community or affected community members, appoint a local recovery coordinator (if not provided by the State).

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, where relevant, between the local recovery coordinator and the local recovery committee
- Provide support and coordination to local volunteer efforts.

Community Development

- If requested by the community or affected community members appoint a community development officer (if not provided by the State)
- 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.

5.3.2 In accordance with the LGEMF, 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
- Provide support in seeking grants and other funding assistance to support disaster recovery.

6. EMERGENCY MANAGEMENT DOCUMENTS:

- 6.1 In addition to this Policy, Council will maintain 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.
- 6.2 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.
- 6.3 Council's emergency management documentation will be reviewed in line with Council's review schedule.

7. MAINTAIN DELEGATIONS:

- 7.1 Council will maintain relevant emergency management delegations under the legislation listed in Appendix 1.

8. FINANCIAL SPENDING DURING EMERGENCIES:

- 8.1 All financial spending will be in accordance with Council's Procurement Policy.
- 8.2 Clause 7 of the Procurement Policy states that during emergency situations where life and property are threatened, Council may waive the application of the Procurement Policy.
- 8.3 Any and all spending incurred in relation to an emergency situation will be recorded against an emergency specific code, so it can be tracked.

9. SUPPORT TO CONTROL AGENCIES AND EMERGENCY SERVICES:

- 9.1 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 emergencies. 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)

9.2 Availability of Council Employees

9.2.1 To support this Policy Council will establish and maintain an 'Employee Emergency Response Support Register'. Council will ensure that the employees that are listed on the Register are adequately trained:

- to operate the plant and equipment that might be required to support an emergency response
- in work health and safety procedures that are pertinent to staying safe in an emergency.

9.2.2 Council will:

- identify relevant employees who are interested in participating in Council response(s) to emergency support requests under this policy and list such employees on the Employee Emergency Response Support Register
- not obligate any Council Employee to be listed on the Employee Emergency Response Support Register, nor obligate any Council employee listed on the register to respond to a particular incident
- ensure all Council Employees who will be required to operate Council vehicles or plant and equipment undertake annually the i-Responda program
- maintain the integrity of the Employee Emergency Response Support Register
- reserve the right, in accordance with the i-Responda framework, not to release Council employees to support an emergency event should extenuating circumstances exist (as deemed by the CEO or Manager Assets and Infrastructure).

9.3 Availability of Council Plant and Equipment

9.3.1 Council plant and equipment may be deployed, at the discretion of the Manager Assets and Infrastructure, during an emergency response operation for use by suitably qualified and trained Council staff, as per the Employee Emergency Response Support Register.

9.3.2 Council will:

- liaise with the Control Agency about how operation of any vehicles, plant and equipment will be achieved
- always have available a list of persons on the Employee Emergency Response Support Register that are competent to operate the various items of plant and equipment
- reserve the right not to release Council plant and equipment for emergency response operations should extenuating circumstances exist (as deemed by the CEO).

9.4 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.

9.5 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 the i-Responda operational platform and LGFSG operational arrangements.

10. AVAILABILITY OF THE POLICY:

This policy will be available for inspection at Council's principal office, 29 Holland Street Kingston SE, during ordinary business hours and on council's website: www.kingstondc.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon such payment of the fee set by Council.

APPENDIX 1

LEGISLATION AND DELEGATIONS

Act or Regulations	Delegations
<i>Local Government Act 2007</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>	
<i>Coast Protection Act 1972</i>	
<i>Electricity (Principles of Vegetation Clearance) Regulations 2010</i>	