



Community Emergency Management Policy

Reference Number:	2.5
Type:	Council Policy
Category:	Corporate Governance & Finance
Relevant Community Plan Outcome:	<ul style="list-style-type: none">• Charles Sturt is a place where people feel safe in their homes, neighbourhoods and public places; they are resilient and manage shocks and stressed to build a stronger community• Greenhouse gas emissions significantly reduce, and we adapt to our changing climate• Our city is greener to reduce heat island effects and enhance our biodiversity• The management of our city is progressive, responsive and sustainable to ensure a united and unique place for future generations.
Responsible Officer(s):	Manager, Governance and Operational Support
First Issued/Approved:	July 1999
Minutes Reference:	CoS 6/02/2023, Item 4.09
Last Reviewed:	February 2023
Next Review Due:	February 2025
Applicable Legislation:	Emergency Management Act 2004 Local Government Act 1999 Public Health Act 2011
Related Policies:	Environmental Sustainability Policy Risk Management Policy WHS Return to Work Policy
Related Procedures:	Community Emergency Management Plan Public Health Plan 2020-2025 Risk Management Procedure Enterprise Agreements LGASA i-Responda Framework Incident Operation Arrangements

1. Purpose

The purpose of this policy is to establish Council's commitment in relation to emergency management within the City of Charles Sturt and the broader community.



2. Scope

This policy covers management of community emergencies within the City of Charles Sturt area and when Council is supporting emergencies in other councils as part of the LGFSG. The scope 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

3. Policy Statement

The City of Charles Sturt will develop strategies across the spectrum of disaster risk reduction, incident operations and recovery to mitigate the negative impact of emergencies on the safety and/or welfare of people, property and the environment.

Legislation & Strategic Context

Given the increasing regularity and severity of natural disasters, Australian Governments have recognised that a national, coordinated and cooperative effort is required to enhance Australia's capacity to withstand and recover from emergencies and disasters. The *National Disaster Risk Reduction Framework* implements the first three priorities of the *Sendai Framework for Disaster Risk Reduction 2015-2030* for an Australian context. The *Australian Disaster Recovery Framework* further provides principles and arrangements that support effective, coordinated recovery for disaster impacted communities. These overarching documents acknowledge that all sectors have a shared responsibility in emergency management. In consideration of this approach the City of Charles Sturt recognises the responsibility it has to help protect and assist its community.

The City of Charles Sturt's role in disaster risk reduction, incident operations and recovery is informed by the *Local Government Act 1999*, the State Emergency Management Plan (SEMP) prepared pursuant to section 9 of the *Emergency Management Act 2004*, and the Local Government Emergency Management Framework (LGEMF). This policy identifies the actions Council is taking to fulfill its role in the areas of disaster risk reduction, response and recovery.

Furthermore, The City of Charles Sturt recognises that climate change is increasing the likelihood and severity of natural disasters, and that there is an increasing risk of concurrent, cumulative, more frequent and more severe natural disasters in the future. The City of Charles Sturt declared a Climate Emergency in 2019 in recognition of the urgency to respond to climate change and is committed to undertaking mitigation and adaptation actions.

3.1 Disaster Risk Reduction

The City of Charles Sturt will contribute to disaster risk reduction by:

- 3.1.1 Identifying and, where practical, addressing gaps in information, data and resources to build awareness of disaster risks, including conducting, or contributing to, relevant risk assessments.
- 3.1.2 Integrating disaster risk into existing plans and decision-making processes.
- 3.1.3 Enabling community access to disaster risk information in order to promote and improve disaster resilience.
- 3.1.4 Investing in cost-effective measures to reduce the impacts of natural disasters when they do occur.
- 3.1.5 Collaborating with key stakeholders to progress disaster risk reduction initiatives at a regional level, including AdaptWest (the Western Region climate change partnership) and the Western Adelaide Zone Emergency Management Committee.
- 3.1.6 Implementing actions as part of our strategic commitment to climate change mitigation and adaptation and building community resilience to natural disasters that may be exacerbated by climate change.
- 3.1.7 Representing relevant community interests to other tiers of government and contributing to decision-making processes.
- 3.1.8 Ensure emergency planning and preparedness measures are undertaken and current, including maintaining our Community Emergency Management Plan.
- 3.1.9 Undertaking regular emergency exercises to test documented arrangements.

