



Community Emergency Management Policy

Responsible Officer	Chief Executive Officer
Relevant Delegations	Director Works & Infrastructure
Legislation and References	Local Government Act 1999 State Emergency Management Plan

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 Plan¹ (SEMP). 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);
- 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 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" (section 8).

2. Purpose

¹ <https://dpc.sa.gov.au/responsibilities/security-and-emergency-management/state-emergency-management-plan>

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The purpose of the policy is to:

- Define Council's roles and responsibilities in community emergency management
- Ensure that Council maintains appropriate delegations and authority to undertake its community emergency management responsibilities
- Ensure that Council prepares and maintains appropriate community 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 community emergency management activities.

3. Scope

This policy applies to Clare & Gilbert Valleys 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 community emergency management activities is limited to those listed in Section 4.

4. Policy Statement

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

a. 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 community emergency risk assessments
- systematically taking proper account of risk assessments in land-use planning to reduce hazard risk
- represent community interests in community emergency management to other spheres of government and contribute to decision-making processes

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- ensure all requisite local community emergency planning and preparedness measures are undertaken
- undertake public education and awareness to support community-preparedness measures²
- 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 community emergency risks
- Strengthen disaster resilience in communities through community development.

b. Incident operations

In accordance with the SEMP, Council will:

- ensure an adequate Council emergency response capability is in place, including resources for 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.³
- 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).

c. 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).

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

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Community Liaison

- 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

- Provide 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.⁴
- 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

5. Emergency Management Documents

In addition to this policy, Council will maintain a Community Emergency Management Plan, Incident Operations Arrangements, Recovery Arrangements and any other supporting documentation that:

Describes the strategies and actions that Council will take to implement this policy and

- Identifies relevant local, regional and State Emergency Management Plans and arrangements that impact upon Council

⁴ State Emergency Management Plan. Part 2, Arrangements 6.6.9 Role of local government in recovery

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- Responds to guidance for Council provided by the SEMP and other community emergency management plans, strategies, frameworks and guidelines
- Identifies linkages between community emergency management objectives and Council 's strategies and business, financial and other plans.

Council will maintain its commitment to locally relevant plans that have been developed. Where Council resource commitments have been made in these plans they will be subject to its normal strategic and business planning processes.

6. Support to Control Agencies and Emergency Services

Council works within the requirements of the Work Health and Safety Act 2012. Council staff and/or equipment may be requested to support control agencies and emergency services in managing a community emergency.

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

1. Council's incident operations arrangements
2. LGASA Mutual Protection guide for incident operations
3. The Local Government Incident Operations guide (including i-Responda and the LGFSG operational arrangements)
4. Appropriate risk management principles;
5. The arrangements of the LGA Asset Mutual Fund, the LGA Workers Compensation Scheme and LGA Mutual Liability Scheme

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.

6. Policy Review and Availability

This Policy will be reviewed every five years or as required.

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This policy will be available for inspection at the Clare & Gilbert Valleys Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from the council's website at www.claregilbertvalleys.sa.gov.au.

8. References

- Local Government Act 1999
- State Emergency Management Plan

9. Document History

Approved by	Issue Date	Minute Reference – Details of Review
CGVC	21/10/2019	New Policy Adopted by Council
CGVC	20/09/2023	Policy Reviewed by Council

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