

THE BAROSSA COUNCIL

COMMUNITY EMERGENCY MANAGEMENT POLICY



1. Purpose

- 1.1 The purpose of the policy is to:
- 1.1.1 Define The Barossa Council's roles and responsibilities in community emergency management;
 - 1.1.2 Ensure that The Barossa Council (Council) maintains appropriate delegations and authority to undertake its community emergency management responsibilities;
 - 1.1.3 Ensure that Council prepares and maintains appropriate community emergency management documents;
 - 1.1.4 Support Council to maintain safe working practices during emergencies; and
 - 1.1.5 Support and maintain effective protection for Council workers, assets and liabilities associated with emergency management activities.

2. Scope

- 2.1 This policy applies to Council in exercising powers and functions under the Local Government Act and agreements to which it is a party in the State of South Australia.

3. Policy Statement

- 3.1 Council supports the State Emergency Management Plan and Local Government Emergency Management Framework.
- 3.2 Emergency Management Risk Management and Planning
- 3.2.1 Council will contribute to the safety of its community by undertaking reasonably practical Community Emergency planning and preparedness activities including the identification of emergency scenarios, risk assessment, identification of risk reduction measures and implementation of preparedness strategies.
 - 3.2.2 Management activities may include:
 - building and promoting community disaster resilience;
 - undertaking 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;



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- representing community interests in emergency management to other spheres of government and contributing to decision-making processes;
- ensuring all requisite local emergency planning and preparedness measures are undertaken;
- undertaking public education and awareness to support community-preparedness measures.

3.3 Disaster Risk Reduction

3.3.1 Council will reference the National Risk Assessment Guidelines for Emergencies in supporting the development of risk assessments for community emergency management.

3.3.2 Council will maintain a Community Emergency Management Plan along with Incident Operations Arrangements and Recovery Arrangements documentation that support the implementation of this policy.

3.4 Emergency Management Incident Response

3.4.1 Council shall support the Local Government Emergency Management Framework and State Emergency Management Plan where it is deemed appropriate and safe to do so by:

3.4.1.1 Ensuring adequate local Council emergency response capability is in place.

3.4.1.2 Ensure appropriate local resources and arrangements are in place to provide and support emergency relief and recovery services to communities.

3.4.1.3 Participate in post-emergency lessons management processes including debriefs and reviews.

3.4.2 Council will develop locally relevant operational arrangements and build capacity to participate in the Local Government Functional Support Group.

3.5 Emergency Management Incident Recovery

3.5.1 Council will support recovery efforts after an incident where reasonable within the scope of the event and subject to budgetary impacts and resource availability. This shall include leadership, community liaison and development, advocacy and the seeking of grants and other funding assistance.

3.5.2 Council's approach to the provision of support will be based on ensuring a coordinated approach across governments, agencies, the community and fellow local government areas.

3.6 Support to Control Agencies and Emergency Services

3.6.1 Council's capacity to contribute to emergency response activities and support for agencies is shaped by requirements set out within the Work Health and Safety Act 2012. Occasionally Council employees and/or equipment will be requested to support control agencies and emergency services in managing an emergency.

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- 3.6.2 When Council resources are made available to support control agencies and emergency services this will be in accordance with:
- Council's incident operations arrangements;
 - Local Government Association South Australia Mutual Protection guide for incident operations;
 - The Local Government Incident Operations guide (including i-Responda).
- 3.6.3 To maintain effective worker's compensation and liability coverage when supporting emergency services and control agencies in incident operations, Council 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.
- 3.6.4 Council resources will operate in line with the i-Responda operational platform and LGFSG operational arrangements.
- 3.6.5 No Council employee or volunteer at the time of response to an incident will be at the 'frontline' of an event unless an appropriate risk assessment has been undertaken and approved by the relevant Health and Safety Representative, Supervisor and Director or Chief Executive Officer.

4. Supporting Process and Documents

- 4.1 The Barossa Council will maintain and develop documentation to describe the strategies and actions that Council will take to implement this policy.
- Community Plan
 - Corporate Plan
 - Community Emergency Management Plan
 - Community Incident Operations Arrangements
 - Community Recovery Arrangements
 - Business Continuity Plan and Sub-Plans
 - Workplace Emergency Management Plans
 - Risk Management Framework and Policy

5. Review

- 5.1 This Policy will be reviewed by the Policy Owner in consultation with the relevant stakeholders, within four (4) years or more frequently if legislation or Council's need changes.



6. Further Information

- 6.1 This Policy is available on Council's website at www.barossa.sa.gov.au. It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon payment of a fixed fee.

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- 6.2 Complaints regarding this Policy or its application can be made to the Customer Service team on 8563 8444 or barossa@barossa.sa.gov.au at first instance, who will refer you to the most appropriate officer according to Council's *Customer Service Policy*.

7. Document Control

Corporate Plan Link:		6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements			
Community Plan Link:		2.12 Contribute to a safer community. 4.3 Work with emergency services to prepare for disaster management and recovery.			
Document Owner:	Chief Executive Officer			Document Control Officer:	Manager Executive Services
Consultation Rating:	A	Audience:	External	Next Review Date:	01/08/2024
Version history					
Version No.	Date			Description of Change	
1.0	21/07/2020			New Policy	

8. Definitions

Employee	All full-time, part-time and casual employees of The Barossa Council including trainees, apprentices, and on-hire employees.
i-Responda	Is an operation platform available to Council for the management incident response.
LGA	Local Government Association of South Australia.
LGFSG	The Barossa 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.
Supervisor	Any direct line supervisor, including Chief Executive Officer, Director, Team Manager, Line Manager, Coordinator, Supervisor or Leading Worker who are responsible for Worker(s) reporting to them.
Volunteers	Any person who is registered as a volunteer with The Barossa Council.

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