3.2 Incident Operations

The City of Charles Sturt will undertake incident operations by:

- 3.2.1 Ensuring an adequate incident operations capability is in place including maintaining trained and skilled staff, suitable resources and facilities and documented incident operational arrangements to support Council response in our City. Supporting other councils impacted by an emergency as part of the LGFSG. Support to other councils during an emergency may include personnel and/or plant and equipment and will be made available depending on the nature, timing and of the emergency and the capability and capacity of Council.
- 3.2.3 When providing support to control agencies or other councils, acting in accordance with Council's Incident Operation Arrangements, Local Government Association of SA Mutual Protection Guide for Incident Operations, the City of Charles Sturt's Enterprise Agreements and the Local Government Functional Support Group (LGFSG) incident operations arrangements including the i-Responda Operating Platform.
- 3.2.4 Participating in lessons management processes as appropriate, including multi-agency debriefs.
- 3.2.5 Evaluating our documents after a disaster or exercise to ensure continuous improvement.

3.3 Recovery

The City of Charles Sturt will:

- 3.3.1 Provide leadership, coordination and advocacy when the community is impacted by disasters.

3.3.2 Provide representation at recovery committees and attend community meetings as required.

3.3.3 Liaise and collaborate with the community, other tiers of government and recovery service providers to identify and assess impacts and emerging issues to assist the provision of recovery services.

3.3.4 Support emergency relief and recovery centres.

3.3.5 Where applicable, apply for grants and other funding assistance to support disaster recovery.

4. Definitions

Key Term – Acronym	Definition
Control Agency	The agency that takes control of the emergency response as identified in the SEMP, for example the Country Fire Service for bushfire.
Disaster Risk Reduction	Actions taken before a natural hazard event occurs to reduce the impact of such an event and avert disaster.
Incident operation arrangements	The process and associated arrangements of responding to an emergency incident.
i-Responda	A framework for councils to support Control Agencies and other councils during an emergency. The framework provides principles and training to councils using the fundamental concept of “ordinary operations in extraordinary circumstances.”
Emergency	An event that causes or threatens to cause the death of, or injury or other damage to the health of, any person; or the destruction of, or damage to, any property; or a disruption to emergency services, or to services usually enjoyed by the community; or harm to the environment or flora or fauna.
Emergency management	A range of measures to manage risks to communities and the environment.
LGEMF	Local Government Emergency Management Framework.
LGFSG	Local Government Functional Support Group The LGFSG is one of a number of functional support groups identified in the SEMP. These groups support the Control Agency to provide emergency response. The role of the LGFSG as defined in the SEMP is “coordinating response from local government during an emergency.”
Relief centre	The centre at which emergency relief services to persons affected by an emergency are provided. It may include short-term shelter, information, personal support, food, temporary accommodation, practical advice, basic first aid, interpreter services, companion animal care, financial assistance and referrals.
Recovery	Recovery is the process of restoring or improving the livelihood and health, as well as the economic, physical, social, cultural and environmental assets,

	systems and activities of a disaster-affected community. It is a complex process that provides an opportunity to enhance community resilience and to 'build back better' to avoid or reduce future emergency/disaster risk.
Recovery centre	A one-stop-shop that centralises local, state and Australian government and non-government services to support people affected by emergencies.
SEMP	State Emergency Management Plan The SEMP outlines comprehensive emergency management arrangements for South Australia. This is prepared pursuant to the <i>Emergency Management Act 2004</i> .
WHS	Work Health and Safety
ZEMC	Zone Emergency Management Committee. There are 11 strategic emergency management planning committees across South Australia. The Western Adelaide Zone is made up of the City of Charles Sturt, City of West Torrens and part of the City of Port Adelaide Enfield. The Western Adelaide Zone Emergency Management Committee (WAZEMC) is responsible for the local planning in the Western Adelaide region to support the State Emergency Management Plan.