



## Emergency Management Policy

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<b>Approved By:</b>	<b>Council</b>	<b>Decision No:</b>	<b>0753/2020</b>
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<b>Department:</b>	<b>CEO &amp; Governance</b>	<b>Division:</b>	<b>Governance</b>
<b>Function:</b>	<b>30 - Emergency Management</b>	<b>Responsible Officer:</b>	<b>Manager Governance</b>

### A – PREAMBLE

1. Emergencies have the potential to disrupt the strategic and operational activities of The City of Salisbury and adversely impact our community.
2. The role of local government in emergency management is informed by the *State Emergency Management Plan* and the *Local Government Emergency Management Framework*. Under the *Local Government Act 1999* (the Act), the City of Salisbury is required to consider risks (including emergency risks) as follows:
  - make informed decisions;
  - take measures to protect their area from natural hazards;
  - provide infrastructure for community and for development;
  - ensure the sustainability of the council's long-term financial performance;
  - assess the maintenance, replacement or development needs for infrastructure;
  - Identify anticipated or predicted changes in any factors that make a significant contribution to the costs of the council's activities or operations.
3. In addition, section 8(d) of the Act requires councils 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”.

### B-SCOPE

1. This policy applies to City of Salisbury in exercising powers and functions under the various Acts and agreements to which it is a party in the State of South Australia.
2. This policy does not apply to City of Salisbury workplace emergency response procedures, which are covered under *PO007 - WHS Emergency Management Policy*.

## C – POLICY PURPOSE/OBJECTIVES

1. The purpose of the policy is to:
  - Define City of Salisbury’s roles and responsibilities in emergency management;
  - Ensure that City of Salisbury maintains appropriate delegations and authority to undertake its emergency management responsibilities;
  - Ensure that City of Salisbury prepares and maintains appropriate emergency management documents;
  - Support the City of Salisbury to maintain safe working practices during emergencies;
  - Support the City of Salisbury to maintain effective protection for council workers, resources and liabilities associated with emergency management activities.

## D – DEFINITIONS

1. **Emergency Management** – A range of measures to manage risks to communities and the environment; the organisation and management of resources for dealing with all aspects of emergencies. Emergency management involves the plans, structures and arrangements which are established to bring together the normal endeavours of government, voluntary and private agencies in a comprehensive and coordinated way to deal with the whole spectrum of emergency needs including prevention, response and recovery
2. **Disaster Risk Reduction** – 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
3. **Incident Operations** – Actions undertaken by the local government sector immediately before, during and immediately after an emergency incident
4. **Recovery** – 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. **i-Responda Operating Platform** - The i-Responda Operating Platform has been developed by the Local Government Association to assist councils in the planning phase, as well as the implementation of their response to emergencies. In these situations, councils are often asked to provide plant, equipment and personnel to assist the authority responsible for managing the incident. The key objective of the i-Responda Operating Platform is to ensure that council personnel are trained, authorised and are therefore empowered to participate safely and that the risks to council and council workers are appropriately managed

## E – POLICY STATEMENT

1. The City of Salisbury will undertake the following roles and responsibilities in accordance with the *State Emergency Management Plan* and the *Local Government Emergency Management Framework*:

## **Disaster Risk Reduction**

- build and promote disaster resilience within our community;
- undertake cost-effective measures to mitigate the effects of emergencies on the community, including routinely conducting emergency risk assessments;
- Systematically taking proper account of risk assessments in land-use planning to reduce disaster risk;
- represent our community's interests in emergency management to other levels 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;
- Understand and communicate current and emerging disaster risks;
- Integrate disaster risk into existing plans and decision-making (e.g. City plans, Strategic risk frameworks, Strategic asset management plans, Climate change adaptation plan, Community land management plan, Landscape plan);
- Partner with local stakeholders in addressing priority emergency risks;

