

District Council of Peterborough



Amalgamated 1997

**DISTRICT COUNCIL
OF
PETERBOROUGH**

**Emergency Management
Policy**



DISTRICT COUNCIL of PETERBOROUGH

EMERGENCY MANAGEMENT POLICY

- Adoption Reference:** Council Meeting : 21/09/20
Resolution : 108/20
- Applicable Legislation:** *Local Government Act 1999*
Local Government (Stormwater management) Amendment Act 2007
Development Act 1993
Emergency Management Act 2004
Environmental Protection Act 1993
Fire and Emergency Services Act & Regulations 2005
Planning, Development and Infrastructure Act 2016
Public Health Act 2011 & Public Health Regulations 2013
Native Vegetation Act 1991
South Australian Public Health Regulations 2013
Work, Health & Safety Act & Regulations 2012
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- Review Dates:**

1. INTRODUCTION

The District Council of Peterborough is committed to achieving a high level of proactive emergency management in line with the Council's Strategic Management Plan.

In addition to this, the Council recognises that Local Government has a significant role to play as a community leader in the state emergency management system. The Council's overall emergency management system reflects the LGA recommendations and incorporates a framework of risk reduction, response and recovery.

2. PURPOSE

The purpose of this policy is to:

- Define District Council of Peterborough's roles and responsibilities in emergency management;
- Align and link the District Council of Peterborough's three main areas of emergency management – Emergency (Community) Management, Business Continuity, and WHS Emergency Management.
- Ensure that District Council of Peterborough maintains appropriate delegations and authority to undertake its emergency management responsibilities;
- Ensure that District Council of Peterborough prepares and maintains appropriate emergency management documents;
- Support the District Council of Peterborough to maintain safe working practices during emergencies; and
- Support the District Council of Peterborough to maintain effective protection for Council workers, assets and liabilities associated with emergency management activities.

3. SCOPE

This policy applies to District Council of Peterborough exercising powers and functions under the *Local Government Act 1999 (SA)*, and the Local Government Emergency Management Framework.

The scope of Council's emergency management activities is limited to:

- Providing business continuity of essential Local Government services to the community;
- Engaging and assisting in the facilitation of Emergency (Community) Management processes; and
- Providing WHS Emergency Management within the Council's work environment.

This is done through:

- Disaster (preparedness) risk reduction;
- Incident (response) Operations; and
- Recovery activities.

4. DEFINITIONS

Council staff means Council employees and within this policy does not include any person who separately undertakes duties as a registered emergency service volunteer (e.g. Country Fire Service volunteer, Metropolitan Fire Service volunteer, SA Ambulance Service volunteer or State Emergency Service volunteer) during an emergency response or recovery situation.

Disaster Risk Reduction is activity aimed at preventing new and reducing existing disaster risk and managing residual risk, all of which contribute to strengthening resilience and therefore to the achievement of sustainable development.

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.

Incident Operations are the processes, decisions and actions taken to resolve an emergency incident and support recovery that will enable the community to return to normality.

Local Government Emergency Management Framework 2019 (LGEMF) reflects the evolving role of local government in emergency management and emphasises the critical role that councils play in (i) reducing disaster risks before emergencies happen; (ii) supporting communities and emergency services when emergencies occur; and (iii) in the often long recovery process after the emergency has passed.

Recovery is the coordinated process of supporting emergency affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

5. BACKGROUND

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*.

4.1 South Australia's Disaster Resilience Strategy

Given the increasing regularity and severity of natural disasters, the State and Federal Governments have recognised that a coordinated and cooperative effort is required to enhance our capacity to withstand and recover from emergencies and disasters.

In consideration of the State and Federal approaches, the District Council of Peterborough recognises the shared responsibility that it has to help protect and assist its community to respond to and recover from disasters.

4.2 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 (section 7(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 (section 7(d)).

Council's link to the State's emergency management arrangements is through the State Emergency Management Plan (SEMP). The SEMP is prepared pursuant to section 9 of the *Emergency Management Act 2004*, which lists Councils as "*Participating Organisations*" to six of the thirteen Functional Services that are established under the SEMP.

6. DISASTER (PREPAREDNESS) RISK REDUCTION

In accordance with the LGEMF, the District Council of Peterborough 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, and climate change plans);
- Partner with local stakeholders in addressing priority emergency risks; and
- Strengthen disaster resilience in communities through community development.

7. INCIDENT (RESPONSE) ACTIVITIES

In accordance with the LGEMF, District Council of Peterborough 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); and
- Participate in incident operations in accordance with Council's Emergency Services Fire Fighting Policy.

