

Emergency Management

Classification:	Council Policy
Policy Name:	Emergency Management
First Issued / Approved:	26 November 2019 C12363
Last Reviewed:	
Next Review:	November 2023
ECM Tracking No.:	6012684
Responsible Officer:	General Manager Corporate and Development
Relevant Legislation:	<p><i>Local Government Act 1999</i></p> <p><i>Fire and Emergency Services Act 2005</i></p> <p><i>Public Health Act 2011</i></p> <p><i>Food Act 2001</i></p> <p><i>Road Traffic Act 1961</i></p> <p><i>The Road Traffic (Miscellaneous) Regulations 2014 and the Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014</i></p> <p><i>Environment Protection Act 1993 and the Environment Protection (Waste to Resources) Policy 2010</i></p> <p><i>Development Act 1993</i></p> <p><i>Planning, Development and Infrastructure Act 2016</i></p> <p><i>Work Health and Safety Act 2012</i></p>
Related Policies:	<p>Risk Management Policy</p> <p>City of Burnside Administration Employees Enterprise Agreement</p> <p>City of Burnside Field Employees Enterprise Agreement</p>

1. Introduction

- 1.1 Emergency management in the City of Burnside is enabled and supported by a number of laws and delegations.
- 1.2 Emergencies have the potential to disrupt the strategic and operational activities of Council and adversely impact communities.
- 1.3 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)
- 1.4 This policy outlines the way that in an emergency the City of Burnside will exercise its powers and functions under the various Acts and agreements to:

- 1.4.1 ensure that staff have the appropriate delegations and authority to undertake the Council's emergency management responsibilities
 - 1.4.2 ensure that the Council has appropriate emergency management documentation
 - 1.4.3 support the maintenance of safe working practices during emergencies; and
 - 1.4.4 maintain effective protection for Council workers, assets and liabilities associated with emergency management activities.
- 1.5 The scope of the emergency management activities undertaken by the City of Burnside is limited to those listed in section 6.

2. Strategic Plan Desired Outcomes

- 2.1 A safe community that values and supports its people
- 2.2 Delivery of good governance in Council

3. Our Approach

- 3.1 Maximise management response through appropriate planning to protect people and property from disaster events and natural hazards.
- 3.2 Regularly review, update and adopt leading governance, risk management and administrative practices.
- 3.3 Provide a workplace environment that is healthy and safe.

4. Legislative Requirements and Corporate Policy Context

- 4.1 The role of the City of Burnside in emergency management is directed 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 disaster risks) as follows:
 - 4.1.1 make informed decisions (section 6);
 - 4.1.2 take measures to protect their area from natural hazards (section 7);
 - 4.1.3 provide infrastructure for community and for development (section 7);
 - 4.1.4 ensure the sustainability of the Council's long-term financial performance (section 8);
 - 4.1.5 assess the maintenance, replacement or development needs for infrastructure (section 122); and
 - 4.1.6 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).
- 4.2 The Local Government Act also 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. Interpretation

- 5.1 For the purpose of this policy:
- 5.1.1 **SEMP** means State Emergency Management Plan;
 - 5.1.2 **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;
 - 5.1.3 **Disaster risk reduction** means action to avoid the creation of new disaster risks, reducing existing disaster risks, and managing any residual risk;
 - 5.1.4 **Incident operations** means actions undertaken, immediately before, during and immediately after an emergency;
 - 5.1.5 **LGEMF** means Local Government Emergency Management Framework;
 - 5.1.6 **LGFSFG** means Local Government Functional Support Group; and
 - 5.1.7 **Recovery** means the process of restoring emotional, social, economic and physical wellbeing, reconstructing physical infrastructure and restoring the environment following an emergency.

6. Policy

- 6.1 The City of Burnside will undertake the following roles and responsibilities in accordance with the SEMP and LGEMF in the areas of disaster risk reduction, incident operations and recovery.
- 6.2 **Disaster Risk Reduction**
- 6.2.1 City of Burnside will endeavour to:
- 6.2.1.1 build and promote disaster resilience internally and within the wider community;
 - 6.2.1.2 undertake cost-effective measures to mitigate the effects of emergencies on local communities, including conducting disaster risk assessments;
 - 6.2.1.3 systematically take proper account of risk assessments in land-use planning to reduce hazard risk;
 - 6.2.1.4 represent community interests in emergency management at an Eastern Adelaide zone emergency management level and to other spheres of government and contribute to decision-making processes;
 - 6.2.1.5 ensure all requisite local and zone level emergency planning and preparedness measures are undertaken;
 - 6.2.1.6 support community-preparedness measures through public education and awareness;
 - 6.2.1.7 understand and communicate current and emerging disaster risks to relevant stakeholders;

- 6.2.1.8 integrate risk treatments for disaster risks into existing plans and decision-making (e.g. long-term financial plan, asset management plan, climate change plans, public health plans);
- 6.2.1.9 partner with relevant stakeholders in addressing priority disaster risks; and
- 6.2.1.10 strengthen disaster resilience in communities through application of community development initiatives or processes.

6.3 Incident Operations

6.3.1 City of Burnside will endeavour to:

- 6.3.1.1 ensure an adequate local Council emergency response capability is in place, within the organisation, through the development and testing of locally relevant risk-based incident operational arrangements;
- 6.3.1.2 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, i-Responda operational guidelines, insurance provisions and LGFSG operational arrangements;
- 6.3.1.3 ensure appropriate local resources and arrangements are in place to support emergency relief and recovery services to communities in line with agreed state arrangements or plans;
- 6.3.1.4 participate in post-emergency assessment and analysis; and
- 6.3.1.5 build capability of Administration to participate in the LGFSG.

6.4 Recovery

6.4.1 City of Burnside will endeavour to:

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

6.5 Supporting Emergency Management Documentation

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

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

6.5.3 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.

6.6 Support to Control Agencies and Emergency Services

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

6.6.2 Occasionally Council staff and/or equipment will be requested to support control agencies and emergency services in managing an emergency, Council resources will operate in line with the i-Responda operational platform and LGFSG operational arrangements.

6.7 Financial Spending during Emergencies

6.7.1 The CEO will report to Council as soon as reasonably possible any material financial impacts of a disaster risk event which impacts upon Council, its services or community.

7. Availability

7.1 The Policy is available to be downloaded, free of charge, from Council's website www.burnside.sa.gov.au

7.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Burnside Civic Centre
401 Greenhill Road, Tusmore SA 5065

Telephone; 8366 4200
Fax; 8366 4299
Email; burnside@burnside.sa.gov.au

Office hours: Monday to Friday, 8.30am to 5.00pm (except public holidays)