

	<b>COUNCIL POLICY EMERGENCY MANAGEMENT</b>	Version No:	1
		Issued:	17 November 2020
		Next Review:	November 2023

## 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 applies to the City of Mount Gambier 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.

### 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; and
- 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. POLICY STATEMENT

The City of Mount Gambier will undertake the following roles and responsibilities in accordance with the SEMP and LGEMF.

### 2.1. 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; and
- 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; and
- Strengthen disaster resilience in communities through community development.

### 2.2. INCIDENT OPERATIONS

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

- support adequate local council emergency response capability being in place, including resources for the local volunteers;
- support appropriate local resources and arrangements being in place to provide and support emergency relief and recovery services to communities; and
- participate in post-emergency assessment and analysis.

In accordance with the LGEMF, City of Mount Gambier 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); and
- Participate in incident operations in accordance with the i-Responda operating platform.

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### 2.3. RECOVERY

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

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

#### 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; and
- Coordinate local recovery service providers.

In accordance with the LGEMF, the City of Mount Gambier 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; and
- Secure grants and other funding assistance to support disaster recovery.

### 3. 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; and
- Identifies linkages between emergency management objectives and the City of Mount Gambier's strategies and business, financial and other plans.

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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.

#### 4. MAINTAIN DELEGATIONS

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

#### 6. 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.

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).

##### 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; 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.

#### 7. REVIEW & EVALUATION

This Policy is scheduled for review by Council in November 2023; however, will be reviewed as required by any legislative changes which may occur.

#### 8. 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:	AF18/58
Applicable Legislation:	Refer Annexure 1
Reference: Strategic Plan 2020-2024	Our People Our Location Our Diverse Economy Our Climate, Natural Resources, Arts, Culture And Heritage Our Commitment
Related Policies:	Risk Management Policy Procurement and Disposal of Land and Assets - P420 Provision of Council Resources to Support the Emergency Services in Emergencies Policy - E500 (superseded)
Related Procedures:	Emergency Management Plan Incident Operations Arrangements Recovery Arrangements
Related Documents:	State Emergency Management Plan Local Government Emergency Management Framework LGASA Mutual Protection guide for incident operations The Local Government Incident Operations guide (including i-Responda).

## DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
Version:	1.0
Last revised date:	17 November 2020
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## 8. ANNEXURE

### 8.1 ANNEXURE 1 – LEGISLATION AND DELEGATIONS

<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>	
<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>	
<i>Native Vegetation Act 1991</i>	