
	<h1>Emergency Management Policy</h1>	Version No:	2.0
		Issued:	June 2020
		Last Review:	January 2022
		Next Review:	March 2024

Name of Council	Wudinna District Council
Responsibility:	Strategic Management
GDS 40 File Reference	5.8
Policy Level:	Discretionary
Minutes Reference:	10.5.2 – 15 February 2022
Next Review:	Council will endeavour to review this policy in alignment with its Emergency Plan every two years or upon Legislative change.
Applicable Legislation:	Local Government Act 1999 Emergency Management Act 2004 Fire and Emergency Services Act 2005 (<i>& subordinate legislation under these acts as enacted, declared or directed from time to time</i>) Work Health and Safety Act 2012
Related Policies/ Procedures:	Involvement in Emergency Response Operations Policy Wudinna DC Emergency Management Plan Wudinna DC Emergency Operations Manual Local Government Emergency Management Framework Zone Emergency Support Team – Operations Manual Emergency Management Planning Guide for South Australia South Australian Emergency Operations Field Guide (i-Responda) South Australian Local Government Functional Support Plan South Australian State Emergency Management Plan (Arrangements) Local Government Functional Support Group – Operations Manual (Council Liaison Officer and Council Commander) Eyre and Western Zone – Key Hazards and Risks Summary Wudinna DC Business Continuity Plan Any Incident Briefings and Directives Issued by a Control Agency in Incident Response Wudinna DC Procurement and Disposal Policy

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GLOSSARY OF TERMS

Abbreviation	Title
SEMP	State Emergency Management Plan
LGEMF	Local Government Emergency Management Framework
LGFSG	Local Government Functional Support Group
LGASA	Local Government Association of South Australia

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 risk (including emergency risks) as follows:

- a) make informed decisions (Section 6 LG Act 1999);
- b) take measures to protect their area from natural hazards (Section 7 LG Act 1999);
- c) provide infrastructure for community and for development (Section 7 LG Act 1999);
- d) ensure the sustainability of the Council’s long-term financial performance (Section 8 LG Act 1999);
- e) assess the maintenance, replacement or development needs for infrastructure (Section 122 LG Act 1999);
- f) 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 LG Act 1999).

In addition, the Local Government Act 1999 requires councils to *“give due weight, in all its plans, policies and activities to regionals, state and national objectives and strategies concerning the economic, social, physical and environmental development and management of the community”* (Section 8 LG Act 1999).

Emergency management in the Wudinna District Council is enabled and supported by a number of legislations and delegations as listed in Annexure 1.


2. PURPOSE OF THE POLICY

The purpose of the policy is to:

- a) define Wudinna District Council’s roles and responsibilities in emergency management;
- b) ensure that Wudinna District Council maintains appropriate delegations and authority to undertake its emergency management responsibilities;
- c) ensure that Wudinna District Council prepares and maintains appropriate emergency management documents;
- d) support Wudinna District Council to maintain safe working practices during emergencies;
- e) support Wudinna District Council to maintain effective protection for council workers, assets and liabilities associated with emergency management activities.

3. SCOPE

This policy applies to Wudinna District Council in exercising powers and functions under the various Acts and agreements to which it is a party in the State of South Australia. The scope of the emergency management activities is limited to those listed in Clause 4.

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4. POLICY STATEMENT

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

4.1 Disaster Risk Reduction

In accordance with the SEMP, Wudinna District Council will:

- a) build and promote disaster resilience;
- b) undertake cost effective measures to mitigate the effects of emergencies on local communities, including routinely conducting emergency risk assessments;
- c) systematically taking proper account of risk assessments in land use planning to reduce hazard risk;
- d) represent community interests in emergency management to other spheres of government and contribute to decision making processes;
- e) ensure all requisite local emergency planning and preparedness measures are undertaken;
- f) undertake public education and awareness to support community preparedness measures.

In accordance with the LGEMF, Wudinna District Council will:

- a) understand and communicate current and emerging disaster risks;
- b) integrate disaster risk into existing plans and decision making (e.g.: strategic plans, risk frameworks, asset management plans);
- c) partner with local stakeholders in addressing priority emergency risks;
- d) strengthen disaster resilience in communities through community development.

4.2 Incident Operations

In accordance with the SEMP, Wudinna District Council will:

- a) ensure an adequate local council emergency response capability is in place;
- b) ensure appropriate local resources and arrangements are in place to provide and support emergency relief and recovery services to the community;
- c) participate in post emergency assessment and analysis.

In accordance with the LGEMF, Wudinna District Council will:


- a) develop a locally relevant risk based suite of incident operational arrangements;
- b) build capability of Council to participate in the Local Government Functional Support Group (LGFSG);
- c) participate in incident operations in accordance with the i-Responda operating platform.

