

 City of Mount Gambier	<b>COUNCIL POLICY EMERGENCY MANAGEMENT</b>	Version No:	2
		Issued:	17 December 2024
		Next Review:	November 2026

## 1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier (“Council”) for Emergency Management.

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). The Local Government Act 1999 provides for the consideration of risks (including emergency risks) as part of the role, functions and principles to be observed by a Council, 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 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 City of Mount Gambier is enabled and supported by a number of legislation and delegations as listed in **Annexure 1**.

### Scope

This policy covers management of community emergencies within the City of Mount Gambier and when supporting emergencies in other councils as part of the LGFSG.

The scope of emergency management activities is limited to those listed in Section 3.

### Purpose

The purpose of the policy is to:

- Define the City of Mount Gambier’s roles and responsibilities in emergency management.
- Ensure that the City of Mount Gambier maintains appropriate delegations and authority to undertake its emergency management responsibilities.
- Ensure that the City of Mount Gambier prepares and maintains appropriate emergency management documents.
- Support the City of Mount Gambier to maintain safe working practices during emergencies.
- Support the City of Mount Gambier to maintain effective protection for council workers, assets and liabilities associated with emergency management activities.

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## 2. Definitions

Key Term - Acronym	Definition
Control Agency	The agency that takes control of the emergency response as identified in the SEMP, for example the Country Fire Service for bushfire.
Disaster Risk Reduction	Actions taken before a natural hazard event occurs to reduce the impact of such an event and avert disaster.
Incident operation arrangements	The process and associated arrangements of responding to an emergency incident.
i-Responda	A framework for councils to support Control Agencies and other councils during an emergency. The framework provides principles and training to councils using the fundamental concept of “ordinary operations in extraordinary circumstances.”
Emergency	An event that causes or threatens to cause the death of, or injury or other damage to the health of, any person; or the destruction of, or damage to, any property; or a disruption to emergency services, or to services usually enjoyed by the community; or harm to the environment or flora or fauna.
Emergency management	A range of measures to manage risks to communities and the environment.
LGEMF	Local Government Emergency Management Framework.
LGFSG	Local Government Functional Support Group The LGFSG is one of a number of functional support groups identified in the SEMP. These groups support the Control Agency to provide emergency response. The role of the LGFSG as defined in the SEMP is “coordinating response from local government during an emergency.”
Relief centre	The centre at which emergency relief services to persons affected by an emergency are provided. It may include short-term shelter, information, personal support, food, temporary accommodation, practical advice, basic first aid, interpreter services, companion animal care, financial assistance and referrals.
Recovery	Recovery is the process of restoring or improving the livelihood and health, as well as the economic, physical, social, cultural and environmental assets, systems and activities of a disaster-affected community. It is a complex process that provides an opportunity to enhance community resilience and to ‘build back better’ to avoid or reduce future emergency/disaster risk.

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Recovery centre	A one-stop-shop that centralises local, state and Australian government and non-government services to support people affected by emergencies.
SEMP	State Emergency Management Plan The SEMP outlines comprehensive emergency management arrangements for South Australia. This is prepared pursuant to the <i>Emergency Management Act 2004</i> .
WHS	Work Health and Safety
ZEMC	<p>Zone Emergency Management Committee. There are 11 strategic emergency management planning committees across South Australia.</p> <p>The Limestone Coast Zone Emergency Management Committee is made up of City of Mount Gambier, District Council of Grant, District Council of Wattle Range, Naracoorte Lucindale Council, Robe District Council, Kingston District Council and Tatiara District Council is responsible for the local planning in the Limestone Coast Zone to support the State Emergency Management Plan.</p>

### 3. POLICY STATEMENT

The City of Mount Gambier will undertake the following roles and responsibilities in accordance with the State Emergency Management Plan and LGEMF.

#### 3.1 DISASTER RISK REDUCTION

In accordance with the SEMP, the City of Mount Gambier will support, as required:

- 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 account of risk assessments 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 measures.

In accordance with the LGEMF, the City of Mount Gambier 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 in communities through community development.

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### 3.2 INCIDENT OPERATIONS

The City of Mount Gambier will undertake incident operations, as follows:

- Ensure an adequate incident operations capability is in place, including maintaining trained and skilled staff, suitable resources and facilities and documented incident operational arrangements.
- Support other councils impacted by an emergency as part of the LGFSG, which may include personnel and/or plant and equipment and will be made available depending on the capability and capacity of Council.
- When providing support to control agencies or other councils, act in accordance with:
  - Council's Incident Operation Arrangements
  - LGA of SA Mutual Protection Guide for Incident Operations
  - City of Mount Gambier's Enterprise Agreements
  - LGFSG incident operations arrangements
  - i-Responda Operating Platform
- Participate in post-emergency assessments and analysis, including multi-agency debriefs.
- Evaluate documentation after a disaster or exercise to ensure continuous improvement.

