

	<p style="text-align: center;"><b>GOVERNANCE POLICY</b> <b>EMERGENCY MANAGEMENT POLICY</b></p>	Policy Number Version Number Issued Last Review Next Review GDS	G1.52 2 <b>15 June 2021</b> October 2023 November 2027 9.63.1.1
--	--	--	--

## **EMERGENCY MANAGEMENT POLICY**

The Flinders Ranges Council (the Council) is committed to achieving a high level of proactive Emergency Management in line with the Council's Strategic Management Plan objectives of responsible business and responsible management.

In addition to this, the Council recognises that Local Government has a significant role to play as a community leader in the State emergency management system. the Council's overall Emergency Management system incorporates a framework of risk reduction, response and recovery.

### **1. PURPOSE**

The purpose of this Policy is to:

- Align and link the Council's three main areas of emergency management – Emergency (Community) Management, Business Continuity, and Work, Health and Safety (WHS) Emergency Management;
- Define the Council's roles and responsibilities in emergency management;
- Ensure that the Council maintains appropriate delegations and authorities to undertake its emergency management responsibilities;
- Ensure that the Council prepares and maintains appropriate emergency management documents;
- Support the Council to maintain safe working practices during emergencies and associated processes including disaster risk reduction, incident response and incident recovery; and
- Support the Council to maintain effective protection for the Council's staff and workers, assets and liabilities associated with its emergency management activities.

### **2. SCOPE**

This policy applies to the Council exercising powers and functions under the *Local Government Act 1999 (SA)* (the Act),

The scope of the Council's emergency management activities is limited to:

- Providing business continuity of essential (Local Government) services to the community;
- Engaging and assisting in the facilitation of Emergency (Community) Management processes; and
- Providing WHS Emergency Management within the Council's work environment.

This is done through:

- Disaster (preparedness) risk reduction;
- Incident (response) operations; and
- Recovery activities.

### **3. DEFINITIONS**

**Council staff** means the Council's employees and within this policy does not include any person who separately undertakes duties as a registered emergency service volunteer (e.g. Country Fire

	<b>GOVERNANCE POLICY</b> <b>EMERGENCY MANAGEMENT POLICY</b>	Policy Number Version Number Issued Last Review Next Review GDS	G1.52 2 <b>15 June 2021</b> October 2023 November 2027 9.63.1.1
--	--	--	--

Service Volunteer or State Emergency Service volunteer) during an emergency response or recovery situation.

**Disaster Risk Reduction** is activity aimed at preventing new and reducing existing disaster risk and managing residual risk, all of which contribute to strengthening resilience and therefore to the achievement of sustainable development.

**Functional Services** are groupings of participating agencies coordinated by a lead agency that perform a functional role as part of the State Emergency Management Plan arrangements to support response and recovery operations for an emergency.

**Incident Operations** are the processes, decisions and actions taken to resolve an emergency incident and support recovery that will enable the community to return to normality.

**Local Government Emergency Management Framework 2019 (LGEMF)** reflects the evolving role of local government in emergency management and emphasises the critical role that the Council plays:

- (i) reducing disaster risks before emergencies happen;
- (ii) supporting communities and emergency services when emergencies occur; and
- (iii) in the often long recovery process after the emergency has passed.

**Recovery** is the coordinated process of supporting emergency affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

## 4. BACKGROUND

Emergencies have the potential to disrupt the strategic and operational activities of the 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.

### 4.1 South Australia's Disaster Resilience Strategy

Given the increasing regularity and severity of natural disasters, the State and Federal Governments have recognised that a coordinated and cooperative effort is required to enhance our capacity to withstand and recover from emergencies and disasters.

In consideration of the State and Federal approaches, the Council recognises the shared responsibility that it has to help protect and assist its community to respond to and recover from disasters.

### 4.2 Legislative Context

The Act identifies that a function of a council is to provide for the welfare, well-being and interests of individuals and groups within its community (section 7(c)). Another function of a council is to

	<b>GOVERNANCE POLICY</b> <b>EMERGENCY MANAGEMENT POLICY</b>	Policy Number Version Number Issued Last Review Next Review GDS	G1.52 2 <b>15 June 2021</b> October 2023 November 2027 9.63.1.1
--	--	--	--

take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards (section 7(d)).

South Australian councils are linked to the State emergency management arrangements is through the State Emergency Management Plan (SEMP). The SEMP is prepared pursuant to section 9 of the *Emergency Management Act (2004)*, which lists councils as *Participating Organisations* to six of the thirteen Functional Services that are established under the SEMP.

## 5. DISASTER (PREPAREDNESS) RISK REDUCTION

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, and climate change plans);
- Partner with local stakeholders in addressing priority emergency risks; and
- Strengthen disaster resilience in communities through community development.

