



District Council of  
**ORROROO**  
**CARRIETON**

## **Emergency Management Policy**

Version 1.0

## Emergency Management Policy

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File reference	
Responsibility	
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Applicable legislation	<p>Local Government Act 1999            Fire and Emergency Services Act 2005 (bushfire)            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            Work Health and Safety Act 2012            Food Act 2001            Road Traffic Act 1961            The Road Traffic (Miscellaneous) Regulations 2014            The Road Traffic (Road Rules – Ancillary And            Miscellaneous Provisions) Regulations 2014            Environment Protection Act 1993            Environment Protection (Waste To Resources)            Policy 2010            Development Act 1993            Planning, Development and Infrastructure Act 2016            Burial and Cremation Act 2013 and Burial and            Cremation Regulations 2014            Local Government (Stormwater management)            Amendment Act 2007            Coast Protection Act 1972            Electricity (Principles of Vegetation Clearance)            Regulations 2010            Native Vegetation Act 1991</p>
Related policies	<p>Procurement Policy            Records Management Policy</p>
Related procedures	

## 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);
- 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 Orroroo Carrieton ('Council') is enabled and supported by a number of legislations and delegations as listed in **Annex 1**.

## 2. Purpose

The purpose of this policy is to:

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

## 3. Scope

This policy applies to 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 4.

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<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%20Managment%20Framework%202019%20Update.pdf](https://www.lga.sa.gov.au/webdata/resources/files/ECM_672733_v18_Local%20Government%20Emergency%20Managment%20Framework%202019%20Update.pdf)

## 4. Policy Statement

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

### 4.1. Disaster Risk Reduction

In accordance with the SEMP, 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 measures<sup>3</sup>

In accordance with the LGEMF, Council will:

- 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)
- Partner with local stakeholders in addressing priority emergency risks
- Strengthen disaster resilience in communities through community development.

### 4.2. Incident operations

In accordance with the SEMP, 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.<sup>4</sup>

In accordance with the LGEMF, 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)
- Participate in incident operations in accordance with the i-Responda operating platform.

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<sup>3</sup> Source – State Emergency Management Plan. Part 2, Arrangements 2.3 Local Government

<sup>4</sup> Source – State Emergency Management Plan. Part 2, Arrangements 2.3 Local Government

## 4.3. Recovery

In accordance with the SEMP, Council will:

### Leadership

- Provide 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).
- Work collaboratively with neighbouring Councils on recovery issues which affect the Council district directly and indirectly.

### 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

- 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.<sup>5</sup>

In accordance with the LGEMF, Council 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 council
- Pursue grants and other funding assistance to support disaster recovery.

## 5. 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 SEMP 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.

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<sup>5</sup> State Emergency Management Plan. Part 2, Arrangements 6.6.9 Role of local government in recovery

Council will maintain its commitment to locally relevant plans. 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 recorded pursuant to Council's Records Management Policy.

## **6. Maintain delegations**

Council will maintain relevant emergency management delegations as listed in **Annex 1**

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

Arrangements for financial spending during emergencies will be undertaken pursuant to Council's Procurement Policy and approved budget. There may be emergencies or special circumstances in which a tender process will not necessarily deliver best outcome for the Council, and other procurement options may be more appropriate.

Should an emergency require substantial on-going resources from Council, Council's administration can establish a cost centre code which will account for wages, contractors, materials and charges.

## **8. Support to control agencies and emergency services**

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)

### **8.1. Local Government Functional Support Group**

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.

### **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 Office during ordinary business hours and available to be downloaded, free of charge, from the Council's website at: [www.orreroo.sa.gov.au](http://www.orreroo.sa.gov.au)

## 10. Annex

### 10.1. 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>	
<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>	