

<b>Policy Section:</b>	<b>1. Corporate Governance</b>
<b>Policy Name:</b>	<b>Council Emergency Management Policy</b>
<b>Classification:</b>	<b>Public – Council Policy</b>
<b>Adopted:</b>	<b>9 June 2020</b>
<b>Frequency of Review:</b>	<b>After each general election of Council.</b>
<b>Last Review:</b>	<b>May 2020</b>
<b>Next Review Due:</b>	<b>May 2023</b>
<b>Responsible Officer(s):</b>	<b>WHS/Risk Management Officer Team Leader Environmental Services</b>
<b>Policy and Code of Practice Manual File Ref:</b>	<b>CC10/2601</b>
<b>Council File Reference:</b>	<b>Cr20/39658</b>
<b>Legislation Authority:</b>	<b>Local Government Act 1999 Emergency Management Act 2004 Work Health and Safety Act 2012</b>
<b>Related Policies and Codes:</b>	<b>Nil</b>
<b>Related Procedures:</b>	<b>LGA i-Responda Framework – CR16/17920 Procurement Policy</b>

## 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 (SEMP) and the Local Government Emergency Management Framework (LGEMF). 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 Town of Gawler is enabled and supported by a number of laws and delegations. 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 substantially informed by the State Emergency Management Plan (SEMP) and the Local Government Emergency Management Framework (LGEMF).

This policy outlines the way that in an emergency the Town of Gawler will exercise its powers and functions under the various Acts and agreements.

Emergency management in the Town of Gawler is enabled and supported by legislation and delegations as listed in **Annex 1**.

## **2. PURPOSE**

The purpose of the policy is to:

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

## **3 SCOPE**

This policy applies to the Town of Gawler 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 INTERPRETATION**

For the purpose of this policy:

- **SEMP** - means State Emergency Management Plan;
- **Disaster risk** - mean 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;
- **LGEMF** - means Local Government Emergency Management Framework;
- **LGFSFG** - means Local Government Functional Support Group; and
- **Recovery** - means the process of restoring emotional, social, economic and physical wellbeing, reconstructing physical infrastructure and restoring the environment following an emergency.

### **5 LEGISLATIVE CONTEXT**

- The Local Government Act (1999) identifies that a function of a Council is to provide for the welfare, well-being and interests of individuals and groups within its community (s7(c)). Another function of a Council is to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards (s7(d)).
- Council's link to the state emergency management arrangements is through the State Emergency Management Plan (SEMP). The SEMP is prepared pursuant to the Emergency Management Act 2004 (s9). The SEMP lists Councils as Participating Organisations to the thirteen Functional Services that are established under the SEMP.
- Functional Services are groupings of participating agencies coordinated by a lead agency that perform a functional role as part of the State Emergency Management Plan arrangements to support response and recovery operations for an emergency. This policy has been prepared within the context of supporting the emergency services in emergencies.

### **6 POLICY STATEMENT**

The Town of Gawler will undertake the following roles and responsibilities in accordance with the SEMP and LGEMF.

#### **6.1 Disaster Risk Reduction**

In accordance with the SEMP, the Town of Gawler 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

In accordance with the LGEMF, the Town of Gawler 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
- Strengthen disaster resilience in communities through community

development.

### **6.2 Incident operations**

In accordance with the SEMP, the Town of Gawler 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.

In accordance with the LGEMF, the Town of Gawler 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.

### **6.3 Recovery**

In accordance with the SEMP, the Town of Gawler 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.
- In accordance with the LGEMF, the Town of Gawler will:

## **COUNCIL EMERGENCY MANAGEMENT**

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- 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.

In accordance with the LGEMF, the Town of Gawler 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
- Secure grants and other funding assistance to support disaster recovery.

### **7 EMERGENCY MANAGEMENT DOCUMENTS**

In addition to this policy, the Town of Gawler 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, and;
- Identifies linkages between emergency management objectives and the Town of Gawler's strategies, business, financial and other plans.

Council will maintain its commitment to locally relevant plans developed in consultation with the community. 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 governance procedure.

### **8 MAINTAIN DELEGATIONS**

The Town of Gawler will maintain relevant emergency management delegations as listed in **Annex 1**

### **9 FINANCIAL EXPENDATURE**

Any expenditure will be undertake in accordance with Council approved policies and procedures.

### **10 SUPPORT TO CONTROL AGENCIES AND EMERGENCY SERVICES**

The Town of Gawler 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:

- Council's incident operations arrangements
- LGASA Mutual Protection guide for incident operations
- The Local Government Incident Operations guide (including i-Responda)



### **10.1 Local Government Functional Support Group**

The Town of Gawler 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.

### **10.2 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.

## **11 REVIEW AND EVALUATION**

The effectiveness of this Policy will be after each general election of Council..

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

## **12 FURTHER INFORMATION**

Further information about this Policy can be obtained by:-

Telephone: 8522 9211  
Email: [council@gawler.sa.gov.au](mailto:council@gawler.sa.gov.au)  
Appointment: Town of Gawler Administration Centre, 43 High Street, Gawler East.  
Letter: PO Box 130, Gawler SA 5118

## **13. AVAILABILITY OF POLICY**

The Policy is available for inspection during ordinary business hours at the Council principal office, Town of Gawler Administration Centre 43 High Street, Gawler East or is available on the Council website at [www.gawler.sa.gov.au](http://www.gawler.sa.gov.au).

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.



**14 ANNEX****14.1 ANNEX 1 – Legislation and delegations**

<b>Act or regulations</b>	<b>Delegations</b>
<i>Local Government Act 1994</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>	