The Council will meet periodically (at least annually) to review and assess scheduled critical risk reduction activities.

## 6. INCIDENT (RESPONSE) ACTIVITIES

In accordance with the LGEMF, the Council will:

- Develop a locally relevant risk-based suite of incident operational arrangements;
- Build capability of the Council to participate in the Local Government Functional Support Group (LGFSG); and
- Participate, as far as reasonably practicable, in incident operations in accordance with the i-Responda operating platform.

### 6.1 Arrangements and Communication

In preparation for Incident Response activities, the Council will endeavour to meet periodically (at least annually) with the relevant emergency services to confirm critical coordination arrangements including:

- Contact protocols;
- Details of the Council's resources that could be made available;
- The arrangements for accessing such resources; and
- The scope of work that could be performed.

### 6.2 Availability of the Council's Staff

To support this Policy the Council will establish and maintain a Register of staff (employees) responsible for the maintenance and implementation of the:

- Business Continuity Plan;
- Emergency (Community) Management Plan; and
- WHS Emergency Management Plan.

The Council will ensure that the staff/employees that are listed on the Registers (listed above) are adequately trained within the roles they are allocated/designated within the Register.

	<b>GOVERNANCE POLICY EMERGENCY MANAGEMENT POLICY</b>	Policy Number Version Number Issued Last Review Next Review GDS	G1.52 2 <b>15 June 2021</b> October 2023 November 2027 9.63.1.1
--	--	--	--

## 7. RECOVERY

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 the Council;
- Secure grants and other funding assistance to support disaster recovery.

## 8. EMERGENCY MANAGEMENT DOCUMENTS

In addition to this Policy, the Council will maintain a Business Continuity Plan, Emergency (Community) Management Plan, WHS Emergency Management Plan and other associated/ supporting documents including Incident Operations Arrangements, and Recovery Arrangements.

### **8.1 Supporting Documentation**

The supporting documentation will:

- Describe the strategies and actions that the Council will take to implement this Policy;
- Identify relevant local, regional and State emergency management plans and arrangements that impact upon the Council;
- Respond to guidance for the Council provided by the SEMP and other emergency management plans, strategies, frameworks and guidelines; and
- Identify linkages between emergency management objectives and the Council's strategies and other plans (including business, and financial).

### **8.2 Availability of the Council's Plant and Equipment**

The Council will establish and maintain:

- An 'Emergency Plant and Equipment Register' of 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; and
- Terms and conditions, including 'scope of works' for the availability and use of the plant and equipment.

### **8.3 Maintenance of Documentation**

- Council will maintain its commitment to locally relevant plans developed in consultation with key stakeholders.
- Where resource commitments are made by the Council in these plans, they will be subject to normal strategic and business planning processes of the Council.
- the Council's Emergency Management Policy will be reviewed in line with the Council's governance procedure.

	<b>GOVERNANCE POLICY EMERGENCY MANAGEMENT POLICY</b>	Policy Number Version Number Issued Last Review Next Review GDS	G1.52 2 <b>15 June 2021</b> October 2023 November 2027 9.63.1.1
--	--	--	--

## 9. RISK MANAGEMENT

The Council will act in a manner that ensures the various activities that might be undertaken in emergency preparation, response, and recovery situations are managed in such a way that the safety and health of its workers and community are paramount.

### 9.1 Application of Risk Management

Council, when supporting the emergency services in response 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 Mutual Liability Scheme.

### 9.2 Maintain Delegations

Council will maintain relevant emergency management delegations including, but not limited to:

<b>Act or regulations</b>
<i>Local Government Act 1999</i>
<i>Fire and Emergency Services Act 2005 (bushfire)</i>
<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>
<i>Work Health and Safety Act 2012</i>
<i>Food Act 2001</i>
<i>Road Traffic Act 1961, The Road Traffic (Miscellaneous) Regulations 2014 and The Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014</i>
<i>Environment Protection Act 1993 and the Environment Protection (Waste to Resources) Policy 2010</i>
<i>Planning, Development and Infrastructure Act 2016</i>
<i>Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014</i>
<i>Local Government (Stormwater management) Amendment Act 2007</i>
<i>Coast Protection Act 1972</i>
<i>Electricity (Principles of Vegetation Clearance) Regulations 2010</i>
<i>Native Vegetation Act 1991</i>

### 9.3 i-Responda Framework

The i-Responda framework, which was developed in consultation with the Local Government Association (LGA) and Local Government Risk Services (LGRS) addresses issues such as incident management protocols, and operational arrangements in emergency response situations. LGA and LGRS believe that the i-Responda Framework fulfils the legislative

	<b>GOVERNANCE POLICY</b> <b>EMERGENCY MANAGEMENT POLICY</b>	Policy Number Version Number Issued Last Review Next Review GDS	G1.52 2 <b>15 June 2021</b> October 2023 November 2027 9.63.1.1
--	--	--	--

requirement of the *Work, Health and Safety Act 2012* to ensure as far as is reasonably practicable, the health and safety of the PCBU's (the Council's) worker.