4.3 Recovery

In accordance with the SEMP, Wudinna District Council will:

Leadership

- a) provide senior representation on local recovery committees;
- b) provide representation at community committees;
- c) identify community impacts;
- d) liaise with the State agencies to determine potential recovery services;
- e) act as media spokesperson for local recovery issues;
- f) appoint a local recovery coordinator (if not provided by the State).

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Community Liaison

- a) open lines of communication with local recovery service providers;
- b) establish communications with the community;
- c) support relief/recovery centres;
- d) provide support in assessing, mapping and informing the community of the disaster on the Council area;
- e) support liaison between the local recovery coordinator and the local recovery committee.

Community Development

- a) appoint a community development officer (if not appointed by the State).
- b) support State agencies to identify impacts and areas of need;
- c) implement community development packages (if not provided by the State);
- d) support recovery centres;
- e) coordinate local recovery service providers.

In accordance with the LGEMF, Wudinna District Council will:

- a) provide leadership, coordination and advocacy when the community is impacted by a disaster;
- b) plan for recovery to establish the principals, structures, partnerships and approaches that will guide Council;
- c) secure grants and other funding assistance to support disaster recovery.

5 EMERGENCY MANAGEMENT DOCUMENTS

In addition to this policy, Wudinna District Council will maintain an Emergency Management Plan, Incident Operations Arrangements, Recovery Arrangements, and any other supporting documents that:

- a) describes the strategies and actions that Council will take to implement this policy;
- b) identifies relevant Local, Regional and State emergency management plans and arrangements that impact upon Council;
- c) responds to guidance for Council provided by the SEMP and other emergency management plans, strategies, frameworks and guidelines;
- d) identifies linkages between emergency management objectives and Wudinna District Council's strategy, business, financial and other plans.

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

Council will seek to review its emergency management documentation suite two yearly or upon significant legislative change, statutory enquiry recommendation or significant change in state and regional level plans.


6 MAINTAIN DELEGATIONS

Wudinna District Council will maintain relevant emergency management delegations as listed in Annexure 1.

7 FINANCIAL SPENDING DURING EMERGENCIES

Arrangements for financial spending during emergencies are as follows:

- a) provisions in Council's Procurement and Disposal Policy apply (clause 6);
- b) in the event of a departure from standard procurement policy provisions in the event of a disaster, the CEO shall document the reason for departure from the policy, and consider spending approval in line with the Procurement and Disposal Policy;
- c) in the event of a significant expenditure that is likely to affect Council's long-term financial security, a special meeting of Council shall be called to consider commitment.

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8. SUPPORT TO CONTROL AGENCIES AND EMERGENCY SERVICES

Wudinna District Council 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 emergencies.

When Council resources are made available to support control agencies and emergency services this will be in accordance with:

- a) Council's incident operations arrangements;
- b) LGASA Mutual Protection guide for incident operations;
- c) the Local Government Incident Operations guide (including i-Responda);
- d) Council's Involvement in Emergency Response Operations Policy

8.1 Local Government Functional Support Group

Wudinna District 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 of Part Two of the State Emergency Management Plan.

8.2 Protection


To maintain effective workers compensation and liability coverage, Council when supporting the emergency services and control agencies will:

- a) apply appropriate risk management principals;
- b) have regard to the arrangements of the LGA Asset Mutual Fund, the LGA Workers Compensation Scheme and the LGA Mutual Liability Scheme.

To achieve this, Council resources will operate in line with the i-Responda operational platform and LGFSG operational arrangements.

9. AVAILABILITY OF POLICY

This policy will be available for inspection at the Wudinna District Council office, 11 Burton Tce Wudinna 5652 during ordinary business hours and available to be downloaded, free of charge, from the Council's website at www.wudinna.sa.gov.au

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Annexure 1

Legislation and Delegations

Act or Regulation	Delegation
Local Government Act 1999	Yes
Fire and Emergency Services Act 2005 (bushfire)	Yes
Fire and Emergency Services Act 2005 (via State Emergency Management Plan)	
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	
Food Act 2001	Yes
Road Traffic Act 1961 Road Traffic (Miscellaneous) Regulations 2014 Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014	Yes
Environmental Protection Act 1993 Environmental Protection (Waste to Resources) Policy 2010	Yes
Planning Development and Infrastructure Act 2016	Yes
Burial and Cremation Act 2013 Burial and Cremation Regulations 2014	Yes
Local Government (Stormwater Management) Amendment Act 2007	
Coast Protection Act 1972	
Electricity (Principals of Vegetation Clearance) Regulations 2010	Yes
Native Vegetation Act 1991	
Safe Drinking Water Act 2011	Yes