

POLICY

Policy Name	Emergency Management Policy
Policy Category	Governance
Department / Officer	Environment and Infrastructure Services/Director
Date Adopted	14 December 2020
Date/s Reviewed	
Review Frequency	Every Three Years
Strategic Plan Reference	Aspiration 5 – We have services and infrastructure that meet our community's needs Strategy – Facilitate capacity to deal with emergencies
Attachments	Attachment A - Delegations

1. Purpose

The purpose of this policy is to define and ensure the City of Victor Harbor's:

- roles and responsibilities in emergency management
- maintain appropriate delegations and authority to undertake its emergency management responsibilities
- prepare and maintain appropriate emergency management documents
- maintain safe working practices during emergencies
- maintain effective protection for Council employees, assets and liabilities associated with emergency management activities.

2. Scope

This policy applies to the City of Victor Harbor in exercising powers and functions under the various legislation and agreements to which Council is a party in the State of South Australia.

3. Policy Statement (Summary)

The City of Victor Harbor will undertake the following roles and responsibilities in accordance with the *State Emergency Management Plan* and the *Local Government Emergency Management Framework* in the areas of disaster risk reduction, incident operations and recover as outlined in Clause 6.1 – 6.3 (inclusive).

4. Legislation and Compliance

The *Emergency Management Act 2004* provides the authority for the State Emergency Management Plan. The State Emergency Management Plan is prepared in accordance with

Section 9 of the *Emergency Management Act 2004* and details the role of Local Government in emergency management.

Section 7 (c) of the *Local Government Act 1999* requires Council to provide for the welfare, well-being and interests of individuals and groups within its community. While Section 7(d) of the *Local Government Act 1999* requires Council to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards.

In accordance with Section 8 of the *Local Government Act 1999*, Council must 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. This includes consideration of the objectives and strategies of the State Emergency Management Plan (SEMP)

5. Definitions

Council means the Elected Body and the City of Victor Harbor

Council Employee means Staff or Volunteers of Council and does not include any person who separately undertakes duties as a registered Country Fire Service Firefighter/volunteer.

Disaster Risk means the potential loss of life, injury or destroyed or damaged assets which could occur to a system, society or a community in a specific period of time, determined probabilistically as a function of hazard, exposure, vulnerability and capacity

Disaster Risk Reduction means action to avoid the creation of new disaster risks, reducing existing disaster risks, and managing any residual risk

Incident Operations means actions undertaken, immediately before during and immediately after an emergency

I-Responda refers to the action plans and principles under which Council employees work in an emergency.

Recovery means the process of restoring emotional, social, economic and physical wellbeing, reconstructing physical infrastructure and restoring the environment following an emergency.

6. Policy Content

6.1 Disaster Risk Reduction

In accordance with the State Emergency Management Policy, Council will endeavour to:

- 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 measures

In accordance with the Local Government Emergency Management Framework, Council will endeavour to:

- Understand and communicate current and emerging disaster risks
- Integrate disaster risk into existing plans and decision-making (eg 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.

6.2 Incident Operations

In accordance with the State Emergency Management Plan, Council will endeavour to:

- 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

In accordance with the Local government Emergency Management Framework, Council will endeavour to:

- Develop a locally relevant risk based suite of incident operational arrangements.
- Build capability of Council to participate in the Local Government Functional Support Group
- Participate in incident operations in accordance with the i-Responda operating platform.

6.3 Recovery

In accordance with the Statement Emergency Management Plan, Council will endeavour to:

6.3.1 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)

6.3.2 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

6.3.3 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.

In accordance with the Local Government Emergency Management Framework, Council will endeavour to:

- 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 council.
- Secure grants and other funding assistance to support disaster recovery

6.4 Emergency Management Documents

In addition to this policy, Council 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 Council
- Responds to guidance for Council provided by the State Emergency Management Plan and other emergency management plans, strategies, frameworks and guidelines.
- Identifies linkages between emergency management objectives and Council's strategies and business, financial and other plans

Council will maintain its commitment to locally relevant plans developed in consultation with the City of Victor Harbor. 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 as shown in Attachment B will be reviewed in line with Council's review requirements.

6.5 Financial Spending During Emergencies

Delegations and arrangements for financial spending during emergencies are covered in Council's Annual Budget and Council's Procurement Policy.

Councils Incident Operations Arrangements document contains further details in relation to Emergency Management expenditure.

6.6 Support to Control Agencies and Emergency Services

Council works within the requirements of the *Work Health and Safety Act 2012*. Occasionally Council employees 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. Councils incident operations arrangements
2. Local Government Association South Australia Mutual Protection guide for incident operations
3. The Local Government Incident Operations guide (including i-Responda)

6.6.1 Local Government Functional Support Group

Council is a participating organisation of the Local Government Functional Support Group. The Local Government Association Functional Support Group 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.

6.6.2 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 Local Government Association Asset Mutual Fund, the Local Government Association Workers Compensation Scheme and the Local Government Association Mutual Liability Scheme.

To achieve this, Council resources will operate in line with the i-Responda operational platform and Local Government Financial Services Group operational arrangements.

6.6 Communication

The media Spokesperson for Council during an incident will be the Mayor or the Chief Executive Officer.

Council Members do not have an operational role during an emergency but are kept up-to-date of the incident response and recovery by the Chief Executive Officer.

7. Risk Management

Council’s role in emergency management is as a support agency only. Risk will be managed in accordance with Council’s Risk Management Plan, Risk Management Policy, Risk

Management Procedure and Risk Management Framework and the State Emergency Management Plan.

8. Implementation/Delegations

The Chief Executive Officer has the delegated authority to implement this policy.

Council will maintain relevant emergency management delegations as listed in Attachment A.

9. Related Documents

Business Continuity Emergency Management Plan
Business Continuity Emergency Management Action Plan
Emergency Support Services Policy
I-Responda Framework
Local Government Emergency Management Framework
Procurement Policy
State Emergency Management Plan
Work Health and Safety Emergency Management Policy
Adelaide Hills and Fleurieu and Kangaroo Island Zone Emergency Management Plan

10. Availability of Policy

This policy is available on Council's website at www.victor.sa.gov.au. It may also be inspected or purchased at the Principal Office of the Council at 1 Bay Road, Victor Harbor.

Legislation	Delegations
Burial and Cremation Act 2013	√
Burial and Cremation Regulations 2014	√
Coast Protection Act 1972	
Development Act 1993	√
Electricity (Principles of Vegetation clearance) Regulations 2010	
Environment Protection (Waste to Resources) Policy 2010	√
Environment Protection Act 1993	√
Fire and Emergency Services Act 2005 (Bushfire)	√
Fire Emergency Services Act 2005 (via State Emergency Management Plan)	√
Food Act 2001	√
Local Government (Stormwater Management) Amendment Act 2007	
Local Government Act 1999	√
Native Vegetation Act 1991	
Planning, development and Infrastructure Act 2016	√
Public Health Act 2011	√
Road Traffic (Miscellaneous) Regulations 2014	√
Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014	√
Road Traffic Act 1961	√
South Australian Public Health (Legionella) Regulations 2013	√
South Australian Public Health (General) Regulations 2013	√
South Australian Public Health (Wastewater) Regulations 2013	√
Work Health and Safety Act 2012	√