8. RECOVERY

In accordance with the LGEMF, District Council of Peterborough 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; and
- Secure grants and other funding assistance to support disaster recovery.

9. EMERGENCY MANAGEMENT DOCUMENTS

In addition to this Policy, the District Council of Peterborough will maintain a Business Continuity Plan, Emergency (Community) Management Plan, WHS Emergency Management Plan and other associated/supporting documents including Incident Operations Arrangements, and Recovery Arrangements:

9.1 Supporting Documentation

The supporting documentation will:

- Describe the strategies and actions that Council will take to implement this Policy;
- Identify relevant local, regional and State emergency management plans and arrangements that impact upon Council;
- Respond to guidance for Council provided by the SEMP and other emergency management plans, strategies, frameworks and guidelines; and
- Identify linkages between emergency management objectives and Council's strategies and other plans (including business, and financial).

9.2 Maintenance of Documents

The District Council of Peterborough will maintain its commitment to locally relevant plans developed in consultation with the Council.

Where Council resource commitments are made in these plans, they will be subject to normal strategic and business planning processes of the Council.

The District Council of Peterborough's Emergency Management Policy will be reviewed in line with the Council's governance procedure.

10. RISK MANAGEMENT

The District Council of Peterborough will act in a manner that ensures the various activities that might be undertaken in emergency preparation, response, and recovery situations are managed in such a way that the safety and health of its workers and community are paramount.

10.1 Application of Risk Management

The Council, when supporting the emergency services in response operations will:

- Apply appropriate risk management principles;
- Have regard to the arrangements of the Local Government Association Asset Mutual Fund, the Local Government Association Workers Compensation Scheme, and Local Government Mutual Liability Scheme; and
- Comply with the Council's Emergency Services Fire Fighting Policy.

10.2 Maintain Delegations

The District Council of Peterborough will maintain relevant emergency management delegations including, but not limited to:

- *Burial and Cremation Act 2013*
- *Burial and Cremation Regulations 2014*
- *Development Act 1993*
- *Local Government Act 1999*
- *Environmental Protection Act 1993*
- *Environmental Protection (Waste to Resources) Policy 2010*
- *Fire & Emergency Services Act 2005 (bushfire)*
- *Fire & Emergency Services Act 2005 (via SEMP)*
- *Food Act 2001*
- *Planning, Development and Infrastructure Act 2016*
- *Public Health Act 2011 & Public Health regulations 2013 (including Legionella, Wastewater)*
- *Road Traffic Act 1961*
- *Road Traffic (Miscellaneous) Regulations 2014*
- *Work Health & Safety Act 2012*

11. SUPPORT TO CONTROL AGENCIES

The District Council of Peterborough 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:

- Council's Emergency Services Fire Fighting Policy;
- Council's Business Continuity Plan, Emergency (Community) Management Plan and WHS Emergency Management Plan; and
- Relevant sections of the Local Government Incident Operations guide.

11.1 Local Government Functional Support Group

The District Council of Peterborough 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.

11.2 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.

12. FINANCE

Arrangements for financial spending during emergencies will be set out in the Council's annual budget and within the Council's Strategic Plan.

12.1 Insurance

The LGAAMF and LGAWCS will continue to provide coverage to Council emergency actions.

- The LGAAMF will provide coverage to Council owned property, plant and machinery (mobile or otherwise) while it is being used in preventing, preparing, or responding to an emergency on the following basis:
- The plant, vehicle, or machinery must be operated by Council staff and in accordance with the i-Responda framework;

- Council is responsible to ensure all property, vehicles, plant and machinery (mobile or otherwise) provided to support an emergency is fit for purpose and consistent with the emergency response; and
- Council's staff and workers are covered for workers compensation (as required by the Return to Work Act 2017) where the activity being carried out with Council plant and equipment arises from injury sustained 'in the course of employment'.

NOTE: The i-Responda framework establishes that at all times in responding to an emergency incident or disaster, the Council, the Chief Executive Officer and the relevant employee/s will be undertaking ordinary activity 'in the course of employment' controlled and directed by Council, including in an extraordinary event.

12.2 Civil Liability

For the purpose of the i-Responda framework - the Council, as a member of the LGA Mutual Liability Scheme (LGAMLS), is entitled to civil liability cover including proactive risk management support, pursuant to the LGAMLS Rules.

The i-Responda framework establishes that all existing Local Government Association of South Australia Local Government Risk Service insurance arrangements will continue (Return to Work , public liability and asset insurance) subject to the normal terms and conditions.

13. REFERENCES

Business Continuity Plan (DCP)
Emergency Management Plan (DCP)
State Emergency Management Plan
WHS Emergency Management Plan (DCP)
WHS Emergency Management Procedure (DCP)