Implementation of the framework will equip the Council's Chief Executive Officer, Directors, supervisors and staff/workers with information and tools that will enable a confident response to requests for the Council to provide support to emergency activities.

Council will:

- implement the i-Responda framework, to ensure that all emergency response activities are undertaken within a consistent and robust risk assessment framework guiding practical decisions and actions pursuant to the Schemes' Rules; and
- establish, implement, monitor and review work health and safety policy and procedures consistent with the i-Responda framework.

## 10. SUPPORT TO CONTROL AGENCIES

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

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

- Council's Business Continuity Plan, Emergency (Community) Management Plan and WHS Emergency Management Plan;
- Council's incident operations arrangements;
- LGASA Mutual Protection guide for incident operations; and
- The Local Government Incident Operations guide (including i-Responda).

### 10.1 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.

### 10.2 Protection

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

- 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, the Council's resources will operate in line with the i-Responda operational platform and LGFSG operational arrangements.

## 11. FINANCE

Arrangements for financial spending during emergencies will be set out in the Council's annual budget and within Council's current financial delegation framework.



	<b>GOVERNANCE POLICY</b> <b>EMERGENCY MANAGEMENT POLICY</b>	Policy Number Version Number Issued Last Review Next Review GDS	G1.52 2 <b>15 June 2021</b> October 2023 November 2027 9.63.1.1
--	--	--	--

## 11.1 Insurance

The LGAAMF and LGAWCS will continue to provide coverage to the Council emergency actions.

- The LGAAMF will provide coverage to the Council owned property, plant and machinery (mobile or otherwise) while it is being used in preventing, preparing, or responding to an emergency on the following basis:
- The plant, vehicle, or machinery must be operated by the Council staff and in accordance with the i-Responda framework;
- Council is responsible to ensure all property, vehicles, plant and machinery (mobile or otherwise) provided to support an emergency is fit for purpose and consistent with the emergency response.
- Council's staff and workers are covered for workers compensation (as required by the *Return to Work Act 2017*) where the activity being carried out with the Council plant and equipment arises from injury sustained 'in the course of employment'.

**NOTE:** The i-Responda framework establishes that at all times in responding to an emergency incident or disaster, the Council, the Chief Executive Officer and the relevant employee/s will be undertaking ordinary activity 'in the course of employment' controlled and directed by the Council, including in an extraordinary event.

## 11.2 Civil Liability

- For the purpose of the i-Responda framework - the Council, as a member of the LGA Mutual Liability Scheme (LGAMLS), is entitled to civil liability cover including proactive risk management support, pursuant to the LGAMLS Rules.
- The i-Responda framework establishes that all existing Local Government Association of South Australia Local Government Risk Service insurance arrangements will continue (Return to Work, public liability and asset insurance) subject to the normal terms and conditions.

## 12. LEGISLATION

*Emergency Management Act 2004*

*Environment Protection Act 1993*

*Fire and Emergency Services Act (SA) 2005*

*Local Government Act 1999*

*Local Government (Stormwater Management) Amendment Act 2007*

*Planning, Development and Infrastructure Act 2016*

*Public Health Act 2011*

*Native Vegetation Act 1991*

*South Australian Public Health (Wastewater) Regulations 2013*

*South Australian Public Health (General) Regulations 2013*

*Work, Health and Safety Act (SA) 2012*

## 13 REFERENCES

Business Continuity Plan (FRC)

i-Responda Framework

State Emergency Management Plan

Supervision of Machinery Used in Bushfire Operations Government of South Australia, Edition 2, March 2011

WHS Emergency Management Plan & Procedure

	<b>GOVERNANCE POLICY EMERGENCY MANAGEMENT POLICY</b>	Policy Number Version Number Issued Last Review Next Review GDS	G1.52 2 <b>15 June 2021</b> October 2023 November 2027 9.63.1.1
--	--	--	--

#### 14 FURTHER INFORMATION

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

#### 15 REVIEW

To be reviewed within 12 months after a General Election, in line with any legislation changes or by resolution of the Council.

#### 16 DOCUMENT HISTORY

Review Date	Version Number	Change	Resolution
June 2021	1	New Policy.  Merging of three (3) documents - FRC Provision of Council Resources to Support the Emergency Services in Emergencies, WHS Emergency Management Policy, and Council Emergency Management 'Model' Policy' (provided by LGRS).  Appendix A & B of the FRC Provision of Council Resources to Support the Emergency Services in Emergencies transferred to the (LGRS - Council Emergency Management) Incident Response Plan.	132/2021
17 October 2023	2	Minor grammar and formatting changes only and part of regular review	283/2023