### 3.3 RECOVERY

The City of Mount Gambier will undertake recovery operations, as follows:

- 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.
- Support emergency relief and recovery centres.
- Provide representation at recovery committees and attend community meetings as required.
- Secure grants and other funding assistance to support disaster recovery.

#### 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.
- 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 between the local recovery coordinator and the local recovery committee.
- Provide support and coordination to local volunteer efforts.

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### **Community development**

- 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.

## **4 EMERGENCY MANAGEMENT DOCUMENTS**

In addition to this policy, the City of Mount Gambier 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 the Council.
- Responds to guidance for the Council provided by the SEMP and other emergency management plans, strategies, frameworks and guidelines.
- Identifies linkages between emergency management objectives and the City of Mount Gambier's strategies and business, financial and other plans.

The Council will maintain its commitment to locally relevant plans developed in consultation with the City of Mount Gambier. Where Council resource commitments are made in these plans they will be subject to normal strategic and business planning processes of the Council.

## **5 MAINTAIN DELEGATIONS**

City of Mount Gambier will maintain relevant emergency management delegations as listed in **Annexure 1**.

## **5. FINANCIAL SPENDING DURING EMERGENCIES**

Arrangements for financial spending during emergencies are at the Chief Executive Officer's discretion in accordance with delegation under s36 of the Local Government Act 1999 and Council's Procurement Policy.

Arrangements for financial spending during emergencies are as follows:

- Financial delegation during Emergency Operations is controlled through the Council Incident Management Team Framework / Financial arrangements as defined in the Operational Arrangements for Council.
- Agreed financial support for community recovery will be considered and allocated for each emergency event upon evaluation.
- Council will support neighbouring councils at the discretion of the Chief Executive Officer during emergency situations.

## **7. SUPPORT TO CONTROL AGENCIES AND EMERGENCY SERVICES**

The City of Mount Gambier 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.

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When the Council's 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. LOCAL GOVERNMENT FUNCTIONAL SUPPORT GROUP**

City of Mount Gambier 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 the State Emergency Management Plan.

## **9. 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.
- 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.

## **10. REVIEW AND EVALUATION**

This Policy is scheduled for review by Council in November 2026; however, will be reviewed as required by any legislative changes which may occur.

## **11. AVAILABILITY OF POLICY**

This Policy will be available for inspection at the Council's principal office during ordinary business hours and on the Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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File Reference:	AF18/47
Applicable Legislation:	Refer Annexure 1
Reference: Strategic Plan 2020-2024	<p>Our People</p> <p>Our Location</p> <p>Our Diverse Economy</p> <p>Our Climate, Natural Resources, Arts, Culture And Heritage</p> <p>Our Commitment</p>
Related Policies:	<p>Risk Management Policy</p> <p>Procurement Policy</p> <p>Asset Management Policy</p>
Related Procedures:	<p>Emergency Management Plan</p> <p>Incident Operations Arrangements</p> <p>Recovery Arrangements</p>
Related Documents:	<p>State Emergency Management Plan</p> <p>Local Government Emergency Management Framework</p> <p>LGASA Mutual Protection guide for incident operations</p> <p>The Local Government Incident Operations guide (including i-Responda).</p>

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## DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
Version:	2
Last revised date:	17 December 2024
Effective date:	17 December 2024
Minute reference:	Council Meeting 17/12/2024 – Item 14.6 – Resolution OCM 2024/233
Next review date:	November 2026
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	17 November 2020 17 December 2024



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## 8. ANNEXURE

### 8.1 ANNEXURE 1 - LEGISLATION AND DELEGATIONS

<b>ACT OR REGULATIONS</b>	<b>DELEGATIONS</b>
Local Government Act 1999	Yes
Local Government (Stormwater Management) Amendment Act 2007	
Fire and Emergency Services Act 2005 (bushfire)	Yes
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	Yes
Work Health and Safety Act 2012 (superseded)	Yes
Food Act 2001	Yes
Road Traffic Act 1961, The Road Traffic (Miscellaneous) Regulations 2014 and The Road Traffic (Road Rules – Ancillary And Miscellaneous Provisions) Regulations 2014 Instrument of sub-delegation for the purposes of the Instrument of General Approval and Delegation (dated 22 August 2013) under the Road Traffic Act 1961 Instrument of authorisation for the purposes of the Instrument of General Approval and Delegation (dated 22 August 2013) under the Road Traffic Act 1961	Yes
Environment Protection Act 1993 and the Environment Protection (Waste To Resources) Policy 2010	Yes
Planning, Development and Infrastructure Act 2016	Yes
Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014	Yes
Coast Protection Act 1972	
Electricity (Principles of Vegetation Clearance) Regulations 2021	Yes
Native Vegetation Act 1991	