



# COUNCIL POLICY

## Community Emergency Management and Disaster Recovery

<b>Policy Number:</b>	PO178		
<b>Strategic Plan Objective</b>	Goal 5 – Responsible Governance		
<b>Policy Owner:</b>	Chief Executive Officer	<b>Record Number:</b>	20/44568[v1]
<b>Responsible Officer:</b>	Manager People, Culture and Safety	<b>Minute Reference:</b>	162/2020
<b>Date Adopted:</b>	08/07/2020	<b>Next Review Date:</b>	08/07/2024

### 1. POLICY OBJECTIVES

Emergencies have the potential to disrupt the strategic and operational activities of Council and adversely impact communities.

Emergency management in Council is enabled and supported by a number of laws and Council Delegations. This policy outlines the way that in an emergency, Yorke Peninsula Council (Council) will exercise its powers and functions under the various Acts to:

- Ensure that staff have the appropriate delegations and authority to undertake the Council’s emergency management responsibilities;
- Ensure that the Council has appropriate emergency management documentation;
- Support the maintenance of safe working practices during emergency events; and
- Maintain effective protection for Council workers, assets and liabilities associated with emergency management activities.

### 2. SCOPE

The scope of the emergency management activities undertaken by Council is limited to those listed in section 5 of this policy.

### 3. DEFINITIONS

Definitions are provided in attachment 1.

### 4. POLICY STATEMENT

Council conducts activities across disaster risk reduction, response and recovery to assist in reducing the impacts of emergencies on the community. Emergency management is undertaken through appropriate planning to protect people and property from disaster events and natural hazards by regularly reviewing, updating and adopting leading governance, risk management and administrative practices.

The role of Council in emergency management is directed by the State Emergency Management Plan<sup>1</sup> (SEMP) and the Local Government Emergency Management Framework (LGEMF)<sup>2</sup>. Council is enabled by the *Local Government Act 1999*, which outlines the requirements for Councils to consider risks (including disaster 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); and
- identify anticipated or predicted changes in any factors that make a significant contribution to the costs of 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).

### 5. ROLES AND RESPONSIBILITIES

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

#### 5.1. Disaster Risk Reduction

Council will endeavour to:

- understand and communicate current and emerging disaster risks;
- build and promote disaster resilience internally and within the wider community;
- conduct disaster risk assessments;
- represent community interests in emergency management to other spheres of government at the Yorke and Mid-North Zone Emergency Management Committee and other relevant committees and contribute to decision-making processes;
- support community-preparedness measures through public education and awareness, where reasonably practicable;
- integrate disaster risk into existing plans and decision making processes (e.g. strategic plans, risk frameworks, asset management plan); and
- partner with relevant stakeholders in addressing priority disaster risks.

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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/\\_data/assets/pdf\\_file/0032/472568/ECM\\_672733\\_v18\\_Local-Government-Emergency-Management-Framework-2019-update.pdf](https://www.lga.sa.gov.au/_data/assets/pdf_file/0032/472568/ECM_672733_v18_Local-Government-Emergency-Management-Framework-2019-update.pdf)

**5.2. Incident operations**

Council will endeavour to:

- ensure adequate Council emergency response capabilities are in place, within the organisation, through the development of localised risk-based incident operational arrangements;
- when providing Council resources to support control agencies and emergency services, ensure they do so in line with Work Health and Safety Act 2012 requirements, insurance provisions and i-Responda operational arrangements; and
- ensure local resources and arrangements are in place to provide and support emergency relief and recovery services to communities in line with agreed state arrangements or plans;

**5.3. participate in post-emergency assessment and analysis.<sup>3</sup> Recovery**

Council will endeavour to:

- provide leadership, coordination and advocacy when the community is impacted by disasters;
- plan for recovery to establish the principles, structures, partnerships and approaches that will guide Council during disaster recovery;
- provide representation on local recovery committees and at community meetings; and
- provide support in assessing, mapping and informing the community of the impacts of the disaster on the Council area.

**5.4. Supporting Emergency Management documents**

In addition to this policy, Council will maintain other supporting documentation that describes the strategies and operational actions that Council will take to implement this policy.

In developing these documents, Council will take account of any relevant local, regional, or state emergency plans and arrangements and incorporate community input as appropriate.

Council's emergency management documentation will be regularly reviewed and updated to ensure that specific guidance provided by the SEMP or other relevant plans, strategies, frameworks and guidelines is included.

**5.5. Support to control agencies and emergency services**

Council is a participating organisation of the LGFSG who is responsible for “coordinating response from local government during an emergency” in accordance with Section 2.2 of part two of the State Emergency Management Plan.

Occasionally Council staff and/or equipment will be requested to support control agencies and emergency services in managing an emergency event.

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

**5.6. Financial Spending during Emergencies**

The Chief Executive Officer will report to Council, as soon as reasonably practicable, any material financial impacts of a disaster risk event which impacts upon Council, its services or the community.

**6. COMPLAINTS**

Complaints relating to this Policy can be reported to the Manager People, Culture and Safety. Complaints will be managed in accordance with Council's Complaints Policy (PO147).

**7. REVIEW**

This Policy will be reviewed every four (4) years or as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

**8. TRAINING**

Council is committed to supporting employees in complying with this Policy with awareness being provided in line with the requirements of the Training Needs Analysis.

**9. RECORDS**

Records shall be maintained as required by Council's Records Management Policy (PO063) and relevant legislation.

**10. RELATED COUNCIL POLICIES AND DOCUMENTS**

Council's Delegations Register;  
Council's Training Needs Analysis;  
PO063 Records Management Policy;  
PO091 Risk Management Policy;  
PO147 Complaints Policy; and  
PR146 Provision of Council Resources During an Emergency Event Procedure.

**11. REFERENCES AND LEGISLATION**

Development Act 1993;  
Environmental Protection Act 1993 and the Environmental Protection (Waste to Resources) Policy 2010;  
Fire and Emergency Services Act 2005;  
Food Act 2001;  
Local Government (Public Health Emergency) Amendment Act 2020 and South Australian Public Health Act 2011;  
Local Government Act 1999;  
Planning, Development and Infrastructure Act 2016;  
Road Traffic Act 1961;  
The Road Traffic (Miscellaneous) Regulations 2014 and the Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014; and

Work Health and Safety Act 2012.

**12. COUNCIL DELEGATION**

<b>Details of Delegation:</b>	Chief Executive Officer
<b>Delegate:</b>	Nil

**13. VERSION HISTORY**

<b>Version No</b>	<b>Issue Date</b>	<b>Description of Change</b>
1.0	08/07/2020	New Policy

**Attachment 1 – Definitions**

<b>Term/Reference</b>	<b>Definition</b>
Delegation	Formal authorisation to perform powers, functions and activities on behalf of Council under Section 44 of the Local Government Act
Disaster Risk	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	An action to avoid the creation of new disaster risks, reducing existing disaster risks, and managing any residual risks.
Incident Operations	Actions undertaken, immediately before, during and immediately after an emergency.
LGEMF	Local Government Emergency Management Framework.
LGFSG	Local Government Functional Support Group.
Recovery	The process of restoring emotional, social, economic and physical wellbeing, reconstructing physical infrastructure and restoring the environment following an emergency.
SEMP	State Emergency Management Plan