

EMERGENCY MANAGEMENT POLICY	
Type	Governance
Category	Infrastructure
Responsible Officer	Director Infrastructure
First Issued / Adopted	New
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Last Reviewed	26 August 2020
Minutes Reference	OM261/20
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Applicable Legislation	Local Government Act 1999 Fire and Emergency Services Act 2005 (bushfire) Public Health Act 2011 Work Health and Safety Act 2012 Food Act 2001 Road Traffic Act 1961 Environment Protection Act 1993 and Environment Protection (Waste to Resources) Policy 2010 Development Act 1993 and Planning, Development and Infrastructure Act 2016 Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014 Procurement Policy
Related Documents	State Emergency Management Plan Local Government Emergency Management Framework
Public Consultation Required	No
File Reference	2024.1260 – working copy 2025.0792 – Master copy

1. PURPOSE

The purpose of the policy is to:

- a) Define Port Pirie Regional Council's roles and responsibilities in emergency management;
- b) Ensure that Port Pirie Regional Council maintains appropriate delegations and authority to undertake its emergency management responsibilities;
- c) Ensure that Port Pirie Regional Council prepares and maintains appropriate emergency management documents;
- d) Support Port Pirie Regional Council to maintain safe working practices during emergencies;
- e) Support Port Pirie Regional Council to maintain effective protection for council workers, assets and liabilities associated with emergency management activities.

2. SCOPE

This policy applies to Port Pirie Regional 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.

3. DEFINITIONS

LGA means Local Government Association.

LGASA means Local Government Association of South Australia.

LGEMF means Local Government Emergency Management Framework.

LGFSG means Local Government Functional Support Group.

SEMP means State Emergency Management Plan.

4. POLICY STATEMENT

Port Pirie Regional 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 Pirie Regional 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.¹
- g) Understand and communicate current and emerging disaster risks;

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

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- h) Integrate disaster risk into existing plans and decision-making (e.g. strategic plans, risk frameworks, asset management plan, climate change plans);
- i) Partner with local stakeholders in addressing priority emergency risks;
- j) Strengthen disaster resilience in communities through community development.

4.2 Incident Operations

In accordance with the SEMP, Port Pirie Regional Council will:

- a) ensure an adequate local council emergency response capability is in place, including resources for the local volunteers;
- b) ensure appropriate local resources and arrangements are in place to provide and support emergency relief and recovery services to communities;
- c) participate in post-emergency assessment and analysis.
- d) Develop a locally relevant risk based suite of incident operational arrangements;
- e) Build capability of council to participate in the Local Government Functional Support Group (LGFSG);
- f) Participate in incident operations in accordance with the i-Responda operating platform.

4.3 Recovery

In accordance with the SEMP, Port Pirie Regional Council will:

Leadership

- a) Provide senior representation on local recovery committees;
- b) Provide representation at community meetings;
- 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).

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 impacts of the disaster on the council area;
- e) Support liaison between the local recovery coordinator and the local recovery committee;
- f) Provide support and coordination to local volunteer efforts.

Community development

- a) Appoint a community development officer (if not provided 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.²

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

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In accordance with the LGEMF, Port Pirie Regional Council will:

- a) Provide leadership, co-ordination and advocacy when the community is impacted by disasters;
- b) Plan for recovery to establish the principles, 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, Port Pirie Regional 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;
- 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 Port Pirie Regional Council's strategies and business, financial and other plans.

Council will maintain its commitment to locally relevant plans developed in consultation with Port Pirie Regional Council. 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

Arrangements for financial spending during emergencies are as per the Procurement Policy.

7. SUPPORT TO CONTROL AGENCIES AND EMERGENCY SERVICES

Port Pirie Regional 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:

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

7.1 Local Government Functional Support Group

Port Pirie Regional Council is a participating organisation of the 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.

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7.2 Protection

To maintain effective workers compensation and liability coverage, council when supporting the emergency services and control agencies in incident operations will:

- a) Apply appropriate risk management principles; and
- b) 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. FURTHER INFORMATION

These procedures will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: www.pirie.sa.gov.au

- Port Pirie Council Administration Centre, 115 Ellen Street, Port Pirie
- Crystal Brook Rural Office, Bowman Street, Crystal Brook

Copies will be provided to interested parties upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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