

Council Emergency Management Framework

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Responsible Department:	Governance
Related Policy/Procedure:	See Sections 5 and 8
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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); and
- 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).

2. Purpose

The purpose of this Council Emergency Management Framework is to:

- define Light Regional Council's (Council) roles and responsibilities in emergency management;
- ensure that Council maintains appropriate delegations and authority to undertake its emergency management responsibilities;
- ensure that Council prepares and maintains appropriate emergency management documents;
- support Council to maintain safe working practices during emergencies;
- support Council to maintain effective protection for council workers, assets and liabilities associated with emergency management activities.

3. Emergency Management Roles and Responsibilities

Council will undertake the following roles and responsibilities in accordance with the State Emergency Management Plan (SEMP) and Local Government Emergency Management Framework (LGEMF):

3.1 Disaster Risk Reduction

In accordance with the SEMP, Council 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.¹

In accordance with the LGEMF, Council will:

- Understand and communicate current and emerging disaster risks;
- Integrate disaster risk into existing plans and decision-making (e.g. long-term financial plan, asset management plan, climate change plans, public health plans);
- Partner with local stakeholders in addressing priority emergency risks;
- Strengthen disaster resilience in communities through community development.

3.2 Incident Operations

In accordance with the SEMP, Council 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.²

In accordance with the LGEMF, Council 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).

¹ Source – State Emergency Management Plan. Part 2, Arrangements 2.3 Local Government

² Source – State Emergency Management Plan. Part 2, Arrangements 2.3 Local Government

3.3 Recovery

In accordance with the SEMP, Council 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.³

In accordance with the LGEMF, Council 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.

³ State Emergency Management Plan. Part 2, Arrangements 6.6.9 Role of local government in recovery

4. Maintain delegations

Council will maintain relevant emergency management delegations as listed in **Annex 1**.

5. Emergency management documents

In addition to this Council Emergency Management Framework, Council will maintain an Emergency Management Plan, Incident Operations Arrangements (including Recovery Arrangements) and any other supporting documentation that:

- Describes the strategies and actions that Council will take to implement Council's Emergency Management Policy and this Council Emergency Management Framework;
- 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;
- Identifies linkages between emergency management objectives and Council's strategies and business, financial and other plans.

Council will maintain its commitment to locally relevant plans. Where Council resource commitments are made in these plans, they will be subject to normal strategic and business planning processes of Council.

6. Financial spending during emergencies

Arrangements for financial spending during emergencies will be in accordance with:

- Section 9 Budget of the Local Government Act 1999; and
- Council's Delegations Register.

7. Support to control agencies and emergency services

Council works within the requirements of the South Australian Work Health and Safety Act 2012. Occasionally Council staff and/or equipment will be requested to support control agencies and emergency services in managing 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)

7.1 Local Government Functional Support Group

Council 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.

7.2 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.

8. Related Documents

State Emergency Management Plan (SEMP)

Local Government Emergency Management Framework (LGEMF)

Barossa Zone Emergency Management Plan (ZEMP)

Light Regional Council Risk Management Policy

Light Regional Council Work Health Safety and Return to Work Policy

Light Regional Council Emergency Management Policy

Light Regional Council Emergency Management Plan

Light Regional Council Incident Operations & Recovery Arrangements Procedure

9. Review and Re-evaluation

This Framework shall be reviewed at a minimum within four (4) years of Issue Date or more frequently if legislation or organisational needs change..

10. History of Policy Amendment

Original document adopted by Council 22 October 2019, Minute Reference 13.4.1, Page 2019/328.

Amendment No. 1 adopted by Council on 23 November 2021, Minute Reference ARC10.7/2021, Page Reference 2021/244

11. Annex 1 – Legislation and delegations

Act or Regulations	Delegations
Local Government Act 1999	Yes
Fire and Emergency Services Act 2005 (bushfire)	Yes
Fire and Emergency Services Act 2005 (via State Emergency Management Plan)	
South Australian 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	Yes
Work Health and Safety Act 2012	Yes
Food Act 2001	Yes
Road Traffic Act 1961, The Road Traffic (Miscellaneous) Regulations 2014 and The Road Traffic (Road Rules – Ancillary And Miscellaneous Provisions) Regulations 2014	Yes
Environment Protection Act 1993 and the Environment Protection (Waste To Resources) Policy 2010	Yes
Planning, Development and Infrastructure Act 2016	Yes
Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014	Yes
Local Government (Stormwater management) Amendment Act 2007	
Electricity (Principles of Vegetation Clearance) Regulations 2010	