

<b>Policy Reference Number:</b>	1.8
<b>Classification:</b>	General
<b>First Issued / Approved:</b>	13 November 2019 (87/2020) Replaces “Provision of Council Resources to Support the Emergency Services in Emergencies Policy”.
<b>Review Frequency:</b>	After the general election – every 4 years
<b>Last Reviewed:</b>	11 November 2020 (Res 134/2021)
<b>Next Review Date:</b>	December 2022
<b>Responsible Officer:</b>	Director Infrastructure
<b>Applicable legislation:</b>	<i>Local Government Act 1999, Emergency Management Act 2004 See Annexure 1 for further applicable legislation</i>
<b>Related policies:</b>	Policy 3.1 Risk Management Policy  This policy supersedes Policy 1.8 Provision of Council resources to support the Emergency Services in Emergencies Policy
<b>Related documents:</b>	Incident Operations Arrangements DC Robe Emergency Management Plan

## **1. Introduction**

Emergencies have the potential to disrupt the strategic and operational activities of Council and adversely impact communities.

The roles of local government in emergency management are informed by the State Emergency Management Plan<sup>1</sup> (SEMP) and the Local Government Emergency Management Framework (LGEMF)<sup>2</sup>. 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 the council's long-term financial performance (section 8);
- assess the maintenance, replacement or development needs for infrastructure (section 122);

<sup>1</sup> <https://dpc.sa.gov.au/responsibilities/security-and-emergency-management/state-emergency-management-plan>

<sup>2</sup> [https://www.lga.sa.gov.au/webdata/resources/files/ECM\\_672733\\_v18\\_Local%20Government%20Emergency%20Management%20Framework%202019%20update.pdf](https://www.lga.sa.gov.au/webdata/resources/files/ECM_672733_v18_Local%20Government%20Emergency%20Management%20Framework%202019%20update.pdf)

- 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 council's 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 District Council of Robe is enabled and supported by several legislations and delegations as listed in **Annexure 1**.

## 2. Purpose

The purpose of the policy is to:

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

## 3. Scope

This policy applies to District Council of Robe 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.

## 4. Policy Statement

The District Council of Robe will undertake the following roles and responsibilities in accordance with the SEMP and LGEMF and in accordance with its capabilities and capacity as determined by the Council Commander and/or its Chief Executive Officer at the time of the emergency.

### 4.1. Disaster Risk Reduction

District Council of Robe 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.
- Undertake cost-effective measures to mitigate the effects of emergencies on local communities.
- Represent community interests in emergency management to other spheres of government and contribute to decision-making processes.

### 4.2. Incident operations

District Council of Robe 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 and at the discretion of the Council Commander, based on Council capability at time of request.
- Ensure that the employees that are listed on the 'Employee Emergency Response Support Register' are adequately trained as per i-Responda training requirements

### **4.3. Recovery**

District Council of Robe will:

- Provide support through leadership, co-ordination and advocacy when the community is impacted by disasters.
- Plan for recovery with the community to establish structures, partnerships and approaches to guide recovery.
- Advocate for grants and other funding assistance to support disaster recovery.

## **5. Emergency management documents**

In addition to this policy, District Council of Robe will maintain an Incident Operations Arrangements Manual and any other supporting documentation as developed 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 District Council of Robe's strategies and business, financial and other plans.

Council will maintain its commitment to locally relevant plans developed in consultation with District Council of Robe. 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 in line with Council's policy reviews.

## **6. Maintain delegations**

District Council of Robe will maintain relevant emergency management delegations as listed in **Annexure 1**

## **7. Financial spending during emergencies**

Financial spending during emergencies will be governed under Procurement Policy section 7.4 variations to purchase. For each incident a separate code line will be created with job number to record all expense incurred through the emergency incident and recovery from it.

An auditable set of records will be maintained of all expenses and costs incurred with the view for cost recovery where applicable.

## 8. Support to control agencies and emergency services

District Council of Robe 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 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. Council's employee emergency support register.
3. LGASA Mutual Protection guide for incident operations.
4. The Local Government Incident Operations guide (including i-Responda).
5. Council's 'Emergency Services Plant and Equipment Register'.

### 8.1. Local Government Functional Support Group

District Council of Robe 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.

### 8.2. 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.

## 9. Further information

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site:

[www.robe.sa.gov.au](http://www.robe.sa.gov.au)

Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email [council@robe.sa.gov.au](mailto:council@robe.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

### POLICY REVIEW

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).

## 10. Annexure

### 10.1. ANNEXURE 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>	
<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>Native Vegetation Act 1991</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>	