## **Incident operations**

- ensure an adequate emergency response capability is in place
- ensure appropriate resources and arrangements are in place to provide and support emergency relief and recovery assistance to our community;
- Develop a locally relevant risk based suite of incident operational arrangements;
- Build the capability of City of Salisbury to participate in the Local Government Functional Support Group LGFSG);
- Participate in incident operations in accordance with the i-Responda operating platform;
- Undertake a post-emergency event review of the Emergency Management Framework, including our response and recovery operations for their effectiveness;

## **Recovery**

- Provide senior representation on local recovery committees;
- Provide representation at community meetings;
- Identify community impacts arising from disasters;
- Liaise with the State agencies to determine potential recovery services;
- Appoint a local recovery coordinator (if not provided by the State);
- Open lines of communication with local recovery service providers;
- Establish communications with our community impacted by disasters;
- Provide support in assessing, mapping and informing the community of the potential impacts of the disaster on the council area;
- Support liaison between the local recovery coordinator and the local recovery committee;
- Appoint a community development officer (if not provided by the State);

- Implement community development packages (if not provided by the State);
- Support local recovery centres;
- Support local recovery service providers;
- Secure grants and other funding assistance to support disaster recovery.

## **2. Emergency management documents**

In addition to this policy, the City of Salisbury will maintain 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 the City of Salisbury's strategic, business, financial and other plans.

Council will maintain its commitment to locally relevant plans developed in consultation with Northern Area Zone Emergency Management Committee (NAZEMC) member Councils. 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 for effectiveness after any significant emergency event that impacts our community, and will be done in line with existing council processes.

## **3. Maintain delegations**

The City of Salisbury will maintain relevant emergency management delegations as listed in the City of Salisbury Delegations Register, in accordance with City of Salisbury Business rules for delegations.

## **4. Financial spending during emergencies**

Arrangements for financial spending during emergencies are managed through existing corporate budgets. Where financial outlays cannot be absorbed, funding will be sought through non-discretionary budget bids in accordance with existing Council budget policy.

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

City of Salisbury works within the requirements of the *Work Health and Safety Act 2012*. Council staff and/or resources may 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 management plan;
- Council's incident operations arrangements;
- LGASA Mutual Protection guide for incident operations;

- The Local Government Incident Operations guide (including i-Responda);
- Requirements of Council’s Work, Health and Safety Management System, policies and procedures.

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

City of Salisbury 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*.

## **7. Protection**

To maintain effective workers compensation and liability coverage, City of Salisbury, when supporting the emergency services and control agencies in incident operations will:

- Apply appropriate risk management principles in accordance with Work, Health and Safety legislation and Council’s Work Health and Safety Management System, policies and procedures; 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.

## **F – LEGISLATION**

1. Local Government Act 1999
2. Emergency Management Act 2004
3. Fire and Emergency Services Act 2005
4. Environmental Protection Act 1993
5. Public Health Act 2011
6. Planning, Development and Infrastructure Act 2016
7. Natural Resources Management Act 2004
8. Road Traffic Act 1961
9. Work, Health and Safety Act 2012

## **G – REFERENCES**

1. Sendai Framework For Disaster Risk Reduction 2015 – 2030
2. National Disaster Risk Reduction Framework 2018
3. National Strategy For Disaster Resilience 2011
4. State Emergency Management Plan
5. South Australia Disaster Resilience Strategy 2019-2024
6. Local Government Emergency Management Framework
7. Northern Adelaide Zone Emergency Management Plan
8. Local Government Association of SA Protection Guide for Incident Operations

## **H – ASSOCIATED PROCEDURES**

1. City of Salisbury Emergency Management Plan

2. City of Salisbury Emergency Management Incident Operation Arrangements
3. Community Safety Strategy
4. Extreme Heat Policy
5. City of Salisbury Development Plan
6. Community Land Management Plan
7. Asset Management Plan
8. Landscape Design Plan
9. Tree Management Policy
10. Drainage and Waterways Asset Management Plan

**Document Control**

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