



Emergency Management Operations Policy

REFERENCE NUMBER:	DOC/19/80578
RESPONSIBLE OFFICER/ DEPARTMENT:	Infrastructure Maintenance and Operations
APPLICABLE LEGISLATION:	Local Government Act 1999, Emergency Management Act 2004
MOUNT BARKER 2035 – DISTRICT STRATEGIC PLAN:	The Natural Environment and Sustainable Living NE 4 Climate Change and Resilience NE 4.2 Identify and respond to environmental risks and vulnerabilities NE 4.3 Evolve strategy, policy and operational practices to ensure appropriate adaptive responses to climate change
RELATED POLICIES:	<ul style="list-style-type: none">• Risk Management Policy
SUPPORTING PROCEDURES:	<ul style="list-style-type: none">• Emergency Operational Arrangements (in development)
PREVIOUS REVIEW DATES:	Nil
ENDORSED BY COUNCIL:	2 December 2019
MINUTE RESOLUTION NUMBER:	OM20191202.08
NEXT REVIEW DATE:	December 2022

1. PURPOSE

The purpose of the policy is to:

- Define Mount Barker District Council's roles and responsibilities in emergency management
- Ensure that Mount Barker District Council maintains appropriate delegations and authority to undertake its emergency management responsibilities

- Ensure that Mount Barker District Council prepares and maintain appropriate emergency management documents
- Support Mount Barker District Council to maintain safe working practices during emergencies
- Support Mount Barker District Council to maintain effective protection for council workers, assets and liabilities associated with emergency management activities.

2. SCOPE

This policy applies to Mount Barker 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.

3. DEFINITIONS

- **Emergency Management** – the management of emergencies by council before during and after an incident, through disaster risk reduction, operational response and recovery response
- **Emergency Risk** – effect of uncertainty on objects due to emergency situations within community and council
- **State Emergency Management Plan (SEMP)** - Provides the overarching details of the arrangements and structures in place to prevent, prepare for, respond to and recover from emergencies within South Australia
- **Local Government Emergency Management Framework (LGEMF)** – a framework that provides a holistic approach to emergency management within the Local Government sector.

4. ROLES & RESPONSIBILITIES

Council:

- Endorse the Emergency Management Policy
- Ensure there is consideration of emergency risks, disaster risk reduction and opportunities as part of decision making.

Chief Executive Officer:

- Promote a culture of emergency management awareness
- Ensure appropriate systems for emergency management exist to support the achievement of the Strategic and Annual Business Plans
- Ensure appropriate delegations are in place for employee's to carry out emergency management activities
- Ensure appropriate resources are in place to manage emergency risks, response and recovery.

General Managers, Deputy Chief Executive Officer, Chief Financial Officer:

- Promote the Emergency Management Framework and a proactive disaster risk reduction culture within their Departments
- Ensure the identification and management of emergency risks is an integral part of Council business / operations
- Review annually the Emergency Risk Register and associated Hazard Action plans.
- Ensure Council is made aware of emergency risks and what controls are in place to mitigate these risks.

All Employees:

- Understand emergency risk and apply disaster risk reduction where required.
- Contribute to the identification, assessment, and management of emergency risks
- Ensure early, quick and clear escalation or remediation of emergency risks
- Work within this policy's scope when undertaking emergency management

5. POLICY STATEMENT

The Mount Barker District Council will undertake the following roles and responsibilities in accordance with the SEMP and LGEMF.

5.1 Disaster Risk Reduction

In accordance with the SEMP, Mount Barker District 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
- undertake public education and awareness to support community-preparedness measures¹

In accordance with the LGEMF, Mount Barker District Council will:

- Understand and communicate current and emerging disaster risks
- Integrate disaster risk into existing plans and decision-making (e.g. long-term financial plan, asset management plan, climate change plans, public health plans)
- Partner with local stakeholders in addressing priority emergency risks
- Strengthen disaster resilience in communities through community development.

¹ Source – State Emergency Management Plan. Part 2, Arrangements 2.3 Local Government

5.2 Incident operations

In accordance with the SEMP, Mount Barker District 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.²

In accordance with the LGEMF, Mount Barker District 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).

5.3 Recovery

In accordance with the SEMP, Mount Barker District Council 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
- 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.

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.³

In accordance with the LGEMF, Mount Barker District Council will:

- Provide leadership, coordination and advocacy when the community is impacted by disasters

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

³ State Emergency Management Plan. Part 2, Arrangements 6.6.9 Role of local government in recovery

- Plan for recovery to establish the principles, structures, partnerships and approaches that will guide council
- Secure grants and other funding assistance to support disaster recovery

6. EMERGENCY MANAGEMENT DOCUMENTS

In addition to this policy, Mount Barker District Council will maintain an Emergency Management Plan, Incident Operations 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 Mount Barker District Council's strategies and business, financial and other plans

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

Council's emergency management documentation will be reviewed every 3 years in line with council's governance procedure

7. MAINTAIN DELEGATIONS

Mount Barker District Council will maintain relevant emergency management delegations as listed in **Annex 1**.

8. FINANCIAL SPENDING DURING EMERGENCIES

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.

9. SUPPORT TO CONTROL AGENCIES AND EMERGENCY SERVICES

Mount Barker District 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 emergencies

When council 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
3. The Local Government Incident Operations guide (including i-Responda)

10. LOCAL GOVERNMENT FUNCTIONAL SUPPORT GROUP

Mount Barker District 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.

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

10. REVIEW

This Policy will be reviewed every three years or the frequency dictated in legislation, or earlier in the event of changes to legislation or related Policies and Procedures or if deemed necessary by the General Manager Infrastructure.

11. ACCESS TO THE POLICY

The Policy is available for public inspection at the Customer Service Centre, at the Local Government Centre, 6 Dutton Road, Mount Barker, South Australia and on the Council's website www.mountbarker.sa.gov.au.

12. FURTHER INFORMATION

For further information on this Policy, please contact:

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ANNEX 1 – Legislation and delegations

Act or regulations	Delegations
<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>	Yes
<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>Coast Protection Act 1972</i>	N/A
<i>Electricity (Principles of Vegetation Clearance) Regulations 2010</i>	Yes