

# Port Augusta City Council Emergency Management Policy



## Preamble

The *Port Augusta City Council Emergency Management Policy* provides formal scope, direction and authority for the Council to participate in emergency management. In accordance with the *Local Government Emergency Management Framework* and the *Emergency Management Planning Guide for SA Councils*, the policy;

- ✓ Defines the scope of the Council's emergency management activities
- ✓ Provides the Council administration with authority to act within the defined scope
- ✓ Establishes links with other Council policies
- ✓ Provides for the development of emergency management documents
- ✓ Describes a review process for the Emergency Management Policy
- ✓ Has been adopted in accordance with Council's internal governance processes.

## Port Augusta City Council Emergency Management Policy

Strategic reference	
File reference	
Responsibility	Mr John Banks CEO
Revision number	3
Effective date	
Last revised date	2 March 2023
Minutes reference	
Next review date	March 2027
Applicable legislation	Work Health and Safety Act 2012 (SA)
Related policies	Emergency Management Planning Emergency Management Plan;
Related procedures	Emergency Management Procedures; Incident Operations Arrangements; Recovery Arrangements

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## 1. Introduction

Emergencies have the potential to disrupt the strategic and operational activities of Council and adversely impact communities. Given the unique nature of the City of Port Augusta as a service centre for the north of South Australia and strong relationships of the City Council with its neighbouring Councils the emergency management challenges are more diverse than other Council areas.

The roles of local government in emergency management are informed by the State Emergency Management Plan<sup>1</sup> (SEMP) and the Local Government Emergency Management Framework (LGEMF)<sup>2</sup>. 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 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).

Emergency management in the Port Augusta City Council [the council] is enabled and supported by a number of legislations and delegations as listed in **Annex 1**.

## 2. Purpose

The purpose of the policy is to:

- Define Council's 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.

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

<sup>2</sup> [https://www.lga.sa.gov.au/webdata/resources/files/ECM\\_672733\\_v18\\_Local%20Government%20Emergency%20Management%20Framework%202019%20Update.pdf](https://www.lga.sa.gov.au/webdata/resources/files/ECM_672733_v18_Local%20Government%20Emergency%20Management%20Framework%202019%20Update.pdf)

### 3. Scope

This policy applies to the Port Augusta City 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 emergency management activities is limited to those listed in Section 4.

## 4. Policy Statement

The Port Augusta City 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, Port Augusta City Council will endeavour to:

- promote disaster resilience
- undertake cost-effective measures to mitigate the effects of emergencies on local communities, and participate in ZEMC led activities
- 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
- support community-preparedness measures<sup>3</sup>

In accordance with the LGEMF, Port Augusta City Council will endeavour to:

- Understand and communicate current and emerging disaster risks
- Integrate disaster risk into existing plans and decision-making (e.g. strategic plans, risk frameworks, asset management plan, climate change plans)
- Participate with local stakeholders in addressing priority emergency risks
- Promote disaster resilience in communities through community messaging.

### 4.2. Incident operations

In accordance with the SEMP, Port Augusta City Council will endeavour to:

- ensure an adequate local council emergency response capability is in place.
- 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.<sup>4</sup>

In accordance with the LGEMF, Port Augusta City Council will endeavour to:

- 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)

<sup>3</sup> Source – State Emergency Management Plan. Part 2, Arrangements 2.3 Local Government

<sup>4</sup> Source – State Emergency Management Plan. Part 2, Arrangements 2.3 Local Government

- Participate in incident operations in accordance with the i-Responda operating platform.

### **4.3. Recovery and Resilience**

In accordance with the SEMP, Port Augusta City Council will endeavour to:

#### **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
- support 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
- Support recovery centres
- Coordinate local recovery service providers.<sup>5</sup>(if not provided by the State)

In accordance with the LGEMF, Port Augusta City Council will endeavour to:

- 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 an 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

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<sup>5</sup> State Emergency Management Plan. Part 2, Arrangements 6.6.9 Role of local government in recovery

- 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 local relevant plans. Where Council resource commitments are made in these plans they will be subject to normal strategic and business planning processes of Council.

Council's emergency management documentation will be reviewed in line with Council's governance procedure.

## 6. Maintain delegations

Port Augusta City Council will maintain relevant emergency management delegations as listed in **Annex 1**

## 7. Associated policies

Associated Port Augusta City Council policies are listed in **Annex 2**

## 8. Support to control agencies and emergency services

Council works within the requirements of the Work Health and Safety Act 2012 (SA). 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:

1. Council's incident operations arrangements
2. LGASA Mutual Protection guide for incident operations
3. The Local Government Incident Operations guide (including i-Responda)

### 8.1. 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.

### 8.2. 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.

## 9. Further information

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from the council's website at <https://www.portaugusta.sa.gov.au>. and on request

- Civic Centre Customer Services Centre

## 10. Annex

### 10.1. ANNEX 1 – Legislation and delegations

Act or regulations	Delegations
<i>Local Government Act 1999</i>	Yes
<i>Fire and Emergency Services Act 2005 (bushfire)</i>	Yes
<i>Fire and Emergency Services Act 2005 (via State Emergency Management Plan)</i>	
<i>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</i>	Yes
<i>Work Health and Safety Act 2012</i>	Yes
<i>Food Act 2001</i>	Yes
<i>Road Traffic Act 1961, The Road Traffic (Miscellaneous) Regulations 2014 and The Road Traffic (Road Rules – Ancillary And Miscellaneous Provisions) Regulations 2014</i>	Yes
<i>Environment Protection Act 1993 and the Environment Protection (Waste To Resources) Policy 2010</i>	Yes
<i>Development Act 1993 and Planning, Development and Infrastructure Act 2016</i>	Yes
<i>Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014</i>	Yes
<i>Local Government (Stormwater management) Amendment Act 2007</i>	
<i>Coast Protection Act 1972</i>	
<i>Electricity (Principles of Vegetation Clearance) Regulations 2010</i>	

## 10.2. Annex 2 – Associated Port Augusta City Council Policies

Leave Management Policy

Port Augusta City Council Risk Policy and Risk Management Framework

Enterprise Agreements and relevant Awards

Port Augusta City Council Business Continuity Plan

Port Augusta City Council Risk Register

Port Augusta City Council Asset Management Plan

Long Term Financial Plan

Development Plan

## 10.3. Annex 3 – Glossary

SEMP	State Emergency Management Plan
LGEMF	Local Government Emergency Management Framework
ZEMC	Zone Emergency Management Committee - Each zone will have a ZEMC responsible for risk management, planning and implementation of Zone-level actions to build resilience and support State emergency management arrangements.
LGASA	Local Government Association South Australia
LGFSG	Local Government Functional Support Group